



## **NOTICE OF SOLICITATION OF PLANNING COMMISSION MEMBERS**

**There are TWO Planning Commission Seats open for appointment by Town Council. Each position serves for a period of three years.**

**If you are interested in serving as a Member of the Planning Commission, please reach out by emailing Town Manager, Antonina Tantillo, at [atantillo@townsend.delaware.gov](mailto:atantillo@townsend.delaware.gov)**

The qualifications for Planning Commission Members can be found below.

### **Qualifications for Planning Commission Members**

#### **Town of Townsend Municipal Code 24.08.040 Planning Commission**

1. *Planning Commission.* The Planning Commission is hereby established in the manner prescribed by law. This commission shall consist of five members. At all times one member is to be a member of the Board of Adjustment. All members are to be appointed by the town council for a period of three years. Any member may be removed by a majority vote of the full council. Vacancies shall be filled for the un-expired term of any member whose position becomes vacant. The duties of the Planning Commission shall be to review the zoning ordinance and to advise the board of adjustment and town council of proposed amendments or changes in the zoning ordinance on a yearly basis. The Planning Commission has the responsibility of updating the zoning map and developing a comprehensive development plan.

**Delaware Code Title 22 Municipalities, Chapter 7 Planning Commission § 701. Establishment; membership.**

#### **§ 701. Establishment; membership.**

Any incorporated city or town may at any time establish a planning commission under this chapter. A planning commission established hereunder shall consist of not less than 5 nor more than 9 members. Such members shall in cities be appointed by the mayor, subject to confirmation by the city council, and in towns where there is not a mayor shall be elected by the town commissioners. When a planning commission is first established the members thereof shall be appointed or elected for terms of such length and shall be so arranged that the term of at least 1 member shall expire each year and their successor shall be appointed or elected for terms of 2 to 5 years each. Any member of the planning commission so established in a city may be removed for cause after a public hearing by the mayor with the approval of city council; members of the planning commission elected by town commissioners shall be removed by them for cause after a public hearing by a majority vote. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term in a city in the same manner as an original appointment and in a town by the town commissioners. Such a planning commission shall elect annually a chairperson and a secretary from among its own number and may employ experts, clerical and other assistants. It may appoint a custodian of its plan and records who may be the city engineer or town clerk.