

TO: Richmond Planning Commission

FROM: Ravi Venkataraman, Town Planner

DATE: January 14, 2022

SUBJECT: Appointment of a Zoning Administrative Officer

The current Zoning Administrative Officer (also referred to as Zoning Administrator) Keith Osborne will be leaving the position on February 1, 2022. The Town has advertised for the position. In the meantime, Kayla Vaccaro will be stepping in as the Zoning Administrator in the interim until the Town finds a permanent replacement.

Typically, when the Zoning Administrator position becomes vacant, the Town responds by having the Town Planner take on the Zoning Administrator responsibilities until a permanent replacement is hired; by contracting with CCRPC or an individual to be the Zoning Administrator in the interim; or a combination of both of the aforementioned. CCRPC is currently unable to provide the Town assistance.

Kayla was the planning intern for the town in the fall of 2021. She recently finished her Bachelors Degree at University of Vermont, where she studied Sustainable Land Use and Community Development. Her resume is enclosed. She is well versed with planning and zoning practices, and has become acquainted with the Richmond Zoning Regulations and Richmond Subdivision Regulations during her internship. Keith and I will be training her with Zoning Administrator position until the end of the month.

Under 24 V.S.A. §4448, the Planning Commission must nominate a Zoning Administrative Officer to the Selectboard, and the Selectboard must appoint the Zoning Administrative Officer to a three-year term. Statute specifies that the appointment of the Zoning Administrative Officer must be for a three-year term and that the appointment occurs when a vacancy in the position exists. Statute does not specify whether the Zoning Administrative Officer needs to be nominated before being appointed, or vice-versa.

The Town has the ability to appoint one acting Zoning Administrative Officer who would have the abilities of the Zoning Administrator in their absence; I am currently the acting Zoning Administrative Officer for the Town.

To facilitate action, I have prepared the following draft motion:

*I, \_\_\_\_\_, move to appoint Kayla Vaccaro to serve as the Zoning Administrative Officer for a three-year term for the Town of Richmond effective as of February 2, 2022.*

# KAYLA VACCARO

✉ [kayla.vaccaro@uvm.edu](mailto:kayla.vaccaro@uvm.edu)

📍 Burlington, VT

in [linkedin.com/in/kayla-vaccaro](https://www.linkedin.com/in/kayla-vaccaro)

☎ (978)-844-3487

## EXPERIENCE

### Planning Intern

#### Richmond, VT Planning and Zoning Department

📅 Aug 2021 – December 2021 📍 Richmond, Vermont

- Calculated average housing density within a population of over 4,000 people to compare allowable density per zoning to existing densities
- Studied Planned Unit Development/Conservation subdivision Ordinances in all 12 Vermont municipalities with existing ordinances in order to create a comparison table tool for the Richmond Planning Commission
- Drafted Planned Unit Development subdivisions on existing parcels as a model for future open space conservation and development

### Wetland Delineation Job Shadowing

#### Arrowwood Environmental

📅 June 2021 – July 2021 📍 Lowell, Vermont

- Shadowed ecologist, Jeff Parsons, to gain insight on assessing land for development
- Identified Facultative Wetland plants
- Sampled Soils to determine wetland areas

### Transportation and Parking Services Intern

#### University of Vermont

📅 Sept 2019 – Dec 2019 📍 Burlington, Vermont

- Assessed student need for transportation to outdoor recreation
- Engaged with 220 students in strategic data collection efforts
- Created a toolkit for students to access local outdoor recreation using survey results

## LEADERSHIP

### President of Logistics

#### UVM FeelGood

📅 Aug 2020 – Oct 2021 📍 Burlington, Vermont

- Scheduled, planned, and ensured adequate follow-through for all club events and meetings, requiring additional persistence and flexibility throughout the Coronavirus Pandemic
- Communicated with 18 officers and fostered team building through outdoor and virtual events
- Coordinated new fundraising events, raising \$1,300 in one day, and collaborated with multiple on-campus clubs to form mutually beneficial partnerships
- Peer-advised other chapter presidents across the United States and Canada as the most successful chapter within the Hunger Project's larger global domain

Previous Positions: Social Media Chair, Sustainability Officer, General Member

## EDUCATION

### B.S. in Sustainable Land Use and Community Development

#### University of Vermont

📅 Aug 2018 – Dec 2021

- GPA: 3.80
- Self-Design Major

## SKILLS

AutoCAD

GIS

SketchUp

Hand Drafting

Microsoft Office

Google Suite

Ecological Design

Landscape Design

Permaculture

## RELEVANT COURSEWORK

- Community Design Studio
- Introduction to Landscape Design
- Ecological Landscape Design
- Design Innovation for Sustainable Cities
- Sustainable Community Development

## PROJECTS

**Kay-Meyer Property:** Designed circulation pathways and erosion control methods on residential property.

**UVM Horticulture Farm:** Redesign of a section of a farm to best use area and reflect cultural past and present of Burlington.

**Dead Creek Wildlife Area:** Created a landscape that consisted of native plant species serving local bird and other species. Visualized bloom time for each species by season.