

**Durham City-County Planning Department**  
**FY20 Work Program**  
**Part A, Programs**

Draft: April 2019

**Planning Department Staffing is 49.0 Full Time Equivalent (FTEs)**

**1 Land Use**

- 1.1 Planning Commission Support
- 1.2 Zoning Map Changes
- 1.3 Comprehensive Plan Amendments
- 1.4 Annexation Petitions
- 1.5 Historic Preservation Commission (HPC)
  - 1.5.1 HPC Support
  - 1.5.2 Certified Local Government Management
  - 1.5.3 Certificates of Appropriateness
  - 1.5.4 Historic Landmarks and Landmark Signs
  - 1.5.5 Demolition by Neglect Investigations (City Only)
- 1.6 Street Closings
- 1.7 Street Renaming
- 1.8 Statutory Vested Rights Determinations
- 1.9 Watershed Determinations

**2 Zoning Administration**

- 2.1 Site Compliance
- 2.2 Zoning Enforcement
  - 2.2.1 Response to Complaints
  - 2.2.2 Proactive Enforcement
  - 2.2.3 Patrol Program

**3 Policy and Urban Design**

- 3.1 Unified Development Ordinance Text Amendments
  - 3.1.1 Respond to Legislative Mandates
  - 3.1.2 City- and County-Initiated Text Amendments
  - 3.1.3 Privately-Initiated Text Amendments
  - 3.1.4 Omnibus Changes
  - 3.1.5 Signs
  - 3.1.6 Compact Design District Update for Suburban Stations
  - 3.1.7 Expanding Housing Choices
- 3.2 Transportation Planning
  - 3.2.1 Regional and State Transportation Planning
  - 3.2.2 County Transportation Planning
  - 3.2.3 City Transportation Planning
  - 3.2.4 Patterson Place Compact Design District
- 3.3 Historic Preservation Planning
  - 3.3.1 Historic Preservation Fund Grant Administration

- 3.4 Environmental Planning
  - 3.4.1 NFIP Community Rating System (County Only)
- 3.5 Comprehensive Plan Annual Evaluation and Assessment Report
- 3.6 Demographic Support
- 3.7 Community Engagement
  - 3.7.1 Urban Design Studios
  - 3.7.2 Planning Academy Program
  - 3.7.3 Community Listening Sessions
  - 3.7.4 Educational Institution Partnerships
- 3.8 Advisory Body Support
  - 3.8.1 Durham Open Space and Trails Commission
  - 3.8.2 Environmental Affairs Board
  - 3.8.3 Appearance Commission
- 3.9 Inter-Agency Coordination
  - 3.9.1 Durham-Chapel Hill-Orange Work Group
  - 3.9.2 Center of the Region Enterprise
  - 3.9.3 Regional Appearance Committee
  - 3.9.4 Durham Appearance Advocacy Group
- 3.10 Comprehensive Plan
- 3.11 Industrial Land Study Update

#### **4 Development Services Center**

- 4.1 Customer Service
  - 4.1.1 Public Education and Outreach
  - 4.1.2 Public Information Requests
  - 4.1.3 Pre-Submittal Meetings
  - 4.1.4 Development Review Support
- 4.2 Minor Development Review
  - 4.2.1 Common Signage and Way-Finding Signage Plans
  - 4.2.2 Sign Permits
  - 4.2.3 Temporary Use Permits
  - 4.2.4 Limited Agriculture Permits (City Only)
  - 4.2.5 Home Occupation Permits and Inspections
  - 4.2.6 Family Care and Group Home Monitoring/Compliance
  - 4.2.7 Outdoor Seating Permits (City Only)
  - 4.2.8 Street Vendor Registration (City Only)
  - 4.2.9 Selective Vegetation Removal Permit Review
  - 4.2.10 Planning Review of Building Permits
  - 4.2.11 Small Cell Wireless Permits
  - 4.2.12 Temporary Right-of-Way Closure Permits
- 4.3 Major Development Review
  - 4.3.1 Subdivisions
  - 4.3.2 Site Plans
  - 4.3.3 Street Withdrawals
  - 4.3.4 UDO Administrative Interpretations
  - 4.3.5 Board of Adjustment (BOA)
    - 4.3.5.1 BOA Support
    - 4.3.5.2 Special Use Permits

- 4.3.5.3 Variances
    - 4.3.5.4 Appeals of Administrative Decisions
  - 4.3.6 Floodplain Reviews
- 4.4 Development Coordination
  - 4.4.1 Development Management Team
  - 4.4.2 Development Process Management and Improvements
  - 4.4.3 Customer Representation and Case Management
- 4.5 Partner Work Unit Development Services Center Functions
  - 4.5.1 Construction Drawing Triage (City-Only)
  - 4.5.2 Right-of-Way Permits (City Only)

## **5 Department Management**

- 5.1 Department Management and Administration
- 5.2 Performance and Personnel Management
- 5.3 Professional Development
- 5.4 Intergovernmental Coordination
- 5.5 City, County, and Planning Department Strategic Plans
- 5.6 Culture of Service Initiatives
- 5.7 Governing Board Support
  - 5.7.1 Board of County Commissioners
  - 5.7.2 City Council
  - 5.7.3 Joint City-County Planning Committee
- 5.8 Website and CODI
- 5.9 Computer, GIS, and Data Support
- 5.10 Customer Satisfaction Feedback
- 5.11 Internship Program
  - 5.11.1 Digital Records Conversion Project