

## CHAPTER 64: ENFORCEMENT AND ADMINISTRATION

Section

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### **GENERAL PROVISIONS**

#### **§ 64.01 ENFORCEMENT OFFICER.**

Except as otherwise provided herein, the City Clerk or other person officially designated by the City Council shall be the Enforcement Officer of this ordinance. The Enforcement Officer shall administer and enforce the provisions of this ordinance, including the receiving of applications, the inspection of premises and the issuing of zoning permits. A zoning permit shall be required item in the application for building permit. No zoning permit shall be issued by the Enforcement Officer except in conference with this Ordinance. The Enforcement Officer shall be re-nominated as deemed appropriate by the City Council. The term Enforcement Officer shall include the term Zoning Inspector and similar and related terms.

#### **§ 64.02 APPLICATION FORMS.**

An application for a zoning permit shall be filed on a form provided by the Enforcement Officer. All information requested on the form shall be completed by the applicant and/or the Enforcement Officer.

#### **§ 64.03 FEES.**

An application fee shall be paid prior to the application form being filed.

#### **§ 64.04 ESTABLISHMENT.**

A Board of Adjustment is hereby created. This Board shall consist of three members who shall serve for one-year terms. The Board shall appoint a chairman and secretary from its membership and shall prescribe rules for the conduct of its affairs.

**§ 64.05 DUTIES.**

The Board of Adjustment shall have all of the powers and duties prescribed by law and this ordinance, which are more particularly described as follows;

(A) Interpretation: Upon appeal from a decision of any administrative official, to decide any question involving the interpretation of any provision of this ordinance.

(B) Variances: To vary or adopt the strict application of any of the provision or requirements of this ordinance subject to the requirements contained in Article Four, Section 4.6.

**§ 64.06 PROCEDURES.**

The Board of Adjustment shall act in strict accordance with the procedure specified by law and by this ordinance. All appeals and applications made to the Board shall be in writing and on forms provided by the Board. Every decision of the Board shall be in the form of a resolution each of which shall contain a detailed record of the findings in the Board either in positive or negative findings.

**§ 64.07 NOTICE OF HEARING.**

No action for the Board shall be taken on any case until after due notice has been given to the parties and a public hearing has been held.

**§ 64.08 ZONING ORDINANCE AMENDMENTS.**

The City Council may, upon recommendation of the Planning commission, amend this ordinance by supplementing, changing, modifying, or repealing, any of the regulations, restrictions, or other provision thereof, of this ordinance, the Official Zoning Map, Districts on the map, and related documents. A proposed amendment may be initiated by the Council, by the Planning commission, or through petition of 25 percent or more of the property owners within any tract proposed to have an amendment affecting their property. A petition of at least 10 percent of the property owners residing within the City may request an amendment of this ordinance.