

## **CHAPTER 2 – AUTHORITY AND DUTIES OF THE DIRECTOR**

### **Sections:**

**6-2-1: Authority of the Director**

**6-2-2: Duties of the Director**

### **Section 6-2-1: Authority of the Director:**

- A. The Board shall appoint a Director to administer this Ordinance and serve as the Director of the Land Use and Building Department. The Director may be provided with assistance to administer this Ordinance of such other persons as the Board may direct.
- B. The Director has full authority to make and offer interpretations of how this Ordinance will be implemented and administered.
- C. The Director may assign specific duties as required by this Ordinance to staff or qualified persons as deemed appropriate by the Director.

### **Section 6-2-2: Duties of the Director:**

- A. The Director's duties include, but are not limited to, the following:
  - 1. Provide interested citizens with accurate information about the Ordinance provisions; and
  - 2. Inform the news media regarding land use and zoning matters of public interest, particularly the time and place of public hearings; and
  - 3. Prepare the agenda for the meetings of the Commission; and
  - 4. Aid applicants in the preparation of required forms and permit applications. Where practical, the Director may combine related permits for the convenience of the applicant; and
  - 5. Investigate all written alleged and documented violations of this Ordinance and notify in writing the person responsible for such violation(s), ordering the action necessary to correct such violation; and
  - 6. Receive, file and transmit to the Commission or Board all applications, petitions, transcripts and other communications on which they must act. Advise the Commission and the Board of pertinent provisions of the Ordinance regarding development proposals; and

7. Maintain permanent and current records of land use applications, reclassifications, variances and conditional use permits and of the hearings and actions thereon; and
  8. Inspect and make recommendations upon all filed plats pursuant to this Ordinance; and
  9. Interpret boundaries of zone districts and also interpret land use categories; and
  10. Provide a liaison between the Commission and the Board; and
  11. Direct subordinate staff to accomplish the above listed duties and delegate responsibilities; and
  12. Advise interested persons of the Ordinance provisions; and
  13. Aid applicants in the preparation and expedition of required applications; and
  14. Issue zoning permits, building permits, certificates of occupancy, notifications and such similar administrative duties; and
  15. Serve as the County Flood Ordinance Administrator; and
  16. Assist the Commission and Board in carrying out the provisions of this Ordinance; and
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17. Other duties as directed by the Board.