

CHAPTER 22: PLANNING AND DEVELOPMENT DEPARTMENT**22.01 Department Created****22.03 Duties of the Planning and Zoning Administrator****22.02 Duties of the Department**

22.01 DEPARTMENT CREATED. There is created a department of municipal administration to be known as the Planning and Development Department, referred to in this chapter as “the Department.” The Department shall be attached to the office of Mayor and under the Mayor’s general supervision. The Department shall be administered by the Planning and Zoning Administrator that is appointed by the Mayor, subject to the approval of the City Council.

22.02 DUTIES OF THE DEPARTMENT. The Department shall have the following powers and duties:

1. Administration of planning and zoning matters, to include providing technical assistance to the Planning and Zoning Commission, City Council and Zoning Board of Adjustment.
2. Administration of subdivisions and similar platting matters.
3. Administration of street and alley vacation requests.
4. Preparation and administration of relevant grant applications to State and Federal agencies.
5. Provision of assistance to existing and new businesses to promote economic development efforts.
6. Provision of technical assistance to various boards and commissions as assigned by the City Council.

22.03 DUTIES OF THE PLANNING AND ZONING ADMINISTRATOR. The Planning and Zoning Administrator shall have the following duties:

1. Perform duties as may be assigned by the City Mayor or City Council.
2. The Planning and Zoning Administrator shall have the power to promulgate such rules as may be necessary for the exercise of the powers and duties granted by this chapter and the proper administration of the Department. Copies of proposed rules shall be filed with the Clerk and submitted to the Council for its review and approval.

(Ordinance No., 7/9/14)

