

**ANNUAL WORK PLAN – Town of Essex - Special Projects FY24-FY25**

Budget year: FY25

Department: Community Development

Budgeted staff: 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

Task	Priority Level	Deadline	Progress status	Value	Other departments involved	1st Quarter notes	2nd Quarter notes	3rd Quarter notes	4th quarter notes	End of year update
Development Review Board (DRB) transition (Director)	1 - Mandatory	1/1/2025	In progress		Administration					
VOREC Grant administration for Town Forest to Town Center trail planning (Planner)	1 - Mandatory	12/31/2025	Not started		Public Works, Parks and Recreation					
80 & 90 Upper Main Street municipal site planning (Director)	2 - High	12/14/2024	In progress		All					
Updating Zoning & Subdivision Regulations: Home Act, Childcare, combine Zoning and Subdivision Regs, DRB terminology, forest block language, ETC NEXT changes (Director, ZA, Planner)	2 - High	12/31/2024	In progress		None					
Lower Sand Hill Rd Truck Traffic Study (Director, Planner)	2 - High	6/30/2025	Not started		Public Works					
Active Transportation Plan (aka Bike and Ped Plan) (Director, Planner)	2 - High	6/30/2025	Not started		Public Works, Parks and Recreation					
Economic Development Plan	2 - High	6/30/2025	Not started		Administration, Parks and Recreation					
Small business support and expansion (Econ Dev Coordinator)	2 - High	ongoing	In progress		None					
Working with Stakeholders on childcare. (Econ Dev Coordinator)	3 - Medium	12/31/2024	In progress							
Official Map Project (Director, Planner, ZA)	3 - Medium	6/30/2025	Not started		Public Works					
Working with stakeholders workforce development and workforce Housing(Econ Dev Coordinator)	3 - Medium	ongoing	In progress							
Obtaining State Designations including Village Center, Neighborhood Development Area, New Town Center (Director, Planner)	3 - Medium	Unknown	Not started		IT, Public Works					
Work on Action Items called for in the Town Plan (development of new plans, etc) (All Com Dev Staff)	3 - Medium	Unknown	Not started		All					
Review Farm and Open Lands Contracts to consider any changes or improvements	4 - Low	Unknown	In progress		Assessing					

**Annual work plan – Regular work**

Budget year: FY25

Department: **Community Development**

Budgeted staff: **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**

Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Issuing Zoning/Building Permit Applications (Zoning Administrator (ZA)), paperwork (Admin Assistant)	30 days after receipt	Year-round	Daily	Year-long	Depends on request. Some permit apps 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)	NA	Year-round	Daily	Year-long	Depends on request. Zoning Board of Adjustment (ZBA), Planning Commission (PC), and Development Review Board (DRB) applications require Police (PD), Fire, Rec & Public Works (PW)	
Assists in confidential information such as court cases, property purchases, etc. (primarily ZA)	NA	Year-round	As needed	Year-long	Assessors	
Frequent contact with developers, property owners, contractors, engineers, general public, state officials (Primarily ZA and Planner)	NA	Year-round	Daily	Year-long	As needed	
Occupancy inspections for new construction (ZA)	NA	Year-round	As needed	Year-long	As needed (usually PW to make sure its requirements are satisfied)	
Investigation of zoning complaints (ZA and Admin Assistant)	NA	Year-round	As needed w/min. of 2 inspections	Year-long	As needed	
Investigation of health complaints (Health Officer)	NA	Year-round	Varies	Year-long	As needed	
Review of development applications, corresponds with applicant, prepares staff reports for the PC/ZBA/DRB (primarily Planner, minor applications (ZA), and decisions. Administrative/legal requirements (Admin Assistant)	decisions 45 days following approval	Year-round	PC meets 2X a month, ZBA meets 1X a month	Year-long	Public Works, Recreation, Fire, Police	
Support Planning Commission (Director, Planner and ZA) - pre DRB	NA	Year-round	2X a month, with additional staff planning support time outside meetings	July-Dec	None	

Support Planning Commission (Director, Planner) - with DRB	NA	Year-round	1X a month, with additional staff planning support time outside meetings	Jan-June	None	
Support Zoning Board (ZA)	NA	Year-round	1X a month	July-Dec	None	
Support Development Review Board (Planner and ZA)	NA	Not started	1X a month	Jan-June	None	
Staff (Planner) support for Conservation and Trails Committee (project review, trail planning and maintenance, event coordination, tree/forest management, etc.)	NA	Year-round	Meets 1X a month, with additional staff support outside of meeting	Year-long	Public Works, Recreation	
Staff support (Planner) for Housing Commission (zoning & subdivision regulation updates, housing trust fund, inclusionary zoning, etc.)	NA	Year-round	Meets 1X a month, with additional staff support outside of meeting	Year-long	None	
Staff Support (Economic Development Coordinator) for Economic Development Commission (updating business directory, Childcare initiatives, contacting and supporting businesses)	NA	Year-round	Meets 2X a month, with additional staff support time outside meetings	Year-long	None	
Attend Chittenden County Regional Planning Commission (CCRPC) Planning Advisory Committee (Director)	NA	Year-round	1X a month	Year-long	None	
Development of Capital Budget and Capital Planning (Director)	NA	Not started	Ongoing	Year-long	All Departments	
Digitizing Zoning Permits for easy access (Admin Assistant)	NA	In progress	Ongoing	Year-long	None	
Maintaining Com Dev, Planning Commission (PC), Zoning Board of Adjustment (ZBA), Development Review Board (DRB), Conservation and Trails Committee (CTC), Housing Commission (HC) and Economic Development Commission (EDC) websites (Admin Assistant)	NA	Year-round	Weekly	Year-long	Administration	
EDC Web Page Redesign (Econ Dev Coordinator)	NA	In progress	Monthly	July-Nov	None	
Meet with businesses on site (Econ Dev Coordinator)	NA	Year-round	Monthly	Year-long	None	
Respond to business requests (Econ Dev Coordinator)	NA	Year-round	Weekly	Year-long	None	
Maintain Master List Businesses in Essex (Econ Dev Coordinator)	NA	In progress	Weekly	Year-long	None	

Explore Essex Festival (Econ Dev Coordinator)	NA	In progress	Weekly	Jan-September	Recreation, Administration	
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