

# TOWN PLANNER

**Description:** The Town Planner is the primary staff member responsible for stewardship and implementation of the Town's Plan of Conservation and Development (POCD); representing and advising the Planning & Zoning Commission (PZC) on matters concerning land use policy; review of Special Permit and other PZC applications; and monitoring those same projects and sites for compliance with the POCD, regulations, and relevant approvals.

The Town Planner must typically attend evening meetings of the Commission and participate in discussions related to PZC applications and/or land use policy matters. They conduct research, draft Staff Reports and Resolutions (on PZC applications), and are a key participant in meetings with the public and applicants.

The Town Planner assists the Director in fulfilling various statutory and regulatory responsibilities, including legal notices and annual reporting to oversight agencies. The Town Planner helps prepare agendas and legal notices with assistance from clerical staff. Regular field inspections of active Special Permit and Subdivision projects will be required.

**Essential Job Functions:** Under supervision of the Director, the Town Planner will be required to perform the following types of assignments:

- Liaise with all town entities/agencies with the specific goal of improving awareness, understanding, and successful execution of the Plan of Conservation and Development (POCD). Coordinate any cross-governmental interactions necessary to achieve this goal, and report regularly to the Commission on the status of POCD implementation.
- Proactively request and facilitate pre- (and post-) application meetings for all matters that will be decided by the PZC (e.g. Special Permit Applications, Subdivisions, Regulation Amendments, and Zone Change Applications). Engage and coordinate between applicant(s) and all town staff/agencies and consultant(s) as appropriate, to assure Applicants fully understand the regulations and process, and to assure projects are carefully reviewed by relevant stakeholders, and to help assure projects are proposed and delivered in accordance with local policies and planning goals.
- Participate in Planning and Zoning Commission meetings as required by the Commission and/or assigned by the Director. Also will often participate in regional and state-level meetings when relevant to Ridgefield land use matters (e.g. WestCOG).
- Help prepare and distribute draft and final meeting agendas (or may collaborate with the Office Administrator in completing this task).
- Prepare legal notices for public hearings and decisions of the Commission (or may collaborate with Office Administrator in completing this task).
- Manage the processing of Special Permit applications, and perform detailed reviews to meet compliance with land use regulations (zoning, subdivision and inland wetlands), determining compatibility with the Plan of Conservation and Development.
- Ensure accuracy and compliance with state-mandated deadlines for public hearings and actions by the Commission.
- When assigned, prepare draft or final resolutions of actions in connection with land use applications pending before Commission.
- Assist the public in understanding regulations and permit requirements – especially for Special Permit or Regulation/Zone change matters, but also for all other types of applications and activities.
- Gather and analyze research material to assist in the preparation of land use policies and regulations.
- Identify and pursue opportunities for Ridgefield to participate in regional, state, and federal programs related to land use, planning, and zoning, including grants and technical support.
- Liaise with any/all entities, as required by law or regulation, or as requested by the Commission, on “referral”, “peer”, or “consultant” reviews. Examples include the Conservation Commission, Connecticut Department of Environmental Protection, Health Department or Regional Planning Agencies in connection with land use applications, or Commission-initiated matters.
- Assist the ZEO in performing field inspections and reports in any matter, but takes a particular key role in special permits and subdivisions.
- Take lead staff role in any update to the Town's Plan of Conservation and Development Regulations, or Zones, and elements thereof.

- Supports occasional initiatives and activities of the Inland Wetlands Board, Conservation Commission, Affordable Housing Committee, Architectural Advisory Committee, Historic District Commission, and other town entities with land use, conservation, and development related matters.
- Other related duties and responsibilities as defined by the Director of Planning & Zoning and/or the PZC.

**Special Skills:**

- Knowledge and ability to apply the principles and practices of municipal planning.
- Ability to review and interpret drawings, plans and planning documents.
- Knowledge and understanding of Connecticut laws and statutes pertaining to planning, zoning and wetlands.
- Computer and research skills are essential.
- Graphic and drafting skills highly desirable.
- Report-writing ability is essential, along with ability to express ideas clearly in both oral and written format.

**Experience/Qualifications:**

- Must have bachelor's degree – preferably with a focus in planning, public administration or related discipline.
- Preference will be given to applicants with advanced degree(s) or certifications that are relevant to the work of a Town Planner (e.g. planning, architecture, engineering, public administration, etc.)
- Must have at least three (3) years of full-time work experience in land use planning, administration, or policy advisory/consulting on land use topics, or the equivalent combination of Masters level studies and hands-on experience.

Nonunion - Exempt, Full-Time (35 Hours/Week)

Monday - Thursday 7:00 AM - 4:30 PM

Salary Range: \$90,000 - \$110,000 depending on experience

[Town of Ridgefield Application](#)

Please send Application and Resume to:

**Mail:** Town of Ridgefield, Human Resources, 400 Main Street, Ridgefield, CT 06877

**Email:** [personnel@ridgefieldct.gov](mailto:personnel@ridgefieldct.gov)

**Fax:** 203-431-2328