

## Minneapolis Planning Department

350 South Fifth Street, Room 210

Minneapolis, MN 55415-1385

(612) 673-2597 Phone

(612) 673-2728 Fax

(612) 673-2157 TDD

---

### MEMORANDUM

---

DATE: January 8, 2003

TO: Executive Committee

FROM: Chuck Ballentine, Planning Director

SUBJECT: Planning Director 2003 Work Plan

---

#### *Vision*

The Minneapolis Planning Department's mission/vision as developed for its business plan is, "to guide city land use, planning, development, research and analysis activities (in collaboration with elected officials, City departments, residents, neighborhood groups, developers, property and business owners, and other public/private agencies) in order to improve and preserve the natural, physical, economic, arts, cultural, historic and social environments." This vision needs to work within departmental challenges like: managing large volumes of work; improving development approvals; working within budget limitations, and addressing changes directed by the Mayor and Council on Focus Minneapolis.

#### *2003 Work Plan/Business Plan*

**Primary Business:** Exercise leadership in facilitating a shared vision for Minneapolis' future.

- **Guide public and private investment and activities in a manner that implements the City's comprehensive plan:** The planning department partners with and provides support to elected officials, residents, city departments, neighborhood groups, developers and others in order to implement The Minneapolis Plan. This service includes community planning, location and design reviews, support of CLIC, consulting services on land use and development, and special projects.
- **Support the development of a well designed urban environment:** Educate and support design principles for various projects; staff coordinates and negotiates with developers, architects, neighborhood groups, business owners, and others to ensure good service activity, also includes supporting the Committee on Urban Environment. (CUE).

- **Provide research and analysis and support policy development and decision making:** This includes research projects, analysis of citywide trends (including census housing and employment data) airport planning support, State of the City publications, and maintenance of the City's Zoning map.
- **Coordinate development of citywide public art policy recommendations:** Staff will coordinate the implementation of arts policy recommendations with broad-based input from stakeholders and community members as well as oversee the inventory, development, conservation and maintenance of public art projects, coordinate film and video permits, and administer the 2003 multicultural arts festival and visual arts installations in City Hall.

**Primary Business:** Ensure compatibility with approved city's comprehensive plan, zoning code land subdivision, and heritage preservation regulations and guidelines.

- **Provide analysis and recommendations on land use and development issues to CPC, Z&P and Board of Adjustment:** Provide professional analysis and recommendation, prepare report and presentation for public hearing in 30 days, and review & comment on consistency of proposals with the City's comprehensive plan.
- **Zoning Administration Services:** Assist clients in complying with City ordinances and state laws related to building construction and land use. Administer and apply the zoning code. Review all building permit applications, proposed land uses and businesses for compliance with the zoning code and other city ordinances and state laws.
- **Conduct mandatory review of capital improvements, redevelopment activities, and land use disposition.** As per state law, prepare reviews of these activities for action by the Planning Commission.
- **Promote the recognition, preservation and reuse of landmarks, properties in historic districts and other historic resources:** Identify historic resources; designate historic landmarks & historic districts; review applications for required approvals; implement new heritage preservation regulations; participate in required Section 106 Review(s), and education outreach.

### **2003 Work Plan – Financial Planning**

The City funds the Planning Department through a combination of 58% general funds or \$1,822,931; 35% CDBG funds, or \$1,115,980; and, 7% grant funds, or \$225,000. These figures include the 2002 action to move the function and personnel from the former Office of Cultural Affairs into Planning. Additionally, the budget will increase by \$548,000 for Zoning personnel and expenses transferred to the department. The Zoning office also generates revenue of \$295,000. The rest of the Planning department also generates an estimated \$20,000 in general fund revenues through other operations including development services for sub-division and Plats.

## **2003 Work Plan – Work Force Planning**

The Planning Department is working vigorously to fill personnel vacancies created through resignations, retirements and other actions. The Department will be staffed by the first quarter of 2003. This work will be coordinated within the city's budget constraints. The Planning Department also will use GIS more extensively in 2003 with training and equipment upgrades for several staff.

## **2003 Work Plan – Outcome Measures**

The Planning Department 2003 budget summary lists key performance measure for each departmental service activity. These include:

1. Enterprise: Number of new mixed-use developments; housing units downtown; special initiatives for LRT; and contracts through the Committee on Urban Environment.
2. Implementing the Comprehensive Plan: presentation about the plan; projects assisted by the Planning Department; and CLIC members satisfied with staffing of the process.
3. Urban Design: Design review consultation; CUE award applications; and site plan reviews.
4. Research and Analysis: Public Information requests responded to; State of the City data assembled; hits on the census web site.
5. Public Art: 240 film permits representing \$6.3 million; Multicultural Arts Festival; and maintain and conserve public art.
6. Staffing Z&P, CPC, and Board of Adjustment; over 900 reviews
7. CLIC, redevelopment and land disposition reviews; conduct nearly 150 reviews.
8. Zoning Administration: serve 5,000 clients; review 4,500 building permits; answer 20,000 telephone calls; and issue 1,500 zoning letters.
9. Historic Preservation: do over 150 demolition reviews; 125 certificates of no change and review 2 National Register nominations.