

# APPENDIX A

## **\*\*Starke County Planning and Building Department**

Staffing Structure\*\*

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### **A-1. Purpose**

This Appendix establishes the official staffing structure of the **Starke County Planning and Building Department** and defines the relationship between staff positions, statutory authority, and departmental functions.

This Appendix is adopted pursuant to Indiana Code 36-7-4 and the Starke County Plan Commission Rules of Procedure. It is intended to clarify administrative roles, ensure continuity of operations, and promote consistent and lawful administration of planning, zoning, and building regulations.

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### **A-2. Department Structure**

The **Starke County Planning and Building Department** shall consist of the following staff positions:

<b>Position</b>	<b>Function</b>
<b>Director of Planning and Building / Building Commissioner</b>	Chief administrative officer; final authority over planning, zoning, building, and enforcement
<b>Deputy Administrative Assistant</b>	Zoning administration, permitting, case management, and Deputy Administrative Official
<b>Secretary</b>	Clerical support, Board of Zoning Appeals Secretary, and code-enforcement support

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### **A-3. Director of Planning and Building / Building Commissioner**

The **Director of Planning and Building / Building Commissioner** shall:

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- Serve as the **Executive Director** of the Plan Commission under IC 36-7-4-311
  - Serve as the **Building Commissioner** under the Starke County Building Code
  - Serve as the **Administrative Official** for zoning
  - Exercise final administrative authority over permits, inspections, enforcement actions, and departmental operations, except where authority is expressly reserved to the Plan Commission or Board of Zoning Appeals, or by statute.
  - Supervise all Planning and Building Department staff
  - Draft job descriptions subject to Plan Commission approval
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### A-4. Deputy Administrative Assistant

The **Deputy Administrative Assistant** shall:

- Serve as a **Deputy Administrative Official** under IC 36-7-4
  - Process Improvement Location Permits and zoning determinations
  - Assist with zoning enforcement and compliance
  - Support building permit and inspection administration
  - Maintain case files, records, and schedules
  - Act under the supervision and final approval authority of the Director
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### A-5. Secretary

The **Secretary** shall:

- Provide clerical and administrative support
  - Serve as **Secretary to the Board of Zoning Appeals**
  - Maintain official BZA and Plan Commission records
  - Process applications, fees, and correspondence
  - Perform **code-enforcement and compliance duties** as assigned
  - Assist with permits, inspections, and enforcement tracking
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### A-6. Chain of Authority

All staff operate under the **supervision and final authority** of the **Director of Planning and Building / Building Commissioner**, subject to the policies and oversight of the **Starke County Plan Commission**.

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### A-7. Delegation and Continuity

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The Director may delegate administrative, permitting, and enforcement functions to staff, including the Deputy Administrative Assistant and Secretary, as necessary for efficient operation and continuity of services. Such delegation shall not diminish the Director's final approval authority or responsibility for departmental actions.

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