

## Planning Director

### 11.15.8005 Planning Director

Subject to the direction of the Board, the Planning Director or the Director's delegate shall perform the following duties:

- A. Schedule and assign proposed actions for hearings and review;
- B. Conduct all correspondence of the Planning Commission and Hearings Officer;
- C. Give notices as required by law and by this Chapter;
- D. Maintain dockets and minutes of all hearings;
- E. Compile and maintain all necessary records, files and indexes;
- F. Record all continuances, postponements, dates of giving notices and minutes and summaries of all actions taken by the Planning Commission;
- G. Record the decision of the Planning Commission and the Hearings Officer on each matter heard and the vote of each member of the Planning Commission, members absent or failing to vote, and the reasons for the decision;
- H. Provide copies of records to any party requesting the same upon the payment of a fee therefor established by the Director of the Department of Environmental Services and adopted by resolution of the Board of County Commissioners; *[Amended 2000, Ord. 944 § 9]*
- I. File orders and decisions of the Planning Commission and Hearings Officer with the Clerk of the Board;
- J. File notices of review of actions by the Hearings Officer with the Clerk of the Board as provided in MCC .8255;
- K. Perform such other functions as may be assigned by the Board.

### 11.15.8010 Enforcement

The Director of the Department of Environmental Services and the Director's delegates shall be responsible for securing the enforcement of the provision of this Ordinance.