

### **Planning and Zoning Administrator**

The City of South Haven is seeking a community planner to perform planning and zoning administration and front counter operations of the Building Services Department. Serves as staff liaison to and prepare agendas for Planning Commission and the Zoning Board of Appeals and is the primary contact responsible for responding to the public regarding the City of South Haven zoning, municipal and building code policies and procedures. Responsibilities include administration of the City's Zoning Ordinance and Master Plan; preparation of professional planning reviews; presentation of planning reviews to the Planning Commission and City Council; preparation of planning studies, ordinance amendments and other written reports and frequent interaction with the public.

The Planning and Zoning Administrator serves as the initial public contact at the front counter, providing information to the public and explaining procedures and requirements regarding the permit process; accepts plans for building permits and zoning applications and verifies the accuracy and completeness of information, reviews plans for zoning compliance as well as issuing over-the-counter permits, calculating fees, and performing related duties as assigned. Handles municipal code enforcement through a code enforcement officer and self-initiates action were warranted. Responds to code violations and follows through on legal actions expeditiously. The position is also the staff contact for the Construction Board of Appeals and manages dangerous building enforcement.

#### ***Typical Responsibilities and Duties:***

Review, amend and maintain the Zoning Code with expert assistance.

Review and recommend amendments to the Master Plan.

Prepare the agenda for Planning Commission meetings.

Provide comprehensive reports and recommendations for the Planning Commission.

Write zoning ordinance and municipal code review for zoning applications.

Attend Planning Commission meetings in a role of staff support.

Maintain proper public hearing procedures and Open Meetings Act requirements.

Inspect development sites for compliance with terms of zoning approval.

Prepare the agenda for Zoning Board of Appeals meetings.

Prepare findings of fact and zoning code analysis.

Attend Zoning Board of Appeals meetings in a role of staff support.

Oversee and administer the building permitting and inspection program.

Prepare license agreements for various uses located on rights of way.

Weekly inspection tours of the city looking for violations of the zoning, building and municipal codes, followed by pro-active, progressive code compliance procedures.

Attend City Council meetings as required.

Other duties as assigned.

Successful candidates will have a Bachelor's degree in Urban Planning or equivalent in a related

field and a minimum of one year of relevant experience. A Master's degree is preferred. Must have a valid Michigan driver's license.

Send completed application, cover letter and resume to [dlull@south-haven.com](mailto:dlull@south-haven.com) or Human Resources Department, City of South Haven, 539 Phoenix Street, 49090. See [www.south-haven.com](http://www.south-haven.com) for application. Deadline for application is November 10, 2017. EOE