



## CHAPTER 4 - ORGANIZATION OF WATERFORD PLANNING AND ZONING

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### **BOARDS AND COMMISSIONS**

The Township has a number of official bodies associated with the planning and development of the Township. A brief description of each body and its function in relation to planning is provided.

#### **Township Board**

The Township Board is the legislative body of the Township and consists of the Supervisor, Clerk, Treasurer, and four Trustees. All Board members are elected to four-year terms. The Township Supervisor recommends, and the Township Board appoints, individuals to serve on the Planning Commission, Zoning Board of Appeals, Economic Development Corporation, CDBG Citizen Advisory Committee, Parks and Recreation Board, and Library Board. By ordinance, the Township Board gives final approval to all plan approval use and hardship planned unit development requests and certain specified special approval uses. By State statute, the Board also approves rezoning requests, Zoning Ordinance amendments, and subdivision plats.

#### **Planning Commission**

In accordance with State zoning and planning enabling statutes, the Township has established a nine member Planning Commission. These members are appointed by the Township Board to serve 3-year staggered terms. One member must be a member of the Township Board. The Planning Commission's primary responsibility is to adopt, oversee, and keep current the Township Master Plan. The Commission reviews and makes recommendations to the Township Board on all subdivision plats, Zoning Ordinance amendments, plan approval use requests, and rezoning requests. The Planning Commission is responsible for considering and granting special approval uses. Final approval of major site plan reviews rests with the Planning Commission. The Planning Commission may be asked by the Township Board to study general ordinances and other issues of concern to the planning and development of the Township.

#### **Zoning Board of Appeals**

The Zoning Board of Appeals (ZBA) consists of five (5) members appointed by the Township Board for 3-year staggered terms. One member must be a member of the Planning Commission and one other member may be a member of the Township Board. The ZBA members serve to interpret provisions of the Zoning Ordinance when requested and determine when variances should be granted due to claims of practical difficulties in complying with non-use property regulations.

#### **Economic Development Corporation**

The Economic Development Corporation (EDC) is a self-governing unit with nine members elected to serve staggered six-year terms. For those companies interested in locating their facilities in Waterford, the EDC is responsible for reviewing applications for low rate financing and other incentives available from the Township. The Waterford Township EDC also acts as the Township's Brownfield Redevelopment Authority. The EDC investigates ways in which to improve the economic climate in Waterford and may provide advice to the Township Board and Planning Commission on economic development matters. Currently, the EDC receives its

funding from fees generated by the sale of industrial revenue bonds. As required by State statute, the annual EDC budget is subject to the approval of the Township Board.

**CDBG Citizen Advisory Committee**

The Planning Commission and other citizen members act as the Community Development Block Grant (CDBG) Citizen Advisory Committee (CAC) to assist the Community Planning and Development Director in reviewing project proposals submitted for CDBG funding. The CAC also makes recommendations for the proposed annual CDBG program budget.

**Parks and Recreation Board**

The Parks and Recreation Board is responsible for assisting the Parks and Recreation Director in establishing long-range planning and goal-setting for the Township's parks and recreation facilities.

**Wetlands Board**

The Planning Commission also serves as the Wetlands Board for the Township. Given the large number of lakes within our community which are connected to the Clinton River corridor, preservation and protection of these natural features is a primary concern. This board reviews applications for projects proposed within protected wetland areas.

**Waterford Township Library Board**

The Waterford Township Library Board is responsible for assisting the Library Director in establishing long-range planning and goal setting for the Township library facilities.

## **ADMINISTRATION**

The Township functions pertaining to zoning, planning, community development, and economic development are spread among a number of the elected and appointed officials, as well as township staff. Administrative and coordination functions are divided as follows.

### **Supervisor**

As the chief administrative official, all departments responsible for Township zoning, planning, community development, and economic development report to the Supervisor. The Supervisor selects board and commission candidates for appointment by the Township Board; responds to general questions and concerns from the public; and represents the Township in various county and regional functions. The Supervisor has historically been a voting member of the Economic Development Corporation.

### **Clerk**

Keeps official records for the Township Board; keeps the official Ordinance Book which contains all of the duly adopted ordinances of the Township; processes approved rezoning requests to Oakland County; and responds to general questions from public. All legal notices for the Township are published in the Clerk's name.

### **Treasurer**

Receives and takes charge of all Community Development Block Grant and Economic Development Corporation funds and responds to general questions from the public.

### **Community Planning and Development Director**

Responsible for the implementation and daily administration of all planning, zoning, community development, economic development, and code enforcement activities. Responsible as the Chief Zoning Administrative Official for the enforcement of the Township Zoning Ordinance. Provides administrative and staff services to the Planning Commission, Zoning Board of Appeals, Economic Development Corporation, and CDBG Citizen Advisory Committee. Oversees staff processing of site plans, rezoning and plan approval use applications, subdivisions, site condominiums, and special land use applications. Responds to questions from applicants and the public regarding the Township's planning and development processes.

### **Building and Engineering Director**

Responsible for the implementation and daily administration of all building and engineering activities. Responsible as the Chief Building Official for the enforcement of the Township's Building and Property Maintenance Codes. Shares some duties of the Zoning Administrative Official as they relate to building and engineering issues. Provides staff services to the Planning Commission and Zoning Board of Appeals. Oversees building plan review, engineering review of site plans, and plumbing, mechanical, electrical, building, and engineering inspection services.

The Township also employs engineering, planning, and legal services on a consulting basis to achieve its planning and development goals.

### **Information Systems Director**

Responsible for developing, maintaining, and enhancing the electronic information infrastructure used to process, disseminate, and store the Township's planning and zoning documents. This infrastructure includes the Township-wide computer network, geographic information system, internet web site, and electronic document management system. Provides guidance and advice on improvements to departmental electronic information processing and storage. Oversees

information systems components to ensure consistency, reliability, and effective service to the departments and citizens.

**GIS Manager**

Responsible for creating, managing and implementing a Township-wide Geographic Information System (GIS), a digital database that is linked to real geographic areas within Waterford. Works with various departments to identify GIS needs and potential applications. Oversees the research and collection of information to build GIS information layers. Oversees GIS staff in the compilation and entry of data, and responds to requests for GIS training and output.