



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, May 1, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

Commissioners McIntosh, McKitterick, Targ, Chairperson Von Feldt, and Vice-Chairperson Gilbert

Oral Communications

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Regular Agenda

1. Proposed Planning Program and Budget for Fiscal Year 2013-2014

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: April 17, 2013

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

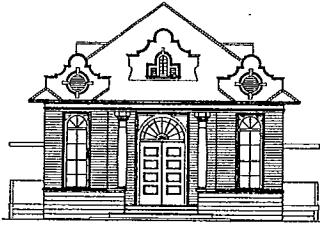
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is posted in compliance with the Government Code of the State of California.

Date: April 26, 2013

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: Tom Vlastic, Town Planner
Karen Kristiansson, Principal Planner
DATE: May 1, 2013
RE: Proposed Planning Program and Budget for FY 2013-14

Each year, typically in April, a planning program and budget is prepared and recommended to the town manager for inclusion in the town budget for the next Fiscal Year (FY) that runs from July 1st to June 30th. The proposed budget is prepared by the town planner, considered at a budget committee meeting and then shared with the planning commission for review prior to final recommendation to the town manager.

The attached April 17, 2013 budget memo for the next FY was prepared by the town planner and considered at a budget committee meeting on April 18, 2013. Besides the town planner and principal planner, the committee consisted of the following individuals:

Mayor Richards
Planning Commission Chair Von Feldt
ASCC Chair Breen
Town Council Planning Commission Liaison Aalfs
Town Manager Pegueros

The committee recognized the unusual transition period conditions that have impacted the town this past year and will continue to do so over the course of the next one to two years. The committee supported the program and budget as proposed. In particular, the proposed "Retreat" was strongly endorsed. Also, attached is the description for the new "Deputy Town Planner" position that will be filled as of July 1, 2013. This is the new "in-house" Planner referenced in the 4/17 program and budget memo. The Deputy Town Planner position was approved by the town council at its April 24th meeting.

The planning commission should discuss the proposed program and budget and, thereafter, recommend it to the town manager with any comments or suggestions commissioners may have.

TCV 

Attach.

cc. Town Council Liaison
Mayor
Assistant Planner

Town Manager
Town Attorney



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Planning Budget Committee (*Transmitted by Email*)
FROM : Tom Vlasic, Town Planner
Karen Kristiansson, Principal Planner
DATE : April 17, 2013
RE : Proposed Planning Program and Budget for FY 2013-14

INTRODUCTION AND SPECIAL CONSIDERATIONS FOR FISCAL YEAR 2013-14

The following information has been prepared to facilitate discussion at the planning budget committee meeting now scheduled for 9:00 a.m., Thursday, April 18, 2013. The meeting will take place in the Conference Room at Town Hall. Such meetings take place annually. A planning budget is recommended to the town manager by the committee, considered by the planning commission, and eventually incorporated into the annual budget that is adopted by the town council.

The planning budget committee typically consists of the following:

- Mayor and/or Town Council liaison to the planning commission
- Planning Commission Chair
- ASCC Chair
- Town Manager

In the past the town's planning manager (i.e., then Leslie Lambert) has been a member of the planning budget committee, but this year there is an interim planning manager and, as all committee members are aware, a process is close to conclusion for a new position to replace the planning manager position. The town planning function transitions that will result from the change in the town's long lived planning model have a significant impact on the planning program recommendations for the next fiscal year (FY) and also looking ahead to FY 2014-15.

The recommendations that are provided herein reflect some of the changes to the planning program functions that started during the current FY. Further, they are based on ongoing discussions between town planner Tom Vlasic and town manager Nick Pegueros during the past several months. Also, the proposed program elements for the next FY were specifically considered at a meeting that took place on April 10, 2013 attended by Mr. Pegueros, Mr. Vlasic and Karen Kristiansson, principal planner at Spangle Associates.

The 2013-14 planning program specifically anticipates and provides for the changes that will take place over the next one to two years that include the retirement of the current consultant town planner and the transition of that position to an "in-house" town planner

(Planner). The program also reflects the changes in roles and responsibilities for current town hall planning staff members with the town planner function moving to town hall.

In broad perspectives, the proposed budget for FY 2013-14, and looking ahead to the following FY, provides for a process of transition that is intended to be the least disruptive and positive for all involved. It is also directed at the transfer of key institutional knowledge and critical experiences from the consultant town planner to the town in a manner that can be readily accessed and applied as the bulk of day-to-day planning work moves "in-house" over the next year or two.

Some of the efforts that will be needed will relate to the transfer process itself. For example, the budget provides for the consultant planner to meet regularly with town staff, including the new Planner and the town manager, so they can jointly monitor the process and make adjustments and modifications to it as needed. Further, the budget includes time for oversight and guidance by the consultant town planner, particularly over the next year, to ensure the transition is positive and any gaps are covered both in day-to-day work and at public meetings. It is recognized that to be successful the transition process will be a collaborative effort with all involved working closely together to ensure that all town commissions and the town council, as well as applicants and the general public, continue to receive the high level of timely service that they have come to expect from the town planning model that has been in place essentially since prior to town incorporation.

In the sections that follow, we first review expenditures and progress under the planning program and budget for FY 2012/13. Next, we present the planning program and budget for FY 2013/14. The budget includes work to address the transition as outlined above and to also support the planning commission and the ASCC, and to a lesser extent the town council on planning matters (e.g., general plan clarifications relative to open space preserves).

The planning budget for the next FY set forth herein identifies the specific projects and tasks for the next FY and the associated costs for services by the consultant town planner. These would be in addition to the in-house planning staff costs. Also, the town planner has an annual retainer that covers a variety of work tasks. In the past, there have been two retainers. One retainer has been for general services to the town, specifically for the planning commission and town council, and a second for the specific services to the ASCC. For the next year, it has been tentatively agreed that only one retainer would be needed and that would include general tasks and support to the town, including the council, planning commission and ASCC. The retainer budget would be somewhat smaller than last year and will also be used to assist in the transition relative to items not specifically identified in the overall planning program and budget set forth herein.

In addition to the retainer and planning program budget, for the next FY the consultant town planner will also provide assistance on the key planning applications considered by the planning commission and ASCC. Time for this work is covered by deposits placed by applicants. Over the course of the year, more of the responsibility for the applications, including presentations to the planning commission and ASCC, will transfer to the in-house planning staff, mainly to assistant planner Borck and the new Planner. The consultant town planner, however, will continue to provide oversight and guidance as needed to ensure timely workflow, consistency of evaluation and that the attention to detail remains at the level expected by the planning commission, ASCC, applicants and the public.

STATUS REPORT: FY 12/13 PLANNING PROGRAM AND BUDGET

The table "Status of Planning Program and Budget, FY 2012-2013," updated through April 15, 2013 is attached and shows the work completed under the current program and the changes that had to be made to accommodate the actual demands over the past year. This budget was prepared and adopted with the understanding that it would likely need adjustment to accommodate for the demands that have grown out of the transitions that have occurred over the past year. In particular, Leslie Lambert had to retire and the town planner filled in where needed to help during the year with an interim planning manager. In addition, time was reallocated to special requests to help fill gaps at town hall and to also assist the new town manager in gaining insight to the town's planning functions and specific planning problems and tasks that have been the focus of attention during 2012-13. Most significantly, however, a considerable time and effort were reallocated to "Special Projects" for the work needed to support the town's entitlement changes associated with the Blue Oaks BMR lots and the sale of the lots to a group of Blue Oaks homeowners. Also, funds had to be reallocated as housing element work changed and the ad hoc committee process was developed and pursued.

In reviewing the attached table, it can be readily seen that the special requests item (i.e., the special work discussed above) and tasks associated with housing element implementation, the Portola Road Corridor study and plan, and work on the zoning ordinance update received the most attention. Significant attention was paid to the "meadow preserve" item, but other tasks had only minor attention or could not be addressed at all due to the need to reallocate the budget to issues requiring more immediate attention.

As work continues this FY, i.e., until July 1st, the remaining funds will be allocated to focus on the Housing Element Implementation, Portola Road Corridor Plan, Zoning Ordinance Update, and Special Projects as set forth below. During this period, the work will continue to be done by town planner Vlasic and principal planner Kristiansson. In the next section of this memo, we discuss the work items for FY 2013-14 and provide a summary of the work relative to these items that were completed during 2012-13 and will continue into FY 2013-14.

Work to be completed over the next 2-3 months includes:

1. Housing Element Implementation. We will continue work with the ad hoc committee and also on other matters associated with housing element implementation and keeping on track of the issues associated with the housing element update for the next, i.e., 2014-2022 housing element amendment cycle required under state planning law. Some supplemental funds have been provided by the town council for the ad hoc committee work, and committee work will, hopefully, be covered by those funds. Work this year focused on implementation of the housing element as follows:
 - Efforts to encourage more second units, including the second units manual now on line.
 - Tasks associated with the regional Sustainable Communities Strategy (SCS) planning process and the San Mateo County Housing Subregion.
 - Implementation of the programs associated with the Blue Oaks BMR lots not associated with the actual change in Blue Oaks PUD entitlements and sale of lots. Tasks included those associated with the efforts and reactions relative to 900 Portola

Road, including a community meeting and development of questions and answers addressing community concerns.

- Preparation of the annual housing element report.
2. Portola Road Corridor Study and Plan. Work included facilitating and assisting the task force to identify issues and objectives for the plan and working with the planning commission to consider and respond to task force input. Based on this work, a draft plan was prepared with the commission and is now being circulated to the task force and, through task force members, to committees and commissions for discussion and input. With this input, the draft plan will be refined and presented to the planning commission for further consideration prior to setting the plan for public hearing. It is anticipated that plan work will continue into the early part of the next FY and, therefore, some additional budget has been provided for in the FY 2013-14 proposed program.
 3. Zoning Ordinance Review and Update. Considerable work has been completed on revisions to the ordinance and shared with the planning commission. The focus thus far has been on the basic ordinance framework and format and the residential zoning provisions. Work will continue this FY to finalize the changes and edits for, particularly, the residential sections. Work will continue during the next FY as discussed below.
 4. Special Projects. Much of the work this year was relative to the entitlement changes associated with the Blue Oaks BMR lots and work associated with the documents to support the sale of the lots to the Blue Oaks owners group. Other tasks were related to the transition process discussed above. The transition process involvement will continue, but work will also be needed relative to the town council's decision to review the planning commission actions on the Priory CUP amendments. Since this review has been initiated by a council decision, the costs for the review will be covered by the town and not the Priory.

Based on our projections and discussion with the town manager, we conclude that there is sufficient budget remaining to support the work described above through the end of this FY.

PLANNING PROGRAM AND BUDGET FOR FY 2013-2014

The proposed budget will be largely for work to facilitate the transition process as outlined above and to complete specific tasks where the primary responsibility has been and will continue to be with current town planner, Tom Vlasic. He would, however, also continue to have some responsibility for those specific work items for which Karen Kristiansson has had primary responsibility over the past year, and he would provide guidance, oversight and support as these tasks are pursued by the new in-house Planner. Again, while there are specific planning matters to be dealt with during FY 2013-14, a good part of the anticipated work will be to facilitate the transition in the planning functions. The following program is proposed:

FY 2013-14 Proposed Planning Program

1. Portola Road Corridor Plan	\$10,000
2. Review and Update of Zoning Ordinance	\$30,000
3. Handbook Status of Land Use Controls & Conditions-Specific Properties/Uses and transfer of relevant files	\$35,000
4. Update of Handbook for Administration of Zoning Ordinance	\$8,000
5. Housing Element Implementation and Update	\$7,000
6. General Plan Clarification, open space preserves	\$15,000
7. Special Requests	\$35,000
Total	\$140,000

This \$140,000 is \$40,000 less than what was provided for in last year's original budget (i.e., prior to additions relative to the ad hoc housing committee, which increased it to the \$185,000 shown in the attached budget status report). The tasks to be completed by the consultant town planner for the next FY are:

- 1. Portola Road Corridor Plan.** It is hoped that the majority of the plan work would be completed this FY, but there will be some continuing efforts needed during the first part of the next FY. Some new or adjusted provisions may be needed based on the discussion of the corridor boundary during consideration of the Priory CUP amendment application. In any case, a budget has been identified for assistance to carry the plan effort though planning commission approval and town council adoption.
- 2. Review and Update of Zoning Ordinance.** While a considerable amount of work has been completed on this task during the current FY, the ordinance administrative provisions and sections addressing other than residential uses still need work. The consultant planner will take the lead on this remaining work and has had the most involvement with these sections of the ordinance. The intent is to complete the ordinance revisions process prior to the retirement of the current town planner.
- 3. Handbook Status of Land Use Controls & Conditions-Specific Properties/Uses and transfer of relevant files.** Some work on this item was initiated during the current FY, but the bulk of the original budget had to be allocated to more pressing tasks. During the next FY, however, the intent is to complete a document, for in house use, that provides information on the unique aspects of the status and day-to-day planning oversight of subdivisions, PUDs, CUPs, and other key land uses in the town. There are a number of specific properties and uses that have unique land use histories that are not now "neatly" recorded. As noted in the last planning budget review, the current town planner's office has over 50 years of experience relative to the history of the approvals associated with these land uses, the status of the day-to-day oversight, and unusual conditions associated with the uses that would impact future considerations and decision making. It is important, therefore, that this effort be completed to record the more significant institutional knowledge so that future planners, commissions and councils, as well as property owners and residents, are effectively and efficiently served as future land use decisions and issues are dealt with.

Part of the work under this task will also be the review and transfer of files from the consultant planner's office to the town in a useful format. The consultant planner will work with the new Planner and town manager on this file transfer process.

4. **Update of Handbook for Administration of Zoning Ordinance.** Work on this project was initiated in the current FY and would proceed in concert with the work on the update of the zoning ordinance. We intend to continue to work with staff and involve the new Planner to determine what is adequate in the current handbook the town has and what needs to be augmented. Interpretation of a number of items continues to be an issue, and there are some issues that need more than interpretation. The following have been identified as a preliminary list and others will also need to be considered.
- a. Floor Area Determinations. Ordinance provisions with respect to overhangs, roofed cabanas without any walls, etc. are complicated when it comes to determining what should count as floor area. All of these ordinance provisions should be reviewed and guidelines established to ensure consistent administration. Some clarification in the ordinance may be needed. As a part of this, the intent of the ordinance needs to be discussed and clarified.
 - b. Impervious Surface Exemptions. More and more, there are "hardscape" materials that are actually pervious, such as pervious asphalt, pervious turf, etc. These need greater clarity as to the purpose of the regulations. For instance, are the IS limits clearly just for drainage and percolation, or are they also intended to be limitations on the scope of site improvement? This gray area needs attention.
 - c. Lofts in guesthouses, attic spaces, storage, etc. We need to clarify how the ordinance is applied to determine when these features are counted or not counted as floor area.

As noted last year, while the town planner's office will take the primary role here, it is anticipated that both Carol and CheyAnne and the new Planner would provide significant assistance and input to this effort.

5. **Housing Element Implementation and Update.** A small budget has been identified to allow for continuing involvement by the consultant planner on this work item, particularly as it relates to possible changes to second units and options for dealing with the funds from the sale of the Blue Oaks BMR parcels. The new Planner will, however, assume the majority of the continuing work on this item, including any continuing work with the ad hoc housing committee.
6. **General Plan Clarification, Open Space Preserve.** Work on this task was initiated during the current FY and was focused at the February 13th joint town council and planning commission study session. Based on that focus and town council direction, the consultant planner will develop proposed clarifications/revisions to the general plan open space preserve provisions.
7. **Special Requests (town retreat, ASCC items).** This item will include continue general assistance with the planning function transition process with regular meetings between the consultant town planner, new Planner, town manager, and other members of staff to facilitate the transition. This budget item will also allow the town planner assistance on projects that may arise but are more involved than those that can be addressed under the retainer. Other matters that would be covered under this budget include a possible town retreat (as discussed below) and the following items in addition to unforeseen needed work tasks:
- Referrals from Other Jurisdictions.

- Coordination with HOAs.
- Guidance relative to land use requests before actual proposals are filed.
- Oversight in daily planning procedures.
- Penalty provisions associated with violations to the site development ordinance.
- Clarification of fire safety and clearing provisions.

In addition, at the request of the ASCC, we intend to bring closure on the matter of different driveway surfaces in the public right of way. This would include working with the public works director and ASCC to make allowances for certain more sustainable materials when they will not conflict with trail crossing requirements or create difficulties for the public works director relative to the town's street maintenance programs.

With respect to the matter of a town retreat, based on discussions with the mayor and town manager, it was suggested that such a retreat should be considered for the Fall, after the end of the summer Holiday period and start of the school year. There have been a number of changes to key staff and some significant changes on commissions and committees. It has been a number of years since the town did have a retreat and when it did, there was the opportunity for a number of newly involved individuals to gain a broader perspective on the town's history, the key factors associated with its incorporation and planning and, based on this review, to look ahead to the future and, specifically, the more critical issues that will need to be faced, and ensure that the fundamentals of the town's decision making process are underscored as these issues are dealt with.

The retreat would likely extend over a two to three day period and would involve the town council, planning commission, town committees and key town staff and consultants, particularly the town planner, town attorney and town geologist. An overview of the town's history would be offered and the key planning decision-making documents generally explained, i.e., general plan, zoning ordinance, subdivision ordinance, site development ordinance. Key policy documents such as town geologic resolutions and guidelines documents would also be reviewed. How all of these documents have been and continue to be used would be discussed and consideration given to how they might be modified or changed to make them more responsive to local changes and influences anticipated from beyond town boundaries.

Overall the retreat would remind everyone of the fundamentals that have protected the basic values of the town and make sure that, as we look ahead, if changes are needed to better protect these fundamentals, they can be anticipated and provided in a positive, proactive manner.

Next Steps

At its meeting, the budget committee should review the proposals set forth above, suggest any refinements, and then forward recommendations to the planning commission. The commission is tentatively scheduled to consider the draft budget at its regular May 1, 2013 meeting.

TCV/KK
Attach.

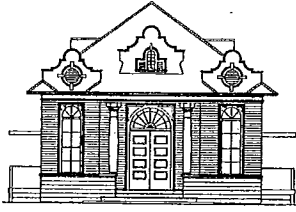


SPANGLE ASSOCIATES

As of:

4/12/13

Budget Items	2012-2013 Budget and Authorization 2	Previous Reallocated. 2a	Current Requested Reallocated. 3	Total Reallocated Current Yr. (inc. col.3) 4	Budget Augmentation (Purchase Orders) 5	Revised Budget (Cols. 2+4+5) 6	Work in Process 3/22/13 4/18/13	Work in Process and Billed 7	Remaining Budget (Col.6-Col.7) 8
1. Portola Road Study and Corridor Plan	30,000.00					30,000.00	600.00	12,183.00	17,817.00
2. Housing Element Implementation	30,000.00			9,000.00	5,000.00	44,000.00	7,243.50	40,336.50	3,663.50
3. Review and Update of Zoning Ordinance	35,000.00			(6,000.00)		29,000.00	0.00	17,928.00	11,072.00
4. Handbook for Administration of Zoning Ordinance	10,000.00			(10,000.00)		0.00	0.00	0.00	0.00
5. Hndbk Status Land Use Controls & Conditions/ Uses	20,000.00			(15,000.00)		5,000.00	405.00	2,160.00	2,840.00
6. FA & IS Limitations on Large Parcels	5,000.00			(4,707.50)		292.50	0.00	292.50	0.00
7. Sustainability & Green Building Program	5,000.00			(3,000.00)		2,000.00	0.00	1,156.50	843.50
7a. Amendment of GP to Clarify "Meadow Preserve" Language	10,000.00					10,000.00	0.00	8,206.90	1,793.10
8. Referrals from Other Jurisdictions	4,000.00					4,000.00	0.00	802.50	3,197.50
9. Coordination with HOAs	3,000.00					3,000.00	0.00	1,192.50	1,807.50
10. Expenses	1,000.00					1,000.00	0.00	0.00	1,000.00
11. Special Requests	27,000.00			29,707.50		56,707.50	3,475.50	56,814.80	(107.30)
Total Budget	180,000.00	0.00	0.00	0.00	5,000.00	185,000.00	11,724.00	141,073.20	43,926.80



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: April 24, 2013

RE: Deputy Town Planner Job Description and Salary Range

RECOMMENDATION

The recommendation is that the Town Council approve a job class specification and salary range for the position of Deputy Town Planner.

BACKGROUND

The Town has worked over the past eighteen months to identify a clear path to the successful transition of planning services in response to the anticipated retirement of contract Town Planner Tom Vlastic in December 2014. On January 27, 2013, the Town Council approved the job classification of Planning Director and staff subsequently conducted a competitive recruitment. While two candidates emerged from the extensive interview process, for various reasons the recruitment did not result in the hiring of a Planning Director.

DISCUSSION

The Planning Director/Town Planner position is a senior staff position that is responsible for the management of a variety of resources to ensure the efficient delivery of planning services to the community. The proposed Deputy Town Planner position recognizes that the incumbent is junior to the Planning Director/Town Planner position and is in the early development stages of his/her management career.

To arrive at a job description for the new position, staff tweaked the job description previously in place for the Planning Department Manager. While duties of the two positions are substantially the same, the Deputy Town Planner position is a more appropriate title given the current relationship with the contract Town Planner. Further,

the new title provides for a more logical promotion of the Deputy Town Planner to Town Planner should the Deputy Town Planner successfully embrace the challenges of the position and possess a desire to advance to the Town Planner position as Tom Vlasic transitions into retirement.

FISCAL IMPACT

The proposed salary range for this position is tied to the existing salary range of the Deputy Building Inspector which is \$85,214 to \$121,855 per year. Staff has worked closely with Spangle Associates to identify reductions in their professional services contract beginning July 1, 2013 which, if approved by the Town Council as part of the budget, is anticipated to yield a net savings to the Town starting in 2013-14. An appointment to this position will not have a significant impact on the 2012-13 budget and next year's proposed budget will fully incorporate the Deputy Town Planner's salary and benefit costs.

ATTACHMENTS

1. Job Class Specifications for Deputy Town Planner
2. Updated Organization Chart

ATTACHMENT #1

TOWN OF PORTOLA VALLEY DEPUTY TOWN PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Town Manager, the Deputy Town Planner works to plan, organize, direct and coordinate the activities of the Town's Planning Department functions in coordination with the consultant Town Planner and Deputy Building Inspector; to coordinate planning activities with other divisions and departments; and to provide highly complex staff assistance to the Town Administration.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, organize, and direct planning related activities including permit processing, plan review, and code compliance in coordination with the consultant Town Planner; confer with and refer planning-related matters to the consultant Town Planner pursuant to the Town's agreement with Spangle & Associates.
- Attend pre-application meetings as needed; review development and building permit applications for completeness, consistency with zoning requirements and architectural/site condition requirements including, but not limited to, project applications, building permits, site development, subdivision, conditional use permits and variance applications; evaluate alternatives and conformance with Town policies, ordinances, the General Plan and state and federal laws; prepare and present staff reports to the Architectural Site and Control Commission, Planning Commission and Town Council regarding such applications.
- Confer with and provide oral and written information to property owners, contractors, developers, architects, engineers and the public regarding conformance with standards, plans, specifications and codes; explain codes, requirements and procedures and evaluate alternatives.
- Assist property owners with a variety of planning and zoning issues including, but not limited to, review requirements and creek application process.
- Coordinate building and planning projects and other current planning activities with appropriate Town staff, consultants and regulatory agencies; may administer consultant contracts.

Town of Portola Valley
Deputy Town Planner Job Class Specifications
Proposed April 24, 2013

- Respond to code violations; conduct code compliance and enforcement duties.
- Recommend the appointment of personnel; provide or coordinate staff training (including planning methods, procedures and techniques); verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Collect and organize specialized data for periodic reports, presentations and maintenance of information related to community needs, goals and services.
- Review planning documents submitted by other agencies; monitor changes in laws, regulations and technology that may affect office operations; recommend policy and procedural changes as required.
- Represent the Town's Planning function to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Direct, oversee and participate in the development of planning goals, objectives, policies and procedures.
- Direct, oversee, and participate in the development of planning work plans; assign work activities, projects and programs; monitor workflows; review and evaluate work products, methods and procedures.
- Develop the planning budget; assist in budget implementation.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Perform duties of secretary/staff support to Planning Commission, including, but not limited to, preparation of agendas, minutes, hearing notifications and follow up on action items.
- Research planning and building cases, issues, policies and procedures as appropriate.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Incumbent should have excellent leadership, teambuilding, and communication and interpersonal skills; have a proven ability to effectively solve problems and communicate verbally and in writing, a thorough knowledge of zoning laws and comprehensive plans; extensive knowledge of planning programs and processes; a working knowledge of computer programs; and an ability to establish and maintain effective working relationships.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field.

Experience: Five (5) years progressively responsible experience in municipal planning.

Licenses or Certificates: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification. AICP certification is highly desirable.

FLSA STATUS

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise at least two FTE personnel and will be exempt from the FLSA as an executive employee.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

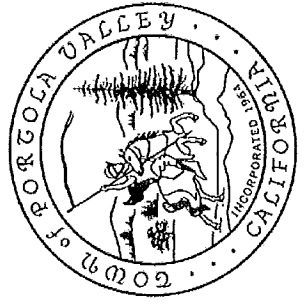
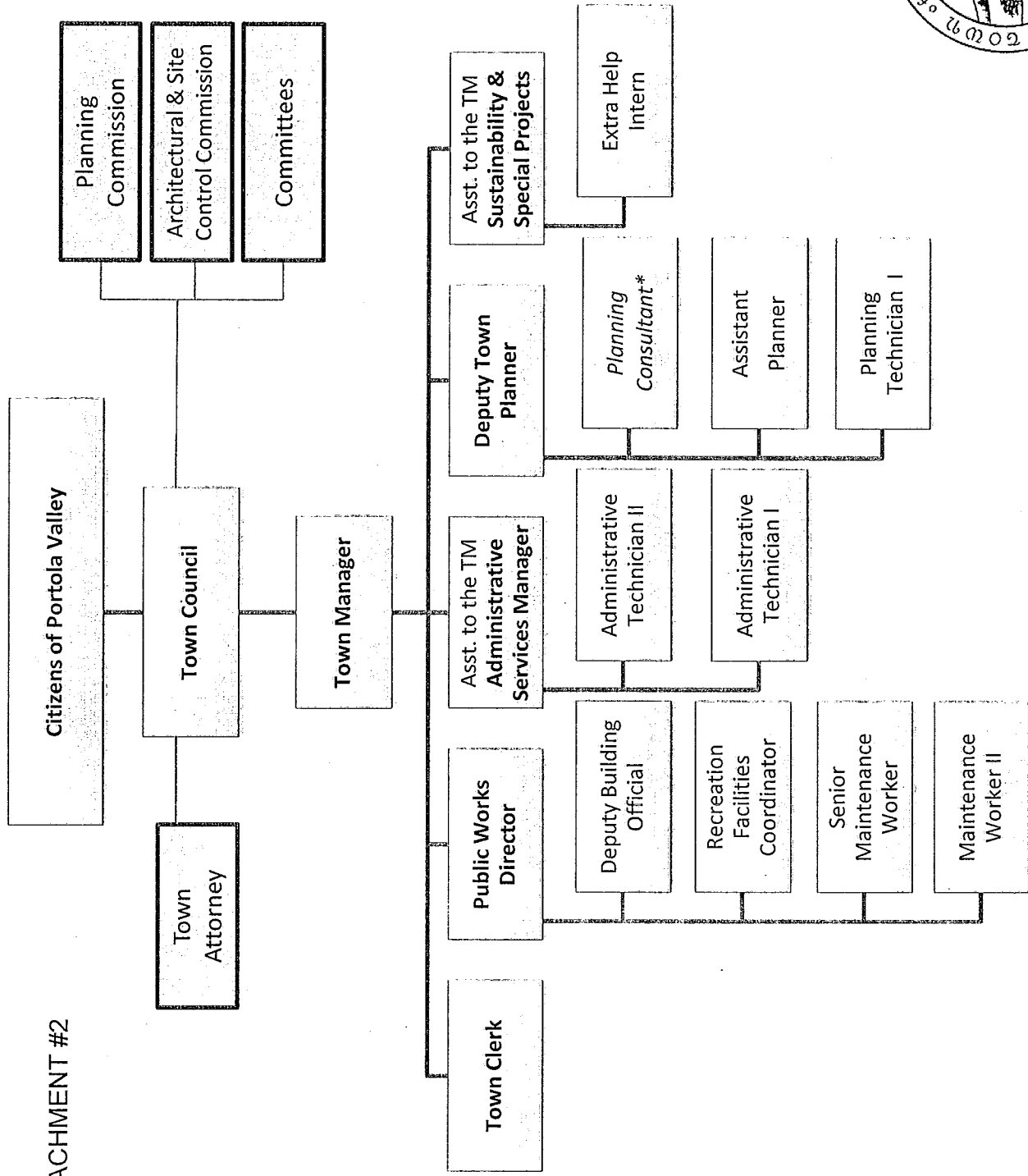
Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

ATTACHMENT #2



Updated 4-24-13
 *Planning Consultant is currently serving as Town Planner