

# PLANNING AND DEVELOPMENT

The Planning and Development Department's primary responsibility is to plan comprehensively for the orderly growth and development of Spartanburg County. Development project compliance review, transportation planning, transit coordination/planning, growth management coordination, and infrastructure planning and analysis are some of the 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 Committee, Comprehensive Plan implementation/growth monitoring, infrastructure planning, Transportation, Enhancements/Trails, Transit Planning, and land use mapping and analysis.

DEPT NUMBER: 1-9183	PLANNING AND DEVELOPMENT					
FUNDING SOURCE(S)	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09 BUDGET	FY 2009/10 BUDGET	INC/DEC FY 10 - 09
General Fund	1,018,181	946,285	974,190	1,085,824	<b>1,211,381</b>	125,558
<b>EXPENDITURES</b>						
Personnel Services Expenditures	963,143	848,486	846,839	897,424	<b>1,061,831</b>	164,407
Operating Expenditures	52,564	91,630	127,016	186,900	<b>149,550</b>	(37,350)
Capital Outlay	2,474	6,169	335	1,500		(1,500)
Other Expenditures	0	0	0	0		0
<b>EXPENDITURE TOTAL</b>	<b>\$1,018,181</b>	<b>\$946,285</b>	<b>\$974,190</b>	<b>\$1,085,824</b>	<b>\$1,211,381</b>	<b>\$125,558</b>
<b>AUTHORIZED PERSONNEL</b>	18	16	17	15	<b>17</b>	2

## **FY 2009/10 Budget Highlights & Initiatives**

- Personnel Services Expenditures highlights include:
  - The Air Quality and Environmental Program Manager position is reimbursed for \$30,000 of salary expense through a grant.
  - One (1) Senior Planner position is reimbursed for 80% or \$45,753 of the salary cost through a Transit Grant.
  - During FY 2008/09 one (1) Senior Planner position was moved from the Special Revenue Fund to Planning and Development in the General Fund, the funding for the position, \$51,064, followed as well.
  - Funding for contract services associated with implementing the County's new Comprehensive Plan is budgeted at \$100,000.

**SPARTANBURG COUNTY, SOUTH CAROLINA  
FY 2009/10 RECOMMENDED OPERATING BUDGET**

**Departmental Functions**

<b>Programs and Functions</b>	<b>Description and Goals</b>	<b>FY 2009/10 Budget</b>
<b>Comprehensive Planning</b>	<p>Complete new Comprehensive Plan, monitor growth and project population/development and associated infrastructure and land needs:</p> <ul style="list-style-type: none"> <li>● Preparation of Spartanburg County's Comprehensive Plan, which includes the land use plan, 10-20 year growth forecast, identification of priority investment areas, and studies of housing, natural and cultural resources, and the local economy.</li> <li>● Place, review and update Comprehensive Plan elements on an ongoing, rotating schedule.</li> <li>● Monitor location and type of growth using indicators such as building permits, new subdivisions, development projects, etc.</li> <li>● Review development plans for compliance with the Comprehensive Plan.</li> <li>● Ongoing review of land management ordinances to make sure that they are meeting the goals of the Comprehensive Plan and propose amendments as necessary.</li> <li>● Begin a neighborhood/area planning program.</li> </ul>	\$
<b>Transportation Planning</b>	<p>Administer transportation and transit programs:</p> <ul style="list-style-type: none"> <li>● Maintain certification of the program by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).</li> <li>● Complete long-range plan and get approval.</li> <li>● Update all traffic zone data on an ongoing basis and calibrate traffic model.</li> <li>● Review and map (using GIS) twelve-month projects.</li> <li>● Complete County Enhancements Plan and prioritize projects for funding.</li> <li>● Coordinate countywide efforts for alternative methods of transportation, including biking and trails.</li> <li>● Coordinate air quality planning efforts.</li> <li>● Manage Demand/Response Transit Program – 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>	\$

**SPARTANBURG COUNTY, SOUTH CAROLINA  
FY 2009/10 RECOMMENDED OPERATING BUDGET**

<b>Programs and Functions</b>	<b>Description and Goals</b>	<b>FY 2009/10 Budget</b>
<b>Current Planning - Land Development Ordinance Administration</b>	Subdivision coordination, plat review, and land development site plan review: <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> <li>● Review minor development site plans for ordinance 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> <li>● Complete implementation of BluePrince software to track project permitting and approvals.</li> <li>● Keep records for the Planning Commission and Land Use Board of Appeals including minutes, findings of fact, conclusions of law, notices of decision, etc. Also, keep track of required property postings, legal notices, board packets, agendas, property notices, etc.</li> </ul>	\$
<b>Administrative</b>	Office administration; committees; outside meetings; training: <ul style="list-style-type: none"> <li>● Develop and oversee work program.</li> <li>● Office management and operations.</li> <li>● Prepare and oversee department budget.</li> <li>● Oversee invoicing, collection, receipt of money under Internal Auditor's guidelines.</li> <li>● Provide support services for Administration and County Council as needed.</li> <li>● Participate in meetings within the County organization, as well as with outside government agencies, as needed, including speaking to citizen groups, etc. about planning issues.</li> <li>● Attend training.</li> </ul>	\$
<b>TOTAL, PLANNING AND DEVELOPMENT</b>		<b>\$1,211,381</b>