




TOWN OF DURHAM
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MEMORANDUM

TO: Todd Selig, Town Administrator
FROM: James Campbell, Director of Planning and Community Development 
RE: 2012 Proposed Operating Budget
DATE: October 14, 2011

Enclosed you will find my proposed 2012 operating budget for the Planning and Community Development Department. While effort was made to maintain level funding, there are costs that are associated with the many efforts underway through the Planning and Community Development Department. I believe that it is very important to keep these efforts moving forward and the proposed budget will do that. I have highlighted these efforts below.

The economic development efforts that my office has been working on in conjunction with the Economic Development Committee (EDC), has increased over the years. My budget proposal includes money to hire a part-time economic development person to help move these efforts forward more vigorously. My time continues to be split between economic development and planning, with a majority of my time being devoted to planning. I would like to spend more time on our economic development efforts but just don't have enough time to do so. The economic development person could continue all the efforts underway including, but not limited to, the Business Retention & Expansion Program, Business Attraction, grant writing, following through on the market analysis, handling the daily work of the Economic Development Committee, and the possible creation of a TIF District for the downtown area.

We also have many planning efforts underway including, but not limited to, updating the Master Plan, continuing the follow through on the Commercial Core Strategic Plan including many Zoning Amendments, parking and transportation planning, and creating Design Standards and Guidelines. These efforts, among other work, will continue next year. Once we are done updating several chapters of the Master Plan next year, we will then go through the process of updating the Zoning Ordinance to make it consistent with the Master Plan and help make the Master Plan a reality.

Again, I believe that all of these efforts are very important and I hope that the final budget will reflect that. I will continue to seek alternative sources of funding, such as grants, to help offset the cost of running the Department and to work on special projects that otherwise will not be funded through my budget.

If you have any questions, or need any additional information, please do not hesitate to ask.