CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Planner II** **UNION: 231**
SG:4
DEPARTMENT: **Planning and Community Development** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for the full range of urban planning duties and responsibilities on projects and assignments of considerable complexity. Includes development of short and long-range plans as well as review, analysis, and recommendations regarding development proposals, plans, and buildings. May have specialty areas of assignment based on education, training, expertise, or current departmental work program needs. Participates in interdepartmental teams and presents reports to decision making bodies.

SUPERVISORY RELATIONSHIPS:

Reports directly to a Senior Planner or Division Manager. Works under general supervision and the guidance of City and Departmental policies and procedures as well as applicable federal, State, and City laws, regulations, rules, and guidelines. May provide technical guidance and direction to Planner I, interns or other lower level staff. Provides training as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops and drafts revisions for supervisor review of comprehensive plans, including neighborhood, institutional and urban village plans, and other long-range planning documents.

2. Reviews and recommends issuance of land use permits and tracks permit compliance. This may include determining actual and potential impacts of proposals, drafting permits, reviewing permits for compliance with the land use code and tracking the permit through to project completion.

3. Reviews and approves short subdivisions and lot line adjustments.

4. Analyzes and prepares staff reports for comprehensive plan amendments, rezones and land use changes and development regulation changes. Includes holding public meetings, evaluating consistency with adopted policies and plans, evaluating impacts on adjacent properties and the broader community and drafting recommendations for review by supervisor and Director. May also include drafting presentations and presenting materials to recommending and decision-making bodies.

5. Implements the requirements of federal, state and local zoning and environmental regulations and ensures compliance with codes. Determines when violations exist, prioritizing enforcement actions based on threats to health, safety and welfare of the public. Maintains accurate records. Uses enforcement tools to achieve compliance and restoration of damages.

6. Reviews and drafts, for State Environmental Policy Act (SEPA) Responsible Official, environmental threshold determinations and complex environmental documents for project and non-project actions. Coordinates with local, state and federal agencies. Ensures project compliance with SEPA mitigating conditions. Coordinates with other jurisdictions on programs/plans regarding shared resources and concerns.

7. Responds to public inquiries and assists the public with understanding state and local planning goals, policies, regulations, and implementation measures. Includes preparing written and oral correspondence and staff reports, answering zoning questions, consulting land use code, and conducting research. Prepares and delivers presentations to a variety of neighborhood, community, business and academic groups. Participates in issue- and development-specific neighborhood meetings. Develops informational materials for review and/or use by the public, Planning Commission, City Council, and other decision-makers, boards or commissions.

8. Manages the pre-application process to compile clear and uniform requirements for potential projects. This may include identifying site and project opportunities and constraints; applicable development, design, environmental and other code requirements; and potential review requirements by other agencies.

9. Reviews development proposals for consistency with architectural design standards and code provisions, including interpretation of code and discretionary standards as necessary.

10. Manages the review process for long and short-range plans, large building projects, preliminary and final plats, annexations, street vacations, and similarly complex projects. Monitors building projects and conducts site visits.

11. Prepares reports and recommendations for consideration by Senior Planners, Division Managers, the Department Director, Hearing Examiner, Planning Commission, City Council, and other decision-makers, boards or commissions.

12. Drafts findings, resolutions, ordinances, contracts, agreements, policies, financial sureties, and other legal documents to implement the comprehensive plan and meet federal, State, and local zoning requirements. Makes recommendations on and drafts, for review of Division Manager and Department Director, changes to development codes. Implements and monitors programs and initiatives such as the Multifamily Tax Exemption Program, Town and Gown, Infill Housing Toolkit, accessory dwelling units, habitat restoration technical assessment, and environmental regulations and programs.

13. Drafts design review and planned development permits for residential, commercial, and industrial development. Attends neighborhood meetings. Prepares conditions for permit issuance, including development standards and requirements for specific property, negotiating with applicants and providing recommendations to Senior Planners, Division Managers and the Department Director.

ADDITIONAL WORK PERFORMED:

1. Provides staff training on local planning codes, policies, practices, procedures, public interaction, land use regulations, permitting processes and other applicable topics, as assigned.

2. May document and photograph sites and buildings.

3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Thorough knowledge of:
- Urban planning principles, theories and practices;
- Zoning ordinances and policies;
- Land use, subdivision, and environmental codes and policies;
- State and local regulations related to land development and annexation;
- City government organization, procedures, methods, and policies;
- City ordinances, procedures, methods, and policies;
- Land use and permit processing;
- Statistics;
- Historic Preservation and Cultural resources;
- Neighborhood planning principles and practices;
- Population and housing analysis;
- Land Use Law and precedents;
- Wetland, shoreline, and marine ecology; wildlife and fish needs; water quality and wetland regulations; and
- Some knowledge of geology and soil science.

Skill in:
- Technical and business writing;
- Using computers, related software applications, and cameras;
- Reading and interpreting zoning, subdivision, shorelines and environmental regulations, and maps, site plans, and development plans;
- Public speaking and presenting materials to co-workers, the public, board members, staff, planning commissioners, and city council;
- Negotiating;
- Presenting data and technical analyses;
- Excellent communication and interpersonal skills for interaction with coworkers, supervisors, managers, other City personnel, development professionals, and the general public.
- Providing clear explanations on procedures and regulations;
- Planning and organizing meetings, recommendations, and reports;
- Analyzing problems and assessing information;
- Making decisions and developing new problem-solving strategies; and
- Managing time, prioritizing tasks and managing projects.

Ability to:
- Use technological tools and adapt to new technologies;
- Update and track permit status and progress;

- Maintain accurate records;
- Willingness and ability to frequently attend and participate in evening meetings.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the job, including:
    - Correctable visual acuity to read a computer monitor and typeset page;
    - Fine finger dexterity to manipulate computer keyboard and mouse;
    - Communicate verbally, in person and over the phone;
    - Traverse difficult and undeveloped terrain.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with extensive work at a computer work station. Requires frequent attendance and participation in evening meetings, field work and site visits to locations, including urban undeveloped and developed areas and open space, underdeveloped land parcels, and project development sites. Travel to professional seminars, meetings, and court attendance as needed. May interact with frustrated and difficult members of the public.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Urban Planning or related field.
- Three (3) years experience in planning or related field.
- Completion of an accredited Master's degree in urban planning or related field may substitute for two years of the experience requirement.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal conviction and local background check.

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