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