

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).

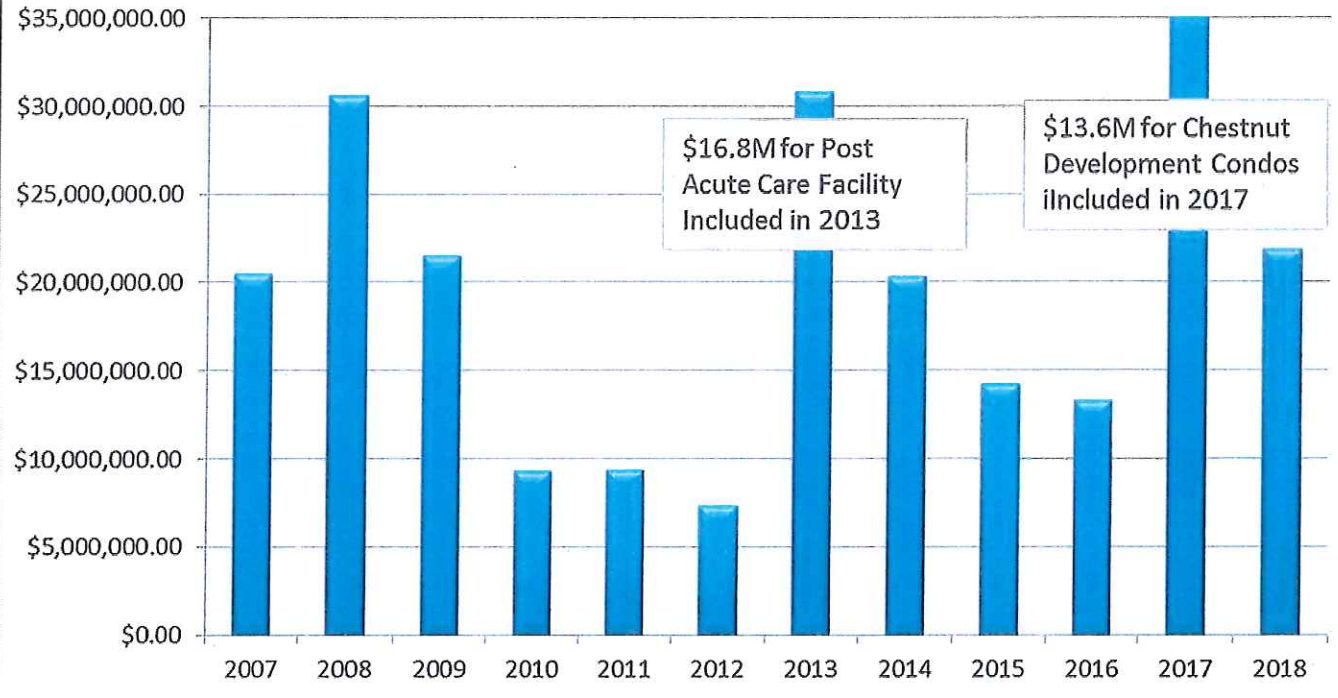
Staffing and Schedules

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

	2014	2015	2016	2017	2018
Building permit Applications	315	298	292	203	336
New Homes	12	3	7	18	8
Home Addition/Renovation	216	214	170	161	175
Multi-family	0	0	1	7	3
New Commercial Applications	2	5	1	1	2
Commercial Additions/Renovations	85	79	73	62	81
Zoning Permit Applications	73	68	69	66	74
Conditional Use Permit Applications	4	4	4	1	1
Total Construction Value	\$20,318,433	\$14,209,352	\$13,269,851	\$39,515,725	\$21,885,107

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

ACCOUNT NUMBER	DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Adopted
002	Salaries	156,193	162,995	166,200	173,658
004	Intern/Part-time Salaries	1,517	4,114	5,000	4,000
	Part-time FICA Expense	116	-	383	306
005	FICA Expense	11,062	11,840	12,714	11,722
006	Group Insurance	24,181	17,934	20,500	22,825
007	401K	7,459	8,022	8,310	8,683
008	Retirement	20,425	22,212	23,002	26,518
	Personnel Subtotal	220,953	227,116	236,109	247,712
011	Telephone	1,706	1,123	700	1,000
012	Printing	289	453	500	500
014	Employee Development	3,042	3,230	6,500	4,800
017	Maintenance/Repair-Veh.	1,829	1,199	1,500	1,200
031	Gasoline	778	930	1,000	1,100
033	Materials and Supplies	1,094	1,784	4,000	4,500 **
040	Contracted Services	6,818	14,135	14,000	30,000 *
050	Homeowners Recovery Fund	558	873	750	1,000
057	Miscellaneous	200	541	500	500
355	Building Permit Refunds	411	-	-	-
356	Zoning Permit Refunds	-	-	-	-
400	Ordinance Enforcement/Dem.	-	-	-	-
	Operating & Maint. Subtotal	16,725	24,268	29,450	44,600
500	Capital Outlay	-	-	30,000	-
900	Debt Service	-	-	-	8,244
TOTAL EXPENDITURES		237,678	251,384	295,559	300,556

* **Contracted Services:** **6,070**
 \$ 20,000 Downtown & Valley Blvd. Visioning & Implementation Assesment **1.98%**
 \$ 6,000 Engineering Plan Reviews (\$500/mo = \$6,000/year)
 \$ 4,000 Plan review and special consulting
\$ 30,000 Subtotal Contracted Services

** **Materials/Supplies:** Includes- 2019 Building Code books (\$1,000)