PROPOSED JOB DUTIES / DIVISION OF LABOR FOR LAND USE FUNCTIONS

Town Manager

Enforcement Resolution

Council interaction

Planner

(Limited) property owner assistance

(Limited) non-enforcement resolution

CEO

Takes applications

Issues permits

Field Inspections

Code Compliance

Non-land use compliance

Issue non-land use NOVs

After the fact permitting

Delegated Fire Marshall Review (requires state approval) ZONING ADMIN

Receives zoning complaints/inquiries

Field Inspections

Extensive prop. owner assistance

Works with zoning violations to explore resolution options

After the fact applications/permitting

Non-enforcement resolution

Issue land use NOV's as last resort