Located 13 miles southeast of Seattle, Newcastle is a peaceful residential community tucked in the hills between the larger cities of Bellevue, Renton, and Issaquah. This picturesque city is known for offering the convenience of metropolitan living with the comfort and community of a small town. Money Magazine has repeatedly named Newcastle as "100 Best Places to Live."

Incorporated in 1994, Newcastle is a young city with deep roots in regional history. Before Washington was a state, Newcastle was a successful coal mining town with a population larger than Seattle. Newcastle has since grown to 13,310 residents who appreciate the close proximity to many corporate headquarters, including Microsoft, Amazon, Starbucks, and Costco. Newcastle is a culturally diverse city as 30% of residents were born outside of the U.S.

Newcastle provides a unique blend of local charm and regional draw. Residents gather and mingle at the local library, businesses, and grocery stores while over 35,000 vehicle trips are made daily on Coal Creek Parkway, a major regional arterial corridor flowing through the city. Visitors also come to Newcastle to experience the first-class amenities at The Golf Club at Newcastle, a 350-acre championship golf course with stunning panoramic views.

In addition to the quiet, forested neighborhoods, residents appreciate Newcastle’s unique network of trails, open spaces, and 17 neighborhood parks. The community gathers at Lake Boren Park for annual celebrations such as 4th of July, Concerts in the Park, and Newcastle Days. This is an engaged community where residents enjoy a sense of involvement, inclusion, and personal belonging.

Newcastle’s central location offers easy access to big city amenities and outdoor recreation opportunities, including Mt. Rainier just 80 miles to the south. The City is served by the Issaquah and Renton School District, both highly regarded, and Sea-Tac International Airport is only 20 minutes away.
The City of Newcastle strives to be one of the best small towns in the country. City staff are an experienced, progressive group who work to provide a high level of service and foster a sense of community for the broad diversity of people who choose to call Newcastle home. In 2022, Newcastle was named by Safewise as the 10th safest city in Washington.

The City of Newcastle operates with a Council-Manager form of government. Newcastle’s City Council is made up of seven non-partisan members elected by voters citywide. Councilmembers serve terms of four years. Every two years, the Council elects a Mayor and Deputy Mayor. The City Manager is appointed by the Council. The departing City Manager Rob Wyman has served Newcastle since 2010.

Operating with a 2022 budget of $23,264,250 and a team of 28.6 FTEs, Newcastle’s departments include: City Manager, Community Development, City Clerk, Human Resources, Finance, Fire & EMS, Police, and Public Works. Police, fire, and attorney services are provided by contract.

Newcastle residents have an overwhelmingly positive perception of the community they call home. A 2021 survey showed 94% of residents are very satisfied or satisfied with Newcastle’s overall quality of life.

Additionally, Newcastle rated above the Northwest regional average in 36 of the 45 areas that were assessed, and significantly above the average in 33 of the areas. Top priorities for improvement remain unchanged from 2019: traffic congestion and development regulation. As an engaged community, 31.2% of respondents had contacted the City with a question, problem, or complaint during the past year.

**Newcastle’s Vision**
A diverse, safe, tolerant and economically viable residential community, with its foundation in strong neighborhoods, family values, trust, respect for the natural environment and an appreciation of its history.

**Newcastle’s Mission**
To serve the Newcastle Community in an effective, efficient, professional, friendly and fiscally responsible manner that promotes fairness, fosters a sense of community and assures equity, integrity, dignity, and respect.
Newcastle is a thriving residential community within the fabric of larger urban areas that has retained its small town spirit as it has evolved. Last year, the city adopted a revised vision for the future with the approval of the Newcastle 2035 Comprehensive Plan. This year officials and staff are in the process of developing a Downtown Newcastle Strategic Plan with extensive participation from the business community and the public.

CURRENT PRIORITIES:

- Adopt new temporary Mobile Food Vendors regulations to replace expired ordinance.
- Adopt a new Comprehensive Plan amendment schedule ordinance.
- Develop proposal to Enhance Public Involvement process.
- Review Multifamily Regulations and Affordable Housing strategy.
- Review Accessory Dwelling Unit (ADU) Standards.
- Begin RQ process for consultant help with Major Comprehensive Plan update.
- Adopt a wireless facilities code update in response to the FCC’s recent ruling for small cell regulations.
- Complete Urban Growth Capacity Study; coordinate with King County on development of growth targets for city.

THE DEPARTMENT

The Department of Community Development operates with a 2022 total budget of $1,354,680 and a team of 6 FTEs. Working in tandem, the Building and Planning divisions ensure development and construction projects meet State and City standards, and strive to provide the best service to residents and business owners in the City of Newcastle.

The Building Division handles construction permitting and code enforcement. Building staff also assist in the intake of applications, as well as perform required site inspections through the duration of construction projects.

The Planning Division oversees land use and development applications (such as subdivisions, variances, and conditional use permits) and state environmental regulation compliance. Additionally, the Planning Division assists in the long-range planning efforts of the City, and provides staff support to the City Council, Planning Commission, and Newcastle Neighborhood Group.
THE POSITION

The Community Development Director works in support of and as a trustworthy advisor to the City Manager as a direct report. The Director works closely and in early communication with the City Manager, striving to integrate the department into the City organization rather than foster an autonomous relationship.

OPPORTUNITIES & CHALLENGES

High Morale - The Community Development Department enjoys high staff morale, based on a developed sense of camaraderie and teamwork. A challenge for the new Director will be to ensure a continued and further-developed sense of teamwork and a supportive work environment in response to recent staffing and leadership changes.

A Revitalized Downtown - As Newcastle looks for ways to accommodate projected growth, the city’s downtown is seen as a way to facilitate growth in a vibrant mixed-use setting while preserving the character of existing residential neighborhoods. The new Director will have the opportunity to further implement the City’s vision and adopted standards for a revitalized downtown. The ideal candidate will help facilitate partnerships between property owners, developers, and community stakeholders in ensuring the continued viability of the downtown, and in facilitating downtown redevelopment in line with community values.

Development Revenues - A challenge for the new Director will be the monitoring of development revenues. Development revenue is one of the three pillars of the City’s operating budget, and the Director is charged with providing reasonable revenue forecasts for budgeting purposes. Development revenues fluctuate under economic conditions and are also subject to available land supplies. Dwindling supplies of vacant land mean that redevelopment will become increasingly important in maintaining this revenue source. The Community Development Department plays a key role in facilitating revenue-generating development in line with adopted codes and policies.

Affordable Housing - Newcastle’s City Council is currently looking for ways to further its efforts in addressing the growing affordable housing crisis in the city and region. The new Director will support City Council efforts to review and update affordable housing goals. Such efforts may include soliciting community input on addressing housing needs, exploration of new housing types, and continued participation in the affordable housing strategies developed under ARCH – A Regional Coalition of Housing.

WHY APPLY?

- Grow in an organization with a friendly and collaborative staff, supportive management, a visionary and respectful planning commission, a supportive mayor and council, and a high work ethic among individual employees.
- Enjoy working in a leadership role, but also in the trenches. As a small department, there are needs in both areas.
- Engage in downtown redevelopment with a City that has adopted the needed codes and provisions for a successful downtown and is ready for someone who can move this effort to the next level.

Full job description available at gmphr.com
THE IDEAL CANDIDATE

The ideal candidate will be comfortable working in a small-town setting with limited staffing and multiple, sometimes competing, responsibilities. They will be responsive to the community’s high expectations for quality design, preservation of community character, enforcement of adopted codes, and effective growth management strategies. The position requires a pragmatic individual who can balance community demands against the practical needs of developers, property owners, and business owners. The individual should be a strong mentor and leader, able to inspire a shared vision with his or her staff, and collectively develop and/or build upon a strong vision for the Community. Finally, the ideal candidate will have excellent communication skills in writing and public presentations, and exhibit diplomacy and tact in public and private conversations.

EDUCATION & EXPERIENCE

Bachelor’s degree from an accredited four-year college or university with a degree in planning, public administration, or a closely-related field. Master’s degree in planning, public administration or a closely-related field is preferred. Six (6) years of applicable experience in local government community development, including two (2) years of mid-management and supervisory experience.

AICP certification and a valid Washington State driver’s license are required at the time of appointment, or by a time set by the City. All new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date.

COMPENSATION & BENEFITS

The City of Newcastle is offering a salary range of $120,669- $148,406 for this position dependent upon experience and qualifications. The comprehensive benefits package includes:

- Medical, dental, and vision/orthodontia coverage
- Paid vacation, 12 Holidays + 2 Floating Holidays
- Life, AD&D, and Long-Term Disability Insurance
- Survivor Income Insurance
- PERS Retirement
- 401(a) Matching Program
- No state income tax

RESOURCES

The City of Newcastle
Newcastle Chamber of Commerce
2021 Newcastle Community Survey
Newcastle 2035 Comprehensive Plan

TO APPLY

Apply online at gmphr.com

First Review: July 5, 2022

For more information:
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