

AMENDMENT NO. 1 TO THE STARKE COUNTY PLAN COMMISSION RULES OF PROCEDURE

Adopted pursuant to Article VII, Section 7.1 of the Rules of Procedure.

SECTION 1 — TITLE UPDATES

Wherever the term **“Planning and Zoning Administrator”** appears in the **Starke County Plan Commission Rules of Procedure**, it shall be replaced with:

“Starke County Director of Planning and Building.”

Wherever the term **“Planning and Zoning Administrator/Building Commissioner”** appears, it shall be replaced with:

“Starke County Director of Planning and Building / Building Commissioner.”

SECTION 2 — CONTINUITY AND MODIFICATION OF AUTHORITY

Except as expressly amended by this Amendment, all powers, duties, and authorities assigned by these Rules to the Planning and Zoning Administrator are hereby continued and shall be exercised by the **Starke County Director of Planning and Building**.

The changes adopted by this Amendment are intended to clarify titles, staffing structure, delegation of authority, and internal governance of the **Planning and Building Department** and shall supersede any inconsistent provisions of the Rules of Procedure.

SECTION 3 — HIRING AUTHORITY

Section 2.5(B) of the Rules of Procedure is hereby amended to read:

Staff shall be hired by the Starke County Plan Commission. The Starke County Director of Planning and Building shall provide administrative supervision and may recommend the hiring, discipline, and termination of staff, but shall not have independent hiring or firing authority.

SECTION 4 — PLANNING AND BUILDING DEPARTMENT STAFF STRUCTURE

A new subsection 2.5(E) is hereby added to the Rules of Procedure to read:

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

1. **Director of Planning and Building**, who shall serve as the chief administrative officer of the Plan Commission and the Planning and Building Department.
2. **Deputy Administrative Assistant**, who shall provide administrative, clerical, and case management support to the Plan Commission, Board of Zoning Appeals, and Director.
3. **Secretary**, who shall provide clerical and administrative support, shall serve as **Secretary to the Board of Zoning Appeals**, and shall perform **code enforcement and compliance functions** as assigned by the Director.

The **Secretary** is a staff position and is distinct from the **Secretary of the Plan Commission** elected from among the Commission's members under these Rules.

SECTION 5 — DEPUTY ADMINISTRATIVE OFFICIAL

A new subsection 2.5(F) is hereby added to the Rules of Procedure to read:

The **Deputy Administrative Assistant** is hereby designated as a **Deputy Administrative Official** for purposes of Indiana Code 36-7-4, and is authorized to perform administrative, permitting, and enforcement functions of the Administrative Official, including but not limited to the issuance of Improvement Location Permits, zoning compliance determinations, enforcement notices, and administrative approvals, **subject to the supervision, direction, and final approval authority of the Starke County Director of Planning and Building.**

SECTION 6 — JOB DESCRIPTIONS

A new subsection 2.5(G) is hereby added to the Rules of Procedure to read:

The **Starke County Director of Planning and Building** shall be responsible for drafting and maintaining job descriptions for all Planning and Building Department staff positions.

All job descriptions shall be **reviewed and approved by the Starke County Plan Commission** prior to submission to the **Board of Commissioners** or use in hiring, evaluation, or compensation decisions.

No job description shall be presented to the **Board of Commissioners** or used for employment purposes unless it has first been approved by the Plan Commission.

SECTION 7 — STAFFING APPENDIX

A new subsection 2.5(H) is hereby added to the Rules of Procedure to read:

2.5(H) — Staffing Appendix

The staffing structure, position functions, and chains of authority for the **Planning and Building Department** shall be as set forth in **Appendix A, “Staffing Structure,”** adopted by the Commission and **incorporated herein by reference.**

Appendix A shall have the same force and effect as if fully set forth in these Rules of Procedure and may be amended by action of the Starke County Plan Commission in the same manner as these Rules.

SECTION 8 — EFFECTIVE DATE

This Amendment shall take effect immediately upon adoption by the Starke County Plan Commission.

ADOPTED this 25 day of February, 2026

By the Starke County Plan Commission



Mike VanDeMark
Plan Commission Chairperson



John McCurrie III
Plan Commission Secretary

APPENDIX A

Starke County Planning and Building Department Staffing Structure

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.

A-2. Department Structure

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

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

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

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

- 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

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

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

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**.

A-7. Delegation and Continuity

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.