

VILLAGE OF LAKEVIEW ZONING ENFORCEMENT OFFICER
INDEPENDENT CONTRACTOR AGREEMENT

The Village of Lakeview, Ohio (the "Village") and Gary Bias hereby enter into this Independent Contractor Agreement for the provision of the following Duties and Responsibilities and Zoning Enforcement Officer. THIS IS AN INDEPENDENT CONTRACTOR AGREEMENT.

1. DUTIES AND RESPONSIBILITIES

- (A) Review all zoning permit applications for accuracy and completeness.
- (B) Issue zoning Permits that fully comply with the Zoning Ordinance then in effect
- (C) Collect all zoning fees according to the fee schedule established by the Village Council. In addition to permit fees, this includes fees for variances, conditional uses, and zoning amendments. This is inclusive of collecting fees, issuing receipts, and keeping accurate record of said fees. Payments made via check or money order shall be made payable to Village of Lakeview. All monies received are to be submitted to the Fiscal Officer within five (5) days for deposit.
- (D) Assume all duties required to be performed by the Zoning Inspector written in the Zoning Ordinance.
- (E) Maintain a record of all zoning activities (e.g., permits, violations, onsite inspections, oral and written communication, etc.) in the appropriate zoning call log.
- (F) Perform site inspections in a timely manner to ensure compliance with the permit as issued.
- (G) Review for completeness and accept applications for zoning amendments, variances, and conditional use permits prior to submitting to the Planning Commission or Board of Zoning Appeals, for Planning Commission and Board of Zoning Appeals to take further action as required.
- (H) Prepare monthly report (call log) of all zoning permits issued.
- (I) Attend 1 Council Meeting per month and provide monthly call log.
- (J) Attend Planning Commission meetings and Board of Zoning Appeals meetings and hearings.
- (K) Drive the roads a minimum of quarterly checking for zoning violations and maintain record of findings.
- (L) Send zoning violation notices and keep accurate records of all correspondence, telephone conversations or direct conversations with the person(s) related to that violation, all of which is documented in the call log.
- (M) Keep a record of all conditional use permits granted. Check for compliance of conditional use permit annually.
- (N) Report any issues regarding the health and safety of residents to the Village Council
- (O) Advise the Planning Commission and the Village Council of any discrepancies identified in the Zoning Ordinance, both existing and proposed.

- (P) Maintain an updated Zoning Ordinance book and map.
- (Q) Assist with the prosecution of violations including notice of violations, correspondence with defendant, court appearance, and testimony.
- (R) Communicate courteously with residents and property owners while attempting to resolve zoning related problems. Provide advice and assistance to help them comply with zoning requirements.
- (S) Complete the yearly "Report of Zoning Permits issued for New Privately-owned Housing Units "to the Census Bureau
- (T) Work with Village Administrator, Fiscal Officer & Committees as needed to process warnings for zoning violations and clean-up fees to the Village Fiscal officer for billing.
- (U) Work with the Village Administrator as needed to assist in such activities such as annexation and miscellaneous activities associated with zoning
- (V) Collaborate with police and fire personnel as needed on certain matters

2. Compensation and Zoning Officer Provided Tools

Zoning Officer to be provided the following monetary and non-monetary compensation:

- (A) Monthly salary of \$1200
- (B) Monthly hours worked over 50 to be compensated at an additional rate of \$20 per hour
- (C) Identification badge, business cards, email address, forms for all aspects of zoning code, including permit, variance and conditional use applications and related forms, envelopes, and reimbursement for required postage

3. Termination Clause.

- (A) Either party may terminate this contract without cause upon serving the other written notice of its desire to terminate, in writing, with 30 days' notice. Any termination notice by Bias is to be personally served upon the Village Administrator and any termination by the Village is to be personally served upon Bias.

4. Governing Law and Jurisdiction to Enforce.

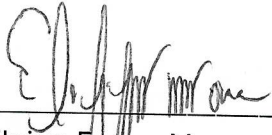
- (A) This contract is governed by Ohio law and enforceable through the filing of an action with the Logan County Court of Common Pleas.

5. Severability.

- (A) Should a reviewing court find any term of this contract to be unenforceable, all remaining terms will continue to be enforceable.

6. Effective Date.

- (A) This contract takes full force and effect on the date upon which Council lawfully passes and adopts it, May 20, 2024.



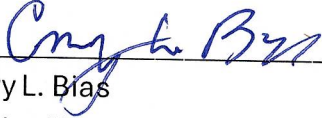
Elaine-Fagan-Moore
Mayor, Village of Lakeview

- 05.20.24
Date



Dave Scott
Administrator, Village of Lakeview

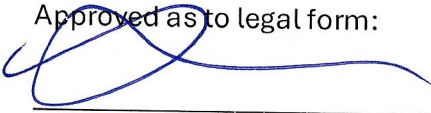
- 5.20.2024
Date



Gary L. Bias
Zoning Enforcement Officer
Village of Lakeview

- 5.20.2024
Date

Approved as to legal form:



Lynnette Dinkler
Solicitor
Village of Lakeview

- 5-20-24
Date