

CITY OF CHATTANOOGA

Classification Specification Title: Development Review Planner

Department: Public Works

Pay Grade: GS.11

Supervision Received From: Asst. Dir. Development Services

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/1/25;

11/17/23; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing expertise in all aspects of development review of all projects that are constructed for all construction in the four (4) Local Historic Districts (Battery Place, Ferger Place, Fort Wood, and St. Elmo) of Chattanooga. Primary duties include coordinating the development review process for the local historic neighborhoods design regulations, and overseeing historic zoning and design review inspections to ensure compliance. Secondary duties include providing; policy formation for historic districts/properties; interpreting and applying the Secretary of the Interior's Standards for Historic Preservation and Rehabilitation; providing comments on Section 4F, Section 106 and National Register Nominations to comply with state and federal guidelines; monitoring consultants and interns; delegating work to support staff members; and serving as the Certified Local Government (CLG) Coordinator for the City of Chattanooga. The position must carry out CLG requirements/responsibilities delegated to it under the National Historic Preservation Act, as amended. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Development Review Planner is a stand-alone classification.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Reviews project plans and conducts site visits to ensure compliance with the Historic Zoning Ordinance, and local zoning regulations; issuing correction notices and/or court citations for non-compliance. This includes performing inspections of work; taking photographs for presentation to the various boards/commissions; and preparing board/commission presentations, which may include preparing an analysis of each project for the board/commission to determine if the project meets the guidelines set forth in the historic guidelines. Framing and final inspections are done in conjunction with all building inspections.

Provides technical assistance to officials, design professionals and the public regarding requests for information, plan review, case file processes, reviewing applications, interpreting design guidelines, zoning ordinances, and the Secretary of the Interior's Standards for Historic Preservation.

Supervises support staff (administrative assistants, interns, etc.) in the preparation and distribution of various activities and materials, including educational materials, informational packets for board members, meeting minutes, public meeting materials, grant applications and materials, archiving and maintaining records, etc.

Participates in a variety of meetings (including Board of Zoning Appeals, City Council, Chattanooga Historical Zoning Commission, etc.), staff reviews and/or other related group processes in order to receive and convey information and provide technical direction and assistance for projects.

Communicates and collaborates with a variety of governmental departments, agencies, consultants, boards and community organizations on plans and studies; organizes, conducts and facilitates meetings with boards, neighborhood associations and elected officials.

Prepares documents for use within historic and design policies, resolutions to send to City Council, ordinances, regulations, grant applications, technical reports and requests for proposals. Issues staff and committee approved Certificates of Appropriateness, and Certificates of Hardship. Review urban centers and neighborhoods for potential nomination and maintenance of Local Historic Districts, Local Historic Conservation Overlay Districts, and Local Historic Landmark Buildings.

Conducts primary and secondary research related to historic preservation, design guidelines, and design review.

Identifies grant opportunities; develops and submits grant applications; administers awarded grants; manages and establishes budget for grant application projects; works with Mayor's office and City Council to establish matching funds and receive budget approvals.

Represents the City and serves as a technical resource on a variety of committees, task forces and other groups as well as at various functions, including state and national conferences, local non-profit events, etc.

Facilitates community education and outreach activities through the preparation and presentation of various materials (including reports, brochures, maps, visual presentations, etc.) to state and national conferences, community leaders, elected officials, advisory boards, neighborhood associations, non-profit agencies and professional organizations.

Researches and presents case findings for Chancery Court sessions and demolition hearings. Conducts research and prepares reports; updates existing plans, studies, programs and regulations.

Researches and submits annual Certified Local Government reports to the State Historic Preservation Office and the National Park Service.

Prepares and utilizes GIS-based context maps.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

When working in this Historic Preservation division

Performs outreach to educate residents of future benefits of being a Local Historic District, or Local Historic Landmark.

Trains and supervises support staff on work methods and procedures. Coordinates consultants as needed through RFPs, RFQs and grant opportunities

Manager of Historic Preservation Program for the City of Chattanooga. Updates City website for preservation program that includes meeting information and documents for public notice and review.

Staff Manager for Chattanooga Historic Zoning Commission overseeing commission appointments, membership and digital management of commission's standings.

Reviews all National Register nominations submitted to the National Register State Review Board and presents to Chattanooga Historic Zoning Commission for vote on eligibility.

DEPARTMENT SPECIFIC DUTIES (if any):

With a team of staff, this position executes the essential duties.

MINIMUM QUALIFICATIONS:

Graduate Degree preferred in Historic Preservation, Urban Planning/design, architecture or closely related field and three (3) years previous experience involving historic preservation, architectural design review (residential and commercial), urban planning, community outreach, research OR any combination of education, training and experience to sufficiently perform the essential functions of this position.

LICENSING AND CERTIFICATIONS:

Valid Driver's License; American Institute of Certified Planners (AICP) certification preferred. Must meet Secretary of Interior Professional Qualification Standards

Special Police Commission (unarmed) within 12 months of employment

KNOWLEDGE & SKILLS:

Knowledge of one or more planning disciplines such as historic preservation, urban design, economic, or community development or land use; site planning and architectural design principles; historic preservation terminology, methods, materials, practices and techniques; design review principles and practices; planning terminology, methods, materials, practices and techniques; budgeting principles; customer service and public relations principles; various software applications; project management principles and practices; applicable federal, state, and local laws, ordinances, codes, rules, regulations, standards, policies and procedures. Skill in prioritizing and assigning work; interpreting and applying design guidelines; reviewing architectural designs; reading and interpreting architectural and engineering drawings, maps, and

site plans; taking photographs; providing customer service; resolving conflict; conducting meetings in a professional manner; creating and giving presentations; speaking in public; implementing public relations programs; managing multiple projects and priorities simultaneously; conducting research; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; organizing, collecting and analyzing data; performing mathematical calculations; compiling data from external sources; manipulating GIS data; writing grants; managing complex projects; effective writing techniques, preparing reports and documents; communication and interpersonal skills as applied to interaction with co-workers, supervisor, the general public, elected officials, etc. sufficient to exchange or convey information and to receive work direction. Occasionally prepares documents for use within community and comprehensive plans.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to fumes, odors, dusts, and extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.