

TITLE: Preservation Planner (54)
DATE: 9/13/2021

ACCOUNTABILITY OBJECTIVES

The Preservation Planner assists various historic and conservation commissions in the Town of Wellesley (including the Wellesley Historical Commission, Historic District Commission, and the Denton Road Neighborhood Conservation District Commission) through performing studies of historic assets, preparing reports for demolition reviews, staffing meetings, administration of the commissions, and related work. The Preservation Planner also assists the Planning Director, other Planning Department personnel, and the Planning Board and the Design Review Board in other functions of the Planning Department, including comprehensive planning, site plan review, design review, and related matters. The Preservation Planner administers policy decisions and permitting to the historic commissions.

The Preservation Planner represents the commissions and the Planning Department at interdepartmental meetings, meetings of Town Boards, community groups, and regional and state agencies.

NATURE OF POSITION

Overseen by a five-member elected Planning Board, the Planning Department assists the Planning Board in creating and maintaining a functional and attractive community through attention to municipal planning and project review and permitting.

The Planning Department also acts as staff to a seven-member appointed Historic Commission, a seven-member appointed Historic District Commission, a five-member appointed Neighborhood Conservation District, and a five-member appointed Design Review Board, in creating and maintaining a functional and attractive community through attention to municipal planning, historic preservation, design, project review, and permitting.

Reporting to the Planning Director, the Preservation Planner's work involves knowledge of municipal planning, architectural acumen, familiarity with historical and preservation/conservation patterns and best practices, and of departmental practices and procedures. The Preservation Planner develops and refines work routines independently to carry assignments through to completion. Directions are received in the form of general outlines with detailed instructions received only to unprecedented situations. The work requires a great deal of written and oral communications and attendance at evening meetings.

DIMENSIONS

The total FY2022 budget for the Planning Department is \$362,205.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Assists property owners with the Wellesley Historical Commission (WHC) application process for Demolition Review and Waivers and assists in administering and processing WHC applications. Administers Wellesley Historical Commission public hearings when applications are considered. Provides technical information to new applications and assists in the evaluation and preparation of documents for the WHC to review.
2. Assists property owners with the Historical District Commission (HDC) application process and assists in administering and processing HDC applications. Administers Historic District Commission public hearings when applications are considered. Provides technical information to historic district homeowners and assists in the evaluation and preparation of documents for the creation of new historic districts in collaboration with the Historical Commission.
3. Assists in administering the Neighborhood Conservation District (NCD) program. Interacts with NCD proponents prior to and after the adoption of NCDs and with project applicants. Currently, there is one NCD in Wellesley: the Denton Road Neighborhood Conservation District (DRNCD). Administers the DRNCD Commission meetings and public hearings when applications are considered.
4. Assists in administering the Design Review Board (DRB) program including review of sign permit applications. Interacts with DRB applicants prior to and following DRB hearings when applications are considered. Provides technical information to new applications and assist in the evaluation and preparation of documents for the DRB to review.
5. Assists property owners with permitting and procedural information that is part of reviews by the Design Review Board, and Planning Board, including to Major and Minor Construction Projects, Large House Review (LHR), Sign Permits, Reviews of Adequacy, and Approval Not Required (ANR) or other subdivision applications.
6. Collects, organizes, analyzes, and maintains data for use in technical studies and reports related to WHC, HDC, DRB, and Planning Department activities.
7. Develops are prepares reports for the WHC, HDC, DRB, Planning Board and the Director, including but not limited to community planning studies, comprehensive planning, zoning research and analysis, site plan review, housing, and design review.

8. Gathers information and prepares reports, evidence, and exhibits for use in studies, projects, and legal action by the WHC, HDC, Planning Board or Department or other departments.
9. Researches Federal and Massachusetts laws and statutes that relate to Historic Commission and Planning Department activities.
10. Responsible for assisting the WHC, HDC, DRNCD in administration of those commissions and assists the Planning Director in administration of the Planning Board.
11. Cooperates with other Town departments and public and private organizations on issues of mutual concern.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelors Degree in Preservation Planning or a related field or equivalent
- One year experience in Historic Preservation or a related field or equivalent
- Knowledge of preservation practices and tenets
- Ability to communicate verbally and in writing
- Ability to read and interpret plans and maps accurately, such as site plans, architectural plans, and landscape maps
- Ability to manage time effectively and to prioritize workflow.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED: personal computer including Microsoft Office software, Adobe, GIS; telephone, smart phone, plan and document scanner/copier.

PHYSICAL DEMANDS:

Work is performed in both office and remote settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination (or an adaptive ADA equivalent) is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the Preservation Planner is occasionally required to stand or sit, walk, use hands to finger, handle, feel or operative objects, tools or controls, and reach with hands and arms. The incumbent is occasionally required to climb or balance, stoop, kneel, crouch or crawl, talk or hear.

The Preservation Planner must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the Preservation Planner works in office and remotely. Occasionally, work is in an outdoor setting with varying weather conditions, including wet, hot, icy, and humid, and is exposed to airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.