



Staff Report

Department: Planning and Zoning

Staff contact: Adrienne Isenhower

Agenda title: Appointment of Zoning (and Subdivision) Administrator

Requested action: Appoint Planner as Zoning Administrator

Related documents: Resolution appointing the Zoning Administrator

SUMMARY

The zoning ordinance and the subdivision ordinance both reference appointment of an administrator to enforce the articles of the code. The Board of Commissioners is tasked with appointing “an administrative officer” to enforce the zoning code and may request assistance of other persons as necessary. The appointment is recommended to the position (not an individual) to avoid any confusion should staff or roles change. Generally, the person in the planner role will have the knowledge, skills and abilities to serve as the zoning administrator.

This recommendation is simply to ensure all ordinance requirements are met and an administrator is officially appointed. The subdivision administrator title is also listed because the ordinance appoints the zoning administrator to that role as well.

BUDGET IMPACT

None.

PROCESS AND TIMELINE

This planner is already carrying out the duties of a zoning administrator. A common procedural plan for subdivision administration is being developed and the Planning Director will continue to provide support to the Planner in both areas.

STAFF RECOMMENDATION

Staff recommends appointment of the Planner to Zoning Administrator and Subdivision Administrator.