INVITES CANDIDATES TO APPLY FOR: DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

COMMUNITY PROFILE AND HISTORY

Conveniently situated off Interstate 84, twenty miles northeast of Hartford, the Town of Tolland, Connecticut, is home to 14,766. Tolland is filled with historic heritage, New England village charm, and an excellent school system, all of which combine to provide ample opportunity for business growth and an exceptional quality of life for residents.

For several years, Tolland has been ranked by Money Magazine in the top 40 of 100 “Best Places to Live” in the United States. Quality of life is the primary reason cited by residents for their decision to live in Tolland. The Town’s ideal location, welcoming semi-rural setting and character, ample open space, and the quality of residential developments make it a great place for families. Residents value the rural, small-town charm of the Town today and would like to see those characteristics retained as it grows and evolves.

Tolland hosts numerous popular celebrations and events throughout the year, including Celebrate Tolland, and the Cider Mill Road Race. The Town’s Recreation Department provides a variety of adult and youth sports, youth programs, adult education classes, and other offerings. Crandall Park is the Town’s main park and offers swimming in Crandall Pond, a play area, three tennis courts, lighted softball field, baseball field, lighted basketball court, hiking/biking trails, and fishing in Powell Pond. Crandall Park also features a year-round rental facility overlooking Powell Pond and the Pavilion at Crandall Park—a seasonal weekend rental facility overlooking the park.

The Town Administration has consistently supported planning initiatives. Four years ago, the department was restructured to include an Assistant Planner, who also serves as the Zoning Enforcement Officer and Wetlands Agent. The Department uses the services of a consulting engineering firm.

The Planning and Zoning Commission adopted an updated Plan of Conservation and Development in 2019. The Planning and Zoning Commission has been working with a consultant to update Zoning Regulations to implement the recommendations in the Plan.

An active Agriculture Commission has initiated a number of programs to support local farms and connect residents with locally-grown products. The Commission held its first Farm-to-Table Dinner in 2019 and plans to continue this event in the future. The Director of Planning and Community Development assists the Commission with these initiatives.

The Conservation Commission and volunteer Conservation Corps actively maintain trails at 16 town-owned conservation areas. Work is currently underway to complete Tolland’s first mountain biking park. The Commission holds hiking programs throughout the year.

Tolland teamed with Bolton, Coventry and Mansfield to develop a Four-Town Economic Vitality Action Plan, with work on the plan completed in late summer of this year. The next step is for the four towns to begin implementation. This position will be key to this.

These are just a few of the ongoing planning projects in Tolland.

A Few Facts about Tolland:

The Town of Tolland includes 40 square miles, with an estimated population of 14,766.

Key data from the 2019 Plan of Conservation and Development include:

- After decades of rapid growth, Tolland’s population has declined slightly since 2010.
- 95% of land in Tolland is zoned for residential uses.
- Almost 20% of Tolland is comprised of Parks & Open Space.
Form of Government

Tolland follows a Town Manager-Town Council form of government. The Town Manager acts as the Town’s “Chief Administrative Officer,” implementing the policies set by the Council and overseeing day-to-day operations. The Town Manager appoints all Department Heads with the approval of the Town Council. The Town Council is the Town’s elected legislative body, with the responsibility of setting Town policies.

Tolland Abridged Organizational Chart
Director, Planning and Community Development - Job Description Summary (full version attached)


Acts as principal contact for all manner of development proposals in town and coordinates the review of land use applications for commercial, recreational, office, industrial and residential development with pertinent staff members and members of other departments.

Provides comments and advice to the Town Manager, Town Council, Town Planning and Zoning Commission, and other Town Boards and Commissions as requested; researches and writes zoning and subdivision regulations and design guidelines.

Conducts field inspections for planning studies and development proposals.

Oversees Assistant Planner, who also serves as the Wetlands Agent and Zoning Enforcement Officer.

Administers the Open Space Program by evaluating land for strategic and ecological significance; maintaining contact with property owners.

Provides information and guidance to members of the public and land use owners as required pertaining to land use and zoning matters.

Proactively soliciting new business development, working with the Economic Development Commission.

Characteristics of the Ideal Candidate

A positive leader/manager who strives to excel in the challenging arena of municipal government.

Ability to provide Town Manager and Department Heads with recommendations/solutions to planning, zoning, and land-use issues.

A manager who seeks a teamwork approach to problem solving and who can work with the Town Manager and Department Heads to provide a high level of customer service.

A person who keeps the Town Manager informed on changes in land use regulations and policies, prospective developments, and planning-related issues facing the Town.

A person of high integrity who can maintain confidentiality.

Possesses proficient written and oral communications skills.

Possesses thorough knowledge of municipal planning and zoning practices and procedures, as well as economic development strategies.

Qualifications

Position requires Master’s Degree in Urban Planning or related field; 5-7 years of experience in municipal planning or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Special requirement: Certification as Planner by the AICP is desirable.
Projects and Opportunities

Work is underway with a consultant to update allowable uses in business zones and rethink the zoning strategies for the Tolland Village Area and Technology Campus Zone.

Begin implementation of the Four-Town Economic Vitality Action Plan.

Implement the 2019 Plan of Conservation and Development.

Continue actions to help Tolland achieve certification for Sustainable CT.

Help complete the transition to on-line land use permits.

Travel to national and regional planning conferences.

Compensation and Application Process

The starting salary for this position is between $77,250-$100,847 (DOQ) with an excellent benefit package that includes an ICMARC 401(a) retirement plan; health benefits and other employee benefits; and professional memberships.

Job ad, position informational packet with job description and application can be obtained at www.tolland.org under Help Center. Call the Town Manager’s Office at (860) 871-3600 for questions. Application, resume and cover letter are due by 4:00 p.m. December 21, 2020 to 21 Tolland Green, Tolland, CT 06084, attention Mike Wilkinson. EOE/AA

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