

## **Community Development Director Planning and Zoning**

### **Essential Functions, Responsibilities and Duties:**

#### ***Planning & Zoning:***

- Review all applications for the Planning Commission and Zoning Board of Appeals and perform site plan reviews and special exception use permits of industrial, commercial and/or residential projects while coordinating with the Kalamazoo Area Building Authority and Planning and Zoning Coordinator as necessary to assure prompt examination of applications and issuance of permits or determinations.
- Prepare staff reports, research and collect data for amendments, appeals, re-zoning and variance requests.
- Attend all Planning Commission and Zoning Board of Appeals meetings and hearings.
- Implement the Master Plan identifying appropriate studies, actions and code amendments necessary to that end.
- Prepare the Capital Improvement Program, coordinate process with committee including annual call for projects and compilation of projects and their ratings.
- Coordinate with the Kalamazoo Area Building Authority and Planning & Zoning Coordinator to ensure prompt examination of applications and issuance of permits or determinations.
- Make recommendations to the Township Board and/or Planning Commission for code amendments or changes.
- Provide up-to-date interpretation of planning and zoning laws or rules and regulations to the media, members of the public, builders, architects, lawyers or other interested parties in a timely manner.
- Provide accurate, clear and concise answers to questions regarding legal descriptions, flood plain data, zoning, land use, land division, and general information pertaining to Township planning and zoning.
- Utilize Arc Map GIS software for studies, analysis and day-to-day parcel information needs.
- Administer and enforce the Comstock Township Fee Schedule for planning and zoning applications.
- Attend Township Board meetings, special meetings, workshops, and/or classes upon request of the Township.
- Participate in the development of long-range strategic plans and comprehensive master plans with neighboring entities and area agencies and interest groups upon request of the Township.
- Maintain day-to-day access to all files pertaining to Planning & Zoning Applications and permits.

#### ***Administer and interpret the Zoning and General Ordinances:***

- Enforce requirements of the General Ordinances of the Charter Township of Comstock, including Part 300 – Zoning Ordinance.
- Consult with Ordinance Enforcement Officer and parties involved in ordinance violations to resolve problems and correct deficiencies in a friendly and cordial manner.

- Utilize the BS&A.Net database and record cards to obtain information such as ownership, permits issued, Township Board, PC and ZBA past actions.
- Assist in codification of new ordinances and/or amendments.
- Regularly works with the public to answer inquiries in person, by phone, and via electronic communication and interprets meaning of code requirements for the public to achieve compliance with zoning regulations.
- Performs other duties as required.

#### Position Qualifications:

The successful candidate will have a Bachelor's Degree in Urban Planning or related field and a minimum of three years of professional planning experience (preferably in a municipal government environment) or equivalent combination of education and experience. Master's Degree and/or AICP certification is desirable. Must have working knowledge of Microsoft Office programs (Word, Excel, PowerPoint and Outlook). Working knowledge of ArcGIS preferred. Working knowledge of BS&A Building software preferred. Ability to review site plans, prepare staff reports and/or serve as staff advisor to Planning Commission and Zoning Board of Appeals, work with Township staff and officials regarding zoning, code enforcement and land use issues.

A valid and up-to-date State of Michigan Driver's License, a satisfactory driving record and the ability to maintain one throughout employment and pass a background check and drug screening.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight. While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate to potentially loud in field situations.

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