



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** August 6, 2025

**SUBJECT:** Request to add 1.0 FTE Assistant Planner position

**RECOMMENDED MOTION:**

Move approval to add 1.0 FTE Assistant Planner position to the Community Development Department.

**BACKGROUND AND POLICY IMPLICATIONS:**

CDD requests the addition of one FTE Assistant Planner to the Planning Division (Current Planning Section) to assist with increases in land use applications, counter customers, email and phone inquiries. This position will also eventually assume addressing services as part of CDD's succession planning.

**BUDGET IMPACTS:**

Planning fees and if necessary, Reserve Fund 300, can fully fund the added position. The total cost of the FTE is estimated at \$129,000 to cover the fully loaded annual rate for salary and benefits (\$126,000) and computer, equipment and training (\$3,000).

**ATTENDANCE:**

Peter Gutowsky, Community Development Director  
Will Groves, Planning Manager  
Sherri Pinner, Senior Management Analyst