



**Agenda**  
**Finance & Personnel Committee Regular Meeting**  
**May 28, 2026 | 6:00 PM**

Stanwood-Camano School District  
Administration Building Board Room  
26920 Pioneer Highway  
Stanwood, WA 98292

This meeting will be conducted in person at the Stanwood-Camano School District, Administration Building Board Room, 26920 Pioneer Highway, Stanwood, WA 98292  
<https://www.stanwoodwa.org>.

- 1. Call to Order**
- 2. New Business**
  - a. Reclassification of Senior Planner to Planning Manager
- 3. Adjourn**



**City of Stanwood  
Finance & Personnel Committee  
Staff Report**

**Item Number:** 2.a.  
**Date:** May 28, 2026  
**Subject:** Reclassification of Senior Planner to Planning Manager  
**Contact Person:** Pat Adams, Human Resource Manager  
**Attachments:**  
1. Attachment A - Planning Manager JD Proposed  
2. Attachment B - Resolution 2026-09 Updating Non-Rep Schedule

---

**ISSUE**

The purpose of this item is to request Finance & Personnel Committee discussion regarding the proposed reclassification of the existing Senior Planner position to Planning Manager.

**BACKGROUND:**

The Community Development Department has identified the need for a management-level planning position to better support department operations, supervision, project coordination, and continuity of leadership.

The existing Senior Planner position performs advanced professional planning work. However, the department's current operational needs require a position that goes beyond senior-level technical planning and includes formal management responsibilities. These responsibilities include direct supervision, coordination of assigned staff and consultant work, support for department priorities, and day-to-day operational assistance to the Community Development Director.

The proposed Planning Manager classification would directly supervise the Economic Development and Communications positions within the department. This change would create a clear reporting structure and strengthen coordination between planning, economic development, public communication, and community engagement.

In addition, the Planning Manager would serve as Acting Community Development Director in the Director's absence, as assigned. This provides leadership continuity and helps ensure department work continues when the Director is unavailable.

**DISCUSSION:**

The proposed reclassification is not a title change only. It reflects a substantive change in the level of responsibility assigned to the position. The Planning Manager would provide a needed management layer within the Community Development Department. The position would assist with day-to-day operations, coordinate staff and consultant work, support complex planning and policy implementation and provide direct supervision, performance evaluation, and the professional development of assigned department staff.

A key benefit of the reclassification is improved support for the Community Development Director. By assigning routine supervisory, coordination and operational matters to the Planning Manager, the Director will have greater capacity to focus on higher-level policy issues, interdepartmental coordination, regional matters, complex development issues and broader department leadership.

The proposed structure also improves continuity of operations. When the Community Development is absent or unavailable, the Planning Manager would be able to step in as Acting Director, as assigned, to respond to operational needs, support staff, coordinate with City leadership, and keep the department's work moving forward.

The reclassification also provides an important succession planning benefit. Establishing a Planning Manager position creates an internal leadership pathway within the department and helps preserve institutional knowledge. This better prepares the City for future transitions, extended absences, or vacancies in department leadership.

This proposal does not add a new full-time employee. It reclassifies an existing budgeted position to better reflect the management-level responsibilities needed by the department. The proposed Resolution would add the Planning Manager classification to the City's non-represented salary schedule at the recommended manager range.

**FISCAL ANALYSIS:**

The fiscal impact will depend on the incumbent's placement within the approved range. The position is currently budgeted as a Senior Planner. Reclassifying the position to Planning Manager will result in an increased monthly salary cost of approximately \$981.00. The estimated additional cost is \$4,905.00 for the remainder of the fiscal year and \$11,772.00 on an annualized basis.

The increased cost is justified by the expanded scope of the position, including direct supervision, acting director responsibilities, increased management support, succession planning benefits, and improved operational continuity within the Community Development Department.

**RECOMMENDATION:**

That the Finance & Personnel Committee discuss and approve the proposed reclassification of the Senior Planner position to Planning Manager, the updated Planning Manager job description, and the proposed resolution adding the Planning Manager classification to the City's non-represented salary schedule.





## POSITION DESCRIPTION

**Title:** Planning Manager  
**Department:** Community Development  
**FLSA Status:** Exempt  
**Union Status:** Non-Represented

### GENERAL DESCRIPTION

Under general administrative direction of the Community Development Director, plans, directs, manages, and oversees assigned planning programs, services, and activities of the Community Development Department. The Planning Manager performs advanced professional planning work involving current and long-range planning, land use and development review, implementation and update of the Comprehensive Plan, review of zoning and development applications, preparation of code amendments and ordinances, and coordination of special projects.

### SUPERVISION RECEIVED

Works under the supervision of the Community Development Director.

### SUPERVISION EXERCISED

Exercises direct supervision of assigned Community Development Department staff, including the Business and Community Relations Coordinator and the Communications and Marketing Specialist positions. Provides direction, assigns work, reviews work products, evaluates performance, supports professional development, and assists with corrective action or personnel recommendations consistent with City policies. May also exercise direct or functional supervision over planning staff, consultants, technical staff, support staff, temporary employees, interns, or volunteers, as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, manages, coordinates, and participates in the City's current and long-range planning programs, including land use review, zoning administration, development review, code amendments, public involvement, and Comprehensive Plan implementation.
2. Assists the Community Development Director in managing assigned Community Development Department operations, services, goals, objectives, priorities, policies, and procedures.
3. Serves as the Acting Community Development Director in the Director's absence, as assigned, including providing department leadership, responding to operational needs, coordinating with City leadership, and ensuring continuity of department services.



## POSITION DESCRIPTION

4. Manages the Historic Preservation, Economic Development and Percent for Arts programs. Assists the Community Development Director with the City Beautification and Twin City Mile programs.
5. Plans, directs, coordinates, and reviews assigned work plans, projects, programs, and service delivery methods; assigns and completes work activities; monitors timelines; reviews work products; and works with staff and consultants to identify and resolve problems.
6. Reviews, processes, and manages complex land use and development applications, including subdivisions, site plans, housing, commercial, industrial, mixed-use, and other development proposals.
7. Determines conformity with the Stanwood Municipal Code, zoning regulations, Comprehensive Plan, development standards, environmental regulations, and other applicable plans and policies; recommends approval, conditions of approval, mitigation measures, or identifies issues and alternatives.
8. Conducts or oversees review of environmental checklists and related environmental information to ensure compliance with the State Environmental Policy Act; evaluates potential impacts and recommends mitigation measures as appropriate.
9. Assists in the implementation and administration of applicable planning statutes and programs, including the Growth Management Act, Shoreline Management Act, State Environmental Policy Act, and other applicable federal, state, regional, and local requirements.
10. Coordinates, leads, and participates in updates to the City's Comprehensive Plan, development regulations, subarea plans, shoreline regulations, housing strategies, transportation-related planning, capital facility planning, and other long-range plans and policy initiatives.
11. Prepares and presents staff reports, recommendations, ordinances, resolutions, code amendments, administrative rules, procedures, public notices, correspondence, and other written materials related to planning and development review.
12. Provides staff support to the Planning Commission, City Council, Hearing Examiner, and other boards, commissions, committees, and task forces as assigned; prepares agendas, staff reports, presentations, findings, and recommendations.
13. Provides information, technical assistance, and interpretation to developers, property owners, applicants, contractors, architects, engineers, City staff, elected and appointed



## POSITION DESCRIPTION

officials, and the public regarding land use laws, zoning, permit procedures, standards, policies, and requirements.

14. Responds to and resolves difficult, complex, or sensitive citizen inquiries, complaints, code interpretation questions, and development review issues in a professional and constructive manner.
15. Coordinates planning activities with other City departments, outside agencies, tribal governments, regional planning organizations, state agencies, consultants, utilities, and community stakeholders.
16. Manages and directs the work of planning consultants, technical consultants, and other professional service providers as assigned; reviews consultant work products for accuracy, consistency, quality, and alignment with City goals.
17. Coordinates and participates in public involvement programs, open houses, neighborhood meetings, workshops, and other outreach efforts related to planning projects, development regulations, and long-range planning initiatives.
18. Conducts, organizes, or oversees research studies regarding planning issues, land use, zoning, urban design, population trends, housing, transportation, environmental issues, community needs, and related topics
19. Reviews and recommends revisions to codes, standards, procedures, and policies to improve clarity, consistency, efficiency, customer service, and compliance with current law and City goals.
20. Assists in department budget preparation and administration as assigned; monitors assigned project budgets, consultant contracts, grant-funded work, and expenditures.
21. May participate in site inspections, development inspections, and field reviews to evaluate compliance with approved plans, permits, regulations, and conditions of approval.
22. Establishes and maintains positive working relationships with City staff, applicants, developers, consultants, community organizations, state and local agencies, elected and appointed officials, and the public.
23. Attends professional development workshops, conferences, and professional group meetings to stay current on trends, laws, best practices, and developments in municipal planning.
24. Performs other related duties as assigned.



## POSITION DESCRIPTION

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

#### *Education/Training:*

Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, geography, or a related field.

#### *Experience:*

Eight years of increasingly responsible professional planning experience, including two years of administrative and supervisory responsibility.

#### Necessary Knowledge, Skills and Abilities:

##### *Knowledge of:*

- Advanced principles and practices of municipal planning, zoning, land use, urban design, and community development.
- Washington zoning and land use laws including the comprehensive planning process.
- Growth Management Act, State Environmental Policy Act, Shoreline Management Act, development review, and related local, state, and federal planning requirements.
- Land use regulation concepts, including zoning, subdivisions, variances, conditional uses, density, design standards, nonconforming uses, and development agreements.
- Current and long-range planning practices, public involvement processes, permit procedures, and development review requirements.
- Principles and practices of program development, project management, policy development, and public administration.
- Principles and practices of supervision, training, coaching, performance evaluation, and work planning.
- Research methods, statistical analysis, data collection, and preparation of planning studies and reports.
- Environmental impact assessment and mitigation practices.
- Methods and techniques of effective technical report preparation, presentation, and public communication.
- Municipal budget preparation and administration, as applicable to assigned programs and projects.
- Customer service, public relations, conflict resolution, and interpersonal



## POSITION DESCRIPTION

communication using tact, patience, professionalism, and courtesy.

- City organization, operations, policies, objectives, procedures, Personnel Policy, and Code of Conduct.
- Office procedures, records management, computers, permit systems, GIS applications, word processing, spreadsheets, databases, and related software.

### *Ability to:*

- Manage and participate in a comprehensive municipal planning program.
- Develop, recommend, and administer goals, objectives, procedures, policies, and work plans.
- Supervise, lead, train, mentor, and evaluate assigned staff and consultants.
- Plan, organize, prioritize, and manage multiple complex projects and deadlines.
- Review and process complex land use and development applications.
- Read, interpret, apply, and explain laws, regulations, codes, plans, policies, procedures, maps, plats, site plans, building plans, and engineering/construction drawings.
- Prepare clear, concise, accurate, and legally defensible staff reports, findings, recommendations, ordinances, resolutions, correspondence, and administrative documents.
- Make effective oral presentations at public hearings, public meetings, and community events.
- Communicate effectively, both orally and in writing, with architects, contractors, developers, property owners, supervisors, employees, elected and appointed officials, agencies, and the public.
- Analyze complex planning problems, identify alternatives, evaluate consequences, and recommend effective solutions.
- Exercise sound judgment, initiative, discretion, and professionalism in sensitive or high-pressure situations.
- Provide quality customer service while fairly and consistently administering City regulations.
- Coordinate effectively with other departments, agencies, consultants, boards, commissions, and community stakeholders.
- Manage and participate in public involvement processes.
- Maintain composure, professionalism, and objectivity in stressful or controversial situations.
- Work independently with limited direction and as a collaborative member of a team.
- Produce high-quality work products in a timely and efficient manner.
- Maintain regular attendance and attend evening meetings as required.



## POSITION DESCRIPTION

### **SPECIAL REQUIREMENTS:**

This position may be required to use city vehicle periodically. Valid State Driver's License or ability to obtain one within 30 days of hire and a good driving record is required.

### **TOOLS AND EQUIPMENT USED**

Personal computer, permit tracking software, GIS applications, word processing software, spreadsheet and database software, motor vehicle, calculator, telephone, copy/scanning equipment, presentation equipment, and other standard office and planning-related tools.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to speak and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is primarily an indoor office. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.



## POSITION DESCRIPTION

### SELECTION GUIDELINES

Formal application, evaluation of education and experience, oral interview(s) and job-related tests may be required. Must successfully pass pre-employment screening, including reference check, criminal background, and driver's records check.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the job change.*

DRAFT

**CITY OF STANWOOD**  
Stanwood, Washington

**RESOLUTION 2026-09**

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON AMENDING THE NON-REPRESENTED EMPLOYEE SALARY SCHEDULE TO INCLUDE THE CLASSIFICATION OF PLANNING MANAGER, EFFECTIVE MAY 28, 2026.**

**WHEREAS**, pursuant to RCW 35A.11.020, the City Council has the authority to fix the annual compensation for employees through budget allocation for personnel and benefits; and

**WHEREAS**, on May 28, 2026, the City Council approved the addition of Planning Manager to the existing non-represented salary schedule; and

**WHEREAS**, it is necessary and appropriate to establish the 2026 salary schedules for employees of the City of Stanwood by Resolution of the City Council;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, AS FOLLOWS:**

The Planning Manager classification shall be added to the city's non-represented position schedule. The monthly base compensation shall be as set forth below:

City of Stanwood - Non-Represented 2026	Salary Schedule				
Position Title	Step 1	Step 2	Step 3	Step 4	Step 5
<i>Planning Manager</i>	\$10,323	\$10,676	\$11,026	\$11,380	\$11,732

PASSED AND APPROVED by the City Council of the City of Stanwood this 28th day of May 2026.

CITY OF STANWOOD

\_\_\_\_\_  
Sid Roberts, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Nikki Thompson, City Attorney