

Statement of Qualifications for Planning Services for Zoning Rewrite in Casco Village District

Town of Casco, Maine



November 13, 2025





CONTENTS

LETTER OF INTEREST.....	2
FIRM PROFILE.....	3
PROJECT TEAM.....	4
PROJECT APPROACH.....	6
QUALIFICATIONS AND REFERENCES.....	8
PROJECT BUDGET.....	12
RESUMES.....	13



Anthony Ward, Town Manager
635 Meadow Road
Casco, ME 04015

November 13, 2025

Re: Statement of Qualifications – Casco Village Zoning Rewrite

Dear Mr. Ward,

Thank you for this opportunity to submit our teams' qualifications for assistance with a Zoning Rewrite for Casco Village District. Please accept this response as an indication of our strong interest in this project. It is refreshing to see a community committed to the implementation of the ideas that were identified in their Comprehensive Plan.

The members of our firm are excited about the possibility of continuing to work with the Town of Casco, and could start work on this project early in 2026 if selected. We believe our team's extensive comprehensive planning and land use regulation experience, as well as our ability to conduct effective public outreach, will bring the skills and expertise required to reach the stated goals for this project. For this project, I will serve as the project manager and point of contact from our Plymouth, NH office.

The enclosed proposal will further detail who we are, our related experience, a suggested project approach, and the potential cost for a project of this scope and duration. Thank you again for this opportunity to offer our services, and I hope we have the opportunity to meet with representatives of the town to discuss this project further.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Whitman", is positioned above the typed name.

Steve Whitman, EdD, AICP
Founder and Principal
Resilience Planning & Design LLC
1 Bridge St, Suite 301 Plymouth NH 03264
P: 603-381-1798
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W: www.resilienceplanning.net

FIRM PROFILE



RESILIENCE PLANNING & DESIGN LLC provides collaborative planning, design, and education services throughout the northeast. Currently we have three full-time planners and a GIS analyst on staff. Beyond this core team, we collaborate with other professionals on a project-by-project basis to ensure we can deliver the specific skills needed for each initiative. Our firm has extensive experience working on a range of planning projects in communities of all sizes, but one of our specialties is leading comprehensive planning initiatives. Another specialty is working on regulatory approaches that reinforce traditional downtowns and village centers like Casco Village District. We have become extremely proficient in both analyzing and developing creative solutions related to the topics of land use, housing, transportation, natural resources and hazards, open space and conservation, community facilities, and others that are essential to comprehensive plans and regulation development. We are also very experienced with community outreach and engagement, GIS analysis, graphic communication, and document creation. As a team, we have been working to make planning and regulatory documents more accessible and engaging to the public and municipal boards. We also have the ability to create the concise language and visuals needed to clearly communicate Casco's land use vision, regulatory strategies, and the implementation program needed to reach that vision.

PROJECT TEAM

STEVEN WHITMAN, EDD, AICP **PRINCIPAL PLANNER & PROJECT MANAGER**

Steve Whitman is professional planner and educator who has been working in the public, non-profit, and private sectors for over twenty-five years. Steve will serve as one of the primary project managers and will ensure the project meets the scope and deliverables identified. Steve established Resilience Planning & Design to assist municipalities, agencies, and non-profit organizations with planning initiatives and implementation efforts that reinforce their visions and future land use plans. His work includes strategic open space planning, comprehensive planning projects, housing assessments, and regional and watershed scale natural resource planning. Steve is also a published researcher on the value of holistic natural resource protection and regenerative design at the municipal scale. His work has been published in Planning magazine. Steve is also a founding member of Pemi-Baker Trails in Plymouth, NH and an active board member for Mill City Park in Franklin, NH.



ELIZABETH MALLOY **PLANNER & DESIGNER**

Liz Malloy is a professional planner and designer who holds a M.S. in Ecological Design and Planning and has completed a variety of comprehensive planning projects for municipalities focused on dynamic visioning, place-based analysis, collaborative land use planning, creative plan development, and designing equitable outreach and engagement processes. Liz is passionate about helping communities of all sizes realize their goals and envision solutions to complex, interrelated local and regional issues. She is formerly a municipal and regional planner, is a certified permaculture design teacher, and is highly skilled in group facilitation, graphic design, project management, and strategic planning.



PROJECT TEAM CONTINUED

ZAK BROHINSKY GIS ANALYST

Zak Brohinsky is an expert in in GIS analysis, data management, and conservation planning. With a foundation in land conservation and stewardship, Zak understands complex environmental and social interactions and has the capacity to convey spatial information effectively to broad audiences. In the field of applied land conservation, Zak has worked with federal and state agencies, private entities, and non-profit organizations. Zak also has a background in climate resilience analysis executing natural disaster risk assessments for local, state, and international clients. He is certified in FEMA's flood hazard training having successfully completed the Hazus-MH for Flood course. Zak is the current Board Chair of the Plymouth Area Renewable Energy Initiative and also sits on the board of Standing Trees, a regional forest advocacy non-profit.



CRYSTAL KIDD PLANNER

Crystal Kidd is a professional planner with a degree in Environmental Policy. Crystal brings her municipal planning experience to our firm, and completes existing conditions research in the initial stages of a project. She also brings her organizational skills to the development and management of the outreach and engagement aspects of comprehensive planning and land use policy projects. Her professional area of interest are in developing plans, resources, and regulatory tools that help regions and municipalities protect their natural resources, while improving their resilience and livability for all. Crystal also volunteers as a Conservation Easement Monitor for the Squam Lakes Conservation Society and as a Docent Volunteer at the Squam Lakes Natural Science Center. She is also a member of the American Planning Association.



PROJECT APPROACH

Our approach to this project will be to deliver the scope of work that was thoughtfully outlined in the RFP, and to work with the Town of Casco to ensure the project is delivered on time and on budget. To accomplish this work, we propose regular communication and collaboration with Town Leadership and the public through the following tasks:

TASK 1: PROJECT MANAGEMENT AND MEETINGS

We will work with Town Staff and members of the identified Work Group to organize an in person project kickoff meeting. At this initial meeting we propose reviewing and revising the project scope and schedule as needed, and refining the project schedule. This should include meeting and deliverable target dates for the duration of the project. We will use a combination of Zoom and in-person meetings to ensure efficient communication throughout the project. Between meetings our team will communicate with the identified Casco project staff and Work Group.

TASK 2: ZONING ORDINANCE REVIEW AND REVISIONS

Our team members will then review the existing zoning provisions and recommend updates for Casco Village that are in line with the Comprehensive Plan, and other efforts including the ongoing Open Space Plan, as well as feedback received from town staff and work group members. After engaging with the broader public through Task 3 outreach and engagement strategies we will take the lead on drafting zoning amendments. These draft amendments will be crafted in collaboration with Town staff, the Selectboard, and the designated Town Work Group. During this process we will ensure compliance with Maine state statutes and consistency with the Comprehensive Plan.

Given the focus of this project, it would be worthwhile to complete an inventory of the existing parcels in the Village to understand the pattern of development the community wishes to retain, and where there are opportunities for future development. As part of this project we would also offer examples of desirable development types (structures and uses), and the best regulatory strategy to guide implementation. A form-based code, or hybrid code should be explored as a possibility. This is something we are comfortable educating the community on during this decision-making process.



TASK 3: COMMUNITY ENGAGEMENT

At the start of this initiative we suggest the creation of a project webpage as Casco has done successfully for other municipal initiatives. This will become the portal for all project information, event announcements, and where draft zoning language and support documents should be housed. As part of this task we envision hosting at least one interactive community meeting in Casco Village and welcoming residents from throughout town. Depending on the timing of the event, there could be a walking tour or visual tour component as well to ensure that participants can visualize the structures, development pattern, and other elements the zoning ordinance will address.

Later on in the project we agree that there should be an opportunity to present drafts and revisions in a series of public forums. These sessions provide the Town and our team with an opportunity to gather feedback, and incorporate the input received into the final ordinance. This process also builds buy-in with the concepts being explored. A final town-wide community forum to present the overall project and the final draft zoning ordinance language and supporting materials would also be beneficial.

FINAL DELIVERABLES

The results of this work will include but are not limited to:

- Analysis of the existing Comprehensive Plan, Zoning Regulations, and Open Space Plan as they relate to Casco Village.
- Feedback collected from Town Leadership and Residents throughout the project.
- Maps and property inventory work completed for the project area.
- Examples used to inform the writing of the new zoning language.
- The final version of the proposed zoning ordinance for review and adoption.
- A final summary report of recommendations.

PROPOSED PROJECT TIMELINE

The Town requested that this project be completed within six to eight months from the date of contract award. We agree that is possible, but would recommend additional time is taken as key points of the project if the participants feel it is needed for the success of the project.

- Month 1 – Project kickoff; review of existing zoning; initial meetings with staff and Work Group
- Months 2–3 – Development of preliminary zoning concepts; project area tour and community forums in Casco Village
- Months 4–5 – Preparation of draft zoning amendments; presentation to Planning Board and Work Group for review
- Month 6 – Final revisions to zoning language; presentation to Selectboard
- Month 7–8 – Public hearings and adoption process support



QUALIFICATIONS AND REFERENCES

On the following pages, we have provided examples of recent planning projects we have completed. For each project, we have included references and encourage you to speak with our former clients as they have first-hand knowledge of our work. We are happy to provide additional examples and references at any time. As you can see from the projects included here, and the others mentioned in our letter, we have deep experience working with a range of rural communities. Communities with growing recreation and natural resource-based economies are also of particular interest.



TOWN CENTER INITIATIVE BARRINGTON, NH

The Town of Barrington, NH hired Resilience Planning and Design to engage residents, local decision makers, and developers in the creation of a compelling Town Center Vision and zoning regulations. The resulting initiative “Reimagining the Town Center” is still underway. The goal is to create a vibrant, connected, and welcoming town center for the community. Guided by a recent market analysis and regulatory review completed by our team and two sub-consultants, the initiative explored opportunities to enhance the area’s character, support and attract local businesses, provide some new housing alternatives, and create gathering places for residents to enjoy. This has included work sessions with the land use boards, a public event in September, meetings with developers active in the region, a tour of new projects in nearby communities, and the drafting of a form-based code is now underway.

CLIENT REFERENCE

Conner MacIver, Town Administrator
p: (603) 664-7395

Town of Barrington PO Box 660 Barrington, NH 03825
e: cmaciver@barrington.nh.gov



CORRIDOR STUDY

FARMINGTON, NH

The Town of Farmington, NH partnered with Resilience Planning and Design to study lands along the NH Route 11 corridor to better understand the existing natural resources, zoning, and land uses in this area. This information was then used to draft new land use regulations that better align with the town's Master Plan. The resulting regulatory changes focus on creating two new mixed-use zones at key intersections on NH Route 11 to encourage higher-density development. The new regulatory language allows for the combining of commercial and residential uses with a structure or on a lot. The density of this area was increased and new standards for pedestrian and bicycle infrastructure were added. The remainder of the corridor was then identified for an expansion of the Suburban Residential District, and the creation of a Commercial/Industrial District to allow for the expansion of some industries away from residences. A Conditional Use Permit provision was also created to ensure flexibility and oversight by the Planning Board. These regulatory changes coincided with the updating of the TIF District and will inform near term infrastructure investments. Collectively, these changes will increase the town's development capacity by allowing for a wider array of housing options and business opportunities without encroaching further on natural resources and open spaces.

CLIENT REFERENCE

Kyle Pimental, Director of Planning and Community Development
p: (603) 755-2774

New 356 Main St, Farmington, NH 03835
e: kpimental@strafford.org



FORM-BASED CODE AND REGULATORY AUDIT

LANCASTER, NH

In 2014 the Town of Lancaster adopted a Form Based Code that was drafted with assistance by Steve Whitman of Resilience Planning & Design. The intent of the regulations was to implement the town's Master Plan and encourage mixed use development and redevelopment that reflected the existing character and density of the three distinct areas of this small downtown. These regulations have now been in place for over a decade and have successfully guided several development projects. After receiving funding through New Hampshire's InvestNH Housing Opportunity Grant the Town of Lancaster hired Resilience Planning & Design to analyze Lancaster's existing data on their current housing situation, engage the community in deciding how to improve the situation going forward to best fit Lancaster's needs, and to develop regulatory changes needed to make that possible.

The Lancaster Planning Board came into the project with clear goals to apply regulatory changes for Accessible Dwelling Units and Short Term Rentals, along with other housing amendments specific to the downtown area. These goals were confirmed through extensive public outreach methods including project flyers, press releases, direct contact invites with businesses, realtors, and local developers, and Resident and Potential Resident Surveys. Wages, job opportunities, the cost to build, and a lack of available affordable homes for new families and seniors downsizing were all noted as key challenges during round table conversations held at the Town Hall with community members. An increase in residential density was identified for the downtown area and has already resulted in a redevelopment project. Factsheets describing each of regulatory changes were distributed to educate voters on their role, and in March of 2024 all the proposed changes that were put forward passed in a town vote.

CLIENT REFERENCE

Robin Irving, Land Use Coordinator
p: (603) 788-3391

25 Main Street Lancaster, NH 03584
e: planning@lancasternh.org



FROM MASTER PLAN TO IMPLEMENTATION

DOVER, NH

Resilience Planning and Design (RP&D), has assisted the City of Dover with the updating of several Master Plan chapters including Vision, Land Use, Community Facilities, Open Space and Conservation, and others. Prior to these master planning initiatives, RP&D also assisted the City in the development of a Form-Based Code and Design Guidelines for the Architecture and Streetscape of their Central Business District. These regulations continue to stimulate development and redevelopment activity in the Downtown, clarify regulation processes for developers, create simpler and more flexible regulations, and ensure the pattern of the Downtown is retained and enhanced by clear regulations. All of these projects involved extensive public engagement and the development of educational materials to communicate planning concepts, regulatory frameworks, and more.

CLIENT REFERENCE

Donna Benton, Director of Planning and Development
p: (603) 516-6000

288 Central Avenue Dover, NH 03820
e: d.benton@doover.nh.gov

PROPOSED BUDGET

We would welcome an opportunity to meet with the Town of Casco to refine this scope of work and the corresponding budget to ensure it best meets your needs. However, based on our initial understanding of the proposed project and our experience on other similar initiatives, we feel confident with the task budget estimates identified below. We believe the resulting project budget will ensure a thorough and engaging process that results in the desired analysis, public engagement, and regulatory language for Casco Village. This type of project requires regular meetings and a significant amount of material creation which ultimately drive the budget. We hope that this will serve as the start of a conversation, and that the budget can be further refined at a meeting with the town if our team is selected.

PHASE / TASK	FEE
Task 1: Project Management and Meetings	\$14,500
Task 2: Zoning Ordinance Review and Revisions	\$13,000
Task 3: Community Engagement	\$10,500
Task 4: Final Deliverables	\$12,000
TOTAL	\$50,000

The hourly rates for the proposed project team are below. On projects such as this we prefer to bill on a monthly basis.

PERSONNEL	HOURLY RATES
Steve Whitman, EdD, AICP	\$175
Liz Kelly	\$105
Zak Brohinsky	\$105
Crystal Kidd	\$75

RESUMES



Resumes for our team members are included on the following pages.

STEVE WHITMAN, EdD, AICP

Principal Planner & Project Manager



P: 603.381.1798

E: steve@resilienceplanning.net

VOLUNTEER ACTIVITIES

Board of Directors, Mill City Park; December 2018 – Present

Founding Member, Pemi-Baker Trails; March 2020-Present

Board of Directors, Transport Central; May 2024-Present

Board of Directors, Root to Rise; January 2018 – October 2021

Alternate, Plymouth Planning Board; January 2015 – December 2021

Member, Plymouth Energy Commission; July 2007 – 2017

Board of Directors, Plymouth Area Renewable Energy Initiative; August 2006 – 2017

Planner of the Year, New Hampshire Planners Association; 2012

Eagle Scout, Boy Scouts of America

EDUCATION

EdD Learning, Leadership and Community.
Plymouth State University, Plymouth, NH; December 2018

M.S. Regional Planning. Concentration: Environmental Policy and Planning
University of Massachusetts, Amherst, MA; May 1998

B.A. Marine Affairs. Concentration: Coastal Zone Management. Minor: Zoology
University of Rhode Island, Kingston, RI; May 1995

Associates Degree: Liberal Arts. Concentration: Math and Science
Dean College, Franklin, MA; May 1993

CERTIFICATIONS

Permaculture Teacher Certification
Central Rocky Mountain Permaculture Institute, Basalt, CO; September 2009

Permaculture Design Certificate
Crystal Waters Ecovillage, Queensland, Australia; May 2008

PROFESSIONAL EXPERIENCE

Planning Consultant. Resilience Planning and Design LLC, Plymouth, NH; 2014 – Present
Founder and Principal of this New Hampshire based planning, ecological design and education firm providing a range of services to clients with a commitment to a more resilient future.

Sustainability Programs Coordinator & Teaching Lecturer. Plymouth State University, Plymouth, NH; 2004 – 2021
Contract staff for the Office of Environmental Sustainability. Taught courses in Environmental Planning, Community Planning, Permaculture and Sustainability in the Social Science Department at the University. Developed and currently offering international field study courses focused on sustainability and permaculture.

Adjunct Professor. Colby Sawyer College, New London, NH; 2011 – 2018
Developed and co-taught the College's first Permaculture Design Course. Participants in these courses include Colby students, faculty, and members of the general public. Assisted the College with the development of a Community Based Sustainability major, and collaboration on projects in Franklin, NH.

Senior Planner. Jeffrey H. Taylor and Associates, Concord, NH; 2003 – 2013
Planning consultant offering facilitation and long range planning services. Projects included design charrettes, climate/energy projects, community and watershed scale master planning, policy audits, and natural resource based planning projects.

Principal Planner. Office of State Planning, Concord, NH; 1999 – 2003
Responsibilities included coordination and/or participation in major studies and projects dealing with smart growth land use issues in New Hampshire. Responsibilities also included planning the annual conference and other workshop opportunities for planners in New Hampshire; providing technical advice to municipalities and regional planning staff on land use planning related topics; preparing and coordinating the publication and distribution of technical bulletins; writing, administering, and coordinating contracts.

Regional Planner. Lakes Region Planning Commission, Meredith, NH; 1997–1999
Provided technical planning assistance and workshops to Lakes Region Municipalities and other interested parties. Provided Circuit Rider Planning Assistance to the Town of Northfield, NH.

ELIZABETH KELLY

Planner & Designer



P: 860.573.6458

E: liz@resilienceplanning.net

VOLUNTEER ACTIVITIES

President. Plymouth
Community Garden.
Sept. 2023 - Present.

Former Board President.
Permaculture Association
of the Northeast
2017 - 2021

EDUCATION

M.S. Ecological Design
The Conway School of Landscape Design, Northampton, MA;
June 2014

B.S. Interdisciplinary Studies: Sustainability and Ecological Design
Plymouth State University, Plymouth NH; May 2013

SKILLS AND EXPERTISE

- Digital Design: Adobe Creative Suite, Auto CAD
- Regional and Municipal Planning
- Permaculture and Ecological Design
- Community Resiliency
- Natural Resource Planning
- Placemaking



PROFESSIONAL EXPERIENCE

Project Planner. Resilience Planning & Design LLC. Plymouth, NH. July 2017 - Present.

- Manages a variety of planning projects to ensure consistent communication, client satisfaction, and oversight of the full planning process.
- Develops municipal and regional planning documents for municipalities, coalitions, and non-profit organizations. Relevant project experience includes preparing comprehensive planning documents, open space and land conservation plans, housing studies, economic development plans, and site-level master plans.
- Manages community engagement and outreach processes for a variety of planning projects. Design print and digital outreach materials.
- Author and design layout of planning documents.

Teaching Lecturer. Plymouth State University. Plymouth, NH. February 2018 - May 2021

- Developed and taught curriculum for the following courses: Issues in Sustainability, Community Planning, Intro to Permaculture, and Advanced Permaculture Design.

Planner. Town of Bristol. NH. July 2017 - May 2018.

- Conducted plan review for site plan applications, subdivisions applications, etc.
- Provided technical assistance and support to local land use boards.
- Drafted land use regulations.
- Communicated planning processes and procedures to the public and applicants.
- Applied for and managed grants related to historic preservation and transportation planning.

Planning Technician. Southwest Regional Planning Commission. Keene NH. January 2016 - June 2017.

- Contributed to the authoring and design of numerous regional planning documents.
- Developed complete streets policies and accompanying design guidelines for municipalities.
- Coordinated complete streets demonstration projects in two communities.
- Managed a grant funded regional free bike rack program including outreach, budget management, and fostering relationships with funding recipients.
- Produced graphics, maps, promotional materials, plans, and publications for a variety of projects.

ZAK BROHINSKY

GIS Analyst



P: 860.559.1488

E: zak@resilienceplanning.net

VOLUNTEER ACTIVITIES

President of Board of Directors. Plymouth Area Renewable Energy. Mar. 2019 - Present.

Member of Board of Directors. Plymouth Area Renewable Energy Initiatives. Jan. 2015 - Present.

Advisory Committee. Local Foods Plymouth. May 2013 - May 2019.

Member of Board of Directors Standing Trees. June 2023 - Present

EDUCATION

M.S. Conservation Biology & Planning.
University of Massachusetts. Amherst, MA. 2011.

B.S. Cultural Ecology & Sustainability
Plymouth State University. Plymouth, NH. 2009.

ADDITIONAL TRAINING

Professional Certificate. Hazus-MH for Flood. FEMA Software.
Emmitsburg, MD. April 2018.

PROFESSIONAL EXPERIENCE

Conservation Planner and GIS Analyst. Resilience Planning & Design LLC. Plymouth NH.
June 2019 - Present.

Leads conservation project efforts and manage GIS support across all project disciplines. Develops municipal and regional documents for conservation-based projects on behalf of municipalities and non-profits throughout the Northeast. Generates spatial statistics for projects and prepare all map products. Maintains strong working relationships to ensure consistent and accurate data throughout all projects.

Adjunct Faculty. Plymouth State University. Plymouth NH. January 2013 - December 2023.
Develops and teaches undergraduate curriculum in GIS foundations and advanced topics with focus in applied land protection and environmental research projects.

Conservation Mapping & Field Specialist. Squam Lakes Conservation Society. Holderness, NH. July 2013 - 2022.

Prepares baseline documents, maps, and all spatial needs related to land conservation transactions and maintains the geographic database for the Squam Lake Watershed.

GIS Specialist. Sobis, Inc. January 2017 - 2022.

Provides geospatial and GIS expertise in the field of natural disaster risk management for domestic and international clients.

Contractor. Geolink. Rumney, NH. May 2015 - 2022.

Prepares baseline documentation reports as part of land conservation transactions for regional conservation groups in the northeast. Prepare required maps and conduct data collection and field work for certified forestry operations in VT and NH.

Program Coordinator. Plymouth Area Renewable Energy Initiative. September 2011- 2014.
Organized, implemented, and marketed energy efficiency workshops throughout New Hampshire on behalf of state utilities. Acted as liaison between utilities to prioritize workshop locations.

Extension Research Assistant. NH Fish & Game Department. January 2011 - May 2011.
Assisted with the federally endangered Karner blue butterfly recovery plan by prioritizing properties and landowners to focus future conservation efforts.



CRYSTAL KIDD

Planner



P: 508-818-3570

E: crystal@resilienceplanning.net

RELEVANT PROJECTS

Master Plan Projects

- Pelham, New Hampshire
- Atkinson, New Hampshire
- Rye, New Hampshire
- Meredith, New Hampshire
- Bristol, New Hampshire
- Dover, New Hampshire
- Orange, Massachusetts

Natural Resource Protection

- New Hampshire Water Works Association (NHWWA) - Sanbornton and Franklin, New Hampshire

Housing Related Projects

- Lancaster, New Hampshire
- Enfield, New Hampshire
- Farmington, New Hampshire
- Bedford, New Hampshire

VOLUNTEER ACTIVITIES

Conservation Easement Monitor, Squam Lakes Conservation Society Feb. 2025 - Present

Docent Volunteer. Squam Lakes Natural Science Center June 2025 - Present

EDUCATION

B.S. Environmental Policy
Plymouth State University. Plymouth, NH. 2020.

ADDITIONAL TRAINING

Professional Certificate. Invasive Species Plant Management. 2022.

PROFESSIONAL EXPERIENCE

Planner. Resilience Planning & Design LLC. Plymouth, NH.
March 2022 - Present.

Analyzes and synthesizes data, studies, and other resources to summarize existing conditions for a variety of planning projects.
Provides staff support for community engagement and outreach activities.
Develops advertising materials for outreach initiatives including flyers, press releases, and project websites.
Assists with project meeting facilitation.

Planning Technician. Town of Narragansett. Narragansett, RI.
February 2021- April 2022.

Reviewed building plans and zoning permit applications to assure compliance with requirements such as bulk, placement, proximity to wetland/coastal features, and parking ratios with the Environmental Planning Specialist.
Prepared staff reports and recommendations on special use permits and variances.
Provided technical assistance and information to staff and the public in the administration of specific planning program areas or ordinances.
Staffed the Narragansett Planning Board, Zoning Board, and Historic District Commission.
Managed the Narragansett Adopt-a-Spot Program by writing promotional ads, processing adopter applications, assisting the adopter in the procedure of the Conservation Commission, Town Council, and state approvals.
Assisted the Community Development Director in conducting public engagement focus group meetings for a parking study in Town.

Community Planning Intern. North Country Council. Littleton, NH.
May 2019 - August 2019.

Completed culvert assessments for New Hampshire Department of Environmental Services in several towns.
Entered culvert assessment data into GIS software to map the culverts that needed to be replaced due to low aquatic passage or structural damage.
Worked on projects for NHDOT setting up traffic counts in several towns across the state.
Worked on projects for NH Forest Service by doing parking lot assessments and entering data on GIS maps.
Used Microsoft excel to take inventory of historical markers throughout the region.
Used Microsoft PowerPoint and Word to create fliers for specific towns in the planning region to help promote economic development.
Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

