



# Community Planning & Building Director

CITY OF CARMEL-BY-SEA

## The Community

Incorporated on October 31st, 1916, Carmel-by-the-Sea is a community founded by artists and writers. Carmel-by-the-Sea is supported in its mission by the diligent efforts of dedicated, hardworking citizens and their elected and appointed officials. Residents take an active role in preserving the quality of life unique to this community.

Located in northwest Monterey County, California, along the Pacific Ocean, Carmel is a city rich in coastal resources, cultural heritage, and historical interest that attracts national and international visitors. The City is renowned for its rich beauty and prides itself on its white sand beach, sweeping bluffs, verdant urban forest, natural parklands, roadside greenbelts, and its dedication to the arts. The absence of formal sidewalks and streetlights in the residential district contributes to the forest-like atmosphere, along with its abundance of over 80 acres of parklands located throughout the City.

Since the turn of the century, Carmel has been a mecca for artists, writers, actors, and playwrights. Each year, visitors are drawn to the diversity of festivals and events which promote and enhance the creative traditions of Carmel. Carmel's residents are passionate and proud of



their community and its celebrated cultural contributions. The Carmel Bach Festival, Monterey County Symphony, and the Sunset Presents are just a sampling of events presented at Sunset Cultural Center by professional artists from Carmel and around the world. In addition, residents enjoy annual community centered events like the Carmel Surfabout, Halloween Parade, Pumpkin Roll, 4th of July in the Park, Homecrafters Holiday Marketplace, and several more.

The City provides a wide variety of services to ensure the village remains a safe and beautiful place for everyone. This includes everything from building safety and planning functions to law enforcement and crime prevention through the Police department.

While many services are handled internally, fire and ambulance are provided through a contract with the

City of Monterey. The Public Works Department maintains the village's vital infrastructure, including streets, sidewalks, and the iconic shoreline and urban forest. The City also manages two library branches and organizes a variety of community activities and special events.

The true soul of Carmel-by-the-Sea is found in its residents, who stand as the City's most precious resource. Their unwavering pride and dedication are the driving forces that preserve the unique, historic character of our one-square-mile community. It is the commitment of City residents that keeps the Village's legendary charm and natural beauty alive for everyone to enjoy.

For additional information, visit the City's website at <https://ci.carmel.ca.us/>.

## The Organization

The City is a 1-square mile General Law City contained fully within the California Coastal Zone. Carmel-by-the-Sea is governed by a five-member City Council based upon a common priority of ensuring that the splendid quality of life and unique character of the area is protected and maintained. The City Administrator oversees the day-to-day management of approximately 87 highly capable full-time City staff and works with the City Council to carry out their policies. Carmel-by-the-Sea provides an extremely high level of service to its residents and visitors, with an **annual budget** of approximately \$41 million.

## The Department

With 11 full time employees plus a Director, the **Department of Community Planning and Building** (Planning, Building and Code Compliance Divisions) is responsible for land-use management, design and development review, historic preservation, construction activities, code compliance and environmental review in Carmel-by-



# Peckham & McKenney

## "All about fit"

the-Sea. The Department serves as the City's central permitting office.

The Planning Division maintains the General Plan and ensures that capital improvements, zoning, and other activities of the City are consistent with the goals and policies of the Plan. The Planning Division also provides staff support to the Historic Resources Board and the Planning Commission on decisions related to historic eligibility, design, zoning, and other development. The major role of the Department is to provide the technical information and analysis needed for the Planning Commission to make the most informed decisions. In addition to the Planning Commission's involvement on updating the City's General Plan,



the Commission also conducts public hearings, and reviews use permits, variance, rezoning, and land use amendments.

The Building Division is responsible for the review of construction plans as well as inspections of projects and, when necessary, enforcement to ensure compliance with building codes.

The Code Compliance Division is responsible for ensuring compliance with the City's zoning, design, building, fire and other various municipal codes.

### **Fiscal Year 2026-27 Department priorities include:**

- Adoption of updated Design Guidelines and Zoning Code

- Adoption of ordinances to implement the 6th Cycle General Plan Housing Element.
- Adopt necessary ordinances and policies to ensure development and construction consistency with update state laws on wildfire.
- Adopt the General plan Safety Element updates before the end of fiscal year 2027.
- Adoption of an updated Accessory Dwelling Unit Ordinance.
- Engage staff to participate in more training opportunities to continue the professionalization and growth of the Community Planning and Building Department.
- Replace existing permitting software to increase efficiency and improve user (applicants and staff) experience.
- Identify and address policy gaps and improve confusing/complex regulations and processes.

### **The Position**

This at-will position is responsible for directing all planning, zoning, building inspection, and code compliance programs. The Director oversees the operation of the Department by determining work priorities, developing guidelines and deadlines, and planning and monitoring project activities and progress to assure implementation of the City's General Plan. The Director acts as the administrative advisor and reports to the City Administrator, and serves as the liaison Planning Commission, and Historic Resources Board. The Director is also responsible for interpreting the City municipal code, as it relates to zoning,

sign, and subdivision ordinances, and updating the General Plan and Historic Context Statement.

### **The Ideal Candidate**

The Community Planning & Building Director must be a strong communicator who is outgoing, resilient, and excited to build relationships both internally and externally. They will place an emphasis on customer service with proactive problem-solving skills and a "get to yes" mentality. The successful candidate will have a broad background in community planning and be an approachable leader, who is fair, sets the example, holds people accountable, and understands how to build a positive culture. They will be results-driven, with well-grounded, ethical decision-making skills, superior interpersonal skills, and outstanding public speaking abilities. The community members of Carmel-by-the-Sea value having a strong relationship with their Director of Community Planning and Building.

### **Experience and Training Guidelines**

**Education** - This position requires a Bachelor's degree from an accredited college or university with major course work in urban planning, environmental planning, public administration or a related field. A Master's degree is highly desirable. Extensive, relevant work experience may be considered as an exception to this educational background at the discretion of the City Administrator.



## Search Schedule

**Filing Deadline:** .....July 30, 2026

**Preliminary Interviews (telephonic):** .....August 3 & 4, 2026

**Meeting to review candidates:** .....August 13, 2026

**Panel Interviews (In-Person):** .....August 20, 2026

**Finalist Interviews (In-Person):** .....August 21, 2026

*These dates have been confirmed, and it is recommended that you plan your calendar accordingly.*

**Experience** – The applicant must possess a minimum of seven years of progressively responsible administrative experience with a minimum of five years of supervisory experience that would demonstrate the application of the above knowledge and abilities; or any combination of education and experience. Experience with California land use planning, California Environmental Quality Act (CEQA), historic preservation and California coastal planning are all preferred qualities.

## Compensation & Benefits

The City of Carmel-by-the-Sea provides a competitive salary and excellent benefits for this position. The salary range is \$197,418 - \$239,963 annually. Actual salary will be based on education and experience.

The City offers the following excellent **benefits:**

### CALPERS DEFINED BENEFIT PENSION:

- Classic members 2% @ 60 - Employee contribution is 10%.
- PEPRA members 2% @ 62 - Employees pay the full 10.75% employee contribution.

**SOCIAL SECURITY / MEDICARE:** The City participates in Medicare and does not participate in Social Security.

### DEFERRED COMPENSATION IRS 457 PLAN:

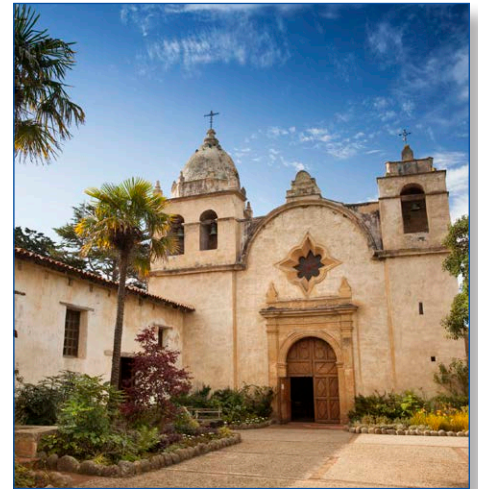
The City will contribute a minimum of

\$100 per month to the employee's 457 plan. The City Administrator has the sole discretion to determine a higher contribution amount on a case-by-case basis based on recruitment and retention needs, and performance. .

**HEALTH & WELFARE:** The City pays 85% of the monthly medical premium and pays for the employee & eligible dependent's dental and vision insurance. The City provides \$30,000 in life insurance for the employee and \$5,000 per dependent.

**WELLNESS REIMBURSEMENT:** The City will provide \$50/month to defray costs of a membership to a licensed gym/health club/fitness facility of the employee's choosing.

**ANNUAL LEAVE:** Vacation up to 176 hours annually dependent on service time, 96 hours of sick leave, 12 paid holidays, and 96 hours of management leave per year.



## The Recruitment Process

To apply for this key position and exciting career opportunity, please submit a current resume with month and year of employment and compelling cover letter through our website at:

**Peckham & McKenney**  
[www.PeckhamAndMcKenney.com](http://www.PeckhamAndMcKenney.com)

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to [Roberta@PeckhamandMcKenney.com](mailto:Roberta@PeckhamandMcKenney.com) if you have any questions regarding this position or the recruitment process.

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