

ORDINANCE O:05-2023

AN ORDINANCE AMENDING CHAPTER 4, ARTICLE XVII OF
THE TOWNSHIP OF MONROE ENTITLED
“DEPARTMENT OF COMMUNITY DEVELOPMENT AND LAND USE”

WHEREAS, the Township Council of the Township of Monroe has recommended a certain amendment to Chapter 4 of the Code of the Township of Monroe and has determined that if is in the best interest of the Township to amend this specific section.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Monroe that Chapter 4 is hereby amended to include the following:

SECTION I. Chapter 4 is hereby amended as follows:

Note: additions to the current ordinance are noted by **bold underline**; deletions by ~~strikethrough~~.

Article XVII. Department of Community Development ~~and Land Use~~

§ 4-119. ~~Establishment; Director; Division of Land Use Planning~~ **Director of Community Development.**

A. There shall be a Department of Community Development ~~and Land Use~~, the head of which shall be the Director of Community Development ~~and Land Use~~. ~~The Department of Community Development and Land Use shall consist of the following divisions:~~

(1) ~~Division of Community Development.~~ **The goal of the Department is to help Developers, Contractors, and Commercial Entities with their application process, answer questions, and give guidance regarding doing business in the Township of Monroe, Gloucester County, NJ.**

(2) ~~Division of Land Use and Planning.~~

B. ~~Director of Community Development and Land Use.~~

(1) The Director **of Community Development** shall be appointed by the Mayor ~~and shall supervise the work of the Department and its divisions.~~

(2) ~~Duties of the Director of Community Development and Land Use.~~

(a) ~~Assume full management responsibility for all Community Development and Land Use Department services and activities, including comprehensive review of the zoning code, processing of land use applications, and coordinating code compliance; Recommend and administer policies, objectives and procedures~~ **for the Department of Community Development.**

(b) ~~Manage the development and implementation of the Community Development and Land Use Department goals, objectives, policies, and priorities for each division.~~

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- ~~(e)~~ Recommend, within Township policy, appropriate service and staffing level; monitor and evaluate work methods and procedures; allocate resources accordingly.
- ~~(d)~~ Plan, direct, and coordinate the Community Development and Land Use Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures, meet with management staff to identify and resolve problems.
- ~~(e)~~ Assess and monitor workload, administrative, and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- ~~(f)~~ Select, train, motivate, and evaluate Community Development and Land Use Department personnel; provide or coordinate staff training.
- ~~(g)~~ Oversee and participate in the development and administration of the Community Development and Land Use Department budget; review funding needed for staffing, equipment, materials, and supplies.
- ~~(h)~~**(b)** Review, prepare, and propose revisions to zoning ordinances for review by Council; interact with community groups, citizens, and businesses involved with zoning-related issues and community development.
- ~~(i)~~**(c)** Assist, in concert with other departments, in the management of economic development activities; develop strategies to assist in business growth.
- ~~(j)~~ Review and process planning applications; ensure compliance with appropriate laws, codes, regulations, and ordinances.
- ~~(k)~~ Develop, justify and forecast Community Development and Land Use Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- ~~(l)~~**(d)** Represent the Community Development and Land Use Department to other Township departments, elected officials, and outside activities; coordinate Community Development and Land Use Department activities with those of other departments and outside agencies and organizations.
- ~~(m)~~ Interact with developers, contractors, and the public on construction and land use issues; provide information on planning and zoning requirements.

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- ~~(n)~~ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ~~(o)~~**(e)** Assist develop long- and short-term planning goals.
- ~~(p)~~**(f)** Perform related duties and responsibilities as required **by the Mayor pertaining to Community Development.**

C. ~~Division of Land Use and Planning. There shall be within the Department of Community Development and Land Use a Division of Land Use and Planning, the head of which shall be the Land Use Officer of the Township of Monroe, who shall otherwise be the Director of Community Development.~~ **Director of Community Development Authority.**

- (1) ~~The Division shall be responsible for the coordination of applications between the Planning Board and the Board of Adjustment. The Division shall maintain materials for all those persons within the Township who seek Board review of subdivisions, site plans or any other reviews as are entrusted to the Planning Board by law.~~ **It is within the Director of Community Development’s authority to seek assistance from any other department to help further the goal of the Department of Community Development. He/she may require one or more department heads or professionals to attend meetings, if available, or answer questions pertaining to Community Development if required.**
- (2) ~~The Land Use Officer will coordinate and supervise the employees of the Planning Board and the Board of Adjustment and will determine which board has jurisdiction to hear the application.~~
- (3) ~~The Land Use Officer is responsible for reviewing applications for zoning permits and the granting or denying of such permits in accordance with the zoning ordinances of the Township of Monroe.~~
- (4) ~~Code Enforcement Officers perform various types of field and office work involved in ensuring that residences, places of business and citizens comply with various municipal ordinances (other than the State Sanitary Code or State Uniform Construction Code or any of its subcodes). Code Enforcement Officers shall be responsible for the enforcement of the regulatory ordinances of the Township, including but not limited to land use and zoning, and shall make such inspections of property and perform such investigations as may be necessary for the enforcement thereof. Code Enforcement Officers shall be authorized to issue a summons in the name of the Township for a violation of any ordinance pertaining to land use, zoning or other regulatory ordinances and shall testify on behalf of the Township in litigated matters as requested by the Township Manager.~~

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~~(5) Within the Division there shall be an Administrative Assistant to the Township Planning Board and Zoning Board.~~

~~(6) Zoning Officer. There is hereby created within the Division of Planning and Land Use the position of Zoning Officer.~~

~~(a) General job description:~~

~~[1] Examine working plans of proposed structures for compliance with state, county and local land use ordinances.~~

~~[2] Consult with architects, engineers, attorneys, prospective developers and residents on compliance with zoning regulations.~~

~~[3] Investigate all violations or alleged violations of Chapter 175, Land Management, and direct the establishment and maintenance of records and files of the same.~~

~~[4] Initiate legal action against violations of Chapter 175, Land Management, and make court appearances as required.~~

~~[5] Make necessary inspections to determine building locations or uses are as shown on approved plans and are being constructed in compliance with the Zoning Ordinance; assist in promulgation of zoning regulations.~~

~~[6] Prepare reports as needed and as requested by department head and Township Mayor.~~

~~[7] Perform other related work as required and assigned by department head and Township Mayor.~~

~~(b) Qualifications. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodations are made for their known limitations. If the accommodation cannot be made because it would cause the Township undue hardship, such person may not be eligible. The Zoning Officer shall have the following qualifications for the position:~~

~~[1] Three years of experience in the preparation and revision of building construction plans and specifications or in the full time inspection and enforcement of zoning and/or building construction laws and regulations.~~

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- ~~[2] A thorough knowledge of the principles and municipal codes governing zoning standards.~~
 - ~~[3] The ability to read, write, speak and communicate in English sufficiently to perform the duties of the position. Communications may include such forms as American Sign Language or braille.~~
 - ~~[4] Ability to analyze and interpret the local Zoning Ordinance and other local ordinances that apply to buildings and state and county laws, rules, regulations and policies applicable to zoning.~~
 - ~~[5] Ability to read building plans, plot plans and specifications.~~
 - ~~[6] Ability to prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations.~~
 - ~~[7] Ability to recognize conditions that do not meet established standards and enforce proper practices with firmness and tact.~~
 - ~~[8] Ability to establish and maintain effective working relationships with associates and the general public.~~
 - ~~[9] A valid driver's license of the State of New Jersey.~~
- ~~(c) Salary. Salary for the position of Zoning Officer shall be set forth in the Township's Salary Ordinance.~~
- ~~(d) Term. The Zoning Officer shall serve in conformance with Title 11A of the New Jersey Statutes.~~
- ~~(7) Office of Code Enforcement Official created. There is hereby created the Office of Code Enforcement Official, who shall be under the direction and supervision of the Land Use Officer.~~
- ~~(a) Powers and duties of Code Enforcement Official. The Code Enforcement Official shall, under the supervision and direction of the Land Use Officer, perform the following duties and responsibilities:~~
 - ~~[1] Develop, coordinate and implement the various code enforcement activities and operations.~~
 - ~~[2] Conduct overall administrative activities related to the performance of said activities.~~

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~~[3] Enforce the Township ordinances and codes, including, but not limited to, land use, trailer park/mobile home park, signs, swimming pools, junkyard, commercial and industrial maintenance, litter and such other codes and ordinances of the Township as do presently exist or which may be enacted in the future, unless the duty to enforce such codes or ordinances is specifically assigned to another office of the Township or licensure or special qualifications are required pursuant to any state statute.~~

~~[4] Make investigations in furtherance of said activities and serve violation notices, make and process complaints for code violations and make appearances before boards and commissions of the Township, make court appearances and render testimony in the prosecution of any such summons and complaints.~~

~~[5] Where required, the enforcement official shall coordinate the investigation and prosecution of any violation with the Gloucester County Board of Health, Monroe Township Police, Gloucester County Prosecutor, State Attorney General and New Jersey Department of Environmental Protection.~~

~~[6] All related activities that may be required for the full implementation of the basic duties.~~

~~(b) Qualifications of Code Enforcement Official. The Code Enforcement Official shall be an employee of the Township.~~

SECTION II. All prior ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION III. This Ordinance shall take effect twenty (20) days after final passage and publication as required by law.

TOWNSHIP OF MONROE

CNCL. PRES., CAROLANN FOX

ATTEST:

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

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CERTIFICATION OF CLERK

The foregoing Ordinance was introduced at a meeting of the Township Council of the Township of Monroe held on the 13th day of February, 2023, and will be considered for final passage and adoption at a meeting of the Township Council of the Township of Monroe to be held on 27th day of February, 2023 at the Municipal Building, 125 Virginia Avenue, Williamstown, New Jersey 08094, at which time any person interested therein will be given an opportunity to be heard.

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

ROLL CALL VOTE

1st Reading

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Valcourt				
Cncl. Pres. Fox				
Tally:				

2nd Reading

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Valcourt				
Cncl. Pres. Fox				
Tally:				

The foregoing ordinance was hereby approved by the Mayor of the Township of Monroe on this _____ day of _____, 2023.

MAYOR GREGORY A. WOLFE