

2023 ORGANIZATIONAL CHART LAND MANAGEMENT DEPARTMENT

ADMINISTRATION DIVISION
Main Line: 702-1800
Fax: 287-0262

**LONG RANGE PLANNING &
ECONOMIC DEVELOPMENT DIVISION**
Main Line: 702-1810

ENVIRONMENT DIVISION
Main Line: 287-5710

CURRENT PLANNING DIVISION
Main Line: 287-5735

TOWN OF SOUTHAMPTON

2023 BUDGET

**TOWN
PLANNING AND DEVELOPMENT
ADMINISTRATOR
Janice Scherer**

**LAND MANAGEMENT
ADMINISTRATION DIVISION**

**EXECUTIVE
SECRETARIAL ASSISTANT
Kim Myers
Ext. 1802**

**ADMINISTRATIVE
ASSISTANT
(Vacant)
Ext. 1801**

BOARDS
Architectural Review Board
Conservation Board
Landmarks & Historic Districts Board
Licensing and Review Board
Planning Board
Zoning Board of Appeals

COMMITTEES
Agricultural Advisory Committee
Business Advisory Council
Focus Groups/Working Groups for Various Planning Studies
Trails Advisory Committee
Commercial & Industrial Incentive Committee
Project Development Council

**ENVIRONMENT
DIVISION**

**CHIEF
ENVIRONMENTAL ANALYST
Martin Shea
Ext. 1786**

**SENIOR ENVIRONMENTAL
ANALYST
Theresa Masin
Ext. 1788**

**ENVIRONMENTAL
ANALYST
Christian K. Petersen
Ext. 1785**

**ADMINISTRATIVE
ASSISTANT TO THE
CONSERVATION BOARD
Korrina Goree
Ext. 1784**

**SENIOR
OFFICE ASSISTANT
Carol Oborski
Ext. 1783**

**LONG RANGE PLANNING
& ECONOMIC
DEVELOPMENT
DIVISION**

**TOWN DIRECTOR OF
PLANNING
David Wilcox
Ext. 1812**

**PRINCIPAL PLANNER
(Vacant)
Ext 1809**

**SENIOR PLANNER
Mike Lieberman
Ext. 1808**

**CURRENT PLANNING
DIVISION**

**ASSISTANT TOWN
PLANNING DIRECTOR
Clare Shea Ext. 1765**

**PRINCIPAL PLANNER
Anthony Trezza
Ext. 1767
(Vacant)
Ext. 1768**

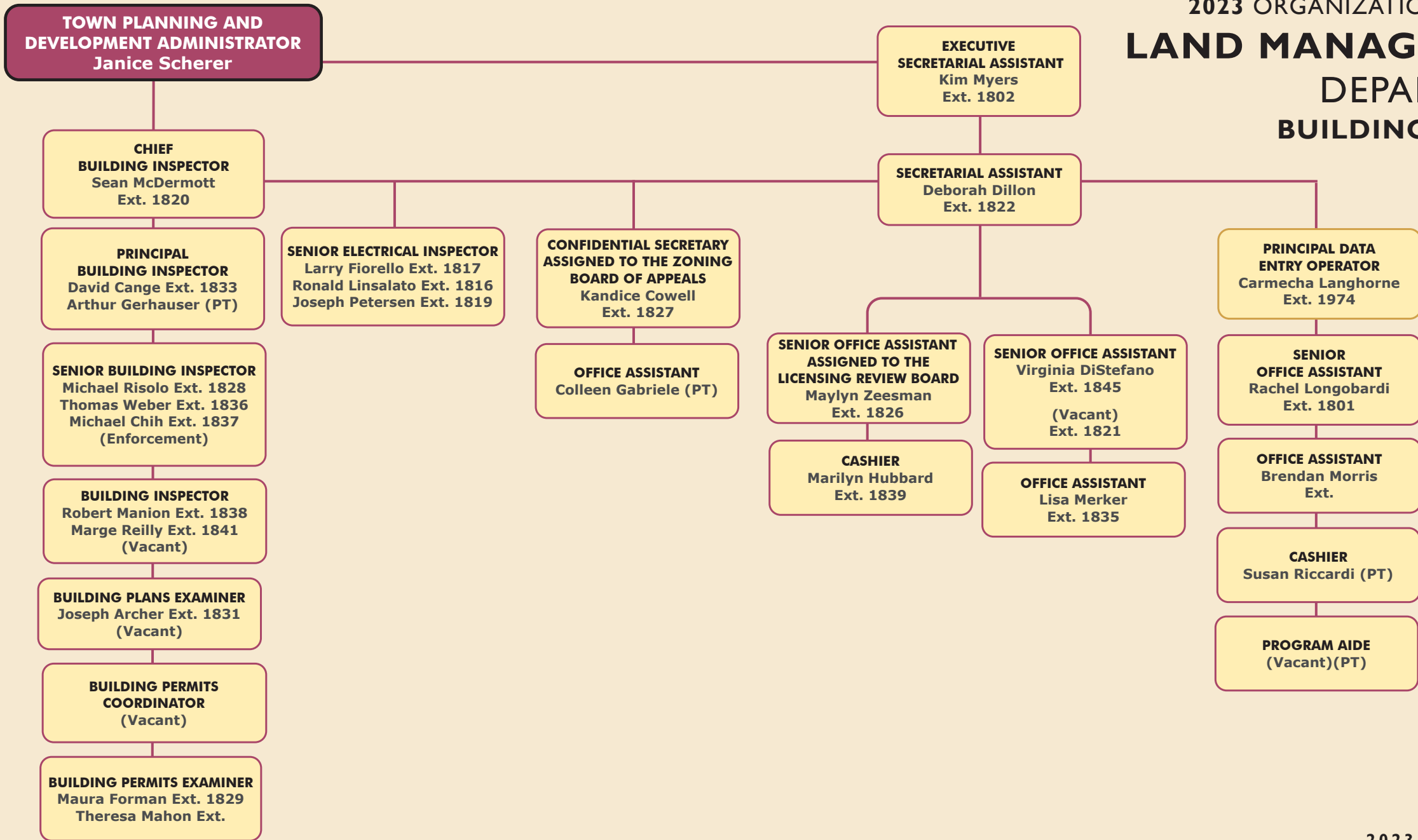
**PLANNER
Jeff Ulysse
Ext.1766**

**CONFIDENTIAL SECRETARY
ASSIGNED TO THE
PLANNING BOARD
Patricia Boudreau-Sullivan
Ext. 1776**

**PRINCIPAL OFFICE
ASSISTANT
Kerri Meyer
Ext. 1775**

2023 ORGANIZATIONAL CHART
**LAND MANAGEMENT
 DEPARTMENT
 BUILDING DIVISION**

Main Line: 287-5700



LAND MANAGEMENT ADMIN - SUMMARY

Department: Land Management Administration

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Land Management Administration Division coordinates the efforts of the Current Planning, Long Range Planning, Building and Zoning and Environment Divisions of the Department of Land Management. The Town Planning and Development Administrator works directly with Division Heads to set priorities, interacts with intergovernmental agencies, identifies funding sources for capital projects and leads the implementation of these projects and programs. Under the supervision of the Town Planning and Development Administrator, sustainable economic development is promoted while ensuring the protection of the Town's natural resources and quality of life of the Town's residents. The Land Management Administration Division also oversees certain capital planning projects and Comprehensive Plan studies and conducts and coordinates SEQRA reviews for the Town Board.

Department Summary

Department: Land Management Administration

Budget Year: 2023

Cost Center #: 8025

Division: Land Management Department

Manager: Janice Scherer

Tax District: Part Town Land Management (03)

Workload:

1. Provide professional Planning support to the Supervisor and Town Board, and other public, private and not-for-profit development entities.
2. Manage and oversees the administrative, data processing, clerical and related professional and technical services to ensure that the Department of Land Management can fulfill the mission, goals, objectives and responsibilities established by the Town Board and the Town Code.
3. Coordinate the preparation and streamlining of Town regulations and procedures that pertain to quality business growth, development and strategic business attraction and retention, environmental protection, creation of affordable housing while insuring compliance with County, State and Federal regulations.
4. Assist the Town Board and Comptroller with the preparation of the Capital Program.
5. Manage professional and administrative staff assigned to the Department.
6. Process and maintain all financial, accounting and related transactions, records and budgets for the Department and each Division.
7. In consultation with Town Attorney, review all legal matters arising within the divisions of the Department; ensure documentation is provided for discovery. Provide expert testimony.
8. Provide all administrative, data entry, accounting, clerical and related support services required by each Division.
9. Coordinate and streamline the Town's Land Management zoning regulations and procedures.
10. Act as Coastal Erosion Hazard Administrator and enforce regulations specified in the Town Code. Provide recommendations to the ZBA related to variances in Coastal hazard and adjacent areas.
11. Provide clerical staff support services to the Agricultural Advisory Committee and Landmarks and Historic Districts Board by facilitating the mailing of meeting notices, copying and distribution of minutes, and providing pertinent information, public hearing notices and proposed legislation to the Committee.
12. Provide outreach and coordination with Citizen Advisory Committees, local chambers of commerce and other citizen, business and development organizations.
13. Administer Cultural Resources Overlay Protection Law and sign off on site disturbance plans/archaeological reports to building department for permit issuance.
14. Assess the performance of the Department's professional and technical support staff and ensure resources are available to support development and training.

NOTES:

Department Summary

Department: Land Management Administration

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Janice Scherer

Goals & Objectives:

1. Review and direct standard operating procedures for Planning Board, Conservation Board, Zoning Board of Appeals, Architectural Review Board and Licensing Review Board applications, pending adoption of zoning code amendments to streamline the procedures for review of the applicable applications.
2. Develop and implement management and administrative practices and procedures to maintain and improve the Department's overall efficiency, as well as increase confidence and satisfaction in the development process on the part of both applicants and community members.
3. Promote economic development through the implementation of the Comprehensive Plan recommendations and permit streamlining initiatives.
4. Establish new Codes related to sustainability and affordable housing.
5. Expand economic development activities, including procedures to assist small businesses and to attract new uses and redevelopment projects in areas of the Town needing revitalization such as the Riverside Sewer District implementation
6. Integrate sustainability into all Department of Land Management activities, and assist in the implementation initiatives of the Town's Sustainability Office including grant development, code amendments and incorporating sustainability principles into new plans and developments.
7. Apply for and administer grants that support the implementation of Comprehensive Plan objectives.
8. Revitalize the Town's Transfer of Development Rights program. Inventory existing Development Rights held by the Town and those held privately. Manage the Town's Development Right Clearinghouse/Bank and establish procedures and policies for the disbursement of Town held Development Rights.

Legal Authority:

Established pursuant to Town Code Chapter 28.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Land Management Administration - 8025													
Town Planning & Dev Administrator	ADMINISTRATIVE	142,740	6,987	6,899	156,626	1,620	9,008	19,093	1,405	31,126	187,752	19.6	100.0
Secretarial Assistant	ADMINSUPPORT	87,081	4,354	0	91,435	33,954	7,021	10,647	678	52,300	143,735	31.9	100.0
Total Land Management Administration - 8025		229,821	11,341	6,899	248,061	35,574	16,030	29,739	2,083	83,426	331,487		

NOTES:

BUILDING & ZONING DIVISION - SUMMARY

Department: Building Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Building Division is responsible for the administration, enforcement and permit issuance for construction that meets the State Building Code and all minimum standards for health and safety. Plans are reviewed in order to ensure the intent of the Town's Zoning Code is adhered to and Comprehensive Planning goals are satisfied. Specifically, the department is responsible for the following:

1. Administer Chapter 123, Building Construction, Chapter 330, Zoning, as well as interpret and enforce all associated regulations pertaining to the New York State Uniform Fire and Building Code.
2. Administer and enforce, both at the Town and Village levels, the National Electrical Code (excluding the Village of Quogue and Westhampton Dunes).
3. Administer and enforce the Town's Energy Code and Pool Construction Code (unincorporated areas only).
4. Administer the Town's Home Improvement Contractor Licensing program.
5. Provide assistance and advise the Land Management Department and other Town, County, State and Federal agencies.
7. Develop, maintain, monitor and revise internal operating procedures designed to provide a high level of customer service and timely dissemination of information and processed applications.
8. Establish and maintain procedures to effectively track and monitor land development applications.
9. Follow up on open permits for structures without certificates of occupancy/compliance.
10. Digitize and allow for e-permitting through the Town's software platform.

Department Summary

Department: Building Division

Budget Year: 2023

Cost Center #: 8029

Division: Land Management Department

Manager: Janice Scherer

Tax District: Part Town Land Management (22)

Workload:

The Building Division performs various tasks to advance development and construction projects undertaken within the Town. These tasks include the following:

1. Accept, review and process all building permits, sign permits, certificates of occupancy, certificates of compliance and all other applications submitted for consideration by the Zoning Board of Appeals, Architectural Review Board and Licensing Review Board, as well as referring applications for demolitions and major construction of structures older than 75 years to the Landmarks & Historic Districts Committee.
2. Accept credit card and check payments for permit applications at Town Hall; allow for e-permits and electronic payments.
3. Maintain complete and accurate records, files and a computerized Database for all building, zoning and related land management transactions.
4. Provide professional and technical staff support to the Zoning Board of Appeals, Architectural Review Board, Licensing Review Board and other citizen and related advisory boards and committees appointed by the Town Board.
5. Perform inspections to determine compliance with local municipal and state ordinances and regulations regarding building, zoning, electrical, fire safety, signs, site development, subdivision of land, natural resource conservation and all other aspects of land development.
6. Complete quarterly and annual reports on all building-related activity.
7. Inspectors typically perform over 10,000 inspections annually. Due to the COVID-19 Pandemic/NY Pause, there is currently a backlog of permit applications due to a development boom within the Town. The building department makes it a top priority to reduce the backlog and issue permits in a timely fashion.
8. Perform expedited plan reviews on an overtime basis.
9. Receive new electrical permit applications online through the Town's website.
10. Receive fast-track applications online through the Town's website.

NOTES:

Department Summary

Department: Building Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Janice Scherer

Goals & Objectives:

1. Increase departmental efficiency in administration and processing of building applications through use of online e-permitting and other electronic means to expedite plan reviews, denials and checklists for completion.
2. Enhance enforcement of the Town's building, zoning codes through interdepartmental cooperation with Code Enforcement and the Fire Marshals Office.
3. Provide support to constituents who are in the permit process; help navigate required documents and inspections to ensure a successful project conclusion.
4. Further integrate use of iPad's in the field and QR Codes for all inspectors to more effectively manage their routes and sync field reports/checklists.
5. Create website that enables users to get real-time status updates to determine what else is required, upload documents and make payments for faster service on permits and Certificates of Occupancy.

Legal Authority:

Pursuant to the Code of the Town of Southampton.

NOTES:

2023 Town Board Zoning Amendment Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map*(Except for Agricultural Conservation District)		
filing fee and first acre	\$2,500	
per additional acre or part thereof.	\$500	
Not to exceed	\$10,000	
Petition to modify a zoning district boundary to annex the contiguous zoning district designation of an adjacent lot and/or to amend the Table of Uses to account for uses not currently considered	\$1,000	
Petition to change from one non-conforming use to another	\$1,000	\$1,000
Applications to amend an existing Planned Development District, except for an Agricultural Conservation District**	\$3,000	
	\$2,500	
Public hearing (includes radius map, mailing list, posters & hearing notice publications)	\$100 \$200	\$100
Petitions for amendments shall be submitted in quadruplicate (4) to the Town Clerk's Office.		
* Refer to §330-185 of the Town Code of the Town of Southampton		
**Refer to §330-Article X.1		

NOTES:

2023 Building and Zoning Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Residential Applications		
*Fees are calculated as follows:		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
RESIDENTIAL APPLICATIONS		
Estimated Construction Cost (ECC) Schedule		
Up to 2000	\$.25 per sq. ft.	
2001-3000	\$.40 per sq. ft.	
3001-4000	\$.60 per sq. ft.	
4001-5000	\$.80 per sq. ft.	
5001 and Over*	\$1.25 per sq. ft.	
New Dwellings and Additions & Renovations, including Porches, Breezeways, Carports & Manufactured Homes & Carriage Houses	See above fee schedule	
New or Additions to Garage or Accessory Building including Barn, Gazebo, Greenhouse or Shed	\$.25 per sq. ft.	
Accessory Building with Finished Interior Space	\$.75 per sq. ft.	
Accessory Building with Unfinished Interior Space	\$.25 per sq. ft.	
Decks, Patios (Unroofed) ex: Terrace	\$.25 per sq. ft.	
Decks or Porch (Roofed) ex: Pergola/Trellis	See above Fee Schedule	
Swimming Pools - Above-Ground and In-Ground and Hot Tubs/Spa	Vinyl Pool - \$250 Gunitite Pool - \$500 Above Ground Pool - \$100 Hot tub Spa - \$200	
Tennis Court	\$500	
Sports Court – Basketball, Bocce Ball, etc.	\$250	

NOTES:

2023 Building and Zoning Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
MISCELLANEOUS APPLICATIONS		
Demolition of Partial or Whole Structure Demolition of Non-Roofed Structures	\$.20 per sq. ft. (\$50 minimum fee) \$25 per item (\$50 minimum fee)	\$25 per item
Plumbing Fixtures	\$5 \$10 per fixture (\$50 minimum fee)	\$5 per fixture
Pre-Existing Certificate of Occupancy	\$250	
Updated Certificate of Occupancy	\$250	
Three-year Accessory Apartment Permit	\$100	
Property Searches	\$25	
Coastal Erosion Management Permit	\$1,000	
Signs	\$5 per sq ft (\$50 minimum fee)	
Fence – Greater than 4 ft. up to 6 ft.	\$.05 per linear ft. (\$50 minimum fee)	
Heating Systems (eg: Pool/Spa Heater, Generator, Fuel Conversion)	\$125 \$150 per item	\$25 per item
Outdoor Kitchen (Seasonal)	\$300	
Fireplace, Wood Burning Stove, Brick Oven, Built In BBQ, Outdoor Fire Pit	\$150 per item	
Awning	\$100 per Awning	
Outdoor Shower	\$50 Plus \$50 Plumbing Application \$100	
Elevator	\$500	
Battery Storage	1-80kw: \$50 81-600kw: \$100 601+kw: \$200	
Entry Gates with Piers	\$175 per set	
Geothermal	\$250	
Residential Solar (single family)	\$0	
Wind Energy Conversion	\$300 per turbine	
Foundation	\$.75 per sq. ft.	
Relocation of Existing Structure	\$500	
Land Disturbance greater than 2,000 sq. ft. on more than one acre	\$300	
Landmarks Historic District Board Review Pursuant to Section 123-9	\$50	
AMENDMENTS / RENEWALS / EXPEDITED		
Amendments to Building Permits	\$25-\$50 or \$50 minimum fee + Total Amended Sq. Ft. times either \$.10, \$.25 or \$.50 for 1st Amendment calculated at time of submittal. Same for each additional amendment Plus additional fee associated w/additional work.	
Request for 90-Day Extension of Building Permit Six Month Extension (up to four)	\$25 per extension request (two are permitted) \$150 per extension	\$125 per extension
Expedited Building Permit Application Review	\$1,000	

NOTES:

2023 Building and Zoning Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Commercial Applications		
*Fees are calculated as follows:		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
COMMERCIAL APPLICATIONS		
New, Additions, Renovations including Commercial Buildings, Multi-Family/Apartments, Hotel, Motel	\$.75 per sq. ft.	
New Additions, Renovations including Storage Warehouse, Commercial	\$.25 per sq. ft.	
New Additions, Renovations including Storage Warehouse, Agricultural	\$.10 \$.15 per sq. ft.	\$0.05 per sq. ft.
Commercial Compliance Certificate	\$200	
Change of Tenancy/Use	\$75	
MISCELLANEOUS APPLICATIONS		
Demolition of Partial or Whole Structure Demolition of Non-Roofed Structures	\$.20 per sq. ft. (\$50 minimum fee) \$25 per item (\$50 minimum fee)	\$25 per item
Accessory Structure	\$.75 per sq. ft.	
Foundation	\$.75 per sq. ft. (\$1,000 minimum fee)	\$0.75 per sq. ft.
Plumbing Fixtures	\$5 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$250	
Updated Certificate of Occupancy	\$250	
Property Searches	\$25	
Coastal Erosion Management Permit	\$1,000	
Signs	\$5 per sq ft (\$50 minimum fee)	
Radio Antenna/Communication Tower/Satellite Dish as per Town Code Section 330-301	\$100 per item	
Transmission Support Structure	\$500	
Equipment Shelter	\$.25 per sq. ft.	
Pool/Water Feature	\$500	
Gas/Oil/Propane Tanks	\$200	
Geothermal	\$250	
Battery Storage	\$300 up to 600kw / \$450 above 600kw 1-80kw: \$50 81-600kw: \$100 601+kw: \$200	
Solar	\$100	
Wind Energy Conversion System	\$300 per turbine	
Zoning Verification Letter (Requestor to complete ZV form)	\$200	
Land Disturbance greater than 2,000 sq. ft. on one acre or more	\$300	

NOTES:

2023 Building and Zoning Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
AMENDMENTS / RENEWALS / EXPEDITED		
Amendments to Building Permits	\$25-\$50 or \$50 minimum fee + Total Amended Sq. Ft. times either \$.10, \$.25 or \$.50 for 1st Amendment calculated at time of submittal. Same for each additional amendment Plus additional fee associated w/additional work.	
Request for 90 Day Extension of Building Permit Six Month Extension (up to four)	\$25.00 per extension request (two are permitted) \$150 per extension request	\$125 per extension request
Renewals	Fee recalculated with current fee chart plus \$25 fee for every year permit has been expired.	
Expedited Building Permit Application Review	\$1,000	
Licensing (Home Improvement & Plumbing Licenses)		
New two-year applications	\$250	
Renewals (on-time)	\$175	
Renewals (late-more than 30 days)	\$200	
Zoning Board		
Zoning Board of Appeals application	\$750 (Double fee if built without permits)	
Board of Appeals Coastal Erosion or FEMA application	\$1,200	
Zoning Board of Appeals Interpretations	\$750	
Zoning Board of Appeals Modifications to Decisions	\$300	
Zoning Board of Appeals Postponements/Adjournments	\$75	
Zoning Board of Appeals Request to Re-Open a Hearing Prior to Rendered Decision	\$75	
Zoning Board of Appeals Re-Schedule of Public Hearing (if re-hearing is at the request of or due to error by applicant)	\$300	

NOTES:

2023 Electrical Fee Schedule

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL			
(1) Fees collected for electrical permits are not refundable after 30 days.			
(2) Fees for electrical work done will be doubled.			
(3) Six month extension - \$150 per extension (four are permitted.)			
(4) Structures detached from main dwelling will require a separate fee.			
RESIDENTIAL	WORK ORDER CODES FOR ELECTRICAL PERMITS	Minimum Fee \$50	
CODE	DESCRIPTION	2023 Fee Schedule	Proposed Increase
SVCU	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)	\$100	
SVCO	Service over 400 amps, overhead and underground. (Temps included)	\$150	
TEMU	Temporary construction service under 400 amps	\$75	
TEMO	Temporary construction service over 400 amps	\$100	
ELAA	7 devices or less, residential garages with less than 7 devices, 7 outlets, switches, change of meter service, Jacuzzi, electric fences/entry gate, air conditioner, furnace, generators, water heaters, etc.	\$100	
ELEA	Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, and residential a/c units.	\$100	
ELEA Solar	Photovoltaic systems	Fee Waived	
ELEB	Residential in ground swimming pools, residential hot tubs, addition, renovation, basement wiring and garages with more than 7 devices not exceeding 500 sq. ft. per occupancy. (Service not included)	\$100	

NOTES:

2023 Electrical Fee Schedule

CODE	DESCRIPTION	2023 Fee Schedule	Proposed Increase
ELEC	Additions, renovations, basement wiring, and garages with more than 7 devices 501 sq. ft. to 1,000 sq. ft. per occupancy, (Service not included), and commercial a/c units.	\$150	
ELED	Additions, renovations, basement wiring, and garages with more than 7 devices 1,001 sq. ft. to 1,600 sq. ft. per occupancy. (Service not included)	\$200	
ELEE	Additions, renovations, basement wiring, and garages with more than 7 devices 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$250	
ELEF	Additions, renovations, basement wiring, and garages with more than 7 devices 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$300	
ELEG	Additions, renovations, basement wiring, and garages with more than 7 devices 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$350	
ELEH	Additions, renovations, basement wiring, and garages with more than 7 devices 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$500	
ELEI	Additions, renovations, basement wiring, and garages with more than 7 devices 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$750	
ELEJ	Additions, renovations, basement wiring, and garages with more than 7 devices 15,001 sq. ft. to and up. (Service not included)	\$1,000	
ELER	Re-inspection Fee	\$50	
ELGN	Generators	\$100	
IASS	Innovative and Alternative Septic System	Fee Waived	

NOTES:

2023 Electrical Fee Schedule

2023 Electrical Fee Schedule

CODE	DESCRIPTION	2023 Fee Schedule	Proposed Increase
EBTR	Battery Storage	1-80 Kwh - \$50 81-600 Kwh - \$100 601+ Kwh - \$200	
EVCS	Residential Electric Vehicle Charging Station	\$50 ea.	\$50 ea.
	Expedited Inspection	\$1,000	\$1,000
SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING			
NEWB	New residential building 500 sq. ft. and under.	\$100	
NEWC	New home or residential building 501 sq. ft. to 1,000 sq. ft., Agricultural Greenhouse/Building	\$150	
NEWD	New home or residential building 1,001 sq. ft. to 1,600 sq. ft.	\$200	
NEWE	New home or residential building 1,601 sq. ft. to 2,500 sq. ft.	\$250	
NEWF	New home or residential building 2,501 sq. ft. to 3,500 sq. ft.	\$300	
NEWG	New home or residential building 3,501 sq. ft. to 5,000 sq. ft.	\$350	
NEWH	New home or residential building 5,001 sq. ft. to 10,000 sq. ft.	\$500	
NEWI	New home or residential building 10,001 sq. ft. to 15,000 sq. ft.	\$750	
NEWJ	New home or residential building 15,001 sq. ft. and up	\$1,000	
CORB	Correct certificate, commercial or residential.	\$50	
	Expedited Inspection	\$1,000	\$1,000

NOTES:

2023 Electrical Fee Schedule

2023 Electrical Fee Schedule

CODE	DESCRIPTION	2023 Fee Schedule	Proposed Increase
COMMERCIAL	WORK ORDER CODES FOR ELECTRICAL PERMITS	Minimum Fee \$50	
CODE	DESCRIPTION		
COMB	Commercial addition/renovation not exceeding 500 sq. ft. (Service fee not included)	\$150	
COMC	Defects removed, commercial addition/renovation 501 sq. ft. to 1,000 sq. ft.	\$200	
COMD	Commercial addition/renovation 1,001 sq. ft. to 1,600 sq. ft. Cell Site Towers (Service Fee not included).	\$250	
COME	Commercial addition/renovation 1,601 sq. ft. to 2,500 sq. ft. (Service fee not included).	\$300	
COMF	Commercial addition/renovation 2,501 sq. ft. to 3,500 sq. ft. (Service fee not included).	\$350	
COMG	Commercial addition/renovation 3,501 sq. ft to 5,000 sq. ft. (Service fee not included).	\$500	
COMH	Commercial addition/renovation 5,001 sq. ft to 7,500 sq. ft. (Service fee not included).	\$1,000	
COMI	Commercial addition/renovation 7,501 sq. ft to 12,500 sq. ft. (Service fee not included).	\$1,500	
COMJ	Commercial addition/renovation 12,501 sq. ft. and up (Service fee not included).	\$2,000	
MARA	Marina	\$250	
MARD	Docks, slips and bulkheads.	\$250	
BLDB	New commercial building not exceeding 500 sq. ft. (Service not included)	\$150	
BLDC	New commercial building 501 sq. ft. to 1,000 sq. ft. (Service not included)	\$200	

NOTES:

2023 Electrical Fee Schedule

CODE	DESCRIPTION	2023 Fee Schedule	Proposed Increase
BLDD	New commercial building 1,001 sq. ft. to 1,600 sq. ft. (Service not included)	\$250	
BLDE	New commercial building 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$300	
BLDF	New commercial building 2,501 sq. ft. to 3,500 sq. ft (Service not included)	\$350	
BLDG	New commercial building 3,501 sq. ft. to 5,000 sq. ft (Service not included)	\$500	
BLDH	New commercial building 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$1,000	
BLDI	New commercial building 10,001 sq. ft to 15,000 sq. ft (Service not included)	\$1,500	
BLDJ	New commercial building 15,001 sq. ft. and up. (Service not included)	\$2,000	
COMP	Commercial swimming pool, spa and hot tub. (Service not included)	\$200	
CSGN	Commercial Signs (Service not included)	\$75	
CREC	Commercial fire reconnect.	\$100	
CSER	Commercial service 400 amps or less, overhead, underground, change of or more than 7 meters.	\$100	
CVCO	Commercial service over 400 amps, overhead and underground.	\$150	
CTEM	Commercial temporary construction service 400 amps or less.	\$100	
CTEO	Commercial temporary construction service over 400 amps.	\$125	
CLAA	Commercial 7 devices or less.	\$150	
CBTR	Battery Storage	1-80 Kwh - \$50 81-600 Kwh - \$100 601+ Kwh - \$200	
EVCS	Commercial Electric Vehicle Charging Stations	\$100 ea.	\$100 ea.
	Expedited Inspection	\$1,000	\$1,000

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Building Division - 8029													
Chief Building Inspector	ADMINISTRATIVE	119,340	4,774	3,745	127,859	16,548	8,606	15,873	9,457	50,484	178,343	15.4	100.0
Confidential Secretary	ADMINSUPPORT	74,114	3,706	0	77,820	33,954	5,976	9,062	580	49,571	127,392	21.8	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	55,624	2,225	0	57,849	15,060	4,553	6,904	1,889	28,406	86,255	6.1	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	70,167	0	0	70,167	32,664	5,771	8,751	5,551	52,738	122,905	1.7	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 8	68,257	4,095	0	72,352	16,548	5,556	8,425	538	31,066	103,418	10.4	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 1	58,673	0	0	58,673	32,664	4,826	7,318	4,644	49,452	108,125	0.5	100.0
Building Plans Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	67,244	0	0	67,244	32,664	5,531	8,387	5,320	51,902	119,146	1.7	100.0
Building Plans Examiner - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	66,304	0	0	66,304	32,664	5,454	8,270	5,246	51,634	117,938		100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	47,147	0	0	47,147	32,664	3,621	5,491	367	42,143	89,290	0.4	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 2	47,805	0	0	47,805	15,060	3,672	5,568	372	24,671	72,476	1.5	100.0
Principal Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 2	90,661	5,440	0	96,101	32,664	7,873	11,939	7,185	59,661	155,762	11.5	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	55,624	0	0	55,624	15,060	4,272	6,478	430	26,241	81,865	1.3	100.0
Secretarial Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 5	75,951	6,076	0	82,027	32,664	6,298	9,550	601	49,114	131,141	16.0	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 5	82,351	4,941	0	87,292	32,664	7,152	10,844	6,528	57,188	144,480	11.8	100.0

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 6	83,489	3,340	0	86,828	32,664	7,123	10,800	6,613	57,200	144,028	9.3	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 6	58,798	0	0	58,798	32,664	4,516	6,848	454	44,481	103,280	5.4	100.0
Senior Office Assistant - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	54,810	0	0	54,810	32,664	4,210	6,383	424	43,681	98,491		100.0
Sr. Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 8	85,149	5,109	0	90,258	16,548	7,395	11,213	6,749	41,905	132,162	10.9	100.0
Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 5	75,951	6,076	0	82,027	16,548	6,712	10,178	6,027	39,465	121,492	18.4	100.0
Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	51,490	4,119	0	55,609	32,664	4,270	6,475	413	43,822	99,431	15.1	100.0
Principal Data Entry Operator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 4	66,336	6,634	0	72,969	32,664	5,602	8,495	532	47,294	120,263	22.2	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	85,149	6,812	0	91,961	32,664	7,525	11,410	6,755	58,354	150,315	18.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	85,149	8,515	0	93,664	32,664	7,655	11,608	6,761	58,688	152,351	25.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	85,149	8,515	0	93,664	32,664	7,655	11,608	6,761	58,688	152,351	20.6	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	59,863	4,789	0	64,652	16,548	4,964	7,527	478	29,517	94,169	17.5	100.0
Principal Building Inspector PT	PART-TIME	43,117	0	0	43,117	0	3,547	0	3,418	6,964	50,081		100.0
Office Assistant	SEASONAL	18,727	0	0	18,727	0	1,438	0	156	1,595	20,322		100.0
Total Building Division - 8029		1,832,438	85,165	3,745	1,921,348	684,498	151,772	225,403	94,250	1,155,924	3,077,273		

NOTES:

Town of Southampton

2023 Adopted Budget

Building Division - 8029

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	(873,497)	(916,870)	(533,910)	(561,185)	(528,326)	(199,981)	(221,908)	(221,908)	(221,908)	339,277	(60.46%)	(323,031)	(346,923)	(346,923)	(346,923)
	Total Real Property Taxes	(873,497)	(916,870)	(533,910)	(561,185)	(528,326)	(199,981)	(221,908)	(221,908)	(221,908)	339,277	(60.46%)	(323,031)	(346,923)	(346,923)	(346,923)
Other Revenue:																
1562	Electrical Inspecti	526,000	511,525	526,000	526,000	287,225	526,000	526,000	526,000	526,000	0	0.00%	526,000	526,000	526,000	526,000
1790	Inter-Departmental Revenue	(578,419)	(620,079)	(588,696)	(604,879)	(466,842)	(609,681)	(613,271)	(613,271)	(613,271)	(8,392)	1.39%	(616,664)	(616,663)	(616,663)	(616,663)
2110	Zoning Fees	120,000	115,600	120,000	120,000	53,925	120,000	120,000	120,000	120,000	0	0.00%	120,000	120,000	120,000	120,000
2118	Photo Copy Fees	12,000	4,915	12,000	12,000	896	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000
2501	Licensing	250,000	203,425	250,000	250,000	121,476	250,000	250,000	250,000	250,000	0	0.00%	250,001	250,001	250,001	250,001
2555	Building Permit Fee	3,100,000	3,584,124	3,115,000	3,127,183	1,670,274	3,115,000	3,115,000	3,115,000	3,115,000	(12,183)	(0.39%)	3,320,000	3,320,000	3,320,000	3,320,000
	Total Other Revenue	3,429,581	3,799,509	3,434,304	3,430,304	1,666,953	3,413,319	3,409,729	3,409,729	3,409,729	(20,575)	(0.60%)	3,611,336	3,611,337	3,611,337	3,611,337
	Total Revenue	2,556,084	2,882,639	2,900,394	2,869,119	1,138,627	3,213,338	3,187,821	3,187,821	3,187,821	318,702	11.11%	3,288,305	3,264,414	3,264,414	3,264,414
Salaries:																
6100	Salaries	1,462,998	1,307,564	1,649,512	1,538,513	1,248,305	1,807,719	1,813,711	1,813,711	1,813,711	(275,198)	(17.89%)	1,865,563	1,872,743	1,872,743	1,872,743
6101	Overtime	35,000	47,131	35,000	76,000	57,487	35,000	35,000	35,000	35,000	41,000	53.95%	35,001	35,001	35,001	35,001
6103	Accumulated Sick/Personal Days	0	518	529	540	539	3,745	3,745	3,745	3,745	(3,205)	(593.52%)	3,745	3,745	3,745	3,745
6105	Part Time Salaries	18,000	37,615	18,360	53,360	49,356	18,727	18,727	18,727	18,727	34,633	64.90%	18,727	18,727	18,727	18,727
6110	Longevity	61,753	68,685	81,703	81,703	1,356	84,696	85,165	85,165	85,165	(3,463)	(4.24%)	86,971	87,562	87,562	87,562
6127	Cash in Lieu of Health Benefits	8,626	3,588	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Salaries	1,586,377	1,465,099	1,785,104	1,750,116	1,357,042	1,949,886	1,956,348	1,956,348	1,956,348	(206,233)	(11.78%)	2,010,006	2,017,778	2,017,778	2,017,778
Employee Benefits - Current:																
6810	Employee Retirement - Active	225,611	219,422	223,981	223,981	192,474	224,639	225,403	225,403	225,403	(1,423)	(0.64%)	231,931	232,848	232,848	232,848
6830	FICA Tax Expenditure	123,737	108,910	139,127	138,470	100,579	151,269	151,772	151,772	151,772	(13,302)	(9.61%)	155,866	156,471	156,471	156,471
6835	MTA Tax	5,537	4,849	6,228	6,198	4,487	6,806	6,828	6,828	6,828	(630)	(10.17%)	7,020	7,046	7,046	7,046
6840	Worker's Compensation	77,063	70,973	81,614	81,614	70,500	86,821	86,946	86,946	86,946	(5,332)	(6.53%)	89,564	89,697	89,697	89,697
6860	Medical Insurance - Active Employees	444,504	385,640	555,516	536,516	414,425	675,042	643,998	643,998	643,998	(107,482)	(20.03%)	675,042	643,998	643,998	643,998
6865	Dental & Optical	28,980	25,949	36,942	36,942	26,221	40,500	40,500	40,500	40,500	(3,558)	(9.63%)	40,500	40,500	40,500	40,500
6875	Disability	383	48	450	450	37	476	476	476	476	(26)	(5.88%)	476	476	476	476
	Total Employee Benefits - Current	905,814	815,792	1,043,857	1,024,170	808,723	1,185,553	1,155,924	1,155,924	1,155,924	(131,754)	(12.86%)	1,200,400	1,171,037	1,171,037	1,171,037
	Total Employee Costs	2,492,191	2,280,891	2,828,961	2,774,286	2,165,766	3,135,439	3,112,273	3,112,273	3,112,273	(337,986)	(12.18%)	3,210,406	3,188,815	3,188,815	3,188,815
Contractual:																
6403	Gasoline	10,000	10,985	10,000	14,000	11,567	15,000	13,000	13,000	13,000	1,000	7.14%	15,000	13,000	13,000	13,000
6409	Copier Supplies	350	453	350	350	50	600	600	600	600	(250)	(71.43%)	600	600	600	600
6411	Printing and Stationery	10,300	6,976	10,300	10,300	8,955	10,300	10,000	10,000	10,000	300	2.91%	10,300	10,000	10,000	10,000
6412	Publications	1,200	4,131	3,500	3,650	2,160	3,500	3,500	3,500	3,500	150	4.11%	3,500	3,500	3,500	3,500
6416	Travel, Dues and Related	850	50	750	750	680	750	750	750	750	0	0.00%	750	750	750	750
6420	Other	10,000	8,982	15,000	15,000	4,338	15,000	15,000	15,000	15,000	0	0.00%	15,000	15,000	15,000	15,000
6421	Legal Notices	6,000	8,370	6,500	10,100	6,843	7,500	7,500	7,500	7,500	2,600	25.74%	7,500	7,500	7,500	7,500
6423	Small Equipment (Non-Capital)	0	12,948	0	15,600	14,290	300	300	300	300	15,300	98.08%	300	300	300	300
6425	Office Supplies	5,000	4,169	5,500	5,500	3,036	6,000	6,000	6,000	6,000	(500)	(9.09%)	6,000	6,000	6,000	6,000
6426	Supplies - Other	1,050	602	1,050	1,100	976	1,050	1,000	1,000	1,000	100	9.09%	1,050	1,050	1,050	1,050

Town of Southampton

2023 Adopted Budget

Building Division - 8029

Account Code	Description	2021	2021	2022	2022	2022	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2022 Amended Difference	Adopted / 2022 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6433	Safety Equipment	2,400	2,121	2,400	2,400	1,225	2,400	2,400	2,400	2,400	0	0.00%	2,400	2,400	2,400	2,400
6450	Schools & Training	1,200	140	1,200	1,200	210	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6466	Telephone - Wireless	5,775	3,852	5,775	5,775	2,758	5,775	5,775	5,775	5,775	0	0.00%	5,775	5,775	5,775	5,775
6477	Copier Leases	9,768	5,973	9,108	9,108	3,883	8,524	8,524	8,524	8,524	584	6.41%	8,524	8,525	8,525	8,525
Total Contractual		63,893	69,750	71,433	94,833	60,973	77,899	75,549	75,549	75,549	19,284	20.33%	77,899	75,599	75,599	75,599
Total Expenditures		2,556,084	2,350,641	2,900,394	2,869,119	2,226,738	3,213,338	3,187,822	3,187,822	3,187,822	(318,702)	(11.11%)	3,288,305	3,264,414	3,264,414	3,264,414
Net Surplus (Deficit)		0	531,998	0	0	(1,088,111)	0	0	0	0			0	0	0	0

CURRENT PLANNING DIVISION - SUMMARY

Department: Current Planning Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

1. Provide the Planning Board with professional and technical planning services and other support services consisting of project analysis and recommendation reports relative to compliance with the Comprehensive Plan, Town Code, Zoning Code and Environmental regulations, in connection with the following development applications:
 - Realty Subdivisions
 - Lot Line Modifications
 - Site Disturbance
 - Site Plans
 - Special Exception Uses
 - Old Filed Map Development
2. Provide public notice of land development applications, their review and decisions, as required by Town Code, State and County regulations.
3. Pursue excellence in service and information offered to all involved in the land development process, including but not limited to, applicants, constituents and their representatives.

Department Summary

Department: Current Planning Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Janice Scherer

NOTES:

Workload:

1. Process applications for Site Plans and Special exceptions, providing professional planning support and recommendations to the Town Planning Board pursuant to Town Code Sections 330-181 through 184.
2. Process applications for subdivisions, providing professional support and recommendations to the Town Planning Board, pursuant to Town Code Chapter 292.
3. Review and process Town Planning Board applications for land development in a timely and efficient manner.
4. Accept credit card payments for permit applications at Town Hall, Monday - Friday.
5. Provide the Town Planning Board with complete relevant planning advisory reports with recommendations that will result in an effective and responsive decision making process.
6. Conduct SEQRA reviews and prepare SEQRA documents for the Planning Board.
7. Develop and maintain adequate procedures, schedules and reports to manage and track land development applications and all planning-related activity.
8. Prepare plans, reports, and maps that will be utilized to guide sustainable development, preserve natural resources and protect the Town's rural and historical character.
9. Coordinate and review Town Board referrals and change of zone applications with the Planning Board and prepare reports with recommendations that will result in effective and responsible decision making processes.
10. Respond to public inquires regarding the Town Code and development applications.
11. Develop methods for increasing education and transparency in the planning process.
12. Review Conservation Opportunity Subdivision plans to implement farmland preservation and clearing/re-vegetation plans for aquifer protection.
13. Assign a Town Planner to sit with the Zoning Board of Appeals to discuss planning considerations for imposition of reasonable conditions related to variance requests; conduct SEQRA reviews for the ZBA and coordinate actions between both Boards.
14. Review proposed Code language with Long Range Planning and Town Attorneys and advise of any issues with implementation.

Department Summary

Department: Current Planning Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Janice Scherer

Goals & Objectives:

1. Generate ongoing improvement in the quality of the Town's built environment through enhancements to the development approvals process.
2. Improve accountability through systems for tracking application stages, maintenance and performance bonds and department fees.
3. Review and provide input on revisions to the planning process in order to streamline the application procedures, while ensuring public notification and participation, in order to support and encourage desired growth and development.
4. Streamline Staff reports by amending the format, content and 'at a glance' recommendations for the applicant, Board and public to readily follow along and provide meaningful input where applicable.
5. Digitize application process and allow for e-permitting through the Town's software platform.

Legal Authority:

Municipal Home Rule/Town Law

NOTES:

2023 Planning Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Site Plan Application		
Site Plan Pre-Submission Application	\$1,200	
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,200**	
Area to be improved is greater than or equal to 500 sq. ft and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,200**	
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.25 per sq.ft. not to exceed \$15,000**	
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,200**	
Administrative Site Plan Review pursuant to Town Code §330-183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$300 \$400	\$100
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,200	
Agricultural Construction Permit Application on preserved farmland	\$1,200**	
Deer Fence Application	\$525**	
* NOTE: Includes any and all areas required and or proposed to be altered, excluding the area of any existing or proposed buildings.		
** Fees will be doubled if work has commenced prior to submission of application.		
Special Exception Applications		
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,200 (in addition to any site plan application fee)	
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)	
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$325	

NOTES:

2023 Planning Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Subdivision Applications -- Application Type or Stage		
Transfer of Property	\$1,100 per lot	
Pre-Application	\$800 per lot (excluding reserved parcels)*	
Preliminary Application	\$900 per lot (excl. reserved parcels)*	
Final Application	\$950 per lot (excl. reserved parcels)*	
Waiver of Pre Application Report Extension Policy	\$300 (in addition to the extension fee)	
Re-Approval of Expired Final Conditional Approval (with a hearing)	Full original final application fee	
Re-Approval of Expired Final Conditional Approval (no hearing)	½ of the full original final application fee	
*NOTE: Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities		
Wetland Permit Applications		
Wetland Permit *	\$800**	
* NOTE: Flagging must be done by the Environment Division as a separate application and fee to the Environment Division.		
** Fees will be doubled if work has commenced prior to submission of application.		
Old Filed Map Application - Type of Application		
Development Section Approval	\$2,600	
Amendment of Development Section Approval	\$1,300	
Transfer of Development Right & Permission to Build	\$1,100 per lot	
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$260 \$300 per parcel	\$40 per parcel

NOTES:

2023 Planning Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Additional Fees Type of Action		
Public Hearing (includes mailing list, posters & hearing notice publications)	\$75	
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300	
Archaeological Report Review	\$25	
Legal Document Review	\$50	
Site Disturbance Plan / Over Clearing	\$1600**	
<u>Planning Board Approvals:</u> Extension of Time including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K); one (1) year expiration of subdivision pre-application reports, special exception approval. <u>Administrative Review Approvals:</u> Extension of time including but not limited to: 90 day deadline for submission of signed site plans; two (2) year deadline for project completion (C.O. or C.C.).	\$300	
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125	
Work Session	\$125	
Covenant / Easement Amendment or Interpretation	\$1,200	
Abandonments unrelated to an Old Filed Map or Subdivision	\$525	
Park Fees - Conservation Opportunity Subdivision	\$2,500 per dwelling unit or lot	
Park Fees - Subdivision of two (2) lots or less	\$2,500 per dwelling unit or lot	
Park Fees - Two (2) lot subdivision of parcel that existed as a single & separate lot prior to May 6, 1975 or a parcel that was on a subdivision map and was subject to a park fee at the time	\$2,500 per the net one lot increase	
Development Rights Allocation Letter/Certificate	\$125.00	

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Current Planning Division - 8021													
Confidential Secretary	ADMINSUPPORT	64,501	1,291	0	65,792	32,664	5,053	7,662	500	45,879	111,670	8.3	100.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	70,167	0	0	70,167	32,664	5,399	8,187	665	46,914	117,081	0.5	100.0
Principal Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 5	71,806	5,745	0	77,551	32,664	5,955	9,029	570	48,217	125,768	16.3	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 6	95,850	3,834	0	99,684	16,548	7,731	11,722	1,732	37,733	137,416	8.9	100.0
Principal Planner - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 1	89,366	0	0	89,366	32,664	6,934	10,515	1,604	51,717	141,083		100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / CSEA40HOUR-NEW - O / Step 5	105,966	10,597	0	116,563	32,664	8,334	13,697	1,934	56,629	173,192	21.3	100.0
Program Aide I	SEASONAL	5,520	0	0	5,520	0	424	0	59	483	6,003		100.0
Total Current Planning Division - 8021		503,177	21,466	0	524,643	179,868	39,829	60,812	7,063	287,572	812,214		

NOTES:

Town of Southampton

2023 Adopted Budget

Current Planning Division - 8021

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	574,899	575,979	548,379	544,901	511,151	627,268	596,224	596,224	596,224	51,323	9.42%	645,426	614,382	614,382	614,382
	Total Real Property Taxes	574,899	575,979	548,379	544,901	511,151	627,268	596,224	596,224	596,224	51,323	9.42%	645,426	614,382	614,382	614,382
Other Revenue:																
1790	Inter-Departmental Revenue	(141,658)	(97,998)	(133,280)	(133,280)	(99,960)	(171,553)	(140,509)	(140,509)	(140,509)	(7,229)	5.42%	(171,553)	(140,509)	(140,509)	(140,509)
2113	Old Filed Maps	4,000	2,050	4,000	4,000	2,200	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
2114	Planning Zoning Amendments	2,500	10,500	2,500	2,500	1,000	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
2115	Other PB Scheduling Fees	76,000	99,600	76,000	76,000	56,500	76,000	76,000	76,000	76,000	0	0.00%	80,000	80,000	80,000	80,000
2116	LM Planning Div- Site Plan-Fees	135,000	117,314	135,000	135,000	102,600	135,000	135,000	135,000	135,000	0	0.00%	135,000	135,000	135,000	135,000
2117	Special Exceptions Planning Fee	7,000	6,000	7,000	7,000	3,600	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
2120	Sub Div-Planning Fees	132,000	114,125	132,000	132,000	151,050	132,000	132,000	132,000	132,000	0	0.00%	132,000	132,000	132,000	132,000
	Total Other Revenue	214,842	251,591	223,220	223,220	216,990	184,947	215,991	215,991	215,991	(7,229)	(3.24%)	188,947	219,991	219,991	219,991
	Total Revenue	789,741	827,570	771,599	768,121	728,141	812,215	812,215	812,215	812,215	44,094	5.74%	834,373	834,373	834,373	834,373
Salaries:																
6100	Salaries	484,262	506,078	482,459	479,239	350,137	497,656	497,656	497,656	497,656	(18,418)	(3.84%)	515,491	515,491	515,491	515,491
6101	Overtime	0	386	0	3,000	1,041	0	0	0	0	3,000	100.00%	0	0	0	0
6105	Part Time Salaries	5,306	0	5,412	2,412	0	5,520	5,520	5,520	5,520	(3,108)	(128.86%)	5,520	5,520	5,520	5,520
6110	Longevity	16,643	23,066	27,346	27,346	0	21,466	21,466	21,466	21,466	5,880	21.50%	22,184	22,184	22,184	22,184
	Total Salaries	506,211	529,530	515,216	511,996	351,179	524,643	524,643	524,643	524,643	(12,646)	(2.47%)	543,195	543,195	543,195	543,195
Employee Benefits - Current:																
6810	Employee Retirement - Active	73,046	71,042	66,147	66,147	56,842	60,812	60,812	60,812	60,812	5,335	8.07%	62,986	62,986	62,986	62,986
6830	FICA Tax Expenditure	40,054	38,964	39,518	39,271	25,903	39,829	39,829	39,829	39,829	(558)	(1.42%)	41,007	41,007	41,007	41,007
6835	MTA Tax	1,791	1,732	1,769	1,758	1,157	1,801	1,801	1,801	1,801	(44)	(2.48%)	1,865	1,865	1,865	1,865
6840	Worker's Compensation	20,501	18,881	4,981	4,981	4,303	5,138	5,138	5,138	5,138	(157)	(3.15%)	5,327	5,327	5,327	5,327
6860	Medical Insurance - Active Employees	139,038	157,899	134,412	134,412	107,926	170,148	170,148	170,148	170,148	(35,736)	(26.59%)	170,148	170,148	170,148	170,148
6865	Dental & Optical	8,970	10,618	9,432	9,432	6,672	9,720	9,720	9,720	9,720	(288)	(3.05%)	9,720	9,720	9,720	9,720
6875	Disability	131	19	123	123	13	123	123	123	123	0	0.00%	123	123	123	123
	Total Employee Benefits - Current	283,530	299,156	256,382	256,124	202,817	287,572	287,572	287,572	287,572	(31,447)	(12.28%)	291,177	291,177	291,177	291,177
	Total Employee Costs	789,741	828,686	771,599	768,121	553,996	812,214	812,214	812,214	812,214	(44,094)	(5.74%)	834,372	834,372	834,372	834,372
	Total Expenditures	789,741	828,686	771,599	768,121	553,996	812,214	812,214	812,214	812,214	(44,094)	(5.74%)	834,372	834,372	834,372	834,372
	Net Surplus (Deficit)	0	(1,117)	0	0	174,145	0	0	0	0			0	0	0	0

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION - SUMMARY

Department: Long Range Planning & Economic Development Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

1. Assist with the implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning including: land use, zoning, sustainability, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
2. Maintain the Comprehensive Plan as a living document that is updated and adapted to changing conditions and is used as the guiding document for Town policies, programs and regulations.
3. Lead review of Change of Zone applications.
4. Lead the implementation of the Town's Comprehensive Plan, codes, programs and policies related to the Central Pine Barrens Plan, groundwater protection, farmland preservation and water quality.
5. Assist and advise Land Management Divisions, Town Departments and Town Trustees on matters related to planning and with the fulfillment of their missions.
6. Provide professional and technical assistance to Town appointed and elected advisory boards and committees.
7. Assist and advise other Town, County, State and Federal agencies on matters related to Long Range and Comprehensive Planning.
8. Work with Town Code Compliance and Emergency Management Administrator on all matters related to Code compliance as it relates to Land Management Divisions (Building and Zoning, Planning, Environment) as well as Emergency Management/Hazard Mitigation Planning.
9. Review and approve all Coastal Erosion Hazard Area Permit applications; involved in creation and implementation of all Coastal Erosion special taxing districts.
10. Provide assistance and support to Town Community Preservation program on water quality matters and long term implementation of the Water Quality Improvement Project Plan.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

Workload:

1. Prepare legislation required for the implementation, updating and amendment of the Town's Comprehensive Plan, codes, programs and policies related to planning, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
2. Prepare short and long-range plans, reports and maps, which will be utilized to guide sustainable development, preserve natural resources and protect the Town's rural and historical character.
3. Review Town Board change of zone applications and prepare reports with recommendations that will result in effective and responsive decision making processes.
4. Conduct ongoing activities to inform and engage the public in planning for the future of the Town.
5. Assist in the timely implementation of the Town's Comprehensive Plan, including the preparation of zoning amendments and legislation.
6. Provide a high level of service, support and education to applicants and citizens involved in the land planning process and long range planning.
7. Prepare reports, studies, maps, plans and specifications for Town Board initiatives, studies, programs, projects, legislation and code amendments.
8. Prepare reports, studies, maps, plans and specifications required for the updating, amendment and implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning, economic development, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
9. Prepare and maintain maps through the use of the Town's GIS, related to planning initiatives, studies, programs, projects, legislation and code amendments.
10. Conduct SEQRA reviews and prepare SEQRA documents for Town Board initiatives, studies, programs, projects, legislation and code amendments.
11. Review Agricultural Conservation District plans to implement long-range farmland preservation strategies.
12. Foster the coordination of all planning initiatives with intermunicipal, regional and state agencies.

NOTES:

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

Goals & Objectives:

1. Complete existing pipeline of previously initiated long range projects.
2. Complete and implement Town initiated public-private development projects, including downtown revitalization of Riverside, the Hampton Bays, and others.
3. Assess implementation of the Town's Comprehensive Plan to date and develop an action plan for the remaining recommendations including recommendations from ongoing hamlet studies.
4. Promote economic development as recommended in the Comprehensive Plan, and permit streamlining initiatives.
5. Expand economic development activities, including procedures to assist small businesses and to attract new uses and redevelopment projects in areas of the Town needing revitalization.
6. Complete Climate Action Plan and determine energy blueprint for the Town to locally produce energy and provide relief to ratepayers through the CCA/CDG programs

Legal Authority:

Pursuant to the Town Code of the Town of Southampton and as enabled by NYS Town Law

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Long Range Planning & Economic Development Division - 8026													
Town Planning Director	ADMINISTRATIVE	131,400	6,571	9,932	147,903	1,620	8,777	17,245	1,285	28,928	176,831	39.2	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	66,304	0	0	66,304	32,664	5,093	7,722	509	45,988	112,292	3.5	100.0
Principal Planner - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 2	90,661	0	0	90,661	32,664	7,035	10,667	1,627	51,993	142,654		100.0
Senior Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 2	78,989	3,160	0	82,149	15,060	6,371	9,660	1,430	32,521	114,670	6.3	100.0
Total Long Range Planning & Economic Development Division - 8026		367,355	9,731	9,932	387,017	82,008	27,275	45,295	4,852	159,429	546,447		

NOTES:

Town of Southampton
2023 Adopted Budget
Long Range Planning & Economic Development Division - 8026

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	
Real Property Taxes:																	
1001	Property Taxes	490,020	488,940	499,843	491,708	460,945	546,447	546,447	546,447	546,447	54,739	11.13%	561,646	561,646	561,646	561,646	
	Total Real Property Taxes	490,020	488,940	499,843	491,708	460,945	546,447	546,447	546,447	546,447	54,739	11.13%	561,646	561,646	561,646	561,646	
	Total Revenue	490,020	488,940	499,843	491,708	460,945	546,447	546,447	546,447	546,447	54,739	11.13%	561,646	561,646	561,646	561,646	
Salaries:																	
6100	Salaries	331,234	247,302	343,454	335,319	189,959	367,355	367,355	367,355	367,355	(32,036)	(9.55%)	379,985	379,985	379,985	379,985	
6101	Overtime	0	961	0	0	0	0	0	0	0	0	0.00%	0	0	0	0	
6103	Accumulated Sick/Personal Days	4,746	3,550	4,825	4,825	3,361	3,033	3,033	3,033	3,033	1,792	37.14%	3,033	3,033	3,033	3,033	
6110	Longevity	9,335	10,447	10,877	10,877	902	9,731	9,731	9,731	9,731	1,147	10.54%	9,856	9,856	9,856	9,856	
6127	Cash in Lieu of Health Benefits	12,046	5,885	6,062	6,062	3,316	6,899	6,899	6,899	6,899	(837)	(13.81%)	6,899	6,899	6,899	6,899	
	Total Salaries	357,362	268,145	365,218	357,083	197,538	387,017	387,017	387,017	387,017	(29,934)	(8.38%)	399,772	399,772	399,772	399,772	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	51,480	50,068	46,709	46,709	40,138	45,295	45,295	45,295	45,295	1,414	3.03%	46,789	46,789	46,789	46,789	
6830	FICA Tax Expenditure	25,417	20,414	25,833	25,833	14,896	27,275	27,275	27,275	27,275	(1,442)	(5.58%)	28,056	28,056	28,056	28,056	
6835	MTA Tax	1,249	907	1,253	1,253	662	1,328	1,328	1,328	1,328	(75)	(5.97%)	1,371	1,371	1,371	1,371	
6840	Worker's Compensation	10,091	9,293	3,255	3,255	2,812	3,453	3,453	3,453	3,453	(198)	(6.09%)	3,579	3,579	3,579	3,579	
6860	Medical Insurance - Active Employees	38,832	24,688	51,216	51,216	19,107	75,528	75,528	75,528	75,528	(24,312)	(47.47%)	75,528	75,528	75,528	75,528	
6865	Dental & Optical	5,520	4,562	6,288	6,288	3,269	6,480	6,480	6,480	6,480	(192)	(3.05%)	6,480	6,480	6,480	6,480	
6875	Disability	70	10	71	71	7	71	71	71	71	0	0.00%	71	71	71	71	
	Total Employee Benefits - Current	132,658	109,942	134,624	134,624	80,892	159,429	159,429	159,429	159,429	(24,805)	(18.43%)	161,874	161,874	161,874	161,874	
	Total Employee Costs	490,020	378,087	499,843	491,708	278,429	546,447	546,447	546,447	546,447	(54,739)	(11.13%)	561,646	561,646	561,646	561,646	
	Total Expenditures	490,020	378,087	499,843	491,708	278,429	546,447	546,447	546,447	546,447	(54,739)	(11.13%)	561,646	561,646	561,646	561,646	
	Net Surplus (Deficit)	0	110,853	0	0	182,516	0	0	0	0			0	0	0	0	

Department Summary

Department: Environment Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The mission and responsibility of the Town's Environment Division is to sustain, enhance, protect, and restore the Town's natural resources for future generations. This is accomplished by:

1. Administering environmental land use regulations for the Town and the Village of Sagaponack, including wetland protection (Chapters 325 and 225, respectively) and dune restoration (Chapters 138 and 42, respectively), with the goal of minimizing impacts of development on wetlands and dunes/beaches.
2. Providing scientific and technical support, by preparing reports, recommendations, management plans and testimony for local government boards and departments, including the Town, Conservation, Planning, Zoning and Community Preservation Advisory Boards, as well as for other agencies, councils, commissions, advisory committees and community groups.
3. Identifying open space protection priorities at the Town, County and State levels.
4. Coordinating environmental protection efforts with Federal, State and County agencies, in order to help make cooperative informed science based decisions regarding natural resources conservation and coastal resiliency planning.
5. Educate, engage and inspire the public to protect and take action to protect and steward natural resources.

Workload:

The Environment Division administers and coordinates the following projects and tasks as part of its workload:

1. Provide technical reports, scientific expertise and testimony to the Conservation Board as well as; the Town Board, Board of Trustees, Planning Board and Zoning Board of Appeals, and Federal, State, and County agencies related to natural resource conservation and management, open space protection, habitat restoration, coastal resources, climate change resilience, post storm damage assessment, natural shoreline stabilization, rare and endangered species, biodiversity, ecosystem health, wildlife, groundwater protection, water quality improvement, non-point source pollution abatement, innovative alternative on-site wastewater treatment systems, vector control, pesticides, Peconic and South Shore Estuaries, Central Pine Barrens, landscaping, roadside beautification, wetlands, forest health, invasive species control, deer management, environmental education, stewardship, assessment of environmental impacts, environmental enforcement and code amendments.
2. Provide professional and technical services to enable the Town and the Village of Sagaponack to administer and implement Village code wetlands protection and coastal erosion management programs, including review of all wetland and coastal erosion/dune restoration applications, pursuant to Chapters 325 (Wetlands), 138 (Coastal Erosion Hazard Area) and Section 330-50 (Coastal Erosion Hazard Adjacent Areas) of the Town Code and Chapters 225 (Wetlands) and 42 (Coastal Erosion Hazard Area) of the Village Code.

Department Summary

Department: Environment Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

NOTES:

3. Serve as a designated alternate to the Town Supervisor on the Central Pine Barrens Joint Planning and Policy Commission and South Shore Estuary Reserve Council, as well as attend and participate in all meetings.

4. Attend and provide technical support at Peconic Estuary Partnership meetings.

5. Prepare and manage consultant and related contracts involving the conservation and restoration of the Town's natural resources.

6. Perform post storm damage assessment surveys and provide technical guidance regarding remediation to both the Town and private property land owners.

7. Apply science and work with local and government partners to develop woodland, beach dune and wetland restoration plans to address local natural and scenic resource protection needs and ensure compliance with Chapters 138 (Coastal Erosion Hazard Area) and 325 (Wetlands) of the Town Code.

8. Provide technical support and environmental monitoring services to ensure effective conservation action with respect to preservation of wild places and biodiversity and protection of rare, threatened and endangered species and high priority species of greatest conservation need, including abating threats and maintaining and restoring habitats and linkages critical to wildlife.

9. Share scientific knowledge and assist in control and monitoring of invasive species, such as southern pine beetle, mile-a-minute spotted lanternfly, and others.

10. Coordinate with Federal, State, County and other municipal agencies to respond to emerging environmental threats/concerns, such as impacts of climate change on ecosystems, oak wilt and invasive species.

11. Provide technical input and support with regards to the implementation of the Water Protection Plan and other land use/natural resource management plans.

12. Maintain public outreach and inter-agency contacts, including providing guidance to the public with respect to environmental regulations and sharing our science knowledge to engage and inspire landowners, communities and government partners to support conservation.

13. Act as technical liaison between the Town and the four (4) Beach Erosion Control Districts, as well as. for the Community Preservation Advisory Board.

14. Identify and prepare grant applications for local environmental protection measures, inclusive of wetlands restoration, stormwater abatement, shellfish management, open space protection, coastal erosion management and planning, and water quality. Administer grant awards by overseeing contractors and providing regular status reports.

15. Facilitate development and application of GIS mapping tools and digital databases for natural resource planning and management.

Department Summary

Department: Environment Division

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

NOTES:

Goals & Objectives:

1. Increase Division efficiency and productivity with regards to completing wetland and coastal erosion management permit applications, as well as all other tasks related to the management, regulation, conservation and restoration of the Town's natural resources.
2. Continue to build strong and trusting partnerships with public and private sectors to ensure effective conservation action.
3. Expand environmental education and outreach focusing on increasing public understanding of the intrinsic values of wild places and wildlife, and the need and role of environmental regulations and encouraging the participation of the private sector, local communities, schools, user groups, individuals and nonprofit organizations in natural resource conservation and stewardship.
4. Enhance the Division's capability to promote and enforce compliance with environmental regulations.
5. Implement the Waterfront Protection Plan and other land use/natural resources management plans for the Town.
6. Continue to integrate all environmental application data and documents into Govern and e-permitting, as well as expand present GIS capabilities to include environmental inventory and mapping of all lands restricted by easements and covenants.

Legal Authority:

Chapter 325 (Wetlands)
Chapter 138 (Coastal Erosion Hazard Areas)
Section 330-50 (Coastal Erosion Hazard Adjacent Areas)
Article XIII (Aquifer Protection Overlay District, Sec. 330-67 (Protection of Natural Vegetation)
Chapter 157 (Environmental Quality Review)
Article XXIV (Central Pine Barrens Overlay District)
Chapter 231 (Nature Preserve)
Chapter 225 (Wetlands) of the code of the Village of Sagaponack
Chapter 42 (Coastal Erosion Hazard Areas) of the code of the Village of Sagaponack

2023 Environment Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Certificate of Coastal and Wetland Compliance and Lot Inspections	\$500 \$600	\$100
Letters of Non-Jurisdiction	\$500	
Wetlands Boundary Flagging		
1 ST Acre or less:	\$500 \$600	\$100
Each additional Acre:	\$100	
Maximum Fee	\$3,000	
Conservation Board Wetland Permit	\$1000 \$1200	\$200
Existing Structures Constructed or Land Disturbed Without Required Conservation Board Wetland Permits (legalization)	\$1000*	
Modification of Conservation Board Conditional Approval Prior to Wetland Permit Issuance	\$500	
Transfer of Conservation Board Conditional Approval Prior to Wetland Permit Issuance	\$300	
Administrative Wetland Permit	\$600	
Existing Structures Constructed or Land Disturbed without Required Administrative Board Wetland Permits (Legalization)	\$1000*	
Permit Renewals		
Active Permits	\$400 \$500	\$100
Expired Permits	\$500 \$600	\$100
Permits Transfers	\$300	
Conservation Board Wetland Permit Modification	\$500	
Administrative Wetland Permit Modification	\$500	
Public Hearing Adjournment (If adjournment is at the request of applicant or due to error by applicant)	\$100	
Reschedule of Public Hearing (If re-hearing is at the request of applicant or due to error by applicant)	\$300	
Easement Interpretation and Conservation Management Plan	\$1,000	
Wetland Boundary and Jurisdictional Appeal	\$1,000	
*Added to standard applicable permit fee		

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Environment Division - 8090													
Chief Environmental Analyst	ADMINISTRATIVE	136,781	6,840	3,946	147,567	33,954	8,790	17,345	2,482	62,570	210,137	34.0	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	68,184	4,091	0	72,275	32,664	5,604	8,497	1,242	48,006	120,281	11.0	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 5	74,145	2,966	0	77,111	15,060	5,980	9,068	1,344	31,452	108,562	7.1	100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 6	83,489	5,009	6,899	95,397	1,620	7,389	11,205	1,540	21,754	117,151	10.8	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 6	58,798	2,352	0	61,150	16,548	4,742	7,191	1,069	29,550	90,700	9.4	100.0
Total Environment Division - 8090		421,396	21,258	10,845	453,499	99,846	32,505	53,305	7,677	193,332	646,832		

NOTES:

Town of Southampton

2023 Adopted Budget

Environment Division - 8090

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	263,564	263,564	265,236	265,236	248,912	263,072	264,279	264,279	264,279	(957)	(0.36%)	280,984	282,222	282,222	282,222
	Total Real Property Taxes	263,564	263,564	265,236	265,236	248,912	263,072	264,279	264,279	264,279	(957)	(0.36%)	280,984	282,222	282,222	282,222
Other Revenue:																
1790	Inter-Departmental Revenue	(53,436)	(53,436)	(52,994)	(52,994)	(39,746)	(52,447)	(52,447)	(52,447)	(52,447)	547	(1.03%)	(52,447)	(52,447)	(52,447)	(52,447)
2112	Wetland Fees	400,000	433,850	400,000	400,000	211,750	435,000	435,000	435,000	435,000	35,000	8.75%	435,000	435,000	435,000	435,000
	Total Other Revenue	346,564	380,414	347,006	347,006	172,005	382,553	382,553	382,553	382,553	35,547	10.24%	382,553	382,553	382,553	382,553
	Total Revenue	610,128	643,978	612,242	612,242	420,917	645,625	646,832	646,832	646,832	34,590	5.65%	663,537	664,775	664,775	664,775
Salaries:																
6100	Salaries	386,640	385,896	398,361	398,361	327,357	420,457	421,396	421,396	421,396	(23,036)	(5.78%)	434,853	435,816	435,816	435,816
6103	Accumulated Sick/Personal Days	4,981	4,981	5,081	5,081	5,081	3,946	3,946	3,946	3,946	1,135	22.34%	3,946	3,946	3,946	3,946
6110	Longevity	11,470	13,573	20,090	20,090	0	21,202	21,258	21,258	21,258	(1,168)	(5.81%)	21,758	21,816	21,816	21,816
6127	Cash in Lieu of Health Benefits	6,023	5,885	6,062	6,062	3,316	6,899	6,899	6,899	6,899	(837)	(13.81%)	6,899	6,899	6,899	6,899
	Total Salaries	409,114	410,335	429,594	429,594	335,755	452,503	453,499	453,499	453,499	(23,906)	(5.56%)	467,456	468,477	468,477	468,477
Employee Benefits - Current:																
6810	Employee Retirement - Active	60,405	58,748	55,935	55,935	48,067	53,188	53,305	53,305	53,305	2,630	4.70%	54,946	55,066	55,066	55,066
6830	FICA Tax Expenditure	30,304	30,879	30,890	30,890	25,255	32,428	32,505	32,505	32,505	(1,615)	(5.23%)	33,372	33,451	33,451	33,451
6835	MTA Tax	1,466	1,372	1,480	1,480	1,122	1,559	1,562	1,562	1,562	(82)	(5.57%)	1,611	1,614	1,614	1,614
6840	Worker's Compensation	22,040	20,298	5,697	5,697	4,921	6,013	6,026	6,026	6,026	(329)	(5.78%)	6,218	6,232	6,232	6,232
6860	Medical Insurance - Active Employees	79,812	78,743	80,700	80,700	69,057	91,746	91,746	91,746	91,746	(11,046)	(13.69%)	91,746	91,746	91,746	91,746
6865	Dental & Optical	6,900	6,068	7,860	7,860	5,071	8,100	8,100	8,100	8,100	(240)	(3.05%)	8,100	8,100	8,100	8,100
6875	Disability	87	10	88	88	7	88	88	88	88	0	0.00%	88	88	88	88
	Total Employee Benefits - Current	201,014	196,118	182,649	182,649	153,499	193,121	193,332	193,332	193,332	(10,683)	(5.85%)	196,082	196,298	196,298	196,298
	Total Employee Costs	610,128	606,453	612,243	612,243	489,254	645,625	646,832	646,832	646,832	(34,589)	(5.65%)	663,537	664,775	664,775	664,775
	Total Expenditures	610,128	606,453	612,243	612,243	489,254	645,625	646,832	646,832	646,832	(34,589)	(5.65%)	663,537	664,775	664,775	664,775
	Net Surplus (Deficit)	0	37,525	0	0	(68,337)	0	0	0	0			0	0	0	0

ARCHITECTURAL REVIEW BOARD - SUMMARY

Department: Architectural Review Board

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8013

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Architectural Review Board (ARB) reviews architectural compatibility of new commercial sites, commercial signage and new substantial residential homes. The ARB submits advisory reports to the Planning Board, records all actions taken by the Board in session, and makes this information available to the public. Individual ARB members review non-substantial residential homes and expedited building permit applications which are electronically forwarded to the appropriate Board Member for review. The ARB member electronically returns the reviewed application with their comments to the Secretary assigned to the Board. ARB meets in public session once a month.

Workload:

The Architectural Review Board reviews new commercial sites, substantial residential construction, signage, and other design related inquiries. The ARB submits advisory reports to the Planning Board, records all actions in public session and makes this information available to the public.

Goals & Objectives:

The Town Board anticipates requests for multi-family types of residential development and would want the ARB to make additional design-related recommendations, especially as architecture evolves to integrate sustainability, solar, green roofs, community gardens, solar parking canopies and other high level design.

Legal Authority:

Established pursuant to Southampton Town Code, Article XIX.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Architectural Review Board - 8013													
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	385	583	64	1,032	6,032	0.8	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	385	583	64	1,032	6,032		100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	385	583	64	1,032	6,032		100.0
Architectural Review Board	APPOINTBOARD	6,000	0	0	6,000	0	462	700	73	1,235	7,235	22.0	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	385	583	64	1,032	6,032	0.9	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	385	583	64	1,032	6,032	11.6	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	385	583	64	1,032	6,032	15.0	100.0
Total Architectural Review Board - 8013		36,000	0	0	36,000	0	2,770	4,200	455	7,426	43,426		

NOTES:

Town of Southampton

2023 Adopted Budget

Architectural Review Board - 8013

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	31,953	31,953	31,689	43,872	45,087	43,426	43,426	43,426	43,426	(446)	(1.02%)	43,426	43,426	43,426	43,426	
	Total Other Revenue	31,953	31,953	31,689	43,872	45,087	43,426	43,426	43,426	43,426	(446)	(1.02%)	43,426	43,426	43,426	43,426	
	Total Revenue	31,953	31,953	31,689	43,872	45,087	43,426	43,426	43,426	43,426	(446)	(1.02%)	43,426	43,426	43,426	43,426	
	Salaries:																
6100	Salaries	26,000	26,000	26,000	36,000	28,125	36,000	36,000	36,000	36,000	0	0.00%	36,000	36,000	36,000	36,000	
	Total Salaries	26,000	26,000	26,000	36,000	28,125	36,000	36,000	36,000	36,000	0	0.00%	36,000	36,000	36,000	36,000	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	3,659	3,559	3,360	4,650	3,640	4,200	4,200	4,200	4,200	450	9.68%	4,200	4,200	4,200	4,200	
6830	FICA Tax Expenditure	1,998	1,989	2,001	2,770	2,152	2,770	2,770	2,770	2,770	0	(0.02%)	2,770	2,770	2,770	2,770	
6835	MTA Tax	89	88	89	123	96	123	123	123	123	0	(0.16%)	123	123	123	123	
6840	Worker's Compensation	120	110	151	209	135	209	209	209	209	0	0.00%	209	209	209	209	
6875	Disability	87	47	88	120	46	123	123	123	123	(3)	(2.73%)	123	123	123	123	
	Total Employee Benefits - Current	5,953	5,794	5,689	7,872	6,068	7,426	7,426	7,426	7,426	446	5.67%	7,426	7,426	7,426	7,426	
	Total Employee Costs	31,953	31,793	31,689	43,872	34,193	43,426	43,426	43,426	43,426	446	1.02%	43,426	43,426	43,426	43,426	
	Total Expenditures	31,953	31,793	31,689	43,872	34,193	43,426	43,426	43,426	43,426	446	1.02%	43,426	43,426	43,426	43,426	
	Net Surplus (Deficit)	0	160	0	0	10,894	0	0	0	0			0	0	0	0	

CONSERVATION BOARD - SUMMARY

Department: Conservation Board

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8730

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Conservation Board assists and partners with local communities, boards, government, landowners and the private sector to protect and restore natural areas, ecosystems, wetlands, water quality, wildlife habitat, estuaries, pine barrens, woodlands, and coastlines, by administering environmental regulations and developing science based policies, standards and recommendations for preservation of wetlands and wild places vital to the ecosystem and human health.

Workload:

The principal workload of the Southampton Town Conservation Board is regulating freshwater, tidal and brackish wetlands, pursuant to Chapter 325 of the Town Code and Chapter 225 of the Code of the Village of Sagaponack. The permit process involves wetland identification; landowner education; review of proposed development plans and evaluation of practicable alternatives; mitigation, assessment of impacts and costs; and landowner satisfaction. Acting in an advisory capacity, the Conservation Board also conducts environmental impact analysis and reviews and recommends protective and mitigative actions for a wide range of applications that have been referred to the Board from the Planning Board, Zoning Board of Appeals, Town Board, and the Board of Trustees. The seven STCB members visit hundreds of sites annually, which have been proposed for development. These visits become the basis for making conservation decisions. This Board also provides conservation management advice for the many environmental information requests received each year.

Goals & Objectives:

1. To protect and restore wetlands and natural buffers because they are biodiverse, beneficial to water quality, resilient to climate change and vital to wildlife and human health.
2. To inspire people to value nature and to partner with the Board to protect and restore wetlands, water quality and wild places, by fostering environmentally sound land use practices, conservation education and stewardship.
3. To bring scientific research to wetland conservation design, permitting and decision-making.
4. To encourage and enhance opportunities for public input in Conservation Board meetings and the wetland permit process.

Legal Authority:

Established pursuant to Southampton Town Law, Chapter 325, and code of the Village of Sagaponack, Chapter 225.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Conservation Board - 8730													
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	462	700	73	1,235	7,235		100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	462	700	73	1,235	7,235	8.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	462	700	73	1,235	7,235	27.0	100.0
Conservation Board	APPOINTBOARD	7,500	0	0	7,500	0	577	875	87	1,539	9,039	33.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	462	700	73	1,235	7,235	15.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	462	700	73	1,235	7,235		100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	462	700	73	1,235	7,235	25.9	100.0
Total Conservation Board - 8730		43,500	0	0	43,500	0	3,347	5,075	525	8,947	52,447		

NOTES:

Town of Southampton

2023 Adopted Budget

Conservation Board - 8730

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	53,436	53,436	52,994	52,994	39,746	52,447	52,447	52,447	52,447	(547)	(1.03%)	52,447	52,447	52,447	52,447	
	Total Other Revenue	53,436	53,436	52,994	52,994	39,746	52,447	52,447	52,447	52,447	(547)	(1.03%)	52,447	52,447	52,447	52,447	
	Total Revenue	53,436	53,436	52,994	52,994	39,746	52,447	52,447	52,447	52,447	(547)	(1.03%)	52,447	52,447	52,447	52,447	
	Salaries:																
6100	Salaries	43,500	43,250	43,500	43,500	33,750	43,500	43,500	43,500	43,500	0	0.00%	43,500	43,500	43,500	43,500	
	Total Salaries	43,500	43,250	43,500	43,500	33,750	43,500	43,500	43,500	43,500	0	0.00%	43,500	43,500	43,500	43,500	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	6,122	5,954	5,622	5,622	4,831	5,075	5,075	5,075	5,075	547	9.73%	5,075	5,075	5,075	5,075	
6830	FICA Tax Expenditure	3,343	3,309	3,347	3,347	2,582	3,347	3,347	3,347	3,347	0	0.00%	3,347	3,347	3,347	3,347	
6835	MTA Tax	149	147	149	149	115	149	149	149	149	0	0.00%	149	149	149	149	
6840	Worker's Compensation	200	184	252	252	218	252	252	252	252	0	0.00%	252	252	252	252	
6875	Disability	122	60	123	123	40	123	123	123	123	0	0.00%	123	123	123	123	
	Total Employee Benefits - Current	9,936	9,655	9,494	9,494	7,786	8,947	8,947	8,947	8,947	547	5.76%	8,947	8,947	8,947	8,947	
	Total Employee Costs	53,436	52,905	52,994	52,994	41,536	52,447	52,447	52,447	52,447	547	1.03%	52,447	52,447	52,447	52,447	
	Total Expenditures	53,436	52,905	52,994	52,994	41,536	52,447	52,447	52,447	52,447	547	1.03%	52,447	52,447	52,447	52,447	
	Net Surplus (Deficit)	0	531	0	0	(1,791)	0	0	0	0			0	0	0	0	

LANDMARKS & HISTORIC DISTRICT BOARD - SUMMARY

Department: Landmarks & Historic Districts Board

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8022

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The mission of the Landmarks and Historic Districts Board is to maintain the historic character of the Town by promoting the preservation and protection of its historic landscapes, settings, sites and structures, pursuant to Town Code 330-320-F.

Workload:

The Landmarks & Historic Districts Board meets monthly on the 3rd Tuesday at 7 pm. Meetings typically run for 2 hours. Typical meeting agendas consist of the following: review and vote on advisory reports in connection with demolition and alteration applications referred from the Building Division; development application referrals from the Planning Board and Zoning Board of Appeals; status updates on pending landmark applications; Certificate of Appropriateness applications; Maintenance Award applications and other miscellaneous matters. Considerable time is expended by individual Board members, outside of the meeting, in the preparation of the agenda; review of application materials; updating databases; site visits; research and the preparation of reports and documents related to the various agenda items. Administrative support for the Landmarks and Historic Districts Board is provided by the Department of Land Management - Administrative and Building Divisions, in the form of records management, receiving/distributing correspondence and applications on behalf of the Board, pursuant to Town Code 330-320-D.

Goals & Objectives:

The Landmarks and Historic Districts Board will continue efforts to raise awareness of the need for greater protection, preservation and appreciation for hamlet heritage resources, including cemeteries.

Participation in the Certified Local Government Program ("CLG") will reinforce the Town's commitment to historic preservation by becoming an active partner in the Federal Historic Preservation Program. CLGs have access to funding and technical assistance in the form of NYS grants for a variety of projects including surveys, National Register nominations, rehabilitation work, design guidelines, educational programs, training, structural assessments, and feasibility studies.

The Landmarks Board will help implement the Town Board's commitment to the protection, enhancement and preservation of historic resources through the creation of historic districts, the designation of landmarks, recommending the acquisition of real property to ensure preservation of community character and identifying ongoing stewardship for these resources.

LANDMARKS & HISTORIC DISTRICT BOARD - SUMMARY

Department: Landmarks & Historic Districts Board

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8022

Manager: Janice Scherer

NOTES:

Legal Authority:

Established pursuant to Town Codes -
Chapter 330 - Article XXVIII
Chapter 169 - Article II
Chapter 298 - Article XII
Chapter 330 - Article XVIII
Chapter 123 - Article II and Article V

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Landmarks & Historic Districts Board - 8022													
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822	0.9	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,000	0	0	2,000	0	154	233	36	423	2,423	5.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822	5.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	175	31	322	1,822	8.0	100.0
Total Landmarks & Historic Districts Board - 8022		17,000	0	0	17,000	0	1,308	1,983	351	3,642	20,642		

NOTES:

Town of Southampton

2023 Adopted Budget

Landmarks & Historic Districts Board - 8022

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	21,027	21,027	20,856	20,856	15,642	20,642	20,642	20,642	20,642	(214)	(1.02%)	20,642	20,642	20,642	20,642	
	Total Other Revenue	21,027	21,027	20,856	20,856	15,642	20,642	20,642	20,642	20,642	(214)	(1.02%)	20,642	20,642	20,642	20,642	
	Total Revenue	21,027	21,027	20,856	20,856	15,642	20,642	20,642	20,642	20,642	(214)	(1.02%)	20,642	20,642	20,642	20,642	
	Salaries:																
6100	Salaries	17,000	13,000	17,000	17,000	10,417	17,000	17,000	17,000	17,000	0	0.00%	17,000	17,000	17,000	17,000	
	Total Salaries	17,000	13,000	17,000	17,000	10,417	17,000	17,000	17,000	17,000	0	0.00%	17,000	17,000	17,000	17,000	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	2,393	2,327	2,197	2,197	1,888	1,983	1,983	1,983	1,983	214	9.73%	1,983	1,983	1,983	1,983	
6830	FICA Tax Expenditure	1,307	994	1,308	1,308	797	1,308	1,308	1,308	1,308	0	0.00%	1,308	1,308	1,308	1,308	
6835	MTA Tax	58	42	58	58	35	58	58	58	58	0	0.00%	58	58	58	58	
6840	Worker's Compensation	78	72	99	99	85	99	99	99	99	0	0.00%	99	99	99	99	
6875	Disability	191	65	194	194	46	194	194	194	194	0	0.00%	194	194	194	194	
	Total Employee Benefits - Current	4,027	3,500	3,856	3,856	2,852	3,642	3,642	3,642	3,642	214	5.54%	3,642	3,642	3,642	3,642	
	Total Employee Costs	21,027	16,500	20,856	20,856	13,269	20,642	20,642	20,642	20,642	214	1.02%	20,642	20,642	20,642	20,642	
	Total Expenditures	21,027	16,500	20,856	20,856	13,269	20,642	20,642	20,642	20,642	214	1.02%	20,642	20,642	20,642	20,642	
	Net Surplus (Deficit)	0	4,527	0	0	2,374	0	0	0	0			0	0	0	0	

LICENSING REVIEW BOARD - SUMMARY

Department: Licensing Review Board

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8016

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Licensing Review Board coordinates the Home Improvement and Plumbing Contractors program. In addition, the Licensing Review Board considers appeals on taxicab operator licenses that have been denied by the Town Clerk. Also, the Licensing Review Board considers appeals on rental permits revoked by Code Enforcement.

Workload:

The Licensing Review Board has the following responsibilities:

1. To approve, deny, issue, revoke or suspend the licenses of Home Improvement Contractors and registrations for Plumbing contractors.
2. To hear and determine any complaint or grievance that comes before the Board.
3. To process all new or renewal applications.
4. To process all complaints (with the exception of Incorporated Villages).
5. To prepare the minutes from the monthly Licensing Review Board meetings.
6. To prepare and send any necessary correspondence that may result from the monthly meeting.
7. Maintain current computer listings of licensed contractors.
8. To approve, deny, issue, revoke or suspend the operator licenses for peddlers, taxis and vehicles for hire, pursuant to Town Code.
9. Approve or deny the appeal of a rental permit revocation, pursuant to Town Code.

Goals & Objectives:

The regulatory process for the licensing of contractors, peddlers, taxicab operators and other commercial uses should be reviewed by the Town Attorney to determine if greater efficiencies could be achieved. Certain decision making and appeal processes may be better suited to select administrators, the Public Safety Commission or other agencies.

LICENSING REVIEW BOARD - SUMMARY

Department: Licensing Review Board

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8016

Manager: Janice Scherer

NOTES:

Legal Authority:

Established pursuant to Southampton Town Code:

Section 143 (Contractors)

Section 270-12(B) (Rental Properties Revocation of permit)

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Licensing Review Board - 8016													
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	308	467	55	829	4,829	14.0	100.0
Licensing Review Board	APPOINTBOARD	5,000	0	0	5,000	0	385	583	64	1,032	6,032	30.8	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	308	467	55	829	4,829	13.0	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	308	467	55	829	4,829	15.0	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	308	467	55	829	4,829		100.0
Total Licensing Review Board - 8016		21,000	0	0	21,000	0	1,616	2,450	282	4,348	25,348		

NOTES:

Town of Southampton
2023 Adopted Budget
Licensing Review Board - 8016

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	25,825	25,825	25,612	25,612	19,209	25,348	25,348	25,348	25,348	(264)	(1.03%)	25,348	25,348	25,348	25,348	
	Total Other Revenue	25,825	25,825	25,612	25,612	19,209	25,348	25,348	25,348	25,348	(264)	(1.03%)	25,348	25,348	25,348	25,348	
	Total Revenue	25,825	25,825	25,612	25,612	19,209	25,348	25,348	25,348	25,348	(264)	(1.03%)	25,348	25,348	25,348	25,348	
	Salaries:																
6100	Salaries	21,000	17,334	21,000	21,000	17,167	21,000	21,000	21,000	21,000	0	0.00%	21,000	21,000	21,000	21,000	
	Total Salaries	21,000	17,334	21,000	21,000	17,167	21,000	21,000	21,000	21,000	0	0.00%	21,000	21,000	21,000	21,000	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	2,956	2,875	2,714	2,714	2,332	2,450	2,450	2,450	2,450	264	9.73%	2,450	2,450	2,450	2,450	
6830	FICA Tax Expenditure	1,614	1,326	1,616	1,616	1,313	1,616	1,616	1,616	1,616	0	0.00%	1,616	1,616	1,616	1,616	
6835	MTA Tax	72	59	72	72	58	72	72	72	72	0	0.00%	72	72	72	72	
6840	Worker's Compensation	97	89	122	122	105	122	122	122	122	0	0.00%	122	122	122	122	
6875	Disability	87	37	88	88	33	88	88	88	88	0	0.00%	88	88	88	88	
	Total Employee Benefits - Current	4,825	4,385	4,612	4,612	3,842	4,348	4,348	4,348	4,348	264	5.73%	4,348	4,348	4,348	4,348	
	Total Employee Costs	25,825	21,719	25,612	25,612	21,009	25,348	25,348	25,348	25,348	264	1.03%	25,348	25,348	25,348	25,348	
	Total Expenditures	25,825	21,719	25,612	25,612	21,009	25,348	25,348	25,348	25,348	264	1.03%	25,348	25,348	25,348	25,348	
	Net Surplus (Deficit)	0	4,106	0	0	(1,800)	0	0	0	0			0	0	0	0	

PLANNING BOARD - SUMMARY

Department: Planning Board

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Planning Board is authorized to review land use development applications to ensure that proposed activities are compatible with the Town's Comprehensive Land Use Plan and in conformance with the Town Zoning Code and Subdivision Regulations.

Workload:

The development review functions of the Town Planning Board include:

1. Major and minor subdivisions
2. Lot line modifications
3. Site plan review
4. Special exception permits
5. Old Filed Map Review

Other duties include:

1. Proposing and recommending modifications to the Town's Comprehensive Land Use Plan to provide for the improvement of the Town, future growth, protection of natural resources and to provide adequate facilities for housing, transportation, distribution, comfort, convenience, public health, safety and general welfare of the residents.
2. Providing advisory reports on proposed zoning changes.
3. Reviewing specific matters that have been referred by the Town Board.
4. Issuing both Wetlands and Tidal permits, pursuant to site plan/subdivision review.

PLANNING BOARD - SUMMARY

Department: Planning Board

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Janice Scherer

NOTES:

Goals & Objectives:

1. Work with the Town Planning and Development Administrator to examine the current application review process to see if there are any ways to streamline the existing procedures to facilitate desired growth and development while enhancing the quality of the built and natural environments.
2. Continue to work with Town Planners, Town Attorney's Office, applicants and the public on efforts to streamline the application review process while enhancing opportunities for public input.
3. Coordinate with Zoning Board of Appeals on development applications that also are requesting variances
4. Work with Land Management Administrator to change format of Planning Staff Reports for ease of review
5. Streamline workload of the Board by digitizing application materials and presentations at the meetings.

Legal Authority:

Established pursuant to New York State Town Law Article 16.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Planning Board - 8020													
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	3.0	100.0
Planning Board	APPOINTBOARD	14,500	0	0	14,500	17,250	1,116	1,692	151	20,209	34,709	29.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	5.0	100.0
Planning Board	APPOINTBOARD	17,500	0	0	17,500	0	1,347	2,042	179	3,567	21,067	20.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	0.6	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	1.0	100.0
Planning Board	APPOINTBOARD	12,500	4,036	3,881	20,417	0	1,567	2,377	160	4,104	24,521	18.0	100.0
Total Planning Board - 8020		94,500	4,036	3,881	102,417	17,250	7,877	11,944	1,022	38,092	140,509		

NOTES:

Town of Southampton

2023 Adopted Budget

Planning Board - 8020

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	141,658	141,658	133,280	133,280	99,960	171,553	140,509	140,509	140,509	7,229	5.42%	171,553	140,509	140,509	140,509	
	Total Other Revenue	141,658	141,658	133,280	133,280	99,960	171,553	140,509	140,509	140,509	7,229	5.42%	171,553	140,509	140,509	140,509	
	Total Revenue	141,658	141,658	133,280	133,280	99,960	171,553	140,509	140,509	140,509	7,229	5.42%	171,553	140,509	140,509	140,509	
	Salaries:																
6100	Salaries	94,500	84,604	94,500	94,500	77,187	94,500	94,500	94,500	94,500	0	0.00%	94,500	94,500	94,500	94,500	
6103	Accumulated Sick/Personal Days	0	0	0	0	0	3,881	3,881	3,881	3,881	(3,881)	(100.00%)	3,881	3,881	3,881	3,881	
6110	Longevity	0	0	0	0	0	4,036	4,036	4,036	4,036	(4,036)	(100.00%)	4,036	4,036	4,036	4,036	
	Total Salaries	94,500	84,604	94,500	94,500	77,187	102,417	102,417	102,417	102,417	(7,917)	(8.38%)	102,417	102,417	102,417	102,417	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	13,300	12,935	12,214	12,214	10,496	11,944	11,944	11,944	11,944	270	2.21%	11,944	11,944	11,944	11,944	
6830	FICA Tax Expenditure	7,262	5,322	7,271	7,271	4,980	7,877	7,877	7,877	7,877	(606)	(8.33%)	7,877	7,877	7,877	7,877	
6835	MTA Tax	323	236	323	323	221	350	350	350	350	(27)	(8.33%)	350	350	350	350	
6840	Worker's Compensation	435	400	548	548	473	548	548	548	548	0	0.00%	548	548	548	548	
6860	Medical Insurance - Active Employees	21,576	15,359	15,156	15,156	13,930	48,294	17,250	17,250	17,250	(2,094)	(13.82%)	48,294	17,250	17,250	17,250	
6865	Dental & Optical	4,140	3,171	3,144	3,144	2,669	0	0	0	0	3,144	100.00%	0	0	0	0	
6875	Disability	122	47	123	123	40	123	123	123	123	0	0.00%	123	123	123	123	
	Total Employee Benefits - Current	47,158	37,471	38,780	38,780	32,810	69,136	38,092	38,092	38,092	687	1.77%	69,136	38,092	38,092	38,092	
	Total Employee Costs	141,658	122,075	133,280	133,280	109,997	171,553	140,509	140,509	140,509	(7,230)	(5.42%)	171,553	140,509	140,509	140,509	
	Total Expenditures	141,658	122,075	133,280	133,280	109,997	171,553	140,509	140,509	140,509	(7,230)	(5.42%)	171,553	140,509	140,509	140,509	
	Net Surplus (Deficit)	0	19,583	0	0	(10,037)	0	0	0	0			0	0	0	0	

ZONING BOARD OF APPEALS - SUMMARY

Department: Zoning Board of Appeals

Budget Year: 2023

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8012

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Zoning Board of Appeals ensures adherence to the Zoning Law of the Town of Southampton, as provided in Section 330-163; processes applications for, and holds hearings on requests for variances from provisions of the Town's Zoning Law.

Workload:

The Zoning Board of Appeals is responsible for the following functions:

1. To ensure adherence to the Zoning Law of the Town of Southampton, as provided in Section 330-163.
2. To process applications for, and hold hearings on, requests for variances from provisions of the Town's Zoning Law.

Goals & Objectives:

Legal Authority:

Established pursuant to Chapter 330, Article I of the Southampton Town Code and Article 16 of Southampton Town Law.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/23	Alloc. %
Land Management Department													
Land Management Summary													
Zoning Board of Appeals - 8012													
Zoning Board of Appeals	APPOINTBOARD	14,500	0	0	14,500	0	1,116	1,692	151	2,959	17,459		100.0
Zoning Board of Appeals	APPOINTBOARD	17,500	0	0	17,500	20,904	1,347	2,042	179	24,471	41,971	20.8	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	9.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	25.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	5.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	0.9	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	962	1,458	133	2,553	15,053	1.8	100.0
Total Zoning Board of Appeals - 8012		94,500	0	0	94,500	20,904	7,271	11,026	995	40,195	134,695		

NOTES:

Town of Southampton

2023 Adopted Budget

Zoning Board of Appeals - 8012

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	123,838	123,838	123,200	123,200	92,400	134,695	134,695	134,695	134,695	11,495	9.33%	134,695	134,695	134,695	134,695	
	Total Other Revenue	123,838	123,838	123,200	123,200	92,400	134,695	134,695	134,695	134,695	11,495	9.33%	134,695	134,695	134,695	134,695	
	Total Revenue	123,838	123,838	123,200	123,200	92,400	134,695	134,695	134,695	134,695	11,495	9.33%	134,695	134,695	134,695	134,695	
	Salaries:																
6100	Salaries	94,500	94,500	94,500	94,500	71,000	94,500	94,500	94,500	94,500	0	0.00%	94,500	94,500	94,500	94,500	
	Total Salaries	94,500	94,500	94,500	94,500	71,000	94,500	94,500	94,500	94,500	0	0.00%	94,500	94,500	94,500	94,500	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	13,300	12,935	12,214	12,214	10,496	11,026	11,026	11,026	11,026	1,188	9.73%	11,026	11,026	11,026	11,026	
6830	FICA Tax Expenditure	7,262	6,699	7,271	7,271	4,943	7,271	7,271	7,271	7,271	0	0.00%	7,271	7,271	7,271	7,271	
6835	MTA Tax	323	298	323	323	220	323	323	323	323	0	0.00%	323	323	323	323	
6840	Worker's Compensation	435	400	548	548	473	548	548	548	548	0	0.00%	548	548	548	548	
6860	Medical Insurance - Active Employees	6,516	6,489	6,648	6,648	6,030	20,904	20,904	20,904	20,904	(14,256)	(214.44%)	20,904	20,904	20,904	20,904	
6865	Dental & Optical	1,380	15	1,572	1,572	0	0	0	0	0	1,572	100.00%	0	0	0	0	
6875	Disability	122	64	123	123	41	123	123	123	123	0	0.00%	123	123	123	123	
	Total Employee Benefits - Current	29,338	26,900	28,700	28,700	22,203	40,195	40,195	40,195	40,195	(11,496)	(40.06%)	40,195	40,195	40,195	40,195	
	Total Employee Costs	123,838	121,400	123,200	123,200	93,202	134,695	134,695	134,695	134,695	(11,496)	(9.33%)	134,695	134,695	134,695	134,695	
	Total Expenditures	123,838	121,400	123,200	123,200	93,202	134,695	134,695	134,695	134,695	(11,496)	(9.33%)	134,695	134,695	134,695	134,695	
	Net Surplus (Deficit)	0	2,438	0	0	(802)	0	0	0	0			0	0	0	0	