DIRECTOR OF DEVELOPMENT SERVICES

The City of Fredericksburg, Texas is looking for an innovative and progressive Development Services Director with experience and knowledge in all aspects of planning and development services.
About the Position

Under administrative direction of the Assistant City Manager, the Development Services Director serves as the department head supervising the City Building Official, Building Inspector, two Code Enforcement Officers, Historic Preservation Officer, Associate Planner, and Permit Technician. This position provides leadership and direction to the development and administration of plans, ordinances and policies relating to land use and to the maintenance and enhancement of the physical and social development efforts of the City by establishing goals and objectives within the policy directives set forth by the City Council. This position assures the efficient and economical use of departmental funds and accomplishes short-term and long-range planning. The Development Services Director is responsible for applying knowledge of modern techniques and concepts of planning and community development and of sound management and administrative principles.

City Organization

The City of Fredericksburg is a growing, progressive community with 180 full-time employees. The City offers a full range of services including Police, Fire/EMS, Emergency Management, Electric, Water, Wastewater, Sanitation, Streets, and Vegetation Management. Internal support services are provided by the City Manager, City Secretary’s Office, Finance, IT and Human Resources. The City Parks Department oversees a parks system that includes historic Fort Martin Scott and Marktplatz, which serves as a center of community activity. The City owns its own municipal Golf Course, which is currently managed by a private company, Touchstone Golf.
City Government

The City of Fredericksburg operates under council-manager form of government. A mayor and four council members provide policy direction. All serve in an at-large capacity. The Mayor and Council are very supportive of City staff and are committed to planned community growth.

City Mission Statement

We are leading with integrity while providing the best customer services to our community.

City Core Values

Customer Service - We’re helpful
Leadership - We’re leaders
Integrity - We’re honest
Community - We’re involved
About the Development Services Department

The Development Services Department consists of four areas of responsibility. These four areas include building, code enforcement, planning and development, and historic preservation. The Development Services Department has an annual budget of approximately $900,000 with a direct staff of seven employees.

2021 Department Activities

2021 was a busy year for the City of Fredericksburg as we continued to see an increase in development with the addition of several new businesses to the community. This included the Guido Construction Building, GT Development’s Builders Headquarters, the Albert Hotel, and the Emigrant Hotel. A total of 13 building permits were issued for new commercial construction, and 23 permits were also issued for commercial remodels or additions. A total of 162 permits were issued for new single family residential homes, and another 279 permits were issued for residences that included additions, alterations, accessory buildings, and other property development.

Development Services saw a drastic increase in project reviews. In 2020, staff reviewed 68 development applications while in 2021, staff received 105 applications consisting of 47 plats, 30 site plans, and 28 zoning cases which resulted in the Planning and Zoning Commission considering a total of 70 applications during their 13 scheduled meetings. The Zoning Board of Adjustments held two meetings to consider two applications.

Short-Term Rentals (STRs) and the existing ordinance were a major topic of 2021 as 2020 saw a significant increase in STR complaints, specifically in R1 - Single Family Residential zoned areas. The City of Fredericksburg held multiple special city council meetings (3) and open houses (3) to discuss potential amendments to the existing Short-Term Rental Ordinance. These meetings resulted in six different drafts with draft six considered by City Council in 2022. The total number of permitted Short-Term Rentals fluctuated between 750 and 928. Staff pursued new STR software providers through a Request For Proposal which resulted in the approval of Granicus as our new STR software provider.

The City adopted new Historic District Design Guidelines and Standards after a year and half of public meetings and presentations. The Historic Review Board is now using the standards and guidelines for approvals of Certificates of Appropriateness. Staff gave public presentations on the newly adopted document and how to use it.

The Historic Review Board reviewed 70 Certificate of Appropriateness applications while staff reviewed and approved 95 administrative Certificate of Appropriateness applications. The Historic Review Board composition was changed to nine regular members from seven regular members and three alternates. The HRB saw many requests for additions, new construction, and demolition of accessory structures. There was an increased number of requests for construction of new Short-Term Rental units in the Historic District, especially for multiple units on single lots.
Current Opportunities and Challenges

The new Development Services Director will experience several different opportunities and challenges during the next several years. Most of these opportunities and challenges involve managing and planning for the continued growth of the community. For example, the City needs to start the process of updating its Comprehensive Plan. This planning process began in early 2022. The Director will work closely with the consultant who is selected to oversee the development of the new plan.

Other opportunities and challenges facing the Department over the next several years include the following:

1. Implementation of the revised Short-Term Rental (STR) Ordinance and new software (Granicus)
2. Implementing new Historic District Design Guidelines and Standards
3. Implementing new building permitting process (My Permit Now) that has been adopted
4. Reviewing duties and responsibilities of all Department personnel and making changes as necessary to take advantage of their skills and abilities
5. Attracting a high-quality individual to serve as the City’s new Chief Building Official
6. Reviewing and updating the City’s planning and development regulations

The Ideal Candidate

The City of Fredericksburg seeks a professional who is a strong, well-qualified, experienced and progressive leader. The next Director of Development Services must possess certain traits that will be essential for success:

- Performs duties consistent with the City’s mission statement and core values
- Demonstrates management and administrative skills as well as the ability to work collaboratively with appointed officials, staff, members of boards and commissions and the development community
- A solution oriented critical thinker who leads by example and creates a culture of excellence and professionalism within the department
- Has high expectations for departmental staff and demands a high level of customer service
- Seeks ways to say “yes” but will never be afraid to say “no”
- Supports staff and promotes opportunities for training and career advancement
- Exhibits exceptional communication and listening skills
- Is reliable and accessible
- Understands small-town politics and expectations
Education and Experience

A bachelor’s degree in Urban Planning, Architecture or closely related field is required. In addition, the preferred candidate must have a minimum of ten years of increasingly responsible experience and at least five years of experience in a management or supervisory position. Experience with major comprehensive plan updates is preferred. Experience with Historic Preservation and Historic Districts is preferred. It is also desirable that the preferred candidate have knowledge of affordable housing programs and an understanding of permitting systems such as MyPermitNow. AICP certification preferred.

The Fredericksburg Community

Fredericksburg is a city of approximately 12,000 residents that is located in the geographic center of the Texas Hill Country and is at the crossroads of several cultural and historical influences – Native American, Spanish, Mexican, German, the U.S. South and Texas ranching heritage. These influences are manifested in the lifestyle, languages, cuisine and music of the area.

Fredericksburg is located approximately 70 miles from the major metropolitan areas of both Austin and San Antonio and all the amenities they have to offer residents of the region, as well as two international airports for access to the world. The Gillespie County Airport in Fredericksburg has a 5,000-foot runway and complete terminal services and hanger facilities for private aircraft.
Fredericksburg is known across Texas and the United States as a tourism destination offering history and heritage, a walkable Main Street, the natural beauty of the Texas Hill Country, abundant shopping, the arts, unique accommodations and hundreds of festivals and events. Fredericksburg is also known as a center for the rapidly expanding Texas wine industry with over 50 wineries and tasting rooms in Gillespie County. Agriculture continues to play a major role in the local economy.

Education was a priority for the early German settlers to the Fredericksburg area, and quality and innovative education continues to be a goal of the community today. Fredericksburg Independent School District, private schools, and the Hill Country University Center offer educational opportunities for all age levels. A significant arts community, both visual and performing, offers opportunities for kids to adults to create, study, perform, mentor or volunteer. Numerous organizations offer organized activities for children and adults in the area of sports.

Hill Country Memorial Hospital operates an independent health care system that consistently ranks among the best in the nation. Fitness and rehabilitation centers, assisted living facilities and a full range of health care professionals round out the amazing care provided in a small community setting.

Grocery shopping is provided by H-E-B (a major upscale regional chain), Walmart and Natural Grocers. Local peach orchards, vegetable farms and a seasonal downtown Farmers Market also provide the opportunity to buy direct from the growers. Over 100 restaurants and food operations, from chef-owned to national fast food chains, provide an array of dining experiences for both residents and visitors.
Most major faith communities are represented in Fredericksburg, as well as nondenominational opportunities for worship and fellowship. The climate of the area is mild. Outdoor activities such as biking, camping, hiking, fishing, golf, hunting and swimming can be enjoyed practically year-round. The City of Fredericksburg owns and maintains a number of parks and recreational facilities, including an 18-hole municipal golf course. Fredericksburg is also located within easy driving distance of a chain of significant lakes for boating and other water recreational activities.

Among hundreds of national accolades, Fredericksburg was named as one of “America’s Distinctive Destinations” by the National Trust for Historic Preservation. Fredericksburg was tabbed as the “Best Small Town” in Texas by Southern Living Magazine in March of 2019 and was selected as one of the “Nine American Towns with Must-See Main Streets” by TripAdvisor in December of 2019. Fredericksburg’s Main Street was also named by the Texas Chapter of the American Planning Association as a “2017 Great Places in Texas Designee.”

Compensation and Benefits

The City of Fredericksburg offers a highly competitive starting salary range depending on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a municipal match of 2-1. A full range of leave and insurance benefits is provided. A relocation package may be considered.
Applications

Please apply online at: https://www.fbgtx.org/332/Human-Resources
Tammie Loth, Director of Human Resources
City of Fredericksburg
tloth@fbgtx.org
(830)997-7521

This position is open until filled. The City of Fredericksburg is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position may be subject to a comprehensive background check and other required screenings or tests.