

SECTION 2

PLANNING AND ZONING COMMISSION/ ZONING ADMINISTRATOR

What This Section Does. This section establishes a planning and zoning commission and provides for the appointment of a zoning administrator.

- A. **Planning and Zoning Commission.** A planning and zoning commission is hereby established as authorized by IC 67-6504.
1. The commission shall consist of the five members appointed by the mayor and confirmed by majority vote of the council.
 2. As required by IC 67-6504(a), all appointed commission members shall have resided Bonneville, County, at least two years prior to their appointment and continue to reside in the city throughout their term on the commission.
 3. Appointed commission members shall serve terms of three years, except those member initially appointed, who shall serve terms, as set by lottery, of one, two, and three years, in order to provide for annual appointment of at least one member.
- B. **Duties of Commission.** The commission shall, as required by IC 67-6508, “conduct a Comprehensive planning process designed to prepare, implement, and review and update a Comprehensive Plan” for the City. The commission shall exercise all powers granted to it by the Local Planning Act and the City Council and fulfill all duties imposed by the Code.
- C. **Zoning Administrator.** The mayor may, subject to confirmation by a majority vote of the council, appoint an administrator. The administrator shall have the following duties:
1. Assist the public in understanding the applicability and requirements of this Code;
 2. Review submitted applications for completeness;
 3. Accept and process complete applications for permits required by this Code;
 4. Review applications for compliance with this Code, render final decisions on certain permits and prepare written reports and recommendations to the commission and council;
 5. Arrange for professional review of permit applications, as necessary;
 6. Prepare the commission’s agenda, schedule hearings and other matters so as to limit meetings to reasonable lengths, while still providing timely processing of applications;
 7. Issue, or provide for the issuance of, certificates of compliance based on verification that the development has been completed in compliance with this code and the lawfully issued permit;
 8. Investigate possible violations of this Code and take applicable actions as authorized by this code;
 9. Properly account for all fees collected in the administration of this Code and prepare monthly and annual reports of building activity; and
 10. Perform all other duties assigned by this Code, including but not limited to the administration of the National Flood Insurance Program (NFIP).
- D. **Liability.** No individual (including council and commission members, the administrator, or other city employees) who acts in good faith and without malice in the performance of duties assigned by the Code shall be held liable for errors or omissions in its administration. A suit brought against such an individual shall be defended by the City and any judgment resulting from such a suit shall be the liability of the City.