



October Department of the Month

Professionalism
Recovery
Ownership
Attitude
Communication
Teamwork
Initiative
Value everyone
Efficiency

DEVELOPMENT ASSISTANCE DEPARTMENT

Staff:

Susan Frady, Development Assistance Director
Matt Champion, Senior Planner
Daniel Heyman, Planner/Commission Coordinator
Terri Swann, Administrative Assistant III
Code Enforcement Officer – vacant

The Development Assistance Department, “DAD”, is responsible for the review of the physical development of land within the city limits of Hendersonville and the Extraterritorial Jurisdiction (ETJ).

ZONING ENFORCEMENT – The enforcement of the City Zoning Ordinance including pre-construction review for building setbacks, parking requirements, landscaping and the sign ordinance. DAD also enforces the Flood Prevention Ordinance, Minimum Housing Code and the nuisance ordinance (junk cars, tall grass, etc).

DEVELOPMENT REVIEW - DAD issues zoning permits, sign permits, conducts site plan review and issues Certificates of Appropriateness for local historic districts. DAD also facilitates applications for rezonings, conditional zoning districts, special use amendments, variance applications, conditional use permits, temporary use permits, floodplain development permits, and subdivisions.

PLANNING - DAD maintains and updates the Zoning Ordinance, zoning map, Subdivision Ordinance, 2030 Comprehensive Plan and long range planning documents like the Pedestrian and Bicycle Plans. DAD also facilitates applications for amendments to these documents.

BOARDS - DAD provides staff support to the Planning Board, Board of Adjustment and the Historic Preservation Commission. These Boards meet once a month.

DEPARTMENT LOCATION – DAD is located in the Henderson County Land Development Building at 100 N King Street.

For the person leading this session, please sign below and return to your department head, who then send it to Lu Ann.

Leader _____ Dept. _____ Date _____