



# Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(Phone) • 719-754-3379(Fax)

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## **Position Description: Alternate Member for the Town of Center Planning Commission**

The Town of Center is currently seeking passionate and dedicated citizens to serve as alternates on the Town of Center Planning Commission. Two alternate positions are available, offering a unique opportunity to contribute to the planning and development of our community.

### **Role and Responsibilities:**

- Participate in Planning Commission meetings and discussions.
- Assist in reviewing and advising on planning applications, zoning issues, and community development projects.
- Provide input on the Town of Center Planning Commission Priorities and initiatives.
- Serve as a substitute for regular Planning Commission members as needed.
- **Note:** Alternates are invited to attend all meetings and will have a voice in all actions, but shall have no vote unless a regular member of the Commission is absent or not participating.

### **Qualifications:**

- Must be a resident of the Town of Center.
- Demonstrated interest in community planning, development, and local governance.
- Strong analytical and communication skills.
- Ability to work collaboratively in a team environment.
- Commitment to the Town of Center's Code of Conduct and ethical standards.

### **Meeting Schedule:**

- The Planning Commission currently meets once a month in the evening.
- Additional workshops or meetings may be scheduled at other times during the month.

### **Application Process:**

1. Review the Town of Center Planning Commission Priorities, Qualifications, Skills, Application Review Process, and Code of Conduct. See link: [Center Planning Commission Guidelines](#)
2. Submit a one-page letter of interest detailing your qualifications and relevant experience.
3. Deliver the letter to the Town of Center by the application deadline.

### **Deadline:**

All applications must be received by June 7<sup>th</sup>, 2024.

**Selection Process:**

Eligible candidates will be interviewed by the Town Board of Trustees, who will then select the most suitable candidates for the alternate positions.

This is a great opportunity to get involved and make a meaningful impact on the future of our town. If you are passionate about community planning and development, we strongly encourage you to apply!

For more information, please visit our website or contact the Town of Center directly.

Submit your letter of interest via email to [rose@centerco.gov](mailto:rose@centerco.gov) or drop it off in person at Center Town Hall, 294 S. Worth St by Friday, June 7<sup>th</sup>, 2024.

**Thank you for your interest in serving our community!**