

# PLANNING AND DEVELOPMENT

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, Emergency 9-1-1 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 Spartanburg Area Transportation (SPATS) Policy Commission, County Water and Sewer Advisory Committee, Comprehensive Plan implementation/growth monitoring, Infrastructure planning, Transportation, Enhancements/Trails, Transit Planning, and GIS land use mapping and analysis.

### Financial Information

DEPT NUMBER: 1-9183	PLANNING AND DEVELOPMENT						
	FY 04/05 ACTUAL	FY 05/06 ACTUAL	FY 06/07 BUDGET	FY 07/08 RECOMM	FY 07/08 ADOPTED	\$ INC/DEC FY 08 - 07	% INC/DEC FY 08 - 07
<b>EXPENDITURES</b>							
Personnel Services Expenditures	916,186	963,143	891,877	923,196	<b>960,440</b>	68,563	7.7%
Operating Expenditures	45,219	52,564	51,950	104,550	<b>104,550</b>	52,600	101.3%
Capital Expenditures	6,226	2,474	6,680	800	<b>800</b>	(5,880)	-88.0%
Other Expenditures	0	0	0	0	<b>0</b>	0	0.0%
<b>EXPENDITURE TOTAL</b>	<b>\$967,631</b>	<b>\$1,018,181</b>	<b>\$950,507</b>	<b>\$1,028,546</b>	<b>\$1,065,790</b>	<b>\$115,283</b>	<b>12.1%</b>

### Personnel Information

PLANNING AND DEVELOPMENT	GRADE	FY 04/05	FY 05/06	*FY 06/07	FY 07/08 RECOMM	FY 07/08 ADOPTED	INC/DEC FY 08 - 07	EXEMPT (Y/N)
Planning and Development Director	34	1	1	1	1	1	0	Y
Transportation Planning Manager	29	1	1	1	1	1	0	Y
Planning Administrator	28	0	0	1	1	1	0	Y
Planning Program Supervisor	26	2	2	1	1	1	0	Y
Senior Planner	24	2	2	2	2	2	0	Y
Planner	21	4	2	1	1	1	0	Y
Code Enforcement Officer	19	2	2	2	2	2	0	N
Subdivision Coordinator	19	0	2	2	2	2	0	N
Address/Geocode Technician	17	1	1	1	1	1	0	N
Geographic File Technician	17	0	0	0	1	1	1	N
GIS Technician	17	2	2	2	2	2	0	N
Administrative Secretary	14	2	2	2	2	2	0	N
<i>Other Positions</i>	<i>N/A</i>	1	1	0	0	0	0	N/A
<b>TOTAL, PLANNING &amp; DEVELOPMENT</b>		<b>18</b>	<b>18</b>	<b>16</b>	<b>17</b>	<b>17</b>	<b>1</b>	

\*Includes any changes made during FY 06/07

### FY 08 Budget Highlights & Initiatives

The Planning and Development FY 08 Adopted Budget reflects the following changes and initiatives:

- Addition of one (1) position, a Geographic File Technician. This position was formerly in the Communications Department, and will assist with addressing issues in Planning and Development beginning in FY 08.

**SPARTANBURG COUNTY, SOUTH CAROLINA  
FY 08 ADOPTED OPERATING BUDGET**

*(PLANNING AND DEVELOPMENT CONTINUED)*

- Professional development is a new initiative for FY 08, with \$17,000 budgeted for conference attendance and related expenses for the Planning staff and Planning Commission members as follows: Planning Commission members \$6,000 (for American Planning Association (APA) or South Carolina American Planning Association (SCAPA)); and Planning staff (APA, \$6,000; SCAPA, \$5,000).
- Upgrades to the permit tracking software in conjunction with the Environmental Enforcement and Building Code Departments, are budgeted at \$18,000. The project will be coordinated by the county's Information Technologies Department.
- Board meeting expenditures are budgeted at \$13,000, an increase of \$2,000 from FY 07. Funds provide for reimbursements and other expenses incurred by Planning Commission and Board of Land Use Appeals members. The increase results from additional meetings necessary for rewriting and reviewing the Unified Land Management Ordinance (ULMO) and a major update of the Spartanburg County Comprehensive Plan.
- Funding for a planning intern is budgeted at \$9,700. The intern will focus on Comprehensive Plan issues, research, analysis, etc.

**Departmental Functions**

<b>Programs and Functions</b>	<b>Description and Goals</b>	<b>FY 08 Adopted</b>
<b>Comprehensive Planning</b>	Land Use Plan, Compliance Review: <ul style="list-style-type: none"> <li>• Review all site plans correctly and promptly, forward to the Planning Commission for action.</li> <li>• Begin work on the Comprehensive Plan update, due in calendar year 2008.</li> <li>• Continual review of ordinance amendments in conjunction with the Land Use Committee and Planning Commission.</li> </ul>	\$
<b>Growth Monitoring</b>	Building permits and other indicators tracked; population growth and location estimated: <ul style="list-style-type: none"> <li>• Monitor transportation reports and studies.</li> </ul>	\$
<b>Transportation Planning</b>	Program administration: <ul style="list-style-type: none"> <li>• Continued certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).</li> <li>• Complete and approve long-range plan.</li> <li>• Update all traffic zone data.</li> <li>• Review and map (using GIS) twelve-month projects.</li> <li>• Complete County Enhancements Plan and prioritize projects for funding.</li> <li>• Coordinate transit, rail, and air quality planning efforts.</li> </ul>	\$

**SPARTANBURG COUNTY, SOUTH CAROLINA  
FY 08 ADOPTED OPERATING BUDGET**

*(PLANNING AND DEVELOPMENT CONTINUED)*

<b>Programs and Functions</b>	<b>Description and Goals</b>	<b>FY 08 Adopted</b>
<b>Ordinance Administration</b>	<p>Subdivision coordination; plat review; and land development site plan review:</p> <ul style="list-style-type: none"> <li>• Meet and coordinate efforts with all parties involved in the land-subdivision process. Approve summary plats. Review and recommend preliminary and final plats to the Planning Commission for consideration.</li> <li>• Major development plat and plan review: Meet and coordinate with all parties involved in the major land development process. Review and recommend all major land development site plans to the Planning Commission for approval.</li> </ul>	\$
<b>Land Development</b>	<ul style="list-style-type: none"> <li>• Review minor development site plans for compliance and conduct field inspections for land use regulation compliance.</li> <li>• Prepare all cases for Land Management Board of Appeals.</li> <li>• Develop a GIS land use inventory for monitoring and tracking purposes based on ordinance requirements.</li> </ul>	\$
<b>Addressing/9-1-1 Database</b>	<p>Addressing all structures and naming all streets; record maintenance:</p> <ul style="list-style-type: none"> <li>• Issue house numbers to all new construction and approved subdivision lots in a timely manner.</li> <li>• House number and street naming – coordination of effort with Permits and Assessor’s Offices and subdivision and land use staff.</li> <li>• 9-1-1 database maintenance – maintain the Master Street Address Guide (MSAG) database with new street and addressing information. Track all emergency service and municipal boundary changes and update 9-1-1 databases as required.</li> </ul>	\$
<b>Administrative</b>	<p>Committees; outside meetings; training:</p> <ul style="list-style-type: none"> <li>• Office management and operations.</li> <li>• Attend and participate in meetings both within the county organization and outside government agencies.</li> <li>• Attend training as needed and available.</li> <li>• Implement Internal Auditor’s guidelines for tracking money – spread responsibilities for invoicing, collecting, receipting, etc.</li> <li>• Record keeping for the 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.</li> <li>• 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).</li> </ul>	\$
<b>TOTAL, PLANNING AND DEVELOPMENT</b>		<b>\$1,065,790</b>