

7 TPC  
1 RCS  
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**JOB DESCRIPTION**  
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**ZONING ADMINISTRATOR**

*Approved by the Town Board March 14, 2006, revised March 28<sup>th</sup>, 2006, approved April 25<sup>th</sup>, 2006  
Revised October 30, 2006 Approved November 14, 2006*

**Immediate Supervisor:**

Town Board

**Current Hourly Rate:**

See Current Wage Resolution  
90-day review

**Classification:**

Exempt Full-time employee

**Town Policy:**

Job preference will be given to  
applicants who are Island  
residents.

**I. Authority:**

Under the direction of the Town Board, the Zoning Administrator of the Zoning and Building Department shall exercise the authority granted to this position and the positions of the POWTS Inspector and other County Zoning and Inspection duties by the Town Zoning Ordinances, Intermunicipal Agreements, as well as, all other authority appropriately and lawfully granted by the Town Board and applicable statutes and ordinances.

**II. General:**

Directs operations of the Zoning and Building Department, which is organized into the following functional areas:

- A. Zoning and ordinance administration, zoning enforcement, zoning permit review and approval, appealable to the Town Planning Commission
- B. County zoning and ordinance enforcement and zoning permit review and approval
- C. Private On-Site Waste Treatment Systems (POWTS) enforcement, POWTS permit review and approval.

**III. Responsibilities:**

- A. Attend all regular Town Plan Commission meetings, Special Meetings, Public Hearings, Town Board meetings where applicable and Zoning Board of Appeals meetings.
  - a. Represent the Department at Public Hearings

## **B. Issue Annual Report and Monthly Reports.**

### **Annual Report to consist of:**

- a. Number of applications.
- b. Number of Certificates of Compliance issued.
- c. Number of Public Hearings and results:
  1. Conditional Use.
  2. Zoning Map Change.
  3. Proposed Zoning text changes.
- d. Current status of permits and conditional use permits.
- e. Number of permits approved and issued.
  1. Permits to be separated by type.
- f. Permits unfinished and outstanding.
- g. Certified Survey Maps.
- h. Non-Conforming Use list and Substandard Use list.
- i. Cease and Desist Orders Issued and Resolved.
- j. Permits revoked.
- k. Penalties imposed.

### **Monthly Report to consist of:**

1. Forthcoming agenda items.
2. Permits issued since previous report.
3. Applications on file awaiting approval.
4. List of all letters of correspondence received and sent.
5. Old Business.
6. New Business.
7. Include appropriate xerox of copies to Town Plan Commission (TPC) Committee members, minutes book, Town Board members, Town Clerk, Administrative Assistant and Clerical Assistant.
8. Certificate of Compliance Inspections.

## **C. Maintain Regular Office Hours**

- a. Post and adhere to routine schedule of office hours 5 days a week.
- b. Counsels developers, property owners, realtors and others in various building, planning and zoning matters.

## **D. Administer files, forms and correspondence.**

- a. Presentation of staff positions on appeals of Zoning Ordinance determinations to the Zoning Board of Appeals.
- b. Prepares, proposes, and reviews text amendment changes to the Zoning Ordinance.
- c. Interprets guidelines and regulations and implements departmental policies using Town Board and Town Planning Commission guidance.
- d. Recommend and prepare requested or needed resolutions for amending ordinances, provide copies for review to the TPC & the Town Board.

- e. Make recommendations to the Town Plan Commission, Zoning Board of Appeals and the Town Board, as may be necessary.
- f. Consult with the Town attorney on ordinance/code matters and provide investigative and evidence gathering services for the prosecution of violations. Initiation of lawsuits requires Town Board approval.
- g. Counsel and advise the Town Plan Commission, zoning Board of Appeals and Town Board in various building, planning and zoning matters.
- h. Represent the Town interests regarding legal action (in conjunction with Town Board) involving zoning and building violations.
- i. Familiarity with surveying.
- j. Is the official responsible for requests for Zoning public records and to follow the procedures in State Statute Chapter 19.
- k. Work with Town Plan Commission at budget time to plan for the next year's budget:
  - 1. Wages for Zoning Administrator, TPC Committee members and staff
  - 2. Fee Schedule
  - 3. Zoning Expenses
- l. Provide the Town Assessor with a timely copy of all permits for driveways and structures.
- m. Provide the UDC Inspector with a timely copy of permits for all driveways and structures.

**E. Process appropriate and completed applications for review by the Town Plan Commission including:**

- a. Conduct inspections as needed to ensure compliance with application, issued permits and applicable ordinance.

**F. Issue Permits**

- a. Inspect, reasonably assist and process applications and plans for zoning, POWTS and land use permits, variance requests, conditional use permits, site plans, rezoning requests, land divisions, private roads and dwelling.
- b. Accept such applications when complete and in accordance with the provisions of the various ordinance/code requirements.

**G. Issue Fire Numbers**

- a. Follow Ordinance to provide for a Uniform System for Numbering Properties and Principle Buildings in the Town of La Pointe, Ashland County, Wisconsin.
- b. Assign, order, issue and install fire numbers to property owners. Inform Town Hall staff of new Fire Numbers in a timely manner.

**H. Work with County, authorities and commissions on a variety of issues**

**I. Performs other related duties as directed by the Town Board**

**IV. QUALIFICATIONS:**

Any combination of education and experience equivalent to a bachelor's degree in a position related field; plus ten years of progressively responsible experience in a planning, engineering or construction field. Minimum five years experience in a managerial/supervisory role. Subject to Town Board discretion

**X. SPECIAL REQUIREMENTS:**

Current State of Wisconsin Inspector's Certification in the following:

POWTS

Approval by Ashland County under Intermunicipal Agreement permitting County Zoning enforcement, permit review and approval.


Valid Drivers License

**XI. PREFERRED QUALIFICATION:**

Experience in the administration of a zoning ordinance, including interpretation, permit reviews and enforcement.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I have read and do understand the duties and responsibilities for the position of the Zoning Administrator for the Town of La Pointe.

  
Name

12-18-06  
Date

DEC 19 2006

## **SECTION 8.0 ADMINISTRATION**

### **8.1 ZONING ADMINISTRATOR**

#### **1. Designation**

- A. The provisions of this Ordinance shall be administered and enforced by the Zoning Administrator who shall be employed by the Town Of La Pointe and shall report directly to the Town Board of Supervisors and with guidance from the Town Plan Commission.
- B. The salary of the Zoning Administrator shall be approved by the Town Board of Supervisors.

#### **2. Duties**

In administering and enforcing this Ordinance, Zoning Administrator shall perform the following duties:

- A. Receive and examine all applications for zoning/land use permits, uniform dwelling permits and POWTS permits and to refer applications to the Town Plan Commission for action thereon as defined in the Zoning Ordinance.
- B. Land Use Applications for Conditional Use. Receive applications for conditional use permits and forward these applications to the Town Plan Commission for action thereon as defined in the Zoning Ordinance.
- C. Land Use Applications for Appeals and Variances. Receive applications for appeals and variances and forward these applications to the Zoning Board of Appeals for action thereon as defined in the Town of La Pointe Ordinances. Receive applications for appeals from alleged error of the Zoning Administrator and forward these applications to the Town Plan Commission for action thereon.
- D. Surveys. Review surveys as required to determine compliance or non-compliance with the terms of the Town of La Pointe Technical Memorandum #3 Subdivision Ordinance and forward these applications to the Town Plan Commission for action thereon.
- E. Presentation of Facts. Upon the request of the Town Board of Supervisors, the Town Plan Commission or the Zoning Board of Appeals, present to such bodies facts, records, or reports which they may request to assist them in making decisions.
- F. Application for Signs. Any sign to be erected in the Town of La Pointe shall require a permit unless specifically exempted. No such sign shall be erected, altered, or the content changed, except directory, until reviewed by the Town Plan Commission and a permit issued by the Zoning Administrator.

- G. Application for Zoning District Change. Receive applications for zoning district changes and forward these to the Town Plan Commission for action thereon as defined in the Town of La Pointe Ordinances.
- H. Applications for Quarries and Mines. Receive applications for quarries and mines and forward these applications to the Town Plan Commission for action thereon as described in the Town of La Pointe Ordinances.

### **3. Powers and Authority**

The Town Zoning Administrator shall have powers and authority including but not limited to the following:

- A. Issuance of Permits. Notwithstanding Sections 13.1, 13.2, 13.5, 13.7, 13.8 or any other Section of this Ordinance, the Zoning Administrator may issue Town of La Pointe permits only when there is compliance with the provisions of this Ordinance and with other Town of La Pointe Ordinances.
- B. Issuance of Orders. With approval of/or direction from the Town Board of La Pointe, issue stop, cease and desist orders and order correction, in writing, of all conditions found to be in violation of the provisions of this Ordinance. Such written orders shall be served personally or by certified mail upon persons, firms, or corporations deemed by the Zoning Administrator to be violating the terms of this Ordinance. It shall be unlawful for any person to violate such order lawfully issued by the Zoning Administrator, and any person violating such order shall be guilty of a violation of this Ordinance.
- C. Court Action. With the approval of the Board of Supervisors, or when directed by them, institute in the name of the Town any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, moving, altering, repair, conversion, maintenance or use of any building, structure or land, or to prevent any illegal act, conduct business, or use in or about such premises.
- D. Revocation of Orders. Revoke by order, a zoning/land use permit issued under a mistake of fact or contrary to the law or the provisions of this Ordinance.
- E. Maintenance of Zoning Ordinance Map. Maintain an up-to-date copy of the Zoning Ordinance and amendments thereto and maintain the Zoning Map showing the current zoning classifications of all land.
- F. Maintenance and Custodian of Records. Keep an official record and file all applications for permits with accompanying plans and documents for that period required by law. Is the official responsible for requests for zoning public records and will follow the procedures in State Statute Chapter 19.