

Town of Underhill
Job Description
Planning & Zoning Administrator

General Summary

The Planning & Zoning Administrator (PZA) is the primary staff support for the Development Review Board and Planning Commission. The PZA works with Development Review Board, Planning Commission, other government agencies, and consultants in the creation implementation and revision of the Town Plan and Unified Land Use & Development Regulations. Coordinates development review processes involving various boards, commissions, committees, outside agencies, departments, consultants, and the general public. The Planning & Zoning Administrator has the primary responsibility to administer the Town of Underhill zoning bylaws, proactively enforces any violations, issues notice of violation(s) and takes action as required by statute.

After nomination by the Planning Commission the Planning & Zoning Administrator is appointed by the Selectboard, to a three (3) year term. The Planning & Zoning Administrator administratively reports to the Selectboard; and has technical reporting responsibility to the Planning Commission and the Development Review Board.

Essential Job Functions

1. Oversees the Town's permitting process for land use and development applications. This includes assisting applicants with submission requirements, and review and processing of applications for zoning permits, variance requests, and land development plans.
2. Oversees the implementation of the Town's Unified Land Use & Development Regulations, including the responsibilities in issuing all zoning permits.
3. Oversees the administration of the Town Road, Driveway & Trail Ordinance.
4. Provides guidance to Town boards, commissions, committees, developers, landowners, and the general public on the Unified Land Use & Development Regulations (ULUDR).
5. Provides leadership to the Planning Commission in the development and the periodic update of the Town Plan and the Unified Land Use & Development Regulations.
6. Attends evening meetings and hearings of the Planning Commission and Development Review Board.
 - a. The Development Review Board typically meets the first and third Mondays of the month from 6:30 PM to 9:30 PM
 - b. The Planning Commission meets the first and third Thursdays of the month from 6:30 PM to 8:30 PM
7. Maintain records of hearings, prepare draft minutes and ensure draft is publically available in accordance with the public records statutes.
8. Identify, prepare and submit grant applications as needed for town planning and development projects as requested by the Planning Commission.
9. Provide financial leadership in the development of the annual department budget and capital improvement plan. Maintain billing records for planning and zoning activities in accordance with town fee policies.
10. Represent the Town at monthly Regional Planning Advisory Committee, Transportation Advisory Committee, and other commissions or committees as deemed necessary by the Planning Commission and Selectboard.
11. Collaborate with the listers to maintain consistent parcel, infrastructure, assessing, and permitting data.

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Job Description
Planning & Zoning Administrator

12. Manage the town permitting process, assist applicants in the identification of applicable regulations, evidence submission and application requirements.
13. Advises applicants on the applicability of other state or federal permits and provides referrals to the VT Agency of Natural Resources regional permit specialist, or federal programs for which they may need to obtain permits.
14. Review site plans and consult with developers and appropriate town agencies to ensure compliance with Town, regulations, ordinances, and planning standards.
15. Determine completeness of applications, schedule hearings/meetings, provide notice to parties, post and publish agendas and warnings in accordance with statutory requirements.
16. Prepare an informational hearing package and staff review report for the DRB that includes all application materials included with the accepted application and subsequent submittals by interested parties.
17. Conduct an analysis on the merits of the application contrasted against the specific evaluation criteria outlined in the ULUDR or applicable ordinance. Include findings in the staff review report.
18. Prepare findings document detailing the specific DRB findings, and decision of the DRB with regards to the application, distribute in accordance with statutory requirements.
19. Responsible for the issuance of building permits, inspections and certificate of occupancy in accordance with statutory requirements.
20. Respond to zoning complaints, conduct investigations, and enforce regulations.
 - a. Substantiate grounds for violation to Development Review Board, should applicant appeal.
21. Maintain and update town web page, maps and zoning files.
22. Provide oversight, leadership, goal determination and professional development to Assistant Zoning Administrator.
23. Conduct annual performance evaluation to Assistant Zoning Administrator.

Knowledge, Skills and Abilities

1. Understanding of the principles and practices of rural planning & zoning.
2. Knowledge of land development regulatory processes as defined in 24 VSA Chapter 117.
3. The ability to communicate effectively, both in writing and verbally, with staff, boards, committees, and the general public.
4. High level of analytical skills, with the ability to accurately process, and present detailed information to stakeholders.
5. Possess the ability to function independently with minimum supervision in a public service environment.
6. Ability to conduct site review and land use related inspections and document findings. Excellent computer skills, with particular proficiency in Microsoft products including, Windows, Word, Excel, Publisher and PowerPoint
7. Ability to use GIS for planning purposes, or willingness to learn.
8. Strong customer service orientation.
9. Valid Vermont driver's license with ability to meet travel requirements.

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Hours

The Planning & Zoning Administrator is a full-time permanent position which includes normal business hours along with evening meetings.

Compensation

The position is eligible for full medical benefits, paid time off. The position is salary exempt under Fair Labor Standards Act. Compensation is competitive, based on experience, and under the direction of the selectboard.

Education and Training

Bachelor's degree in Public Administration, Planning, Geography, Environmental Studies, or a related field is required. Three (3) or more years of successful experience in land use, zoning, planning, public administration, law or related field is preferred.

Application Process

To apply for this position please submit a letter of interest along with you resume to Dan Steinbauer, Chair of the Underhill Selectboard, application's will be accepted until filled.