



*Position Profile*

## **Planning Director, Planning & Economic Development**

The City of Saint Paul, Minnesota is seeking a Planning Director for the Department of Planning & Economic Development to play a key role in shaping our diverse, urban community and its future.





## *The City We Serve*

Saint Paul, the head of navigation of the great Mississippi River and Minnesota's Capital City, is a city of neighborhoods. Like a network of urban villages, our neighborhoods are strong and stable, each with its own texture of historic interest, cultural landmarks, and racial and ethnic diversity. This is why people lucky enough to live here feel a remarkable sense of belonging, a sense of place.

Our population has just exceeded 300,000, and we are home to just over 179,000 jobs. Saint Paul is at the heart of the 3.8 million-person Minneapolis-Saint Paul metropolitan area. More than 80 languages are spoken in the homes of Saint Paul school students, with the four most used languages being English, Spanish, Hmong and Somali. We seek to strengthen our innate assets by meaningfully engaging our diverse residents and businesses to build a city that is vibrant, cosmopolitan and welcoming, and to maximize our unique potential to be a compelling force in the global economy.

Saint Paul has a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises, and countless small businesses and professional firms. We play a key role in the fortunes of the dynamic Minneapolis-Saint Paul metro area. Large-scale, visionary transit projects, like the Green Line LRT, are linking the East Metro with the metro core in a way that integrates neighborhood interests.

With 52 square miles of land, 61 miles of main line railway, 26 miles of Mississippi River waterway, 17.9 miles of interstate highway, and approximately 133,700 takeoffs and landings at our downtown airport, the urban setting offers ample opportunities for recreation, business investment and active urban living.

Just as clearly as we are the seat of government for Minnesota and Ramsey County, Saint Paul is undoubtedly the state's historical and cultural heart. Saint Paul is home to the National Hockey League's Minnesota Wild, the nationally-renowned Ordway and Penumbra Theatres, the Palace Theater, a downtown vaudeville theater turned music venue, and soon home to the Major League Soccer's Minnesota United. Our family-friendly downtown offers both the Science Museum of Minnesota and Children's Museum. Eleven colleges and universities complement high-quality public and private elementary and secondary schools. Art galleries flourish both in Lowertown and in neighborhoods throughout the city. A strong historic preservation ethic has ensured that significant buildings, views and public spaces continue to inspire those who live here.

This is not just a source of great pride for those of us who live here, but it also gives Saint Paul the unique stature of belonging to every resident of the state. We recognize and welcome that responsibility.

To learn more about why Saint Paul is a great city to live, work and play, visit [stpaul.gov](http://stpaul.gov) or [visitsaintpaul.com](http://visitsaintpaul.com).

## The Vision

Our vision is that Saint Paul will be a national leader in equity, innovation and resilience. The Department of Planning and Economic Development builds community wealth through business, housing, jobs, planning, financial and cultural assets.

### **2040 Vision and Core Values**

Saint Paul is in the midst of preparing its 2040 Comprehensive Plan ([stpaul.gov/SaintPaul4All](http://stpaul.gov/SaintPaul4All)).

The vision for Saint Paul laid out in the Plan is:

Saint Paul is a community that is welcoming to and a place of opportunity for people of all incomes, ages, races, ethnicities and abilities. It accomplishes this by addressing the place-based dimensions of our neighborhoods; embracing growth; offering a wide range of housing choices for its diverse residents; providing a transportation system that meets the needs of pedestrians, bicyclists, transit users, riders and drivers; preserving, celebrating and building on our histories; and supporting infill development that sensitively accommodates a growing, aging and increasingly diverse population. Saint Paul is defined and enhanced by its location on the Mississippi River – an economic, environmental, cultural, historic and recreational amenity that enriches our quality of life and economic prosperity.

The vision is based in ten core values: equity and opportunity; building on our assets; resiliency and sustainability; celebrating parks; innovation; people-centered; health; welcoming and safe; growth and prosperity through density; and integration and coordination.

## City Government

Saint Paul's Charter provides for a strong-mayor form of government. The Mayor is the Chief Executive Officer of the City and serves a four-year term. The seven members of the part-time City Council are elected by ward. The same seven members also serve as the Board of the Housing and Redevelopment Authority (HRA). The HRA is charged with redevelopment planning, financing and related real estate transactions, and is staffed by the Department of Planning and Economic Development.

Saint Paul has a tradition of progressive city planning, especially in the areas of transit-oriented planning and development, neighborhood planning, flexible zoning, urban design and riverfront development. The Planning Team has been recognized for its innovative approaches to challenging neighborhood issues, including in 2017 for its work on a 125-acre riverfront redevelopment site that was home to a Ford manufacturing facility for over 100 years.

Saint Paul has a nationally-recognized citizen participation system. The city's neighborhoods are organized into 17 district councils, which are recognized by the City Council as the official citizen participation organization for each neighborhood. City staff works very closely with the district councils.

Saint Paul has a 21-member Planning Commission, one of the largest in the country. The Commission is appointed by the Mayor, and is staffed by the Planning Team. The Planning Commission oversees all planning efforts, as well as a host of zoning cases and studies. Saint Paul has a 13-member Heritage Preservation Commission (HPC), also appointed by the Mayor. The HPC serves as an advisory body to the Mayor and City Council on municipal heritage preservation matters.

The City employs 3,000 full time staff within 16 operating departments.



## *Planning Director, Planning & Economic Development*

The Planning Director will assist the Director of Planning and Economic Development (PED) in providing overall management, oversight, implementation, and coordination of the City's planning and heritage preservation functions.

The mission of PED is to build community wealth through business, housing, jobs, planning, financial and cultural assets.

PED employs 74 FTEs and has an operating budget of \$10.9 million, and a \$44.7 million capital budget for Housing and Redevelopment Authority activities.

PED provides staff support to the Planning Commission and subcommittees, Neighborhood Sales Tax Revitalization (STAR) and Cultural STAR boards, and the Heritage Preservation Commission.

### **Key Focus Areas and Priorities**

This year and beyond, Planning & Economic Development will further the momentum of investment in Saint Paul, including:

#### **Green Line & Transit-Oriented Development**

Saint Paul's "Green Line" is our first light rail line, and links the downtown core with many neighborhoods, the University of Minnesota and downtown Minneapolis along University Avenue. Light rail transit has resulted in significant new investment.

PED plays a central role in ensuring that Saint Paul realizes the economic promise of the Green Line. Many projects have been completed, are underway, or in the planning phase. Transit-oriented development (TOD) is a recurring theme in planning documents, and economic development and housing projects.

A major redevelopment site along the Green Line is the **Snelling-Midway "super block"**, where a major league soccer stadium is under construction. Minnesota United FC is scheduled to begin play at the new stadium in March 2019. Implementation of the master plan for redevelopment of the balance of the superblock, including new office, retail, and housing uses, will be a major focus of the Planning Director in 2018 and beyond.

#### **Central Station Block**

The Green Line bisects a block in downtown Saint Paul, creating an opportunity for high-density, mixed-use development in the core of the central business district. PED is working with the Metropolitan Council

on a Request for Qualifications to solicit developer interest in converting a mostly vacant block to a thriving, bustling activity center.

### **Ford Site**

A huge opportunity exists at the 125-acre site of the former Twin Cities Ford Assembly Plant. With building demolition and environmental remediation near completion, Ford listed the property for sale in late December 2017 and is currently evaluating proposals. PED and the Planning staff will begin working with the chosen master developer in 2018 to realize the City's adopted Ford Site Zoning and Public Realm Master Plan for a sustainable, vibrant, urban, mixed-use, 21st Century Community. For more information, visit [stpaul.gov/ford](http://stpaul.gov/ford).

### **Downtown**

The formation of a new Downtown Alliance in early 2018 and the presence of key downtown redevelopment sites, including the Central Station block, 7Corners/Gateway site, and Ramsey County West riverfront site, mean downtown revitalization and redevelopment will be a priority for the Planning Director.

### **Transit Corridor Planning**

Three major transit corridor studies are underway in Saint Paul – Gold Line, Rush Line, and Riverview Corridor. The Riverview Corridor will connect downtown Saint Paul with MSP International Airport and the Mall of America in Bloomington.

Updates to the Gold Line station area plans are underway, and station area planning for the Rush Line and Riverview Corridor will get underway in 2018. PED Planning staff, working with interagency and interdepartmental staff teams, will be integrally involved in this work. The Planning Director will play a key role in guiding and shaping this work.

### **Heritage Preservation**

Saint Paul takes pride in its historic character, with nine locally designated historic districts and 93 individually listed sites throughout the city. The City of Saint Paul is a Certified Local Government (CLG) in the Federal Historic Preservation Program. The Heritage Preservation section of the Planning Team administers design review for historic districts and sites and staffs the Heritage Preservation Commission. Other ongoing work includes survey and designation, context studies, participation in Federal Section 106 reviews, and public outreach and education.

### **General Planning**

Additionally, major work for the Planning Team includes:

- Completion of the 10-year update of the **City's Comprehensive Plan**, due to the Metropolitan Council by the end of 2018.
- Development of a master plan for redevelopment of the 111-acre **Hillcrest Golf Course** site, including a robust community engagement process.
- Staffing the **21-member Planning Commission** and its committees, including the Zoning Committee in its review of zoning applications.
- Completion of **zoning studies** that ensure the Zoning Code evolves to recognize new technologies and other market changes.
- Providing **GIS mapping and research** functions.
- Coordinating with neighborhood community councils on updates to their **district plans**.
- Administration of State and Federal required **environmental review**.

## *Ideal Candidate*

The City of Saint Paul is looking for a highly-talented, innovative professional that understands both the challenges and the unique rewards of public service. While the expectations are high, and the demands will be significant, our new Planning Director will be joining a team of highly-skilled professionals that is excited about the future, committed to public service, and looking forward to building on the momentum already generated in Saint Paul's business and residential communities.

The new Planning Director will serve as the City's chief planner, overseeing a staff of 15-20 professionals working in planning and heritage preservation. The position serves as the City's Planning Administrator for the Zoning Code and is the lead staff to the Saint Paul Planning Commission. As a member of PED's Leadership Team, the Planning Director will work closely with the PED Director, Deputy Director, and the Directors of the Housing and Economic Development teams to ensure that planning and heritage preservation activities are well integrated with the Department's housing and economic development work.

### **A Knowledgeable, Adept Professional Planner**

The ideal candidate for this role will be a professional planner with a depth and breadth of experience in all major aspects of the field – zoning, land use, transportation, housing, environmental review, historic preservation, urban design, data analytics and real estate development. We seek skill in navigating the many challenges of growth in a built-up city, such as managing the pressure for more housing with the need to ensure adequate land for manufacturing uses; committing to an equitable allocation of City resources in a city with significant gaps in income, education and employment; and balancing economic development with historic preservation. Candidates should have insights into maximizing the city's assets for building broad-based community wealth, including diverse populations, a growing downtown, and natural features such as rivers and waterways.

### **An Innovator**

Saint Paul embraces innovation and seeks a leader comfortable with directing innovation and change. Our Planning Director should be comfortable with digital planning tools and technologies, and prepared to lead staff in planning for significant changes in our environment, including driverless cars and changes in work systems, residential preferences, and demographics.

### **Demonstrated Cultural Competence and Political Savvy**

A successful candidate will have demonstrated success in navigating intercultural relationships and working effectively with diverse populations and perspectives – and an ability to mentor and guide the Planning staff in cultural intelligence and working in a diverse, urban community. Multilingual abilities are an asset to this position. With intensive work with communities and elected officials, Saint Paul's Planning Director must have political skills to manage complex power relationships.

### **Knowledgeable about Saint Paul's Assets**

The ideal candidate will understand Saint Paul's unique strengths as an urban core city with a strong public realm, State capital, educational and cultural center, and home to four- and five-generation residents as well as more recent arrivals from other parts of the US and around the globe. Saint Paul's Planning Director should have experience working in multicultural, urban contexts.

## **A Great Manager**

The Planning team includes City Planners, historic preservation professionals, and support staff. An effective director will recognize staff's skills and abilities, support their professional development and effective teamwork through guidance and mentorship, and inspire the team to excel in advancing the planning work program as part of the Department's mission. As a great manager, the Director will also be able to determine Planning Team priorities, including project timelines and the assignment of staff based on general direction from the PED Director, Planning Commission, Mayor, and City Council. The Director should have experience effectively recruiting and retaining a diverse, talented staff.

## **An Effective Partner**

The Planning Director and staff work closely with the Departments of Parks, Public Works, and Safety and Inspections to plan for the City's public systems and ensure new private development meets the Comprehensive Plan's vision for an economically vibrant, sustainable, healthy, safe, and equitable community. From the Mayor and City Council/HRA Board of Commissioners to other public agencies at all levels, to neighborhood district councils and advocacy groups, to residents, business owners and developers, the Planning Director can expect to work with many internal and external partners.

## **Education and Experience Requirements**

The successful candidate will have:

- A Master's degree in Urban Planning and six years of progressively responsible professional planning experience, preferably including two years in a supervisory capacity.
- Or, a Bachelor's degree in Urban Planning, Public Affairs, Public Administration, or a planning-related field, and eight years of progressively responsible professional planning experience, preferably including two years in a supervisory capacity.

## **Compensation and Benefits**

The salary range goes up to \$139,900, with starting salary dependent upon experience and qualifications. Saint Paul has an outstanding benefits package:

- Medical Insurance - Medical coverage deductible is fully paid for individual employees. There is a significant City contribution for family coverage.
- Dental Insurance - Dental coverage is available at cost.
- Life Insurance - City pays for premium cost for an amount of coverage equaling \$50,000.
- Pension - City contribution to MN Public Employee Retirement Association.
- Vacation - Vacation time is accrued at 15 – 26 days per year, based upon years of service.
- Other Leave - Employees receive 10 paid holidays, and up to 12 days sick leave accrued per year.
- Deferred Compensation – Employee will have access to the deferred compensation program (similar to a 401k).

## Application Process

To be considered for this exceptional career opportunity, please submit a cover letter, resume and answers to the supplemental questions at <http://bit.ly/planningdirector>.

Applications will be screened upon receipt. The position closes July 11, 2018 at 4:30 pm Central Time.

For more information, please contact:

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The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBTQ community, and individuals with disabilities are strongly encouraged to apply.

## Supplemental Questions

The first step in the selection process will include an evaluation of your experience, education and answers to the following questions. Please submit your answers to these questions when you submit your resume and cover letter.

1. Describe your experience in the following areas: urban planning, housing, transportation, environmental, land use, and/or infrastructure planning. (300 word maximum)
2. Provide examples of your leadership experience, including an example where you led a staff team or your peers to achieve a joint goal and an example where you set a culture for a team or department. (300 word maximum)
3. Describe your experience working with diverse residents and business owners. (300 word maximum)