

**Town of Underhill
Job Description
Planning Coordinator**

General Summary

The Planning Coordinator is the primary staff support for the Development Review Board and Planning Commission. This person 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. He/she also coordinates development review processes involving various boards, commissions, committees, outside agencies, departments, consultants, and the general public

Essential Job Functions

1. Manage the permitting process for subdivision, site plan review, conditional use review, variance, appeal of decisions, and design review.
2. Review site plans and consult with developers and appropriate agencies to ensure compliance with Town plan, policies, regulations, ordinances, and modern planning standards.
3. Determine completeness of applications, schedule hearings/meetings, provide notice to parties, and post and publish agendas and notices in accordance with statutory requirements.
4. Prepare a hearing package for the DRB that includes the proposed plan, surveys, maps, engineering diagrams and explanations, all required letters of assessment from state agencies, local schools, the UJFD, and any written comments by interested parties or other citizens of the town. Forward copies to the DRB and other interested parties
5. 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 form of a staff review report.
6. Set dates and times for hearings and site visits when required, notify all relevant parties, ensure compliance with public notice criteria, and provide reference materials for all attendees.
7. Assist and advise the board with review of applications.
8. Maintain records of proceedings, prepare draft minutes and ensure draft is publically available in accordance with the public records statutes.
9. Draft a document detailing the findings and decision of the DRB and assist with review and finalization.
10. Inform the applicant of the DRB decision and suggest revisions when an application has been denied or forward to Zoning Administrator for permit if approved.
11. Record signed decision with the Town Clerk and distribute as appropriate.

As of 3/15/2016

12. Collaborate with the listers to maintain consistent parcel, infrastructure, assessing, and permitting data.
13. As needed, notify Environmental Division of Superior Court of interested parties when decision is appealed.
14. Provide recommendations and reports to Town boards and commissions, committees, developers, landowners, and the general public on the Town Plan, the Town's Unified Land Use & Development Regulations, planning studies and projects, planning principles, and rules or legislation related to planning and zoning.
15. Attend evening meetings and hearings of the Planning Commission and Development Review Board.
16. Assist the Planning Commission with general municipal planning and the periodic update of the Town Plan and the Town's Unified Land Use & Development Regulations.
17. Coordinate public outreach with various entities.
18. Identify, prepare and submit grant applications as needed for town planning and development projects as requested by the Planning Commission and approved by the Selectboard.
19. Maintain billing records for planning and zoning according to town fee policies.
20. Develop the annual planning budget.
21. Work with Zoning Administrator in maintaining web page, maps, and zoning files.
22. Represent the Town at monthly Regional Planning Advisory Committee, Transportation Advisory Committee, and other commissions or committees as deemed necessary by the Selectboard.
23. Work on Village Center Designation Project and other special projects when appropriate.
24. Update Capital Improvement Program annually per policy.
25. Work with mapping consultant to ensure town maps are current.
26. Other duties as may be required.

Knowledge, Skills and Abilities

1. Understanding of the principles and practices of rural planning, zoning, floodplain management.
2. Knowledge of land development regulatory processes as defined in 24 VSA Chapter 117.
3. Ability to communicate effectively, both in writing and verbally, with staff, boards, committees, and the general public.

As of 3/15/2016

4. High level of analytical skills, with the ability to accurately comprehend, interpret, process, and present detailed information and data to various boards, commissions, committees, agencies, consultants, and the general public.
5. Ability to conduct site review and land use related inspections and document findings.
6. Excellent computer skills, with particular proficiency in Windows Word, Excel, PowerPoint.
7. Working knowledge of GIS for planning and experience with Arc Map preferred.
8. Ability to use geographic data sets to make informed decisions.
9. Ability to function independently with minimum supervision in a public service environment.
10. Strong customer service orientation.
11. Valid driver's license with good driving record to meet travel requirements.

Hours

The Planning Coordinator is a full time permanent position with mandatory evening hours which may approximate 15% of total time.

Compensation

The position is paid on an hourly basis and is non-exempt under Fair Labor Standards Act.

Education and Training

Bachelor's or advanced degree in Public Administration, Environmental Studies, Planning or a related field is strongly preferred but candidates will be considered on overall experience, qualifications, education, and training.

At least two (2) years of successful experience in land use, zoning, planning, public administration or related field is preferred.