

## **SECTION 2. COMMISSIONS, BOARDS & OFFICIALS**

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### **2.1 PURPOSE**

The purpose of this Section is to outline the specific powers of the different commissions, boards and officials as they relate to this Zoning Ordinance.

### **2.2 CITY COUNCIL**

In addition to its general, plenary and home rule powers in all City planning and zoning matters, the City Council shall have the following specific powers, pursuant to this Zoning Ordinance:

- A.** To make final decisions on applications for major zoning variances (Section 4.4).
- B.** To make final decisions on special use applications (Section 4.6).
- C.** To make final decisions on planned development applications (Section 5).
- D.** To make final decisions on zoning amendment applications (Section 4.8).

### **2.3 ZONING BOARD OF APPEALS**

The Zoning Board of Appeals shall have the following powers, pursuant to this Zoning Ordinance:

- A.** To hear and make final decisions on appeals of any zoning interpretation or determination made by the Zoning Administrator (Section 4.3).
- B.** To make final decisions on applications for minor variances and to make recommendations to the City Council on applications for major variances (Section 4.4).
- C.** To hear and report to the Mayor and City Council on such other matters as may be referred to it by the Mayor and City Council.

### **2.4 PLANNING AND ZONING COMMISSION**

The Planning and Zoning Commission shall have the following powers, pursuant to this Zoning Ordinance:

- A.** To review and make final decisions on certain site plan reviews (Section 4.5).
- B.** To make recommendations to the City Council on special use applications (Section 4.6)
- C.** To make recommendations to the City Council on planned development applications (Section 5).

- D. To make recommendations to the City Council on zoning amendment applications (Section 4.8).
- E. To initiate, direct and review, from time to time, studies of the provisions of the Zoning Ordinance and to make reports of its recommendations to the City Council, and to adopt rules, procedures and guidelines pertaining to the administration and interpretation of those sections of the Ordinance over which the Commission is granted jurisdiction.

## **2.5 ZONING ADMINISTRATOR**

The Director of Community Preservation and Development, or his/her designee shall be considered the Zoning Administrator, and shall have the following powers, pursuant to this Zoning Ordinance:

- A. To review and make decisions on zoning interpretations (Section 4.2).
- B. To review and make final decisions on applications for administrative zoning variances (Section 4.4).
- C. To review and make final decisions on administrative site plan review (Section 4.5).
- D. To receive and process all applications for zoning certificates (Section 4.9).
- E. To review and make decisions on applications for sign permits (Section 4.10).
- F. To receive and forward applications for zoning appeals, zoning variances, site plan reviews, special uses, planned developments, zoning amendments, and other administrative reviews required by this Ordinance to the Zoning Board of Appeals, Planning and Zoning Commission or City Council, as indicated.
- G. To conduct inspections of structures or the use of land to determine whether there is compliance with this Ordinance, and, in case of any violation, order corrective action.
- H. To maintain permanent and current records as required by this Ordinance including, but not limited to, all relevant information and official action on inspections and violations, zoning appeals, zoning variances, site plan reviews, special uses, planned developments, zoning amendments, zoning certificates and other administrative reviews.
- I. To maintain and make available the City's Official Zoning Ordinance Text and Map, and all permanent and current records required by this Ordinance. In accordance with State Law, to prepare and have available in book, pamphlet or map form, on or before March 31<sup>st</sup> of each year, the compiled text of the Zoning Ordinance, together with the Official Zoning Map, including all amendments in effect on the preceding December 31<sup>st</sup>.
- J. To maintain for public distribution an adequate supply of the compiled text of the Zoning Ordinance Text, including the Official Zoning Map, and appropriate forms and instructional material for all required hearings and review procedures provided for herein.