

## **Zoning Secretary Role**

**Monthly Zoning Commission Meeting** - This standing meeting is scheduled for the first Thursday of each month at 7:00 pm.

The items for each meeting include:

- Meeting sign-in (note the spot included for whoever represented the BTZC at the monthly Regional Planning meeting to sign as well as the space provided for any visitors to sign in)
- Agendas (one for each member, staff and a couple extra)
- Copy of draft minutes from previous meeting
- Copy of minutes for signature (for chair signature if no changes or additions, with any revision to the draft minutes they are considered at next BTZC meeting)
- Copy of Zoning Resolution
- Copy of Comprehensive Plan
- Any materials from current projects and topics

After the meeting, submit a copy of the sign-in sheet and signed minutes to the township fiscal officer. If the minutes were finalized and signed, submit those to be placed on the Township website. If there are corrections or additions, I bring the revised minutes back for a vote at the next meeting. I prepare the draft meeting minutes, including any directions for work to be completed between meetings, and e-mail the draft to the members for any suggested changes or additions. Prepare any other work needed depending on what was assigned.

**Board of Zoning Appeals Meeting** - The Board of Zoning Appeals members are requested to save 7:00 pm on the second Wednesday of each month to meet, however the group only meets when an application for a variance has been received by the Zoning Inspector. Timing of scheduling meetings is a consideration because of the statutory notice requirement.

Steps in hearing Process

- Zoning Inspector receives application and fee
- Zoning Inspector and Zoning Secretary confirm a hearing date
- Secretary emails BZA members that a hearing has been scheduled and that more information will follow
- Draft Legal Notice and cover memo to submit to the Legal Editor at the Gazette, being aware that the Gazette publishes on Wednesday and Thursday and of the need to allow a couple days for the notice to be published
- Contact court reporter and schedule services for the hearing
- Identify property owners within 500 feet of property for which variance is requested by using database at the Delaware County Auditor Office
- Draft and mail neighbor letters providing notice of application, scheduled hearing time/date and inviting attendance of interested parties
- Prepare sign-in sheet for the hearing, at end of hearing make copy for court reporter

- Determine if sufficient interest expected to prepare to hold hearing in larger Township Hall room, most hearings are hold in regular conference room
- Secretary assures that BZA members, staff and attendees all sign attendance sheet
- Make sure individuals expecting to speak are sworn by court reporter
- Secretary will be asked to call roll of BZA members for any vote

Secretary prepares minutes for the BZA. *Because of the legalities of the BZA votes, I routinely send draft minutes to the BZA chair for first review before emailing members.*

**Periodic Review/Revision of Brown Township Zoning Resolution** - We follow the Zoning Resolution Revision flow sheet for the revision process.

Specifically, the zoning secretary is involved in the following revision activities:

- Monitoring the discussion of the members for proposed changes /additions and incorporating them into a working draft
- Doing research as requested to inform the process. Examples: doing word searches of other township zoning resolutions to identify whether the topic has been addressed and bringing back examples of language used by other townships; and I have contacted other resources for information.
- Taking concepts discussed and preparing draft language for the members to review.
- Sometimes, the BTZC wants to share information, e.g., the direction they are heading, with the Trustees early in the process, so if directed I draft a memo.
- When members have finalized what they are proposing for revision, put together the following documents:
  - Summary of proposed changes and rationale
  - Red-lined version of article/sections, to show exactly what is being changed
  - Clean copy version
- Prepare cover memos and submit proposal for Regional Planning review
- Submit legal notices to Gazette for BTZC public hearing on proposed changes
- Submit above documents for posting on Brown Township website
- Prepare pack of documents for public display at Delaware County Public Library (I prepare a notebook that is available upon request at the information desk)
- When BTZC recommends action to the Trustees, prepare packet for Trustees of documents listed above and the Regional Planning recommendations
- Provide any support requested for Trustees when they hold their public hearing
- If the Trustees adopt revisions, determine how best to update the Brown Zoning Resolution, e.g., submitting final revision to Regional Planning, distribute changed language to BTZC and BZA members.

**Must be a US citizen. Brown Township resident preferred or nearby township resident.**

