

**COMMISSIONERS ORDINANCE NO. O-2023-012**

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF  
THE CITY OF NEWPORT, KENTUCKY CREATING SECTION  
31.48 OF THE CODE OF ORDINANCES ESTABLISHING THE  
PLANNING AND DEVELOPMENT DEPARTMENT TO  
INCLUDE THE POSITIONS AND FUNCTIONS THEREIN**

BE IT ORDAINED BY THE CITY OF NEWPORT, KENTUCKY:

**SECTION I**

That Section 31.48 of the Code of Ordinances of the City of Newport, Kentucky, is hereby created to establish the Planning and Development Department, to include the positions and functions therein 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 Administrative Assistant; and
- (6) 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; and
- (9) Administer the Urban Design and Review Board.
- (10) Other functions and duties determined by the City Manager.

**Not**

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## **SECTION II**

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

PASSED 1<sup>st</sup> READING: July 24, 2023

PASSED 2<sup>nd</sup> READING: August 28, 2023

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Thomas L. Guidugli Jr., Mayor

ATTEST:

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Tiffany Myers, City Clerk

**Not An Official Copy**