

CITY OF STAMFORD

April 19, 2022

# DEPARTMENT FUNCTIONS

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## *Land Use Bureau Functions*

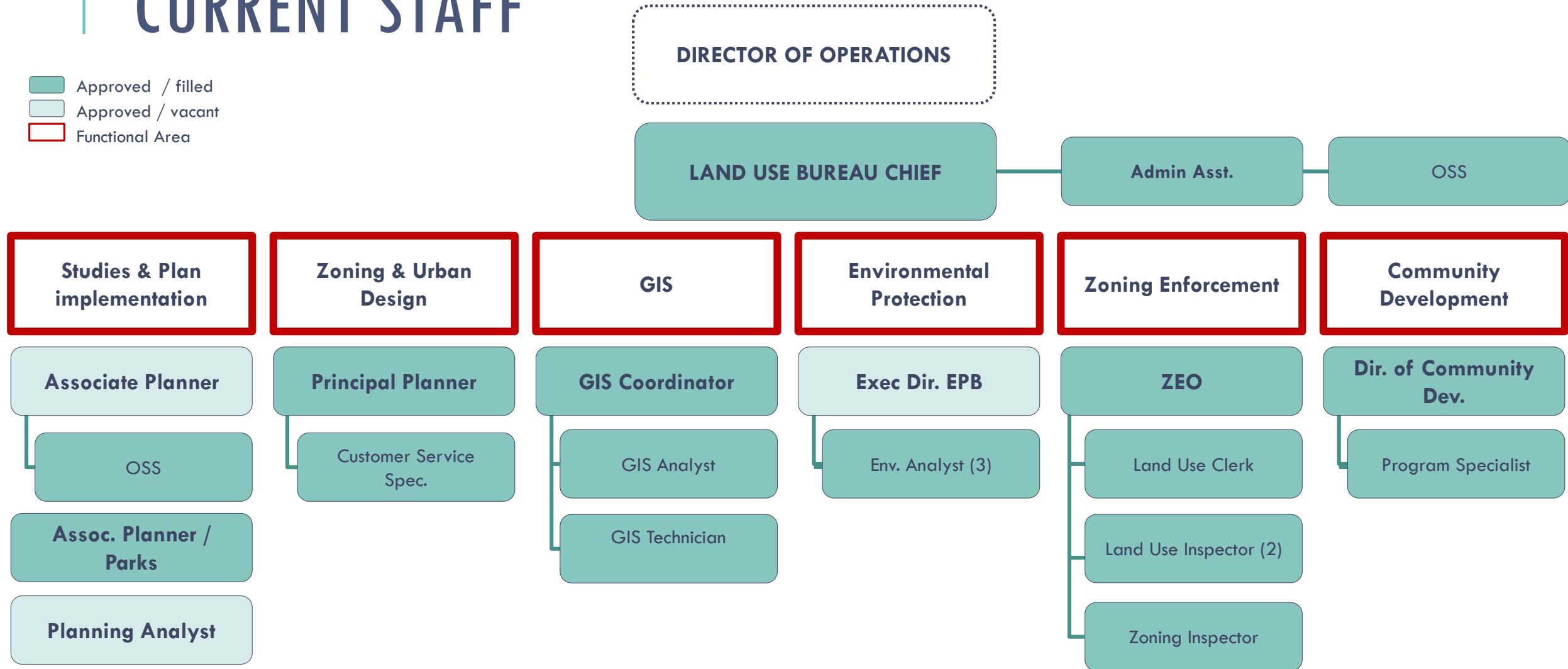
- Plan for the future of Stamford through the Master Plan, other plans and the Capital Budget
- Regulate land use and building form through Zoning
- Enforce the City's Zoning Regulations
- Regulate and enforce inland wetlands and coastal regulations
- Administer federal grant programs such as the Community Development Block Grant (CDBG) and HOME
- Provide maps and geographic information to agencies citywide and the general public
- Liaise with the Planning Board, Zoning Board, ZBA, EPB, HPAC, Affordable Housing Trust Fund, Historic Preservation Trust Fund

# CURRENT STAFF



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- Approved / filled
- Approved / vacant
- Functional Area



Land Use Bureau headcount: 23

# CURRENT STAFF — STUDIES & PLAN IMPLEMENTATION

## Planning

- Associate Planner: Liaises with Planning Board, reviews subdivision, Master Plan and other applications, prepares Capital Budget with OPM, prepares and oversees planning studies (scoping, grant application, writing RFPs, oversight)
- Associate Planner, Parks: Oversees parks capital projects and planning, writes RFPs for park improvements, prepares studies (scoping, RFP, oversight), grant applications
- Planning Analyst: Analyzes census and other relevant data, oversees Below Market Rate housing program, liaises with Affordable Housing Trust Fund, special projects

## Community development

- Manages Federal CDBG and HOME Fund Programs

# CURRENT STAFF — ZONING & URBAN DESIGN, ZONING ENFORCEMENT

## Principal Planner:

- Liaise with Zoning Board
- Coordinate review of applications to the Zoning Board with other reviewing agencies
- Review Applications to Zoning Board for consistency with zoning and design quality
- Update Zoning Regulations
- Liaise with developers and other applicants for Zoning Board Applications

## Zoning Enforcement Officer (ZEO)

- Issues Zoning Permits as part of the building permit
- Issues standalone permits (e.g., outdoor dining)
- Enforces zoning violations – conducts inspections, issues citation and Cease and Desist orders
- Manages 4 staff (3 Land Use / Zoning Inspectors, Land Use Clerk)

# CURRENT STAFF — GIS & EPB

## EPB

- Review inland wetlands septic and coastal applications
- Liaise with EPB Board
- Manage Community Rating System (CRS)
- Review building, zoning and other applications for consistency with inland wetland, coastal, stormwater management and erosion control regulations
- Respond, inspect and enforce wetlands violations

## GIS

- Maintain and update city's geographic data for taxing, emergency response and other purposes
- Prepare maps, e.g. electoral maps
- Provide support for GIS users
- GIS Coordinator manages two GIS Analysts / Technicians



**FISCAL YEAR 2022-23**

# CHANGES FOR THE NEXT FISCAL YEAR

- No program expansions / new hires planned for next FY year
- No increase in other operation costs expected or requested

# CAPITAL BUDGET REQUEST ITEMS

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C66322 Citywide GIS Aerial Photography  
(\$75,000)

001255 Park-wide Signage Program  
(\$50,000)

00126 Invasive Species Plan  
(\$125,000)



Capital  
Budget



# STAMFORD, CT

