



CITY OF Belle Meade TENNESSEE

CITY OF BELLE MEADE - PLANNING DIRECTOR

The City of Belle Meade is a residential community of approximately 3,000 residents within an area of 3.1 square miles, located within the Metro Nashville/Davidson County metropolitan boundaries in middle Tennessee. Incorporated since 1938, the name Belle Meade means beautiful meadow and it is a community rich in natural beauty, with rolling hills, mature trees, and adjacent to Warner Parks and Cheekwood Botanical Gardens and Museum of Art just outside the city limits. The City has always been a residential city with no commercial or retail properties, except for a historic site, country club, and three churches. For more information, see our city website www.citybellemeade.org.

The City of Belle Meade is seeking qualified applicants for the position of Planning Director with proven knowledge of land use principles, zoning administration, long-range community planning and public policy. Candidates must have experience in technical writing and residential site plan reviews. Excellent written and verbal communication skills, the ability to plan, organize, and coordinate all aspects of the development review process. The ability to meet deadlines, manage conflict, and deliver all manner of reviews in a timely manner are imperative to the success of the position. Prior experience and education in historic preservation and development of design guidelines or overlay districts is preferred. A working knowledge of stormwater compliance with MS4 permitting and floodplain management are preferred. The Planning Director will act as a staff liaison and support the Municipal Planning Commission, Board of Building Code Appeals (BBCA), Board of Zoning Appeals, and Historic Zoning Commission.

Candidates must have a Bachelor's degree in planning, architecture, landscape architecture, public administration, or related fields. A Master's degree and AICP certification is preferred. A candidates' combination of education and experience will be considered. A minimum of seven (7) years of related experience in municipal planning and zoning administration is required; with a preference for candidates with at least three (3) years of supervisory or management experience. Candidates should provide documentation of any specialized or related training or certifications. The Planning Director must possess, or obtain within one year from date of hire, all certifications and training required for the position, including completion of the Tennessee Erosion Prevention and Sediment Control (EPSC) Level I certification.

Salary will be dependent upon qualifications; currently starting compensation may range from \$68,000 - \$75,000. However, the City is awaiting the results of an updated Employee Compensation Study that will establish new salary ranges for all positions (anticipated for adoption July 1, 2023). The City has excellent employee medical and retirement benefits with a 401k matching program and tuition reimbursement program for those working towards advanced degrees in job related fields.

A copy of the job description and benefit information is available upon request. Send resume and cover letter to: City Manager, City of Belle Meade, 4705 Harding Road, Nashville, TN 37205, or jmoody@citybellemeade.org. References will not be contacted until a mutual interest has been established. EOE. Applications will be accepted until the position is filled.

City of Belle Meade

Job Description

Job Title: PLANNING DIRECTOR

Reports To: City Manager

Supervises: Building Inspector

FLSA Status: Exempt

Updated: April 2023

SUMMARY: Under general direction of the City Manager, performs responsible professional level work by providing administrative, supervisory, and technical work regarding the City of Belle Meade's current and long-range plans, specifically related to residential development, administration and enforcement of related policies, land use plans, and regulations. The Planning Director will supervise and assist in the city's building inspection and code enforcement services, including enforcement of building codes, historic zoning guidelines and regulations, tree ordinance regulations, floodplain management, and the city's erosion prevention and sediment control program.

Considerable tact and independent judgement are necessary engaging and collaborating with the public and issue related stakeholders, colleagues, and members of city boards and commissions. Work involves analytical skills, management and legal knowledge, comprehensive knowledge of and understanding of planning principals, law and processes, budgeting, and office administrative abilities including use of word processing, spreadsheets and other traditional computer related tools. Experience with GIS is preferred.

Daily, acts as the primary point of contact for citizens seeking any residential development, including but not limited to demolition, additions, accessory structures, or new, primary structures. Actively leads the review process for site plans and building plans and may oversee a building inspector, who performs building inspections. Enforces zoning and stormwater ordinances and building codes to maintain desired construction standards, protect property values, and maintains architectural and aesthetic integrity of the City. Responsible for accomplishing department objectives and goals within the guidelines established by the City Manager and Commissioners.

Essential Job Duties

1. Administer the following Ordinances under the direction of the City Manager:

- Zoning, Land Subdivision, Building Regulations, Flood Damage Prevention, Historic Preservation, Tree Management and Protection, Property Maintenance and related land development and maintenance regulations.
- Interprets the department's codes, ordinances, zoning, stormwater, floodplain, plans and policies for appointed boards, citizens, and elected officials.
- Acts as staff secretary to the Municipal Planning Commission, Historic Zoning Commission (HZC), Board of Zoning Appeals (BZA), and Board of Building Code Appeals (BBCA). Acts as staff representative to other development and planning related

committees, as may be needed from time to time. Attends monthly meetings of the Board of Commissioners (BOC) and provides monthly reports on building activities within the City of Belle Meade. May act as a staff liaison to the City's Beautification Committee.

2. Reviews Plans

- Consults with residents, prospective residents, architects, contractors, engineers, designers, and real estate agents concerning building codes, zoning ordinances, storm water management requirements, and related policies and procedures.
- Reviews plans for new construction, demolition, remodels, and additions and issues a permit or submits plans to Board of Zoning Appeals, Historic Zoning Commission, or the Planning Commission for approval.
- Ensures compliance of plans with building codes and zoning ordinances and other requirements.
- Guides appellants of BZA, HZC and MPC through the process of drawings, comments, and presentations at public meetings.

3. Coordinates with the Building Official on Building Permits

- Meets with Citizens to assist them with understanding which permits, and Board approvals would be required for their project;
- May assist with entering or managing data into an electronic system to enable issuance of permits.
- Reviews and recommends the fee schedule and assists in development of related policies and procedures for the charging of such fees for permits.
- Files applications and permits.

4. Oversees Building Activity

- Collaborates with the building Inspector(s) to ensure that construction work is completed in compliance with City zoning ordinances, stormwater and floodplain management ordinances, tree and landscaping regulations, and any stipulations made by BZA, HZC, or MPC.
- Shall obtain within 12 months and maintain a ESPC Level I certification and conduct inspections of soil movement on new construction or remodel construction sites for compliance with storm water management plan.
- Works with owners and contractors to get deficiencies corrected.
- Prepares inspection reports, obtains elevation certificates and related correspondence.

5. Supports Board of Zoning Appeals, Municipal Planning Commission, Historic Zoning Commission and Board of Building Codes Appeals

- Prepares plans, plats, monthly agendas, and other documentation required for meetings.
- Makes presentations explaining plans, requested variances, and appeals.
- Documents board or commission decisions.
- Responsible for uploading all documentation to the city website.
- Compiles statistical data related to construction and building activity.
- Maintains data files of all plans, approvals, and related documentation.

6. Stormwater Management

- Assists consulting engineer with review and approval process of residential stormwater plans as required under the City's stormwater ordinance.
- Performs inspections for stormwater plan installation/construction with and without assistance of consulting engineer.
- Assists the Public Works Department and consulting engineer with maintenance of the stormwater management plan and other documentation needed for compliance with the NPDES Phase II Stormwater General Permit and BMPs. Provides board members, staff and public with plan information as requested.
- Works with Public Works Department and consulting engineer in the preparation of NPDES Permit and during the TDEC audit of permit.
- Oversees electronic uploads of documentation for each Stormwater project for MS4 requirements to cross-platform Evernote.
- Assists consulting engineer with scheduling and conducting public meetings to meet the requirements of MS4.
- Conducts bi-monthly stormwater review meetings with City engineer.

7. Floodplain Administrator

- Maintain working knowledge of FEMA's National Flood Insurance Program (NFIP) and any knowledge necessary as the City's certified flood plain manager and register with TEMA
- Principle for ensuring that development and redevelopment activities comply with the floodplain management regulations.
- Documents the 50% of sale cost for renovations and improvements in compliance with FEMA.
- Assist homeowners with (NFIP) National Flood Insurance Program and (LOMC) FEMA Letter of Map Coverage and Elevation Certificates.

8. Contributes to Revision of Ordinances

- Conducts long-range and comprehensive planning projects with responsibilities for preparation, review, and implementation of subsequent policy needs.
- Participates with City designated attorney, commissioners, board members, and citizens to determine need for and recommend changes to City ordinances.
- Research related best practices in other communities.

9. Contributes to Public Education

- Conduct seminars to inform engineers, real estate agents and prospective residents of compliance, ordinances, and changes to ordinances.

Other Job Duties

Performs other job duties as assigned, including:

- Oversees building, plumbing, electrical, and HVAC maintenance of City Hall facilities.
- Performs routine maintenance tasks; reviews quotes/bids from contractors and monitors work of approved contractors to ensure compliance with specifications and other requirements.
- Contributes zoning, stormwater, and floodplain articles to the monthly City Newsletter.

- Assists with compliance of OSHA requirements for City buildings, including the monthly inspections of fire extinguishers in City Hall.

Primary Job Challenges

Primary challenges of this position include clearly explaining the complicated City zoning, building and stormwater codes to homeowners, contractors, City boards and other members of the public.

Equipment Operated

- Computer terminal, Samsung tablet, printer, and fax/scan/copy machine.
- Telephone with voicemail
- Photocopier
- AV equipment in courtroom
- City vehicle

Competencies Required

Competencies important for successful job performance include:

- Understanding of International Code Council codes, and other applicable codes under which the City operates.
- Knowledge of Belle Meade municipal building codes, ordinances, zoning restrictions, and legal procedures involving enforcement of these items.
- Ability to establish and maintain professional relationships and to communicate effectively in written or verbal form with co-workers, contractors, members of the public and elected officials.
- Attention to Detail – Maintaining organized and up-to-date information on the Building Codes database and MS4 Evernote data base, as well as detailed digital and paper files is essential.
- Responsible for fulfilling continuing education credits required within a three-year period.
- Teamwork – coordinates activities with supervisors, other staff members and professional consultants as needed during the building permit process and subsequent inspection period. Provides homeowner or contractor with access or information about other city departments and services associated with the building codes and inspection process.
- Initiative to work independently, meet deadlines, and maintain efficiency.
- Respond promptly to phone calls and emails; investigate suspicious building activity, enforce city code violations, or bring them to the attention of appropriate staff member.
- Demonstrate effective conflict management skills and respect for dignity of others.
- Written communication skills – prepare professional, clear, and concise letters and/or email communications.
- Ability to operate safely and effectively the City vehicle.

Physical Requirements and Work Environment

The staff member works in an office environment as well as outdoors when making building code inspections at residential properties.

Qualifications

Education and Experience:

The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through graduation from college and a minimum of 5-10 years related experience. Building inspector certification from the State will be required after training period. Master's degree and AICP certification preferred.

Required Certifications:

Tennessee Department of Conservation Erosion Prevention and Sediment Control Certificate; ICC Certified Property Maintenance and Housing Inspector; Association of State Floodplain Administration.

A valid Tennessee driver's license is required.