

MICHIGAMME TOWNSHIP

ZONING ADMINISTRATOR / ENFORCEMENT OFFICER JOB DESCRIPTION

GENERAL DESCRIPTION:

The Zoning Administrator/Enforcement Officer interprets, administers and enforces the Michigamme Township Ordinances, as written, without authority to deviate from said Ordinances. Under the direction and supervision of the Michigamme Township Supervisor and the direction of the Michigamme Township Planning Commission, as authorized by the Michigamme Township Board.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

A. Zoning Administration

1. Maintain thorough familiarity with the Michigamme Township Zoning Ordinance and appropriate forms.
2. Administration and enforcement of all Michigamme Township Ordinances.
3. Accept and review all permit applications and determine compliance with the provisions of the specific ordinance and completeness of the applications on a timely basis.
4. Issue the appropriate land-use permit when all provisions of the specific ordinance are in compliance and maintain a complete file of permits issued. Notify applicant, in writing, if the proposed use is not in compliance with ordinance standards and assist with an appropriate alternative procedure, appeals or any other administrative remedies necessary to attain compliance.
5. Perform inspection duties to ensure land use changes comply with the specific ordinance. The use of check lists and instruction sheets are required.
6. Identify, inventory, and monitor nonconforming uses.
7. Attend monthly, or as required, Planning Commission meetings to report on issues and advise. Present past and present status on ordinance permits and violations.
8. Conduct technical reviews, site inspections, and make status reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, appeals and violations.
9. Conduct effective written communication with permit applicants, related government agencies and other offices on a timely basis.
10. Adhere to Michigamme Township's guide to development timelines.

B. Zoning Enforcement

1. Investigate alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures. Retain a dated log file of said violations including dated photographs and/or other evidence.
2. Present case facts and explain decisions of the Zoning Administrator's office before the Zoning Board of Appeals.
3. Attend meetings and follow the directives of the Zoning Board of Appeals.

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4. Develop recommendations regarding ordinance amendments, permit fee structures, zoning forms: may propose solutions to any problem encountered in administering the ordinances.
5. Coordinate the enforcement of the ordinances with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
6. Testify, as necessary, at public and judicial hearings.

C. Office Administration

1. Submit one copy of approved zoning permit applications and site plan to the tax assessor in a timely manner.
2. Administer and follow procedures and policies established for the office.
3. Keep the zoning map, text, and office records up-to date.
4. Prepare and/or work with the appropriate staff to prepare, publish, post, send and/or deliver public notices for meetings and hearings.
5. Provide a written annual report which includes permits issued/denied, appeals, request for amendments, request for variances, violations and other pertinent ordinance administration information.
6. Attend Township Board meetings as required.

D. Public Assistance and Personal Development

1. Work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Assist the general public, applicants, developers, and their representatives with ordinance inquiries, proposals, and applications. Direct the individual(s) to the proper agency/agencies for other needed permits.
3. Attend professional schools, seminars and/or conferences at least twice a year to stay up to date on laws, zoning trends, and other information pertinent to zoning administrations.
4. Must be accessible to the public at the Township Office with scheduled appointments.

E. Planning Duties

1. Participate in the Planning Commission process of developing ordinance change proposals.
2. Research statutes and statute changes for inconsistencies with the Michigamme Township Ordinances or for potential ordinance changes being considered by the Planning Commission.
3. Perform research, draft language and make recommendations to the Planning Commission as requested pertaining to specific intended amendments to the ordinances initiated from the Master Plan or from other inspiration.
4. Assist in annual updating of the Township's Master Plan.

F. Other

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1. Perform other duties as may be specified by the Ordinances.
2. Accept other related responsibilities that may be directed by the Township Board.

Adopted by Michigamme Township Board on 12-14, 2020.

Amended by the Michigamme Township Board August 10, 2026

Julia M.A. Leake, Supervisor

Date:

Kathi Hanson, Clerk

Date: