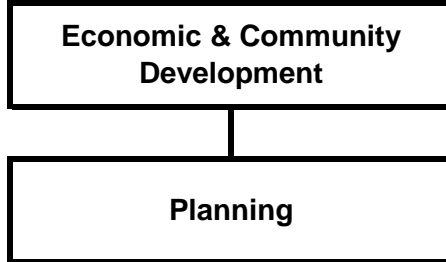


Planning



Planning Department

Description

The Planning Department provides professional, technical and analytical expertise that assists the community in identifying goals, policies and objectives governing growth and future development within the Municipality of Anchorage. It guides the development of a livable and resilient 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.

Department Services

- Produces area-wide, regional, and neighborhood plans that meet community expectations for our winter city community. This includes Assembly-adopted comprehensive and sub-area plans for Chugiak-Eagle River, Anchorage Bowl, Girdwood and Turnagain Arm. Mountain View, University Medical Educational District (UMED).
- Provides planning for long-term multi-modal transportation needs.
- Ensures new developments adhere to adopted plans, codes, and regulations.
- Provides a public processes for property owners to seek exceptions to (variances, grandfather rights, rezonings, etc.), or accommodation under (conditional uses, plat notes etc.) Anchorage's zoning or platting regulations.
- Provides assistance to the public seeking to build housing, and commercial and industrial lands in the Municipality.

Divisions:

- Director's Office & Administration
 - Provides leadership, management, and coordination for overall operations of the department; and
 - Provides full array of administrative and financial management services to include but not limited to: budget, accounting, grant administration, purchasing, IT coordination, asset management, human resources coordination, and payroll.
- Current Planning
 - Processes zoning, platting and other development applications requiring land use actions;
 - Provides staff support to four (4) adjudicatory/regulatory boards: Planning & Zoning Commission, Platting Board, Urban Design Commission, and Zoning Board of Examiners and Appeals; and
 - Develops ordinances to amend codes and regulations as needed to respond to market needs and public safety.
- Long Range Planning
 - Creates, updates, coordinates, and implements the Anchorage Comprehensive Plan (Girdwood/Turnagain Arm, Anchorage Bowl and Chugiak/Eagle River/Eklutna);
 - Prepares and implements district and neighborhood plans, and conducts planning studies;
 - General Permit Authority: Administers and maintains the agreement with the Corp of Engineers through regular updates of the Anchorage Wetlands Management Plan and issues wetlands permits per COE guidelines;
 - Prepares and updates the Land Use Plan Map;

- Assists the public in developing and building housing, commercial and industrial projects consistent with the Municipality’s Comprehensive, District and Neighborhood plans;
 - Historic Preservation Officer: Administers and maintains National Park Service Certified Local Government Status, which enables the Municipality to qualify for grant funding;
 - Provides staff support and expertise to the Anchorage Historic Preservation Commission, and towards historic preservation planning efforts;
 - Provides staff support to the Geotechnical Advisory Commission, and the Watershed and Natural Resource Advisory Commission; and
 - Applies for grants to further the vision and goals of the Municipality’s land use and functional plans.
- Transportation Planning
 - Supervises and coordinates the AMATS (Anchorage Area Transportation Solutions) Program through a cooperative, coordinated, and comprehensive planning process;
 - Develops and implements a multi-modal transportation system for the Municipality of Anchorage;
 - Maintains eligibility for Federal Assistance for road, transit, trail, port, freight, and air quality improvements;
 - Develops and manages the Unified Planning Work Program (UPWP); and
 - Updates the Transportation Improvement Program (TIP);
 - Monitors, amends, and updates the Metropolitan Transportation Plan (MTP); Non-Motorized Transportation Plan, and
 - Prepares and reviews design and land use plans.

Department Goals that Contribute to Achieving the Mayor’s Mission:



Administration – Make city government more efficient, accessible, transparent, and responsive

- Engage the community in land use planning activities to make decisions about land uses and transportation, as well as public facilities, economic development, housing, and other public issues that are vital to a healthy and livable community.
- Review and make necessary changes to codes, regulations, land use approval, building permit and other processes to reduce barriers to housing and non-residential development.
- Incorporate the necessary tools and training for staff in order to serve the public effectively.



Homelessness – Reduce homelessness and improve community health

- Provide timely, clear, and accurate information about zoning and platting cases to the general public and to the citizens serving on Anchorage’s four land use regulatory boards: Planning and Zoning Commission, Platting Board, Zoning Board of Examiners and Appeals, and Urban Design Commission.



Economy – Build a city that attracts and retains a talented workforce, is hospitable to entrepreneurs, small business and established companies, and provides a strong environment for economic growth

- Examine and track the level of tax subsidy for the processing of zoning and platting cases.
- Develop staff resources to serve as projects managers to assist major housing and economic development projects from concept phase to issuance of certificate of occupancy.
- Assist health and higher education partners in implementing their campus master plans to ensure continued quality health care and higher education is provided in-state.
- Provide timely and accurate services for applicants requesting:
 - Land use reviews/determinations;
 - Administrative land use permits; and
 - Zoning and platting services.
- Safety: Provide guidance in the design of public and private development projects that fosters crime prevention, and minimizes the impacts from natural and man-made disasters.
 - Apply Crime Prevention through Environmental Design guidelines in the review of site and building plans;
 - Adopt policies and procedures to minimize the impacts of and response to natural disasters.

Planning Department Summary

	2018 Actuals	2019 Revised	2020 Proposed	20 v 19 % Chg
Direct Cost by Division				
PL Planning	2,554,300	2,641,389	2,844,769	7.70%
PL Planning Administration	272,568	330,487	337,488	2.12%
Direct Cost Total	2,826,868	2,971,876	3,182,257	7.08%
Intragovernmental Charges				
Charges by/to Other Departments	1,299,060	1,600,135	1,648,805	3.04%
Function Cost Total	4,125,928	4,572,011	4,831,062	5.67%
Program Generated Revenue	(764,838)	(855,925)	(855,925)	-
Net Cost Total	3,361,090	3,716,086	3,975,137	6.97%
Direct Cost by Category				
Salaries and Benefits	2,689,100	2,739,041	2,947,312	7.60%
Supplies	21,035	14,944	14,944	-
Travel	2,563	26,837	26,837	-
Contractual/Other Services	109,620	181,604	183,714	1.16%
Debt Service	-	-	-	-
Equipment, Furnishings	4,550	9,450	9,450	-
Direct Cost Total	2,826,868	2,971,876	3,182,257	7.08%
Position Summary as Budgeted				
Full-Time	21	22	22	-
Part-Time	-	-	-	-
Position Total	21	22	22	-

Planning
Reconciliation from 2019 Revised Budget to 2020 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2019 Revised Budget	2,971,876	22	-	-
2019 One-Time Requirements				
- Remove 2019 Approved - ONE-TIME - Keep Senior Planner position vacant for only 2019; to be fully funded in 2020	146,868	-	-	-
Changes in Existing Programs/Funding for 2020				
- Salaries and benefits adjustments	61,403	-	-	-
- Fleet adjustment in line with projected fleet operations and vehicle purchases	2,110	-	-	-
2020 Continuation Level	3,182,257	22	-	-
2020 Proposed Budget Changes				
- None	-	-	-	-
2020 Proposed Budget	3,182,257	22	-	-

Planning
Division Summary
PL Planning

(Fund Center # 190300, 190100, 190200)

	2018 Actuals	2019 Revised	2020 Proposed	20 v 19 % Chg
Direct Cost by Category				
Salaries and Benefits	2,439,941	2,439,180	2,641,505	8.29%
Supplies	8,896	611	611	-
Travel	2,563	26,837	26,837	-
Contractual/Other Services	101,417	171,261	172,316	0.62%
Equipment, Furnishings	1,483	3,500	3,500	-
Manageable Direct Cost Total	2,554,300	2,641,389	2,844,769	7.70%
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	2,554,300	2,641,389	2,844,769	-
Intragovernmental Charges				
Charges by/to Other Departments	1,670,759	1,930,622	1,994,293	3.30%
Function Cost Total	4,225,058	4,572,011	4,839,062	5.84%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	764,838	855,925	855,925	-
Program Generated Revenue Total	764,838	855,925	855,925	-
Net Cost Total	3,460,220	3,716,086	3,983,137	7.19%
Position Summary as Budgeted				
Full-Time	19	19	19	-
Position Total	19	19	19	-

**Planning
Division Detail
PL Planning**

(Fund Center # 190300, 190100, 190200)

	2018 Actuals	2019 Revised	2020 Proposed	20 v 19 % Chg
Direct Cost by Category				
Salaries and Benefits	2,439,941	2,439,180	2,641,505	8.29%
Supplies	8,896	611	611	-
Travel	2,563	26,837	26,837	-
Contractual/Other Services	101,417	171,261	172,316	0.62%
Equipment, Furnishings	1,483	3,500	3,500	-
Manageable Direct Cost Total	2,554,300	2,641,389	2,844,769	7.70%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	2,554,300	2,641,389	2,844,769	7.70%
Intragovernmental Charges				
Charges by/to Other Departments	1,670,759	1,930,622	1,994,293	3.30%
Program Generated Revenue				
404180 - Park and Access Agreement	20,344	7,650	7,650	-
404220 - Miscellaneous Permits	51,146	44,250	44,250	-
406050 - Platting Fees	325,379	350,765	350,765	-
406060 - Zoning Fees	362,152	449,970	449,970	-
406110 - Sale Of Publications	4,117	2,690	2,690	-
406120 - Rezoning Inspections	(130)	-	-	-
406580 - Copier Fees	130	600	600	-
408580 - Miscellaneous Revenues	1,700	-	-	-
Program Generated Revenue Total	764,838	855,925	855,925	-
Net Cost				
Direct Cost Total	2,554,300	2,641,389	2,844,769	7.70%
Charges by/to Other Departments Total	1,670,759	1,930,622	1,994,293	3.30%
Program Generated Revenue Total	(764,838)	(855,925)	(855,925)	-
Net Cost Total	3,460,220	3,716,086	3,983,137	7.19%

Position Detail as Budgeted

	2018 Revised		2019 Revised		2020 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Associate Planner	1	-	1	-	1	-
Engineering Technician IV	1	-	1	-	1	-
Junior Administrative Officer	1	-	1	-	1	-
Manager	2	-	2	-	2	-
Office Associate	1	-	1	-	1	-
Plan Reviewer II	1	-	1	-	1	-
Plan Reviewer III	1	-	1	-	1	-
Planning Technician	1	-	1	-	1	-
Prin Office Associate	1	-	1	-	1	-
Senior Planner	8	-	8	-	8	-

Position Detail as Budgeted

	2018 Revised		2019 Revised		2020 Proposed	
	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
Senior Planning Technician	1	-	1	-	1	-
Position Detail as Budgeted Total	19	-	19	-	19	-

Planning
Division Summary
PL Planning Administration
(Fund Center # 190000)

	2018 Actuals	2019 Revised	2020 Proposed	20 v 19 % Chg
Direct Cost by Category				
Salaries and Benefits	249,159	299,861	305,807	1.98%
Supplies	12,139	14,333	14,333	-
Travel	-	-	-	-
Contractual/Other Services	8,203	10,343	11,398	10.20%
Equipment, Furnishings	3,067	5,950	5,950	-
Manageable Direct Cost Total	272,568	330,487	337,488	2.12%
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	272,568	330,487	337,488	-
Intragovernmental Charges				
Charges by/to Other Departments	(371,699)	(330,487)	(345,488)	4.54%
Function Cost Total	(99,131)	-	(8,000)	100.00%
Net Cost Total	(99,131)	-	(8,000)	100.00%

Position Summary as Budgeted

Full-Time	2	3	3	-
Position Total	2	3	3	-

Planning
Division Detail
PL Planning Administration
(Fund Center # 190000)

	2018 Actuals	2019 Revised	2020 Proposed	20 v 19 % Chg
Direct Cost by Category				
Salaries and Benefits	249,159	299,861	305,807	1.98%
Supplies	12,139	14,333	14,333	-
Travel	-	-	-	-
Contractual/Other Services	8,203	10,343	11,398	10.20%
Equipment, Furnishings	3,067	5,950	5,950	-
Manageable Direct Cost Total	272,568	330,487	337,488	2.12%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	272,568	330,487	337,488	2.12%
Intragovernmental Charges				
Charges by/to Other Departments	(371,699)	(330,487)	(345,488)	4.54%
Net Cost				
Direct Cost Total	272,568	330,487	337,488	2.12%
Charges by/to Other Departments Total	(371,699)	(330,487)	(345,488)	4.54%
Net Cost Total	(99,131)	-	(8,000)	100.00%

Position Detail as Budgeted

	2018 Revised		2019 Revised		2020 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Director, Planning	1	-	1	-	1	-
Junior Administrative Officer	1	-	1	-	1	-
Principal Admin Officer	-	-	1	-	1	-
Position Detail as Budgeted Total	2	-	3	-	3	-

Planning Operating Grant and Alternative Funded Programs

Program	Fund Center / Grant	Award Amount	Amount Expended As of 12/31/2019	Expected Expenditures in 2020	Expected Balance at End of 2020	Personnel			Program Expiration
						FT	PT	T	
NAPC Forum 2018 Travel Grant (State Dir/Fed Pass-Thru Grant) Travel/Training to attend the National Alliance of Preservation Commissions Forum	190200 1000059	5,051	5,051	-	-	-	-	-	Sep-19
2019 AMATS Program - Anchorage Metropolitan Area Transportation Solutions (AMATS) Program 2019 (State Dir/Fed Pass-Thru Grant) Annual grant for local and regional studies that are required prior to transit and highway design and construction.	190200 1000067	1,343,047	1,343,047	-	-	5.5	-	-	Dec-19
2020 AMATS Program - Anchorage Metropolitan Area Transportation Solutions (AMATS) Program 2020 (State Dir/Fed Pass-Thru Grant) Annual grant for local and regional studies that are required prior to transit and highway design and construction.	190200 TBD	1,343,047	-	1,343,047	-	*	-	-	Dec-20 *continued funding for 5.5 positions
AMATS Multimodal Trip Planner and Smartphone App (State Dir/Fed Pass-Thru Grant) Funding for professional consultant services to provide carpool, vanpool and bicycle commuter matching, transit and shuttle schedules and multimodal directions.	190200 1000056	60,371	60,371	-	-	-	-	-	Dec-19
AMATS: ASD Bike Sharing Education Trailer Program (State Dir/Fed Pass-Thru Grant and Private Donations) Funding will provide bicycle fleets and transportation trailers for a bicycle sharing education program used by the Anchorage School District (ASD) Physical Education Department to instruct studies in grades K-8 on bicycle safety and rider skills, and to encourage the use of bicycles as transportation.	190200 1000049	128,011	128,011	-	-	-	-	-	Dec-19
AMATS Spenard Road Corridor Strategic Plan Grant (State Dir/Fed Pass-Thru Grant) Develop a comprehensive transit oriented development plan to guide transportation and multimodal solutions, capital improvements, and land use in the Spenard Transit-Supportive Corridor.	190200 1000009	279,260	279,260	-	-	-	-	-	Dec-19
AMATS Smart Lighting Pilot Program (State Dir/Fed Pass-Thru Grant) MOA Parks and Recreation Department will purchase replacements for all 275 high pressure sodium lights along the Chester Creek Trail with Smart LED Technology fixtures. The 275 light count includes all fixtures maintained by Facility Maintenance for the trail corridor and the connecting spur trails.	550200 5000058	191,498	191,498	-	-	-	-	-	Dec-19

Planning Operating Grant and Alternative Funded Programs

Program	Fund Center / Grant	Award Amount	Amount Expended As of 12/31/2019	Expected Expenditures in 2020	Expected Balance at End of 2020	Personnel			Program Expiration
						FT	PT	T	
AMATS Safe Routes to School (State Dir/Fed Pass-Thru Grant) A major component will be to resurrect the District's "Be Safe-Be Seen Program," which focuses on distribution of reflective materials to students and complementary lessons on the use to enhance walking and biking safety. For younger students, the MOA will support the cost of the "Little Yellow School Bus" programming and educational activity that involves the movement of the miniature school bus from the ASD Transportation Center. Program effectiveness will be evaluated with pre- and post-evaluations by students, the number of students reached with the "Little Yellow School Bus" activity, participation in "Bike/Walk to School Day," and the number of reflective materials distributed.	190200 1000064	114,648	2,521	112,127	-	-	-	-	Dec-20
AMATS Non-Motorized Plans Update (State Dir/Fed Pass-Thru Grant) Develop a comprehensive update to the Anchorage Bicycle Plan, Anchorage Pedestrian plan, and the Anchorage Trails Plan. Identify opportunities to increase and expand multi-modal facilities, for both recreation and transportation throughout the city.	190200 1000008	286,043	286,043	-	-	-	-	-	Dec-19
AMATS Consolidated MOA MTP Update (State Dir/Fed Pass-Thru Grant) Funding for contractual services to update the AMATS 2035 Metropolitan Plan for the Anchorage Bowl and Chugiak-Eagle River as required every four years to comply with federal planning requirements.	190200 1000021	800,117	800,117	-	-	-	-	-	Dec-19
AMATS Vision Program (State Dir/Fed Pass-Thru Grant) Funding to identify high-priority safety improvement needs in the Anchorage area by providing a comprehensive analysis of current road conditions, bicycle and pedestrian infrastructure, levels of freight and commuter traffic, and road ownership. Elements of the program include: a public media campaign and ongoing support for BikeLife Anchorage publication; an analysis of current codes and guidelines to identify barriers and the resulting improvements necessary to allow Vision Zero goals to be implemented; in/out of state training and ongoing education for MOA staff and outside partnering agencies to implement best practices; and the formation of a Vision Aero Steering Committee and coalition to help support two annual road safety events in 2017 and 2018.	510579 5000010	270,988	270,988	-	-	-	-	-	Dec-19
AMATS: University Medical (U-MED) District Transportation Demand Management (TDM) Study (State Dir/Fed Pass-Thru Grant) The project will identify the shared sense of need and provide recommendations to implement TDM projects that are attainable, enforceable, business-sensitive, and outcomes-based within the U-MED District area of the Municipality of Anchorage. The goal is to generate TDM projects, policies, incentive and strategies that reduce single-occupant vehicles trips arriving at or within the district; an increase in the use of the alternative travel modes; more efficient parking utilization; a reduction of vehicle miles traveled; and/or reduction of emissions.	1000074	419,361	9,222	410,139	-	-	-	-	Dec-20

Planning Operating Grant and Alternative Funded Programs

Program	Fund Center / Grant	Award Amount	Amount Expended As of 12/31/2019	Expected Expenditures in 2020	Expected Balance at End of 2020	Personnel			Program Expiration
						FT	PT	T	
(AMATS): Chugach Way Area Transportation Element Study (State Dir/Fed Pass-Thru Grant) The study serves as an east-west link that connects Arctic Road to Spenard Road; it serves an entrance to the Spenard community and provides access to Fish Creek Trail. This focused study/masterplan for the Chugach Way area would benefit the community and the city. The study will include a detailed analysis and resulting plan for existing and future transportation facilities as well as supporting land use, design features, and utilities for the area surrounding the corridor.	1000075	125,808	2,767	61,500	61,541	-	-	-	Dec-21
Total Grant and Alternative Operating Funding for Department		5,367,251	3,378,896	1,926,813	61,541	6	-	-	
Total General Government Operating Direct Cost for Department				3,182,257		22	-	-	
Total Operating Budget for Department				5,109,070		28	-	-	

Anchorage: Performance. Value. Results

Planning Department

Anchorage: Performance. Value. Results.

Purpose

The Planning Department provides professional, technical and analytical expertise that assists the community in identifying goals, policies and objectives governing growth and future development within the Municipality of Anchorage. It guides 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.

Core Services

- Produces area-wide, regional, and neighborhood plans that meet community expectations for our winter city community. This includes Assembly-adopted comprehensive and sub-area plans for Chugiak-Eagle River, Anchorage Bowl, Girdwood and Turnagain Arm.
- Provides planning for long-term multi-modal transportation needs.
- Ensures new developments adhere to adopted plans.
- Provides a public process for property owners to seek exceptions to (variances, grandfather rights, rezoning's, etc.), or accommodation under (conditional uses, plat notes etc.) Anchorage's zoning or platting regulations.

Current Planning Division Planning Department

Anchorage: Performance. Value. Results.

Purpose

Facilitate land use development in accordance with Anchorage's zoning and subdivision regulations.

Direct Services

- Respond to public inquiries regarding land use development regulations and how regulations apply to given situations.
- Provide public processes for property owners to seek exceptions to (variances, grandfather rights, rezoning's, etc.), or accommodation under (conditional uses, plat notes, etc.) Anchorage's zoning or platting regulations.

Accomplishment Goals

- Provide timely, clear, and accurate information about zoning and platting cases to the general public and to the citizens serving on Anchorage's four land use regulatory boards: Planning and Zoning Commission, Platting Board, Zoning Board of Examiners and Appeals, and Urban Design Commission.
- Examine and track the level of tax subsidy for the processing of zoning and platting cases.

Performance Measures

Progress in achieving goals shall be measured by:

Measure #13: Average number of business days to complete initial reviews of land use determinations (*Land Use Review*)

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average # of Days to Complete	16.7	8.45	6.8	6.82	17.13	14.08						
Total # Completed	13	11	10	14	26	18						
# of Staff	1.5	2	2	2	2	2						

Measure #14: Average number of days to complete initial reviews of administrative land use permits. (*Land Use Review*)

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average # of Days	5	4	5	2	5	1						
Total # Completed	24	10	19	30	6	16						
# of Staff	.5	.5	.5	.25	.25	.5						

PVR Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

