

Bates Township

Zoning Administrator Job Description

General Summary

Under the direction and supervision of the Bates Township Supervisor and Bates Legislative Body, the Zoning Administrator (ZA) administers the Bates Township Zoning Ordinance, as written. Investigates and writes tickets for violations within Bates Township. Confer with Township Attorney and courts as the need arises.

Typical Duties and Responsibilities:

- Must be thoroughly familiar with the Bates Township Zoning Ordinance and appropriate forms.
- Is responsible for the overall administration and enforcement of Bates Township Zoning Ordinance.
- Accepts and reviews Zoning Compliance applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the applications.
- A copy of the compliance form must be given to the applicant.
- Issues the appropriate permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant in writing if the proposed use is not in compliance with ordinance standards, and assists with appropriate alternative procedures, appeals, or any other administrative remedies necessary to attain compliance. Turn in all correspondence records, i.e.: dates, times, and questions of potential or existing applicants to the clerk for filing upon completion of the application.
- Performs initial site reviews. Will perform a follow-up visit to ensure land use compliance plus any other additional necessary follow-ups.
- Conducts technical reviews, site inspections, and issues a monthly report, including but not limited to, permit applications, nonconforming issues and requests for a variance and appeals.
- Performs inspection duties to ensure land use changes are in compliance with the Zoning Ordinance.
- Identifies and monitors nonconforming uses.
- Attends Planning Commission meetings to report on zoning issues and advises on issues related to zoning administration.

Zoning Enforcement

- Investigate alleged violations of the Ordinance and advise landowners/applicants of necessary corrective measures. Keep a record of said violations including dated photographs and /or other evidence and report them on your monthly report.
- Upon receiving a request from the applicant for an Appeals hearing, the ZA is to notify the chairperson of the Zoning Board of Appeals (ZBA) and the Township Board in order for a meeting to be scheduled.
- Must attend the ZBA meeting in order to present case facts, staff report and explain the decision of the ZA.
- Develop recommendations regarding zoning amendments, zoning permit fee structures, zoning forms, and may propose solutions to any problem encountered in the administration of the Zoning Ordinance.
- Coordinate the enforcement of the zoning ordinance with the enforcement of other statutes and codes by active cooperation with other appropriate agencies.
- Testify as necessary at public and judicial hearings.
- Issues citations in accordance with Bates Township Ordinance, file citations with appropriate agencies

Office Administration

- Submit zoning permit fees collected to the Township Treasurer. If a copy of the check is not attached to the original application, make a copy of the check before submitting it to the Treasurer. Submit application paperwork and all supporting documentation to the Clerk for filing upon completion of the paperwork.
- Submit a copy of the zoning permit application to the Iron County Construction Code office, Bates Township Clerk, and the Bates Township Assessor.
- Administer and follow procedures and policies established for the office.
- Keeps office records up to date by recording all amendments and turning in all official documents to the Township Clerk at the time of completion.
- Have copies of the current Bates Township Zoning Ordinance available for the public.
- Turn in a written report once a month which includes permits issued/denied, appeals, requests for variances, detail of telephone calls, and other pertinent zoning administrative information.
- Attend monthly meetings of the Township Legislative Body.
- The monthly reports are to be submitted to the Township clerk no later than the second Monday of the month and be available to the members of the Planning Commission and Zoning Board of Appeals (ZBA) as needed.

Public Relations

- Ability to work and communicate with elected and appointed officials and the public.
- Assist the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Direct the individual(s) to the proper agency(ies) for other needed permits.
- Be accessible to the public.

Education

- Completed zoning education through Michigan Township Association classes or through classes offered by Michigan State University, must maintain the State Zoning Administrator Certification
- Attend related classes to remain up to date on laws, zoning trends, and other information pertinent to zoning administration.
- Ability to read and interpret legal documents pertinent to zoning administration.
- Ability to read legal descriptions and similar pertinent documents to zoning administration.
- Preference for individual who has working knowledge of zoning law or past experience as a zoning administrator.

Necessary Knowledge Skills and Abilities

- Telephone etiquette and skills.
- Knowledge of construction and construction terms as appropriate to zoning reviews.
- Ability to pay close attention to details.
- Must possess good organizational skills.
- Must have a current, valid Michigan vehicle operator's license and provide own transportation.