

**ARTICLE 24. POWERS AND DUTIES OF VARIOUS OFFICIALS CONCERNING THIS  
UDC**

**Sec. 2401. Purpose.**

This article formalizes the powers and duties of the administrative officer, the planning and zoning board, the board of commissioners, and other officials as may be appropriate where this ordinance is concerned. It should also provide a convenient list of services provided by each official to aid in complying with the requirements of this ordinance.

**Sec. 2402. Powers and duties of the zoning administrator.**

The administrative officer has the power and duty to provide the following services related to this ordinance:

- A. Provide initial information about this ordinance upon request.
- B. Advise how to contact members of the planning and zoning board, the board of commissioners, or other officials as may be appropriate for services provided by those bodies or officials.
- C. Maintain official map on public display.
- D. Determine in which zoning district a parcel of land lies.
- E. Issue certificates of occupancy under procedures outlined in section 405 of this ordinance.
- F. Offer practical suggestions on how to comply with the requirements of this ordinance.
- G. Maintain complete records concerning this ordinance and related matters, and make such records available to the public upon request.
- H. Supervise all professional and clerical personnel employed in connection with the performance of the functions of the administrative officer.
- I. Serve as administrative secretary to the planning and zoning board.
- J. Issue certificates of zoning compliance for all permitted uses as well as for variances or other applicable procedures which are granted by planning and zoning board.
- K. Collect data and keep informed as to the best zoning practices, in order that he may be qualified to make recommendations to the planning and zoning board and the board of commissioners concerning amendments to this ordinance.
- L. Research and make reference to the zoning ordinance in connection with each and every application received for variance or other applicable procedures and to make written recommendations to the planning and zoning board on each such application as to whether:
  - 1. The granting of such variance or other applicable procedures would result in an encroachment on existing land uses or zoning districts already established on adjoining or nearby neighborhood properties protected by the zoning ordinance from such adverse impact.
  - 2. Sufficient authority exists in the zoning ordinance to allow the board of appeals to grant the variance or other applicable procedures.
- M. Maintain all written recommendations to other officials of the county in the application file to which each pertains.

- 
- N. Set off-street parking requirements for certain land uses as necessary, according to procedures contained in the Pike County Standard for Off-Street Parking and Service Facilities (Appendix G).

**Sec. 2403. Powers and duties of the building official.**

The building official has the power and duty to provide the following services related to this ordinance:

- A. Issue, and when necessary revoke, building permits under the procedures outlined in section 408 of this ordinance.
- B. Maintain complete records concerning building permits, and make such records available to the public upon request.
- C. Supervise all professional and clerical personnel employed in connection with the performance of the functions of the building official.

**Sec. 2404. Powers and duties of the planning and zoning board.**

Chapter 33 details the establishment of the Pike County Planning and Zoning Board. The planning and zoning board has the power and duty to provide the following services related to this ordinance.

- A. Advise the board of commissioners on applications for amendment to this ordinance by examining amendment applications and providing written recommendations with reasons for the recommendations to the board of commissioners as specified in section 414.
- B. Dispense general information about this ordinance to the public upon request.
- C. Propose amendments to this ordinance.
- D. Maintain and update the Pike County Comprehensive Plan so that it may provide a current data base with which decisions on proposed amendments to this ordinance may be made that utilize sound planning principles.
- E. Carry out an ongoing comprehensive planning program which, like the land use plan (where one exists), will provide current data on which decisions regarding this ordinance may be based that utilize sound planning principles.
- F. Set off-street parking requirements for certain land uses, where called for in the development standards for a zoning district.
- G. Advise the Board of Commissioners on matters of zoning and annexation. PZB, or designee, shall have concurrent platting authority for minor subdivision plats along with the Zoning Administrator.
- H. Advise the Board of Commissioners and make recommendations on all major subdivision plats as specified in Article 21
- I. Authorize variances according to procedures specified in Article 4.
- J. Accept applications for appeal of an action of the administrative officer and render official decisions on them according to procedures specified in Article 4
- K. Authorize special use permits under procedures contained in Article 4

**Sec. 2406. Powers and duties of the board of commissioners.**

The Board of Commissioners is considered as the legislative body of Pike County and shall have the power and duty to make all final zoning decisions as defined by state law, including, but not limited to, making decision decisions regarding re-zonings, text amendments, special use permits, and the official zoning map. In addition, the Board of Commissioners can propose or initiate proposed re-zonings, text amendments, special use permits, or changes to the official zoning map.