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 one site plan review application, seven special exception applications, two subdivision applications, twelve home occupation applications, three accessory apartment reviews and one text amendment review. The Inland Wetland and Watercourses Commission heard twenty-seven permit applications and three subdivision reviews.

Additional Budget Information

Salaries: Increase for non-union and clerical employees in accordance with the clerical contract. For the fiscal year 2026, the increase is 2.50%.

Fiscal Year 2025-2026 Major Service Level Goals

- To continue to serve the citizens of East Haddam in accordance with the Service Narrative above.

Expenditures by Expense Type

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)	FY 2026 ($ Change)
Expense Objects								
Salaries & Wages								
REGULAR EMPLOYEES	10541510-51510	$130,608	$134,350	$137,429	$140,870	$3,441	2.5%	$3,441
Land Use Administrator	*10541510-51510*	*$0*	*$0*	*$83,908*	*$86,006*	*$2,098*	*2.5%*	*$2,098*
Land Use Administrative Assistant	*10541510-51510*	*$0*	*$0*	*$53,521*	*$54,864*	*$1,343*	*2.5%*	*$1,343*
CLERICAL	10541510-51540	$1,287	$1,560	$2,400	$2,400	$0	0%	$0
OTHER WAGES (LONGEVITY)	10541510-51590		$0	$0	$350	$350	N/A	$350
Total Salaries & Wages:		**$131,895**	**$135,910**	**$139,829**	**$143,620**	**$3,791**	**2.7%**	**$3,791**
Purchased Professional Services								
ENGINEER	10541510-53555-71301	-$131	$1,917	$7,500	$7,500	$0	0%	$0
ENGINEER-INLAND WETLANDS	10541510-53555-71401	$7,483	$2,082	$3,000	$3,000	$0	0%	$0
ENGINEER-WATER POLLUTION CONTROL AUTHORITY	10541510-53555-71901		$0	$1,000	$5,000	$4,000	400%	$4,000
Total Purchased Professional Services:		**$7,352**	**$3,999**	**$11,500**	**$15,500**	**$4,000**	**34.8%**	**$4,000**
Purchased Property Services								
WATER/SEWER	10541510-54411		$0	$500	$500	$0	0%	$0
Total Purchased Property Services:			**$0**	**$500**	**$500**	**$0**	**0%**	**$0**
Purchased Other Services								
POSTAGE (ENVELOPES)	10541510-55301	$804	$1,708	$1,500	$1,500	$0	0%	$0
TELEPHONE/CELL PHONE	10541510-55305	$415	$440	$340	$340	$0	0%	$0
ADVERTISING/LEGAL NOTICES	10541510-55400	$1,522	$2,076	$1,500	$1,800	$300	20%	$300
PRINTING AND BINDING	10541510-55500	$1,250	$0	$1,000	$1,000	$0	0%	$0
TRAVEL REIMBURSEMENT (MILEAGE)	10541510-55800		$0	$100	$100	$0	0%	$0
Total Purchased Other Services:		**$3,991**	**$4,224**	**$4,440**	**$4,740**	**$300**	**6.8%**	**$300**
Supplies								

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)	FY 2026 ($ Change)
SUPPLIES	10541510-56010	$1,072	$1,498	$1,000	$1,000	$0	0%	$0
BOOKS AND PERIODICALS	10541510-56400		$0	$150	$150	$0	0%	$0
Total Supplies:		**$1,072**	**$1,498**	**$1,150**	**$1,150**	**$0**	**0%**	**$0**
Miscellaneous								
DUES & FEES	10541510-58100	$230	$130	$300	$300	$0	0%	$0
CONFERENCE	10541510-58110	$215	$0	$300	$300	$0	0%	$0
PA235 TO STATE	10541510-58425	$5,394	$10,208	$7,000	$7,000	$0	0%	$0
TRANSFER TO WPCA	10541510-58820		$25,000	$50,000	$74,500	$24,500	49%	$24,500
Total Miscellaneous:		**$5,839**	**$35,338**	**$57,600**	**$82,100**	**$24,500**	**42.5%**	**$24,500**
Total Expense Objects:		**$150,149**	**$180,969**	**$215,019**	**$247,610**	**$32,591**	**15.2%**	**$32,591**

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	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)	FY 2026 ($ Change)
Revenue Source								
Local Revenues								
PLANNING AND ZONING REVENUE	10541-44103	$26,605	$34,214	$25,000	$25,000	$0	0%	$0
Total Local Revenues:		**$26,605**	**$34,214**	**$25,000**	**$25,000**	**$0**	**0%**	**$0**
Total Revenue Source:		**$26,605**	**$34,214**	**$25,000**	**$25,000**	**$0**	**0%**	**$0**

Expenditures Summary

$247,610 **$32,591**
(15.16% vs. prior year)

Land Use Proposed and Historical Budget vs. Actual

