

### About the Position

The Planning Commission makes recommendations to the City Council on land use issues such as rezoning, subdivisions, planned unit developments, special use reviews, and site and architectural plan reviews.

**Deadline for Applications:** When there are openings on the Commission, information about positions and deadlines are posted on this web page: <https://www.lafayetteco.gov/joinplanningcommission>

- Submit application, a current resume, and a letter of interest addressed to the Mayor and City Council.
- Applications will be reviewed by the nominating committee. Selected applicants will be contacted to schedule an interview.

### Details

- The seven members serve four-year terms.
- Meetings are held on the second and fourth Wednesday of the month at 6 pm via Zoom or in the Council Chambers at City Hall.
- Learn more:
  - Planning Commission home page: <https://www.lafayetteco.gov/planningcommission>
  - Establishing Document: <https://www.lafayetteco.gov/aboutplanningcommission>
  - Citizen's Guide to the Planning Commission: <https://www.lafayetteco.gov/planningcommissioncitizensguide>

### Requirements & Duties

- Resident of Lafayette for at least 12 months (prior to appointment)
- Registered voter
- Attend both monthly meetings.
- May be required to attend other meetings or volunteer at special events to promote work of the committee.

### Desired Qualifications & Interests

There are no minimum skills and abilities that an applicant must have to be appointed as a Planning Commissioner, however, there are skills and abilities that make a quality Planning Commissioner.

- Review Full Job Description: <https://www.lafayetteco.gov/planningcommissionjobdescription>

### Contact Staff Liaison

For more information, contact Jana Easley, Planning Manager, by phone at 303-661-1271, or online: <https://www.lafayetteco.gov/contactliaisons>

**How to Apply**

- View deadlines for current openings, then apply online:  
<https://www.lafayetteco.gov/joinplanningcommission>
- Or return this application, with resume and cover letter, to Jana Easley/Planning Commission, Planning and Building Department, 1290 S. Public Rd, Lafayette, CO 80026 (fax: 303-665-2153).

**Supplemental Information: REQUIRED**

\*All information provided to the City on this application, and on your resume (if required), is subject to the Colorado Open Records Act.\*

**In addition to this application, please submit:**

- Letter of interest addressed to the Mayor and City Council
- Current resume

**About the Process**

The City of Lafayette posts candidate applications (with personal information redacted) online after the deadline for a position has passed. Full applications and supplemental documents such as resumes are available from the City Clerk according to the Colorado Open Records Act. To view redacted applications for recently submitted applications: <https://www.lafayetteco.gov/boardsapplicants>



**Application for Planning Commissioner**

**Applicant Information**

\*Your application will be posted on the City's website after the deadline has passed and after personal information has been redacted.\*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I will have lived in the City of Lafayette for at least 12 months prior to my appointment.

YES\_\_ NO\_\_

I am registered to vote.

YES\_\_ NO\_\_

I understand that the information provided in this application is considered part of the public record and could be made available to others upon request.

YES\_\_

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**STAFF USE ONLY**

- Scan whole application and supplemental docs to archive per Colorado Open Records Act
- Scan Applicant Questionnaire only for online posting after deadline has passed.



**Application for Planning Commissioner**

**Applicant Questionnaire**

\*This section of your application will be posted online after the deadline has passed.\*

**Name:** \_\_\_\_\_ **How long have you lived in Lafayette?** \_\_\_\_\_

**1. Why would you like to serve on the Lafayette Planning Commission?**

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**2. Have you been a member of other boards, commissions, or committees?**

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**3. Have you had any personal experience in dealing with planning or development? If so, provide a brief statement as to your experience.**

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**4. Describe your history associated with community volunteerism.**

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**Application for Planning Commissioner**

7. As a Planning Commissioner, you will have many opportunities to utilize conflict resolution techniques. Describe a specific incident that demonstrates your skills in this area.

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**Thank you for your interest!**