

- A. Zoning Administrator.** The Zoning Administrator shall be appointed by the Board of Supervisors. The Zoning Administrator shall have the responsibility and authority to administer and enforce the provisions of this Code, including, but not limited to the following powers and duties:
1. Serve as staff for the Board of Supervisors, Zoning Commission, and the Board of Adjustment and shall act as a liaison to other agencies and organizations in land use matters.
  2. Review and render interpretations to all provisions of the Master Plan and Future Land Use Map.
  3. Review and render interpretations to all provisions of the Code and Official Zoning Map.
  4. Make recommendations to the Zoning Commission regarding any Master Plan or Future Land Use Map amendments.
  5. Make recommendations to the Zoning Commission regarding any necessary amendments to the Code or Official Zoning Map.
  6. Accept applications for, review and prepare staff reports recommending approval, approval with conditions or denial of applications for the following: text amendments to the Master Plan, amendments to the Future Land Use Map, amendments to the text of the Code, amendments to the Official Zoning Map, variances, conditional use permits, and planned developments.
  7. Review and approve, approve with conditions or deny applications for all applications for certificates and permits, and ensure compliance with conditions of a development permit.
  8. Review applications for zoning, building and other permits and issue all permits and certificates required by this Code.
  9. Facilitate the creation and adoption of special area plans, corridor plans and neighborhood plans.
  10. Monitor and assist in the enforcement of the Code.
  11. Review all floodplain development permit applications to ensure that the provisions of this Code will be met.
  12. Review floodplain development applications to assure that all necessary permits have been obtained from federal, state and local governmental agencies including approval when required from the Department of Natural Resources for floodplain construction.
  13. Maintain a record of the elevation (in relation to National Geodetic Vertical Datum) of the lowest floor (including basement) of all new or substantially improved structures in the floodplain.
  14. Maintain a record of the elevation (in relation to National Geodetic Vertical Datum) to which

- all new or substantially improved structures have been flood proofed.
15. Notify adjacent communities or counties and the Department of Natural Resources prior to any proposed alteration or relocation of a watercourse and submit evidence of such notifications to the Federal Emergency Management Agency.
  16. Keep a record of all permits, appeals, variances and such other transactions and correspondence pertaining to the administration of this Code.
  17. If the Zoning Administrator shall find that one of the provisions of this Code is being violated, the Zoning Administrator shall notify in writing the person(s) responsible for such violation, indicating the nature of the violation and ordering action necessary to correct it. The Zoning Administrator shall order:
    - a. the discontinuance of the illegal use of land, buildings or structures;
    - b. the removal of illegal buildings or structures, or additions, alterations or structural changes thereto;
    - c. the discontinuance of any illegal work being done;
    - d. or shall take any other action authorized by this Code and the Board of Supervisors to ensure compliance and to prevent violation of its provisions including the issuance of a citation as provided by Section 9.4 of this Code and authorized by Section 331.307 of the Code of Iowa.
  18. Other responsibilities as may be assigned by the Board of Supervisors.