

CITY OF VINELAND

ORDINANCE NO. 2022-30

ORDINANCE AMENDING ORDINANCE 2017-72, AS AMENDED AND ORDINANCE 2019-48, AS AMENDED, CHAPTER 5, SECTION 5-12 AND 5-11 OF THE CODE OF THE CITY OF VINELAND ENTITLED DIVISION OF PLANNING AND DIVISION OF ENGINEERING, RESPECTIVELY.

WHEREAS, Planning and Facilities is a Division within the Department of Administration with a main function to serve the Planning Board and Zoning Board in land use matters coming before the Boards and to advise the Department as well as all elected officials, department and employees with regards to the laws, regulations and practices of the Division of Planning; and

WHEREAS, Engineering is a Division within the Department of Administration with a main function to supervise said Division and advise the Department as well as all elected officials, department and employees with regards to the laws, regulations and practices of the Division of Engineering; and

WHEREAS, in order to allow each Division to provide their duties in a manner that does not cause an overlap of services it is necessary to clarify the duties and function of each Division;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Vineland that Ordinance 2019-48, as amended, Chapter 5 Section 5-11 of the Code of the City of Vineland entitled Division of Engineering be amended as follows:

Section 5-11 E. (1) shall be deleted in its entirety and replaced as follows:

- (1) Direct the operation of the Division of Engineering, manage the activities of the staff and coordinate Division engineering services with other Divisions and departments.

Section 5-11 E (12) shall be deleted in its entirety and replaced as follows:

- (12) Prepare or cause to be prepared plans and specifications for construction projects undertaken by the City upon City property and/or within City rights-of-way, either by City employees or under public contract, and make such inspections of the work of public contractors as may be necessary or desirable, supervise the performance of public works contracts and certify the amounts due and payable thereunder. Provide review and comment on plans and specifications for private development within the City rights of way.

Section 5-11 E (17) shall be deleted in its entirety.

Section 5-11 E (18) shall be deleted in its entirety and replaced as Section (17) as follows:

- (17) Maintain or cause to be maintained the City Official Map, Zoning Maps and Tax Maps in current legal status at all time and secure the prompt recording thereon of all changes in ownership and prepare, maintain and preserve maps, charts and records of roads, easements, rights-of-way, utilities, public buildings and structures and all public facilities owned or operated by the City of Vineland.

Section 5-11 E (19 and (20) shall be renumbered as Section 5-11 E (18) and (19)

BE IT FURTHER ORDAINED that Ordinance 2017-72, as amended, Chapter 5, Section 5-12 of the Code of the City of Vineland entitled Division of Planning be amended as follows:

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Section 5-12 shall be renamed Division of Planning and Facilities.

Section 5-12 A shall be deleted in its entirety and replaced as follows:

- A. The City Planner shall be the Supervisor of the Division of Planning and Facilities. The City Planner shall be directly responsible to advise the Business Administrator and other municipal elected officials, departments and employees of the proper compliance and administration of various laws, regulations, and technical practices with regards to the Division of Planning and Facilities and related activities conducted by the municipality.

Section 5-12 B shall be deleted in its entirety and replaced as follows:

- B. **Qualifications of City Planner.** The City Planner of the City of Vineland shall be a licensed professional planner, licensed in the State of New Jersey. The City Planner shall have a minimum of 5 years' work experience as a licensed professional planner in the State of New Jersey.

Section 5-12 C shall be deleted in its entirety and replaced as follows:

- C. **Functions of the Division.** The Division of Planning and Facilities shall:

- (1) Advise and assist the Mayor **and other municipal officials** with regards to the physical planning of all matters relating to the development of the City.

- (2) Maintain and disseminate population, housing, environmental, economic, transportation and other planning information.**

- (3) Provide recommendations to the Planning Board and Zoning Board for staff professionals for the Planning Board and Zoning Board of Adjustment. The respective boards will be responsible for appointing all required Professionals with recommendations provided by the Division of Planning and Facilities in accordance with N.J.S.A. 40:55D-24 and N.J.S.A. 40:55D-71.**

- (a) Qualifications of Board Planner. The Board Planner shall be a licensed professional planner, licensed in the State of New Jersey. The Board Planner shall have a minimum of 3 years' work experience as a licensed professional planner.**

- (b) Outside Employment.** The Board Planner shall not accept any outside employment but shall devote his/her working hours and his/her energies solely to the duties of his/her office.

- (c) Salary of Board Planner.** The Board Planner shall be employed full time by the City of Vineland and his/her salary shall be established in the classification and compensation plans of the City. The appointed position is intended to be filled by a full-time professional staff member of the Division of Planning and Facilities.

- (d) Qualifications of Board Engineer. The Board Engineer shall be a licensed professional engineer, licensed in the State of New Jersey. The Board Engineer shall have a minimum of 3 years' work experience as a licensed professional engineer.**

- (e) **Outside Employment.** The Board Engineer shall not accept any outside employment but shall devote his/her working hours and his/her energies solely to the duties of his/her office.
- (f) **Salary of Board Engineer.** The Board Engineer shall be employed full time by the city of Vineland and his/her salary shall be established in the classification and compensation plans of the City. The appointed position is intended to be filled by a full-time professional staff member of the Division of Planning and Facilities.
- (4) Shall be under the direct supervision of the City Planner within the Department of Administration.**
- (5) Provide staff assistance to the Planning Board and Zoning Board of Adjustment within the limits of available appropriations and with the assistance of such independent consultants as may be retained. Such services, with limitation thereto, shall include:**
 - (a) Preparation of maps, charts, tables and exhibits as required for the development and current maintenance of the Master Plan.**
 - (b) Prepare agenda and reports for Planning Board and Zoning Board of Adjustment meetings.**
 - (c) Attend all meetings of the Planning Board and Zoning Board of Adjustment and meetings of the City Council and other boards or agencies as may be required for the proper planning of the City.**
 - (d) Investigate and prepare reports and recommendations on subdivision applications and site plans and all other assignments as requested by the Planning Board and Zoning Board of Adjustment or City Administration.**
 - (e) Make recommendations regarding the subdivision, zoning and other land use development ordinances within the City.**
- (6) Perform continuous studies and collect data to serve as a basis for planning recommendations to the administration.
- (7) Prepare and maintain the City Zoning Maps**
- (8) Act as liaison to the South Jersey Transportation Planning Organization, County Planning Board, Landis Sewerage Authority, United States Census Bureau, and other regional, state and federal planning organizations.
- (9) Maintain the City of Vineland Master Plan, including the Housing Element and Fair Share Housing Plan, and the Land Use Ordinance.
- (10) Administer redevelopment plans.
- (11) Shall be responsible for the development and planning of short- and long-term public facility needs in conjunction with other City departments.**
- (12) Coordinate with the Administration, other Divisions and other City departments to plan and design any future public facility construction, expansion, or modification.**

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(13) Prepare plans and specifications for facility construction projects undertaken by the City, either by City employees or under public contract. Specifically, the Department will be responsible for site plan design needs for the various departments throughout the City.

(14) Coordinate with the Economic Development office and any other City offices to assist in the administration and planning of City-owned subdivisions and site plans

BE IT FURTHER ORDAINED that the balance of Ordinance 2017-72 and Ordinance 2019-48, as amended, Chapter 5 Sections 5-12 and 5-11 of the Code of the City of Vineland not amended hereby shall remain in full force and effect.

BE IT FURTHER ORDAINED that should any portion of this Ordinance be deemed unenforceable by a court of competent jurisdiction, that portion so determined to be unenforceable, shall be void and the balance hereof shall remain in full force and effect.

BE IT FURTHER ORDAINED that should any Ordinance or portion thereof be inconsistent herewith, such Ordinance or portion thereof shall be void to the extent of such inconsistencies.

This Ordinance shall take effect upon adoption and publication according to law.

Passed first reading:

Passed final reading:

President of Council

Approved by the Mayor:

Mayor

ATTEST:

City Clerk