

# 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: 1/28/26;**

**4/01/25; 11/17/23; 10/20/23;**

**1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for administering and implementing the City of Chattanooga's zoning and sign regulations within assigned zoning frameworks, which may include Historic Zoning, Form-Based Code Zoning or Euclidean Zoning areas. This position provides expertise to ensure development projects comply with applicable zoning ordinances, design standards and related regulations. Zoning regulations administered may include, but are not limited to, the Local Historic Districts and Landmarks Guidelines, Form-Based Code, Euclidean Zoning Code, Sign Code, and other local, state, and federal codes, standards, and regulations referenced by or applied in conjunction with these ordinances. Duties include coordinating the zoning development review process for development projects throughout the City of Chattanooga, conducting zoning and design reviews, and performing inspections, as applicable, to ensure compliance with adopted regulations. 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 development proposals, permit applications and associated materials, and construction plans; analyzes zoning, land use and design data to evaluate project feasibility; conducts site visits and inspections to ensure compliance with assigned zoning ordinances, design standards, sign regulations and other applicable local, state, and federal requirements.

Identifies issues with proposed plans and formulates recommendations, including alternative approaches, to meet applicable requirements. Issues correction notices, stop-work notices, and/or

court citations for non-compliance.

Conducts staff development and design reviews, including preparation and issuance of applicable approvals, permits, and certificates. Tracks approved projects through the permit and construction process to ensure consistency with approved plans and conditions.

Performing inspections and site visits to verify compliance with approved plans, applicable regulations, and development standards, including, but not limited to, compliance, foundation, framing, and final inspections.

Document site conditions and project progress through photographs and written records utilizing enforcement and case management software systems for tracking, documentation and reporting. Using this information for administrative review and presentation to the applicable 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 regulations set forth in the applicable regulations or ordinances. Foundation, framing and final inspections are done in conjunction with all building inspections for staff reviews and Commission reviews.

Provides technical assistance and professional guidance to elected and appointed officials, design professionals, developers, property owners, and the general public regarding zoning regulations, design standards, development review processes, application requirements, and code interpretation.

Responds to public inquiries and meets with stakeholders to discuss project plans and development options. As well as, 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, and local non-profit events.

Prepares agendas, presentations, staff reports, analyses, findings, and recommendations for review by boards, commissions or City Council. Provides oversight for support staff (administrative assistants, interns) 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.

Serve as Staff Manager for applicable board, commission, or committee overseeing appointments, membership, and digital management of member standings.

Participates in public meetings (including Form-Based Code Committee, Board of Zoning Appeals, City Council and Chattanooga Historical Zoning Commission), public hearings (including AHO and City Court), staff reviews and/or other related group processes in order to receive and convey information and provide technical direction and assistance.

Communicates and collaborates with a variety of governmental departments (internal and external), agencies, consultants, boards, and community organizations on plans and studies; organizes, conducts and facilitates meetings with applicants, community groups, boards,

neighborhood associations and elected officials.

Coordinates development projects throughout the zoning and permitting process and serves as a project manager for assigned cases. Works collaboratively with internal City departments and external agencies, including but not limited to transportation, fire, building, utilities, and public works, to address project requirements, resolve issues, and facilitate timely reviews and approvals.

Assists with policy and ordinance support by participating in the development, drafting, and implementation of zoning ordinances, land development codes, administrative procedures, and policy updates related to assigned zoning frameworks.

Prepares and reviews documents related to zoning and design policy implementation, including resolutions to send to City Council, ordinances, regulations, staff reports, grant applications, technical reports and requests for proposals.

Issues staff and board or committee certificates, variances, modifications, or other applicable permits.

Conducts research related to zoning, land use, design standards, development review and policy implementation in the Form-Based, Historic and Euclidean zoning areas.

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.

Facilitates community education and outreach activities through the preparation and presentation of various materials (including reports, brochures, maps, and visual presentations) 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, demolition hearings, and Administrative Hearing Officers. Conducts research and prepares reports; updates existing plans, studies, programs and regulations.

Maintains accurate and organized records of development applications, review comments, approvals, permits, enforcement actions, and related documentation. Utilizes planning, permitting, and GIS-based software and databases for case management, reporting, mapping, and analysis.

Updates applicable website pages in conjunction with the IT department to ensure accurate and up to date information on zoning and sign regulations within the assigned area.

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

Reviews urban centers and neighborhoods for potential nomination and maintenance of Local Historic Districts, Local Historic Conservation Overlay Districts, and Local Historic Landmark

Buildings.

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

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):

**MINIMUM QUALIFICATIONS:**

Graduate Degree preferred in Historic Preservation, Urban Planning/design, city planning, Landscape Architecture, 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 (Historic Development Review Planners)

Special Police Commission (unarmed) within 12 months of employment

**KNOWLEDGE AND 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, and elected officials, 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:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, extreme temperatures, inadequate lighting, work space restrictions, and intense noises.

#### 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.