

## ZONING INSPECTOR DUTIES

The position of Zoning Inspector is hereby created. The Zoning Inspector shall be appointed and serve at the pleasure of the Village Council and shall receive such compensation as the Council may provide.

The Zoning Inspector shall have the following duties:

- a) Issue Zoning Permits when this Ordinance has been followed, or, refuses to issue same in the event of non-compliance.
- b) Collect the designated fees for Zoning Permits, Amendments, Appeals, Conditional Uses, and Exceptions.
- c) Make and keep records on all applications, issuance, and denial of all permits and on complaints of violations.
- d) Enforce this Zoning Ordinance and take all necessary steps to remedy any condition found in violation by ordering in writing, the discontinuance of illegal uses or illegal work in progress, and request the Village Solicitor to commence appropriate legal action upon Council approval.
- e) Keep the Council advised of all matters other than routine duties pertaining to the enforcement of this Zoning Ordinance and to transmit all applications and records pertaining to Amendments.
- f) Keep the Council advised of all matters pertaining to Appeals, Variances, and Conditional Uses, Exceptions, and transmit all applications and records pertaining there to the appropriate person or body

(Ord. 3-90. Passed 05-07-1990)

- g) Attend two Council Meetings per month. Council Meetings are held the first and third Monday of every month at 7 PM. If the Council Meeting falls on a holiday, the meeting will be held the following Tuesday at 7 PM