



City of Stillwater, Minnesota



Community Development Director

2024 Salary: \$114,531 - \$153,921

The Community

Stillwater, Minnesota, is a historic city located in Washington County on the western banks of the St. Croix River, directly across from Wisconsin. Often called the "Birthplace of Minnesota," Stillwater was one of the state's first settlements and played a key role in its development, particularly during the logging boom of the 19th century. The City's charming downtown is renowned for its well-preserved 19th-century architecture, antique shops, and a vibrant array of restaurants and boutiques.

Stillwater's natural beauty is accentuated by the St. Croix River which offers opportunities for boating, fishing, and other recreational activities. The City is also home to numerous parks and trails, making it a popular destination for outdoor enthusiasts. Its iconic lift bridge, built in 1931 and now a pedestrian and bike path, symbolizes the City's historical significance. With a population of nearly 20,000 residents, Stillwater combines a small-town feel with cultural richness.

Stillwater really is an everyday event in itself, where there is always something going on. Folks travel from around the world to this ideal destination to take part in annual events like the World Snow Celebration and to enjoy the City's 100+ owner-operated shops and restaurants in downtown, 20+ outdoor dining patios, historic sites, wineries and breweries, paddlewheel cruises, antiques, museums, art galleries, music and more.

The Organization

The Stillwater City Council, consisting of the Mayor and four Council members, sets policies and adopts ordinances. A City Administrator, appointed by the Council, oversees daily operations, implements policies, and manages City departments including Building Inspection, Community Development, Engineering Finance, Fire Human Resources, Library, Parks, Police, Public Works, and the St. Croix Valley Recreation Center. The City prioritizes historic preservation, infrastructure maintenance, and community services. Stillwater's organizational structure supports a collaborative approach to governance, aiming to balance the City's historic charm with modern needs, ensuring efficient services and sustainable growth for its residents.

The Department

The Community Development Department of Stillwater, Minnesota, plays a critical role in managing and guiding the City's growth and development while preserving its historic character. The department is responsible for a wide range of functions, including planning and zoning, building inspections, code enforcement, and economic development.

This department oversees long-term City planning, reviews development proposals, and ensures that new projects align with the City's comprehensive plan and zoning regulations. Historic preservation is a key focus, given Stillwater's rich architectural heritage. The department also works closely with developers, businesses, and residents to facilitate economic growth, enhance downtown vitality, and maintain a high quality of life.

Additionally, the Community Development Department manages affordable housing initiatives, environmental sustainability efforts, and public engagement processes. It ensures that community input is integrated into decision-making, reflecting the City's commitment to responsible and inclusive development. The department's work supports the vision of Stillwater as a thriving, vibrant, and historic community, balancing modern needs with respect for its past.

Mission

To provide the community with a quality living environment and quality public services and facilities while protecting cultural, historical, and natural resources through fair and open government, careful planning, effective management, and efficient fiscal policy.

Position Summary

To assist the City in the development and implementation of a comprehensive community planning and economic development program and manage the activities of the Planning and the Building Inspections Divisions.

Core Duties of the Position

- Manages the activities of the Planning and Building Inspections Divisions to ensure that adequate services are being provided to City residents and other parties of interest.
- Establishes policies for Planning and Building Inspections Divisions in order to implement directives from the City Council and the City Administrator.
- Participates with the City Administrator in establishing goals, budget plans, and implementation strategies to ensure the desired level of planning, development, and economic development activities are being provided.
- Reviews complex land use development plans for consistency with City plans, land use regulations, policies, and applicable State and environmental regulations.
- Oversees the development and implementation of the City's Comprehensive Land Use Plan and communicates the City's vision, goals, and policies effectively to developers.
- Oversees the implementation of the City's redevelopment projects including both long range planning and daily administration associated with redevelopment activities.
- Oversees staff's support services to Planning Commission.
- Coordinates the redevelopment activities of the City, assuring that projects are developed and implemented consistent with established objectives.
- Coordinates Tax Increment Financing and tax abatement cases.
- Monitors activities of the Metropolitan Council, State agencies, and other local and regional governments that may affect local planning authority and decision making and reports such activities to the City Administrator in a timely manner.
- Assists in the development of Developer's Agreements.
- Oversees development and compliance of zoning and land use ordinances.
- Represents the City of Stillwater in a manner which commands respect of the public contractors, developers, and others.
- Keeps the City Administrator informed of important developments as deemed necessary.
- Attends senior management meetings and retreats as part of the management team.
- Attends Council meetings, Commission meetings, workshops, and strategic planning efforts, etc.
- Performs other duties as assigned or as apparent.



Qualifications

Education

- Bachelor's degree in Planning, Geography, Community Development, Economic Development, Public Administration, or related field.

Experience

- Five (5) years of progressive experience in Planning, Code Administration, Urban Geography, Community Development, Redevelopment, or related field, including some supervisory experience.

*A master's degree in one of the above disciplines, eight (8) years of related experience, and American Institute of Certified Planners (AICP) or Certified Economic Development (CEcD) accreditation would be considered an asset.



Projects/Initiatives

- Lakeview Hospital announced plans for a new \$400 million campus in Stillwater
- Central Commons Development along Highway 36 will include commercial and residential development
- Continue strong relationships with the City and local businesses in Historical Downtown Stillwater and throughout the City
- Washington County Workforce Housing project
- Sundance Stillwater Development



Desired Strengths & Attributes

- A public servant with a genuine respect for the public process and the unique contributions and roles of elected officials, local residents, City staff, consultants, and the private sector.
- A knowledgeable professional with strong land-use planning experience and familiarity with building inspections, code enforcement, and environmental initiatives.
- A team builder and a team player who is eager to engage in collaborative problem solving and process improvement.
- A good listener who builds trust through appropriate transparency, timely information sharing, and consistent follow-through.
- A strategic thinker with excellent interpersonal and problem-solving skills and the ability to take the lead on challenging and controversial issues.
- An innovative cultivator that subscribes to the belief that Stillwater is a premier city with a wide variety of businesses, tourism opportunities, and great community to reside
- A bridge-builder that serves as a translator and connector between the City Council and department staff, coaching and supporting the team through the process of presenting an effective proposal to the City Council.

Apply Here!

Or visit <https://www.ddahumanresources.com/active-searches> for more information.

The deadline to apply is **September 25, 2024**.

Please direct any questions to Bart Fischer at bart@daviddrown.com or 612-920-3320 x119.



DDA

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