ORDINANCE NO. 2026-08-1322

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

AN ORDINANCE ESTABLISHING THE POSITION AND OFFICE OF PLANNING DIRECTOR FOR THE CITY OF TONTITOWN, ARKANSAS; DESIGNATING THE PLANNING DIRECTOR AS A MUNICIPAL DEPARTMENT HEAD; ESTABLISHING THE REPORTING STRUCTURE, QUALIFICATIONS, GENERAL AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE POSITION; PROVIDING FOR THE ADMINISTRATIVE ORGANIZATION AND COORDINATION OF PLANNING, ZONING, DEVELOPMENT REVIEW, BUILDING, CODE ENFORCEMENT, STORMWATER, FLOODPLAIN, GIS, AND RELATED MUNICIPAL FUNCTIONS; PROVIDING FOR THE RECONCILIATION OF EXISTING MUNICIPAL CODE REFERENCES; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, the City of Tontitown, Arkansas, is a city of the first class operating under the mayor-council form of municipal government established by the laws of the State of Arkansas;

WHEREAS, the Tontitown City Council recognizes that the continued growth and development of the City requires a clearly defined, professionally administered, and accountable organizational structure for municipal planning and development functions;

WHEREAS, the City of Tontitown's existing ordinances, Development Code, organizational practices, and administrative structure contain references to various positions and titles, including the Community Development Director, City Planner, Building Official, Code Enforcement Officer, City Engineer, Floodplain Administrator, Stormwater Administrator, and other officials or employees involved in planning and development activities;

WHEREAS, the Tontitown City Council finds that the duties, reporting relationships, and administrative responsibilities associated with these functions should be clearly delineated to promote efficiency, accountability, consistent application of City ordinances, and appropriate separation between administrative supervision and independent statutory or technical authority;

WHEREAS, the Tontitown City Council desires to establish by ordinance the position of Planning Director as the department head responsible for the administration of the City's Planning Department;

WHEREAS, the Tontitown City Council intends that the Planning Director report directly to the Mayor, consistent with the mayor-council form of government and applicable Arkansas law governing the appointment, removal, and supervision of municipal department heads;

WHEREAS, the Tontitown City Council further finds that establishment of the Planning Director position should not alter the statutory form of government of the City, diminish or enlarge the authority of any elected municipal official contrary to Arkansas law, or improperly transfer independent statutory, regulatory, technical, professional, or quasi-judicial authority vested in another municipal officer, official, board, commission, or licensed professional;

WHEREAS, the Tontitown City Council intends that the organizational structure established herein provide a foundation for subsequent adoption or revision of a comprehensive municipal organizational chart and departmental responsibility matrix;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS:

SECTION 1. CREATION AND ESTABLISHMENT OF POSITION.

A. There is hereby created and established the position titled "Planning Director" and Office of Planning Director for the City of Tontitown, Arkansas.

B. The Planning Director shall be a department head of the City and shall serve as the administrative head of the Planning Department.

C. The Planning Director shall report directly to the Mayor.

D. The appointment and removal of the Planning Director shall be governed by A.C.A. § 14-42-110, as presently enacted or subsequently amended, and any other applicable provisions of Arkansas law.

E. Nothing contained in this Ordinance shall be interpreted as limiting, enlarging, transferring, or otherwise altering the lawful authority of the Mayor or City Council under Arkansas law.

SECTION 2. PURPOSE AND FUNCTION OF THE PLANNING DEPARTMENT.

The Planning Department, under the administrative direction of the Planning Director, shall serve as the City's principal staff department for the coordination and administration of municipal planning and development-related activities. The Planning Department shall provide administrative and professional support to the Planning Commission and the City Council without exercising authority reserved to either body by Arkansas law or City Code.

The purposes of the Department shall include:

1. Providing a clear line of administrative accountability for planning and development activities;

2. Coordinating staff support for municipal planning, zoning, subdivision, development review, permitting, building, code enforcement, stormwater administration, floodplain administration, GIS, mapping, and related development functions;

3. Providing professional and administrative support to the Mayor, City Council, and Planning Commission within their respective lawful authorities;

4. Promoting fair, consistent, and uniform administration of duly adopted City ordinances and development regulations;

5. Coordinating development-related activities among City departments, officials, consultants, engineers, attorneys, applicants, property owners, and governmental agencies;

6. Improving the efficiency and predictability of the City's development-review and permitting processes; and

7. Maintaining clear administrative accountability through the Planning Director to the Mayor while preserving the legislative authority of the City Council and the independent authority of other officials as established by law.

SECTION 3. GENERAL DUTIES AND RESPONSIBILITIES OF THE PLANNING DIRECTOR.

Subject to applicable Arkansas law, City ordinance, the legislative authority of the City Council, and the executive and administrative authority of the Mayor, the Planning Director shall:

A. Administer and coordinate the day-to-day operations of the Planning Department;

B. Provide staff administration and implementation of the City's adopted zoning, subdivision, land-use, development, and related planning regulations, subject to the authority assigned by Arkansas law and City ordinance to the Planning Commission, City Council, Board of Zoning Adjustment, Building Official, and other designated officials ;

C. Coordinate the review and processing of development applications, plats, site plans, zoning applications, conditional-use applications, variance applications, , development permits, and other matters assigned to the Planning Department, but exercise approval or denial authority only when expressly authorized by Arkansas law or City Code;

D. Serve as the principal staff liaison to the Tontitown Planning Commission and Board of Zoning Adjustment;

E. Prepare or coordinate professional and administrative staff reports and recommendations concerning matters presented to the Planning Commission and City Council provided that any recommendation shall be advisory and shall not predetermine an application or bind the reviewing body;

F. Coordinate the City's development-review process with the City Engineer, Building Official, Code Enforcement Officer, Fire Department, Public Works Department, Water and Sewer Department, City Attorney, and other appropriate City officials, employees, consultants, and governmental agencies;

G. Coordinate permitting and development-review activities to promote consistency, efficiency, transparency, and compliance with applicable ordinances and laws;

H. Maintain or supervise the maintenance of official planning, zoning, permitting, development, and related records as required by Arkansas law and City ordinance;

I. Assist in the preparation, maintenance, and periodic review of the City's comprehensive plan, land-use plan, master street plan, zoning regulations, subdivision regulations, and related development plans and policies;

J. Recommend that the Mayor, Planning Commission, or City Council consider proposed amendments to municipal planning and development regulations, provided that amendments shall be initiated, reviewed, noticed, heard, and adopted only as authorized by Arkansas law and City Code; ;

K. Coordinate with regional, county, state, and federal governmental agencies concerning municipal planning and development matters;

L. Prepare or assist in preparing departmental budget requests and administer appropriated Planning Department funds in accordance with Arkansas law, the adopted City budget, and City financial policies;

M. Coordinate professional planning and development services provided by outside consultants retained by the City;

N. Provide information and technical assistance concerning City development requirements to applicants, property owners, developers, citizens, City officials, and other interested persons in a fair and consistent manner; and

O. Perform such other planning and development-related duties as may lawfully be assigned by the Mayor or established by ordinance.

SECTION 4. ADMINISTRATIVE ORGANIZATION AND SUPERVISION.

A. The Planning Director shall exercise administrative supervision over those employees, positions, and functions assigned to the Planning Department, by ordinance, the adopted budget, or lawful administrative action consistent with Arkansas law and City Code. An organizational chart alone shall not appoint or remove an employee, amend an ordinance, or transfer lawfully vested authority.

B. Subject to existing ordinances, adopted budgets, and lawful personnel assignments, functions coordinated through the Planning Department may include:

1. Planning and zoning administration;

2. Development and subdivision review;

3. Planning and permitting support personnel;

4. Building permitting and inspection administration;

5. Code enforcement;

6. Stormwater administration and development-related stormwater review;

7. Floodplain administration and development-related floodplain review;

8. Geographic Information System (GIS), mapping, and related information support functions; and

9. Other development-related administrative functions lawfully assigned to the Planning Department.

C. The administrative assignment of an employee, official, or function to the Planning Department shall not transfer, diminish, supersede, or interfere with any independent authority or responsibility assigned by federal law, Arkansas law, professional licensing requirements, adopted technical codes, or City ordinance.

D. Administrative supervision shall include personnel coordination, performance management consistent with City policy, workflow, scheduling, departmental operations, budgeting, recordkeeping, and interdepartmental coordination. The Planning Director shall not be authorized to direct another elected or city official or licensed professional to make a technical, professional, regulatory, or enforcement determination contrary to law or applicable professional standards.

SECTION 5. BUILDING OFFICIAL AND BUILDING FUNCTIONS.

A. The Building Official and building inspection personnel may be administratively assigned within the Planning Department and may report administratively to the Planning Director.

B. The Building Official shall retain all technical, regulatory, inspection, and enforcement authority independently assigned to that official by Arkansas law, applicable building or fire codes, or City ordinance.

C. The Planning Director may supervise workflow and lawful administrative performance but shall not require the Building Official to approve, deny, issue, withhold, or disregard a permit, inspection determination, certificate, or enforcement action contrary to Arkansas law or City Code.

D. The Planning Director may coordinate administrative procedures, departmental workflow, scheduling, records, and interdepartmental communications involving building functions.

SECTION 6. CODE ENFORCEMENT.

A. The City's Code Enforcement personnel shall be administratively assigned to and report through the Planning Director unless otherwise expressly provided by ordinance.

B. Subject to lawful direction from the Mayor and any priorities established by ordinance or City policy, the Planning Director may coordinate code-enforcement priorities, administrative procedures, case management, recordkeeping, and interdepartmental activities.

C. Code enforcement shall be administered fairly, consistently, and shall not be selective, discriminatory, or retaliatory in violation of the law. .

D. Nothing in this Section authorizes any person to direct an enforcement outcome contrary to applicable law, due process, or adopted City Code. Individual members of the City Council shall not direct City employees or intervene in individual enforcement matters except through lawful action of the City Council as a body.

SECTION 7. CITY ENGINEER; STORMWATER; FLOODPLAIN; AND DRAINAGE COORDINATION.

A. Nothing in this Ordinance shall supersede or diminish the authority, professional responsibility, or independent technical judgment assigned by law, ordinance, contract, or professional licensure to the City Engineer.

B. The Planning Director shall coordinate administratively with the City Engineer on engineering, infrastructure, stormwater, drainage, or floodplain matters, within the respective authority assigned to each position by law, ordinance, contract, or professional licensure.

C. Stormwater administration and floodplain administration may be organizationally coordinated through the Planning Department; provided, however, that any individual designated as the official Stormwater Administrator or Floodplain Administrator shall retain those responsibilities specifically imposed upon that official by federal law, Arkansas law, applicable regulatory requirements, or City ordinance.

D. The Planning Director may serve in a deputy, coordinating, administrative, or recordkeeping capacity concerning stormwater and floodplain matters when lawfully designated.

E. Technical engineering determinations requiring the professional judgment or licensure of a professional engineer shall remain the responsibility of a duly qualified professional engineer.

F. Nothing in this Section shall transfer responsibility for the physical maintenance of streets, drainage infrastructure, rights-of-way, or other public infrastructure from the department to which those operational functions are otherwise assigned by ordinance or the City's adopted organizational structure.

SECTION 8. PLANNING COMMISSION.

A. Nothing in this Ordinance shall diminish, enlarge, transfer, or otherwise alter the powers, duties, or responsibilities of the Tontitown Planning Commission established by Arkansas law or City ordinance.

B. The Planning Director shall serve as the principal City staff liaison to the Planning Commission and shall provide or coordinate the professional and administrative support necessary for the Commission to perform its lawful duties, including the Planning Commission's administration of land-development regulations under A.C.A. § 14-56-417

C. The Planning Director shall not exercise legislative, quasi-legislative, or quasi-judicial authority reserved by law to the Planning Commission or City Council.

D.. Reports and recommendations prepared by the Planning Director or Planning Department are advisory unless decision-making authority is expressly delegated by law or ordinance. The Planning Director shall not predetermine a matter reserved for hearing or decision by the Planning Commission, Board of Zoning Adjustment, or City Council.

SECTION 9. PROFESSIONAL AND CONSULTING SERVICES.

A. When specialized professional expertise is necessary, the Planning Director may recommend that the City obtain professional planning, engineering, architectural, GIS, surveying, technical, legal, environmental, or other consulting services.

B. All professional and consulting services shall be obtained in accordance with applicable Arkansas law, City purchasing requirements, budget appropriations, and any required approval of the Mayor or City Council.

C. Nothing in this Ordinance shall grant the Planning Director independent authority to enter into contracts or obligate City funds except to the extent expressly authorized by Arkansas law, City ordinance, duly adopted budget, or lawful City policy.

SECTION 10. MINIMUM QUALIFICATIONS.

The Planning Director shall possess education, training, experience, and demonstrated professional qualifications reasonably related to the responsibilities of the position.

Minimum qualifications for the role of Planning Director shall be stated in a written job description approved in the manner required by the City's personnel policies and shall be applied consistently in recruitment and appointment. Any equivalency provision shall be clearly stated and consistently applied. The Planning Director shall obtain and maintain any license,

certification, or training required by law for a regulated function personally performed by the Director.

Designation of the Planning Director as a department head does not, by itself, determine the position's status under the Fair Labor Standards Act (FLAS) or any City benefit, leave, or personnel policy.

This Ordinance does not appoint any person to the position, create an employment contract or property interest in employment, establish compensation, or appropriate funds. The appointment and removal of the Planning Director shall occur under A.C.A. § 14-42-110, and compensation and funding shall be established through the City's lawful budget and compensation processes.

SECTION 11. COMPLIANCE WITH LAW AND LIMITATION OF AUTHORITY.

The Planning Director shall perform all duties in accordance with:

A. The Constitution and laws of the State of Arkansas;

B. The Tontitown Municipal Code;

C. Duly adopted ordinances and resolutions of the City;

D. Applicable federal and state laws and regulations;

E. The Arkansas Freedom of Information Act;

F. Applicable building, fire, floodplain, stormwater, planning, zoning, subdivision, and development regulations; and

G. Lawful administrative directives of the Mayor consistent with the Mayor's statutory executive authority.

Nothing in this Ordinance shall be interpreted to authorize the Planning Director to exercise authority reserved by law to the Mayor, City Council, Planning Commission, Clerk-Treasurer, City Attorney, City Engineer, Building Official, another elected official, or any independently designated municipal official.

SECTION 12. EXISTING REFERENCES TO COMMUNITY DEVELOPMENT DIRECTOR AND RELATED POSITIONS.

A. The City Council recognizes that the Tontitown Municipal Code and previously adopted ordinances may contain references to the "Community Development Director," "Community Development Department," "City Planner," "Planning Director," or other titles associated with planning and development functions.

B. It is the intent of the City Council that the position of Planning Director established by this Ordinance become the principal department-head position responsible for the City's planning and development administration.

C. References in existing ordinances to the Community Development Director that concern functions properly assigned to the Planning Department shall be reviewed for amendment to "Planning Director."

D. No existing code provision shall be deemed amended solely by implication where such amendment would:

1. Transfer statutory authority assigned to another official;

2. Transfer technical or professional authority requiring independent licensure or certification;

3. Transfer legislative or quasi-judicial authority assigned to the City Council or Planning Commission;

4. Transfer operational responsibilities assigned to another municipal department; or

5. Create a conflict with Arkansas law.

E. The City Attorney may prepare or review conforming amendments necessary to reconcile existing Municipal Code references with the organizational structure established by this Ordinance but no Municipal Code provision shall be amended except by formal action of the City Council.

F. Until such conforming amendments are adopted, this Ordinance shall control the administrative status and reporting relationship of the Planning Director, while existing substantive assignments of statutory, technical, professional, or regulatory authority shall remain in effect unless expressly amended.

SECTION 13. ORGANIZATIONAL STRUCTURE AND FUTURE ORGANIZATIONAL CHART.

A. This Ordinance establishes the legal status, general authority, departmental responsibilities, and reporting relationship of the Planning Director.

B. The detailed organizational structure of the Planning Department, including subordinate employees and administrative assignments, may be reflected in an organizational chart and departmental responsibility matrix separately adopted or approved by the City Council.

C. The organizational chart shall be consistent with this Ordinance and all other applicable provisions of the Tontitown Municipal Code and Arkansas law.

D. No organizational chart, personnel policy, job description, administrative directive, or internal operating procedure shall supersede Arkansas law or a duly enacted ordinance of the City.

E. Any future organizational restructuring that materially transfers authority established by ordinance shall be accomplished through an appropriate amendment to the applicable ordinance and shall not be accomplished solely through modification of an organizational chart.

SECTION 14. TRANSITION AND CONTINUITY OF OPERATIONS.

A. Adoption of this Ordinance is intended to clarify and establish the City's administrative structure and shall not, standing alone, abolish any existing municipal employment position.

B. Existing employees performing planning, development, building, code enforcement, stormwater, floodplain, GIS, or related functions shall continue performing their assigned duties unless and until those duties are lawfully modified.

C. Existing contracts, professional service agreements, permits, applications, enforcement proceedings, development approvals, and other pending municipal matters shall remain in full

force and effect and shall not be invalidated solely by the organizational changes established by this Ordinance.

D. The Mayor, Planning Director, City Attorney, and affected department heads shall coordinate the orderly implementation of this Ordinance consistent with their respective lawful authorities.

SECTION 15. SEVERABILITY.

If any provision, section, subsection, sentence, clause, phrase, or application of this Ordinance is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of the remaining provisions, which shall remain in full force and effect.

SECTION 16. REPEALER AND CONFLICT.

All ordinances or parts of ordinances in direct conflict with this Ordinance are hereby repealed only to the extent of such conflict.

Nothing in this Section shall be construed as repealing a substantive assignment of statutory, regulatory, technical, professional, or operational authority unless such repeal or reassignment is expressly stated in this Ordinance.

SECTION 17. CODIFICATION.

The provisions of this Ordinance intended to be of a permanent and general nature shall be codified within the Tontitown Municipal Code in such chapter and section as determined appropriate by the City Attorney and the City's codifier.

SECTION 18. EFFECTIVE DATE EXCLUSIVE OF EMERGENCY CLAUSE.

Unless the Emergency Clause is separately adopted, this Ordinance shall become effective in accordance with applicable Arkansas law.

PASSED AND APPROVED on this 3 day of August 2026.

APPROVED:

Angela Russell

Angela Russell, Mayor

ATTEST:

Rhonda Ardemagni

Rhonda Ardemagni, City Clerk-Treasurer

(SEAL)

SPONSORSHIP AND LEGISLATIVE HISTORY

Sponsor (Initiated By): Mick Wagner

Motion to Introduce Made By: Mick Wagner

Seconded By: Mike Washkowiak

Adopted / Passed: _____

Vote: Ayes 6 Nays ____ Abstain ____ Absent ____

This requirement is in addition to, and does not supersede, any authentication, attestations, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.

SUPPORTING
DOCUMENT

CITY OF TONTITOWN, ARKANSAS

PLANNING DIRECTOR

JOB DESCRIPTION

Position Title

Planning Director

Department

Planning Department

Reports To

Mayor

FLSA Status

Exempt, subject to periodic review based upon the position's actual duties, responsibilities, compensation, and applicable law.

POSITION SUMMARY

The Planning Director serves as the administrative head of the Planning Department and is responsible for the professional administration, coordination, supervision, and management of the City's planning and development-related functions. The Planning Director shall provide leadership for municipal planning, zoning administration, subdivision review, development review, permitting coordination, code enforcement administration, Geographic Information Systems (GIS), stormwater administration coordination, floodplain administration coordination, and related planning activities.

The Planning Director is responsible for providing consistent and efficient administration of the City's development regulations while supporting the Mayor, City Council, Planning Commission, citizens, property owners, developers, and other governmental agencies.

The Planning Director shall perform all duties in accordance with Ordinance No. 2026-____ establishing the position of Planning Director, applicable provisions of the Arkansas Code, the Tontitown Municipal Code, and all duly adopted ordinances and policies of the City.

References in this Job Description to administration, supervision, coordination, review, or assistance do not confer final approval, enforcement, technical, professional, interpretive, legislative, or quasi-judicial authority unless that authority is expressly assigned to the Planning Director by applicable law or ordinance.

ESSENTIAL FUNCTIONS

The following duties are representative of the position and are not intended to constitute an exhaustive list.

Department Administration

- Administer and supervise the daily operations of the Planning Department.
- Develop departmental goals, objectives, procedures, and work priorities.
- Supervise assigned personnel and coordinate departmental workflow.
- Evaluate assigned personnel and make recommendations to the Mayor or other authorized official concerning staffing, selection, promotion, discipline, and other personnel actions, in accordance with applicable law, City ordinances, and duly adopted personnel policies. Nothing herein authorizes the Planning Director to appoint, remove, or discipline an employee when that authority is assigned by law or ordinance to the Mayor, City Council, or another official. Prepare departmental reports and recommendations for the Mayor and City Council.
- Coordinate departmental activities with other City departments.

Planning and Zoning Administration

- Administer those procedural and staff-level functions assigned to the Planning Department under the City's zoning, subdivision, land-development, and planning rules and regulations.Coordinate interpretation and consistent application of development regulations subject to authoritative interpretations by the City Attorney, Building Official, City Engineer, Planning Commission, Board of Zoning Adjustment, City Council, or other authorized official or body, as applicable.
- Review proposed ordinance amendments affecting planning and development.
- Assist in maintaining the Comprehensive Plan, Master Street Plan, and other adopted planning documents.
- Recommend improvements to municipal planning policies.

Development Review

- Coordinate review of development applications.
- Coordinate review of subdivision plats, site plans, rezoning requests, conditional use permits, variances, and related applications.
- Coordinate review comments among City departments and outside agencies.
- Promote efficient and timely development review while maintaining compliance with applicable regulations.
- The Planning Director may determine whether an application is administratively complete and may prepare staff findings and recommendations. The Planning Director shall not approve, deny, condition, waive, vary, or appeal a development application except to the extent such authority is expressly conferred by law or ordinance. Final action shall remain with the Mayor, City Council, or appropriate official as designated by City Code or Arkansas law.

Planning Commission Support

- Serve as principal staff liaison to the Planning Commission.
- Prepare or supervise preparation of meeting agendas, staff reports, recommendations, and supporting documentation subject to the Planning Commission's authority and applicable City procedures.
- Attend Planning Commission meetings.
- Provide technical and administrative assistance to the Planning Commission and coordinate any required engineering, legal, building-code, or other professional review by the appropriate qualified official or consultant

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Building and Permitting Administration

- Coordinate permitting activities assigned to the Planning Department.
- Coordinate administrative functions involving the Building Official and inspection personnel.
- Improve permitting procedures and customer service.
- Coordinate records management related to permits and inspections.

Nothing contained herein shall authorize the Planning Director to exercise authority independently assigned by law or adopted code to the Building Official.

Code Enforcement Administration

- Supervise administrative activities of Code Enforcement personnel assigned to the Planning Department.

- Coordinate code enforcement priorities and case management.
- Promote fair, consistent, and impartial enforcement of municipal ordinances.
- Coordinate code enforcement activities with other departments.
- Develop recommended enforcement procedures and priorities for review and approval by the Mayor or other authorized official.

The Planning Director shall not direct enforcement contrary to law or due process.

Stormwater, Floodplain and Drainage Coordination

- Coordinate development-related stormwater review.
- Coordinate development-related floodplain review.
- Assist in maintaining compliance with federal and state stormwater requirements.
- Coordinate with the City Engineer regarding drainage improvements and development impacts.

Nothing herein designates the Planning Director as the Stormwater Administrator, Floodplain Administrator, City Engineer, or other legally designated official. The Planning Director shall not approve technical designs, make professional engineering determinations, certify regulatory compliance, or exercise authority assigned to another designated official unless separately qualified, appointed, and authorized in accordance with applicable law

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Geographic Information Systems (GIS)

- Oversee GIS mapping activities assigned to the Planning Department.
- Maintain planning maps and development records.
- Coordinate digital records management.
- Assist in development of geographic information resources supporting City operations.

Budget Administration

- Prepare annual departmental budget recommendations.
- Monitor departmental expenditures.
- Recommend capital improvements related to planning functions.
- Monitor and administer the Planning Department's appropriated budget within the limits of appropriations and purchasing authority established by law, ordinance or City policy.

Public Information

- Provide information regarding planning regulations to citizens, developers, contractors, engineers, architects, surveyors, and governmental agencies.
- Represent the Planning Department before the City Council and Planning Commission.
- Coordinate public outreach regarding planning initiatives.
- Clearly distinguish general procedural information from legal, engineering, architectural, surveying, building-code, or other professional advice, and refer requests for such advice to the appropriate City official or an appropriate, independent professional or consultant.

Intergovernmental Coordination

Coordinate planning activities with:

- Washington County
- Northwest Arkansas Regional Planning agencies
- Arkansas Department of Transportation
- Arkansas Department of Energy and Environment
- Federal Emergency Management Agency (FEMA)
- Arkansas Division of Emergency Management
- Arkansas Department of Agriculture
- Federal, state, county, and regional agencies having planning or regulatory responsibilities.

Strategic Planning

Assist the Mayor and City Council by:

- Identifying long-range planning needs.
- Evaluating future infrastructure demands.
- Coordinating comprehensive planning activities.
- Preparing grant-related planning information.
- Assisting in strategic municipal planning initiatives.

Other Duties

Perform other planning and development-related duties lawfully assigned by the Mayor or established by ordinance.

SUPERVISORY RESPONSIBILITIES

The Planning Director shall administratively supervise those employees formally assigned to the Planning Department by ordinance, approved organizational structure, budget authorization, or lawful direction of the Mayor. Depending upon the City's approved organizational structure, such personnel may include:

- Planning staff
- Planning Technician(s)
- Permit personnel
- Building administration personnel
- Code Enforcement personnel
- GIS/Information Support personnel
- Other employees assigned through ordinance or adopted organizational structure

Administrative supervision shall not diminish the independent statutory, regulatory, technical, licensing, or professional authority of any official whose authority is established by Arkansas law or City ordinance.

ADMINISTRATIVE AUTHORITY

The Planning Director is authorized to:

- Assign work within the department.
- Coordinate departmental operations.
- Develop administrative procedures.
- Recommend personnel actions.
- Recommend ordinance amendments.
- Recommend departmental budgets.
- Coordinate work among departments.
- Recommend professional consulting services.
- Represent the department before public bodies.

LIMITATIONS OF AUTHORITY

The Planning Director shall not:

- Exercise legislative authority reserved to the City Council.
- Exercise quasi-judicial authority reserved to the Planning Commission.
- Override the technical judgment of the City Engineer.
- Override the Building Official in matters assigned by adopted technical codes.
- Direct enforcement contrary to law.
- Execute contracts unless separately authorized.
- Commit City funds except as authorized by ordinance, budget, or law.
- Exercise authority reserved to another elected official.

MINIMUM QUALIFICATIONS

The Planning Director shall possess:

- Bachelor's Degree from an accredited college or university in Planning, Public Administration, Engineering, Geography, Architecture, Construction Management, Business Administration, or a closely related field;

AND

- Three (3) years of progressively responsible experience in municipal planning, land development, construction administration, public administration, permitting, or related governmental administration;

OR

- An equivalent combination of education and experience sufficient to perform the essential functions of the position.

PREFERRED QUALIFICATIONS

Preference may be given to applicants possessing:

- American Institute of Certified Planners (AICP) certification.
- Certified Floodplain Manager (CFM) designation.
- Geographic Information Systems (GIS) experience.
- Municipal supervisory experience.
- Experience administering development regulations.
- Grant administration experience.
- Experience with Arkansas municipal government.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of:

- Municipal planning principles
- Arkansas municipal government
- Planning and zoning law
- Development regulations
- Subdivision administration
- Public administration
- Budget preparation
- Personnel supervision
- Public meeting procedures
- Arkansas Freedom of Information Act
- Geographic Information Systems
- Record management
- Report preparation
- Customer service
- Project management
- Intergovernmental coordination

Ability to:

- Interpret ordinances and regulations.
- Communicate effectively both orally and in writing.
- Prepare complex reports.
- Supervise personnel.
- Manage multiple projects simultaneously.
- Work effectively with elected officials, boards, commissions, developers, contractors, consultants, and the public.

WORKING CONDITIONS

Work is performed in both office and field environments.

The position requires attendance at Planning Commission meetings, City Council meetings, workshops, public hearings, construction sites, and occasional emergency or after-hours meetings.

RELATIONSHIP TO ORDINANCE

This Job Description is intended solely to implement Ordinance No. 2026-____ establishing the position of Planning Director.

Nothing contained herein shall enlarge, diminish, or modify the authority established by Arkansas law or the Tontitown Municipal Code.

In the event of any conflict between this Job Description and Ordinance No. 2026-____, the Ordinance shall control.

DISCLAIMER

This Job Description is intended to describe the general nature and level of work performed by the Planning Director. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position.

The City reserves the right to modify this Job Description as necessary to meet operational needs, provided such modifications remain consistent with applicable Arkansas law, City ordinances, and duly adopted personnel policies.

NO EMPLOYMENT CONTRACT OR EXPANSION OF AUTHORITY

This Job Description does not constitute an employment contract, guarantee employment for a particular term, create a property interest in continued employment, or alter the appointment and removal authority established by Arkansas law or City ordinance. It does not independently confer governmental authority upon the employee. Appointment, removal, compensation, supervision, and other terms of employment remain governed by applicable law, ordinance, budget authorization, and duly adopted City policy.

SUPPORTING
DOCUMENT REDLINED

CITY OF TONTITOWN, ARKANSAS

PLANNING DIRECTOR

JOB DESCRIPTION

Position Title

Planning Director

Department

Planning Department

Reports To

Mayor

FLSA Status

Exempt, subject to periodic review based upon the position's actual duties, responsibilities, compensation, and applicable law.

POSITION SUMMARY

The Planning Director serves as the administrative head of the Planning Department and is responsible for the professional administration, coordination, supervision, and management of the City's planning and development-related functions. The Planning Director shall provide leadership for municipal planning, zoning administration, subdivision review, development review, permitting coordination, code enforcement administration, Geographic Information Systems (GIS), stormwater administration coordination, floodplain administration coordination, and related planning activities.

The Planning Director is responsible for providing consistent and efficient administration of the City's development regulations while supporting the Mayor, City Council, Planning Commission, citizens, property owners, developers, and other governmental agencies.

The Planning Director shall perform all duties in accordance with Ordinance No. 2026-____ establishing the position of Planning Director, applicable provisions of the Arkansas Code, the Tontitown Municipal Code, and all duly adopted ordinances and policies of the City.

References in this Job Description to administration, supervision, coordination, review, or assistance do not confer final approval, enforcement, technical, professional, interpretive, legislative, or quasi-judicial authority unless that authority is expressly assigned to the Planning Director by applicable law or ordinance.

ESSENTIAL FUNCTIONS

The following duties are representative of the position and are not intended to constitute an exhaustive list.

Department Administration

- Administer and supervise the daily operations of the Planning Department.
- Develop departmental goals, objectives, procedures, and work priorities.
- Supervise assigned personnel and coordinate departmental workflow.
- Evaluate assigned personnel and make recommendations to the Mayor or other authorized official concerning staffing, selection, promotion, discipline, and other personnel actions, in accordance with applicable law, City ordinances, and duly adopted personnel policies. Nothing herein authorizes the Planning Director to appoint, remove, or discipline an employee when that authority is assigned by law or ordinance to the Mayor, City Council, or another official. ~~Recommend staffing, hiring, promotions, disciplinary actions, and performance evaluations in accordance with City personnel policies.~~
- Prepare departmental reports and recommendations for the Mayor and City Council.
- Coordinate departmental activities with other City departments.

Planning and Zoning Administration

- ~~Administer the City's zoning, subdivision, land development, and planning regulations.~~ Administer those procedural and staff-level functions assigned to the Planning Department under the City's zoning, subdivision, land-development, and planning rules and regulations.
- Coordinate interpretation and consistent application of development regulations subject to authoritative interpretations by the City Attorney, Building Official, City Engineer, Planning Commission, Board of Zoning Adjustment, City Council, or other authorized official or body, as applicable.
- Review proposed ordinance amendments affecting planning and development.
- Assist in maintaining the Comprehensive Plan, Master Street Plan, and other adopted planning documents.
- Recommend improvements to municipal planning policies.

Development Review

- Coordinate review of development applications.
- Coordinate review of subdivision plats, site plans, rezoning requests, conditional use permits, variances, and related applications.
- Coordinate review comments among City departments and outside agencies.
- Promote efficient and timely development review while maintaining compliance with applicable regulations.
- The Planning Director may determine whether an application is administratively complete and may prepare staff findings and recommendations. The Planning Director shall not approve, deny, condition, waive, vary, or appeal a development application except to the extent such authority is expressly conferred by law or ordinance. Final action shall remain with the Mayor, City Council, or appropriate official as designated by City Code or Arkansas law.

Planning Commission Support

- Serve as principal staff liaison to the Planning Commission.
- Prepare or supervise preparation of meeting agendas, staff reports, recommendations, and supporting documentation subject to the Planning Commission's authority and applicable City procedures.
- Attend Planning Commission meetings.
- Provide technical and administrative assistance to the Planning Commissioners and coordinate any required engineering, legal, building-code, or other professional review by the appropriate qualified official or consultant.

Building and Permitting Administration

- Coordinate permitting activities assigned to the Planning Department.
- Coordinate administrative functions involving the Building Official and inspection personnel.
- Improve permitting procedures and customer service.
- Coordinate records management related to permits and inspections.

Nothing contained herein shall authorize the Planning Director to exercise authority independently assigned by law or adopted code to the Building Official.

Code Enforcement Administration

- Supervise administrative activities of Code Enforcement personnel assigned to the Planning Department.
- Coordinate code enforcement priorities and case management.
- Promote fair, consistent, and impartial enforcement of municipal ordinances.
- Coordinate code enforcement activities with other departments.
- Develop recommended enforcement procedures and priorities for review and approval by the Mayor or other authorized official.

The Planning Director shall not direct enforcement contrary to law or due process.

Stormwater, Floodplain and Drainage Coordination

- Coordinate development-related stormwater review.
- Coordinate development-related floodplain review.
- Assist in maintaining compliance with federal and state stormwater requirements.
- Coordinate with the City Engineer regarding drainage improvements and development impacts.

Nothing herein designates the Planning Director as the Stormwater Administrator, Floodplain Administrator, City Engineer, or other legally designated official. The Planning Director shall not approve technical designs, make professional engineering determinations, certify regulatory compliance, or exercise authority assigned to another designated official unless separately qualified, appointed, and authorized in accordance with applicable law

~~Nothing contained herein transfers technical authority from the City Engineer or designated Floodplain Administrator.~~

Geographic Information Systems (GIS)

- Oversee GIS mapping activities assigned to the Planning Department.
- Maintain planning maps and development records.
- Coordinate digital records management.
- Assist in development of geographic information resources supporting City operations.

Budget Administration

- Prepare annual departmental budget recommendations.
- Monitor departmental expenditures.
- Recommend capital improvements related to planning functions.
- Monitor and ~~A~~administer the Planning Department's appropriated budget within the limits of appropriations and purchasing authority established by law, ordinance or ~~departmental funds consistent with~~ City policy.

Public Information

- Provide information regarding planning regulations to citizens, developers, contractors, engineers, architects, surveyors, and governmental agencies.
- Represent the Planning Department before the City Council and Planning Commission.
- Coordinate public outreach regarding planning initiatives.
- Clearly distinguish general procedural information from legal, engineering, architectural, surveying, building-code, or other professional advice, and refer requests for such advice to the appropriate City official or an appropriate, independent professional or consultant.

Intergovernmental Coordination

Coordinate planning activities with:

- Washington County
- Northwest Arkansas Regional Planning agencies
- Arkansas Department of Transportation
- Arkansas Department of Energy and Environment
- Federal Emergency Management Agency (FEMA)
- Arkansas Division of Emergency Management
- Arkansas Department of Agriculture
- Federal, state, county, and regional agencies having planning or regulatory responsibilities.

Strategic Planning

Assist the Mayor and City Council by:

- Identifying long-range planning needs.
- Evaluating future infrastructure demands.
- Coordinating comprehensive planning activities.
- Preparing grant-related planning information.

- Assisting in strategic municipal planning initiatives.

Other Duties

Perform other planning and development-related duties lawfully assigned by the Mayor or established by ordinance.

SUPERVISORY RESPONSIBILITIES

The Planning Director shall administratively supervise those employees formally assigned to the Planning Department by ordinance, approved organizational structure, budget authorization, or lawful direction of the Mayor. Depending upon the City's approved organizational structure, such personnel may include:~~may supervise personnel assigned to the Planning Department, including:~~

- Planning staff
- Planning Technician(s)
- Permit personnel
- Building administration personnel
- Code Enforcement personnel
- GIS/Information Support personnel
- Other employees assigned through ordinance or adopted organizational structure

Administrative supervision shall not diminish the independent statutory, regulatory, technical, licensing, or professional authority of any official whose authority is established by Arkansas law or City ordinance.

ADMINISTRATIVE AUTHORITY

The Planning Director is authorized to:

- Assign work within the department.
- Coordinate departmental operations.
- Develop administrative procedures.
- Recommend personnel actions.
- Recommend ordinance amendments.
- Recommend departmental budgets.
- Coordinate work among departments.

- Recommend professional consulting services.
- Represent the department before public bodies.

LIMITATIONS OF AUTHORITY

The Planning Director shall not:

- Exercise legislative authority reserved to the City Council.
- Exercise quasi-judicial authority reserved to the Planning Commission.
- Override the technical judgment of the City Engineer.
- Override the Building Official in matters assigned by adopted technical codes.
- Direct enforcement contrary to law.
- Execute contracts unless separately authorized.
- Commit City funds except as authorized by ordinance, budget, or law.
- Exercise authority reserved to another elected official.

MINIMUM QUALIFICATIONS

The Planning Director shall possess:

- Bachelor's Degree from an accredited college or university in Planning, Public Administration, Engineering, Geography, Architecture, Construction Management, Business Administration, or a closely related field;

AND

- Three (3) years of progressively responsible experience in municipal planning, land development, construction administration, public administration, permitting, or related governmental administration;

OR

- An equivalent combination of education and experience sufficient to perform the essential functions of the position.

PREFERRED QUALIFICATIONS

Preference may be given to applicants possessing:

- American Institute of Certified Planners (AICP) certification.
- Certified Floodplain Manager (CFM) designation.
- Geographic Information Systems (GIS) experience.
- Municipal supervisory experience.
- Experience administering development regulations.
- Grant administration experience.
- Experience with Arkansas municipal government.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of:

- Municipal planning principles
- Arkansas municipal government
- Planning and zoning law
- Development regulations
- Subdivision administration
- Public administration
- Budget preparation
- Personnel supervision
- Public meeting procedures
- Arkansas Freedom of Information Act
- Geographic Information Systems
- Record management
- Report preparation
- Customer service
- Project management
- Intergovernmental coordination

Ability to:

- Interpret ordinances and regulations.
- Communicate effectively both orally and in writing.
- Prepare complex reports.
- Supervise personnel.
- Manage multiple projects simultaneously.
- Work effectively with elected officials, boards, commissions, developers, contractors, consultants, and the public.

~~PHYSICAL REQUIREMENTS~~

~~The employee must be able to:~~

- ~~Sit for extended periods.~~
- ~~Operate standard office equipment.~~
- ~~Drive a motor vehicle.~~
- ~~Conduct field inspections.~~
- ~~Walk over uneven terrain.~~
- ~~Occasionally lift up to twenty-five (25) pounds.~~
- ~~Attend evening meetings.~~

ESSENTIAL PHYSICAL AND FUNCTIONAL REQUIREMENTS

With or without reasonable accommodation, the employee must be able to:

- Communicate effectively in person, electronically, and by telephone.
- Use standard office and computer equipment.
- Review plans, maps, applications, reports, and digital records.
- Travel to City facilities, development sites, and meetings when required.
- Conduct site observations in office, public-meeting, construction, and outdoor environments, including locations with uneven terrain.
- Attend evening or occasional after-hours meetings as an essential scheduling requirement.

The City will provide reasonable accommodation to qualified individuals with disabilities in accordance with state and federal law.

WORKING CONDITIONS

Work is performed in both office and field environments.

The position requires attendance at Planning Commission meetings, City Council meetings, workshops, public hearings, construction sites, and occasional emergency or after-hours meetings.

RELATIONSHIP TO ORDINANCE

This Job Description is intended solely to implement Ordinance No. 2026-____ establishing the position of Planning Director.

Nothing contained herein shall enlarge, diminish, or modify the authority established by Arkansas law or the Tontitown Municipal Code.

In the event of any conflict between this Job Description and Ordinance No. 2026-____, the Ordinance shall control.

DISCLAIMER

This Job Description is intended to describe the general nature and level of work performed by the Planning Director. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position.

The City reserves the right to modify this Job Description as necessary to meet operational needs, provided such modifications remain consistent with applicable Arkansas law, City ordinances, and duly adopted personnel policies.

NO EMPLOYMENT CONTRACT OR EXPANSION OF AUTHORITY

This Job Description does not constitute an employment contract, guarantee employment for a particular term, create a property interest in continued employment, or alter the appointment and removal authority established by Arkansas law or City ordinance. It does not independently confer governmental authority upon the employee. Appointment, removal, compensation, supervision, and other terms of employment remain governed by applicable law, ordinance, budget authorization, and duly adopted City policy.