

*General Code of Ordinances*  
*Chapter 10 - Zoning Administration*

CHAPTER 10  
ZONING ADMINISTRATION

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10.01 TITLE/PURPOSE. This Ordinance is entitled the "Town of Centerville Zoning Administration Ordinance." The purpose of this Ordinance is to provide a general guideline for the administration of the Zoning Ordinance in the Town of Centerville according to powers given to towns by the Wisconsin Statutes.

10.02 AUTHORITY. The Town Board of the Town of Centerville has the specific authority, powers and duties, pursuant to Sections 60.61, 60.62, 61.35 and 62.23 Wisconsin Statutes, pursuant to the specific statutory sections noted in this Ordinance and by its adoption of village powers under Section 60.10 Wisconsin Statutes, to zone certain areas in the Town of Centerville; to regulate and control certain uses, activities, businesses and operations in the Town; and to ensure that those regulations and controls are in accord with the adopted comprehensive plan of the Town of Centerville.

10.03 ADOPTION OF ORDINANCE. The Town Board of the Town of Centerville has, by adoption of this Ordinance, confirmed the specific statutory authority, powers and duties noted in the specific sections of this Ordinance and has established by these sections and this Ordinance, powers and duties of the Zoning Administrator and all Boards and Commissions regulated by the Zoning Ordinance to manage and direct zoning affairs in the Town of Centerville.

10.04 ZONING ADMINISTRATOR: Appointment is made for a set period of time and appointment is subject to the approval of the Town Board.

A. QUALIFICATIONS:

1. Have a general knowledge of the township and of town, county and state government.
2. Ability to meet, work effectively and get along with people, in the best interest of the township.
3. Be of a nature that can maintain favorable rapport with the Town Board members, town officials and townspeople.
4. Have available the necessary time for duties required to fulfill the responsibilities of the job.
5. Town resident.

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B. DUTIES: Performs administrative duties in regard to zoning for the township, including but not limited to the following:

1. Issues building permits in the Town and collects fees for the Treasurer. (See Chapter 4 Licenses & Permits.)
2. Issues demolition permits.
3. Issues non-metallic mining permits.
4. Sets meetings for the Planning and Zoning Commission six times per year or as required (sets agenda, posts notices, forwards materials to P&Z committee members, Town Board members and any other concerned parties, and also attends these meetings).
5. Sets Board of Appeal Hearings as required. (Fills out necessary paper work and forwards information to Board members, Town Board and concerned parties, including neighboring landowners, has notice of hearing published twice in the paper, goes to site inspections with the Board members, and attends the hearings. Forwards findings to all parties concerned when a decision is reached.)
6. Issues Farmland Preservation Certificates when there is a landowner change or an acreage change, and gets together with Town Treasurer to review and sign the certificates, and has copies made for the Treasurer to send along with the tax papers.
7. Issues house numbers.
8. Attends monthly Town Board meetings to turn in building fees, etc., and report on current happenings.
9. Makes regular use of the Town's newsletter.
10. Submit copy of building permits at least yearly to Assessor and Clerk for their records and Board of Review.
11. Also duties as listed in Chapter 9 Zoning Ordinance.

C. COMPENSATION: The Zoning Administrator shall be paid \$3,612.00 per year effective 3/1/2007 and this includes payment for his/her regular duties and attendance at regular and special Town Board meetings.

D. PER DIEM: As per Chapter 1, Section 1.05 F.3, and also \$29.00 per Board of Appeals meeting/hearing and \$29.00 per meeting/hearing of the Planning and Zoning Commission above the six regular meetings per year.

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10.05 PLANNING & ZONING COMMISSION:

- A. APPOINTMENT: As per Chapter 9, Section 9.23. Members shall be appointed in December, effective January 1.
- B. QUALIFICATIONS: As per Section 10.04 A.
- C. DUTIES: As per Chapter 9 Zoning Ordinance, Sections 9.23 and 9.24.
  - 1. Hearings held as per Chapter 9, Section 9.23 A.
  - 2. Hold regular meetings in January, March, May, July, September and November to keep zoning ordinance current and hold hearings. If no hearings are held and there are no ordinance updates, meeting may be canceled.
- D. COMPENSATION: Members shall be paid \$29.00 per hearing/meeting attended. Secretary of Commission shall be paid an additional \$15.00 per meeting/hearing.

10.06 BOARD OF APPEALS:

- A. APPOINTMENT: As per Chapter 9, Section 9.22. Members shall be appointed in December, effective January 1.
- B. QUALIFICATIONS: As per Section 10.04 A.
- C. DUTIES: Hearings shall be held as per Chapter 9, Section 9.22.
- D. COMPENSATION: Members shall be paid \$29.00 per hearing/meeting attended. Secretary of Board shall be paid an additional \$15.00 per meeting/hearing.