

10.4 Staff Agencies

A. Establishment.

The Department of Planning and Zoning for the Town of Plainfield is hereby established. The Department of Planning and Zoning shall consist of the *Plan Commission*, the *Board of Zoning Appeals* and *Staff*.

The *Plan Commission* may, by resolution, establish a *Technical Advisory Committee*. The purpose of the *Technical Advisory Committee* shall be to provide technical support to *Staff* as an aid in the review of applications or petitions for public hearing, applications for *Improvement Location Permits*, and in the preparation of written or verbal comments by *Staff* to the *Plan Commission*, *Board of Zoning Appeals*, *Design Review Committee* or Hearing Officer regarding all matters presented to such bodies for public hearing.

B. Administration of Planning and Zoning Authority.

The Department of Planning and Zoning shall administer the planning and zoning functions of the Town of Plainfield.

C. Duties and Powers of the Director.

1. It shall be the duty of the *Director* to supervise the general administration of the Department.
2. It shall be the duty of the *Director* to enforce and administer this Ordinance; receive and review all applications required by this Ordinance; issue *Improvement Location Permits*; and number and file all *Certificates of Zoning Compliance*.
3. The *Director* shall, when requested by the *Plan Commission* or *Board of Zoning Appeals*, or when the interests of the Town so require, make investigations in connection with matters referred to in this Ordinance and render written reports on the same.
4. The *Director* shall keep the records of the Department, including, without limitation, records of applications, permits issued, certificates issued, inspections made, reports rendered, and notices or orders issued. The *Director* shall maintain records of all final determinations and decisions of the *Plan Commission* and the *Board of Zoning Appeals*.
5. The *Director* shall transmit to the *Plan Commission* or *Board of Zoning Appeals* the recommendation of the Department on all applications, petitions, or matters requiring official action by the *Plan Commission* or *Board of Zoning Appeals*.
6. The *Director* shall maintain the Official Zone Maps and designate on the Official Zone Maps all map amendments granted under the terms of this Ordinance.
7. The *Director* shall provide and maintain information for the public relative to all matters arising out of this Ordinance.
8. The *Director* may designate *Staff* to assist in the daily administration of the duties and responsibilities set forth in this Ordinance.
9. The *Director* shall perform such other duties as the *Plan Commission* may direct in accordance with the provisions of this Ordinance.

D. Staff.

When designated by the *Director*, *Staff* shall be charged with the administration of this Ordinance and, in particular, shall have the jurisdiction, authority and duties described below:

1. To conduct preliminary consultations with potential applicants regarding development proposals regulated by this Ordinance.
2. To review all *Improvement Location Permit* applications for compliance with the provisions of this Ordinance.

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3. To issue *Improvement Location Permits* upon a determination that such permit application is in full compliance with all terms and provisions of this Ordinance, the Plainfield Subdivision Control Ordinance, and all other duly adopted applicable ordinances, rules or regulations of the Town of Plainfield.