

DEPARTMENTAL ACTIVITIES & GOALS

The Planning Department is charged with conducting a comprehensive planning program which is designed to promote and maintain the orderly physical growth and development of Davie County. The Planning Department provides public planning services to areas in Davie County lying outside the municipalities' planning jurisdictions, and provides a single point of planning, advisory, and technical assistance to local jurisdictions, community groups, and other organizations.

The Planning and Zoning department provides the following services:

- Planning administration
 - Current and long range planning
 - Support for Economic Development Commission
- Zoning administration
 - Review all applications for building, zoning and signage permits.
 - Receive, investigate and respond to zoning and solid waste complaints.
- Subdivision and development review
- Floodplain Management Administration
- Watershed protection administration
- Transportation Planning
- Coordination of the Planning Board, Board of Adjustment, Watershed Review Board and Farmland Preservation Board
- Presenting planning and zoning cases before the Board of Commissioners.
- The department is under contract to provide these services to the Town of Mocksville and its jurisdiction.

Activities

Since launching EnerGov in November of 2009, Development Services has worked with Public Utilities, GIS, Environmental Health and the Tax Department to streamline operations. The Permitting and Land Management software assists the department to manage workflows when handling

- land use planning
- project review
- inspections
- plan management
- permitting
- citizen requests

This centralized permitting tool creates a plan case for each development project application. This plan case centralizes the site plan, buildings plans, deed, environmental health permits, zoning compliance and addressing in one location. These documents associated with the plan cases are scanned in for easy remote viewing and creates a permanent reference copy. Each department accesses the plan case to complete their review of required information. Only when these reviews are approved by all appropriate parties is a building permit granted. In 2013, the department utilized EnerGov to complete 383 zoning plan cases for county projects. These included:

Residential

- fifty (50) zoning permits issued for single family homes
- twelve (12) zoning permits for modular homes
- thirty six (36) for additions to single family homes
- twenty seven (27) for manufactured homes
- fourteen (14) zoning permits issued for swimming pools
- thirty one (31) sign permits

Commercial & Industrial

- five (5) New Construction
- twenty three (23) additions/alterations to existing structures

A total of 349 Zoning Permits were created and reviewed for projects in the County and Mocksville, this is an increase of 35% from 2012.

The department responded to 44 zoning enforcement cases in 2013 and inspected these properties. The department worked to update any complainants on resolutions achieved or progress being made to remedy violations.

Goals and Objectives

The mission of the Planning Department is to provide quality customer service, enrich community life; facilitate controlled, orderly, and sustainable growth and promote a balance of the built and natural environment through professional guidance, public involvement, and efficient, equitable, and lawful enforcement.

Highest Priority Goals

- Customer Service
- Community Development Management
- Education
- Promote Compliance

Accomplished Projects

- EDC Industrial Site Database
- Completed RFQ for I-40 Interchange and Improvements Feasibility Study
- Recognize and map bicycle routes
- Small area plan for the Farmington Road and Interstate-40 interchange
- Rich Park Greenway
- Town of Mocksville Downtown Improvement/Revitalization Plan
- Identify new industrial design standards

Future Projects

Davie County:

- Create a new subdivision design option
- Update Land Use Plan/Growth Management Plan

- Identify and protect scenic corridors along county roadways
- Develop Economic Development Overlay District
- Create a small area plan for the US Hwy 64 and Interstate-40 interchange

- Create small area plan for the Hillsdale/Advance area.
- Bring up to date the Cooleemee Overlay zoning district
- Revise the Quality Design Overlay district
- Improve standards for private roads
- Update Solid Waste Ordinance, by implementing more effective enforcement on junk cars and abandoned mobile homes
- Apply/Implement for NCDENR Abandoned Manufactured Home Removal Grant Program

Mocksville:

- Create and implement commercial and industrial zoning overlays for areas along Interstate Drive and US Hwy 601 South
- Create sign and non conforming sign inventory list.
- Update the Mocksville Sidewalk and Greenway Plan
- Execute sidewalk plan for Wilkesboro Street.

ORGANIZATIONAL STRUCTURE

The Planning and Zoning division of Development Services consists of:

- One (1) Planning Director
- One (1) Planner I

County
Board of Commissioners

County Manager
Cecil Wood

Planning Director
Andrew Meadwell

Planner I
Amy Litz

REQUEST FOR NEW POSITION

Title:	Number:	Full-time <input type="checkbox"/>	Annual Salary
NONE PROPOSED	None	Temporary	
Hiring Date:	<u>1st Year Cost:</u>		<u>2nd Year Cost:</u>

Cost of New Equipment/Furniture for Position:

ACTIVITY JUSTIFICATION

Activity: PLANNING ADMINISTRATION	Number of Employees:	# of Full-time <u>1.18</u> # of Part Time: 0	Annual Cost: \$80,528
Mandated by: Davie County Code of Ordinances: Chapter 155	County Cost: \$80,528		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Amy Litz, Planner I, (63% of Time)

- Performs technical and professional planning research work.
- Assists and provides information to the general public with various forms and applications
- Assists in developing planning studies and reports in support of new and updated plans, programs and regulations
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Assists in the evaluation of rezonings and ordinance amendments.
- Attends substantial number of evening meetings
- Assists in developing planning studies and reports in support of new and updated plans, programs and regulations
- Performs related duties as required.

Andrew Meadwell, Planning Director, (55% of Time)

- Plans, organizes, and supervises the operations of the Planning and Zoning Department.
- Responsible for the administration of the Davie County Land Use Plan, Town of Mocksville Land Use Plan, Davie County Growth Enhancement Strategy Plan, and Town of Mocksville Design Guidelines and Sidewalk/Greenway Plan.
- Coordinates the review and approval of projects to ensure compliance with current ordinances and adopted policies at Project Review and Technical Review Committees.
- Provides technical assistance to each Planning Board by conducting independent research and analysis for projects.
- Develops recommendations for rezonings and text amendments to the Planning Boards and Boards of Commissioners.
- Prepares and presents detailed reports on development proposals to government bodies.
- Performs and manages complex and sensitive professional planning projects, research and analysis
- Monitors and ensures compliance with local, state and federal laws
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies
- Responsible for transportation planning with assistance from Regional WSMPO and RPO
- Provides overall management of division-related planning issues

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Department: DEVELOPMENT SERVICES

Division: PLANNING AND ZONING

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- Advises various councils, boards, commissions and elected officials in planning-related issues
- Serves as liaison and performs all necessary functions in support of Planning Boards
- Assigns work to professional staff and ensures appropriate training is provided
- Evaluates operations and activities of assigned responsibilities
- Prepares reports on operations and activities, recommending improvements and modifications
- Participates in budget preparation and administration, monitors and controls expenditures
- Attends substantial number of evening meetings

Justify Need for Each Position in Detail:

Planning and Zoning staff provide support to the Planning Boards and Boards of Commissioners for Davie County and the Town of Mocksville. Staff is required to have an extensive knowledge of codes and ordinances as well as NC General Statutes.

Staff must be very knowledgeable of 6 different land use regulations and be able to interpret, enforce, and administer those regulations to a very diverse group of citizenry.

This position requires a significant level of tact, diplomacy, and at times, salesmanship to gain the confidence and compliance from the people affected by decisions related to land use

Planning staff is responsible for coordinating and preparing the agendas for 4 different appointed boards, and for representing those boards before 2 different elected boards.

Ms. Litz serves as staff liaison to the Planning Boards for Davie County and the Town of Mocksville. She coordinates public hearings, public notices, and agendas for the Planning Board and Boards of Commissioners for Davie County and the Town of Mocksville to meet NGGS 153A-343. She prepares technical and staff reports for variance requests and special use permits. She is the main contact on signage questions and permitting. She manages all hard and electronic planning files that the department must keep permanently. She coordinates the review of developments by the Project Review Committee, which includes the agenda, scanning and disseminating site, civil, and landscaping plans to the committee members, and preparing meeting minutes. She is also represents the county at the WS MPO meetings. She assists in the management of the Development Services internal Laser Fiche page as well as maintains Planning and Zoning Web page.

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Davie County Planning Board**2013 Planning Board Summary**

Rezoning	4
Road Closings	0
Text Amendments	2
Total Meetings	5

2012 Planning Board Summary

Rezoning	3
Road Closings	0
Text Amendments	2
Total Meetings	6

2011 Planning Board Summary

Rezoning	4
Road Closings	0
Text Amendments	7
Total Meetings	7

Included in the ordinance amendments were changes to the parking and landscaping requirements for industrial uses and new use requirements for Solar Energy Generating Facilities.

Town of Mocksville Planning Board**2013 Board Summary**

Rezoning	2
Text Amendments	6

2012 Board Summary

Rezoning	2
Text Amendments	4

2011 Board Summary

Rezoning	3
Text Amendments	3

Total Meetings	5	Total Meetings	6	Total Meetings	6
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The Planning Board worked on changes to the Zoning Ordinance for the following areas: non-conformities canopy signs, Board of Adjustment, Bed and breakfast establishments and accessory structures.

Project Review meetings were held for new commercial projects including:

- Ashley Furniture
- Dollar General
- Waffle House
- Farm Bureau

Other Meetings

- Bimonthly TCC, MPO and RPO meetings.
- Voluntary Agricultural Board meetings as ex-officio member (as needed)

Department: **Development Services—Planning & Zoning**

Account No.	Item	Remarks	Requested	Recommended
			Cost	Cost
54110-510030	PERDIEM PAYMENTS	50% Planning Board Compensation	\$2500.00	
54110-520080	WORKMENS COMPENSATION	45% of Personnel Costs	\$1012	
54110-520130	YMCA MEMBERSHIP	0	\$0	
54110-530120	POSTAGE	50% of Postage used (Public Hearing Notices)	\$750.00	
54110-530250	PRINTING & BINDING	50%	\$750.00	
54110-530300	VEHICLE TIRES	25%	\$75.00	
54110-530310	VEHICLE GAS & OIL	25%	\$250.00	
54110-530320	OFFICE SUPPLIES	45%	\$900.00	
54110-530330	DEPARTMENT SUPPLIES	45%	\$315.00	
54110-540100	EDUCATION & TRAINING	47%	\$494.00	
54110-540110	TELEPHONE	35%	\$630.00	
54110-540140	TRAVEL	47%	\$474.00	
54110-540450	PURCHASED SERVICES	45%	\$270.00	
54110-541540	COMPUTER SERVICES	35% Energov Maint	\$2,730.00	
54110-541550	CONSULTANTS	100%	\$12,000.00	
54110-550160	EQUIPMENT MAINTENANCE	60% Copier, printer	\$600.00	
54110-550170	VEHICLE MAINTENANCE	45%	\$450.00	
54110-560260	ADVERTISING	60% (Public Notices BOC/PB)	\$1320.00	
54110-560530	DUES & SUBSCRIPTIONS	70%	\$1400.00	
54110-580600	EQUIPMENT & FURNITURE	70% Lateral file (Planning Files)	\$280.00	
54110-580620	COMPUTER HARDWARE	35%	\$1050.00	
Totals			\$28,250.00	

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Department: DEVELOPMENT SERVICESPage: 1 of 1Division: PLANNING AND ZONING**ACTIVITY JUSTIFICATION**

Activity: SUBDIVISION ADMINISTRATION AND REVIEW	Number of Employees: 1	# of Full-time <u>0.1</u> # of Part Time <u>0</u>	Annual Cost: \$7,911.00
Mandated by: Davie County Code of Ordinances: Chapter 154	County Cost: \$7,911.00		Federal/State Cost: \$0

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Andrew Meadwell, Planning and Zoning Director (100% Responsibility, 10% of Time)

- The purpose of subdivision regulations is to guide the subdivision of land within Davie County and the Town of Mocksville. These guidelines are designed to promote an orderly use of land, coordination and construction of streets, utilities, water and sewer, and stormwater drainage facilities. **(Allowed pursuant to §153A-330)**
- The Planning Director is responsible for the subdivision administration of two (2) ordinances (Davie County and the Town of Mocksville) that includes the processing of applications and for making findings and a decision as to a subdivisions compliance with all applicable provisions of the Subdivision Regulations.
- Develop studies and recommend policies, ordinances, and administrative procedures for administration of county regulations.
- Provides consultation and assists surveyors and developers on subdivision proposals for compliance.
- Handles inquiries and public contacts for information on subdivision proposals and regulations.
- Coordinates Technical Review Committees review of Major Subdivisions with utility departments, NCDOT, Health Department, and various other state departments as needed.
- Utilize Energov to maintain fees, records, reports, and information on subdivision development within county.
- Process fees and record plats at Register of Deeds Office **(Pursuant to §153A-332)**
- Supervises a staff of professionals, technicians, and support positions.
- Performs related duties as required

Justify Need for Each Position in Detail (use additional pages if necessary):

The Planning Director is responsible for administrating 8 categories of land division that fall into two types, Regular and Exempt.

<u>Year</u>	<u>Subdivision Type</u>	
	<u>Major</u>	<u>Exempt</u>
2013	0	130
2012	0	103
2011	0	89
2010	1	54
2009	2	85
2008	5	125
2007	17	167

Department: **Development Services—Planning & Zoning**

Account No.	Item	Remarks	Requested		Recommended	
			Cost		Cost	
54110-520080	WORKMENS COMPENSATION	10% of Personnel Costs	\$225.00			
54110-520130	YMCA MEMBERSHIP	0	\$0.00			
54110-530250	PRINTING & BINDING	20%	\$300.00			
54110-530300	VEHICLE TIRES	30%	\$90.00			
54110-530310	VEHICLE GAS & OIL	30%	\$300.00			
54110-530320	OFFICE SUPPLIES	10%	\$200.00			
54110-530330	DEPARTMENT SUPPLIES	10%	\$70.00			
54110-540110	TELEPHONE	30%	\$540.00			
54110-540450	PURCHASED SERVICES	10%	\$60.00			
54110-541540	COMPUTER SERVICES	30% Energov Maint.	\$2,340.00			
54110-550160	EQUIPMENT MAINTENANCE	10% Copier, Printer	\$100.00			
54110-550170	VEHICLE MAINTENANCE	10%	\$100.00			
54410-580620	COMPUTER HARDWARE	30%	\$900.00			
Totals			\$5,225.00			

ACTIVITY JUSTIFICATION

Activity: ZONING ADMINISTRATION	Number of Employees:	# of Full-time 0.72 # of Part Time: 0	Annual Cost: \$49,554
Mandated by: Davie County Code of Ordinances: Chapter 155 pursuant to GS 153A-340	County Cost: \$49,554		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:**Amy Litz, Planner I, (37% of Time)**

- Performs technical and professional planning research work.
- Assists and provides information to the general public with various forms and applications.
- Primary reviewer of all development permits applications for Davie County and the Town of Mocksville.
- Reviews applications and approves permits for signage for Davie County and the Town of Mocksville.
- Develops planning studies and reports in support of new and updated plans, programs and regulations
- Assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations
- Assists in resolving citizen and customer issues.
- Conducts field evaluations and assessments
- Attends substantial number of evening meetings
- Performs related duties as required.

Andrew Meadwell, Planning and Zoning Director (35% of Time)

- Responsible for the daily administration of the Davie County and Town of Mocksville Zoning Ordinances, Watershed Ordinances, and Flood Prevention Damage Ordinances.
- Responsible for the interpretation and application of the various ordinances.
- Plans, organizes, and supervises the operations of the Planning and Zoning Department.
- Prepares and presents detailed reports on development proposals to government bodies
- Reviews and issues all Zoning Permits for Davie County and the Town of Mocksville.
- Serves as Clerk to the Davie County and Town of Mocksville Zoning Board of Adjustment, presenting staff reports, maintaining meeting minutes and orders of approval or denial for Variances, Special Use Permits or Appeals.

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Department PLANNING AND ZONINGPage: 2 of 2Division: DEVELOPMENT SERVICES**Justify Need for Each Position in Detail (use additional pages if necessary):**

The purposes of zoning regulations are to promote the public health, safety, morals and general welfare of the citizens within Davie County. They also ensure the orderly development of the county, lessen congestion on streets and roads, and facilitate the adequate provision of transportation, water, sewerage, and other public requirements.

Planning and Zoning staff provide support to the Zoning Board of Adjustments for Davie County and the Town of Mocksville. Staff is required to have an extensive knowledge of codes and ordinances as well as NC General Statutes.

Ms. Litz serves as staff liaison to the Zoning Board of Adjustment for Davie County and the Town of Mocksville. She coordinates public hearings, public notices, and agendas for the Zoning Board of Adjustment for Davie County and the Town of Mocksville to meet NCGS 153A-343. She prepares technical and staff reports for variance requests and special use permits. She is the main contact on signage questions and permitting. She manages all hard and electronic zoning files that the department must keep permanently. She also receives zoning and solid waste/junk complaints, creating a Zoning Complaint Form, managing those records and issuing letters to property owners.

Board of Adjustment

<u>2013 Meeting Summary</u>		<u>2012 Meeting Summary</u>		<u>2011 Meeting Summary</u>		<u>2010 Meeting Summary</u>	
Special Use Permits	4	Special Use Permits	5	Special Use Permits	2	Special Use Permits	4
Variations	1	Variations	1	Variations	1	Variations	1
Appeals	0	Appeals	0	Appeals	0	Appeals	1
Total Meetings	6	Total Meetings	8	Total Meetings	4	Total Meetings	8

Zoning Permits

<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Zoning Permits 349	Zoning Permits 202	Zoning Permits 226	Zoning Permits 281

383 Zoning Permits plan cases were created and reviewed including:

- 5 Commercial/Industrial
- 23 Commercial/Industrial additions
- 62 single family homes
- 36 additions
- 54 accessory structures
- 26 manufactured homes
- 36 additions to residential structures
- 14 swimming pools
- 31 sign permits

44 zoning violation complaints were received mainly for solid waste situations.

Department: **Development Services—Planning & Zoning**

Account No.	Item	Remarks	Requested	Recommended
			Cost	Cost
54110-510030	PERDIEM PAYMENTS	50% BOA Member compensation	\$2500.00	
54110-520080	WORKMENS COMPENSATION	45% of Personnel Costs	\$1012.00	
54110-520130	YMCA MEMBERSHIP	0	\$0.00	
54110-530120	POSTAGE	50% of Postage used (Pubic Hearing Notices)	\$750.00	
54110-530250	PRINTING & BINDING	30%	\$450.00	
54110-530300	VEHICLE TIRES	45%	\$135.00	
54110-530310	VEHICLE GAS & OIL	45%	\$450.00	
54110-530320	OFFICE SUPPLIES	45%	\$900.00	
54110-530330	DEPARTMENT SUPPLIES	45%	\$315.00	
54110-540100	EDUCATION & TRAINING	53%	\$557.00	
54110-540110	TELEPHONE	35%	\$630.00	
54110-540140	TRAVEL	53%	\$536.00	
54110-540450	PURCHASED SERVICES	45%	\$270.00	
54110-541540	COMPUTER SERVICES	35% EnerGov Maint.	\$2,730.00	
54110-541551	CELL TOWER CONSULTANTS	100%	\$1,500.00	
54110-550160	EQUIPMENT MAINTENANCE	30% Copier, Printer	\$300.00	
54110-550170	VEHICLE MAINTENANCE	45%	\$450.00	
54110-560260	ADVERTISING	40% BOA Public Hearing Notices	\$880.00	
54110-560530	DUES & SUBSCRIPTIONS	30% Professional subscriptions	\$600.00	
54110-580600	EQUIPMENT & FURNITURE	30% Lateral File (Zoning Files)	\$120.00	
54110-580620	COMPUTER HARDWARE	35%	1,050.00	
Totals			\$16,134	

ANNUAL BUDGET ESTIMATE – SUMMARY CAPITAL OUTLAY REQUEST

Department: **Development Services—Planning & Zoning**

Item	Remarks	Account No.	Requested		Recommended	
			Quantity	Cost	Quantity	Cost
Lateral File Cabinets	Cabinets used to maintain permanent zoning permit files. Proposed to purchase used cabinets.	580600	2	400.00		
PC Replacement	Replacement PCs per Schedule	580620	2	3000.00		
Totals			4	3400.00		

Budget Sheet #5

DAVIE COUNTY, NORTH CAROLINA

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Department Development Services

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Division Planning and Zoning

CAPITAL OUTLAY DETAIL

Name of Project or Equipment: PC Replacement
Description: Replacement PCs per Schedule
Justification: Scheduled PC Replacement Program
Estimated Cost: Replacement PCs – 2 x \$1,500.00 = \$3,000.00 Total = \$3000.00
Estimated Annual Operation/Maintenance Cost: Gold Tech support with complete Care Accidental Damage for 5 years included with purchase price of PC.

CONFERENCE & TRAINING DETAIL

No. Attending	Purpose, Estimated Date & Location	Mode of Travel	Estimated Cost			
			Travel	Lodging	Fees	Total
2	NC APA Planning Conference—Durham	Auto	\$60.00	\$250.00	\$300.00	\$610.00
2	NC AZO Mid Winter Conference—TBD	Auto	\$0.00	\$0.00	\$150.00	\$150.00
1	NC AZO Conference-Asheville	Auto	\$250.00	\$450.00	\$200.00	\$900.00
1	Miscellaneous Training	Auto	\$0.00	\$0.00	\$400.00	\$400.00
	*APA and Zoning Conference needed to maintain Membership to APA/NCAPA and NCAZO.					
	*Miscellaneous Training is for Board Members					
Totals:			\$310.00	\$700.00	\$1050.00	<u>\$2060.00</u>
			Travel and Lodging Total: \$1010.00			
			Education/Fees Total: \$1050.00			

SPECIAL WORK PROJECT

Location:

NONE PROPOSED

Description:

Justification:

Estimated Cost:

**COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR**

	PRIOR YR ACT	CURR ACTUAL	REVISED BUDGET	REQUESTED	MANAGER	BOARD
	JUNE 2013	2013-2014	2013-2014	2014-2015	2014-2015	2014-2015
PLANNING & ZONING						
44110 430049	CONTRIBUTION TOWN OF MOCKSVILL	(29,925.00)	-	(31,421.00)	(32,992.00)	
44110 430146	CONTRIBUTION TOWN OF BERMU RUN	-	-	-		
44110 440034	SALE OF ZONING & SUBDIV BOOKS	-	-	-	-	
44110 440035	ZONING FEES	(10,275.00)	(8,170.00)	(2,000.00)	(10,000.00)	
44110 440072	SUBDIVISION FEES	(11,740.00)	(4,570.00)	(5,000.00)	(5,000.00)	
44110 440135	CELL TOWER FEES	(210.50)	-	(5,000.00)	(5,000.00)	
44110 440136	MOCKSVILLE ZONING PERMITS	(12,770.00)	(1,148.50)	(2,000.00)	(1,600.00)	
44110 440137	BERMUDA RUN ZONING PERMITS	-	-	-	-	
44110 440138	COUNTY ZONING PERMITS	(5,370.00)	(6,780.00)	(3,000.00)	(7,000.00)	
44110 480038	OVERAGE & SHORTAGE PLANNING	-	-	-	-	
TOTAL PLANNING & ZONING		(70,290.50)	(20,668.50)	(48,421.00)	(61,592.00)	

**COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR**

	PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
PLANNING & ZONING						
54110 510010 SALARIES AND WAGES	97,325.00	41,187.05	100,344.00	102,876.00		
54110 510020 PART-TIME SALARIES	-	-	-	-		
54110 510030 PERDIEM PAYMENTS	1,855.00	990.00	5,000.00	5,000.00		
54110 510040 LONGEVITY	430.00	490.00	490.00	550.00		
54110 520050 FICA	7,387.46	3,150.63	7,599.00	7,870.00		
54110 520060 GROUP HOSPITAL INSURANCE	16,102.74	6,517.08	16,165.00	16,800.00		
54110 520070 RETIREMENT	6,588.70	2,946.54	7,023.00	7,273.00		
54110 520080 WORKMENS COMPENSATION	2,146.06	-	2,248.00	2,248.00		
54110 520100 ECS UNEMPLOYMENT INSURANCE	-	-	-	-		
54110 520110 GROUP LIFE INSURANCE	81.60	34.00	-	-		
54110 520120 401K-EMPLOYER SUPPLEMENT	2,859.72	1,235.60	2,965.00	3,086.00		
54110 520130 YMCA MEMBERSHIP	-	-	-	-		
54110 520250 EMPLOYEE MEDICAL EXPENSE	-	-	-	-		
54110 520260 EMPLOYEE EDUCATION REIMBURSEME	-	-	-	-		
54110 530120 POSTAGE	330.84	171.18	1,500.00	1,500.00		
54110 530250 PRINTING & BINDING	1,332.97	-	1,500.00	1,500.00		
54110 530300 VEHICLE TIRES	300.00	-	300.00	300.00		
54110 530310 VEHICLE GAS & OIL	460.64	164.38	1,000.00	1,000.00		
54110 530320 OFFICE SUPPLIES	1,840.23	32.99	2,000.00	2,000.00		
54110 530330 DEPARTMENT SUPPLIES	577.24	146.79	500.00	700.00		
54110 540100 EDUCATION & TRAINING	1,196.30	219.00	1,150.00	1,050.00		
54110 540110 TELEPHONE	1,230.13	330.79	1,800.00	1,800.00		
54110 540130 UTILITIES	-	-	-	-		
54110 540140 TRAVEL	754.72	341.19	700.00	1,010.00		
54110 540210 BUILDING & EQUIPMENT RENTAL	-	-	-	-		
54110 540450 PURCHASED SERVICES	510.00	162.86	500.00	600.00		
54110 540460 MAP UPDATE	-	-	-	-		
54110 541540 COMPUTER SERVICES	6,022.74	1,601.50	7,800.00	7,800.00		
54110 541550 CONSULTANTS	-	-	12,000.00	12,000.00		
54110 541551 CELL TOWER CONSULTANTS	-	-	1,500.00	1,500.00		
54110 550160 EQUIPMENT MAINTENANCE	27.76	-	1,000.00	1,000.00		
54110 550170 VEHICLE MAINTENANCE	484.91	-	1,000.00	1,000.00		
54110 550200 MAINTENANCE - ROAD SIGNS	-	-	-	-		
54110 560120 SPECIAL EVENTS	-	-	-	-		
54110 560260 ADVERTISING	2,011.73	870.00	2,000.00	2,200.00		
54110 560530 DUES & SUBSCRIPTIONS	1,926.04	804.16	2,000.00	2,000.00		
54110 560540 INSURANCE & BONDS	-	-	-	-		
54110 560570 MISCELLANEOUS	-	-	-	-		
54110 560600 BUILDING INSURANCE	-	-	-	-		
54110 580600 EQUIPMENT & FURNITURE	400.00	-	400.00	400.00		
54110 580610 COMPUTER SOFTWARE	-	-	-	-		
54110 580620 COMPUTER HARDWARE	-	-	-	3,000.00		
TOTAL PLANNING & ZONING	154,182.53	61,395.74	180,484.00	188,063.00		

**COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR**

Org	Emp #	Last Name	First	Job Desc	Service Date	Yrs Srvc		Grade	Hourly	Annual	Request
						Jul 14 - Jun 15					
54110	<u>823</u>	LITZ	AMY	PLANNER I	06/02/2008	7		66		39,155.00	39,155.00
54110	<u>623</u>	MEADWELL	ANDREW	PLANNING DIRECTOR	05/11/2005	10		75		60,686.00	63,720.00

TOTAL FULL TIME			2							99,841.00	102,875.00
TOTAL PART TIME			0							-	-
TOTAL			2							99,841.00	102,875.00

LONGEVITY	\$	550.00
FICA	\$	7,912.00
HOSPITAL	\$	16,800.00
RETIREMENT	\$	7,312.00
401K	\$	3,086.00

TOTAL AUTHORIZED POSITIONS 2 FULL TIME; PART-TIME AS NEEDED.

**DAVIE COUNTY
DEVELOPMENT SERVICES**

172 CLEMENT ST. MOCKSVILLE, NORTH CAROLINA 27028
PH :(336)753-6050 FAX :(336)751-7689



July 2014
Planning Fees

<u>Subdivision Reviews</u>	
Preliminary plat review	\$200
Final plat review	\$300
Exempt Plats (Recombination, Family etc..)	\$100
Abbreviated, minor, and 5 acre tract subdivision plat review	\$150
Review Officer plat review	\$20 per map
Construction Plan	\$150
<u>Zoning Reviews</u>	
Amendment to Zoning Text	\$800
Amendment to Zoning Map-Residential	\$300
Amendment to Zoning Map-Residential Special Conditions	\$500
Amendment to Zoning Map-Non-Residential	\$800
Amendment to Zoning Map-Non-Residential Special Conditions	\$1000
Watershed 10/70 Request or Variance Request	\$500
Variance	\$500
Vested Rights Application	\$300
Special Use Permit-Residential	\$500
Special Use Permit-Non-Residential	\$800
Planned Unit Development-Residential	\$300
Planned Unit Development-Non-Residential	\$300
Special Use Permit for Manufactured Home, Temporary Use Permits	\$500
<u>Zoning Compliance Permits</u>	
Zoning Permit (Adult Establishment)	\$1,000.00
Zoning Permit (residential single family dwelling - site built home or manufactured home, duplex, or residential accessory over 601 sq ft.)	\$50.00
Zoning Permit (accessory bldg 600 sq ft. or less)	\$30.00
Zoning Permit(multi-family apartment, townhouse, condominium, or group development)	\$100
Zoning Permit(sign)	\$50.00
Zoning Permit(civic, recreation, or nonprofit use)	\$50.00
Zoning Permit(commercial or industrial, as classified by NC Building Code)	\$150
Advertising sign permit(off-premise billboard)	\$300
<u>Project Review</u>	
Site Plan Review Residential	\$300
Site Plan Review Non-Residential	\$500

DAVIE COUNTY
DEVELOPMENT SERVICES
 172 CLEMENT ST. MOCKSVILLE, NORTH CAROLINA 27028
 PH : (336)753-6050 FAX : (336)751-7689



July 2014
 Planning Fees

Other/Miscellaneous	
Change of Occupancy	\$40 no site visit required; \$100 w/ site Visit
Performance Guarantee	\$500.00
Performance Guarantee Extension	\$100.00
Wireless Facilities (Tower)	\$5,000
Wireless Facilities (Co-locate)	\$2,000
Street Signs (New Street-Public or Private)	\$100 (per sign)
<u>Copies of Ordinances</u>	
Zoning ordinance text	\$10
Zoning map	\$5
Subdivision regulations text	\$10
Copy of 2020 Land Development Plan	\$20
Zoning Certification Letter	\$40 no site visit required; \$100 w/ site visit
Road Name Change(owner initiated)	\$300

**DAVIE COUNTY
DEVELOPMENT SERVICES**

298 E DEPOT STREET, MOCKSVILLE, NORTH CAROLINA 27028
PH:(336)753-6050 FAX:(336)751-7689



Summary of Planning and Zoning Board Activities

2013 Activity Summary

Subdivision Review	130 Exempt/minor review 0 Regular subdivision review
Special Use/Variance/Appeal requests	6
Rezoning requests	6
Zoning/Subdivision text amendments	10
Commercial site plan reviews	10
Road Closing	1
Zoning Permits	203 Davie County 146 Mocksville
Zoning Plan Reviews	298 Davie County 85 Mocksville
Zoning Enforcement Cases	44
Sign Permits	31

2012 Activity Summary

Subdivision Review	103 Exempt/minor review 0 Regular subdivision review
Special Use/Variance/Appeal requests	7
Rezoning requests	6
Zoning/Subdivision text amendments	6
Commercial site plan reviews	4
Zoning Permits	151 Davie County 51 Mocksville
Zoning Plan Reviews	249 Davie County 77 Mocksville
Zoning Enforcement Cases	40
Sign Permits	40

2011 Activity Summary

Subdivision Review	89 exempt/minor reviews 0 regular subdivision reviews
Special Use/Variance/Appeal requests	3
Rezoning requests	4
Zoning/Subdivision text amendments	7
Commercial site plan reviews	4
Zoning permits	333
Zoning Enforcement Cases	35

2010 Activity Summary

Subdivision Review	54 exempt/minor reviews 1 regular subdivision reviews
Special Use/Variance/Appeal requests	7
Rezoning requests	4
Zoning/Subdivision text amendments	3
Commercial site plan reviews	4
Road closings	1
Zoning Permits	281

Meeting Summaries

Davie County Planning Board

Phil Fuller served as chairman and Karen Daugherty served as Vice Chairman. Sue Cave ended her terms of service. Steve Garnett joined the board.

January

- The Board heard a request from Joseph Crotts to rezone 4.07 acres on Deadmon Road from R-A to H-B. The Board voted to recommend approval with a vote of seven in favor and none opposed.

April

- The Board heard a request from James P Michael to rezone 4.3 acres on Daniel Road from I-3-S to R-A. The Board voted to recommend approval with a vote of five in favor and none opposed.
- The Board heard a request from Burnfam Limited Partnership and William A. Burnette to amend the R-12-S zoning conditions for property on N Lake Louise Drive and described as the Villas at Lake Louise. The Board voted five in favor and none opposed to approve the conditions. The Board also voted five in favor and none opposed to approve the submitted site plan.

June

- The Board discussed a text amendment to the Zoning Ordinance regarding solar energy generating facilities.
- The Board discussed a text amendment to the Zoning Ordinance regarding parking and landscaping requirements.

July

- The Board heard a request from Glandon Forest Equity LLC to rezone 2.45 acres on NC Hwy 801 N from R-20 & H-B to N-B. The Board voted seven in favor and none opposed to recommend approval of the zoning map amendment.
- The Board heard a text amendment to the Zoning Ordinance regarding solar energy generating facilities. The Board voted to defer the amendment.
- The Board discussed a text amendment to the Zoning Ordinance regarding parking and landscaping requirements. The Board voted seven in favor and none opposed to approve the amendment.

- The Board elected officers. The Board voted to continue the tenure of Phil Fuller as Chairman and Karen Daugherty as vice chair.

September

- The Board heard a text amendment to the Zoning Ordinance regarding solar energy generating facilities. The Board voted to approve the amendment five in favor and none opposed.
- The Board heard a text amendment to the Zoning Ordinance regarding the Board of Adjustment. The Board voted five in favor and none opposed to approve the amendment.
- The Board discussed the newly adopted language by the North Carolina General Assembly and its potential impact.
- The Board recognized and thanked Sue Cave for her service as a Planning Board member.

Davie County Board of Adjustment

Norman Carter served as chairman and Daphne Frye as vice chairman. Daphne Frye served as chairman and Norman Carter served as vice chairman beginning in July.

February

- Mariam Wright applied for a Special Use Permit for a Veterinary Service at 1147 Godbey Road. The request was approved with a vote of five in favor and none opposed.

July

- American Towers LLC applied for a Special Use Permit to allow a telecommunications facility for property located at 2125 Farmington Road. The request was approved with conditions with a vote of five in favor and none opposed.
- The Board elected officers.

August

- Tomasz Lewtak applied for a Special Use Permit for an artist studio at 211 Parsley Lane. The request was approved with a vote of five in favor and none opposed.
- The Board made plans to complete some training.

October

- American Towers LLC applied for a Special Use Permit to allow a telecommunications facility for property located at 229 Boxwood Church Road. The request was approved with conditions with a vote of five in favor and none opposed.
- Mark Walsler applied for a Special Use Permit to allow Duplexes for property located at 176 McCullough Road. The request was approved with conditions with a vote of four in favor and one opposed.

November

- The Board participated in training in Board of Adjustment procedures.

Mocksville Planning Board

Brian Williams served as chairman and Clint Junker served as vice chairman.

January

- The Board reviewed a request by the Town to rezone approximately 66 acres on Boyce Drive from GI to HC. The Board voted to recommend approval with a vote of four in favor and none opposed.
- The Board heard a text amendment to the Town Code regarding maintenance of public areas of certain commercial establishments. The Board voted four in favor and none opposed to approve the text amendment.

May

- The Board heard an amendment to the Zoning Ordinance regarding nonconformities. The Board voted five in favor and none opposed to recommend approval of the amendment.
- The Board heard an Addressing Map Amendment to remove Single Lane from the map. The Board voted five in favor and none opposed to approve the map amendment.
- The Board discussed development goals for the Town Center zoning district and reviewed the downtown design concepts prepared by Stimmel Associates PA.

June

- The Board heard an amendment to the Zoning Ordinance regarding canopy signs. The Board voted five in favor and none opposed to recommend approval of the amendment.
- The Board discussed parking changes along Depot St, the progress of the new Farmer's Market, the new crosswalk at South Davie Middle School and the bicycle event planned for July.

October

- The Board heard an amendment to the Zoning Ordinance regarding the Board of Adjustment. The Board voted six in favor and none opposed to recommend approval of the amendment.
- The Board heard an amendment to the Zoning Ordinance regarding accessory structures. The Board voted six in favor and none opposed to recommend approval of the amendment.
- The Board heard an amendment to the Zoning Ordinance regarding bed and breakfast establishments. The Board voted six in favor and none opposed to recommend approval of the amendment.
- The Board voted to change its meeting time from 6pm to 5pm on the second Thursday of each month.

November

- The Board reviewed a request by the Town to rezone approximately 50 acres on Theodore Drive from HC & FP to GI. The Board voted to recommend approval with a vote of four in favor and none opposed.

Mocksville Board of Adjustment

January

- Davie Development Company LLC applied for a Variance to the side yard setback for property located at 411 Campbell Road. The request was approved with conditions with a vote of four in favor and none opposed.