

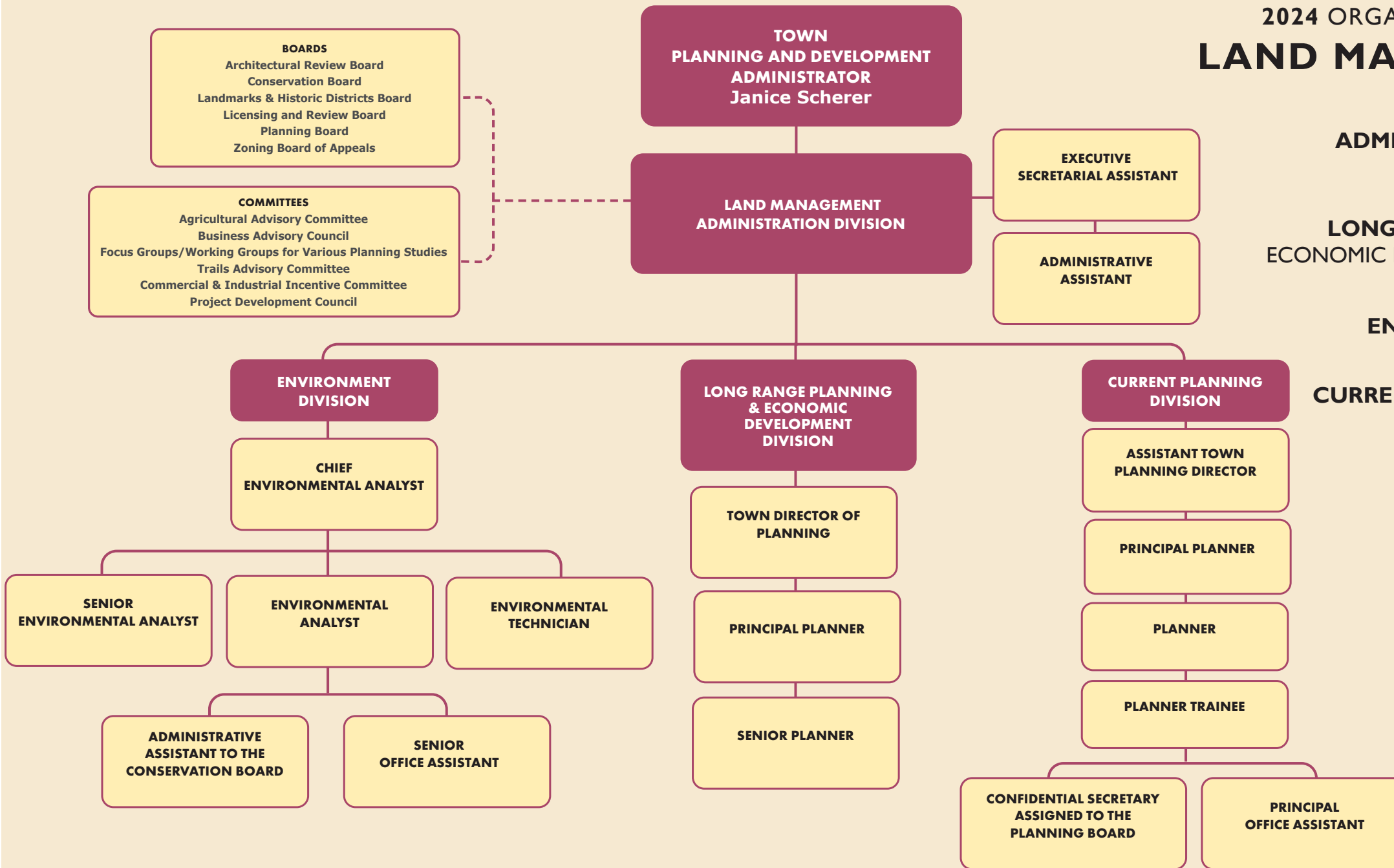
2024 ORGANIZATIONAL CHART
LAND MANAGEMENT DEPARTMENT

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

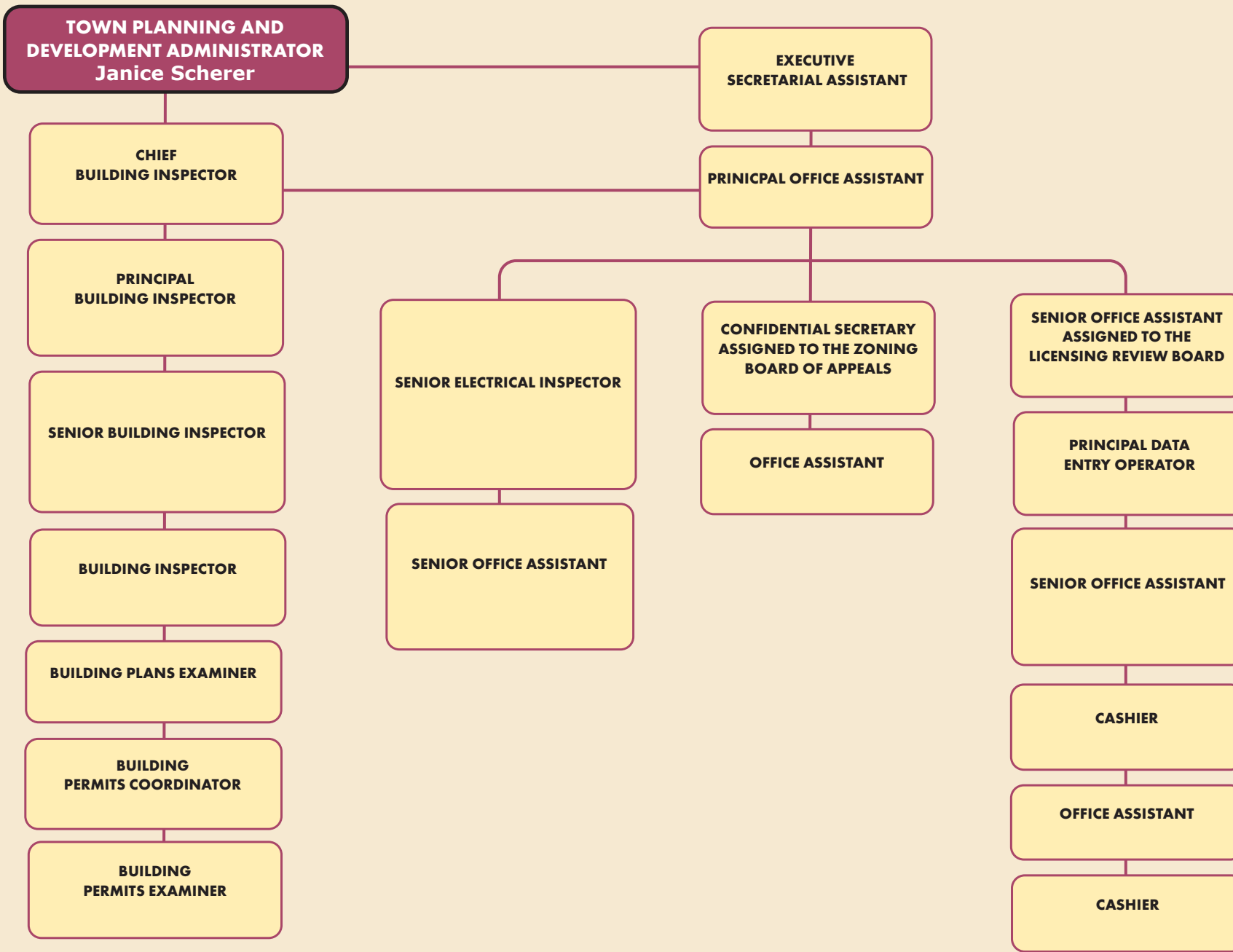
LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION
 Main Line: 702-1810

ENVIRONMENT DIVISION
 Main Line: 287-5710

CURRENT PLANNING DIVISION
 Main Line: 287-5735



2024 ORGANIZATIONAL CHART
**LAND MANAGEMENT
 DEPARTMENT
 BUILDING DIVISION**
 Main Line: 287-5700



LAND MANAGEMENT ADMIN - SUMMARY

Department: Land Management Administration

Budget Year: 2024

Cost Center #: 8025

Division: Land Management Department

Manager: Janice Scherer

Tax District: Part Town Land Management (03)

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: 2024

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Janice Scherer

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: 2024

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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Land Management Administration - 8025													
Town Planning & Dev Administrator	ADMINISTRATIVE	146,309	7,000	7,859	161,168	1,716	8,971	18,146	1,417	30,250	191,417	20.6	100.0
Secretarial Assistant	ADMINSUPPORT	89,258	4,463	0	93,721	38,484	7,200	10,541	730	56,955	150,676	32.9	100.0
Total Land Management Administration - 8025		235,567	11,463	7,859	254,889	40,200	16,171	28,687	2,147	87,205	342,093		

NOTES:

Town of Southampton

2024 Adopted Budget

Land Management Administration - 8025

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	0	3,950	0	3,600	3,600	0	0	0	0	(3,600)	(100.00%)	0	0	0	0
	Total Real Property Taxes	0	3,950	0	3,600	3,600	0	0	0	0	(3,600)	(100.00%)	0	0	0	0
Other Revenue:																
1081	Other Payments In Lieu Of Taxes	9,000	24,764	25,000	25,000	22,604	25,000	25,000	25,000	25,000	0	0.00%	25,000	25,000	25,000	25,000
1790	Inter-Departmental Revenue	387,339	400,765	389,160	389,160	291,870	393,427	399,229	399,229	399,229	10,069	2.59%	399,823	406,145	406,145	406,145
	Total Other Revenue	396,339	425,529	414,160	414,160	314,474	418,427	424,229	424,229	424,229	10,069	2.43%	424,823	431,145	431,145	431,145
	Total Revenue	396,339	429,479	414,160	417,760	318,074	418,427	424,229	424,229	424,229	6,469	1.55%	424,823	431,145	431,145	431,145
Salaries:																
6100	Salaries	225,123	222,373	236,958	236,958	201,093	235,567	235,567	235,567	235,567	1,391	0.59%	241,456	241,456	241,456	241,456
6110	Longevity	10,919	11,119	11,341	11,341	11,354	11,463	11,463	11,463	11,463	(122)	(1.08%)	11,463	11,463	11,463	11,463
6127	Cash in Lieu of Health Benefits	6,062	6,633	6,899	6,899	3,811	6,899	7,859	7,859	7,859	(960)	(13.92%)	6,899	7,859	7,859	7,859
	Total Salaries	242,104	240,125	255,198	255,198	216,259	253,929	254,889	254,889	254,889	309	0.12%	259,818	260,778	260,778	260,778
Employee Benefits - Current:																
6810	Employee Retirement - Active	31,255	31,370	29,739	29,739	24,424	27,810	28,687	28,687	28,687	1,053	3.54%	28,455	29,350	29,350	29,350
6830	FICA Tax Expenditure	15,598	17,946	16,030	16,030	16,070	16,154	16,171	16,171	16,171	(141)	(0.88%)	16,379	16,395	16,395	16,395
6835	MTA Tax	827	799	872	872	644	867	871	871	871	1	0.10%	888	891	891	891
6840	Worker's Compensation	1,125	1,148	1,176	1,176	1,092	1,206	1,241	1,241	1,241	(65)	(5.54%)	1,236	1,272	1,272	1,272
6860	Medical Insurance - Active Employees	28,152	31,149	32,334	32,334	31,255	32,334	36,768	36,768	36,768	(4,434)	(13.71%)	32,334	36,768	36,768	36,768
6865	Dental & Optical	3,144	3,226	3,240	3,240	2,826	3,456	3,432	3,432	3,432	(192)	(5.93%)	3,456	3,432	3,432	3,432
6875	Disability	35	15	35	35	15	35	35	35	35	0	0.00%	35	35	35	35
	Total Employee Benefits - Current	80,136	85,654	83,426	83,426	76,326	81,862	87,205	87,205	87,205	(3,778)	(4.53%)	82,782	88,144	88,144	88,144
	Total Employee Costs	322,240	325,779	338,624	338,624	292,585	335,790	342,093	342,093	342,093	(3,469)	(1.02%)	342,600	348,921	348,921	348,921
Contractual:																
6401	Contracts	45,996	44,780	47,113	47,113	45,813	47,313	47,313	47,313	47,313	(200)	(0.42%)	47,500	47,500	47,500	47,500
6411	Printing and Stationery	250	1,785	350	2,750	2,647	3,000	3,000	3,000	3,000	(250)	(9.09%)	2,500	2,500	2,500	2,500
6412	Publications	200	0	200	1,400	305	1,400	1,400	1,400	1,400	0	0.00%	1,300	1,300	1,300	1,300
6416	Travel, Dues and Related	2,400	1,768	2,400	2,400	1,768	3,400	3,400	3,400	3,400	(1,000)	(41.67%)	3,400	3,400	3,400	3,400
6420	Other	250	0	250	250	0	300	300	300	300	(50)	(20.00%)	300	300	300	300
6421	Legal Notices	4,000	12,821	7,000	7,000	6,855	8,000	8,000	8,000	8,000	(1,000)	(14.29%)	8,000	8,000	8,000	8,000
6423	Small Equipment (Non-Capital)	400	1,689	400	400	0	400	400	400	400	0	0.00%	400	400	400	400
6425	Office Supplies	3,500	2,819	3,500	3,500	2,220	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500
6426	Supplies - Other	200	264	250	750	151	250	250	250	250	500	66.67%	250	250	250	250
6444	Mileage Reimbursement	250	139	250	250	76	250	250	250	250	0	0.00%	250	250	250	250
6450	Schools & Training	2,500	0	2,500	2,000	50	3,500	3,000	3,000	3,000	(1,000)	(50.00%)	3,500	3,500	3,500	3,500
6466	Telephone - Wireless	1,323	1,516	1,323	1,323	1,074	1,323	1,323	1,323	1,323	0	0.00%	1,323	1,323	1,323	1,323
6477	Copier Leases	2,830	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	64,099	67,579	65,536	69,136	60,959	72,636	72,136	72,136	72,136	(3,000)	(4.34%)	72,223	72,224	72,224	72,224

Town of Southampton

2024 Adopted Budget

Land Management Administration - 8025

Account Code	Description	2022	2022	2023	2023	2023	2024		2024	2024	2024	2024	2025	2025	2025	2025
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2023 Amended Difference	Adopted / 2023 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
	Debt Service:															
6900	Interfund Transfer Expense	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Total Debt Service	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Total Expenditures	396,339	403,358	414,160	417,760	363,544	418,427	424,229	424,229	424,229	424,229	424,229	424,823	431,145	431,145	431,145
	Net Surplus (Deficit)	0	26,121	0	0	(45,470)	0	0	0	0		0	0	0	0	

BUILDING & ZONING DIVISION - SUMMARY

Department: Building Division

Budget Year: 2024

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: 2024

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Janice Scherer

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: 2024

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:

2024 Town Board Zoning Amendment Fee Schedule

Fee Schedule	2024 Fee Schedule
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
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)	\$200
Sanitary Flow Transfers	\$500
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:

2024 Building and Zoning Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Residential Applications		
<i>*Two Year Fees calculated as follows:</i>		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
RESIDENTIAL APPLICATIONS		
Estimated Construction Cost (ECC) Schedule		
Up to 2000	\$.25 \$.50 per sq. ft.	\$.25 per sq. ft.
2001-3000	\$.40 \$.80 per sq. ft.	\$.40 per sq. ft.
3001-4000	\$.60 \$1.20 per sq. ft.	\$.60 per sq. ft.
4001-5000	\$.80 \$1.60 per sq. ft.	\$.80 per sq. ft.
5001 and Over*	\$1.25 \$2.50 per sq. ft.	\$1.25 per sq. ft.
All Permits Valid for Two (2) Years		
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 (unfinished space)	\$.25 \$.50 per sq. ft.	\$.25 per sq. ft.
Accessory Building with Finished Interior Space	\$.75 \$1.50 per sq. ft.	\$.75 per sq. ft.
Accessory Building with Unfinished Interior Space	\$.25 \$.50 per sq. ft.	\$.25 per sq. ft.
Decks, Patios (Unroofed) ex: Terrace	\$.25 \$.50 per sq. ft.	\$.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 \$500 \$500 \$1,000 \$100 \$200 Hot tub Spa - \$200 \$400	Gunite Pool - \$250 Above Ground Pool - \$500 \$100 \$200
Tennis Court, Pickle & Paddle Ball Court	\$500 \$1,000	\$500
Sports Court – Basketball, Bocce Ball, etc.	\$250 \$500	\$250

NOTES:

2024 Building and Zoning Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
MISCELLANEOUS APPLICATIONS		
Demolition of Partial or Whole Structure	\$.20 \$.40 per sq. ft. (\$50 minimum fee)	\$.20 per sq. ft.
Demolition of Non-Roofed Structures	\$25 \$50 per item (\$50 minimum fee)	\$25 per item
Plumbing Fixtures	\$10 \$15 per fixture (\$50 minimum fee)	\$5 per fixture
Pre-Existing Certificate of Occupancy	\$250 \$300	\$50
Updated Certificate of Occupancy	\$250 \$300	\$50
Property Searches	\$25 \$50	\$25
Coastal Erosion Management Permit	\$1,000 \$1,500	\$500
Signs	\$5 \$10 per sq. ft. (\$50 minimum fee)	\$5 per sq. ft.
Fence – Greater than 4 ft. up to 6 ft.	\$.05 \$.10 per linear ft. (\$50 minimum fee)	\$.05 per linear ft.
Heating Systems (ex: Pool/Spa Heater, Generator, Fuel Conversion)	\$150 \$300 per item	\$150 per item
Outdoor Kitchen (Seasonal)	\$300 \$600	\$300
Fireplace, Wood Burning Stove, Brick Oven, Built In BBQ, Outdoor Fire Pit	\$150 \$300 per item	\$150 per item
Awning	\$100 \$200 per Awning	\$100 per awning
Outdoor Shower	\$100 \$200	\$100
Elevator	\$500 \$1,000	\$500
Battery Storage	1-80kw: \$50 \$100 81-600kw: \$100 \$200 601+kw: \$200 \$400	\$50 \$100 \$200
Entry Gates with Piers	\$175 \$350 per set	\$175 per set
Geothermal	\$250 \$500	\$250
Residential Solar (single family)	\$200 \$400	\$200
Wind Energy Conversion System	\$300 \$600 per turbine	\$300 per turbine
Relocation of Existing Structure	\$500 \$1,000	\$500
Land Disturbance greater than 2,000 sq. ft.	\$300 \$600	\$300
Landmarks Historic District Board Review Pursuant to Section 123-9	\$50 \$75	\$25
AMENDMENTS / RENEWALS / EXPEDITED		
Amendments to Building Permits	\$25-\$50 or \$50 minimum fee + Total Amended Sq. Ft. times either \$.10 , \$.25 \$.20 , \$.50 or \$.50 \$1.00 for 1st Amendment calculated at time of submittal. Same for each additional amendment. Plus additional fee associated with additional work.	\$.10, \$.25, or \$.50 for 1st Amendment calculated
Six (6) Month Extension (up to four)	1st Ext. \$150 \$300 per extension 2nd Ext. \$150 3rd Ext. \$300 4th Ext. \$600	\$150 \$300 \$450
Expedited Building Permit Application Plan Review	\$1,000	
Expedited Certificate of Occupancy & Certificate of Compliance Issuance	\$600	\$600

NOTES:

2024 Building and Zoning Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Commercial Applications		
*Two Year Fees 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 \$1.50 per sq. ft.	\$.75 per sq. ft.
New Additions, Renovations including Storage Warehouse, Commercial	\$.25 \$.50 per sq. ft.	\$.25 per sq. ft.
New Additions, Renovations including Storage Warehouse, Agricultural	\$.15 \$.30 per sq. ft.	\$.15 per sq. ft.
Commercial Compliance Certificate	\$200 \$300	\$100
Change of Tenancy/Use	\$75 \$100	\$25
MISCELLANEOUS APPLICATIONS		
All Permits Valid for Two (2) Years		
Demolition of Partial or Whole Structure	\$.20 \$.40 per sq. ft. (\$50 minimum fee)	\$.20 per sq. ft.
Demolition of Non-Roofed Structures	\$25 \$50 per item (\$50 minimum fee)	\$25 per item
Accessory Structure	\$.75 \$1.50 per sq. ft.	\$.75 per sq. ft.
Foundation	\$.75 \$1.50 per sq. ft. (\$1,000 minimum fee)	\$.75 per sq. ft.
Plumbing Fixtures	\$5 \$15 per fixture (\$50 minimum fee)	\$10 per fixture
Pre-Existing Certificate of Occupancy	\$250 \$300	\$50
Updated Certificate of Occupancy	\$250 \$300	\$50
Property Searches	\$25 \$50	\$25
Coastal Erosion Management Permit	\$1,000 \$1,500	\$500
Signs	\$5 \$10 per sq. ft. (\$50 minimum fee)	\$5 per sq. ft.
Radio Antenna/Communication Tower/Satellite Dish as per Town Code Section 330-301	\$100 \$200 per item	\$100 per item
Transmission Support Structure	\$500 \$1,000	\$500
Equipment Shelter	\$.25 \$.50 per sq. ft.	\$.25 per sq. ft.
Pool/Water Feature	\$500 \$1,000	\$500
Gas/Oil/Propane Tanks	\$200 \$400	\$200
Geothermal	\$250 \$500	\$250
Battery Storage	1-80kw: \$50 \$100 81-600kw: \$100 \$200 601+kw: \$200 \$500	\$50 \$100 \$300
Solar	\$100	
Solar-Roof-Top not to exceed 6,000 sq. ft.	\$500 \$1,000	\$500
Solar-Ground Mounted up to 30 panels	\$500 \$1,000 ea. addtl. panel \$2 (max fee \$30,000)	\$500
Wind Energy Conversion System	\$300 \$600 per turbine	\$300
Zoning Verification Letter (Requestor to complete ZV form)	\$200 \$250	\$50
Land Disturbance greater than 2,000 sq. ft. on one acre or more	\$300 \$600	\$300
EV Charging Station	\$100 \$200 each	\$100 each

NOTES:

2024 Building and Zoning Fee Schedule

Fee Schedule	2024 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 \$.20, \$.50 or \$.50 \$1.00 for 1st Amendment calculated at time of submittal. Same for each additional amendment. Plus additional fee associated with additional work.	\$.10, \$.25, or \$.50 for 1st Amendment calculated
Six (6) Month Extension (up to four)	1st Ext. \$150 per extension \$300 4th Ext. \$600	2nd Ext. \$150 3rd Ext. \$300 4th Ext. \$450
Expedited Building Permit Application Plan Review	\$1,000	
Expedited Certificate of Occupancy & Certificate of Compliance Issuance	\$600	\$600
Licensing (Home Improvement & Plumbing Licenses)		
New two-year applications	\$250 \$500	\$250
Renewals (on-time)	\$175 \$350	\$175
Renewals (late-more than 30 days)	\$200 \$400	\$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 \$1,500	\$300
Zoning Board of Appeals Interpretations	\$750	
Zoning Board of Appeals Modifications to Decisions	\$300 \$400	\$100
Zoning Board of Appeals Postponements/Adjournments	\$75 \$100	\$25
Zoning Board of Appeals Request to Re-Open a Hearing Prior to Rendered Decision	\$75 \$100	\$25
Zoning Board of Appeals Re-Schedule of Public Hearing (if re-hearing is at the request of or due to error by applicant)	\$300 \$400	\$100

NOTES:

2024 Electrical Fee Schedule

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL			
(1) Two Year Fees collected for electrical permits are not refundable after 30 days.			
(2) Fees for electrical work done will be doubled.			
(3) Six month extension - 1st Ext. \$150 per extension /2nd Ext. \$300/3rd Ext. \$450/4th Ext. \$600 (four are permitted).			
(4) Structures detached from main dwelling will require a separate fee.			
		Minimum Fee \$50	
		ALL PERMITS VALID FOR TWO (2) YRS	
RESIDENTIAL CODE	WORK ORDER CODES FOR ELECTRICAL PERMITS DESCRIPTION	2024 Fee Schedule	Proposed Increase
SVCU	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)	\$100 \$200	\$100
SVCO	Service over 400 amps, overhead and underground. (Temps included)	\$150 \$300	\$150
TEMU	Temporary construction service under 400 amps	\$75 \$150	\$75
TEMO	Temporary construction service over 400 amps	\$100 \$200	\$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 \$200	\$100
ELEA	Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, and residential a/c units.	\$100 \$200	\$100
ELEA Solar	Photovoltaic systems	\$100 \$200	\$100
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 \$200	\$100

NOTES:

2024 Electrical Fee Schedule

CODE	DESCRIPTION	2024 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 \$300	\$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 \$400	\$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 \$500	\$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 \$600	\$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 \$700	\$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 \$1,000	\$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 \$1,500	\$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 \$2,000	\$1,000
ELER	Re-inspection Fee	\$50	
ELGN	Generators	\$100 \$200	\$100
IASS	Innovative and Alternative Septic System	Fee Waived	

NOTES:

2024 Electrical Fee Schedule

CODE	DESCRIPTION	2024 Fee Schedule	Proposed Increase
EBTR	Battery Storage	1-80kw: \$50 \$100	\$50
		81-600kw: \$100 \$200	\$100
		601+kw: \$200 \$400	\$200
EVCS	Residential Electric Vehicle Charging Station	\$50 \$100 ea.	\$50 ea.
	Expedited Inspection	\$1,000	
SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING			
NEWB	New residential building 500 sq. ft. and under.	\$100 \$200	\$100
NEWC	New home or residential building 501 sq. ft. to 1,000 sq. ft., Agricultural Greenhouse/Building	\$150 \$300	\$150
NEWD	New home or residential building 1,001 sq. ft. to 1,600 sq. ft.	\$200 \$400	\$200
NEWE	New home or residential building 1,601 sq. ft. to 2,500 sq. ft.	\$250 \$500	\$250
NEWF	New home or residential building 2,501 sq. ft. to 3,500 sq. ft.	\$300 \$600	\$300
NEWG	New home or residential building 3,501 sq. ft. to 5,000 sq. ft.	\$350 \$700	\$350
NEWH	New home or residential building 5,001 sq. ft. to 10,000 sq. ft.	\$500 \$1,000	\$500
NEWI	New home or residential building 10,001 sq. ft. to 15,000 sq. ft.	\$750 \$1,500	\$750
NEWJ	New home or residential building 15,001 sq. ft. and up	\$1,000 \$2,000	\$1,000
CORB	Correct certificate, commercial or residential.	\$50 \$75	\$25
	Expedited Inspection	\$1,000	

NOTES:

2024 Electrical Fee Schedule

CODE	DESCRIPTION	2024 Fee Schedule	Proposed Increase
BLDD	New commercial building 1,001 sq. ft. to 1,600 sq. ft. (Service not included)	\$250 \$500	\$250
BLDE	New commercial building 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$300 \$600	\$300
BLDF	New commercial building 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$350 \$700	\$350
BLDG	New commercial building 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$500 \$1,000	\$500
BLDH	New commercial building 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$1,000 \$2,000	\$1,000
BLDI	New commercial building 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$1,500 \$3,000	\$1,500
BLDJ	New commercial building 15,001 sq. ft. and up. (Service not included)	\$2,000 \$4,000	\$2,000
COMP	Commercial swimming pool, spa and hot tub. (Service not included)	\$200 \$400	\$200
CSGN	Commercial Signs (Service not included)	\$75 \$150	\$75
CREC	Commercial fire reconnect.	\$100 \$200	\$100
CTEM	Commercial temporary construction service 400 amps or less.	\$100 \$200	\$100
CSER	Commercial service 400 amps or less, overhead, underground, change of or more than 7 meters.	\$100 \$200	\$100
CVCO	Commercial service over 400 amps, overhead and underground.	\$150 \$300	\$150
CTEO	Commercial temporary construction service over 400 amps.	\$125 \$250	\$125
CLAA	Commercial 7 devices or less.	\$150 \$300	\$150

NOTES:

2024 Electrical Fee Schedule

CODE	DESCRIPTION	2024 Fee Schedule	Proposed Increase
CBTR	Battery Storage	1-80kw: \$50 \$100 81-600kw: \$100 \$200 601+kw: \$200 \$400	\$50 \$100 \$200
EVCS	Commercial Electric Vehicle Charging Stations	\$100 \$200 ea.	\$100
	Expedited Inspection	\$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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Building Division - 8029													
Chief Building Inspector	ADMINISTRATIVE	122,324	4,893	4,147	131,364	38,484	8,668	15,809	10,283	73,244	204,608	16.4	100.0
Confidential Secretary	ADMINSUPPORT	75,967	3,799	0	79,766	38,484	6,128	8,971	624	54,207	133,973	22.8	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	73,207	0	3,329	76,536	1,716	6,303	9,228	6,154	23,401	99,937	1.0	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	73,207	0	0	73,207	36,756	6,048	8,855	6,143	57,802	131,009	2.7	100.0
Building Permits Coordinator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 2	81,274	4,876	0	86,150	18,204	6,618	9,689	669	35,180	121,331	11.4	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 1	60,370	0	0	60,370	16,560	4,988	7,302	5,069	33,919	94,289	1.4	100.0
Building Plans Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	70,156	0	0	70,156	36,756	5,796	8,486	5,888	56,926	127,082	2.7	100.0
Building Plans Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	68,222	0	0	68,222	36,756	5,637	8,252	5,726	56,371	124,593	0.5	100.0
Office Assistant - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	48,511	0	0	48,511	36,756	3,727	5,457	397	46,337	94,848		100.0
Principal Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 3	94,616	5,677	718	101,010	36,756	8,196	12,161	7,956	65,069	166,079	12.5	100.0
Principal Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	69,189	2,768	0	71,957	36,756	5,528	8,093	568	50,945	122,902	6.4	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	57,233	0	0	57,233	36,756	4,398	6,438	465	48,057	105,290	0.8	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 6	85,904	5,154	0	91,058	36,756	7,492	10,968	7,223	62,439	153,497	12.8	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 8	87,612	5,257	0	92,868	18,204	7,641	11,186	7,366	44,397	137,266	11.9	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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 7	87,053	5,223	0	92,276	36,756	7,592	11,115	7,319	62,782	155,059	10.3	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	57,233	0	0	57,233	16,560	4,398	6,438	465	27,861	85,094	2.5	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	58,039	2,322	0	60,361	16,560	4,751	6,955	1,970	30,236	90,597	7.1	100.0
Senior Office Assistant - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	56,396	0	0	56,396	36,756	4,333	6,344	458	47,892	104,287		100.0
Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 6	78,911	6,313	0	85,224	18,204	7,003	10,252	6,642	42,100	127,324	19.4	100.0
Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	52,980	4,238	0	57,218	36,756	4,395	6,435	446	48,032	105,249	16.1	100.0
Principal Data Entry Operator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 5	69,565	6,957	0	76,522	36,756	5,877	8,605	585	51,823	128,345	23.2	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	87,612	7,009	0	94,621	36,756	7,775	11,383	7,372	63,285	157,906	19.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	87,612	8,761	0	96,373	36,756	7,909	11,579	7,378	63,622	159,995	26.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	87,612	8,761	0	96,373	36,756	7,909	11,579	7,378	63,622	159,995	21.6	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	61,595	4,928	0	66,522	18,204	5,110	7,481	516	31,310	97,832	18.5	100.0
Part-Time - Building Division	PART-TIME	80,000	0	0	80,000	0	6,610	0	6,711	13,321	93,321		100.0
Total Building Division - 8029		1,932,398	86,935	8,194	2,027,527	752,520	160,827	229,062	111,772	1,254,181	3,281,708		

NOTES:

Town of Southampton

2024 Adopted Budget

Building Division - 8029

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	(533,910)	(561,185)	(221,908)	(216,131)	(216,131)	(651,052)	(683,738)	(683,738)	(683,738)	(467,607)	216.35%	(135,890)	(167,339)	(167,339)	(167,339)
	Total Real Property Taxes	(533,910)	(561,185)	(221,908)	(216,131)	(216,131)	(651,052)	(683,738)	(683,738)	(683,738)	(467,607)	216.35%	(135,890)	(167,339)	(167,339)	(167,339)
Other Revenue:																
1562	Electrical Inspecti	526,000	574,700	526,000	526,000	415,511	575,000	575,000	575,000	575,000	49,000	9.32%	526,000	526,000	526,000	526,000
1790	Inter-Departmental Revenue	(588,696)	(604,879)	(613,271)	(613,271)	(459,953)	(613,271)	(621,391)	(621,391)	(621,391)	(8,120)	1.32%	(616,663)	(628,307)	(628,307)	(628,307)
2110	Zoning Fees	120,000	110,050	120,000	120,000	67,200	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	977	12,000	12,000	478	0	0	0	0	(12,000)	(100.00%)	0	0	0	0
2501	Licensing	250,000	258,151	250,000	250,000	149,830	250,000	250,000	250,000	250,000	0	0.00%	250,001	250,001	250,001	250,001
2555	Building Permit Fee	3,115,000	3,231,728	3,115,000	3,341,629	1,660,557	3,725,000	3,775,000	3,775,000	3,775,000	433,371	12.97%	3,320,000	3,370,000	3,370,000	3,370,000
2701	Miscellaneous Tax Receipts	0	0	0	0	5,605	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	3,434,304	3,570,727	3,409,729	3,636,358	1,839,228	4,056,729	4,098,609	4,098,609	4,098,609	462,251	12.71%	3,599,338	3,637,694	3,637,694	3,637,694
	Total Revenue	2,900,394	3,009,542	3,187,821	3,420,227	1,623,097	3,405,677	3,414,871	3,414,871	3,414,871	(5,356)	(0.16%)	3,463,448	3,470,355	3,470,355	3,470,355
Salaries:																
6100	Salaries	1,649,512	1,549,929	1,813,711	1,769,527	1,444,873	1,908,793	1,852,398	1,852,398	1,852,398	(82,871)	(4.68%)	1,972,274	1,913,609	1,913,609	1,913,609
6101	Overtime	35,000	75,481	35,000	135,000	95,655	35,000	35,000	35,000	35,000	100,000	74.07%	35,001	35,001	35,001	35,001
6103	Accumulated Sick/Personal Days	529	539	3,745	4,543	4,542	4,865	4,865	4,865	4,865	(322)	(7.09%)	4,865	4,865	4,865	4,865
6105	Part Time Salaries	18,360	71,303	18,727	99,044	88,078	80,000	80,000	80,000	80,000	19,044	19.23%	80,000	80,000	80,000	80,000
6110	Longevity	81,703	77,910	85,165	85,165	80,769	86,935	86,935	86,935	86,935	(1,770)	(2.08%)	89,289	89,289	89,289	89,289
6127	Cash in Lieu of Health Benefits	0	0	0	808	807	2,986	3,329	3,329	3,329	(2,521)	(312.00%)	2,986	3,329	3,329	3,329
	Total Salaries	1,785,104	1,775,162	1,956,348	2,094,087	1,714,724	2,118,579	2,062,527	2,062,527	2,062,527	31,561	1.51%	2,184,415	2,126,093	2,126,093	2,126,093
Employee Benefits - Current:																
6810	Employee Retirement - Active	223,981	224,809	225,403	234,675	185,118	228,424	229,062	229,062	229,062	5,614	2.39%	235,922	236,532	236,532	236,532
6830	FICA Tax Expenditure	139,127	131,820	151,772	163,156	126,784	164,720	160,827	160,827	160,827	2,330	1.43%	169,517	165,461	165,461	165,461
6835	MTA Tax	6,228	5,880	6,828	7,072	5,100	7,418	7,247	7,247	7,247	(175)	(2.48%)	7,652	7,474	7,474	7,474
6840	Worker's Compensation	81,614	83,329	86,946	92,201	80,721	98,067	104,066	104,066	104,066	(11,865)	(12.87%)	101,024	107,201	107,201	107,201
6860	Medical Insurance - Active Employees	555,516	508,330	643,998	666,590	506,316	643,998	709,620	709,620	709,620	(43,030)	(6.46%)	643,998	709,620	709,620	709,620
6865	Dental & Optical	36,942	33,288	40,500	42,120	29,137	46,656	42,900	42,900	42,900	(780)	(1.85%)	46,656	42,900	42,900	42,900
6875	Disability	450	42	476	476	56	476	459	459	459	18	3.70%	476	459	459	459
	Total Employee Benefits - Current	1,043,857	987,497	1,155,924	1,206,291	933,231	1,189,759	1,254,181	1,254,181	1,254,181	(47,890)	(3.97%)	1,205,244	1,269,647	1,269,647	1,269,647
	Total Employee Costs	2,828,961	2,762,658	3,112,273	3,300,379	2,647,955	3,308,338	3,316,708	3,316,708	3,316,708	(16,329)	(0.49%)	3,389,659	3,395,741	3,395,741	3,395,741
Contractual:																
6403	Gasoline	10,000	15,000	13,000	13,000	8,731	13,000	13,000	13,000	13,000	0	0.00%	13,000	13,000	13,000	13,000
6409	Copier Supplies	350	50	600	600	340	1,200	1,200	1,200	1,200	(600)	(100.00%)	1,200	1,200	1,200	1,200
6411	Printing and Stationery	10,300	9,566	10,000	12,500	8,188	11,600	11,600	11,600	11,600	900	7.20%	10,000	10,000	10,000	10,000
6412	Publications	3,500	3,672	3,500	3,500	2,393	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500
6416	Travel, Dues and Related	750	680	750	750	640	750	1,650	1,650	1,650	(900)	(120.00%)	750	1,650	1,650	1,650
6418	Uniforms	0	0	0	0	0	2,000	2,000	2,000	2,000	(2,000)	(100.00%)	0	0	0	0
6420	Other	15,000	7,383	15,000	14,770	6,654	12,000	12,000	12,000	12,000	2,770	18.75%	12,000	12,000	12,000	12,000
6421	Legal Notices	6,500	10,099	7,500	17,300	10,677	9,000	9,000	9,000	9,000	8,300	47.98%	9,000	9,000	9,000	9,000
6423	Small Equipment (Non-Capital)	0	14,939	300	300	0	300	300	300	300	0	0.00%	300	300	300	300

Town of Southampton

2024 Adopted Budget

Building Division - 8029

Account Code	Description	2022	2022	2023	2023	2023	2024		2024	2024	2024	2024	2025	2025	2025	2025
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2023 Amended Difference	Adopted / 2023 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6425	Office Supplies	5,500	4,594	6,000	6,000	3,225	6,000	6,000	6,000	6,000	0	0.00%	6,000	6,000	6,000	6,000
6426	Supplies - Other	1,050	1,237	1,000	1,400	1,316	1,000	1,000	1,000	1,000	400	28.57%	1,050	1,050	1,050	1,050
6433	Safety Equipment	2,400	1,225	2,400	2,400	1,698	2,400	2,400	2,400	2,400	0	0.00%	2,400	2,400	2,400	2,400
6450	Schools & Training	1,200	210	1,200	1,200	230	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6466	Telephone - Wireless	5,775	3,791	5,775	5,775	2,832	5,775	5,700	5,700	5,700	75	1.30%	5,775	5,700	5,700	5,700
6477	Copier Leases	9,108	4,198	8,524	5,354	3,794	7,614	7,614	7,614	7,614	(2,260)	(42.21%)	7,614	7,614	7,614	7,614
6490	Consultants	0	0	0	35,000	28,958	20,000	20,000	20,000	20,000	15,000	42.86%	0	0	0	0
	Total Contractual	71,433	76,643	75,549	119,849	79,674	97,339	98,164	98,164	98,164	21,685	18.09%	73,789	74,614	74,614	74,614
	Total Expenditures	2,900,394	2,839,301	3,187,822	3,420,228	2,727,630	3,405,677	3,414,872	3,414,872	3,414,872	5,356	0.16%	3,463,447	3,470,354	3,470,354	3,470,354
	Net Surplus (Deficit)	0	170,241	0	0	(1,104,533)	0	0	0	0			0	0	0	0

CURRENT PLANNING DIVISION - SUMMARY

Department: Current Planning Division

Budget Year: 2024

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: 2024

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: 2024
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8021
Manager: Janice Scherer

NOTES:

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

2024 Planning Fee Schedule

Fee Schedule	2024 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	\$400	
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:

2024 Planning Fee Schedule

Fee Schedule	2024 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	\$300 per parcel	

NOTES:

2024 Planning Fee Schedule

Fee Schedule	2024 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**	
Administrative Review Approvals: 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	
Planning Board Approvals: 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.	\$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	

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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Current Planning Division - 8021													
Confidential Secretary	ADMINSUPPORT	66,113	0	0	66,113	36,756	5,080	7,437	534	49,807	115,920	0.9	100.0
Planner - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	72,197	0	0	72,197	36,756	5,555	8,133	683	51,127	123,324		100.0
Planner Trainee	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	61,197	0	0	61,197	36,756	4,702	6,884	496	48,838	110,035	1.5	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 7	99,933	5,996	0	105,929	18,204	8,195	12,155	2,985	41,539	147,468	9.9	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 1	91,952	5,517	7,859	105,328	1,716	8,184	12,064	2,775	24,739	130,066	11.8	100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / CSEA40HOUR-NEW - O / Step 6	110,084	11,008	0	121,092	36,756	8,419	13,883	3,301	62,359	183,452	22.3	100.0
Principal Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	74,592	5,967	0	80,560	36,756	6,188	9,059	621	52,624	133,184	17.3	100.0
Program Aide I	SEASONAL	5,520	0	0	5,520	0	424	0	61	485	6,005		100.0
Total Current Planning Division - 8021		581,588	28,489	7,859	617,936	203,700	46,747	69,616	11,456	331,519	949,455		

NOTES:

Town of Southampton

2024 Adopted Budget

Current Planning Division - 8021

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	548,379	544,901	596,224	553,007	553,007	706,641	724,064	724,064	724,064	171,057	30.93%	725,080	737,622	737,622	737,622
	Total Real Property Taxes	548,379	544,901	596,224	553,007	553,007	706,641	724,064	724,064	724,064	171,057	30.93%	725,080	737,622	737,622	737,622
Other Revenue:																
1790	Inter-Departmental Revenue	(133,280)	(142,706)	(140,509)	(142,124)	(106,997)	(140,509)	(139,109)	(139,109)	(139,109)	3,015	(2.12%)	(140,509)	(139,109)	(139,109)	(139,109)
2113	Old Filed Maps	4,000	2,500	4,000	4,000	4,900	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	2,000	2,500	2,500	(4,000)	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	122,975	76,000	76,000	51,475	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	152,425	135,000	135,000	118,187	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	6,000	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	192,350	132,000	132,000	59,075	132,000	140,000	140,000	140,000	8,000	6.06%	132,000	145,000	145,000	145,000
	Total Other Revenue	223,220	335,544	215,991	214,376	128,640	215,991	225,391	225,391	225,391	11,015	5.14%	219,991	234,391	234,391	234,391
	Total Revenue	771,599	880,445	812,215	767,383	681,647	922,632	949,455	949,455	949,455	182,072	23.73%	945,071	972,013	972,013	972,013
Salaries:																
6100	Salaries	482,459	413,471	497,656	453,469	375,565	576,067	576,067	576,067	576,067	(122,598)	(27.04%)	594,415	594,415	594,415	594,415
6101	Overtime	0	1,041	0	1,700	1,560	0	0	0	0	1,700	100.00%	0	0	0	0
6105	Part Time Salaries	5,412	0	5,520	3,905	0	5,520	5,520	5,520	5,520	(1,615)	(41.35%)	5,520	5,520	5,520	5,520
6110	Longevity	27,346	20,651	21,466	21,466	26,595	28,489	28,489	28,489	28,489	(7,023)	(32.72%)	29,322	29,322	29,322	29,322
6127	Cash in Lieu of Health Benefits	0	0	0	0	0	6,899	7,859	7,859	7,859	(7,859)	(100.00%)	6,899	7,859	7,859	7,859
	Total Salaries	515,216	435,163	524,643	480,541	403,720	616,976	617,936	617,936	617,936	(137,395)	(28.59%)	636,156	637,116	637,116	637,116
Employee Benefits - Current:																
6810	Employee Retirement - Active	66,147	66,392	60,812	60,812	49,943	67,253	69,616	69,616	69,616	(8,805)	(14.48%)	69,363	71,797	71,797	71,797
6830	FICA Tax Expenditure	39,518	32,165	39,829	39,132	30,071	46,606	46,747	46,747	46,747	(7,615)	(19.46%)	47,512	47,586	47,586	47,586
6835	MTA Tax	1,769	1,436	1,801	1,768	1,177	2,117	2,132	2,132	2,132	(364)	(20.58%)	2,182	2,198	2,198	2,198
6840	Worker's Compensation	4,981	5,086	5,138	5,138	4,770	5,567	9,183	9,183	9,183	(4,044)	(78.71%)	5,744	9,474	9,474	9,474
6860	Medical Insurance - Active Employees	134,412	127,332	170,148	170,148	107,848	170,148	191,688	191,688	191,688	(21,540)	(12.66%)	170,148	191,688	191,688	191,688
6865	Dental & Optical	9,432	8,078	9,720	9,720	6,662	13,824	12,012	12,012	12,012	(2,292)	(23.58%)	13,824	12,012	12,012	12,012
6875	Disability	123	15	123	123	16	141	141	141	141	(18)	(14.29%)	141	141	141	141
	Total Employee Benefits - Current	256,382	240,502	287,572	286,842	200,487	305,655	331,519	331,519	331,519	(44,678)	(15.58%)	308,915	334,896	334,896	334,896
	Total Employee Costs	771,599	675,665	812,214	767,382	604,206	922,631	949,455	949,455	949,455	(182,072)	(23.73%)	945,071	972,012	972,012	972,012
	Total Expenditures	771,599	675,665	812,214	767,382	604,206	922,631	949,455	949,455	949,455	(182,072)	(23.73%)	945,071	972,012	972,012	972,012
	Net Surplus (Deficit)	0	204,780	0	0	77,441	0	0	0	0			0	0	0	0

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION - SUMMARY

Department: Long Range Planning & Economic Development Division

Budget Year: 2024

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: 2024

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: 2024

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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Long Range Planning & Economic Development Division - 8026													
Town Planning Director	ADMINISTRATIVE	134,685	6,735	12,780	154,200	1,716	8,869	17,358	1,326	29,269	183,469	40.2	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	69,189	0	0	69,189	36,756	5,316	7,783	558	50,414	119,603	4.5	100.0
Principal Planner - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 3	94,616	0	0	94,616	36,756	7,426	10,872	2,808	57,862	152,478		100.0
Senior Planner - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	80,125	0	0	80,125	36,756	6,289	9,207	2,380	54,633	134,757		100.0
Total Long Range Planning & Economic Development Division - 8026		378,615	6,735	12,780	398,130	111,984	27,900	45,221	7,072	192,177	590,307		

NOTES:

Town of Southampton

2024 Adopted Budget

Long Range Planning & Economic Development Division - 8026

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	499,843	491,708	546,447	542,358	542,358	573,611	590,307	590,307	590,307	47,949	8.84%	589,006	605,840	605,840	605,840
	Total Real Property Taxes	499,843	491,708	546,447	542,358	542,358	573,611	590,307	590,307	590,307	47,949	8.84%	589,006	605,840	605,840	605,840
	Total Revenue	499,843	491,708	546,447	542,358	542,358	573,611	590,307	590,307	590,307	47,949	8.84%	589,006	605,840	605,840	605,840
Salaries:																
6100	Salaries	343,454	234,999	367,355	363,481	199,073	378,615	378,615	378,615	378,615	(15,134)	(4.16%)	391,611	391,611	391,611	391,611
6103	Accumulated Sick/Personal Days	4,825	3,361	3,033	3,033	2,779	4,921	4,921	4,921	4,921	(1,888)	(62.25%)	4,921	4,921	4,921	4,921
6110	Longevity	10,877	7,343	9,731	9,731	7,616	6,735	6,735	6,735	6,735	2,996	30.79%	6,735	6,735	6,735	6,735
6127	Cash in Lieu of Health Benefits	6,062	6,633	6,899	6,899	3,811	6,899	7,859	7,859	7,859	(960)	(13.92%)	6,899	7,859	7,859	7,859
	Total Salaries	365,218	252,335	387,017	383,143	213,279	397,170	398,130	398,130	398,130	(14,986)	(3.91%)	410,166	411,126	411,126	411,126
Employee Benefits - Current:																
6810	Employee Retirement - Active	46,709	46,881	45,295	45,295	37,199	43,679	45,221	45,221	45,221	74	0.16%	45,110	46,700	46,700	46,700
6830	FICA Tax Expenditure	25,833	19,015	27,275	27,070	15,984	27,728	27,900	27,900	27,900	(830)	(3.07%)	28,522	28,701	28,701	28,701
6835	MTA Tax	1,253	845	1,328	1,318	657	1,362	1,373	1,373	1,373	(55)	(4.19%)	1,407	1,418	1,418	1,418
6840	Worker's Compensation	3,255	3,324	3,453	3,453	3,206	3,557	5,629	5,629	5,629	(2,176)	(63.00%)	3,686	5,840	5,840	5,840
6860	Medical Insurance - Active Employees	51,216	26,119	75,528	75,528	34,819	93,132	105,120	105,120	105,120	(29,592)	(39.18%)	93,132	105,120	105,120	105,120
6865	Dental & Optical	6,288	4,118	6,480	6,480	3,365	6,912	6,864	6,864	6,864	(384)	(5.93%)	6,912	6,864	6,864	6,864
6875	Disability	71	7	71	71	8	71	71	71	71	0	0.00%	71	71	71	71
	Total Employee Benefits - Current	134,624	100,309	159,429	159,214	95,238	176,441	192,177	192,177	192,177	(32,963)	(20.70%)	178,839	194,713	194,713	194,713
	Total Employee Costs	499,843	352,645	546,447	542,358	308,517	573,611	590,307	590,307	590,307	(47,949)	(8.84%)	589,006	605,840	605,840	605,840
	Total Expenditures	499,843	352,645	546,447	542,358	308,517	573,611	590,307	590,307	590,307	(47,949)	(8.84%)	589,006	605,840	605,840	605,840
	Net Surplus (Deficit)	0	139,063	0	0	233,841	0	0	0	0			0	0	0	0

Department Summary

Department: Environment Division

Budget Year: 2024

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: 2024

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: 2024

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

2024 Environment Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Certificate of Coastal and Wetland Compliance and Lot Inspections	\$600	
Letters of Non-Jurisdiction	\$500	
Wetlands Boundary Flagging		
1 ST Acre or less:	\$600	
Each additional Acre:	\$100	
Maximum Fee	\$3,000	
Conservation Board Wetland Permit	\$1,200	
Existing Structures Constructed or Land Disturbed Without Required Conservation Board Wetland Permits (legalization)	\$1,000*	
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)	\$1,000*	
Permit Renewals		
Active Permits	\$500	
Expired Permits	\$600	
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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Environment Division - 8090													
Chief Environmental Analyst	ADMINISTRATIVE	140,201	7,000	5,393	152,594	38,484	8,887	17,499	4,194	69,064	221,657	35.0	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	71,123	4,267	0	75,390	36,756	5,909	8,651	2,129	53,445	128,835	12.0	100.0
Environmental Analyst - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	72,197	0	0	72,197	36,756	5,667	8,296	2,147	52,866	125,063		100.0
Environmental Technician - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	56,396	0	0	56,396	36,756	4,349	6,367	668	48,140	104,536		100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	80,125	3,205	0	83,330	16,560	6,534	9,566	2,391	35,052	118,381	8.1	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 7	61,262	3,676	0	64,937	18,204	5,090	7,451	1,837	32,582	97,519	10.4	100.0
Total Environment Division - 8090		481,302	18,148	5,393	504,843	183,516	36,435	57,831	13,366	291,148	795,991		

NOTES:

ARCHITECTURAL REVIEW BOARD - SUMMARY

Department: Architectural Review Board

Budget Year: 2024

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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Architectural Review Board - 8013													
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	408	597	67	1,071	6,371		100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	408	597	67	1,071	6,371		100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	408	597	67	1,071	6,371		100.0
Architectural Review Board	APPOINTBOARD	6,300	0	0	6,300	0	485	710	76	1,270	7,570	23.0	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	408	597	67	1,071	6,371	1.2	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	408	597	67	1,071	6,371	12.6	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	408	597	67	1,071	6,371	16.0	100.0
Total Architectural Review Board - 8013		38,100	0	0	38,100	0	2,932	4,292	475	7,698	45,798		

NOTES:

Town of Southampton

2024 Adopted Budget

Architectural Review Board - 8013

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	31,689	43,872	43,426	43,426	32,570	59,573	45,798	45,798	45,798	2,372	5.46%	59,573	45,798	45,798	45,798	
	Total Other Revenue	31,689	43,872	43,426	43,426	32,570	59,573	45,798	45,798	45,798	2,372	5.46%	59,573	45,798	45,798	45,798	
	Total Revenue	31,689	43,872	43,426	43,426	32,570	59,573	45,798	45,798	45,798	2,372	5.46%	59,573	45,798	45,798	45,798	
	Salaries:																
6100	Salaries	26,000	34,125	36,000	36,000	28,166	39,600	38,100	38,100	38,100	(2,100)	(5.83%)	39,600	38,100	38,100	38,100	
	Total Salaries	26,000	34,125	36,000	36,000	28,166	39,600	38,100	38,100	38,100	(2,100)	(5.83%)	39,600	38,100	38,100	38,100	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	3,360	4,312	4,200	4,200	3,450	4,341	4,292	4,292	4,292	(92)	(2.18%)	4,341	4,292	4,292	4,292	
6830	FICA Tax Expenditure	2,001	2,611	2,770	2,770	2,155	3,047	2,932	2,932	2,932	(162)	(5.84%)	3,047	2,932	2,932	2,932	
6835	MTA Tax	89	116	123	123	91	135	130	130	130	(7)	(5.80%)	135	130	130	130	
6840	Worker's Compensation	151	159	209	209	194	230	221	221	221	(12)	(5.83%)	230	221	221	221	
6865	Dental & Optical	0	0	0	0	0	12,096	0	0	0	0	0.00%	12,096	0	0	0	
6875	Disability	88	51	123	123	45	123	123	123	123	0	0.00%	123	123	123	123	
	Total Employee Benefits - Current	5,689	7,248	7,426	7,426	5,935	19,973	7,698	7,698	7,698	(273)	(3.67%)	19,973	7,698	7,698	7,698	
	Total Employee Costs	31,689	41,372	43,426	43,426	34,101	59,573	45,798	45,798	45,798	(2,373)	(5.46%)	59,573	45,798	45,798	45,798	
	Total Expenditures	31,689	41,372	43,426	43,426	34,101	59,573	45,798	45,798	45,798	(2,373)	(5.46%)	59,573	45,798	45,798	45,798	
	Net Surplus (Deficit)	0	2,500	0	0	(1,532)	0	0	0	0			0	0	0	0	

CONSERVATION BOARD - SUMMARY

Department: Conservation Board

Budget Year: 2024

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8730

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Southamptton 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 Southamptton 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 Southamptton 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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Conservation Board - 8730													
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	485	710	76	1,270	7,570	9.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	485	710	76	1,270	7,570	28.0	100.0
Conservation Board	APPOINTBOARD	7,900	0	0	7,900	0	608	890	90	1,588	9,488	34.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	485	710	76	1,270	7,570	16.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	485	710	76	1,270	7,570		100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	485	710	76	1,270	7,570	26.9	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	485	710	76	1,270	7,570	18.6	100.0
Total Conservation Board - 8730		45,700	0	0	45,700	0	3,516	5,148	545	9,209	54,909		

NOTES:

Town of Southampton

2024 Adopted Budget

Conservation Board - 8730

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	52,994	52,994	52,447	52,447	39,335	69,438	54,909	54,909	54,909	2,462	4.69%	69,438	54,909	54,909	54,909	
	Total Other Revenue	52,994	52,994	52,447	52,447	39,335	69,438	54,909	54,909	54,909	2,462	4.69%	69,438	54,909	54,909	54,909	
	Total Revenue	52,994	52,994	52,447	52,447	39,335	69,438	54,909	54,909	54,909	2,462	4.69%	69,438	54,909	54,909	54,909	
	Salaries:																
6100	Salaries	43,500	40,000	43,500	43,500	38,063	47,850	45,700	45,700	45,700	(2,200)	(5.06%)	47,850	45,700	45,700	45,700	
	Total Salaries	43,500	40,000	43,500	43,500	38,063	47,850	45,700	45,700	45,700	(2,200)	(5.06%)	47,850	45,700	45,700	45,700	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	5,622	5,643	5,075	5,075	1,508	5,246	5,148	5,148	5,148	(73)	(1.43%)	5,246	5,148	5,148	5,148	
6830	FICA Tax Expenditure	3,347	3,060	3,347	3,347	2,912	3,682	3,516	3,516	3,516	(169)	(5.06%)	3,682	3,516	3,516	3,516	
6835	MTA Tax	149	136	149	149	123	164	156	156	156	(7)	(5.03%)	164	156	156	156	
6840	Worker's Compensation	252	258	252	252	234	278	265	265	265	(13)	(5.06%)	278	265	265	265	
6865	Dental & Optical	0	0	0	0	0	12,096	0	0	0	0	0.00%	12,096	0	0	0	
6875	Disability	123	44	123	123	51	123	123	123	123	0	0.00%	123	123	123	123	
	Total Employee Benefits - Current	9,494	9,140	8,947	8,947	4,828	21,588	9,209	9,209	9,209	(262)	(2.93%)	21,588	9,209	9,209	9,209	
	Total Employee Costs	52,994	49,140	52,447	52,447	42,891	69,438	54,909	54,909	54,909	(2,462)	(4.69%)	69,438	54,909	54,909	54,909	
	Total Expenditures	52,994	49,140	52,447	52,447	42,891	69,438	54,909	54,909	54,909	(2,462)	(4.69%)	69,438	54,909	54,909	54,909	
	Net Surplus (Deficit)	0	3,854	0	0	(3,556)	0	0	0	0			0	0	0	0	

LANDMARKS & HISTORIC DISTRICT BOARD - SUMMARY

Department: Landmarks & Historic Districts Board

Budget Year: 2024

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.

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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Landmarks & Historic Districts Board - 8022													
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936	1.9	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,100	0	0	2,100	0	162	237	37	435	2,535	6.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936	6.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	0	123	180	32	336	1,936	9.0	100.0
Total Landmarks & Historic Districts Board - 8022		18,100	0	0	18,100	0	1,393	2,039	361	3,793	21,893		

NOTES:

Town of Southampton

2024 Adopted Budget

Landmarks & Historic Districts Board - 8022

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	20,856	20,856	20,642	20,642	15,482	41,563	21,893	21,893	21,893	1,251	6.06%	41,563	21,893	21,893	21,893	
	Total Other Revenue	20,856	20,856	20,642	20,642	15,482	41,563	21,893	21,893	21,893	1,251	6.06%	41,563	21,893	21,893	21,893	
	Total Revenue	20,856	20,856	20,642	20,642	15,482	41,563	21,893	21,893	21,893	1,251	6.06%	41,563	21,893	21,893	21,893	
	Salaries:																
6100	Salaries	17,000	12,500	17,000	17,000	13,625	18,700	18,100	18,100	18,100	(1,100)	(6.47%)	18,700	18,100	18,100	18,100	
	Total Salaries	17,000	12,500	17,000	17,000	13,625	18,700	18,100	18,100	18,100	(1,100)	(6.47%)	18,700	18,100	18,100	18,100	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	2,197	2,205	1,983	1,983	1,629	2,050	2,039	2,039	2,039	(56)	(2.80%)	2,050	2,039	2,039	2,039	
6830	FICA Tax Expenditure	1,308	956	1,308	1,308	1,042	1,439	1,393	1,393	1,393	(85)	(6.47%)	1,439	1,393	1,393	1,393	
6835	MTA Tax	58	42	58	58	44	64	62	62	62	(4)	(6.43%)	64	62	62	62	
6840	Worker's Compensation	99	101	99	99	92	108	105	105	105	(6)	(6.47%)	108	105	105	105	
6865	Dental & Optical	0	0	0	0	0	19,008	0	0	0	0	0.00%	19,008	0	0	0	
6875	Disability	194	51	194	194	58	194	194	194	194	0	0.00%	194	194	194	194	
	Total Employee Benefits - Current	3,856	3,355	3,642	3,642	2,865	22,863	3,793	3,793	3,793	(150)	(4.12%)	22,863	3,793	3,793	3,793	
	Total Employee Costs	20,856	15,855	20,642	20,642	16,490	41,563	21,893	21,893	21,893	(1,250)	(6.06%)	41,563	21,893	21,893	21,893	
	Total Expenditures	20,856	15,855	20,642	20,642	16,490	41,563	21,893	21,893	21,893	(1,250)	(6.06%)	41,563	21,893	21,893	21,893	
	Net Surplus (Deficit)	0	5,001	0	0	(1,009)	0	0	0	0			0	0	0	0	

LICENSING REVIEW BOARD - SUMMARY

Department: Licensing Review Board

Budget Year: 2024

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.
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.

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.

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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Licensing Review Board - 8016													
Licensing Review Board	APPOINTBOARD	4,200	0	0	4,200	0	323	473	56	853	5,053		100.0
Licensing Review Board	APPOINTBOARD	4,200	0	0	4,200	0	323	473	56	853	5,053	15.0	100.0
Licensing Review Board	APPOINTBOARD	5,300	0	0	5,300	0	408	597	67	1,071	6,371	31.8	100.0
Licensing Review Board	APPOINTBOARD	4,200	0	0	4,200	0	323	473	56	853	5,053	14.0	100.0
Licensing Review Board	APPOINTBOARD	4,200	0	0	4,200	0	323	473	56	853	5,053		100.0
Total Licensing Review Board - 8016		22,100	0	0	22,100	0	1,700	2,490	292	4,482	26,582		

NOTES:

Town of Southampton

2024 Adopted Budget

Licensing Review Board - 8016

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	25,612	25,612	25,348	25,348	19,011	36,351	26,582	26,582	26,582	1,234	4.87%	36,351	26,582	26,582	26,582	
	Total Other Revenue	25,612	25,612	25,348	25,348	19,011	36,351	26,582	26,582	26,582	1,234	4.87%	36,351	26,582	26,582	26,582	
	Total Revenue	25,612	25,612	25,348	25,348	19,011	36,351	26,582	26,582	26,582	1,234	4.87%	36,351	26,582	26,582	26,582	
	Salaries:																
6100	Salaries	21,000	20,667	21,000	21,000	16,209	23,100	22,100	22,100	22,100	(1,100)	(5.24%)	23,100	22,100	22,100	22,100	
	Total Salaries	21,000	20,667	21,000	21,000	16,209	23,100	22,100	22,100	22,100	(1,100)	(5.24%)	23,100	22,100	22,100	22,100	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	2,714	2,724	2,450	2,450	2,012	2,533	2,490	2,490	2,490	(39)	(1.61%)	2,533	2,490	2,490	2,490	
6830	FICA Tax Expenditure	1,616	1,581	1,616	1,616	1,240	1,777	1,700	1,700	1,700	(85)	(5.24%)	1,777	1,700	1,700	1,700	
6835	MTA Tax	72	70	72	72	53	79	76	76	76	(4)	(5.21%)	79	76	76	76	
6840	Worker's Compensation	122	124	122	122	113	134	128	128	128	(6)	(5.24%)	134	128	128	128	
6865	Dental & Optical	0	0	0	0	0	8,640	0	0	0	0	0.00%	8,640	0	0	0	
6875	Disability	88	36	88	88	30	88	88	88	88	0	0.00%	88	88	88	88	
	Total Employee Benefits - Current	4,612	4,536	4,348	4,348	3,448	13,251	4,482	4,482	4,482	(134)	(3.09%)	13,251	4,482	4,482	4,482	
	Total Employee Costs	25,612	25,203	25,348	25,348	19,656	36,351	26,582	26,582	26,582	(1,234)	(4.87%)	36,351	26,582	26,582	26,582	
	Total Expenditures	25,612	25,203	25,348	25,348	19,656	36,351	26,582	26,582	26,582	(1,234)	(4.87%)	36,351	26,582	26,582	26,582	
	Net Surplus (Deficit)	0	409	0	0	(645)	0	0	0	0			0	0	0	0	

PLANNING BOARD - SUMMARY

Department: Planning Board

Budget Year: 2024

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: 2024

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Janice Scherer

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.

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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Planning Board - 8020													
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	4.0	100.0
Planning Board	APPOINTBOARD	15,300	0	0	15,300	19,464	1,177	1,724	159	22,523	37,823	30.8	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	6.0	100.0
Planning Board	APPOINTBOARD	18,400	0	0	18,400	0	1,416	2,073	187	3,676	22,076	21.8	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	1.6	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	2.0	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	19.0	100.0
Total Planning Board - 8020		99,700	0	0	99,700	19,464	7,671	11,231	1,043	39,409	139,109		

NOTES:

Town of Southampton

2024 Adopted Budget

Planning Board - 8020

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	133,280	133,280	140,509	142,124	106,997	153,772	139,109	139,109	139,109	(3,015)	(2.12%)	153,772	139,109	139,109	139,109	
	Total Other Revenue	133,280	133,280	140,509	142,124	106,997	153,772	139,109	139,109	139,109	(3,015)	(2.12%)	153,772	139,109	139,109	139,109	
	Total Revenue	133,280	133,280	140,509	142,124	106,997	153,772	139,109	139,109	139,109	(3,015)	(2.12%)	153,772	139,109	139,109	139,109	
	Salaries:																
6100	Salaries	94,500	92,937	94,500	94,500	82,687	103,950	99,700	99,700	99,700	(5,200)	(5.50%)	103,950	99,700	99,700	99,700	
6103	Accumulated Sick/Personal Days	0	0	3,881	3,881	0	0	0	0	0	3,881	100.00%	0	0	0	0	
6110	Longevity	0	0	4,036	4,036	0	0	0	0	0	4,036	100.00%	0	0	0	0	
	Total Salaries	94,500	92,937	102,417	102,417	82,687	103,950	99,700	99,700	99,700	2,717	2.65%	103,950	99,700	99,700	99,700	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	12,214	12,259	11,944	11,944	9,809	11,396	11,231	11,231	11,231	713	5.97%	11,396	11,231	11,231	11,231	
6830	FICA Tax Expenditure	7,271	6,000	7,877	7,877	5,355	7,998	7,671	7,671	7,671	205	2.61%	7,998	7,671	7,671	7,671	
6835	MTA Tax	323	267	350	350	227	355	341	341	341	9	2.62%	355	341	341	341	
6840	Worker's Compensation	548	560	548	548	509	603	578	578	578	(30)	(5.50%)	603	578	578	578	
6860	Medical Insurance - Active Employees	15,156	16,660	17,250	17,250	18,030	17,250	19,464	19,464	19,464	(2,214)	(12.83%)	17,250	19,464	19,464	19,464	
6865	Dental & Optical	3,144	3,227	0	1,615	1,413	12,096	0	0	0	1,615	100.00%	12,096	0	0	0	
6875	Disability	123	44	123	123	45	123	123	123	123	0	0.00%	123	123	123	123	
	Total Employee Benefits - Current	38,780	39,016	38,092	39,707	35,388	49,822	39,409	39,409	39,409	298	0.75%	49,822	39,409	39,409	39,409	
	Total Employee Costs	133,280	131,954	140,509	142,124	118,075	153,772	139,109	139,109	139,109	3,015	2.12%	153,772	139,109	139,109	139,109	
	Total Expenditures	133,280	131,954	140,509	142,124	118,075	153,772	139,109	139,109	139,109	3,015	2.12%	153,772	139,109	139,109	139,109	
	Net Surplus (Deficit)	0	1,326	0	0	(11,079)	0	0	0	0			0	0	0	0	

ZONING BOARD OF APPEALS - SUMMARY

Department: Zoning Board of Appeals

Budget Year: 2024

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 1/1/24	Alloc. %
Land Management Department													
Land Management Summary													
Zoning Board of Appeals - 8012													
Zoning Board of Appeals	APPOINTBOARD	18,400	0	0	18,400	8,244	1,416	2,073	187	11,920	30,320	21.8	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	10.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	1.8	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	26.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	6.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,016	1,487	139	2,642	15,842	1.9	100.0
Zoning Board of Appeals	APPOINTBOARD	15,300	0	0	15,300	0	1,177	1,724	159	3,059	18,359	2.8	100.0
Total Zoning Board of Appeals - 8012		99,700	0	0	99,700	8,244	7,671	11,231	1,043	28,189	127,889		

NOTES:

Town of Southampton

2024 Adopted Budget

Zoning Board of Appeals - 8012

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
	Other Revenue:															
1790	Inter-Departmental Revenue	123,200	123,200	134,695	134,695	101,021	157,426	127,889	127,889	127,889	(6,806)	(5.05%)	157,426	127,889	127,889	127,889
	Total Other Revenue	123,200	123,200	134,695	134,695	101,021	157,426	127,889	127,889	127,889	(6,806)	(5.05%)	157,426	127,889	127,889	127,889
	Total Revenue	123,200	123,200	134,695	134,695	101,021	157,426	127,889	127,889	127,889	(6,806)	(5.05%)	157,426	127,889	127,889	127,889
	Salaries:															
6100	Salaries	94,500	86,416	94,500	94,500	81,937	103,950	99,700	99,700	99,700	(5,200)	(5.50%)	103,950	99,700	99,700	99,700
	Total Salaries	94,500	86,416	94,500	94,500	81,937	103,950	99,700	99,700	99,700	(5,200)	(5.50%)	103,950	99,700	99,700	99,700
	Employee Benefits - Current:															
6810	Employee Retirement - Active	12,214	12,259	11,026	11,026	9,055	11,396	11,231	11,231	11,231	(206)	(1.86%)	11,396	11,231	11,231	11,231
6830	FICA Tax Expenditure	7,271	6,025	7,271	7,271	5,700	7,998	7,671	7,671	7,671	(400)	(5.50%)	7,998	7,671	7,671	7,671
6835	MTA Tax	323	268	323	323	241	355	341	341	341	(18)	(5.49%)	355	341	341	341
6840	Worker's Compensation	548	560	548	548	509	603	578	578	578	(30)	(5.50%)	603	578	578	578
6860	Medical Insurance - Active Employees	6,648	7,211	20,904	20,904	7,063	20,904	8,244	8,244	8,244	12,660	60.56%	20,904	8,244	8,244	8,244
6865	Dental & Optical	1,572	7	0	0	0	12,096	0	0	0	0	0.00%	12,096	0	0	0
6875	Disability	123	48	123	123	51	123	123	123	123	0	0.00%	123	123	123	123
	Total Employee Benefits - Current	28,700	26,376	40,195	40,195	22,619	53,476	28,189	28,189	28,189	12,006	29.87%	53,476	28,189	28,189	28,189
	Total Employee Costs	123,200	112,793	134,695	134,695	104,556	157,426	127,889	127,889	127,889	6,806	5.05%	157,426	127,889	127,889	127,889
	Total Expenditures	123,200	112,793	134,695	134,695	104,556	157,426	127,889	127,889	127,889	6,806	5.05%	157,426	127,889	127,889	127,889
	Net Surplus (Deficit)	0	10,407	0	0	(3,535)	0	0	0	0			0	0	0	0