

SECTION 4: ADMINISTRATION

Subdivision 1: ZONING ADMINISTRATOR

The City Council will appoint a Zoning Administrator who will administer and enforce this Ordinance. The City Council may authorize the Zoning Administrator to appoint assistants.

Subdivision 2: ZONING ADMINISTRATOR POWERS AND DUTIES

The Zoning Administrator will have the following powers and duties and may delegate them to assistants.

1. To receive and review applications for Site Permits and issue Site Permits if such Site Permit request is in full conformance with the provisions of this Ordinance.
2. To receive and review application requests for action by the City Council and/or Planning Commission and provide such information, data and testimony as may be necessary for action to be taken.
3. To make inspections to discover violations and check for compliance with this Ordinance. If violations of this Ordinance are discovered the Zoning Administrator will notify the violators and take such other steps as are necessary to correct the violation.
4. To maintain records of all actions taken pursuant to the provisions of this Ordinance.
5. To assist the public in complying with and understanding their responsibilities and rights under this Ordinance.
6. To identify and locate jurisdiction and zoning district boundaries and public waters by on-site investigation, interpretation of official maps and other appropriate methods.
7. To forward a summary of all permits applied for and issued, by date, to the Planning Commission no less than once a month to be reviewed by the Planning Commission at their monthly meetings.
8. To accompany Planning Commission representatives on site visits.