



**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: July 28, 2015

**SUBJECT: APPROVE A PRINCIPAL PLANNER POSITION TO FACILITATE THE PLANNING AND ENTITLEMENT PROCESS FOR THE CONCORD COMMUNITY REUSE PROJECT (COSTS TO FUND THIS POSITION WILL BE PAID BY THE PHASE 1 MASTER DEVELOPER)**

**Report in Brief**

Staff recommends addition of one full-time Principal Planner position to the Planning Division of the Community and Economic Development Department. This Principal Planner will work exclusively on the implementation of the Concord Reuse Project Area Plan for the former Concord Naval Weapons Station. The City of Concord Local Reuse Authority (LRA) is supporting a City Council process to select a preferred Master Developer to implement the first phase of development on the Base. Once selected in mid-September, the Master Developer will need to entitle the property and will start that process with the preparation of a Specific Plan and associated environmental compliance documents. The Specific Plan process and all the subsequent Planning efforts on the Reuse Area will be facilitated and expedited by a Principal Planner who is a full-time City staff person, working in concert with the LRA's Executive Director and the Master Developer's team. Although this position will be funded through the General Fund, the total cost of the position's salary and benefits would be fully reimbursed by the Master Developer.

**Background**

Community and Economic Development staff have been working with the Executive Director of the Local Reuse Authority and his consultant team to prepare for the upcoming implementation of planning and development of the Concord Reuse Area. In discussions with the Master Developer finalist firms, and with other City's that have undertaken similar major reuse projects, it is clear that there will be a great deal of new planning-related workload underway after selection of the Master Developer is complete.

Staff recommends that the Council authorize one additional full-time Principal Planner position to the Planning Division to be funded from the General Fund, but fully reimbursed by the Master Developer. Due to the time needed for the recruitment and hiring process, it is anticipated that the person selected for this position would not begin work with the City until October or November 2015. The position is requested to be authorized at this time so that the recruitment process may begin in August 2015. This will allow the new Principal Planner to begin working on the Specific Plan and environmental compliance documents and other entitlement documents for the preferred Master Developers first development phase.

**Discussion**

In January 2012 the City Council adopted the Concord Community Reuse Project Area Plan. After an extensive recruitment and evaluation process, the City Council is now in the final stages of selecting a Master Developer for the Project Area, and it is anticipated that a selection will be made in mid-September 2015. The Master Developer will need to entitle the property and will start that process with the preparation of a Specific Plan and associated environmental compliance documents. The Specific Plan process and all the subsequent Planning efforts on the Reuse Area will be facilitated and expedited by a Principal Planner who is a full-time City staff person, working in concert with the LRA's Executive Director and the Master Developer's team. In order to efficiently and expeditiously begin the Specific Plan process concurrently with the Master Developer's team, staff recommends that one full-time Principal Planner position be added to the Planning Division so that a recruitment process for the position can be initiated in August. It is anticipated that the position could be filled by late October or November 2015.

This Principal Planner position, as described in Exhibit B, will play a key role in facilitating the planning and entitlement process for the first development phase of the Concord Community Reuse Project. The position will be the Planning liaison between the Master Developer and the City and will lead the Specific Plan process on the City's behalf, working closely with the LRA. At the completion of the Specific Plan, this position will facilitate the entitlement process for specific components of the development of the first phase of the Plan. This position will be the Planning staff liaison to any Advisory Committee or Commission that is established as part of the entitlement review process for the Community Reuse Project Area Plan.

**Fiscal Impact**

The full cost (salary and benefits) of a Principal Planner position is currently budgeted at approximately \$183,600 per year. The position would be funded through the General Fund but fully reimbursed by the Master Developer, as the position will be dedicated to work on the Community Reuse Plan Area.

**Public Contact**

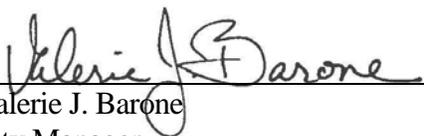
Posting of the City Council Agenda.

**Recommendation for Action**

Approve Resolution No. 15-3493.2 authorizing one new full-time Principal Planner position to work exclusively on the Concord Community Reuse Project and Area Plan.

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Exhibit A: City Council Resolution No. 15-3493.2

Exhibit B: Principal Planner job description

**BEFORE THE CITY COUNCIL OF THE CITY OF CONCORD  
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

**A Resolution Authorizing a Principal Planner  
Position in the Planning Division**

**Resolution No. 15-3493.2**

**WHEREAS**, pursuant to Policy and Procedure No. 37, The Personnel Rules, the Human Resources staff recommends that Council adopt Resolution No. 15-3493.2, approving a second Principal Planner position classification with the job description in Exhibit A within the Planning Division; and

**WHEREAS**, the City Council, at its meeting of July 28th, 2015, considered the recommendation of the Human Resources staff.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CONCORD DOES  
RESOLVE AS FOLLOWS:**

**Section 1.** Resolution No. 15-3493.2 is adopted, thereby approving the new classification.

**Section 2.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the City Council of the City of Concord on July 28th, 2015, by the following vote:

**AYES:** Councilmembers -

**NOES:** Councilmembers -

**ABSTAIN:** Councilmembers -

**ABSENT:** Councilmembers -

\_\_\_\_\_  
Joelle Fockler, CMC  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Mark S. Coon  
City Attorney



# Principal Planner

Bargaining Unit: Management

CITY OF CONCORD  
 Established Date: Jun 19, 2000  
 Revision Date: Dec 31, 2013

Class Code: 2132

## SALARY RANGE

\$41.24 - \$56.70

Hourly

\$85,779.20 - \$117,936.00

Annually

### JOB CHARACTERISTICS:

#### **Purpose**

The position will represent the City at all complex negotiations, project management and coordination specific to the planning, entitlement and development of the Concord Community Reuse Project and Area Plan for the Concord Naval Weapons Station; propose innovations regarding the development application process; supervise subordinate staff as assigned; recommend innovative project alternatives, including design alternatives; assist in the administration of the Planning Division; develop state-of-the-art approaches and manage major multi-faceted projects; perform related work as required all within the context of the City's Mission, Vision, Values Statement and a strong and progressive customer service orientation.

#### **Equipment, Methods & Guidelines**

Uses principles of planning, California planning law, California redevelopment law, urban and site design, and public administration. Uses computers and has knowledge of relevant computer programs including G.I.S.. Uses telephones, other means of voice and written communication, and City vehicles.

#### **Working Conditions**

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites, visits to sites of code compliance issues, and other assignments outside of the office, as necessary. Work involves attendance at meetings held during the workday and evenings. Work may include occasional weekend assignments and occasional out of town travel.

#### **Physical Demands**

Emphasize speech, hearing, and vision. The incumbent is expected to work full work days followed by attendance and active participation at evening meetings.

#### **Supervisory Guidance Received/Given**

Supervision received is characterized by general supervisory direction intended to define objectives and problems. Control over work methods is general. A position in this class is empowered to make planning decisions with minimum supervision and guidance.

### EXAMPLES OF DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Lead the Specific Plan process for the City for the Concord Community Reuse Project Area Plan.
2. Serve as the liaison to the Master Developer for the Concord Community Reuse Project and facilitate the entitlement process for development of the Concord Community Reuse Project.

3. Coordinates the duties of assigned planning staff and performs activities pertaining to the processing of applications for consideration by the City Council, Planning Commission, Design Review Board, Zoning Administrator, and other bodies, as assigned.
4. May act as Zoning Administrator and conduct hearings on applications as well as take action on applications under the jurisdiction of the Zoning Administrator which do not require hearings.
5. Supervises professional Planners on assigned projects; coordinates and provides lead direction to consultants; coordinates and reviews the preparation of reports and correspondence; participate in the coordination of the Permit Center. Coordinates and participates in meetings to provide and receive information regarding applications and proposed plans and ordinances. Makes presentations before authoritative bodies such as the City Council, Planning Commission, Design Review Board, and other agencies, as assigned
6. Performs complex project management duties.
7. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.

**QUALIFICATIONS:**

**Competencies, Knowledge and Abilities:**

**Public Planning** – Knowledge of functions, principles, methods, and techniques of public sector planning including land use planning, urban design, specific plans, general plans, and zoning law, and environmental impact analysis.

**Planning and Evaluating** – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats and/or opportunities.

**Land Use and Development** – Knowledge of the principles and tools relevant to land use planning, development, regulations, and permitting.

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Writing** – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Supervision** – Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

**Process Development/Improvement** – Uses experience and observation to map existing processes and identify improvements, or develops new processes and procedures to address existing gaps.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

**Technology Application** – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

**Self-Direction** – Sets goals, takes initiative in implementing ideas, systems, or policies that affect a planning area, manages time efficiently, encourages feedback, and invests in self-development.

**Vision** – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

**External Awareness** – Identifies and understands economic, political, and social trends that affect the organization.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Problem Solving** – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives and to make recommendations, and initiates actions aligned with the strategic objectives of the section, unit, or project.

**Decisiveness** – Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out projects, ideas, systems, or policies that affect the planning area. Legal, public, and financial consequences are generally limited to related area(s).

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Team Building** – Encourages and facilitates cooperation and open communication, promotes team work at all levels, cooperates with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to accomplish goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Customer Service** – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Teaching Others** – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

**Creative Thinking** – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

**Leadership** – Initiates and sustains action to accomplish the goals by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Organizational Awareness** – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others , and is trustworthy.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Flexibility** – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles , and effectively deals with ambiguity.

**Education/Experience**

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

**Education:** Completion of a Bachelor's Degree in City Planning or closely related field (Master's degree preferred).

**Experience:** Eight years professional planning experience involving general plan, zoning or development services, or Redevelopment project management and development. .

**Other:**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.