

Rock River Township

Zoning Administrator Expectations/Job Description

July 2021

Zoning Ordinance Application and Enforcement

Maintains current accurate knowledge of the Rock River Township Zoning Ordinance (ZO) and state law related to planning and zoning. Efficiently, accurately, and completely follows ZO procedures and requirements.

Prepares and submits all publications and notices per the ZO and applicable state law.

Contacts township supervisor with any questions or concerns regarding the zoning ordinance.

Discusses with the Rock River Township Board any need to initiate a Municipal Civil Infraction process in the course of enforcing the ZO. Proceeds according to direction provided by the township board.

As necessary, conducts site visits to determine compliance with ZO, conditional use requirements, or address other zoning issues.

Customer Service

Maintains a professional manner and appearance in all interactions with the public, township board, Planning Commission, and Board of Zoning Appeals. Works to promote positive relationships in the course of these interactions.

Provides the township board and public with a contact phone number that includes the option of leaving an answering machine message. The Zoning Administrator will be provided by the township board with an email contact address.

Provides timely and knowledgeable assistance to members of the public posing zoning questions or pursuing a process within the ZO.

Responds to inquiries/requests within three business days.

Monthly Report and Township Board Meeting Attendance

Submits a written report to the Township Board at its regularly monthly meeting that summarizes:

- Zoning permits granted (Applicant name, type of construction/permit)
- The disposition of any conditional use or variance
- Other major planning/zoning-related events
- The status of any complaint or enforcement activity
- Any issues, questions, or problems

Maintains a brief written summary of all day-to-day zoning activities each month. Includes this with monthly report to Township Board. Activities should include

- Caller name, date call received, brief description of the call.
- Comparable information for any written correspondence received.

- Date and brief description of any telephone, written, or email communication or any other activity initiated by the Zoning Administrator.

Zoning Files

Maintains complete and orderly files on all zoning matters in the Rock River Township Office.

- In order to facilitate retrieval now and in the future, files should be labeled by both parcel identification number and applicant name.
- All original documents should be retained in township files.

Files copies of all written, email, fax correspondence received/sent in appropriate zoning file.

Files copies of all completed zoning forms in appropriate zoning files.

Maintains a Special Zoning Orders Book according to provisions of the Rock River Township Zoning Ordinance.

Upon vacating this position, returns all working materials, including but not limited to files, documents, manuals, records, etc. to the township.

Communication with Relevant Officials and Other Meeting Attendance

Submits copies of all completed zoning forms/decisions to the Rock River Township Assessor and/or Alger County Building Codes Department, as appropriate to each individual matter.

Attends all Rock River Township Planning Commission (PC) and Zoning Board of Appeals (ZBA) meetings. Serves as consultant to both the PC and ZBA regarding the ZO and Master Plan documents, as well as any other related laws, regulations, or practices, as applicable.

Prepares and furnishes copies of all relevant background materials possessed by the Zoning Administrator to PC or ZBA members at least 7 calendar days prior to the PC/ZBA meeting where these materials will be required.

Rock River Township Responsibilities

The township board and its employees will cooperate with and render all reasonable assistance to the ZA as needed and is customary.

The township board will provide reasonable office space in the township office to facilitate the ZA's work. This shall include computer and internet access, access to typical office supplies (e.g., paper, envelopes, folders, mailing labels etc.), access to township files, and postage.

Method of Payment

The township board will establish a monthly payment amount for ZA duties. The township board may adjust this amount from time to time. As of July 2021, this amount shall be \$350.

The ZA's monthly payment shall be mailed within 2 business days following the township board's regular monthly meeting.

Termination

The ZA's position within the township may be terminated upon 30 days written notice from the township board or the ZA.