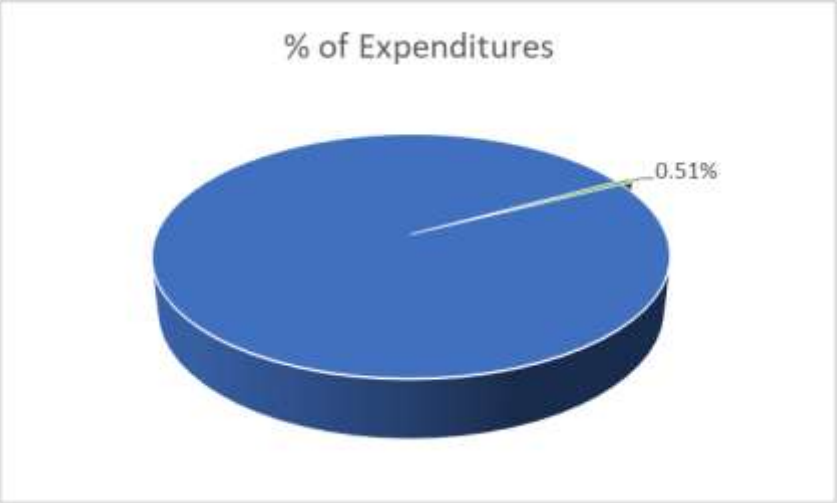
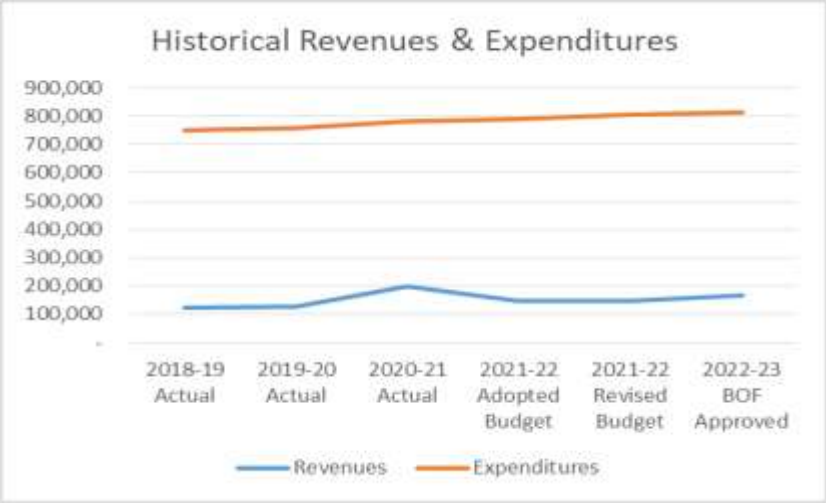
Planning & Zoning

The Planning and Zoning Department has responsibility for administering several development planning and regulation programs. In addition to planning and zoning, there are zoning appeals, environmental protection, coastal area management, flood plain control and architectural review. This account has been structured to cover this range of activity and reflects the breadth of responsibility involved. The Department provides staff support for each of the four local land use boards.

Three major mixed-use redevelopments went through the zoning review process during 2017 and 2018, and as of December 2021, two of them are now well underway, continuing to full, complete construction over the next few years. Together, these three projects will have a major reshaping of the Town, providing new retail and restaurant uses, some new office space, and nearly 300 new apartment units, both market-rate and affordable. All of these projects require plan reviews, inspections, and discussions with the property owners, contractors, and builders as construction proceeds. The reconstruction of Ox Ridge School will also be implemented. BMW of Darien has a substantial project for additions and alterations to their building and construction of a new building, which will likely get underway in 2022.





Click here to explore historical and proposed revenues for this department
Click here to explore historical and proposed expenditures for this department

Accomplishments 2020-2021
Required responses to changes in State Statutes relative to:
- Eliminating minimum apartment sizes

Accomplishments/Objectives 2021-2022
- Conversion of CityView software to OpenGov permitting software, used by multiple Departments (Aug-Sep 2021)
- Completion of State-required Affordable Housing Plan(June 2022)

Required responses to changes in State Statutes relative to:
- Modifying parking standards for multi-family housing followed by opt-out of State Standard
- Accessory Dwelling Units (ADUs)

Objectives 2022-2023
- Required responses to changes in State Statutes relative to:
  Marijuana/Cannabis Dispensaries
- Continue to monitor and respond to further zoning-related Statute changes imposed by State Legislature

Five Year Outlook

Continued need to provide more easily accessible information to the general public. This has occurred in many different ways over the past few years, including:
- The regular updating of GIS data and map layers,
- Making that information available through MapGeo and scanning of Department application files (see related operating budget line items).
- The scanning of Department application files and the establishment of publicly accessible computer stations has saved staff time and provided improved service to the general public—including realtors, title searchers, attorneys, and property owners.
- And most recently in late August 2021, worked closely with the Building Department on converting from CityView to OpenGov for online permitting. This has provided many conveniences for the general public, while reducing the amount of hard-copy paper within the Department.

- All of the technology work and upgrades are consistent with the Board of Selectmen's goal of "Investing in Technology to Improve Services and Create Efficiencies".

Revenues	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Adopted Budget	2021-22 Revised Budget	2022-23 BOF Approved
Charges For Services	121,986	129,133	198,790	149,000	149,000	166,500
Total	**121,986**	**129,133**	**198,790**	**149,000**	**149,000**	**166,500**

Expenditures	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Adopted Budget	2021-22 Revised Budget	2022-23 BOF Approved
Personnel	653,097	668,593	691,975	685,336	691,446	686,832
Contractual Services	95,757	87,016	86,712	103,265	112,965	124,338
Materials & Supplies	2,846	2,350	3,298	3,000	3,000	3,000
Total	**751,700**	**757,960**	**781,986**	**791,601**	**807,411**	**814,170**

	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023 BOF Approved	
Staffing	*# of positions*	*FTE's*	*# of positions*	*FTE's*	*# of positions*	*FTE's*	*# of positions*	*FTE's*	*# of positions*	*FTE's*
Director of Planning & Zoning	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00
Asst Dir of Planning & Zoning	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00
Professional/Technical	3	3.00	3	3.00	3	3.00	3	3.00	3	3.00
Administrative Secretary	2	2.00	2	2.00	2	2.00	2	2.00	2	2.00
Total	**7**	**7.00**	**7**	**7.00**	**7**	**7.00**	**7**	**7.00**	**7**	**7.00**

Estimate of total personnel costs based on FY2023 wages and benefits package. Medical and dental expenses are allocated based on number of benefit eligible positions. Only salaries are budgeted in the department. All other personnel costs are budgeted in Employee Benefits.

Base Wages	673,632
Medical & Dental	158,598
FICA	51,533
Other	2,923
Retirement	60,456
Total	$947,141

Performance Measures	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Projected 2022-2023
Zoning Permits acted upon (total by fiscal year)	520	540	431	668	450	575
Number of new residences	28	34	27	31	35	35
Number of pools/spas/hot tubs	32	36	26	74	35	40
Number of signs	17	12	15	15	15	20
Zoning Permits acted upon in 3 business days or less	N/A	51%	67%	50%	60%	60%
Planning & Zoning Commission applications	85	58	57	68	70	65
Zoning Board of Appeals (ZBA) applications	34	25	18	21	30	30
Environmental Protection Commission (EPC) applications	37	25	20	28	20	25
Architectural Review Board (ARB) applications	31	34	24	26	15	30