

Planning Commission Clerk Duties:

(This is excepted from an email I sent to Mayor Drain and the Town Clerk on Oct 4.)

First, ordinance references to the position:

153.042 BOULDER TOWN PLANNING COMMISSION.

(D) Recording Secretary. The Council shall appoint a Recording Secretary to serve the Commission. The Recording Secretary shall keep the minutes of all proceedings of the Commission, which minutes shall be the official record of all proceedings before the Commission, attested to by a majority vote of the members of the Commission. The Recording Secretary shall be compensated as approved by the Council.

Other references to the duties of the "Planning Commission Clerk" include the following: 152.131, 152.132, 153.381, 153.382, 153.383, 152.116

[In addition to the PC, the same set of requirements apply to the Board of Adjustment, 153.043, specifically,

(E) Recording Secretary. The Council shall appoint a recording secretary to serve the BOA. The Recording Secretary shall keep the minutes of all proceedings of the BOA, which minutes shall be the official record of all proceedings before the BOA, attested to by a majority of the members of the BOA voting. The Recording Secretary shall be compensated as approved by the Council.]

And here are the things I actually do in this position:

1. Maintain compliance with Title 52, Chapter 4 of Utah Code (Open and Public Meetings Act)

This encompasses recordkeeping, minutes, agenda, recordings, notification, posting, deadlines, content, and training, as required by OPMA.

2. Maintain the roster of members of the board(s), such that unfilled terms can be appropriately filled for the correct term duration.

3. Maintain correct version of files and all documentation associated with:

a) Conceptual and Preliminary Application for Subdivisions

b) Conditional Use Permit Applications and summary form on commission action/conditions

4. Maintain record/distribute all official communications and shared documentation within the body; ensure all members have received relevant information in preparation for meetings

5. Maintain communication with Zoning Administrator on current/upcoming land-use applications.

6. Work closely with PC/BoA board chair on agenda and required documentation

7. Review/train incoming PC/BoA chair on procedures. (The BoA needs yearly training on the five variance criteria and the Board's associated powers and duties.)

8. Set up physical/zoom facilities for meetings and public forums

9. Provide draft minutes monthly for review and approval; edit approved format minutes for web posting and distribution to American Legal for codification. (PC minutes since January 2018 have been codified.)
10. Download recordings from all meetings, convert to mp3 format, and post on website within 3 days of the meeting (per state code).
11. Maintain all correspondence from members of the public; respond to sender within 24 hrs.
12. Monitor Utah League of Cities and Towns for relevant training opportunities and notify commissions
13. Post appropriate explanatory material on town website; maintain website information for each commission in a timely manner.

In general, these duties require website knowledge, zoom setup and administration, Utah Public Meetings Notice application, misc administrative applications, including Microsoft Word, Excel, and Powerpoint, and basic audio/video editing; enhanced writing and editing capabilities.

The skills noted in the above paragraph can be readily learned/acquired. The underlying attention to detail and ability to anticipate needs related to information, to timely postings, to setting deadlines, to complying with state requirements is at the heart of this position.

I do believe the state-mandated duties of the Planning Commission and of the Board of Adjustment, and thus, of the "Planning Commission Clerk" and "Board of Adjustment Clerk" are substantial and require the dedicated attention of one clerk.

The role defined above needs to work cooperatively, but separately, from the Town Clerk, whose duties are far more broad-scoped and diverse. Land-use requirements, legislation, terminology, and Boulder context becomes an expertise in its own right, and a dedicated Planning Commission/BoA Clerk can maintain the continuity of a volunteer board as it changes membership over time.

Postscript:

I officially submitted my resignation in May, with the intention of filling out the year and being able to train a replacement over several months as that person picked up more and more of the job.