

Zoning Administrator Position Description

Crystal Lake Township, Benzie County, Michigan

(Updated August 2014)

General Position Summary

- The Zoning Administrator has overall responsibility to administer the Crystal Lake Township Zoning Ordinance as written and does not have authority to deviate from the Ordinance.
- The chair of the Planning Commission is his/her immediate supervisor.
- The Zoning Administrator is an employee of Crystal Lake Township government, appointed by and ultimately responsible to the Board of Trustees (the legislative body). The Zoning Administrator is subject to the rulings, policies and contracts of the Board of Trustees, as they affect all the contractors/employees of the government.
- The Zoning Administrator shall not be a member of the Township Board, the Planning Commission nor the Zoning Board of Appeals.
- The job is a part time contract position; this job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer and requirements of the job change.
- Upon termination of contract, the Zoning Administrator will, within seven (7) days, return all material associated with the Zoning Administrator position and all materials purchased by/belonging to Crystal Lake Township.

Functions, Duties and Responsibilities

A. Zoning Administration

1. Maintain thorough familiarity with the Crystal Lake Township Zoning Ordinance and related forms. ZA will have either recall knowledge of Ordinance, or will have ability to look up for answers in the ZO.

2. Receive and review zoning permit applications; accept or deny the same. ZA may require from applicants such surveys, investigations, site plans, maps, charts, and/or other material as are necessary to properly process applications for land use permits. ZA must determine application compliance with the provisions of the Zoning Ordinance and completeness of the applications; ZA shall issue appropriate land-use permit when all provisions of the Ordinance are in compliance; ZA shall maintain a complete file of permits issued; ZA shall notify applicant, in writing, of decision. (*) If the proposed use is not in compliance with ordinance standards ZA may, when appropriate, first consult with a higher authority

and then proceed to assist with a lawful and acceptable alternative procedure, appeal, or any other administrative remedy necessary to attain compliance.

3. Perform inspections to insure land use changes comply with the Zoning Ordinance.

4. Effectively communicate with permit applicants, related governmental agencies and other offices as necessary. The ZA's use of check lists and instruction sheets, shared with the applicant, is strongly encouraged.

5. Conduct technical reviews and site inspections, and make staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as—but not limited to—special use permit applications, conditional use permit applications, zoning amendments, and variances.

6. Identify, inventory, and monitor non-conforming uses. (*See #2)

7. Perform Land splits in accordance with the Michigan Land Division Act.

8. Attend meetings, including those of Planning Commission, its sub-committees where applicable, and the monthly Board meetings, to report on zoning issues and advise on issues related to zoning administration. In some cases, a report in lieu of attendance shall be acceptable.

9. Develop recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; propose solutions to any problem encountered in administering the Zoning Ordinance. (*See #2)

B. Zoning Enforcement

1. Investigate alleged violations of the Ordinance and advise landowners applicants of necessary corrective measures. ZA shall keep an inventory of said violations including dated photographs and/or other evidence.

2. Present case facts and explain decisions before the Board of Appeals.

3. Attend ZBA meetings and follow its directives.

4. Coordinate the enforcement of the Zoning Ordinance with the enforcement of related land use statutes and codes by active cooperation with other agencies.

5. Testify, as necessary, at public and judicial hearings.

C. Planning Assistance

1. Help the Planning Commission to implement the master plan. Research statutes (case law) and statute changes for inconsistencies with the Crystal Lake Township Zoning Ordinance, or with potential

ordinance changes being considered by the Planning Commission. Submit recommendations for ordinance changes to ensure conformity, consistency and lack of redundancy with statute.

2. Participate in the Planning Commission process of developing Ordinance change proposals, following the timetable and work plan of the Planning Commission.

3. Help maintain the master document held by the Township Clerk, of proposed Ordinance changes during their development, and make it available electronically.

4. Record the chain of change recommendations as resolved by the Planning Commission for submission to the Board of Trustees.

5. Perform research, draft language, and make recommendations to the Planning Commission as requested pertaining to specific intended amendments to the Ordinance initiated from the Master Plan or from other inspiration.

6. Review the overall master document of proposed Ordinance changes together with the current Ordinance and recommend language to correct internal inconsistencies and ambiguities.

D. Office Administration

1. Keep posted and consistent office hours at the township hall, a minimum of 3 hours per week devoted to zoning administration, plus at least 3 additional hours per week average for permit field inspection time, planning duties, and time available for telephone/email communication, for an overall minimum of 300 hours per year.

2. Submit financials weekly, (1) transmittal of zoning permit fees collected, (2) cash, and (3) checks to the treasurer.

3. Submit copy of the zoning permit application to the tax assessor immediately upon approval.

4. Submit a monthly statement of all reimbursable expenses, e.g. postage, forms, maps, etc. Zoning Administrator is responsible for expenses of his/her own computer, automobile and cellular telephone.

5. Keep the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; and distribute copies of the zoning ordinances to Planning Commissioners, Zoning Board of Appeals, and to the public.

6. Contribute to the Crystal Lake Township webpage portions devoted to ZA's duties and responsibilities current where appropriate with items in (4.)

7. Attend meetings of the Board of Trustees, as necessary, and those of the Planning Commission.

8. Submit a written monthly report to the Planning Commission meeting and to the Board of Trustees meeting. Report includes: permits issued/denied, appeals, request for amendments, request for variances, and other pertinent zoning administration activity and information.

9. Maintain, administer and follow general procedures and policies, applicable to all employees, established for the Township Office.

E. Public Relations, General Assistance, Personal Development

1. Work and communicate with appropriate etiquette and diplomacy beside elected and appointed officials, and the public.

2. Consider service and assistance to the general public to be utmost priority. This includes applicants, developers, and their representatives with their zoning inquiries, proposals, and applications. Direct the individual(s) to the proper agencies for other needed permits.

3. Address various service groups and work with the media concerning zoning issues within the municipality when appropriate.

4. Stay abreast of developments in the fields of zoning and planning. Attend professional schools, seminars and/or conferences to stay up-to-date on laws, zoning trends, and other pertinent information.

F. Other

1. Perform other duties and accept other responsibilities as may be directed or specified by the Zoning Ordinance or policies and procedures.

2. The omission of specific statements of duties above does not exclude them from the position if the work is similar, related, or a logical assignment to the position.