



## **Process to Appoint New Planning and Zoning Member**

Documents must be submitted the Friday prior to the Planning and Zoning Meeting to the Mayor, at the Village Hall 109 Harrison Street, Galena, Ohio 43021. No Applications will be accepted after this date.

### **Eligibility**

Candidates must reside within the incorporated limits of the Village of Galena and must have lived within the incorporated limits for one year prior to being appointed.

Planning and Zoning Commission is comprised of three residents, who are appointed to three-year staggered terms, a Council Representative appointed annually. The commission hears and decides appeals; authorizes variances, grants conditional use zoning permits; and, reviews proposed master plan, subdivision codes and zoning code amendments and planned district proposals and makes recommendations on them to Council.

**Planning and Zoning Commission Responsibilities and Compensation** members serve on a part time basis and meet their responsibilities through monthly meetings, along with special meetings when necessary.

Commission members are compensated at the rate of \$50.00 per month paid annually.

### **Application Submission**

Interested Residents of the Village of Galena must submit the following documents:

- Completed Candidate Application Form

- Candidate Questionnaire Form
- Resume

The Candidate Application and Candidate Questionnaire are available at [www.galenaohio.gov](http://www.galenaohio.gov) or at the Village Hall at 109 Harrison Street, Galena, Ohio 43021.

All candidate documents are public record and candidate names will be announced at the Planning and Zoning Meeting.

### **Interviews**

Based on the number of candidates, the mayor will review all documents prior to Planning and Zoning meeting. The mayor will then discuss candidates with fellow members and make the appointment accordingly. Once the appointment is made by the mayor, the candidate will be presented to Council for approval at the next Council meeting.