

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).

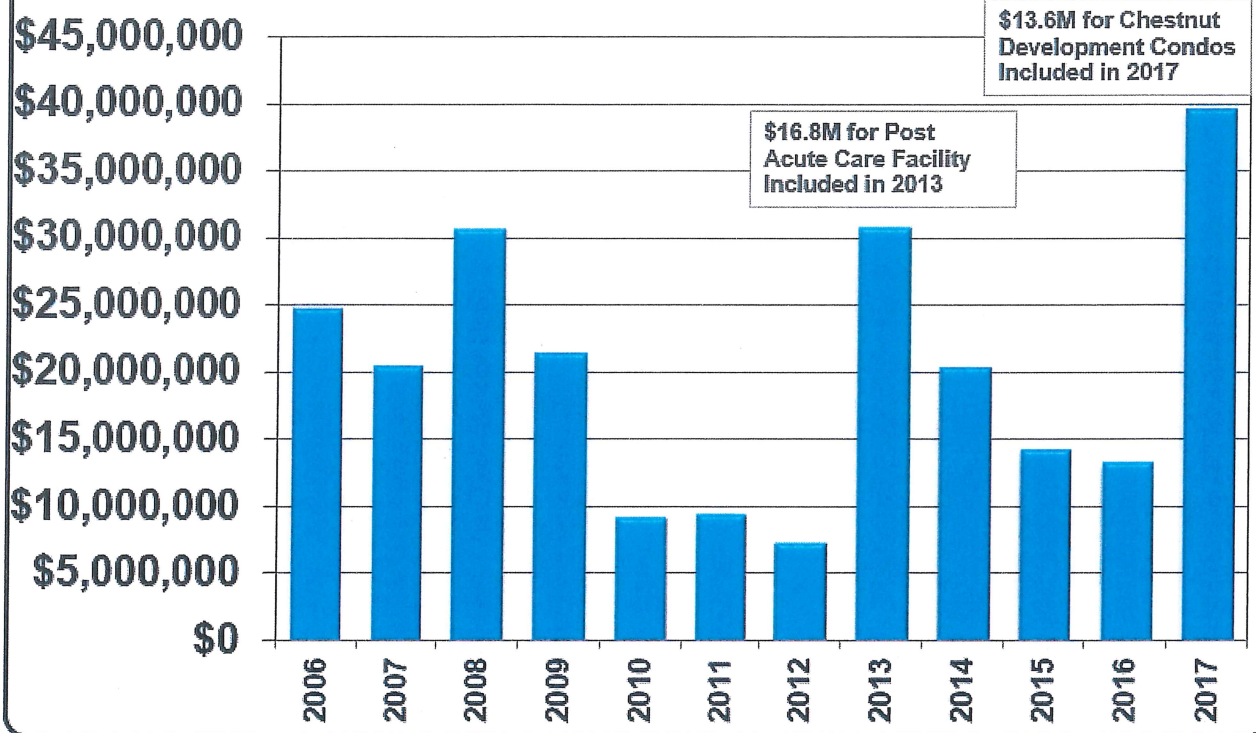
Staffing and Schedules

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.

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

	2013	2014	2015	2016	2017
Building Permit Applications	288	315	298	292	303
New Homes	8	12	3	7	18
Home Addition/Renovation	158	216	214	170	161
Multi-family	0	0	0	1	7
New Commercial Applications	2	2	5	1	1
Commercial Additions/Renovations	90	85	79	73	62
Zoning Permit Applications	58	73	68	69	66
Conditional Use Permit Applications	4	4	4	4	1
Total Construction Value	\$30,761,222	\$20,318,433	\$14,209,352	\$13,269,851	\$39,515,725

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 ACTUAL	2016-2017 ACTUAL	2017-2018 ADOPTED	2018-2019 ADOPTED
002	Salaries	139,468	138,689	138,360	137,787	145,379	152,962	156,193	162,750	166,200
004	Intern/Part-time Salaries	1,830	3,895	3,870	5,601	2,763	1,190	1,517	5,000	5,000
	Part-time FICA Expense	-	-	-	-	-	-	116	383	383
005	FICA Expense	10,628	9,906	10,086	10,287	10,569	10,953	11,062	12,450	12,714
006	Group Insurance	16,343	16,572	16,897	17,758	18,095	17,811	24,181	20,139	20,500
007	401K	2,916	2,721	2,619	2,747	4,361	6,080	7,459	8,138	8,310
008	Retirement	16,370	16,283	15,720	17,106	18,232	18,655	20,425	22,069	23,002
	Personnel Subtotal	187,555	188,066	187,553	191,286	199,399	207,651	220,953	230,929	236,109
011	Telephone	1,174	1,212	1,174	1,230	1,200	1,497	1,706	1,500	700
012	Printing	393	132	134	117	119	117	289	500	500
014	Employee Development	2,233	1,888	6,323	4,714	6,322	4,327	3,042	6,000	6,500
017	Maintenance/Repair-Veh.	140	241	815	48	1,501	4	1,829	2,000	1,500
031	Gasoline	1,430	972	1,217	1,283	1,230	733	778	1,000	1,000
033	Materials and Supplies	2,116	1,969	686	1,686	3,547	2,799	1,094	3,500	4,000
040	Contracted Services	10,194	8,044	17,214	7,982	11,272	18,627	6,818	15,000	14,000
050	Homeowners Recovery Fund	450	531	369	540	432	873	558	750	750
057	Miscellaneous	200	398	200	100	377	171	200	500	500
355	Building Permit Refunds	-	70	-	-	-	-	411	-	-
	Operating & Maint. Subtotal	18,330	15,455	28,132	17,701	26,000	29,149	16,725	30,750	29,450
500	Capital Outlay	7,605	6,608	4,790	12,950	-	-	-	-	30,000
	TOTAL EXPENDITURES	213,489	210,129	220,474	221,937	225,399	236,800	237,678	261,679	295,559

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* 9,000 Contracted Services: Engineering Plan Reviews (\$750/mo = \$9,000/year)
 ST 6,000 Plan review and special consulting
 15,000 Subtotal Contracted Services

IP ** 30,000 Replaces 2008 Ford Ranger with Chevrolet, includes Bed Cover