

## **Zoning Administrator**

**Contact Information:** Mr. Jon Marshall  
E-Mail: [jtmarsh@up.net](mailto:jtmarsh@up.net)  
Phone Voice: (906) 231 - 1391

**Hours:** Work hours are based on zoning permit applications being received and reviewed in a timely manner.

**Salary:** Established on a monthly basis by the Board of Trustees.

### **Job Summary:**

Enforce Charter Portage Township's "Zoning Ordinance No. 124 and amendments/modifications working within the bounds of the State of Michigan's "Zoning and Enabling Act" of 2006.

### **Job Experience and Education:**

Minimum High School graduation. An Associate or Bachelors degree is a plus. High School diploma and a minimum one years experience in clerical functions. Possesses a general knowledge and experience concerning Planning and Zoning ordinance formulation, application and enforcement. Ability to organize and schedule work to meet deadlines, scheduled public hearings, post public announcements, make meeting presentations, and other timely informational requests. Be proficient in both written and verbal communication skills that are needed to effectively deal with public and landowner inquiries, Board/Supervisor and legal Council communications concerning infractions, Zoning Ordinance interpretations and any needed corrective recommendations. Possess and maintain a valid driver's license and functional vehicle to view on-site ordinance infractions within the Township. Mileage payments will originate from the Township Office located on Green acres Road.

### **Job Duties and Responsibilities:**

1. Reviews all applications for zoning permits and certificates of occupancy and approve or disapprove such application based on compliance or noncompliance with the provisions of the Township Zoning Ordinance. Keep the Houghton County Building Inspector informed concerning those applications.
2. Receives all applications for special use permits; conduct field inspections, investigations, prepare maps, charts, and other pictorial materials when necessary or desirable, and otherwise process applications so as to formulate recommendations; report to the Board of Appeals with recommendations; and, notify the applicant in writing of any decision of the Board of Appeals.
3. Receives all applications for appeals, variances or other matters which the Board of Appeals is required to decide under this Ordinance; conduct field inspections, investigations; prepare maps, charts, diagrams and other pictorial

materials and otherwise process applications so as to formulate recommendations; and refer such applications with recommendations to the Board of Appeals for determination.

4. Attends all Township Board of Appeals and Planning Commission scheduled meetings as needed.
5. Receive all applications for amendments to this Ordinance; conduct field inspections, surveys and investigations, prepare maps, charts, and other pictorial materials and otherwise process applications so as to formulate recommendations; and report to the Planning Commission all such applications together with recommendations.
6. Maintain a map or maps showing the current zoning land use classifications of all land within the Township.
7. Maintain written records of all actions taken by the Zoning Administrator. Those records are owned by the Township and should be available to the Township at all times.
8. Be responsible for providing forms necessary for the various applications originating from the Zoning Administrator and the Planning Commission, or Board of Appeals, as required by this Ordinance, and shall be responsible for what information is necessary on such forms for the effective administration of this Ordinance subject to the general policies of the Planning Commission and Board of Appeals.
9. Make random observations within the Township; inform landowners about possible zoning infractions.
10. A brief monthly report about Zoning Administrator's actions will be submitted thru the Township Supervisor who will present it to the Board of Appeals.
11. Maintains/updates the Zoning Administrators portion of the Township web page.