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 2024-2025 Major Service Level Accomplishments

- The Planning and Zoning Commission heard two site plan review applications, six special exception applications, one subdivision application, five home occupation applications, one accessory apartment review and one conversion review.

Fiscal Year 2024-2025 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 2025, the increase is 2.50%.

Expenditures by Expense Type

Name	Account ID	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
Expense Objects							
Salaries & Wages							
REGULAR EMPLOYEES	10541510-51510	$133,222	$130,608	$134,077	$137,429	2.5%	$3,352
Land Use Administrator	*10541510-51510*	*$0*	*$0*	*$81,861*	*$83,908*	*2.5%*	*$83,908*
Land Use Administrative Assistant	*10541510-51510*	*$0*	*$0*	*$52,216*	*$53,521*	*2.5%*	*$53,521*
CLERICAL	10541510-51540	$2,166	$1,287	$2,400	$2,400	0%	$0
Total Salaries & Wages:		**$135,388**	**$131,895**	**$136,477**	**$139,829**	**2.5%**	**$3,352**
Purchased Professional Services							
ENGINEER	10541510-53555	$18,250		$0	$0	0%	$0
ENGINEER	10541510-53555-71301		-$131	$5,000	$7,500	50%	$2,500
ENGINEER	10541510-53555-71401		$7,483	$2,000	$3,000	50%	$1,000
ENGINEER-WATER POLLUTION CONTROL AUTHORITY	10541510-53555-71901			$2,000	$1,000	-50%	-$1,000
Total Purchased Professional Services:		**$18,250**	**$7,352**	**$9,000**	**$11,500**	**27.8%**	**$2,500**
Purchased Property Services							
WATER/SEWER	10541510-54411	$0		$500	$500	0%	$0
Total Purchased Property Services:		**$0**		**$500**	**$500**	**0%**	**$0**
Purchased Other Services							
POSTAGE	10541510-55301	$1,440	$804	$1,500	$1,500	0%	$0
TELEPHONE/CELL PHONE	10541510-55305	$240	$415	$340	$340	0%	$0
ADVERTISING	10541510-55400	$2,744	$1,522	$1,600	$1,500	-6.2%	-$100
PRINTING & BINDING	10541510-55500	$0	$1,250	$1,000	$1,000	0%	$0
TRAVEL REIMBURSEMENT	10541510-55800	$0		$100	$100	0%	$0
Total Purchased Other Services:		**$4,424**	**$3,991**	**$4,540**	**$4,440**	**-2.2%**	**-$100**
Supplies							
SUPPLIES	10541510-56010	$499	$1,072	$1,000	$1,000	0%	$0

Name	Account ID	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
BOOKS AND PERIODICALS	10541510-56400	$0		$150	$150	0%	$0
Total Supplies:		**$499**	**$1,072**	**$1,150**	**$1,150**	**0%**	**$0**
Miscellaneous							
DUES & FEES	10541510-58100	$110	$230	$300	$300	0%	$0
CONFERENCE	10541510-58110	$65	$215	$300	$300	0%	$0
PA 235 EXPENSE TO STATE	10541510-58425	$6,554	$5,394	$8,000	$7,000	-12.5%	-$1,000
SPECIAL PROGRAM	10541510-58820	$0		$25,000	$50,000	100%	$25,000
Total Miscellaneous:		**$6,729**	**$5,839**	**$33,600**	**$57,600**	**71.4%**	**$24,000**
Transfers							
FUND TRANSFERS OUT	10541510-59020	$25,000		$0	$0	0%	$0
Total Transfers:		**$25,000**		**$0**	**$0**	**0%**	**$0**
Total Expense Objects:		**$190,290**	**$150,149**	**$185,267**	**$215,019**	**16.1%**	**$29,752**

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	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY 23-24 Approved Budget vs. FY 24-25Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
Revenue Source							
Local Revenues							
PA92-235 REVENUE P&Z	10541-44103	$20,289	$26,605	$25,000	$25,000	0%	$0
Total Local Revenues:		**$20,289**	**$26,605**	**$25,000**	**$25,000**	**0%**	**$0**
Total Revenue Source:		**$20,289**	**$26,605**	**$25,000**	**$25,000**	**0%**	**$0**