

SECTION 18: ADMINISTRATION AND ENFORCEMENT

Subdivision 1. ISSUANCE OF PERMITS

This Ordinance shall be administered and enforced by the County Zoning Administrator appointed by the County Board and facilitated by the City Zoning Administrator.

Subdivision 2. DUTIES, POWERS AND ENFORCEMENT OF THE PLANNING AND ZONING ADMINISTRATORS

1. Determine if applications comply with the terms of this Ordinance.
2. Conduct inspections of structures and use of land to determine compliance with the terms of this Ordinance.
3. Maintain permanent and current records of this Ordinance, including but not limited to, maps, amendments, conditional uses, variances, appeals and applications.
4. Receive, file and forward all applications for appeals, variances, conditional uses and amendments to the designated official bodies.
5. Institute in the name of the County any appropriate actions or proceedings against a violator as provided for.
6. The County Zoning Administrator and the City Zoning Administrator serve as an ex-officio members of the Hutchinson Area Joint Planning Board.

Subdivision 3. ENFORCEMENT

1. The Zoning Administrator shall enforce the provisions of the Ordinance.
2. When any work has been stopped by the Zoning Administrator for any reason whatsoever, it shall not again be resumed until the reason for the work stoppage has been completely removed. Appeal rights of any such decision may be heard by the Board of Adjustments. (Section 21)

Subdivision 4. HUTCHINSON AREA JOINT PLANNING BOARD

1. The Joint Planning Board shall consist of six (6) members appointed by each of the six (6) entities.
2. There shall be one member from each township (Acoma, Hassan Valley, Hutchinson, and Lynn), one member from McLeod County, and one member from the City of Hutchinson all of whom shall be appointed by the County Board.

3. The term of each member shall begin on January 1 and continue through December 31.
4. The terms will be an annual appointment with a ten (10) year limit.
5. Each entity may designate an ex-officio member of the Joint Planning Board to sit on the board in the absence of a member. This ex-officio member is not counted as part of a quorum
6. Should any vacancy occur among the members of this Joint Planning Board by reason of death, resignation, disability or otherwise, the affected entity will appoint to fill the vacancy. Should any vacancy occur among the officers of the Joint Planning Board, the vacant office shall be filled in accordance with the procedures of the appointing authority, such officer to serve the unexpired term of the office in which such vacancy shall occur.
7. The members of the Joint Planning Board may be compensated in an amount determined by their appointing entity involved and may be paid their necessary expenses in attending meetings and in the conduct of the business of the Joint Planning Board with all such expenses to be paid by the appointing authority.
8. The Joint Planning Board shall elect a Chairman from among its members. The Joint Planning Board shall cooperate with the Zoning Administrator and other employees of the County, City, and Township in preparing and recommending to the County Board for adoption, comprehensive plans and recommendations for plan execution in the form of official controls and other measures and amendments thereto. The Joint Planning Board is advisory to the County Board and shall review all applications for conditional use permits and plans for subdivisions of land and report thereon to the Board.
9. The Board may by ordinance assign additional duties and responsibilities to the Joint Planning Board including but not restricted to the conduct of public hearings, the authority to order the issuance of some or all categories of conditional use permits, the authority to approve some or all categories of subdivisions of land, and the authority to approve some or all categories of planned unit developments. The Joint Planning Board may be required by the County Board to review any Comprehensive Plans and Official Controls and any plans for public land acquisition and development sent to the County for that purpose by any local unit of government or any state or federal agency and shall report thereon in writing to the Board.
10. A quorum is made up of four (4) members to act on a decision. Unless otherwise provided, all decisions of the Joint Planning Board shall be by simple majority of those present.
11. The Joint Planning Board shall establish the meeting schedule by resolution, special meetings may be called by the chairman or any three (3) members of the board by giving written notice to the board. All meetings must follow the open meeting law.
12. Meetings will be held at the Hutchinson City Center, 111 Hassan Street SE, Hutchinson MN, unless otherwise directed by the board.