

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 18b.

Date of Request: October 23, 2007

Date Request Received: October 25, 2007

Board Meeting Date Requested: November 5, 2007

Board Meeting Date Assigned: November 5, 2007

Short Title: Special Use Permit Inventory Update

Request Status:

Background: The Special Use Permit Inventory is now complete. Staff will present findings and recommendations regarding this process.

- Request is proceeding to Board of Commissioners
- More information is needed – see attached
- Request on hold – no further information needed
- Other:

Specific Action Requested: No action requested.

(Administrative Use Only)

Requested by: Joey Raczkowski
Department: Planning Department
Title: Planning Director
Contact Phone: 910-259-1529
Contact Fax: 910-259-3735

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grant or
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent:

Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent:

Signed:

FINANCE Sufficient Funds Available
Date Rec'd Not Available
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

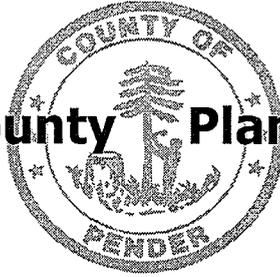
Date Sent:

Signed:

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

Pender County Planning Department



Joey Raczkowski, Planning Director

Mark Walton, Chairman
Kevin Reynolds, Vice-Chairman
Rick Garrett
Karen Gonzales
William Marshburn
Burt Millette
Christopher Smith

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MEMORANDUM

October 22, 2007

TO: Lori Brill, County Manager

FR: Joey Raczkowski, Planning Director *JR*

SU: Special Use Permit Inventory and Recommendations

Soon after my arrival in April of this year, I quickly identified that the existing administrative processes regarding Special Use Permits (SUP) needed improvement. Therefore, the first logical step was to produce a complete inventory of all previously issued SUPs.

The SUP files within the department date back to July 1988. Since that time, the county has processed 323 Special Use Permits. As staff reviewed each file, the location of the SUP was documented and any pertinent paperwork indicating conditions placed on the approved SUP was copied and placed in a separate notebook for future reference. Staff has also created a master database containing basic information on all SUPs, as well as a map indicating the location of the approved use.

Staff found the main inconsistency within the files is the lack of detailed paperwork documenting the location, conditions of approval, and any follow-up conducted. Since 2004, the files do appear to be more substantially complete in these areas.

The key to a functional SUP processing system is not necessarily ordinance language. Instead, it is the routine administrative review of the conditions placed upon the approved development. I see no evidence where a proactive routine review method has been followed. As with numerous other issues I have encountered, I feel that the lack of follow-up on

approved SUPs is due to the significant staffing turn over experienced in the department, and the understaffing of the county code enforcement function.

In conclusion, it is my opinion that the issues regarding SUPs can be resolved by implementing the following recommendations:

- Create a file check list that will clearly document the entire application and approval process, and follow-up procedures.
- Depending on resources allocated to code enforcement, a quarterly review system will be implemented to review each SUP to determine if the development is active and adhering to all adopted conditions. All new SUPs will be reviewed within 6 months of approval, and all existing SUPs will be reviewed at least once a year, or more frequently as necessary.
- County attorney is directed to fully enforce violations of the SUP procedures and/or permits issued, as identified by the code enforcement staff.
- Continue to provide education to officials reviewing and deciding upon SUP requests to ensure that proper procedures are followed.
- Require recording of the SUP as part of the chain of title to a property.
- Maintain database & map of all SUPs.
- During rewrite of the ordinances, review uses and attached conditions approved through the SUP process.