

## Planning

Site # <b>544</b>	<b>City of Irvine</b> <b>Community Development Department</b> P.O. Box 19575 Irvine CA 92713 n/a Ms. Susan Gross Senior Management Analyst sgross@ci.irvine.ca.us 949-724-6324 FAX n/a Alternate Contact Joel Belding - JBelding@cityofirvine.org	Best to contact by: any 1 Civic Center Plaza	Placement not speci Quarters    Hours 2            10 <input checked="" type="checkbox"/> Weekdays <input type="checkbox"/> Week nights <input type="checkbox"/> Weekend days <input type="checkbox"/> Weekend nights	A
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### About the Organization:

The City of Irvine provides a full range of planning and development, public safety, and community services to the community of Irvine. Our department ensures appropriate planning; enforces city regulations; and provides for public participation in the planning process.

### About the Field Study Placement

Students may be placed throughout the department according to the interests of the students and the requirements of the department. Students will perform duties such as: research and data entry (building footprint & address), handle routine map requests, contact and obtain data from outside agencies, convert data or drawings obtained from outside sources for upload to the City's GIS system, help organize database, check development applications for code compliance or assist with special projects.

### Requirements

Excellent writing, communication and research skills are essential. Knowledge of MS Word and/or MS Excel also desirable.

### How to apply for a placement

Email resume to Joel Belding <JBelding@cityofirvine.org> and then come in for a quick interview. Successful candidates will then be sent the application.

Site # **Corazón, Inc.**  
**582**

Best to contact by:  
Email

Placement  
4

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2001 East 1st Street, Suite 201  
Santa Ana CA 92705  
<http://www.corazon.org/>

Mrs. Lauren Cissel  
U.S Operations Manager  
office@corazon.org  
714-547-0357 FAX  
Alternate Contact

Quarters	Hours
1-4	10-25

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

Building communities by strengthening families, enabling services, promoting self-sufficiency and inspiring mutually beneficial relationships across borders.

At the heart of Corazón lie notions of community and advocacy for those in Tijuana and Tecate, Mexico. The idea of Corazón is to provide a sense of community in which all families within it can help themselves while helping others. Corazón works as their advocate in their quest for improvement. We provide scholarships and uniforms for their children, better housing for their family, medical care, support, job training and classes in adult education.

#### About the Field Study Placement

Field study students assist in the day to day operations in the U.S. offices through marketing, business and trip operations, event planning, fundraising, and strategic planning. They provide ideas and creativity to small and large projects that are crucial to the organization while participating in leadership and teamwork labs that allow them to explore their ability to lead in the workplace.

Special projects vary by season and priority of the organization, and interests and skills of the students. Seasonal activities include:

Fall - research projects, marketing campaigns, fundraising, and in kind good donation identification

Winter - event planning and research projects

Spring - event implementation and production, research projects, marketing campaigns, and donation processing

Summer - event planning and participation, summer camp, and marketing campaigns.

#### Requirements

An interest in our goals and mission.

#### How to apply for a placement

Email resume (as a .pdf with the filename FSLnameFname.pdf to office@corazon.org. We will schedule an interview and if there is a good fit, work to develop a placement that serves our goals while providing a learning opportunity.

Site # **580** **City of Santa Ana**  
**Planning and Building Agency**

Best to contact by:  
email

Placement

A

20 Civic Center Plaza

Santa Ana CA 92702

www.santa-ana.org

Ms. Jill Arabe

Senior Planner/Urban Designer

jarabe@santa-ana.org

714-667-2707 FAX 714-973-1461

Alternate Contact n/a

Quarters Hours

2 20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

The City of Santa Ana Planning Division is responsible for all land use planning and land use policy making for the City. The Division is divided into two sections which share responsibility for Advance Planning, Current Planning/ Environmental Review.

#### About the Field Study Placement

Students are assigned to tasks which may include planning counter and telephone inquiries concerning zoning and other land use issues, land use research, field and telephone surveying, project review and providing assistance to the planning staff on various projects. Students attend all staff meetings and are considered part of the staff. Each student is usually responsible for one major project during their field study even though they may be involved with a number of assignments. An evaluation is given at the end of the field study.

#### Requirements

Interest in urban planning within local city government. Coursework in urban planning, urban design or public policy desirable. Knowledge of Microsoft Office and customer service skills preferred.

#### How to apply for a placement

Background check required, including check of driving record. Physical examination required at no cost to the student. Please email resume to contact above.

Site # **City of Rancho Palos Verdes**  
**574.5 Dept of Planning, Building & Code Enforcement**

Best to contact by:  
email

Placement  
1

A

30940 Hawthorne Blvd.

Rancho Palos Verdes CA 90275-5391

www.rpvca.gov

Mr Ara Mihranian

Community Development Director

aram@rpvca.gov

310-544-5228 FAX 310-544-5293

Alternate Contact n/a

Quarters	Hours
1-2	10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

**About the Organization:**

The Community Development Department in the City of Rancho Palos Verdes provides a full range of planning and development related services to the community. The Department oversees all municipal development, including future planning, current planning, code enforcement, building and safety, and redevelopment activity. The function of the Department is to ensure appropriate planning, enforce city regulations, and to provide for public participation in the planning process.

**About the Field Study Placement**

Field Study students may be assigned a variety of responsibilities. Assist in the processing of planning applications and the preparation of draft staff reports on projects involving site plan reviews, height variations, grading applications, minor exception permits and variances. Assist in processing more complex applications and in preparing draft staff reports on parcel maps, conditional use permits, subdivisions, zone changes, general plan amendments, and environmental impact reviews. Assist in field and office research activity, investigation, data compilation and evaluation. Interpret planning, zoning, and other land use regulations in person and by telephone to private developers, their representatives, and the general public. Prepare charts, maps, and other graphic materials to illustrate findings and staff recommendations; Conduct on-site inspections or plan reviews. Update a variety of records and files. Students will also have the opportunity to attend Planning Commission meetings as well as City Council meetings for the City of Rancho Palos Verdes. Students will be supervised by Mr. Pfost, Deputy Planning Director for the City of Rancho Palos Verdes, and are encouraged to attend weekly staff meetings.

**Requirements**

Excellent skills in writing, verbal communications, and research methodology required; prefer students with career interest in planning or public policy.

**How to apply for a placement**

To apply, please send a resume and letter of introduction via email.

Site # **Pacific Planning Group, Inc.**  
**571**

Best to contact by:  
email

Placement  
2

A

668 North Coast Highway, #401  
Laguna Beach CA 92651  
n/a

Quarters Hours  
1-2 10-20

Ms. Karen Blankensee

- Weekdays
- Week nights
- Weekend days
- Weekend nights

karen@pacificplanninggroup.com  
949 465-8290 FAX 949 465-8297  
Alternate Contact n/a

#### About the Organization:

Pacific Planning Group provides planning and zoning analysis for residential and retail. Activities and services include researching development regulations and coordinating with architects, engineers and city planning offices in order to obtain both entitlements and building permits for clients. The firm is also compiling information for an online planning service that will utilize regional GIS information via the Internet.

#### About the Field Study Placement

Students will assist Project Managers with activities and services including researching development regulations and coordinating with architects, engineers and city planning offices in order to obtain both entitlements and building permits for clients. The firm is also compiling information for an online planning service that will utilize regional GIS information via the internet.

#### Requirements

Students must have excellent communication and research skills; a basic understanding of the environmental planning process and office computer applications is also required.

#### How to apply for a placement

Email introductory information and attach resume. Use the following format for the filename for your resume:  
FS\_Lname\_Fname.doc

Site # **City of Newport Beach**

**564 Planning Dept.**

3300 Newport Blvd.

Newport Beach CA 92663

www.city.newport-beach.ca.us

Mr. James Campbell

Senior Planner

jcampbell@newportbeachca.gov

949 644-3210 FAX n/a

Alternate Contact n/a

Best to contact by:  
email

Placement  
2

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Quarters Hours  
2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

**About the Organization:**

The Newport Beach Planning Department provides development assistance to property owners and builders; conducts long-range planning studies; and supports economic development activities. The Department currently has fourteen planners and four support staff.

**About the Field Study Placement**

Student interns may be involved in a wide variety of activities depending on their area of interest and expertise. Typical internship projects may include building and maintaining the city's geographic information system (GIS), assisting with economic development activities, assisting current planning activities, research assistance on long-range planning studies such as specific plans and general plan updates, or planning-oriented data collection and management.

**Requirements**

Dependability, enthusiasm, research skills, basic computer skills (word processing and spreadsheet) and a willingness to learn are essential. Assignments may involve some field work. Some familiarity with GIS or CAD would be highly valued.

**How to apply for a placement**

Must commit to two consecutive quarters. Email resume and cover letter.

Site # **Caltrans**

**512 Transportation Planning, LD-IGR Branch**

1750 E 4th St #100

Santa Ana CA 92705

n/a

Ms. Maryam Molavi

maryam.molavi@dot.ca.gov

949 724-2267 FAX n/a

Alternate Contact 949 724-2239

Best to contact by:  
phone

Placement  
3

A

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

**About the Organization:**

The Transportation and Environmental Planning Divisions of Caltrans are responsible for ensuring that transportation improvements involving State and Federal funds are implemented in an environmentally sound manner. This office is responsible for preparing special planning programs and environmental documents for projects in Orange County; policy guidance comes from the Caltrans Headquarters office in Sacramento.

**About the Field Study Placement**

Students assist experienced planners involved in identifying transportation, social and environmental resources, analysis of impacts, and synthesis of technical information. Caltrans is currently studying the feasibility of making a wide variety of transportation improvements in Orange County. These potential improvements include widening existing freeways, construction of special bus/HOV facilities and adding new interchanges. Students assist staff in assessing the environmental impacts of these various plans, and also participate in the preparation of special programs. In addition, students assist planners in reviewing environmental documents to comply with the California Environmental Quality Act (CEQA), as well as assist in the final processing of these environmental documents.

**Requirements**

Good writing, synthesis, and analytical skills. Knowledge of research methodology, interest in planning process, and ability to communicate with a wide range of engineering and environmental specialists. MS Office skills. GIS experience a plus.

**How to apply for a placement**

Email introductory information and attach resume. Use the following format for the filename for your resume:  
FS\_Lname\_Fname.doc

Site # **City of Westminster**

**508 Planning Division**

8200 Westminster Blvd

Westminster CA 92683

www.westminster-ca.gov

Mr. Steven Ratkay

Community Development Director

sratkay@westminster-ca.gov

714-548-3484 FAX

Alternate Contact Brian Fisk, BFisk@Westminster-CA.gov; (714) 548-3484

Best to contact by:  
Email

Placement  
1-2

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Quarters Hours  
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

**About the Organization:**

We are a local government planning agency involved with a variety of planning projects within the regulatory process of government. We work on long-range policy projects, including writing ordinances, commenting on regional projects, updating the city's general plan; and we work with current planning projects, such as reviewing new development proposals. We attend planning commission meetings, assist the public, and prepare detailed written reports. Our small staff size provides us with opportunities to experience a wide range of planning related activities and work with various professionals, such as architects, engineers, brokers, business owners, developers, scientists, and so forth.

**About the Field Study Placement**

The student will be given the opportunity to learn about and work on the same projects assigned to the professional staff, based upon the student's available hours and commitment. Typical projects include: conducting research, preparing staff reports, assisting the public, making presentations before the planning commission, and attending meetings. The student will get informal on-the-job training related to writing staff reports, public presentations, working with customers, and project management.

**Requirements**

Interest in learning about issues and processes related to urban planning.

**How to apply for a placement**

Please call or email one of the two contact persons listed above. There is no background check and no cost. We may request a resume and/or a brief interview with the student, following the initial contact.



Site # **City of Norwalk**  
**502 Planning Division**

Best to contact by:  
email

Placement  
1

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12700 Norwalk Blvd, Room 12

Norwalk CA 90601

<http://www.norwalkca.gov/>

Ms. Jessica Serrano

Senior Planner

[jserrano@norwalkca.gov](mailto:jserrano@norwalkca.gov)

562 929-5744 FAX 562-929-5584

Alternate Contact Beth Chow, [bchow@norwalkca.gov](mailto:bchow@norwalkca.gov)

Quarters Hours

2 10

Weekdays

Week nights

Weekend days

Weekend nights

#### About the Organization:

The Planning Division is responsible for all future and current land use planning; the administration of zoning regulations; compliance with the California Environmental Quality Act, state planning law and the requirements for other regulating agencies and for being responsive to public requests for information and assistance. The Division maintains and updates the General plan based on community goals and objectives in order to provide for the steady and orderly growth of the community consistent with sound economic and environmental principles.

#### About the Field Study Placement

Under general supervision, prepares agenda maps, conducts field inspections for home occupation applications, takes pictures of various locations in the city, updates log books, checks zoning permitted uses, conducts planning surveys. May review landscape plans, conduct research for planning projects and/or be assigned to other duties and projects.

#### Requirements

Completion of course work in a field appropriate to assignment, such as: urban planning, construction management, construction technology or related field. 18 month commitment preferred. Academic credit not required.

#### How to apply for a placement

Complete a City of Norwalk Volunteer application and submit it to Jessica Serrano or Beth Chow. Application must either be submitted in person, via email or mail. Call (562) 929-5744 to request application.