

# Resolution #09-11-17-1

## Resolution of Waterloo Township Board Regarding Procedures for Complaints of the Township

**Whereas**, Waterloo Township Board desires to address zoning complaints within the township uniformly and in a timely matter.

**Whereas**, the Waterloo Township Board desires to have a record of zoning complaints and the investigation and subsequent resolution.

**Whereas**, an alleged violation of the townships Zoning Ordinance occurs, any person may file a written complaint.

**Whereas**, to provide for uniformity a township complaint form shall be available through the township offices and on the township website.

**Whereas**, in accordance with the requirement of Title II of the Americans with Disabilities Act of 1990 alternative means of filing the complaints such as personal interviews or tapes recording the complaint will be made available.

**Whereas**, the Zoning Administrator shall date each complaint received, investigate such complaint without delay and take action as provided under the townships ordinances.

**BE IT RESOLVED**, Waterloo Township does hereby require all Zoning Ordinance complaints to be in writing and signed by the complainant and the Zoning Administrator shall date each complaint received, investigate such complaint without delay and take action as provided under the townships ordinances and promptly provide a written report of complaints, findings and action taken to the Township Board.

Adopted this 17<sup>th</sup> day of November, 2009 by Waterloo Township Board.

Those Voting Yes Lowe, Sadler, Walz, Richardson, Kieley

Those Voting NO none

Signed Janice Kieley Clerk  
Waterloo Township

*Janice*  
11/17/09