

CHAPTER 824

ZONING ORDINANCE: PLANNING DEPARTMENT

824-1. Purpose of the Planning Department

The purpose of the Monroe County Planning Department is to administer and enforce the Zoning Ordinance. The Department consists of the Monroe County Planning Director, the Monroe County Planners, the Monroe County Zoning Inspectors and any other employees deemed necessary by the Plan Commission.

824-2. Duties of Planning Director

On behalf of the Board of Commissioners, the Board of Zoning Appeals, the Plan Commission and the Board of Review, the Planning Director shall:

- (A) perform the administrative duties of the department head of the Plan Department, including the supervision of Planning Department personnel and the preparation of Planning Department Budgets;
- (B) assist the Plan Commission in the preparation and amendment of the Comprehensive Plan by compiling data on land use and development in Monroe County, Indiana, researching planning theories and techniques, conducting forums on local planning issues, and rendering written recommendations to the Plan Commission;
- (C) administer and enforce the Zoning Ordinance, including the issuance of permits, certificates, notices and orders;
- (D) keep and maintain careful and comprehensive records of applications and petitions filed, of permits and certificates issued, of inspections made, of reports and recommendations rendered and of notices and orders issued;
- (E) prepare, keep and maintain the official minutes of all meetings, hearings and proceedings of the Board of Zoning Appeals, the Plan Commission, the Board of Review and the Plan Commission committees and hearing officers;
- (F) make all records kept by the Planning Department available for public inspection, at reasonable hours, subject to any limitation imposed in accordance with IC 5-14-3, and the Zoning Ordinance;
- (G) when requested by the Board of Commissioners, investigate any matter concerning or relevant to land use in Monroe County, Indiana, and render a written report to the Board of Commissioners on the same;
- (H) prepare and submit an annual report of the activities of the Plan Department to the Board of Commissioners, the Board of Zoning Appeals and the Plan Commission; and
- (I) perform such other duties as may be assigned, from time to time, by the Plan Commission.

824-3.

Duties of the Planners

On behalf of the Board of Commissioners, the Board of Zoning Appeals, the Plan Commission, the Board of Review and the Planning Director, the Planners shall:

- (A) receive all applications for approvals, recommendations, permits, certificates and appeals and review all such applications for compliance with the Zoning Ordinance;
- (B) receive all petitions for Zoning Ordinance amendment and review all such petitions for compliance with the Comprehensive Plan;
- (C) prepare a report and recommendation on each application or petition received and forward said report and recommendation to the Planning Director;
- (D) provide the public, upon request, with information and materials concerning the Zoning Ordinance and all rules and procedures adopted thereunder, subject to any limitation imposed in accordance with IC 5-14-3, and the Zoning Ordinance; and
- (E) perform such other duties as may be assigned, from time to time, by the Planning Director.

824-4.

Duties of the Zoning Inspectors

On behalf of the Board of Commissioners, the Board of Zoning Appeals, the Plan Commission, the Board of Review, the Planning Director and the Planners, the Zoning Inspectors shall:

- (A) inspect structures and land uses for compliance with the Zoning Ordinance;
- (B) assist in the review of applications for approvals, recommendations, permits, certificates and appeals;
- (C) assist in the review of petitions for Zoning Ordinance amendment;
- (D) assist the attorney for the Plan Commission in the enforcement of the Zoning Ordinance; and
- (E) perform such other duties as may be assigned, from time to time, by the Planning Director.

[end of chapter]