

**ACME TOWNSHIP  
PERSONNEL COMMITTEE**  
6042 Acme Rd.  
Williamsburg, MI 49690

**Monday, September 26, 2022**  
10:00 a.m.

**Agenda:**

1. Call To Order
2. Roll Call
3. Approval of Agenda
4. Minutes stand to be approved from November 10, 2021 unless there are changes.
5. Discuss Planning and Zoning department and the possible addition of an Assistant for Lindsey Wolf, Zoning Administrator
6. Public Comment/Other Discussion

Adjourn

**Planning & Zoning Department, Acme Township - Summary Overview Chart**      **UPDATED DRAFT -- Sept 27, 2024**

Chart illustrates leadership role of Manager, supporting role of Assistant, and enforcement role of Code Officer -- with key examples, but not exhaustive detail.

MANAGER, PLANNING & ZONING DEPT.	ASST, ZONING & SPECIAL PROJECTS	ENFORCEMENT OFFICER, ZONING
<p><b>Key Job Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Serves as Township's go-to expert on Acme Township Zoning Ordinance for/to all audiences.</li> <li>• Represents Department as subject matter expert at Board, Planning Commission, ZBA mtgs.</li> <li>• Proactively recommends solutions to ordinance-related issues.</li> <li>• Maintains Master Document of historical and proposed changes.</li> <li>• Ensures approved Projects are in compliance with conditions of approval.</li> <li>• Receives, oversees processing of zoning applications including land use, special use, site plan review, ZBA, short-term rentals, and more.</li> <li>• Performs inspections to ensure land use changes comply with Zoning Ordinance.</li> <li>• Directs proactive identification, inventorying, and monitoring of non-conforming uses.</li> <li>• Directs enforcement actions.</li> <li>• Researches, writes reports to inform audiences.</li> <li>• Ensures all related files are complete and accessible, with supporting documentation.</li> <li>• Manages Department's annual budget.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Planning degree; minimum 5 yrs experience.</li> <li>• Outstanding verbal, written communication skills to all -- Public, Officials, Developers, and more.</li> <li>• Responsiveness to all audiences.</li> <li>• Comprehensive knowledge of: Planning -- theory, principles, techniques; federal, state, local laws.</li> <li>• Excellent time management, organization skills.</li> </ul> <p><b>Physical Demands</b></p> <ul style="list-style-type: none"> <li>• Work performed in office environment, daytime/evening meetings, at development sites.</li> <li>• Bad weather, uneven terrain are expected issues.</li> </ul>	<p><b>Key Job Responsibilities</b></p> <p><b>Zoning Examples</b></p> <ul style="list-style-type: none"> <li>• Assists Manager in responding to Public on frequently-asked questions re Zoning Ordinance.</li> <li>• Works, as directed, to issue permits and maintain files with supporting documentation.</li> <li>• At Manager's direction, maintains variety of logs and records re inspections, enforcement activities.</li> <li>• Proactively assists Manager to identify non-conforming uses in Township.</li> <li>• Helps to inventory, monitor non-conforming uses.</li> <li>• At Manager's direction, prepares board packets and other communications.</li> <li>• Posts P&amp;Z information to web site within deadlines; also serves as backup for Township's Admin Assistant for posting township information.</li> </ul> <p><b>Special Project Examples</b></p> <ul style="list-style-type: none"> <li>• Manages, implements, oversees special projects for Supervisor, Clerk's Office, when assistance is needed such as: handling urgent influx of cemetery requests; coordinating FOIA requests; assisting with elections -- processing applications, issuing ballots, etc; managing web site and resolving issues; drafting "thank you" notes; and other projects where timely action is required.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Proven project and time management skills.</li> <li>• Established track record for proactive problem identification and problem-solving skills.</li> <li>• Excellent verbal, written communications skills.</li> <li>• Effective working independently and on teams.</li> </ul> <p><b>Physical Demands</b></p> <ul style="list-style-type: none"> <li>• Work mainly performed in office environment.</li> <li>• Some driving and off-site work necessary.</li> <li>• Evening meeting attendance may be necessary.</li> </ul>	<p><b>Key Job Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Directed by Manager or Twp Supervisor, Deputy:             <ul style="list-style-type: none"> <li>- Builds relationships with residents, business owners, developers working on new projects.</li> <li>- Monitors township for non-conforming uses and other potential problems.</li> <li>- Responds to complaints of potential code violations.</li> <li>- Initiates necessary corrective measures.</li> <li>- Routinely reports back to Manager, Supervisor, Board to keep Staff and Township informed.</li> </ul> </li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Prior zoning enforcement training.</li> <li>• Excellent interpersonal, problem-solving skills.</li> <li>• Knowledge and use of de-escalation skills.</li> <li>• Member of Sheriff's Department Staff.</li> <li>• Familiarity with Acme residents, businesses.</li> </ul> <p><b>Physical Demands</b></p> <ul style="list-style-type: none"> <li>• Work performed in office setting, out-of-doors, and at development sites and in neighborhoods.</li> <li>• Frequent attendance at evening meetings.</li> </ul>

**NOTE:**

The Planning Committee met Monday, September 26, and reviewed the job description, below, which is based on the current job description for the Acme Township Zoning Administrator. While the entire job description is up for Board review and discussion at this time, the **RED** text, immediately below, contains proposed changes (or questions) tied to the current job description. The Personnel Committee wants to ensure these **RED** text areas are discussed by the Board.

**Acme Township Job Description: Manager of Planning & Zoning**

**Position Title:** Acme Township Manager of Planning & Zoning  
**Status:** Full time; 40 hours/week; benefits  
**Reports to:** Acme Township Supervisor  
**Salary Range:** \$38,000 - **\$XX,XXX** depending on qualifications and benefit package

**POSITION SUMMARY**

The Manager of Planning & Zoning leads Acme Township's Planning & Zoning Department and has overall authority and responsibility to administer the township's Master Plan and Zoning Ordinance as written. This Manager serves as staff liaison to the Zoning Board of Appeals and Planning Commission, and is responsible for working with other government agencies and Township departments on project proposals, reviews, and approvals. The Manager of Planning & Zoning is responsible for the administration and enforcement of applicable local ordinances.

This critical work requires a combination of personal professionalism, managerial, and technical skills to ensure proper administration, compliance, resolution, and enforcement of the Zoning Ordinance. The Manager of Planning & Zoning works with the general public, elected and appointed officials, township engineer of record, volunteers, legal counsel, appropriate governmental agencies, and others as needed, to effectively and appropriately administer and enforce the provisions of the Acme Township Zoning Ordinance while also providing support, as requested, to the Township's land use planning activities.

**1. RESPONSIBILITIES**

The following list of responsibilities is not exhaustive and may be supplemented from time to time.

**A. Primary Duties** (may include but are not limited to the following)

1. Maintains a thorough knowledge of the Acme Township Master Plan, Parks & Trails Plan, Zoning Ordinance, and Capital Improvement Plan.
2. Directs or participates in studies regarding development in Township; prepares reports and makes recommendations to the Planning Commission, ZBA, and Township Board.
3. Reviews site plans and consults with developers and appropriate reviewing agencies to ensure compliance with township Master Plan, policies, regulations, ordinances and modern planning standards.
4. Assists the Planning Commission in the development, implementation, and amending of the Master Plan as needed and required by law.
5. Recommends and/or prepares requested or needed ordinance amendments.
6. Assists the part-time Code Enforcement Officer with interpretation and enforcement of the Zoning Ordinance, applicable state zoning laws, and other township ordinances that grant such powers in part or in whole.

7. Assists the Code Enforcement Officer with responding appropriately to complaints of potential code violations and initiates necessary corrective measures as required. Ensures applicant is promptly notified, in writing, if proposed use is not in compliance with Zoning Ordinance. Assists with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
8. Assists the general public with zoning and permit questions and with general customer service needs – by telephone, by email, and in person.
9. Proactively and effectively communicates Zoning Ordinance to interested businesses and public.
10. Issues appropriate permits and maintains files of the permits with supporting documentation.
11. Helps create and maintain a variety of logs and records related to inspections and enforcement activities.
12. Helps create and provides information and assistance to the public regarding code enforcement matters.
13. Helps create and maintain processes for inspections to ensure land use changes comply with the Zoning Ordinance. Responsible for identifying, inventorying, and monitoring non-conforming uses.
14. Receives and processes zoning applications including land use, special use, site plan review, sign, outdoor events, zoning board of appeal/planning commission requests, outdoor events requests and development plans.
15. Conducts technical reviews and site inspections. Writes staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.
16. Prepares Zoning Board of Appeals case files and publication notices if necessary. Makes recommendations to the ZBA, and Township Board when needed and based on professional planning principles and the comments of the other reviewing agencies.
17. Assists with Planning Commission case files such as notices, Planning Commission packets, compliance with Township ordinances and Master Plan. Works collaboratively with and executes direction from Planning Commission without deviation.
18. Prepares Planning & Zoning department's annual budget. Routinely monitors budget and provides various periodic reports to the Planning Commission and Board of Trustees on department activities.
19. Participates in the Planning Commission process of developing Ordinance change proposals following the Planning Commission's time table and work plan.
20. Recommends and prepares requested or needed resolutions as deemed necessary.
21. Attends Planning Commission meetings; reports on zoning issues and advises on issues related to zoning administration.
22. Consistently utilizes effective and timely verbal and written communications with permit applicants, related governmental agencies, and other offices as necessary.
23. Collaborates with the Township, County, and State Departments on permitting and project approvals.

24. Inspects properties to ensure projects approved by staff, Planning Commission and Township Board are in compliance with the conditions of approval.
25. Participates as a part of the Land Division Review Committee for reviews and approval of Land Division related applications.
26. Identifies and applies Best Practices, including but not limited to: check lists, instruction sheets, and other tools that result in most effective administration.
27. Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; proactively propose solutions to any problems encountered in administering the Ordinance.
28. Testifies, as necessary, at public and judicial hearings.
29. Maintains the master document of proposed Ordinance changes during its development and makes it available, electronically, to the Planning Commission.
30. Records the chain of change recommendations as resolved by the Planning Commission for submission to the Acme Township Board.
31. Researches statutes and statute changes for inconsistencies with the Zoning Ordinance or with potential ordinance changes being considered by the Planning Commission; submits recommendations for ordinance changes to ensure conformity, consistency, and lack of redundancy with statute.
32. Performs research, drafts language, and makes recommendations to the Planning Commission, as requested, pertaining to specific intended amendments to the Ordinance initiated from the Master Plan or from other sources.
33. Assists the Planning Commission with reviewing the overall master document of proposed Ordinance changes together with the current Ordinance. Recommends language to correct internal inconsistencies and ambiguities.

## **B. Office Administration**

1. Submits, at least monthly: (a) transmittal of zoning permit fees collected; (b) cash; and (c) checks to the treasurer.
2. Submits copy of the zoning permit application to the tax assessor in a timely manner.
3. Maintains, administers, and follows procedures and policies established for the office.
4. Keeps the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; distributes copies of the zoning ordinances to Planning Commissioners, Zoning Board of Appeals, and to the public.
5. Ensures that information is uploaded to the Acme Township web site on zoning and planning issues.
6. Submits a written monthly report, one week in advance, to the Planning Commission meeting and to the Acme Township Board meeting. Report will include: permits issued/denied; appeals; requests for amendments; requests for variances; and other pertinent zoning administration activity and information.

7. Attends meetings of the Acme Township Board as necessary.
8. Submits a monthly statement of all reimbursable expenses including: postage; forms; maps; mileage to meetings, etc. Manager of Planning & Zoning is responsible for non-mileage expenses of automobile use and cellular telephone.
9. Submits an annual report of the Planning Commission to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development, as required by the Michigan Planning Enabling Act.

### **C. General Public Relations, Professional Development, Other**

1. Communicates and works with elected and appointed officials, the public, and other regional agencies with appropriate etiquette and diplomacy.
2. Assists the general public, applicants, developers and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agencies for other needed permits.
3. Addresses various service groups and works with the media concerning zoning issues within the municipality as directed by immediate supervisor (Acme Treasurer) or Township Supervisor.
4. Attends seminars and/or conferences to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration.
5. Works to ensure accessibility to the public by telephone and email during business hours.
6. Performs other duties and accepts other responsibilities as may be directed or specified by the Zoning Ordinance, policies and procedures, or the Township Board.
7. The omission of specific statements of duties in this document does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **2. QUALIFICATIONS**

### **A. Education/Experience**

1. Two-year or four-year college degree in planning, geography, or related field or minimum of five years in zoning administration.
2. A deductive, logical system of thought common in reading and interpreting legal documents.
3. An ability to read legal descriptions and similar documents pertinent to zoning administration.
4. Computer skills in word processing, database management, and web site maintenance.
5. Demonstrated problem-solving ability to identify workable solutions within the Ordinance.

### **B. Knowledge, Skills, and Abilities**

1. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy – written and verbal.
2. Seasoned at speaking before groups and organizations with appropriate, well-written presentation and graphics.
3. Practiced at writing clear reports, complete with relevant background as needed.
4. Comprehensive knowledge of the theory, principles and techniques of the planning profession and development process, and of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.

5. Excellent communication and listening skills to deal effectively with developers, attorneys, realtors, Township Engineer, other Township staff at all levels, and residents and/or developers who occasionally may be upset, frustrated and/or lacking knowledge of Township planning process.
6. Knowledge of construction and construction terms as appropriate to zoning reviews.
7. Ability to pay close attention to the details while still seeing the "big picture."
8. Ability to maintain confidentiality of information and professional boundaries.
9. Excellent organization and critical thinking skills: (a) appropriate prioritization and scheduling of work load; (b) ability to work independently and with little supervision; (c) proven ability to complete work assignments on a timely basis in an environment where interruptions may occur; (d) ability to apply high level of analytical skill as well as ability to comprehend, interpret and process detailed information and data.
10. Must have current, valid Michigan vehicle operators license and good driving record; must provide own transportation.

### **3. PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS**

#### **1. Physical requirements include:**

- Work is typically performed in an office environment but is often conducted out-of-doors at development sites. Exposure to occasional inclement weather and normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms may be required. A moderate amount of local travel is required.
- Prolonged walking over uneven terrain, on stairs, hand grip to pull one's self over obstacles in order to conduct site inspections, perform site inspections, specific studies, and evaluations.
- Periodic bending, stooping, and kneeling to move items weighing up to 20 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field, and to operate various field equipment (shovel, tape measure, etc.)
- Frequent attendance at evening meetings is required.

#### **2. Working conditions/environmental factors include:**

- Works inside the Acme Township Hall in open environment, cubicle office.
- Works outside frequently, despite weather conditions and exposure to environmental allergens.
- Regularly travels to locations throughout the township.
- Subjected to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
- Subjected to work-related telephone calls outside normal business hours.

#### **3. Selection guidelines include:**

- Formal application; rating of education; oral interview; reference check; submission of examples of written reports; job-related tests may be required.

*The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.*

## UPDATED DRAFT 5 - September 29, 2022, following Personnel Meeting on Sept. 26, 2022

### NOTE:

This is an updated draft job description for an Assistant for Lindsey Wolf, Planning & Zoning Administrator. Personnel Committee members that provided input are Doug White, Lisa Swanson, and Jean Aukerman. Lindsey Wolf has also provided input. While the entire Job Description is up for Board review, thoughts/recommendations immediately below (in **RED**) will require Board approval.

**Position Title:** Assistant, Zoning & Special Projects  
**Status:** Less than Full Time XX hours; salaried  
**Reports to:** Acme Township Manager, Planning & Zoning  
**Salary Range:** XX,XXX - XX,XXX depending on qualifications

### Position Summary

Acme Township's *Assistant, Zoning & Special Projects* is a new role for the Township. This individual plays a critical role in the overall success and effectiveness of Acme's Planning & Zoning Department by serving as the right-hand assistant to the Manager, Planning & Zoning. As such, the Assistant must be experienced at working with all types of people -- understanding needs, viewpoints, and how to fulfill requests and meet expectations -- while representing the Township and its administration and enforcement of the Zoning Ordinance. Special Projects may be assigned by the Supervisor, Clerk, and other Township officials. To meet expectations, the Assistant must possess proven project management skills including the ability to effectively prioritize workload while establishing reasonable expectations to ensure requests and projects are delivered as committed.

### 1. Responsibilities

The following list of responsibilities is not exhaustive and may be supplemented from time to time.

#### A. PRIMARY DUTIES (may include but are not limited to the following)

1. Maintains a thorough knowledge of the Acme Township Zoning Ordinance.
2. Assists in administering, interpreting, and enforcing the Acme Township Zoning Ordinance, applicable state zoning laws, and other township ordinances granting such powers to the ZA in part or in whole.
3. Responds to general public regarding their zoning and permit questions and with general customer service needs – by telephone, by email, and in person.
4. Proactively and effectively communicates Zoning Ordinance to interested businesses and public.
5. Assists in issuing appropriate permits and maintains files of the permits with supporting documentation.
6. Helps with code enforcement and responds to complaints of potential code violations.
7. Issues necessary corrective measures, as required, by promptly notifying applicant, in writing, if the proposed use is not in compliance with the Zoning Ordinance; assists with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
8. Helps to maintain a variety of logs and records related to inspections and enforcement activities.
9. Provides information and assistance to the public regarding code enforcement matters.
10. Assists in removing and discarding illegal signage along the township roadways.
11. Helps to identify, inventory, and monitor non-conforming uses
12. Assists in receiving and processing zoning applications including, land use, sign, short-term rentals, and mobile food vending.
13. Assists with preparation of Zoning Board of Appeals case files and publication notices.



14. Assists with Planning Commission case files such as notices, Planning Commission packets, compliance with Township ordinances and Master Plan.
15. Attends Planning Commission meetings; reports on zoning issues when Planning & Zoning Manager is unable to attend.
16. Consistently utilizes effective verbal and written communications with permit applicants, related governmental agencies, and other offices as necessary.
17. Assists in the inspection of properties to ensure projects approved by staff, Planning Commission and Township Board are in compliance with the conditions of approval.
18. Testifies, as necessary, at public and judicial hearings.
19. Assists in maintaining the master document of proposed Ordinance changes during its development and makes it available, electronically, to the Planning Commission.
20. Performs research pertaining to specific intended amendments to the Ordinance initiated from the Master Plan or from other sources.

## **B. Office Administration**

1. Assists in the submission of the permit application spreadsheet to the tax assessor in a timely manner.
2. Maintains, administers and follows procedures and policies established for the office.
3. Assists in keeping zoning map, text, and office records up-to-date; distributes copies of the zoning ordinances to Planning Commissioners, Zoning Board of Appeals, and to the public.
4. Posts information on the Acme Township website regarding zoning and planning issues such as agendas, packets, public hearing notices. Posts draft and approved meeting minutes.
5. Submits written monthly report (written by Manager), one week in advance of the Acme Township Board meeting. Report will include: permits issued/denied; appeals; request for amendments; requests for variances; and other pertinent zoning administration activity and information.
6. Attends meetings of the Acme Township Board when the Planning & Zoning Manager cannot.
7. Submits a monthly statement of all reimbursable expenses including: postage; forms; maps; mileage to meetings, etc.

## **C. General Public Relations, Professional Development, Other**

1. Communicates to and works well with elected and appointed officials, public, other regional agencies.
2. Assists general public, applicants, developers and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agencies for other needed permits.
3. When pre-approved by Township Supervisor and Manager, attends seminars and/or conferences to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration.
4. Strives to be generally accessible to the public by telephone and email during business hours.
5. Performs other duties and accepts other responsibilities as may be directed or specified by the Zoning Ordinance, policies and procedures, or the Township Board.

## **2. Qualifications**

### **A. Education/Experience**

1. Minimum of two-year college degree.
2. Proven project management skills dealing with wide assortment of subjects/topics.
3. A developed, deductive, logical system of thought when reading and interpreting documents.
4. Computer skills in: word processing; data base; web site maintenance.

5. Demonstrated problem-solving ability to identify workable solutions within the Ordinance and Special Projects, as assigned.

## **B. Knowledge, Skills, and Abilities**

1. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy – written and verbal.
2. Practiced at writing clear reports, complete with relevant background as needed.
3. Ability to comprehend basic knowledge of local ordinances.
4. Knowledge of construction and construction terms as appropriate to issuing land use permits.
5. Pays close attention to the details -- timelines, grammar, etc. (does not include Site Plan Reviews).
6. Ability to maintain confidentiality of information and professional boundaries.
7. Excellent organization skills: (a) prioritize and schedule work load appropriately; (b) ability to work independently and with little supervision; and (c) complete work assignments on a timely basis in an environment where interruptions may occur.
8. Must have current, valid Michigan vehicle operators license and good driving record; must provide own transportation.

## **C. PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS**

- 1 Physical requirements include:
  - Work is typically performed in an office environment but may be conducted out-of-doors at development sites. Exposure to occasional inclement weather and normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes unsteady walkways and platforms may be required. A moderate amount of local travel may be required.
  - Prolonged walking over uneven terrain, on stairs; able to use hand grip to pull oneself over obstacles in order to assist in conducting site inspections.
  - Periodic bending, stooping, and kneeling to move items weighing up to 20 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field, and to operate various field equipment (shovel, tape measure, etc.)
  - Attendance at meetings may be required when Planning & Zoning Manager cannot attend.
2. Working conditions/environmental factors include:
  - Work inside Acme Township Hall in cubicle office or open environment where frequent interruptions may occur.
  - Work outside as needed, despite weather conditions and exposure to environmental allergens.
  - May travel to locations throughout the township.
  - May have irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
  - Can receive work-related telephone calls after hours on Township cell phone.
3. Selection guidelines include: formal application; rating of education; oral interview; reference check; submission of examples of written reports; and job-related tests may be required

*The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.*

# ADDENDUM

## Short-term Goals

The following lists indicate the knowledge and skills goals and expectations the Assistant should strive to achieve and be delivering (1) at the 3-month mark, and (2) at 6 months on the job. The Planning & Zoning Manager is responsible for day-to-day teaching/coaching of the Assistant and providing professional direction on all aspects of this job.

### 3-Month Expectations:

- Basic knowledge of the Acme Township Zoning Ordinance (20%)
- Knowledge of Acme Township Short-Term Rental Ordinance
- Permitting of residential land use permits: single family and accessory uses
- Permitting of sign permits
- Permitting of Short-term rental licenses
- Attaching records to BSA
- Parks & Trails and Planning Commission packet printing and distribution
- Knowledge of Zoning Map vs. Future Land Use Map
- Preparation of 300' mailers
- Providing information on township website
- Becoming familiar with township applications and checklist for complete applications: Land Use Permits, Land Division, Medical Marihuana, Short-Term Rental, Site Plan Review

### 6-Month Expectations:

- Thorough knowledge of Acme Township Zoning Ordinance
- Thorough knowledge of Short-Term Rental Ordinance
- Able to address all FAQs on website under Planning & Zoning
- Preparation of ordinance violation notices
- Ensure that all applications are complete prior to department review: LUPs, SUPs, Land Division, Medical Marihuana, Short-Term Rental