



**TOWN OF BILTMORE FOREST  
TOWN PLANNER  
SALARY: UP TO \$56,000  
HIRING RANGE COMMENSURATE WITH EXPERIENCE**

The Town of Biltmore Forest (pop. 1,400) is seeking a full-time Town Planner to serve an historic community in Western North Carolina. The Town of Biltmore Forest, originally crafted out of land owned by George Vanderbilt as part of the original Biltmore Estate, is located adjacent to the City of Asheville and Blue Ridge Parkway in Buncombe County and encompasses 2.9 square miles. The Town offers a high quality of life and high service level to the citizens within its small town. The Town is full-service, and provides police, public works (streets, sanitation/recycling, brush and leaf collection, and water operations), and administrative services to its citizens. The Town is celebrating its Centennial in 2023 and has many unique community events scheduled throughout the year, in addition to regularly occurring special events.

The successful candidate will have some experience in the field of zoning, plan review, and/or code enforcement and a four-year degree in planning, geography, public administration, or related field. An equivalent combination of education and experience may be considered to meet the minimum requirements. Certification as a North Carolina Zoning Official is preferred, but will be required within two years of hiring.

The Town offers a competitive benefits package including 100% employee premium coverage for health, vision, and dental as well as 50% premium coverage for dependent health care, and provides employees with a \$125 per month HRA benefits card. In addition to being a member of the North Carolina Local Government Retirement System (NCLGERS), The Town also provides a 401(k) plan including a 5% contribution, and 457(b) savings option. Staff holidays follow the North Carolina state calendar and each full-time employee also receives their birthday off as a paid holiday. Vacation and sick leave are included within the Town's benefit package.



In August 1920, the trustees of the George Vanderbilt estate, along with his widow Edith and daughter Cornelia, formed the Biltmore Estate Company. Their intent was to develop on almost 1,500 acres one of the finest residential parks in the country. The Town was officially chartered in 1923 by the North Carolina State Legislature. The Town was crafted with a focus on design standards established by Frederick Law Olmstead and Chauncey Beadle during their development of Biltmore and included notable landscape architectural designs such as curvilinear streets with no sidewalks and no extraneous “built” environment.

In 1990, the Biltmore Forest Historic District was determined eligible for the National Register of Historic Places. Eligibility included the pioneering method of suburban real estate development; the association with William Waldo Dodge Jr, a silversmith and architect, known for Colonial revival, craftsman, rustic and Tudor revival styles that permeate the area; and because of the coordination of plan, landscaping and architecture to create identity and character. The attention to detail and environment that were so prominent during the development of the Town have been preserved by virtue of residential zoning designations and conscientious zoning ordinances.

The Town will begin review of applicants on Monday, February 13, 2023, but the position will remain open until filled. The completed application should include a cover letter, resume, and professional references. Please submit completed applications to:

Jonathan Kanipe, Town Manager

Town of Biltmore Forest  
PO Box 5352  
Asheville, NC 28813



---OR VIA PDF EMAIL---

[jkanipe@biltmoreforest.org](mailto:jkanipe@biltmoreforest.org)

The Town of Biltmore Forest is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

For a full job description and more information, please visit the Town’s website at the QR code above or <http://www.biltmoreforest.org/administration/employment-opportunities> for additional information.

## Town of Biltmore Forest

### Town Planner

Under general supervision, performs a variety of routine to complex technical and public contact duties related to the Town's planning and zoning regulations; code enforcement program, including the identification, investigation, and correction of violations of the Town's municipal, zoning, signage, abatement, and public nuisance codes; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures; provides staff support to the Town's Board of Adjustment, Planning Commission, and Design Review Board; and performs related work as required.

### *Example of Duties*

The following are the duties performed by employees in this classification. However, employees may perform other related duties.

1. Provides monthly reports to the Town Manager and Board of Commissioners regarding code enforcement violations and abatement measures.
2. Reviews zoning and other land use applications for compliance with applicable Town ordinances and facilitates the administration of these applications to the appropriate Board.
3. Provides staff support for the Board of Adjustment; Planning Commission; Design Review Board.
4. Utilizes zoning and municipal code violation data as a means for making recommendations to the Town Manager regarding potential improvements to the Town Code and Zoning Ordinance.
5. Conduct field investigations on complaints of municipal code and permit condition violations; advise property owners, the public, and Town staff on violations and methods of abatement; seek abatement/remedies through voluntary compliance where possible.
6. Conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
7. Responds to public inquiries and complaints in a courteous manner; provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances related to code enforcement duties; resolves complaints in an efficient and timely manner; refers complaints to other Town departments or local or state government agencies for action as necessary.



8. Performs a variety of public relations and outreach work related to assigned activities; creates, updates, and conducts various presentations.
9. Develop and implement efficient systems and procedures for task tracking and complaint management.
10. Prepares information for the Town Attorney and/or other Town staff regarding property liens related to violation notices. Provides information to Town Attorney and/or other Town staff when violations have been abated and liens (if applicable) may be removed from the property.
11. Perform other duties as assigned within the scope of the job qualification.

### *Qualifications*

#### Knowledge of:

General characteristics of zoning and municipal codes and state statutes; public nuisance and health and safety codes and regulations; research methods and related sources; techniques related to field inspections; English usage, spelling and punctuation; modern office policies and procedures; computers and related software applications.

#### Ability to:

Read and interpret applicable laws, ordinances, codes, and policies; work cooperatively with other town and local government departments, agencies, and citizens; establish and maintain effective and good public relations; prepare and present clear, concise, and comprehensive verbal and written reports.

#### Education:

Minimum requirements include graduation from a college or university with a degree in planning, geography, public administration, or a related field.

#### Experience:

Typical experience includes experience in planning and zoning administration, enforcement of municipal or county ordinances, rules, and regulations, including field inspections, responsibility to take legal enforcement action, and skill in communications and persuasion when dealing with the public regarding municipal code enforcement.

#### *Special Requirements:*

Possession of valid North Carolina driver's license, or the ability to acquire NCDL within one (1) month of employment. Designation as a Chief Zoning Official (CZO) or coursework toward designation required within two years.

<https://www.ncazo.org/about/faq/>