

## **ARTICLE 37    ADMINISTRATION**

### **Sec. 37.1. Fees.**

From time to time, the Mayor and City Council may adopt fees for the issuance of permits, the submission of applications, the provision of inspections, and such other activities and authorizations as regulated by this zoning ordinance.

### **Sec. 37.2. Right to Inspect.**

No person shall refuse entry or access to the Zoning Administrator or any authorized representative or agent of the City, including inspections personnel of the City, who requests entry for the purposes of inspection, and who presents appropriate credentials, nor shall any person obstruct, hamper or interfere with any such representative while in the process of carrying out his official duties.

### **Sec. 37.3. Zoning Administrator.**

The Zoning Administrator shall have all the necessary powers explicitly provided or reasonably implied in connection with the administration of this zoning ordinance, including but not limited to those enumerated in this Section. Where such provisions indicate the Zoning Administrator has the authority to review and approve a given application or activity, said authority shall also include the denial of such application or activity.

- (a) Schedules: To adopt schedules of dates, times and places as appropriate and necessary for the processing of applications established by this zoning ordinance.
- (b) Administrative Procedures and Forms: To prepare administrative procedures, guidelines, application forms, to tend to other administrative details not inconsistent with the provisions of this zoning ordinance, and to implement the provisions of this zoning ordinance.
- (c) Development Permits: To review and approve, or deny, development permits, and issue, or refuse to issue, development permits in accordance with this zoning ordinance. May also approve any changes or updates to a previously approved design or site plan, following review to ensure compliance with all zoning requirements of this zoning ordinance, should there be changes or updates made due to requirements or mandates by state and/or other government agencies.
- (d) Nonconforming Situations: To compel an applicant to completely correct or reduce the noncompliance of nonconforming situations, pursuant to authority and subject to the limitations of this zoning ordinance.
- (e) Modify and Extend Application Requirements: To waive certain requirements and fees, and to require additional information be submitted for applications submitted pursuant to this zoning ordinance.
- (f) Recommendations on Applications: To provide recommendations on rezoning, conditional use, and variance applications to the Planning Commission and Mayor and City Council, as may be appropriate, and as authorized in this zoning ordinance.
- (g) Administrative Variances: To grant administrative variances as authorized in this zoning ordinance.
- (h) Inspections & Investigations: To conduct such investigations as he or she may reasonably deem necessary to assure or compel compliance with the requirements and provisions of this zoning ordinance, even if such responsibilities are delegated to code enforcement officers or other administrative or enforcement officers of the City.

(i) Enter property: To enter at reasonable times upon any property for purposes of investigation, inspection and enforcement.

(j) Enforcement: To enforce any and all provisions of this zoning ordinance. This includes the authority to issue Stop Work Orders, as well as pull any and all previously issued permits, upon discovering a violation(s) of any city and/or zoning ordinance.

(k) Delegation: To delegate the functions and responsibilities of the Zoning Administrator's position to other personnel.

(l) Interpretation: To interpret the provisions of this zoning ordinance.

(m) Maintain Official Zoning Maps and Overlay Zone Maps: To maintain and update the Official Zoning Map of the City.

(n) Surveys & Zoning Boundaries: Will review and approve any/all surveys that alter, change, or divide parcels and/or their boundaries in accordance with the State Code and zoning specifications as outlined in the city's ordinances. Surveys should be approved by the Zoning Administrator prior to being recorded and having new parcel numbers assigned. May also determine the location of the boundary of zoning districts when the exact location cannot be determined.