Roles and responsibilities in the planning process

**Governing Body**

*Might and Council*
- Sets vision for city
- Adopts comprehensive plan, zoning ordinance and zoning map amendments by ordinance after a public hearing
- Appoints planning commission, board of zoning appeals and board of architectural review members

**Zoning Official**
- Administers/interps zoning code
- Enforces zoning ordinances
- Issues permits
- Processes applications for variances and special exceptions
- Processes appeals
- Maintains zoning map

**Planning Commission**  
5-12 members
- Prepares and implements the council-approved comprehensive plan through zoning ordinances and regulations for the development of land
- Recommends to council policies and tools to implement the town’s vision
- Considers zoning/rezoning requests and makes recommendations to council

**Board of Zoning Appeals**  
3-9 members
- Grants or denies applications for variances and special exceptions
- Determines appeals from administrative decisions of the zoning official
- Can remand a matter to the zoning official if the record is insufficient for the board’s review

**Board of Architectural Review**  
No more than 10 members
- Implements zoning ordinances to preserve and protect historic and architecturally valuable districts, neighborhoods and natural scenic areas
- Determines appeals from decision of the zoning official

**Appeals Process**

**Circuit Court**
Hears appeals from board of zoning appeals and board of architectural review

**State Appellate Court**
Hears appeals from the circuit court