

| JoAnn | Shared Duties | Brian |
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| <ul style="list-style-type: none"> • Managing rental program • Rental licenses cases for CC • Scanning old paper files into system • Minutes for PC and EPB (both case and signatures on final copies) • Finalizing PC and EPB agendas, ability to help with CC and EDA agendas as needed • Elect chair and vice chair PC and EPB case • Scheduling inspections (backup) • PIN change process • Recycling mailing (new resident) • Recycling guide (where to find) • Sending planning magazine out • City Maps – handing out and replenishing • File mylars from County • Deposit | <ul style="list-style-type: none"> • Managing public data requests (extra added for code enforcement) • Scanning everything into LaserFiche (e.g. all project files, resolutions, agreements) • General counter coverage • Building phone coverage • Scheduling meetings • Site location maps • Signatures on development agreements, mylars, etc. | <ul style="list-style-type: none"> • Managing intake of Land Use Applications • Managing ~1/3 of code enforcement cases • Managing new variance, home occupation, CUP applications • Ordinance updates (ADUs, Animals, Parking Pads) • Helping review land use applications • Managing all zoning permits from intake to issuance (sheds, fences, paving) • Reviewing building permits • Managing 60 day rule • General zoning inquiries and zoning verification forms • Managing PIMS for permits and CE • General planning inquiries – phone and email • General counter coverage • Building phone coverage • Sending all public hearing notices for PC and EPB (both to paper and to neighbors and posting on bulletin board) • Backup finalizing agendas • Weed wrench • Compost bins • Interpreter information for public meetings • Coding billable time <p>Time breakdown: 1/3 Code Enforcement (maybe less) 1/3 Managing Projects 1/3 Permits/Questions/Reviews (maybe more)</p> |