

# PLANNING COMMISSION APPLICANT INSTRUCTIONS

---

## **APPLICATION PROCEDURE**

Submit Application by 5 pm Friday October 31, 2024, to City Recorder Lisa Smith via mail, payment box, or email [lsmith@southwebercity.com](mailto:lsmith@southwebercity.com)

### **Application shall consist of:**

1. Application for Appointment
2. Letter of Interest
3. Resume

## **APPOINTMENT**

Appointment is for three years beginning February 1<sup>st</sup>, 2025 to January 31, 2028. Appointment will be made by the Mayor at the January 14, 2025, City Council meeting.

## **QUALIFICATIONS**

Must be a resident of South Weber City for a minimum of 12 consecutive months.

## **OATH OF OFFICE**

All newly elected or appointed officials are required to take the Oath of Office given by the City Recorder. The Oath of Office Ceremony for this appointment will take place at the first Planning Commission meeting following appointment:

*"I do solemnly swear that I will support, obey and defend the Constitution of the United States, and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity."*

## **POWERS AND DUTIES OF PLANNING COMMISSION**

The Planning Commission duties are administrative. It makes recommendations to the City Council. South Weber City Code 10-3-5 cites that the Planning Commission shall:

1. Prepare and recommend a general plan and amendments to the general plan to the City Council as provided under state law;
2. Recommend land use ordinances and maps, and amendments to land use ordinances and maps, to the City Council as provided under state law;
3. Administer provisions of the land use title as specifically provided in South Weber City Code Title 10;
4. Recommend subdivision regulations and amendments to those regulations to the City Council as provided under state law;
5. Recommend approval or denial of subdivision applications as provided under state law;
6. Advise the City Council on matters as directed by the City Council;
7. Hear and decide conditional use permits;

8. Exercise any other powers necessary to enable it to perform its function.

**Questions about duties?** Contact Community Development Manager Lance Evans at 479-3177 ext. 2221 or [levans@southwebercity.com](mailto:levans@southwebercity.com)

**REIMBURSEMENT FOR EXPENSES**

Commission members receive reimbursement for reasonable expenses incurred in performing their duties as members of the Planning Commission, which is established by resolution of the City Council. Each Planning Commission member receives compensation of \$150 per month.

**MEETINGS**

Planning Commission meetings are held the 2nd Thursday of every month beginning at 6:00 p.m. Agendas and related backup documents are provided via email the week prior to each meeting. Special meeting may be scheduled as well as occasional joint meetings with the City Council. You will need to set aside these evenings to ensure you are in attendance. Commissioners are required to attend a minimum of 75% of scheduled meetings.

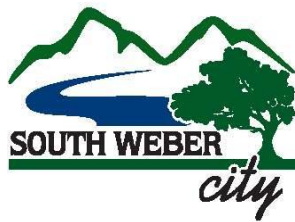
**MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT** (Utah Code 10-3-1301-1312 attached)

The purposes of the "Municipal Officers' and Employees' Ethics Act" are to establish standards of conduct for municipal officers and employees and to require these persons to disclose actual or potential conflicts of interest between their public duties and their personal interests.

Included in the Act:

- ◆ Prohibits the use of position as municipal officer for personal benefit.
- ◆ Prohibits the receipt of gifts, loans or compensation that may influence the discharge of duties. (This does not apply to political contributions or bona fide loans made in the normal course of business.)
- ◆ Requires full disclosure by officials of an interest in a business that does business with or is regulated by government.
- ◆ Requires disclosure of any business entity where the employee or official is an officer, director, agent, employee or owns a substantial interest that does or anticipates doing business with the City.
- ◆ Disclosures shall be made in a sworn statement filed with the mayor.

Any person who knowingly or intentionally violates the act, except for disclosure of business interest provisions, shall be removed from office, and is guilty of criminal conduct up to a felony of the second degree. Violation of disclosure requirements will result in removal of the officer who knowingly and intentionally violates this part from employment or office; and the municipality may rescind or void any contract or subcontract entered pursuant to that transaction without returning any part of the consideration received by the municipality



1600 E. South Weber Drive  
South Weber, UT 84405

[www.southwebercity.com](http://www.southwebercity.com)

801-479-3177  
FAX 801-479-0066

**APPLICATION FOR APPOINTMENT**

# TO THE PLANNING COMMISSION

**Application timeline:**

**Deadline:** Friday October 31, 2024 at 5 pm.

**Interviews:** as scheduled

**Appointment:** January 14, 2025

**Application shall consist of:**

1. Application for Appointment (this page)
2. Letter of Interest addressed to Mayor Westbrook (Include why you would like to be on the Planning Commission; and why you are the best candidate for the position.)
3. Resumé

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**I would like to be considered for appointment to the South Weber City Planning Commission. I have read the applicant instructions. I am a resident of South Weber and have been for more than twelve consecutive months. I have a basic understanding of the duties and expectations of the position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date