

STAFF AGENCIES

154.580 ESTABLISHMENT.

The Office of the Area Plan Commission of St. Joseph County, Indiana, is hereby re-established as the planning department for St. Joseph County, Indiana.

(Ord. 51-05, § 8.10.04A, passed 5-10-2005)

154.581 ADMINISTRATION OF PLANNING AND ZONING AUTHORITY.

The Office of the Area Plan Commission is hereby delegated the authority to perform all ministerial acts of the Area Plan Commission not required by law to be performed by the Area Plan Commission or the Board of Zoning Appeals within the unincorporated areas of St. Joseph County, Indiana.

(Ord. 51-05, § 8.10.04B, passed 5-10-2005)

154.582 DUTIES AND POWERS OF THE EXECUTIVE DIRECTOR AND ZONING ADMINISTRATOR.

(A) It shall be the duty of the Executive Director to supervise the general administration of the Planning Department.

(B) It shall be the duty of the Executive Director to receive and review all applications required by this chapter for zone map changes, development plan approvals and planned unit developments.

(C) It shall be the duty of the Zoning Administrator to enforce and administer this chapter, receive and review all applications required by this chapter for determination by the Board of Zoning Appeals and issue improvement location permits.

(D) The Executive Director or Zoning Administrator shall, when requested by the Area Plan Commission or Board of Zoning Appeals, or when the interests of the County so require, make investigations in connection with matters referred to in this chapter and render written reports on the same.

(E) The Executive Director shall keep the records of the Planning Department, including, without limitation, records of: applications; and reports rendered. The Executive Director shall maintain records of all final determinations, decisions and recommendations of the Area Plan Commission.

(F) The Zoning Administrator shall maintain records including, without limitation, records of: all applications before the Board of Zoning Appeals; all final determinations, decisions and recommendations of the Board of Zoning Appeals; permits issued; certificates issues; inspections made; and, notice or orders issued.

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(G) The Executive Director shall transmit to the Area Plan Commission the recommendation of the Planning Department on all applications, petitions, or matters requiring official action by the Area Plan Commission.

(H) The Zoning Administrator shall transmit to the Board of Zoning Appeals technical advice on all applications, petitions, or matters requiring official action by the Board of Zoning Appeals.

(I) The Executive Director shall transmit to the Board of Zoning Appeals the recommendation of the Planning Department on applications, petitions, or matters requiring official action by the Board of Zoning Appeals.

(J) The Executive Director shall maintain the Official Zone Maps and designate on the Official Zone Maps all map amendments granted under the terms of this chapter.

(K) The Executive Director shall provide and maintain information for the public relative to all matters arising out of this chapter.

(L) The Executive Director may designate staff to assist in the daily administration of the duties and responsibilities set forth in this chapter.

(M) The Executive Director shall perform such other duties as the Area Plan Commission may direct in accordance with the provisions of this chapter.

(Ord. 51-05, § 8.10.04C, passed 5-10-2005)

154.583 STAFF.

The Zoning Administrator is hereby charged with the administration of this chapter and, in particular, shall have the jurisdiction, authority and duties described below:

(A) To conduct preliminary consultations with potential applicants regarding development proposals regulated by this chapter;

(B) To review all improvement location permit applications for compliance with the provisions of this chapter; and

(C) To issue improvement location permits upon a determination that such permit application is in full compliance with all terms and provisions of this chapter, the St. Joseph County Subdivision Control Ordinance, and all other duly adopted applicable ordinances, rules or regulations of St. Joseph County, Indiana.

(Ord. 51-05, § 8.10.04D, passed 5-10-2005)