

ORDINANCE NO. 2007 - 04
Town of Kinnickinnic

An ordinance creating the position of Deputy Zoning Administrator

The Town Board of the Town of Kinnickinnic does hereby ordain as follows:

Section 1. There is hereby created the position of Deputy Zoning Administrator. The Deputy Zoning Administrator shall have those powers and perform those functions set forth in Section 17.7-2 of the St. Croix County Zoning Ordinance, as from time to time amended. In addition, in the temporary or permanent absence of the Town Building Inspector, or as otherwise directed by the Town Chair or Town Clerk, the Deputy Zoning Administrator shall interpret and enforce Town Ordinances; shall review land divisions, rezoning, and special exceptions pertaining to zoning and subdivision; and shall make review and recommendation to the appropriate Town and County Boards, Committees and Commissions regarding the foregoing.

Section 2. The position of Deputy Zoning Administrator shall be one filled by the Town Chair upon approval of the Town Board. The appointment shall run from the Town Board regular meeting in May of each year to the succeeding regular Town Board meeting in May of the following year. The Town Board may, without cause, terminate the appointment at any time without hearing or notice to the Deputy Zoning Administrator.

Section 3. The Deputy Zoning Administrator shall have the following responsibilities:

- a. Develop and maintain a working relationship with County zoning officials.
- b. Work with residents, contractors, developers, and others to provide answers to zoning-related questions.
- c. Advise applicants for permits (chapter/provisions) and assist with application preparation.
 1. Consolidate information from applicants regarding land divisions, special exceptions and other zoning related issues.
 2. Provide a staff memo including action recommendations relating to applications.
 3. Deliver application package/staff memo to Town Clerk for distribution to appropriate entity (Plan Commission, Town Board, and County Board).
- d. Coordinate with Town Attorney, Zoning Administrator, Building Inspector, County Zoning, Land and Water Conservation, Highway Department and other applicable parties on land division, development or other issues.
- e. Collect applications from applicant(s) and distribute to Town engineer for review.
- f. Collect reviewed applications from Town engineer for inclusion in Plan Commission meeting packets.

- g. Attend Plan Commission and Town Board meetings as needed.
- h. Make site visits as necessary to determine zoning compliance.
- i. Attend training sessions as appropriate to this position (must be approved by the Town Board)
- j. Perform additional duties as may be assigned by the Town Board.
- k. Review zoning and subdivision requests for code compliance with the Town and County ordinances
- l. Review and make recommendations to the Town Board on Town ordinance changes.
- m. Serve as one of the Town code enforcement officials in addition to the Building Inspector, Town Chair and Town Clerk.

QUALIFICATIONS

The Deputy Zoning Administrator shall have the following minimum qualifications:

- a. Familiarity with Town, County, and State Zoning ordinances and updates;
- b. High School or equivalent education, and
- c. Wisconsin driver's license.

The Deputy Zoning Administrator shall be an independent contractor, not an employee, of the Town of Kinnickinnic. Compensation to be paid the Deputy Zoning Administrator shall be established from time to time by resolution of the Town Board.

This Ordinance shall take effect upon passage.

Passed and adopted September 4th, 2007

Town of Kinnickinnic by:



Roger VanBeek, Town Chair

Attest 

Lola Higgins, Town Clerk