

CHAPTER TWO ADMINISTRATIVE PROVISIONS

ARTICLE 2.1 THE DEVELOPMENT SERVICES MANAGEMENT GROUP

Section 2.1.1 Purpose and Composition:

(A) **Establishment**: There is hereby established within the Administration of the City of Delray Beach, Florida, the Development Services Management Group

(B) **Purpose**: The Development Services Management Group provides a single administrative unit which is generally responsible for the implementation of these Land Development Regulations and related activities.

(C) **Functions**: Within the Development Services Management Group there shall be the following functions:

- (a) Building
- (b) Code Enforcement
- (c) Comprehensive (Advanced) Planning
- (d) Current (Land Development) Planning
- (e) Others as assigned by the City Manager (e.g. Community Development)

Section 2.1.2 Administrative Organization and Responsibilities

(A) **Organization**: The administrative organization of the Development Services Management Group shall be as set forth on an organizational chart as promulgated by the City Manager pursuant to policies of the City Commission. The administrative organization shall provide, at a minimum, for the positions of a Director of Planning, a City Engineer, and a Chief Building Official.

(B) **Responsibilities of Required Positions**: Responsibilities assigned to required positions shall be as set forth throughout these regulations and as provided herein to include, but not be limited to, the following for each such position. Such items may be delegated, in writing, to others. However, neither exclusion of a responsibility which is included elsewhere in this Code, nor delegation to another diminishes the responsibility assigned herein.

SECTION 2.1.2 (B) (a)

(a) Director:

- 1.4.1 (C) Interpretations of Use
- 4.3.2 (C) (1) Interpretations of Use
- 2.4.3 Waivers of, or additions to, individual land development submission requirements
- 2.4.3 (A) (1) The form of development order applications
- 2.4.5 (G) (3) Approval of non-impacting site plan modifications
- 2.4.5 (I) (1) (a) Promulgation of list of items not requiring Architectural Approval
- 2.4.6 (J) (1) (c) Promulgation of list of items not requiring a C.O.A.
- 2.4.7 (D) Granting of Administrative Relief
- 2.4.8 (C) (4) Acceptance of late submissions
- 2.4.9 (B) Certification of Site Plans
- 2.4.1 (C) (3) Designation as City Preservation Officer

Additional Items:

- * Ensuring compliance with the annual review process established for the Comprehensive Plan as set forth in Part V of said Plan.
- * Designation as the Ex-Officio Member to the Planning and Zoning Board.
- * Designation as the Ex-Officio Member to the Site Plan Review and Appearance Board.
- * Designation as the Ex-Officio Member to the Historic Preservation Board.

(b) Chief Building Official:

- 1.4.1 (A) Interpretation of Chapter 7 (Building)
- 1.4.1 (B) Interpretation of Standards in Chapter Four (Zoning District Regulations)
- 1.4.2 (A) Enforcement of Regulations on Private Property
- 1.4.5 Interpretation of Appendix "A" (Definitions)
- 2.4.5 (I) (1) (b) Aesthetic approval for a limited number of items
- 2.4.6 (H) Approval of temporary uses of sales offices, models, construction trailers and compounds
- 2.4.7 (F) (2) (a) Member of Special Adjustment Advisory Board
- 4.5.34 (B) (1) Administration of Flood Damage Control Regulations

SECTION 2.1.2 (B) (b)

Additional Items:

- * Promulgation of various development order forms and issuance of development permits.
- * Determination of concurrency prior to issuance of a building permit.
- * Assignment of property addresses and building numbers.
- * Designation as the Ex-Officio Member to the Board of Adjustment.
- * The keeping of Building Department records.

(c) **City Engineer:**

- 1.4.1 (D) Interpretation of Chapter 6 (Infrastructure and Public Improvements)
- 1.4.2 (B) Enforcement in Rights-of-Way
- 2.4.3 (H) Approval of variations to plat Dedication Statement
- 2.4.6 (L) Certification of Drainage Plans
- 2.4.6 (M) Certification of Water and Sewer Plans
- 2.4.6 (N) Approval of work in Public Rights-of-Way
- 2.4.6 (N) (4) (d) Approval of work within a right-of-way on Saturday, Sunday, or Holidays
- 4.6.9 (D) (8) Approval of parking lot construction
- 6.1.12 Approval of the design of street name signs and street furniture

(C) **General Administrative Regulations:**

(1) **Conflict of Interest - Employees:** An employee connected with the Development Services Group shall not have a financial interest in furnishing labor, material, or appliances for the construction, alteration, demolition, repair, or maintenance of a building, or in making plans or specifications therefore, unless said employee is an owner of the building. Employees shall not engage in any work which is inconsistent with their duties or with interests of the Development Services Group.