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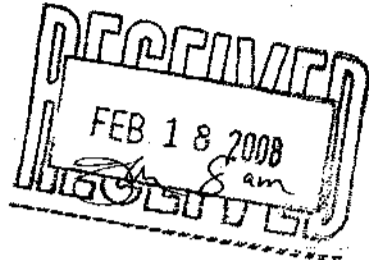
Date: February 15, 2008

To: Jennifer Croonborg, Zoning Administrator

From: Barb Christensen, TPC Chair



Re: TPC Agenda Item



Jen,

As I stated in our phone conversation on 2/14/08, I will be placing an item on the TPC agenda for the 2/20/08 meeting for a discussion on the Roles & Responsibilities of the TPC and the Zoning Administrator.

In recent weeks it appears that there have been issues in terms of who is to do what, where ultimate responsibilities lie, and how issues get communicated. It is important to the TPC that we find a way to make the process run smoother and come to some mutual understanding of how that process will work.

As the Town Board oversees the TPC, I have asked Greg Nelson, Town Chair, to come to the meeting to help us sort this out. He has agreed to do this. Greg requested that I ask the TPC members to put in writing how each perceives that the roles and responsibilities are defined. I have communicated this to the commission members. I believe that you should have the opportunity to do the same.

I am hopeful that this discussion will allow all of us to develop a smooth working relationship that will allow the business of both the TPC and the Zoning Office to do our respective jobs in a way that benefits all.

Barb

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