

ORDINANCE NO. 14-\_\_\_\_\_

**Division of Planning Services Established**

**Be it Ordained** by the City Council of the City of Huntsville, Alabama, that Ordinance No. 93-785, adopted on December 21, 1993, as amended by Ordinance No. 11-714, adopted on September 27, 2011, is hereby further amended to read as follows:

The Division of Planning Services is hereby established. The Division of Planning Services shall be under the general supervision and control of the Manager of Planning Services. The Manager of Planning Services shall be an officer of the City and shall have the responsibility for the day to day supervision of the Planning Services Division of the Planning Department. The Planning Services Division provides staff support for the Planning Commission in performance of the duties outlined in Chapter 52 of Title 11, Code of Alabama (1975), with respect to planning, zoning and subdivision regulations. The Manager of Planning Services shall be appointed by the Mayor subject to the approval of the City Council as provided by law. The Manager of Planning Services shall hold office for the term of the Mayor making the appointment. The Manager of Planning Services shall be under the direct supervision and control of the Planning Director. Generally, the Manager of Planning Services shall be available to councilmembers to respond to requests for information or questions related to matters under the general control of the Manager of Planning Services which are pertinent to the performance of a councilmember's duties.

Ordinance No. 90-152 of the City of Huntsville, Alabama, as amended adopting the Personnel Policies and Procedures Manual for the City of Huntsville (the "Personnel Manual"), shall not constitute an employment contract with the Manager of Planning Services, and the Manager of Planning Services shall not be governed by the provisions of the Personnel Manual except (1) where otherwise provided by law and (2) when enforcing the terms of the Personnel Manual in his or her capacity as a supervisor. At the direction of the Planning Director, the duties and responsibilities of a department head, as stated in the Personnel Manual, may be performed by the Manager of Planning Services. The duties of the Manager of Planning Services shall include by not be limited to the following:

Plans, organizes and directs the activities of the Planning Services Division; supervises and participates in the preparation of comprehensive reports based upon careful research and study of planning problems.

Plans, organizes and directs the activities of professional, technical and clerical personnel engaged in the compilation, analysis and interpretation of data affecting Planning Services.

Directs the development and updating of land use zoning regulations for adoption by the City Council, preparation and revision of zoning ordinances, zoning maps, and subdivision regulations; directs implementation of land use zoning regulations which include the

zoning ordinance, subdivision regulations, adopted land use plans, and other elements and policies of the City's comprehensive plan.

Consults with public works engineering staff, architects, contractors, and individuals regarding land development and site development.

Serves as project supervisor for various Planning Services activities, projects and plans. Manages consultant contracts.

Serves as technical advisor to the planning commission on City planning and development matters; recommends projects and programs to be undertaken.

Directs and coordinates the implementation of the city's master plan and the coordination of the public interests with the private sector in enforcement of land development policies; coordinates with other departments in implementing the Master Plan, coordinates with Research Park Manager to develop the Research Park.

Advises and cooperates with City officials in connection with new or contemplated capital improvements.

Provides technical advice and investigative assistance for the Board of Zoning Adjustment.

Maintains liaison with governmental agencies and officials in the metropolitan area.

Makes oral and written presentations of strategies and recommendations to City Council, boards, commissions, public and private organizations; prepares various correspondence and reports regarding Planning Services issues and policies.

Prepares the annual budget for the division.

Performs related work as required.

**Qualifications:**

Graduation from an accredited four year college or university; supplemented by Master's degree in urban planning from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education or supplemented by a professional planning license by the American Institute of Certified Planners (AICP); and thorough experience in the field of planning and Planning Services, including considerable supervisory experience; or any equivalent combination of training and experience which provides the following:

Knowledge of the current principles and practices of urban planning.

Knowledge of laws and ordinances affecting community planning and development, and the principles and practices of public administration.

Knowledge of the political, social and economic implications of planning.

Knowledge of current literature and recent developments in the field of planning.

Ability to organize and administer the functions of a specialized or generalized planning division.

Ability to supervise the systematic compilation of technical and statistical information and to prepare highly complex technical reports.

**Adopted** this the \_\_\_\_ day of \_\_\_\_\_, 2014.

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President of the City Council of  
the City of Huntsville, Alabama

**Approved** this the \_\_\_\_ day of \_\_\_\_\_, 2014.

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Mayor of the City of  
Huntsville, Alabama