

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 Support Specialist acts as Secretary to the Planning Board and Board of Adjustment, and provides additional support in regard to the processing of zoning and 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).

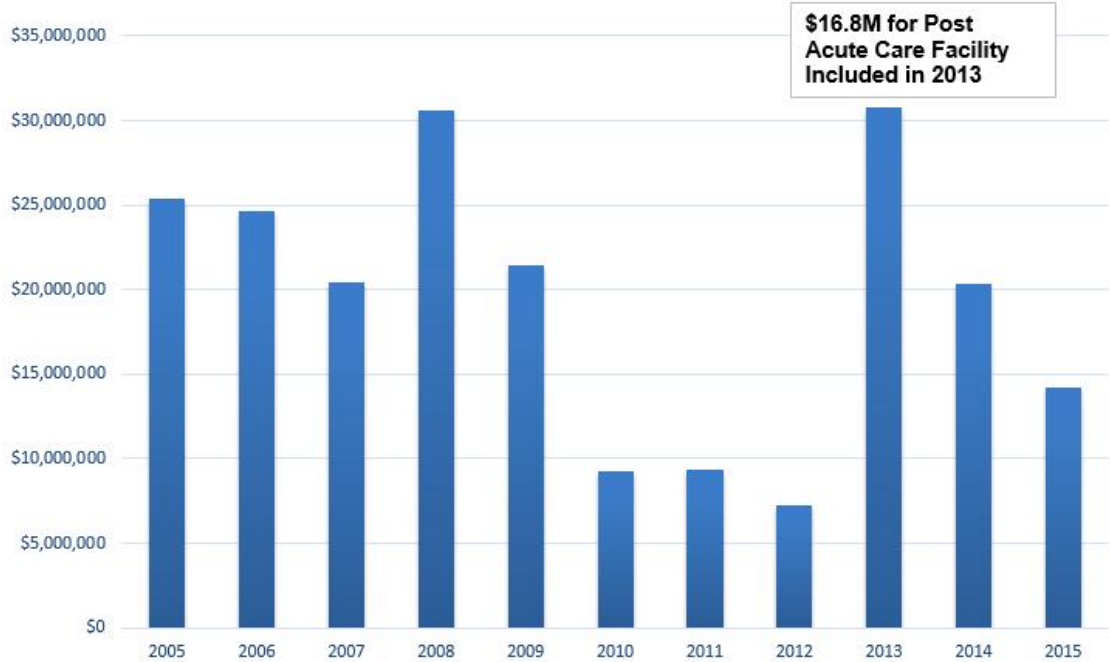
Staffing and Schedules

The Planning and Inspections Department currently has three (3) full-time positions: the Director, the Building Inspector, and the Zoning Support Specialist. 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.

**Town of Blowing Rock
Value of New Construction By Calendar Year**



Construction Activity Comparison

Activity	2012	2013	2014	2015
Building Permit Applications	321	288	315	298
New Homes	3	8	12	3
Home Additions/Renovations	180	158	216	214
Multi-Family	0	0	0	0
New Commercial Buildings	2	2	2	5
Commercial Additions/Renovations	83	90	85	79
Zoning Permit Applications	39	58	73	68
Conditional Use Permit Applications	1	4	4	4
Construction Value	\$7,282,812	\$30,761,222	\$20,318,433	\$14,209,352

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

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2016-2017 ADOPTED
002	Salaries	139,468	138,689	138,360	137,787	145,379	149,948	154,813
004	Intern/Part-time Salaries	1,830	3,895	3,870	5,601	2,763	5,000	5,000
	Part-time FICA Expense	-	-	-	-	-	383	383
005	FICA Expense	10,628	9,906	10,086	10,287	10,569	11,471	11,843
006	Group Insurance	16,343	16,572	16,897	17,758	18,095	19,420	19,217
007	401K	2,916	2,721	2,619	2,747	4,361	5,998	7,741
008	Retirement	16,370	16,283	15,720	17,106	18,232	18,593	20,729
	Personnel Subtotal	187,555	188,066	187,553	191,286	199,399	210,812	219,726
011	Telephone	1,174	1,212	1,174	1,230	1,200	1,560	1,571
012	Printing	393	132	134	117	119	500	500
014	Employee Development	2,233	1,888	6,323	4,714	6,322	6,000	6,000
017	Maintenance/Repair-Veh.	140	241	815	48	1,501	2,000	2,000
031	Gasoline	1,430	972	1,217	1,283	1,230	1,800	1,500
033	Materials and Supplies	2,116	1,969	686	1,686	3,547	3,500	3,500
040	Contracted Services	10,194	8,044	17,214	7,982	11,272	14,050	15,000 *
050	Homeowners Recovery Fund	450	531	369	540	432	750	750
057	Miscellaneous	200	398	200	100	377	500	500
355	Building Permit Refunds	-	70	-	-	-	-	-
356	Zoning Permit Refunds	-	-	-	-	-	-	-
400	Ordinance Enforcement/Dem.	-	-	-	-	-	-	-
	Operating & Maint. Subtotal	18,330	15,455	28,132	17,701	26,000	30,660	31,321
500	Capital Outlay	7,605	6,608	4,790	12,950	-	-	-
TOTAL EXPENDITURES		213,489	210,129	220,474	221,937	225,399	241,472	251,047
<p>* 9,000 Contracted Services: Engineering Plan Reviews (\$750/mo = \$9,000/year) 6,000 Plan review and special consulting <u>15,000</u> Subtotal Contracted Services</p>								