

Department of Planning and Zoning Program Summary

Appropriation Summary

	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted	% Change
Expenditures	\$ 715,091	916,816	938,934	932,086	1.67%
FTE	14	13	14	14	0.00%

Department Mission

The Department of Planning and Zoning's mission is to perform and provide support for programs and activities relative to the physical development and use of land within the City. These activities include, but are not limited to, the development of the City's comprehensive plan, and through processes such as rezoning and use permits, reviewing and permitting land uses. In addition, prior to the issuance of building permits and business licenses, the department performs zoning code enforcement and provides zoning clearances. The department provides staff support to a number of City Council and Circuit Court appointed boards and commissions including the Planning Commission, the Board of Zoning Appeals, two Commissions of Architecture Review, the Downtown Design Committee, the Wetlands Board, and the Craney Island Study Commission. Finally, at the regional and state level, the department represents the City on issues such as the Chesapeake Bay Preservation Act, and through the Hampton Roads Planning District Commission, transportation planning.

Department Budget in Brief

- To initiate the rewrite of the Zoning Ordinance, provides funding of approximately \$50,000.
- Maintains funding level for advertising fees associated with Board of Zoning Appeal applications.

Department Operational Summary

- Comprehensive Planning - Comprehensive Plan preparation and updates, small area and corridor planning, maintaining comprehensive plan data book.
- Current Planning - Process rezoning, use permit and other land use applications, or subdivision review; all staff to Planning Commission, CAR I and II, Downtown Design Committee, Wetlands Board; Craney Island Study Commission; Chesapeake Bay Preservation Act Program.
- Zoning Administration - Interpretation of Zoning Ordinance, issue zoning clearances for business licenses and building permits, zoning code enforcement; staff to Board of Zoning Appeals.

Departmental Performance Measures

	FY 2002-03 Actual	FY 2003-04 Adopted	FY 2004-05 Proposed
Number of Zoning Inspections	328	350	375
Days for Site Plan Review	-	5	5
Number of Zoning Clearances Processed	1625	1700	1700
Number of Comp Plan Public Meeting Support	10	25	-
Days for Complaint Investigation	5	3	3
Number of Violation Notices Sent	263	270	270
Verbal Citation/Investigations	70	-	-

Department of Planning and Zoning Resource Summary

	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted
<i>Expenditures</i>				
Salaries	\$ 489,916	567,626	600,659	600,659
Benefits	\$99,505	\$116,327	\$164,339	\$157,491
Contractual Services	\$89,514	\$78,626	\$54,880	\$54,880
Materials and Supplies	\$20,009	\$16,525	\$15,025	\$15,025
Other Operating Expenses	\$16,019	\$26,710	\$15,728	\$15,728
Internal Service Charges and Expenses	\$128	\$111,002	\$88,303	\$88,303
Total Expenditures	\$ 715,091	916,816	938,934	932,086
<i>Personnel Summary</i>				
Director Of Planning And Zoning	1	1	1	1
Special Projects Administrator	-	-	-	1
Planner II	2	2	2	2
Manager Of Comprehensive Planning	1	1	1	1
Manager Of Planning & Zoning	1	1	1	1
Zoning Administrator	-	-	1	1
Planner I	3	3	4	4
Planning Technician	1	1	1	-
Clean Community Coordinator	1	-	-	-
Zoning Specialist	1	1	-	-
Zoning Inspector	1	1	1	1
Administrative Coord I (Planning)	1	1	1	1
Office Specialist II	1	1	1	1
Total Positions	14	13	14	14