

SECTION 18 - ADMINISTRATION AND ENFORCEMENT

Subdivision 1. Zoning Administrator.

1. The office of the Zoning Administrator is hereby established, for which the Town Board may appoint such employee or employees of the Town as it may deem proper. The term of office of the Zoning Administrator shall be indefinite and shall terminate at the pleasure of the Town Board. The position of Zoning Administrator shall be part-time. Compensation shall be on a per permit basis as determined by the Town Board.
2. The duties of Zoning Administrator shall include the following:
 - a. Enforce and administer this Ordinance;
 - b. Issue Building Permits, Zoning Permits, and other permits/certificates as provided herein and maintain records thereof;
 - c. Receive and forward to the Town Board and the Town Planning and Zoning Commission all applications for Conditional Use Permits;
 - d. Receive and forward all applications and petitions for matters to come before the Board of Adjustment;
 - e. Receive and forward to the Town Board and the Town Planning and Zoning Commission all applications for amendments to this Ordinance;
 - f. Provide and maintain a public information bureau relative to matters arising out of this Ordinance; and
 - g. Maintain the Town Zoning Map.

Subdivision 2. Enforcement.

1. It shall be the duty of the Zoning Administrator to enforce this Ordinance through the proper legal channels.
2. When any work shall have been stopped by the Zoning Administrator for any reason whatsoever; it shall not again be resumed until the reason for the work stoppage has been completely removed.
3. The Town may request the County Attorney or the Township attorney and the Sheriff of Sibley County to perform such duties as may be necessary to enforce the provisions of this Ordinance.

Subdivision 3. Fees.

The Town Board shall establish such fee schedules, and or costs, for such permits or requests as it deems fit. Any additional permitting services shall be billed to the applicant at an hourly rate determined by the Town Board.

Subdivision 4. Submissions to Board.

1. Any written documentation (letters, petitions, etc.) submitted by a non-applicant for a permit must meet the following standards:
 - a. Must state specific facts.
 - b. Must contain a statement who drafted the document or the draftsman must be evident from the text.
 - c. All signatures to a document must include the printed or typed name, address, phone number and county of residence.

- d. Strict compliance with these standards may be waived by the board as it deems appropriate.
2. Process:
 - a. Any written documentation must be presented to the Zoning Administrator at least fifteen (15) days before the scheduled meeting of the Planning and Zoning Commission.
 - b. The Zoning Administrator will inform the board of the written documentation and make it available to the board.
 - c. Site inspection shall be accomplished prior to the Planning and Zoning meeting.
 - d. Planning and Zoning or the Board of adjustment, if applicable, shall meet and establish a hearing date. The Zoning administrator shall send information to appropriate parties ten (10) days in advance of the hearing.
 - e. The hearing shall be held by the Planning and Zoning Commission.
 - f. Planning and Zoning shall meet and make a recommendation to the Town Board.
 3. The Zoning Administrator will determine if the written documentation complies with the requirements of this subdivision.

Subdivision 5, Township Planning and Zoning Commission.

1. A Township Planning and Zoning Commission (hereinafter sometimes referred to as "Planning and Zoning Commission") is hereby established and vested with such authority as herein provided and as provided by Minnesota Statutes Chapter 462. Such Commission shall consist of five (5) members, with only one (1) member being an elected Supervisor of the Town Board. The elected Supervisor will be appointed by the Town Board annually. The other members will be appointed by the Town Board, for a three (3) year term in March of each year. A member may serve a maximum of three (3) consecutive terms. The Commissioner members shall be paid compensation and necessary expenses as determined by the Town Board. The members may be removed by the Town Board for nonperformance of duty or misconduct, after notice and opportunity to be heard. The Town Board will appoint to fill vacancies on the Planning Commission. The Zoning Administrator shall act as secretary to the commission.
2. The Planning Commission shall elect a chairman and vice-chairman from among its members. It shall adopt rules for the transaction of its business as it deems necessary and shall keep a record of transactions, findings and determinations.

Subdivision 6, Environmental Impact Statement or Environmental Assessment Worksheet Costs.

1. If an Environmental Impact Statement (EIS) is required whether by statute, rule, or ordinance, the reasonable costs of preparing and distributing the EIS shall be the responsibility of the proposer of the action. At least one-half of the protected costs shall be paid before preparation of the EIS is commenced.
2. If an Environmental Assessment Worksheet (EAW) is required, whether by statute, rule or ordinance, the reasonable costs of preparing and distributing the EAW shall be the responsibility of the proposer of the action or such person or entity requesting the EAW as determined by the township board. At least one-half (1/2) of the projected costs shall be paid before preparation of the EAW is commenced.