



FREDERICK COUNTY COUNCIL

Local Government Fiscal and Policy Note

CONTACT INFORMATION AND GENERAL INSTRUCTIONS

Bill Number/Reference:	24-12
Bill Title:	Establishment of a Temporary Residential Growth Moratorium Ordinance
Local Government Agency:	Finance Division; Budget Office
Prepared By:	Erin White; Janice Spiegel
Title:	Director of Finance; Special Projects Manager Budget
Phone Number:	301-600-1193;301-600-1622
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Due Date:	August 20, 2024
Date Submitted:	August 20, 2024

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Date: <p>Please respond to the questions below. If you prefer to provide responses or additional information in a separate file or document, send the file or document in a separate e-mail to rcherney@frederickcountymd.gov with the bill number/reference in the subject line.</p>	
1.	Describe the impact of this proposed legislation on your agency (operations, revenues, expenditures, etc). If there is no impact, <u>please explain why</u> .
<p>The proposed legislation would create a new Chapter 1-26. Temporary Residential Growth Moratorium, to the Frederick County, Maryland Code of Ordinances.</p> <p>Attempting to calculate the future fiscal impact related to the proposed legislation requires many variables and is complex in nature due to the unknowns related to future development for Frederick County and the various paths a developer could take when building residential development moving forward. The below information is a representation based on available data at the time the fiscal note was created. Depending on decisions yet to be made by residential developers, there could be more than \$94 million in revenue deferred to future years.</p> <p>To start, Projected Enrollments by School included in the <i>Board of Education Approved Educational Facilities Master Plan Annual Update Including FY2026 Capital Budget</i> (EFMP) were used to determine what schools would exceed 120% or 175% of state-rated capacity over the next five years. From that, the <i>July 2024 Frederick County Residential Development Pipeline</i> (Pipeline), maintained and updated by the Frederick County Division of Planning and Permitting, was used to determine what developments are in the Pipeline that are within the school district boundaries exceeding 120% or 175%. FCPS Projected Enrollment & Percent Capacities of Schools and Developments Potentially Impacted by Moratorium can be found as Attachment 1 to this fiscal note that shows the schools and developments that have the potential to be impacted by this moratorium if enacted. See revenue and expenditure sections of the fiscal note for the financial impact on Frederick County.</p>	
2.	Please indicate whether the proposed legislation will affect small businesses in Frederick County, and if it will, please provide any information you may have that could be useful in determining the economic impact on small businesses.
<p>Small businesses that are subcontractors for the developers could be potentially impacted by this moratorium and see a decrease in workload if this legislation is enacted.</p> <p>Other resulting economic impacts on Frederick County as a whole are the potential of an economic slowdown as follows per our Office of Economic Development:</p> <ul style="list-style-type: none">• A decline in population growth can result in a reduced labor force and a smaller consumer base, affecting local businesses.• A lack of new housing can make it difficult to attract and retain businesses, as employees may struggle to find affordable housing. This can stifle overall economic development.• Construction is a significant driver of local economies. A moratorium can lead to job losses in construction and related industries, reducing economic activity and growth.• A moratorium may lead to a perception of political instability which could lead to developers and businesses not being willing to invest in the County.	

FISCAL IMPACT SUMMARY – SHOW (DECREASE) IN PARENTHESES					
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<u>REVENUES</u>					
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3.	Analysis of estimated increase (or decrease) in government revenues . Please estimate below any anticipated increase (or decrease) in revenues resulting from this legislation. Please be aware of any delayed effective dates in the bill or other factors that may cause revenue increases/decreases to begin in later years.				
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<u>Source</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>
TOTAL \$	\$	\$	\$	\$	\$
Please explain how the above-estimated increase(s) or decrease(s) were arrived at, including any calculations and/or assumptions made. Please also explain any variation if the revenue increase(s)/decrease(s) are not constant.					

As mentioned in Section 1 of the fiscal note, the proposed legislation has several paths that can be taken as development continues in Frederick County and cannot easily be tied to a particular fiscal year or range of fiscal years. Potential Developments in Residential Development Pipeline and Revenue Impacted by Moratorium, attachment 2, shows the combined total of revenues being deferred as a result of the slowdown in residential development in Frederick County. In summary, the results in the respective Governmental Funds are as follows:

Revenues Deferred	
Annual Property Tax - General Fund	\$ 6,825,933
Annual Property Tax-Dedicated to Schools-General Fund/Capital Improvement Program	321,978
Recordation Tax - General Fund	4,314,762
Recordation Tax - Agricultural Preservation Fund*	2,253,946
Recordation Tax - Parks Acquisition and Development Fund*	965,548
Recordation Tax - School Construction Fund*	1,288,298
Recordation Tax - Housing Initiative Fund	192,929
School Impact Fees - Impact Fee*	31,673,016
Library Impact Fees*	1,531,154
MPDU Fee - Housing Initiative Fund	6,025,991
School Mitigation Fees - Impact Fee Fund	39,368,810
	\$ 94,762,365
* County presents these various special revenue fund balances as being dedicated to support our Capital Improvements Program either as paygo funding or for debt service payments. The County policy is to hold at least 2 times the debt service in reserves should an economic downturn occur to decrease pressure on the General Fund.	

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<u>EXPENDITURES</u>					
4.	Analysis of estimated increase (or decrease) in government expenditures . Please estimate below any anticipated increase (or decrease) in expenditures resulting from this legislation. Please be aware of any delayed effective dates in the bill or other factors that may cause expenditure increases/decreases to begin in later years.				
A. Salaries & Wages		FY 2025	FY 2026	FY 2027	FY 2028
FTE Employees - _____ # of positions Fringe Benefits					
TOTAL (Salaries, wages & benefits)		\$	\$	\$	\$
Please provide an explanation of the need for the number and type of any personnel listed above, including (1) what specific provision(s) of the bill necessitate additional staff; (2) what the duties of each type of employee will be; and (3) why existing personnel cannot absorb the additional work. Please also certify the wage/salary rate and % fringe rate (if differing rates apply) for each personnel classification.					
B. Other Operating Expenses		FY 2025	FY 2026	FY 2027	FY 2028
Technical/Special Fees, Grants/Subsidies Communications-Phone, Postage Travel, Food, Auto, Fuel & Utilities Contractual Services Supplies Equipment-Replacement Equipment-Additional Land & Structures, Fixed Charges Other (Please Specify on Extra Page(s))					
TOTAL (Expenditures)		\$	\$	\$	\$
On the next page, please provide brief descriptions/breakdowns of the above “Other Operating Expenses.”					
Please explain below any additional calculations or assumptions made in estimating the “Other Operating Expenses” that will help us to understand the amounts and timing of the expenses.					
SEE EXPENDITURE BREAKDOWN ON NEXT PAGE					

	<u>EXPENDITURES</u>				
	2025	2026	2027	2028	2029
A. Salaries & Wages					
Staff salary and fringe *	\$ 45,250	\$ 93,215	\$ 96,011	\$ 98,892	\$ 101,859
B. Other Operating Expenses					
Legal fees	TBD	TBD	TBD	TBD	TBD
Moratorium studies**	\$120K-\$600K	\$90K-\$450K	\$60K-\$300K	\$30K-\$150K	\$30K-\$150K
Advertisement	\$16K-\$24K	\$12K-\$18K	\$8K-\$12K	\$4K-\$6K	\$4K-\$6K
Total Expenditures(low range)	\$ 181,250	\$ 195,215	\$ 164,011	\$ 132,892	\$ 135,859
Total Expenditures(high range)	\$ 669,250	\$ 561,215	\$ 546,011	\$ 254,892	\$ 257,859

* See attached job description (Attachment 3)

Assumptions/Notes:

- Legislation effective date: 1/1/2025
- Salary increases = 3% per year = FY25 base \$90,500
- Our current Traveler's Insurance Policy has a \$100,000 deductible per occurrence
- **It is important to note that if the courts determine the issue to be breach of contract or fraud, FCG will be responsible for all legal fees and awarded judgements by the courts.**
- Per Procurement research each Moratorium Study will cost between \$30K - \$150K.
- Possible new position needed to coordinate with FCPS/BOE, County, State and consultant on moratorium study
- A funding source for FY25 expenditures will need to be identified as these expenditures are not included in the FY25 budget
- Advertising will cost between \$4K-\$6K per moratorium.
- Moratorium studies- FY25=Green Valley ES, Oakdale ES, Tuscarora ES and Whittier ES; FY26=Ballenger Creek ES, Brunswick ES and Kemptown ES; FY27= Sugarloaf ES and Oakdale Middle School; FY28=Oakdale High School; FY29 Urbana Middle School

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4. (cont'd)

C. Operating Expense Descriptions/Breakdowns

Please provide below a short description of the specific purpose of each expense listed under 4B. If any amount(s) listed under 4B represent(s) a total of multiple expenses, provide a breakdown of the fiscal 2025 amount with a short description of each expense (for example, if \$2,500 is listed for Communications – Phone, Postage, a statement such as “\$1,500 for cellphone charges for two new inspectors and \$1,000 for postage for mailings to permittees to notify them of changes to inspection requirements.”)

Fiscal 2025 Expenditures

Technical/Special Fees, Grants & Subsidies description/breakdown	\$
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Communications – Phone, Postage description/breakdown	\$
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Travel, Food, Auto Operations, Fuel & Utilities description/breakdown	\$
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Contractual Services description/breakdown	\$
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Supplies description/breakdown	\$
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Equipment-Replacement description/breakdown	\$
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Equipment-Additional description/breakdown	\$
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Land & Structures, Fixed Charges description/breakdown	\$
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Other (Please Specify) description/breakdown	\$
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ADDITIONAL POLICY IMPLICATIONS/CONCERNS

- **Bond rating impact:**
 - This bill would impact the residential portion of the tax base growth which rating agencies consider, and would ultimately have an impact on the County's revenue growth going forward. It could also have a negative impact on prospective developers who initially wanted to build in Frederick County (or have in the past), but fear they will not be able to move their project forward within the County. If enacted, this issue will be closely watched by the rating agencies and could be prohibitive down the road, especially if any of the County's other credit metrics weaken during that time.
 - Risk not being able to have 2X debt service requirements required when issuing bonds supported by impact fees (both schools and library) and recordation tax (school and parks) when revenues are deferred because of moratorium
- Division of Planning and Permitting Calendar Year 2023 Annual Report shows 81% of permits issued were in municipalities (1,356 out of a total 1,673) . Total Permits declined 33% from CY 2022.
- Frederick County Division of Planning and Permitting, July 2024 Frederick County Residential Development Pipeline (Pipeline) shows 65% of the residential development available pipeline is in municipalities (9,804 out of a total 15,050).
- **FCPS Quarterly Enrollments reports:**
 - These reports are not published by FCPS on a certain day after quarter end. They are published at different times depending on the workload of the FCPS employee who prepares reports, which is out of the control of Frederick County Government.
 - The data used for and presented in these reports is not always from the end of the quarter. The most recent quarterly report was dated June 7, 2024 because it was the last day of school and not June 30th. Rather than wait until June 30 (when some people may have unenrolled in those 3 weeks due to summer moves) FCPS used the last day of school as the June cut-off. This makes it extremely difficult for FCG staff to track and react to in the timeframes required by the proposed bill..
 - The lack of standardization of these reports also means that the bill will impact developers differently depending on when the report comes out.
- **Increased Housing Costs/Unmet Housing Demand**
 - Limiting new construction reduces the housing supply, which can drive up prices and make housing less affordable for residents. Rising housing costs can disproportionately affect lower-income residents, leading to displacement and increased inequality within the community. In high-demand areas, a moratorium can result in long waitlists and unmet housing needs, exacerbating homelessness and housing insecurity.
 - The Maryland Department of Housing and Community Development estimates that the State of Maryland currently has a housing shortage of approximately 100,000 units, one contributing factor to housing insecurity.

- **Missed Revenue Opportunities**
 - New construction brings in revenue through building permits, property taxes, and other fees. A moratorium would result in lost revenue for Frederick County, affecting our budgets and ability to provide services. It is difficult to estimate how much of this revenue would be deferred vs. forfeited entirely because it would depend on the decisions made by the developers impacted by the moratorium.
 - While a moratorium may temporarily boost property values for existing homeowners, long-term effects of housing shortages can create volatility and potentially lower property values if the area becomes less attractive to new residents and businesses.
- **Montgomery County's Moratorium**

Montgomery County had formally banned new housing approvals in areas with schools at 120% capacity. The following information can be found in various articles published in Greater Greater Washington written by Jane Lyons-Raeder throughout calendar year 2020:

 - Research showed that the moratorium was not successful at stopping school overcrowding. In reality the vast majority of new students (70% of school enrollment growth) come from “neighborhood turnover” or single-family homes without school-aged children being sold to young families.
 - For example, there were six school clusters at risk of entering a moratorium in 2019. Enrollment in those clusters grew by 4,157 students in four years, but only 184 of the new students lived in new multifamily buildings or townhomes.
 - Instead of solving school overcrowding, the moratorium on new housing weakened Montgomery's ability to deliver on its regional housing targets.
 - The moratorium also stifled the county's moderately priced housing program, which relies on new development to provide permanently below-market-rate housing; hindered economic growth; and encouraged sprawl by pushing new development to parts of the county that are not under moratorium.
 - The moratorium was intended to encourage the county to invest in expansion projects for areas of overcrowded schools, but that meant that schools with substandard facilities that were not at risk of a moratorium were overlooked. In effect, wealthier areas of the county saw investment, but less wealthy areas with less crowded schools were seeing less investment.
 - Quote from Todd Fawley-King, Fiscal and Policy Analyst, Department of Finance, Montgomery County Government who was in the Planning Department in Montgomery County in 2020 when Montgomery County removed the moratorium elements from their policy. “We found that the effect on housing was severe and that the cause of overcrowding was not new housing, but turnover in our existing housing stock.”

		Remaining		Permit	Plats	SRC	2025	2026	2027	2028	2029	Notes		
Ballenger Creek ES				636	756	119%	785	123%	795	125%	824	130%	Moratorium would be put into effect outside municipal limits 2026. Small section of school district in municipal limits will not be impacted.	
	Ballenger Run PUD (All Plats Recorded)	54	0											
Brunswick ES				702	768	109%	811	116%	853	122%	885	126%	Moratorium would be put into effect outside municipal limits 2027. Sections of school district within municipal limits will not be impacted. Is part of a redistricting study in 2024-25 school year, but cannot reflect outcome until known.	
	Bruswick Crossing (Municipality)	362												
Green Valley ES*			501										*A new Green Valley ES is under construction & will open for students in August 2025. The new capacity is reflected in 2025, still over 120% capacity. Moratorium would be put into effect upon enactment. Small section of school district within municipal limits will not be impacted.	
	Bennett Preserve (All Plats Recorded)	1	0											
Kempton ES	Landsdale (All Plats Recorded)	27	0											
	No development			388	461	119%	471	121%	453	117%	478	123%	Moratorium would be put into effect 2026. All district outside municipality.	
Oakdale ES			730		1330	182%	1456	199%	1521	208%	1561	214%	Moratorium would be put into effect upon enactment. Small section of school district within municipal limits will not be impacted.	
	Alpine (Zoning Approval Only)	100	100											
Sugarloaf ES	Oakdale Village/Washington Sq (All Plats Recorded)	39	0											
	Ridges at Long Branch (Ratley)	43	43											
Tuscarora ES	Town Center	194	87										Moratorium would be put into effect 2027. All school district outside municipality.	
	Urbana Northern MXD	28	0											
Whittier ES			754	831	110%	857	114%	908	120%	977	130%	1003	133%	Moratorium would be put into effect upon enactment. Small section of school district within municipal limits will not be impacted.
	Westview South MXD (All Plats Recorded)	83	0											
Yellow Springs ES**			624	750	120%	756	121%	758	121%	744	119%	761	122%	Moratorium would be put into effect upon enactment. Section of school district within municipal limits will not be impacted.
	Kellerton (Municipality) (Split with Yellow Spring ES)	336												
Oakdale Middle School	Sycamore Springs (Barrick) (Municipality)	274												
			453	645	142%									
Urbana Middle School			745			692	93%	716	96%	731	98%	743	100%	**A new Yellow Springs ES is under construction & will open for students in August 2026. The new capacity is reflected in 2026.
	Kellerton (Municipality) (Split with Whittier ES)	336												
Oakdale High School	Tuscarora Creek (Municipality)	49												
			1158	1160	100%	1260	109%	1445	125%	1538	133%	1710	148%	Moratorium would be put into effect 2027. Small section of school district within municipal limits will not be impacted.
Alpine (Zoning Approval Only) (All SFD)	100	100											Already under moratorium upon enactment - See Oakdale Elementary School	
	Aspen	10	10											
Aspen North		9	0											
	Balmoral	6	0											
Blentlinger Property PUD (Gordon Mill) (435 SFD, 175TH)	610	610											No new plats can be recorded 2027. Only recorded plats can be permitted 2027	
	Calumet (Municipality)	925	925											
Coldstream		9	1											
	Lake Anita Louise	6	0											
Nightingale		13	0											
	Oakdale Village - Washington Square	0	0											
Pinehurst (All SFD remaining)	59	34											No new plats can be recorded 2027. Only recorded plats can be permitted 2027	
	Resco Inv	248	248										No new plats can be recorded 2027. Only recorded plats can be permitted 2027	
Ridges at Long Branch (Ratley)		43	43											
	Town Center (All TH remaining)	194	87										Already under moratorium upon enactment - See Oakdale Elementary School	
Woodridge (All TH remaining)		85	61										No new plats can be recorded 2027. Only recorded plats can be permitted 2027	
			1020	1110	109%	1115	109%	1136	111%	1186	116%	1239	121%	Moratorium would be put into effect 2029. All school district outside municipality.
Kidwiler Park/Farms		17	0											
	Urbana Northern MXD (Town Center) (All plats recorded)	28	0											
Alpine (Zoning Approval Only) (All SFD)	100	100											Moratorium would be put into effect 2028. Small section of school district within municipal limits will not be impacted.	
	Aspen	10	10											
Aspen North		9	0											
	Balmoral	6	0											
Blentlinger Property PUD (Gordon Mill) (435 SFD, 175TH)	610	610											Already under moratorium in 2027. See Oakdale Middle School	
	Calumet (Municipality)	925	925											
Coldstream		9	1											
	Estates at Rosehaven Manor (Longbranch) (All Plats Recorded)	70	0											
Lake Anita Louise		6	0											
	Nightingale	13	0											
Oakdale Village - Washington Square		39	0											
	Pinehurst (All SFD remaining)	59	34										Already under moratorium in 2027. See Oakdale Middle School	
Resco Inv (All SFD)		248	248										Already under moratorium in 2027. See Oakdale Middle School	
	Town Center (All TH remaining)	194	87										Already under moratorium upon enactment - See Oakdale ES	
Westridge (295 SFD, 105TH)		400	400										No new plats can be recorded 2028. Only recorded plats can be permitted 2028	
	Woodridge (All TH remaining)	85	61										Already under moratorium in 2027. See Oakdale Middle School	

 Potential developments impacted by moratorium

 over 120%
 over 175%

Potential Developments in Residential Development Pipeline and Revenue Impact by Moratorium

	Pipeline Remaining		Revenue to be Deferred										School Mitigation Fees (SFD- Elem/Midd/High FY25=\$25,333); TH- Elem/Midd/High=	Total Deferred Revenue	
	Plat	Permits	Annual Property Tax-Dedicated				School Impact		Library Impact		Housing Initiative Fund - MPDU Fees (All except Resco Fee's(FY25- SFD=\$17,925; TH=\$20,609)				
			Annual Property Tax(\$1.06/100)	Schools(\$0.05/100)	per \$500 of consideration)		Fee's(FY25- SFD=\$926;TH=\$843)		Resco = \$2 sq ft*avg sq ft of	5,763)	\$26,303)				
Alpine - All SFD	100	100	\$ 402,472	\$ 18,985	\$ 531,567	\$ 1,792,500	\$ 92,600	\$ 218,753	\$ 2,533,300	\$ 5,590,177	Moratorium begins 2025 for plats and permits				
Town Center(All TH)	87	194	\$ 780,797	\$ 36,830	\$ 1,031,241	\$ 3,998,146	\$ 163,542	\$ 424,381	\$ 2,288,361	\$ 8,723,297	Moratorium begins 2025 for plats and permits				
Blentlinger Property PUD(SFD=435;TH=175)	610	610	\$ 2,455,082	\$ 115,806	\$ 3,242,561	\$ 11,403,950	\$ 550,335	\$ 1,334,393	\$ 15,622,880	\$ 34,725,007	Moratorium begins 2027 for plats and permits				
Pinehurst - All SFD	34	59	\$ 237,459	\$ 11,201	\$ 313,625	\$ 1,057,575	\$ 54,634	\$ 129,064	\$ 861,322	\$ 2,664,880	Moratorium begins 2027 for plats and permits				
Resco Inv - All SFD	248	248	\$ 998,132	\$ 47,082	\$ 1,318,287	\$ 4,445,400	\$ 229,648	\$ 2,858,448	\$ 6,282,584	\$ 16,179,581	Moratorium begins 2027 for plats and permits				
Woodridge - All SFD	61	85	\$ 342,102	\$ 16,137	\$ 451,832	\$ 1,523,625	\$ 78,710	\$ 185,940	\$ 1,545,313	\$ 4,143,659	Moratorium begins 2027 for plats and permits				
Westridge(SFD=295;TH=105)	400	400	\$ 1,609,890	\$ 75,938	\$ 2,126,270	\$ 7,451,820	\$ 361,685	\$ 875,012	\$ 10,235,050	\$ 22,735,665	Moratorium begins 2028 for plats and permits				
Total All Developments impacted by Moratorium			\$ 6,825,933	\$ 321,978	\$ 9,015,383	\$ 31,673,016	\$ 1,531,154	\$ 6,025,991	\$ 39,368,810	\$ 94,762,265					

Assumptions:

- Average assessed value for FY25= \$379,691
- School mitigation fees paid when lots recorded (platted)
- All other revenues paid when permits paid
- Recordation tax, impact fees MPDU fees and school mitigation fees are one-time revenue sources = \$ 87,614,355
- Too many variables to determine timing of revenues
- All fees are calculated at FY25 rates - Impact fees and School Mitigation Fees normally escalate annual TBD
- Recordation tax deferrals will impact the following Funds:

General Fund	47.86%	\$ 4,314,762	
Agricultural Preservation	25.00%	\$ 2,253,846	Debt issued against future revenues
Parks and recreation	10.71%	\$ 965,548	Debt issued against future revenues
School construction	14.29%	\$ 1,288,298	Debt issued against future revenues
Housing Initiative	2.14%	\$ 192,929	
		\$ 9,015,383	

· School and Library Impacts Fees have debt issued against future revenues

Frederick County Government

Principal Planner I - Development Review and Planning

Grade 12

SALARY

\$65,509 - \$104,815 Annually

LOCATION

30 North Market Street - Frederick, MD

JOB TYPE

Full-time Regular

DEPARTMENT

Development Review and Planning

DIVISION

Division of Planning and Permitting

POSITION OVERVIEW:

Exempt; full-time; 40 hours per week; Monday - Friday; 7:30 a.m. - 4:30 p.m.; full-benefits

This professional position in the Department of Development Review is responsible for administering the Frederick County Growth Moratorium Ordinance and tracking developer obligations. Direction may be given to support staff; supervision is received from the Director of Development Review.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

- Review Frederick County Public Schools Quarterly Reports to identify and track school capacities that may start or end a moratorium.
- Review the Capital Improvements Program to determine if school construction projects exempt development projects from a moratorium.
- Maintain the development pipeline database and use the database to identify projects that meet the moratorium requirements.
- Collect data from Development Review, Permits and Inspections, FCPS, and County agencies.
- Coordinate with FCPS and County Staff before making a final recommendation on the applicability of a moratorium.

- Draft and publish public notices.
- Notify applicants, consultants, and other interested parties when a moratorium is to begin or end.
- Develop and maintain a tracking system for projects that are on hold due to a moratorium, including monitoring projects for two years following the end of a moratorium
- Coordinate with IIT, Development Review, and Permit Staff to update electronic review software and GIS to add functionality that assists the Division with executing the moratorium
- Review a variety of development review and permit applications to ensure developer obligations are met.
- Conduct research, planning and technical analyses for planning projects related to land use.
- Manage professional and technical studies in support of ongoing planning programs and development review activities
- Provide professional planning assistance to members of the community and various board and commissions on moratoriums, developer obligations, and pipeline development projects
- Prepare staff reports and make presentations to elected officials, planning commission and the general public
- As directed, coordinate with local, regional, and state agencies related to planning and other activities
- Perform other related duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed below, nor do the examples cover all duties that may be assigned.

- Master's degree in Planning or closely related field
- Minimum of 2 years work experience in planning

OR

- Bachelor's degree in Planning or closely related field

- Minimum of 4 years of work experience in planning

KNOWLEDGE, SKILLS ABILITIES:

- Working knowledge of the principles and practices of planning and zoning/development review
- Working knowledge of the methods for conducting research and statistical analysis including the use of computer data programs
- Knowledge of computer applications utilized in planning word processing, spreadsheets, databases, electronic plan review software, and geographic information systems
- Ability to effectively access and utilize GIS, word processing, data management and presentation software
- Ability to effectively organize work and determine priorities, work independently on complex projects, and complete assigned duties with minimal supervision
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports
- Strong and effective spoken and written (English) communication skills including the ability to prepare and present effective reports, maps and charts relative to particular studies
- Ability to develop and maintain effective working relationships with co-workers, elected officials, board members and the public

PREFERENCE MAY BE GIVEN FOR:

- Planning or development review work experience
- Planning certification, licenses or professional associations including but not limited to American Institute of Certified Planners certifications (AICP)

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position the employee is required to constantly sit and frequently walk and perform repetitive motions
- While working in this position the employee is required to constantly work indoors

ADDITIONAL INFORMATION / EXAMINATION PROCESS

- Ability to provide own transportation as needed for field visits and other duties

- Available for evening and/or weekend working hours as needed for meetings and programs

KIND OF EXAMINATION (may include):

1. An evaluation of training and experience
2. One or more interviews
3. A pre-employment physical examination and drug test

This description reflects management's assignment of essential duties; it does not proscribe or restrict the tasks that may be assigned.