

COMMISSIONERS ORDINANCE NO. O-2024-12

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF
NEWPORT, KENTUCKY AMENDING SECTION 31.48 OF THE CODE OF
ORDINANCES CONCERNING PERSONNEL WITHIN THE PLANNING AND
DEVELOPMENT DEPARTMENT**

BE IT ORDAINED BY THE CITY OF NEWPORT, KENTUCKY, AS FOLLOWS:

SECTION 1

That Section 31.48 of the Code of Ordinances shall be and is hereby amended to read as follows:

§31.48 PLANNING AND DEVELOPMENT DEPARTMENT.

(A) The Planning and Development Department shall consist of the following personnel:

- (1) One Planning and Development Director;
- (2) Three Level I-III Building Inspectors;
- (3) Two part-time Building Inspectors;
- (4) One Historic Preservation Officer;
- (5) One Historic Preservation Enforcement Officer;
- (6) One Historian and Heritage Preservation Officer;
- (5) (7) One Administrative Assistant; and
- (6) (8) One part-time Clerk.

(B) The functions of the Planning and Development Department shall be as follows:

- (1) The administration of Planning and Zoning;
- (2) Development plan review;
- (3) Conduct building inspections;
- (4) Issue building permits;

- (5) Issue demolition permits;
- (6) Administer expanded jurisdiction;
- (7) Administer the Board of Adjustments;
- (8) Administer the Planning and Zoning Commission;
- (9) Administer the Urban Design and Review Board; and
- (10) Administer the Historic Preservation Commission and all aspects regarding historic preservation and the issuance of appropriate certificates, and;
- (10) (11) Other functions and duties determined by the City Manager.

SECTION II

That this Ordinance shall be signed by the Mayor, attested to by the City Clerk, recorded, published, and effective upon publication.

PASSED 1st READING: May 20, 2024

PASSED 2nd READING: June 17, 2024

Thomas L. Guidugli Jr., Mayor

ATTEST:

Tiffany Myers, City Clerk