

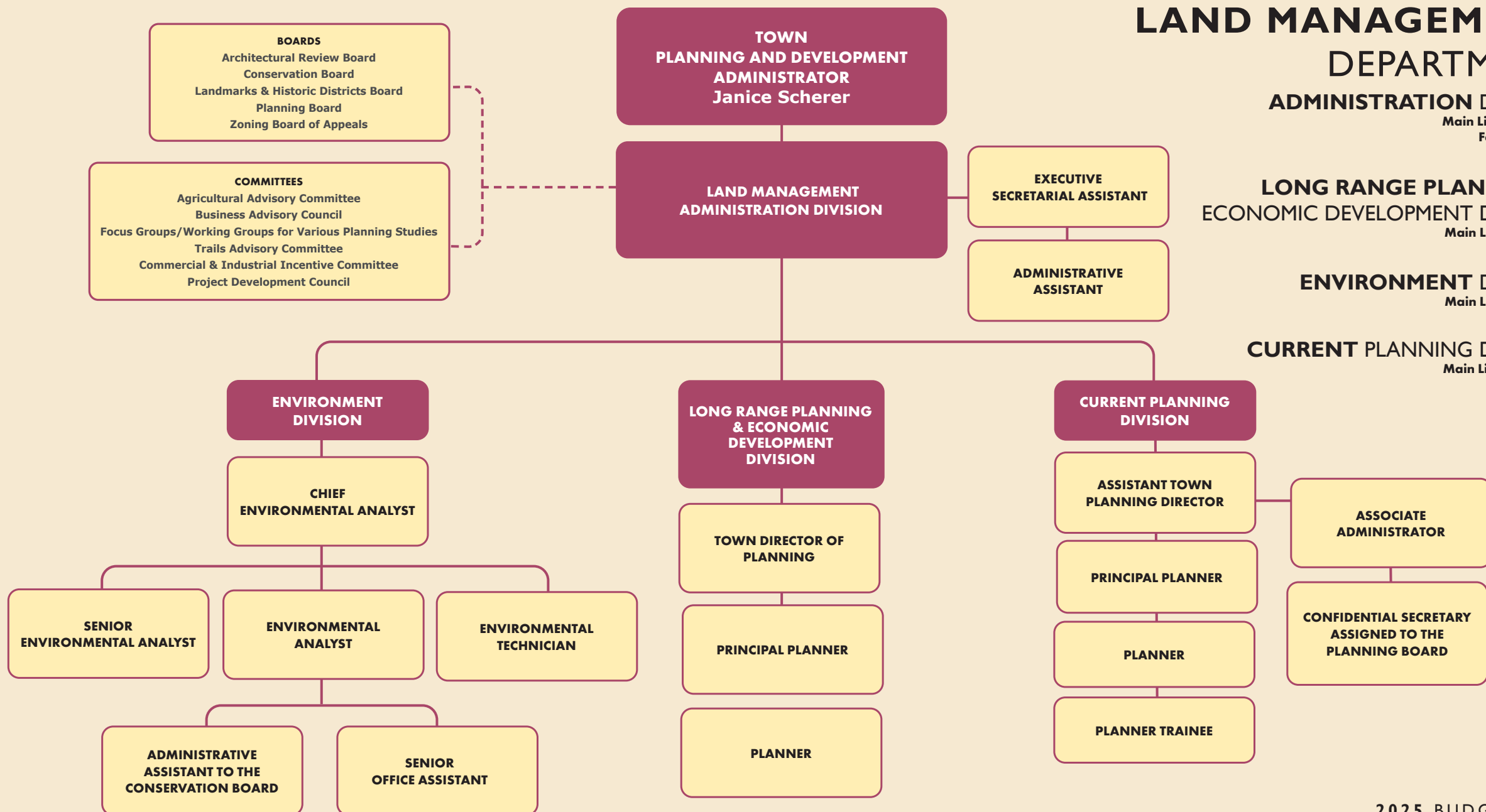
# 2025 ORGANIZATIONAL CHART LAND MANAGEMENT DEPARTMENT

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

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

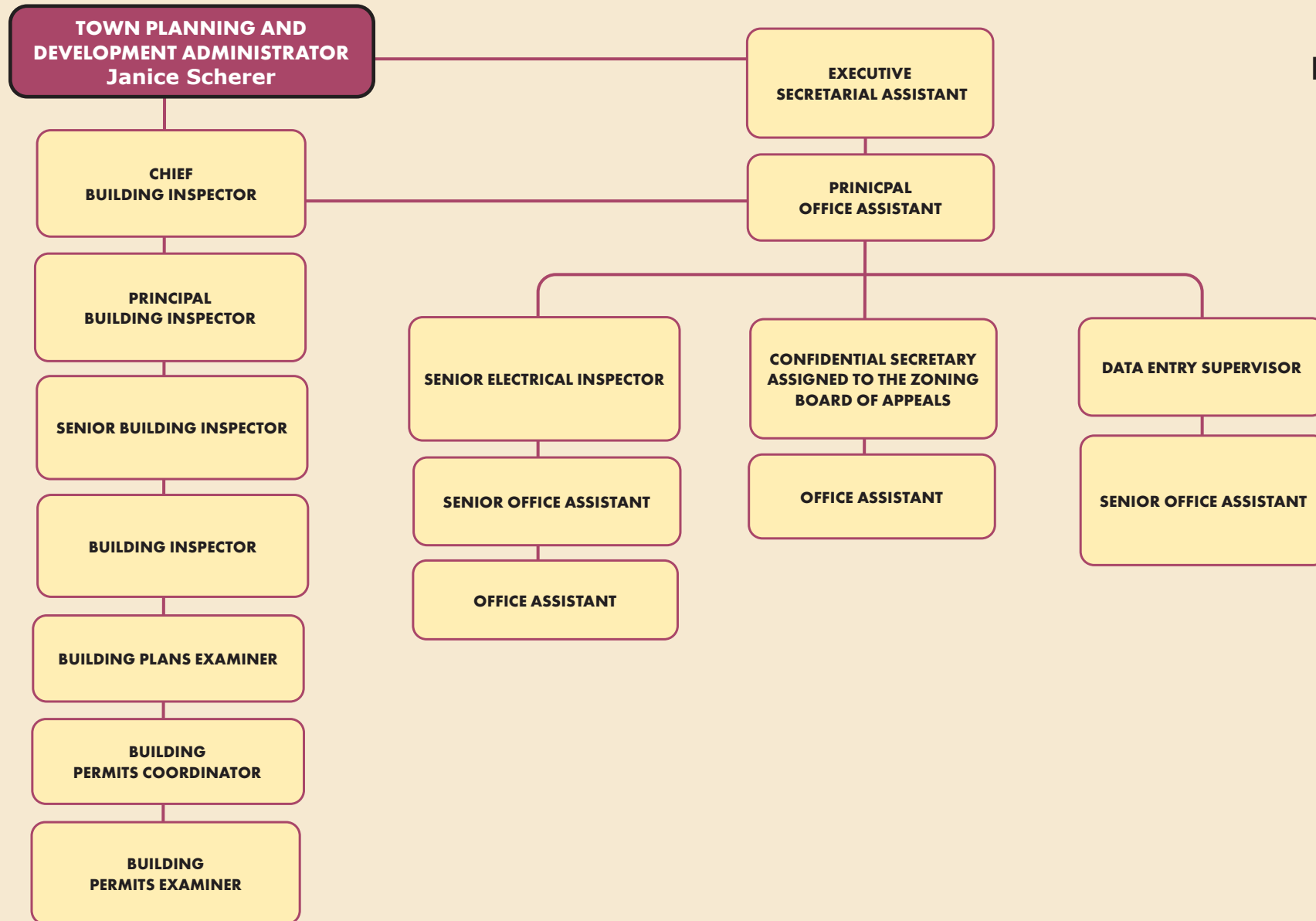
**ENVIRONMENT DIVISION**  
Main Line: 287-5710

**CURRENT PLANNING DIVISION**  
Main Line: 287-5735





2025 ORGANIZATIONAL CHART  
**LAND MANAGEMENT**  
**DEPARTMENT**  
**BUILDING DIVISION**  
 Main Line: 287-5700





## LAND MANAGEMENT ADMIN - SUMMARY

*Department: Land Management Administration*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8025

**Manager:** Janice Scherer

**NOTES:**

### **Departmental Mission & Responsibilities:**

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

# Department Summary

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*Department: Land Management Administration*

**Budget Year:** 2025

**Cost Center #:** 8025

**Division:** Land Management Department

**Manager:** Janice Scherer

**Tax District:** Part Town Land Management (03)

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## **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.

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**NOTES:**

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# Department Summary

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*Department: Land Management Administration*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8025

**Manager:** Janice Scherer

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## **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.

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**NOTES:**

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# 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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Land Management Administration - 8025</b>													
Town Planning & Dev Administrator	ADMINISTRATIVE	157,966	7,000	8,566	173,532	1,716	9,144	21,132	1,004	32,996	206,528	21.6	100.0
Secretarial Assistant	ADMINSUPPORT	94,489	4,725	0	99,214	42,396	7,681	12,199	1,550	63,826	163,040	33.9	100.0
<b>Total Land Management Administration - 8025</b>		<b>252,456</b>	<b>11,725</b>	<b>8,566</b>	<b>272,747</b>	<b>44,112</b>	<b>16,825</b>	<b>33,331</b>	<b>2,554</b>	<b>96,821</b>	<b>369,568</b>		

**NOTES:**

# Town of Southampton

## 2025 Adopted Budget

### Land Management Administration - 8025

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	
<b>Real Property Taxes:</b>																	
1001	Property Taxes	0	3,600	0	2,645	2,645	0	0	0	0	(2,645)	(100.00%)	0	0	0	0	
	<b>Total Real Property Taxes</b>	0	3,600	0	2,645	2,645	0	0	0	0	(2,645)	(100.00%)	0	0	0	0	
<b>Other Revenue:</b>																	
1081	Other Payments In Lieu Of Taxes	25,000	22,604	25,000	25,000	20,190	25,000	20,000	20,000	20,000	(5,000)	(20.00%)	25,000	25,000	25,000	25,000	
1790	Inter-Departmental Revenue	389,160	389,160	399,229	399,229	299,421	418,594	426,743	432,454	432,454	33,225	8.32%	425,254	431,872	437,726	437,726	
	<b>Total Other Revenue</b>	414,160	411,763	424,229	424,229	319,611	443,594	446,743	452,454	452,454	28,225	6.65%	450,254	456,872	462,726	462,726	
	<b>Total Revenue</b>	<b>414,160</b>	<b>415,363</b>	<b>424,229</b>	<b>426,874</b>	<b>322,256</b>	<b>443,594</b>	<b>446,743</b>	<b>452,454</b>	<b>452,454</b>	<b>25,580</b>	<b>5.99%</b>	<b>450,254</b>	<b>456,872</b>	<b>462,726</b>	<b>462,726</b>	
<b>Salaries:</b>																	
6100	Salaries	236,958	229,821	235,567	235,567	206,121	241,456	247,456	252,456	252,456	(16,889)	(7.17%)	247,492	253,642	258,767	258,767	
6110	Longevity	11,341	11,354	11,463	11,463	11,463	11,575	11,725	11,725	11,725	(262)	(2.29%)	11,575	11,725	11,725	11,725	
6127	Cash in Lieu of Health Benefits	6,899	7,518	7,859	7,859	4,041	8,647	8,566	8,566	8,566	(707)	(9.00%)	8,647	8,566	8,566	8,566	
	<b>Total Salaries</b>	255,198	248,693	254,889	254,889	221,625	261,678	267,747	272,747	272,747	(17,858)	(7.01%)	267,714	273,933	279,058	279,058	
<b>Employee Benefits - Current:</b>																	
6810	Employee Retirement - Active	29,739	29,081	28,687	28,687	23,685	32,606	32,722	33,331	33,331	(4,645)	(16.19%)	33,358	33,479	34,103	34,103	
6830	FICA Tax Expenditure	16,030	18,484	16,171	16,171	16,568	16,415	16,752	16,825	16,825	(654)	(4.04%)	16,646	16,990	17,065	17,065	
6835	MTA Tax	872	822	871	871	665	894	916	933	933	(62)	(7.11%)	915	937	954	954	
6840	Worker's Compensation	1,176	1,297	1,241	1,241	1,034	1,272	1,573	1,585	1,585	(344)	(27.73%)	1,304	1,612	1,625	1,625	
6860	Medical Insurance - Active Employees	32,334	35,860	36,768	36,768	33,465	41,076	40,680	40,680	40,680	(3,912)	(10.64%)	41,076	40,680	40,680	40,680	
6865	Dental & Optical	3,240	3,297	3,432	3,432	2,851	3,432	3,432	3,432	3,432	0	0.00%	3,432	3,432	3,432	3,432	
6875	Disability	35	16	35	35	13	35	35	35	35	0	0.00%	35	35	35	35	
	<b>Total Employee Benefits - Current</b>	83,426	88,857	87,205	87,205	78,280	95,731	96,110	96,821	96,821	(9,617)	(11.03%)	96,766	97,166	97,895	97,895	
	<b>Total Employee Costs</b>	<b>338,624</b>	<b>337,550</b>	<b>342,093</b>	<b>342,093</b>	<b>299,905</b>	<b>357,408</b>	<b>363,857</b>	<b>369,568</b>	<b>369,568</b>	<b>(27,475)</b>	<b>(8.03%)</b>	<b>364,480</b>	<b>371,099</b>	<b>376,953</b>	<b>376,953</b>	
<b>Contractual:</b>																	
6401	Contracts	47,113	45,813	47,313	47,313	45,813	47,313	47,313	47,313	47,313	0	0.00%	47,500	47,500	47,500	47,500	
6411	Printing and Stationery	350	2,647	3,000	3,000	1,845	3,000	3,000	3,000	3,000	0	0.00%	2,500	2,500	2,500	2,500	
6412	Publications	200	305	1,400	1,400	386	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	1,948	3,400	3,400	1,372	3,400	2,400	2,400	2,400	1,000	29.40%	3,400	3,400	3,400	3,400	
6420	Other	250	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300	
6421	Legal Notices	7,000	6,855	8,000	8,000	7,277	10,000	10,000	10,000	10,000	(2,000)	(25.00%)	10,000	10,000	10,000	10,000	
6423	Small Equipment (Non-Capital)	400	0	400	3,045	2,989	400	400	400	400	2,645	86.86%	400	400	400	400	
6425	Office Supplies	3,500	3,051	3,500	3,500	2,503	3,500	3,200	3,200	3,200	300	8.57%	3,500	3,500	3,500	3,500	
6426	Supplies - Other	250	178	250	450	303	300	300	300	300	150	33.33%	300	300	300	300	
6444	Mileage Reimbursement	250	132	250	50	0	250	250	250	250	(200)	(400.00%)	250	250	250	250	
6450	Schools & Training	2,500	160	3,000	3,000	714	5,000	3,000	3,000	3,000	0	0.00%	5,000	5,000	5,000	5,000	
6466	Telephone - Wireless	1,323	1,435	1,323	1,323	925	1,323	1,323	1,323	1,323	0	0.00%	1,323	1,323	1,323	1,323	
	<b>Total Contractual</b>	65,536	62,523	72,136	74,781	64,125	76,186	72,886	72,886	72,886	1,895	2.53%	75,773	75,773	75,773	75,773	

**Town of Southampton**  
**2025 Adopted Budget**  
**Land Management Administration - 8025**

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
	<b>Debt Service:</b>															
6900	Interfund Transfer Expense	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	<b>Total Debt Service</b>	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	<b>Total Expenditures</b>	<b>414,160</b>	<b>410,073</b>	<b>424,229</b>	<b>426,874</b>	<b>374,030</b>	<b>443,594</b>	<b>446,743</b>	<b>452,454</b>	<b>452,454</b>	<b>(25,580)</b>	<b>(5.99%)</b>	<b>450,254</b>	<b>456,872</b>	<b>462,726</b>	<b>462,726</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>5,290</b>	<b>0</b>	<b>0</b>	<b>(51,774)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2025 Town Board Zoning Amendment Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>Public Work Session for Change of Zone</b>	<b>\$500</b>	<b>\$500</b>
<b>Formal</b> Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map* <i>(Except for Agricultural Conservation District)</i>		
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	\$3,000	
Agricultural Conservation District**	\$2,500	
Public hearing (includes radius map, mailing list, posters & hearing notice publications)	\$200	
Sanitary Flow Transfers	\$500	
Moratorium Exemptions	\$1,000	
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 Chapter 330-Article X.1		

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**NOTES:**

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## BUILDING & ZONING DIVISION - SUMMARY

*Department: Building Division*

**Budget Year:** 2025

**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

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*Department: Building Division*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8029

**Manager:** Janice Scherer

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## **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.

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**NOTES:**

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# Department Summary

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*Department: Building Division*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8029

**Manager:** Janice Scherer

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## **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.

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**NOTES:**

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## 2025 Building and Zoning Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>Residential Applications</b>		
*Two Year Fees are calculated as follows:		
<b>NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES</b>		
RESIDENTIAL APPLICATIONS		
Estimated Construction Cost (ECC) Schedule		
Up to 2000	\$.50 per sq. ft.	
2001-3000	\$.80 per sq. ft.	
3001-4000	\$1.20 per sq. ft.	
4001-5000	\$1.60 per sq. ft.	
5001 and Over*	\$2.50 per sq. ft.	
New Dwellings and Additions & Renovations, including Porches, Breezeways, Carports & Manufactured Homes & Carriage Houses	See above fee schedule	
New or Additions to Garage or Accessory Building including Barn, Gazebo, Greenhouse or Shed (unfinished space)	\$.50 per sq. ft.	
Accessory Building with Finished Interior Space	\$1.50 per sq. ft.	
Accessory Building with Unfinished Interior Space	\$.50 per sq. ft.	
Decks, Patios (Unroofed) ex: Terrace	\$.50 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 - \$500 Gunite Pool - \$1,000 Above Ground Pool - \$200 Hot tub Spa - \$400	
Tennis Court, Pickleball & Paddle Ball Courts	\$1,000	
Sports Court – Basketball, Bocce Ball, etc.	\$500	

**NOTES:**

## 2025 Building and Zoning Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>MISCELLANEOUS APPLICATIONS</b>		
Demolition of Partial or Whole Structure	\$ .40 per sq. ft.	
Demolition of Non-Roofed Structures	\$50 per item	
Plumbing Fixtures	\$15 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$300	
Updated Certificate of Occupancy	\$300	
Property Searches	\$50	
Coastal Erosion Management Permit	\$1,500	
Signs	\$10 per sq ft	
Fence – Greater than 4 ft. up to 6 ft.	\$.10 per linear ft.	
Heating Systems (ex: Pool/Spa Heater, Generator, Fuel Conversion)	\$300 per item	
Outdoor Kitchen (Seasonal)	\$600	
Fireplace, Wood Burning Stove, Brick Oven, Built In BBQ, Outdoor Fire Pit	\$300 per item	
Awning	\$200 per Awning	
Outdoor Shower	\$200	
Elevator	\$1,000	
Battery Storage	1-80kw: \$100 81-600kw: \$200 601+kw: \$400	
Entry Gates with Piers	\$350 per set	
Geothermal	\$500	
Residential Solar (single family)	\$400	
Wind energy conversion System	\$600 per turbine	
Relocation of Existing Structure	\$1,000	
Land Disturbance greater than 2,000 sq. ft.	\$600	
Landmarks Historic District Board Review Pursuant to Town Code Section 123-9	\$75	
<b>AMENDMENTS / RENEWALS / EXPEDITED</b>		
Amendments to Building Permits	\$50 minimum fee + Total Amended Sq. Ft. times either \$.20, \$.50 or \$1.00 for 1st Amendment calculated at time of submittal. Same for each additional amendment. Plus additional fee associated w/additional work.	
Six Month Extension (up to four)	1st Ext. \$150 2nd Ext. \$300 3rd Ext. \$450 4th Ext. \$600	
Expedited Building Plan Review	\$1,000	
Expedited Certificate of Occupancy and Certificate of Compliance Issuance	\$600	

**NOTES:**

## 2025 Building and Zoning Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>Commercial Applications - All Permits Valid for Two (2) Years</b>		
*Two Year Fees are calculated follows:		
<b>NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES</b>		
<b>COMMERCIAL APPLICATIONS</b>		
New, Additions, Renovations including Commercial Buildings, Multi-Family/Apartments, Hotel, Motel	\$1.50 per sq. ft.	
New Additions, Renovations including Storage Warehouse, Commercial	\$.50 per sq. ft.	
New Additions, Renovations including Storage Warehouse, Agricultural	\$.30 per sq. ft.	
Commercial Compliance Certificate	\$300	
Change of Tenancy/Use	\$100	
<b>MISCELLANEOUS APPLICATIONS - All Permits Valid for Two (2) Years</b>		
Demolition of Partial or Whole Structure		
Demolition of Non-Roofed Structures	\$.40 per sq. ft.	\$50 per item
Accessory Structure	\$1.50 per sq. ft.	
Foundation	\$1.50 per sq. ft. (\$1,000 minimum fee)	
Plumbing Fixtures	\$15 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$300	
Updated Certificate of Occupancy	\$300	
Property Searches	\$50	
Coastal Erosion Management Permit	\$1,500	
Signs	\$10 per sq ft (\$50 minimum fee)	
Radio Antenna/Communication Tower/Satellite Dish as per Town Code Section 330-301	\$200 per item	
Transmission Support Structure	\$1,000	
Equipment Shelter	\$.50 per sq. ft.	
Pool/Water Feature	\$1,000	
Gas/Oil/Propane Tanks	\$400	
Geothermal	\$500	
Battery Storage	1-80kw: \$100 81-600kw: \$200 601+kw: \$500	
Solar Roof top not to exceed 6,000 sq. ft.	\$1,000	
Solar-Ground Mounted up to 30 panels	\$1,000 ea. addtl. Panel \$2 (max fee \$30,000)	
Wind energy conversion system	\$600 per turbine	
Zoning Verification Letter (Requestor to complete ZV form)	\$250	
Land Disturbance greater than 2,000 sq. ft. on one acre or more	\$600	
EV Charging Station	\$200 each	

**NOTES:**

## 2025 Building and Zoning Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>AMENDMENTS / RENEWALS / EXPEDITED</b>		
Amendments to Building Permits	\$50 minimum fee + Total Amended Sq. Ft. times either \$.20, \$.50 or \$1.00 for 1st Amendment calculated at time of submittal. Same for each additional amendment. Plus additional fee associated with additional work.	
Six (6) Month Extension (up to four)	1st Ext. \$150 2nd Ext. \$300 3rd Ext. \$450 4th Ext. \$600	
Expedited Building Plan Review	\$1,000	
Expedited Issuance of Certificate of Occupancy and Certificate of Compliance	\$600	
<b>Licensing (Home Improvement) &amp; Plumbing Licenses</b>		
New <del>Two</del> <b>One</b> -year applications	<del>\$500</del> <b>\$250</b>	<b>\$250 reduction</b>
Renewals (on-time)	<del>\$350</del> <b>\$100</b>	<b>\$250 reduction</b>
Renewals Late (more than 30 days)	<del>\$400</del> <b>\$250</b>	<b>\$150 reduction</b>
<b>In Violation (Post-Revocation)</b>	<b>\$150</b>	<b>\$150</b>
<b>Zoning Board</b>		
Zoning Board of Appeals Application	<del>\$750</del> <b>\$800</b> (Double fee if built without permits)	<b>\$50</b>
<b>Resulting from Complete Building Permit Submission</b>		
<b>Zoning Board of Appeals "Direct" Application without Complete Building Permit Submission</b>	<b>\$1,100</b> (\$800 + \$300 review fee prior to placement on agenda) (Double fee if built without permits)	<b>\$1,100</b>
Zoning Board of Appeals Coastal Erosion or FEMA application	\$1,500	
Zoning Board of Appeals Interpretations	\$750	
Zoning Board of Appeals Modifications to Decisions	\$400	
Zoning Board of Appeals Postponements/Adjournments	\$100	
Zoning Board of Appeals	\$100	
Request to Re-Open a Hearing Prior to Rendered Decision	\$400	
Zoning Board of Appeals Re-Schedule of Public Hearing (if re-hearing is at the request of or due to error by applicant)	\$400	

**NOTES:**

## 2025 Electrical Fee Schedule

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL			
(1) <del>Two Year</del> Fees collected for electrical permits are not refundable after 30 days.			
(2) Fees for electrical work done will be doubled.			
(3) Six month extension - <b>Ext. \$150 (up to (4) may be requested)</b> 1st Ext. \$150 / 2nd Ext. \$300 / 3rd Ext. \$450 / 4th Ext. \$600 (four are permitted).			
(4) Structures detached from main dwelling will require a separate fee.			
<b>(5) Single family dwellings with more than one meter will require approval from the Chief Building Inspector or an accessory permit.</b>			
<b>(6) Fee for Missed Inspections (less than 24 hr. notice) - \$25</b>			
<b>(7) Administrative fee for error corrections, research, etc. - \$50</b>			
RESIDENTIAL	WORK ORDER CODES FOR ELECTRICAL PERMITS	ALL PERMITS VALID FOR TWO (2) YRS	
CODE	DESCRIPTION	2025 Fee Schedule	Proposed Increase
SVCU	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)	<b>\$200</b>	
<b>SVCU (Temps included)</b>	<b>Residential Service up to 200 amps</b>	<b>\$200</b>	<b>\$200</b>
	<b>300 amps</b>	<b>\$300</b>	<b>\$300</b>
	<b>400</b>	<b>\$400</b>	<b>\$400</b>
TEMU	Temporary construction service under 400 amps	<del>\$150</del> <b>\$200</b>	<b>\$50</b>
TEMO	Temporary construction service over 400 amps	<b>\$200</b>	
<b>RADD</b>	<b>Residential additions/renovations, basement wiring, and garages (service not included)</b>		
	<b>Up to 1,000 sq. ft.</b>	<b>\$200</b>	
	<b>1,001 - 2,500 sq. ft.</b>	<b>\$300</b>	
	<b>2,501 - 5,000 sq. ft.</b>	<b>\$500</b>	
	<b>5,001 - 10,000 sq. ft.</b>	<b>\$1,000</b>	
	<b>10,001 - 15,000 sq. ft.</b>	<b>\$1,500</b>	
	<b>15,001 + sq. ft.</b>	<b>\$2,500</b>	
<b>CREC</b>	<b>Residential Service Reconnect</b>	<b>\$200</b>	
<b>EPOOL</b>	<b>Swimming Pools</b>	<b>\$200</b>	
<b>ESPA</b>	<b>Hot tub/spa</b>	<b>\$200 each</b>	

### NOTES:

**2025 Electrical Fee Schedule**

CODE	DESCRIPTION	2025 Fee Schedule	Proposed Increase
ELEA	<b>Outdoor lighting/Misc. outdoor features</b> Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, and residential a/c units.	\$200	
ELEA Solar	<b>Solar Systems</b> Photovoltaic systems	<del>\$200</del> \$150	\$50 reduction
ELGN	Generators	\$200	
IASS	Innovative and Alternative Septic System	Fee Waived	
EBTR	Battery Storage	1-80kw: \$100 81-600kw: \$200 601+kw: \$400	
EVCS	Residential Electric Vehicle Charging Station	\$100 ea.	
	Expedited Inspection	\$1,000	
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, water heaters, etc.	\$200	
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)	\$200	

**NOTES:**

**2025 Electrical Fee Schedule**

CODE	DESCRIPTION	2025 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.	<b>\$300</b>	
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)	<b>\$400</b>	
ELEE	Additions, renovations, basement wiring, and garages with more than 7 devices 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	<b>\$500</b>	
ELEF	Additions, renovations, basement wiring, and garages with more than 7 devices 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	<b>\$600</b>	
ELEG	Additions, renovations, basement wiring, and garages with more than 7 devices 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	<b>\$700</b>	
ELEH	Additions, renovations, basement wiring, and garages with more than 7 devices 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	<b>\$1,000</b>	
ELEI	Additions, renovations, basement wiring, and garages with more than 7 devices 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	<b>\$1,500</b>	
ELEJ	Additions, renovations, basement wiring, and garages with more than 7 devices 15,001 sq. ft. to and up. (Service not included)	<b>\$2,000</b>	
<b>SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING</b>			
<b>RNEW</b>	<b>New Residential Home</b>		
	<b>Up to 1,000 sq. ft.</b>	<b>\$200</b>	
	<b>1,001 - 2,500 sq. ft.</b>	<b>\$300</b>	
	<b>2,501 - 5,000 sq. ft.</b>	<b>\$500</b>	

**NOTES:**

**2025 Electrical Fee Schedule**

CODE	DESCRIPTION	2025 Fee Schedule	Proposed Increase
	5,001 - 10,000 sq. ft.	\$1,000	
	10,001 - 15,000 sq. ft.	\$1,500	
	15,001 + sq. ft.	\$2,500	
RDET	Detached Structures (service not included)		
	Up to 1,000 sq. ft.	\$200	
	1,001 - 2,500 sq. ft.	\$300	
	2,501 - 5,000 sq. ft.	\$500	
	5,001 - 10,000 sq. ft.	\$1,000	
	10,001 - 15,000 sq. ft.	\$1,500	
	15,001 + sq. ft.	\$2,500	
CORB	Correct certificate, commercial or residential.	\$75 \$100	\$25
	Expedited Inspection	\$1,000	
NEWB-	New residential building 500 sq. ft. and under.	\$200	
NEWC-	New home or residential building 501 sq. ft. to 1,000 sq. ft., Agricultural Greenhouse/Building	\$300	
NEWD-	New home or residential building 1,001 sq. ft. to 1,600 sq. ft.	\$400	
NEWE-	New home or residential building 1,601 sq. ft. to 2,500 sq. ft.	\$500	
NEWF	New home or residential building 2,501 sq. ft. to 3,500 sq. ft.	\$600	
NEWG	New home or residential building 3,501 sq. ft. to 5,000 sq. ft.	\$700	
NEWH-	New home or residential building 5,001 sq. ft. to 10,000 sq. ft.	\$1,000	
NEWI-	New home or residential building 10,001 sq. ft. to 15,000 sq. ft.	\$1,500	
NEWJ	New home or residential building 15,001 sq. ft. and up	\$2,000	

**NOTES:**

**2025 Electrical Fee Schedule**

CODE	DESCRIPTION	2025 Fee Schedule	Proposed Increase
COMMERCIAL	WORK ORDER CODES FOR ELECTRICAL PERMITS	ALL PERMITS VALID FOR TWO (2) YRS	
CODE	DESCRIPTION		
CSER	Commercial service (Temps included) Up to 200 amps 300 amps 400 + amps or less, overhead, underground, change of or more than 7 meters.	\$200 \$300 \$400	\$100 for 300 amps \$200 for 400 + amps
CTEM	Commercial temporary construction service 400 amps or less.	\$200	
CADR	Commercial addition/renovation (Service not included)		
	Up to 1,000 sq. ft.	\$250	\$250
	1,001 - 2,500 sq. ft.	\$400	\$400
	2,501 - 5,000 sq. ft.	\$500	\$500
	5,001 - 10,000 sq. ft.	\$1,000	\$1,000
	10,001 - 15,000 sq. ft.	\$1,500	\$1,500
	15,001 + sq. ft.	\$3,000	\$3,000
MARA	Marina	<del>\$500</del> \$300	\$200 reduction
MARD	Docks, slips and bulkheads.	<del>\$500</del> \$300	\$200 reduction
CNEW	New Commercial Building (Service not included)		
	Up to 1,000 sq. ft.	\$250	\$250
	1,001 - 2,500 sq. ft.	\$400	\$400
	2,501 - 5,000 sq. ft.	\$500	\$500
	5,001 - 10,000 sq. ft.	\$1,000	\$1,000
	10,001 - 15,000 sq. ft.	\$1,500	\$1,500
	15,001 + sq. ft.	\$3,000	\$3,000
COMP	Commercial swimming pool, spa and hot tub. (Service not included)	<del>\$400</del> \$200 ea.	\$200 reduction
CSGN	Commercial Signs (Service not included)	<del>\$150</del> \$100	\$50 reduction

**NOTES:**

**2025 Electrical Fee Schedule**

CODE	DESCRIPTION	2025 Fee Schedule	Proposed Increase
CREC	Commercial fire Service Reconnect	\$200	
CLAA	Commercial 7 devices or less.	<del>\$300</del> \$150	\$150 reduction

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**NOTES:**

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**2025 Electrical Fee Schedule**

CODE	DESCRIPTION	2025 Fee Schedule	Proposed Increase
CBTR <b>EBTR</b>	Battery Storage	1-80kw: <del>\$100</del> <b>\$200</b> 81-600kw: <del>\$200</del> <b>\$400</b> 601+kw: <del>\$400</del> <b>\$1,000</b>	<b>\$100</b> <b>\$200</b> <b>\$600</b>
EVCS	Commercial Electric Vehicle Charging Stations	<b>\$200 ea.</b>	
<b>SOLAR</b>	<b>Commercial Solar Systems</b>	<b>\$300</b>	<b>\$300</b>
<b>INSP</b>	Expedited Inspection	<b>\$1,000</b>	
<del>COMB</del>	<del>Commercial addition/renovation not exceeding 500 sq. ft. (Service fee not included)</del>	<del><b>\$300</b></del>	
COMC	Defects removed, commercial addition/renovation 501 sq. ft. to 1,000 sq. ft.	<b>\$400</b>	
COMD	Commercial addition/renovation 1,001 sq. ft. to 1,600 sq. ft. Cell Site Towers (Service Fee not included).	<b>\$500</b>	
COME	Commercial addition/renovation 1,601 sq. ft. to 2,500 sq. ft. (Service fee not included).	<b>\$600</b>	
COMF	Commercial addition/renovation 2,501 sq. ft. to 3,500 sq. ft. (Service fee not included).	<b>\$700</b>	
COMG	Commercial addition/renovation 3,501 sq. ft. to 5,000 sq. ft. (Service fee not included).	<b>\$1,000</b>	
COMH	Commercial addition/renovation 5,001 sq. ft. to 7,500 sq. ft. (Service fee not included).	<b>\$2,000</b>	
COMI	Commercial addition/renovation 7,501 sq. ft. to 12,500 sq. ft. (Service fee not included).	<b>\$3,000</b>	
COMJ	Commercial addition/renovation 12,501 sq. ft. and up (Service fee not included).	<b>\$4,000</b>	
BLDB	New commercial building not exceeding 500 sq. ft. (Service not included)	<b>\$300</b>	
BLDC	New commercial building 501 sq. ft. to 1,000 sq. ft. (Service not included)	<b>\$400</b>	

**NOTES:**

**2025 Electrical Fee Schedule**

CODE	DESCRIPTION	2025 Fee Schedule	Proposed Increase
BLDD	New commercial building 1,001 sq. ft. to 1,600 sq. ft. (Service not included)	\$500	
BLDE	New commercial building 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$600	
BLDF	New commercial building 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$700	
BLDG	New commercial building 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$1,000	
BLDH	New commercial building 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$2,000	
BLDI	New commercial building 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$3,000	
BLDJ	New commercial building 15,001 sq. ft. and up. (Service not included)	\$4,000	
CVCO	Commercial service over 400 amps, overhead and underground.	\$300	
CTEO	Commercial temporary construction service over 400 amps.	\$250	

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**NOTES:**

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# 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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Building Division - 8029</b>													
Chief Building Inspector	ADMINISTRATIVE	128,382	5,136	3,135	136,653	42,396	8,709	17,492	7,825	76,422	213,075	17.4	100.0
Confidential Secretary	ADMINSUPPORT	80,866	4,044	0	84,910	42,396	6,574	10,440	1,329	60,739	145,649	23.8	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	75,793	0	0	75,793	40,272	6,129	9,734	4,610	60,745	136,537	3.7	100.0
Building Permits Coordinator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 3	84,172	5,050	0	89,223	20,112	6,907	10,969	1,385	39,373	128,596	12.4	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	62,488	0	8,566	71,054	1,716	5,708	9,066	3,833	20,323	91,377	1.0	100.0
Building Permits Examiner-VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 1	61,645	0	0	61,645	40,272	4,985	7,917	3,753	56,926	118,572		100.0
Building Plans Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	72,619	0	0	72,619	40,272	5,872	9,326	4,418	59,888	132,507	3.7	100.0
Building Plans Examiner - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	70,648	0	0	70,648	40,272	5,713	9,073	4,298	59,356	130,004		100.0
Principal Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 4	97,968	5,878	0	103,846	40,272	8,208	13,296	5,974	67,750	171,596	13.5	100.0
Principal Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	71,635	2,865	0	74,501	40,272	5,768	9,162	1,177	56,379	130,879	7.4	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	59,263	0	0	59,263	40,272	4,591	7,291	968	53,122	112,385	1.8	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 7	88,889	5,333	0	94,222	40,272	7,596	12,064	5,422	65,353	159,575	13.8	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 8	89,459	5,368	0	94,827	20,112	7,644	12,141	5,457	45,354	140,181	12.9	100.0
Senior Building Inspector*Proposed Promotion 2025	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	81,815	0	9,143	90,958	1,716	7,315	11,618	5,006	25,655	116,613	2.0	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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
Senior Building Inspector-VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	81,815	0	0	81,815	40,272	6,616	10,507	4,975	62,370	144,184		100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	58,440	0	0	58,440	18,276	4,527	7,190	955	30,948	89,388	1.1	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	59,263	0	0	59,263	18,276	4,591	7,291	968	31,126	90,389	3.5	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	60,064	2,403	0	62,466	18,276	4,837	7,682	989	31,784	94,250	8.1	100.0
Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 6	80,575	8,057	0	88,632	20,112	7,132	11,327	4,927	43,498	132,130	20.4	100.0
Data Entry Supervisor*Proposed Promotion 2025	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 1	73,911	7,391	0	81,302	40,272	6,291	9,991	1,229	57,783	139,085	24.2	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	89,459	8,946	0	98,405	40,272	7,918	12,576	5,469	66,235	164,640	20.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	89,459	8,946	686	99,091	40,272	7,971	12,659	5,471	66,373	165,464	27.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	89,459	8,946	0	98,405	40,272	7,918	12,576	5,469	66,235	164,640	22.6	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	58,440	0	0	58,440	40,272	4,527	7,190	955	52,944	111,384	0.8	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	62,894	5,031	0	67,925	20,112	5,257	8,349	1,044	34,762	102,687	19.5	100.0
Part-Time - Building Division	PART-TIME	90,000	0	0	90,000	0	7,277	0	5,471	12,749	102,749		100.0
<b>Total Building Division - 8029</b>		<b>2,019,422</b>	<b>83,395</b>	<b>21,530</b>	<b>2,124,347</b>	<b>787,308</b>	<b>166,578</b>	<b>256,927</b>	<b>93,377</b>	<b>1,304,190</b>	<b>3,428,537</b>		

**NOTES:**

# Town of Southampton

## 2025 Adopted Budget

### Building Division - 8029

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	(221,908)	(216,131)	(683,738)	(699,180)	(699,180)	(345,137)	(545,470)	(539,759)	(539,759)	159,421	(22.80%)	(232,529)	(242,502)	(236,648)	(236,648)
	<b>Total Real Property Taxes</b>	(221,908)	(216,131)	(683,738)	(699,180)	(699,180)	(345,137)	(545,470)	(539,759)	(539,759)	159,421	(22.80%)	(232,529)	(242,502)	(236,648)	(236,648)
<b>Other Revenue:</b>																
1562	Electrical Inspecti	526,000	783,036	575,000	590,000	684,300	650,000	650,000	650,000	650,000	60,000	10.17%	650,000	650,000	650,000	650,000
1790	Inter-Departmental Revenue	(613,271)	(613,271)	(621,391)	(621,391)	(466,044)	(605,269)	(624,344)	(630,055)	(630,055)	(8,664)	1.39%	(611,929)	(629,474)	(635,328)	(635,328)
2110	Zoning Fees	120,000	123,450	120,000	120,000	76,500	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	2,030	0	0	2,186	0	0	0	0	0	0.00%	0	0	0	0
2210	Intergovernmental Revenue	0	0	0	0	0	0	42,500	42,500	42,500	42,500	100.00%	0	42,500	42,500	42,500
2501	Licensing	250,000	252,055	250,000	250,000	256,625	200,000	220,000	220,000	220,000	(30,000)	(12.00%)	200,000	200,000	200,000	200,000
2555	Building Permit Fee	3,115,000	3,274,539	3,775,000	3,865,000	3,408,679	3,570,000	3,741,200	3,741,200	3,741,200	(123,800)	(3.20%)	3,500,000	3,500,000	3,500,000	3,500,000
2701	Miscellaneous Tax Receipts	0	5,605	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	3,409,729	3,827,445	4,098,609	4,203,609	3,962,246	3,934,731	4,149,356	4,143,645	4,143,645	(59,964)	(1.43%)	3,858,071	3,883,026	3,877,172	3,877,172
	<b>Total Revenue</b>	<b>3,187,821</b>	<b>3,611,314</b>	<b>3,414,871</b>	<b>3,504,429</b>	<b>3,263,066</b>	<b>3,589,594</b>	<b>3,603,886</b>	<b>3,603,886</b>	<b>3,603,886</b>	<b>99,457</b>	<b>2.84%</b>	<b>3,625,542</b>	<b>3,640,524</b>	<b>3,640,524</b>	<b>3,640,524</b>
<b>Salaries:</b>																
6100	Salaries	1,813,711	1,648,320	1,852,398	1,779,749	1,504,343	1,911,425	1,929,422	1,929,422	1,929,422	(149,673)	(8.41%)	1,973,394	1,994,780	1,994,780	1,994,780
6101	Overtime	35,000	110,547	35,000	140,000	112,164	50,000	50,000	50,000	50,000	90,000	64.29%	50,000	50,000	50,000	50,000
6103	Accumulated Sick/Personal Days	3,745	4,542	4,865	4,865	4,499	4,398	4,398	4,398	4,398	467	9.60%	4,398	4,398	4,398	4,398
6105	Part Time Salaries	18,727	107,836	80,000	106,420	80,021	90,000	90,000	90,000	90,000	16,420	15.43%	90,000	90,000	90,000	90,000
6110	Longevity	85,165	80,769	86,935	86,935	83,662	88,273	83,395	83,395	83,395	3,540	4.07%	90,523	85,662	85,662	85,662
6127	Cash in Lieu of Health Benefits	0	2,377	3,329	12,729	6,928	21,007	17,132	17,132	17,132	(4,403)	(34.59%)	21,007	17,132	17,132	17,132
	<b>Total Salaries</b>	1,956,348	1,954,391	2,062,527	2,130,698	1,791,616	2,165,103	2,174,347	2,174,347	2,174,347	(43,649)	(2.05%)	2,229,322	2,241,972	2,241,972	2,241,972
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	225,403	221,095	229,062	229,062	189,121	263,572	256,927	256,927	256,927	(27,865)	(12.16%)	271,923	265,463	265,463	265,463
6830	FICA Tax Expenditure	151,772	144,501	160,827	160,767	132,178	167,460	170,403	170,403	170,403	(9,636)	(5.99%)	171,828	171,477	171,477	171,477
6835	MTA Tax	6,828	6,422	7,247	7,244	5,337	7,557	7,683	7,683	7,683	(439)	(6.06%)	7,786	7,752	7,752	7,752
6840	Worker's Compensation	86,946	95,843	104,066	104,066	86,725	107,675	85,406	85,406	85,406	18,661	17.93%	110,806	88,040	88,040	88,040
6860	Medical Insurance - Active Employees	643,998	583,202	709,620	700,220	527,509	712,464	744,408	744,408	744,408	(44,188)	(6.31%)	712,464	744,408	744,408	744,408
6865	Dental & Optical	40,500	34,253	42,900	42,900	28,709	42,900	42,900	42,900	42,900	0	0.00%	42,900	42,900	42,900	42,900
6875	Disability	476	61	459	459	66	459	459	459	459	0	0.00%	459	459	459	459
	<b>Total Employee Benefits - Current</b>	1,155,924	1,085,376	1,254,181	1,244,718	969,645	1,302,087	1,308,185	1,308,185	1,308,185	(63,468)	(5.10%)	1,318,166	1,320,498	1,320,498	1,320,498
	<b>Total Employee Costs</b>	<b>3,112,273</b>	<b>3,039,768</b>	<b>3,316,708</b>	<b>3,375,416</b>	<b>2,761,262</b>	<b>3,467,190</b>	<b>3,482,532</b>	<b>3,482,532</b>	<b>3,482,532</b>	<b>(107,117)</b>	<b>(3.17%)</b>	<b>3,547,488</b>	<b>3,562,470</b>	<b>3,562,470</b>	<b>3,562,470</b>
<b>Contractual:</b>																
6401	Contracts	0	0	0	855	534	875	875	875	875	(20)	(2.34%)	875	875	875	875
6403	Gasoline	13,000	12,366	13,000	13,000	9,920	13,000	13,000	13,000	13,000	0	0.00%	13,000	13,000	13,000	13,000
6408	Repair Vehicle	0	0	0	0	0	0	5,000	5,000	5,000	(5,000)	(100.00%)	0	0	0	0
6409	Copier Supplies	600	340	1,200	1,200	202	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6411	Printing and Stationery	10,000	11,692	11,600	11,600	5,717	11,900	11,900	11,900	11,900	(300)	(2.59%)	8,000	8,000	8,000	8,000
6412	Publications	3,500	4,974	3,500	3,495	0	6,000	5,000	5,000	5,000	(1,505)	(43.06%)	3,500	3,500	3,500	3,500
6416	Travel, Dues and Related	750	640	1,650	1,650	770	1,650	1,000	1,000	1,000	650	39.39%	1,650	1,650	1,650	1,650
6418	Uniforms	0	0	2,000	2,000	1,575	5,000	3,000	3,000	3,000	(1,000)	(50.00%)	0	0	0	0

# Town of Southampton

## 2025 Adopted Budget

### Building Division - 8029

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual						2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
							2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget							
6420	Other	15,000	14,432	12,000	16,785	25,006	19,850	19,850	19,850	19,850	(3,065)	(18.26%)	19,850	19,850	19,850	19,850	
6421	Legal Notices	7,500	14,510	9,000	9,000	6,576	13,000	13,000	13,000	13,000	(4,000)	(44.44%)	10,000	10,000	10,000	10,000	
6423	Small Equipment (Non-Capital)	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300	
6425	Office Supplies	6,000	4,277	6,000	6,000	4,772	6,500	5,000	5,000	5,000	1,000	16.67%	6,500	6,500	6,500	6,500	
6426	Supplies - Other	1,000	1,400	1,000	1,000	743	1,000	1,000	1,000	1,000	0	0.00%	1,050	1,050	1,050	1,050	
6433	Safety Equipment	2,400	1,698	2,400	2,400	2,045	2,400	2,400	2,400	2,400	0	0.00%	2,400	2,400	2,400	2,400	
6450	Schools & Training	1,200	230	1,200	1,200	970	1,200	1,000	1,000	1,000	200	16.67%	1,200	1,200	1,200	1,200	
6466	Telephone - Wireless	5,775	4,423	5,700	5,700	3,375	5,700	5,000	5,000	5,000	700	12.28%	5,700	5,700	5,700	5,700	
6477	Copier Leases	8,524	2,379	7,614	2,829	2,593	2,829	2,829	2,829	2,829	0	0.00%	2,829	2,829	2,829	2,829	
6490	Consultants	0	46,800	20,000	50,000	29,933	30,000	30,000	30,000	30,000	20,000	40.00%	0	0	0	0	
	<b>Total Contractual</b>	75,549	120,161	98,164	129,014	94,730	122,404	121,354	121,354	121,354	7,660	5.94%	78,054	78,054	78,054	78,054	
	<b>Total Expenditures</b>	<b>3,187,822</b>	<b>3,159,928</b>	<b>3,414,872</b>	<b>3,504,430</b>	<b>2,855,992</b>	<b>3,589,594</b>	<b>3,603,886</b>	<b>3,603,886</b>	<b>3,603,886</b>	<b>(99,457)</b>	<b>(2.84%)</b>	<b>3,625,542</b>	<b>3,640,524</b>	<b>3,640,524</b>	<b>3,640,524</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>451,385</b>	<b>0</b>	<b>0</b>	<b>407,074</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## CURRENT PLANNING DIVISION - SUMMARY

*Department: Current Planning Division*

**Budget Year:** 2025

**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

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*Department: Current Planning Division*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8021

**Manager:** Janice Scherer

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**NOTES:**

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**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

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*Department: Current Planning Division*

**Budget Year:** 2025  
**Division:** Land Management Department  
**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8021  
**Manager:** Janice Scherer

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**NOTES:**

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**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

## 2025 Planning Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>Site Plan Application</b>		
Site Plan Pre-Submission Application	<b>\$1,200</b>	
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	<b>\$1,200**</b>	
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)	<b>\$2,200**</b>	
Area to be improved is greater than or equal to 10,000 sq. ft.	<b>\$0.25 per sq.ft. not to exceed \$15,000**</b>	
Site Plan Amendment Application (Administrative or Planning Board Review)	<b>\$1,200**</b>	
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	<b>\$400</b>	
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)	<b>\$1,200</b>	
Agricultural Construction Permit Application on preserved farmland	<b>\$1,200**</b>	
Deer Fence Application	<b>\$525**</b>	
* 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.		
<b>Special Exception Applications</b>		
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	<b>\$1,200 (in addition to any site plan application fee)</b>	
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	<b>\$525 (in addition to any site plan application fee)</b>	
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	<b>Additional \$325</b>	

**NOTES:**

**2025 Planning Fee Schedule**

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>Subdivision Applications -- Application Type or Stage</b>		
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		
<b>Wetland Permit Applications</b>		
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.		
<b>Old Filed Map Application - Type of Application</b>		
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:**

## 2025 Planning Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>Additional Fees Type of Action</b>		
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	<del>\$25</del> \$50	\$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	
Acquifer Protection Overlay District (A.P.O.D.)	\$125	\$125
Limit of Clearing Inspection		

**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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Current Planning Division - 8021</b>													
Confidential Secretary	ADMINSUPPORT	70,765	0	0	70,765	40,272	5,482	8,706	1,153	55,613	126,378	1.9	100.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	74,752	0	8,566	83,318	1,716	6,446	10,238	1,246	19,646	102,964	1.0	100.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	74,752	0	0	74,752	40,272	5,733	9,105	459	55,569	130,322	1.5	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 8	102,687	6,161	0	108,849	20,112	8,218	13,375	1,624	43,329	152,177	10.9	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 2	95,251	5,715	8,566	109,532	1,716	8,226	13,447	1,537	24,926	134,458	12.8	100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / CSEA40HOUR-NEW - O / Step 6	112,405	11,241	0	123,646	20,112	8,434	15,187	1,791	45,524	169,170	23.3	100.0
Associate Administrator*Proposed Promotion 2025	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 4	78,282	6,263	0	84,545	40,272	6,543	10,392	1,295	58,502	143,047	18.3	100.0
Program Aide I	SEASONAL	5,520	0	0	5,520	0	428	0	106	534	6,054		100.0
<b>Total Current Planning Division - 8021</b>		<b>614,416</b>	<b>29,379</b>	<b>17,132</b>	<b>660,928</b>	<b>164,472</b>	<b>49,509</b>	<b>80,450</b>	<b>9,212</b>	<b>303,643</b>	<b>964,571</b>		

**NOTES:**

# Town of Southampton

## 2025 Adopted Budget

### Current Planning Division - 8021

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	596,224	553,007	724,064	724,064	724,064	756,395	714,274	714,274	714,274	(9,790)	(1.35%)	771,881	752,815	752,815	752,815
	<b>Total Real Property Taxes</b>	596,224	553,007	724,064	724,064	724,064	756,395	714,274	714,274	714,274	(9,790)	(1.35%)	771,881	752,815	752,815	752,815
<b>Other Revenue:</b>																
1790	Inter-Departmental Revenue	(140,509)	(142,124)	(139,109)	(140,739)	(105,961)	(144,102)	(143,253)	(143,253)	(143,253)	(2,514)	1.79%	(142,472)	(141,623)	(141,623)	(141,623)
2113	Old Filed Maps	4,000	7,700	4,000	4,000	2,800	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	1,500	2,500	2,500	9,500	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	90,625	76,000	76,000	53,850	79,000	90,050	90,050	90,050	14,050	18.49%	80,000	80,050	80,050	80,050
2116	LM Planning Div- Site Plan-Fees	135,000	180,852	135,000	135,000	122,399	140,000	150,000	150,000	150,000	15,000	11.11%	140,000	140,000	140,000	140,000
2117	Special Exceptions Planning Fee	7,000	13,200	7,000	7,000	4,800	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	98,675	140,000	140,000	53,150	140,000	140,000	140,000	140,000	0	0.00%	145,000	145,000	145,000	145,000
	<b>Total Other Revenue</b>	215,991	250,428	225,391	223,761	140,538	228,398	250,297	250,297	250,297	26,536	11.86%	236,028	236,927	236,927	236,927
	<b>Total Revenue</b>	<b>812,215</b>	<b>803,435</b>	<b>949,455</b>	<b>947,825</b>	<b>864,602</b>	<b>984,793</b>	<b>964,571</b>	<b>964,571</b>	<b>964,571</b>	<b>16,746</b>	<b>1.77%</b>	<b>1,007,909</b>	<b>989,742</b>	<b>989,742</b>	<b>989,742</b>
<b>Salaries:</b>																
6100	Salaries	497,656	437,926	576,067	576,067	513,399	603,779	608,896	608,896	608,896	(32,829)	(5.70%)	622,400	629,196	629,196	629,196
6101	Overtime	0	1,560	0	1,000	1,240	0	0	0	0	1,000	100.00%	0	0	0	0
6105	Part Time Salaries	5,520	0	5,520	3,890	2,664	5,520	5,520	5,520	5,520	(1,630)	(41.90%)	5,520	5,520	5,520	5,520
6110	Longevity	21,466	26,595	28,489	28,489	28,489	29,210	29,379	29,379	29,379	(891)	(3.13%)	30,024	30,322	30,322	30,322
6127	Cash in Lieu of Health Benefits	0	3,707	7,859	7,859	6,061	17,294	17,132	17,132	17,132	(9,273)	(117.99%)	17,294	17,132	17,132	17,132
	<b>Total Salaries</b>	524,643	469,788	617,936	617,306	551,852	655,804	660,928	660,928	660,928	(43,622)	(7.07%)	675,238	682,170	682,170	682,170
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	60,812	59,466	69,616	69,616	57,477	81,809	80,450	80,450	80,450	(10,834)	(15.56%)	84,254	83,058	83,058	83,058
6830	FICA Tax Expenditure	39,829	34,988	46,747	46,747	41,186	49,049	49,509	49,509	49,509	(2,763)	(5.91%)	49,934	50,536	50,536	50,536
6835	MTA Tax	1,801	1,551	2,132	2,132	1,652	2,262	2,270	2,270	2,270	(138)	(6.48%)	2,329	2,343	2,343	2,343
6840	Worker's Compensation	5,138	5,664	9,183	9,183	7,652	9,489	6,800	6,800	6,800	2,382	25.94%	9,773	7,021	7,021	7,021
6860	Medical Insurance - Active Employees	170,148	125,383	191,688	190,688	125,816	174,228	152,460	152,460	152,460	38,228	20.05%	174,228	152,460	152,460	152,460
6865	Dental & Optical	9,720	7,873	12,012	12,012	8,144	12,012	12,012	12,012	12,012	0	0.00%	12,012	12,012	12,012	12,012
6875	Disability	123	18	141	141	22	141	141	141	141	0	0.00%	141	141	141	141
	<b>Total Employee Benefits - Current</b>	287,572	234,942	331,519	330,519	241,950	328,990	303,643	303,643	303,643	26,876	8.13%	332,671	307,571	307,571	307,571
	<b>Total Employee Costs</b>	<b>812,214</b>	<b>704,730</b>	<b>949,455</b>	<b>947,825</b>	<b>793,803</b>	<b>984,793</b>	<b>964,571</b>	<b>964,571</b>	<b>964,571</b>	<b>(16,746)</b>	<b>(1.77%)</b>	<b>1,007,909</b>	<b>989,741</b>	<b>989,741</b>	<b>989,741</b>
	<b>Total Expenditures</b>	<b>812,214</b>	<b>704,730</b>	<b>949,455</b>	<b>947,825</b>	<b>793,803</b>	<b>984,793</b>	<b>964,571</b>	<b>964,571</b>	<b>964,571</b>	<b>(16,746)</b>	<b>(1.77%)</b>	<b>1,007,909</b>	<b>989,741</b>	<b>989,741</b>	<b>989,741</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>98,705</b>	<b>0</b>	<b>0</b>	<b>70,799</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION - SUMMARY

*Department: Long Range Planning & Economic Development Division*

**Budget Year:** 2025

**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

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*Department: Long Range Planning & Economic Development Division*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8026

**Manager:** Janice Scherer

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**NOTES:**

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## **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.

# Department Summary

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*Department: Long Range Planning & Economic Development Division*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8026

**Manager:** Janice Scherer

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**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

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**NOTES:**

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# 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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Long Range Planning &amp; Economic Development Division - 8026</b>													
Town Planning Director	ADMINISTRATIVE	141,052	7,000	13,611	161,663	1,716	8,971	19,685	921	31,293	192,956	41.2	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	70,648	0	8,566	79,214	1,716	6,128	9,733	1,180	18,757	97,971	0.8	100.0
Principal Planner - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 1	93,891	0	0	93,891	40,272	7,269	11,545	1,467	60,553	154,443		100.0
Senior Planner - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	81,815	0	0	81,815	40,272	6,334	10,060	1,281	57,947	139,761		100.0
<b>Total Long Range Planning &amp; Economic Development Division - 8026</b>		<b>387,406</b>	<b>7,000</b>	<b>22,177</b>	<b>416,583</b>	<b>83,976</b>	<b>28,702</b>	<b>51,022</b>	<b>4,850</b>	<b>168,549</b>	<b>585,132</b>		

**NOTES:**

# Town of Southampton

## 2025 Adopted Budget

### Long Range Planning & Economic Development Division - 8026

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	546,447	542,358	590,307	587,662	587,662	586,331	585,132	585,132	585,132	(2,530)	(0.43%)	602,287	601,037	601,037	601,037
	<b>Total Real Property Taxes</b>	<b>546,447</b>	<b>542,358</b>	<b>590,307</b>	<b>587,662</b>	<b>587,662</b>	<b>586,331</b>	<b>585,132</b>	<b>585,132</b>	<b>585,132</b>	<b>(2,530)</b>	<b>(0.43%)</b>	<b>602,287</b>	<b>601,037</b>	<b>601,037</b>	<b>601,037</b>
	<b>Total Revenue</b>	<b>546,447</b>	<b>542,358</b>	<b>590,307</b>	<b>587,662</b>	<b>587,662</b>	<b>586,331</b>	<b>585,132</b>	<b>585,132</b>	<b>585,132</b>	<b>(2,530)</b>	<b>(0.43%)</b>	<b>602,287</b>	<b>601,037</b>	<b>601,037</b>	<b>601,037</b>
<b>Salaries:</b>																
6100	Salaries	367,355	221,062	378,615	375,970	156,693	384,406	387,406	387,406	387,406	(11,436)	(3.04%)	397,624	400,699	400,699	400,699
6103	Accumulated Sick/Personal Days	3,033	2,779	4,921	4,921	3,108	5,045	5,045	5,045	5,045	(124)	(2.52%)	5,045	5,045	5,045	5,045
6110	Longevity	9,731	7,616	6,735	6,735	6,734	6,903	7,000	7,000	7,000	(265)	(3.93%)	6,903	7,000	7,000	7,000
6127	Cash in Lieu of Health Benefits	6,899	7,518	7,859	7,859	4,041	17,294	17,132	17,132	17,132	(9,273)	(117.99%)	17,294	17,132	17,132	17,132
	<b>Total Salaries</b>	<b>387,017</b>	<b>238,976</b>	<b>398,130</b>	<b>395,485</b>	<b>170,576</b>	<b>413,648</b>	<b>416,583</b>	<b>416,583</b>	<b>416,583</b>	<b>(21,098)</b>	<b>(5.33%)</b>	<b>426,866</b>	<b>429,876</b>	<b>429,876</b>	<b>429,876</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	45,295	44,292	45,221	45,221	37,336	51,997	51,022	51,022	51,022	(5,801)	(12.83%)	53,662	52,653	52,653	52,653
6830	FICA Tax Expenditure	27,275	17,923	27,900	27,900	13,049	28,814	28,702	28,702	28,702	(801)	(2.87%)	29,627	29,509	29,509	29,509
6835	MTA Tax	1,328	793	1,373	1,373	528	1,426	1,428	1,428	1,428	(55)	(4.01%)	1,471	1,473	1,473	1,473
6840	Worker's Compensation	3,453	3,807	5,629	5,629	4,691	5,680	3,351	3,351	3,351	2,278	40.46%	5,894	3,479	3,479	3,479
6860	Medical Insurance - Active Employees	75,528	38,161	105,120	105,120	0	77,832	77,112	77,112	77,112	28,008	26.64%	77,832	77,112	77,112	77,112
6865	Dental & Optical	6,480	3,836	6,864	6,864	2,036	6,864	6,864	6,864	6,864	0	0.00%	6,864	6,864	6,864	6,864
6875	Disability	71	9	71	71	10	71	71	71	71	0	0.00%	71	71	71	71
	<b>Total Employee Benefits - Current</b>	<b>159,429</b>	<b>108,821</b>	<b>192,177</b>	<b>192,177</b>	<b>57,650</b>	<b>172,683</b>	<b>168,549</b>	<b>168,549</b>	<b>168,549</b>	<b>23,628</b>	<b>12.30%</b>	<b>175,421</b>	<b>171,161</b>	<b>171,161</b>	<b>171,161</b>
	<b>Total Employee Costs</b>	<b>546,447</b>	<b>347,796</b>	<b>590,307</b>	<b>587,662</b>	<b>228,226</b>	<b>586,331</b>	<b>585,132</b>	<b>585,132</b>	<b>585,132</b>	<b>2,531</b>	<b>0.43%</b>	<b>602,287</b>	<b>601,037</b>	<b>601,037</b>	<b>601,037</b>
	<b>Total Expenditures</b>	<b>546,447</b>	<b>347,796</b>	<b>590,307</b>	<b>587,662</b>	<b>228,226</b>	<b>586,331</b>	<b>585,132</b>	<b>585,132</b>	<b>585,132</b>	<b>2,531</b>	<b>0.43%</b>	<b>602,287</b>	<b>601,037</b>	<b>601,037</b>	<b>601,037</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>194,562</b>	<b>0</b>	<b>0</b>	<b>359,436</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Department Summary

*Department: Environment Division*

**Budget Year:** 2025

**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

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*Department: Environment Division*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8090

**Manager:** Janice Scherer

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**NOTES:**

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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

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*Department: Environment Division*

**Budget Year:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8090

**Manager:** Janice Scherer

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**NOTES:**

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## 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

**2025 Environment Fee Schedule**

Fee Schedule	2025 Fee Schedule	Proposed Increase
<b>Certificate of Coastal and Wetland Compliance and Lot Inspections</b>	\$600	
<b>Letters of Non-Jurisdiction</b>	\$500	
<b>Wetlands Boundary Flagging</b>		
1 <sup>ST</sup> Acre or less:	\$600	
Each additional Acre:	\$100	
Maximum Fee	\$3,000	
<b>Conservation Board Wetland Permit</b>	\$1,200	
<b>Existing Structures Constructed or Land Disturbed Without Required Conservation Board Wetland Permits (legalization)</b>	\$1,000*	
<b>Modification of Conservation Board Conditional Approval Prior to Wetland Permit Issuance</b>	\$500	
<b>Transfer of Conservation Board Conditional Approval Prior to Wetland Permit Issuance</b>	\$300	
<b>Administrative Wetland Permit</b>	\$600	
<b>Existing Structures Constructed or Land Disturbed without Required Administrative Board Wetland Permits (Legalization)</b>	\$1,000*	
<b>Permit Renewals</b>		
Active Permits	\$500	
Expired Permits	\$600	
<b>Permits Transfers</b>	\$300	
<b>Conservation Board Wetland Permit Modification</b>	\$500	
<b>Administrative Wetland Permit Modification</b>	\$500	
<b>Public Hearing Adjournment</b> (If adjournment is at the request of applicant or due to error by applicant)	\$100	
<b>Reschedule of Public Hearing</b> (If re-hearing is at the request of applicant or due to error by applicant)	\$300	
<b>Easement Interpretation and Conservation Management Plan</b>	\$1,000	
<b>Wetland Boundary and Jurisdictional Appeal</b>	\$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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Environment Division - 8090</b>													
Chief Environmental Analyst	ADMINISTRATIVE	146,706	7,000	5,528	159,234	42,396	8,956	19,561	2,325	73,238	232,472	36.0	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 5	73,606	4,416	0	78,023	40,272	6,036	9,587	1,169	57,065	135,087	13.0	100.0
Environmental Analyst - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	73,716	0	0	73,716	40,272	5,707	9,064	1,156	56,199	129,915		100.0
Environmental Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	58,440	0	0	58,440	18,276	4,511	7,164	744	30,695	89,136	2.4	100.0
Senior Environmental Analyst - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	81,815	0	0	81,815	40,272	6,334	10,060	1,281	57,947	139,761		100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 8	62,894	3,774	0	66,667	20,112	5,158	8,192	1,002	34,463	101,130	11.4	100.0
<b>Total Environment Division - 8090</b>		<b>497,176</b>	<b>15,190</b>	<b>5,528</b>	<b>517,894</b>	<b>201,600</b>	<b>36,702</b>	<b>63,628</b>	<b>7,677</b>	<b>309,607</b>	<b>827,501</b>		

**NOTES:**

# Town of Southampton

## 2025 Adopted Budget

### Environment Division - 8090

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	
	<b>Real Property Taxes:</b>																
1001	Property Taxes	264,279	264,279	415,900	415,900	415,900	469,760	462,666	462,666	462,666	46,766	11.24%	490,159	482,875	482,875	482,875	
	<b>Total Real Property Taxes</b>	<b>264,279</b>	<b>264,279</b>	<b>415,900</b>	<b>415,900</b>	<b>415,900</b>	<b>469,760</b>	<b>462,666</b>	<b>462,666</b>	<b>462,666</b>	<b>46,766</b>	<b>11.24%</b>	<b>490,159</b>	<b>482,875</b>	<b>482,875</b>	<b>482,875</b>	
	<b>Other Revenue:</b>																
1790	Inter-Departmental Revenue	(52,447)	(52,447)	(54,909)	(54,909)	(41,181)	(55,461)	(55,165)	(55,165)	(55,165)	(256)	0.47%	(55,461)	(55,165)	(55,165)	(55,165)	
2112	Wetland Fees	435,000	373,000	435,000	435,000	240,700	420,000	420,000	420,000	420,000	(15,000)	(3.45%)	420,000	420,000	420,000	420,000	
	<b>Total Other Revenue</b>	<b>382,553</b>	<b>320,553</b>	<b>380,091</b>	<b>380,091</b>	<b>199,519</b>	<b>364,539</b>	<b>364,835</b>	<b>364,835</b>	<b>364,835</b>	<b>(15,256)</b>	<b>(4.01%)</b>	<b>364,539</b>	<b>364,835</b>	<b>364,835</b>	<b>364,835</b>	
	<b>Total Revenue</b>	<b>646,832</b>	<b>584,832</b>	<b>795,991</b>	<b>795,991</b>	<b>615,419</b>	<b>834,299</b>	<b>827,501</b>	<b>827,501</b>	<b>827,501</b>	<b>31,510</b>	<b>3.96%</b>	<b>854,698</b>	<b>847,710</b>	<b>847,710</b>	<b>847,710</b>	
	<b>Salaries:</b>																
6100	Salaries	421,396	387,115	481,302	481,302	295,041	494,176	497,176	497,176	497,176	(15,874)	(3.30%)	510,656	513,731	513,731	513,731	
6103	Accumulated Sick/Personal Days	3,946	5,261	5,393	5,393	5,392	5,528	5,528	5,528	5,528	(135)	(2.50%)	5,528	5,528	5,528	5,528	
6110	Longevity	21,258	16,292	18,148	18,148	14,943	15,190	15,190	15,190	15,190	2,958	16.30%	15,456	15,456	15,456	15,456	
6127	Cash in Lieu of Health Benefits	6,899	3,811	0	0	0	0	0	0	0	0	0.00%	0	0	0	0	
	<b>Total Salaries</b>	<b>453,499</b>	<b>412,479</b>	<b>504,843</b>	<b>504,843</b>	<b>315,376</b>	<b>514,894</b>	<b>517,894</b>	<b>517,894</b>	<b>517,894</b>	<b>(13,051)</b>	<b>(2.59%)</b>	<b>531,640</b>	<b>534,715</b>	<b>534,715</b>	<b>534,715</b>	
	<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	53,305	52,125	57,831	57,831	47,747	65,310	63,628	63,628	63,628	(5,797)	(10.02%)	67,435	65,695	65,695	65,695	
6830	FICA Tax Expenditure	32,505	30,890	36,435	36,435	23,590	36,996	36,702	36,702	36,702	(267)	(0.73%)	38,078	37,773	37,773	37,773	
6835	MTA Tax	1,562	1,373	1,756	1,756	946	1,791	1,781	1,781	1,781	(25)	(1.42%)	1,849	1,838	1,838	1,838	
6840	Worker's Compensation	6,026	6,643	11,504	11,504	9,587	11,802	5,791	5,791	5,791	5,714	49.66%	12,190	5,983	5,983	5,983	
6860	Medical Insurance - Active Employees	91,746	100,717	173,220	173,220	94,775	193,104	191,304	191,304	191,304	(18,084)	(10.44%)	193,104	191,304	191,304	191,304	
6865	Dental & Optical	8,100	6,601	10,296	10,296	5,769	10,296	10,296	10,296	10,296	0	0.00%	10,296	10,296	10,296	10,296	
6875	Disability	88	9	106	106	12	106	106	106	106	0	0.00%	106	106	106	106	
	<b>Total Employee Benefits - Current</b>	<b>193,332</b>	<b>198,358</b>	<b>291,148</b>	<b>291,148</b>	<b>182,426</b>	<b>319,405</b>	<b>309,607</b>	<b>309,607</b>	<b>309,607</b>	<b>(18,459)</b>	<b>(6.34%)</b>	<b>323,057</b>	<b>312,995</b>	<b>312,995</b>	<b>312,995</b>	
	<b>Total Employee Costs</b>	<b>646,832</b>	<b>610,836</b>	<b>795,991</b>	<b>795,991</b>	<b>497,802</b>	<b>834,299</b>	<b>827,501</b>	<b>827,501</b>	<b>827,501</b>	<b>(31,510)</b>	<b>(3.96%)</b>	<b>854,698</b>	<b>847,710</b>	<b>847,710</b>	<b>847,710</b>	
	<b>Total Expenditures</b>	<b>646,832</b>	<b>610,836</b>	<b>795,991</b>	<b>795,991</b>	<b>497,802</b>	<b>834,299</b>	<b>827,501</b>	<b>827,501</b>	<b>827,501</b>	<b>(31,510)</b>	<b>(3.96%)</b>	<b>854,698</b>	<b>847,710</b>	<b>847,710</b>	<b>847,710</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(26,004)</b>	<b>0</b>	<b>0</b>	<b>117,617</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# ARCHITECTURAL REVIEW BOARD - SUMMARY

*Department: Architectural Review Board*

**Budget Year:** 2025

**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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Architectural Review Board - 8013</b>													
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	406	646	49	1,101	6,401	2.8	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	406	646	49	1,101	6,401		100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	406	646	49	1,101	6,401		100.0
Architectural Review Board	APPOINTBOARD	6,300	0	0	6,300	0	483	767	55	1,305	7,605	24.0	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	406	646	49	1,101	6,401	13.6	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	406	646	49	1,101	6,401	17.0	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	406	646	49	1,101	6,401	1.0	100.0
<b>Total Architectural Review Board - 8013</b>		<b>38,100</b>	<b>0</b>	<b>0</b>	<b>38,100</b>	<b>0</b>	<b>2,922</b>	<b>4,641</b>	<b>349</b>	<b>7,911</b>	<b>46,011</b>		

NOTES:

# Town of Southampton

## 2025 Adopted Budget

### Architectural Review Board - 8013

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
	<b>Other Revenue:</b>															
1790	Inter-Departmental Revenue	43,426	43,426	45,798	45,798	34,350	46,258	46,011	46,011	46,011	213	0.46%	46,258	46,011	46,011	46,011
	<b>Total Other Revenue</b>	43,426	43,426	45,798	45,798	34,350	46,258	46,011	46,011	46,011	213	0.46%	46,258	46,011	46,011	46,011
	<b>Total Revenue</b>	43,426	43,426	45,798	45,798	34,350	46,258	46,011	46,011	46,011	213	0.46%	46,258	46,011	46,011	46,011
	<b>Salaries:</b>															
6100	Salaries	36,000	32,041	38,100	38,100	31,791	38,100	38,100	38,100	38,100	0	0.00%	38,100	38,100	38,100	38,100
	<b>Total Salaries</b>	36,000	32,041	38,100	38,100	31,791	38,100	38,100	38,100	38,100	0	0.00%	38,100	38,100	38,100	38,100
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	4,200	4,107	4,292	4,292	3,544	4,752	4,641	4,641	4,641	(349)	(8.13%)	4,752	4,641	4,641	4,641
6830	FICA Tax Expenditure	2,770	2,451	2,932	2,932	2,432	2,932	2,922	2,922	2,922	10	0.33%	2,932	2,922	2,922	2,922
6835	MTA Tax	123	109	130	130	103	130	130	130	130	0	0.28%	130	130	130	130
6840	Worker's Compensation	209	230	221	221	184	221	95	95	95	126	56.90%	221	95	95	95
6875	Disability	123	51	123	123	48	123	123	123	123	0	0.00%	123	123	123	123
	<b>Total Employee Benefits - Current</b>	7,426	6,949	7,698	7,698	6,311	8,158	7,911	7,911	7,911	(213)	(2.77%)	8,158	7,911	7,911	7,911
	<b>Total Employee Costs</b>	43,426	38,990	45,798	45,798	38,102	46,258	46,011	46,011	46,011	(213)	(0.47%)	46,258	46,011	46,011	46,011
	<b>Total Expenditures</b>	43,426	38,990	45,798	45,798	38,102	46,258	46,011	46,011	46,011	(213)	(0.47%)	46,258	46,011	46,011	46,011
	<b>Net Surplus (Deficit)</b>	0	4,436	0	0	(3,752)	0	0	0	0			0	0	0	0

# CONSERVATION BOARD - SUMMARY

Department: Conservation Board

**Budget Year:** 2025  
**Division:** Land Management Department  
**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8730  
**Manager:** Janice Scherer

**NOTES:**

## Departmental Mission & Responsibilities:

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

## Workload:

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

## Goals & Objectives:

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

## Legal Authority:

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

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Conservation Board - 8730</b>													
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	767	55	1,305	7,605	10.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	767	55	1,305	7,605	29.0	100.0
Conservation Board	APPOINTBOARD	7,900	0	0	7,900	0	606	962	64	1,632	9,532	35.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	767	55	1,305	7,605	17.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	767	55	1,305	7,605		100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	767	55	1,305	7,605	27.9	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	767	55	1,305	7,605	19.6	100.0
<b>Total Conservation Board - 8730</b>		<b>45,700</b>	<b>0</b>	<b>0</b>	<b>45,700</b>	<b>0</b>	<b>3,505</b>	<b>5,566</b>	<b>393</b>	<b>9,465</b>	<b>55,165</b>		

**NOTES:**

# Town of Southampton

## 2025 Adopted Budget

### Conservation Board - 8730

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	
	<b>Other Revenue:</b>																
1790	Inter-Departmental Revenue	52,447	52,447	54,909	54,909	41,181	55,461	55,165	55,165	55,165	256	0.47%	55,461	55,165	55,165	55,165	
	<b>Total Other Revenue</b>	<b>52,447</b>	<b>52,447</b>	<b>54,909</b>	<b>54,909</b>	<b>41,181</b>	<b>55,461</b>	<b>55,165</b>	<b>55,165</b>	<b>55,165</b>	<b>256</b>	<b>0.47%</b>	<b>55,461</b>	<b>55,165</b>	<b>55,165</b>	<b>55,165</b>	
	<b>Total Revenue</b>	<b>52,447</b>	<b>52,447</b>	<b>54,909</b>	<b>54,909</b>	<b>41,181</b>	<b>55,461</b>	<b>55,165</b>	<b>55,165</b>	<b>55,165</b>	<b>256</b>	<b>0.47%</b>	<b>55,461</b>	<b>55,165</b>	<b>55,165</b>	<b>55,165</b>	
	<b>Salaries:</b>																
6100	Salaries	43,500	43,500	45,700	45,700	39,988	45,700	45,700	45,700	45,700	0	0.00%	45,700	45,700	45,700	45,700	
	<b>Total Salaries</b>	<b>43,500</b>	<b>43,500</b>	<b>45,700</b>	<b>45,700</b>	<b>39,988</b>	<b>45,700</b>	<b>45,700</b>	<b>45,700</b>	<b>45,700</b>	<b>0</b>	<b>0.00%</b>	<b>45,700</b>	<b>45,700</b>	<b>45,700</b>	<b>45,700</b>	
	<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	5,075	1,923	5,148	5,148	4,250	5,700	5,566	5,566	5,566	(418)	(8.13%)	5,700	5,566	5,566	5,566	
6830	FICA Tax Expenditure	3,347	3,328	3,516	3,516	3,059	3,516	3,505	3,505	3,505	12	0.33%	3,516	3,505	3,505	3,505	
6835	MTA Tax	149	148	156	156	129	156	156	156	156	1	0.33%	156	156	156	156	
6840	Worker's Compensation	252	278	265	265	221	265	114	114	114	151	56.90%	265	114	114	114	
6875	Disability	123	58	123	123	47	123	123	123	123	0	0.00%	123	123	123	123	
	<b>Total Employee Benefits - Current</b>	<b>8,947</b>	<b>5,734</b>	<b>9,209</b>	<b>9,209</b>	<b>7,707</b>	<b>9,761</b>	<b>9,465</b>	<b>9,465</b>	<b>9,465</b>	<b>(255)</b>	<b>(2.77%)</b>	<b>9,761</b>	<b>9,465</b>	<b>9,465</b>	<b>9,465</b>	
	<b>Total Employee Costs</b>	<b>52,447</b>	<b>49,234</b>	<b>54,909</b>	<b>54,909</b>	<b>47,695</b>	<b>55,461</b>	<b>55,165</b>	<b>55,165</b>	<b>55,165</b>	<b>(255)</b>	<b>(0.47%)</b>	<b>55,461</b>	<b>55,165</b>	<b>55,165</b>	<b>55,165</b>	
	<b>Total Expenditures</b>	<b>52,447</b>	<b>49,234</b>	<b>54,909</b>	<b>54,909</b>	<b>47,695</b>	<b>55,461</b>	<b>55,165</b>	<b>55,165</b>	<b>55,165</b>	<b>(255)</b>	<b>(0.47%)</b>	<b>55,461</b>	<b>55,165</b>	<b>55,165</b>	<b>55,165</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>3,213</b>	<b>0</b>	<b>0</b>	<b>(6,514)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# LANDMARKS & HISTORIC DISTRICT BOARD - SUMMARY

Department: Landmarks & Historic Districts Board

**Budget Year:** 2025  
**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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Landmarks &amp; Historic Districts Board - 8022</b>													
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029	2.9	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	3,000	0	0	3,000	0	230	365	35	631	3,631	7.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029	1.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029	1.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029	7.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	305	32	529	3,029	10.0	100.0
<b>Total Landmarks &amp; Historic Districts Board - 8022</b>		<b>28,000</b>	<b>0</b>	<b>0</b>	<b>28,000</b>	<b>0</b>	<b>2,147</b>	<b>3,411</b>	<b>359</b>	<b>5,917</b>	<b>33,917</b>		

NOTES:

# Town of Southampton

## 2025 Adopted Budget

### Landmarks & Historic Districts Board - 8022

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	
	<b>Other Revenue:</b>																
1790	Inter-Departmental Revenue	20,642	20,642	21,893	21,893	16,419	22,111	33,917	33,917	33,917	12,024	54.92%	22,111	33,917	33,917	33,917	
	<b>Total Other Revenue</b>	20,642	20,642	21,893	21,893	16,419	22,111	33,917	33,917	33,917	12,024	54.92%	22,111	33,917	33,917	33,917	
	<b>Total Revenue</b>	<b>20,642</b>	<b>20,642</b>	<b>21,893</b>	<b>21,893</b>	<b>16,419</b>	<b>22,111</b>	<b>33,917</b>	<b>33,917</b>	<b>33,917</b>	<b>12,024</b>	<b>54.92%</b>	<b>22,111</b>	<b>33,917</b>	<b>33,917</b>	<b>33,917</b>	
	<b>Salaries:</b>																
6100	Salaries	17,000	15,375	18,100	18,100	14,705	18,100	28,000	28,000	28,000	(9,900)	(54.70%)	18,100	28,000	28,000	28,000	
	<b>Total Salaries</b>	17,000	15,375	18,100	18,100	14,705	18,100	28,000	28,000	28,000	(9,900)	(54.70%)	18,100	28,000	28,000	28,000	
	<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	1,983	1,940	2,039	2,039	1,683	2,257	3,411	3,411	3,411	(1,372)	(67.27%)	2,257	3,411	3,411	3,411	
6830	FICA Tax Expenditure	1,308	1,176	1,393	1,393	1,125	1,393	2,147	2,147	2,147	(755)	(54.19%)	1,393	2,147	2,147	2,147	
6835	MTA Tax	58	52	62	62	47	62	95	95	95	(34)	(54.22%)	62	95	95	95	
6840	Worker's Compensation	99	109	105	105	87	105	70	70	70	35	33.32%	105	70	70	70	
6875	Disability	194	66	194	194	68	194	194	194	194	0	0.00%	194	194	194	194	
	<b>Total Employee Benefits - Current</b>	3,642	3,343	3,793	3,793	3,011	4,011	5,917	5,917	5,917	(2,125)	(56.03%)	4,011	5,917	5,917	5,917	
	<b>Total Employee Costs</b>	<b>20,642</b>	<b>18,717</b>	<b>21,893</b>	<b>21,893</b>	<b>17,716</b>	<b>22,111</b>	<b>33,917</b>	<b>33,917</b>	<b>33,917</b>	<b>(12,025)</b>	<b>(54.93%)</b>	<b>22,111</b>	<b>33,917</b>	<b>33,917</b>	<b>33,917</b>	
	<b>Total Expenditures</b>	<b>20,642</b>	<b>18,717</b>	<b>21,893</b>	<b>21,893</b>	<b>17,716</b>	<b>22,111</b>	<b>33,917</b>	<b>33,917</b>	<b>33,917</b>	<b>(12,025)</b>	<b>(54.93%)</b>	<b>22,111</b>	<b>33,917</b>	<b>33,917</b>	<b>33,917</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>1,925</b>	<b>0</b>	<b>0</b>	<b>(1,297)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## PLANNING BOARD - SUMMARY

*Department: Planning Board*

**Budget Year:** 2025

**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:** 2025

**Division:** Land Management Department

**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8020

**Manager:** Janice Scherer

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### 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.

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**NOTES:**

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# 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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Planning Board - 8020</b>													
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916		100.0
Planning Board	APPOINTBOARD	15,300	0	0	15,300	21,420	1,173	1,864	108	24,565	39,865	31.8	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	7.0	100.0
Planning Board	APPOINTBOARD	18,400	0	0	18,400	0	1,411	2,241	126	3,779	22,179	22.8	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	2.6	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	3.0	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	20.0	100.0
<b>Total Planning Board - 8020</b>		<b>99,700</b>	<b>0</b>	<b>0</b>	<b>99,700</b>	<b>21,420</b>	<b>7,646</b>	<b>12,144</b>	<b>713</b>	<b>41,923</b>	<b>141,623</b>		

**NOTES:**

# Town of Southampton

## 2025 Adopted Budget

### Planning Board - 8020

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
<b>Other Revenue:</b>																
1790	Inter-Departmental Revenue	140,509	142,124	139,109	140,739	105,961	144,102	143,253	143,253	143,253	2,514	1.79%	142,472	141,623	141,623	141,623
	<b>Total Other Revenue</b>	140,509	142,124	139,109	140,739	105,961	144,102	143,253	143,253	143,253	2,514	1.79%	142,472	141,623	141,623	141,623
	<b>Total Revenue</b>	<b>140,509</b>	<b>142,124</b>	<b>139,109</b>	<b>140,739</b>	<b>105,961</b>	<b>144,102</b>	<b>143,253</b>	<b>143,253</b>	<b>143,253</b>	<b>2,514</b>	<b>1.79%</b>	<b>142,472</b>	<b>141,623</b>	<b>141,623</b>	<b>141,623</b>
<b>Salaries:</b>																
6100	Salaries	94,500	94,500	99,700	99,700	82,775	99,700	99,700	99,700	99,700	0	0.00%	99,700	99,700	99,700	99,700
6103	Accumulated Sick/Personal Days	3,881	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	4,036	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Salaries</b>	102,417	94,500	99,700	99,700	82,775	99,700	99,700	99,700	99,700	0	0.00%	99,700	99,700	99,700	99,700
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	11,944	11,680	11,231	11,231	9,273	12,434	12,144	12,144	12,144	(913)	(8.13%)	12,434	12,144	12,144	12,144
6830	FICA Tax Expenditure	7,877	6,120	7,671	7,671	5,340	7,671	7,646	7,646	7,646	25	0.33%	7,671	7,646	7,646	7,646
6835	MTA Tax	350	272	341	341	226	341	340	340	340	1	0.33%	341	340	340	340
6840	Worker's Compensation	548	604	578	578	482	578	249	249	249	329	56.90%	578	249	249	249
6860	Medical Insurance - Active Employees	17,250	20,476	19,464	19,464	16,716	21,624	21,420	21,420	21,420	(1,956)	(10.05%)	21,624	21,420	21,420	21,420
6865	Dental & Optical	0	1,649	0	1,630	1,425	1,630	1,630	1,630	1,630	0	0.00%	0	0	0	0
6875	Disability	123	51	123	123	44	123	123	123	123	0	0.00%	123	123	123	123
	<b>Total Employee Benefits - Current</b>	38,092	40,851	39,409	41,039	33,506	44,402	43,553	43,553	43,553	(2,513)	(6.12%)	42,772	41,923	41,923	41,923
	<b>Total Employee Costs</b>	<b>140,509</b>	<b>135,351</b>	<b>139,109</b>	<b>140,739</b>	<b>116,281</b>	<b>144,102</b>	<b>143,253</b>	<b>143,253</b>	<b>143,253</b>	<b>(2,513)</b>	<b>(1.79%)</b>	<b>142,472</b>	<b>141,623</b>	<b>141,623</b>	<b>141,623</b>
	<b>Total Expenditures</b>	<b>140,509</b>	<b>135,351</b>	<b>139,109</b>	<b>140,739</b>	<b>116,281</b>	<b>144,102</b>	<b>143,253</b>	<b>143,253</b>	<b>143,253</b>	<b>(2,513)</b>	<b>(1.79%)</b>	<b>142,472</b>	<b>141,623</b>	<b>141,623</b>	<b>141,623</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>6,773</b>	<b>0</b>	<b>0</b>	<b>(10,320)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# ZONING BOARD OF APPEALS - SUMMARY

*Department: Zoning Board of Appeals*

**Budget Year:** 2025

**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 1/1/25	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Zoning Board of Appeals - 8012</b>													
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	11.1	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	2.8	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	1.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	1.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	1.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,012	1,608	96	2,716	15,916	2.9	100.0
Zoning Board of Appeals	APPOINTBOARD	18,400	0	0	18,400	0	1,411	2,241	126	3,779	22,179	3.8	100.0
<b>Total Zoning Board of Appeals - 8012</b>		<b>97,600</b>	<b>0</b>	<b>0</b>	<b>97,600</b>	<b>0</b>	<b>7,485</b>	<b>11,888</b>	<b>700</b>	<b>20,073</b>	<b>117,673</b>		

**NOTES:**

# Town of Southampton

## 2025 Adopted Budget

### Zoning Board of Appeals - 8012

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	
	<b>Other Revenue:</b>																
1790	Inter-Departmental Revenue	134,695	134,695	127,889	127,889	95,916	118,306	117,673	117,673	117,673	(10,216)	(7.99%)	118,306	117,673	117,673	117,673	
	<b>Total Other Revenue</b>	134,695	134,695	127,889	127,889	95,916	118,306	117,673	117,673	117,673	(10,216)	(7.99%)	118,306	117,673	117,673	117,673	
	<b>Total Revenue</b>	<b>134,695</b>	<b>134,695</b>	<b>127,889</b>	<b>127,889</b>	<b>95,916</b>	<b>118,306</b>	<b>117,673</b>	<b>117,673</b>	<b>117,673</b>	<b>(10,216)</b>	<b>(7.99%)</b>	<b>118,306</b>	<b>117,673</b>	<b>117,673</b>	<b>117,673</b>	
	<b>Salaries:</b>																
6100	Salaries	94,500	91,812	99,700	99,700	81,000	97,600	97,600	97,600	97,600	2,100	2.11%	97,600	97,600	97,600	97,600	
	<b>Total Salaries</b>	94,500	91,812	99,700	99,700	81,000	97,600	97,600	97,600	97,600	2,100	2.11%	97,600	97,600	97,600	97,600	
	<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	11,026	10,782	11,231	11,231	9,273	12,173	11,888	11,888	11,888	(657)	(5.85%)	12,173	11,888	11,888	11,888	
6830	FICA Tax Expenditure	7,271	6,456	7,671	7,671	6,197	7,510	7,485	7,485	7,485	186	2.43%	7,510	7,485	7,485	7,485	
6835	MTA Tax	323	286	341	341	262	334	333	333	333	8	2.43%	334	333	333	333	
6840	Worker's Compensation	548	604	578	578	482	566	244	244	244	334	57.80%	566	244	244	244	
6860	Medical Insurance - Active Employees	20,904	7,219	8,244	8,244	0	0	0	0	0	8,244	100.00%	0	0	0	0	
6875	Disability	123	55	123	123	42	123	123	123	123	0	0.00%	123	123	123	123	
	<b>Total Employee Benefits - Current</b>	40,195	25,401	28,189	28,189	16,255	20,706	20,073	20,073	20,073	8,116	28.79%	20,706	20,073	20,073	20,073	
	<b>Total Employee Costs</b>	<b>134,695</b>	<b>117,213</b>	<b>127,889</b>	<b>127,889</b>	<b>97,255</b>	<b>118,306</b>	<b>117,673</b>	<b>117,673</b>	<b>117,673</b>	<b>10,216</b>	<b>7.99%</b>	<b>118,306</b>	<b>117,673</b>	<b>117,673</b>	<b>117,673</b>	
	<b>Total Expenditures</b>	<b>134,695</b>	<b>117,213</b>	<b>127,889</b>	<b>127,889</b>	<b>97,255</b>	<b>118,306</b>	<b>117,673</b>	<b>117,673</b>	<b>117,673</b>	<b>10,216</b>	<b>7.99%</b>	<b>118,306</b>	<b>117,673</b>	<b>117,673</b>	<b>117,673</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>17,482</b>	<b>0</b>	<b>0</b>	<b>(1,339)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	