

Watersmeet Township

Zoning Administrator Job Description

Position Title: Zoning Administrator

Reports to: Township Board

Employment Status: Employee, part-time

Compensation: Salary (as determined by the Board of Trustees) and mileage

Position Summary:

The Zoning Administrator has overall responsibility to administer the Watersmeet Township Zoning Ordinance without authority to deviate from the Zoning Ordinance. This position reports pertinent information to the Township Planning Commission and the Zoning Board of Appeals.

Primary Duties and Responsibilities:

The following list of responsibilities is not exhaustive and may be supplemented from time to time.

A. Ordinance Administration

1. Knowledge of Michigan statutes pertaining to township zoning, planning and land division.
2. Thorough knowledge of Township Zoning Ordinance and appropriate forms and Zoning Administrator duties and responsibilities per the Zoning Ordinance.
3. Overall administration and enforcement of the Zoning Ordinance including but not limited to:
 - a. Investigates alleged violations of the Zoning Ordinance and advises landowners/applicants of necessary corrective measures. Keeps an inventory of violations including dated photographs and/or other evidence.
 - b. Presents case facts and explains decisions of the Zoning Administrator's office before the Zoning Board of Appeals.
 - c. Develops recommendations regarding zoning amendments, zoning permit fee structures and zoning forms.
 - d. Proposes solutions to problems encountered in administering the Zoning Ordinance.
 - e. Coordinates the enforcement of the Zoning Ordinance with the enforcement of other related land use statutes and codes by active cooperation with other agencies.
4. Receives and processes applications for zoning permits, special use permits, site plan reviews, variances, and administrative appeals.
5. Determines compliance with the provisions of the Zoning Ordinance and completeness of the respective applications.
6. Issues the appropriate land use permits when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued with supporting documentation. Notifies applicant, in writing, if the proposed use is not in compliance

with the Zoning Ordinance standards and assists with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.

7. Performs periodic inspections to insure permits and land use changes comply with the Zoning Ordinance.
8. Assists the general public with zoning and permit questions and with general customer needs via telephone, email and in person.
9. Maintains a variety of logs and records related to inspections and enforcement activities.
10. Attends all Township Board, Planning Commission and Zoning Board of Appeals meetings to report on zoning matters and to advise on issues related to zoning administration.
11. Testify, as necessary, at public and judicial hearings.

B. Office Administration

1. Transmits permit fees collected to the Treasurer.
2. Submits copies of zoning permits to the Assessor, Building Inspector, and Clerk.
3. Distributes the zoning ordinance and amendments to the Township Board, Planning Commission and Zoning Board of Appeals.
4. Maintains the zoning map, text and office records up-to-date by recording all amendments and coordinates with the Clerk to retain all official documents.
5. Submits a written monthly and annual report to the Township Board, Planning Commission and Zoning Board of Appeals which includes: permits issued/denied, appeals, request for amendments, request for variances and other pertinent ordinance administration information.

C. Public Relations

1. Works and communicates, both verbally and in writing, with elected and appointed officials and the general public with appropriate etiquette and professionalism.
2. Assists the general public, applicants, developers and their representatives with zoning inquiries, proposals and applications.