

**Durham City-County Planning Department**  
**FY17 Proposed Work Program**  
**Part A, Programs**  
June 20, 2016 DRAFT

**Planning Department staffing is 38.0 Full Time Equivalent (FTEs)**

**1. Development Review**

- 1.1. Subdivisions
- 1.2 Site Plans
- 1.3 Common Signage and Way-Finding Signage Plans
- 1.4 Sign Permits
- 1.5 Street Withdrawals
- 1.6 Building Permit Reviews
- 1.7 UDO Administrative Interpretations
- 1.8 Temporary Use Permits
- 1.9 Development Process Improvements

**2 Land Use**

- 2.1 Planning Commission Support
- 2.2 Zoning Map Changes
- 2.3 Comprehensive Plan Amendments
- 2.4 Annexation Coordination
- 2.5 Board of Adjustment (BOA)
  - 2.5.1 BOA Support
  - 2.5.2 Special Use Permits
  - 2.5.3 Variances
  - 2.5.4 Appeals of Administrative Decisions
- 2.6 Historic Preservation Commission (HPC)
  - 2.6.1 HPC Support
  - 2.6.2 Certified Local Government Management
  - 2.6.3 Certificates of Appropriateness
  - 2.6.4 Historic Landmarks and Landmark Signs
  - 2.6.5 Demolition by Neglect Investigations (City Only)
- 2.7 Street Closings
- 2.8 Street Renamings
- 2.9 Statutory Vested Rights Determinations

**3 Zoning Administration**

- 3.1 Site Compliance
- 3.2 Zoning Enforcement
  - 3.2.1 Response to Complaints
  - 3.2.2 Proactive Enforcement
  - 3.2.3 Patrol Program (NEW)

#### **4 Policy and Urban Design**

- 4.1 UDO Text Amendments
  - 4.1.1 Respond to Legislative Mandates
  - 4.1.2 City- and/or County-Initiated Text Amendments
  - 4.1.3 Privately-Initiated Text Amendments
  - 4.1.4 Technical and Minor Changes
  - 4.1.5 Design District Update
  - 4.1.6 Landscaping Update
  - 4.1.7 Signs (NEW)
  - 4.1.8 Compact Design District Update for Suburban Stations (NEW)
  - 4.1.9 Compact Neighborhood Affordable Housing Density Bonus (NEW)
- 4.2 Transportation Planning
  - 4.2.1 Regional and State Transportation Planning
  - 4.2.2 County Transportation Planning
  - 4.2.3 City Transportation Planning
  - 4.2.4 Station Area Strategic Infrastructure Plan
  - 4.2.5 Patterson Place Compact Design District (NEW)
  - 4.2.6 Erwin Road Compact Design District (NEW)
  - 4.2.7 Alston Avenue Compact Design District (NEW)
  - 4.2.8 FTA Grant Administration (NEW)
- 4.3. Historic Preservation Planning
  - 4.3.1 Holloway Street Historic District Expansion
  - 4.3.2 Golden Belt Local Historic District
- 4.4 Environmental Planning
  - 4.4.1 Urban Open Space Plan
  - 4.4.2 Watershed Determinations
  - 4.4.3 NFIP Community Rating System (County Only)
- 4.5 Comprehensive Plan Annual Evaluation and Assessment Report
- 4.6 Demographic Support
- 4.7 Urban Design Studios
- 4.8 Comprehensive Plan Community Profile (NEW)
- 4.9 East End Connector Land Use Analysis
- 4.10 Angier/Driver Commercial Infill (NEW)
- 4.11 Old West Durham Neighborhood Protection Overlay (NEW)

#### **5 Customer Service and Engagement**

- 5.1 Community Outreach
  - 5.1.1 Public Education
  - 5.1.2 Newsletter and Social Media
  - 5.1.3 Planning Academy Program
  - 5.1.4 Community Listening Sessions
  - 5.1.5 Educational Institution Partnerships
- 5.2 Advisory Body Support
  - 5.2.1 Durham Open Space and Trails Commission
  - 5.2.2 Environmental Affairs Board
  - 5.2.3 Appearance Commission
- 5.3 Inter-Agency Coordination
  - 5.3.1 Durham-Chapel Hill-Orange Work Group

- 5.3.2 Center of the Region Enterprise
- 5.3.3 Regional Appearance Committee
- 5.3.4 Durham Appearance Advocacy Group
- 5.4 Customer Service Center
  - 5.4.1 Public Information
  - 5.4.2 Limited Agriculture Permits (City Only)
  - 5.4.3 Home Occupation Permits
  - 5.4.4 Family Care and Group Home Monitoring/Compliance
  - 5.4.5 Outdoor Seating Permits
  - 5.4.6 Street Vendor Registration
  - 5.4.7 Selective Vegetation Removal Permits
  - 5.4.8 Zoning Verification

## **6 Department Management**

- 6.1 Department Management and Administration
- 6.2 Performance and Personnel Management
- 6.3 Professional Development
- 6.4 Intergovernmental Coordination
- 6.5 City, County, and Planning Department Strategic Plans
- 6.6 Culture of Service Initiatives
- 6.7 Governing Bodies Support
  - 6.7.1 Board of County Commissioners
  - 6.7.2 City Council
  - 6.7.3 Joint City-County Planning Committee
- 6.8 Website and CODI
- 6.9 Computer, GIS, and Data Support
- 6.10 Customer Satisfaction Feedback