

Zoning Administrator Job Description

Appointment:

Per 24 V.S.A. §4448 and Maidstone Zoning Bylaws, the Zoning Administrator shall be nominated by the Planning Commission and appointed by the Selectboard for a term of three years. The Selectboard, after consultation with the Planning Commission, may reappoint the Zoning Administrator for one or more additional terms.

Compensation / Hours:

The Zoning Administrator position is part time, with the number of hours per week determined by the required work to be completed. At times, the Zoning Administrator will be required to work at Town Hall when it is open, which currently is on Mondays and Thursdays, from 9.00AM to 3.00PM. State law mandated timely responses to applicants may require evening and weekend hours, as well as weekday hours. The compensation, as set by the Selectboard, is \$60 of the zoning permit application fee for administration of the zoning permit, i.e., review, approval/denial, referral, inspection, enforcement, and record-keeping, plus \$20/hour for additional research and duties related to the Description of Work below.

Nature and Scope of Position:

The Zoning Administrator shall literally administer and strictly enforce the provisions of the Maidstone Zoning Bylaws, approving/denying zoning permit applications or referring applications as appropriate to the Zoning Board of Adjustment and the Planning Commission, as stipulated in the Bylaws and in accordance with State law and codes. The Zoning Administrator assists applicants, issues permits and Certificates of Occupancy, inspects development, conducts enforcement actions, maintains records, monitors building activity in the Town, educates the public about the requirements of the Bylaws and requirements of State laws including the Shoreland Protection Act, and both assists and consults with the Maidstone Zoning Board of Adjustment and the Planning Commission as needed.

Description of Work:

The job of the Zoning Administrator includes, but is not limited to, the following:

1. Process zoning permit applications in accordance with the Bylaws and 24 V.S.A. Chapter 117, including:
 - a. Administratively review permit applications and ensure applications are complete, with all required documentation submitted;
 - b. Refer applications to the Zoning Board of Adjustment or the Planning Commission where appropriate;
 - c. Research deeds/titles at Town Hall to understand boundary information or to identify other relevant plans or surveys as required;
 - d. Inspect the property for which the application has been submitted;
 - e. Set conditions for approval of permits if necessary;
 - f. Approve/deny permit applications, including reasons for decision as necessary; inform applicants of decisions;
 - g. Provide and post notices and forms as required.
2. Assist applicants and members of the public with land use inquiries, including:
 - a. Provide required forms and information about local permitting requirements;
 - b. Refer inquiries about State permits to the State Permit Specialist **and provide information as appropriate.**
3. Pursue violations in accordance with 24 V.S.A. §§4451 and 4452, and with Maidstone Bylaw §515. Issue Notices of Violation as required and enforce penalties for violations of

the Bylaws. Work with landowners and others to obtain compliance with the Bylaws and to prevent/mitigate zoning violations whenever possible.

4. Ensure that all zoning-related documents are turned over to the Town Clerk for recording in accordance with State Statutes.
5. Visit and inspect properties throughout the zoning permit related process to ensure compliance with the approved permit and to prevent problems from developing.
6. Monitor building activity in Town to update knowledge of zoning-related activities.
7. Communicate regularly with the Planning Commission to help identify ambiguous or conflicting language, inconsistencies, or other policy issues with the Bylaws and/or the Town Plan, and provide suggested revisions.
8. Communicate with the E-911 Coordinator as needed when there are new building permits issued requiring a 911 address.
9. Assist the Planning Commission in the design of zoning permit applications.
10. Maintain records of zoning applications and permits, in accordance with Maidstone Procedure #XXX (to be developed); provide a copy of approved permits for buildings and subdivisions to Maidstone Listers; and prepare a written annual report summarizing zoning activities for the Zoning Board of Adjustment, the Planning Commission, the Selectboard, and the Annual Town Report.
11. Approve/deny Certificate of Occupancy applications, ensuring that all required State permits have been submitted and inspecting the property to ensure that all work has been completed in conformance with the zoning permit and associated approvals, including all applicable permit conditions.
12. Report zoning-related activity monthly to the Selectboard.

Responsibilities and Authorities:

- Responsible for administratively reviewing each zoning permit application and Certificate of Occupancy application, ensuring that it is complete, with all required information and documents provided.
- Responsible for determining if personal involvement related to the application creates a conflict of interest or the appearance of a conflict of interest. If either exists, refer the permit application to the Selectboard to determine if the permit should be assigned to a Town designated agent.
- Responsible for determining if the zoning permit application is within the Zoning Administrator's scope of authority or requires referral to the Zoning Board of Adjustment or the Planning Commission.
- Responsible for referring conditional use applications, variance applications, and applications for nonconforming structures, lots, and uses to the Zoning Board of Adjustment, and for referring applications requiring site plan review to the Planning Commission. Once the appropriate municipal panel has concluded its review and reached a decision, and the zoning permit application has been returned to the Zoning Administrator with that written decision, he/she is responsible for approving or denying the application, in accordance with the panel's decision, and for enforcing the permit as required.
- Responsible for inspecting properties prior to zoning permit application approval/denial.
- Responsible for inspecting properties prior to approval/denial of Certificate of Occupancy applications to ensure that all work has been completed in conformance with the zoning permit and associated approvals, including all applicable permit conditions.
- Responsible for ensuring that all zoning-related documents are turned over to the Town Clerk for recording in accordance with State Statutes.
- Responsible for posting notices as required by Vermont Statutes.
- Responsible for monitoring adherence to approved or denied zoning permits and for issuing Notices of Violation as required.

- Responsible for keeping the Selectboard informed of any problem situations with zoning matters.
- Has the authority to approve or deny zoning permit applications for such permitted uses as are delineated in the Bylaws, and to impose conditions upon which approval is based.
- Has the authority to approve or deny Certificate of Occupancy applications.

Expectations and Required Skills Include:

1. Excellent customer service skills that demonstrate tact, diplomacy, objectiveness, and fairness when dealing with all persons in the process.
2. Respond to phone calls, correspondence, and applications in a timely manner (3 business days).
3. Have good problem-solving skills and a willingness to help applicants through the permitting process within the framework of the State and Town regulatory guidelines.
4. Keep current with the latest version of the Maidstone Bylaws, relevant municipal ordinances and policies, and other zoning and land use regulations, rules, and procedures.
5. Have a basic knowledge of the Maidstone Town Plan, Vermont Statute Title 24: Municipal and County Government Chapter 117: Municipal And Regional Planning And Development, the Shoreland Protection Act, Vermont Septic and Potable Water permitting requirements, and other statutes and regulations related to land use and development.
6. Understand the role and authority of the Zoning Board of Adjustment, the Planning Commission, the Town Clerk, the Listers, and the Selectboard.
7. Be able to read and generally interpret general drawings, maps, and development proposals.
8. Excellent oral and written communication skills along with detailed record-keeping and organizational skills.
9. Flexibility of time to provide optimal customer service to applicants.
10. Ability to operate equipment found in a typical office setting such as computers, copiers, telephone/voice mail, etc.
11. Basic ability to use software applications such as MS Word, Excel, and e-mail.
12. Availability to attend site visits and evening meetings as necessary.
13. Willingness and ability to participate in relevant educational seminars and the Vermont Zoning Administrator Listserv to keep abreast of current ZA issues.
14. Have reliable transportation.

Education, Training, and Experience:

Prior experience as a Zoning Administrator or other work in land use planning, and experience in reviewing and interpreting State Statutes and Zoning Bylaws are preferred.