

DUNKIRK CITY CHARTER - ARTICLE XIV

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Department of Planning and Development

§ 14.00. Department of Planning and Development

There shall be a Department of Planning and Development which shall consist of the following divisions: planning, development and such other divisions as the Common Council may authorize.

§ 14.01. Departmental Functions.

The Department of Planning and Development shall be responsible for:

- (a) The comprehensive planning and development of the physical, economic, social and cultural environment of the City and the preparation of related plans and programs;
- (b) Making application for federal, state, county, local and institutional financial and technical assistance;
- (c) Promotion and organization of programs for industrial, commercial, economic, housing and waterfront development;
- (d) Assistance to the Mayor in the preparation of capital programs and budgets;
- (e) Maintenance of records and the preparation of reports, copies of which reports shall be submitted to the Mayor, Common Council and Fiscal Affairs Officer at no less than monthly intervals.

§ 14.02. Director and Qualifications.

The Department of Planning and Development shall be headed by the Director of Planning and Development who shall be appointed by the Mayor with the consent of the Common Council and shall serve at the pleasure of the Mayor.

The Director shall have at least five (5) years of administrative experience in community planning and development.

§ 14.03. Powers and Duties of Director of Development.

The powers and duties of the Director of Development shall include:

- (a) Supervision of each of the divisions of the Department and their functions;

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- (b) Subject to the Civil Service Law, Rules and Regulations, the Director shall appoint all officers and employees of the Department to fill such positions within the Department as authorized by the Common Council. The Director of the Department of Planning and Development may also suspend and remove all employees subject to the Civil Service Law, Rules and Regulations;
- (c) Preparation of an official map of the City showing the streets, parks, playgrounds, schools and other public places within the City as well as industrial areas and commercial districts, which official map shall be revised and updated annually;
- (d) Attendance at Common Council meetings;
- (e) Performance of such other similar and related duties as may be assigned by the Mayor.

§ 14.04. Planning Board.

There shall be a Planning Board consisting of five (5) members appointed by the Mayor. Two members shall be appointed for terms of three years, two members shall be appointed for terms of two years and the remaining member shall have a term of one year. At the expiration of such terms, the terms of their successors shall be three years.

§ 14.05. Powers and Duties.

The Planning Board shall have all the powers and duties conferred upon Planning Boards in the General City Law including the power to approve subdivision plats.