



Plan Commission

Agenda Item

Subject: Commission Consideration of Ordinance No. 24-19, Zoning Text Amendments to Ordinance Amending Chapter 21.02 Administration and Enforcement of the Revised Ordinances of the City of Watertown.

Meeting: Plan Commission - Sep 05 2024

From: Heath VonEye, Assistant City Manager/Public Works Director

BACKGROUND INFORMATION:

This ordinance amendment is brought forward by staff as part of the recodification process to bring forward chapters and sections of ordinance individually for Plan Commission and City Council for review and action.

The proposed amendments provide clarification to the administration and enforcement of the Plan Commission and Board of Adjustment. Major amendments to the ordinance will include referencing to the Plan Commission as the Planning Commission as that is the correct term for the board within municipal government. This proposed amendment includes clarification for elections of members, terms, board membership which will eliminate having alternates, set meeting attendance expectations, etc.

The Mayor, Councilman Tupper, City Manager, Assistant City Manager, City Attorney and other applicable staff have reviewed the proposed ordinance amendments and support the changes presented.

FINANCIAL CONSIDERATIONS:

N/A

OVERSIGHT / PROJECT RESPONSIBILITY:

Brandi Hanten, Community Development Manager

Carla Heuer, Planner

STAFF RECOMMENDATION / SUGGESTED MOTION:

Staff recommends the ordinance amendment through following motion:

I move to approve Ordinance No. 24-19, Zoning Text Amendments to Ordinance Amending Chapter 21.02 Administration and Enforcement of the Revised Ordinances of the City of Watertown.

ATTACHMENT(S):

[PC Ordinance 24-19 - Final Draft](#)

Report and Recommendation of City Plan Commission

To the City Council of the City of Watertown, Codington County, South Dakota:

The undersigned hereby certifies that the following is a true, correct and complete copy of an Ordinance introduced, fully discussed, and approved and adopted during the duly called meeting of the City Plan Commission held on the 5th day of September 2024:

ORDINANCE NO. 24-19

AN ORDINANCE AMENDING CHAPTER 21.02 ADMINISTRATION AND ENFORCEMENT OF THE REVISED ORDINANCES OF THE CITY OF WATERTOWN

WHEREAS, The City of Watertown amends the provisions related to the Administration and Enforcement of Title 21 Zoning Ordinance.

BE IT ORDAINED by the Plan Commission of the City of Watertown, South Dakota, that Chapter 21.02 Administration and Enforcement of the Revised Ordinances of the City of Watertown be amended as follows:

Chapter 21.02 ADMINISTRATION AND ENFORCEMENT

Section

[\(back to Title contents\)](#)

[21.0201 ~~Plan-
Commission~~Planning
Commission](#)

[21.0202 Board of Adjustment](#)

[21.0203 Application for Rehearing upon Denial](#)

[21.0204 Appeals from the Board of Adjustment](#)

[21.0205 Administration and Enforcement](#)

[21.0206 Building Permits Required](#)

[21.0207 Application Required](#)

[21.0208 Schedule of Fees, Charges and Expenses](#)

[21.0209 Amendments](#)

[21.0210 Repealed](#)

21.0201: PLANNING COMMISSION

[\(back to Chapter contents\)](#)

1. **City Planning Commission Created.** There is hereby created a ~~Plan-Commission~~Planning Commission for the City of Watertown, South Dakota, and for land within three (3) miles of its corporate limits.
- ~~2.—~~**Membership of the ~~Plan-Commission~~Planning Commission.** The ~~Plan-Commission~~Planning Commission shall consist of seven (7) members, ~~and two~~
- ~~(2)2.~~ alternates, appointed by the Mayor subject to the approval of the City Council. ~~The alternates shall be the same two individuals appointed as alternates to the Board of Adjustment pursuant to Section 21.0202. If a member of the Plan-Commission~~Planning Commission ~~is unable to attend a meeting, the first alternate, or the second alternate, in turn, shall serve in such a members place.~~ It is recommended that each ward of the

City is represented on the ~~Plan Commission~~Planning Commission, but in no instance shall there be more than three (3) ~~Plan Commission~~Planning Commission members from a single City ward. At least six (6) members of this Plan Commission shall be resident electors of the City; one (1) member, ~~or one (1) alternate,~~ may reside not more than three (3) miles outside city limits. ~~Plan Commission~~Planning Commission members and alternates shall be qualified by knowledge or experience to act in matters pertaining to the development and administration of the city plan who shall not hold any elective office in the municipal government. ~~The Mayor may appoint a City Council person to serve as a non-voting liaison to the Plan Commission.~~Planning Commission. Administrative officials of the City may be appointed as ex-officio members of the Commission by the Mayor. (Ord 18-16; Rev 09-28-18)

3. **Terms of Members.** The term of each member of the ~~Plan Commission~~Planning Commission shall be for three (3) years, except that when such ~~Plan Commission~~Planning Commission is first appointed ~~three~~two (2) members shall be appointed to serve a term of ~~two~~one (1) year, three (3) members shall be appointed to serve a term of two (2) years, and two (2) members for three (3) years.

Thereafter appointment of each member shall be for three (3) years so that there will be an overlapping of tenures. (Ord 01-14; Rev 10-20-01) ~~The Mayor shall appoint or reappoint Planning Commission members at the first City Council meeting of November~~December each year for those members whose terms have expired. A member shall not serve for more than three consecutive terms. After appointments are made and approved by City Council, the ~~new or reappointed~~ Planning Commission members' terms are effective at the first~~next~~ scheduled Planning Commission meeting in January. Those members whose terms are ending will serve through the last meeting in December.

4. **Compensation.** All members of the ~~Plan Commission~~Planning Commission shall serve as such without compensation.

- 4.5. **Onboarding.** ~~An Orientation Session~~ Will be performed for all new and returning Planning Commission members. This session will generally introduce the City's planning framework, the commission's mission, structure, key responsibilities, relevant laws and regulations, and the commission's role in the decision making process. This administrative function of commission member onboarding will be conducted by the City Manager or their designee(s) to generally coordinate with at the time of any board member- appointment or reappointment at the first Planning Commission meeting.

- 5.6. **Organizations, Rules, Staff and Finances.** Such ~~Planning~~ Commission shall elect its chairman ~~and vice chair~~ from among its members for a term of one year with eligibility for reelection ~~not to exceed three consecutive years, and may fill such other of its offices as it may create in a manner prescribed by the rules of such Commission.~~ The election shall take place at the first meeting of January each year. The Commission shall hold at least one regular meeting each month and shall adopt rules for transaction of its business and keep a record of its resolutions, transactions, findings and determinations which shall be a public record. The Plan Commission~~Planning Commission~~ may appoint such employees as it may deem necessary for its work, whose appointment, promotion, demotion and removal shall be subject to the same provisions of law, including Civil Service Regulations as govern other corresponding civil employees of the municipality. The Commission may also contract with city planners, engineers, architects and other consultants for such services as it may require. The expenditures of the Commission, exclusive of those made from funds received by gift, shall be within the amount appropriated for the purpose by the City Council which shall provide the funds, equipment and accommodations necessary for the Commission's work.

- 6.7. **Meeting Attendance.** ~~Commission member shall be deemed present at a meeting if, upon the taking of the roll, they appear in person or participate in the meeting telephonically or by other electronic means approved by the City Council.~~

- a. A quorum may be established by any combination of members present, in person or participating telephonically or by other electronic means. All votes taken during a meeting with a member participating electronically shall be taken by roll call. Commission members will exercise their best efforts to ensure a physical quorum at all Planning Commission meetings.
- b. Attendance Requirement. Members of the Commission are expected to attend all scheduled meetings. A member who misses more than three consecutive regular meetings, or fails to attend at least 75% of all meetings within a calendar year, may be subject to review and potential dismissal from the commission.
- c. Excused Absences. Absences may occur for a number of~~be excused if a valid reasons such as; is provided~~ including illness, family emergency, or work-related obligations. The member is responsible to inform the chair or appropriate city staff prior to the meeting if they are unable to attend, preferably at least forty-eight (48) hours in advance to help ensure a quorum of the commission. These~~is~~ absences will count against the member's attendance requirement.

d. Dismissal Procedure. If a member fails to meet the attendance requirement:

1. The Mayor and chair of the Planning Commission shall review the member's attendance record.
2. The Mayor and chair may recommend dismissal to the City Council at any time prior to the expiration of the member's term
- ~~1. The Mayor will appoint a new member to fill the vacancy with the appointment occurring at the next City Council meeting following the dismissal of the previous member~~
3. The member shall receive notification at least two (2) weeks before the dismissal is heard by the City Council and have the opportunity to address the City Council.
4. The City Council shall make the final decision regarding the dismissal of the member, taking into account the reasons for absences.
- ~~—The Mayor will appoint a new member to fill the vacancy with the appointment occurring at the next City Council meeting following the dismissal of the previous member~~

~~7. The majority of the membership of this corporation shall constitute a quorum for the transaction of business. A member shall be deemed present at a meeting if, upon the taking of the roll, they appear in person or participate in the meeting telephonically or other electronic means approved by the membership. A quorum may be established by any combination of members present, in person, or participating telephonically or by other electronic means. (Ord 14-12; Add 04-11-14)~~

21.0202: BOARD OF ADJUSTMENT

[\(back to Chapter contents\)](#)

~~1. Establishment and Procedure.~~ The Board of Adjustment is hereby established, which shall consist of the entire membership ~~alternates~~ of the ~~Plan Commission~~Planning Commission whose appointment as such Board of Adjustment is provided for under SDCL §11-4-13, and all acts amendatory thereto. ~~The Mayor, subject to the approval of the City Council, shall appoint two (2) alternates to the Board of Adjustment. If a member of the Board of Adjustment is unable to attend a meeting, the first alternate, or the second alternate, in turn, shall serve in the members place.~~

- a. Proceedings of the Board of Adjustment. The Board of Adjustment shall ~~follow~~adopt the rules necessary to the conduct of its affairs and in keeping with the provisions of Title 21 of the Revised Ordinances of the City of Watertown and other City Zoning ordinances, hereinafter "this ordinance", and with State Statutes. Meetings shall be held at the call of the ~~chairman~~Administrative Official and at such other times as the Board may determine. ~~The chairman, or the chairman's designee, may administer oaths and compel the attendance of witnesses.~~ All meetings shall be open to the public.

The ~~Board of Adjustment~~Administrative Official shall keep minutes of ~~the Board's~~sits proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be a public record ~~and shall be immediately filed in the office of the Finance Officer.~~ (Ord 17-37 Rev 11-10-17)

- b. Meeting Attendance. At least two-thirds (2/3) of the Board members shall constitute a quorum for the transaction of business. A member shall be deemed present at a meeting if, upon the taking of the roll, they appear in person or participate in the meeting telephonically or other electronic means approved by the membership. A quorum may be established by any combination of members present, in person, or participating telephonically or by other electronic means. (Ord 14-12; Add 04-11-14)
- c. Hearings; Appeals; Notice. Appeals to the Board of Adjustment concerning interpretation or administration of this ordinance may be taken by any person aggrieved by any non-ministerial, non-preliminary decision of the ~~Building Official~~Administrative Official. Such appeals shall be taken within a reasonable time, not to exceed thirty (30) days, by filing with the ~~Building Official~~Administrative Official ~~and with the Board of Adjustment~~Administrative Official a notice of appeal specifying the grounds thereof. The ~~Administrative Official~~Building Official shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken.

The ~~Board of Adjustment~~Administrative Official shall fix a reasonable time for the hearing of appeal, give public notice in the official newspaper ~~and~~ not less than ten (10) days prior to such hearing, and provide written notice to the parties in interest by certified mail whose receipts must be filed with the Board at least five (5) days prior to such hearing, and decide the appeal within a reasonable time. At the hearing, any party may appear in person or by agent or attorney. The parties in interest must also be notified by

first class mail sent at least five days before the Board of Adjustment meeting for the Board to be authorized to consider an appeal continued from a prior Board meeting. The foregoing requirement only applies when the Board of Adjustment does not announce, upon continuing an appeal, a date certain to which the appeal is continued. (Ord 16-12; Rev 09-09-16) (Ord 17-37 Rev 11-10-17)

- d. Stay of Proceedings. An appeal stays all proceedings in furtherance of the action appealed from, unless the ~~Administrative Official~~~~Building Official~~ from whom the appeal is taken certifies to the Board of Adjustment after the notice of appeal is filed with ~~them~~~~him~~, that by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Board of Adjustment or by a court of record on application, on notice to the ~~Building Official~~~~Administrative Official~~ from whom the appeal is taken and on due cause shown. (98-6)

2. Powers and Duties.

- a. Administrative Review. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the ~~Administrative Official~~ ~~Building Official~~ in the enforcement of this ordinance.
- b. Conditional Uses: Conditions Governing Applications; Procedures. To hear and decide only such conditional uses as the Board of Adjustment is specifically authorized to pass on by the terms of this ordinance; to decide such questions as are involved in determining whether conditional uses should be granted; and to grant conditional uses with such conditions and safeguards as are appropriate under this ordinance, or to deny conditional uses when not in harmony with the purpose and intent of this ordinance. A conditional use shall not be granted by the Board of Adjustment unless and until:
 - (1) A written application for a conditional use is submitted indicating the section of this ordinance under which the conditional use is sought and stating the grounds on which it is requested.
 - (2) Public notice shall be given stating the time, date, and place when and where such hearing shall be held, and a notice that all interested persons may appear and be heard. Such notice shall be by legal publication in the official newspaper no less than ten (10) days in advance of public hearing. (Ord 16-12; Rev 09-09-16)
 - (3) Notice of the applicant's request shall also be given to all land owners adjacent to or within 250' (including the width of public right of way; whichever provides greater notice) from the legal lot of record requesting a conditional use by first-class mail ~~of the applicant's request~~. The notice shall give the details of the applicant's request and the date, place, and time of the Board of Adjustment meeting that will rule on the application. Notice shall be sent at least five (5) days before the time of the hearing. The applicant shall reimburse the City for the cost of providing such notice. Provided by the City, a sign must be posted by the applicant on the property requesting a conditional use at least five (5) days before the time of hearing. (Ord 16-12; Rev 09-09-16) (Ord 20-24; Rev 08-28-20)
 - (4) Before the Board of Adjustment may consider any previously tabled application for conditional use or any application for conditional use otherwise continued from a prior Board meeting, notice shall be provided to the adjacent land owners by first class mail sent at least five (5) days prior to the meeting on the tabled or continued application. The foregoing requirement only applies when the Board of Adjustment does not announce, upon a motion to table or otherwise continue an application for conditional use, a date certain to which the matter is continued or on which the matter will be taken off the table. The applicant shall reimburse the City for the cost of providing such notice. (Ord 16-12; Rev 09-09-16)
 - (5) The public hearing shall be held. Any party may appear in person, or by agent or attorney.
 - (6) The Board of Adjustment shall make a finding that it is empowered under the section of this ordinance described in the application to grant the conditional use, and that the granting of the conditional use will not adversely affect the public interest.
 - (7) Before any conditional use shall be issued, the Board shall verify through the Administrative Official ~~make written findings to~~ certifying compliance with the specific rules governing individual conditional uses and ~~the~~ satisfactory provision and arrangement has been made concerning the following, where applicable:
 - (a) Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - (b) Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the conditional use on adjoining properties and properties generally in the district.
 - (c) Refuse and service areas, with particular reference to the items in (a) and (b) above,

- (d) Utilities, with reference to locations, availability and compatibility.
 - (e) Screening and buffering with reference to type, dimensions and character.
 - (f) Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic affect, and compatibility and harmony with properties in the district.
 - (g) Required yards and other open space.
 - (h) General compatibility with adjacent properties and other property in the district.
- (8) In any case where the holder of a conditional use permit issued under City zoning ordinance has not instituted the use or begun construction, as applicable, within one year of the date of approval, the permit shall be null and void. Similarly, any such conditional use, upon its cessation or abandonment for a period of one year, will be deemed to have been terminated. (Ord 17-37 Add 11- 10-17)
- c. **Variances:** Conditions Governing Applications; Procedures. To authorize upon appeal in specific cases such variance from the terms of this ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in unnecessary hardship.
- (1) Standards for Variances. In granting a variance, the board shall ascertain that the following criteria are met:
 - (a) Variances shall be granted only where special circumstances or conditions (such as exceptional narrowness, topography or siting), fully described in the finding of the Board, do not apply generally in the district.
 - (b) Variances shall not be granted to allow a use otherwise excluded from the particular district in which requested.
 - (c) For reasons fully set forth in the findings of the board, the aforesaid circumstances or conditions are such that the strict application of the provisions of this title would deprive the applicant of any reasonable use of ~~their~~this land. Mere loss in value shall not justify a variance; there must be a deprivation of beneficial use of land;
 - (d) Any variance granted under the provisions of this section shall be the minimum adjustment necessary for the reasonable use of the land;
 - (e) The granting of any variance is in harmony with the general purposes and intent of this title and will not be injurious to the neighborhood, detrimental to the public welfare, or in conflict with the comprehensive plan for development.
 - (2) Requirements for the Granting of a Variance. Before the board shall have the authority to grant a variance, the person seeking the variance has the burden of showing:
 - (a) That the granting of the building permit will not be contrary to the public interest;
 - (b) That the literal enforcement of this title will result in unnecessary hardship;
 - (c) That by granting the building permit contrary to the provisions of this title the spirit of this title will be observed;
 - (d) That by granting the permit, substantial justice will be done.
 - (3) All applicants for a variance will submit a written request which shall demonstrate:
 - (a) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
 - (b) That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
 - (c) That the special conditions and circumstances do not result from the actions of the applicant.
 - (d) That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures or buildings in the same district.

No nonconforming use of neighboring lands, structures or buildings in the same district, and no permitted or nonconforming use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.
 - (4) Notice of public hearing shall be given as in Section 21.0202(2)(b)(2). (Ord 04-04; Rev 03-26-04)
 - (5) Notice ~~of the applicant's request~~ shall also be given to all land owners adjacent to or within 250' (including the width of public right-of-way; whichever provides greater notice) from the legal lot of record requesting a variance by first-class mail ~~of the applicant's request~~. The notice shall give the details of the applicant's request and the date, place, and time of the Board of Adjustment meeting that will rule on the application. Notice shall be sent at least five (5) days before the time of the hearing. The applicant shall reimburse the City for the cost of providing such notice. (Ord 16-12; Rev 09-09-16) (Ord 20-24; Rev 08-28-20)
 - (6) Before the Board of Adjustment may consider any previously tabled application for variance or any

application for variance otherwise continued from a prior Board meeting, notice shall be provided to the adjacent land owners by first class mail sent at least five (5) days prior to the meeting on the tabled or continued application. The foregoing requirement only applies when the Board of Adjustment does not announce, upon a motion to table or otherwise continue an application for variance, a date certain to which the matter is continued or on which the matter will be taken off the table. The applicant shall reimburse the City for the cost of providing such notice. (Ord 16-12; Rev 09-09-16)

- (7) The public hearing shall be held. Any party may appear in person, or by agent or by attorney.
- (8) The Board of Adjustment shall make findings that the requirements of Section 21.0202(2)(c)(1) and (2), above have been met by the applicant for a variance. (Ord 04-04; Rev 03-26-04)
- (9) A variance granted by the Board of Adjustment shall expire one (1) year from the date upon which it becomes effective if no construction authorized by the variance has commenced. Upon written request to the Board of Adjustment and prior to the variance expiration date, a one (1) year time extension for the variance may be granted by the Board of Adjustment. (Ord 17-37; Rev 11-10-17)

In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with the ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this ordinance and punishable under Section 21.9901 of this ordinance. (Clerical Edit per § 22.0106, 02-07-17)

Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permissible under the terms of this ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this ordinance in said district.

- d. Board has Powers of ~~Building Official~~Administrative Official on Appeals; Reversing Decision of Administrative Official~~Building Official~~. In exercising the above mentioned powers, the Board of Adjustment may, so long as such action is in conformity with the terms of this ordinance, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made, and to that end shall have the powers of the ~~Building Official~~Administrative Official from whom the appeal is taken.
- e. The concurring vote of at least two-thirds (2/3) of the members of the Board shall be necessary to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance, or to affect any variation in the application of this ordinance, or to reverse any order, requirement, decision or determination of the ~~Building Official~~Administrative Official. Notwithstanding the foregoing, conditional uses shall be determined by an affirmative vote of at least two-thirds (2/3) of the present and voting members of the Board. (Ord 06-29; Rev 02-08-07) (Ord 20-38; Rev 1-1-21)
- f. When granting a conditional use or variance, the Board of Adjustment may, as part of its official action, set an amount, not to exceed twenty five dollars (\$25) per day, to be charged in the event that the terms of the conditional use or variance are violated or the project not completed in the time set by the Board of Adjustment. (E-546-1)

21.0203: APPLICATION FOR REHEARING UPON DENIAL

[\(back to Chapter contents\)](#)

In denying a Conditional Use or Variance, the Board of Adjustment may, as part of its official decision, establish a time period, not to exceed five (5) years, during which no applicant may submit a similar request for Conditional Use or Variance at the same location. The decision on whether a request made during the time period established by the Board of Adjustment is similar to one previously submitted shall be made, in writing, by the ~~Building Official~~Administrative Official whose decision shall be final with no right or appeal therefrom.

21.0204: APPEALS FROM THE BOARD OF ADJUSTMENT

[\(back to Chapter contents\)](#)

Any person or persons of the City aggrieved by any decision of the Board of Adjustment may seek review by a court of record of such decision, in the manner provided by the laws of the State of South Dakota.

21.0205: ADMINISTRATION AND ENFORCEMENT

[\(back to Chapter contents\)](#)

1. The ~~City Manager is the Chief Administrative Official for the City. Under their direction, the Public Works Director appoints a Community Development manager to administer the planning, zoning, and building regulatory functions of the City, to include this ordinance. The Building Official shall be appointed by the City ManagerPublic Works Director and Community Development Manager. , or the City's Manager's designee, and a Deputy Building Official may be appointed to have all the powers of the Building Official.~~ The Building Official shall act as the Building and Plumbing Inspector and shall be under the jurisdiction of the ~~City Manager, or the City Manager's designee~~Public Works Director and Community Development

Manager, and shall coordinate his-their work with the ~~offices of the City~~ Engineering Division, Fire ~~Inspector~~ Department and ~~Sanitarian~~ Wastewater Division. (Ord 21-14; Rev 6-11-21)

2. Record. A record ~~book~~ database shall be kept in which the Building Official shall keep a record of all building permits issued. (Ord 04-04; Rev 03-26-04)
3. Duties. The Community Development Manager~~Building Official~~ shall administer and enforce the provisions of this ordinance. ~~Together with the Building Official. The-their~~ powers and duties ~~of the Building Official~~ shall be as follows:
 - a. Issue all building permits and make and maintain records thereof.
 - b. Conduct inspections of buildings, structures and the use of land to determine compliance with this ordinance.
 - c. Require that all construction or work of any type be stopped when such work is not in compliance with this ordinance.
 - d. Revoke any permit which was unlawfully issued or any permit wherein defective work has been performed, and when such work has not been corrected within ninety (90) days of notification.
 - e. Maintain permanent and current records of this regulation, including, but not limited to, all maps, amendments, variances, appeals and applications.
 - f. Provide public information relative to all matters arising out of this ordinance.
 - g. Forward to the ~~Plan Commission~~ Planning Commission all applications for amendments to this ordinance.
 - h. Forward to the Board of Adjustment, applications for appeals, variances or other matters on which the Board of Adjustment is required to pass under this ordinance.

I hereby certify that the above Ordinance No. 24-19 was duly recommended by the City Plan Commission of the City of Watertown.

Dated this 5th day of September 2024.

City Plan Commission