



# City of Carmel-by-the-Sea Community Planning and Building Director

## Carmel-by-the-Sea

First incorporated in 1916, Carmel-by-the-Sea is a community founded by artists and writers. The City is one square mile with a population of approximately 4,000. Carmel-by-the-Sea is supported in its mission by the diligent efforts of dedicated, hard working citizens and their elected and appointed officials. Residents take an active role in preserving the quality of life unique to this community.



Located in northwest Monterey County, California, along the Pacific Ocean, Carmel is a city rich in coastal resources, cultural heritage, and historical interest that attracts nationwide and international visitors. The City is renowned for its rich beauty and prides itself on its white sand beach, luxuriant landscaped bluffs, verdant urban forest, natural parklands, roadside greenbelts and its dedication to the arts. The absence of formal sidewalks in the residential district contributes to the forest-like atmosphere, with its abundance of over 80 acres of parks located throughout the City.

Since the turn of the century, Carmel has been a mecca for artists, writers, actors and playwrights. Each year, visitors are drawn to the diversity of festivals and events created to promote and enhance the creative traditions of Carmel. Carmel's residents are passionate and proud of their community and its celebrated cultural contributions. The Carmel Bach Festival, Performing Arts Festival and the Carmel Shakespeare Festival are just a sampling of events presented by professional artists from Carmel and around the world.

## Surrounding Amenities

The Del Monte Forest, with the famous Pebble Beach Golf Course, 17-Mile Drive, wild deer and lavish mansions, separates Carmel from the City of Monterey, California's first Capital and home of the Monterey Bay Aquarium.

The Big Sur Coast and Ventana Wilderness stretch 26 miles south of Carmel along spectacular Highway One. Point Lobos State Reserve, just 3 miles south of Carmel, called "the greatest meeting of land and water in the world", inspired Robert Louis Stevenson while writing "Treasure Island" and has been inspiring visitors ever since.



The country setting of Carmel Valley, drenched in the warm sun, is 12 miles east of Carmel and presents many of the area's finest hiking, picnicking, horseback riding, golfing and exploring opportunities. One can also find excellent lodging, outstanding recreation, fine restaurants and specialty shops.

Quaint shops and restaurants adorn the streets of the business district. Residents have long resisted home mail delivery and, instead, continue the village custom of daily walks to the Post Office. This tradition of meeting one's neighbors and exchanging local information contributes significantly to the spirit of the community. As with many communities, Carmel-by-the-Sea has those citizens that want to preserve many unique traditions and heritage and others who would prefer modifications. Residences are known by the home's physical location, not a street address, which creates a unique challenge for the provision of public services.

A five-member City Council governs Carmel-by-the-Sea based upon a common priority of ensuring that the splendid quality of life and unique character of the area is protected and maintained. Rich Guillen, the City Administrator, oversees the day-to-day

management of City staff and works with the City Council to carry out their policies. Carmel-by-the-Sea provides an extremely high level of service to its residents and visitors, with an annual budget of approximately \$13 million.

Carmel-by-the-Sea has over 900 businesses that provide a wide array of high-end products to residents and tourists alike. However, in 1929, a City Ordinance clearly established that business activity would be forever subordinate to the residential character of Carmel. The residents of Carmel realize the value of businesses and tourism, but they are also very protective about the negative impacts that could affect their community. Nurtured by its forest, the streets in the residential zone are free of sidewalks and streetlights. Equally important, the white sand and natural setting of the beach at the base of Ocean Avenue is paramount to preserving the character of Carmel-by-the-Sea.



ing out the policies of the architectural, cultural and historic elements of the General Plan. The Board acts in an advisory capacity to the Planning Commission and City Council. Duties include development and inventory of significant sites and structures followed by the submittal of recommendations to the Historic Resource Board on sites proposed for designation. The Board's purview also includes advising and assisting property owners on the physical aspects and grant opportunities for preservation, renovation, rehabilitation and reuse, and on the procedures for inclusion on the National Register of Historic Places.

Recently, the activity level in the Department has been extremely high based on the number of residential building permits for historic and non-historic home transactions that involve comprehensive plan reviews due to potential major renovations and re-builds.

## ***The Department of Community Planning and Building***

The Department of Community Planning and Building (Planning Department) is responsible for land-use management, construction activities, and environmental quality in Carmel-by-the-Sea. The Planning function maintains the General Plan and ensures that capital improvements, zoning and other activities of the City are consistent with the goals and policies of the Plan. The Planning Department also provides staff support to the Planning Commission on decisions related to design, zoning and other development plans. The major role of the Department is to provide the technical information and analysis needed for the Planning Commission to make the most informed decisions. In addition to the Planning Commission's involvement on updating the City's General Plan, the Commission also conducts public hearings and reviews use permits, variance, rezoning and land use amendments.

Enforcement of zoning, design, building and fire codes is also the responsibility of the Department, which serves as the City's central permit agency.

The Building function is responsible for the review of construction plans as well as inspections of projects and, when necessary, enforcement to ensure compliance with building codes.

Another important responsibility of the Department is to provide support to the Historic Resources Board. This five-member Board, appointed for staggered four-year terms, is responsible for carry-

In addition, the Department provides support to the Design Review Board (DRB), which is also a five-member Board, appointed for staggered four-year terms. The DRB is formed generally to review residential, commercial and public works projects involving construction of new dwellings, substantial alterations and projects that do not qualify for administrative review and do not involve land use or variances.

## ***The Position of Director***

Reporting to the City Administrator, the Community Planning and Building Director is responsible for all planning, zoning, building inspection and code enforcement programs. The Director oversees the operation of the Department by determining work priorities, developing guidelines and deadlines, planning and monitoring project activities and progress to assure implementation of the City's General Plan. The new Director will also serve as the administrative advisor and liaison to the City Administrator, City Council, Planning Commission, Historic Resources Board and Design Review Board. The Director will also be responsible for preparing and interpreting the City development code, including zoning, sign, and subdivision ordinances and updating the General Plan and Historic Context Statement.

Primary responsibilities of the Community Planning and Building Director include:

- Carrying out the policies established by the City Council, Planning Commission and Historic Resources Board to preserve and maintain the unique character and charm of Carmel-by-the-Sea;
- Safeguarding the environmental aspects of the area yet providing appropriate development that blends with the natural beauty of the area and supports the General Plan;
- Providing direction and leadership to Department staff by operating in a team environment;
- Overseeing land-use issues and environmental impacts;
- Maintaining and further developing the overall design standards for new and redevelopment areas; able to maintain a sense of design sensibility that enhances the character and charm of Carmel-by-the-Sea;
- Developing and administering a departmental budget including future funding;
- Promoting outstanding customer service; being recognized as responsive to residents and the business community; and
- Responding to and resolving difficult and sensitive citizen inquiries and complaints.

Other responsibilities of the Community Planning and Building Director include working with staff, conducting public meetings to solicit responses and preparing reports related to policy and project options. As needed, the Director will also be involved in determining the need for priority studies related to population, housing, social, economic, transportation and similar issues or concerns.

## ***Desired Characteristics***

The ideal candidate for the Community Planning and Building Director will have unquestionable integrity in his or her commitment to lead and manage a demanding and highly visible planning department. The ideal candidate will approach this position with an energetic and enthusiastic style that welcomes input and encourages teamwork and diversity.

Managing a department in this type of environment takes an experienced manager with exceptional leadership and management skills in addition to an extensive track record in planning and development. The Director must have a genuine concern for preserving the quality of life presently offered to residents of Carmel-by-the-Sea and possess the ability to exert a positive influence on growth and development in carrying out the specific duties of the position in support of the General Plan.

Additionally, the Community Planning and Building Director must be recognized as having the ability to provide the Department with the following:

### **Exceptional leadership skills**

- Display outstanding character, integrity and professionalism;
- Ability to build consensus and provide a positive example;
- Ability to embrace and effectively implement new ideas, and a genuine interest in the community and the unique issues facing Carmel-by-the-Sea;
- Consistently communicate and implement the City's mission by enforcing the General Plan; and
- The capacity to lead, promote and articulate the Department's commitment to superior customer service.

### **Outstanding managerial skills**

- Extensive knowledge of current trends and issues that affect and influence all aspects of design, planning, development and building policies and procedures;
- Ability to effectively coalesce the separate divisions of the Department into one cohesive unit;
- Creative problem-solving capabilities, with the ability to analyze and resolve sensitive issues, problems and situations; and
- A proven track record of identifying and evaluating specific organizational needs.

### **A proven, effective communicator**

- Display an outgoing, communicative style with outstanding interpersonal skills; one that is comfortable working with a variety of individuals both internal and external to the organization;
- A good listener; open and approachable with new ideas;
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents;
- Proactive at providing information to the City Administrator, City Council, Planning Commission, Historic Resources Board, and Design Review Board; and
- Open, honest and forthright in all communications.

In summary, the new Director must have achieved a notable level of success in the delivery and management of an urban planning and/or community development department.

## Education and Experience

Carmel-by-the-Sea has retained Ralph Andersen & Associates to conduct a search in order to attract outstanding candidates for consideration for this position. The City Administrator is particularly interested in candidates that will bring to Carmel-by-the-Sea a creative and innovative management style that is proactive in addressing issues that impact the community. Experience in California is highly desirable and specific experience in a resort or coastal community would be an added advantage. Candidates with experience as an assistant or deputy will also be considered if the level of responsibility is commensurate with this position and the unique needs of Carmel-by-the-Sea.

The successful candidate must possess a Bachelor's degree in urban planning, geography, public administration or a related field. A Master's degree is highly desired. Current certification by the American Institute of Certified Planners (AICP) is highly desirable. In addition, five years of progressively responsible experience is required, of which two years must have been in a supervisory capacity.

## Compensation and Benefits

Salary is negotiable depending on qualifications and experience. Carmel-by-the-Sea offers a comprehensive employment package with a full range of benefits including:

- **Retirement** – CalPERS (2% @ 55) with the employee paid contribution of 7%.
- **Deferred Compensation Plan (IRS 457)** – City contributes \$25 monthly.
- **Section 125 Cafeteria Plan** – Flexible spending account for non-core benefits.

- **Insurance** – Participation in CalPERS Medical plans and City-paid Dental, Vision, Life and Accidental Death and Dismemberment insurance coverage.
- **Management Leave** – Eighty (80) hours per fiscal year.
- **Vacation & Sick Leave** – Progressive vacation leave and eight hours monthly accrual of sick leave.
- **Holidays** – Twelve (12) paid holidays per year; one (1) general leave day per year.

## To Be Considered

Interested candidates should submit a resume, cover letter, current salary, and five work-related references to **Ralph Andersen & Associates**, 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765 or e-mail to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Confidential inquiries welcomed. References will not be contacted until mutual interest has been established.

Ralph Andersen & Associates will review resumes upon receipt. In consultation with Ralph Andersen & Associates, the City Administrator will decide on those candidates that warrant further consideration. Selected candidates will be invited to participate in the on-site finalist interviews.

Candidates may discuss the Director's position directly with Ms. Heather Renschler at (916) 630-4900, ext. 18 or e-mail [heather@ralphandersen.com](mailto:heather@ralphandersen.com). For more information about the City of Carmel-by-the-Sea, visit their website at [www.ci.carmel.ca.us](http://www.ci.carmel.ca.us).

*Carmel-by-the-Sea is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.*

