

RESOLUTION NO. 17-89

RESOLUTION APPOINTING THE BUILDING AND ZONING
OFFICER OF THE VILLAGE OF CHATHAM

WHEREAS, the Village of Chatham has adopted the 1982 Zoning Ordinance; and

WHEREAS, the 1982 Zoning Ordinance provides for the position of Building and Zoning Administrator; and

WHEREAS, the position of Director of Building and Zoning Administration is presently vacant; and

WHEREAS, it is incumbent upon the Village of Chatham to nominate a person to fill the position;

THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, AS FOLLOWS:

SECTION 1: Commencing July 11, 1989, the office of Building and Zoning Administrator shall be filled by the following named persons:

RICHARD H. PUTNAM

SECTION 2: The holder of this position shall perform the duties delineated in Section VIII, Paragraph 2 of the 1982 Zoning Ordinance.

SECTION 3: The holder of this position shall also perform the duties delineated in Exhibit A, which is attached hereto and made a part of this Resolution.

SECTION 4: This appointment shall be for a term of six months at which time the Village Board of Trustees will either reappoint the above named person or name a new person as the Building and Zoning Administrator.

SECTION 5: The holder of this position shall, for the term of his appointment receive compensation in the amount of \$150 per month, beginning on July 11, 1989, payable in monthly installments at the same times as the members of the Village Board.

SECTION 6: This Resolution shall be effective upon passage and approval as provided by law.

PASSED July 11, 1989

APPROVED July 11, 1989

Carl D. Oblinger
CARL D. OBLINGER
PRESIDENT, BOARD OF TRUSTEES
VILLAGE OF CHATHAM

ATTEST:

Rose Miller
ROSE MILLER, VILLAGE CLERK

EXHIBIT A
RESOLUTION 17-89

ADDITIONAL DUTIES OF THE BUILDING & ZONING ADMINISTRATOR

- I) Establish an internal system for the Village to receive requests for zoning changes and/or variances:
 - * Create a new request form that is self explanatory and is understandable to the Public
 - * Work with the Village Administrator and the Village Clerk to create an office procedure where the appropriate Village Boards, Commissions, and Officers are automatically notified of requests for zoning changes and/or variances

- II) Provide liaison assistance to the Planning Commission and the Zoning Board of Appeals:
 - * Whenever possible, attend Planning Commission and Zoning Board meetings where zoning issues will be discussed
 - * Provide for the coordination of zoning actions between the Planning Commission and the Zoning Board

- III) Review building permits for conformance to the Zoning Ordinances in a timely manner and make recommendations to the Mayor for action:
 - * Assist applicant in understanding procedures and time frames
 - * Highlight all problems and conflicts with the Zoning Ordinance and recommend remedies to the problems

- IV) Work through the Land Use Committee of the Village Board to develop a map showing all existing zoning variances, as required by state statutes

- V) Work through the Land Use Committee of the Village Board to identify and locate all existing zoning violations within the Village

- VI) Provide staff assistance to the Planning Commission in their efforts to update the Zoning Ordinance