



To: Mayor and Town Council Members

From: Mark C. Meyers

Date: January 8, 2026

Subject: Creation of Full-time Town Planner/Zoning Administrator Position

### **Background**

Since beginning my position as Town Manager and Community Development Director, it has become apparent that planning, zoning, and land use are issues are front and center in terms of activity and priorities for the community. There are ten pending ordinances related to these subjects plus several recent zoning requests considered and approved. Also, the General Plan is being updated. And while I have been able to help in these areas, the lack of capacity in the planning and zoning area is evident. Additionally, looking ahead, there are new developments in the planning stages as well as existing business considering expansion, that will continue demand on staff into the foreseeable future.

Under our current structure, we employ a part-time zoning administrator 20 hours per week. Additionally, we contract with a professional planner to assist with drafting ordinances. The current budget provides appropriations of approximately \$70,000 for these expenditures.

Recently, Mayor Krause and I have discussed utilizing these funds toward hiring a full-time person to fulfill both roles. Doing so would add capacity, expertise, control, and timeliness to deal with growth management. This position would report to the Community Development Director. It would also supervise the permit tech.

Attached is a draft job description. Development of a pay range is in the works.

### **Recommendation**

I would like to discuss this concept with Town Council at the January 14, 2026, Work Meeting and gain feedback and direction regarding whether to pursue it in the upcoming fiscal year budget or mid-year 2026. In the meantime, please contact me with any questions.

