

The position of zoning administrator is designated by the city manager.

302 A. - Functions.

The functions of the zoning administrator shall be as follows:

1. Having the primary responsibility for administering and enforcing this ordinance;
2. Keeps up to date on current laws, recent court decisions and new techniques related to planning, zoning and development;
3. Serves as secretary to the planning and zoning board, coordinating review of amendments to this ordinance and special use applications;
4. Provides information to the city manager, board of commissioners and the public on zoning and related matters;
5. Makes recommendations to the planning and zoning board and to the board of commissioners on amendments to this ordinance, variances, special uses, annexations and development requests;
6. Maintains the official zoning map in a current manner, including all amendments to the map, at the planning and development department;
7. Maintains an official copy of the City of Griffin Zoning Ordinance at the planning and development department for public access;
8. Keeps up-to-date copies of the City of Griffin Zoning Ordinance available for sale to the public and a zoning map for review and access by the public;
9. Processes applications for rezonings, annexations, variances and special use permits;
10. Conveys written decisions on all requests or amendments to the zoning ordinance to the person or persons requesting such amendment within three days of decisions made by the board of commissioners.
11. Reviews applications for building permits for compliance with the City of Griffin Zoning Ordinance and denies such permits if they do not meet existing regulations;
12. Serves as liaison with developers and the City of Griffin Development Review Committee by accepting and processing applications for all commercial development and reviewing site plans for zoning compliance;
13. Inspects commercial projects to ensure zoning compliance;
14. Accepts and processes bonds for all commercial developments;
15. Maintains permanent records of amendments to the City of Griffin Zoning Ordinance and Zoning Map;
16. Other functions as prescribed by the city manager.

303. - PLANNING AND ZONING BOARD.

The Planning and Zoning Board of the City of Griffin is hereby established as follows:

303 A. - Members.

The planning and zoning board (PZB) shall be composed of seven members appointed by the board of board of commissioners. Each board of commissioners shall appoint one person who resides within their respective electoral district. The at-large commissioner shall appoint one

person who resides within the limits of the City of Griffin. Vacancies shall be filled by appointment of the respective board of commissioners for the unexpired term and district of the member affected. There shall be no compensation for members of the planning and zoning board, but they may receive reimbursement of reasonable and necessary expenses incurred in the performance of their duties with prior approval of such expenses by the city manager.

303 B. - Qualifications of members.

No member of the planning and zoning board shall serve as a board of commissioners, Spalding County Commissioner or hold any office or employment with the City of Griffin or Spalding County. Members shall be of good character and at least 18 years of age.

303 C. - Terms.

Each member of the planning and zoning board shall be appointed for a term of three years. Appointments shall be made in January of each calendar year with the members assuming office immediately.

303 D. - Officers.

At the first meeting of the planning and zoning board each calendar year, the members will elect a chairperson and vice-chairperson. The zoning administrator shall serve as the secretary. The chairperson will conduct meetings of the planning and zoning board. The vice-chairman shall serve in the absence of the chairperson. The chairperson and vice-chairperson shall vote on all matters brought before the planning and zoning board.

303 E. - Meetings.

The planning and zoning board shall hold regular meetings on the third Monday of each month beginning at 6:00 p.m. in the city courtroom. All meetings of the planning and zoning board shall be open to the public. The chairperson or any three members may call a special meeting.

303 F. - Quorum.

Three present and voting members of the planning and zoning board shall constitute a quorum. A failure of the planning and zoning board to have a quorum present and voting or a voting decision resulting in a tie shall constitute the staff recommendation being forwarded to the board of commissioners for review and consideration.

303 G. - Conflicts of interest.

If any member of the planning and zoning board shall find that his private or personal interests are involved in the matter coming before the board, he shall disqualify himself from all participation in that case. No member of the board shall appear before the planning and zoning board of the board of commissioners as agent or attorney.

303 H. - Functions.

1. Review the zoning ordinance to make recommends to the board of commissioners for amendments where appropriate. Recommend goals and objectives to the board of commissioners for the implementation and enforcement of the zoning ordinance.
2. Conduct meetings to review proposed amendments to this ordinance in order to make recommendations to the board of commissioners on rezoning applications, annexation applications and special use permits after receiving written comments on the application from the zoning administrator; provided, however, no action by the planning and zoning board shall constitute "final action" on zoning decisions.
3. Other functions as prescribed by the board of commissioners relative to zoning.

304. - BOARD OF COMMISSIONERS.

The functions of the board of commissioners, as relate to this ordinance, shall be as follows:

304 A. - Public hearings—Amendments.

Conduct an official public hearing for amendments to this ordinance in accordance with subsections of Section 404.

304 B. - Proposed amendments.

Approve or deny any proposed amendment to this ordinance, including any and all amendments to the official zoning map (the rezoning of land), based upon an evaluation under the standards found within Section 404 of this ordinance, and after first receiving written comments and recommendations from the zoning administrator and the planning and zoning board.

304 C. - Public hearings—Appeals.

Hold public hearings and make decisions on appeals of decisions made by the zoning administrator; applications for variances and applications for special uses.

304 D. - Publish decisions.

Officially publish any decision made relative to approval or denial of any amendment to this ordinance, appeals, variances and special use permits.

304 E. - Propose amendments.

Propose amendments to this ordinance, as deemed appropriate, and submit such proposed amendments to the zoning administrator and planning and zoning board for their written comments and recommendations.

304 F. - Appoint members.

Appoint the planning and zoning board in accordance with Section 303 B.