

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
RESOLUTION TO APPOINT THE ZONING ADMINISTRATOR
FOR VEVAY TOWNSHIP - RESOLUTION NO. 22-11**

Resolution moved by Lazet, seconded by Lewis to appoint the **Zoning Administrator** for Vevay Township, Michigan.

WHEREAS, Vevay Township adopted Ordinance No. 68, Section 19.01 authorizes the Board of Trustees to appoint a **Zoning Administrator** to administer Zoning Ordinance 68; and

NOW THEREFORE BE IT RESOLVED, that Aaron Barden is hereby appointed as the **Zoning Administrator** for Vevay Township charged with the duty of administering Ordinance 68; and

BE IT FURTHER RESOLVED, that the **Zoning Administrator's** job duties are further described in Attachment A, Zoning Administrator Job Description; and

BE IT FURTHER RESOLVED, that should the **Zoning Administrator** be conflicted or temporarily unavailable to perform these duties, the Township Supervisor shall perform the duties for those projects; and

BE IT FURTHER RESOLVED, that the Vevay Township Board of Trustees shall establish the rate of compensation for Vevay Township **Zoning Administrator** position to be paid the amount of \$30 per review during a probationary period of 90 days, which upon successful evaluation, shall increase to \$35 per review, to be effective starting April 20, 2022; and

BE IT FURTHER RESOLVED, that if the **Zoning Administrator** is requested to attend the Planning Commission or the Zoning Board of Appeals, that compensation for such attendance is the same rate as the member per diem for those bodies; and

BE IT FURTHER RESOLVED, that the Vevay Township **Zoning Administrator** position, as an employee of Vevay Township, shall be paid monthly; and

BE IT FURTHER RESOLVED, that an employee evaluation shall be completed quarterly for the first year; and

BE IT FURTHER RESOLVED, this agreement is valid until written notice of termination is issued by either party at least sixty (60) days prior to the desired termination date; and

BE IT FURTHER RESOLVED, that any resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

Ayes: Treasurer Lewis, Supervisor Lazet, Clerk Kean, Trustee McNeilly, and Trustee Lacasse

Nays: None

I, JoAnne Kean, Clerk of the Township of Vevay, County of Ingham, State of Michigan, hereby certify that this is a true and correct copy of a resolution adopted by the Vevay Township Board of Trustees, at a Special Meeting held on the 20th day of April 2022. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.


JoAnne Kean, Township Clerk

**VEVAY TOWNSHIP
ZONING ADMINISTRATOR**

GENERAL SUMMARY:

PRIMARY RESPONSIBILITY IS TO THE TOWNSHIP BOARD TO ADMINISTER THE TOWNSHIP'S COMPREHENSIVE LAND USE AND ZONING ORDINANCES; REVIEW SITE PLANS; SERVE AS STAFF LIAISON TO THE PLANNING COMMISSION AND ZONING BOARD OF APPEALS AND PROVIDE OPERATIONAL SUPPORT FOR THE BUILDING DEPARTMENT AND TOWNSHIP BOARD,

Typical Duties:

- 1) Performs all duties of Zoning Administrator as provided by local ordinance and state law.
- 2) Reviews zoning compliance applications and issues or denies permits based on the information contained therein.
- 3) Answers questions posed by the general public regarding provisions of the zoning ordinance and renders written opinions and determinations where appropriate.
- 4) Available to attend all regular and special meetings of Vevay Township Board and Commissions at which matters identified for agenda consideration requiring zoning input as a contingency of decision making.
- 5) Acts as staff support to the Planning Commission in preparing rezoning, ordinance amendments, special use permits and general update of the township's master plan.
- 6) Acts as staff liaison to the Zoning Board of Appeals by investigating and presenting requests for variances, interpretations, nonconforming designations and maintaining necessary records.
- 7) Provides operational backup and support for the building inspector. May be required to perform such related tasks as assigned from time to time by the Township Board.
- 8) Must have a vehicle to be used on the job and a valid driver's license.
- 9) Provides the Township Board & Planning Commission with monthly reports on the status of all zoning activities.
- 10) The Zoning Administrator is appointed by the Township Board, serves at the pleasure of the Township Board, reports to the Township Board and carries out such duties as may be assigned by the Board.

- 11) On the date of employment separation, all equipment, materials, files, and notes will be returned to the Township and a summary of pending reviews and/or outstanding issues will be submitted to the Township Board.