

REDWOOD COUNTY ZONING ORDINANCE  
SECTION 24  
ADMINISTRATION AND ENFORCEMENT

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## **SECTION 24 ADMINISTRATION AND ENFORCEMENT**

### **SUBDIVISION 1. ZONING ADMINISTRATOR**

1. The office of the Zoning Administrator is hereby established, for which the Board of County Commissioners may appoint such employee or employees of the County as it may deem proper. The term of office of the Zoning Administrator shall be indefinite and shall terminate at the pleasure of the Board of County Commissioners.
2. The duties of the Zoning Administrator shall include the following:
  - A. Act as Building Inspector for the County.
  - B. Enforce and administer this Ordinance.
  - C. Issue building permits and maintain records thereof.
  - D. Receive and forward to the Board of County Commissioners and the County Planning Commission all applications for Conditional Use Permits.
  - E. Receive and forward all applications and petitions for matters to come before the Board of Adjustment.
  - F. Receive and forward to the Board of County Commissioners and the County Planning Commission all applications for amendments to this Ordinance.
  - G. Inspect all construction and development to insure that the standards of this Ordinance are being complied with.
  - H. Provide and maintain a public information bureau relative to matters arising out of this Ordinance.
  - I. Maintain the County Zoning Map.

### **SUBDIVISION 2. ENFORCEMENT**

1. It shall be the duty of the Zoning Administrator to enforce this Ordinance through the proper legal channels.
2. When the Zoning Administrator for any reason shall have stopped any work whatsoever, it shall not again be resumed until the reason for the work stoppage has been completely removed.

3. It shall be the duty of the County Attorney and the Sheriff of Redwood County when called upon by the Board of County Commissioners, to perform such duties as may be necessary to enforce the provisions of this Ordinance.

### **SUBDIVISION 3. PLANNING COMMISSION**

1. The Redwood County Board of Commissioners hereby establishes the Redwood County Planning Commission. The Planning Commission shall consist of six (6) members including a representative from each Commissioner District and one County Board member. Representatives of each Commissioner District shall be appointed by individual Board members and ratified by the full Board of Commissioners.
2. At least two (2) members shall be residents of the portion of the County outside the corporate limits of the municipalities.
3. The term of each member shall begin on January 1, and continue through December 31. Each member shall serve for a period of three (3) years, and the terms of the members shall be staggered so that no more than four (4) terms expire in any one year except the terms of the Commissioners representing the Board shall be annually.
4. Each member shall be eligible at the discretion of the County Board for appointment or reappointment.
5. No more than one (1) member of the Planning Commission shall serve as a officer or employee of the County.
6. No voting member of the Planning Commission shall receive, during the two (2) years prior to appointment, any substantial portion of his/her income from business operations involving the development of land within Redwood County for urban and urban related purposes.
7. The Chairman will be entitled to vote on any and all actions of the Planning Commission. In instances of a tie vote, the permit application or other matter shall be forwarded to the Board of Commissioners without a specific recommendation for finalization.
8. The Commission may call for the removal of any member for the nonperformance of duty or misconduct in office. If a member has (4) consecutive unexcused absences in any one year, the Secretary shall certify this fact to the Commission and the Commission shall notify the County Board along with a suggested action. The County Board shall appoint a replacement for the unexpired term, as if the member has resigned.

9. Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, the Secretary thereof shall give immediate notice to the Chairman of the County Board.
10. The members of the Planning Commission may be compensated in an amount determined by the County Board and may be paid their necessary expenses in attending meetings of the Commission.
11. The Planning Commission shall elect a chairman from among its members. The Commission may select a secretary from its members or advisory members. The Planning Commission shall cooperate with the Zoning Administrator and other employees of the County in preparing and recommending to the Board for adoption, comprehensive plans and recommendations for plan execution in the form of official controls and other measures and amendments thereto. In all instances in which the Planning Commission is not the final authority, the Commission shall review all applications for conditional use permits, and plans for the subdivisions of land and report thereon to the Board.
12. The Board may, by ordinance, assign additional duties and responsibilities to the Planning Commission including, but not restricted to, the conduct of public hearings, the authority to order the issuance of some or all categories of conditional use permits, and the authority to approve some or all categories of subdivisions of land. The Planning Commission may be required by the Board to review any Comprehensive Plans and Official Controls and any plans for public land acquisition and development sent to the County for that purpose by any local unit of government or any state or federal agency and shall report thereon in writing to the Board.