

Chapter 3-05

DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES

Sections:

3-05-01 DEPARTMENT CREATED

3-05-02 DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

Section 3-05-01 DEPARTMENT CREATED

There is hereby created an administrative department of the City to be known as the Department of Planning and Development Services.

(5851, Amended, 06/23/1998; 5300, Amended, 04/02/1991)

**Section 3-05-02 DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

The Planning and Development Services Department shall be under the direction of the Director of Planning and Development Services who shall be accountable to the Mayor and City Council. The duties of the Director of Planning and Development Services shall be as follows:

- A. To provide for the daily administration, management, guidance and long-term planning for the Department;
- B. To formulate and recommend policies and procedures governing the operation of the Department, and to implement and enforce adopted policies and procedures;
- C. To interpret policies for the City Council, establish Department priorities, monitor Department performance, identify action which will improve the Department's level of performance and coordinate the Department's activities with other City Departments;
- D. To formulate for the Mayor and City Council plans and programs pertaining to the Department's functions and to implement and enforce such approved plans and programs;
- E. To proceed as directed by law on all matters requiring official action by the Department;
- F. To keep informed as to the latest practices in the field of Planning and Development Services and inaugurate with the approval of the Mayor and City Council, as appropriate, such new practices and policies as appear to be of benefit to the municipal service and to the public;
- G. To be responsible for the preservation of all records under his/her jurisdiction and for filing and indexing the same;
- H. To direct the preparation of planning studies and reports as may be required by law or directed by the Mayor and Council, including but not limited to amendments of the Comprehensive Plan and Zoning Ordinance;
- I. To recommend proposals and procedures pertaining to private and public land use development and special zoning matters, and to direct the administration and enforcement of the zoning code, the comprehensive plan, and all appropriate regulations and decisions of City Council and the

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various commissions, boards and committees within the purview of the Department;

- J. To advise the public on matters relating to planning and zoning procedures as outlined by law;
- K. To provide technical assistance and support to the Mayor, City Council, and the various commissions, boards and committees within the purview of the Department, and direct the provision of all necessary reports, agency coordination and public notification;
- L. To maintain maps and records as may be necessary for the fulfillment of the duties and functions of the Department;
- M. To be responsible for all functions assigned by law to the building official; to oversee the building plans review/inspection activities of the City, and to issue permits in conformity with the applicable building inspection laws and codes;
- N. To provide the office of the Ada County Assessor with copies of all building permits, demolition permits and other records of changes which would affect the assessed valuation of buildings and improvements;
- O. To prepare and formulate community development/housing and homelessness assistance programs in compliance with applicable federal, state and local laws, regulations and policies;
- P. To appoint a Fair Housing Coordinator and ensure that a process is utilized to accept and act upon complaints and reports of discriminatory City owned and or operated housing practices and forward such reports to State or Federal agencies as appropriate;
- Q. To perform or direct all duties required by this code or adopted or controlling codes of the various programs within this department or the City;
- R. To perform other duties as may be required by law or directed by the Mayor and City Council;
- S. To appoint a deputy director to fulfill the duties of the Director when the Director is absent;
- T. To direct all aspects of economic development pursued by the City;
- U. To appoint an ADA/504 coordinator to oversee all aspects of the position; and
- V. To oversee any programs assigned to the Department that seek to improve the self-sufficiency, social well being, health, and economic standing of Boise's citizens.

(6620, Amended, 12/11/2007; 5851, Amended, 06/23/1998)