

**CITY OF LOOKOUT MOUNTAIN, GEORGIA**

**ORDINANCE NO. 310**

An Ordinance to create the position of Building and Land Use Administrator for the City of Lookout Mountain, Georgia, to prescribe the duties of the position, and for other purposes.

**BE IT ORDAINED** by the City Council of the City of Lookout Mountain, Georgia, and **IT IS HEREBY ORDAINED:**

Section 1. Position Created; Qualifications; Term. Pursuant to Section 3.05 of the Charter of the City of Lookout Mountain, Georgia, and on the recommendation of the Mayor, there is hereby created the position of Building and Land Use Administrator of the City of Lookout Mountain. The Building and Land Use Administrator shall be a resident of the City of Lookout Mountain and may but shall not be required to be a member of the Municipal Planning Commission of the City. The Building and Land Use Administrator shall be appointed by the City Council of Lookout Mountain after receipt of one or more recommendations for the position from the City's Municipal Planning Commission. The Building and Land Use Administrator shall serve for a term of three (3) years from the date of appointment unless said Administrator resigns or is replaced or removed from office by majority vote of the Council. The Building and Land Use Administrator may be reappointed for successive three-year terms by majority vote of the Council. The Building and Land Use Administrator, as a resident volunteer, shall serve without compensation.

Section 2. Duties and Responsibilities of Building and Land Use Administrator. The Building and Land Use Administrator shall have the following duties and responsibilities:

(a) To familiarize himself or herself with all ordinances, codes, regulations, and procedures applicable in the City of Lookout Mountain, pertaining to zoning, land use, subdivisions, building construction, fences, and related permits;

(b) To assist individuals, business entities and other organizations in the process of applying for permits for buildings, other structures (including fences), and land use within the City of Lookout Mountain, providing them with pertinent information and guidance regarding the application and approval process and applicable ordinances, codes, regulations and procedures while also communicating that the City's Municipal Planning Commission or other appropriate agency has the ultimate authority to grant or deny such permits;

(c) To receive and review applications and related plans and specifications for permits for the construction of buildings and other structures (including fences) and for other proposed uses of land;

(d) To conduct, along with the City's Building Official, inspections of premises and preliminary investigations regarding the compliance of buildings, other structures (including fences), and other proposed uses of land with applicable ordinances, codes and regulations;

(e) To recommend to the City's Municipal Planning Commission or other appropriate agency that applications for permits for the construction of buildings and other structures (including fences) and for other proposed uses of land be granted, denied or conditioned on the applicant's fulfillment of specified requirements or obligations;

(f) To perform such additional tasks and functions, directly related to the foregoing, as may be specifically requested by the Chair of the City's Municipal Planning Commission, the Chair of the City's Board of Zoning Appeals, or the Mayor;

(g) To keep and maintain current records relating to all the foregoing.

The Building and Land Use Administrator's authority shall be advisory only with all final decisions and determinations within the jurisdiction of the Municipal Planning Commission, Board of Zoning Appeals or City Council to be made by those agencies.

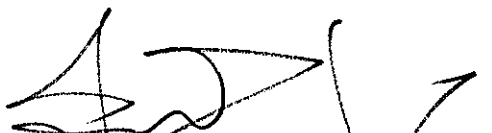
Section 3.     Severability. If any of the sections, subsections, sentences, clauses or phrases of this Ordinance are for any reason held to be unconstitutional or invalid, the validity of the remaining portions of this Ordinance shall not be affected, since it is the express intent of the Council of the City to pass each section, phrase, paragraph and word separately.

Section 4.     Part of Code of Ordinances. It is the intention of the Council and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Lookout Mountain, Georgia, and the sections of this Ordinance may be renumbered to accomplish such intention.

Section 5.     Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This Ordinance shall be effective ten (10) days after its adoption and approval by at least three (3) members of the Council for the City of Lookout Mountain, Georgia, after two (2) readings at least one (1) week apart.

APPROVED on first reading on June 14, 2018.

  
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Member of City Council

  
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Member of City Council

  
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Member of City Council

Eileen Taylor Mc Watson  
Member of City Council

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Member of City Council

A. ISA  
Mayor of Lookout Mountain, Georgia

APPROVED AND ADOPTED on second reading on July 12, 2018.

[Signature]  
Member of City Council

[Signature]  
Member of City Council

Eileen Taylor Mc Watson  
Member of City Council

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Member of City Council

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Member of City Council

A. ISA  
Mayor of Lookout Mountain, Georgia

ATTEST:  
Cindy Roberts  
City Clerk of Lookout Mountain, Georgia