

Roles and responsibilities in the planning process

Governing Body

Mayor and Council

- Sets vision for city
- Adopts comprehensive plan, zoning ordinance and zoning map amendments by ordinance after a public hearing
- Appoints planning commission, board of zoning appeals and board of architectural review members

Zoning Official

- Administers/interprets zoning code
- Enforces zoning ordinances
- Issues permits
- Processes applications for variances and special exceptions
- Processes appeals
- Maintains zoning map

Planning Commission

5-12 members

Prepares and implements the council-approved comprehensive plan through zoning ordinances and regulations for the development of land

Recommends to council policies and tools to implement the town's vision

Considers zoning/rezoning requests and makes recommendations to council

Board of Zoning Appeals

3-9 members

Grants or denies applications for variances and special exceptions

Determines appeals from administrative decisions of the zoning official

Can remand a matter to the zoning official if the record is insufficient for the board's review

Board of Architectural Review

No more than 10 members

Implements zoning ordinances to preserve and protect historic and architecturally valuable districts, neighborhoods and natural scenic areas

Determines appeals from decision of the zoning official

Appeals Process

Circuit Court

Hears appeals from board of zoning appeals and board of architectural review

State Appellate Court

Hears appeals from the circuit court