

IC 36-7-4-311

Organization; staff and services; executive director; compensation

Sec. 311. (a) ADVISORY. The advisory plan commission may appoint, prescribe the duties, and fix the compensation of such employees as are necessary for the discharge of the duties of the commission. This compensation must be in conformity with salaries and compensation fixed up to that time by the fiscal body of the municipality or county, as the case may be. The commission may contract for special or temporary services and any professional counsel.

IC 36-7-4-401

Duties; advisory planning; area planning

Sec. 401. (a) Each plan commission shall:

- (1) supervise, and make rules for, the administration of the affairs of the commission (in the case of an advisory plan commission) or of the planning department (in the case of an area plan commission or a metropolitan development commission);
- (2) prescribe uniform rules pertaining to investigations and hearings;
- (3) keep a complete record of all the departmental proceedings; (4) record and file all bonds and contracts and assume responsibility for the custody and preservation of all papers and documents of the commission (in the case of an advisory plan commission) or of the planning department (in the case of an area plan commission or the metropolitan development commission);
- (5) prepare, publish, and distribute reports, ordinances, and other material relating to the activities authorized under this chapter;
- (6) adopt a seal; and
- (7) certify to all official acts.

IC 36-7-4-402

Duties; employees; hearings

Sec. 402. (a) ADVISORY. Each advisory plan commission shall prescribe the qualifications of, appoint, remove, and fix the compensation of the employees of the commission, which compensation must conform to salaries and compensations fixed before that time by the fiscal body of the county or municipality, as the case may be. The commission shall delegate authority to its employees to perform ministerial acts in all cases except

where final action of the commission or a board of zoning appeals is required by law.

Pulaski County Unified Development Ordinance, #05-2015, as adopted on 7 December 2015 and made effective 1 January 2016 (Section 2.2.E.1 page 24):

E. Administrator.

- 1 The Plan Commission shall designate an Administrator with the principal authority for implementing and enforcing this Ordinance as designated by the Plan Commission, and shall have the following powers and duties:

IC 36-7-4-913

Board of zoning appeals; secretary and employees

Sec. 913. The board of zoning appeals may appoint a secretary and such employees as are necessary for the discharge of its duties. As added by Acts 1981, P.L.309, SEC.23. Amended by Acts 1981, P.L.310, SEC.45.

Pulaski County Board of Zoning Appeals Rules of Procedure, adopted as amended this past Monday: <http://gov.pulaskionline.org/wp-content/uploads/sites/4/2016/01/BZA-Rules-of-Procedure.pdf>

10.3 Staff: The Board of Zoning Appeals Staff shall be the Plan Administrator for Pulaski County, Indiana.