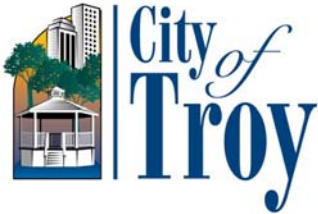


• *Planning Director*.....**Mark Miller**



2009/10
Budget

PLANNING DEPARTMENT

FUNCTIONAL ORGANIZATIONAL CHART

• *Administration*

- ✓ Prepares and administers the department budget
- ✓ Serves as City's representative and expert witness in litigation related to zoning and condemnation
- ✓ Serves as City's alternate delegate to Southeast Michigan Council of Governments (SEMCOG)
- ✓ Serves as member of SEMCOG Data Center Advisory Council
- ✓ Serves as liaison to the Downtown Development Authority (DDA)
- ✓ Serves as liaison with developers of residential; commercial; and industrial developments
- ✓ Serves as liaison to the Census Bureau
- ✓ Prepares agendas and provides technical support to the Planning Commission; Brownfield Redevelopment Authority; and Local Development Finance Authority

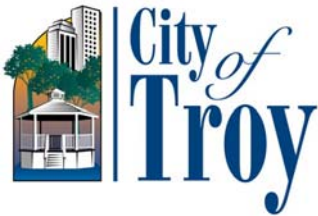
• *Application and Review Process*

- ✓ Provides information regarding application procedures and requirements
- ✓ Reviews site plan applications for compliance with City ordinances and regulations
- ✓ Reviews special use requests for compliance with City ordinances and regulations
- ✓ Reviews subdivision plat and site condominium applications for compliance with City ordinances and regulations
- ✓ Reviews rezoning applications for compliance with the master plan and provides recommendations

- ✓ Reviews zoning ordinance text amendment applications and provides recommendations
- ✓ Reviews street opening and vacation requests for compliance with City ordinances and regulations
- ✓ Provides design assistance to developers and City staff
- ✓ Reviews planned unit development applications for compliance with City ordinances; regulations; and high quality urban design standards
- ✓ Conducts site plan compliance inspections prior to issuance of certificates of occupancy.
- ✓ Upgrades the development approval process, focusing on technological improvements and digital submittals

• *Planning, Zoning and Land Use*

- ✓ Provides information regarding the City's zoning ordinance and subdivision regulations
- ✓ Provides information regarding planning; land use; and zoning issues
- ✓ Prepares and maintains existing land use maps
- ✓ Prepares and maintains residential development maps and lists
- ✓ Prepares and maintains master subdivision map and lists
- ✓ Prepares and maintains zoning districts map
- ✓ Prepares; coordinates and maintains local area plans and corridor studies
- ✓ Maintains the City's Master Plan
- ✓ Develops and coordinates urban design manuals



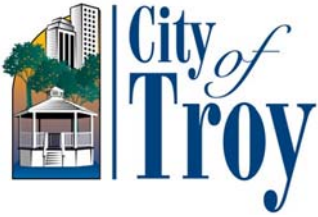
2009/10
Budget

PLANNING DEPARTMENT

DEPARTMENT AT A GLANCE

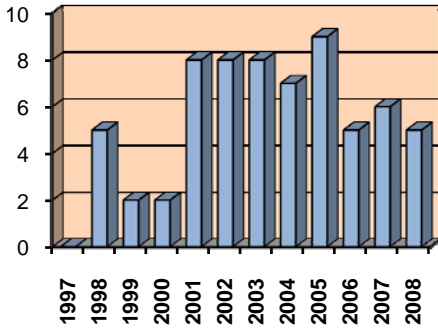
Funding		Estimated				
Level	2006/07	2007/08	2008/09	2008/09	2009/10	% Of
Summary	Actual	Actual	Budget	Budget	Budget	Change
Planning	\$667,154	\$732,573	\$652,660	\$707,310	\$516,000	-27%
Planning Commission	30,327	27,149	27,560	34,910	29,780	-15%
Board of Zoning Appeals	8,296	6,252	5,930	7,720	7,720	----
Total Department	\$705,777	\$765,974	\$686,150	\$749,940	\$553,500	-26%
Personal Services	\$523,598	\$579,558	\$559,920	\$615,950	\$424,890	-31%
Supplies	8,317	8,191	8,100	15,800	12,500	-21%
Other Services/ Charges	173,862	178,225	118,130	118,190	116,110	-2%
Total Department	\$705,777	\$765,974	\$686,150	\$749,940	\$553,500	-26%

Personnel								
Summary	2006/07		2007/08		2008/09		2009/10	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Planning Department	5	0	5	0	5	0	3	0
Total Department	5	0	5	0	5	0	3	0

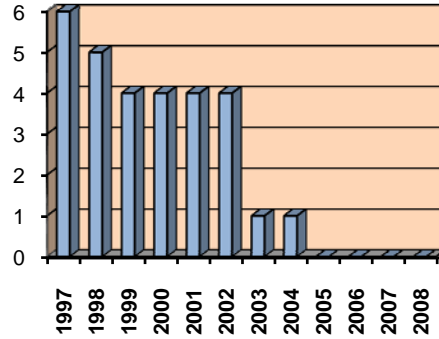


KEY DEPARTMENTAL TRENDS

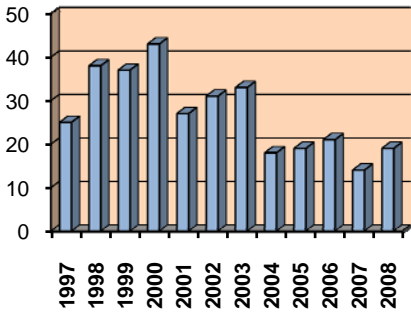
Site Condominium Reviews



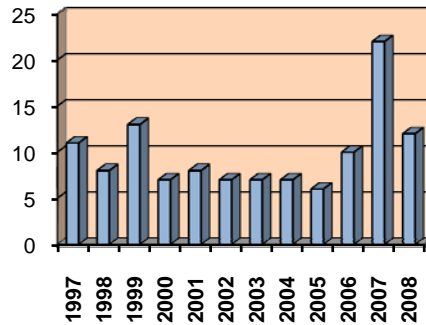
Subdivision Reviews



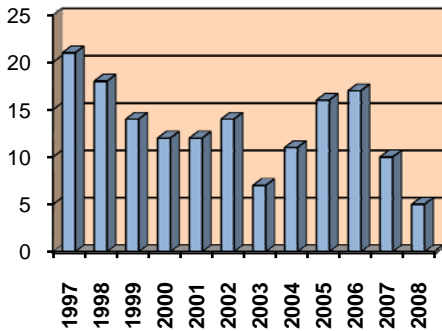
Site Plan Reviews



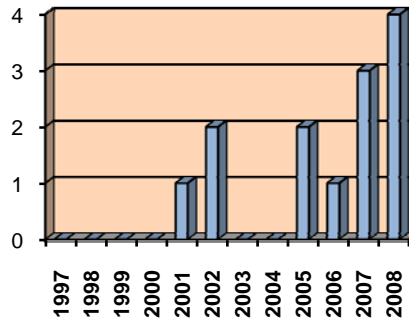
Special Use Request

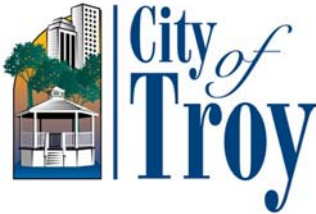


Rezoning Requests



Planned Unit Developments





2009/10
Budget

PLANNING DEPARTMENT

MISSION AND SERVICE STATEMENTS

- ***Mission Statement***

The mission of the Planning Department is creation and implementation of the City's plans for development and redevelopment.

- ***Service Statement***

Many organizations and individuals utilize the Planning Department as a resource for data, including SEMCOG; the Census Bureau; Oakland County; the Troy School District; and the Troy Chamber of Commerce.

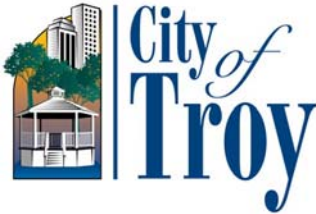
The Planning Department endeavors to maintain the quality and usability of our resources by constantly updating zoning and land use data resources. Staff also continues to function as the City's liaison to Census 2010 activities.

Efforts are continuing to make the transition from manual maps to computer-generated maps. Planning Department staff coordinates with the Information Technology Department on the geographic information system and digital zoning map. Planning continues to provide mapping and graphic services for other City departments such as the City Attorney's Office; the City Assessor's Office; and Real Estate and Development.

The Planning Department continues to streamline the development approval process.

- ***Did You Know?***

- ✓ The Planning Commission adopted the current Master Plan on October 14, 2008.
- ✓ The Planning Department, Planning Commission and the City's planning consultant initiated a comprehensive re-write of the zoning ordinance to implement the Master Plan. It is expected to take three years to complete this process.



2009/10
Budget

PLANNING DEPARTMENT

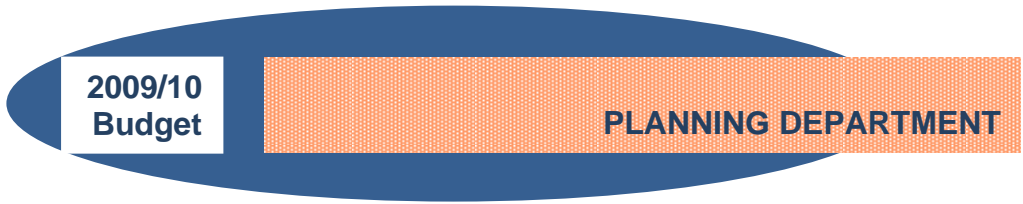
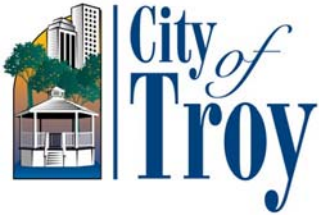
PERFORMANCE OBJECTIVES

Outputs

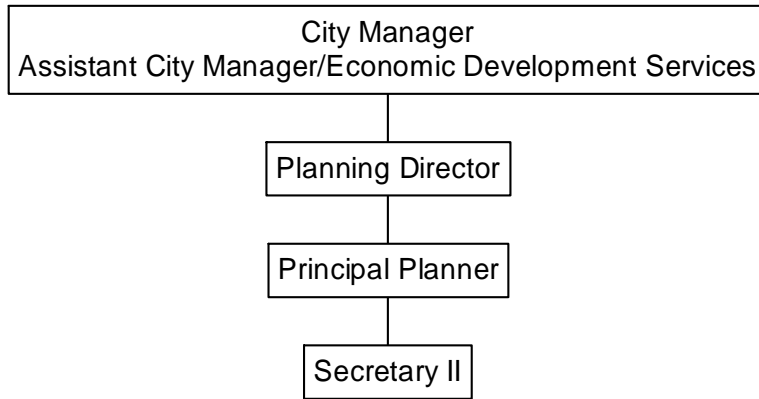
- ✓ Streamline the development approval process. **(Output E, H, N, P, Q, S, II)**
- ✓ Implement a digital submittal process for development applications. **(Output E, H, N, R, EE, II)**
- ✓ Present a 6-year Capital Improvement Plan (CIP) to the Planning Commission for approval, as required by the Michigan Planning Enabling Act. **(Output C, J, S)**
- ✓ Coordinate with IT to update GIS layers related to planning and zoning. **(Output H, N, P, S, CC, EE, II)**
- ✓ Begin rewriting the Zoning Ordinance to implement the Master Plan adopted in October 2008. **(Output E, H, N, P, Q, W)**
- ✓ Develop DDA design guidelines and regulations to implement the Big Beaver Corridor Study **(Output E, H, N, P, Q, R, U, CC, EE, II)**

*See the list of outputs as ranked by City Council in the [CITY-WIDE ACTION PLAN](#) on pages 16 and 17.

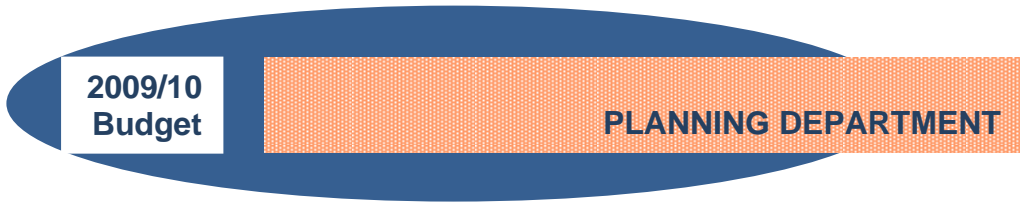
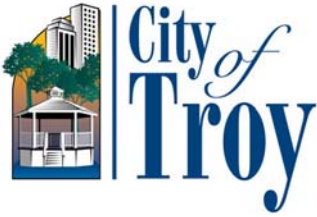
Performance Indicators		2007/08 Actual	2008/09 Projected	2008/09 Budget	2009/10 Budget
Output	✓ Site Plan Reviews	19	5	20	10
	✓ Special Use Requests	12	15	20	15
	✓ Subdivision Reviews	0	1	1	5
	✓ Site Condominium Reviews	5	2	10	5
	✓ Rezoning Requests	5	10	20	10
	✓ Conditional Rezoning Requests	1	5	5	5
	✓ Zoning Ordinance Text Amendments	2	5	0	5
	✓ Planned Unit Developments	4	5	5	5
	✓ Street Vacation Requests	1	5	5	5
	✓ Site Plan Compliance Inspections	28	25	25	25
	✓ DDA Big Beaver Design Guideline	0	1	1	1
✓ Comprehensive Re-Write of Zoning Ordinance	0	0	0	1	
Efficiency	✓ Prelim. Site Plan Apps. Reviewed in 30 Days	100%	100%	100%	100%
	✓ Special Use Request Apps. Reviewed in 30 Days	100%	100%	100%	100%
	✓ Prelim. Site Condo Site Plan Apps. Reviewed in 30 Days	100%	100%	100%	100%
	✓ Rezoning Request Apps. Reviewed in 30 Days	100%	100%	100%	100%
	✓ Zoning Verification Letters Issued in 10 Days	100%	100%	100%	100%
	✓ Site Plan Compliance Insp. Performed in 14 Days	100%	100%	100%	100%



ORGANIZATIONAL CHART



Staff Summary	Approved 2007/08	Approved 2008/09	Recommended 2009/10
Planning Director	1	1	1
Principal Planner	1	1	1
Planner	2	2	0
Secretary II	1	1	1
Total Department	5	5	3



SUMMARY OF BUDGET CHANGES

- Significant Changes – 2009/10 Budget Compared To 2008/09 Budget**

Personal Services decreased \$191,060 (31%) due to the elimination of the 2 Planner positions. This work will be outsourced to private contractors on an as-needed basis.

- Operating Budget History**

