

TOWN OF ST. GERMAIN
Zoning Administrator Work Location and Hours,
Duties and Compensation

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

A) Work Location and Hours:

- 1) The primary work location where all zoning related documents are to be filed and where permit fees are to be held until transferred to the treasurer shall be Room 5 of the Community Center.
- 2) Minimum scheduled work hours in Room 5 shall be established by the Zoning Committee and periodically adjusted based on time of year and other considerations. The Zoning Administrator may also schedule appointments for consultations in other meeting rooms within the Community Center outside of the scheduled Room 5 hours.
- 3) The Zoning Administrator shall perform all computer processing, including sending and receiving emails pertaining to zoning duties, on a Town provided laptop computer which shall not be used for anything other than Town zoning business. The laptop may be taken out of Room 5 for field work at the discretion of the Zoning Administrator.
- 4) A mailbox shall be maintained outside of the Community Center where permit applications, payments of fees and other items may be deposited for the Zoning Administrator by the public.

B) Duties and Compensation:

- 1) Provide public guidance regarding interpretation and applicability of St. Germain's Chapter 1 - Zoning, Chapter 2 - Motor Vehicle Public Road Access and Chapter 3 – Mobile Homes and Manufactured Housing ordinances.
- 2) Process applications for Zoning Permits, Motor Vehicle Public Road Access 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 the Zoning Administrator Permit Activity Log
 - b) A "Statement of Compensation Due" the Zoning Administrator.
 - c) Copies of applications and associated supporting documents for all permits issued (these permits must correspond with the permits referenced on the monthly "Statement of Compensation Due").

- 6) Present draft suggestions to the Zoning Committee regarding proposed revisions to the Zoning, Motor Vehicle Public Road Access, or Mobile Homes and Manufactured Housing ordinances, 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) Transfer collected permit fee payments to the Town Treasurer no less frequently than once weekly.
- 9) Forward receipt of all fire numbers issued by the Vilas County Addressing Coordinator to the Public Works Department for obtaining and installing fire number signs.
- 10) Compensation of the Zoning Administrator shall be:
 - a) 35% of fees collected for Zoning Permits and Motor Vehicle Public Road Access Permits issued by the Zoning Administrator
 - b) \$10.00 for each fire number issued by the Vilas County Addressing Coordinator
 - c) \$275.00 per month (\$3,300 annually) for all other duties
- 11) The Zoning Administrator is encouraged to designate, train and oversee a Deputy Administrator, the selection of whom shall be approved by the Zoning Committee.

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Approved by Zoning Committee
July 7, 2021