

Article 10. Decision-Making Bodies

Sec. 14-10-1 Plan Commission/Board of Zoning Appeals

(a) Establishment

One decision-making body functions as both the plan commission and board of zoning appeals for the City of Princeton. The plan commission/board of zoning appeals was previously established by the city council.

(b) Membership

- (1) The commission consists of seven members appointed by the mayor and confirmed by the city council.
- (2) Commission members serve terms of staggered three-year periods.
- (3) The chairman is designated by the mayor.
- (4) If possible, members should be registered architects, registered professional engineers, builders or real estate appraisers.
- (5) Vacancies will be filled for an unexpired term in the same manner as appointments for a full term.

(c) Meetings and Rules

- (1) The commission must organize and adopt rules of procedure for its own government according to the provisions of this chapter.
- (2) Meetings will be held at the call of the chairman and at other times that the commission determines, and must be open to the public.
- (3) Minutes of the proceedings and a record of all actions must be kept by the secretary, showing the vote of each member upon each question, the reasons for the commission's determination, and its finding of facts. These records will be filed in the office of the zoning administrator and are a public record.
- (4) Decisions on all matters before the commission require a concurring vote of four commission members.

(d) Plan Commission Powers and Duties

The plan commission has the following powers and duties:

- (1) to hear and make recommendations regarding applications for text amendments, zoning map amendments, multi-family design review, special uses, preliminary plats and planned developments, according to the requirements of this chapter;
- (2) to request assistance from other city officers, departments, commissions and boards;
- (3) the chairman may administer oaths and compel the attendance of witnesses; and
- (4) along with the city council, to develop and update the Comprehensive Plan to provide planning policies to guide future land use and zoning decisions and to provide the basis for approval of all development under this chapter.

(e) Board of Zoning Appeals Powers and Duties

The board of zoning appeals has the following powers and duties:

- (1) to hear and decide appeals from any order, requirement, decision, or determination made by the zoning administrator;
- (2) to hear and grant variations from the from the requirements of this Land Development Code, subject to the standards set out in this chapter;
- (3) to request assistance from other city officers, departments, commissions and boards; and
- (4) the chairman may administer oaths and compel the attendance of witnesses.

Sec. 14-10-2 Zoning Administrator

(a) Designation

The zoning administrator is designated by the city council.

(b) Powers and Duties

The zoning administrator has the following powers and duties:

- (1) to have the initial responsibility and authority for the interpretation and enforcement of this chapter and all other applicable ordinances, regulations and codes;
- (2) to enter and inspect any premises, as needed, in the performance of these duties;
- (3) to attend all meetings of the planning commission/board of zoning appeals for the purpose of providing technical assistance when requested by the commission/board;
- (4) to review and issue building permits, sign permits, letters of occupancy;
- (5) to hear and decide applications for interpretations of the use classifications, land development regulations of this chapter, and zoning district boundaries; and
- (6) to serve as a member of and call meetings of the development review committee as needed.

Sec. 14-10-3 City Council

The city council has the following powers and duties, in addition to those established by other chapters of the Princeton City Code:

- (a) along with the plan commission, the city council must develop and update the Comprehensive Plan to provide planning policies to guide future land use and zoning decisions and to provide the basis for approval of all development under this chapter;
- (b) to designate the zoning administrator;
- (c) to confirm members of the plan commission/board of zoning appeals;
- (d) to publish a revised zoning map according to Sec. 14-1-8(b);
- (e) to give final approval for freestanding wireless communication facilities;
- (f) to approve and accept subdivision improvements;
- (g) to give final approval for preliminary and final plats;
- (h) to propose and give final approval of text amendments to this chapter according to Sec. 14-11-2;

- (i) to propose and give final approval of amendments of the zoning map according to Sec. 14-11-3;
- (j) to give final approval for special uses and planned developments according to Sec. 14-11-4 through Sec. 14-11-6;
- (k) to issue mobile home park permits according to Sec. 14-11-18;
- (l) to give final approval on applications for multifamily design review;
- (m) to hear and grant variations from the floodplain protection standards; and
- (n) to give final approval for any other actions as required in this chapter.

Sec. 14-10-4 Development Review Committee

(a) Establishment

The development review committee is established to function as an advisory committee that provides initial feedback on development proposals and site plans.

(b) Membership

The development review committee consists of the zoning administrator and staff representatives from city departments deemed necessary by the zoning administrator to provide input on site plans and development proposals.

(c) Meetings

Meetings will be held at the request of the zoning administrator as a part of the city's regular internal staff meetings.

(d) Powers and Duties

The development review committee has the following powers and duties:

- (1) to review and provide recommendations on site plans; and
- (2) to review and provide input on applications for special uses, zoning map amendments, and other applications when requested by the zoning administrator.

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