invites applications for the position of

PLANNING & SUSTAINABLE DEVELOPMENT MANAGER
“THE CITY OF THE ARTS”

Located just one mile from the Pacific Coast in the heart of Orange County, Costa Mesa is one of California's most eclectic and vibrant cities. Often referred to as “The City of the Arts” and dubbed Orange County’s “capital of cool” by the OC Register, Costa Mesa prides itself on its unique mix of traditional and up and coming neighborhoods, preeminent shopping centers, trend-setting eateries, and destinations. With a population of nearly 114,000 and over 40,000 homes, residents enjoy the benefits of beautiful neighborhoods, wonderful schools, ideal weather, and recreational opportunities. Vanguard University and Orange Coast College support a college student population within the community. Seasonal activities and special events help create the small-town feel treasured by Costa Mesa residents. The Scarecrow and Pumpkin Festival, Concerts in the Park, World Class Fair, and Snoopy House are examples of opportunities for family fun and community camaraderie.

Visitors and residents alike appreciate the close proximity to freeways, beaches, major airports, and popular tourist attractions while still enjoying peaceful surroundings. Within its 16.8 square miles, Costa Mesa offers unlimited recreational possibilities, including an iconic skatepark, two pristine golf courses and over 32 neighborhood and community parks. Fairview Park, a 209-acre natural habitat and wetlands, is considered a popular hidden regional jewel and perfect place for leisurely walks, biking, hiking, and jogging along its inviting trails. Costa Mesa also serves as home to some of the finest restaurants anywhere.

South Coast Plaza offers world-class shopping with over 300 luxury stores and award-winning restaurants, and is one of the highest volume of sales producers in the nation. Costa Mesa also serves as host to the iconic Orange County Fair that attracts over a million visitors every year. The Costa Mesa Theater District is home to the Segerstrom Center for the Arts and its four performance halls, studio performance space and education lab, the three-stage South Coast Repertory Theater, the Arts Plaza, the new Orange County Museum of the Arts, and the 1.6-acre Noguchi Sculpture Gardens. In addition, the Costa Mesa Playhouse is a popular venue within the City and is complemented by an array of art galleries.

CITY GOVERNMENT

The City of Costa Mesa is a General Law City operating under a Council/Manager form of government. The City Council consists of six members, elected from Districts, and a Mayor who is elected at large. The City Council appoints the City Manager. Costa Mesa is a full-service city supported by approximately 588 full-time staff. The FY 2023-24 operating budget is approximately $180.3M and proposed Annual Capital Improvement Program for FY 2023-24 is approximately $31.1M.

THE POSITION

The Planning and Sustainability Manager will function as the Division Manager for the Department's Planning Division. This position is responsible for oversight of the administrative and professional work of 12 planners and will organize and direct the Division's programs, services, and day-to-day operations. This position will report to the Department’s Assistant Development Services Director and function as liaison to the City's Planning Commission.

THE DEPARTMENT

Costa Mesa's Economic and Development Services Department is responsible for long-range community planning, guiding and permitting new development, promoting economic development City-wide, administering grant funded housing programs, ensuring building safety, and upholding quality of life standards in the community. These functions are carried out by over 50 full-time professional staff who are responsible for providing excellent customer service to our residents and businesses. The Development Services service counter is the busiest in the City and serves 1000s of customers each year. The Planning Division is responsible for implementing the City's Zoning Code and General Plan, guiding land use and administering other land use related to City Council goals and objectives; including the Council goal to, diversify, stabilize and increase housing to reflect community needs, and to advance environmental sustainability and climate resiliency.
DUTIES

• Supervises, directs and coordinates the Planning Division; evaluates existing programs and activities and initiates actions for improvement; determines methods and procedures to be utilized in accomplishing planning and sustainable development activities.

• Participates in the selection of professional, technical and clerical personnel and their orientation, training and performance evaluation; establishes work standards.

• Assists management in planning activities of the division or department and in developing departmental policies, priorities, objectives and goals.

• Supervises and participates in the preparation of a variety of comprehensive plans, complex research studies, statistics, and reports for written and verbal presentation to the Planning Commission and City Council; analyzes and evaluates Environmental Impact Reports.

• Coordinates activities with other departments and agencies and normally attends Planning Commission meetings and study sessions; serves as the staff liaison to the Planning Commission.

• Meets with developers, citizens; organizations, and public officials to coordinate and implement various planning projects and programs.

• Works in partnership with the Energy and Sustainability Services Manager to ensure the Sustainable City Plan and Climate Action Plan are incorporated into land use management.

• Maintains awareness of emerging trends, innovative technology and practices, and legislative developments in the field of planning and sustainable development; incorporates new developments and makes recommendations as appropriate.

• Plans, directs, coordinates, reviews and participates in data collection, analyses, plan formulation and implementation of a wide variety of planning, zoning and sustainable development programs.

• Interprets and explains Planning proposals and decisions to employees, other departments, groups, applicants and the public.

UPCOMING PROJECTS

The Planning Division oversees diverse ranges of development projects and programs including, but not limited to, implementation of the City’s retail cannabis program, 1,000 unit multi-family residential projects, a new 60-unit affordable senior housing development on City property, luxury hotels, new museums, subdivisions, multi-million dollar upgrades to commercial tenant improvements, and a Specific Plan for the re-use of the 114-acre State-owned Fairview Developmental Center for a mixed use/mixed income community site, to name a few. In addition, the City’s Housing Element was recently adopted and includes more than 47 housing programs to be implemented over the next eight years. These programs include the local adoption of objective design standards; General Plan Amendment and re-zoning of some of the City’s commercial and industrial corridors to allow for housing and mixed use housing development, modification of the City’s parking standards, and consideration of the City’s first inclusionary housing ordinance. In addition, the City has recently launched “TESSA,” the City’s new online application and permitting system. This system will streamline Department operations, improve customer service, and replace 25 year old technology City-wide.

QUALIFICATIONS

EXPERIENCE: Five (5) years progressively responsible professional experience in urban planning preferably encompassing both Advance and current planning activities. Two (2) years supervisory experience is preferred.

EDUCATION: Graduation from an accredited four-year college or university with major course work in urban planning, public administration, or a related field.

CERTIFICATION: Class C California Driver’s License. Revocation of license during employment may result in disciplinary action or reassignment. Certification by the American Institute of Certified Planners (AICP) is also preferred.
**BENEFITS**

**SALARY RANGE** - $141,000 – $188,964 Annually

**RETIREMENT** – Employees contribute 9% of their salary on a pre-tax basis towards the 2% @ 60 or 2% @ 62 retirement benefit formula depending on eligibility.

**HEALTH INSURANCE** – City pays full contribution toward employee and family medical, dental and long-term disability (LTD) insurance within a flexible benefits plan. The flexible benefit contribution for 2023 is $2,910 per month.

**LIFE INSURANCE** – City provides $50,000 term life insurance policy. Supplemental life, short-term disability and/or cancer insurance are available.

**AD&D INSURANCE** – City provides a $50,000 accidental death and dismemberment insurance policy.

**DEFERRED COMPENSATION** – In addition to a voluntary 457 deferred compensation plan, the City offers a 401(a) deferred compensation plan through ICMA, with a City match of 0.5%.

**EXECUTIVE LEAVE** – 40 hours per year; 60 additional hours are available upon approval of the City Manager.

**HOLIDAYS** – Thirteen (13) paid holidays per year, including sixteen (16) floating holiday hours.

**SICK LEAVE** – Twelve (12) days per year.

**VACATION** – Accrued in accordance with tenure ranging from 11.5 days per year (upon hire) to 26.5 days per year.

**TECHNOLOGY ALLOWANCE** – This position is eligible for a monthly technology allowance of $75.

**PROFESSIONAL DEVELOPMENT** – Up to $1,000 annually for professional development.

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**APPLICATION AND SELECTION PROCESS**

**First Review Date | Friday, October 6, 2023**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: apply@bobhallandassociates.com.

Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the Development Services Director. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

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**IDEAL CANDIDATE**

The ideal candidate is a strong leader, and effective communicator with critical thinking skills and good judgement who will thrive in a fast-paced environment where expectations are high and creativity is valued. The successful candidate will have broad experience in all areas of planning with extensive expertise managing and mentoring staff and creating an organizational structure with a sense of team and purpose. As the manager interacts with a variety of internal and external stakeholders, exceptional interpersonal skills and political acumen are of the utmost importance. The successful candidate will have a proven track record of creating efficiencies, implementing best practices, establishing clear procedures and policies, modeling professionalism and responsiveness, and promoting a positive team environment.