

# Claybanks Township

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September 25, 2017

## WORKSHOP MINUTES

The regular meeting of Claybanks Township was called to order at 7:30 p.m. by Clerk Mary Freye. Members present: Freye, Eilers, Lombard and Rabe. Absent: Smith, with notice.

The board worked on job descriptions for the Zoning Administrator and Assistant Zoning Administrator. Suggestions were as follows:

- Reviews site plans to confirm compliance with the ordinance.
- Issue Zoning Permits
- Makes site visits to assure compliance...rough-in and finished footings.
- Review applications for variances and special use permits to assure required information is provided. Forward to PC Chair or ZBA Chair as appropriate.
- Take phone calls and emails and answer public zoning questions.
- Contacts property owners when in violation of the ordinance.

### **Ideas to add...**

Attend a minimum of #\_\_\_\_\_ of seminars to stay abreast of current laws.  
Have dependable transportation to facilitate visiting job sites.

### **Questions...**

On average, how many hours are worked per month or year?

It was decided to email these notes to Zoning Administrator, John Muchna, for his input.

Adjourned: 8:05 p.m.

Respectfully submitted,

Mary Freye, Clerk