

Peckham & McKenney
“All about fit”



**Planning Division Manager
(Planning Manager)**
CITY OF FAIRFIELD, CALIFORNIA



The Community

Fairfield is the heart of Solano County and a diverse and growing community located halfway between San Francisco and Sacramento, with close proximity to Napa and Sonoma. Home to just under 123,000 residents, Fairfield offers a strong quality of life with 24 parks, numerous bike trails, two championship golf courses, and a wide range of opportunities for families, residents, and visitors.

Community life in Fairfield is active year-round. Downtown Fairfield hosts various events including two annual parades, a farmers' market, the Annual Tomato Festival and Blues, Brews & BBQ Festival, and the annual Holiday Tree and Menorah lighting ceremonies.

The city is also a thriving business hub with notable international companies such as Jelly Belly, Clorox, Ball Metal, and Meyer Corporation. Fairfield offers a regional shopping center, a large auto mall, and Travis Air Force Base, one of the region's most significant economic and community assets. Bordered by farms and vineyards, Fairfield combines a strong infrastructure foundation



with a business-friendly environment that supports continued growth and investment.



Fairfield offers something increasingly hard to find in California: a community in an active growth phase with a meaningful project pipeline. The northeastern part of the city is seeing significant development activity tied to the Train Station

Specific Plan, and the City adopted a new General Plan in December 2024 to guide long-term growth and investment. The development review pipeline includes both current and long-range planning projects.

With prime commercial real estate opportunities, room for business expansion, a talented regional workforce, desirable water quality,

extensive transportation networks, and proximity to some of Northern California's most well-known destinations, Fairfield continues to be an attractive place to live, invest, and grow.

The Organization

The City of Fairfield operates under a Council/Manager form of government. The City Council includes a Mayor and six Councilmembers. Fairfield has a FY2027 total proposed budget of \$392 million and a workforce of 600 FTEs. City operations are organized into ten departments: City Manager's Office, Community & Economic Development, Finance, Fire, Housing Services, Human Resources, Information Technology, Parks & Recreation, Police, and Public Works.

Fairfield is a full-service city with the complexity, pace, and opportunity of a growing community. The organization is focused on delivering high-quality public services while advancing major Council and community priorities, including economic development, housing production, infrastructure investment, and public safety. The organization values practical problem-solving, clear communication, responsive customer service, and strong working relationships across departments.

Fairfield is proud of its positive, creative and energetic workplace culture, where employees are encouraged to bring ideas forward and work collaboratively. The successful candidate will be a thoughtful and approachable leader whose work reflects the City's core values: Communication, Diversity, Inclusion, Innovation and Transparency.

The Department

Fairfield's Community & Economic Development Department is dedicated to implementing the community's vision through collaborative planning, robust economic development, and safe and resilient construction. We take pride in our inclusive spirit and celebrate diversity while championing



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consistency, transparency, and integrity in our communications and the City's development process. Together, we support our residents, colleagues, and stakeholders through a holistic framework for sustainable growth.

Within the department, the Planning Division is responsible for guiding private development, advancing long-range planning efforts, and implementing the City's adopted land use policies and regulations. The division's services include:

- Administering land use and development policies and regulations, including zoning and sign codes
- Processing development applications and development permitting



- Assisting residents, developers, and the community with land use questions and procedures
- Conducting development related environmental review
- Developing long range planning programs and projects, including specific plans and code updates
- Preparing, maintaining, and implementing the City's General Plan
- Participating in regional planning activities
- Providing liaison support to the Planning Commission

Fairfield is entering an active period of General Plan implementation.

The City Council adopted Fairfield Forward 2050 in December 2024 following four years of public engagement. The Plan establishes the City's growth framework through 2050, with policies to guide future development, infrastructure investment, housing production, and long-term protection of Travis Air Force Base. The Planning Manager will play a central role in translating General Plan policy into zoning updates, new district standards, and day-to-day development review.

Other Planning Division responsibilities include the continued coordination of the City's planning efforts with other agencies, such as Association of Bay Area Governments (ABAG), California Department of Housing and Community Development (HCD), and Solano Local Agency Formation Commission (Solano LAFCO). The Planning Manager is the department's senior technical resource on these issues and is responsible for keeping staff current as the statutory landscape continues to shift.

The City has two adopted specific plans generating active development.

- **The Heart of Fairfield Specific Plan** (adopted 2017) covers downtown Fairfield and the West Texas Street Corridor. Just as Fairfield is the "Heart of Solano County," downtown Fairfield and the West Texas Street corridor comprise the "Heart of Fairfield" and is the site of civic events, local businesses, and regional government. The Planning Manager will oversee current planning activity in this area, including discretionary entitlements and design review.

• **The Train Station Specific Plan**

(adopted in 2011) covers almost 3,000 acres in northeastern Fairfield centered on the new Capital Corridor train station at Peabody and Vanden Roads. Multiple Planning areas are in various stages of entitlement and development. The Planning Manager will oversee entitlement processing across planning areas and help coordinate infrastructure and phasing decisions with Public Works and other departments.

The department is also engaged in revitalization efforts citywide. The North Texas Street Revitalization Program supports commercial property upgrades that improve visibility, appearance, and economic vitality for commercial properties and businesses in the City of Fairfield's North Texas Street District. The Planning Manager will work closely with Economic Development Division and provide oversight and coordination as projects move through the entitlement process.

The City administers multiple active Development Agreements across several major planning areas including large scale residential, commercial, and transit-oriented projects. The Planning Manager will oversee the fee credit and reimbursement program, and provide professional judgement on infrastructure phasing, community benefit negotiations, and ongoing coordination with the City Attorney's Office.



The Position

The City of Fairfield is seeking an innovative professional planner with strong technical skills and a proven track record for leading and mentoring teams. This position offers the opportunity to help shape Fairfield during a period of growth, General Plan implementation, housing production, and major development activity.

This important role manages the planning division's engagement with City and Department leadership, other City departments, and key stakeholders in the growth and development of the City of Fairfield. The role requires a leader who can balance policy implementation with the day-to-day realities of current planning, development review, customer services, and staff support. The Planning Manager is responsible for both contributing to the creation of and ensuring the consistent application of policies, procedures, and practices derived from the vision, goals, and expectations set by City and Department leadership.

The ideal candidate will be a well-rounded planning professional and project manager; able to navigate the complexities involved in processing large scale, high-priority planning projects in a timely and thoughtful manner. This includes interpreting and applying laws and regulations such as CEQA, RHNA, housing laws, and planning regulations, and other applicable state and local requirements. The Planning Manager will also help ensure that policies, procedures, and development review practices are communicated clearly with their team, applicants, developers, and the community.

This position serves as the staff liaison to the Planning Commission and represents the City when presenting to boards/commissions, City Council, and external stakeholders. The successful candidate must possess exceptional

communication and interpersonal skills with the ability to understand their audience and adjust accordingly.

As the leader of the Planning Division, the Planning Manager is a key position in the Community and Economic Development Department, reporting to the Deputy Director and working closely with Building Safety and Economic Development divisions. The successful candidate must be a collaborative and solution-oriented manager and a creative and inspiring leader. The talented Planning Division team is eager for a leader that is appreciative of the established culture and interested in supporting, mentoring, and helping staff continue to grow in their planning careers.

Education and Experience:

A Bachelor's degree from an accredited college or university with major course work in planning, landscape architecture, public administration, or a closely related field is required. A Master's degree in planning or related field is highly desired. AICP Certification or similar certification is desired but not required.

Seven or more years of professional experience in urban planning, including a minimum of three years of supervisory or management experience over planning staff and functions. Significant experience with complex entitlement projects, development agreements, infrastructure phasing coordination, or master planned communities is highly desirable.

Search Schedule

Filing Deadline	June 19, 2026
Preliminary Interviews	June 22 - July 2, 2026
Recommendation of Candidates	July 8, 2026
First Interviews	July 15, 2026
Finalist(s) Interview with Director	July 16, 2026

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.



Compensation & Benefits

The current salary range for the Planning Division Manager position is \$147,090 - \$178,789. The City offers a competitive benefit package for this position. Details of the package can be found [here](#).

The Recruitment Process

To apply for this exciting opportunity, please visit our website:

Peckham & McKenney
www.PeckhamAndMcKenney.com

Contact Tara Schultz at 626-644-1398 for questions regarding this position or the recruitment process.



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