

BRENT WIEGAND

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(401) 787-6878

Education

Bachelor of Science Environmental Planning, Plymouth State University 2012
University of Rhode Island Graduate Certificate Community Planning – 2017

Accomplishments

Eagle Scout- Boy Scouts of America

Lead groups of young adults in various aspects of scouting, including survival trips, community service projects, teaching various merit badge classes, and conducting weekly troop meetings.

Skills

Excellent Customer Service

Proficient in Microsoft Office Suite, Photoshop, Action Script, and SPSS Statistics Software. Working knowledge of ARCGIS and AutoCAD.

Professional Experience

Director of Planning and Zoning: Town of North Providence, RI

March 1, 2020-

Present

- Manage Daily operations for both the Town Planning and Zoning departments
- Review all development project that require Zoning Relief
- Review all Land development projects and subdivisions
- Research and draft Zoning Ordinances
- General inquiries from Town residents
- Approve Administrative subdivisions
- Responsible for Community Development Block Grant Program.
- Staff for the Planning Board, Zoning Board and Land Trust.
- Draft Recommendations, Decision and Minutes for Planning, Zoning and Land Trust
- Responsible for all legal advertisements in accordance with Open Meeting Act
- Review all Building permits, Business Licenses, Subdivisions and land developments
- Amend the Zoning ordinance and Comprehensive Plan as needed
- Issue Zoning Certificates

Planning Technician: Town of Narragansett, RI- Office of Community Development

January 2019- February 28,

2020

- Review all development project that require Zoning Relief
- Provide technical support to the Planning, Zoning and Historic District Commission
- General inquiries from Town residents
- Research and draft Zoning Ordinances
- FEMA Flood Plain manager

Valet/Guest Services: Castle Hill Inn, Newport RI

March 2015 – January 2019

- Manage parking lot
- Greet guests, assist with luggage
- Check guests into the rooms
- Provide tours of facilities.
- Perform job according to Forbes Luxury Hotel Standards

Intern: Town of East Greenwich, RI- Planning Department

March 2012- September 2016

- Update Comprehensive Master Plan

- Create Staff reports, draft ordinances, and minutes to be used by the ZBR in order to render decisions.
- Perform site visits document parcels (reports and photographs)
- Organize and filed documents in the towns database
- Advise community members on zoning and planning related projects
- Attend hearings, and meeting for technical support
- General office duties
- Research and draft amendments to the Zoning Ordinance