

Ordinance 87-A14

Article 3-4 Planning & Zoning Director

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Section 3-4-1 Definitions

A. Planning & Zoning Director. Whenever the words "Planning and Zoning Director" are used, it shall be construed to mean the Planning and Zoning Director of the Town of Camp Verde, Arizona.

B. Ratification. Whenever "ratification" by the council is required under this chapter, it shall be effected only by a majority vote of the seven (7) member Town Council, as then constituted, convened in a regular or special council meeting.

Section 3-4-2 Office of Planning & Zoning Director Established

The office of Planning & Zoning Director is hereby established. The Planning & Zoning Director shall be appointed by a majority vote of the council on the basis of his ability and shall hold office at the pleasure of the council.

Section 3-4-3 Residence

Residence in the Town at the time of appointment of the Planning & Zoning Director shall not be required as a condition of the appointment, but within ninety (90) days after reporting for work the Planning & Zoning Director must become a resident of the Town unless the council approves his residence outside the Town.

Section 3-4-4 Bond

The Planning & Zoning Director shall furnish a corporate surety bond to be approved by the council in such sum as may be determined by the council, and shall be conditioned upon the faithful performance of the duties imposed upon the Planning & Zoning Director as herein described. Any premium for such bond shall be a proper charge against the Town.

Section 3-4-5 Acting Planning & Zoning Director

A. In the event of the temporary absence or disability of the Planning & Zoning Director, the powers and duties of the office shall devolve upon the Town Manager.

B. In the event of a vacancy in the office of Planning & Zoning Director, such as that created by termination, resignation or death, the Town Manager may assign the powers and duties of the office of Planning & Zoning Director to another person until such time that the Planning & Zoning Director shall be replaced.

#### Section 3-4-6 Compensation

- A. The Planning & Zoning Director shall receive such compensation as the council shall fix from time to time.
- B. The Planning & Zoning Director shall be reimbursed for all actual expenses incurred by him in the performance of his official duties and endorsed by the council.

#### Section 3-4-7 Powers & Duties

- A. The Planning & Zoning Director is the Administrative Head of the Planning Department under the direction and control of the Manager and Town Council.
- B. The Planning & Zoning Director will develop, plan and implement goals and objectives; recommend and administer policies and procedures; supervise the preparation and/or updating of the Town of Camp Verde's general plan, specific plans and other plans and studies as necessary and appropriate.
- C. Conduct and supervise planning studies in the community to gather data for evaluating current and advanced planning projects.
- D. Direct the preparation of agenda items for the Town Council, Planning and Zoning Commission and other committees, commissions and boards involved in land use, development and general planning activities.
- E. Supervise and participate in the development and administration of the Planning and Zoning operating budget; direct and forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- F. Serve as a member of the Town's management team, provide information and recommendations regarding operations; assist in making decisions relating to all facets of municipal government.
- G. Serve as a technical advisor to the Planning and Zoning Commission, Town Council, Town Manager, other Town departments and civic groups on planning, zoning and code enforcement and related matters.
- H. Select, train, motivate and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee work performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- I. Direct, coordinate and review amendments to the general comprehensive plan; provide general plan and code interpretation as needed.

J. Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters, provide information regarding Town subdivision and zoning requirements.

K. Confer with planning staff to review current and proposed projects, work schedules, organization and personnel problems.

L. Conduct special studies and assignments; research complex planning problems; prepare a variety of comprehensive reports.

M. Provide technical assistance and coordinate activities with Town Departments, Town Manager, Town Council and appropriate organizational units regarding programs and regulations.

N. Respond to and resolve citizen inquiries and complaints.

O. Perform duties as assigned by Manager and/or Council.

#### Section 3-4-8 Removal Procedures

A. The Planning and Zoning Director may be removed from office by a majority vote of the Town Council. In case of his intended removal by the council, the Planning & Zoning Director shall be furnished with a written notice stating the council's intention to remove him at least thirty (30) days before the effective date of his removal. If requested, the council shall grant him a public hearing within thirty (30) days following notice of removal. During the interim, the council may suspend the Planning & Zoning Director from duty with or without pay.

B. Limitation on Removal. Notwithstanding the provisions of this section, the Planning and Zoning Director shall not be removed from office, other than for misconduct in office, during or within a period of ninety (90) days next succeeding any general municipal election held in the Town at which election a member of the council is elected or when a new councilman is appointed. After the expiration of the ninety (90) day period, the provisions of this section as to the removal of said Planning and Zoning Director shall apply and be effective. The purpose of this provision is to require any newly elected or appointed member of this council or a reorganized council to observe the actions and ability of the Planning and Zoning Director in the actual performance of the powers and duties of his office.

C. The Planning and Zoning Director shall provide the council with thirty (30) days written notice of intention to resign his position.

#### Section 3-4-9 Employment Agreement

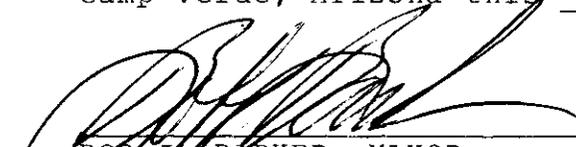
Nothing in this article shall be construed as a limitation on the power or authority of the council to enter into any supplemental agreement with the Planning and Zoning Director delineating additional terms and conditions of employment and not inconsistent with any provisions of this article. All items of this ordinance will be in accordance with federal, state, county and local laws.

EMERGENCY CLAUSE:

Whereas it is necessary for the preservation of the peace, health and safety of the Town of Camp Verde, Arizona, an emergency is declared to exist, and this ordinance shall become immediately operative and in force from and after the date of posting hereof.

PASSED AND ADOPTED by the Mayor and the Common Council of the Town of Camp Verde, Arizona this 6th day of May, 1987.

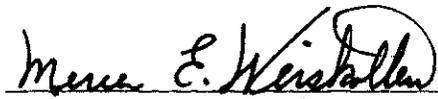
APPROVED by the Mayor and the Common Council of the Town of Camp Verde, Arizona this 6th day of May, 1987.

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BOB J. BARKER, MAYOR

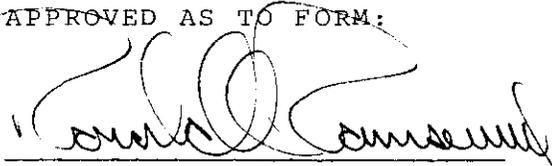
ATTEST:

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MERCER E. WEISKOTTEN, TOWN CLERK

APPROVED AS TO FORM:

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RON RAMSEY, TOWN ATTORNEY

