

TASK LIST – PLANNING ASSISTANT

1. Takes photographs, refers to maps, and/or records facts and findings such as prevailing design conditions and densities, current property uses, property dimensions, assessment of existing conditions of structures, and comparisons of proposed plans to existing structures in order to conduct and document field survey reports.
2. Gathers data from sources such as the general plan, existing maps, land records, census information, building permits, prior cases, local ordinances, and special reports prepared by the research unit, other City departments or jurisdictions in order to determine whether a proposed development is consistent with lot ownership, is in conformance with plans, zoning codes, and ordinances, and the impact of any proposed or pending code changes.
3. Reads, reviews, and makes determinations of applicability of the planning and zoning sections of the Municipal Code, City Charter, and existing or pending regulations/legislation in order to answer citizen questions at public counters, community meetings (open houses), public hearings and to determine the steps required to secure project conformance.
4. Writes letters, makes telephone calls, and personally consults with other jurisdictions, private industry, other City Departments, public officials or their representatives, and the public in order to solicit information such as opinions on proposed development or use, the impact of any code changes, and to determine how other jurisdictions handle a particular issue or problem in order to gather information and determine relevant community concerns.
5. Writes complex narrative reports based on field and office research which may include descriptions of the physical site, description of adjacent land uses and structures, detail of proposed uses, descriptions of socio-economic conditions and surrounding area, population, urban design, traffic, transportation, crime statistics, basic history, and future trends in order to provide information to the City Council, Planning Commission, or Planning Department staff.
6. Reads and reviews proposals or problems related to the probable impact of proposed land use or other changes on the surrounding neighborhood, the community as a whole, community development, future property use, service systems, natural resources, the environment, and public facilities in order to ensure consistency with the General Plan, specific plans, overlay districts, and other regulations.
7. Places statistical, topographic, demographic, geographic, and/or economic data into preliminary charts, maps, exhibits, or graphic forms and reviews them for accuracy.

8. Provides information and makes initial recommendations on subjects such as citizen complaints, proposed land use, zoning changes, variances, and conditional uses and submits them to a supervisor for review.
9. Provides information to members of the public over the telephone, by e-mail or letter, at a public counter, and/or at community meetings on topics such as zoning or land use applications, proposed new or revised plans, Code amendments, or other City Council, or Planning Commission actions.
- 10.10) Writes legal notices of public hearings in order to inform the public, community organizations, advisory groups, other public agencies, or City Departments of pending meetings and hearings.
- 11.11) Interprets planning and zoning codes, and otherwise advises the public on the preparation of applications and forms such as environmental assessment forms, conditional uses, variances, zone changes, and plan amendments in order to assist the public in proper filing of forms.
12. Conducts preliminary research and investigations such as parking reviews, housing and transportation studies in order to identify and define problems, and determine whether a study, revision to an existing plan, or Code revision is required.
13. Reads and reviews proposed amendments to existing Planning and Zoning Codes in order to determine the nature and potential impact of proposed changes.
14. Reads and reviews pertinent or precedent setting cases such as those dealing with environmental effects, subdivisions, zoning consistency, and interpretation of guidelines in order to gather information for use in decision making.
15. Writes drafts of proposed ordinances such as those dealing with transportation, parking, land use restrictions, height limitations, density and intensity, urban design, and signage in order to provide ordinance language for review by decision makers.
16. Uses, evaluates, and modifies mathematical models developed by others such as those for optimal housing density and traffic volume, population capacity, and land use in order to determine their applicability to the City of Los Angeles planning process and to evaluate the impact of proposals. **[DELETED]**
17. Performs arithmetic calculations of percentages, demographic forecasts, density bonus units, set backs, floor/area ratios, slope densities, cluster development, and traffic generation in order to analyze demographic data, traffic, transportation, and public services needs and in the processing of applications for projects to analyze whether the project complies with regulations.

18. Reads and interprets quantitative studies of population, housing, demographics, the environment, and economic development in order to gather information used to assess current conditions and evaluate future housing needs and demographic changes and identify appropriate plan amendments and/or zoning code revisions.
19. Gathers and records primary data such as number of housing units, types of uses, traffic flow and intensity of commercial and industrial use in order to provide data for use in analysis of plan, policy, or Code changes/development.
20. Examines and reviews proposed projects and applies CEQA (California Environmental Quality Act) guidelines in order to determine the necessity for environmental impact reports, categorical exemptions, and mitigated negative declarations.
21. Completes an initial study checklist in order to define a project's environmental impact such as noise, air quality, and endangered species.
22. Summarizes citizen and agency comments related to project development gathered at public hearings in order to document community concerns.
23. Establishes agenda, coordinates activities, and organizes logistics such as selecting locations, preparing mailing lists and notices, reproducing materials for distribution, arranging for parking, and coordinating with building managers in order to arrange for citizen meetings and public hearings.
24. Facilitates and/or makes oral presentations at public meetings including project overview, impact on community, project justifications, and comparison of existing and proposed land use in order to inform citizens and facilitate their participation in community development.
25. Makes oral presentations to decision making bodies such as City Council and the City Planning Commission to secure approval for recommendations.
26. Uses PCs for word processing, creating/accessing spreadsheets/databases, creating maps, graphics, and other visual aids, internet research, and work tracking.
27. Personally conducts field tours of project site areas for decision makers in order to acquaint them with relevant issues and concerns associated with projects.
28. Reads and reviews legal and property data regarding zone changes, boundary adjustments, zoning appeals, modifications of plot plan approvals, and subdivisions in order to determine whether requests are in accordance with the purpose and intent of zoning ordinances and the General Plan.

29. Reads and reviews documents such as General Plan Guidelines, Housing and Community Development Guidelines, and State of California planning and zoning laws in order to ensure that the Department's policies and plans are in compliance with legal requirements.
30. Reads, reviews, and extracts ideas from general plan elements, ordinances, regulations, and programs developed by other cities and counties in order to compare and adapt relevant features for Los Angeles General Plan elements.
31. Conducts library, on-line, and other current literature source searches on topics such as housing, open space, growth management, transportation, and air quality in order to gather ideas and approaches which contribute to plan element revisions.
32. Evaluates best practices of housing, transportation, growth management, and environmental control in order to make recommendations to management on advantages and disadvantages of various approaches.
33. Records information, reaction, and opinions from representatives of various groups such as developers, homeowners, tenant, disabled, and homeless advocates in order to use their input in the formulation of plan proposals.
34. Writes reviews of proposed legislation containing an analysis of potential effects, advantages, and disadvantages in order to recommend support or opposition by department management. **[DELETED]**
35. Compares proposals for subdivisions, landscape plans, grading plans, site plans, and building design and elevation to evaluate compliance with landscape guidelines, grading ordinances, specific plans, and other regulations in order to verify that proposals meet guideline and ordinance requirements.
36. Plans and schedules internal department, interdepartmental, and applicant meetings for discussion of projects, processes or policies, identify issues to be addressed, and determine a course of action.
37. Represents the Planning Department at inter-agency meetings to ensure coordination of efforts in addressing community needs and problems.
38. Creates and/or revises materials such as brochures, flyers, and forms to provide relevant, comprehensible information to applicants and other members of the public.
39. Signs off on building permits (clearance) after reviewing for compliance with approved plans.