



# BOROUGH OF CARLISLE

*“Committed To Excellence in Community Service”*

## Carlisle Borough Volunteer Position Announcement Planning Commission

**Date:** January 27, 2017

**Submission Deadline:** February 22, 2017

The Employee Relations and Community Participation Committee of the Carlisle Borough Council is seeking borough residents interested in serving on the following Commission or Board:

**Commission or Board:** Carlisle Borough Planning Commission

**Term:** Four Year term beginning in March 1, 2017 and expires on February 28, 2021.

**Note:** Requires Statement of Financial Interest Filing

### **Responsibilities and Committee Description:**

**Community Planning** – develop and recommend the Comprehensive Plan to Borough Council for adoption; update the Comprehensive Plan and land use ordinances periodically; and review infrastructure plans for consistency with the Comprehensive Plan.

**Implement Comprehensive Plan** – develop and recommend implementation programs, procedures, and tools, such as land use ordinances to Borough Council for adoption

**Land Development Review** – review plans for proposed subdivision, land development and public projects and recommend action to Borough Council (under certain circumstances, the PC has final plan approval)

**Public Involvement** – involve the public in planning and decision-making, ensure public access to information and meetings and create opportunities for public input and influence

**Legal Compliance** – be informed of and implement laws related to open meetings and public records, ethical conduct, meeting conduct, and state and federal laws regarding community planning and land use

**Intergovernmental Cooperation** – cooperate with state, municipal, county, and regional planning agencies and other groups for coordinated planning (many PC members serve on or act as liaisons to other community boards including Tri-County Regional Planning Commission; Cumberland County Planning Commission; Mechanicsburg Borough Historic and Architectural Review Board; Mechanicsburg Borough Environmental Advisory Council; Main Street Mechanicsburg; etc.)

**Continuing Education** – attend training sessions to understand current trends and information and the PC role in municipal governance.

**Preparations** – read, review and consider plan related documents, background materials, staff presentations, and public comments

**Other** – duties as set forth in Section 209.1 of the Pennsylvania Municipalities Planning Code (MPC) (Act 247, as reenacted and amended)

### **Special Duties**

Officers (chair, vice-chair, secretary) are elected annually by the Planning Commission and members may be assigned special reviews or assignments as a result of special projects.

### **Time Commitments**

The Planning Commission holds regular business meetings once a month, scheduled for 6:30 pm on the 4th Monday of each month. Additionally, the PC also has a work session scheduled for 6:30 pm on the 3rd Tuesday of each month, held as needed to develop or review special projects. Meetings and work sessions typically last two (2) hours, depending on the size and complexity of the agenda. The PC has the right and may hold special meetings and hearings as required.

### **Desired Attributes and Skills**

The following skills, traits, and characteristics are important for the Planning Commission:

- Good communicator, detail oriented, willing to learn, critical and objective thinker, open minded
- Concern for serving the public interest, willingness to prepare for and attend meetings, obtain continuing education, good record of civic involvement
- Skills and expertise to broaden the collective knowledge, including an understanding of the planning process, land use issues or law, construction or development practices, natural and economic resources, and policy development
- Strong analytical skills, ability to read ordinances, maps and plans
- Uphold ethical standards, not be perceived to have conflicts of interest, protect the public interest, strive for honest and independent decision-making

- Reflect Borough’s diversity – social, cultural, economic and other interests, geographic and jurisdictional, demographic, economic and professional

### **Supervision**

The Planning Commission receives direction from, and is responsible to, Borough Council and operates within the MPC. The Planning Commission is supported by the Borough Codes and Zoning Officer and Codes and Zoning Secretary, Borough Engineer, Borough Solicitor, County Planning Commission representative, and contracted consultants as approved by Borough Council.

### **Working Conditions**

The Planning Commission conducts 95 percent of its work indoors in an intellectual capacity, but will periodically visit outdoor sites for information gathering, inspection, or special projects.

### **Term of Appointment**

Members shall be residents of the Borough and are appointed by Borough Council for a term of four (4) years, or during a vacancy to fill the unexpired portion of a term. Members may be removed from office by Borough Council “for cause” (unlawful acts in office, failure to perform duties of office) after notice and a hearing in accordance with Section 206 of the MPC.

### **Benefits**

Planning Commission membership is voluntary, traditionally with no stipend for meetings and other responsibilities. Funding for related continuing education purposes may be available.

### **Indemnification**

Appointed officials are protected from personal liability claims when performing duties within the scope of their appointment.

### **Meetings:**

The Board of Appeals meets the third Wednesday of the month at 5 PM. Please note that meetings will only take place if a request is submitted for an appeal.

### **Selection process:**

- All letters and resumes received will be reviewed at the next Planning Commission meeting on February 23, 2017.
- Identified candidates will be scheduled for an interview with the chairman and co-chairman of the ERCP committee.
- The candidate chosen by the ERCP to fill the vacancy through 2021 will be recommended to Borough Council for approval.

If interested in volunteering please submit a letter of interest and resume (if available) by February 22, 2017 to:

Sean Crampsie, Employee Relations/Citizen Participation Committee Chairman  
Borough of Carlisle  
53 West South Street  
Carlisle, Pennsylvania 17013  
Email: [scrampsie@carlislepa.org](mailto:scrampsie@carlislepa.org)

Thank you for your interest!

**Sean Crampsie**