

## Article 13-5

### ADMINISTRATIVE STAFF

#### Sections:

- 13-501            Zoning Administrator.**  
**13-502            Duties of the Zoning**  
**Administrator.**  
**13-503            Zoning Enforcement**  
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#### **13-501    Zoning Administrator.**

The staff position of Zoning Administrator shall be, and is hereby established for the general and specific administration of this Ordinance. The Zoning Administrator shall perform such duties as set forth in this Ordinance and shall perform those duties under the direction of the City Planner. The duties of the Zoning Administrator may be performed directly by the City Planner or by such staff as may be designated by the City Planner specifically for the administration of this Ordinance. The City Planner and the Zoning Administrator shall perform their duties under the direction of the Public Services Director. (Ord. No. 09-02, 2-3-09).

#### **13-502    Duties of the Zoning** **Administrator.**

It shall be the duty of the Zoning Administrator to:

(i) Receive, process, record and administer all requests for approvals and permits, as governed by this Ordinance, except that Building Permits shall be issued by the Building Inspector of the City of Rock Springs.

(ii) Advise and recommend to the Planning and Zoning Commission, the Board of Adjustment and the City Council regarding requests for approvals and permits as required by this Ordinance.

#### **13-503    Zoning Enforcement Officer.**

It shall be the duty of the Enforcement Officer to:

(i) Perform        such        inspections,

observations and analysis of any and all erection, construction, reconstruction, alteration, repair or use of buildings, structures or land within the City of Rock Springs relating to the regulations and restrictions as set forth by this Ordinance.

(ii) To take such action as is necessary for the enforcement of this Ordinance relating to violations of the regulations and restrictions.