

**ORDINANCE 95-A106**  
**AMENDMENT OF THE PLANNING & ZONING DIRECTOR**  
**ORDINANCE**

**AN ORDINANCE OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING ORDINANCE 87-A14 (PLANNING & ZONING DIRECTOR) AND ESTABLISHING THE POSITION OF DIRECTOR OF COMMUNITY DEVELOPMENT, AND DESCRIBING THE QUALIFICATIONS, DUTIES, AND RESPONSIBILITIES OF THE POSITION**

*Section 1: Deletion of Prior Ordinance.* Ordinance 87-A14, creating the position of Planning & Zoning Director, is hereby deleted.

*Section 2: Establishment of Office.* The office of Director of Community Development ("Director") is hereby established. The Director shall be appointed by a majority vote of the Town Council on the basis of his or her ability, and shall hold office at the pleasure of the Council.

*Section 3: Duties and Responsibilities.* The Director shall have the following duties and responsibilities, in addition to those required by law or by directive of the Council:

(a) Be the zoning administrator pursuant to ARS 9-462.05 to enforce the zoning regulations of the Town of Camp Verde, advise the zoning inspector of Town policy and violations, help to determine enforcement priorities, and train and supervise the inspectors

(b) Act as the head of the Town's Department of Community Development

(c) *Have the following duties in regard to economic development:*

- Organize and develop the economic planning for the Town

- Participate in development, to plan and implement goals, and objectives, along with the Camp Verde Chamber of Commerce, and the Town's Economic Development Commission, or similar organizations, to stimulate retail sales, encourage new and existing business development with increased employment and better wages, and location of commerce and industry to Camp Verde

- Act as representative for the Town and liaison with potential new retailers, and industrial or commercial businesses

- Serve as technical advisor to the Economic Development Commission, the Council, the Chamber of Commerce, and the Town Manager on municipal and regional economic development issues

- Direct the preparation of agenda items for the Economic Development Commission, and assist with preparation of the agendas for the Council and Chamber of Commerce for issues involving economic planning and implementation

- Respond to and resolve issues and questions on economic and industrial development

(d) *Have the following duties in regard to Town Planning:*

- Develop goals and objectives for planning, including supervision of the preparation or updating of the general plan of the Town

- Conduct and supervise planning studies in the community to gather data for evaluating

current and advanced planning projects

- Direct the preparation of agenda items for the Council, the Planning & Zoning Commission, and other committees, commissions, and boards involved in land use and planning

- Serve as technical advisor to the Commission, Council, Manager and other Town departments and civic groups on planning, zoning, and code enforcement

- Confer with engineers, developers, architects, other governmental agencies, and the general public in acquiring information and coordinating planning and zoning matters, including providing such persons or agencies with information on Town subdivisions and zoning codes

- Conduct special studies and assignments, research complex planning problems, and prepare reports

- Respond to and resolve citizen complaints and inquiries regarding planning & zoning matters

(e) Select, train, supervise, motivate and evaluate department personnel; establish and monitor employee performance objectives; prepare and present employee work performance reviews; implement discipline and termination procedures in accordance with Town personnel manuals and directives

(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) Supervise and participate in the development and administration of the department's operating budget, including forecasting additional funding and capital improvement needs and approval of expenditures

(h) Supervise the building department, report on the needs of the building code amendments, and assist the building inspector in adjudicating conflicts

*Section 4: Removal Procedures.* The Director may be removed from office by a majority vote of the Council upon delivering a written 30-day notice at any time, except the Director may not be removed, other than for misconduct in office, within a period of 90 days from the time a new Council member is appointed, or elected, and seated. Upon request, the Director may be granted a public hearing on his removal, as provided by the applicable sections of the Town personnel manual. The Director shall give a written 30-day notice of his resignation of the position.

*Section 5: Acting Director* In the event of the temporary absence or disability of the Director, the powers and duties of the office shall devolve upon the Town Manager.

*Section 6: Bond.* The Director shall furnish a corporate surety bond to be approved by the Council in such sum as may be determined, conditioned upon the faithful performance of the duties herein described. Any premium for such bond shall be a proper charge against the Town.

*Section 7: Compensation.* The Director shall receive such compensation as the Council shall determine, and will be reimbursed for all actual expenses incurred in the performance of the duties of the office. The Council and Director may enter into an employment agreement further

specifying the conditions and terms of employment not inconsistent with this ordinance.

*PASSED AND ADOPTED in open meeting by the Town Council, Town of Camp Verde, Arizona, on this 12th day of July, 1995.*

Approved: A. Carter Rogers, A. Carter Rogers, Mayor

ATTEST: Dane Bullard  
Dane Bullard, Clerk

Approved as to Form: [Signature], Town Attorney

[Signature]