

Durham City-County Planning Department
FY19 Work Program
Part A, Programs
Draft: April 2018

Planning Department staffing is 44.0 Full Time Equivalent (FTEs)

1. Development Review

- 1.1. Subdivisions
- 1.2 Site Plans
- 1.3 Street Withdrawals
- 1.4 UDO Administrative Interpretations
- 1.5 Board of Adjustment (BOA)
 - 1.5.1 BOA Support
 - 1.5.2 Special Use Permits
 - 1.5.3 Variances
 - 1.5.4 Appeals of Administrative Decisions
- 1.6 Floodplain Development Permits

2. Land Use

- 2.1 Planning Commission Support
- 2.2 Zoning Map Changes
- 2.3 Comprehensive Plan Amendments
- 2.4 Annexation Petitions
- 2.5 Historic Preservation Commission (HPC)
 - 2.5.1 HPC Support
 - 2.5.2 Certified Local Government Management
 - 2.5.3 Certificates of Appropriateness
 - 2.5.4 Historic Landmarks and Landmark Signs
 - 2.5.5 Demolition by Neglect Investigations (City Only)
- 2.6 Street Closings
- 2.7 Street Renaming
- 2.8 Statutory Vested Rights Determinations
- 2.9 Watershed 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

4 Policy and Urban Design

- 4.1 UDO Text Amendments
 - 4.1.1 Respond to Legislative Mandates
 - 4.1.2 City- and County-Initiated Text Amendments
 - 4.1.3 Privately-Initiated Text Amendments

- 4.1.4 Omnibus Changes
- 4.1.5 Signs
- 4.1.6 Compact Design District Update for Suburban Stations
- 4.1.7 Expanding Housing Choices (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 Patterson Place Compact Design District
 - 4.2.5 Ninth Street West Compact Design District Addition (NEW)
- 4.3. Historic Preservation Planning
 - 4.3.1 Historic Preservation Fund Grant Administration
- 4.4 Environmental Planning
 - 4.4.2 NFIP Community Rating System (County Only)
- 4.5 Comprehensive Plan Annual Evaluation and Assessment Report
- 4.6 Demographic Support
- 4.7 Community Engagement
 - 4.7.1 Urban Design Studios
 - 4.7.2 Planning Academy Program
 - 4.7.3 Community Listening Sessions
 - 4.7.4 Educational Institution Partnerships
- 4.8 Advisory Body Support
 - 4.8.1 Durham Open Space and Trails Commission
 - 4.8.2 Environmental Affairs Board
 - 4.8.3 Appearance Commission
- 4.9 Inter-Agency Coordination
 - 4.9.1 Durham-Chapel Hill-Orange Work Group
 - 4.9.2 Center of the Region Enterprise
 - 4.9.3 Regional Appearance Committee
 - 4.9.4 Durham Appearance Advocacy Group
- 4.10 Comprehensive Plan (NEW)
- 4.11 Angier/Driver Commercial Infill
- 4.12 Industrial Land Study Update (NEW)

5 Development Services Center

- 5.1 Customer Service
 - 5.1.1 Public Education and Outreach
 - 5.1.2 Public Information Requests
 - 5.1.3 Required Pre-Submittal Meetings
 - 5.1.4 Optional Pre-Submittal Meetings (NEW)
 - 5.1.5 Development Review Support
- 5.2 Express Review Services
 - 5.2.1 Common Signage and Way-Finding Signage Plans
 - 5.2.2 Sign Permits
 - 5.2.3 Temporary Use Permits
 - 5.2.4 Limited Agriculture Permits (City Only)
 - 5.2.5 Home Occupation Permits and Inspections
 - 5.2.6 Family Care and Group Home Monitoring/Compliance

- 5.2.7 Outdoor Seating Permits (City Only)
- 5.2.8 Street Vendor Registration (City Only)
- 5.2.9 Selective Vegetation Removal Permits
- 5.3.10 Zoning Permits (NEW)
- 5.3.11 Small Cell Wireless Permits (NEW)
- 5.3 Development Coordination
 - 5.3.1 Development Management Team
 - 5.3.2 Development Process Management and Improvements
 - 5.3.3 Customer Representation and Case Management
 - 5.3.4 Due Diligence
 - 5.3.5 Allowable Use Determinations
 - 5.3.6 Property and Zoning Analysis
 - 5.3.7 Floodplain Review CLOMRs
 - 5.3.8 Floodplain Review Determination Letters
 - 5.3.9 Floodplain Review No-Impact Certifications & Calculations
 - 5.3.10 Floodplain No Practical Alternative Application (NPAA) Mitigation
 - 5.3.11 Floodplain As-built Review
- 5.4 Partner Work Unit Development Services Center Functions
 - 5.4.1 Building Permits for Small Projects
 - 5.4.2 Construction Drawing Triage (City-Only)
 - 5.4.3 Right-of-Way Permits (City Only)

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 Board 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
- 6.11 Internship Program
 - 6.11.1 Digital Records Conversion Project