



Date: April 23, 2018

To: Wendell Davis, County Manager
Through: Jay Gibson, General Manager
From: Patrick O. Young, AICP, City-County Planning Director
Subject: Proposed City-County Planning Department FY19 Work Program

Executive Summary

The Interlocal Cooperation Agreement between the City and County for merged planning functions charges the Planning Director with preparing and submitting to the Joint City-County Planning Committee, the Planning Commission and both Managers a work program and annual budget that must be forwarded to both governing bodies for approval. The proposed work program is structured on the Department receiving sufficient resources for 46 full time employees and operational overhead. Staff resources have been fully allocated for the tasks reflected in the proposed work program with no capacity to take on additional tasks without either revising the work program.

Recommendation

Staff recommends that the Board review and approve the proposed FY19 Work Program.

Background

The Interlocal Cooperation Agreement between the City and County for merged planning functions charges the Planning Director with preparing and submitting to the Joint City-County Planning Committee, the Planning Commission and both Managers a work program and annual budget that must be forwarded to both governing bodies for approval.

Attached please find a revised draft of the proposed FY19 Planning Department Work Program. The work program constitutes a catalogue of the various processes and projects that the Department will work on over the coming fiscal year. They can be categorized as one of three types:

- Ongoing projects and processes that reflect legal requirements to respond to proposed site plans, zoning map changes, use permits, certificates of appropriateness, zoning enforcement actions, etc.
- Ongoing projects and processes that relate to City and County policies for providing timely public information support for boards and commissions, and Department management, etc.

- Projects and process that are somewhat discretionary, reflecting City and County desire to engage in long range planning activities, such as the Patterson Place Compact Design District, and various Ordinance text amendments.

Issues

Since a large portion of the Planning Department’s work is dictated by state or local law, the main area of variability in the work program is in the Policy and Urban Design section. The following new work items proposed for FY19 fall under this policy heading.

- **Expanding Housing Choice (Item 4.1.7).** As a follow-up to the recent adoption of text amendments to the Unified Development Ordinance (UDO) encouraging and supporting affordable housing in Compact Neighborhoods, a new text amendment project is proposed to explore other avenues of regulatory changes that could make it easier and more affordable to build a wider variety of context-sensitive housing types (i.e. “missing middle”), with the goal overall goal of increasing the housing supply.
- **Ninth Street West Compact Design District Addition (Item 4.2.5).** A new zoning map change project is proposed to amend the existing Ninth Street Compact Design District to add an adjacent area of what was formerly considered part of the Erwin Road Compact Neighborhood (north of the Durham Freeway).
- **Comprehensive Plan (Item 4.10).** The current Comprehensive Plan from 2005 is out-of-date and no longer reflects the current community conditions or vision. Development of a new Comprehensive Plan is proposed through collaboration with the community and city and county agencies. The Plan will guide development in Durham and accommodate future growth with a focus on infrastructure and service delivery planning, implementation steps and costs, and equity and access. The Plan will set a cohesive vision for the community with a plan to provide the necessary infrastructure to support new development.
- **Industrial Land Study Update (Item 4.12).** The 2013 Industrial Land Study is proposed to be re-evaluated and updated based on changing market conditions and newly available land use and market data.

In addition to policy-focused projects, several new work programs items are proposed as services rendered by the recently established Development Services Center. These are intended to either enhance the depth and breadth of information available to customers or to comply with new state law.

- **Optional Pre-Submittal Meetings (Item 5.1.4).** Pre-submittal meetings are required for certain development applications. In those cases, meetings are arranged for applicants to meet with representatives from various departments. Pre-submittal meetings are intended to ensure the applicant understands applicable development regulations prior to submitting a formal application, and to provide a comprehensive summary of applicable UDO and transportation requirements, stormwater and development engineering regulations, and infrastructure capacity. Currently optional pre-submittal meetings, at an applicant’s request, occur ad-hoc. This new proposed service would provide customers a predictable system for meeting with relevant staff when a pre-submittal meeting is not required.

- **Zoning Permits (Item 5.2.10).** Zoning Permits are proposed to be required prior to construction and reviewed concurrently with a building permit. The purpose is to verify that single-family residential development and use changes that do not require a new or revised site plan are allowed within a zoning district and comply with applicable standards established in the UDO or approved site plan, development plan, or Certificate of Appropriateness.
- **Small Cell Wireless Permits (Item 5.2.11).** Small cell wireless facilities are allowed by state law to be installed and operated within the public right-of-way. This new permit program is proposed to administratively handle all of the activities associated with small cell wireless installations including permit review, field inspection, and enforcement.

The proposed work program is structured on the Department receiving sufficient resources for 46 full time employees and operational overhead. Staff resources have been fully allocated for the tasks reflected in the proposed work program with no capacity to take on additional tasks without either revising the work program to modify tasks by deleting existing tasks or changing expected outcomes and/or timelines.

Attachments

Attachment 1, Proposed Work Program, FY19, Part A, Programs

Attachment 2, Proposed Work Program, FY19, Part B, Programs and Descriptions

Attachment 3, Proposed Work Program, FY19, Part C, Future Projects.