



Leadership, Partnership, Stewardship

Wake County Business Plans *FY 2007 - 2009*

Planning Department

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Introduction

The Wake County Planning Department is charged with providing public planning services to the areas in Wake County lying outside the municipalities' planning jurisdictions. The Department also serves as a single point of planning, advisory, and technical assistance to local jurisdictions, community groups, and other organizations. The Planning Department focuses on **Proactively Preparing Practical Policies for People: the 5P's**.

Wake County Planning Department currently serves over 775,000 Wake County residents through its joint land use and growth management planning efforts with municipal planning partners and its data analysis research and reporting functions to Wake County departments and to local, regional and private sector communities of interests. Over 173,000 people live in the unincorporated areas of the County, spanning a jurisdiction of almost 600 of the County's total 857 square miles. The Department's staff projects approximately 810,000 people will reside in Wake County in 2007.

The Planning Department consists of Current Planning (CP) and Long Range Planning (LRP) Divisions, staffed by 20 full-time positions (see Organization Chart). The Department has transitioned from an agency that early on primarily focused on long-range planning policies to one that deals with a myriad of long-range and current planning activities and regulatory processes. The current staff primarily focuses on:

Long Range Planning (LRP)

- Comprehensive Planning/Growth Management Strategies and Policies Implementation
- Special Research: Demographics & Spatial Data Analysis & Reporting
- WCPSS Student Enrollment Projections & Student Growth Analyses
- Transportation Planning and Coordination
- Historic Preservation Administration
- Presentations to Elected Officials, Community Groups, and other County Agencies

Current Planning (CP)

- Implementation of the Unified Development Ordinance
- Zoning and Administration Services
- Subdivision Administration
- Zoning Code Enforcement
- Presentations to Elected Officials, Community Groups, and other County Agencies

The Changing Environment of Planning

Through the years, the Planning Department has maintained a high level of professional service despite tremendous increases in population and development activity associated with such growth.

The July 1, 2005 **State Demographer's** Wake County population estimate represents:

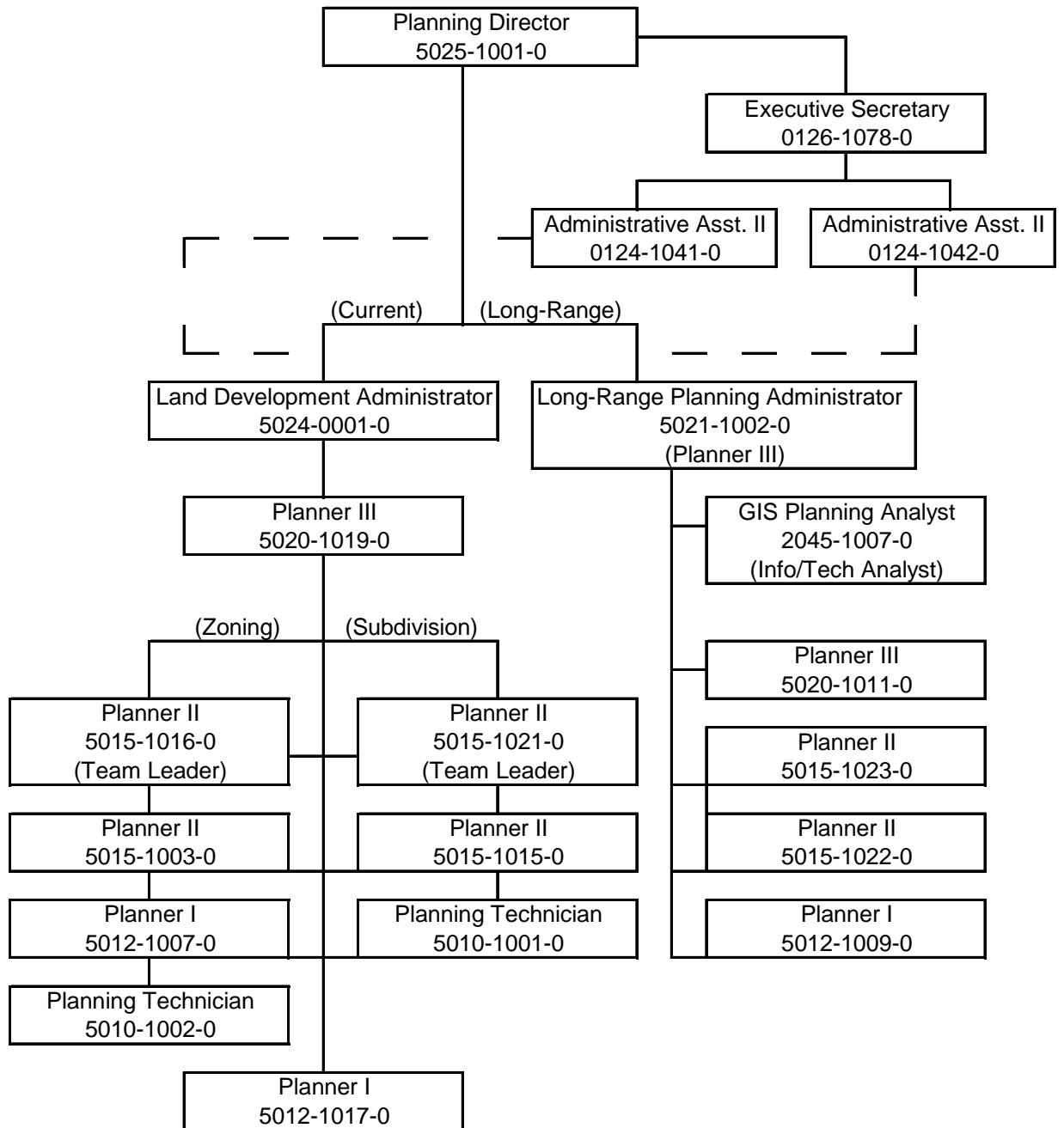
- An increase of 121,182 residents since July 1, 2000;
- An average annual growth rate of 4.0 percent since July 1, 2000; and
- On average, a daily addition of 66 newcomers since July 1, 2000.

This has created a situation where new approaches to evaluate growth, transportation, and environmental and open space issues have been pushed to the forefront. As a result, several planning documents have just been completed. These documents create the opportunity for additional policy to be developed and implemented which address growth management issues for Wake County.

Much of the department's success can be attributed to its ability and willingness to anticipate future trends and re-engineer its processes and services to better respond to the community's needs. Strong public involvement efforts and the department's motivated staff have contributed to the Department's success.



Wake County Planning Department

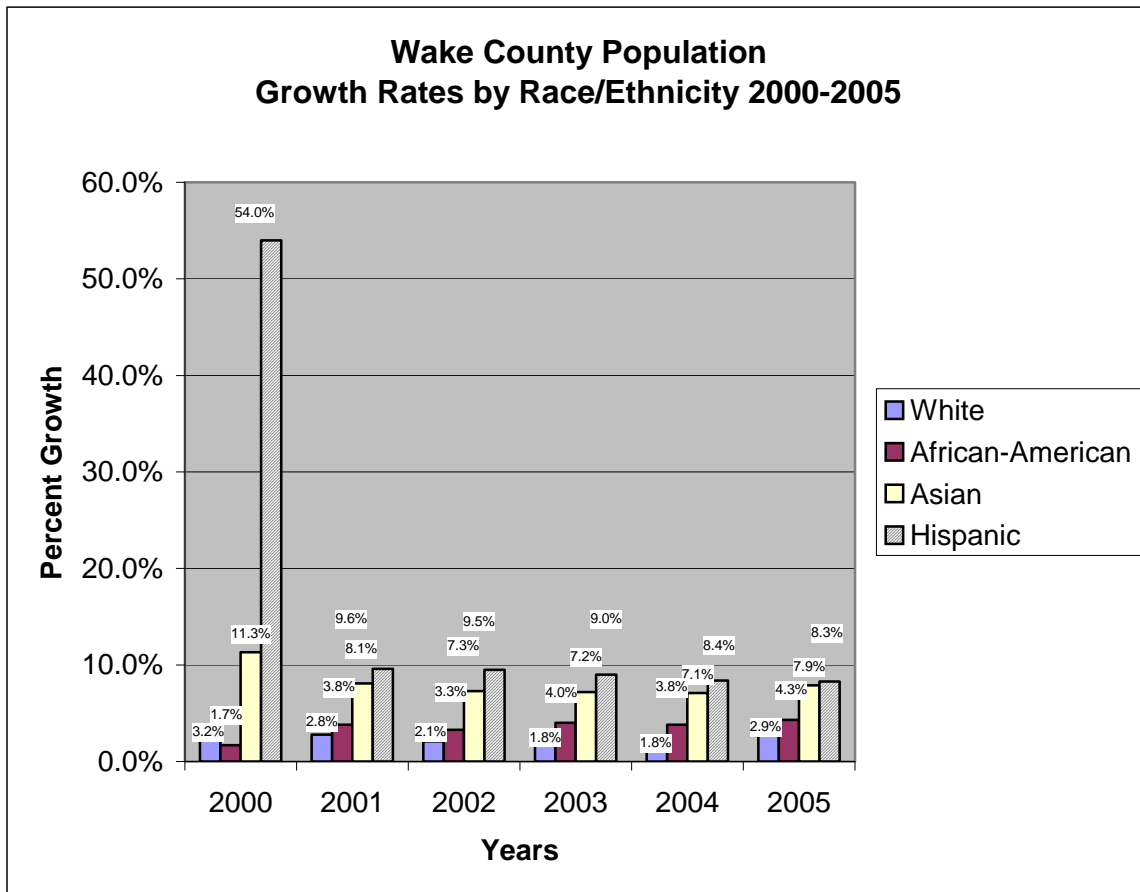


Total Positions: 20 Regular/Full-Time

* Planning Department currently has two temporary positions on staff. Both are Planner II positions, one located in Current Planning and one located in Long Range Planning.

Urbanization Trends: Population Growth & Density

During the 1990s, Wake County grew at an average rate of 4.8% annually. During the first 5 years of the new millennium, Wake County's growth has slowed to 4.0% annually, yet we have an increasing amount of births, unprecedented public school student population growth, new housing permits, and a more diverse community. Although white, non-Hispanics residents make up the largest racial group in Wake County; they declined as a percentage of the total population between 2000 and 2005. The Asian population grew rapidly at 51%. Growth among Wake County's Hispanic/Latino population was the most substantial; between 2000 and 2005 the number of Hispanics/Latinos living in Wake County increased by 63%. Growth rates of non-Hispanics and Blacks/African-Americans were more modest at 13% and 23% respectively.



- Wake County's landscape continues to evolve into a more urban form.

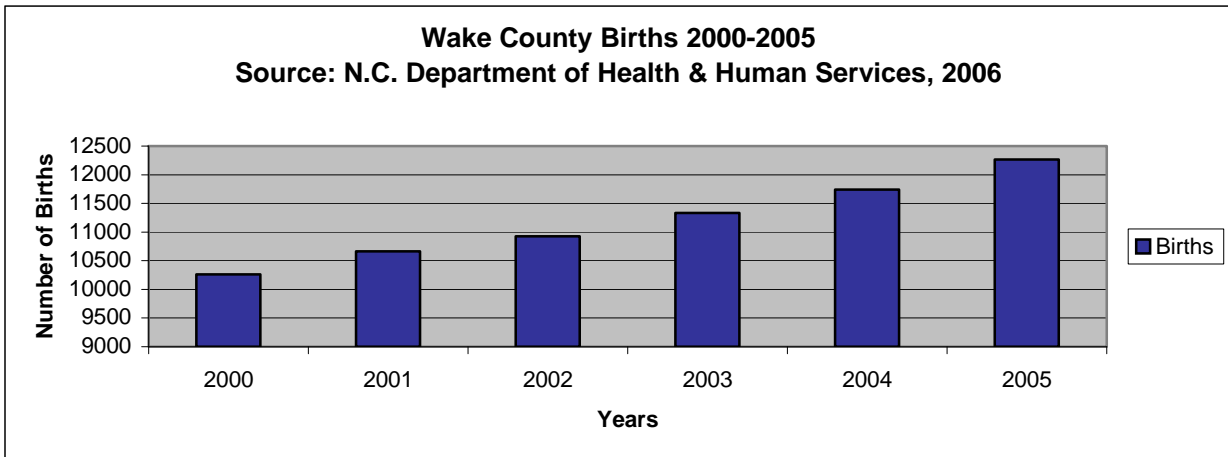
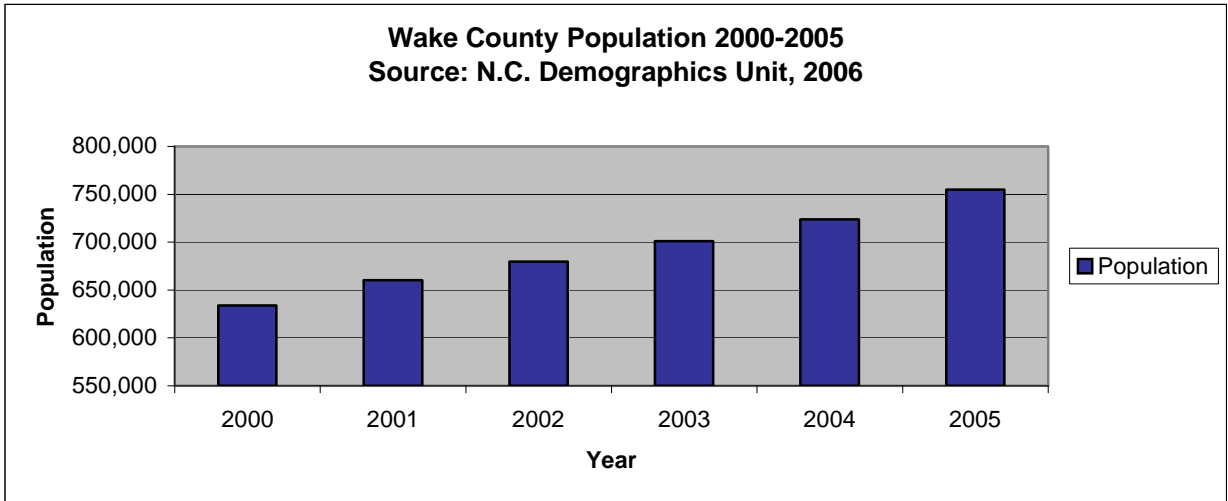
2005 Certified County Population Estimates: Top 3 Most Populous Counties in North Carolina			
Rank	County	July 1 Population	2006 Projection
1	MECKLENBURG	796,232	820,487
2	WAKE	755,034	782,283
3	GUILFORD	441,428	448,694
	STATE of N.C.	8,682,066	8,828,041

2005 Certified County Population Estimates: Top 3 Counties in North Carolina With the Largest Population Increase since April 2000			
Rank	County	July 1 Population	2000 - 2005 Population Increase
1	WAKE	755,034	127,168
2	MECKLENBURG	796,232	100,862
3	UNION	161,332	37,560
	STATE of N.C.	8,682,066	635,253

2005 Certified County Population Estimates: Top 3 Most Densely Populated Counties in North Carolina (Density: Population per Square Mile – Land Area)				
Rank	County	July 1 Population	Land Area	Density
1	MECKLENBURG	796,232	526.28	1,512.98
2	WAKE	755,034	831.92	907.58
3	New Hanover	180,358	198.93	906.64
	STATE of N.C.	8,682,066	48,710.88	178.24

Wake County has seen its population per square mile increase from 754.72 in 2000 to 907.60 in 2005, overtaking New Hanover County as the second densest County within the State of North Carolina.

Source for each table above: N.C. State Demographics Unit, 2006.



Growth In Unincorporated Wake County

The most recent State Demographer's report documents that 755,034 people resided throughout Wake County on July 1, 2005. The number of residents inhabiting areas outside of Wake's twelve (12) incorporated jurisdictions totaled 173,591, compared to 172,016 residents in July 2004. Predictably, as more land is annexed by Wake County's incorporated jurisdictions, the population growth in the balance of Wake County should decrease or stabilize. Despite annexations, the number of people residing in the unincorporated areas of Wake County ranks highest among the state's 100 counties.

2005 Certified County Population Estimates: Top County in North Carolina with the Most People Residing Outside of Incorporated Cities and Towns				
Rank	County	July 1 Population	Non-municipal Population	% Municipal Population
1	WAKE	755,034	173,591	77%
	STATE of N.C.	8,682,066	4,075,836	53%

2005 – 2010 Wake County Planning Population Projections

County-level projections, including the 2005 and 2006 forecasts, are documented in the Wake County Planning Department/Informed Decisions Inc. Report, published in 2001. These original projections were based on Census 2000 data and assumed annual county-level population growth rates of 3.3 for 2004-2006; however, the most current data (July 2005) released from the U.S. Census Bureau and N.C. State Demographer's Office estimates Wake County's population grew 4.2% between July 2004 and July 2005. After reviewing recent estimates and growth rates for 2005, Wake County Planning has decided to update its 2006 population projection to reflect a 4.1% increase over the NC State Demographers 2005 estimate of 755,034.

Year	NC State Demographer	Wake County Planning
2006	782,283	785,990

The chart below illustrates growth at a 4.0% rate based on the NC State Demographers 2005 estimate of 755,034.

Year	Wake County Population Projection	Projected Annual Growth Rate
2006	785,990	4.1%
2007	817,429	4.0%
2008	850,126	4.0%
2009	884,131	4.0%
2010	919,496	4.0%

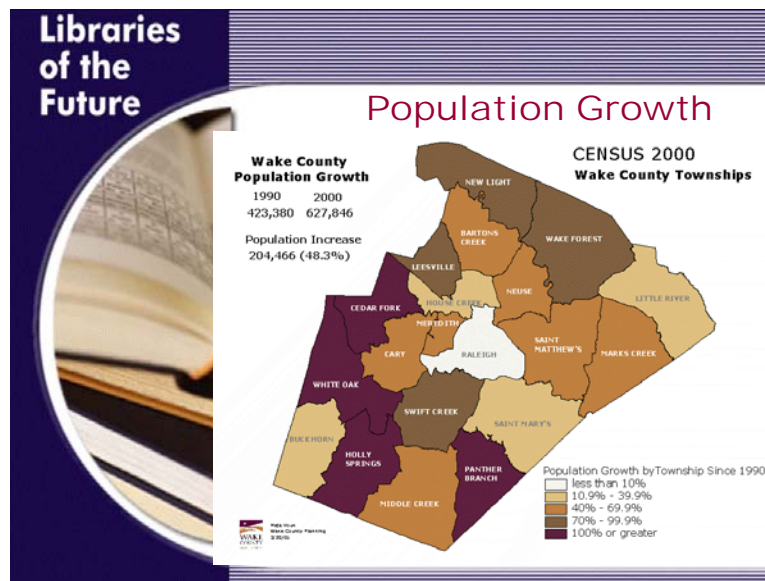
The United States Census has estimated that the State of North Carolina gained 184,046 new residents from July 2005 to July 2006. This is well above the estimate of 141,419 between July 2004 and July 2005. Wake County on average absorbs roughly 20% of the states new population growth.

Service and Program Implications

In 2000, Wake County had approximately 157,000 youths ages 0-17. By 2005, this number had climbed to approximately 196,700. This influx of children has substantially impacted the public school system and other services designed to meet the needs of youth in Wake County. The senior population has seen similar growth. In 2000, Wake County had slightly more than 90,000 residents aged 55 and over. By 2005, this population had grown to nearly 119,000 people aged 55 and over. As with children, this increasing number of seniors has service implications. Between April 2000 and July 1, 2005, 20% of all new population growth in the state of North Carolina occurred in Wake County.

These demographic components and others noted previously in this report – urban growth and population density – influence program delivery and design decisions for Wake County departments. They affect housing type, development code provisions, and land use strategies for planning functional and desirable residential, working, educational, and recreational activity centers. Issues pertaining to environmental resources conservation and protection also arise when resolving impacts associated with increased densities and more intense development.

As the built environment and population continues to change, the Planning Department is preparing for several exciting and challenging years of work. The FY2007-2008 document will outline the department’s operational plan. The Plan will identify priorities and expected outcomes for the various planning services and activities of the department. It will also demonstrate how the work of the Planning Department will advance the overall goals of Wake County.



Mission, Vision and Values

Our Mission

To enhance the quality of life of Wake County citizens by promoting a comprehensive approach to development and service delivery, offering leadership and professional skills to guide diverse community interests and provide consistent customer service and policy advice.

In carrying out our mission, we deal primarily with public policy issues concerning the physical and economic development of the County, most of which involve recommendations by County boards or task forces, and decisions by the Board of Commissioners. In carrying out our role, we:

- Research issues - generate and/or compile information and data;
- Disseminate public information - this information is needed not only for our research, but is also demanded by the public in general;
- Formulate alternative policies - work extensively with the public, appointed boards and commissions, and other local governments and agencies; and
- Make recommendations on Policy matters.

Our Vision

As a public planning organization, we

- Value customers, thus strive to provide excellent customer service and responsiveness;
- Strive to articulate clear, compelling comprehensive visions that engage the citizens and community leaders in collaborative and creative planning and problem solving;
- Proactively address complex community issues on growth, environmental quality, preservation and development; and
- It is privilege to participate in unique daily activities that strive to provide better service and create enduring standards.

Our Values

We believe that:

- Customers are our focus and we will concentrate on our customers changing needs and expectations, and respond with open, cost-efficient, and effective service delivery.
- We should provide the community with a sense of certainty and predictability.
- We should identify both the short-term and long-range impacts of planning decisions.
- We must identify the cumulative effects of individual decisions on the physical, economic and social environment.
- We should be in continual self-development to improve our skills and effectiveness.
- Partnerships are our approach and we will work in partnership as well-trained, team-focused, and highly-motivated employees to be a model for performance in terms of service, quality, innovation and productivity.
- Integrity is our standard and we conduct ourselves with the intention of reflecting the highest ethical and professional standards, always remembering our public trust and respect for our stewardship of limited resources.

Functional Organization

Much of the department's success will be attributed to its ability to anticipate future trends and re-engineer its processes and services to better respond to the community's needs. Part of the success will come from continuous evaluation of the department's organizational structure to better address the increasing number of complex county and regional planning issues.

The Planning Department will be organized around the following functional areas:

Current Planning (CP)

- The Unified Development Ordinance (UDO)
- UDO Zoning Administration
- UDO Subdivision Administration
- UDO Code Enforcement

Long Range Planning (LRP)

- Comprehensive Planning & Coordination/Growth Management Strategies and Implementation
- Data Analysis and Modeling
- Transportation Planning & Coordination
- Historic Preservation Administration

Planning Department Administration

- Support Services (Administration and Public Information)
- Human Resources and Budget

Current Planning (CP)

The Unified Development Ordinance (UDO)

The Unified Development Ordinance (UDO), approved by the Board of Commissioners on April 17, 2006, consolidates all regulations that govern development in Wake County into one user-friendly document. The UDO includes tables, charts and other graphics that make its provisions more accessible and easier to understand. By unifying development regulations, the UDO allows a jurisdiction to respond uniformly and consistently to development proposals while promoting the health, safety and general welfare of its residents. This uniform application of policies and regulations can occur because a UDO combines ordinances, such as Subdivision, Zoning, Watershed Protection, and Soil and Erosion Control, into one document.

UDO Zoning Administration

The Zoning Administration staff reviews commercial site plans to ensure compliance with the Land Use Plan, Thoroughfare Plan, and the Unified Development Ordinance that was approved on April 4, 2006. The Staff also has to administer the former Zoning Ordinance for projects approved prior to the adoption of the Unified Development Ordinance. Staff also reviews rezoning requests, special use permits, grave removals, and issues Land Use permits including Home Occupation and Sign Permits. Additionally, the Planning department staffs the Board of Adjustment as well as the Planning Board.

UDO Subdivision Administration

The Subdivision Administration staff reviews exempt, minor, preliminary, construction, and final plats to ensure compliance with the Land Use Plan, Thoroughfare Plan, and the Unified Development Ordinance that was approved by the Board of Commissioners on April 4, 2006. Staff also has to administer the former Subdivision Ordinance for projects approved prior to June 6, 2005.

In addition, the new Unified Development Ordinance/Subdivision allows for greater flexibility, which requires on-site inspections. Staff enforces the Tree and Vegetation Protection Zone to ensure that mature trees are protected during construction, the Water Supply Watershed Buffer Regulations to ensure that the buffers remain undisturbed except for limited activities, and the Landscaping and Bufferyard Regulations to ensure that vegetation is planted in accordance with the approved plan.

The staff also addresses and resolves customer inquiries, helps interpret County subdivision regulations, assist other county and other governmental agencies (Environmental Services, IDPP, NCDOT, NCDENR), process subdivision text amendments, process variances and appeals, implements regulatory process modifications, coordinates process improvements, and provides support for the Planning Board and its committees.

UDO Code Enforcement

The Code Enforcement program operates on a complaint basis. The number of complaints received has increased recently due to the transition from a rural county to one that is more urban. The staff receives complaints in writing, conducts research, conducts field visits to determine if a violation exist, sends violation letters to the violating party, conducts follow-up field visits to determine if violation has been corrected, and confers with the County Attorney to pursue litigation if necessary.

The staff also addresses and resolves customer inquiries, helps interpret County zoning regulations, assist other county and other governmental agencies (Environmental Services, IDPP, NCDOT, NCDENR), process zoning text amendments, process variances, special uses and appeals to the Board of Adjustment, implements regulatory process modifications, coordinates process improvements, and provides support for the Planning Board and its committees.

Long Range Planning (LRP)

Comprehensive Planning and Coordination

The BOC has adopted land use plans that promote their short-term and long-term vision for the County. These plans guide where development will occur and recommend land use types, densities and intensities. The BOC also partners with other municipalities' and the public school system's elected officials to formulate and implement regional initiatives to address growth concerns by participating on the Wake County Growth Management Task Force and spearheading the recently established Blue Ribbon Committee.

The Comprehensive Planning and Coordination staff works with diverse community interests and other governments to develop plans for the built and natural environment. They support the County Commissioners' overall emphasis in refining the Land Use Plan and updating and implementing the Growth Management Task Force and Blue Ribbon Committee common growth management strategies. Additionally, these planners coordinate with other governmental entities on planning issues such as ETJ extensions, urban service area boundaries, and regional infrastructure development (TJCOG). This planning function provides information to County managers, to the Planning Board, and to the BOCC, who set direction for the County, thus impacting the community at-large; leads joint planning efforts with the 12 municipal planning agencies and those of adjoining counties; and incorporates a citizen advisory committee comprised of residents, property owners, business owners, and other community interests into each of its area land use plan processes.

Data Analysis and Modeling

The Board of Commissioners and Board of Education has charged the Planning Department with generating WCPSS student projections since the late 1990s. The Department's data analysis and modeling function supports the planning activities of the various county departments, BOC, WCPSS, CAMPO, TJCOG business community, non-profit organizations, and the general public, creating opportunities for more informed decision-making. The data analysis team members:

- Generates annual series of WPCSS student enrollment projections;
- Tracks, analyzes, and reports school-age demographic and spatial trends;
- Tracks population, housing, and physical development in Wake County;
- Responds to non-departmental customer requests for demographic and spatial data and maps;
- Supports the GIS Division with demographic and land use data and provides interactive networked based data analysis; and
- Acts as a liaison with state and federal demographic agencies (North Carolina State Demographics Unit, N.C. State Data Center and U.S. Census Bureau).

Transportation Planning

In North Carolina, public roads and their associated rights-of-way are either state or municipally maintained. There are no County maintained roads; however, the BOC has adopted regulations that require review of all proposals to develop road systems in the unincorporated area of the County. The BOC act on all road closings petitions and are a member of CAMPO (the lead regional transportation agency designated by the federal government). The County plans for all modes of transportation (walking, bicycling, public transportation, and personal automobiles) in support of regional and county land use goals.

The Planning Department assigns a staff person to participate in comprehensive long-range transportation planning for the County. That planner responds to requests for information on transportation-related issues and acts as a liaison with community groups and local, regional, state, and federal governmental entities on county, regional, and state transportation matters. This service impacts Wake County residents, commuters, employers, developers, and agencies responsible for providing and maintaining transportation infrastructure and services. The service has an impact on future development regarding access, traffic patterns and location, and rate of growth.

Historic Preservation

This service is approved by the BOC through a contract with the Capital Area Preservation Inc. and the City of Raleigh to preserve the county's significant historical and cultural resources. The Planning Department provides historic preservation programs by contracting with Capital Area Preservation Inc. and the City of Raleigh. In addition to monitoring program activities through the assessment of CAP and City of Raleigh contracts, staff acts as a liaison for and assists other county departments, WC Historic Preservation Commission members, interlocal agreement municipal partners, and state agencies with historic preservation issues. Staff routinely administers all historic preservation program preservation fund invoices, professional services payment requests and grant agreements.

Planning Department Administration

Support Services/Administration

Provides administrative and clerical support to the Planning staff, Planning Board, Board of Adjustment, and other task forces as created. Coordinates meetings with other agencies and stakeholders for various county projects such as Little River Reservoir, Harris Lake Area Land Use Study, and other Updated Area Land Use Plans. Staff assists the public and other departments with information and referrals, handles purchasing, filing, contract disbursement, budget preparation, and various other administrative functions.

The Planning Department's Role

Providing planning services in the County is the primary function of the planning department. In this capacity the department serves a vital and unique role in the County's overall organization by providing the following services.

- A framework for decision making in response to the rural to urban growth occurring within a rapidly growing region.
- Leadership in strategic approaches to problem solving and process development.
- Facilitation skills that bring staff, citizens, and/or elected officials together to collaborate in problem solving and decision-making processes.
- Big picture perspective on where community has been, current status, and a vision for the future based on trends and knowledge of the dynamics of growth.
- Technical expertise and research skills that support not only the Planning Department's work but also that of several county departments.

Objectives

Improve productivity

- Contract for specialized services
- Provide appropriate training and development opportunities

Increase Positive Contacts

- Share the County's Growth Management and Planning vision through public presentations

Learning and Growth

- Improve data management and mapping capabilities

Measuring Success

The nature of land use planning dictates that results are not always realized immediately. Successes and impacts on the community often cannot be measured for a number of years; however, the Planning Department has observed significant planning initiatives addressing a variety of issues. Measurable outputs for key planning initiatives for this year and the next two years are listed in the chart on the next page.

Measurable Outputs Planning Department			
Project	FY 2006	FY 2007	FY 2008
Subdivision			
Preliminary Plans	51	57	57
Exempts	373	348	350
Minors	231	468	475
Construction	105	108	110
Final	112	128	130
Letters of Credit	70	70	75
Road Checks	8	10	10
Variances	0	3	3
Re-submittals	65	70	75
Zoning			
General Use Permits	155	160	165
Property Descriptions	180	180	180
Sign Permits	45	50	55
Violations	82	98	117
Rezoning	8	10	12
Conditional Use Permits	6	6	6
Special Use Permits	28	30	32
Variances	6	8	10
ABC Permits	8	10	12
Other Planning			
Text Amendments	12	5	4
Board of Commissioners, Planning Board, Board of Adjustment, Historic Preservation Commission - Meetings	95/year	95/year	95/year
Grave Relocations	3	4	5
Road Closings	3	4	5
Long-Range Planning			
Land Development Ordinance (UDO)	100 percent		
Growth Management Task Force Implementation Meeting	Once/year	Once/year	Once/Year
Urban Service Areas Agreements	3	3 - Little River	3
ETJ Extension Request	1	1	1
Land Use Plan Updates	Twice/year (1 total)	Twice/year (5 thru 12/06)	Twice/year (6 total)
LUP Comprehensive Update-General Classifications Map	50 percent	75 percent	100 percent
Southwest Wake Area Plan Update	75 percent	100 percent	
Analysis of Harris Lake/Buckhorn Creek		10 percent	100 percent
US 64/64 Bypass Interchange Study		10 percent	100 percent
CAMPO Committees & Projects	7	8	8
Little River Corridor Plans: 401, 96, 97		10 percent	33 percent
2007-2027 Student Projections & Analysis (New Model Developed)	25 percent	75 percent	Ongoing Analysis & Forecast
Data Modeling & Mapping Requests	75	85	95
Pre-2010 Census Data Projects (Briefings, BAS, LUCA, Count Comm.)	3	4	10
Historic Resource Survey Update-Phase I	90 percent	100 percent	
Historic Resource Survey Update-Phase II		90 percent	100 percent

The following table shows the proposed budget for the Planning Department. Listed below is a legend that defines the codes used in the Division Priority column of the table. Staff's individual work plans should fill in details such as each staff person's estimated project- timelines and performance expectations, etc. Priorities A, B, and C are defined as follows:

Priority A includes any of the following:

- Required by law, inter-local agreement, or contract.
- Initiated by the Manager or Commissioners (or is anticipated to be initiated).
- Needed to implement a major plan, policy, etc. adopted by the Commissioners.
- Needed to complete and make useful a project for which significant funds/resources have already be devoted.
- Needed to meet customer expectations.

Priority B includes items:

- Initiated by staff
- And may be delayed without a significant drop in service level.

Priority C includes items:

- Initiated by staff
And may be delayed, reduced, or eliminated with no to minor drops in service levels.

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
ANNUALLY RECURRING ITEMS					
Current & Long Range Planning					
▪ Work Plan Update	A	V. Organizational Planning	Director	Division Heads/Section Leaders	Done
▪ Planning Department Business Plan	A	V. Organizational Planning	Director, Long Range Planning Administrator	Land Development Administrator, Section Leaders, Executive Secretary	Done
▪ Budget Preparation	A	V. Organizational Planning	Director	Division Heads/Section Leaders	Ongoing
▪ Training	A	V. Organizational Planning	Director/Division Heads	All Planners	Ongoing
▪ Performance Reviews	A	V. Organizational Planning	Director	Division Heads/Section Leaders	Done
▪ Planning Department Retreat	B	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management V. Organizational Planning	Director	Division Heads/Section Leader	Annual

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
<ul style="list-style-type: none"> ▪ Commissioners' Retreat Preparation 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management V. Organizational Planning	Director	Division Heads	December 2005 - January 2007
<ul style="list-style-type: none"> ▪ Staff-committee obligations: Provides assistance to various regional organizations such as TJCOG and CAMPO 	A-B	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management	Director Division Heads	As Requested	Ongoing
<ul style="list-style-type: none"> ▪ GIS layer management update, maintenance, & editing) 	A-B	V. Organizational Planning VI. Building Community Awareness	GIS Planning Analyst	GIS As Requested	Ongoing
Current Planning					
<ul style="list-style-type: none"> ▪ Amendments to the Unified Development Ordinance 	A	III. D. Update Ordinances/UDO	Director	Division Heads, Section Leaders	Ongoing

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
Long Range Planning					
▪ Land Use Plan Update	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management	Long Range Planning Planner II	Long Range Planners/Zoning	Ongoing
▪ Growth management strategy: document, presentations & implementation	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management IV. County Infrastructure Needs	Director	Division Heads	Next GMTF Meeting Feb/Mar 2007
▪ CAMPO technical & advisory committees work items	A-B	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management IV. County Infrastructure Needs	Planning Director, Long Range Planning Administrator	As Requested	Ongoing
▪ Road abandonment and closing petitions	A	I. Joint Solutions to Community Issues IV. County Infrastructure Needs	Long Range Planner	As Requested	Ongoing

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
<ul style="list-style-type: none"> ▪ Historic landmark designations and national register listings 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management	Capital Area Preservation (CAP), City of Raleigh	Long-Range Planner	Ongoing
<ul style="list-style-type: none"> ▪ Certificate of appropriateness Reviews 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management	CAP & City of Raleigh	Long-Range Planner	Ongoing
<ul style="list-style-type: none"> ▪ School enrollment projections & student growth analysis 	A	I. Joint Solutions to Community Issues III. C. Environmental Stewardship & Growth Management	Planning Director, Long Range Planning Administrator	Data Analysis Modeling Team	Ongoing
<ul style="list-style-type: none"> ▪ GIS layer management (update, maintenance, & editing) 	A-B	V. Organizational Planning VI. Building Community Awareness	GIS Planning Analyst	GIS as Requested	Ongoing
ROUTINE ACTIVITIES					
Current & Long Range Planning					
<ul style="list-style-type: none"> ▪ Planning Department WEB Pages (maintenance & updates) 	A-B	V. Organizational Planning VI. Building Community Awareness	GIS Planning Analyst, E-Government Steering Committee	All Planners	Ongoing

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
<ul style="list-style-type: none"> ▪ GIS Maps and Graphics (Design & Production) 	A-B	I. Joint Solutions to Community Issues VI. Community Awareness	Division Heads/Section Leaders	All Planners	Ongoing
<ul style="list-style-type: none"> ▪ General software upgrade & application additions, training 	B	V. Organizational Planning	GIS Planning Analyst	GIS As Requested	Ongoing
<ul style="list-style-type: none"> ▪ Applied Technology Review Committee 	B	V. Organizational Planning	GIS Planning Analyst, ATR Committee	As Requested	Ongoing
<ul style="list-style-type: none"> ▪ Extended Management Team 	B	V. Organizational Planning	Director, Division Heads	Executive Secretary	
<ul style="list-style-type: none"> ▪ General Administration 	A	V. Organizational Planning	Director, Division Heads, Section Leaders	Executive Secretary	Ongoing
<ul style="list-style-type: none"> ▪ Customer Service Request: Data, Graphics and Research Requests From Manager, Commissioners, Public, Other Governments, Staff and Boards 	A-B	I. Joint Solutions to Community Issues VI. Community Awareness	Director, Division Heads	All Planners As Requested	Ongoing

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
<ul style="list-style-type: none"> ▪ Reports/Graphics/ Documents/ Presentations 	A	I. Joint Solutions to Community Issues VI. Community Awareness	Division Heads	All Planners As Requested	Ongoing
Current Planning					
<ul style="list-style-type: none"> ▪ Rezoning 	A		Land Development Administrator	Current Planning Staff	Ongoing
<ul style="list-style-type: none"> ▪ Staff to Board of Commissioners 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management	Director	Division Heads/ Section Leaders	Ongoing
<ul style="list-style-type: none"> ▪ Staff to Planning Board Code of Operations PCP and Subdivision Review 	A		Director	Division Heads/ Section Leaders	Ongoing
<ul style="list-style-type: none"> ▪ Staff to Board of Adjustment 	A				Ongoing
<ul style="list-style-type: none"> ▪ Special use Permits 	A		Land Development Administrator	Zoning Planner II	Ongoing
<ul style="list-style-type: none"> ▪ Subdivision Approval 	A		Director	Subdivision Staff	Ongoing
<ul style="list-style-type: none"> ▪ Quarterly Meetings w/ Development Community 	B	VI. C. Business Practices VI. D. Corporate Values VII. 1. Citizen Awareness	Zoning & Subdivision Section Leader	As Requested	Ongoing

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
▪ Zoning Permits/Development Review	A		Land Development Administrator	Current Planning Staff	Ongoing
▪ Code Enforcement	A		Land Development Administrator	Current Planning Staff	Implementation of the UDO indicates need for additional staff
▪ Field Work and Monthly Site Inspections for New Submittals	A		Land Development Administrator	Current Planning Staff	Implementation of the UDO necessitated site visits
▪ Subdivision Review	A		Land Development Administrator	Subdivision Staff	Ongoing
▪ Grave Relocations	A		Land Development Administrator	As Requested	Ongoing
▪ Cross-Training of Zoning and Subdivision Staff	B	VI. C. Business Practices VI. D. Corporate Values	Land Development Administrator	As Requested	Ongoing
▪ Monthly Site Tours Board of Adjustment	B		Land Development Administrator	Zoning Planner II	Ongoing
▪ Planning and Legal Research	A-B		Zoning & Subdivision Section Leader	Current Planning Staff	Ongoing
▪ Development Review Staff	A-B		Land Development Administrator, Section Leader	All Planners as requested	Ongoing

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
<ul style="list-style-type: none"> ▪ Training Session for the Board of Adjustment 	B	VI. A. Business Practices D. Corporate Values		Current Planning Staff	Ongoing
<ul style="list-style-type: none"> ▪ Code Compliance 	A		Land Development Administrator	Current Planning Staff	Implementation of the UDO show that additional staff is necessary
Long Range Planning					
<ul style="list-style-type: none"> ▪ Demographic Trends Updates 	A-B	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management IV. County Infrastructure Needs V.F. Organization Planning	Long Range Planning Administrator	Data Analysis Modeling Planner, GIS Planning Analyst	Ongoing
<ul style="list-style-type: none"> ▪ Annual Municipal Census Boundary Adjustments Coordination 	A-B	I. Joint Solutions to Community Issues	Long Range Planning Administrator	WC GIS Department & Municipal Planners	October 2006 - March 2007

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
<ul style="list-style-type: none"> ▪ ETJ Requests 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management IV. County Infrastructure Needs	Long Range Planning Administrator	Long Range Planners As Requested	Ongoing
<ul style="list-style-type: none"> ▪ Staff to Board of Commissioners 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management VI. Community Awareness	Director	Division Heads/ Section Leaders	Ongoing
<ul style="list-style-type: none"> ▪ Staff to Planning Board: Transportation Committee, Land Use Committee 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management VI. Community Awareness	Director	Division Heads/ Section Leaders	On-going
<ul style="list-style-type: none"> ▪ Staff to Historic Preservation Commission 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management VI. Community Awareness	Director	CAP, All Planners as requested, GIS Analyst, Executive Secretary	On-going

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
SPECIAL PROJECTS					
Current Planning & Long Range Planning					
▪ Miscellaneous Special Projects	A-B	I. Joint Solutions to Community Issues	Director, Division Heads	All Planners As Requested	As Requested
NON-RECURRING ITEMS					
<i>Items Already In Progress (Continued From 2006-2007)</i>					
Current & Long Range Planning					
▪ <i>Little River Watershed: Land Use Plan & UDO Amendments & Rezoning</i>	<i>A</i>	<i>I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management</i>	<i>Director, Division Heads</i>	<i>All Planners As Requested</i>	<i>MOU elements consensus December 2006. County initiates adoption process January 2007. Approx. 3,300 parcels.</i>
▪ Business Continuity Plan	A-B	V. Organizational Planning	Division Heads	As Requested	
▪ Applications for National Awards & Recognitions	B-C	VI. Community Awareness	Division Heads	Section Leaders As Requested	

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
Long Range Planning					
<ul style="list-style-type: none"> ▪ Apex ETJ Request 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management IV. County Infrastructure Needs	Director	Long Range Planning Administrator, Long Range Planners, GIS Analyst, Apex Planners	Staff review process initiated January 2007; To BOC for adoption Summer/Fall 2007
<ul style="list-style-type: none"> ▪ US 64/64 Bypass Interchange Study 	B	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management	Director	Long Range Planning Administrator, Long Range Planner II, Knightdale & Wendell Planners	Scope Project With Knightdale & Wendell Spring 2007
<ul style="list-style-type: none"> ▪ Little River Joint Corridor Studies & Development Standards: US 401; NC 96; NC 97 		I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management	Director, Long Range Planning Administrator	Long Range Planners/Current Planners	Pending completion of Little River MOU & USA Agreement
<ul style="list-style-type: none"> ▪ Research ways to preserve rural resources, landscapes, and heritages 	B-C	I. Joint Solutions to Community Issues III. Environmental Stewardships & Growth Management	Long Range Planner II	Inter-departmental As Requested	Pending SWALUP & Historic Resource Survey Update Phase 2 completion

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
<ul style="list-style-type: none"> ▪ Harris Lake Basin Analysis 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management IV. County Infrastructure Needs	Director	Long Range Planners, Current Planners, Community Stake holders	RFP Drafted January 2007; Consultant Selected Spring 2007; Work underway Summer 2007
<ul style="list-style-type: none"> ▪ Pre-Census Activities - <ul style="list-style-type: none"> ▫ Local Address Databases ▫ County Complete Count Committee 	A	I. Joint Solutions to Community Issues	Long Range Planner II	Long Range Planners, WC GIS	Briefings Underway
Items "Discussed" for 2008-2009 or Beyond					
Long Range Planning					
<ul style="list-style-type: none"> ▪ SHOD for WWE and SWE I-540 	A	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management IV. County Infrastructure Needs	Director	Long Range Planners, Current Planners, Community Stake holders	Pending outcome of tolls road study
<ul style="list-style-type: none"> ▪ East Raleigh-Knightdale and/or Southeast Area or Falls Lake Land Use Plan Update 	A-B	I. Joint Solutions to Community Issues III. Environmental Stewardship & Growth Management	Long Range Planning Planner II	Long Range Planners/Current Planning	Pending completion of Harris Lake & Southwest Area & Little River Corridor Plans

ITEM	DIVISION PRIORITY (A, B, C)	MANAGER'S WORKPLAN (If any)	TEAM LEADER	SUPPORT TEAM	STATUS
<ul style="list-style-type: none"> ▪ GIS Utility Layers Update 	A-B	IV. County Infrastructure Needs	Long Range Planning Administrator	Long Range Planning Planner II, GIS Planning Analyst	This will require a consultant: FY '07or '08 expansion budget
<ul style="list-style-type: none"> ▪ OR/Ed student growth planning regions update 	A	I. Joint Solutions to Community Issues	Long Range Planning Administrator	Data Analysis Modeling Team	Initial Forecasts completed 2006. Anticipate request for data update 2008.
<ul style="list-style-type: none"> ▪ Pre-Census Activities - <ul style="list-style-type: none"> ▫ Local Address Databases ▫ County Complete Count Committee 	A	I. Joint Solutions to Community Issues	Long Range Planner II	Long Range Planners, WC GIS	Briefings Underway

Planning Department Staff Accomplishments in FY 2006 (7/05 - 6/06):

- ❑ Unified Development Ordinance (UDO) completed and adopted by Board of Commissioners (BOC) (4/06)
- ❑ Land Use Plan 2005 Annual Update, including urban service area boundaries and activity centers amendments for Fuquay-Varina, Holly Springs, Knightdale, Raleigh, and Wendell Urban Service Areas completed and adopted by Board of Commissioners
- ❑ Update of County's Initial Area Plan for Southwest Wake County begun, Citizen Advisory Committee is assisting in the Plan update (Ongoing).
- ❑ Holly Springs Extraterritorial Jurisdiction ETJ expansion request completed and adopted by Board of Commissioners (11/05)

- Third Growth Management Task Force Implementation Meeting held (12/05)
- Wake County Planning 2006-2026 system-wide projections accepted by Board of Commissioners and Board of Education (12/05) Basis for November 2006 bond referendum
- Wake County Planning 2006-2026 WCPSS 120,504 addresses geo-coded for WCPSS planning area projections (1/06)
- Wake County Planning non-urban area residential and non-residential forecasts provided to OR/Ed and CAMPO (1/06 and Spring 06 respectively)
- Wake County Planning WCPSS By-school projections generated (5/06)
- Consultant selected for development of new student projection model (6/06)
- Wake County Demographics/Growth Trends presentation and materials prepared for Blue Ribbon Committee (1/06)
- Demographic & Development Data support for Human Services 2006 Community Assessment (2/06 - 12/06)
- Improved public awareness and participation through meetings, media, presentations, and web site
- Multi-jurisdictional coordination for planning issues, bimonthly Municipal planners meetings (Ongoing)

Planning Department Projects FY 2007 (7/06 - 6/07):

- UDO Amendments
- UDO Training for Non-departmental staff
- Highway District Mass Rezoning
- Growth Management Task Force/Blue Ribbon Committee Implementation Meeting
- Apex ETJ Extension Request Analysis
- Harris Lake Basin Consultant Selection
- Land Use Plan Annual Update
- Little River Watershed Interlocal Agreement and Urban Service Area Boundaries Agreement (Rolesville, Wendell, Zebulon)
- Little River Watershed: Land Use Plan & UDO Amendment***
- Rezoning approximately 3,330 parcels from HD (High Density) to RHC (Residential Highway Commercial District)***

- US 64/64 Bypass Interchange Study: Scope Project
- Phase II of Historic Resources Survey
- CAMPO Projects
 - Socioeconomic Update
 - Comprehensive Transportation Plan
 - Highways
 - Transit
 - Bicycle/Pedestrian
- US 1 MOU and Development Standards
- Road Closings
- Newly established Blue Ribbon Committee for Regional Transit Issues
- Data Analysis for changing demographics trends
- New student projection model and 2007-2027 projections and student growth analyses of 128,072 students
- Demographic & Development Data support for Human Services 2006 Community Assessment
- Census Bureau Local Coordination: Consolidated Municipal Boundary Adjustments Data Submission
- Pre-2010 Census Briefings & Local Coordination
- Data & Spatial Analysis & Reporting: Special Requests
- Wake County Historic Resources Survey Phase I Complete
- Wake County Historic Resources Survey Phase II Federal Grant Awarded
- Municipal Planners Coordination Meeting

Planning Department Projects FY 2008 (7/07 - 6/08):

- Expansion Budget, Add Staff, in order to Implement UDO and Land Use, Transportation, and Data Analysis initiatives
- UDO Amendments
- US 64/64 Bypass Interchange Study
- Little River Watershed Corridor Plans for US 401; NC 96, NC 97
- Annual Land Use Plan Updates
- Harris Lake Basin Area Plan Analysis

- East Raleigh Knightdale, Southeast Area, or Falls Lake Land Use Plan Update
- Growth Management Task Force Implementation Meeting
- Land Use Plan Update - General Classification Map: Remaining Municipal Urban Service Area Boundaries Affirmed
- Apex ETJ Extension Request BOC Adoption Process
- ETJ Process Analysis
- City of Raleigh ETJ extension request possible (in conjunction with City of Raleigh Comprehensive Plan update)
- CAMPO Projects
- Road Closings
- OR/Ed WCPSS student growth forecasts updates
- Data Analysis for Changing Demographics Trends
- New student projection model and 2008-2028 projections and student growth analyses of 136,000 students
- Census Bureau Local Coordination: Consolidated Municipal Boundary Adjustments Data Submission
- Pre-2010 Census Briefings and Local Coordination: Local Address Database Reporting and County Complete Count Committee Established
- GIS Utilities Layers Update
- Data & Spatial Analysis and Reporting: Special Requests
- Wake County Historic Resources Survey Phase II Complete and Planning GIS data coverage developed
- Municipal Planners Coordination Meetings