



***Service Disabled Veteran Owned Small Business***

## **Land Development Project Planner POSITION DESCRIPTION**

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### **SUMMARY:**

Acts as the Land Development Project Planner for the Abbey Road Group Land Development Services Company, LLC, under general supervision of the Land Development Manager or Director of Land Development Services, LLC, Assists in researching, developing and implementing plans for development; preparing recommendations pertaining to various planning issues; and preparing land use and environmental applications for compliance with city/state and local regulations and attending and presenting such project information during Public Meetings.

### **DUTIES:**

- Responsible for a variety of technical tasks in support of planning efforts including land use, site plan design, feasibility studies, rezones, conditional use permits, annexations, open space, environmental, and permitting.
- Work is often performed as a member of a team.
- Applications and site plans for compliance with city/county and state regulations and plans.
- Preparation of receiving administrative determinations of land use applications and preparing SEPA reports and assisting the Director of Land Development Services in the presentations to clients, city council, hearing examiners, boards, commissions, councils, or elected officials.
- Complete on-site investigations and reviews as necessary, providing code compliance, guidance and code interpretations to client and team as needed.
- Recommend corrective solutions on violations or appeals.
- Write requests for changes to draft components of comprehensive plans and ordinances.
- Analyze and prepare documents and reports on current and master planning issues.
- Compile and analyze statistical information from surveys, questionnaires, studies, interviews, and published materials.
- Work with design & consultant teams to ensure that planning, engineering and utility operations are consistent, coordinated and unified.
- Conduct technical research studies and prepare various statistical reports for drafting or revising local legislation, plans and projected trends.

- May prepare graphic material for visual presentations and maps and interpret baseline data. Provide general planning information to clients and team members by telephone and in-person. Assist staff and the Director of Land Development Services with complex cases in areas of formulating recommendations, preparing for board reviews and hearings and project coordination. Assist in developing systems to track permits and applications.

### **ESSENTIAL FUNCTIONS:**

- Provide general, complex, detailed, and technical information to a variety of clients and sub consultants; including the general client, team, public, professional, technical co-workers, developers and elected officials.
- Communicate directly and effectively with customers under demanding conditions that include high work volume, firm deadlines, confrontational situations, disputed interpretations, and complex explanations to individuals with diverse levels of technical expertise. Develop, prepare, and present plans, reports, supporting documentation, and presentations.
- Read, understand, interpret and analyze complex regulations, standards and a wide variety of information related to planning and environmental issues available in a wide variety of formats.
- Analyze a variety of information or issues and effectively use independent judgment in interpretation of information, decision making, problem resolution, and compliance requirements.
- Conduct field visits and inspections at construction sites and a wide variety of outdoor locations by safely navigating all types of terrain, potentially hazardous sites, and in all weather conditions.
- Travel to and participate in a variety of meetings, public hearings, conferences, seminars and related activities throughout local and regional area that may occur on evenings or weekends.

### **WORKING CONDITIONS:**

- Land Planner generally works within an office which is subject to frequent interruptions, high noise level and required a high degree of concentration.
- Some work outside the office is required to complete investigations, on-site reviews, meeting and public presentations.
- Outdoor work requires the ability to move about uneven terrain, in wetlands, boating, and being around heavy equipment.
- Frequent travel to meetings and conferences is required, some of which may occur during evening hours.

### **QUALIFICATION GUIDELINES:**

### Knowledge/Skills/Abilities:

- Knowledge of the principles, practices, regulations, techniques in the field of land use, environmental planning and transportation planning.
- Knowledge of current planning research methods and information gathering techniques.
- Knowledge of standard procedures, methods, and principles.
- Knowledge of basic principles and practices related to economic development, housing, growth management, and other community preservation areas.
- Knowledge of basic cartography and graphic design principles and methods.
- Knowledge of basic site planning and architectural design principles.
- Knowledge of Federal, state, city, county, local land use laws and regulations.
- Skill in managing competing interests under strict time lines.
- Skill in using computers and software applications in one or more of the following areas: graphics, presentations, database management, mapping, data analysis, evaluation.
- Skill in working with a diverse group of individuals with varying levels of subject area expertise.
- Ability to work as a member of a customer service oriented team.
- Ability to write clear and concise reports and correspondence.
- Ability to learn, comprehend, and apply organizational procedures, methods, and policies.
- Ability to interpret maps and prepare graphic materials for visual presentations.
- Ability to effectively organize and participate in design team, project management and public meetings.
- Ability to establish and maintain effective working relationships with other clients, team members, jurisdictions, planning staff, other City employees, and the community.

### **SPECIAL AREAS:**

#### Development Review:

- Review Site Plans for Development Issues
- Review Site Plans for Cost Reduction Capabilities
- Review development/zones/environment/design codes for compliance

#### Scheduling/Coordinating Schedules:

- Research and Prepare Project Schedules based on City Code and Consultant Time Requirements
- Update and Publish Monthly Project Schedules
- Maintain 100% status of Project Schedules

#### Meetings/Coordinating Meetings:

- Schedule and Coordinate Design Team Meetings
- Prepare Meeting Agendas
- Prepare Meeting Materials and Meeting Rooms
- Prepare and Distribute Meeting Minutes
- Meeting Scribe
- Attend Project Design Team Meetings

#### Budget/Coordinating Budgets:

- Research and Prepare Project Budgets based on City Fee Schedules, Sub-Consultant Fees, Construction Cost Estimates and Associated Development Costs.
- Update and Track Project Budgets
- Publish Monthly Project Budget Reports
- Coordinate and Track Sub-Consultant Billing
- Coordinate and Track Project Specific Expenses
- Prepare and Process Monthly Project Billing

#### Project Coordination:

- Coordinate and Track Sub-Consultants Tasks
- Coordinate and Track Jurisdictional Permits
- Prepare and Publish Monthly Project Status Reports
- Prepare and Maintain Job Books
- Prepare and Maintain Job Files
- Track and Follow-up on Project Tasks and Suspense's
- Keep Design Team Members Informed of Project Status and Maintain Flow of Project Information
- Process and Track Jurisdictional Requests for Information
- Process and Track Sub-Consultants requests for Information
- Jurisdictional Development Code Research
- Project organization
- Project documentation
- Progress measurement
- Concepts of partnering and total quality management
- Change order, claims and submittal processing
- Cost control

#### Clerical Support/Coordination of Clerical Support:

- Word Processing (Word, Excel, Outlook)
- Filing
- Reproduction
- Report Preparation
- Cover Letter/Transmittal Letter/FAX Transmittal Preparation
- Faxing/Copying/Typing/Filing/Phone/Scanning
- Internet Research

#### Property Feasibility Studies:

Initial property research is important for the feasibility determination of a proposed project. Provides the following services associated with property research.

- Coordination with local jurisdictions including cities, counties, and sub-consultants
- General development restrictions
- Transportation/access requirements
- Feasibility studies prepared at four different levels

- Initial site inspections for project feasibility
- Sensitive areas research Zoning & comprehensive plan research
- General property research & characteristics
- Title report research identifying any easements or encumbrances
- As-built drawing research

#### Site Plan Preparation:

Provides site planning for single and multi-family facilities, as well as retail, commercial and petroleum facilities, restaurants, markets, commercial office buildings and several other specialized uses. Our staff is current with the latest design alternatives to provide innovative solutions that are both practical and cost effective to our clients. Will assist the Director of Land Development Services in the setting up of the company planning standards and planning business plan of the company.

#### Permitting:

Obtaining permits in a timely manner for planning. Jurisdictions require developers and builders to obtain permits for each phase of land development and construction activity. Permits ensure that the project complies with all applicable regulations and standards of the appropriate jurisdiction. Provides the following services associated with project permitting:

- Clearing and grading permits
- Environmental checklists (SEPA)
- Conditional Use Permits (CUP)
- Building permits
- Subdivision/plat applications
- Planned Unit Development (PUD)
- Policy and regulatory analysis
- Forest practices permits (DNR)
- Miscellaneous permits (e.g.: use permits)
- Coordination with jurisdictions including cities, counties, Department of Fish and Wildlife, Department of Natural Resources, and Department of Ecology
- Code information/research
- Permit preparation/submittal
- Public hearings
- Demolition permits
- Site development permits
- Hydraulic Project Approval (HPA) permits
- Joint Aquatic Resource Application Permits (JARPA)
- Army Corps of Engineers Permits
- Variances

#### Permit Tracking & Project Management:

The complex permitting process can benefit from continuous follow-up and tracking.

- Permit coordination and follow-up
- Coordination between cities, counties, sub consultants, and other agencies.

- Client coordination and update.
- Development of Project Timelines utilizing the Microsoft Project Management System.
- Contract Management. Insuring the clients is getting the A Quality design for a Reasonable Price.
- Budget Management. Insuring the client is getting the A Quality design for a Reasonable Price.
- Budget Management of projects. During all phases of permitting and construction

**Education Requirements:**

- Bachelor of Arts or Science Degree in Planning or Environmental Science or 2-year degree with 5 year of experience.

**Experience Requirements:**

- 5-10 years in Planning
- 5-10 years in Environmental
- 5-10 years in Technical Writing
- 3-5 years Public Speaking
- 3-5 years in Project Management

**Certifications Requirements:**

- American Institute of Certified Planners (AICP) Certification or Capable of Receiving the (AICP) Certification within 180 days of being hired.

**Special Requirements:**

- GIS Knowledge
- AutoCAD Knowledge
- Microsoft Project Knowledge
- Accounting Knowledge
- Project Budgets Knowledge
- Project Management knowledge

**RECOMMENDED CONTINUING EDUCATION:**

- 24 Hours professional development courses per year

**SUPERVISOR:** Operations Manager

**WORK HOURS:** 40 hours per week

**POSITION:** Full-time

**HOURLY/SALARY:** Salary, \$40,000 to \$85,000 per year (Depending on Qualifications)

**BENEFITS:**

- 7 Days Paid Holidays

- 3 Weeks Paid Time off per year for vacation and sick (once accrued)
- \$50.00 per week paid benefits for the staff members Medical Insurance