



COMMUNITY DEVELOPMENT DIRECTOR

THE CITY OF CHELAN
Washington

Why Apply?

The City of Chelan is looking for an energetic and talented individual to lead its Community Development Department. Chelan is a scenic resort community nestled at the edge of the Cascade Mountains on the shore of beautiful Lake Chelan in North Central Washington. Abundant year-round outdoor activities and breathtaking scenery attract residents, visitors, and remote workers to this vibrant and growing community. The Director serves as a key member of the City's senior leadership team and advisor to the Mayor and City Administrator on all matters related to short and long-range planning, development, and code compliance. This is a phenomenal career opportunity for an individual ready to serve in this key leadership role.



Welcome to CHELAN

Located three hours east of Seattle, Chelan is a resort community of 4,470 situated at the southern end of 50-mile-long Lake Chelan. Chelan is known for its small-town charm, tight-knit community, stunning lakeside setting, thriving wine industry, and endless outdoor recreational opportunities amid the natural beauty of Chelan County.

Chelan has long been a popular vacation destination for visitors to enjoy the warm sun and blue waters of its namesake lake, arguably the most popular freshwater lake in Washington. Formed by glaciers, Lake Chelan measures only about one to two miles wide, but is almost 1,500 feet deep, making it the third deepest freshwater lake in the US. The lake's crystal-clear waters and long shoreline offer endless opportunities for fishing, boating, hiking, paddle boarding, waterskiing, and wakeboarding.

The town is surrounded by forests and mountain ranges, offering spectacular views and convenient nearby opportunities for hiking, biking, and winter sports. One of the fastest growing wine regions in the country, Chelan's valley supports over 300 acres of vineyards and over 40 wineries and tasting rooms.

Chelan's historic downtown offers an eclectic mix of family-owned boutiques and lodging, coffeeshops and eateries, a historical museum and 100-year-old log church, and an outdoor gallery of murals and sculptures. Chelan is also home to a thriving resort industry with upscale lodging and spas, along with outfitters and adventure sports like parasailing and skydiving.

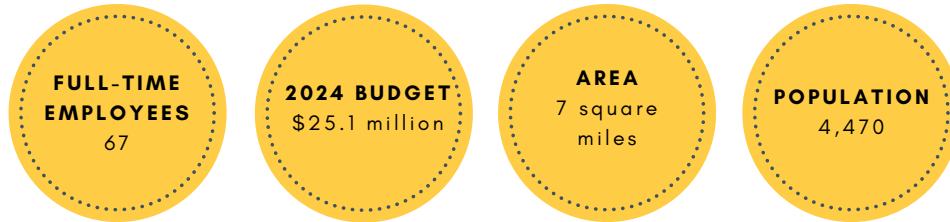
Just 30 miles away, Wenatchee's Pangborn Memorial Airport (EAT) Airport serves the region with commercial non-stop flights to Seattle-Tacoma International Airport (SEA) through Alaska Airlines with connections beyond.



THE CITY OF CHELAN

Chelan is a scenic resort community nestled at the edge of the Cascade Mountains on the shore of beautiful Lake Chelan in North Central Washington. The Chelan Valley features an unparalleled combination of breathtaking scenery, vineyards, wineries, orchards, golf, hiking trails, boating and fishing.

The City of Chelan operates under the Mayor-Council form of government, serving a population of 4,470 across 7 square miles with a 2024 budget of \$25.1 million and a team of 67 FTEs. The City is in excellent financial position based on a strong and growing economy stimulated by tourism, agriculture, development and very positive retail/commercial activity.



THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is organized into four primary areas: Long-Range Planning, Current Planning, Building, and Code Compliance. The Department's core responsibilities encompass the implementation of the City's Comprehensive Plan, processing building and land use permit applications, overseeing annual business license review/renewal, managing annual short-term rental licensing, and addressing code complaints & violations.

The Department operates with a 2024 budget of \$1.2 million and a team of 8 FTEs including the Director, Building Official, Assistant / Associate Planner, Community Development Officer, Building Inspector/Plan Reviewer, Permit Coordinator, and Permit Technician.





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THE COMMUNITY DEVELOPMENT DIRECTOR

Reporting to the City Administrator, the Community Development Director is fully responsible for leading and managing the Planning and Building Department. This includes overseeing a range of services and activities such as short-term and long-term planning, building inspections, adherence to codes, examining plans, processing permits, and engaging with the community. This position requires in-person attendance. The Director is expected to attend in-person and virtual council, planning commission and community meetings.

THE IDEAL CANDIDATE

- Experience in leading comprehensive plans, growth policies, and economic development projects.
- Demonstrated ability to implement the State’s Growth Management Act, Shoreline Management Act, SEPA, land use codes, and other mandated development requirements.
- Excellent communication skills with city administration, department directors, city council, department staff, and the community.
- Ability to collaborate and develop strategic relations internally and externally.
- Strong ability to work with developers, architects, engineers, and contractors, and understand community and economic development systems.
- An active listener that maintains effective working relationships and works to build a responsive, equitable, and strategically collaborative department.
- Ability to set priorities, manage multiple projects and provide effective organizational skills to efficiently complete short and long-term goals.
- Ability to problem solve and create new solutions to accomplish changes in programs and complete projects.
- Comfortable with technology and demonstrated ability to use technology to accomplish work tasks.
- Understands the challenges of the job while maintaining a sense of humor, a positive work environment, and is resilient when times are challenging.



OPPORTUNITIES & CHALLENGES

Major Comprehensive Plan Update

The City will be required to update its Comprehensive Plan in 2026. The Director will need to develop and implement a process to complete the update which will include working with the City Council to set priorities and policy direction, conducting a robust public outreach and feedback process, and coordinating a workplan across the City organization.

Coordination of the Review of Major Development Proposals and Projects

The City expects the submittal of two significant mixed-use development proposals soon. It is anticipated that the projects will include more than 400 multi-family units and commercial amenities. The Director will need to ensure that the project submittals are reviewed for compliance with the City’s development code, coordinate effective cross-department permit review processes, coordinate with staff and developers on required project modifications, and provide long-term oversight of development compliance and responsive service to the developers, public, and City Administration.

Department Staffing

The Community Development Department has 9 FTE positions including the Director. In addition to the Director, there are currently three other vacant positions. The new Director will need to facilitate the hiring and onboarding of staff to develop a cohesive and effective departmental team. The current Community Development Director, who is highly regarded, is making a personal choice to step down to serve as one of the department’s Senior Planners.

Community Development Opportunities

The new Director will develop collaborative partnerships with Federal, State, and Local partners and stakeholders to further the City’s capital improvement and economic development goals by identifying and seeking external funding and grant opportunities. The Director will work with the Mayor, City Administrator, and Department Directors to identify opportunities to accomplish multi-purpose goals that implement the City’s vision. The Director will also use the City’s adopted Tax Increment Financing program to maximize funding opportunities.

EDUCATION & EXPERIENCE

A master's degree in urban and regional planning or a related field and a minimum of four years of progressively responsible experience providing professional planning services in a city or county, or as a contract planning consultant to a city or county government; OR a bachelor's degree in planning or a related field and a minimum of five years of progressively responsible professional planning experience; OR any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.

Certification by the American Institute of Certified Planners (AICP) is desirable.

RESOURCES

[Community Development Department](#)

[City Org Chart](#)

[City Comprehensive Plan](#)

[2024 Proposed City Budget](#)

[Lake Chelan Chamber of Commerce](#)



COMPENSATION & BENEFITS

The City of Chelan is offering an annual salary range of \$117,168 to \$142,428 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.

The City is offering a \$5,000 hiring bonus conditioned on the successful completion of a six-month probationary period and two-year employment commitment.



TO APPLY

Apply Online: gmphr.com

First Review: **May 5, 2024**

More Info: **Debbie Tarry, GMP Consultants**
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