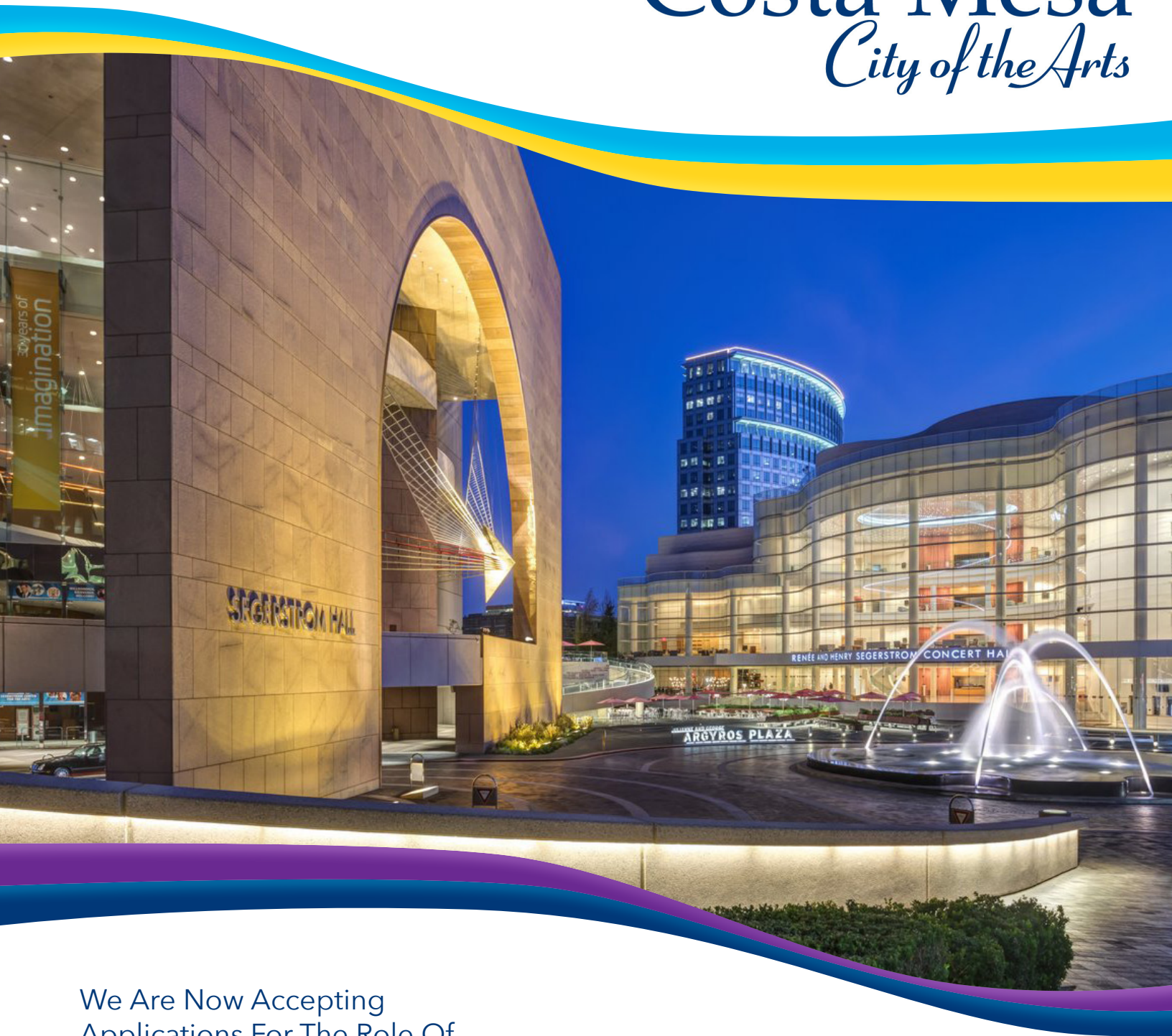


The City Of
Costa Mesa
California



We Are Now Accepting
Applications For The Role Of

**PLANNING AND SUSTAINABLE
DEVELOPMENT MANAGER**

BH
Bob Hall & Associates

“THE CITY OF THE ARTS”

Known as the “City of the Arts,” the City of Costa Mesa is one of California’s most eclectic and vibrant cities. Located just one mile from the Pacific Ocean and in the heart of Orange County, Costa Mesa is home to a diverse population of over 111,000 residents. The City boasts 32 neighborhood and community parks, two municipal golf courses, a skate park, a LEED Gold certified community center, and Fairview Park, a 209-acre natural habitat and wetlands park. Costa Mesa is home to 25 public schools and three public libraries.



Costa Mesa prides itself on its unique mix of traditional, trend-setting, and up-and-coming restaurants; preeminent and world-renown shopping centers; progressive and contemporary arts and cultural programs and events; and inviting neighborhood communities. A premier “foodie” paradise, Costa Mesa boasts some of the best dining in Orange County, including two Michelin-starred restaurants. It is also home to South Coast Plaza, a world-class shopping and dining destination, considered one of the highest volume of sales producers in the nation. Just north of the I-405 is the Costa Mesa Theater District, which encompasses 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, a Concert Hall, the 1.6-acre Noguchi Sculpture Gardens, and, most recently, the Orange County Museum of Art. Costa Mesa is also home to action sports apparel leaders such as Vans and Volcom as well as several surf and skateboard shops and most recently Dickies workwear apparel. Costa Mesa is proud to host incredible community events, such as the iconic Orange County Fair, which attracts over a million visitors annually. Costa Mesa supports a vibrant college student population, with Vanguard University and Orange Coast College located in the heart of the City. Additionally, Costa Mesa is home to Anduril, a defense company building advanced technologies to solve some of the most important and complex national security challenges.

As one of the safest and most vibrant communities in Orange County, the City represents expansive and attractive opportunities for jobs, recreation, housing and a good quality of life for residents, businesses and visitors.

For more information about the City of Costa Mesa, please visit www.costamesaca.gov.



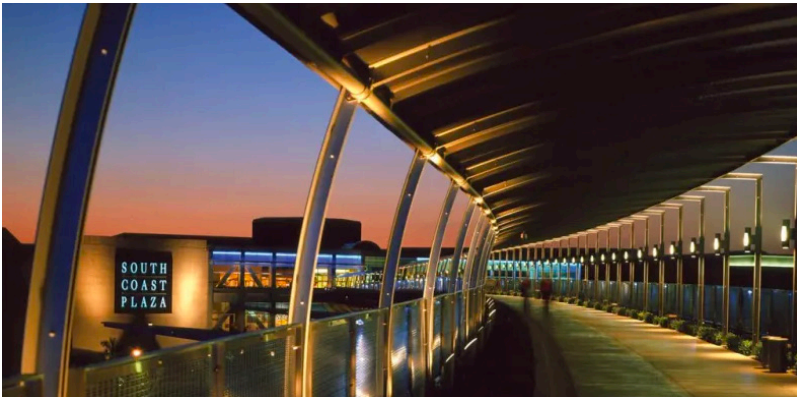
THE DEPARTMENT

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 54 full-time professional staff who are responsible for providing excellent customer service to our residents and businesses. The Department serves 5,000 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.

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 602 full-time staff.

The FY 2024- 25 operating budget is approximately \$199.5M and proposed Annual Capital Improvement Program for FY 2024- 25 is approximately \$27.9M.



THE POSITION

The Planning and Sustainable Development Manager will function as one of two Division Managers for the Department's Planning Division. This position is responsible for oversight of the administrative and professional work of 10 planners in the Current Planning section, and will help 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 may function as liaison to the City's Planning Commission.

UPCOMING PROJECTS

The Planning Division oversees diverse ranges of development projects and programs including, but not limited to, small, medium, and large-scale residential projects, hotels, subdivisions; multi-million dollar upgrades to commercial improvements; assistance to new and existing businesses; outdoor dining; implementation of the City's retail cannabis program; and updating the City's zoning ordinance, to name a few. In addition, the City's Housing Element was adopted in 2022 and includes 47 housing programs to be implemented over the next eight years, including accommodating 11,760 residential units. These programs include the local adoption of objective design standards; re-zoning of some of the City's commercial and industrial corridors to allow for housing and mixed-use housing development; and modification of the City's parking. The Current Planning section is responsible for facilitating development of units anticipated by the Housing Element. The City uses "TESSA", the City's award-winning online application and permitting system to streamline development review and improve customer service.

QUALIFICATIONS

EXPERIENCE: Seven (7) years progressively responsible professional experience in urban planning primarily focused on zoning and current planning operations. Two (2) years supervisory experience is desired.

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.

IDEAL CANDIDATE

The ideal candidate is a strong leader, an effective communicator with critical thinking skills and good judgement, has excellent writing skills, and can 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, technical expertise in zoning and development review, and a proven track record 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, along with relatability to the public and layperson. The successful candidate will have a proven track record of creating efficiencies, implementing organizational systems and best practices, establishing clear procedures and policies, modeling professionalism and responsiveness, and promoting a positive team environment.



DUTIES

- Supervises, directs, and coordinates the Current Planning section of 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, developing departmental policies, priorities, objectives, and goals, and reporting accomplishments.
- 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 documents in accordance with the California Environmental Quality Act.
- Coordinates activities with other departments and agencies and normally attends Planning Commission meetings and study sessions; may serve 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.
- 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.

BENEFITS

SALARY RANGE - \$146,292 – \$196,056 Annually.

A 3.75% increase will be effective July 2025 and a 3.5% increase effective July 2026.

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 2025 is \$3,552 per month.

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%.

LIFE INSURANCE - City provides \$50,000 term life insurance policy.

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 92 hours per year to 212 hours per year.

MISC. - Supplemental life, short-term disability, critical illness insurance, and other voluntary benefits are also available.

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

TECHNOLOGY ALLOWANCE - This position is eligible for a monthly technology allowance of \$75.

PROFESSIONAL DEVELOPMENT - Up to \$1,300 annually for professional development.



APPLICATION PROCESS

First Review Date | April 14, 2025

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: apply@bobhallandassociates.com. Please contact **Kristine Ridge** at **(714) 493-8506** 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 Economic and Development Services Director. Appointment is subject to completion of a thorough background and reference checks. Apply today and be a part of an amazing team!