

## Chapter 2

### PLANNING AND ZONING ADMINISTRATOR

#### SECTION:

- 10-2-1: Appointment
- 10-2-2: Duties
- 10-2-3: Protection From Liability

10-2-1: **APPOINTMENT:** The mayor may, subject to confirmation by a majority vote of the council, appoint a Planning and Zoning Administrator. He/She shall hold office for the duration of his appointment unless sooner removed.

10-2-2: **DUTIES:** Planning and Zoning Administrator may have the following duties:

- A. Assist the public in understanding the applicability and requirements of this ordinance;
- B. Accept applications for permits;
  - 1. Accept applications for permits required by this chapter;
  - 2. Review permit applications for compliance with this title;
  - 3. Arrange for professional review of subdivision and special use permit applications, as necessary;
- C. Issue Certificates: Issue certificates of occupancy, based on on-site inspections;
- D. Investigate Violations: Investigate possible violations of this title;
- E. Account For Fees Collected; Reports of Activity: Properly account for all fees collected in the administration of this title, and prepare monthly and annual reports of building activity; and
- F. Other Duties As Assigned: Perform all other duties assigned by this ordinance and assist the commission in the execution of its duties. (Ord. 94-1101,11-1-1994)

10-2-3:       **PROTECTION FROM LIABILITY:** No individual, including council and commission members and the administrator or other city employees, who acts in good faith and without malice in the performance of duties, assigned by this ordinance, shall be held liable for errors or omissions in its administration. A suit brought against such an individual shall be defended by the city and any judgment resulting from such a suit shall be the liability of the city. (Ord. 94-1101,11-1-1994, Ord. 10-0811 amd. 08-11-10.)