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3
4 THE TOWN OF COVENTRY
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7 **ORDINANCE OF THE TOWN COUNCIL**

8
9 IN AMENDMENT OF THE TOWN OF COVENTRY CODE OF ORDINANCES, 2008
10 PART II – GENERAL LEGISLATION,
11 CHAPTER 255, ARTICLE III – Administration and Enforcement
12

13 **Ordinance No. 2025-22**

14
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16 *The Town Council of the Town of Coventry hereby ordains as follows:*

17
18 **Section 1.** The Town of Coventry Code of Ordinance, Part II General Legislation is hereby
19 amended by amending the following Chapter and Sections of Article III:
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21 **Article III, Chapter 255 – Zoning**

22
23 **§ 255-300. Building Inspector and Zoning Enforcement Officer.**

24
25 It shall be the duty of the Building Inspector and the Zoning Enforcement Officer (“ZEO”) to
26 administer and enforce the provisions of this chapter as such provisions may be assigned to
27 them in their respective capacities, by this chapter or by law, as may be amended.
28

29 ~~§ 255-310. Duties of building inspector and zoning enforcement officer. Building inspector.~~

30 ~~The Building Inspector and the Zoning Enforcement Officer shall have the authority to:~~

31 ~~A. Order the correction of any violation of this chapter;~~

32 ~~B. Order discontinuance of illegal uses of land, buildings or structures;~~

33 ~~C. Order removal of illegal buildings or structures or illegal additions or structural alterations;~~

34 ~~D. Order discontinuance of any illegal work being done;~~

35 ~~E. Take other action authorized by this chapter to ensure compliance with or to prevent~~
36 ~~violation(s) of this chapter. This may include the issuance of and action on building~~
37 ~~permits, zoning and occupancy certificates and similar administrative duties as are~~
38 ~~permitted;~~
39

40 ~~F. Collect required fees and fines for violations;~~

41 ~~G. Keep records showing the compliance of uses of land;~~

42 ~~H. Inspect suspected violations; and~~

43 ~~I.—Perform other duties and exercise other powers as are authorized by this chapter.~~
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45

46 A. Qualifications. The qualifications of the Building Inspector are set forth in Chapter 27.3 of
47 Title 23 of the Rhode Island General Laws.
48

49 B. Duties. The duties of the Building Inspector are set forth in Chapter 27.3 of Title 23 of the
50 Rhode Island General Laws. In addition, and to the extent that there is no conflict with the
51 Rhode Island General Laws, the following are additional duties of the Building Inspector:

52 (1) Order that any illegal work in progress be discontinued or cease;

53 (2) Take other action authorized by this chapter, state law or are otherwise lawfully
54 delegated to the Building Inspector to ensure compliance with or to prevent
55 violation(s) of this chapter, state building code or state law, including but not limited
56 to the issuance of and action on building permits, zoning and occupancy certificates
57 and similar administrative duties as are permitted or authorized by state law or
58 ordinance not inconsistent with state law;

59 (3) Collect required fees and fines for violations of this chapter; and pay all funds received
60 over to the Town's finance department at the direction of the Finance Director;

61 (4) Keep records that demonstrate the compliance of uses of land and in connection with the
62 performance of their duties as Building Inspector;

63 (5) Inspect suspected and/or credibly reported violations of state building code and the Code
64 where required; and

65 (6) Perform other duties and exercise other powers as are authorized by this chapter, law or
66 are otherwise lawfully delegated to the Building Inspector.
67

68 **§ 255-311. Zoning enforcement officer (ZEO).**
69

70 The Director of the Department of Planning and Development shall be the ZEO.
71

72 A. Qualifications. The minimum qualifications of the ZEO shall be the ability to intelligently
73 interpret this chapter and to enforce the chapter in an effective, firm and tactful manner, and
74 to carry out such other related duties as may be required by law.
75

76 B. Duties. The ZEO has authority to enforce the provisions of this chapter, which includes
77 performance of the following duties:

78 (1) Order the correction of any violation of this chapter;

79 (2) Order that the illegal uses of land, buildings or structures be discontinued or cease;

80 (3) Order the removal of illegal buildings, structures, illegal additions, and/or structural
81 alterations;

82 (4) Order that any illegal work in progress be discontinued or cease;

83 (5) Interpret the zoning ordinances of the Town and this chapter; and opine thereon on
84 behalf of the Town in their official capacity as ZEO;

- 85 (6) In accordance with R.I. Gen. Laws § 45-24-54, upon written request, issue a zoning
- 86 certificate or provide guidance, clarification and/or information to a requesting party;
- 87 (7) Research, drafting, and signing of and in connection with zoning certificates;
- 88 (8) Research, drafting, and signing of and in connection with modification permit;
- 89 (9) Inspect suspected and/or credibly reported Code violations;
- 90 (10) Research, perform site inspections, drafting and signing in connection with zoning
- 91 enforcement documents, including but not limited to Notice of Orders (“NOO”) and
- 92 Notice of Violations (“NOV”);
- 93 (11) Keep records in connection with the performance of their duties as ZEO;
- 94 (12) Collect fees and fines for enforcement of this chapter or law; and pay all funds received
- 95 over to the Town’s finance department at the direction of the Finance Director; and
- 96 (13) Perform other duties and exercise other powers as are authorized by this chapter, law or
- 97 are otherwise lawfully delegated to the ZEO.

98
 99 C. Delegation of Duties. The ZEO may delegate to one or more subordinates (“Designee”), such
 100 as a Zoning Clerk or Special Duties Clerk, all or a portion of their duties under this chapter so
 101 long as the Designee works at the direction of the ZEO, is responsible to the ZEO and is
 102 qualified to perform such delegated duties as to the enforcement of the provisions of this
 103 chapter. It shall be the responsibility of the ZEO to ensure that their Designee is qualified,
 104 trained and supervised by them.

105
 106 **Section 2.** This ordinance shall take effect upon its passage and final adoption.
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 110 Introduced by/Pursuant to: Council President Hillary V. Lima at the request of the Executive

111 Referred to/for: Planning Commission on ___ August 15 ___, 2025

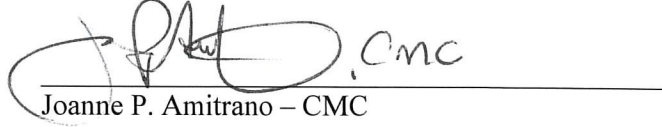
112
 113 First Reading on ___ August 26 ___, 2025

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 115 Public Hearing on ___ October 14 ___, 2025

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 117 Passed or Denied on a vote of 5-0

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 119 
 120 _____
 121 John-Paul A. Verducci – Town Council President

122 Approved: 
 123 _____
 124 Daniel O. Parrillo – Town Manager

125 Certification of Actions by Town Clerk: 
 126 _____
 127 Joanne P. Amitrano – CMC
 128
 129