

CHATHAM, MA



Town Planner Position Statement

Chatham, MA (6,594 population, increasing to over 30,000 in summer), is a seaside town known for its maritime heritage, beaches, wildlife, and natural beauty, located on the elbow of Cape Cod, and surrounded on three sides by water. With 67 miles of coastline, Chatham has long been a popular destination for tourists with world class resorts and includes a vibrant community for year-round residents. The Town has achieved a AAA Standard & Poor's bond rating, the highest rating for municipalities, since 2009 and reaffirmed as recent as May 25, 2023, and an FY24 operating budget (without regional education assessments) of \$37.76 million. Chatham's finances are strong and stable. The Town has received a GFOA Certificate of Achievement for Excellence in Financial Reporting for FY2022. Chatham's



ongoing priorities include the impacts of climate change, affordable and workforce housing, long-term planning initiatives, coastal resiliency, drinking water production/infrastructure, wastewater project, and maintaining the historical presence and character of the community.

To serve as its Town Planner, Chatham is seeking an experienced and visionary planner with exceptional presentation and communication skills. This is an excellent opportunity for a talented planning professional to join an innovative and high-functioning organization that values its employees. Town management is committed to a supportive workplace environment that provides opportunities for employee engagement among colleagues and within the Chatham community. Excellent opportunities for a hybrid remote work schedule as

well as professional development and long-term advancement. The next Town Planner must be highly collaborative and able to work well with colleagues, local, state and federal officials and agencies. The Town of Chatham has a collaborative team environment and professional customer service, internally and externally, is a priority. Candidates must be able to engage and communicate with a variety of stakeholders including elected and appointed officials, colleagues, community groups, residents, and businesses. Knowledge of the Massachusetts Zoning Act, Massachusetts Community Preservation Act, and related local, state and federal laws and regulations is required. AICP certification desirable but not required. Candidates should have a master's degree in planning or related field; and 3 to 5 years of related experience; or any equivalent combination of education, certification, and experience.

Annual salary: \$100K+/- DOQ. The successful candidate will receive an attractive compensation package commensurate with qualifications and experience including health and retirement plans. *Chatham is an American with Disabilities Act/Equal Opportunity/Affirmative Action Employer.*




Government

Chatham is a full-service Charter community with an Open Town Meeting form of government. The five-member elected Select Board represents the executive branch of Town government and is responsible for calling Town Meetings and approving the Town Meeting warrant. The Select Board appoints the Town Manager. The Town Manager is the appointing authority for municipal employees, and contracting authority for all departments except the library and regional school district and is responsible for overseeing all budgetary, financial, and personnel administration activities of the Town. Chatham residents are accustomed to an open and communicative Town government and a high level of service.

The elected positions, boards, and committees in Chatham include Select Board, Moderator, Monomoy Regional School District Committee, Housing Authority, and a representative to the Barnstable County Assembly of Delegates. The Select Board appoints the seven-member Planning Board as well as other boards, commissions, and committees.

Community Vision



TOWN OF CHATHAM | MA


FY2025 and beyond

Select Board Goals and Objectives Voted January 27, 2024

Vision Statement

Chatham in 2030 will be a forward-looking, engaged, and inclusive community of demographically diverse year-round citizens that maintains a unique integration of preservation of its pristine environment, promotion of a healthy economy, fiscally responsible and responsive leadership, and a welcoming environment for all to Chatham.







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Select Board Priorities for FY2025 and beyond

FY2025/CY2024 Select Board Goals and Objectives Voted January 27, 2024

 • Year-Round Housing	 • Environmental Conservation, Coastal Resiliency, and Natural Resources
 • Educational Excellence	 • Water Management
 • Foster a Vibrant and Sustainable Local Economy	 • Respond Effectively to the Needs of a Diverse, Welcoming, and Livable Chatham

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Economic and Community Development/Town Projects

As detailed in the Town's Comprehensive Plan, Chatham has worked diligently to retain its historic village character with its distinct neighborhood centers, small and intimate building scale, walkability, and strong relationship to the sea. Chatham's economy is similar to the Cape Cod region in its high percentage of households with retirement income and its high percentage of persons employed in retail trade and services; however, there are differences. Chatham has twice the Cape Cod average of self-employed persons, a higher-than-regional average number of commercial fishermen, and more highly valued residential properties. Approximately half of the homes in Chatham are used seasonally and about one-third of the adults are retired. Over the years, the growing retired population have brought an increase in economic and cultural stimulation, while the tourist industry created business and job growth. Due to its location and character, Chatham is not a town tourists cruise through, rather a destination. Those who visit Chatham do so intentionally, to frequent the downtown, flock to the beaches, or stay for days, weeks, or months at a time.

Chatham has a thriving fishing and service industry, which includes restaurants, resorts, shops, medical and legal professionals, as well as numerous personal, technical, and trade service providers. The Chatham Municipal Airport is a general aviation facility that primarily focuses on the needs of private pilots, aircraft owners, and aviation enthusiasts. Chatham is a robust seaside town with a strong sense of community pride. The Town invests in its infrastructure, facilities, programs, and services for all ages. In addition to several public works projects underway, various coastal, development, and housing projects currently underway or upcoming include:

- Construction on the George Ryder Road multi-use path connecting the Old Colony Rail Trail to the multi-use path along the Route 28 corridor in West Chatham.
- The Eldredge Garage Visitor Center and Parking Lot project, scheduled for completion in May.
- Issuance of two Requests for Proposals (RFPs) for housing development at the Main Street and Meetinghouse Road properties.
- 90 Bridge Street Upweller and Bulkhead Construction.
- Low-Lying Roads project in conjunction with the Cape Cod Commission.
- Ryder's Cove Bulkhead and Ramp Replacement.
- Stage Harbor Entrance Erosion & Shoaling.
- Old Mill Boat Yard Shore Access Stair Installation.
- Recent completion of the Jackknife Harbor Beach Master Plan and implementation underway.
- Marconi Tower Relocation.

Important Links:

- [Town of Chatham](#)
- [Town Charter](#)
- [Town of Chatham Planning Division](#)
- [Town of Chatham Planning Board](#)
- [Town of Chatham Long Range Comprehensive Plan](#)
- [Route 28 Visioning Study](#)
- [West Chatham Neighborhood Center Zoning Initiative](#)
- [Monthly Town Manager Reports to Select Board](#)
(including reports from Community Development Dept.)
- [Finance Documents](#)
- [Chatham OpenGov](#)
- [2022 Annual Town Report](#)





Planning Initiatives

The Town of Chatham has developed several plans for which implementation is underway. Ongoing review and future updates to these plans will be necessary. These include, but are not limited to, the Comprehensive Plan, the Hazard Mitigation plan, the ADA Transition Plan, the Open Space and Recreation Plan, Chatham 365 Task Force recommendations, and the Route 28 Visioning Study.

Other upcoming/ongoing projects and initiatives include the West Chatham Neighborhood Center Zoning Initiative, developing and revising zoning bylaws to promote housing options, and working with the Cape Cod Commission on various regional initiatives, plans, and bylaws.

The Planning Board meets at 5:00 p.m. on the 2nd and 4th Monday of every month. The Planning Board meetings are now being conducted in hybrid format.

Finances

Chatham's financial condition is strong and stable. The Town has an FY24 operating budget (without regional education assessments) of approximately \$37.76 million with an Omnibus Budget Amount (including regional education assessments and excluding borrowing authorizations) of approximately \$64.73 million. Chatham's AAA Bond Rating was reaffirmed by Standard and Poor's in May 2023 with a "stable" outlook. The Town's budgetary performance, inclusive budgeting, and financial management review practices, COVID financial recovery plan, cyber security, and coastal resiliency planning efforts contributed to maintaining the AAA rating. The FY24 certified tax rate is \$3.57 for residential, commercial, and industrial properties. The FY24 property tax base is 94.45% residential and open space, and nearly 5.6% commercial, industrial, and personal. The average single family tax bill in FY24 is \$5,641. Chatham's total assessed valuation in FY24 is \$11.6 billion.

The Town is committed to operational transparency and investment in technology platforms such as ClearGov, OpenGov, and City Hall Systems.



Position Responsibilities

The Town Planner is a member of the Community Development Department and reports to the Director of Community Development. The position plans, coordinates, organizes, manages, and directs the activities of the Town's planning efforts to balance growth and development in a sustainable manner with the preservation of community character. For specific projects and in conjunction with some responsibilities, this position may supervise other planning or administrative staff.

The Town Planner's responsibilities include, but are not limited to:

- Manage and direct Town planning activities. Provide management direction and guidance; intervene as necessary to resolve administrative or technical issues. Serve as advocate for Town planning; represent Town planning in internal and external groups.
- May represent the Town Manager and Director of Community Development, and/or Town of Chatham at meetings, public hearings, etc. as directed.
- Provide higher level guidance on long-range planning to the Town Manager, the Select Board, the Planning Board, Historical Commission, other departments, boards, committees, and task forces as needed.
- Serve as staff liaison to the Planning Board and to other committees as needed.
- Gather, interpret, evaluate, and prepare data for studies, reports for decisions-making purposes, and coordinate the review of development applications or projects with applicable Town departments, interest groups, State and local officials and agencies, as needed.
- Conduct technical research studies and prepare statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, and make presentations as assigned.
- Assist in the development and implementation of growth management, land use, economic development, housing, transportation, facilities or other plans and bylaws to meet the Town's needs and any inter-governmental agreements or requirements.
- Collaborate with other Town officials in cross-disciplinary initiatives.
- Oversee updating of a variety of maps and publications and preparation of graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
- Coordinate and manage planning consultant contracts, as assigned.
- Participation as assigned in a variety of external organizations focusing on key planning and community development issues to maintain a current knowledge of the planning field by participating in professional activities and continuing education.
- Facilitate implementation of the Local Comprehensive Plan in coordination with the Director of Community Development and Town Manager, incorporating Select Board initiatives, ensuring that said initiatives are identified, quantified, and prioritized.
- Responsible for updating and maintaining the Town's Hazard Mitigation plan in collaboration with other departments and outside agencies.





Minimum Qualifications

- Master's degree in planning or related field and 3 to 5 years of related experience; or any equivalent combination of education, certification, and experience.
- AICP certification desirable but not required.
- Knowledge of the Massachusetts Zoning Act, Massachusetts Community Preservation Act, and related local, state, and federal laws and regulations.
- Proven ability to manage complex planning processes and projects.
- Ability to communicate effectively orally and in writing, including superior public presentation skills.
- Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, local, state, and federal officials, businesses, residents, and the general public.
- Ability to work effectively with boards and commissions.
- Excellent organizational skills.

How To Apply

Position is open until filled with a first review of résumés on May 24, 2024, 3:00 p.m. EST. Send cover letter and résumé via email, in a single PDF, to:

Apply@communityparadigm.com

**Subject: Chatham
Town Planner**

Questions regarding the position should be directed to:

Julie Jacobson, Senior Associate
Community Paradigm Associates
JJacobson@communityparadigm.com

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Credit for photos: Hunter Macdonald



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