

Planning Department

Department Summary

		FY 2003 Actual	FY 2004 Adopted Budget	FY 2004 Current Budget	FY 2005 Adopted Budget
Personal Services	\$	924,598	1,120,008	1,158,983	1,177,654
Operating Expenses		199,442	250,772	253,115	217,518
Capital Outlay		28,115	0	5,000	0
Expenditure Totals	\$	1,152,155	1,370,780	1,417,098	1,395,172
Intergovernmental Revenue	\$	0	0	0	0
Fees & Other Revenues		211,738	242,650	242,650	301,474
Revenue Totals	\$	211,738	242,650	242,650	301,474
Number of FTEs		19.00	19.00	20.00	20.00

Department Description

The Wake County Planning Department is charged with providing public planning services to the areas in Wake County lying outside the municipalities' planning jurisdictions, and with providing a single point of planning, advisory and technical assistance to local jurisdictions, community groups and other organizations. The department has transitioned from one primarily focused on long-range policy to one that deals with a myriad of long-range and current planning activities and regulatory processes.

Major Services

- Comprehensive Planning and Implementation

- Transportation Planning and Coordination
- Zoning and Administrative Services
- Subdivision Administration and Approvals
- Historic Preservation Administration
- Special Research, Data Collection and Analysis

Comprehensive Planning and Coordination

Staff work with diverse community interests and other governments to develop plans for the built and natural environment. Staff play a prominent role in supporting the County Commissioners' overall emphasis in refining the Land Use Plan, Growth Management Plan, and updating and implementing growth management strategies.

Planning Department

Transportation Planning

The department coordinates and participates in comprehensive long-range transportation planning for the County. Staff plan for all modes of private and public transportation and support regional and county land use goals. This involves working with staff on transportation issues related to land use planning and providing customer service and information. In addition, the department acts as a liaison with community groups and local, regional, state and federal governmental entities.

Subdivision Administration

The department coordinates the application of the County Subdivision Ordinance, reviewing all plans submitted for development to assure that they comply with the ordinance. The staff also addresses and resolves customer inquiries, helps interpret County subdivision ordinance, processes subdivision text amendments, implements regulatory process modifications, coordinates process improvements, and provides support for the Planning Board and its committees.

Land Development/Zoning Administration

This is a key regulatory program area that coordinates the application of the County Zoning Ordinance to ensure that public/private development efforts carry out Wake County's Land Use policies, goals, and objectives. This area coordinates reviewing applications for variances, rezoning property and making recommendations to the Planning Board, Board of Adjustment and governing bodies.

Data Analysis and Modeling

This service area involves the capture and manipulation of land use and demographic information and dissemination of information to County staff, other organizations, and the public. The primary activities include developing school enrollment projections, supporting the GIS division with demographic and land use data, providing interactive networked based data analysis, and responding to information and analysis requests. The staff track population, housing and physical development in Wake County, and responds to public information request and inquiries.

Historic Preservation

The Department acts as a liaison for and assists in coordination of historic preservation activities with Capital Area Preservation (CAP) and City of Raleigh.

Support Services/Administration

Staff provide administrative and clerical support to the Planning department, Planning Board, Board of Adjustment and other task forces as created. Staff assist the public and other departments with information and referrals and handle contract disbursement, budgeting and other administrative functions.

Business Plan Priorities

The department's business plan provides additional information on the multi-year goals, strategic areas of focus, performance measures, and key initiatives for the 2004-07 planning period that frames the department's priorities.

The following priorities focus the department's service efforts in the coming fiscal years:

- Continue to research and monitor demographic and land use data important to the quantity and type of growth and demand for services throughout the county. In particular, the Planning department will monitor the number of households and school age children in Wake County to determine the level of increases projected over the next 20 years. In addition, the department will track changes in the population age and ethnicity, helping anticipate the need for adjustments to service delivery.
- Fulfilling collaboration and facilitation expectations, the Planning department will assist with a number of initiatives that will move from the development to the implementation phase. This will require extensive citizen forums and groups to get public input. In-

Planning Department

volving citizens in the decision-making process is fundamental for good planning.

- Managing the demand for services will continue to be a priority challenge; the refinement of the subdivision process will increase staff workload. In addition to the changing subdivision requirements, the department posts a significant amount of information on the website (and the ongoing maintenance of the website is a challenge for current staff). Additionally, the Planning Department is responsible for implementing a significant number of County initiatives, as well as a high level of collaboration, coordination and input that is expected by other County departments and external agencies, such as Environmental Services, Community Services, Human Services (planning projects), and Triangle J Council of Governments.

Highlights

In the next two fiscal years, the Planning Department will focus on completing several key initiatives related to the development of planning mechanisms (transportation) or the implementation of already developed plans (growth management). The following is a brief summary of the major highlights in FY 2004 and the coming fiscal years:

- Completion of the Special Highway Overlay District for US 64 Bypass
- Completion of the Transportation Plan, Phase 2 (Collector Street Plan)
- Completion of the Area Plan for Fuquay-Varina/Garner
- Implementation of the Growth Management Task Force recommendations
- Completion of the Land Use Plan Annual Update
- Increase of subdivision submittals by 25%
- Completion of the Trends Analysis Report
- Completion of the Cost of Development Report

- On-going development of the Unified Development Ordinance
- On-going tracking of subdivision

Key Issues for FY 2005

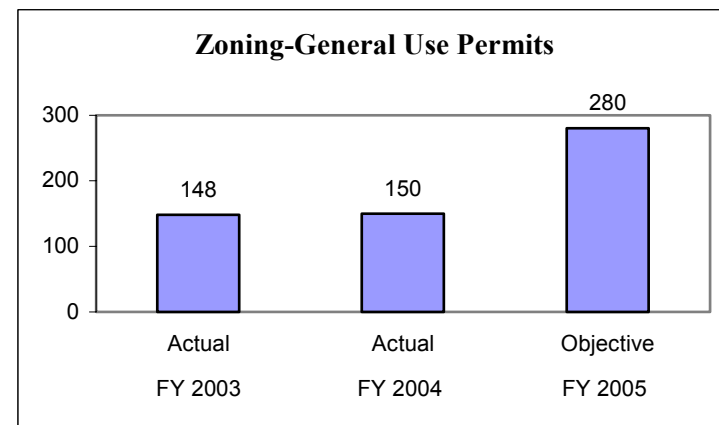
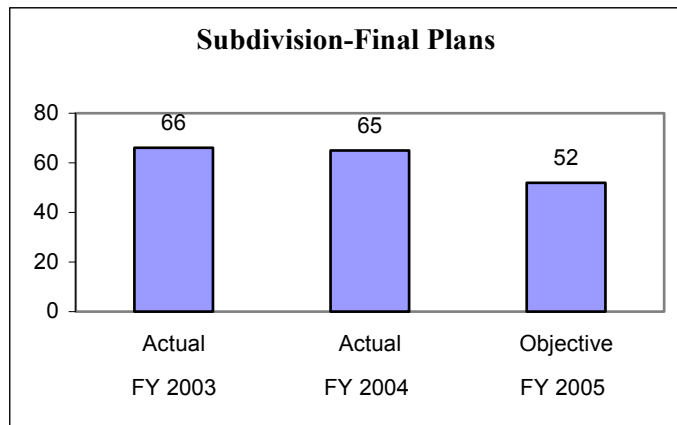
- Implementation of the Transportation Plan
- Completion of the Unified Development Ordinance
- Continued implementation of the Growth Management Task Force recommendations
- On-going implementation of Watershed Management
- On-going implementation of the Open Space Plan
- Begin interchange studies (starting with Knightdale/Wendell)
- Increasing subdivision submittals as Wake County's population grows
- Growth Management

Horizon Issues in FY 2006 and FY 2007

- Revisit Comprehensive Plan (service areas and other items)
- Utilities (growth corridors)
- Revisit Area Plans (density allowed)

Planning Department

Performance Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Objective
Subdivision			
Preliminary Plans	54	50	55
Exempt Plans	240	230	200
Construction Plans	51	50	50
Final Plans	66	65	52
Zoning			
General Use Permits	148	150	280
Property Descriptions	128	130	200
Violations	52	55	170
Special Use Permits	17	20	22
Long Range Planning			
Uniform Development Ordinance (complete)	n/a	50%	75%
Growth Mgmt Implementation	20%	33%	67%
Watershed Mgmt Implementation	20%	33%	67%
Transportation Plan Phase 1	90%	100%	100%
Transportation Plan Phase 2-Collector Street Plan	30%	50%	100%



Planning Department

