

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 Administrative Assistant acts as Secretary to the Planning Board and Board of Adjustment, and provides additional support in regard to the processing of sign permits and code enforcement.

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.

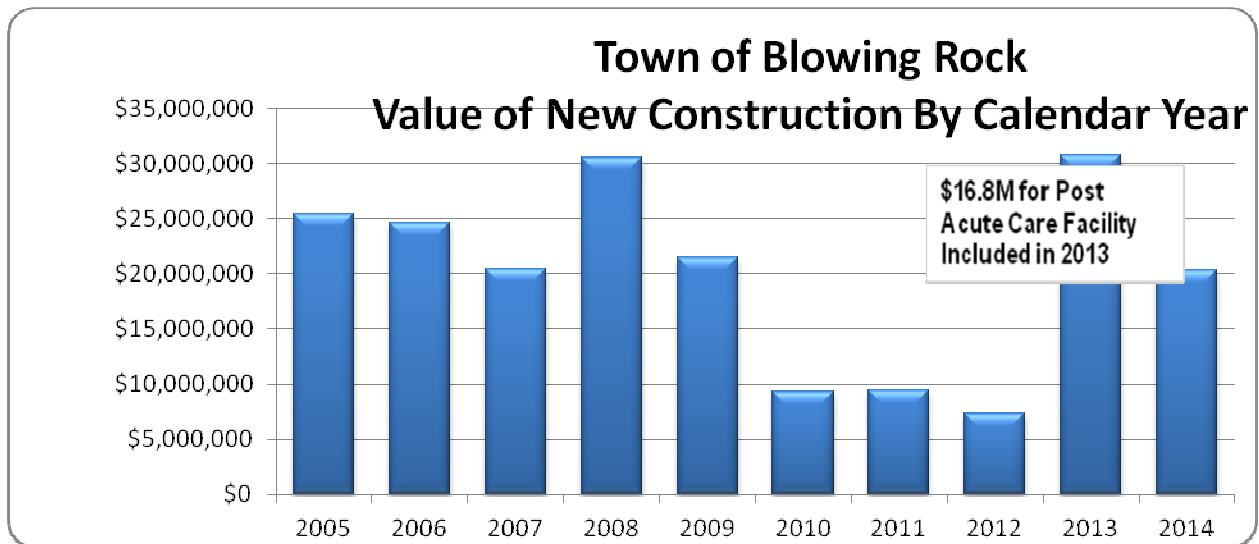
The Planning and Inspections Department provides administrative assistance for the Planning Board and Board of Adjustment. This department also administers the federal flood damage protection regulations in association with the NFIP (National Flood Insurance Program).

Staffing and Schedules

The Planning and Inspections Department currently has three (3) full-time positions: the Director, the Building Inspector, and the Administrative Assistant/Code Enforcement Officer. All three (3) employees work a standard 40-hour workweek, plus any required night meetings. In addition, the department utilizes planning internships during the year. The budget also includes funding for a part-time building inspector during the peak season, June through September.

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.



Construction Activity Comparison

Activity	2011	2012	2013	2014
Building Permit Applications	346	321	288	315
New Homes	1	3	8	12
Home Additions/Renovations	182	180	158	216
Multi-Family	0	0	0	0
New Commercial Buildings	4	2	2	2
Commercial Additions/Renovations	111	83	90	85
Zoning Permit Applications	55	39	58	73
Conditional Use Permit Applications	7	1	4	4
Construction Value	\$9,379,589	\$7,282,812	\$30,761,222	\$20,318,433

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

ACCOUNT NUMBER	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 ADOPTED
002	Salaries	140,559	139,468	138,689	138,360	137,787	144,967	149,948
004	Intern/Part-time Salaries	7,293	1,830	3,895	3,870	5,601	5,000	5,000
	Part-time FICA Expense	-	-	-	-	-	383	383
005	FICA Expense	10,511	10,628	9,906	10,086	10,287	11,090	11,471
006	Group Insurance	14,913	16,343	16,572	16,897	17,758	18,568	19,420
007	401K	2,810	2,916	2,721	2,619	2,747	4,349	5,998
008	Retirement	13,080	16,370	16,283	15,720	17,106	18,077	18,593
	Personnel Subtotal	189,167	187,555	188,066	187,553	191,286	202,435	210,812
011	Telephone	1,316	1,174	1,212	1,174	1,230	1,300	1,560
012	Printing	109	393	132	134	117	500	500
014	Employee Development	2,090	2,233	1,888	6,323	4,714	5,500	6,000
017	Maintenance/Repair-Veh.	469	140	241	815	48	750	2,000
031	Gasoline	825	1,430	972	1,217	1,283	1,500	1,800
033	Materials and Supplies	1,369	2,116	1,969	686	1,686	3,000	3,500
040	Contracted Services	14,381	10,194	8,044	17,214	7,982	16,750	14,050 *
050	Homeowners Recovery Fund	846	450	531	369	540	750	750
057	Miscellaneous	200	200	398	200	100	500	500
355	Building Permit Refunds	65	-	70	-	-	-	-
356	Zoning Permit Refunds	-	-	-	-	-	-	-
400	Ordinance Enforcement/Dem.	6,135	-	-	-	-	-	-
	Operating & Maint. Subtotal	27,804	18,330	15,455	28,132	17,701	30,550	30,660
500	Capital Outlay	6,394	7,605	6,608	4,790	12,950	-	-
	TOTAL EXPENDITURES	223,366	213,489	210,129	220,474	221,937	232,985	241,472

* 9,000 Contracted Services: Engineering Plan Reviews (\$750/mo = \$9,000/year)
1,750 Copier lease
1,500 Local Government data application through the High Country Council of Governments
1,800 Woodlawn Cemetery public web availability map through the High Country Council of Governments
14,050 Subtotal Contracted Services