TOWN PLANNER

POSITION PROFILE

FIND GREAT PEOPLE
TO BUILD GREAT COMPANIES

ABOUT THE TOWN OF PENDLETON, SC

Pendleton stands at the center of South Carolina's intellectual and civic heritage. The very idea for Clemson University was sparked here, born from conversations held in Farmers' Society Hall on the Pendleton Green. This town has long been a gathering place for ideas, leadership, and progress.

Pendleton is also the birthplace of Samuel Maverick, whose name gave rise to the term "maverick," symbolizing independence, originality, and the courage to think differently. That spirit still lives here today in our commitment to thoughtful leadership, respectful debate, and a willingness to chart our own course while honoring tradition.

Hospitality defines Pendleton's character. It is found in our small businesses, our volunteers, our neighbors, and the way people genuinely look out for one another. Pendleton is a place where people are welcomed, voices are heard, and community comes first.

Pendleton's traditions bring our history to life and our community together. Each fall, our beloved Fall Festival transforms downtown with music, food, and creativity, highlighted by the whimsical scarecrows that line our streets and reflect the heart and humor of our town.

During the holiday season, Pendleton shines. Named one of the best Christmas towns in South Carolina, our European-style Christmas Market and festive celebrations draw visitors from across the region while preserving the charm and warmth that make the season special.

Pendleton is also proud of its long-standing Historic Spring Jubilee, a celebration that honors our heritage and showcases the cultural traditions that define us. Beyond our borders, we celebrate our international connection as a sister city to Stornoway, Scotland, a reminder that our small town has a global story. Above all, Pendleton is home. It is a place where families put down roots, traditions are passed on, and people invest in something larger than themselves.

COMPREHENSIVE PLAN HIGHLIGHTS

STRATEGIC FOCUS AREAS

Population & Community Character

Protect quality of life while guiding responsible growth. Strengthen public communications through improved digital platforms and key-communicator networks.

Housing & Neighborhoods

Preserve aging housing stock and enhance code/nuisance enforcement. Improve walkability and safety with added sidewalks, lighting, and open space. Expand "missing middle" housing and walkable, mixed-use options.

Cultural & Heritage Resources

Invest in heritage tourism and implement a public art plan. Integrate cultural assets into all long-range plans. Prioritize rehabilitation of key historic structures.

Community Facilities & Infrastructure

Develop a long-term water/sewer strategy and reduce I&I. Use GIS tools to strengthen public safety planning. Create an inclusive Recreation Master Plan and regularly evaluate municipal services.

Natural Resources

Conduct annual resource inventories and incentivize native landscaping. Build a connected greenway network. Require open space and conservation components in new development.

Transportation & Mobility

Improve ADA access and multimodal connectivity. Strengthen traffic and cycling rule enforcement. Monitor neighborhood and downtown traffic patterns. Support Green Crescent Trail initiatives and prioritize projects aligned with land-use goals.

Land Use & Growth Management

Apply cost-benefit analysis to annexations and incentivize strategic growth. Require impact statements for upzonings. Update codes, overlays, and design standards; conduct targeted small-area plans.

COMPREHENSIVE PLAN HIGHLIGHTS

Economic Development
Establish an Economic Development Committee and set clear priorities. Conduct a market leakage study and maintain a property database. Strengthen the merchants network, expand façade improvements, and use incentives to reduce vacancies. Support events that enhance tourism and local commerce.

Priority Investment & Coordination
Align planning with adjacent jurisdictions. Maintain disciplined capital budgeting and pursue grants. Continue strong cross-agency coordination.

PRIORITY INVESTMENTS & FUNDING (10-Year View)

- Maintain and modernize public facilities to support long-term service delivery.
- Ensure high-quality, reliable water and sewer infrastructure.
- Strengthen police, fire, and EMS services with a focus on lowering ISO ratings.
- Expand transportation capacity and multimodal connectivity.
- Advance strategic economic development initiatives.

Illustrative Capital Projects & Estimated Costs

- Sidewalk improvements: $8M
- Green Crescent Trail implementation: $2M
- Street and public-space lighting: $800K
- Open-space activation and improvements: $2M
- Parks enhancements: $2M
- Fire Department facilities/equipment: $7M
- Public Works facilities/equipment: $5M
- Police Department facilities/equipment: $5M
- Small Area Planning initiatives: $150K
- Zoning and Land Development Regulations rewrite: $100K

SMALL AREA & CORRIDOR PLANNING FOCUS
Strategic planning efforts will center on the following priority areas and corridors: Town Square, Queen Street, Oil Mill, Village Hills, Cherry/Main, Greenville Street, along with the US-76 and SC-187 corridors.

POSITION SUMMARY

Shape what's next for a growing Southern community. As Pendleton's next Town Planner, you'll be the Town's planning expert—leading development review, guiding long-range growth, and partnering with boards, developers, and residents to enhance quality of life. You'll report to the Town Administrator and have an opportunity to supervise planning and code enforcement staff while delivering visible results for the community.

In this role, you'll be able to:

- **Lead with impact**. You'll direct day-to-day planning and development review functions and advise Town leadership on policies that shape Pendleton for years to come.
- **Be the expert.** Serve as the Town's professional authority on zoning, land use, subdivision standards, and design—translating complex issues into clear, defensible recommendations.
- **Collaborate across the table.** Work directly with elected and appointed boards, developers, partner agencies, and residents to get good projects done right.
- **Mentor and manage.** Provide leadership to planning and regulatory staff and help elevate service standards Town-wide.

Reports to: Town Administrator.
Supervises: planning, code enforcement, and related regulatory staff as assigned.

KEY RESPONSIBILITIES

- Provide professional planning advice and technical expertise to Town leadership, staff, boards, developers, and the public.
- Direct and administer development review: zoning administration, subdivision and site plan review, and land-use regulation.
- Review and interpret architectural, engineering, planning, and landscape architecture plans for compliance with ordinances, design standards, and regulations.
- Evaluate development proposals for consistency with the Comprehensive Plan, zoning and subdivision codes, and applicable state/federal requirements.
- Manage land-use applications (rezonings, special uses, site plans), prepare staff reports, and present recommendations to boards and Town Council.
- Lead periodic updates to the Comprehensive Plan and development regulations; analyze growth trends and advise on impacts.
- Coordinate multi-department and interagency project reviews to secure timely approvals.
- Research, draft, and review ordinances, policies, and development standards.
- Provide staff support to the Planning Commission, Zoning Board of Appeals, Design Review Board, and other committees.
- Support code enforcement activities as needed and perform related duties as assigned.

QUALIFICATIONS

Education & Experience

- Bachelor's in urban/regional/environmental/community planning, landscape architecture, architecture, civil engineering, or related field is required for consideration; Master's preferred.
- Five (5) or more years of progressively responsible municipal planning, land development, or community development experience (including regulatory review & project management) or an equivalent combination of education and experience.
- American Institute of Certified Planners (AICP) certification is highly preferred.

Skills & Competencies

- Expert ability to read and evaluate architectural, engineering, planning, and landscape plans and technical documents.
- Deep knowledge of municipal planning, zoning, subdivision, and land-use regulation; strong grasp of state and local laws.
- Clear, persuasive communicator—skilled at writing professional staff reports and presenting complex information to officials and the public.
- Relationship-builder who collaborates effectively with boards, staff, developers, consultants, and residents.
- Organized project manager adept at juggling multiple deadlines.
- Tech-savvy with office productivity tools and GIS experience preferred.
- Grant writing/funding experience a plus.
- Professionalism, integrity, sound judgment, and accountability in all facets of the work.

COMPENSATION

The salary range at the time of hire is expected to be between $72,000 - $85,000. The salary offered will be commensurate with experience. The Town offers comprehensive benefits to complement the salary provided to staff.

TO APPLY

Interested candidates are asked to apply through the FGP posting at https://www.fgp.com/jobs/town-planner-52036/ The application period will remain open until the position is filled. Applications will be reviewed on an ongoing basis by the FGP team.

Candidates must meet the qualifications listed above in order to be considered. Questions about the role may be directed to Christin Mack, Practice Lead, Public Sector, Nonprofit, and Community Impact Executive Search, at cmack@fgp.com.