

Durham City-County Planning Department
Proposed Work Program FY14
Part A, Programs
December 2, 2013

Planning Department staffing is 35 Full Time Equivalent (FTEs)

Projects/Tasks	Status	Jurisdiction	Projected FTEs
1. Development Review			
1.1. Site Plans			3.61
1.1.1. Site Plans, General	Ongoing	City and County	1.56
1.1.2. Administrative Site Plans	Ongoing	City and County	0.18
1.1.3. Small Simplified Site Plans	Ongoing	City and County	0.53
1.1.4. Large Simplified Site Plans	Ongoing	City and County	0.63
1.1.5. Minor Site Plans	Ongoing	City and County	0.63
1.1.6. Major Site Plans	Ongoing	City and County	0.06
1.1.7. Architectural Reviews	Ongoing	City and County	0.01
1.2. Zoning Map Changes			1.32
1.2.1. Zoning Map Changes, General	Ongoing	City and County	0.49
1.2.2. Zoning Map Change, Development Plan	Ongoing	City and County	0.58
1.2.3. Zoning Map Change, No Development Plan	Ongoing	City and County	0.20
1.2.4. Initial Zoning	Ongoing	City and County	0.03
1.2.5. Deviations from Approved Development Plans	Ongoing	City and County	0.02
1.2.6. Development Plan Design Guidelines Amendments	Ongoing	City and County	0.01
1.3. Subdivisions			0.58
1.3.1. Subdivisions, General	Ongoing	City and County	0.05
1.3.2. Exempt Plats	Ongoing	City and County	0.27
1.3.3. Final Plats	Ongoing	City and County	0.20
1.3.4. Preliminary Plats	Ongoing	City and County	0.05
1.3.5. Condominium Documents	Ongoing	City and County	0.01
1.4. Special Use Permits			0.91
1.4.1. Special Use Permits, General	Ongoing	City and County	0.34
1.4.2. Minor Special Use Permits	Ongoing	City and County	0.45

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1.4.3. Major Special Use Permits	Ongoing	City and County	0.07
1.4.4. Design Special Use Permits	Ongoing	City and County	0.05
1.5. Certificates of Appropriateness (COAs)			1.20
1.5.1. Certificates of Appropriateness, General	Ongoing	City and County	0.24
1.5.2. Administrative Certificates of Appropriateness	Ongoing	City and County	0.14
1.5.3. Minor Works Certificates of Appropriateness	Ongoing	City and County	0.56
1.5.4. Major Works Certificates of Appropriateness	Ongoing	City and County	0.26
1.6. Historic Landmarks and Landmark Signs	Ongoing	City and County	0.09
1.7. Common Signage and Wayfinding Signage Plans	Ongoing	City and County	0.18
1.8. Variances			0.05
1.8.1. Variances, General	Ongoing	City and County	0.03
1.8.2. Variance Cases	Ongoing	City and County	0.03
1.9. Appeals of Administrative Decision	Ongoing	City and County	0.05
1.10. Demolition by Neglect	Ongoing	City and County	0.01
1.11. Home Occupation Inspections and Permits	Ongoing	City and County	0.18
1.12. Limited Agriculture Permits	Ongoing	City	0.02
1.13. Street Renaming	Ongoing	City and County	0.01
1.14. Street Closing	Ongoing	City and County	0.06
1.15. Street Withdrawal	Ongoing	City and County	0.01
1.16. NFIP Community Rating System (Durham County Only)	Ongoing	County	0.01
1.17. Site Compliance			1.02
1.17.1. Site Compliance, General	Ongoing	City and County	0.16
1.17.2. Site Compliance Inspections	Ongoing	City and County	0.73
1.17.3. Site Monitoring	Ongoing	City and County	0.10
1.17.4. Site Re-inspections	Ongoing	City and County	0.03
1.18. UDO Administrative Interpretations	Ongoing	City and County	0.01
1.19. Development Process Improvements	Ongoing	City and County	0.04
1.20. Statutory Vested Rights Determinations	Ongoing	City and County	0.01
1.21. Support for Boards and Commissions, Development Review			0.86
1.21.1. Planning Commission	Ongoing	City and County	0.16
1.21.2. Board of Adjustment	Ongoing	City and County	0.14
1.21.3. Historic Preservation Commission	Ongoing	City and County	0.22

Projects/Tasks		Status	Jurisdiction	Projected FTEs
1.21.4.	City Council	Ongoing	City	0.21
1.21.5.	Board of Commissioners	Ongoing	County	0.12
1.21.6	Development Review Board (DRB)	Ongoing	County	0.00
1.21.7	Design District Review Team (DDRT)	Ongoing	County	0.01
1.22.	Building Permit Reviews	Ongoing	City and County	0.20
1.23.	Outdoor Seating Permits	New in FY13	City	0.04
1.24.	Selective Vegetation Removal Permits	Ongoing	City and County	0.01
1.25.	Temporary Use Permits	New in FY13	City and County	0.06
1.26.	Street Vendor Registration and Compliance	New in FY13	City	0.07
1.27.	Annexation Coordination	New in FY13	City	0.27
1.28.	Family Care Homes Group Homes Monitoring and Compliance	New in FY13	City and County	0.04
1.29.	Design Compliance Review	Ongoing	City and County	0.04
Subtotal				11.21
2. Zoning Administration				
2.1,	Response to Complaints	Ongoing	City and County	2.04
2.2.	Proactive Enforcement	Ongoing	City and County	1.98
2.3.	PACs	Ongoing	City and County	0.14
Subtotal				4.15
3. Comprehensive Planning				
3.1.	Comprehensive and Neighborhood Planning			1.31
3.1.1.	Regional Transit Planning	Ongoing	City and County	0.11
3.1.2.	Station Area Strategic Infrastructure Plan	Multi-Year Project	City and County	0.61
3.1.3.	New Comprehensive Plan Scoping	New Project	City and County	0.40
3.1.4	DHA HUD Choice Neighborhood Planning Project	New Project	City	0.04
3.1.5	Housing Affordability Assessment and Plan	New Project	City and County	0.16
3.2.	Plan Amendments			0.89
3.2.1.	Plan Amendments, General	Ongoing	City and County	0.11
3.2.2.	Privately Initiated Plan Amendments	Ongoing	City and County	0.56
3.2.3.	City or County Initiated Plan Amendments	Ongoing	City and County	0.08
3.2.4.	Annual Evaluation and Assessment Report	Ongoing	City and County	0.09
3.2.5.	Eno Economic Development District Plan Amendment	Multi-Year Project	City	0.01
3.2.6.	Rougemont Plan Amendment	Multi-Year Project	County	0.04

Projects/Tasks	Status	Jurisdiction	Projected FTEs
3.3. Zoning Text Amendment			1.54
3.3.1. Text Amendments, General	Ongoing	City and County	0.31
3.3.2. Privately Initiated Text Amendments	Ongoing	City and County	0.29
3.3.3. Mixed Use District	Multi-Year Project	City and County	0.26
3.3.4. Technical and Minor Changes	Ongoing	City and County	0.26
3.3.5. Affordable Housing Incentives	Multi-Year Project	City and County	0.09
3.3.6. Riparian Buffer Standards	Multi-Year Project	City and County	0.07
3.3.7. Rougemont Text Amendment	Multi-Year Project	County	0.03
3.3.8. Wireless Communication Facilities Revision	New	City and County	0.09
3.3.9 Respond to Legislative Mandates	Ongoing	City and County	0.15
3.4. Environmental Planning			0.92
3.4.1. Environmental Planning, General	Ongoing	City and County	0.08
3.4.2. Urban Open Space Plan	Multi-Year Project	City	0.53
3.4.3. Downtown Open Space Plan	Multi-Year Project	City	0.31
3.5. Trails and Greenways Planning	Ongoing	City and County	0.06
3.6. Historic Preservation Planning			0.21
3.6.1. Historic Preservation Planning, General	Ongoing	City and County	0.08
3.6.2. Certified Local Government Management	Ongoing	City and County	0.01
3.6.3. Golden Belt Historic District Request	Ongoing	City	0.08
3.6.4. Local Review Criteria Consolidation	Ongoing	City and County	0.04
3.7. Support for Boards and Commissions for Strategic Planning			0.39
3.7.1. Joint City-County Planning Committee	Ongoing	City and County	0.20
3.7.2. Appearance Commission	Ongoing	City and County	0.05
3.7.3. Durham Open Space and Trails Commission	Ongoing	City and County	0.11
3.7.4. Environmental Affairs Board	Ongoing	City and County	0.04
3.8. Transportation Planning	Ongoing	City and County	0.07
3.9. Urban Design			0.59
3.9.1. North RTP Design District	Multi-Year Project	County	0.11
3.9.2. Gateway Plan Implementation	New Project	City and County	0.16
3.9.3. Medical Center Design District	New Project	City	0.26
3.9.4. Urban Design Studios: Blackwell-Corcoran-Foster Pedestrian Link	Ongoing	City and County	0.05
Subtotal			5.97

Projects/Tasks	Status	Jurisdiction	Projected FTEs
4. Public Information and Customer Service			
4.1. Public Information and Customer Service, General	Ongoing	City and County	0.60
4.2. Customer Service Center	Ongoing	City and County	2.24
4.3. Website	Ongoing	City and County	0.21
4.4. Zoning Verification	Ongoing	City and County	0.25
4.5. Community Outreach	Ongoing	City and County	0.16
4.6. Customer Satisfaction Feedback	Ongoing	City and County	0.19
Subtotal			3.65
5. Research Support	Ongoing		
5.1. Census and Demographic Support	Ongoing	City and County	0.03
5.2. Computer, GIS, and Data Support	Ongoing	City and County	1.22
Subtotal			1.25
6. Department Management			
6.1. Department Management and Administration	Ongoing	City and County	5.00
6.2. Performance and Personnel Management	Ongoing	City and County	1.82
6.3. Professional Development	Ongoing	City and County	0.78
6.4. Intergovernmental Coordination	Ongoing	City and County	0.23
6.5. City, County, and Planning Department Strategic Plan	Ongoing	City and County	0.41
6.6. Culture of Service Initiatives	Ongoing	City and County	0.62
Subtotal			8.86
Total			35.00