

Personnel Committee Meeting

July 6, 2026

Members Present: Committee Chairman, Rick Shew, Rickard Blevins, Larry Chapman, and Mayor Janet Winkler

Others Present: Town Manager, Jonathan Greer and Assistant Town Manager & Finance Officer, Shana Guy

Call to Order:

Chairman Rick Shew called the Personnel Committee Meeting to order at approximately 9:30am.

Discuss Job Description for Town Planner Position:

Jonathan stated that since the Town will be hiring a planner sometime during this fiscal year, we need to get a job description and pay scale set up for the position. He presented the following job description, which was largely patterned after Granite Falls' planner position, as well as other towns that have their own planners. Jonathan commented that this job description combines the planner position and code enforcement officer's position. Also included in the duties would be more authority with dealing with nuisance animals instead of relying solely on Caldwell County for animal control.

Rick asked if all of the Code Enforcement duties would be included in the job description now, or would those duties need to be added later.

Jonathan stated that the Code Enforcement duties would be included now, so that everything will be in place when our WPCOG contracts expire.

The question was asked if permits could be signed by a zoning official that is not certified, or would the permits need to be signed by the Town Clerk, etc.

Jonathan stated that we would need to verify who has the authority to sign permits.

Jonathan presented the following job description to the Committee to review.

TOWN PLANNER

General Statement of Duties

Planners possess in-depth knowledge of planning and zoning concepts and must be able to make professional-level judgment calls on interpretations of the UDO. The duties listed below are not all those that may be assigned but are considered essential for an employee in this position.

Duties and Responsibilities

Essential Duties and Tasks

- Provides advice to the Town Manager, Council, and various appointed committees; deals with the public on controversial issues; performs ETJ, annexation, and other studies.
- Researches, writes and recommends ordinances related to zoning, subdivision regulations, appearance, and other growth and development issues; writes or coordinates preparation of land use plan, land development ordinances and/or comprehensive plans; designs and facilitates public input meetings; issues zoning permits and verification letters and performs site plan and plat reviews.
- Interprets and enforces zoning, subdivision, and related ordinances; issues zoning permits; inspects sites for conformance; enforces ordinances related to signs, overgrown lots, nuisance vehicles, appearance standards, solid waste, nuisance animals, etc.; receives complaints; inspects and sends notice of violation letters; performs follow-up contact with parties; creates or obtains photographic documentation; maintains files; develops timetables for compliance; issues penalties for non-compliance; works with Town Attorney on legal action as needed.
- Serves as technical support staff to the Planning Board, Board of Adjustment, other appointed committees, other Town departments, and civic groups on planning, zoning, and related matters.
- Establishes and manages various procedures for zoning permits, coordination of permit review and approval process; plans, organizes, and coordinates development review processes, technical review processes and related to current planning processes.
- Confers with engineers, developers, architects, a variety of agencies and the general public in obtaining information and coordinating planning matters; coordinates activities with County and surrounding jurisdictions; participates in plan review process.
- Conducts special studies; researches complex planning problems; prepares a variety of comprehensive reports; participates in industrial recruitment and response to information requests.
- Responds to and resolves difficult citizens' inquiries and complaints regarding planning matters.
- Performs related duties as required.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of planning, land use, and zoning related to long range planning, current planning and the comprehensive planning process.
- Considerable knowledge of the application of information technology related to GIS, planning, databases, and statistical analysis.
- Working knowledge of the laws and regulations in local code enforcement.
- Skill in collaborative conflict resolution and meeting facilitation.
- Skill in facilitating and working with committees, tasks forces, and other groups and in public presentation.
- Ability to organize work, set and follow effective priorities, and coordinate work with others to obtain desired outcomes.
- Ability to communicate effectively in oral and written forms; to interpret planning, zoning, and building inspection policies to officials and the general public

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- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare technical records.
- Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs, and social pressures and needs.
- Ability to establish and maintain effective working relationships with contractors, developers, property owners, other Town staff, officials and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, balancing, stooping, hearing, talking, kneeling, crouching, reaching, feeling, grasping, pushing, pulling, bending, climbing, lifting, crawling, fingering, and performing repetitive motions.
- Must be able to perform sedentary work, exerting up to 25 pounds of force occasionally, and 10 pounds of force frequently or constantly to lift or move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, do extensive reading, and perform visual inspections.

Working Conditions:

- Work is performed in both inside and outside environments.

Desirable Education and Experience

- Bachelor's degree in planning, geography, landscape, architecture, or related field required. Related field and experience in municipal, county, or regional planning preferred or a combination of education and experience.
- Certification or ability to obtain certification from the American Institute of Certified Planners preferred.

Special Requirements

- Possession of a valid North Carolina Driver's License.
- Ability to pass a background check and drug screening.

After reviewing the job description, it was suggested that "building inspection" be omitted from the section "Knowledge, Skills, and Abilities" so that the authority of the planner will not be confused with the County Building Inspector.

The suggested pay grades for the position were presented as follows:

Possible Grade Assignments:

Grade	Position	Min	Mid	Max
18	Planner	52,491.73	65,614.66	78,737.60
20	Planner	57,872.13	72,340.17	86,808.20

Rick asked if these pay grades are within the normal range for this position.

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Jonathan stated that these pay grades are the most fitting for this position according to our pay plan.

Richard asked if the planner would be our sole employee, asking if they'd be doing work for Hudson only, and not doing work for other towns when they are here.

Jonathan mentioned the possibility of contracting our planner with the Town of Gamewell maybe half a day to one day per week to help offset the Town's planning costs. When the planner is in Hudson, however, they would be doing Hudson's work.

Jonathan also mentioned adding a permitting module to our iWorQ program once we have a planner on staff. Having this feature could make the permitting process easier.

Motion: (Richard Blevins/Larry Chapman) to amend the job description to exclude "building inspection" as suggested, recommending final approval by the Board of Commissioners. Unanimously approved.

Motion: (Larry Chapman/Richard Blevins) to set pay grade 18 for the planner's position, recommending final approval by the Board of Commissioners. Unanimously approved.

Pay Grade for New Fulltime HUB Position:

Shana stated that the part-time assistant's position at HUB Station was made into a full-time position with the new budget year, but this position is not currently on the Town's pay plan. Rakeema Felder is now working full-time as Events and Program Assistant, with a current salary of around pay grade 7.

Jonathan discussed the change in Rakeema's duties, and suggested that her salary be changed to pay grade 8. He also suggested that the position be added to the pay plan.

Motion: (Larry Chapman/Richard Blevins) to add the position of Events and Program Assistant to the Town's pay plan, at a salary pay grade of 8, recommending final approval by the Board of Commissioners. Unanimously approved.

Adjournment:

Motion: (Larry Chapman/Richard Blevins) to adjourn the meeting. Unanimously approved.

Information for minutes provided by Jonathan Greer and Shana Guy.

Tamra T. Swanson, Town Clerk