

ANNUAL WORK PLAN – Town of Essex

Budget year: FY24

DEPARTMENT: Community Development

Budgeted staff: 5 (Director, Zoning Administrator, Planner, Administrative Assistant (part time), Economic Development Coordinator (part time))

Primary function(s): Long Term Planning, Economic Development, Land Use Regulation and development review, Land Conservation, Housing Needs

Regular work (happens every day/week/month/year)

TASK	Frequency	Timeframe	Other departments involved
Issuing Zoning/Building Permit Applications (Zoning Administrator (ZA)), paperwork (Admin Assistant)	Daily	Year-long	Depends on request. Some permit apps may require PW review for water/sewer/curbcut/allocation/etc
Interpret & enforce zoning & subdivision regulations, state law, town policies and code of conduct, etc. (Director, ZA, Planner)	Daily	Year-long	Depends on request. Zoning Board of Adjustment (ZBA) & Planning Commission (PC) applications require Police (PD), Fire, Rec & Public Works (PW)
Assists in confidential information such as court cases, property purchases, etc. (primarily ZA)	As needed	Year-long	Assessors
Frequent contact with developers, property owners, contractors, engineers, general public, state officials (Primarily ZA and Planner)	Daily	Year-long	As needed
Occupancy inspections for new construction (ZA)	As needed	Year-long	As needed (usually PW to make sure its requirements are satisfied)
Investigation of Complaints (ZA and Admin Assistant)	As needed w/min. of 2 inspections	Year-long	As needed
Investigation of Health Complaints (Health Officer)	Varies	Year-long	All Depts.
Review of development applications, corresponds with applicant, prepares staff reports for the PC (primarily Planner, minor applications (ZA) and ZBA (ZA). Administrative/legal requirements (Admin Assistant)	PC meets 2X a month, ZBA meets 1X a month	Year-long	Public Works, Recreation, Fire, Police
Attend Planning Commission meetings (Director, Planner and ZA)	2X month	Year-long	
Attend ZBA meetings (ZA)	1X a month	Year-long	None
Staff (Planner) support for Conservation and Trails Committee	Meeting 1X a	Year-long	Public Works and Recreation

Community Development work plan for FY23 – FY24

(project review, trail planning and maintenance, event coordination, tree/forest management, etc.)	month, but time depends on projects for current meeting		
Staff support (Planner) for Housing Commission (zoning & subdivision regulation updates, housing trust fund, inclusionary zoning, etc.)	Meets 2X a month, but time depends on projects for current meeting	Year-long	
Staff Support (Economic Development Coordinator) for Economic Development Commission (updating business directory, Childcare initiatives, contacting and supporting businesses)			
Attend Chittenden County Regional Planning Commission (CCRPC) Planning Advisory Committee (Director)	Every 3 months	Year-long	
Development of Capital Budget and Capital Planning (Director)	Weekly	Year-long	All Departments
Digitizing Zoning Permits for easy access (Admin Assistant)	Ongoing	Year-long	
Maintaining Com Dev, Conservation and Trails Committee (CTC), Housing Commission (HC) and Economic Development Commission (EDC) websites (Admin Assistant)	Weekly	Year-long	
EDC Support Commission Work, stipend program (Econ Dev Coordinator)	Monthly	Year-Long	Finance
EDC Web Page Redesign (Econ Dev Coordinator)	Monthly	Jan – June	Communications
Meet with businesses on site (Econ Dev Coordinator)	Monthly	Year-long	Community Dev. Dept.
Respond to business requests (Econ Dev Coordinator)	Weekly	Year-long	Misc.
Maintain Master List Businesses in Essex (Econ Dev Coordinator)	Weekly	Year-Long	Communications

FY23 – FY24 Special projects

TASK	Frequency	Timeframe	Other departments involved	Priority (High, Medium, Low)
Updating Zoning & Subdivision Regulations: housecleaning (Director, ZA, Planner)	On-going	Current round of updates now	Public Works, Fire, Police, Recreation, also the Planning Commission	HIGH
Updating Zoning & Subdivision Regulations:	On-going	Begins in fall '23	Public Works, Fire,	HIGH

Community Development work plan for FY23 – FY24

PUDs, Zoning Districts, ETC NEXT changes (Director, ZA, Planner)			Police, Recreation, also the Planning Commission	
Development Review Board (DRB) Transition Planning	On-going	Summer '23-January '25	Management	High
Bylaw Modernization Grant and related Zoning Changes (Director, ZA, Planner)	Weekly	Ongoing until Jan 1, '24	Public Works	High
Obtaining State Designations including Village Center, Neighborhood Development Area, New Town Center (Director, Planner)	Weekly/Daily	Fall '23-Winter '25	Public Works	High
Municipal Site Assessment (Director)	Weekly	Ongoing until November '23	Manager, Public Works, Finance	High
Work on Action Items called for in the Town Plan (development of new plans, etc) (All Com Dev Staff)	As needed	Ongoing	Depends on Project	Low
Explore Essex Festival (Director and Econ Dev Coordinator)	Monthly meetings to summer, weekly after. In between multiple hours a week	Current – October '23	Managers office, Recreation	High
Complete Town Plan update	On-going	Current – March '24	All, plus boards / commissions/ committees	High
Review Farm and Open Lands Contracts to consider any changes or improvements	Once?	2023-2024	Assessor, Administration	Low
Official Map Project (Director, Planner, ZA)	As needed	June '23 – June '24	Public Works	High
Working with Stakeholders on special projects like Childcare, Workforce development, Workforce Housing, Small Business support and expansion (Econ Dev Coordinator)	Weekly	Quarterly	Misc.	High