

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 and the implementation of Town Land use regulations and policies. The Department is responsible for zoning administration, subdivision administration, code compliance, building inspections, floodplain management, erosion and sedimentation control, GIS, CAMA, and planning.

Department activities include updates to development ordinances, policies and procedures; reviews of building, zoning and subdivision submittals; reporting on development activity and demographic data; maintaining GIS and permitting databases and processing zoning text and map amendments, variances and appeals. The Department staffs the Planning Board, Board of Adjustments, and other special committees and provides enforcement and inspection services for zoning regulations, building codes, floodplain ordinance regulations, land disturbance regulations, storm damage assessments and minor CAMA permit applications. The Department carries out other activities as directed by the Town Manager in support of Town-wide projects and needs such as grant writing, meeting facilitation or other supportive tasks.

The Building Inspections staff of the Department is authorized under the State of North Carolina General Statutes to perform inspection services within Nags Head's territorial jurisdiction, including enforcement of codes relating to the construction, renovation, or alteration of buildings and other structures; the installation of plumbing systems, electrical systems, heating systems, and air conditioning systems; the maintenance of buildings and other structures to ensure safe, sanitary, and healthy conditions.

TOWN OF NAGS HEAD BUILDING PERMIT

NO. _____

PLEASE POST

DATE



Goals

To manage and plan for the safe and orderly development of the Town while protecting the natural environment and conserving limited resources.

To continually improve the delivery of departmental services and products, Town boards and other Town Departments through clear communications, public involvement, effective permitting and inspection procedures, and a qualified staff.

Objectives

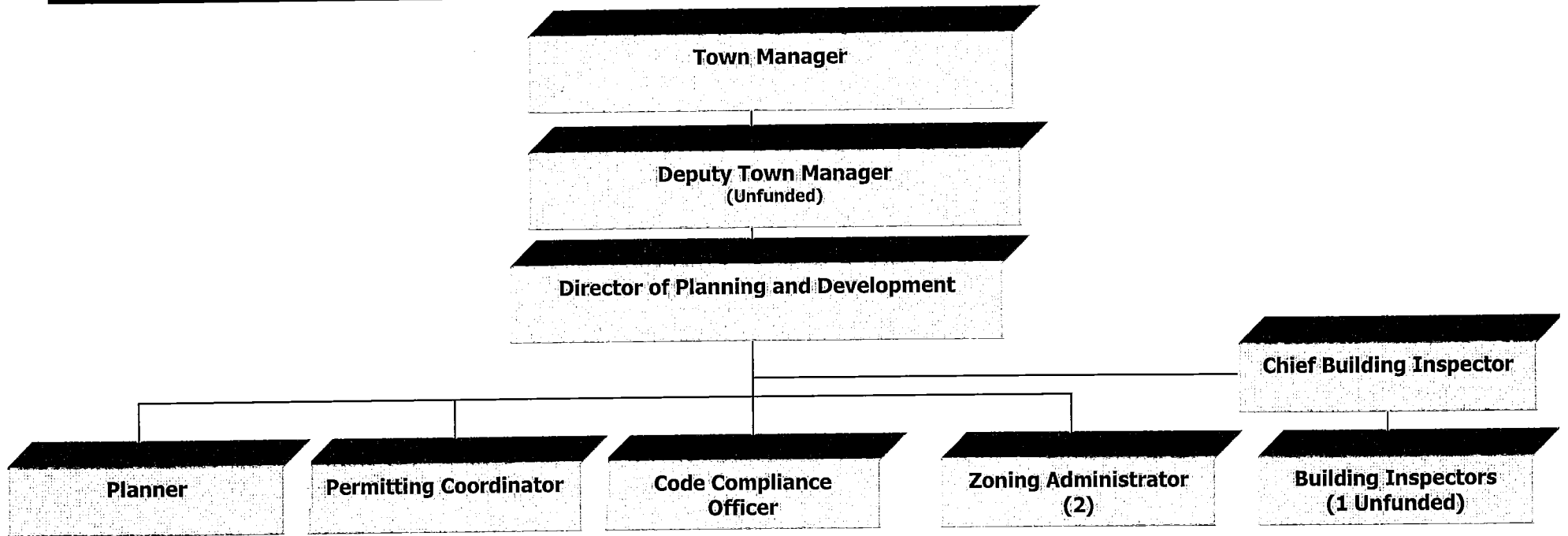
- Periodically review, update and implement adopted Town Plans and to prepare other development plans and reports as directed.
- Provide professional staff support and expertise to the Board of Commissioners, Planning Board, Board of Adjustments, and other appointed committees as directed.
- Provide 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 permitting and inspection services through ongoing training and technologies and customer service.

Performance Objectives and Workload Indicators

	FY 07-08	FY 08-09	FY 09-10
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Building Permits Issued:			
Residential - Single Family	30	16	19
Commercial	4	3	1
Miscellaneous	335	368	437
Estimated Value	28,381,075	18,767,638	15,774,263
Zoning Permits	343	383	383
Board of Adjustment Cases	4	4	5
CAMA - Minor Permits Issued	144	131	232
CAMA - Exemptions	144	127	245
Soil Erosion and Sedimentation Plans Reviewed	35	17	11
CCO Inspections	525	675	507
Miscellaneous Actions and Citations:			
Warning Citations Issued	40	47	22
Civil Citations Issued	51	159	37
Major Subdivision Plats	0	0	0
Amendments	23	23	21
Site Plans - Commercial	9	9	6

Planning and Development Department

Departmental Organization and Staffing



<u>Position</u>	<u>Grade</u>	<u>Adopted Positions FY 10-11</u>	<u>Existing Positions</u>	<u>Requested Positions FY 11-12</u>	<u>Recommended Positions FY 11-12</u>
Director of Planning & Development	26	1	1	1	1
Planner	20	1	1	1	1
Chief Building Inspector	22	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	13	1	1	1	1
TOTAL:		9	9	9	9

*The building inspector position is unfunded at this time.

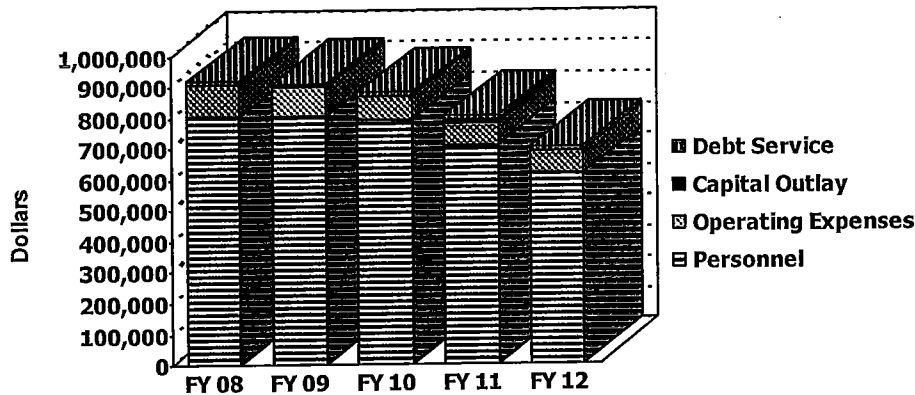
Highlights

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

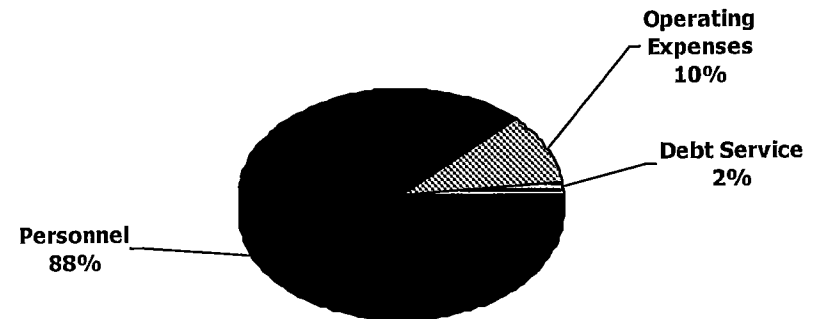
Expenditures by Function

	FY 2010-2011 <u>Adopted</u>	FY 2011-2012 <u>Recommended</u>	<u>Percent Change</u>
Personnel Services	\$ 709,704	\$ 615,802	-13.23%
Operating Expenses	\$ 70,503	\$ 73,519	4.28%
Capital Outlay	\$ 13,526	\$ 0	-100.00%
Debt Service	\$ 8,205	\$ 13,527	64.86%
Total	\$ 801,938	\$ 702,848	-12.36%

Adopted Expenditure History



Recommended FY 2011-2012 Expenditures by Function



TOWN OF NAGS HEAD
EXPENDITURE BUDGET FY 2011-2012

GENERAL FUND	FY 10/11 ADOPTED BUDGET	FY 10/11 AMENDED BUDGET	UNAUDITED YTD ACTUAL @ 04/30/2011	FY 11/12 REQUESTED BUDGET	FY 11/12 RECOMMENDED BUDGET	FY 11/12 ADOPTED BUDGET
PLANNING & DEVELOPMENT						
SALARIES						
490 510200 SALARIES/WAGES - REGULAR	542,237.00	485,781.00	381,938.30	465,754.00	465,754.00	.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	13,109.00	11,309.00	6,874.45	11,299.00	11,299.00	.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	555,346.00	497,090.00	388,812.75	477,053.00	477,053.00	.00
BENEFITS						
490 520600 FICA TAX	42,489.00	40,310.00	29,038.65	37,516.00	37,516.00	.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	70,607.00	59,182.00	40,759.82	67,141.00	63,255.00	.00
490 520701 RETIREE'S GROUP HEALTH INSUR	.00	.00	.00	.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	35,709.00	33,888.00	24,030.91	33,203.00	33,203.00	.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	5,553.00	4,353.00	3,819.50	4,775.00	4,775.00	.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	154,358.00	137,733.00	97,648.88	142,635.00	138,749.00	.00
OPERATIONS						
490 522011 CAREER DEVELOPMENT OTHER COSTS	.00	.00	.00	.00	.00	.00
490 531400 PLANNING BOARD FEES	7,080.00	7,400.00	5,980.00	7,400.00	7,400.00	.00
490 531500 BOARD OF ADJUSTMENT FEES	3,200.00	1,880.00	860.00	2,880.00	2,880.00	.00
490 532000 TRAINING	2,500.00	2,500.00	755.00	3,750.00	2,500.00	.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	1,623.72	2,500.00	2,500.00	.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	5,808.00	5,808.00	3,802.35	6,240.00	5,800.00	.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	158.70	4,500.00	4,500.00	.00
490 532500 POSTAGE	3,500.00	3,500.00	886.25	3,500.00	3,000.00	.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	1,739.74	6,000.00	6,000.00	.00
490 532600 1 ADVERTISING	.00	.00	.00	.00	.00	.00
490 532600 2 ADVERTISING	.00	.00	.00	.00	.00	.00
490 532700 PRINTING	.00	.00	.00	750.00	750.00	.00
490 543100 FUEL COSTS	3,700.00	3,700.00	1,895.21	3,700.00	3,700.00	.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	4,900.00	7,400.00	5,747.14	6,900.00	6,900.00	.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	1,703.92	3,500.00	3,500.00	.00
490 543405 OTHER SUPPLIES - COMPUTER	.00	.00	.00	.00	.00	.00
490 543600 MAINT/REPAIR EQUIPMENT	5,000.00	5,000.00	1,400.00	5,000.00	5,000.00	.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	657.78	2,000.00	2,000.00	.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	.00	.00	.00	1,000.00	.00	.00
490 544000 PROFESSIONAL FEES	14,000.00	12,500.00	6,624.59	14,000.00	14,000.00	.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	37,000.00	36,608.21	.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	1,578.79	3,815.00	3,089.00	.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

TOWN OF NAGS HEAD
EXPENDITURE BUDGET FY 2011-2012

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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	70,503.00	30,549.00	-4,932.60	77,435.00	73,519.00	.00
CAPITAL OUTLAY						
490 577300 CAPITAL OUTLAY OTHER	.00	.00	.00	.00	.00	.00
490 577400 CAPITAL OUTLAY EQUIPMENT	13,526.00	13,526.00	.00	.00	.00	.00
TOTAL CAPITAL OUTLAY	13,526.00	13,526.00	.00	.00	.00	.00
DEBT SERVICE						
490 578100 L/P PRINCIPAL	7,985.00	7,985.00	7,984.66	12,153.00	12,153.00	.00
490 578200 LEASE PURCHASE INTEREST	220.00	220.00	215.97	1,374.00	1,374.00	.00
TOTAL DEBT SERVICE	8,205.00	8,205.00	8,200.63	13,527.00	13,527.00	.00
TOTAL PLANNING & DEVELOPMENT	801,938.00	687,103.00	489,729.66	710,650.00	702,848.00	.00