

PLANNING

Program Description

The Planning Department's primary responsibility is to plan comprehensively for the orderly growth and harmonious development of Spartanburg County. Growth management coordination, infrastructure planning and analysis, transportation planning, transit coordination/planning, property addressing, E-911 data base maintenance, and GIS land base mapping are all components of the County's Planning program in support of this mission.

The Planning Department provides coordination, monitoring and planning services for the staff of the Spartanburg County Planning and Development Commission, activities of the SPATS Policy Commission, County Water and Sewer Advisory Committee, Comprehensive Plan implementation/growth monitoring, Infrastructure planning, Transportation, Enhancements/Trails, Transit Planning, GIS land use mapping and analysis.

Program and Services

Comprehensive Planning - Land use plan/compliance review.

- Review all site plans correctly and promptly, and forward to the Planning Commission for action.
- Begin work on the Comprehensive Plan Update (due 2008).
- Continually review of ordinance amendments in conjunction with the Land Use Committee and Planning Commission.

Growth Monitoring - Building permits and other indicators tracked; population growth and location estimated.

- Monitor transportation reports and studies.
- Monitor building permits and other indicators to track population growth and location

Transportation Planning – Program administration.

- Continued certification by FHWA and FTA.
- Complete and approve long-range plan.
- Update all traffic zone data.
- Review and GIS map 12-month projects.
- Complete County Enhancements Plan and prioritize projects for funding.
- Coordinate transit, rail and air quality planning efforts.

Ordinance Administration - Subdivision coordination/plat review and land development site plan review.

- Meet and coordinate efforts with all parties involved in the land-subdivision process. Approve summary plats. Review and recommend all preliminary and final plats to planning commission for consideration. Coordinate with other County and governmental agencies and private sector.
- Major Development Plat/Plan Review – Meet/coordinate with all parties involved in the major land development process. Review and recommend all major land development site plans to Planning Commission for approval.

Land Development.

- Review minor development site plans for compliance and conduct field inspections for land use regulation compliance.
- Prepare all cases for Land Management Board of Appeals.
- Develop a GIS land use inventory for monitoring/tracking purposes based on ordinance requirements.

Addressing / 911 Database – Addressing all structures and naming all streets. Record Maintenance.

- Issue house numbers to all new construction and approved subdivision lots in a timely manner.
- House numbering and street naming - coordination of effort with Permits and Assessor Departments and subdivision/land use staff.
- 911 Database Maintenance - Maintain MSAG database with new street and addressing information. Track all emergency service and municipal boundary changes and update 911 databases as required.

Administrative - Committees/outside meetings/training.

- Office Management and Operations – Conduct staff meetings, supervise and coordinate staff, make administrative and operational charges as required, and compile annual operating budget.
- Attend and participate in committee meetings both within County organization and outside governments and agencies, and attend training as needed and available.
- Implement Internal Auditor’s guidelines for Tracking Money – Spread responsibilities for invoicing, collecting, receipting, etc.
- Record Keeping for Planning Commission and Land Use Board of Appeals – Ongoing record keeping (minutes, findings of fact, conclusions of law), property postings, legal notices, board packets, agendas, property notices, etc.
- Demand/Response Transit – Undertake those activities that assure a quality annual financial audit and triennial performance audit by the South Carolina Department of Transportation (SCDOT) and the Federal Transit Agency (FTA).

Significant Changes

Although the personnel costs reflect a 4% compensation adjustment, and higher health care and workers compensation premiums, the decreased number is a result of two positions that were assisting the Geographic Information System (GIS) Department last fiscal year receiving permanent assignments. Operating cost changes to reflect actual FY 2006 costs. Capital outlay increased to fund copier and printing equipment replacement.

PERSONNEL INFORMATION				
		FY2005 ACTUAL	FY2006 BUDGET	FY2007 BUDGET
POSITION TITLES	GRADES	NUMBER OF POSITIONS		
Administrative Secretary	14	2	2	2
Code Enforcement Officer	19	2	2	2
Planner	21	4	2	1
Senior Planner	24	2	2	2
Transportation Plan Mgr	29	1	1	1
Planning Program Supervisor	26	2	2	2
Planning Director	33	1	1	1
Address/Geocode Tech	17	1	1	1
GIS Technician	17	2	2	2
GIS CAD Assistant	18	1	1	
Subdivision Coordinator	19		2	2
TOTAL		18	18	16

PLANNING AND DEVELOPMENT							
Account		FY 2005		Budget	Budget	FY07 vs FY06	%
No	Description	Actual	Budget	FY 2006	FY2007	Change	Change
510 PERSONNEL SERVICES							
*	91010 SALARIES	727,327	727,280	725,970	673,255	(52,715)	-7.3%
*	91510 FICA	53,831	55,640	55,540	51,501	(4,039)	-7.3%
*	91520 S C RETIREMENT	49,760	49,820	55,900	55,204	(696)	-1.2%
*	91540 GROUP INSURANCE	79,286	75,090	95,880	101,205	5,325	5.6%
*	91550 WORKMENS COMPENSATION	5,982	5,110	8,280	10,713	2,433	29.4%
* 510 PERSONNEL SERVICES		916,186	912,940	941,570	891,877	(49,693)	-5.3%
520 OPERATING EXPENSES							
*	92004 DUES-PROFESSIONAL	1,193	1,400	1,400	1,750	350	25.0%
*	92012 PERIODICALS	229	1,000	1,000	1,000	-	0.0%
	92204 SOFTWARE DEVELOPMENT	1,275	1,800	1,800	-	(1,800)	-100.0%
*	92500 MILEAGE	405	1,000	800	800	-	0.0%
*	92604 UNIFORMS	-	-	1,100	1,100	-	0.0%
*	92700 OFFICE SUPPLIES & EXPENSE	4,813	5,000	5,000	5,000	-	0.0%
*	92704 COPIER EXPENSE	2,794	2,200	2,400	2,400	-	0.0%
*	92710 PUBLIC ADS & NOTICES	1,689	1,000	1,500	1,500	-	0.0%
*	92900 SUPPLIES-GENERAL	1,499	1,500	1,500	1,500	-	0.0%
*	92907 COMPUTER SUPPLIES	1,878	1,500	1,500	2,000	500	33.3%
*	93120 REPORT PRINTING	-	1,000	1,000	1,000	-	0.0%
*	93125 MAPPING & PRINTING	342	1,000	1,000	1,000	-	0.0%
*	93500 VEHICLE MANPOWER/OVERHEA	516	4,090	730	3,800	3,070	420.5%
*	93501 VEHICLE-PARTS	1,994	1,870	500	500	-	0.0%
*	93502 VEHICLE-FUEL, OIL, LUB	2,043	1,660	1,200	1,200	-	0.0%
*	93503 CAR WASHES	150	500	400	400	-	0.0%
*	93600 TELEPHONE/FAX	11,312	10,000	10,000	10,000	-	0.0%
*	94113 REPAIRS	-	1,000	1,000	1,000	-	0.0%
*	95002 BOARD MEETING EXPENSE	10,028	8,750	9,000	11,000	2,000	22.2%
*	97000 SPECIAL PROJECTS	3,057	3,000	5,000	5,000	-	0.0%
* 520 OPERATING EXPENSES		45,219	49,270	47,830	51,950	4,120	8.6%
530 CAPITAL OUTLAY							
*	99120 FILING & STORAGE EQUIP	-	-	-	800	800	
*	99230 COPY & PRINTING EQUIP	-	-	-	5,880	5,880	
	99300 COMPUTER EQUIPMENT	6,226	-	2,350	-	(2,350)	-100.0%
* 530 CAPITAL OUTLAY		6,226	-	2,350	6,680	4,330	184.3%
* 09183 PLANNING & DEVELOPMENT		967,631	962,210	991,750	950,507	(41,243)	-4.2%