

Town of St. Germain Duties and Compensation of the Zoning Administrator

(As referenced in section 1.603, Chapter 1 - Zoning Ordinance, St. Germain Code of Ordinances)

- 1) Provide public guidance regarding interpretation and applicability of St. Germain's Zoning and Driveway ordinances.
- 2) Process applications for Zoning Permits, Driveway Permits and Fire Numbers and collect applicable fees.
- 3) Visit permit sites as needed.
- 4) Attend regular and special meetings of the Zoning Committee (unless excused by the Zoning Committee Chair) and participate in discussions as a non-voting member.
- 5) Submit to the Zoning Committee for its monthly meetings:
 - a) Updates to an ongoing annual activity log of all permits issued.
 - b) A "Statement of Compensation Due" the Zoning Administrator.
 - c) Original copies of permits issued accompanied by all supporting documents (these permits will correspond with the permits referenced on the "Statement of Compensation Due").
- 6) Offer suggestions to the Zoning Committee regarding revisions to the Zoning or Driveway ordinance or to the routine operations of the Zoning Administrator.
- 7) Attend (unless excused by the Zoning Committee Chair):
 - a) Conditional Use Permit public hearings and subsequent Zoning Committee deliberations.
 - b) Board of Appeals public hearings and subsequent deliberations whenever a decision or action of the Zoning Administrator or Zoning Committee is being appealed.
 - c) Town Board public hearings and subsequent deliberations concerning revisions to the Zoning District map.
- 8) Compensation of the Zoning Administrator shall be:
 - a) 35% of fees for permits issued by the Zoning Administrator
 - b) \$275.00 per month (\$3,300 annually) for all other duties

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