

Mitchell County Planning and Zoning Administrator

The Planning and zoning role in Mitchell County involves administering zoning regulations, reviewing development proposals, issuing permits, and supporting long-term community planning.

Overview of Mitchell County Planning & Zoning

Mitchell County's Planning & Zoning office operates under **Iowa Code Chapter 335**, which authorizes the county to regulate land use, building size, structure height, lot coverage, yard dimensions, population density, and the location and use of buildings for trade, industry, or residence outside city limits. The office ensures compliance with the county zoning ordinance and provides guidance to residents and developers.

Key Roles and Responsibilities:

- Assisting residents in determining applicable zoning requirements and completing forms.
- Reviewing applications for compliance with the zoning ordinance.
- Issuing permits such as zoning permits, temporary use permits, and certificates of occupancy when requirements are met.
- Advising applicants on alternatives if proposals do not comply, including variances or appeals.
- Conducting inspections to ensure developments match approved plans.
- Advising elected officials, legal counsel and public entities on land use policies and developments, thus ensuring the Comprehensive Plan decisions are legally defensible and meet procedural standards.
- Investigating violations and initiating enforcement actions when necessary.
- Monitoring nonconforming uses and maintaining accurate zoning records.
- Supporting the Planning Commission and Board of Adjustment with meeting accommodations, reports and recommendations.
- Performing office tasks such as data entry, file management, GIS mapping updates, and responding to public inquiries.
- Coordinate with DNR Floodplain Management to ensure proper protocols are followed when receiving and processing applications related to floodplain boundaries.

Skills and Qualifications:

- Strong communication skills, both orally and in writing, and customer service skills for public interaction.
- Ability to plan, organize and prioritize tasks.
- Ability to review plans, conduct inspections, and enforce regulations.
- Knowledge of zoning laws, land use planning, and local ordinances.
- Familiarity with GIS, Microsoft Office, and database management.
- Reports directly to County Board of Supervisors.

Physical Demands and Work Environment:

- May be required to walk; climb in and out of ditches or rough terrain.
- Work indoors and outdoors, exposed to dirt, dust, and/or extreme temperatures.
- Vision perception and ability to operate measuring tools.

Required Licenses, Registrations, and Certifications:

- Possession of a valid State of Iowa Driver's License.
- Prefer an associate's degree in urban planning, architecture, construction management, or related fields; a bachelor's degree may substitute for experience

Hours of Work:

- The normal work week shall consist of 20 hours per week. More hours will be required when organizing and conducting Zoning Commission or Board of Adjustment meetings.

Required Drug Testing:

- Drug testing shall be required as allowed by state law.

Residency Requirement:

- Mitchell County, Iowa

Marginal functions of the position that are incidental to performance of essential job duties have been excluded from this job description.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other

job-related instructions and to perform any other job-related duties requested by their supervisor.

Mitchell County reserves the right to change or reassign job duties to combine positions at any time.

Mitchell County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act. The County will provide reasonable accommodation for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodation with the employer.

Summary

Planning and zoning positions in Mitchell County combine **regulatory enforcement, community engagement, and strategic planning**. Staff ensure that development aligns with county ordinances, support residents and developers through the permitting process, and contribute to long-term planning initiatives that shape the county's growth and land use patterns.