

Durham City-County Planning Department
FY21 Work Program
Part A, Programs

Draft: June 2020

Planning Department Staffing is 46.0 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)
 - 1.5.6 Section 106 Review
- 1.6 Statutory Vested Rights Determinations
- 1.7 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 Natural and Historic Resources Standards (NEW)
- 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 County Transit Plan Update (NEW)
- 3.3 Historic Preservation Planning
 - 3.3.1 Historic Preservation Fund Grant Administration
 - 3.3.2 Local Review Criteria Update
- 3.4 Environmental Planning
 - 3.4.1 NFIP Community Rating System (County Only)

- 3.4.2 Durham Landscape Manual Update (NEW)
- 3.4.3 Adopted Open Space Plan Review and Implementation (NEW)
- 3.5 Comprehensive Plan
 - 3.5.1 Annual Evaluation and Assessment Report
 - 3.5.2 Durham 2050
- 3.6 Demographic Support
- 3.7 Planning Academy Program
- 3.8 Educational Institution Partnerships
- 3.9 Advisory Body Support
 - 3.9.1 Durham Open Space and Trails Commission
 - 3.9.2 Appearance Commission
- 3.10 Inter-Agency Coordination
 - 3.10.1 Durham-Chapel Hill-Orange Work Group
 - 3.10.2 Center of the Region Enterprise
 - 3.10.3 Regional Appearance Committee
 - 3.10.4 Durham Appearance Advocacy Group
- 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
 - 4.1.5 Family Care and Group Home Monitoring/Compliance
 - 4.1.6 Home Occupation Permits and Inspections
 - 4.1.7 Street Vendor Registration (City Only)
- 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 Outdoor Seating Permits (City Only)
 - 4.2.5 Selective Vegetation Removal Permit Review
 - 4.2.6 Planning Review of Building Permits
 - 4.2.7 Small Cell Wireless Permits
 - 4.2.8 Temporary Right-of-Way Closure Permits
 - 4.2.9 Floodplain Reviews and Permits
- 4.3 Major Development Review
 - 4.3.1 Subdivisions
 - 4.3.2 Site Plans
 - 4.3.3 Street Withdrawals
 - 4.3.4 Street Closings
 - 4.3.5 Street Renaming
 - 4.3.6 UDO Administrative Interpretations
 - 4.3.7 Board of Adjustment (BOA)
 - 4.3.7.1 BOA Support
 - 4.3.7.2 Special Use Permits
 - 4.3.7.3 Variances

- 4.3.7.4 Appeals of Administrative Decisions
 - 4.3.7.5 Reasonable Accommodations
 - 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 Websites and CODI
- 5.9 Computer, GIS, Graphic, and Data Support
- 5.10 Customer Satisfaction Feedback
- 5.11 Internship Program
- 5.12 Digital Records Conversion Project
- 5.13 Departmental Racial Equity Work Plan (NEW)
- 5.14 Language Access Plan Implementation (NEW)