

ARTICLE XIII

ADMINISTRATION

SECTION 1. DUTIES OF THE ZONING ADMINISTRATOR:

1. Maintain permanent and current records with respect to these regulations including amendments thereto. Keep minutes and agendas of all meeting and hearings.
2. Accept applications, filing fees, and preliminary and final plats.
3. Transmit preliminary and final plats to the Planning Commission.
4. Transmit Planning Commission recommendations regarding final plat approval and acceptance of dedications or easements to the Governing Body for its action.
5. Provide plat approval to the subdivider together with authority to file the plat with the County Register of Deeds.
6. Transmit final plat copies to the City Clerk to file for their records.

SECTION 2. DUTIES OF THE PLANNING COMMISSION:

1. Review and approve, approve conditionally, or disapprove preliminary plats.
2. Review and recommend approval, conditional approval, or disapproval of final plats and transmit the same together with recommendations for acceptance of dedications of easements and rights-of-way to the Governing Body for their review.
3. Make other determinations and decisions as may from time to time be required by these regulations and by the applicable sections of the Kansas Statutes Annotated.

SECTION 3. DUTIES OF THE GOVERNING BODY:

1. Consider Planning Commission recommendations on final plats and accept or reject the plat and any dedications of easements and rights-of-way.
2. Approve engineering drawings of proposed improvements prior to construction.
3. Accept or reject financial guarantees from sub-dividers in lieu of immediate completion or installation of improvements required by the regulations.
4. Take other actions as required from time to time including the consideration of amendments to these regulations.