

Chairperson Liepe said one thing to consider might be to make up subcommittees of 2 or 3 people to work on a task and bring it back to the PC.

Graff said we want to help everyone, we have a list of requests.

John Barkley suggested having Sokel partner up with a Planning Commission person to write something up to bring to the PC.

Ellingsen said it could be similar to a permitted use, with guidelines to follow. It could be done administratively. Guidelines could be part of the ordinance.

- 6. Report of Water/Sewer representative:** Lou Adamson said there has not been a meeting with the townships and City. There will probably not be until Spring. They are dealing with an issue on Dunkley under an area where road work was done. They miscalculated the size of bolts or installed smaller bolts. Now the bolts are failing. It will probably end up in a law suit. PFAS tests are done and came out great.

Knisley asked if anything had been done about infiltrations discovered by smoke tests.

Supervisor Overhiser said they are doing cross connection testing and will have an opportunity to look for illegal hookups while they are doing that.

Adamson said regarding the smoke tests done some time ago, the city was supposed to send out letters, but nothing was done.

- 7. Old Business - Exterior Lighting Ordinance Rescheduling:**

Chairperson Liepe said the PC is not ready for a public hearing yet and asked when the PC thinks they would like to do that.

Adamson said they are not in full agreement. Everywhere I drive and see sconce lights they look nice. He feels the PC may be going too far with this.

Campbell said the Zoning Ordinance for STRs refers to "Dark Sky Compliant". He looked at the model and felt it is not realistic for Casco. Something needs to be done in the STR Ordinance to clean up the definition. Campbell said Maureen Perideaux send a link to the Saugatuck Lighting Ordinance. Campbell said he is somewhat comfortable with what we have from Williams & Works. He said he would like to have the planner come to the December meeting and look at Saugatuck's Lighting Ordinance and move forward to a public hearing.

Fleming said any time there is a problem we should go through the following list of questions:

1. What is the problem that needs to be solved?
2. How many people are affected by the problem?
3. In what other ways could the problem be solved?
4. How many of these other ways have been tried?
5. Is increased regulation by the PC (or the Board) the best way to solve the problem?
6. How many people would be affected by the proposed regulations?
7. Will the people affected by the proposed regulations be compensated?
8. How do the effects of the solution compare with the effects of the problem? (Considering the general welfare of the community).

Fleming said they should look at the problem more closely and see how it is going to play out. After seeing what they are proposing changes everybody's lights. Will the solution affect more people negatively?

Report from the Township Board representative: Graff reported on the Board meeting including the following:

Discussed Zoning Administrator's role, shared questions, and created a subcommittee to develop and finalize a job description, interview, and make a recommendation to the board. The subcommittee will be made up of Supervisor Overhiser, Judy Graff and Dave Campbell as Planning Commission representatives and Dave Hughes as a Zoning Board of Appeals representative. The subcommittee will have their first meeting next week.

- 5. Report from the ZBA representative:** In Dave Hughes absence, Supervisor Overhiser introduced Will Hart and John Sokel who are interested in putting up internet towers. Currently the Zoning Ordinance allows a personal tower to receive signal, but the towers would need to send and receive signals. It is only allowed as a SLU and would require a separate SLU for every tower. At \$800. Per SLU request it would get expensive. Several towers would be needed.

Sokel said they would like a tower on 68th and 111th. They could serve 400 people, but the problem is they cannot go through trees. Signals need to be bounced from tower to tower through clearings for Internet access. According to the Zoning Ordinance they have to get a special use permit for every tower they put up. Several towers will be needed. They currently have about a dozen customers. They have 5 or 6 potential sites to put a 30 to 50' towers.

Graff questioned whether this is currently allowed.

Supervisor Overhiser said the issue is retransmitting to others. It is allowed without a SLU to receive a signal. He added they made a zoning change for wind systems, but it is only for a single site. The way the ordinance is currently would require a SLU permit for every tower that goes up.

Ellingsen said it could be changed to a "Permitted" use that could be handled as an administrative review instead of requiring a Planning Commission "Special Land Use" hearing. Ellingsen said there are ways of allowing the towers with certain limitations, like a home occupation.

Supervisor Overhiser added the parameters could be written into the Zoning Ordinance.

Ellingsen stated it could be written in the ordinance as an administrative site plan review instead of going through a hearing with the Planning Commission.

Sokel said it is Industry WISP (Wireless Internet Service Provider) via a wireless transmission and could expand quite rapidly.

Vice Chair Campbell said he likes the idea of using a planner. He does not want to take somebody's suggestion and push it through just because of a time restraint. He added they could get started for now by applying for a Site Plan Review while the PC looks into a zoning change.

John Barkley asked if the signal would interfere with other frequencies.

Sokel said it would not interfere. They only use unlicensed frequencies like baby monitors, etc.

Hart said towers under 100' are permitted in Casco.

Sokel said they have 5 people they are working with who are considering having a tower.

Valerie Baas asked if it is secure internet.

Sokel said yes, it is a secure internet.

Chairperson Liepe said this is something we should put on an agenda.

Graff said it should be deferred until after the organization of the Planning Commission is complete. There are 6 or 8 other things on the Planning Commission's list of uncompleted items.

REGULAR MEETING OF CASCO TOWNSHIP PLANNING COMMISSION
November 7, 2018, 6 PM

Members Present: Chairperson Dian Liepe, Vice Chairman David Campbell, Secretary Lewis Adamson, Board Representative Judy Graff and PC members Greg Knisley, and Dan Fleming

Absent: Dave Hughes was excused

Staff Present: Janet Chambers, Recording Secretary,

Also Present: Supervisor Allan Overhiser and Zoning Administrator Alfred Ellingsen, and 6 interested citizens.

1. **Call to order and review of agenda:** The meeting called to order at 6:00 PM. The agenda was reviewed. Tim Woodhams request for a multi-family development was added under Old Business.

Graff asked when and why the agenda was changed. The PC had decided discussion would be exclusively on PC organization and processes. Chairperson Liepe stated we would have reviewed and approved past minutes regardless and most of the other items would be short discussion to be scheduled at a later time.

A motion by Campbell, supported by Fleming to move on with agenda as presented. Discussion ensued including the need for a meeting on committee procedures. The past practice of things being brought to the Planning Commission by the Zoning Administrator as they come up and everything else on the PC's list pushes into the future. Who has the authority to set the agenda, and how and when it gets changed. It was agreed there needs to be time devoted to committee procedure review. Adamson said in many committees it is the secretary that sets the agenda, not the chair. The question came up of the agenda being posted on the website. Graff said the PC has been talking about having a meeting to discuss processes since September and it was put off to November. Graff noted it was decided several meetings back not to add a special meeting for the discussion on organization.

In favor of Campbell's motion to continue with agenda as presented: Chairperson Liepe, Vice Chairman Campbell, Fleming and Knisley. Opposed: Graff and Adamson. MSC

2. **Public Comment on items NOT on the agenda & Correspondence:** Will Hart said he and his business partner, John Sokel, would like to put up towers for highspeed internet.

Darron Massey said he checked the internet for Planning Commission meeting minutes and the last meeting posted on the website is May 9th. He said it has been requested in the past to keep the website up to date.

Chairperson Liepe will speak to Kathy Stanton about updating the minutes, posting agendas, and updating information pertaining to the Planning Commission. The recording secretary will add "Ready to Post" to the approved minutes when sending them to Stanton.

3. **Accept minutes of 10/03/2018 – Regular Monthly Meeting & 10/10/2018 Public Hearing for B&B application:** A motion by Fleming, supported by Adamson to approve minutes of the 10/3/2018 Regular Planning Commission meeting. All in favor. Minutes approved as printed.

A motion by Fleming, supported by Adamson to approve minutes of the Public Hearing on 10/10/2018. All in favor. Minutes approved with the correction of a typing error on page 9. MSC.

Chairperson Liepe said it would be for people putting up new lights, not those that already have lights. Existing lights would be grandfathered in.

Knisley said some of it has merit and is being applied in building industries. We have bigger fish to fry. Lighting is not as high on our priority list as other things.

Adamson said it is not as much a priority as some people think. If someone is shooting spotlights across the street that's one thing. It could be handled much simpler than what has been suggested. He added he appreciated Flemings position. Keep it limited. Keep lights on your own property.

Fleming said when a tree fell on the power lines he was able to look out and see where the power was still on.

Chairperson Liepe said it could be handled through a light ordinance separate from the Zoning Ordinance.

Campbell said it is better to get it in the Zoning Ordinance instead of a Police Ordinance. It should go through the community with a zoning change. Williams & Works has indicated they could be here for the December meeting. We could discuss moving ahead with a public meeting at that time.

Adamson said lighting is not a big priority, but we have kicked the can down the road for too long now.

Graff asked what the prep is for a meeting with Williams & Works.

Campbell said Williams & Works have received the PC minutes and the Saugatuck Lighting Ordinance. We will go over the 5 or 6 items they have. They can explain and justify what they have.

Chairperson Liepe said we should ask Lynee to bring her computer and go step by step through it and tell her what we want.

Fleming asked what the process is with the board in deciding when to use the planner.

Graff said hiring the Planner was presented to the board months ago. It is not an expectation that we go to the board every time we need the planner. Each of us has other things to do. We are not experts on (for example) wifi. We need a planner that will fit our community. Help us find simple solutions, inexpensive and enforceable. They need to come to meetings, explain things, answer questions and we reach conclusions. For lighting the Planner should be up on this stuff. Show a diagram with rays, light beams and how to enforce that. The Planner should be able to meet our needs. They have the knowledge. Does it make sense for our community?

Fleming asked what the original complaint was that brought up a lighting ordinance.

Graff said it is neighbor's lights coming into my bedroom and I can't sleep.

Chairperson Liepe said it is the obnoxious lights. Just because you can see a light does not make it obnoxious.

Chairperson Liepe said she will add Lighting to the December agenda.

- **Old Business - Tim Woodhams request**

Chairperson Liepe read an email from Tim Woodhams regarding his request for a high-density residential zone (attachment #1).

Discussion ensued about the procedure Woodhams would need to go through for his request.

Knisley said he should start by going to Ellingsen.

John Barkley said esthetics are important. It needs to feel appealing to surrounding neighbors. Barkley suggested the Planning Commission should ask to see some of his design concepts.

Chairperson Liepe said the highest density of Casco would be close to South Haven end of Casco. She added when she thinks high density, she thinks of Chicago.

Adamson said last time the Planning Commission discussed an apartment complex there was a hit (from community). People were not excited about it.

Overhiser said when he talked to him 5 or 6 months ago and told him last time they got this request it was not very popular.

Knisley said the problem the first time was due to water issues.

Overhiser said Woodhams just wanted to test the water and see what the PC thinks. There is a risk of exclusion.

Graff said this is another question to ask the planner.

Campbell said, even if we have a high-density area, it should not be where ever it pops up.

8. New Business:
Request to schedule a Special Meeting for a Special Events
Venue Application (Roessing's):

Knisley asked if the paperwork has been filed with Ellingsen.

Campbell said people are required to put applications in within certain time frames. We (PC) need a process where we see the applications and Ellingsen's comments before the meetings are scheduled. The Zoning Administrator should get it on the calendar. The PC should not need to deal with this kind of stuff.

Chairperson Liepe said it would be good to have information before a public hearing.

Campbell said we should not do it before Thanksgiving or in December just because it pops up.

Graff said if somebody needs a site plan review, we should have an expectation of a hearing 3 months from the date we receive the documents. We have not been doing that. We have been struggling with that and we struggle with what documents are required.

Chairperson Liepe said we should have information before the December 5th meeting and schedule a hearing date. We should decide what information we need and get Ellingsen's comments prior to the hearing.

Graff said we need to pay more attention to the forms and requirements. At the last Public Hearing Graff read in requirements that documents must be in the hands of the township 30 days before the scheduled meeting. There is also documentation on land division that we don't follow. We should decide if the rules are appropriate or inappropriate. If inappropriate, we should change it. We should be able to do that.

- **Zoning Administrator job description:** Graff said the subcommittee is going to finalize the job description and asked for any input from the PC members.

Knisley questioned #10 on the 2nd page "Reviewing processing of minutes" under knowledge, skills and abilities of the draft job description (attachment #2). It was decided the intent of this was that the ZA would get a copy of the minutes for review.

Knisley also agreed with the job description including attending the meetings and continuing education. He also suggested the ZA act as a constable for the township and be sworn in as a constable.

Chairperson Liepe asked if the current ZA has the authority to enforce things. She also suggested at the bottom of the page on every job description should say "Perform other duties as apparent or as delegated".

- **Planning Commission – Administrative process procedure review: including update by-laws.** Campbell reminded everyone to take a look at *The Guide to Planning and Zoning*. It gives a good overview. He also said PC members should consider going to training. *The Guide to Planning and Zoning* gives information on Zoning Variances, violations and ZA requirements. Campbell suggested the PC spend time on "*The Guide to Planning and Zoning*".

Discussion continued including the possibility of having certain months, possibly quarterly, that are open to applications and public hearings. There should be required timeline for getting materials. This should avoid having someone say I need this in three weeks. Information should not be dropped on them at the public hearing.

Commissioners agreed if there is an application that requires a special meeting, the meeting should be exclusively focused on that request, separate from a regular meeting. A meeting should not be noticed in the paper until the Planning Commission has the information. The Zoning Administrator should verify that everything is included in the packet prior to a Public Hearing and should send a letter with his/her recommendations or concerns. Meetings should not include more than one or two applications. Commissioners are more efficient and can focus better when fresh. More than two hours is too much.

Commissioners discussed the public bringing concepts to the PC like they did at this meeting (internet towers). They need to be flexible as people bring up ideas.

Chairperson Liepe said the public might bring things in during public comment and they could be instructed how to proceed, and it could be added to the calendar.

Questions in a site plan review often have items that do not apply. Commissioners felt it could be limited to items that apply. Chairperson Liepe said there used to be a chart that made it easier.

Graff said commissioners are required to read the standards. The Chair could ask, Has everyone read #1, #2, ie.?

Discussion ensued on setting a calendar and dates for the special meetings. A couple of members could set the calendar, designating certain months for special meetings. The 2019 calendar is due by December so that it can be posted on the website.

Campbell will set up a calendar and present it at the December 5th meeting. Dates for special meetings will be on the calendar and can be cancelled if not needed.

Commissioners agreed that open items need to be prioritized. There could be 3 commissioners working on something. If 2 or 3 commissioners worked on something, there would not be a quorum, therefore would not violate the open meetings act. The subcommittee could bring the information to a regular meeting.

Graff said his makes sense for certain items. She added the PC needs to agree when a planner is needed and when they are not. The PC is made up of volunteers, not a job. How much is expected

of the commissioners outside of the meetings? A Planner has the knowledge and background and can get information quickly.

Commissioners agreed a planner would be needed for Lakeshore Overlay Zones and zoning changes.

Graff said she sensed a hesitancy to get a planner involved. We are resisting spending money to get expertise that is there to help us. The PC members are volunteers without the expertise of a planner. We need a planner that gets to know this community. With a planner's advise they could be more decisive and turn things around more efficiently.

Campbell said a planner is needed when the PC is further along in the discussion. They could take on tasks related to new ordinances. The new Zoning Administrator will be at the meetings.

Chairperson Liepe suggested sending something to the planner, the planner can send it back. If we feel the planner is necessary at a meeting, we can ask them to come.

Graff said we get a document from the planner, discuss it, have questions, ask planner to explain. Then another document raises different issues. By that time, we have forgotten what we talked about.

Chairperson Liepe agreed, but said they need to consider the budget.

Campbell said, as the township has grown, there will be increased costs. When growing, we need to address the needs of the PC and ZBA.

Internet towers and the Special Venue requests need to be added to the list of open items. Lighting and the Special Venue request are going on the December agenda.

Adamson said the Chair and Zoning Administrator should decide priority and commissioners would be good with their decision.

Campbell said there are a number of issues along the lakeshore that relate to building on the bluff and down the bluff. Issues come up constantly. The township should be aware and more actively engaged. Patrick Hudson has helped South Haven Township come up with an overlay zone.

Fleming asked what things have happened in Casco on the bluff. And, is it a zoning issue?

Campbell said yes. It affects neighbors and community. Zoning is about mixing different uses.

Fleming said any number of things could happen. Anyone could speed on the way home. He is just trying to make good use of our time. Just considering what could happen. It might be low priority.

Graff said the Planning Commission is planning for the future. The Master Plan is a statement of policy. You cannot just throw planning out the window.

Chairperson Liepe said we could for a group of 2 or 3 people to bring back reasons why we should consider doing an overlay zone. A smaller group can bring suggestions and then the PC may say get a planner involved.

Knisley said if you are going to alter your property, and it's going to affect others, the PC should be involved. When you start mowing and filling property and it affects others. An owner is only holding land for a short time. When you start altering it, others are affected.

Adamson had concerns about the agenda being changed at the last minute. We try to let everybody know what the discussion will be. It should also be posted for concerned citizens. It is not fair when we change it at the last minute.

Knisley asked if the agenda is posted online. Graff said no, but it should be.

Chairperson Liepe said her and Vice Chair Campbell had had a team approach when making the agenda. It is good to have another person to bounce things off.

Adamson said when the commission decides the meeting was going to be on one thing, he is not sure two people should change it from what the commission had decided.

Chairperson Liepe said at the beginning of the meeting we have approval of the agenda. There was a decision at the October meeting to change it.

Adamson said making changes to the agenda at the beginning of the meeting and voting on it is different than changing the agenda prior to the meeting and then ask for approval. Next month's agenda should be decided at this meeting. If someone says we really have to add something at the last minute, we can vote.

Chairperson Liepe said if we were truthful and honest we would not have covered this in 1, 2 or 3 hours. It should have been done on a special meeting date when we could spend all morning. There was way too much for us to handle.

Adamson said just because this was too much to handle does not mean we should add more to it. This was a decision made by the commissioners to devote the entire meeting to organization.

Chairperson Liepe agreed, the agenda should not have been done this way. There should not have been committee reports or anything else on the agenda. Even then, do we cover Graff's list, do we look at the book. Hind site is 20/20. We should have called it a special meeting like we said in September. We could get it done in a more organized way. We could have 3 people work on by-laws and present to the rest of us.

Adamson said we should involve the new Zoning Administrator.

Will Hart said there are laws governing public officials meeting outside of public meetings.

Chairperson Liepe said it is legal as long as there is less than 4 people in the subcommittee.

It was suggested that someone from the community could help work on by-laws. Adamson said John Barkley has experience and would be a help. (John Barkley had left the meeting).

Campbell said there is 10 minutes to wrap up the meeting and there needs to be time for public comment.

Chairperson Liepe said we can continue to set aside time at regular meetings to finish this discussion or have a Saturday morning meeting to focus on PC organization.

Chairperson Liepe will communicate with Kathy Stanton to make sure the PC part of the website is up to date for everything by the 15th of November. Liepe will confirm that it is done. Recording Secretary will put "Ready to post on the web" in the subject line. Liepe will also have the agenda by no later than the Friday prior to the meeting and email to Stanton to post.

Knisley stated flagged emails make it easier for him to find.

9. Public Comment

Julie Cowie, 876 ½ Blue Star Highway, said she has been on the PC and Casco Clerk in the past. She has interest in Rural Gi mini towers and would like to speak as a citizen. She asked the PC to put themselves in the shoes of a citizen who has very poor or no internet. If a decision is not made until March, they will have 5 more months of no internet. They are at the mercy of the PC to make a decision to move forward. If they had missed this meeting, another month would have gone by. People don't have internet. Please be decisive for the citizens at your mercy. The request was

made to the Zoning Administrator. A 5-month wait is unfathomable to Cowie. This is about trying to get service to these people. Consider it like a utility. She asked the PC to take action on decisions that only the PC can make. Cowie said "The PC needs to be a decisive board because it is your charge".

Darron Massey, 7247 Miami Street, said he appreciates the internet request. This all ties back to priorities. Over the last 18 months what were the priorities? The rental issue was important, building height was important. He asked that this next year the PC tells the public "these are the 3 things we intend to discuss in 2019". He encouraged the PC to come to the public and say we're going to solve these 3 things. Whatever he 3 things should be. There needs to be communication between the board and PC. You expended energy working on a topics that didn't get support of the board. If you communicate with the board you would know ahead of time and not have fruitless effort from the PC.

Will Hard said (regarding putting minutes and agenda on website) if you put it on the internet and people don't have internet, it is a moot point.

Knisley said he uses the internet daily and can't imagine if someone took it away.

Chairperson Liepe said when the electricity went out, there was no internet. That was the first thing she missed. Here in Michigan there are spots that are not internet friendly.

Cowie added they (Rural Gig) are completely at a halt until the PC acts. That is how dependent they are on the PC and have a hard time understanding why it could not be done at the next meeting.

Sokal said he could provide whatever information the PC needs to move forward.

Cowie said they could apply for a special use permit, which they intended to do this morning. She asked if the PC could delegate the authority to Ellingsen. Cowie asked what the fastest path would be.

Campbell said they could apply for a Special Use Permit to get started. A zoning change will take a process. The Special Use Permit will keep your business moving forward. That would be a one location thing. We need a new ordinance to allow multiple sites. There is a process we need to go through for a zoning change. That would not be done by December.

Chairperson Liepe said we could ask the Planner to work on it.

Campbell said if one Special Land Use would get you moving forward, we could start the zoning process for the rest.

Cowie said a 3rd option would be that the PC delegates the authority to Ellingsen.

Campbell said it would require a zoning change to delegate authority to the Zoning Administrator, which would require a special hearing.

Graff said we have to follow the zoning just like the Zoning Administrator does. We must be fair to everybody.

Chairperson Liepe said she would ask Ellingsen how he would have handled this and if there is some way to at least get one started. She will also check with the planner and see if they could come up with something.

Campbell said they should consider a Special Use Permit. It will take at least 2 months. From a customer point of view, it is hard to wait.

Chairperson Liepe said she will email Ellingsen and ask what his thoughts are to do this in the most expedient way, and she will ask the Planner to come up with something. If she sends something out from the Planner prior to the December meeting, then a public meeting could be January. There are already 2 big items on the list. We could add this to the end.

Fleming added, then it would have to go to the board.

Chairperson Liepe added the board would meet on the 3rd Monday. A public meeting could be January 9th.

Will Hart said we could have a 90' tower to receive signals, but because radio waves leave the property, we need a hearing for a 50' tower.

Cowie said they are going to go through Casco's process and are asking the PC to be as timely with the process as Rural Gig will be getting the information to the PC.

Fleming said Cowie is expressing her needs very well. This is the process everybody goes through as well. It will be January 16th at the earliest, if everything falls into place. Most of what is in here (~~Zoning Ordinance~~ **The Township Guide to Planning and Zoning**) makes very little sense. It is public use of private property without compensation. It is theft. A lot of deception is in here. It sounds good but when you break it down it is deceptive. Fleming is representing the position that we should ask the board to explain why, when the 5th amendment says public use of private property should be compensated.

10. Adjourn:

A motion by Adamson, supported by Campbell to adjourn. All in favor. Meeting adjourned at 9:10 PM.

Attachment #1: Email from Tim Woodhams

Attachment #2: Job description for Zoning Administrator

Next meeting: December 5, 2018

Minutes prepared by Janet Chambers, Recording Secretary

From: Tim Woodhams [<mailto:twoodhams@civicaengineering.com>]
Sent: Friday, November 2, 2018 11:28 AM
To: Liepe, Dian <liepe@msu.edu>
Cc: supervisor@cascotownship.org
Subject: Re: Woodhams - Baseline Road

Dian

Good morning. At the last meeting I attended the Planning Commission indicated that it would not be able to take up discussion of a new ordinance for High Density Residential until the December meeting.

I understood that the meeting in November was going to be reserved for internal township matters. I have been trying to track along with the townships activities but the PC meeting minutes aren't yet posted or I simply am overlooking them.

As we discussed at the meeting I attended, we are hoping to develop a multi family project along Baseline in the area that the Land Use Plan indicates it to be appropriate. However, as you know a true multi family ordinance does not exist.

I would like to request that at this coming meeting the Planning Commission set a Public Hearing for its December meeting to discuss the matter. I have taken the initiative to make a few minor adjustments to the existing Medium Density Residential Zoning Ordinance for consideration and public comment at that meeting. Changes are shown in red highlights.

Thank you in advance for your help. I am also always available to discuss the proposed ordinance at any time.

Tim Woodhams PE

Civica Engineering PLLC

1503 East Centre Ave, Suite C

Portage, MI 49002

269-760-6688

<Casco Township Proposed High Density Residential District.pdf>

TITLE: Zoning Administrator & Code Enforcement Official

REPORTS TO: Township Board

BROAD STATEMENT OF RESPONSIBILITIES:

Performs professional work in administering the Township Zoning Ordinance and responds to inquiries regarding zoning and planning issues. Provides information and assistance to citizens concerning their permits and applications; Enforces Zoning Ordinance, land use regulations and other Township Ordinances.

GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS:

Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Explain and interpret Township Zoning Ordinance, Land Division Ordinance, Groundwater Testing Ordinance and Dangerous Building Ordinance and others as required.
2. Review applications for building permits, including review of site plan. and coordinates with Township Building Inspector to assure prompt examination and issuance of building permits.
3. Review applications for zoning variances; schedule meeting in coordination with Zoning

Board of Appeals Chairman.

4. Review applications for re-zoning, Special Approval Uses, Site Condo Projects, Planned Unit Developments(PUD), subdivisions; coordinates public hearing with Planning Commission Chairman.
5. Coordinates with Township staff in composing and mailing of public hearing notices, posting of notices, and publication in newspaper.
6. Act as resource for citizens in responding to inquiries regarding zoning matters, procedural issues, ordinance interpretation, and inquiries from contractors and developers.
7. Perform on-site compliance inspections to verify if zoning requirements are met.
8. Maintain code enforcement files for all complaints and on-site inspections.
9. Enforce requirements of zoning ordinance, dangerous building ordinance and other Ordinances first by administrative notice and then, Civil Infraction citation and then, if noncompliance continues, by attorney-assisted District or Circuit Court complaint.
10. Investigate all complaints of alleged violations.
11. Provide reports to the Township Board, Zoning Board of Appeals, and Planning Commission regarding Zoning issues and as to the status of compliance for outstanding code violations. Provides technical assistance to the above entities.
12. Report all Dangerous Building Code enforcement activity to the Township Board and Dangerous Building Code Hearing Officer.
13. Attend Planning Commission, ZBA, and Township Board meetings.
14. Attend meeting, workshops, and classes as required or as requested by the Township Board.
15. Provides information and interpretation of zoning matters to the public, builders,

architects and other interested parties.

16. Interprets Zoning Ordinance and makes recommendations to the Board and Planning Commission. Prepares, researches and collects data for rezoning requests and amendments to the Zoning Ordinance.
17. Prepares data and staff reports for appeals, re-zoning and variance requests, special approval uses, and other zoning related issues.
18. Consults code violators to resolve problems and correct deficiencies.
19. Prepares data for court and testifies on ordinance and code violations.
20. Answers general questions regarding legal descriptions, flood plain information, zoning, census, land use, land divisions and general community information.
21. Maintains all necessary records for day-to-day activities and permanent file.
22. Assists in developing long-range strategic plans.
23. Prepares a variety of correspondence, agendas, reports and updates.
24. Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of planning and zoning
- Working knowledge of industrial, residential, and commercial property development.
- Working knowledge of the government processes and services.
- Considerable ability to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, potential developers, Township staff, and the general public including formal presentations.

- Considerable ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Considerable ability to safely operate a motor vehicle to attend meetings, and visit properties.
- Ability to work in an environment with a moderate noise level.
- Considerable ability to operate various types of office equipment including a telephone, adding machine, calculator, copy machine and computer.