

**Town of Beverly Shores  
Plan Commission Member  
Job Description**

**Job Title**

Plan Commission Member

**Department**

Plan Commission

**Description of Work**

**General Statement of Duties**

- Review and recommend changes to the Zoning Ordinance, Zoning Map, and Comprehensive Plan to the Council
- Approve Subdivisions
- Enforce Zoning Law and Ordinance and Commission's Decisions and orders
- All duties set forth, from time to time, in Town Code Sections 155.029 and 155.032
- Attend and participate in Commission meetings

**Supervision Received**

- Plan Commission President for procedural issues.

**Typical Activities Performed**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances.

- Attend and prepare for, and actively participate in all meetings of the Commission
- Work with members to review and recommend changes to the Zoning Ordinance, Zoning Map, and Comprehensive Plan to the Council
- Approve Subdivisions
- Enforce Zoning Law, Ordinance, and Decisions and Orders of Commission

**Position Requirements**

- Appointment to Position

**Education/Experience**

- High School education or GED, four year degree preferred

**Special Knowledge, Skills, or Abilities**

- Ability to read and understand Town Ordinances and Zoning Code.
- Urban and Regional Planning Experience helpful.
- Ability to deal with people.
- Knowledge of Town background, issues, and concerns.