PLANNING COMMISSION
VACANT PLANNER POSITION

SOUTHAMPTON COUNTY

26022 Administration Ctr. Dr.
P.O. Box 400
Courtland, Virginia 23837

757-653-3015
Fax: 757-653-0227

MEMORANDUM

TO: Board of Supervisors

FROM: James A. Randolph, Assistant County Administrator, JR
Secretary to Planning Commission

DATE: January 21, 2009

RE: Planning Commission Recommendation - Planner position

During the public comment period at the Planning Commission meeting on January 8, 2009 a citizen brought forward the issue of voluntary cash proffers. As you may recall, Southampton County amended its comprehensive plan and ordinances to allow for the acceptance of voluntary cash proffers as part of a rezoning application. These proffers must be associated with items listed in our capital improvements plan (CIP). The CIP is a five year plan that documents future projects and improvements that exceed $10,000 or that will last a significant amount of time such as new buildings, vehicles, infrastructure improvements, etc. Unfortunately our CIP has not been updated in approximately seven years. Therefore, the current proffer policy of $1,728 per single family residential unit, and $868 per multi-family unit were derived from the previous CIP. In order to amend the proffer policy, the CIP must first be updated. As this has not occurred in several years, it will take some time to properly develop a new CIP. All of this discussion led to the vacant position planner that was budgeted in the current fiscal year, but has not been filled due to a number of factors.

Subsequently, the Planning Commission unanimously adopted a motion to recommend to the Board of Supervisors that this vacant position be filled. Attached you will find the job description for Planner and a revised job description for Principal Planner/Deputy Zoning Administrator. Additionally, you will find attached an excerpt from the comprehensive plan that was adopted in March 2007 outlining projects and studies that would be undertaken during the ensuing five year period.

Should you have any questions, please feel free to contact me.

Thank you.

PLANNER – 2115
Grade 27

FLSA Status: *Exempt*

General Definition of Work:

Performs professional planning work including the analysis and evaluation of proposed land development projects. Work involves coordinating the review of land use plans and proposals to ensure compliance with county-adopted ordinances and policies. Develops and prepares written reports analyzing strengths and weaknesses of all pending land use and related matters for the Planning Commission and Board of Supervisors each month. Assists in preparation of planning documents including the Comprehensive Plan, zoning and subdivision ordinances.

Essential Functions/Typical Tasks:

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews and coordinates review of minor and major subdivision plats and site development plans ensuring compliance with the county's ordinances, including but not limited to zoning, floodplain management, erosion and sediment control, stormwater management and waters & sewers. Includes preparing reports and maintaining verbal and written contact with applicants, developers, engineers, surveyors, the Planning Commission and Board of Supervisors.
- Processes applications for comprehensive plan amendments, zoning changes, conditional use permits, special exceptions and variances. Attends meetings routinely held after regular business hours, prepares notices of public hearing for publication, prepares reports and agenda packages, notifies applicants and adjacent property owners of hearing dates and times, provides Board and Planning Commission action letters to applicants.
- Prepares reports and supporting presentations on applications for zoning changes, conditional use permits, special exceptions and variances any may be called upon to make recommendations on all such matters.
- Presents reports and recommendations to citizens, Planning Commission, and Board of Supervisors at community meetings, work sessions and other meetings, which are routinely held after regular business hours.
- Conducts research and participates with others in the development of studies, projects, analyses, plans, policies, ordinances, and recommendations concerning the physical, social, and economic development of the county. Updates plans, studies and other planning documents as assigned by the Director of Community Development.
- Responds to inquiries from the community and general public regarding development activities.
- Maintains appropriate records and project and case files.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of planning and land development. Skilled in the collection, analysis and presentation of technical data related to planning, land use and site development. Ability to utilize word processing, spreadsheet, and presentation software programs. Ability to read and interpret all aspects of boundary and topographic surveys, engineering drawings and site plans and determine their compliance with local ordinances, regulations, and policies. Ability to explain orally and in writing policies, ordinances and regulations to lay people, individually or in groups. Ability to exercise discretion, tact and courtesy in working with government officials and the general public. Ability to establish and maintain effective working relationships with fellow employees.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in a planning related field (Public and Urban Affairs, Environmental Policy and Planning, Urban Studies and Geography, Urban and Environmental Planning, etc.) and 1 to 2 years experience as a practicing planner.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PRINCIPAL PLANNER/*DEPUTY ZONING ADMINISTRATOR* – 2115
Grade ~~27~~ *31*

FLSA Status: *Exempt*

General Definition of Work:

Performs professional planning work including the analysis and evaluation of proposed land development projects. Work involves coordinating the review of land use plans and proposals to ensure compliance with county-adopted ordinances and policies. Develops and prepares written reports analyzing strengths and weaknesses of all pending land use and related matters for the Planning Commission and Board of Supervisors each month. Assists in preparation of planning documents including the Comprehensive Plan, zoning and subdivision ordinances. *Functions as Deputy Zoning Administrator and Subdivision Agent.*

Essential Functions/Typical Tasks:

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews and coordinates review of minor and major subdivision plats and site development plans ensuring compliance with the county's ordinances, including but not limited to zoning, floodplain management, erosion and sediment control, stormwater management and waters & sewers. Includes preparing reports and maintaining verbal and written contact with applicants, developers, engineers, surveyors, the Planning Commission and Board of Supervisors.
- Processes applications for comprehensive plan amendments, zoning changes, conditional use permits, special exceptions and variances. Attends meetings routinely held after regular business hours, prepares notices of public hearing for publication, prepares reports and agenda packages, notifies applicants and adjacent property owners of hearing dates and times, provides Board and Planning Commission action letters to applicants.
- Prepares reports and supporting presentations on applications for zoning changes, conditional use permits, special exceptions and variances any may be called upon to make recommendations on all such matters.
- Presents reports and recommendations to citizens, Planning Commission, and Board of Supervisors at community meetings, work sessions and other meetings, which are routinely held after regular business hours.
- Conducts research and participates with others in the development of studies, projects, analyses, plans, policies, ordinances, and recommendations concerning the physical, social, and economic development of the county. Updates plans, studies and other planning documents as assigned by the Director of Community Development.
- Responds to inquiries from the community and general public regarding development activities, *zoning permit applications, and subdivision plat approvals.*
- Maintains appropriate records and project and case files.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of planning, *zoning* and land development. Skilled in the collection, analysis and presentation of technical data related to planning, land use and site development. Ability to utilize word processing, spreadsheet, and presentation software programs. Ability to read and interpret all aspects of boundary and topographic surveys, engineering drawings and site plans and determine their compliance with local ordinances, regulations, and policies. Ability to explain orally and in writing policies, ordinances and regulations to lay people, individually or in groups. Ability to exercise discretion, tact and courtesy in working with government officials and the general public. Ability to establish and maintain effective working relationships with fellow employees.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with a ~~bachelor's~~ *master's* degree in a planning related field (Public and Urban Affairs, Environmental Policy and Planning, Urban Studies and Geography, Urban and Environmental Planning, etc.) and ~~1 to 2~~ *3 to 5* years experience as a practicing planner.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

appointed leaders, and the general public to gauge the implementation status of the comprehensive plan. Good planning also requires the action plan to include a description of the specific steps that will be taken to involve citizens in the implementation of the plan. Table 9-1, which follows, outlines Southampton County's Action Plan and Schedule for the ensuing five years.

TABLE 9-1
ACTION PLAN AND SCHEDULE
SOUTHAMPTON COUNTY, VIRGINIA

IMPLEMENTATION ACTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Continue periodic workshop(s) involving the Board of Supervisors and Planning Commission to establish priorities with respect to growth management and land use and development priorities.	X	X	X	X	X
Study amendments to the zoning ordinance to continue or promote "smart growth" principles such as development clustering, buffers and landscaping, timed approach development alternatives, sliding scale development options, to incorporate design guidelines and standards for residential, commercial, and industrial developments, and to establish highway corridor overlays as needed.	X	X			
Study amendments to the subdivision ordinance to: continue or promote "smart growth" principles such as development clustering, timed approach development alternatives, sliding scale development options, etc.; discourage or prohibit strip residential development along State roads; require residential streets and roads to be built to State standards; and, reduce the loss of prime agricultural land for residential purposes.	X	X			
Continue use value taxation and support the creation of private, voluntary agricultural districts to help preserve and protect prime agricultural lands.	X	X	X	X	X
Continue capital improvements planning.	X	X	X	X	X
Continue developing and upgrading a County web site.		X			
Continue developing a County-wide mapping and geographic information system.		X			
Work with neighboring localities, the State, and regional entities to assess needs and capabilities and develop an information technologies infrastructure plan.			X		

TABLE 9 - 1 (continued)
ACTION PLAN AND SCHEDULE
SOUTHAMPTON COUNTY, VIRGINIA

IMPLEMENTATION ACTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Continue economic and industrial development planning.	X	X	X	X	X
Consider developing a parks and recreation plan, including an eco-tourism component focusing on natural assets.				X	X
Continue support for efforts to improve the County's appearance including programs to remove and dispose of junk vehicles, dilapidated structures, litter, hazardous materials, and debris.	X	X	X	X	X
Continue to work with Virginia Department of Transportation to identify and correct transportation system related problems and deficiencies and to develop a thoroughfare plan incorporating the Six Year Plan(s) and Transportation Improvement Program.	X	X	X	X	X
Develop a water and sewer master plan.		X	X		
Continue public participation activities including the use of "town hall" type meetings to receive citizen input.	X	X	X	X	X
Consider developing a housing plan.				X	X
Consider developing small area plans for community areas.				X	X
Consider developing a Countywide transportation plan including multi-modal opportunities.				X	X