

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, code compliance, building inspections, 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 site plans and subdivision plans, carrying out site reviews; processing zonings, site plans, and subdivision plans; enforcing zoning codes; 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

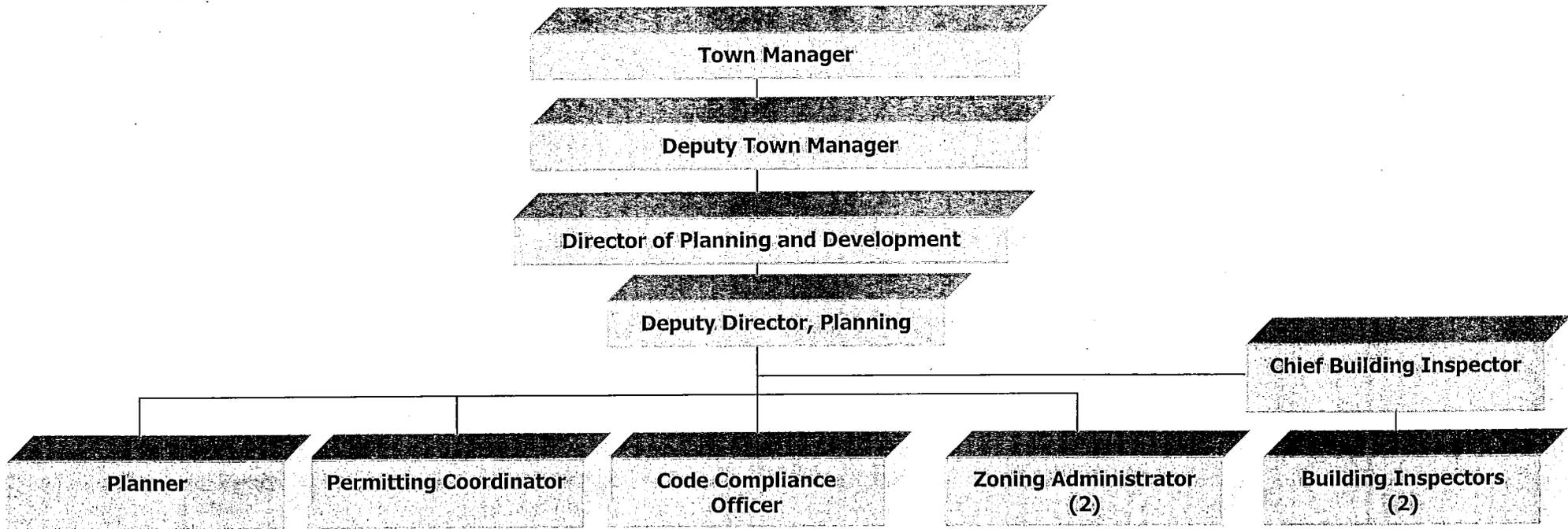
- Conclude the review and update of the Town of Nags Head Land and Water Use Plan.
- To prepare and present to the Board of Commissioners a Town of Nags Head Outdoor Recreation Plan.
- Maintain the highest level of expertise, professionalism, and timeliness in the conduct of building inspection services through ongoing training and technologies.

Performance Objectives and Workload Indicators

	FY 05-06 <u>Actual</u>	FY 06-07 <u>Actual</u>	FY 07-08 <u>Actual</u>
Building Permits Issued:			
Residential - Single Family	76	41	30
Commercial	6	5	3
Miscellaneous	288	424	336
Estimated Value	42,638,377	28,817,935	28,381,075
Zoning Permits	283	415	343
Board of Adjustment Cases	9	12	4
CAMA - Minor Permits Issued	77	208	144
CAMA - Exemptions	48	236	144
Soil Erosion and Sedimentation Plans Reviewed	59	34	35
CCO Inspections	634	632	525
Miscellaneous Actions and Citations:			
Warning Citations Issued	60	57	40
Civil Citations Issued	442	30	51
Major Subdivision Plats	5	1	0
Amendments	21	29	23
Site Plans - Commercial	19	15	9

Planning and Development Department

Departmental Organization and Staffing



<u>Position</u>	<u>Grade</u>	<u>Adopted Positions FY 08-09</u>	<u>Existing Positions</u>	<u>Recommended Positions FY 09-10</u>	<u>Adopted Positions FY 09-10</u>
Director of Planning & Development	26	1	1	1	1
Deputy Director of Planning	24	1	1	1	1
Planner	20	1	1	1	1
Chief Building Inspector	20	1	1	1	1
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	11	1	1	1	1
TOTAL:		10	10	10	10

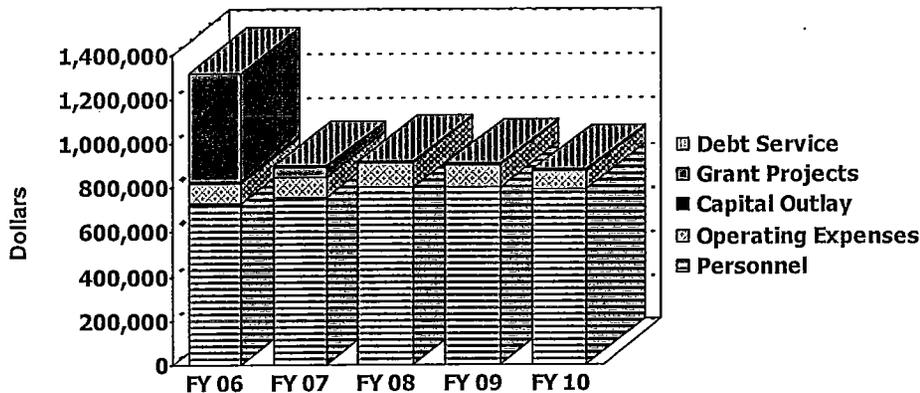
Highlights

- Funds are included for required Planning and Development staff training.

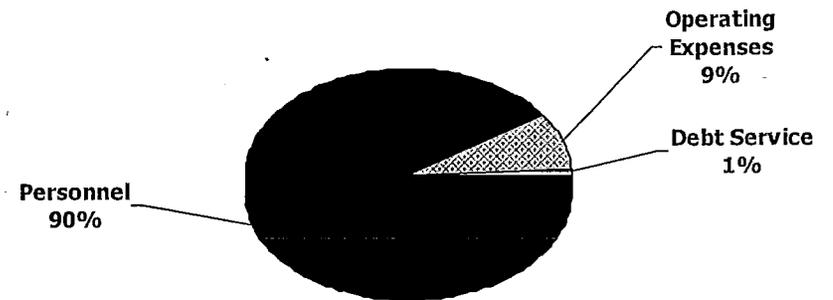
Expenditures by Function

	FY 2008-2009 Adopted	FY 2009-2010 Adopted	Percent Change
Personnel Services	\$ 803,124	\$ 794,432	1.08%
Operating Expenses	\$ 95,935	\$ 76,295	-20.47%
Capital Outlay	\$ 9,152	\$ 0	-100.00%
Debt Service	\$ 0	\$ 8,424	100.00%
Total	\$ 908,211	\$ 879,151	-3.20%

Adopted Expenditure History



Adopted FY 2009-2010 Expenditures by Function



TOWN OF NAGS HEAD
EXPENDITURE BUDGET FY 2009-10

GENERAL FUND	FY 08/09 ADOPTED BUDGET	FY 08/09 AMENDED BUDGET	UNAUDITED YTD ACTUAL @ 6/30/09	FY 09/10 REQUESTED BUDGET	FY 09/10 RECOMMENDED BUDGET	FY 09/10 ADOPTED BUDGET
PLANNING & DEVELOPMENT						
SALARIES						
490 510200 SALARIES/WAGES - REGULAR	612,341.00	607,438.00	530,298.34	603,302.00	603,302.00	603,302.00
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	15,333.00	15,333.00	11,893.70	16,443.00	16,443.00	16,443.00
490 510400 OVERTIME PAY	4,000.00	4,000.00	453.12	.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	750.00	750.00	.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	4,903.00	1,238.86	.00	.00	.00
TOTAL SALARIES	632,424.00	632,424.00	543,884.02	619,745.00	619,745.00	619,745.00
BENEFITS						
490 520600 FICA TAX	48,388.00	48,388.00	40,257.45	47,419.00	47,419.00	47,419.00
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	71,623.00	70,723.00	62,577.68	71,623.00	81,706.00	78,421.00
490 520701 RETIREE'S GROUP HEALTH INSUR	911.00	911.00	909.33	911.00	.00	.00
490 520800 RETIREMENT	30,822.00	30,822.00	26,541.76	30,249.00	30,249.00	30,249.00
490 520800 1 RETIREMENT	.00	.00	.00	.00	.00	.00
490 520800 2 RETIREMENT	.00	.00	.00	.00	.00	.00
490 521000 401 K	18,956.00	18,956.00	16,316.51	18,598.00	18,598.00	18,598.00
490 521000 1 401 K	.00	.00	.00	.00	.00	.00
490 521000 2 401 K	.00	.00	.00	.00	.00	.00
TOTAL BENEFITS	170,700.00	169,800.00	146,602.73	168,800.00	177,972.00	174,687.00
OPERATIONS						
490 522011 CAREER DEVELOPMENT OTHER COSTS	1,100.00	1,100.00	.00	2,000.00	.00	.00
490 531400 PLANNING BOARD FEES	7,080.00	6,730.00	6,250.00	7,080.00	7,080.00	7,080.00
490 531500 BOARD OF ADJUSTMENT FEES	3,200.00	3,200.00	1,290.00	3,200.00	3,200.00	3,200.00
490 532000 TRAINING	5,500.00	5,500.00	3,860.00	4,400.00	3,750.00	3,750.00
490 532001 COMPUTER TRAINING	.00	.00	.00	.00	.00	.00
490 532100 BUILDING/EQUIPMENT RENTAL	2,500.00	2,500.00	1,868.52	2,500.00	2,500.00	2,500.00
490 532100 1 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00

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490 532100 2 BUILDING/EQUIPMENT RENTAL		.00	.00	.00	.00	.00	.00
490 532200 TELEPHONE		6,240.00	6,240.00	4,880.39	6,240.00	5,800.00	5,800.00
490 532200 1 TELEPHONE		.00	.00	.00	.00	.00	.00
490 532200 2 TELEPHONE		.00	.00	.00	.00	.00	.00
490 532400 TRAVEL		10,000.00	10,000.00	3,461.71	8,000.00	4,500.00	4,500.00
490 532500 POSTAGE		7,000.00	7,000.00	1,201.73	4,000.00	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	6,000.00	5,648.96	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	750.00	750.00
490 543100 FUEL COSTS		6,400.00	6,400.00	3,514.79	5,400.00	5,400.00	5,400.00
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		7,500.00	7,500.00	5,153.51	6,375.00	6,000.00	6,000.00
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		3,500.00	5,106.00	3,464.60	4,500.00	3,000.00	3,000.00
490 543405 OTHER SUPPLIES - COMPUTER		.00	.00	.00	2,900.00	.00	.00
490 543600 MAINT/REPAIR EQUIPMENT		7,350.00	7,350.00	6,336.58	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	1,644.23	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		2,000.00	2,000.00	1,845.68	2,000.00	1,000.00	1,000.00
490 544000 PROFESSIONAL FEES		15,000.00	19,750.00	17,684.88	18,500.00	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	255.17	.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	3,165.00	2,888.46	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	13,056.00	.00	13,000.00	.00	.00
490 566900 TWEACR TRACT IMPROVEMENTS		.00	.00	.00	.00	.00	.00
490 566901 GRANT CLEAN WATER TRUST FUND		.00	.00	.00	.00	.00	.00

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490 569900 COST REIMBURSEMENT	.00	-81,401.00	-81,401.00	.00	.00	.00
490 577433 CAPITAL OUTLAY BUDGETARY	.00	.00	.00	.00	.00	.00
TOTAL OPERATIONS	95,935.00	33,946.00	-10,151.79	106,660.00	76,295.00	76,295.00
CAPITAL OUTLAY						
490 577300 CAPITAL OUTLAY OTHER	.00	.00	.00	.00	.00	.00
490 577400 CAPITAL OUTLAY EQUIPMENT	9,152.00	24,676.00	24,673.96	28,000.00	.00	.00
TOTAL CAPITAL OUTLAY	9,152.00	24,676.00	24,673.96	28,000.00	.00	.00
DEBT SERVICE						
490 578100 L/P PRINCIPAL	.00	8,432.00	7,984.67	7,576.00	7,985.00	7,985.00
490 578200 LEASE PURCHASE INTEREST	.00	.00	1.81	857.00	439.00	439.00
TOTAL DEBT SERVICE	.00	8,432.00	7,986.48	8,433.00	8,424.00	8,424.00
TOTAL PLANNING & DEVELOPMENT	908,211.00	869,278.00	712,995.40	931,638.00	882,436.00	879,151.00