

# Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET  
WORKBOOK INFORMATION



## PLANNING & ZONING





## PLANNING AND ZONING DEPARTMENT 2015-2016

### **BRIEF NARRATIVE OF DEPARTMENT FUNCTIONS**

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The Planning and Zoning Department provides administrative and professional technical services to the Planning and Zoning Commission, Zoning Board of Appeals and related enforcement capacities under the Zoning Enforcement Officer. The Department is responsible for and provides hands-on support services to Town residents and property owners, developers and institutional/civic organizations, as well as Town initiatives and projects. Scope of services include the study and administration of matters relating to the physical, social and economic planning and coordinated development of the Town in accordance with the Town Charter and Plan of Conservation and Development, consisting with the Regulations of the Town (Zoning Regulations and Subdivision Regulations) and enabling State legislation set forth in the Connecticut State Statutes, as amended.

- Administration/management of daily activities of Department offices and staff.
- Land use development application review and processing.
- Record files organization, management and maintenance.
- Staff support to Planning and Zoning Commission, Zoning Board of Appeals, Zoning Enforcement Officer and Zoning Citation Hearing Officer.
- Enforcement/permitting inspections, compliance assessment, reports and legal coordination.
- Preparation of studies and reports on land use issues, review and drafting of amendments to Zoning Regulations, Zoning Map and Subdivision Regulations.
- Management and maintenance of the official Town Zoning Map.
- Public and intra-agency government assistance and referral consideration.

### **CURRENT STAFFING LEVELS and ORGANIZATION CHART**

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- Administrative Assistant (full time position)
- Zoning Enforcement Officer (full time position)
- Planning and Zoning Administrator (full time position)
- Senior Planning and Zoning Administrator (full time position; funding starting January 1, 2016)

The Planning and Zoning Department is a component of the Land Use Group – See attached Organization Chart for the Land Use Group.

## DEPARTMENT MISSION STATEMENT

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To protect the public health, safety and general welfare of the community by providing administrative and professional technical services to the Planning and Zoning Commission, the Zoning Board of Appeals, associated local Boards and Commissions, Federal agencies, State agencies, and the general public, in order to assist the Town of Monroe in guiding the orderly development and use of land to provide housing and employment opportunities, to stabilize the property tax base, and to protect open space and areas of unique natural resources within the Town.

## DEPARTMENT GOALS

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- Assist the Planning and Zoning Commission in the implementation of the goals and recommendations of the 2010 Plan of Conservation and Development.
- Assist the Planning and Zoning Commission in the continued preparation, review and adoption of Amendments to the Zoning and Land Subdivision Regulations.
- Provide needed training and assistance to new members of the Planning and Zoning Commission and Zoning Board of Appeals to ensure smooth and efficient engagement.
- Continue inter-department cooperation within the Land Use Group to improve customer service and understanding of land use development regulations and permitting processes.
- Provide for and ensure staff receive training and maintain professional certifications.
- Seek and obtain needed additional enforcement staffing to address increasing demands and added oversight/implementation services (i.e., Blight offenses).

## BASE BUDGET (EXISTING STAFF AND SERVICES)

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See attached Planning and Zoning Department 2016-2017 Budget Spreadsheets.

A summary of the 2016-2017 Budget is below:

### 0155-150001 – P&Z – Salary Administration (\*)

|  |                  |
|--|------------------|
| Senior Planning and Zoning Administrator – Full Time Position Created 1/1/16 | \$75,000         |
| Planning and Zoning Administrator – Full Time Position                       | \$69,460         |
|  | <b>\$144,460</b> |

### 0155-150003 – P&Z – Salary Other (\*)

|   |          |
|---|----------|
| Secretary (Administrative Assistant) – Full Time Position | \$37,029 |
|---|----------|

### 0155-153065 – P&Z – Consultant Fees

|  |          |
|--|----------|
| Providing Department access and utilization of specialized professional consultants to assist in code writing; POCD implementation; traffic studies and review; specialized planning studies, and similar. | \$10,250 |
|--|----------|

**0155-153385 – P&Z – Office Expense**

|  |                 |
|--|-----------------|
| Legal Notices  | \$13,130        |
| Copying  | \$2,000         |
| Office Supplies  | \$1,650         |
| Professional Development and National AICP Certification Maintenance | \$1,500         |
| Postal   | \$720           |
|  | <b>\$19,000</b> |

**0155-153440 – P&Z – Printing**

|   |                |
|---|----------------|
| Printing/reprinting and binding of Department official documents, maps, regulations; Printing of presentation documents and media; Printing of Department prepared/commissioned studies and supporting documentation. | <b>\$1,000</b> |
|---|----------------|

**0155-153485 – P&Z – R&M Equipment**

|  |              |
|--|--------------|
| Office equipment, including replacement and maintenance thereof. | <b>\$350</b> |
|--|--------------|

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**TOTAL PLANNING AND ZONING      \$212,089**

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**0156-150003 – P&Z ZON ENF – Zoning Enforcement Salary Other (\*)**

|   |                 |
|---|-----------------|
| Zoning Enforcement Officer – Full Time Position | <b>\$56,047</b> |
|---|-----------------|

**0156-150950 – P&Z ZON ENF – Hearing Officer**

|   |              |
|---|--------------|
| Zoning citation appeals and enforcement expenses. | <b>\$250</b> |
|---|--------------|

**0156-153385 – P&Z ZON ENF – Office Expense**

|  |              |
|--|--------------|
| Office Supplies  | \$540        |
| Copying  | \$150        |
| Professional Development and CAZEO Certification Maintenance | \$400        |
| Postal   | \$150        |
|  | <b>\$900</b> |

**0156-153580 – P&Z ZON ENF – Vehicle Expense**

|  |                |
|--|----------------|
| Provides for direct repair, replacement parts and service expenses of operating the P&Z vehicle used for site inspections and zoning compliance matters. | <b>\$1,300</b> |
|--|----------------|

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**TOTAL PLANNING AND ZONING ENFORCEMENT      \$58,497**

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**TOTAL PLANNING AND ZONING DEPARTMENT      \$270,586**

(\*) Salary costs as reflected herein represent the salaries corresponding to previous year budget levels and do not represent actual amounts as need to be adjusted to reflect annual and other increases, as applicable.

### **REQUEST FOR ANY NEW STAFF and/or ANY NEW SERVICES**

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N/A – None requested requiring any change to budget.

### **DETAILED REQUESTS FOR CAPITAL and/or OPERATING ITEMS**

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N/A – None requested requiring any change to budget.

### **DETAILED LIST OF COST SAVINGS ENACTED IN THE LAST BUDGET YEAR**

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- Reduced reliance on mail (postage, paper copies, etc) and paper correspondence both internal and external through increased email and website communications.
- Reduced file storage needs through increased coordination and digital scanning.
- Ensure proper receipt of application submission materials (in quantity and format) as required thereby reducing both staff time and resources.
- Reduced copy costs through availability online of live, fill-in application forms.
- Reduced vehicle use through coordinated site visits among Land Use Group staff.

### **DETAILED LIST OF POTENTIAL COST SAVINGS FOR NEW BUDGET YEAR (2016-2017)**

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- Continuation of previous year efforts.
- Increased coordination within Land Use Group / cross training.
- Increased use of Town GIS and Website.

### **DETAILED FIVE-YEAR COST AND STAFFING PROJECTION**

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See attached Five-Year Budget Table.

\*Note that the salary costs as reflected herein represent the salaries listed in the current 2015-2016 final budget and do not represent actual amounts as need to be adjusted to reflect actual annual and other increases, where applicable.

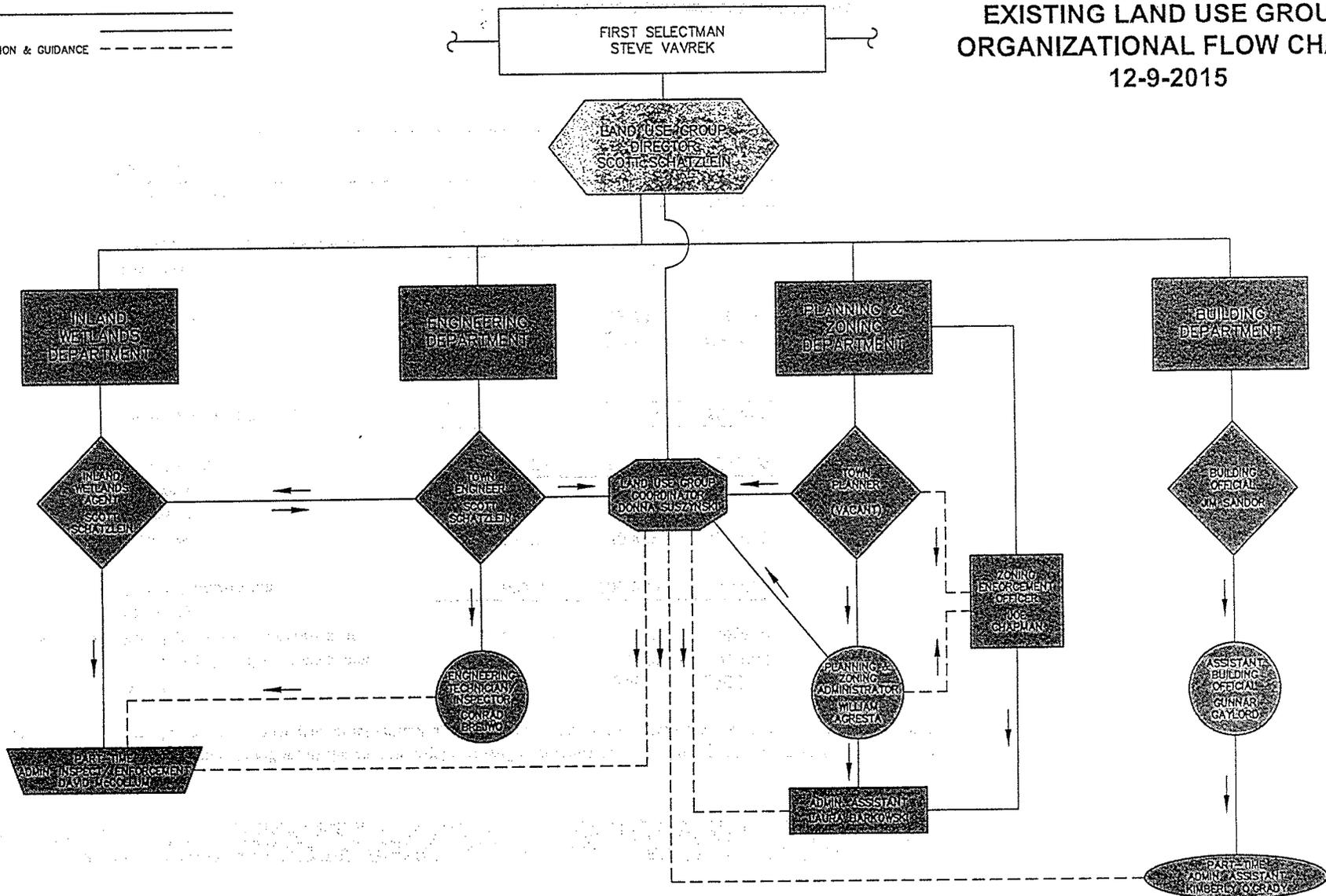
LEGEND

DIRECTION

COORDINATION & GUIDANCE

# EXISTING LAND USE GROUP ORGANIZATIONAL FLOW CHART

12-9-2015



ALL POSITIONS ARE FULL-TIME UNLESS INDICATED OTHERWISE

## DEPARTMENT: PLANNING & ZONING/ENFORCEMENT

**MISSION:**

To protect the public health, safety and general welfare of the community by providing administrative and professional technical services to Boards and Commissions, Federal and State agencies. To guide the orderly development and use of land to provide housing an employment opportunities, to stabilize the property tax base and to protect open space ad areas of unique natural resources within the town.

| PLANNING & ZONING:             |   | 14-15          | 15-16          | 16-17          |
|--------------------------------|---|----------------|----------------|----------------|
|                                | Dept 0155                                       |                |                |                |
|                                | Sr Planning & Zoning Administrator              |                | 37,500         | 75,000         |
| 1001-10-15101-0155-150001      | Planning & Zoning Administrator                 | 69,460         | 69,460         | 69,460         |
|                                | Longevity                                       | -              | -              | -              |
|                                | <b>Total Administration:</b>                    | <b>69,460</b>  | <b>106,960</b> | <b>144,460</b> |
| 1001-10-15101-0155-150003      | Secretary                                       | 36,879         | 36,879         | 37,029         |
|                                | Longevity                                       | -              | -              | -              |
|                                | Leap Year                                       | -              | 150            | -              |
|                                | <b>Total Other:</b>                             | <b>36,879</b>  | <b>37,029</b>  | <b>37,029</b>  |
|                                | <b>Total Planning &amp; Zoning:</b>             | <b>106,339</b> | <b>143,989</b> | <b>181,489</b> |
| PLANNING & ZONING ENFORCEMENT: |   |                |                |                |
|                                | Dept 0156                                       |                |                |                |
| 1001-10-15101-0156-150003      | Zoning Enforcement Officer                      | 55,833         | 55,833         | 56,047         |
|                                | Longevity                                       | -              | -              | -              |
|                                | Leap Year                                       | -              | 214            | -              |
|                                | <b>Total Planning &amp; Zoning Enforcement:</b> | <b>55,833</b>  | <b>56,047</b>  | <b>56,047</b>  |
|                                | <b>Total Planning &amp; Zoning:</b>             | <b>162,172</b> | <b>200,036</b> | <b>237,536</b> |
|                                | Headcount-FT                                    | 3              | 4              | 4              |
|                                | Headcount-PT                                    | 0              | 0              | 0              |

| Salaries Summary:                   | 13-14                 | 14-15                 | 15-16                 |
|-------------------------------------|-----------------------|-----------------------|-----------------------|
| P&Z SALARY ADMIN                    | 69,460                | 69,460                | 106,960               |
| P&Z SALARY OTHER                    | 36,879                | 37,029                | 37,029                |
|                                     | <u>106,339</u>        | <u>106,489</u>        | <u>143,989</u>        |
| P&Z ZON ENF SALARY OTHER            | 55,833                | 56,047                | 56,047                |
| P&Z ZON ENF SALARY PT               | -                     | -                     | -                     |
|                                     | <u>55,833</u>         | <u>56,047</u>         | <u>56,047</u>         |
| <b>TOTAL PLANNING &amp; ZONING:</b> | <u><b>162,172</b></u> | <u><b>162,536</b></u> | <u><b>200,036</b></u> |

|   |   | 14-15                 | 14-15          | 15-16               | 15-16               | 16-17             | 16-17         | 16-17            | 15/16-16/17      |               |
|---|---|-----------------------|----------------|---------------------|---------------------|-------------------|---------------|------------------|------------------|---------------|
|   |   | <u>Revised Budget</u> | <u>Actual</u>  | <u>Final Budget</u> | <u>YTD 12/31/15</u> | <u>Department</u> | <u>FS Adj</u> | <u>FS Budget</u> | <u>\$ Change</u> | <u>%</u>      |
| <b>PLANNING AND ZONING:</b>               | <b>Dept 0155</b>                          |                       |                |                     |                     |                   |               |                  |                  |               |
| 1001-10-15101-0155-150001                 | P&Z SALARY ADMIN                          | 71,023                | 71,023         | 106,960             |                     | 144,460           |               | 144,460          | 37,500           | 35.06%        |
| 1001-10-15101-0155-150003                 | P&Z SALARY OTHER                          | 37,726                | 37,735         | 37,029              |                     | 37,029            |               | 37,029           | -                | 0.00%         |
| 1001-10-15101-0155-153065                 | P&Z CONSULTANT FEES                       | 17,500                | -              | 10,250              |                     | 10,250            |               | 10,250           | -                | 0.00%         |
| 1001-10-15101-0155-153385                 | P&Z OFFICE EXPENSE                        | 19,000                | 14,772         | 19,000              |                     | 19,000            |               | 19,000           | -                | 0.00%         |
| 1001-10-15101-0155-153440                 | P&Z PRINTING                              | 1,000                 | 545            | 1,000               |                     | 1,000             |               | 1,000            | -                | 0.00%         |
| 1001-10-15101-0155-153485                 | P&Z R & M EQUIPMENT                       | 350                   | 320            | 350                 |                     | 350               |               | 350              | -                | 0.00%         |
|   | <b>PLANNING &amp; ZONING:</b>             | <b>146,599</b>        | <b>124,395</b> | <b>174,589</b>      | <b>-</b>            | <b>242,089</b>    | <b>-</b>      | <b>242,089</b>   | <b>37,500</b>    | <b>21.48%</b> |
| <b>PLANNING &amp; ZONING ENFORCEMENT:</b> | <b>Dept 0156</b>                          |                       |                |                     |                     |                   |               |                  |                  |               |
| 1001-10-15101-0156-150003                 | P&Z ZON ENF SALARY OTHER                  | 57,136                | 57,136         | 56,047              |                     | 56,047            |               | 56,047           | -                | 0.00%         |
| 1001-10-15101-0156-150005                 | P&Z ZON ENF SALARY PT                     | -                     | -              | -                   |                     | -                 |               | -                | -                | -             |
| 1001-10-15101-0156-150950                 | P&Z ZON HEARING OFFICER                   | 250                   | -              | 250                 |                     | 250               |               | 250              | -                | 0.00%         |
| 1001-10-15101-0156-153385                 | P&Z ZON ENF OFFICE EXPENSE                | 900                   | 793            | 900                 |                     | 900               |               | 900              | -                | 0.00%         |
| 1001-10-15101-0156-153580                 | P&Z ZON ENF VEHICLE EXPENSE               | 1,500                 | 664            | 1,300               |                     | 1,300             |               | 1,300            | -                | 0.00%         |
|   | <b>PLANNING &amp; ZONING ENFORCEMENT:</b> | <b>59,786</b>         | <b>58,592</b>  | <b>58,497</b>       | <b>-</b>            | <b>58,497</b>     | <b>-</b>      | <b>58,497</b>    | <b>-</b>         | <b>0.00%</b>  |
|   | <b>TOTAL PLANNING &amp; ZONING:</b>       | <b>206,385</b>        | <b>182,987</b> | <b>233,086</b>      | <b>-</b>            | <b>270,586</b>    | <b>-</b>      | <b>270,586</b>   | <b>37,500</b>    | <b>16.09%</b> |

Planning and Zoning Department 2016-2017 Budget

# Planning and Zoning Department (5-Year Projection)

Account: PZC 1001-10-15101-0000-0155

Enforcement 1001-10-15101-0000-0156

| Line Item # | Description                                | Current<br>2015-2016 | Year 1<br>2016-2017 | Year 2<br>2017-2018 | Year 3<br>2018-2019 | Year 4<br>2019-2020 | Year 5<br>2020-2021 |
|-------------|--|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 150001      | P & Z Salaries - Administrative            |                      |                     |                     |                     |                     |                     |
|             | Planning and Zoning Administrator          | \$69,460             | *                   | *                   | *                   | *                   | *                   |
|             | Senior Planning and Zoning Administrator   | \$37,500             |                     |                     |                     |                     |                     |
| 150003      | P & Z Salaries - Other                     |                      |                     |                     |                     |                     |                     |
|             | Administrative Assistant                   | \$37,029             | *                   | *                   | *                   | *                   | *                   |
| 153385      | P & Z - Office Expense                     | \$19,000             | \$19,000            | \$20,000            | \$21,500            | \$23,000            | \$25,000            |
| 153065      | P & Z Consulting Fees                      | \$10,250             | \$22,500            | \$23,000            | \$23,750            | \$24,500            | \$25,250            |
| 153440      | P & Z Printing                             | \$1,000              | \$1,000             | \$1,150             | \$1,300             | \$1,450             | \$1,600             |
| 153485      | P & Z R & M Equipment                      | \$350                | \$350               | \$450               | \$550               | \$650               | \$750               |
| 150003      | P & Z Zoning Enforcement - Salary - Other  |                      |                     |                     |                     |                     |                     |
|             | Zoning Enforcement Officer                 | \$56,047             | *                   | *                   | *                   | *                   | *                   |
| 153385      | P & Z Zoning Enforcement - Office Expense  | \$900                | \$900               | \$1,050             | \$1,200             | \$1,350             | \$1,500             |
| 153580      | P & Z Zoning Enforcement - Vehicle Expense | \$1,300              | \$1,500             | \$2,000             | \$2,000             | \$2,000             | \$2,000             |
| 150950      | P & Z Zoning Enforcement - Hearing Officer | \$250                | \$250               | \$300               | \$300               | \$350               | \$350               |

\*Note that the salary costs as reflected above represent the salaries listed in the previous 2015-2016 final budget and do not represent actual amounts as

**DEPARTMENT: BOARDS AND COMMISSIONS**

| B&C                                  | Dept 0070                                  | 14-15<br>Revised Budget | 14-15<br>Actual  | 15-16<br>Final Budget | 15-16<br>YTD 12/31/15 | 16-17<br>Department | 16-17<br>FS Adj | 16-17<br>FS Budget | 15/16-16/17<br>\$ Change | %                |
|--------------------------------------|--|-------------------------|------------------|-----------------------|-----------------------|---------------------|-----------------|--------------------|--------------------------|------------------|
| 1001-10-15101-0070-150400            | B&C ARCHIT REVIEW                          | 200                     | -                | 200                   |                       |                     |                 |                    | (200)                    | -100.00%         |
| 1001-10-15101-0070-150405            | B&C BOARD OF ASSESS APPEALS                | 1,000                   | 2,646            | 1,000                 |                       |                     |                 |                    | (1,000)                  | -100.00%         |
| 1001-10-15101-0070-150410            | B&C CONSERVATION COMMISSION                | 500                     | 500              | 500                   |                       |                     |                 |                    | (500)                    | -100.00%         |
| 1001-10-15101-0070-150411            | B&C EDC                                    | 100                     |                  | 100                   |                       |                     |                 |                    | (100)                    | -100.00%         |
| 1001-10-15101-0070-150415            | B&C ETHICS BOARD                           | 100                     |                  | 100                   |                       |                     |                 |                    | (100)                    | -100.00%         |
| 1001-10-15101-0070-150416            | B&C WATER POLLUTION                        | 500                     |                  | 500                   |                       |                     |                 |                    | (500)                    | -100.00%         |
| 1001-10-15101-0070-150420            | B&C FARMER'S MARKET                        | 400                     | 400              | 400                   |                       |                     |                 |                    | (400)                    | -100.00%         |
| 1001-10-15101-0070-150425            | B&C HISTORIC DISTRICT                      | 500                     | 440              | 500                   |                       |                     |                 |                    | (500)                    | -100.00%         |
| 1001-10-15101-0070-150430            | B&C INLAND/WETLAND COMM                    | 500                     | 72               | 500                   |                       |                     |                 |                    | (500)                    | -100.00%         |
| <del>1001-10-15101-0070-150435</del> | <del>B&amp;C PLANNING &amp; ZONING</del>   | <del>6,000</del>        | <del>4,081</del> | <del>6,000</del>      |                       | <del>6,000</del>    |                 | <del>6,000</del>   |                          | <del>0.00%</del> |
| <del>1001-10-15101-0070-150440</del> | <del>B&amp;C ZONING BOARD OF APPEALS</del> | <del>150</del>          | <del>69</del>    | <del>150</del>        |                       | <del>150</del>      |                 | <del>150</del>     |                          | <del>0.00%</del> |
| 1001-10-15101-0070-150441            | B&C COMMISSION ON AGING                    | 400                     |                  | 400                   |                       |                     |                 |                    | (400)                    | -100.00%         |
| 1001-10-15101-0070-150442            | B&C YOUTH COMMISSION                       | 100                     | 100              | 100                   |                       |                     |                 |                    | (100)                    | -100.00%         |
|                                      | NEW B&C PENSION COMMITTEE                  | -                       |                  | 500                   |                       |                     |                 |                    | (500)                    | 100.00%          |
|                                      | <b>TOTAL BOARDS AND COMMISSIONS</b>        | <b>10,450</b>           | <b>8,308</b>     | <b>10,950</b>         | <b>-</b>              | <b>6,150</b>        | <b>-</b>        | <b>6,150</b>       | <b>(4,800)</b>           | <b>-43.84%</b>   |

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