

## **Land Use Planner/ Zoning Enforcement Officer - Town of Hampton, CT - part time**

The Land Use Planner/ZEO will perform municipal planning, enforcement and land use administration functions for the Town of Hampton, a rural town in eastern Connecticut with a population of approximately 1,800. This is a part-time, 6-8 hours per week professional position.

The Planner/ZEO is responsible for all municipal planning and enforcement functions in Hampton, including the following core tasks: staffs and provides technical assistance to the Planning and Zoning Commission which includes review and administration of all development applications to the PZC, updates zoning/subdivision regulation and the municipal plan of conservation and development and interprets and enforces Hampton's zoning and subdivision regulations.

Work is performed under the general supervision of the First Selectman and the Planning and Zoning Commission Chairman, with considerable independence of action.

### **Examples of Work (Illustrative Only)**

- Establishes guidelines and leads the review of all applications for subdivision and for zoning approval from the PZC; advises applicants and Planning and Zoning Commission (PZC) of application status and compliance with regulations from preapplication through buildout; coordinates review with appropriate municipal and other regulatory agencies. Makes recommendations to PZC for appropriate action on pending applications.
- Proposes and drafts revisions to planning and zoning regulations.
- Reviews and updates Plan of Conservation and Development.
- Attends and staffs PZC meetings; prepares appropriate notices and supporting documents.
- Prepares reports and correspondence, maintains records.
- Assists and provides technical assistance to various town committees and Boards.
- Guides general public regarding permit process.
- Reviews applications for construction to determine compliance with applicable regulations.
- Issues permits.
- Interprets and applies the Town zoning regulations.
- Initiates and executes enforcement actions.
- Evaluates complaints.
- Enforces subdivision and zoning regulations; determines compliance with regulations and takes enforcement actions as needed.

### **Requirements of Work**

- Thorough knowledge of the principles and practices of municipal land use planning and preferably, experience with planning for rural communities.
- Thorough knowledge of State municipal planning and zoning statutes.
- Knowledge of civil engineering and Surveying practices including map reading and interpretation.
- Working knowledge of deeds, easements, and similar real estate documents.
- Ability to analyze and interpret laws, ordinances, rules and regulations.
- Ability to keep varied records, to assemble, organize and report on data.
- Ability to prepare reports.

- Assist clients in preparation of PZC applications. Receive/review/prepare review comments on/draft motions of approval/denial for applications to the PZC.
- Ability to establish and maintain effective working relationships with staff in outside agencies, municipal officials, employees, design professionals, and the general public.
- Prepare materials and other communications for PZC meetings

**Qualifications (preferred)**

- Two years experience as a municipal planner/ZEO
- Certified Connecticut Zoning Enforcement Officer.
- Inland Wetlands Certification from CT DEEP.
- Planner certification (AICP).
- A bachelor's degree in a related field such as planning, public administration, landscape architecture, architecture, natural resources management or environmental science.
- Economic development and grant writing experience.
- Working knowledge of ArcGIS software