

CRYSTAL LAKE TOWNSHIP

ZONING ADMINISTRATOR'S JOB ASSESSMENT SHEET

(1 = lowest performance ~ 5 = highest performance)

Date: _____

Performance Evaluator: _____

The CLT Zoning Administrator, _____ . . .

- understands/demonstrates that zoning is governmental regulation of the use of land with primary goals to ensure the compatibility of land uses and prevent nuisances, protect natural resources, and protect property values; _____
- understands/demonstrates further that zoning implements a community's master plan through the zoning ordinance, which divides the community into various districts or zones, and specifies the land uses, such as residential, commercial or industrial, that are authorized by right, permitted with conditions or prohibited within each zone; _____
- understands/demonstrates that a zoning administrator is the local government official responsible for administering and enforcing the zoning code and land development regulations, including the issuance of zoning permits and master permits; _____
- acts as the principle to implement, interpret and enforce our zoning code; _____
- renders consistent decisions, such as deciding variance applications and interpreting sections of the zoning code, provide leadership and provide consultation services to the Planning Commission, and issue enforcement citations; _____
- assists planning commission and enforces the violations of the ZO; _____
- comes to work on time (at present, one morning a week for 3 in-office hours); _____
- has limited availability by phone and email the rest of the work week; _____
- goes on site visits when needed; _____
- does work in a timely fashion (e.g. fast turnaround permit time); _____
- makes decisions that are consistent and have basis in Zoning Ordinance (ZO); _____
- makes decisions that do not endanger or otherwise compromise CLT's people, wildlife or environment in favor of an individual or narrow business interest; _____

- allows that all work is transparent , fully open to scrutiny and review
- gives everyone full and ready access to well organized and up-to-date records; _____
- works closely with the Planning Commission by attending PC meetings and lending both expertise and leadership; _____
- offers and/or writes updates to ZO; _____
- defends decision(s) should they be contested before the Zoning Board of Appeals; _____
- communicates regularly with the CLT Board and with the wider CLT community; _____
- works with township officials for both publishing proper and legal zoning notifications, and for conducting proper and legal ZO adoption procedures; _____
- is a model employee and ambassador of the township; _____ and
- holds the adequate schooling, certification, experience and/or licensing in the areas of urban planning, engineering, architecture. _____

Additional Notes:

Signed _____ Position _____