



City of Kenmore

Planner

SUMMARY

Performs a variety of land use planning assignments and/or assists with long range or other planning projects. Conducts research and analysis, advises customers on land use matters, facilitates preplanning processes, develops recommendations in connection with proposal applications, and provides training and mentoring to department team members. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads and/or conducts planning projects of varying complexity, including large planning projects involving considerable interaction with developers, agencies, civic groups, and special interests.
- Conducts reviews of difficult development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares Findings, Conclusions and Conditions of Approval for all land use applications including but not limited to, preliminary short subdivision, short plat alteration, zoning verification, zoning variance, conditional use permit, shoreline substantial development permit, shoreline conditional use, shoreline variance, commercial site plan review, wireless communication facilities, reasonable use exception, and critical area variance. Reviews projects for compliance with Downtown Design Standards.
- Determines the application of code and regulations in complex situations. Researches, writes, and edits proposed amendments to the land use and environmental Code to ensure clarity and consistency. Presents recommendations to the Council, and/or the Planning Commission as assigned.
- Advises the public in relation to problems, questions, and complaints regarding land use, land development, and zoning.
- Attends meetings and hearings with official and public groups and contributes to such with discussion and presentation of materials, as assigned or appropriate.
- Performs field investigations and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to development proposals or ordinance violations. As necessary, assists local, state, and federal agencies in the review of proposals and violations.
- Conducts inspections related to landscaping, design standards, critical areas and other land use issues.
- Reviews and evaluates various technical reports and briefings prepared by private and public organizations and agencies.

- Prepares reports, correspondence, maps, charts, posters, and other visual aids to support decisions on development projects, comprehensive plans and special projects.
- Prepares reports and conducts environmental review under GMA, SEPA and City of Kenmore Municipal Code for the department and reviews other agencies' environmental assessments. Prepares recommendations for SEPA threshold determinations as assigned or as appropriate.
- Reviews proposed land partitioning and land use applications requiring quasi-judicial review by the Hearing Examiner. Counsels applicants, explaining purpose of and procedure for application.
- May be assigned to orally present the City's written recommendation or decision in public meetings, hearings, and council meetings for development applications.
- May present the City's decision in the case of appeal hearings, including preparation of staff reports and recommendations, graphics, displays, and PowerPoint presentations.
- Monitors work processes and schedules to ensure timely project completion and response.
- Conducts special studies or research as assigned or as appropriate. Establishes methodologies and standards for research and studies. Facilitates collection of information. Designs, conducts and analyzes surveys and evaluations.
- Attends evening and weekend meetings, as necessary.
- Maintains up-to-date knowledge of emerging regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Develops, manipulates and maintains computerized databases, spreadsheets, progress monitoring systems and filing systems.
- Provides counter assistance to the public. Reviews and adjudicates development proposals, working with the customer to complete a land use solution that complies with laws and regulations as well as desired application.
- Provides land use and technical advice on city-owned projects. May be assigned to lead City applications through the permit process.
- Performs Permit Specialist duties and responsibilities as assigned.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Specialized knowledge of the theory, principles, standards, practices, and information sources of urban planning.
- In-depth knowledge in the application of land use, physical and environmental design, ecological science, and zoning theory and practices.
- Knowledge of and skill at organizing, planning, and coordinating projects.
- Working knowledge of the principles, processes, and practices of public administration.
- Working knowledge of applicable laws, regulations, codes, requirements, and criteria governing planning.
- Sufficient math skills to perform statistical analysis and interpret complex plans and maps.
- Methods and techniques used in citizen involvement and external communications.

- Well-developed interpersonal skills to conduct persuasive discussions with diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

Abilities:

- Provide training and mentoring to department team members who may be assigned the responsibility for complex, multi-disciplinary assignments.
- Coordinate limited scope development projects including budgets, timelines, and quality of work product.
- Review, prepare plans, applications, specifications, and legal contracts.
- Perform difficult and complex technical research and analysis of planning issues or problems.
- Learn, understand and interpret all applicable laws, regulations, policies, procedures, and standards, and planning principles and practices to complex, specialized and diverse planning processes.
- Use sound judgement when making decisions, interpretations, and in communications with others. Requires the ability to work cooperatively with citizens.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work and be on uneven surfaces out in the field.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires bachelor's degree in urban planning or a related field, and
- Four years' related experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Development Services

FLSA: Exempt

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