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**Mark R. Hofman, AICP**



November 9, 2023

City of Lake Forest Park, Washington  
Attn: Shannon Moore  
Human Resources Director  
smoore@cityofflp.gov  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155

City of Lake Forest Park Representatives,

It is a pleasure to submit this cover letter of interest and my current resume for an application toward consideration in the active recruitment for Community Development Director with the City of Lake Forest Park. The open leadership team position offers a challenging and exciting opportunity to work collaboratively to serve the community. Blessed with a productive career in municipal government, I offer extensive community development professional experience, responsiveness, and a commitment to public service in a fast-evolving time of increasing economic disruption with difficult fiscal and social policy challenges.

The Community Development Director position with Lake Forest Park is comparative to the department head/leadership team roles I've held in Newcastle, Bainbridge Island, and Snoqualmie, WA, as well as Sun Valley, ID. It has been a public service privilege to serve these special, high-service communities in a senior management role, as was my staff planning work for the coastal cities of Encinitas and Half Moon Bay, CA early in my career progression.

My 27 years in local governance (18 years as a department head/director), Master's Degree in Urban & Regional Planning, Bachelor's Degree in Economics, long-term commitment to AICP mentoring and training, direct WA planning and growth management experience, and a closely held guiding ethos of ethics and integrity all combine to uniquely qualify me for consideration. If you have any questions or require additional information, please contact me at your convenience via email at hmark83353@gmail.com or directly by phone at (208) 721-8548. I look forward to discussing the opportunity with you and other City representatives.

Sincerely,

/s/ Mark Hofman, AICP

# MARK R. HOFMAN, AICP

## OBJECTIVE

Community development professional, interested in new opportunities for challenging work in the region.

## EXPERIENCE

Diverse and detailed experience in community development, all with high-service local government agencies, ensuring positive outcomes locally and regionally in: public service; long-range comprehensive (advance) planning; development services (current) planning; building permitting and inspections oversight; economic development; code enforcement; environmental review and climate sustainability; urban design; floodplain administration; management, budgeting, and training; public outreach and participation; intra and inter-departmental coordination in service delivery; and, public communication. My mission with others is to serve accountably and inclusively with integrity, ethics, and transparency.

- **Community Development Director**  
City of Newcastle, WA                      September 2022 – Present  
Department head responsible for advance and current planning, building permitting and inspections, code enforcement, and economic development.
- **Planning Consulting Services Contract to the City Manager/Community Development Director**  
City of Sequim, WA                      July 2022 – October 2023  
Professional services consulting contract to serve as technical advisor to the City of Sequim's Director of Community Development regarding Washington State planning and land use law.
- **Interim Planning & Community Development Director**  
City of Bainbridge Island, WA            November 2021 – May 2022  
Interim department head responsible for advance and current planning, building permitting and inspections, code enforcement, and economic development.
- **Community Development Director**  
City of Snoqualmie, WA                  March 2015 – September 2021  
Department head responsible for advance and current planning, building permitting and inspections, code enforcement, and economic development. Served as SEPA Responsible Official, Floodplain Administrator, Zoning Official and provided primary support to the Mayor, City Council, Community Development Council Committee, Planning Commission, Lodging Tax Advisory Committee, and Economic Development Commission.
- **Community Development Director**  
City of Sun Valley, ID                      August 2005 – February 2015  
Department head responsible for advance and current planning, building permitting and inspections, code enforcement, economic development, and tourism. Provided primary support to the Mayor, City Council, Planning Commission, and Sun Valley Economic Development.

- **Associate Planner**  
City of Encinitas, CA August 1999 – August 2005  
Community Development Department staff land use planner in advance and current planning, urban design, building permitting, code enforcement, and support to the City Council and Planning Commission.
- **Assistant Planner**  
City of Half Moon Bay, CA May 1998 – August 1999  
Community development staff land use planner in advance and current planning.
- **Advance Planning Intern to Planning Technician**  
City of Encinitas, CA September 1996 – April 1998  
Community development analyst and land use planner in advance and current planning. The employment started as a paid advance planning intern position while attending graduate school and then became a full-time planning technician position, focused on: administrative planning permits; front counter coverage; and building permit review and processing.

## EDUCATION

- Master's Degree in Urban and Regional Planning – 1997  
San Diego State University, San Diego, CA.
- Bachelor's Degree in Economics – 1995  
California State University Sacramento, Sacramento, CA.

## COMMUNICATION

Twenty-seven years of direct public communications, outreach and presentations to local and regional councils, commissions, agencies, public groups and citizens.

## LEADERSHIP

Eighteen years of department head, management level responsibility with local government agencies, taking responsibility for department performance while fostering and encouraging independent staff work.

## CERTIFICATIONS

- AICP American Institute of Certified Planners, American Planning Association – 2012
- CFM Certified Floodplain Manager, Association of State Floodplain Managers – 2018 (Expired in 2023)
- CEcD Working towards Certified Economic Developer, International Economic Development Council – required prerequisites and associated coursework completed; exam and interview potentially in 2023 if opportunity arises.

## REFERENCES

Available upon request.

## **RELEVANT SUBJECT MATTER EXPERTISE**

Comprehensive plan periodic updates and annual docketing, specific and master plans, design standards, municipal and development code amendments.

Project review, development, leadership/management, contract administration, budgeting and scheduling.

Grant writing, administration, and reporting.

Growth Management Act (GMA), Urban Growth Areas, Zoning Official.

Puget Sound Regional Council (PSRC), Multi-County Planning Policies, Vision 2050, Comprehensive Plan Certification.

Affordable Housing Policy/Strategy/Action Plans, Housing Development Consortium and A Regional Coalition for Housing (ARCH).

Metropolitan King County Council, King County Metro Transit, Urban Growth Capacity Report (Buildable Lands), Growth Targets, King County Countywide Planning Policies.

Washington State Environmental Policy Act, SEPA Responsible Official.

Floodplain Management, Community Rating System (CRS), Floodplain Administrator.

Shoreline Master Program (SMP), Shoreline Administrator.

Economic Development: Business Retention & Expansion, Business Attraction, Finance, Strategic Planning, Entrepreneurial and Small Business Development Strategies, Neighborhood Development Strategies, Management Economic Development Organizations, Technology-led Economic Development, Workforce Development.

Greater Seattle Partners (formerly EDC of Seattle & King County).

Seattle Metropolitan Chamber of Commerce (King County ADO and REACH).

## **VOLUNTEER & OTHER EXPERIENCE**

Washington State Department of Commerce HB1110 Middle Housing Model Ordinance Technical Committee – 2023.

A Regional Coalition for Housing (ARCH) Strategic Plan Technical Committee – 2023.

King County-Cities Climate Collaboration (K4C), staff representative for City of Newcastle – 2023.

Puget Sound Regional Council (PSRC) – 2021 working group for updating the PSRC Comprehensive Plan Review and Reporting Tool.

Interjurisdictional Team (IJT) – 2018/2019 appointed Sound City's Association (SCA) representative providing staffing support to the King County Growth Management Planning Council (GMPC).

Meadowbrook Farm Preservation Association Board- City of Snoqualmie Staff Representative – 5 Years.

Wildland and Structural Firefighter, EMT, Engineer- City of Sun Valley Fire Department – 6 Years.

Winter Rescue Emergency Responder with Avalanche I and II training- City of Sun Valley – 4 Years.

Construction trades experience – 10+ years, prior to a career in community development.