

CHAPTER 27

PLANNING AND DEVELOPMENT DEPARTMENT

27.01 Department Created
27.02 Duties of the Department
27.03 Duties of the Director

27.04 Rules
27.05 Building Inspection Division

27.01 DEPARTMENT CREATED. There is created a department of municipal administration to be known as the Planning and Development Department, referred to in this chapter as “the Department.” The Department shall be attached to the office of City Manager and under the City Manager’s general supervision. The Department shall be administered by a Planning and Development Director, who may be designated as an Assistant to the City Manager.

27.02 DUTIES OF THE DEPARTMENT. The Department shall have the following powers and duties:

1. Administration of planning and zoning matters, to include providing technical assistance to the Planning and Zoning Commission, City Council and Zoning Board of Adjustment.
2. Administration of subdivisions and similar platting matters.
3. Administration of street and alley vacation requests.
4. Preparation and administration of grant applications to State and Federal agencies.
5. Provision of assistance to existing and new businesses to promote economic development efforts.
6. Provision of technical assistance to various boards and commissions as assigned by the City Manager.
7. As a part of the platting process or at such time as the Director deems it a matter of public convenience or necessity, the Director shall designate or change the name of any street in the City and shall assign or change the numbers of the houses or other buildings located along said street. If not on a plat, the assignment of a name or number shall be by letter addressed to the property owner as shown in the records of the County Assessor. Any person aggrieved by the decision of the Director on the naming of a street or the assignment of numbers may appeal within twenty (20) days of the date of his letter to the City Council.

(Ord. 01-14 – Aug. 01 Supp.)

27.03 DUTIES OF THE DIRECTOR. The Director of the Department shall have the following duties:

1. Serve as Acting City Manager during the absence of the City Manager.
2. Employ and discharge all assistants necessary to enable the Director to perform the powers and duties assigned, subject to the provisions of Chapter 400 of the Code of Iowa.
3. Perform such other and further duties as may be assigned by the City Manager.

27.04 RULES. The Director shall have the power to adopt rules necessary for the exercise of the powers and duties granted by this chapter and the proper administration of the Department. Copies of proposed rules shall be filed with the Clerk and submitted to the Council for its review. If the Council does not amend said rules by resolution within thirty (30) days of filing, the rules shall be in full force and effect.

27.05 BUILDING INSPECTION DIVISION. Repealed by Ordinance No. 00-39 – Nov. 00 Supplement.