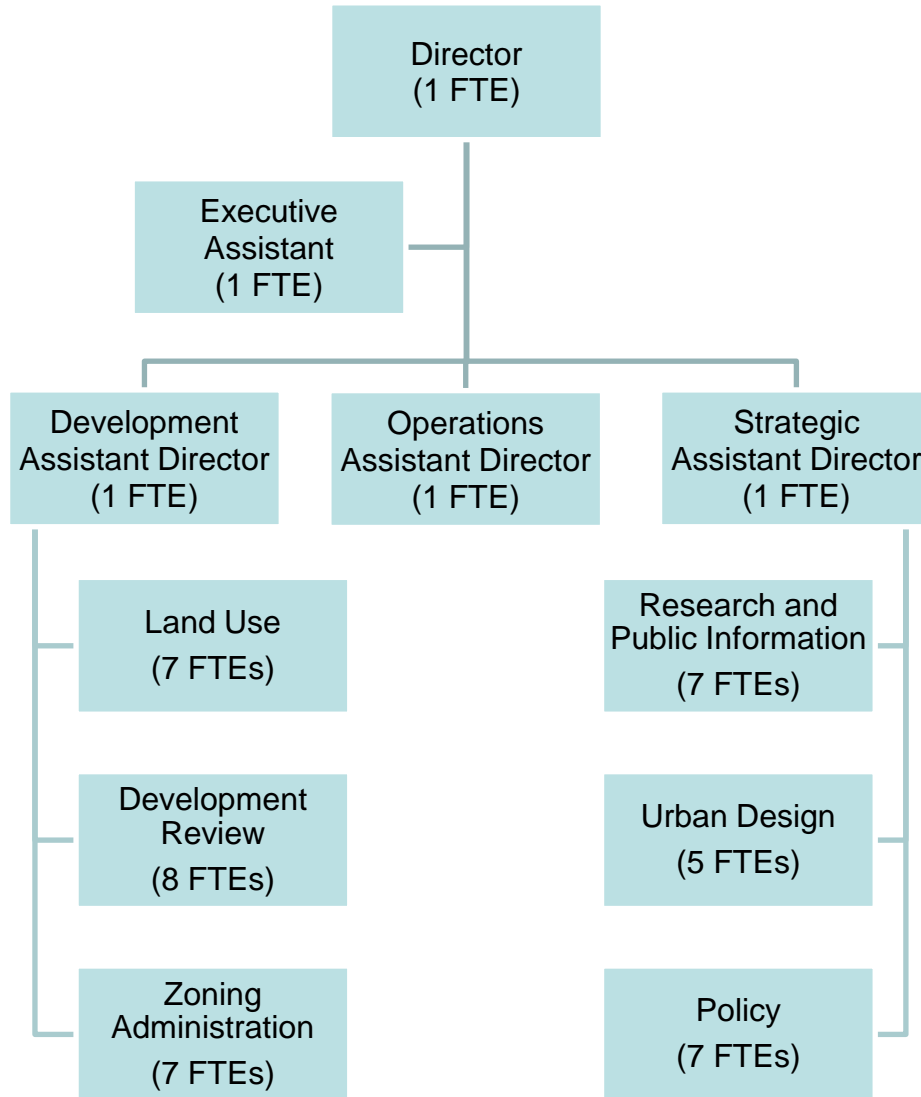




# Durham City-County Planning (46 FTEs)



---



---

## DURHAM CITY - COUNTY PLANNING

---

**Mission:**

To guide the orderly growth and enhancement of the Durham Community while preserving its cultural heritage and natural resources.

---

### DEPARTMENT DESCRIPTION

---

**\$3,007,866**  
**46 FTEs**

An interlocal agreement between the City and County establishes the City-County Planning Department.

Staff ensures code compliance by remedying violations of the Unified Development Ordinance (UDO), administers technology and research functions, recommends new ordinances, maintains the public information counter, and develops and monitors the budget. Staff also monitors the Comprehensive Plan, leads the department's effort on regional transit, prepares small area plans and other studies, administers Land Use Plan amendments, and reviews development proposals. The Department processes and reviews all development activity as adopted in the UDO, reviews site plans and subdivisions, processes and makes recommendations for zoning changes, processes variances and use permits considered by the Board of Adjustment, and verifies that approved plans are followed during site development. Staff provides assistance to the Planning Commission, Board of Adjustment, the Development Review Board, the Joint City-County Planning Commission, the Appearance Commission, Design District Review Team, Open Space and Trails Commission, Environmental Affairs Board, and the Historic Preservation Commission and other boards established for specific projects.

---

### RESOURCE ALLOCATION

---

<i>Non-Grant</i>	Actual FY 2008-09	Adopted FY 2009-10	Estimated FY 2009-10	Adopted FY 2010-11	Change
<b>Appropriations</b>					
Personal Services	\$ 3,154,675	\$ 3,093,079	\$ 3,036,414	\$ 2,805,859	-9.3%
Operating	226,034	248,304	227,707	202,007	-18.6%
Capital	-	6,000	5,406	-	-100.0%
<b>Total Appropriations</b>	<b>\$ 3,380,709</b>	<b>\$ 3,347,383</b>	<b>\$ 3,269,527</b>	<b>\$ 3,007,866</b>	<b>-10.1%</b>
<b>Full Time Equivalents</b>					
	46	46	46	46	0
<b>Part Time</b>					
	-	-	-	-	-
<b>Revenues</b>					
Discretionary	\$ 1,130,475	\$ 1,116,253	\$ 1,392,595	\$ 1,153,933	3.4%
Program	2,250,234	2,231,131	1,876,933	1,853,934	-16.9%
<b>Total Revenues</b>	<b>\$ 3,380,709</b>	<b>\$ 3,347,383</b>	<b>\$ 3,269,527</b>	<b>\$ 3,007,866</b>	<b>-10.1%</b>
<b>Technology Surcharge</b>	<b>\$ 45,319</b>	<b>\$ 44,595</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>0.0%</b>

---

### BUDGET ISSUES FOR FY 2010-11

---

- Operational costs are driven by legal requirements.
- Work Plan priorities shift throughout the year based on changes in direction from the Joint City County Planning Committee.
- A significant proportion of the department's work is mandated by City and County interlocal agreements including those for joint planning, open space and trails planning, historic preservation, appearance and environmental planning.

---

**COMPLETED INITIATIVES FOR FY 2009-10**

---

- Provided timely review and processing of plans and development applications.
- Provided careful and responsible enforcement of the UDO.
- Monitored and processed amendments to the Comprehensive Plan and continued implementation of the Comprehensive Plan.
- Implemented portions of the Ninth Street Plan.
- Created new pages on the Department's web site to enhance public information.
- Conducted a community process leading to the adoption of an enhanced Downtown Design District.
- Continued to develop data and publicity necessary for the successful completion of the 2010 Census.
- Upgraded computers for better design analysis capability.
- Completed significant revisions to the UDO.
- Enhanced usage of the Land Development Office (LDO) digital software.

---

**DEPARTMENT INITIATIVES FOR FY 2010-11**

---

- Initiate organizational changes to maintain productivity in response to changes in the economic climate.
- Continue work on the Fayetteville-University area plan.
- Develop changes to regulations for mixed use and infill development.
- Modify standards for the Historic Landmark program.
- Continue to make significant improvements to the UDO.
- Continue development of environmental enhancements to the UDO.
- Continue preparations for digital file conversion.
- Seek additional efficiency improvements to site plan reviews.
- Continue implementation of the Ninth Street Plan.

---

**GOALS, OBJECTIVES & STRATEGIES FOR 2010-11**

---

**GOAL:** *To ensure the efficient operations of the Planning Department through the review and direction of work in other program areas while ensuring public involvement in the planning process at appropriate times, places, and levels.*

**OBJECTIVE:** To provide staff reports to elected officials and appointed boards on schedule which accurately reflect the position of the department and are free of error.

**STRATEGY:** To maintain a schedule and review procedure for all agenda materials that permits the materials to be received at least 7 days prior to the meeting date so that they may be relied on by citizens and officials receiving them.

<b>MEASURE:</b>	<b>Actual FY 2009</b>	<b>Adopted FY 2010</b>	<b>Estimated FY 2010</b>	<b>Adopted FY 2011</b>
% Staff reports provided to Boards at least 7 days in advance of a meeting	97%	97%	100%	97%

**OBJECTIVE:** To ensure that members of the public receive notification of all potential public hearing items at least 7 days prior to any scheduled hearing.

**STRATEGY:** To send electronic and postcard notification to members of the public registered with the Planning Department at least 10 days prior to any scheduled public hearing.

<b>MEASURE:</b>	<b>Actual FY 2009</b>	<b>Adopted FY 2010</b>	<b>Estimated FY 2010</b>	<b>Adopted FY 2011</b>
% Neighborhood/Public Notice cards sent at least 10 days prior to a scheduled hearing	95%	96%	96%	96%

**GOAL:** *To ensure implementation of the development ordinances of the City and County through enforcement of these ordinances.*

---

**OBJECTIVE:** To respond to complaints of zoning violations within 24 hours of receipt and ensure that the complaining party is kept apprised of the status of the case.

**STRATEGY:** To investigate all complaints within 24 hours of their receipt and maintain accurate files that identify the status of the complaint and keep the complaining party informed of that status.

<b>MEASURE:</b>	<b>Actual FY 2009</b>	<b>Adopted FY 2010</b>	<b>Estimated FY 2010</b>	<b>Adopted FY 2011</b>
% Zoning violations corrected	95%	96%	96%	96%

**GOAL:** *To reinvent development review procedures that ensure developments are thoroughly and comprehensively reviewed in a manner that reflects findings of the Smart Growth Audit completed in 2001.*

---

**OBJECTIVE:** To improve the efficiency of review processes to ensure they reflect Smart Growth principles, including those of certainty and timeliness of decisions.

**STRATEGY:** Establish review procedures to ensure the processing of requested development petitions on schedule without staff errors.

<b>MEASURE:</b>	<b>Actual FY 2009</b>	<b>Adopted FY 2010</b>	<b>Estimated FY 2010</b>	<b>Adopted FY 2011</b>
% Plan Amendments processed without staff caused delays or substantive staff errors	95%	96%	96%	96%
% Petitions processed without staff caused delays or substantive staff errors	97%	98%	98%	98%