

Section 21-09.04 Staff Agencies.

(a) Establishment.

The Office of the Area Plan Commission of St. Joseph County, Indiana, is hereby re-established as the planning department for the City of South Bend, Indiana.

(b) Administration of Planning and Zoning Authority.

The Office of the Area Plan Commission is hereby delegated the authority to perform all ministerial acts of the *Area Plan Commission* not required by law to be performed by the *Area Plan Commission* or the *Board of Zoning Appeals* within the City of South Bend.

(c) Duties and Powers of the Executive Director and Zoning Administrator.

- (1) It shall be the duty of the *Executive Director* to supervise the general administration of the planning department.
- (2) It shall be the duty of the *Executive Director* to receive and review all applications required by this Ordinance for zone map changes, development plan approvals and planned unit developments.
- (3) It shall be the duty of the *Zoning Administrator* to enforce and administer this Ordinance, receive and review all applications required by this Ordinance for determination by the *Board of Zoning Appeals* and issue *improvement location permits*.
- (4) The *Executive Director* or *Zoning Administrator* shall, when requested by the *Area Plan Commission* or *Board of Zoning Appeals*, or when the interests of the City so require, make investigations in connection with matters referred to in this Ordinance and render written reports on the same.
- (5) The *Executive Director* shall keep the records of the planning department, including, without limitation, records of: applications; and, reports rendered. The *Executive Director* shall maintain records of all final determinations, decisions and recommendations of the *Area Plan Commission*.
- (6) The *Zoning Administrator* shall maintain records including, without limitation, records of: all applications before the *Board of Zoning Appeals*; all final determinations, decisions and recommendations of the *Board of Zoning Appeals*; permits issued; certificates issues; inspections made; and, notice or orders issued.

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- (7) The *Executive Director* shall transmit to the *Area Plan Commission* the recommendation of the planning department on all applications, petitions, or matters requiring official action by the *Area Plan Commission*.
- (8) The *Zoning Administrator* shall transmit to the *Board of Zoning Appeals* technical advise on all applications, petitions, or matters requiring official action by the *Board of Zoning Appeals*.
- (9) The *Executive Director* shall transmit to the *Board of Zoning Appeals* the recommendation of the planning department on all applications, petitions, or matters requiring official action by the *Board of Zoning Appeals*.
- (10) The *Executive Director* shall maintain the Official Zone Maps and designate on the Official Zone Maps all map amendments granted under the terms of this Ordinance.
- (11) The *Executive Director* shall provide and maintain information for the public relative to all matters arising out of this Ordinance.
- (12) The *Executive Director* may designate *Staff* to assist in the daily administration of the duties and responsibilities set forth in this Ordinance.
- (13) The *Executive Director* shall perform such other duties as the *Area Plan Commission* may direct in accordance with the provisions of this Ordinance.

(d) Staff.

The *Zoning Administrator* is hereby charged with the administration of this Ordinance and, in particular, shall have the jurisdiction, authority and duties described below:

- (1) To conduct preliminary consultations with potential applicants regarding development proposals regulated by this Ordinance.
- (2) To review all *improvement location permit* applications for compliance with the provisions of this Ordinance.
- (3) To issue *improvement location permits* upon a determination that such permit application is in full compliance with all terms and provisions of this Ordinance, the City of South Bend Subdivision Control Ordinance, and all other duly adopted applicable ordinances, rules or regulations of the City of South Bend.