

Administration, Enforcement and Amendment

This Chapter details the administration, enforcement and amendment of the Lake Township Zoning Ordinance. It details and discusses the specific duties of the Zoning Administrator, the Planning Commission, and the Zoning Board of Appeals. Additionally, this Chapter explains the procedure for amending the text of the zoning ordinance, amending the zoning map, and the procedure for securing land use permits and site plan approvals.

SECTION 301. DUTIES OF THE ZONING ADMINISTRATOR

The Lake Township Board shall establish an office and appoint a person to be the Zoning Administrator (Administrator). The Administrator is authorized and responsible for administration and enforcement of this Ordinance and shall, for the purposes of this Ordinance's Administration and enforcement, have the powers as established by the Michigan Zoning Enabling Act, P.A. 110 of 2006, and specifically as follows:

301.1 ACCEPT AND RECORD APPLICATIONS, ISSUE & RECORD PERMITS.

All applications for Permits shall be submitted to the Administrator who shall keep a record of all applications which have been submitted and their disposition. When all applicable provisions of this Ordinance have been met regarding any application, the Administrator shall issue a Permit for the proposed use. When conditions are not met, the administrator shall consult with the applicant to determine the proper course of action. The Administrator shall maintain a record of all applications and related permits, including documentation for each.

301.2 ISSUE WRITTEN DENIAL.

When any application for a permit is denied, the Administrator shall provide the applicant with a written denial, stating the reasons for the denial.

301.3 NOTICE OF HEARINGS.

Whenever a zoning matter is the subject of a public hearing before the Planning Commission or the Zoning Board of Appeals, the designated committee member from each of the Planning Commission or Zoning Board of Appeals shall prepare notices of the hearing and disseminate said notices as required by this Ordinance.

301.4 INSPECTIONS.

The Administrator shall be empowered to make inspections of buildings or premises to carry out enforcement of this Ordinance.

301.5 RECORD NONCONFORMING USES.

The Administrator shall record all nonconforming uses existing at the effective date of this Ordinance for the purpose of carrying out the provisions of Chapter 13.

301.6 RECORD SPECIAL USES.

The Administrator shall keep a record of all Special Use Permits issued under the terms of this Ordinance for the purpose of carrying out provisions of Chapter 16.

301.7 RECORD INTERPRETATIONS OF ORDINANCE.

The Administrator shall maintain a concise record of all interpretations of this Ordinance rendered by the Planning Commission. Interpretations of the ordinance do not include dimensional or administrative issues. This record shall be consulted whenever questions arise concerning interpretation of any provisions of this Ordinance to determine whether any applicable precedents have been set.

301.8 PUBLIC INFORMATION.

The Administrator shall respond to inquires and dispense information or copies of this Ordinance to make the public aware of and familiar with the provisions of this Ordinance. Public awareness and acceptance of the Zoning Ordinance will help to maintain compliance with it.

301.9 RESPOND TO COMPLAINTS.

The Administrator shall respond within five (5) business days, whenever possible, to any complaint regarding an alleged violation of the terms or conditions of this Ordinance or any permit issues pursuant to it. The Administrator shall provide a report at each regular Planning Commission meeting summarizing the nature and disposition of complaints that have been received. A written record of all complaints, responses and dispositions of the complaint will be maintained.

301.10 MAY NOT CHANGE ORDINANCE.

Under no circumstances is the Administrator permitted to make changes in this Ordinance or to vary the terms of this Ordinance. Suggestions by the Zoning Administrator for changes to this ordinance will be taken under advisement by the Planning Commission.