

COUNCIL PAPER

At the regular meeting held on Wednesday, September 19, 2018 at the Colonial Beach Town Center

**RESOLUTION #36-18, Authorizes Reorganization of Department of Planning and Community Development**

**WHEREAS** at the August 15, 2018 Town Council Work Session, Town Council requested staff prepare and submit documentation regarding changes to the operation of the Department of Planning and Community Development; and

**WHEREAS** currently there are four full-time employees, including a Code Enforcement Officer, an Office Assistant, a Planning Director/Zoning Administrator and a Building Official; and

**WHEREAS** the Department of Planning and Community Development will heretofore be divided into two separate departments known as (1) the Department of Building and Code Compliance, and (2), the Department of Planning and Zoning; and

**WHEREAS** revised job descriptions are attached and reflect revised job duties; and

**NOW THEREFORE BE IT RESOLVED** that the Department of Planning and Community Development will heretofore be known as two separate departments: (1) the Department of Building and Code Compliance and, (2) the Department of Planning and Zoning; and

**BE IT FURTHER RESOLVED** that the Building Official and the Code Compliance Officer / Permit Technician will be employed in the Department of Building and Code Compliance; and

**BE IT FURTHER RESOLVED** the Director of Planning/Zoning Administrator and the Planning and Zoning Assistant will be employed in the Department of Planning and Zoning; and

**BE IT FURTHER RESOLVED** that the Deputy Town Manager will perform the direct supervision of the Building Official and the Building Official will perform the direct supervision of the Code Enforcement Officer / Permit Technician; and

**BE IT FURTHER RESOLVED** that the Deputy Town Manager will perform the direct supervision of the Director of Planning/Zoning Administrator and the Director of Planning/Zoning Administrator will perform the direct supervision of the Planning and Zoning Assistant; and

**BE IT FURTHER RESOLVED** by mutual agreement of the Director of Planning/Zoning Administrator and the Building Official, the customer service counter operations will remain a combined effort with staff support from both departments; and

**BE IT FURTHER RESOLVED** that the Code Compliance effort for Building, Zoning and Town Code as currently configured will remain a duty of the Code Enforcement Officer; and

**BE IT FINALLY RESOLVED** the 2018-2019 approved budget of the Department of Planning and Community Development has been divided into two individual budgets which are attached hereto.

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Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Steve Cirbee	___	___
Dallas Leamon	___	___	Bill Dellar	___	___
Frank Alger III	___	___	Burkett Lyburn	___	___
			Phil Rogers	___	___

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_