

CANTON, MA – Town Planner



Position Statement

Canton, MA (pop. 24,370) is a lively community just 15 miles southwest of downtown Boston, within the Greater Boston area. Situated in Norfolk County, Canton offers direct access to all the area's major highways and commuter rail station, making it an attractive home for many businesses. With easy access to the entire Metro area, Canton offers the amenities of a larger town without compromising the feel of being a smaller town. The Town has experienced steady population growth. The Canton Master Plan was updated between 2017 and 2019 and was adopted in April 2020.

The Town is seeking a new Town Planner to guide Canton's community development. A top priority for the next Town Planner will be the implementation and managing the execution of the [Canton Master Plan 2035](#). This will require working with various Town boards, committees, and departments to achieve Plan objectives and goals. A [Master Plan Implementation Committee](#) meets at



least quarterly with the Town Planner to track this progress. The Committee has published a [Strategic Framework for 2020-2025](#) that outlines the timeline of goals for Master Plan implementation over the next several years. The Town has gained Green Community status, drafted a [Municipal Vulnerability Preparedness Plan](#), and has a 10+ year successful track record as a Community Preservation Act community.

The ideal candidate will be a collaborative, mission-oriented team player who cares deeply about improving the lives of our residents and supporting our businesses. The candidate will be an excellent writer as grant writing is an important aspect of the job. Obtaining state and federal money to advance local development related issues will be central to the work of the Planner. Strong interpersonal skills as well as the ability to work across town entities is essential while also being able to work independently. This position would be a great fit for individuals with a solid understanding of land use and development, housing and economic development, and who would be excited to take on the Master Plan implementation with pride.

Annual Salary: \$105,000 +/- DOQ. 40 Hours/Week. Exempt position. The Town of Canton is an EEO/AA Employer.

Town Government

Canton has adopted Open Town Meeting as its form of Government. There is a Town Administrator and Select Board. The town holds the Annual Town Meeting on the second Monday of May each year. Canton's public school system consists of three elementary schools, one middle school, and one high school. There is also a parochial elementary school and one regional high school.

Local Economy

The Town has a strong commercial tax base, but the Town is looking to continue to encourage commercial and industrial growth to keep residential tax burden low. The Town of Canton is projected to continue to have more jobs than residents. In 2017 Canton had 1.04 jobs for every resident, compared to 0.61 in the Boston metro area as a whole. The Town has six major employment areas. The local economy primarily consists of construction, professional and technical services, wholesales trade, health and social care assistance, and finance and insurance.

Housing

Affordable housing, like many communities in the state, is a major issue. In particular, as an MBTA community, the next Planner will need to manage the new [MBTA Multi-Family zoning requirement](#) (Section 3A of MGL c. 40A) regarding density. The Planner will need to work closely with the [Affordable Housing Trust](#), which was created in 2021, to create new housing. Canton's housing stock is largely uniform, mostly comprised of 3+ bedrooms, detached single-family homes. Thirty percent of Canton's households are income [qualified for affordable housing](#), however, only about 500 homes in Canton have affordability restrictions (as of 2020).

Downtown Canton

Canton has a vibrant, mixed-use downtown which is commonly recognized as three areas: Downtown, Canton Junction, and Route 138. Canton Center's Zoning, the "Canton Economic Opportunity Overlay District" has been in existence for nearly 20 years, guiding Town Center investments. The Town is looking to build upon the strengths of the area and to continue to encourage mixed-use developments and establish it as a walkable, active community center. The Town of [Canton is currently working with the Metropolitan Area Planning Council \(MAPC\)](#) to facilitate a planning process to define and build support for potential zoning updates that will work towards this goal. The Planner will need to oversee this and other development projects as they relate to the Town's community development and Master Plan.





Several projects are ongoing in the downtown area, adjacent to the Center is the Copperworks Projects, located at the Paul Revere Heritage site. This project is the largest of the ongoing developments and will provide 212 condominium units for sale as well as an age-restricted development, and nine acres that will be held by the Town, including a historic building that will be a restaurant and museum, [the Paul Revere Museum of Discovery and Innovation](#).

Sustainability

Canton has already completed many [sustainability initiatives](#), with many more efforts ongoing or planned in the future. These initiatives cross departments, including but not limited to the Planning Department, the Department of Public Works, the Building Department, and the School Department. They also engage with boards, committees, and volunteer groups. Canton's [Sustainability Committee](#) advises the Town on sustainability efforts and initiatives.

Position Details

Responsibilities: The Town Planner performs complex planning, administrative, and supervisory work for the Town of Canton. Work involves developing sound approaches to growth and development; assessing proposals for growth control, land use development, community housing strategies and zoning by-law changes; developing long-range planning studies; assisting in review and evaluation of development proposals, providing input for specific planning and development issues; seeking and preparing grant applications; and performing other work such as site design and landscaping plans for municipal properties.

Staffing: The Town Planner will be operating independently with some administrative support within the organization.

Finances: The Town's FY23 Budget is approximately \$25.05 million. Grants will fund much of the work of the Planning Department.

Essential Functions (examples):

- Meeting and information coordination for upcoming Town projects between departments and interested parties.
- Plans, designs, and carries out a program of Town planning, including the following: community goals and objectives, land use planning, housing, economic development, integration of strategies and initiatives, and implementation programs.
- Develops and prepares reports for the Select Board and the Planning Board.
- Serves as professional staff to the Planning Board and Select Board.
- Supports Town Administrator with special projects as assigned.
- Attends meetings and public hearings of the Planning Board, attends meetings and public hearings of the Select Board and other Boards and Committees when required.
- Serves as the Town's representative to local, regional, and state level organizations and committees.

Important Links:

- [Town of Canton](#)
- [Municipal Budgets](#)
- [Planning Department](#)
- [Land Use and Economic Development](#)
- [Plans and Projects](#)
- [Canton Master Plan 2035](#)





Ideal Qualifications

- Bachelor's degree in Urban Planning, Public Administration or a related field and three to five years of experience in a related field; or an equivalent combination of education and experience with municipal planning.
- Expertise, or ability to attain expertise, in utilization of planning-related software such as GIS and similar programs is a plus.
- Knowledge of, or ability to attain knowledge of, state and local laws relating to community preservation, planning, zoning, and affordable housing, including General Laws, Chapter 40A and 40B of The Zoning Act and Chapter 41, Municipal Planning and Subdivision Legislation Sections 81A through 81GG, and Chapter 44B.
- Skill and experience in communicating with and engaging the public on Planning Department issues of importance that would benefit from public input, including through forums, focus groups, surveys, and social media.
- Self-starter who enjoys new challenges and achieving community goals.

How to Apply

Position is open until filled. For a guaranteed review of materials, send cover letter and résumé via email, in a single PDF, in confidence by March 22, 2023, 3:00 p.m. EST, to:

Apply@CommunityParadigm.com

**Subject: Canton
Town Planner**

Any questions regarding the position or application process should be directed to:

Bernard Lynch, Managing Principal
Community Paradigm Associates
BLynch@CommunityParadigm.com
978-621-6733

The Town of Canton is an EEO/AA Employer.

