

Planning and Development Department

Department Overview

The Planning and Development Department plans and manages growth and development in Nags Head through sound urban planning and development practices. The Department is responsible for zoning administration, subdivision administration, code compliance, building inspections, floodplain management, erosion and sedimentation control, GIS, CAMA, and planning.

Department staff maintains the Town's growth plan; updates development ordinances, policies and procedures; reviews zoning submittals; provides reports on development activity, and demographic data; and maintains GIS and permitting databases. Staff is also responsible for reviewing zoning site plans and subdivision plans; carrying out site reviews; processing zoning permit and conditional use permit applications; processing text amendment, rezoning, variance and appeal applications; providing staff support to the Planning Board, Board of Adjustments, and other special committees; enforcing zoning regulations, building codes, floodplain ordinance regulations, and land disturbance regulations; and reviewing minor CAMA permit applications.

The Building Inspections staff is authorized under the State of North Carolina General Statutes to perform inspection services within Nags Head's territorial jurisdiction. The duties and responsibilities of the Building Inspectors include enforcement of these guidelines relating to the construction, renovation, or alteration of buildings and other structures; the installation of such facilities as plumbing systems, electrical systems, heating systems, and air conditioning systems; the maintenance of buildings and other structures in a safe, sanitary, and healthful condition; and other matters that the Town Manager may specify.

TOWN OF NAGS HEAD BUILDING PERMIT

NO. _____

PLEASE POST

DATE

Goals

To effectively manage and plan for the safe and orderly development of the Town while protecting the natural environment and conserving limited resources. This goal is to be achieved in a manner that continually seeks to improve the delivery of departmental services and products to the general public and town boards.

Objectives

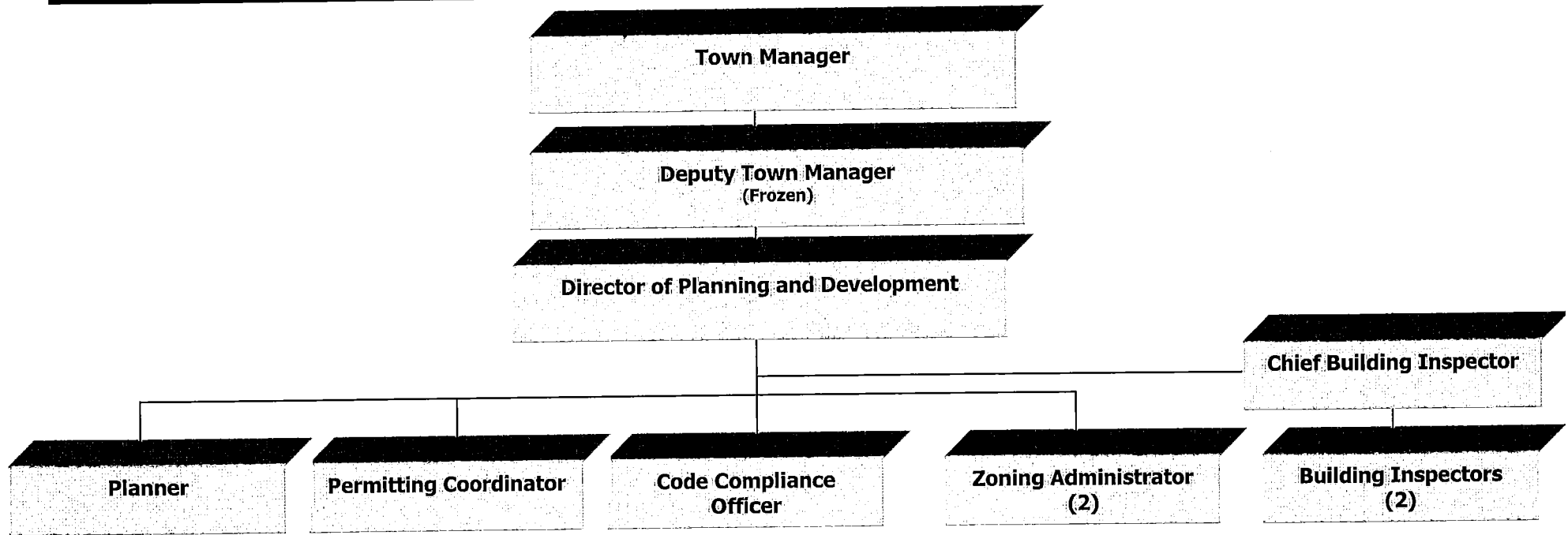
- Periodically review and update the Town of Nags Head Land and Water Use Plan and to prepare other development plans and reports as needed.
- Provide professional staff support to the Board of Commissioners, Planning Board, Board of Adjustments, and other Board appointed committees.
- Provide and deliver GIS assistance and products to other departments and town boards.
- Maintain the highest level of expertise, professionalism, and timeliness in the conduct of building, zoning and code compliance inspection services through ongoing training and technologies.

Performance Objectives and Workload Indicators

	FY 06-07 <u>Actual</u>	FY 07-08 <u>Actual</u>	FY 08-09 <u>Actual</u>
Building Permits Issued:			
Residential - Single Family	41	30	16
Commercial	5	4	3
Miscellaneous	424	335	368
Estimated Value	28,817,935	28,381,075	18,767,638
Zoning Permits	415	343	383
Board of Adjustment Cases	12	4	4
CAMA - Minor Permits Issued	208	144	131
CAMA - Exemptions	236	144	127
Soil Erosion and Sedimentation Plans Reviewed	34	35	17
CCO Inspections	632	525	675
Miscellaneous Actions and Citations:			
Warning Citations Issued	57	40	47
Civil Citations Issued	30	51	159
Major Subdivision Plats	1	0	0
Amendments	29	23	24
Site Plans - Commercial	15	9	8

Planning and Development Department

Departmental Organization and Staffing



<u>Position</u>	<u>Grade</u>	<u>Adopted Positions FY 09-10</u>	<u>Existing Positions</u>	<u>Recommended Positions FY 10-11</u>	<u>Adopted Positions FY 10-11</u>
Director of Planning & Development	26	1	1	1	1
Deputy Director of Planning	24	1	0	0	0
Planner	20	1	1	1	1
Chief Building Inspector	22	0	0	1	1
Chief Building Inspector	20	1	1	0	0
Senior Building Inspector	18	1	1	1	1
Building Inspector	17	1	1	1	1
Code Compliance Officer	17	1	1	1	1
Zoning Administrator	17	2	2	2	2
Permitting Coordinator	13	0	0	1	1
Permitting Coordinator	11	1	1	0	0
TOTAL:		10	9	9	9

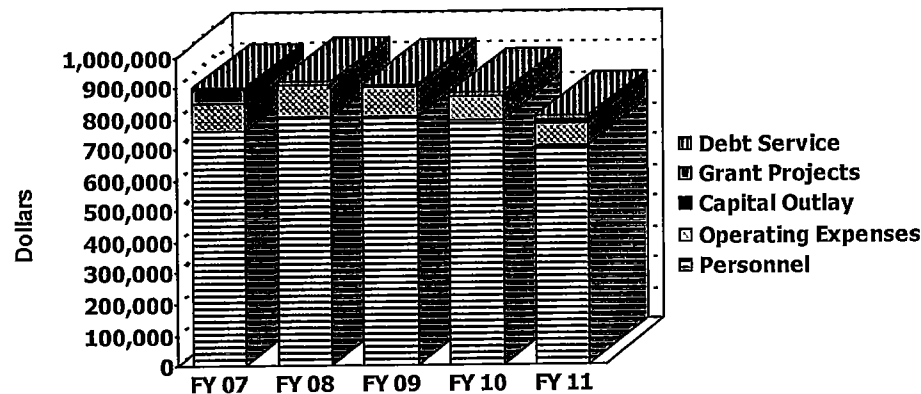
Highlights

- Funds are included for required Planning and Development staff training.
- Capital outlay includes the cost of replacing Black Bear permitting software in the amount of \$38,500 financed over three years.

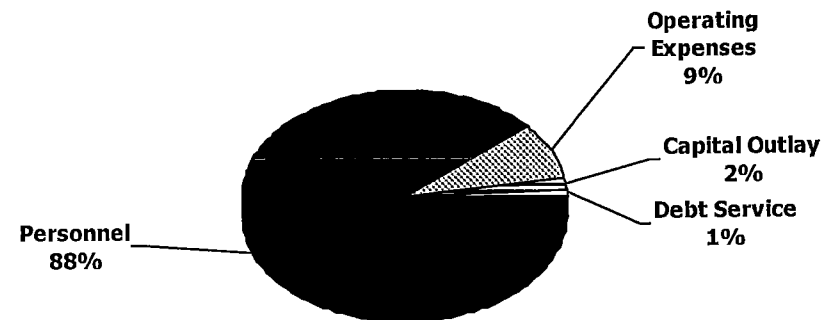
Expenditures by Function

	FY 2009-2010 <u>Adopted</u>	FY 2010-2011 <u>Adopted</u>	<u>Percent Change</u>
Personnel Services	\$ 794,432	\$ 709,704	-10.67%
Operating Expenses	\$ 76,295	\$ 70,503	-7.59%
Capital Outlay	\$ 0	\$ 13,526	100.00%
Debt Service	\$ 8,424	\$ 8,205	-2.60%
Total	\$ 879,151	\$ 801,938	-8.78

Adopted Expenditure History



Adopted FY 2010-2011 Expenditures by Function



TOWN OF NAGS HEAD
EXPENDITURE BUDGET FY 2010-2011

GENERAL FUND	FY 09/10 ADOPTED BUDGET	FY 09/10 AMENDED BUDGET	UNAUDITED YTD ACTUAL @ 6/30/10	FY 10/11 REQUESTED BUDGET	FY 10/11 RECOMMENDED BUDGET	FY 10/11 ADOPTED BUDGET

PLANNING & DEVELOPMENT						
SALARIES						
490 510200 SALARIES/WAGES - REGULAR	603,302.00	533,402.00	536,781.95	533,434.00	534,812.00	542,237.00
490 510200 1 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
490 510200 2 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
490 510201 SALARIES - LONGEVITY PAY	16,443.00	11,035.00	11,028.56	13,109.00	13,109.00	13,109.00
490 510400 OVERTIME PAY	.00	.00	.00	.00	.00	.00
490 510400 1 OVERTIME PAY	.00	.00	.00	.00	.00	.00
490 510400 2 OVERTIME PAY	.00	.00	.00	.00	.00	.00
490 510500 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
490 510500 1 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
490 510500 2 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
490 521100 CAREER DEVELOPMENT	.00	.00	.00	.00	.00	.00
TOTAL SALARIES	619,745.00	544,437.00	547,810.51	546,543.00	547,921.00	555,346.00
BENEFITS						
490 520600 FICA TAX	47,419.00	41,658.00	40,678.32	41,818.00	41,921.00	42,489.00
490 520600 1 FICA TAX	.00	.00	.00	.00	.00	.00
490 520600 2 FICA TAX	.00	.00	.00	.00	.00	.00
490 520700 GROUP HEALTH INSURANCE	78,421.00	67,838.00	63,190.16	70,944.00	66,959.00	70,607.00
490 520701 RETIREE'S GROUP HEALTH INSUR	.00	5,605.00	4,971.89	6,240.00	.00	.00
490 520710 EMPLOYEE DENTAL	.00	.00	.00	.00	.00	.00
490 520720 EMPLOYEE LIFE	.00	.00	.00	.00	.00	.00
490 520800 RETIREMENT	30,249.00	26,574.00	26,988.13	35,144.00	35,232.00	35,709.00
490 520800 1 RETIREMENT	.00	.00	.00	.00	.00	.00
490 520800 2 RETIREMENT	.00	.00	.00	.00	.00	.00
490 521000 401 K	18,598.00	16,339.00	16,433.89	16,400.00	5,479.00	5,553.00
490 521000 1 401 K	.00	.00	.00	.00	.00	.00
490 521000 2 401 K	.00	.00	.00	.00	.00	.00
TOTAL BENEFITS	174,687.00	158,014.00	152,262.39	170,546.00	149,591.00	154,358.00
OPERATIONS						
490 522011 CAREER DEVELOPMENT OTHER COSTS	.00	.00	.00	.00	.00	.00
490 531400 PLANNING BOARD FEES	7,080.00	7,080.00	7,080.00	7,080.00	7,080.00	7,080.00
490 531500 BOARD OF ADJUSTMENT FEES	3,200.00	3,200.00	1,720.00	3,200.00	3,200.00	3,200.00
490 532000 TRAINING	3,750.00	3,750.00	930.00	3,750.00	2,500.00	2,500.00
490 532001 COMPUTER TRAINING	.00	.00	.00	.00	.00	.00

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490 532100 BUILDING/EQUIPMENT RENTAL	2,500.00	2,500.00	1,245.69	2,500.00	2,500.00	2,500.00
490 532100 1 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
490 532100 2 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
490 532200 TELEPHONE	5,800.00	5,800.00	5,261.40	5,808.00	5,808.00	5,808.00
490 532200 1 TELEPHONE	.00	.00	.00	.00	.00	.00
490 532200 2 TELEPHONE	.00	.00	.00	.00	.00	.00
490 532400 TRAVEL	4,500.00	4,500.00	2,026.49	4,500.00	4,500.00	4,500.00
490 532500 POSTAGE	3,500.00	3,500.00	2,449.89	3,500.00	3,500.00	3,500.00
490 532500 1 POSTAGE	.00	.00	.00	.00	.00	.00
490 532500 2 POSTAGE	.00	.00	.00	.00	.00	.00
490 532600 ADVERTISING	6,000.00	9,000.00	7,641.00	6,000.00	6,000.00	6,000.00
490 532600 1 ADVERTISING	.00	.00	.00	.00	.00	.00
490 532600 2 ADVERTISING	.00	.00	.00	.00	.00	.00
490 532700 PRINTING	750.00	750.00	.00	750.00	.00	.00
490 543100 FUEL COSTS	5,400.00	5,400.00	3,510.50	5,400.00	3,700.00	3,700.00
490 543100 1 FUEL COSTS	.00	.00	.00	.00	.00	.00
490 543100 2 FUEL COSTS	.00	.00	.00	.00	.00	.00
490 543300 DEPARTMENT SUPPLIES	6,000.00	7,200.00	5,819.25	6,000.00	4,900.00	4,900.00
490 543300 1 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
490 543300 2 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
490 543400 OTHER SUPPLIES	3,000.00	3,000.00	2,739.98	3,000.00	3,000.00	3,000.00
490 543405 OTHER SUPPLIES - COMPUTER	.00	2,486.00	2,485.70	2,900.00	.00	.00
490 543600 MAINT/REPAIR EQUIPMENT	5,000.00	5,000.00	4,514.00	5,000.00	5,000.00	5,000.00
490 543600 1 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
490 543600 2 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
490 543601 MAINT/REPAIR COMPUTER EQUIP.	.00	.00	.00	.00	.00	.00
490 543700 MAINT/REPAIR VEHICLES	2,000.00	2,000.00	1,614.88	2,000.00	2,000.00	2,000.00
490 543700 1 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
490 543700 2 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
490 543701 VEHICLE REPAIRS	.00	.00	.00	.00	.00	.00
490 543900 UNIFORMS	1,000.00	1,000.00	973.56	2,000.00	.00	.00
490 544000 PROFESSIONAL FEES	14,000.00	15,050.00	10,674.52	14,000.00	14,000.00	14,000.00
490 544000 1 PROFESSIONAL FEES	.00	.00	.00	.00	.00	.00
490 544000 2 PROFESSIONAL FEES	.00	.00	.00	.00	.00	.00
490 544500 CONTRACTED SERVICES	.00	.00	40.12	.00	.00	.00
490 544500 1 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
490 544500 2 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
490 555300 DUES AND SUBSCRIPTIONS	2,815.00	2,815.00	1,743.52	2,815.00	2,815.00	2,815.00
490 566102 GRANT - DCM ECONOMIC STUDY	.00	.00	.00	.00	.00	.00
490 566104 GRANT DCM RECREATION PLAN	.00	.00	.00	.00	.00	.00
490 566105 GRANT - DCM HOLLOWELL ACCESS	.00	.00	.00	.00	.00	.00
490 566106 GRANT - DCM CURLEW ACCESS	.00	.00	.00	.00	.00	.00
490 566107 GRANT - DCM UNSPECIFIED SITE	.00	.00	.00	.00	.00	.00
490 566200 GRANT MULTI USE PATH	.00	.00	.00	.00	.00	.00
490 566201 GRANT - HARVEY IMPROVEMENTS	.00	.00	.00	.00	.00	.00
490 566300 GRANT LAND USE PLAN	.00	.00	.00	.00	.00	.00

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490 566900 TWEACR TRACT IMPROVEMENTS	.00	.00	.00	.00	.00	.00
490 566901 GRANT CLEAN WATER TRUST FUND	.00	.00	.00	.00	.00	.00
490 569900 COST REIMBURSEMENT	.00	-76,954.00	-76,954.00	.00	.00	.00
490 577433 CAPITAL OUTLAY BUDGETARY	.00	.00	.00	.00	.00	.00
TOTAL OPERATIONS	76,295.00	7,077.00	-14,483.50	80,203.00	70,503.00	70,503.00
CAPITAL OUTLAY						
490 577300 CAPITAL OUTLAY OTHER	.00	.00	.00	.00	.00	.00
490 577400 CAPITAL OUTLAY EQUIPMENT	.00	.00	.00	28,000.00	13,526.00	13,526.00
TOTAL CAPITAL OUTLAY	.00	.00	.00	28,000.00	13,526.00	13,526.00
DEBT SERVICE						
490 578100 L/P PRINCIPAL	7,985.00	7,985.00	7,984.67	7,985.00	7,985.00	7,985.00
490 578200 LEASE PURCHASE INTEREST	439.00	439.00	439.16	220.00	220.00	220.00
TOTAL DEBT SERVICE	8,424.00	8,424.00	8,423.83	8,205.00	8,205.00	8,205.00
TOTAL PLANNING & DEVELOPMENT	879,151.00	717,952.00	694,013.23	833,497.00	789,746.00	801,938.00

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Adopted	PERCENT CHANGE
490	577400	CAPITAL OUTLAY EQUIPMENT	13,526.00	.00	13,526.00	.00
	010 -1-490-577400-	REPLACE 2004 DODGE RAM PER REPLACEMENT SCHEDULE	.00	28,000.00	.00	
		NOT RECOMMENDED FOR REPLACEMENT IN 10-11 BY PW GARAGE AND REPLACEMENT SCHEDULE				
		REPLACE PERMITTING SOFTWARE AT COST OF 38,500 FINANCED OVER THREE YEARS	1.00	13,526.00	13,526.00	