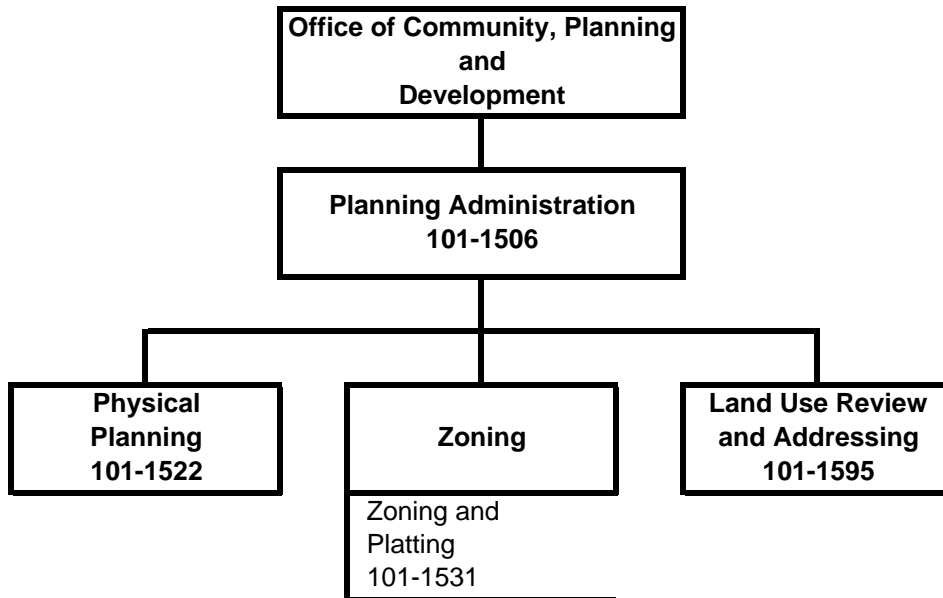


Planning



Planning

Jerry Weaver, Jr., Acting Director

343-7909

Department Mission

Guide the development of a livable northern community, facilitating development in accordance with Anchorage's zoning and subdivision regulations and preparing long-range land use plans based on the community's goals and aspirations, economic assets and opportunities, and environmental attributes

Strategies: How the department meets its mission

- Continuous implementation of the Comprehensive Plan
- Hold public meetings and hearings and notify adjacent property owners and community councils of pending zoning and platting applications
- Provide professional staff support to the Planning and Zoning Commission, Platting Board, Urban Design Commission, Zoning Board of Examiners and Appeals, Geotechnical Advisory Commission, and Watershed and Natural Resources Advisory Commission
- Collect and analyze land use information to conduct needed studies and plans
- Update land use data and maps to ensure accurate information for the public
- Elicit constructive comments from other state and municipal agencies and the general public
- Process development applications, administrative permits, and new addresses timely and accurately

Divisions

- Administration
 - Director's Office provides overall leadership for department
 - Assist managers with human resources
 - Payroll administration
 - Budget development and implementation
 - Procurement
 - Professional services contracting
 - Coordination of computer network and communications services
 - Accounting functions
 - Assets and grants management
- Physical Planning
 - Create, update and coordinate Anchorage Comprehensive Plan (Girdwood/Turnagain Arm, Anchorage Bowl and Chugiak/Eagle River/Eklutna)

- Prepare and update Land Use Plan map
- Implement Comprehensive Plan (e.g., Title 21 rewrite, Sub-area plans)
- Perform public facility site selection studies
- Assist Heritage Land Bank with planning and development activities
- Administer Anchorage Coastal Zone Management consistency review process
- Administer Anchorage Wetlands Management Plan
- Provide development review services to assist the Platting and Zoning Division
- Support Geotechnical and Watershed and Natural Resources Advisory Commissions
- Zoning and Platting
 - Intake zoning and subdivision applications
 - Route applications to other agencies and community councils for comment
 - Prepare summaries outlining facts, feedback received, and recommendations
 - Provide staff support for Zoning Board of Examiners and Appeals, Planning and Zoning Commission, Platting Board, and Urban Design Commission
 - Record and preserve the regulatory boards and commissions' records
 - Process and decide administrative applications and minor variances
 - Respond to general public inquiries regarding development applications and zoning questions
 - Maintain the database supporting platting and zoning cases online and email alerts
 - Staff the Planning Department's public counter
 - Process final subdivision applications for recording
- Land Use Review and Addressing
 - Prepare land use, nonconforming ("grandfather") rights, and parking determinations
 - Answer public land use code question hotline
 - Research and prepare land use code interpretations
 - Process administrative permit applications for bed and breakfasts, rooming houses, transmission towers, snow disposal sites, unlicensed night clubs and premises where minors are not allowed
 - Draft and record land use agreements for parking joint use access, large domestic animal facilities, and accessory dwelling units
 - Assign addresses to new development
 - Review state and municipal road projects for street naming compliance and approve new street names
 - Provide address verification and notification services for a variety of public, private, local, state, and federal entities
 - Maintain GIS data for all addresses and roads
 - Work to eliminate problem addresses (duplicates)
 - Work with police, fire and telecommunication firms to ensure reliable emergency response data

Planning

Resource Plan

Divisions	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
Expenditures				
Administration	\$ 386,590	\$ 400,898	\$ 406,853	1.5%
Physical Planning	1,327,385	1,522,634	1,429,930	-6.1%
Zoning	2,186,383	2,151,269	2,154,659	0.2%
Total Direct Cost	\$ 3,900,358	\$ 4,074,801	\$ 3,991,442	-2.0%
Revenues				
Administration	\$ (8,942)	\$ -	\$ -	0.0%
Physical Planning	(54,856)	(15,000)	(4,400)	-70.7%
Zoning	(978,667)	(1,129,000)	(774,600)	-31.4%
Total Revenue	\$ (1,042,465)	\$ (1,144,000)	\$ (779,000)	-31.9%
Cost of Services Provided:				
By Other Departments	\$ 3,109,003	\$ 3,650,871	\$ 3,195,469	-12.5%
To Other Departments	(1,566,473)	(1,541,828)	(1,351,280)	-12.4%
Total Cost	\$ 1,542,530	\$ 2,109,043	\$ 1,844,189	-12.6%
Net Cost	\$ 4,400,423	\$ 5,039,844	\$ 5,056,631	0.3%

Expenditure by Category	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
Salaries and Benefits	\$ 3,502,617	\$ 3,509,393	\$ 3,461,034	-1.4%
Supplies	21,015	23,760	23,760	0.0%
Travel	9,783	4,470	4,470	0.0%
Contractual/Other Services	345,043	526,928	491,928	-6.6%
Equipment, Furnishings	21,900	10,250	10,250	0.0%
Debt Service/Depreciation				0.0%
Total Direct Cost	\$ 3,900,358	\$ 4,074,801	\$ 3,991,442	-2.0%

Positions	2008 Revised	2009 Revised	2010 Proposed
Full-Time	33	34	31
Part-Time			
Temporary/Seasonal			
Total Positions	33	34	31

Planning

Reconciliation from 2009 Revised Budget to 2010 Proposed Budget

	Direct Costs	Positions		
		FT	PT	T
2009 Revised Budget	\$ 4,074,801	34		
2009 One-Time Requirements				
- None	-			
Transfers (to)/from Other Agencies				
- None	-			
Debt Service Changes				
Changes in Existing Programs/Funding for 2009				
- Salary and benefits adjustments	359,798	1		
2010 Continuation Level	<u>\$ 4,434,599</u>	<u>35</u>	<u>-</u>	<u>-</u>
Transfers (to)/from Other Agencies				
- None	-			
Debt Service Changes				
2010 Budget Changes				
- Salary and benefits adjustments	21,703			
- Eliminate Associate Planner position	(89,316)	(1)		
- Charge labor to grant	(19,298)			
- Eliminate Associate Planner position	(106,380)	(1)		
- Eliminate GIS Tech I	(89,498)	(1)		
- Eliminate Assistant Planner	(113,268)	(1)		
- Reduce overtime	(12,100)			
- Eliminate stipends to board and commission members	(21,000)			
- Eliminate newspaper advertising for Zoning & Platting cases	(14,000)			
2010 Proposed Budget	<u><u>\$ 3,991,442</u></u>	<u><u>31</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

Planning

Administration Division

Division's Purpose

- Provide overall leadership for the department
- Assist managers with human resources, payroll, budget development and implementation, procurement, professional services contracts, accounting, coordination of information and communications services, assets and grants management.

Programs	Goals	FY 2009 Revised	FY 2010 Proposed
Director's Office			
Overall leadership for department and coordinates with Mayor's Office	Ensure that Planning Department fulfills its responsibilities, provides accurate and high quality products, and helps Mayor and Assembly to achieve land use planning goals		
Administrative Services			
Provide full array of administrative services (human resources, payroll, budget, procurement, contracting, accounting, IT and communications services, assets and grants management)	Help divisions achieve their goals by providing timely and accurate administrative support services		
Division Direct Cost Total		\$ 400,898	\$ 406,853

Planning

Administration Division

Division Expenditures by Category	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
Salaries and Benefits	\$ 315,563	\$ 333,870	\$ 339,825	1.8%
Supplies	16,108	16,980	16,980	0.0%
Travel	4,810	2,470	2,470	0.0%
Contractual/Other Services	46,313	42,778	42,778	0.0%
Equipment, Furnishings	3,796	4,800	4,800	0.0%
Debt Service/Depreciation				0.0%
Total Direct Cost	\$ 386,590	\$ 400,898	\$ 406,853	1.5%

Division Personnel Summary	2008 Revised			2009 Revised			2010 Proposed		
	FT	PT	T	FT	PT	T	FT	PT	T
Administration	3			3			3		
Total Personnel	3			3			3		

Planning

Physical Planning Division

Division's Purpose

- Plan for community growth and development based on sound land use, urban design, economic, and environmental planning principles

Programs	Goals	FY 2009 Revised	FY 2010 Proposed
Comprehensive Plan - Updating Create, update, and coordinate Anchorage Comprehensive Plan	Plan for community growth as required by municipal charter and state law; adopt new plans/revisions		
Comprehensive Plan - Implementation Undertake activities to implement plan, e.g., Title 21 rewrite, sub-area plans, and land use plan map	Take actions necessary to achieve comprehensive plan goals		
Site Specific Studies Undertake public facility site selection studies and site specific land use studies; Assist Heritage Land Bank	Perform studies and analyses in professional and timely manner		
Anchorage Coastal Zone Management Administer the coastal zone consistency review process	Comply with state and federal requirements for coastal management		
Anchorage Wetlands Management Plan Administer the wetlands management plan	Comply with Corps of Engineers requirements and process permits in timely manner		
Development and Road Review Assist Zoning and Platting with review of applications for consistency with comprehensive and sub-area plans	Help other divisions and municipal departments achieve comprehensive plan goals		
Division Direct Cost Total		\$ 1,522,634	\$ 1,429,930

Planning

Physical Planning Division

Division Expenditures by Category	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
Salaries and Benefits	\$ 1,130,675	\$ 1,164,210	\$ 1,071,506	-8.0%
Supplies	54	2,000	2,000	0.0%
Travel	1,780	2,000	2,000	0.0%
Contractual/Other Services	185,666	352,324	352,324	0.0%
Equipment, Furnishings	9,210	2,100	2,100	0.0%
Debt Service/Depreciation				0.0%
Total Direct Cost	\$ 1,327,385	\$ 1,522,634	\$ 1,429,930	-6.1%

Division Personnel Summary	2008 Revised			2009 Revised			2010 Proposed		
	FT	PT	T	FT	PT	T	FT	PT	T
Planners	7			7	1		6		
Other Staff	3			3			3		
Total Personnel	10			10	1		9		

Planning

Zoning and Platting Division

Division's Purpose

- Process applications for subdivisions of land, rezoning, zoning variances, alcohol license administrative reviews and conditional land use permits, and site plan reviews
- Administer land use regulations and provide guidance to the public regarding land use regulations.
- Provide staff support for Planning and Zoning Commission, Platting Board, Zoning Board of Examiners and Appeals, and Urban Design Commission
- Ensure development meets community goals as set forth in comprehensive plan/land use regulations
- Verify certain establishments (Bed and Breakfast's/snow disposal/adult entertainment, etc.) meet standards

- Assign addresses, maintain addressing data, and correct problem addresses

Programs	Goals	FY 2009 Revised	FY 2010 Proposed
Zoning			
Intake and process applications for: rezoning; zoning variances; conditional land uses; alcohol licensee administrative or conditional use permits; public facility site plan reviews; landscaping site plan reviews; and administrative applications for minor variances and churches, day cares, and large animal domestic facilities	Timely processing of zoning applications, eliciting constructive comments from other agencies and community councils, providing high quality staff support to boards and commissions, and giving clear and accurate answers to community/ public inquiries about zoning cases		
Platting			
Intake and process applications for: subdivisions; short plats; plat finalization and recordings; plat note modifications or removals; subdivision variances; and subdivision vacations	Timely processing of platting applications, eliciting constructive comments from other agencies and community councils, providing high quality staff support to boards and commissions, and giving clear and accurate answers to community/ public inquiries about platting cases		
Land Use Review - Determinations			
Prepare land use determinations when requested by land owners, builders, developers, or lenders	Ensure land development achieves comprehensive plan goals and complies with land use regulations		
Administrative Permits			
Issue admin. permits for certain establishments, checking for compliance with land use regulations	Ensure Bed andBreakfasts, antenna towers, snow disposal sites, adult entertainment establishments operate per community standards		

Planning

Zoning and Platting Division

Programs	Goals	FY 2009 Revised	FY 2010 Proposed
New License/Renewal Inspections Review and inspect day care centers, animal kennels, and certain other types of businesses	Verify compliance with land use regulations		
Addressing for New Development Assign addresses to new development	Make it possible to locate new residences and businesses		
GIS Data for Roads/Addresses Maintain GIS data layers for all roads and addresses within the Municipality	Create accurate geospatial data showing location of addresses and roads to facilitate development, utility placement, mapping, etc.		
Eliminate Problem Street Names and Addresses Eliminate duplicate street names and correct problem addresses	Make each address unique, improving E911 responses		
Division Direct Cost Total		\$ 2,151,269	\$ 2,154,659

Planning

Zoning and Platting Division

Division Expenditures by Category	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
Salaries and Benefits	\$ 2,056,379	\$ 2,011,313	\$ 2,049,703	1.9%
Supplies	4,853	4,780	4,780	0.0%
Travel	3,193	-	-	
Contractual/Other Services	113,064	131,826	96,826	-26.6%
Equipment, Furnishings	8,894	3,350	3,350	0.0%
Debt Service/Depreciation				
Total Direct Cost	\$ 2,186,383	\$ 2,151,269	\$ 2,154,659	0.2%

Division Personnel Summary	2008 Revised			2009 Revised			2010 Proposed		
	FT	PT	T	FT	PT	T	FT	PT	T
Planners primarily assigned to platting	3			3			2		
Planners primarily assigned to zoning	4			4			4		
Land Use Review	5			5			5		
Addressing	3			3			2		
Other staff	5			5			6		
Total Personnel	20			20			19		

Planning

Operating Grant Funded Programs

Grant Program	FY 2009 Revised Anticipated Resources Used			FY 2010 Proposed Anticipated Resources Used			Latest Grant Expiration		
	Amount	FT	PT	T	Amount	FT	PT	T	
Total Grant Funding	\$ 38,500	-	-	-	\$ 38,500	-	-	-	
Total Direct Costs	\$ 4,074,801	30	-	-	\$ 3,991,442	30	-	-	
Total Grant Funds & Direct Costs	\$ 4,113,301	30	-	-	\$ 4,029,942	30	-	-	
Grant Funding May Represent	under 1% of the Department's Revised 2009 Direct Cost Operating Budget								
Grant Funding May Represent	under 1% of Department Direct Cost in the Proposed 2010 Operating Budget								
Coastal Zone Management <u>15559G</u>	\$ 38,500	-	-	-	\$ 38,500	-	-	-	Jun-09
- Continue implementation of Anchorage Coastal Zone Management Program; grant comes from the State of Alaska									Jun-10 new grant
Total	\$ 38,500	-	-	-	\$ 38,500	-	-	-	