

TO: Republic Township Board

FROM: Republic Planning Commission

RE: Township Zoning

DATE: October 11, 2010

Dear Board Members:

The Planning Commission is very concerned about the current situation regarding Zoning in the Township. There have been some serious lapses and embarrassing situations caused by the inability of the Zoning Administrator to carry out his duties in an effective manner.

We offer these suggestions as possible remedies to the ongoing situation:

1. Request the resignation of the current Administrator and seek a replacement.
2. Review the entire Zoning Administration process and reallocate existing funds to provide assistance to the current administrator for a period not to exceed one year; at which time the assistant would assume all duties of the Zoning Administrator.
3. Review the need for both a Zoning Administrator and a Zoning Enforcement Officer to determine if both could be handled by one capable individual; develop a job description and advertise for a new person.

There currently is no central storage of Zoning records for the Township. While this is called for in the Zoning Ordinance and State Law, it does not exist. It is of primary importance that these records be centralized and available to the Board, Commission and public. If no other action is taken it is imperative that you instruct the current Administrator to provide all records stored at his residence and that clerical assistance be made available to organize the data and files to determine what records exist and what are missing.

If the decision is made to hire additional personnel we recommend that the position be advertised and open to anyone (qualified) to apply.

It is with regret we take this action, however, our mandated duty requires us to act on behalf of the taxpayers and we are currently unable to make informed decisions regarding many substantial zoning decisions due to the lack of a proper paper trail and mis-information from the current Zoning Administrator.

Respectfully,
The Republic Planning Commission

Dan J. Mitchell, Chair