

## SECTION 5: ADMINISTRATION AND ENFORCEMENT

### **Subdivision 1. Zoning Administrator.**

1. The office of the Zoning Administrator is hereby established for which the Board of County Commissioners may appoint such employee or employees of the County as it may deem proper. The term of office of the Zoning Administrator shall be indefinite and shall terminate at the pleasure of the Board of County Commissioners.
2. The duties of the Zoning Administrator shall include the following:
  - A. Supervise the County Building Inspector.
  - B. Supervise the County Pipeline Inspector.
  - C. Supervise the County Sanitarian.
  - D. Enforce and Administer this Ordinance.
  - E. Issue Setback Permits and maintain records thereof.
  - F. Receive and forward to the Board of County Commissioners and the County Planning Commissioner all applications for Conditional Use Permits.
  - G. Receive and forward all applications and petitions for matters to come before the Board of Adjustment.
  - H. Receive and forward to the Board of County Commissioners and the County Planning Commission all applications for amendments to this Ordinance.
  - I. Provide and maintain a public information bureau relative to matters arising out of this Ordinance.
  - J. Maintain the County Zoning Map as required in SECTION 10, page 34.

**Subdivision 2. Building Inspector.**

1. The position of County Building Inspector is hereby established for which the Board of County Commissioners may appoint such employee or employees of the County as it may deem proper. The term of the position of County Building Inspector shall be indefinite and shall terminate at the pleasure of the Board of County Commissioners.
2. The duties of the Building Inspector shall include the following:

Inspect all construction and development to insure that the standards of this Ordinance and other applicable County Ordinances are being complied with.

**Subdivision 3. Sanitarian.**

1. The position of the County Sanitarian is hereby established for which the Board of County Commissioners may appoint such employee or employees of the County as it may deem proper. The term of the position of County Sanitarian shall be indefinite and shall terminate at the pleasure of the Board of County Commissioners.
2. The duty of the County Sanitarian shall be to inspect all sewer installations to insure the standards of this Ordinance are complied with.

**Subdivision 4. Pipeline Inspector.**

1. The position of the County Pipeline Inspector is hereby established for which the Board of County Commissioners may appoint such employee or employees of the County as it may deem proper. The term of the position of County Pipeline Inspector shall be indefinite and shall terminate at the pleasure of the Board of County Commissioners.
2. The duty of the County Pipeline Inspector shall be to inspect installations of pipelines for the transport of natural gas or petroleum-hydrocarbons as regulated in SECTION 23, Page 107, to insure the standards of this Ordinance are complied with.

**Subdivision 5. Enforcement.**

1. When any work shall have been stopped by the County Zoning Administrator, County Building Inspector, County Sanitarian or Pipeline Inspector for any reason whatsoever, it shall not again be resumed until the reason for work stoppage has been completely removed.
2. It shall be the duty of the County Attorney and the Sheriff of Cottonwood County when called upon by the Board of County Commissioners, County Zoning Administrator, County Building Inspector, County Sanitarian or Pipeline Inspector or County Planning Commissioner to perform such duties as may be necessary to enforce the provisions of this Ordinance.

**Subdivision 6. Appeals.**

1. Any aggrieved person, town, municipality, firm or corporation objecting to the ruling of any administrative official on the administering of the provisions of this Ordinance shall have the right to appeal to the Board of Adjustment.
2. Appeals shall be submitted to the County Zoning Administrator in the manner prescribed by the Board of Adjustment specifying the grounds of the appeal, shall be accompanied by fees as determined by the County Board, and shall be filed within fifteen (15) days of the date of the order, requirement, decision, or determination being appealed.
3. The County Zoning Administrator shall forward the appeal to the Chairman of the Board of Adjustment who shall set a time and place for a public hearing to consider the appeal and shall direct the County Zoning Administrator to give due notice thereof.
4. At least ten (10) days prior to the date of the public hearing, a notice of the time, place and purpose of the hearing shall be give by publication in the official County newspaper.
5. Notice of the time, place and purpose of the public hearing shall be given to the appellant and the officer from whom the appeal is taken.
6. An appeal stays all proceedings in furtherance of the action appealed from, unless the Board of Adjustment certified that by reason of the facts stated in the application that a stay would cause imminent peril to life or property.