

## *Planning Department*

### **PROGRAM DESCRIPTION**

The Wake County Planning Department is the lead County agency in the following areas: comprehensive planning; historic preservation; zoning and subdivision ordinance administration; and demographic information. The Department organizes and facilitates widespread citizen input throughout the County's planning processes. The Department is the primary County liaison with the Wake County Schools on enrollment forecasts. The planning staff are responsible for gathering, modeling, generating and disseminating information related to county growth management, land use, zoning, jurisdictional boundaries, and socio-economics (including population, school enrollment, employment, and income information.) The Department expects to be proactive and an important contributor to the Wake County e-government effort.

The Planning Department is organized into four major service delivery areas: (1) comprehensive planning (includes partnering with other local governments and residents in land use, transportation, and public facility planning) (2) historic preservation, (3) data analysis and modeling, and (4) zoning and subdivision administration.

### **COMPREHENSIVE PLANNING**

The Comprehensive Planning service area is responsible for working with other governments and residents on a range of planning activities including refining the County's Land Use Plan, preparing development ordinances, processing amendments to development ordinances, supporting the Growth Management Task Force, preparing, updating and implementing a strategy for growth management, and preparing, revising, and implementing the Transportation Plan and Collector Road Plan for Wake County.

#### **Goals & Objectives**

The goals of the Department in comprehensive planning are to provide leadership in the community's conversation on growth and to pursue multi-jurisdictional and/or public-private solutions to community land use issues. The comprehensive planning efforts will also focus on developing strategies to achieve a more efficient and effective use of government and community resources while addressing community land use issues and problems.

The Planning Department is focused on achieving the following objectives in comprehensive planning in fiscal year 2003:

- Partnering with other departments, local governments and stakeholders in completion, adoption, and implementation of growth and environmental initiatives, including: the Wake County Growth Management Strategy, Open

Space Plan, Watershed Management Plan, Groundwater Capacity Analysis, and Transportation Plan.

- Substantial completion of the Unified Development Ordinance.
- Completion of the Land Use Plan for Garner, Fuquay-Varina, and Angier Urban Services Areas.
- Continue to support implementation of the Wake County Water and Sewer Plan including merging of municipal utilities and development of a regional wastewater treatment plant to serve western Wake County.
- Annual update and refinement of the Wake County Land Use Plan.

**HISTORIC  
PRESERVATION**

The Historic Preservation service area is focused on conserving significant buildings, structures and places that are a part of the history of Wake County or that are significant to the character of the communities in the County. Planning staff achieves historic preservation efforts through a combination of direct conservation initiatives and programs, longer term education efforts, as well as by integrating historic resource considerations in development planning and decision making.

**Goals & Objectives**

In the long term, the County's preservation program is intended to ensure that all of Wake County's roughly 1,000 historically significant properties are preserved. The Historic Preservation service area has the following objectives for FY 2003:

- Initiate or complete National Register listing/landmark designations for seven properties.
- Identify and target conservation efforts to properties most susceptible to demolition and reduce the number of demolitions below the eight-year average of 20 per year.

**DATA ANALYSIS &  
MODELING**

This service area involves the capturing and manipulation of land use and demographic information and disseminating of information to County staff, other organizations, and the public. The primary activities include developing school enrollment projections, supporting the Geographic Information Services division with demographic and land use data, providing interactive network-based data analysis, and responding to information and analysis requests from County and non-County customers.

**Goals & Objectives**

The demographic analysis and dissemination efforts are intended to help citizens and staff better understand and predict the dynamics of growth and its effects on public facilities and services. In the long term, the data analysis and modeling service efforts provide a foundation for the County's network-based

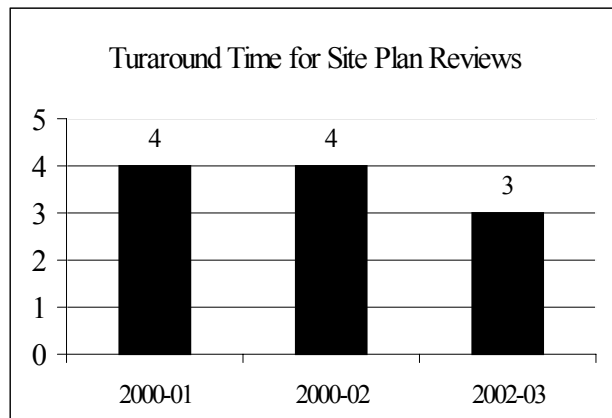
and traditional data models on land use, development, zoning, boundaries, and growth management.

In FY2003, this service area will achieve the following objectives:

- Complete development of a Land Use Analysis and Modeling Tool Set application.
- Provide data or models for school projections within 3 weeks.
- Provide data or models with a margin of error of less than 1 percent for school enrollment projections.
- Reduce the number of staff hours dedicated to Data Center Reports and Analysis through technology improvements and continued use of interactive tools.

**ZONING &  
SUBDIVISION  
ADMINISTRATION**

The Division of Zoning and Subdivision Administration administers the Zoning and Subdivision Ordinances, reviews regular, minor and exempt subdivision plans for compliance with the Subdivision Ordinance, reviews/approves construction plans and administers letter of credit program for Subdivision Ordinance compliance, reviews commercial site plans for compliance with the Zoning Ordinance and provides code enforcement for the Zoning Ordinance. The Division also supports the Board of Adjustments, a quasi-judicial body that hears and decides on variances from the Zoning Ordinance, appeals and processes Special Use Permit applications.



**Goals & Objectives**

The success of the Zoning and Subdivision Administration Service Area is defined along a number of goals and service objectives. The following goals provide the basic orientation for the Zoning and Subdivision service area efforts:

- Ensure efficient, consistent, accurate and timely review of regular, minor and exempt subdivisions.
- Facilitate customers understanding of subdivision and zoning processes through clear and concise written materials, schedules, and informational brochures.

**General Administration**

- Enhance public access to electronic information including ordinances, pending applications (subdivision and special use permits), schedules, meeting minutes, etc. through the continued development and maintenance of the Development Review Web Page.
- Continue to refine the Development Review Staff process (inter-departmental review of regular preliminary subdivision plans and special use permit applications) to streamline collection and dissemination of information. Develop and implement electronic subdivision plan review capabilities and coordinate as needed with other departments.

<b>PERFORMANCE MEASUREMENT</b>	<b>FY2000-2001 Actual</b>	<b>FY2001-2002 Estimated</b>	<b>FY2002-2003 Objective</b>
<b>Comprehensive Planning Measures</b>			
Percent of surveyed customers rating products and services as meeting expectations	n/a	n/a	90%
<b>Historic Preservation Measures</b>			
New historic properties added to the highest two levels of preservation protection (Local and National status)	13	6	7
Number of historic properties demolished in a given year (157 historic properties demolished between 1992-2000)	Average 20	Average 20	Average 20
<b>Data Analysis and Modeling Measures</b>			
Turnaround for school enrollment projects	1 month	3 weeks	3 weeks
Accuracy of school enrollment projects	99%	99%	99%
Percent of customers surveyed rating queries as answered in a timely manner	n/a	95%	95%
<b>Zoning and Subdivision Administration Measures</b>			
Turnaround time for zoning site plan review	4 days	4 days	3 days
Turnaround time for family care permits	2 days	2 days	2 days
Turnaround time for minor subdivision plan review	3.5 weeks	2 days	2 days

## DEPARTMENT HIGHLIGHTS

### ACCOMPLISHMENTS IN FY2001-2002

- Developed Growth Management Strategies to address water/sewer, transportation, open space, schools, and community character and facilitated prioritization of those strategies by the Wake County Growth Management Task Force.
- Completed ordinance amendments to implement Board adopted policies on neighborhood recreation requirements, transitional urban development policies, and traffic impact analysis.
- Completed Phase One (data analysis and four rounds of stakeholder-input) of the Transportation Plan (Thoroughfare and Collector Roads) for Wake County's Land Use Jurisdiction.
- Completed Phase One (data analysis and two rounds of stakeholder-input) of the Land Use Plan for Garner, Fuquay-Varina, and Angier Urban Services Areas.
- Started development of a Unified Development Ordinance from subdivision and zoning ordinances.
- Started development of a computer-based land use analysis and modeling toolset.
- Reduced the turnaround time for minor subdivision plan reviews from 3.5 weeks to 2 days.
- Completed, with the Capital Area Metropolitan Planning Organization (CAMPO), the 2025 County-wide Transportation Plan Update.
- Completed, with Knightdale, the US 64 Bypass Interchange Study and with Apex the NC 55 Corridor Plan.
- Completed the annual review and refinement of the Wake County Land Use Plan.
- Added six historic properties to the two highest levels of protection (local and national.) Began implementing the Historic Preservation Service Analysis.
- Applied to the State for a Jordan Lake Water Allocation (Round 3) to meet needs of Research Triangle Park South, through year 2050.

### KEY ISSUES FOR FY2002-2003

- To realign staff resources with ongoing initiatives and decrease expenditures, three planner positions were reclassified and various operating line items reduced.
- Fee increases are included for subdivision applications to cover the increased staff time and costs associated with subdivision permit reviews.
- To support the new traffic impact reviews, a new application fee is established in subdivision application process.

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**General Administration**

- Completion, adoption, and implementation of Growth and Environmental Initiatives including: the Wake County Growth Management Strategy, Open Space Plan, Watershed Management Plan, Groundwater Capacity Analysis, and Transportation Plan.
- Substantial completion of the Unified Development Ordinance.
- Completion of the Land Use Plan for Garner, Fuquay-Varina, and Angier Urban Services Areas.
- Substantial completion of a computer-based land use analysis and modeling toolset.
- Completion of Phase One (of three phases) in developing an integrated Internet- and Intranet-enabled data information system.

**ISSUES ON THE HORIZON**

- Coordinated implementation of Growth and Environmental Initiatives including: the Growth Management Strategy, Open Space Plan, Watershed Management Plan, Groundwater Capacity Analysis, and Transportation Plan.
- Completion of Phases Two and Three of the integrated Internet-and Intranet-enabled data information system.

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*Budget Summary*

<b>Planning Department</b>	<b>FY 2000-2001</b>	<b>FY2001-2002</b>	<b>FY2002-2003</b>	<b>FY2002-2003</b>
	<b>Actuals</b>	<b>Current Budget</b>	<b>Recommended</b>	<b>Adopted</b>
Personal Services	\$993,289	\$1,092,648	\$1,068,201	\$1,068,201
Operating Expenses	\$148,321	\$208,540	\$201,647	\$201,647
Capital Outlay	\$0	\$12,000	\$0	\$0
<b>EXPENDITURE TOTALS</b>	<b>\$1,141,610</b>	<b>\$1,313,188</b>	<b>\$1,269,848</b>	<b>\$1,269,848</b>
Intergovernmental Revenue	\$4,600	\$0	\$0	\$0
Fees & Other Revenues	\$151,696	\$177,542	\$230,320	\$230,320
<b>REVENUE TOTALS</b>	<b>\$156,296</b>	<b>\$177,542</b>	<b>\$230,320</b>	<b>\$230,320</b>

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*Position Count*

	<b>FY2001 Actual</b>	<b>FY2002 Actual</b>	<b>Changes</b>	<b>FY2003 Adopted</b>
Number of FTE's	18.0	18.0	0.0	18.0

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