



2010/11  
Budget

PLANNING DEPARTMENT

- *Acting Planning Director*.....R. Brent Savidant



City of  
**Troy**



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## FUNCTIONAL ORGANIZATIONAL CHART

### • **Administration**

- ✓ Prepares agendas and provides technical support to the Planning Commission and Board of Zoning Appeals
- ✓ 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

### • **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 zoning map amendment (rezoning) applications and provides recommendations
- ✓ Reviews rezoning applications for compliance with the master plan and provides recommendations

- ✓ Reviews zoning ordinance text amendment applications and provides recommendations
- ✓ Reviews street 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
- ✓ Determines compliance with Zoning Ordinance

### • **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 zoning districts map
- ✓ Maintains the City's Master Plan
- ✓ Provides interpretations of the zoning ordinance
- ✓ Develops and coordinates urban design manuals
- ✓ Inspects properties to ensure compliance with the zoning ordinance and other City ordinances
- ✓ Considers complaints related to zoning, land use, blight and nuisance
- ✓ Inspects residential properties to ensure compliance with property maintenance code



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DEPARTMENT AT A GLANCE

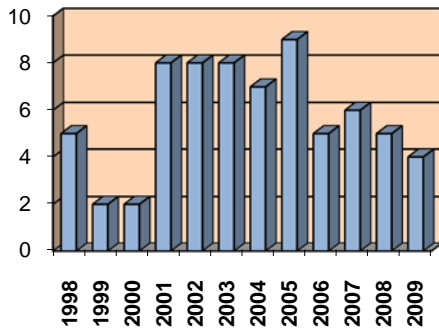
Funding Level			Estimated		2010/11 Budget	% Change
	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Budget		
Planning	\$732,573	\$642,046	\$527,212	\$516,000	\$678,306	31%
Planning Commission	27,149	24,722	20,400	29,780	19,581	-34%
Board of Zoning Appeals	6,252	6,006	5,320	7,720	7,634	-1%
<b>Total Department</b>	<b>\$765,974</b>	<b>\$672,774</b>	<b>\$552,932</b>	<b>\$553,500</b>	<b>\$705,521</b>	<b>27%</b>
Personal Services	\$579,558	\$548,445	\$427,247	\$424,890	\$546,811	29%
Supplies	8,191	7,760	3,700	12,500	15,400	23%
Other Services/ Charges	178,225	116,569	121,985	116,110	143,310	23%
<b>Total Department</b>	<b>\$765,974</b>	<b>\$672,774</b>	<b>\$552,932</b>	<b>\$553,500</b>	<b>\$705,521</b>	<b>27%</b>

Personnel Summary	2007/08		2008/09		2009/10		2010/11	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Planning Department	5	0	5	0	3	0	5	2
<b>Total Department</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>2</b>

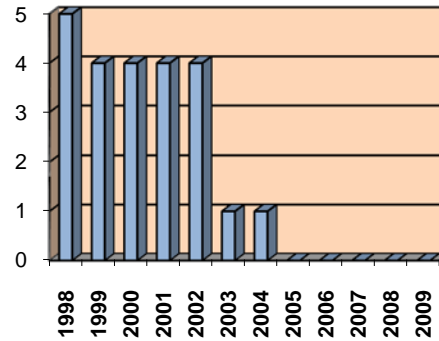


KEY DEPARTMENTAL TRENDS

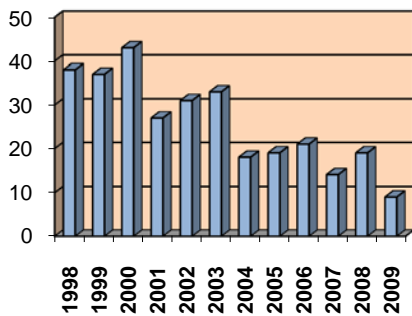
Site Condominium Reviews



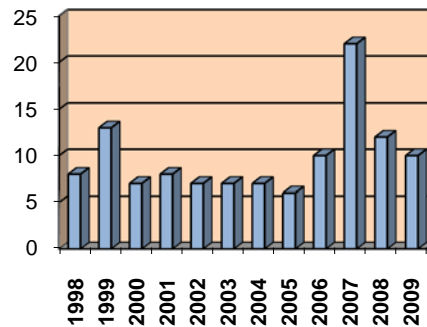
Subdivision Reviews



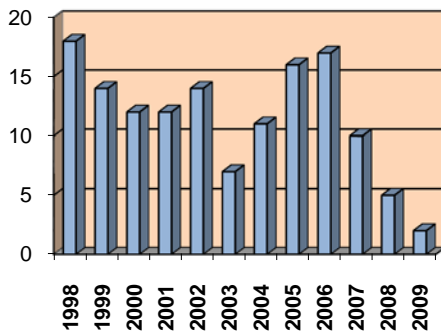
Site Plan Reviews



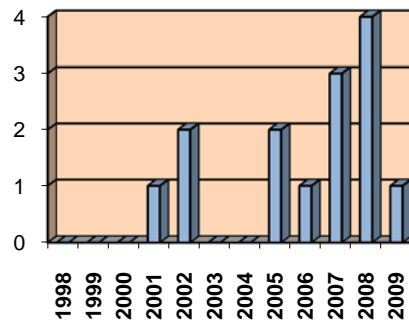
Special Use Request



Rezoning Requests



Planned Unit Developments





## MISSION AND SERVICE STATEMENTS

- ***Mission Statement***

The Planning Department guides private and public development and redevelopment efforts.

Planning assists in creating a more socially, economically and environmentally sustainable community, as envisioned in the City of Troy Master Plan.

The Planning Department provides expertise and information to elected officials, appointed boards and commissions, City departments and citizens to assist in understanding and addressing key community issues and priorities.

The Planning Department promotes and maintains a clean, healthy, and safe city through education, cooperation, and enforcement of our property maintenance, zoning, nuisance and rental inspection codes.

The Planning Department assists the City Manager in creating an environment for investment in the City of Troy.

- ***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.

The Planning Department made 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.

The Planning Department continues to streamline the development approval process.

- ***Did You Know?***

- ✓ The Planning Department, Planning Commission and the City's planning consultant are presently undertaking a comprehensive re-write of the Zoning Ordinance to implement the Master Plan. It is expected to be completed in 2011.
- ✓ The Planning Commission started to use laptops at all of their meetings to reduce the use of paper, beginning in January 2010. The Board of Zoning Appeals will also start to use laptops in 2010.



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**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)**
- ✓ Continue 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 15 and 16.

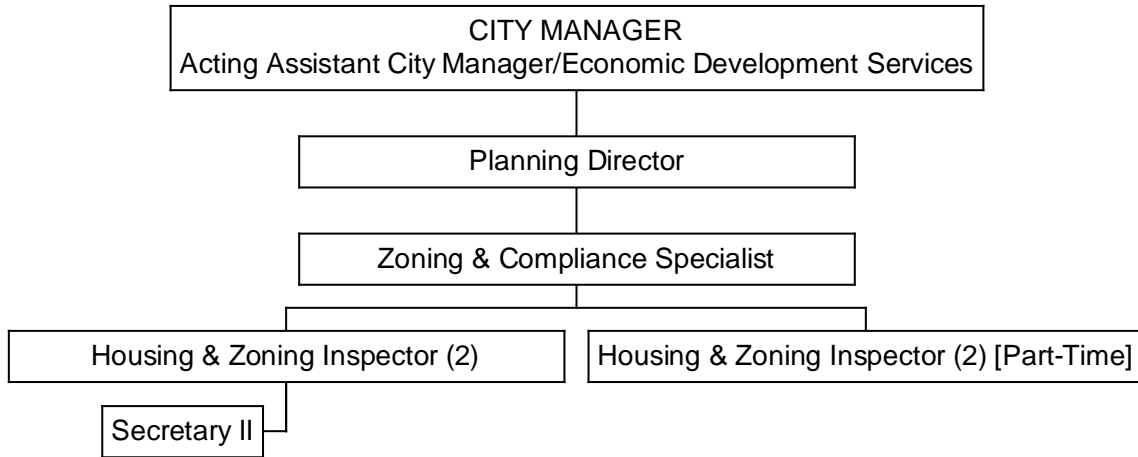
Performance Indicators		2008/09 Actual	2009/10 Projected	2009/10 Budget	2010/11 Budget
Output	✓ Site Plan Reviews	3	12	10	10
	✓ Special Use Requests	15	10	15	15
	✓ Subdivision Reviews	0	0	5	0
	✓ Site Condominium Reviews	1	4	5	5
	✓ Rezoning Requests	5	4	10	10
	✓ Conditional Rezoning Requests	1	2	5	5
	✓ Zoning Ordinance Text Amendments	5	7	5	5
	✓ Planned Unit Developments	2	1	5	2
	✓ Street Vacation Requests	1	1	5	5
	✓ Site Plan Compliance Inspections	5	12	25	25
	✓ DDA Big Beaver Design Guideline	1	1	1	1
	✓ Comprehensive Re-Write of Zoning Ordinance	1	1	1	1
	Efficiency	✓ Prelim. Site Plan Apps. Reviewed in 30 Days	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%



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ORGANIZATIONAL CHART



Staff	Approved	Approved	Recommended
Summary	2008/09	2009/10	2010/11
Planning Director	1	1	1
Housing & Zoning Inspector	0	0	2
Housing & Zoning Inspector [Part-Time]	0	0	2
Planner	2	0	0
Principal Planner	1	1	0
Secretary II	1	1	1
Zoning & Compliance Specialist	0	0	1
<b>Total Department</b>	<b>5</b>	<b>3</b>	<b>7</b>



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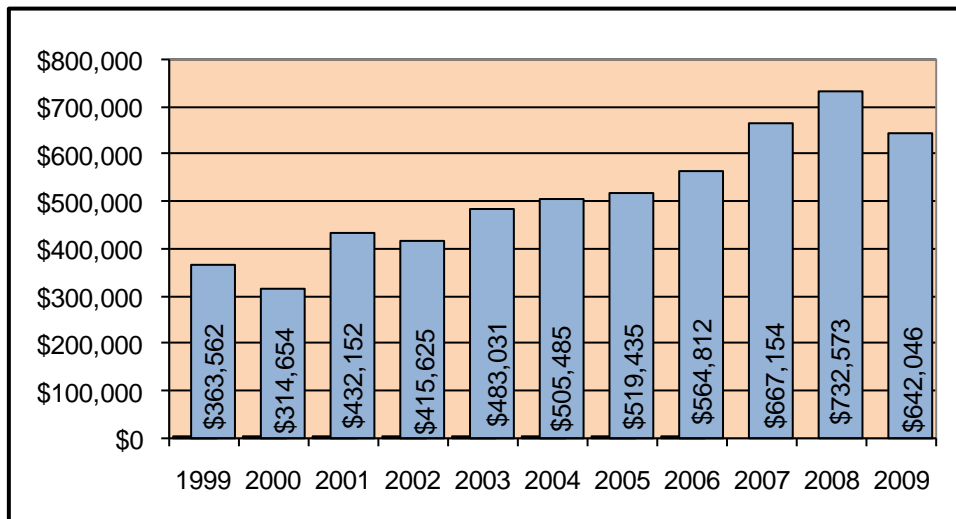
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**SUMMARY OF BUDGET CHANGES**

- Significant Changes – 2010/11 Budget Compared To 2009/10 Budget**

Personal Services increased \$121,921 (29%) as a result of department restructuring. Responsibilities for enforcing codes related to land use, blight and nuisance were transferred from the Building Inspection Department to the Planning Department. Accordingly, the following positions were incorporated into the Planning Department: 1 Zoning Compliance Specialist, 2 full-time Housing & Zoning Inspectors and 2 part-time Housing & Zoning Inspectors. The Principal Planner position was eliminated.

- Operating Budget History**





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