

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2023

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#### Organization information

<i>Name of organization</i>	City Plan, City of New Haven
<i>Full street address</i>	165 Church Street, 5th Floor City of New Haven CT
<i>Website or link to social media page</i>	<a href="https://www.newhavenct.gov/government/departments-divisions/city-plan">https://www.newhavenct.gov/government/departments-divisions/city-plan</a>

#### PPSF Fellow's direct supervisor

*The supervisor must be available to supervise Fellow on a daily basis.*

<i>Name</i>	Laura Brown
<i>Title</i>	City Plan Director
<i>Cell phone number</i>	4753314109
<i>E-mail address</i>	<a href="mailto:lebrown@newhavenct.gov">lebrown@newhavenct.gov</a>

**Placement dates (8-11 weeks between Tuesday, May 30, 2023 through Friday, August 11, 2023)**

9 weeks June 5 through August 4

**Are placement dates flexible? Are there any dates on which your Fellow must work?**

We are flexible and there are no specific dates required for work.

**Proposed work schedule (*work week should equal and not exceed 37.5 hours per week*)**

Work schedule would average 37.5 hours/week including a combination if in person and remote work.

**Organization description (*mission statement, population served. 1,000 characters or less*)**

City Plan works to improve the well-being of all residents in our community by creating safe, equitable, healthful, economically vibrant and attractive places. Planners engage with residents, community leaders, and elected officials to guide the development of physical spaces and develop frameworks for the long-term sustainable growth and development of the city. City Plan is the regulatory body for land use development in the city through the City Plan Commission, the Board of Zoning Appeals and the Historic District Commission. We facilitate physical development of the City and encourage sustainable land use, economic, and social policy. We are responsible for the Comprehensive Plan of Development, as well as other area-specific development plans and we work with city agencies, commissions, and boards to provide planning, zoning, and development information and advice, assisting residents, businesses, and developers in achieving the City's development objectives

**Write a 1-2 sentence summary of the work that the Fellow would be conducting (500 characters or less).**

The candidate will gain substantial experience with the regulatory roles of the City Plan Department in New Haven with particular focus on sustainability and regulation of projects in the State's Coastal Management Area. This is a fantastic experience for a student with related academic and applied work to become familiar with local and state land use regulations, the development process, and the function of the City's Land Use Boards and Commissions.

**Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.**

Specific work may include: learning the City's development application review process; reviewing applications for completeness; gaining familiarity with site, topographic, landscape, and architectural plans; learning to read and interpret zoning codes and ordinances; providing technical support to planning staff by conducting research and compiling resources, reviewing agendas and reports for boards and commission meetings; assisting in the preparation and review of meeting minutes; attending meetings; researching, compiling, and summarizing technical data; assisting staff in assembling documentation for projects and presentations; assisting with record keeping systems and updates to ESRI Online tools such as hubsites, surveys, and web applications.

**List specific skills/experience required for the project**

Competitive candidates will: possess an understanding of basic principles and concepts of urban planning, including completion of the twelfth grade supplemented by college level work in urban planning, geography, public policy, community development, urban and community studies, law, real estate, environmental science, or a related field; have significant experience or familiarity with New Haven and a demonstrated commitment to working through a racial equity lens; demonstrate interest in advancing a career in urban or regional planning; have the ability to successfully use Microsoft products including Word and spreadsheet management in Excel; demonstrate superb verbal and written communication skills including the ability to write reports and compile data; demonstrate an ability to establish and maintain effective professional working relationships. Knowledge of ArcPro, ArcMap, and/or ArcGIS Online is desirable.

**Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement.**

The student will need to possess their own computer and have the ability to access the office location at 165 Church Street, 5th floor. No vehicle is necessary.

**Briefly describe any work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.**

PPSF Fellows worked with City Plan in the past but I do not have a complete summary of the work. I understand it was a positive experience.