

FUND: General Fund
DEPARTMENT: Planning and Inspections

Description and Responsibilities

The Planning and Inspections Department is responsible for promoting the health, safety, and welfare of property owners and the general public through long-range and strategic planning, issuance of zoning and building permits, inspections, and code enforcement.

The Director of Planning and Inspections is responsible for review and analysis of sign permits, site plans, and conditional use permits, including the coordination of input from other Town departments. The Director is extensively involved in the review and revision of the Town's land use controls (Comprehensive Plan, Land Use Code, subdivision and sign regulations, etc.), as well as code enforcement, and updates and maintains the Town's Geographic Information System (GIS) mapping database.

The Zoning Enforcement Officer handles zoning permits, sign permits, floodplain administration and is involved with more of the routine code enforcement working in close coordination with the building inspector.

The Zoning Support Specialist acts as Secretary to the Planning Board and Board of Adjustment, and provides additional support in regard to the processing of special, use, zoning, sign, and building permit applications.

The Building Inspector's responsibilities include the administration and enforcement of the NC State Building Code, including general construction, plumbing, gas, electric, accessibility, mechanical, and minimum housing codes.

The Planning and Inspections Department provides administrative assistance for the Planning Board and Board of Adjustment. This department also administers the federal flood damage protection regulations in association with the NFIP (National Flood Insurance Program).

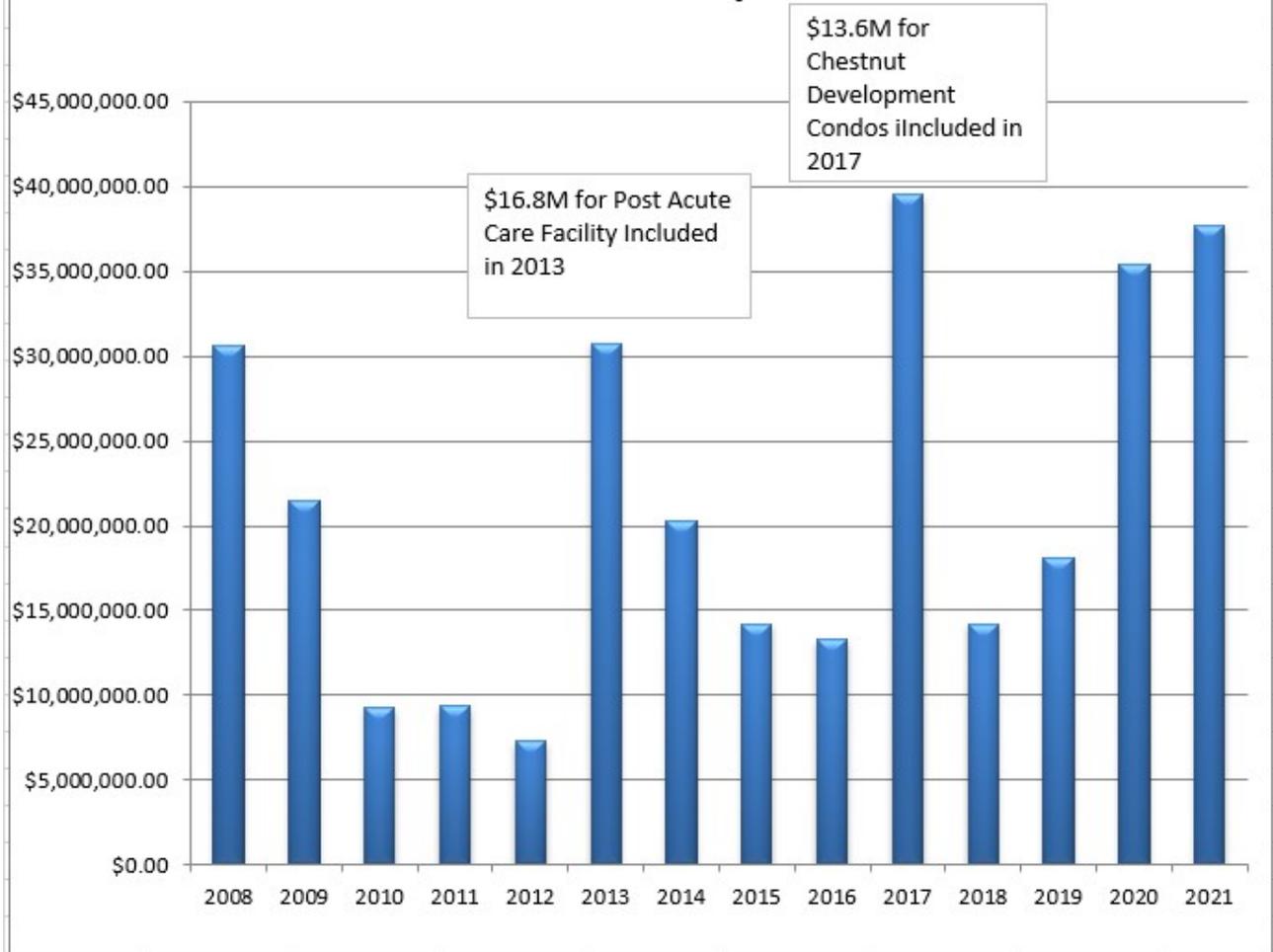
Staffing and Schedules

The Planning and Inspections Department currently has four (4) full-time positions: the Director, the Building Inspector, the Zoning Enforcement Officer, and the Zoning Support Specialist. All four (4) employees work a standard 40-hour workweek, plus any required night meetings. In addition, the department occasionally utilizes planning internships during the year.

Measures of Activity

Although the value of new construction, the number of permits, and the number of related inspections conducted by the department are not a total measurement of the entire activity of the department, they are indicative of the level of construction activity. The chart on the next page reflects one of those measures, the total value of new construction, and shows how that value has changed over the last 10 years.

Town of Blowing Rock Value of New Construction By Calendar Year



Construction Activity Comparison

| | 2017 | 2018 | 2019 | 2020 | 2021 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Building Permit Applications | 303 | 336 | 355 | 324 | 404 |
| New Homes | 18 | 8 | 7 | 11 | 16 |
| Home Addition/Renovation | 161 | 176 | 229 | 193 | 250 |
| New Multi-family | 7 | 3 | 1 | 0 | 0 |
| New Commercial Applications | 1 | 2 | 1 | 2 | 0 |
| Commercial Additions/Renovations | 62 | 81 | 67 | 53 | 72 |
| Zoning Permit Applications | 66 | 74 | 75 | 59 | 74 |
| Total Construction Value | \$39,515,725 | \$14,209,352 | \$18,130,407 | \$35,440,774 | \$37,668,544 |

GENERAL FUND EXPENDITURES
DESCRIPTION: PLANNING AND INSPECTIONS
CODE: 10-40-4350

| ACCOUNT NUMBER | DESCRIPTION | 2019-20 Adopted | 2020-21 Adopted | 2021-22 Adopted | 2022-23 Adopted |
|--|--|------------------------|------------------------|------------------------|------------------------|
| 002 | Salaries | 166,200 | 173,184 | 268,661 | 268,661 |
| 004 | Intern/Part-time Salaries | 5,000 | - | - | - |
| | Part-time FICA Expense | 383 | - | - | - |
| 005 | FICA Expense | 12,714 | 13,249 | 20,553 | 20,553 |
| 006 | Group Insurance | 20,500 | 21,000 | 23,692 | 23,692 |
| 007 | 401K | 8,310 | 8,659 | 13,433 | 13,433 |
| 008 | Retirement | 23,002 | 28,852 | 48,547 | 48,547 |
| | Personnel Subtotal | 236,109 | 244,944 | 374,885 | 374,885 |
| 011 | Telephone | 956 | 1,500 | 1,500 | 1,500 |
| 012 | Printing | 307 | 500 | 500 | 500 |
| 014 | Employee Development | 2,790 | 7,500 | 7,000 | 8,000 |
| 017 | Maintenance/Repair-Veh. | 3,244 | 1,200 | 1,200 | 1,200 |
| 031 | Gasoline | 1,579 | 1,500 | 1,000 | 2,000 |
| 033 | Materials and Supplies | 919 | 4,500 | 3,500 | 6,500 |
| 040 | Contracted Services | 10,111 | 15,000 | 15,000 | 15,000 |
| 050 | Homeowners Recovery Fund | 756 | 1,000 | 1,000 | 1,000 |
| 057 | Miscellaneous | 233 | 500 | 600 | 750 |
| 355 | Building Permit Refunds | | - | - | - |
| 356 | Zoning Permit Refunds | | - | - | - |
| 400 | Ordinance Enforcement/Dem. | 17,160 | - | - | - |
| | Operating & Maint. Subtotal | 38,055 | 33,200 | 31,300 | 36,450 |
| 500 | Capital Outlay | 26,898 | - | 3,000 | - |
| 900 | Debt Service | - | 8,244 | 8,244 | 8,246 |
| | TOTAL EXPENDITURES | 301,063 | 286,388 | 417,429 | 419,581 |
| <p>* Contracted Services: \$ 5,000 Downtown & Valley Blvd. Visioning & Implementation Assesment (Phase 2) \$ 6,000 Engineering Plan Reviews (\$500/mo = \$6,000/year) \$ 4,000 Plan review and special consulting <u>\$ 15,000</u> Subtotal Contracted Services</p> | | | | | |
| <p>** Includes: Surface & Office Furniture \$3,000</p> | | | | | |