

Article L: Administration

Sec. 13-1-170 General Administrative System.

This Chapter contemplates an administrative and enforcement officer entitled the “Zoning Administrator/Permit Issuer” to administer and enforce the same. Certain considerations, particularly with regard to granting of permitted conditional uses, planned unit development conditional uses, changes in zoning districts and zoning map, and amending the text of this Zoning Chapter require review and action by the Town Board. A Zoning Board of Appeals is provided to assure proper administration of the Chapter and to avoid arbitrariness.

Sec. 13-1-171 Zoning Administrator/Permit Issuer.

- (a) The Zoning Administrator/Permit Issuer is hereby designated as the primary administrative officer for the provisions of this Chapter, and shall be referred to as the Zoning Administrator/Permit Issuer. The Zoning Administrator/Permit Issuer shall be appointed by resolution of the Town Board. The duty of the Zoning Administrator/Permit Issuer shall be to interpret and administer this Chapter and to issue all permits required by this Chapter. The Zoning Administrator/Permit Issuer shall further:
- (1) Issue all zoning certificates, and make and maintain records.
 - (2) Conduct inspections of buildings, structures, and use of land to determine compliance with the terms of this Chapter.
 - (3) Maintain permanent and current records of this Chapter, including but not limited to, all maps, amendments, conditional uses, variances, appeals and application therefore.
 - (4) Provide and maintain a public information function relative to all matters arising out of this Chapter.
 - (5) Receive, file and forward to the Town Clerk, all applications for amendments to this Chapter.
 - (6) Receive, file and forward to the Town Board all applications for conditional uses.
 - (7) Receive, file and forward to the Board of Appeals all application for appeals, variances, or other matters on which the Board of Appeals is required to act under this Chapter, and shall attend all Board of Appeals meetings to provide technical assistance when requested by the Town Board.
- (b) Due to the size of the Town of Vinland it may not be feasible to find a suitable person willing to take on the responsibility of being Zoning Administrator/Permit Issuer on a part-time basis. It is therefore provided that the function of the Zoning Administrator/Permit Issuer can be delegated to a committee of the Board, to

another Town Official, or a single member of the Board or the Town Chairperson. An officer other than a Board member or another employee of the Town may also be designated to handle the duties of Zoning Administrator/Permit Issuer or part-time basis in addition to the other duties performed by such person.

Sec. 13-1-172 Violations and Penalties.

- (a) **Violations.** It shall be unlawful to use or improve any structure or land, or to use water or air in violation of any of the provisions of this Chapter. In case of any violations, the Town Board, the Zoning Administrator/Permit Issuer or any property owner who would be specifically damaged by such violation may cause appropriate action or proceeding to be instituted to enjoin a violation of this Chapter or cause a structure to be vacated or removed.
- (b) **Remedial Action.** Whenever an order of the Zoning Administrator/Permit Issuer has not been complied with within thirty (30) days after written notice has been mailed to the owner, resident agent or occupant of the premises, the Town Board, the Zoning Administrator/Permit Issuer or the Town Attorney may institute appropriate legal action or proceedings.
- (c) **Penalties.** Any person, firm or corporation who fails to comply with the provisions of this Chapter or any order of the Zoning Administrator/Permit Issuer issued in accordance with this Chapter or resists enforcement shall, upon conviction thereof, be subject to a forfeiture and such additional penalties as provided for in Section 1-1-6 of this Code of Ordinances.

Sec. 13-1-173 through Sec. 13-1-179 Reserved for Future Use.