

**ARTICLE 28
COMMUNITY DEVELOPMENT ADMINISTRATOR**

7 TCC 1-28 (a) General. The Community Development Administrator, and his/her staff at the County Department of Community Development, shall provide technical support and guidance for action on applications for development approval, and shall perform such other functions as may be requested by the County Board and the ZBA. The Community Development Administrator shall coordinate the review of all applications for development approval by the County Department of Community Development and other County departments.

7 TCC 1-28 (b) Creation and Appointment. The Community Development Administrator shall be the department head of the Tazewell County Department of Community Development and shall be appointed by and serve at the pleasure of the County Board.

7 TCC 1-28 (c) Jurisdiction, Authority and Duties.

- (1) In addition to the jurisdiction, authority and duties which may be conferred upon the Community Development Administrator by other ordinances, the Community Development Administrator shall have the following jurisdiction, authority and duties:
 - i. Act as the enforcing officer of these regulations and make, or cause to be made, periodic inspections of all work authorized by permits issued in accordance with these regulations and make, or cause to be made, investigations of violations of these regulations and cause any such violations to be corrected.
 - ii. Serve as both the Secretary and the Technical Consultant to the ZBA and Land Use Committee, and inform such body of all facts and information at his/her disposal with respect to applications for development approval or any other matters brought before it.
 - iii. Assist in the preparation and review of the County's Comprehensive Plan, any special area plans, these regulations, and any proposed amendments thereto.
 - iv. Maintain the Official Zoning District Maps of Tazewell County.
 - v. Maintain development review files and other public records of all official actions taken by the Tazewell County Department of Community Development with respect to the administration and enforcement of these regulations.
 - vi. Review all applications for permits for the construction, enlargement, structural, alterations, conversion, or relocation of any building or structure.
 - vii. Review and recommend approval or disapproval of applications for special use permits, variances and amendments to these regulations.
 - viii. Issue building permits and certificates of occupancy, and inspect, if necessary, the building for which the permit or certificate applies.
 - ix. Issue written notice to the person responsible for any violation of these regulations.
 - x. Take, or cause to be taken, any other action necessary to ensure compliance with, and prevent the violations of, the provisions of these regulations.
 - xi. Coordinate all local, regional, state and federal environmental and other land development permitting processes affecting development in the County.

- xii. Establish such roles of procedure as are necessary for the administration of his/her responsibilities under these regulations.
- xiii. Whenever requested by the County Board or by his/her own initiative, with the assistance of other County Departments, conduct or cause to be conducted, surveys, investigations and studies, and prepare or cause to be prepared, such reports, maps, photographs, charts and exhibits as may be requested or desired.
- xiv. Establish and fulfill any procedures or practices necessary to fulfill the responsibilities of the Community Development Department.

7 TCC 1-28 (d) Additional Duties Concerning Flood Insurance Studies.

- (1) In addition to those duties and powers set forth in 7 TCC 1-28 (c), the Community Development Administrator shall have the following powers and duties in areas designated as "A" zones by the Flood Insurance Study:
 - i. Periodically inspect buildings, structures, and uses of land to determine compliance with the provisions set forth for floodplain management.
 - ii. Notify in writing any person responsible for violating any provisions set forth for floodplain areas, indicating the nature of the violation and ordering action that is necessary to correct such violations.
 - iii. Order a discontinuance of the illegal construction of buildings or structures below the Base Flood Elevation, as determined by a Flood Insurance Study, and the Flood Protection Elevation.
 - iv. Maintain a current file of all permits, certificates, notices of violation, discontinuances or removals for such time as necessary to ensure a continuance compliance with the provisions of these regulations, and on request, provide information to any person having proprietary or tenancy interest in any specific property.
 - v. Determine damaged caused to property and structures as a result of flooding events. Maintain a current file of all damaged caused to structures as it relates to substantial damage determinations.
 - vi. Maintain all flood related information as it relates to the Community Ratings System (CRS) and prepare required documentation for CRS Cycle visits.