

TASK LIST – CITY PLANNING ASSOCIATE
(CLASS CODE 7941)

1. Reviews zone variance, conditional use, and subdivision application, ascertains the request, and checks it for completeness and accuracy in order to determine the type of research to do and the types of information needed from other sources (City departments, applicant, other government agencies) in order to provide information or a staff report to decision makers.
2. Reads maps such as district maps, ZIMAS maps and radius maps in order to verify zoning and land use for case processing including variances and conditional uses.
3. Drives to project site, analyzes and documents existing land use conditions for the site and of adjacent locations in order to collect data for a report regarding environmental setting and existing conditions of a project site.
4. Requests, collects and reviews current written comments and recommendations based on geology and soil reports, hydrology reports, dedication and public improvement requirements from various City departments, other public agencies and interested parties in order to establish conditions of approval or justify disapproval.
5. Requests and reviews information on previous cases from City archives, computers, and other files regarding case history of project and adjoining/nearby sites in order to research and analyze prior planning actions taken by approving bodies such as City Council, City and Area Planning Commissions, or the Recreation and Parks Commissions Board.
6. Writes reports after analyzing data obtained from field investigations, current research, case histories, and land use planning zonings studies by using files and PC's and submits reports to zoning administrator or immediate supervisor.
7. Receives and reviews environmental assessment application and required documentation requesting an exemption from CEQA requirements in order to complete environmental clearance.
8. Reads or reviews project description and compares it against environmental thresholds in order to prepare initial study and determine the proposed project's level of environmental impact.
9. Writes negative declaration for the project which informs concerned parties that the environmental impact is not significant and that no Environmental Impact Report (EIR) is required in order to determine environmental clearance and give public notice of the pending project.

10. Writes Notice of Preparation (NOP), which describes a project and environmental impact, informing interested parties such as government agencies or citizens that an EIR will be prepared in order to solicit comments and testimony from interested parties. **[DELETED]**
11. Collects written and oral comments on NOP during review period in order to determine scope and give to consultants for their review; then reviews and approves consultant's EIR. **[DELETED]**
12. Listens to and evaluates oral comments made in person or over the telephone in response to NOP during review period in order to determine the scope of the EIR and to include in draft EIR. **[DELETED]**
13. Reads, interprets and analyzes technical reports and data such as geology and soil, traffic, air quality, and noise studies received from consultants and public agencies in order to write a draft and final EIR in lay terms for publication and distribution. **[DELETED]**
14. Advises property owners, expeditors and contractors who have a proposed project or who have been cited for zoning code violation by explaining to applicant what appropriate procedures to use and by giving to applicants the appropriate applications required in order to comply with zoning regulations and to be able to start, continue, or revise their project.
15. Meets with property owner or developer to determine compliance with special conditions applicable to a particular property such as subdivision conditions, "Q" (general) qualified conditions, "T" (engineering) conditions, and "D" (height) conditions which have been imposed by a decision making body such as City Council, Planning Commission, Zoning Administrator or Advisory Agency in order to approve ("sign-off") development plans, allow owner or developer to obtain a building permit, and then begin work on their project.
16. Determines whether conditions attached to status of approval regarding a planning action involving time limits for compliance, such as subdivision or "Q", "T" and "D" conditions, are met in order to recommend extension of time or issue notice of or termination of planning action. **[DELETED]**
17. Makes oral presentations on topics such as staff recommendations, background information, or project status to the general public, community groups and/or Council Deputies in order to solicit response, provide requested information, or provide expert input on planning matters.

18. Writes legislative reports such as proposed zoning regulations and ordinances, proposed area plans, plan amendments, planning policies and procedures, and environmental rules and regulations which establish development standards, measures, and guidelines in order to have these reports approved by the City and Area Planning Commissions (or other appropriate agency) and to be enacted by the City Council.
19. Writes RFP with project specifications including tasks required to complete a project, products, time scheduling, costs and City requirements for short-term projects in order to obtain expertise and equipment not available within City resources.
[DELETED]
20. Writes proposed contract covering a selected consultant based upon RFP specifications and submits proposal in order to gain approval by management and adoption by the City Council. **[DELETED]**
21. Reviews work of and meets with consultant/contractor who is awarded the contract to determine that products are adequate and timely in accordance with provisions of the contract in order to monitor the contract and keep management informed as to progress of the contract.
22. Listens to and discusses concerns such as land use, Airport noise, compatibility, transportation, and air quality with citizen advisory boards and community groups by holding meetings, workshops and open houses in order to comply with Federal, State and local requirements such as the Federal Aviation Regulation (FAR) Part 150, City Citizen Participation guideline, and State general plan regulation.
[DELETED]
23. Listens to and discusses concerns such as land use, density, height, transportation, and air quality with citizen advisory boards and community groups by facilitating meetings, workshops and open houses in order to develop a community plan, citywide plan, specific plans.
24. Reads, interprets and analyzes technical reports and data such as geology and soils, traffic, air quality, noise, census and land use studies received from consultants, public agencies and prepared by staff in order to write background and staff reports required for development of various plans.
25. Provides information in writing or verbally and advises City Council Offices, citizens groups, individuals, and developers regarding issues such as zoning, neighborhood compatibility for proposed development, design criteria, and property restrictions of the Planning Associate's geographic area of assignment in order to implement the City's General Plan.

26. Schedules and/or attends hearings such as public hearings, open houses or workshops, and scoping meetings which deal with project issues and applications in order to prepare or implement portions of the General Plan or specific projects.
27. Conducts zoning and land use research, including prior entitlements if any, and field checks site or area of restudy in order to prepare proposed community plan restudies, plan amendments, specific plans, Historic Preservation Overlay Zones (HPOZ's), design, or pedestrian overlay zones in order to stay abreast of current land uses and maintain consistency with zoning requirements.
28. Writes staff reports with recommendations to the decision-maker for tract and parcel maps, zone changes, Certificates of Appropriateness (COA's), variances, and/or adjustments.