

ARTICLE 2. CODE ADMINISTRATION

NOTES ON REVISIONS

Additional Provisions: It is recommended that the provisions related to organization and conduct of the Plan Commission and the Zoning Board of Appeals be moved to the Municipal Code. They have been removed from this Article and included at the end for reference.

Zoning Administrator: Most codes typically, for ease of use, create the position of Zoning Administrator so that the “keeper” of the code is appropriately titled and consistently referenced throughout the document. Therefore, language within this Article and the Code as a whole was changed to this reference.

ARTICLE 2. CODE ADMINISTRATION

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2.1 PURPOSE

The purpose of this Article is to outline the specific powers of the different commissions, boards and officials as they relate to the applications and approvals enumerated in this Code.

2.2 VILLAGE BOARD

The Village Board shall have the following powers as related to this Code:

- A. To make final decisions on applications for zoning text and map amendments (Section 4.2).
- B. To make final decisions on applications for special use permits (Section 4.4).
- C. To make final decisions on applications for planned developments (Article 5).
- D. To make final decisions on applications for design review (Section 4.5).

2.3 PLAN COMMISSION

The Plan Commission shall have the following powers as related to this Code:

- A. To make recommendations on applications for zoning code text and map amendments (Section 4.2).
- B. To make recommendations on applications for special use permits (Section 4.4).
- C. To make recommendations on applications for planned developments (Article 5).
- D. To make recommendations on applications for design review (Section 4.5).

2.4 ZONING BOARD OF APPEALS

The Zoning Board of Appeals shall have the following powers as related to this Code:

- A. To make final decisions on applications for variations (Section 4.3)
- B. To hear appeals of Zoning Administrator decisions as related to this Code (Section 4.9)

2.5 ZONING ADMINISTRATOR

The Village Manager, or his/her designee, shall be considered the Zoning Administrator, and shall have the following powers and duties, as related to this Zoning Code:

- A.** The Zoning Administrator shall be charged with the administration and enforcement of this Code. In addition to the jurisdiction, authority and duties conferred on the Zoning Administrator by other provisions of state statutes and Village codes and ordinances, the Zoning Administrator shall have all powers necessary to such administration and enforcement and shall, in particular, have the jurisdiction, authority and duties hereinafter set forth.
- B.** The Zoning Administrator, consistent with the express standards, purposes, and intent of this Code, shall promulgate, adopt and issue such procedural rules, regulations and forms as are in the Zoning Administrator's opinion necessary to the effective administration and enforcement of the provisions of this Code.
- C.** The Zoning Administrator, within budgets available for that purpose, shall make staff and consulting assistance available to the Zoning Board of Appeals and the Plan Commission, and the Zoning Administrator, shall in that capacity:
 - 1. Attend the meetings of each body.
 - 2. Inform each body of all facts and information at the Zoning Administrator's disposal with respect to any matter brought before each such body.
 - 3. Assist each body by performing research and making recommendations on matters brought before each such body.
 - 4. Perform other duties as may be assigned to the Zoning Administrator by this Code and by the rules of each body.
- D.** The Zoning Administrator shall maintain the following records:
 - 1. Permanent and current records of this Code, including all maps, amendments, special use permits, planned development and site plan approvals and denials, interpretations, and decisions rendered by the Zoning Board of Appeals, Plan Commission and Village Attorney, as well as his/her decisions, together with relevant background files and materials.
 - 2. A current file of all certificates of zoning compliance, all certificates of occupancy, and all notices of violations, discontinuances, terminations, or removals, issued by or entrusted to the Zoning Administrator's office for such time as necessary to ensure continuous compliance with the provisions of this Code.
 - 3. A current file of all nonconforming uses and signs in the Village, by location and type of use.
- E.** The Zoning Administrator shall prepare and have available for public sale on or before March 31st of each year:
 - 1. The compiled text of this Code in book or pamphlet form, including all amendments thereto through the preceding December 31st.

2. The official Zoning Map, showing the zoning districts, divisions and classifications in effect on the preceding December 31st.

The Zoning Administrator, at all other times, shall maintain and have available for reproduction at least one (1) up to date copy of both the Zoning Code text and the Zoning Map, showing all amendments through the most recent meeting of the Village Board for which official minutes have been approved.

- F. The Zoning Administrator shall receive all applications required to be filed pursuant to this Code. Upon receipt of any such application, the Zoning Administrator shall see to its expeditious processing, including its prompt referral to and retrieval from each official, department, board or commission of the Village, or other government, with any interest or duty with respect to such application.
- G. Whenever the Plan Commission, Zoning Board of Appeals or Village Board shall so request, by general rule or specific direction, the Zoning Administrator shall conduct or cause to be conducted such surveys, investigations and field studies, and shall prepare or cause to be prepared such reports, maps, photographs, charts and exhibits as shall be necessary and appropriate to the processing of any application filed pursuant to this Code.
- H. The Zoning Administrator, from time to time, shall prepare and submit a report to the Village Board, Zoning Board of Appeals, and Plan Commission concerning the administration of the land use and development regulations of the Village, setting forth such information and statistical data as may be of interest and value in advancing and furthering the goals and purposes of such regulations, and setting forth the Zoning Administrator's recommendations for the improvement of such regulations and their administration.
- I. The Zoning Administrator shall review all applications and issue certificates of zoning compliance (Section 4.7).
- J. The Zoning Administrator shall issue a written interpretation of the meaning and applicability of specific provisions of this Code (Section 4.8).
- K. To make decisions on applications for sign permits (Section 4.6).
- L. In the enforcement of this Code, the Zoning Administrator shall undertake such regular and continuing programs of inspection of work approved and underway and of existing structures and uses as may be feasible and proper within the limits of staff and budgeted funds, shall undertake such additional inspections as may be necessary to the performance of his/her duties hereunder, shall receive from any person complaints alleging with particularity a violation of this Code, and when appropriate shall cause such investigations and inspections as may be warranted by such complaints to be made. Upon finding the existence of any violation of this Code, the Zoning Administrator shall take or direct all actions necessary and appropriate to abate and redress such violation.
- M. The Zoning Administrator shall have authority to grant an extension of time, for good cause shown and without any notice or hearing, of any time limit imposed on an applicant by this Code, or of any time limit imposed by any ordinance or resolution of any body acting pursuant to this Code, unless that ordinance or resolution shall expressly provide otherwise.