



To: The Hinesburg Selectboard  
From: Trevor M. Lashua, Town Administrator  
Date: September 18, 2015  
Re: Planning and Zoning staffing (hours, reorganization, personnel, etc.)

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The Planning and Zoning Department is, once again, fully staffed.

When assembling the FY16 budget, the need for additional assistance with development review was highlighted. The proposal to fund 20 hours per week for an additional development review position was included in the budget approved by voters. The idea was to ensure that the department had at least 40 hours per week of staff time dedicated to development review and 20 hours per week to zoning enforcement.

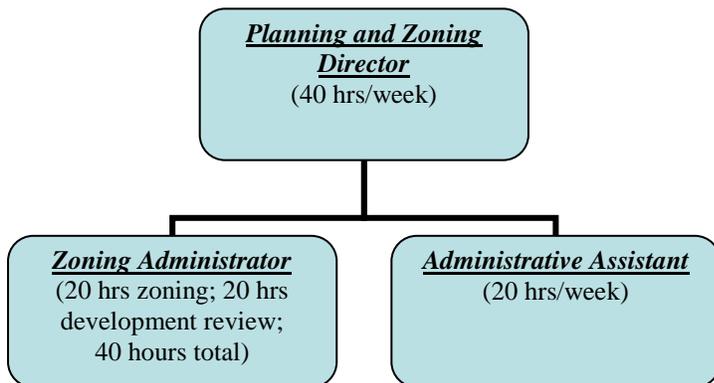
With the retirement of Peter Erb, the opportunity arose to reconfigure the department while maintaining the same overall ratio with regards to hours (40 hours towards development review, 20 hours towards zoning enforcement).

The 40 hours of development review work are consolidated in a single staff member as opposed to split between a full-time and part-time employee. The 20 hours of zoning enforcement work will be performed by a single part-time staff member. An additional 16 hours of administrative work will be performed by an administrative assistant. This is all done within the funding framework approved for FY16.

The net increase in hours for the department is 16 per week (from 100 hours in FY15 to 116 in FY16).

The former and current structure of the department is shown in the charts below.

Former:



Current:

