



## Agenda Item Report

**Meeting Type:** Plan Commission

**Meeting Date:** July 10, 2025

---

**Item Title:** Amending 114-47 of the municipal code - appointment of Zoning and Deputy Zoning Administrator

**Submitted By:** Mike Kornmann, Director of Community and Economic Development

**Detailed Description of Subject Matter:**

Historically, the zoning administrator has been appointed by the City Council. And, currently there is not a position of Deputy Zoning administrator. These ordinance changes move personnel decisions to the City Administrator. Furthermore, the creation of a Deputy Zoning Administrator allows for greater capacity to issue permits and provide enforcement. In addition, it provides the capacity for zoning matters to be staffed if there would be a vacancy or the Zoning Administrator is disabled for a period of time. This approach is common in many communities.

**List all Supporting Documentation Attached:**

- Ordinance amendment of 114-47

**Action Requested:** Recommend approval to City Council.