Land Use

James Ventres
Land Use Administrator

The Land Use Office serves many functions for the citizens of East Haddam.

- As direct staffing to the Planning and Zoning, Inland Wetlands and Watercourses Commission, Zoning Board of Appeals, Open Space Committee, and Water Pollution Control Authority.
- As indirect staffing for the Historic District Commission, Conservation Commission, Economic Development Commission, and Recreation Commission on associated issues.
- The office, through Planning and Zoning, serves as a central coordinating site for most planning and building projects conducted by Commissions, Boards, and community groups.
- To assist the public in completing applications for the above-referenced Commissions.
- As an education and information center for the citizens of East Haddam, Boards and Commissions, and individuals interested in the town with land use issues.
- To coordinate with the Building Department and the Chatham Health District an efficient system of review of applications and construction sites for compliance.
- Work with Public Works Department with watershed mapping, property line identification, and other associated tasks.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Land Use Administrator	Salaried	40 hours per week	Non-Union
Land Use Assistant	Hourly	35 hours per week	Union
Recording Secretary	Hourly	105 hours annually	Non-Union

Fiscal Year 2022-2023 Major Service Level Accomplishments

- The Planning and Zoning Commission heard six site plan review applications, two special exception applications, three subdivision applications, and three regulation reviews. It also approved one affordable housing application at Banner Lodge. The Planning and Zoning Commission also revised regulations pertaining to Accessory Units, Moodus Center Commercial/Mixed Use, Agricultural Uses and Seasonal to Year Round Regulations.

Fiscal Year 2023-2024 Major Service Level Goals

- To continue to serve the citizens of East Haddam in accordance with the Service Narrative above.
- Continue investigation of critical properties in the town.
- Continue to work with partners to preserve open space.

Additional Budget Information

Salaries: Increase for non-union and clerical employees in accordance with the clerical contract. For the fiscal year 2024, the increase is 2.50%.

Expenditures by Expense Type

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests 2-16-23 (General Fund)	FY2023 Budgeted vs. FY24 Requests 2-16-23 (General Fund) ($ Change)	FY2023 Budgeted vs. FY24 Requests 2-16-23 (General Fund) (% Change)
Expense Objects								
Salaries & Wages								
REGULAR EMPLOYEES	10541510-51510	$120,623	$124,140	$133,222	$130,807	$134,076	$3,269	2.5%
Land Use Administrator	*10541510-51510*	*$0*	*$0*	*$0*	*$79,865*	*$81,861*	*$1,996*	*2.5%*
Land Use Administrative Assistant	*10541510-51510*	*$0*	*$0*	*$0*	*$50,942*	*$52,215*	*$1,273*	*2.5%*
CLERICAL (RECORDING SECRETARY)	10541510-51540	$1,581	$2,002	$2,166	$2,400	$2,400	$0	0%
OTHER WAGES (LONGEVITY)	10541510-51590	$350	$350	$0	$0	$0	$0	0%
Total Salaries & Wages:		**$122,554**	**$126,493**	**$135,388**	**$133,207**	**$136,476**	**$3,269**	**2.5%**
Purchased Professional Services								
ENGINEER	10541510-53555			$18,250		$0	$0	N/A
ENGINEER-PLANNING AND ZONING	10541510-53555-71301		$1,605		$5,000	$5,000	$0	0%
ENGINEER-INLAND WETLANDS	10541510-53555-71401	$0	$3,806		$2,000	$2,000	$0	0%
ENGINEER-WATER POLLUTION CONTROL AUTHORITY	10541510-53555-71901	$0	$0		$1,000	$2,000	$1,000	100%
Total Purchased Professional Services:		**$0**	**$5,411**	**$18,250**	**$8,000**	**$9,000**	**$1,000**	**12.5%**
Purchased Property Services								
WATER/SEWER	10541510-54411	$0	$0	$0	$500	$500	$0	0%
Total Purchased Property Services:		**$0**	**$0**	**$0**	**$500**	**$500**	**$0**	**0%**
Purchased Other Services								
POSTAGE (ENVELOPES)	10541510-55301	$650	$717	$1,440	$1,500	$1,500	$0	0%
TELEPHONE/CELL PHONE	10541510-55305	$340	$340	$240	$340	$340	$0	0%
ADVERTISING/LEGAL NOTICES	10541510-55400	$856	$1,432	$2,744	$1,500	$1,600	$100	6.7%
PRINTING AND BINDING	10541510-55500	$0	$0	$0	$1,000	$1,000	$0	0%

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests 2-16-23 (General Fund)	FY2023 Budgeted vs. FY24 Requests 2-16-23 (General Fund) ($ Change)	FY2023 Budgeted vs. FY24 Requests 2-16-23 (General Fund) (% Change)
TRAVEL REIMBURSEMENT (MILEAGE)	10541510-55800	$0	$0	$0	$100	$100	$0	0%
Total Purchased Other Services:		**$1,845**	**$2,489**	**$4,424**	**$4,440**	**$4,540**	**$100**	**2.3%**
Supplies								
SUPPLIES	10541510-56010	$457	$1,062	$499	$1,000	$1,000	$0	0%
BOOKS AND PERIODICALS	10541510-56400	$413	$0	$0	$150	$150	$0	0%
Total Supplies:		**$870**	**$1,062**	**$499**	**$1,150**	**$1,150**	**$0**	**0%**
Miscellaneous								
DUES AND FEES	10541510-58100	$110	$110	$110	$300	$300	$0	0%
CONFERENCE	10541510-58110	$75	$40	$65	$300	$300	$0	0%
PA235 TO STATE	10541510-58425	$4,930	$6,902	$6,554	$7,000	$8,000	$1,000	14.3%
TRANSFER TO WPCA	10541510-58820	$25,000	$25,000	$0	$25,000	$50,000	$25,000	100%
Total Miscellaneous:		**$30,115**	**$32,052**	**$6,729**	**$32,600**	**$58,600**	**$26,000**	**79.8%**
Transfers								
FUND TRANSFERS OUT	10541510-59020			$25,000		$0	$0	N/A
Total Transfers:				**$25,000**		**$0**	**$0**	**N/A**
Total Expense Objects:		**$155,385**	**$167,506**	**$190,290**	**$179,897**	**$210,266**	**$30,369**	**16.9%**

Revenues by Source

Local Revenues:

Planning and Zoning Revenue: Fees collected for zoning permits, land use applications and pass-through fees to the State of Connecticut.

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests 2-16-23 (General Fund)	FY2023 Budgeted vs. FY24 Requests 2-16-23 (General Fund) ($ Change)	FY2023 Budgeted vs. FY24 Requests 2-16-23 (General Fund) (% Change)
Revenue Source								
Local Revenues								
PLANNING AND ZONING REVENUE	10541-44103	$14,240	$20,925	$20,289	$25,000	$25,000	$0	0%
Total Local Revenues:		**$14,240**	**$20,925**	**$20,289**	**$25,000**	**$25,000**	**$0**	**0%**
Total Revenue Source:		**$14,240**	**$20,925**	**$20,289**	**$25,000**	**$25,000**	**$0**	**0%**