

Internship Site: Colchester Town Offices, Blakely Road

Description: The Colchester Planning and Zoning Department is a small team of 4.5 employees within the town government. The department's main functions are both reactive and proactive: some employees perform daily tasks related to issuing permits for land development activities, ranging from sheds to large buildings. Some employees staff a volunteer board which reviews applications for more substantial development. Other staff members review and research to inform the 2027 Town

- Specific, targeted updates to the Colchester Development Regulations to parking requirements, bicycle parking, electric modes of transportation
- Contribute towards work on civic and recreational open space requirements
- Research or participate in community outreach for the town's Housing
- As needed, assist in special projects, greet visitors, and help provide business during busiest times.
- Continue work on Colchester Open Space Plan update
- Action items identified in the town's 2012 Heritage Project
- Attend at least one evening meeting of the Planning Commission and

The choice of any one or a combination of these projects would depend on intern skills and interests,

Desired qualifications/skills/coursework: Intern would ideally have interest and relevant coursework in one or some combination of the following: community engagement, local land use planning, natural resource and open space planning, research methods and documentation, landscape architecture, and computerized mapping (GIS). Additional skills that would be helpful but not requisite would include proficiency in spreadsheets (excel) and basic graphic or publication design. As the office receives daily calls and visits from members of the public, cooperative and friendly professionalism is important.

Supervision: Cathyann LaRose, Colchester Director of Planning and Zoning.

Additional assistance and mentoring through Zach Maia, Colchester Development Planner, who was
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- You may apply for up to three Perennial Internships.
- All applications are due by **11:59pm, on Monday, February 5th, 2024.**

4. You'll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

