



ORDINANCE 2026-A514

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE TOWN CODE ARTICLE 7-7 – ENFORCEMENT PROCEDURES FOR VIOLATIONS OF THE TOWN CODE BY THE HEARING OFFICER.

WHEREAS, the Town of Camp Verde is authorized under Arizona law to adopt and amend its municipal code; and

WHEREAS, Article 7-7 of the Town governs Enforcement Procedures of Violations of the Town Code; and

WHEREAS, the Mayor and Common Council find that it is necessary and in the best interest of the public health safety and welfare to amend Article 7-7 of the Town Code; and

WHEREAS, the Town of Camp Verde has implemented the use of a Hearing Officer as an alternative quasi-judicial process to adjudicate violations of the Town Code; and

WHEREAS, the use of a Hearing Officer is intended to streamline enforcement procedures, improve administrative efficiency, and reduce the burden on the Town and the Yavapai County Superior Court; and

WHEREAS, since the implementation of the Hearing Officer process, Town staff have gained operational experience administering cases and evaluating the effectiveness of the procedures outlined in Article 7-7; and

WHEREAS, through this experience, Town staff have identified procedural inefficiencies within Article 7-7 – Enforcement Procedures for Violations of the Town Code; and

WHEREAS, aligning the Town Code with current operational practices and realistic procedural timelines will enhance consistency, clarity, and fairness for all parties involved, including Town staff, Hearing Officers, and respondents; and

WHEREAS, the proposed amendments to Section 7-7-5, Civil Hearing Procedures, Commencement of Action, Subsections H and I, are intended to establish more practical timelines that reflect actual administrative processes; and

WHEREAS, the Mayor and Common Council find that updating these procedures will promote more efficient code enforcement, support timely resolution of violations, and better serve the public interest; and

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE:**

Section 1. The Mayor and Common Council hereby finds as follows;

- A. The proposed Text Amendment will not constitute a threat to the health, safety, welfare, or inconvenience to the general public of the Town of Camp Verde.

- B. The proposed Text Amendment is hereby adopted in accordance with Exhibit A. At least three paper copies or one paper copy and one electronic copy shall remain on file with the Town Clerk in compliance with A.R.S Section 9-802 and kept available for public use and inspection.

Section 2: All ordinances, resolutions, or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 3: If any section, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance; and

Section 4: This ordinance shall become effective on the 6th day of June, 2026

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 6th DAY OF MAY 2026.



Marie Moore, Mayor

Attest:



Leah Rhodes, Town Clerk

Approved as to form:



Trish Stuhan, Town Attorney

"Exhibits on file at the Town Clerk's Office, 473 S Main St. Ste 102, Camp Verde. Arizona."

EXHIBIT A

Section 7-7-5 Civil Hearing Procedures, Commencement of Action

- A. Commencing Action. Authorized Officials, as defined under subsection 7-7-1A.5 are hereby authorized to file Complaints, Notice of Violations or Notice of Hearings to the Administrative Hearing Officer.
- B. Filing Complaint. Every action or proceeding brought before the Hearing Officer for a civil violation of any Town Code and/or Planning & Zoning Ordinance provision shall be commenced by filing a Civil Complaint using either the uniform Arizona Traffic Ticket and Complaint form, or one substantially similar or a Notice of Hearing with the Code Enforcement Officer or Community Development Department.
- C. Factual Basis. Complaints or Notice of Hearings shall contain:
 - 1. The name and address of the defendant(s),
 - 2. A legal description and/or the address of the site that is in violation,
 - 3. A statement of fact or facts constituting the specific violation which shall cite to this ordinance as well as the particular subsection of the Town Code or Planning & Zoning Ordinance provision applicable to the alleged violation.
- D. Designation of Offense. Each subsection of the ordinance cited in the complaint or notice of hearing shall be deemed a separate offense.
- E. Notice to Alleged Violator. The Complaint or Notice of Hearing shall set forth the following:
 - 1. Date and time of appearance,
 - 2. Location of hearing,
 - 3. Date and time of alleged violation(s),
 - 4. Direct the defendant to appear in front of the hearing officer,
 - 5. State that if the defendant fails to appear, the Hearing Officer will enter a default judgment against the defendant in favor of the State, and impose sanctions not to exceed two hundred fifty dollars (\$250) for each alleged violation,
 - 6. Defendant rights and appeals.
- F. Service. The Complaint or Notice of Hearing shall be served by the Code Enforcement Officer or Authorized Official on the defendant at least thirty (30) days prior to the appearance date. The Code Enforcement Officer or Authorized Official shall first attempt personal service of the Complaint or Notice of Hearing through hand-delivery, with the notice signed by the owner, defendant, tenant-occupant, person in control of the property or their authorized representative with their promise to appear within thirty (30) days of the issuance of the Complaint or Notice of Hearing. If the owner of record, defendant, tenant-occupant, person in control of the property or their authorized representative refuses to sign, this should be noted on the Complaint or Notice of Hearing and the Service shall be deemed completed.
- G. Personal Service Not Required. If the Code Enforcement Officer or Authorized Official is unable to personally serve the notice, then pursuant to A.R.S. § 9-500.21 service can be completed:
 - 1. In the same manner prescribed for alternative methods of service by the Arizona Rules of Civil Procedure, or
 - 2. By certified or registered mail, return receipt requested. Service is complete on filing the receipt with the Administrative Hearing Officer.
- H. Filing with Hearing Officer. The Complaint or Notice of Hearing shall be filed with the Hearing Officer ~~within ten (10)~~ **seven (7) days of the time issued prior to the hearing.**
- I. Evidence. Authorized Officials shall provide all relevant evidence and case files to the Administrative Hearing Officer at least ~~twenty-one (21)~~ **seven (7)** days prior to the scheduled hearing date.
- J. Inspection. Authorized Officials shall conduct an inspection at least one (1) day prior to the hearing date to determine if compliance has been obtained before the hearing. Any interference with the inspection or refusal for admission onto the property shall not preclude the Authorized Official from proceeding with enforcement and hearing on the citation.