

**ECONOMIC  
DEVELOPMENT AND  
PLANNING**

**ECONOMIC DEVELOPMENT  
AND PLANNING**

**Municipal  
Manager**

**Director  
1506**

**Research and  
Technical Services  
1510**

**Research  
1511**

**Technical  
Services  
1513**

**Community  
Development  
Block Grant**

*Not  
Grant  
Funded.*

**Office of  
Business Assistance  
1520**

**Business  
Assistance  
1521**

**Planning  
1530**

**Administration  
1531**

**Land Use  
1532**

**Zoning and  
Platting  
1533**

**DEPARTMENT SUMMARY**

**DEPARTMENT**

**ECONOMIC DEVELOPMENT AND PLANNING**

**MISSION**

To provide direction, coordination and support to government and the private sector in the use and management of municipal land, natural resources and systems. Through short- and long-range planning, assist community activities and decision-making affecting economic development, transportation and the environment.

**MAJOR PROGRAMMING HIGHLIGHTS**

- Coordinate activities of the Planning and Zoning Commission, Platting Board, Zoning Board, Zoning Board of Examiners and Appeals, Urban Design Commission, Geotechnical Advisory Commission, Far North Bi-Centennial Task Force, and other ad hoc committees and task forces.
- Undertake special projects to expand the Municipality's tax and employment base.
- Conduct surveys and gather business information for use in transportation and economic development projects and strategies.
- Respond to thousands of requests for economic, demographic, land use, zoning and platting information, maps and publications. Make annual population estimates.
- Process rezoning and conditional use applications, platting applications, and zoning variances.
- Initiate revisions to long-range plans such as the Anchorage Bowl Comprehensive Plan and the Eagle River Comprehensive Plan, and complete revisions to other plans as needed.
- Utilize the department's Geographic Information System to produce maps and do land use, environmental, zoning and platting, and economic development research and analysis.

**RESOURCES**

	1990	1991
Direct Costs	\$ 1,679,170	\$ 1,682,300
Program Revenues	\$ 132,000	\$ 123,500
Personnel	25FT 1PT	26FT
Grant Budget	\$ 1,102,929	\$ 1,044,230
Grant Personnel	3FT	4FT

1991 RESOURCE PLAN

DEPARTMENT: ECONOMIC DEV & PLANNING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY								
	1990	REVISED	1991	1990 REVISED				1991 BUDGET			
				FT	PT	T	TOTAL	FT	PT	T	TOTAL
ADMINISTRATION	152,500		125,630	3			3	2			2
RESEARCH & TECHNICAL ASST	456,240		486,320	5	1		6	6			6
OFC OF BUSINESS ASST.	109,990		49,820					1			1
PLANNING	958,600		1,020,530	17			17	17			17
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OPERATING COST	1,677,330		1,682,300	25	1		26	26			26
				=====							
ADD DEBT SERVICE	1,840		0								
	-----		-----								
DIRECT ORGANIZATION COST	1,679,170		1,682,300								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	1,764,140		2,168,420								
	-----		-----								
TOTAL DEPARTMENT COST	3,443,310		3,850,720								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	828,810		1,442,930								
	-----		-----								
FUNCTION COST	2,614,500		2,407,790								
LESS PROGRAM REVENUES	132,000		123,500								
	-----		-----								
NET PROGRAM COST	2,482,500		2,284,290								

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
ADMINISTRATION	119,700		8,300		128,000
RESEARCH & TECHNICAL ASST	388,390	23,000	69,300	12,830	493,520
OFC OF BUSINESS ASST.	49,170		3,050		52,220
PLANNING	985,680		54,290	960	1,040,930
	-----	-----	-----	-----	-----
DEPT. TOTAL WITHOUT DEBT SERVICE	1,542,940	23,000	134,940	13,790	1,714,670
LESS VACANCY FACTOR	32,370				32,370
ADD DEBT SERVICE					
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TOTAL DIRECT ORGANIZATION COST	1,510,570	23,000	134,940	13,790	1,682,300

RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET
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DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1990 REVISED BUDGET:	\$ 1,679,170	25FT	1PT	
Amount Required to Continue Existing Programs in 1991:	25,910			
REDUCTIONS TO EXISTING PROGRAMS:				
- Delete Administration Assistant	(52,930)	(1FT)		
EXPANSIONS IN EXISTING PROGRAMS:				
- Associate Planner	56,340	2FT	(1PT)	
NEW PROGRAMS:				
- Snow Avalanche Study	10,000			
MISCELLANEOUS INCREASES (DECREASES):				
- Personal Services	(11,210)			
- Supplies	(3,110)			
- Other Services	(8,340)			
- Debt	(1,840)			
- Capital Outlay	(3,840)			
- Allowance for Inflation	(7,080)			
- Medical/Dental Contract Adjustment	(770)			
1991 BUDGET	\$ 1,682,300	26FT	-0-	

1991 P R O G R A M P L A N

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: ADMINISTRATION  
 PROGRAM: Department Administration

PURPOSE:

Provide overall department direction and support to Assembly, boards and commissions.

1990 PERFORMANCES:

- Continue to provide direction and support in planning and implementation of the department land use and economic development programs.
- Continue to be liaison to Mayor, Assembly, Planning Commission and other boards and commissions supported by the department.

1991 OBJECTIVES:

- Continue to provide direction and support in planning and implementation of the department's land use and economic development programs.
- Continue to be liaison to Mayor, Assembly, Planning Commission, and other boards and commissions supported by the department.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	169,120		\$	111,480		\$	117,330	
SUPPLIES			0		2,090			0	
OTHER SERVICES		23,010			33,980			8,300	
CAPITAL OUTLAY			0		4,950			0	
TOTAL DIRECT COST:	\$	192,130		\$	152,500		\$	125,630	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

7

1991 P R O G R A M P L A N

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: OFC OF BUSINESS ASST.  
 PROGRAM: Office of Business Assistance

PURPOSE:

Support economic development projects, business forum network, cottage industry incubator, regulatory reform, legislation, media/public relations/ education programs; coordinate trade fairs and other special events.

1990 PERFORMANCES:

- Coordinate Entrepreneurial Enterprises, Inc. board and committee meetings.
- Supervise the development of the cottage business incubator.
- Review and schedule Business Forum Network meetings.
- Review economic development legislation.
- Assist citizens with permit approval process.
- Supervise development of trade fair exhibits and materials.
- Create video encouraging local business development.

1991 OBJECTIVES:

- Coordinate Entrepreneurial Enterprises, Inc., board and committee meetings.
- Supervise promotion of tenant occupancy in business incubator.
- Coordinate and schedule Business Forum Network.
- Review economic development legislation.
- Assist citizens with permit approval process.
- Supervise development of trade fair exhibits and materials.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	2	0	0	1	0	0
PERSONAL SERVICES	\$		0	\$	109,990		\$	46,770	
OTHER SERVICES			0		0			3,050	
TOTAL DIRECT COST:	\$		0	\$	109,990		\$	49,820	

PERFORMANCE MEASURES:

- Business Forum Network Sessions	0	80	60
- Information requests on business assistance	0	200	200
- Trade Fairs and special events supported	0	2	0
- Economic development projects advised	0	10	5

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

# 1991 PROGRAM PLAN

DEPARTMENT: ECONOMIC DEV & PLANNING    DIVISION: PLANNING  
 PROGRAM: Planning-Administration

**PURPOSE:**

To provide administrative, clerical, and technical support to the division; prepare and administer budgets and contracts; operate the public counter; and maintain division computer databases.

**1990 PERFORMANCES:**

- Prepare legal notices for newspaper and mail distribution.
- Route application information to reviewing agencies.
- Operate the department public counter.
- Maintain division computer and manual filing systems.
- Monitor division budgets.
- Assemble Board and Commission packets for public hearings and other meetings.

**1991 OBJECTIVES:**

- Prepare legal notices for newspaper and mail distribution.
- Route application information to reviewing agencies.
- Operate the department public counter.
- Maintain division computer and manual filing systems.
- Monitor division budgets.
- Assemble board and commission packets for public hearings and other meetings.

**RESOURCES:**

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	8	0	0	7	0	0	7	0	0
PERSONAL SERVICES	\$	384,350		\$	314,230		\$	311,930	
SUPPLIES		2,060			0			0	
OTHER SERVICES		54,330			47,230			43,190	
CAPITAL OUTLAY		490			3,480			960	
<b>TOTAL DIRECT COST:</b>	<b>\$</b>	<b>441,230</b>		<b>\$</b>	<b>364,940</b>		<b>\$</b>	<b>356,080</b>	
<b>PROGRAM REVENUES:</b>	<b>\$</b>	<b>10,000</b>		<b>\$</b>	<b>0</b>		<b>\$</b>	<b>6,000</b>	

**PERFORMANCE MEASURES:**

- Information Requests receiving a response	30,000	35,000	35,000
- Pages of minutes and verbatim transcripts	2,000	2,000	2,100
- Contracts administered	1	1	1
- Computer files, and historic maps maintained	22	25	25

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 1, 8, 9, 17



1991 PROGRAM PLAN

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: PLANNING  
PROGRAM: Planning - Zoning and Platting

PURPOSE:

To process all rezonings, conditional uses, zoning variances, airport height variances, subdivisions, right-of-way vacations, and underground utility variances on a comprehensive basis.

1990 PERFORMANCES:

- Process all rezoning, conditional use and zoning variance applications in a comprehensive and timely manner.
- Process all preliminary plat, final plat, vacations, and platting variances in comprehensive and timely manner.
- Process amendments to Title 21 in a timely manner.
- Process all liquor license reviews.
- Provide support to public counter with sales of department publications, maps, and other planning, platting, and zoning information.

1991 OBJECTIVES:

- Process all rezoning, conditional use and zoning variance applications in a comprehensive and timely manner.
- Process all preliminary plat, final plat, vacations, and platting variances in a comprehensive and timely manner.
- Process amendments to Title 21 in a timely manner.
- Process all liquor license reviews.
- Provide support to public counter by responding to inquiries on maps, and other planning, platting, and zoning information.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	280,800		\$	306,700		\$	310,100	
OTHER SERVICES		28,566			0			300	
CAPITAL OUTLAY		260			0			0	
TOTAL DIRECT COST:	\$	309,626		\$	306,700		\$	310,400	
PROGRAM REVENUES:	\$	44,000		\$	83,000		\$	80,000	

PERFORMANCE MEASURES:

- Rezoning, conditional use and variance applications	129	125	130
- Subdivision application (final and preliminary)	227	200	220
- Underground utility variances	2	2	2
- Code amendments	14	10	15

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
2, 5

# 1991 PROGRAM PLAN

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: PLANNING  
PROGRAM: Planning-Land Use .

## PURPOSE:

To provide mid- and long-range planning for land use, environmental, and transportation functions; administer private/public projects and developmental reviews; prepare amendments to Title 21; conduct areawide rezonings; support the Heritage Land Bank.

## 1990 PERFORMANCES:

- Reevaluate zoning and related development restrictions on municipal land and provide planning support to the Heritage Land Bank.
- Complete revisions of the Eagle River Comprehensive Plan.
- Assist Public Works in preparation of AMATS Transportation Plans.
- Begin revision of Anchorage Bowl Comprehensive Plan, as required by Title 21, focusing on the development of a land use inventory, to coincide with the 1990 census data gathering project.
- Initiate and complete areawide rezonings of remaining "Transition" properties within the Anchorage Bowl.
- Initiate and complete the revision of certain municipal code and administrative procedures/regulations to enhance development flexibility.

## 1991 OBJECTIVES:

- Reevaluate zoning and related development restrictions on municipal land and provide planning support to the Heritage Land Bank.
- Complete revisions of the Anchorage Bowl Comprehensive Plan, as required by Assembly resolution and Title 21, focusing on preparation of land use alternatives.
- Initiate and complete the revisions of certain municipal code and administrative procedures/regulations to enhance development flexibility.
- Assist Public Works in preparation of AMATS transportation plans.
- Complete work with the Bicentennial Park Task Force.

1991 P R O G R A M P L A N

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: PLANNING

PROGRAM: Planning-Land Use

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	5	0	0	6	0	0
PERSONAL SERVICES	\$	273,510		\$	286,960		\$	343,250	
OTHER SERVICES		14,660			0			10,800	
CAPITAL OUTLAY		350			0			0	
TOTAL DIRECT COST:	\$	288,520		\$	286,960		\$	354,050	
PROGRAM REVENUES:	\$	2,500		\$	2,500		\$	1,000	

PERFORMANCE MEASURES:

- Plans/studies/site selections prepared	11	13	14
- Boards/Commissions supported	11	9	11
- Code amendments	7	3	5
- Site plans, rezonings conditional uses, plat reviews, and variances	356	350	360
- Landscape and project design reviews	60	75	50
- Support to planning projects	3	9	12
- State/federal permit reviews	110	110	110

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
6, 15, 16, 18

# 1991 P R O G R A M P L A N

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: RESEARCH & TECHNICAL ASST  
PROGRAM: Economic & Demographic Research

## PURPOSE:

Provide economic and demographic research, data and analysis to support department planning efforts and economic development projects. Publish economic and demographic reports and respond to information requests. Provide report production and computer graphic services for the department.

## 1990 PERFORMANCES:

- Publish 1989 Anchorage Population and Housing Profile (3 vols.)
- Respond to requests for economic and demographic information.
- Publish Anchorage Indicators.
- Provide economic and demographic data for ED&P and other departments.
- Perform pre- and post-1990 census local review of housing counts.
- Provide report production and computer graphics services for department.
- Prepare an analysis of residential vacant land in Anchorage.
- Prepare an analysis of residential foreclosure and housing stock trends.
- Complete a housing vacancy survey to estimate 1990 population for state revenue sharing purposes.
- Initiate a computerized search capability for the department to facilitate economic research and research of major planning issues.
- Administer research and technical services division.

## 1991 OBJECTIVES:

- Publish Anchorage Indicators report.
- Respond to requests for economic and demographic information.
- Publish special reports about Anchorage based on 1990 Census data.
- Serve as a 1990 Census Information Center for the Municipality.
- Provide economic & demographic information for EDP & other departments.
- Work with 1990 census committees.
- Provide report production and computer graphics services for department.
- Complete a computerized inventory of commercial office, retail and industrial space in Anchorage.
- Continue residential foreclosure, vacant land and housing analysis.
- Administer research and technical services division.

1991 P R O G R A M P L A N

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: RESEARCH & TECHNICAL ASST  
 PROGRAM: Economic & Demographic Research  
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	1	0	2	1	0	3	0	0
PERSONAL SERVICES	\$	301,210		\$	186,590		\$	196,370	
SUPPLIES		14,100			14,020			15,000	
OTHER SERVICES		40,100			36,940			25,900	
CAPITAL OUTLAY		0			7,500			3,130	
TOTAL DIRECT COST:	\$	355,410		\$	245,050		\$	240,400	
PROGRAM REVENUES:	\$	58,500		\$	33,000		\$	26,500	
PERFORMANCE MEASURES:									
- Sales of Anchorage Population & Housing Profile		1,000			1,000			1,000	
- Sales of Anchorage Indicators		10,000			5,000			5,000	
- Economic, demographic and housing informa- tion requests		4,250			3,200			3,200	
- Major reports & studies produced		8			6			6	
- Miscellaneous reports sold		1,100			1,100			0	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 4, 13, 14

# 1991 PROGRAM PLAN

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: RESEARCH & TECHNICAL ASST  
PROGRAM: Technical Services

## PURPOSE:

To provide technical mapping, analysis, & cartographic services to the ED&P department, other departments and the public. Prepare & update official zoning maps and service area maps. Prepare aerial photo maps. Maintain a computerized GIS data base. Produce and sell maps.

## 1990 PERFORMANCES:

- Verify all mandated zoning/platting case graphics.
- Maintain/update official zoning maps and service area maps.
- Administer aerial photo mapping program.
- Provide GIS analysis and computer/manual cartographic support for Section 36 Land Use Study, City Hall Site Selection, Ship Creek Land Use Study, and Residential Forclosures Analysis plans and studies.
- Maintain/update GIS parcel, land use, environmental, area boundary data for the Anchorage Bowl, Eagle River and Turnagain Arm.
- Provide manual cartographic and computer analysis/mapping services to other municipal agencies.
- Respond to phone, walk-in and mail requests for maps and map information from the public.
- Provide on-going GIS training to department staff.
- Migrate department's GIS data/programs from Prime to DEC network.

## 1991 OBJECTIVES:

- Verify all mandated zoning/platting case graphics.
- Maintain/update official zoning maps and service area maps.
- Administer aerial photo mapping program.
- Provide GIS analysis and computer/manual cartographic support for the Eagle River and Anchorage Bowl Comprehensive Land Use Plans, HLB Land Use Studies, and Housing and Vacancy Survey plans and studies.
- Maintain/update GIS parcel, land use, environmental, area boundary data for the Anchorage Bowl, Eagle River and Turnagain Arm.
- Provide manual cartographic and computer analysis/mapping services to other municipal agencies.
- Respond to phone, walk-in and mail requests for maps and map information from the public.
- Provide on-going GIS training to department staff.
- Develop Auto Cad applications.
- Initiate department into the use of the new municipal-wide GIS network.
- Prepare computerized official zoning maps.

1991 P R O G R A M P L A N

DEPARTMENT: ECONOMIC DEV & PLANNING DIVISION: RESEARCH & TECHNICAL ASST  
 PROGRAM: Technical Services  
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	217,680		\$	184,360		\$	184,820	
SUPPLIES		10,500			10,000			8,000	
OTHER SERVICES		65,920			15,130			43,400	
DEBT SERVICE		117,650			1,840			0	
CAPITAL OUTLAY		0			1,700			9,700	
TOTAL DIRECT COST:	\$	411,750		\$	213,030		\$	245,920	
PROGRAM REVENUES:	\$	17,000		\$	13,500		\$	10,000	
PERFORMANCE MEASURES:									
- Respond to map information requests		1,500			970			1,300	
- New maps & updated maps produced by manual cartographics		700			950			1,100	
- New maps & updated maps produced by GIS computer		800			1,400			2,000	
- Copies of maps produced for sale or Municipal use		10,200			7,900			9,800	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 3, 10, 12

DEPARTMENT  
OF  
ECONOMIC DEVELOPMENT  
AND PLANNING

FY91  
OPERATING GRANT FUNDED PROGRAMS

GRANT PROGRAM	1990 GRANT YR	1990 FUNDED POSITIONS	1991 GRANT YR	1991 FUNDED POSITIONS	GRANT PERIOD
***** TOTAL GRANT FUNDING	\$ 1,102,929	3FT	\$ 1,044,230	4FT	
***** TOTAL ECONOMIC DEV & PLANNING					
GENERAL GOVERNMENT OPERATING BUDGET	\$ 1,679,170	25FT/1PT	\$ 1,682,300	26FT	
	\$ 2,782,099	28FT/1PT	\$ 2,726,530	30FT	
***** GRANT FUNDING REPRESENTS 39.6% OF THE DEPARTMENT'S 1990 TOTAL BUDGET.					
***** GRANT FUNDING REPRESENTS 38.3% OF THE DEPARTMENT'S 1991 TOTAL BUDGET.					
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATION	\$ 290,735	3FT	\$ 250,000 (estimate)	3FT	UPON COMPLETION
- Provides funds for managing Community Development Block Grant projects.					
CDBG - CONSTRUCTION MANAGEMENT	\$ 63,330		\$ 63,330		
- Provides funds to the P&EM Dept. for the FT position that manages CDBG construction projects.					
CDBG - PASS THRU'S	\$ 686,835		\$ 650,000 (estimate)		UPON COMPLETION
- Provides funds for various Community Development Block Grant projects benefiting low and moderate income and disadvantaged residents.					
COASTAL ZONE MANAGEMENT	\$ 62,029		\$ 80,900	1FT	7/1/90 - 6/30/91
- Provides for continued implementation of the Coastal Zone Management Program.					
	\$ 1,102,929	3FT	\$ 1,044,230	4FT	