

To: Greg Nelson, Chairman, Town Board

From: Suellen Soucek, TPC Commissioner

You asked that each Commissioner provide an opinion in writing to you regarding what are the Zoning Administrator's individual duties and what are those of the TPC.

My opinion is that the main responsibility of the ZA is to oversee all permits, CSM's and CUP's, to see that everything is in order and to make recommendations to the TPC. The ZA takes direction from the Town Board of Supervisors, along with guidance from the TPC.

The TPC's main responsibility, in my view, is to review all information received from the ZA, hold public forums to see what the public's opinions are, to have discussions among the TPC Commissioners which results in recommendations from the TPC to The Town Board. The Town Board then makes final decisions by voting up or down on the recommendations.

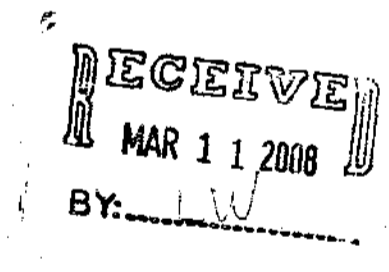
It seems to me that the chain of command is clearly stated in the ordinance, but recognition and adherence has gone somewhat awry. As far as TPC meeting are concerned, I think the ZA should give her report to the TPC along with recommendations and the rationale she used in arriving at those recommendations. Then the ZA should sit quietly during the meeting while the Commissioners hold discussions among themselves, and should respond or speak only if asked by the TPC Chairperson to clarify a point or provide further commentary. I think there has been too much unsolicited conversation and commentary from the ZA during the meeting (among the commissioners), which has been counter-productive and time consuming.

Sincerely,



Suellen Soucek

*Feb 20, '08*





should also keep all parts of the town government informed with up-to-date reports of permit activity. In an administrative role, the ZA also keeps track of, and files of all permit forms.

The ZA is not in an active decision-making role, nor should they make legal interpretations based on one person's opinion. The ZA, although the employee in charge of public information requests, is not responsible for micromanaging the TPC records. Should discrepancies be found, they should be passed on to the TPC Chair. Above all, the ZA is not a political position, and the person in this job needs to not cross the line between employee and activist.

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