



**SENIOR PLANNER/  
PLANNING MANAGER**  
**TOWN OF SUNNYVALE, TEXAS**

Recruitment Services Provided By



# The Opportunity

The Town of Sunnyvale, Texas offers an exciting career opportunity for a skilled, contemporary urban planner to serve as its next Senior Planner or Planning Manager (depending on qualifications of the selected candidate). The next Senior Planner/Planning Manager will play a vital role in enhancing and guiding the Sunnyvale community through a focus on land use and development in the town. This recruitment represents a rare and exciting opportunity for a candidate to be placed into a higher position based on their qualifications, experience, and certifications.



# About Sunnyvale

Sunnyvale, Texas, is home to approximately 9,500 residents and covers 16 square miles on the eastern edge of Dallas County. The town is ideally situated in the Dallas-Fort Worth metroplex, with Highway 80 and future NTTA's President George Bush Turnpike providing access to the surrounding areas. Sunnyvale residents enjoy the benefits of small-town living combined with access to the Dallas-Fort Worth area's thriving business, cultural, and social districts in a quiet, family-oriented setting. Sunnyvale's population has grown by more than 8% since 2020 and its total tax base has more than doubled since 2013. Sunnyvale has a median household income of \$152,632 and an average home market value of \$662,575, the 4th highest in Dallas County.

Historically, the Town of Sunnyvale is a young community. However, this active and growing town has its roots in the settlement days of Texas. Four rural hamlets, Long Creek, New Hope, Hattersville, and Tripp, merged in 1953 to form Sunnyvale. The town has grown and developed since then, yet it has managed to preserve the rural charm of its early days through careful and strategic planning. Sunnyvale is characterized by its rural environment, low density, high quality of life, and welcoming, friendly atmosphere. As the community continues to grow, residents and leaders have outlined a vision to maintain the current standard of living, encouraging large-lot, quality development and preserving the open space and small-town charm that define the community.

The Town of Sunnyvale ranks 6th among the top suburbs in Dallas according to an analysis by Stacker.com. Sunnyvale has an overall Niche.com Grade of A+, highlighting the Town's rural feel and highly rated schools. Niche ranks Sunnyvale as the 13th best suburb in Texas for raising a family! Outdoor activities are also a highlight for Sunnyvale, with its growing network of walking and biking trails, family-friendly parks, and plentiful green space earning it a ranking as the No. 2 city in America for outdoor living by Dwellics.com.





## About Sunnyvale

The Town offers a variety of recreational amenities at four beautiful parks. Jogging, walking, or biking across the open-air roads is a rare treat in most urban environments, but these luxuries are the pride of Sunnyvale and enhance its rural charm. With rolling pasture lands and sweeping meadows, it is easy to experience the true enjoyment of leisure living. The Town also hosts numerous family friendly celebrations and festivals, including Sunnyfest (Red, White & Boom), Veteran's Day, a Thanksgiving Day 5K Turkey Trot, and the annual Christmas Tree Lighting.

Sunnyvale enjoys a solid industrial base with manufacturing centers, a regional medical center, and increasing commercial and retail development. The town is home to several companies providing jobs and a tax base for the community. Sunnyvale also enjoys prime areas for future development of retail, commercial, and industrial sites along US Highway 80, Belt Line Road, Clay Road, and Collins Road. The Town's 16-square-mile jurisdiction is less than 50 percent developed and characterized by custom, estate, and ranchette residential living. Sunnyvale is also the only community on Lake Ray Hubbard with an undeveloped shoreline.

High profile development projects underway or recently completed include Sunnyvale Park Square, a two-acre mixed-use development adjacent to Town Hall; Long Creek Crossing, a 10-acre master-planned development with Whataburger, Chick-fil-A, Starbucks, and Burger King; and Sunnyvale Centre, a 75-acre master-planned development with the recent addition of QuikTrip; and Gateway Park, a \$120 million project featuring 240,000 SF of mixed-use commercial. Two new corporate headquarters, adding some 1,000 new jobs, recently located in Sunnyvale. Additionally, a handful of residential neighborhoods are also under construction, with over 200 new homes expected in the next two to three years.

Rated one of the Top 5 school districts in North Texas, Sunnyvale ISD is a vital part of this dynamic, growing community. The district has a total enrollment of about 1,975 students on four campuses. For those seeking higher education opportunities, Sunnyvale is conveniently located within easy distance of Southern Methodist University, Texas Christian University, the University of Texas at Dallas, the University of Texas at Arlington, and all campuses of the Dallas County Community College District.

# Town Government

A highly educated and fiscally conservative community, Sunnyvale operates under a home-rule charter with a council-manager form of government. The community's Town Council consists of six members elected at large by place, and the mayor is elected at large. The mayor serves two-year terms, and council members serve three-year, staggered terms, all with no term limits. A professional Town Manager is appointed by the Town Council to manage day-to-day operations, overseeing staff and the organization's budget.

Sunnyvale's ad valorem tax rate is \$0.4530 per \$100 of valuation. Significant projects recently completed or underway include a new fire station, \$20 million in street maintenance and reconstruction, a visioning process to create a downtown district, planning efforts for various capital improvement projects, and the creation of two tax increment reinvestment zones.





## The Planning & Zoning Division

The Planning and Zoning Division manages physical developments, promoting safe and sustainable growth in the Town of Sunnyvale, through review processes to promote compatible land use in the town. The Division works collaboratively to guide property owners, developers, and the community while administering the Town's Unified Development Ordinance.

To learn more about the Town's current developments, future land use, comprehensive plan, and the Unified Development Ordinance (UDO), visit the division [website](#).

# The Position

The Senior Planner provides complex analytical, technical, and administrative support for the land use and development of the Town of Sunnyvale. Reporting to the Director of Planning and Development, this position provides guidance for site planning, zoning, the subdivision ordinance, and future development information while conducting research and studies to support long-range planning. If the successful candidate in this recruitment has advanced experience and the required AICP certification, placement at the Planning Manager level is possible.

Responsibilities of the Senior Planner and/or Planning Manager include:

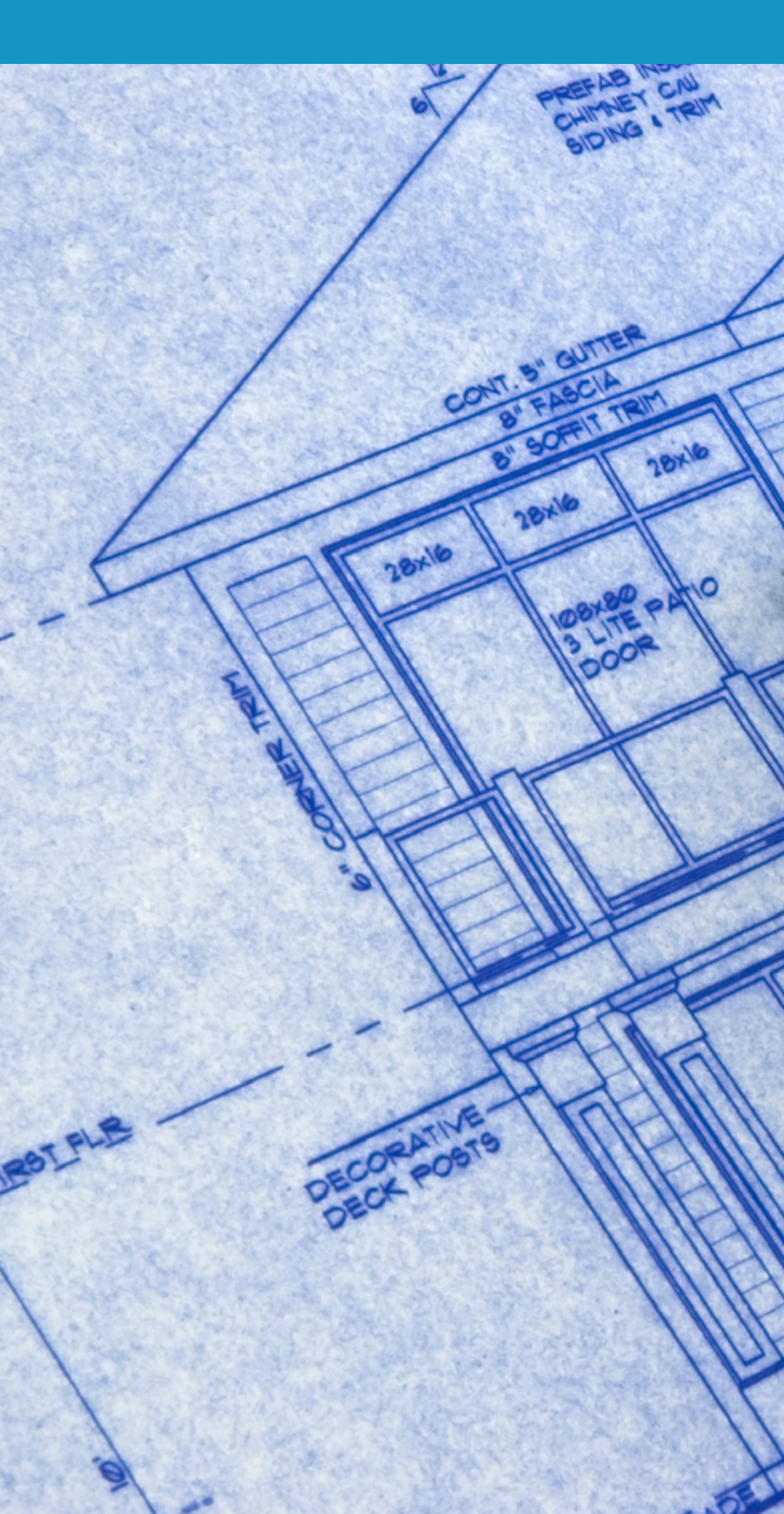
- Communicating with various developers and the public in matters related to site planning, zoning, new subdivisions, and future development information.
- Coordinating, organizing, and participating in proceedings of the Board of Adjustment and the Planning and Zoning Commission (and the Town Council as needed), as well as creating agendas and information packets for these meetings, transcribing meeting minutes, and ensuring the completion of required follow-up action items.
- Performing site inspections to ensure compliance with approved plans and permits.
- Reviewing, evaluating, and monitoring building permit site plans; monitoring permitting and inspection for

landscaping improvements, screening, parking, building elevations, and other planning items; and ensuring appropriate permits and sign permits are processed and reviewed.

- Performing extensive research and data gathering for code amendments affecting land use, population, housing, land ownership, land use, and economic studies.
- Participating in spatial and digital data management related to zoning and land use for the Town, including creating, drafting, and compiling maps for zoning and plat cases, current and long-range planning, and location and density studies.
- Performing mapping duties using ESRI ArcGIS software and generating renderings and graphic presentations to illustrate land use plans, planning concepts, to conceptualize short and long-range plans; and maintaining the website.

While the Senior Planner position currently has no supervisory responsibility, there is a possibility given the growth in Sunnyvale that a supervisory assignment could be possible in the future. If the successful candidate in this recruitment is hired at the Planning Manager level, supervision of the contract associated with the Town's Comprehensive Plan Update will likely be an assigned task for the Planning Manager.





# Challenges & Opportunities

Sunnyvale has experienced rapid growth over the past ten years and this growth is expected to continue into the foreseeable future. Residential development has proceeded with hundreds of residences constructed every year, particularly in the Stoney Creek, Stone Canyon, and Homestead neighborhoods. There are still undeveloped areas in the Town that are ripe for further commercial development, and these neighborhoods will present planning challenges as they develop. The Town has also experienced rapid commercial and industrial growth, particularly along U.S. Highway 80 and Belt Line Road. Attracting the right kind of commercial development that meets the high-quality expectations of the Sunnyvale community is one of the key challenges facing the Planning and Development Team.

In addition to the new development, many of the existing older areas of the Town present challenges of their own, as they need repairs and improvements to their existing built environment.

Current projects under construction:

- Stoney Creek residential subdivision, Phases 5C and 5D
- Stone Canyon, Phase 5B
- Clay Commerce Center, Phase 2
- Big State Meats
- Sunnyvale Plaza, S. Collins Road

Planned projects expected to start within the next 12-24 months:

- Stone Canyon, Phase 5C
- The Homestead, Phase 7
- Collins Road Reconstruction, Phase 2
- Barnes Bridge Road Reconstruction at Duck Creek
- Gateway Park, a 60+ acre master planned mixed use development

Recently completed projects within the past 12 months:

- Stoney Creek, Phases 3B, 4B, and 4C
- The Homestead, Phase 3B
- Harris Addition Sewer and Alley Rehabilitation, Phase 1
- Collins Road Reconstruction, Phase 1
- Sunnyvale Business Park, Phases 1 and 2
- Charales Plaza, Belt Line Road
- Multiple commercial developments including O'Reilly's, Burger King, and others
- GC Packaging



# Ideal Candidate

The Town of Sunnyvale seeks a skilled, independent thinker and strategist, who can recommend policy and procedural improvements, to serve as its next Senior Planner or Planning Manager. The best qualified candidate will be a dynamic planner, who is organized and able to work on several large projects simultaneously. They will have a strong understanding of general planning updates, practices, and trends, as well as local, state, and federal codes and ordinances.

The ideal candidate for Senior Planner or Planning Manager will have excellent communication and interpersonal skills, with the ability to prepare clear and concise verbal and written reports. A team player is highly desirable. The top candidate will be adept in the general purposes and techniques of planning, zoning, and land development, and will employ state-of-the-art techniques and processes. They will stay abreast of environmental and sustainability trends and best practices and focus on creating a vision for the community. Some additional attributes of the ideal candidate for the Senior Planner position include:

- Leads by example and exercises exceptional independent judgment.
- Provides excellent customer service, is attentive, collaborative, and an active listener.

- Maintains current knowledge of new trends and innovations in the fields related to area of assignment, including monitoring legislation and professional practices and techniques.
- Understands the Town organization, operations, policies, and procedures and can read, interpret, and explain laws and regulations.
- Experience collecting, tabulating, organizing, evaluating, analyzing, and presenting data and information.
- Able to interpret legal records, technical documents, and map specifications.
- Has a "hit the ground running" mentality, as there is immense opportunity for creative work and process improvement liberties. The Town is open to fresh perspectives and new ideas.
- ESRI ArcGIS skills are highly desirable.





## Qualifications

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job is qualifying. The most attractive candidates will possess the following:

**Education:** A Bachelor's degree in urban planning, public administration, or a related field.

**Experience:** At least four (4) years of experience in professional planning or land development in a municipal setting. Five to seven (5-7) years of experience is required to be considered for the higher-level Planning Manager position.

**Licenses/Certifications:** A valid Texas driver's license is required. In addition, an American Institute of Certified Planners (AICP) certification is required to be considered for the Planning Manager position and preferred for the Senior Planner.

**Additional Requirements:** This position is required to attend the Town Council, Planning & Zoning Commission, and Board of Adjustment evening meetings as necessary. This is an FLSA exempt position; the Senior Planner or Planning Manager will be expected to work whatever hours are necessary to complete assigned responsibilities.

# Salary & Benefits

The salary range for the Senior Planner is competitive, starting in the **\$85,000 to \$101,000** range, with placement in the range dependent on qualifications. The anticipated hiring range for the Planning Manager is **\$95,837 to \$110,000**, with placement in the range dependent on qualifications. In addition, an excellent benefit package is provided as outlined below.

- **Retirement:** Retirement is provided through TMRS. Employees contribute 7% of their salary, with a city match of 2 to 1 upon retirement.
- **Health Insurance:** Health insurance is provided through TML with a 70% subsidy for health care insurance to cover family or dependents. A prescription drug plan, a Health Reimbursement Account (\$1,500/yr.), and a Flexible Spending Account are also provided.
- **Dental:** A dental plan with orthodontia coverage (PPO).
- **Vision:** Vision insurance managed through EYEMED.COM
- **Vacation/Sick Leave:** Sunnyvale employees start receiving 10 days/80 hours of vacation leave and 12 days/96 hours of sick leave per year. A candidate with municipal experience will receive higher accrual rates based on the number of years of service, along with some preloaded vacation leave upon hire.
- **Holidays:** Sunnyvale offers 12 paid holidays per year.
- **Work Schedule:** A flexible work schedule with limited remote working is possible for the successful candidate, based on approval by the Director and Town Manager.
- **Vehicle:** A Town vehicle is provided for work-related driving.
- **Continuous Professional Training/Education:** The Town will pay for the ongoing professional training and training required to maintain the selected candidate's required certification(s).
- **Technology Allowance:** A cell phone (or allowance) and laptop computer are provided.
- **Wellness Program:** The Town offers a Wellness Program through TML and encourages participation.
- **Long Term Disability:** Program is managed through MetLife. Employer contribution = 80% of monthly premium.





# Application and Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100.

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100.

**This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.**

*The Town of Sunnyvale is an Equal Opportunity Employer.*

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