

CITY PLANNER –
CITY OF HOSCHTON
EMPHASIS: DEVELOPMENT MANAGEMENT

ABOUT THE CITY

Hoschton is a city of approximately 6,000 residents located one mile from Interstate 85 in Jackson County, Georgia, northeast of Atlanta. It is one of the fastest growing cities in the nation and has approved more than 3,000 new units to be constructed. Hoschton lies within one of the hottest real estate markets of north metro Atlanta. The rate of growth is unprecedented; Hoschton will increase its population to almost 20,000 in the next five years. Hoschton is in an “urbanized area” and lies within the boundary of the Gainesville-Hall County Metropolitan Planning Organization and is subject to stormwater mandates for urbanized areas. The city has adopted and administers certain development impact fees.

ABOUT THE POSITION

The city is seeking a planner with experience in zoning administration and development management, on a full or part-time basis. Work will be mostly in the area of zoning administration and development management, but the planner may also lead, or will participate in, long-range planning activities.

The city planner will work under the limited direction (minimal supervision) of the city manager. The successful candidate will receive initial training specific to the position from an experienced planning consultant/ zoning administrator. No supervisory responsibility is assigned to the city planner. Limited field work is required.

The city operates an online portal for building permitting but has not yet automated zoning, subdivision and development application processes. The successful candidate may facilitate and manage the transition of zoning administration and development management functions to online application portals.

Specific Job duties:

- Fields requests from customers seeking zoning information and permits.
- Assists the city clerk in responding to open records requests related to zoning and development.
- Issues official letters of zoning confirmation.
- Serves as the principal staff person for the Hoschton Planning and Zoning Commission.
- Attends meetings two or more evening meetings per month including city council and planning commission.
- Prepares written reports for rezoning, conditional use, and variance applications and presents summaries of applications to the Planning and Zoning Commission and City Council.
- Manages land disturbance and development permit processes, including distribution of plans to external review agents and review of plans for compliance with zoning and land development requirements.

- Administers land subdivision requirements, including review and approval of minor plats (5 or less lots, combination plats, boundary line adjustments, dedications, etc.) and review and recommendation of preliminary and final plats for major subdivisions. Coordinates acceptance of utilities and streets with the city's public works director and consulting civil engineer.
- Decides upon applications for administrative variances.
- Serves as or supports the impact fee administrator of the city
- Interprets provisions of the zoning ordinance and development ordinances
- May participate in review of business registration applications including home occupation permits.
- Reviews building permit applications as needed, especially nonresidential projects for compliance with regulations for exterior material finishes
- Manages or participates in annual update of the city's comprehensive plan, including capital improvements element for development impact fees.
- Manages or participates in five-year update of the city's comprehensive plan, scheduled to be initiated in late 2024 and completed in 2025
- Manages or participates in a transportation planning process to be completed by the city concurrent with the 5-year comprehensive plan update
- May participate in meetings of the Gainesville-Hall Metropolitan Planning Organization (MPO) and the Northeast Georgia Regional Commission.
- May convene and chair a regular development review committee including consulting civil engineers, public works, water/sewer and inspections staffs.

QUALIFICATIONS

Bachelor's or master's degree in urban and regional planning or related field, such as public administration or urban studies is desired.

Two or more years of experience in local government zoning administration and development management, is highly desired, including review of development plans and preparation of recommendations on rezoning applications. Experience in securing zoning entitlements and development approvals in the private sector, such as with a land developer or work with an architecture, landscape architecture, engineering, or environmental design firm, will also be considered.

Basic computer literacy including word processing, graphics production, spreadsheets, etc. is required. Working knowledge of Georgia state statutes governing zoning procedures, subdivision platting, comprehensive planning, soil erosion and sedimentation, and development impact fees is expected. Alternatively, ability to learn and apply state law is anticipated.

ADDITIONAL EXPECTATIONS

- A valid Georgia driver's license
- Ability to work on multiple tasks simultaneously
- Ability to lift up to 50 pounds
- Good speaking, writing and inter-personal skills

- Ability to establish and maintain effective working relationships with internal staff/management, outside agencies and the general public
- Ability to interpret and analyze technical and statistical information
- Working knowledge of principles and practices associated with urban and regional planning, particularly in a suburban context
- Ability to contribute in a substantial way with regard to a specialization in planning, such as land use, environmental management, urban design (including downtown place-making), or community facilities planning.
- Knowledge of the principles and practices of civil engineering and/or landscape architecture as they relate to planning and subdivision design is a plus, as is experience reviewing architectural elevation drawings
- Knowledge of code enforcement and municipal court activities is helpful but not required.
- Knowledge of geographic information systems is helpful but not required.
- Capability in preparing amendments to the city's zoning, subdivision, and development-related ordinances is desirable.
- Membership in the American Planning Association is expected; membership in the American Institute of Certified Planners (AICP) is a plus.

SALARY AND BENEFITS

Salary is negotiable depending on qualifications; full benefits are available for full-time work.

City expects to fund professional association membership fees in planning and fund periodic continuing education training opportunities for the successful candidate, such as attendance at in-state conferences held by the Georgia Association of Zoning Administrators and the Georgia Chapter of the American Planning Association.