

CITY/COUNTY PLANNING DEPARTMENT

CITY COUNCIL

MAYOR

COUNTY BOARD

PLANNING DIRECTOR
Marvin Krout

ADMINISTRATION
Property owner notification
Staff support for 10
commissions and committees

ASSISTANT
PLANNING DIRECTOR

GEOGRAPHIC
INFORMATION
SYSTEMS

LONG RANGE PLANNING
Comprehensive Plan (City/County)
Historic preservation
Capitol environs and urban design
Capital Improvement Program
Bond tracking administration

DEVELOPMENT REVIEW
Zoning
Subdivision
Land use & special permits
Zoning appeals

PLANNING DEPARTMENT

GOAL: It is the purpose of the Lincoln/Lancaster County Planning Department to provide information and advice on the wise use of private and public land to elected and appointed boards and citizens of Lincoln and Lancaster County; and to operate in an efficient, effective, respectful and ethical manner.

SIGNIFICANT CHANGES FOR THE LAST FIVE YEARS

- Completed development of new Downtown Master Plan, adopted by Council in 2005.
- Amended development regulations and modified administrative policies to simplify review processes and reduce timeframes for applicants.
- Completed a major update to the City-County Comprehensive Plan and Long-Range Transportation Plan in 2002.
- Prepared a Multi-Modal Transportation Plan in partnership with a Mayor's Task Force in 2004.
- Launched a departmental website providing direct public access to all major plans, planning maps and data, public meeting dates for ongoing studies, information on review processes, and advisory board agendas/minutes.
- Broadened community participation and outreach to embrace all segments of City and County, including use of department newsletters, translated (non-English) planning materials, town hall meetings, and community-wide surveys.
- Developed and worked to implement sub-area plans for the Airport West area and Southeast Lincoln.
- Coordinated the work of several infrastructure finance committees in evaluating strategies to increase revenues and reduce costs.
- Coordinated the preparation and adoption of an Impact Fee Ordinance in 2003.
- Completed three policy reports on rural development as directed by the Comprehensive Plan, and implemented the report on "Build-through" by preparing ordinance amendments in 2004 regulating subdivision in the City's 3-mile extraterritorial jurisdiction.
- Completed numerous annexations for the City of Lincoln, with formal agreements laying out obligations of the City and developers for infrastructure improvements.
- Worked with Hawley, Everett and East Campus neighborhoods to establish local landmark districts and University Place National Register District.
- Developed stronger Neighborhood Design Standards to ensure compatible infill development in the city's older neighborhoods, adopted in 2004.
- Coordinated the work of the Mayor's Group Home Task Force, prepared their report, and implemented the recommended ordinance amendments.
- Supported appropriate downzoning of several hundred acres in inner city neighborhoods.

PROJECTED CHANGES FOR THE NEXT FIVE YEARS

- Implement recommendations in the Zucker report to improve the development review process and increase customer satisfaction.
- Prepare a sub-area plan for the Southwest growth area.
- Complete updated to the adopted Comprehensive Plan and Long Range Transportation Plan by the end of 2006.
- Implement additional policies/standards for responsible acreage development, including a voluntary development rights transfer program.
- Update local planning and development regulations, including review of design standards for outdoor lighting, signs, private roadways, homes on narrow lots, parking, and simplifying the zoning ordinance.
- Complete a comprehensive analysis and development strategy for Startran.
- Assist in developing recovery plans to protect the federally endangered Tiger Beetles in the County's saline wetlands.
- Provide support for establishing adequate funding for improvements identified in the Comprehensive Plan.
- Continue to coordinate activities with the City's Public Works and Utilities Department, Natural Resources District, Lincoln Parks and Recreation Department, and other agencies regarding floodplains, open space and natural resource planning.
- Bring knowledge and protection of Lancaster County rural history resources to same level as City of Lincoln resources.
- Expand the role of Urban Design Committee in review of public buildings and other public improvements.
- Assist the Urban Development Department in implementing plans for Downtown, Antelope Valley, and other redevelopment areas.

	ACTUAL 2004-05	BUDGET 2005-06	MAYOR'S RECOMM. 2006-07	COUNCIL ADOPTED 2006-07
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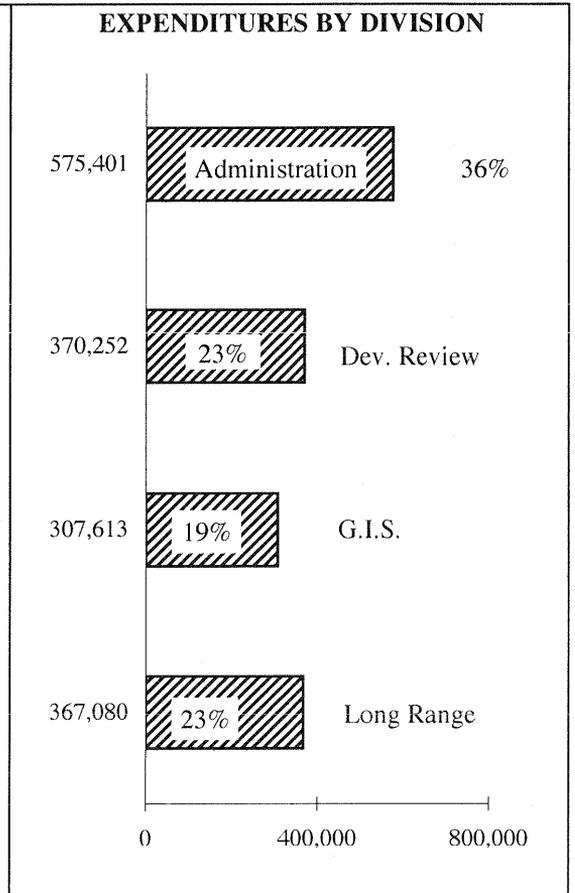
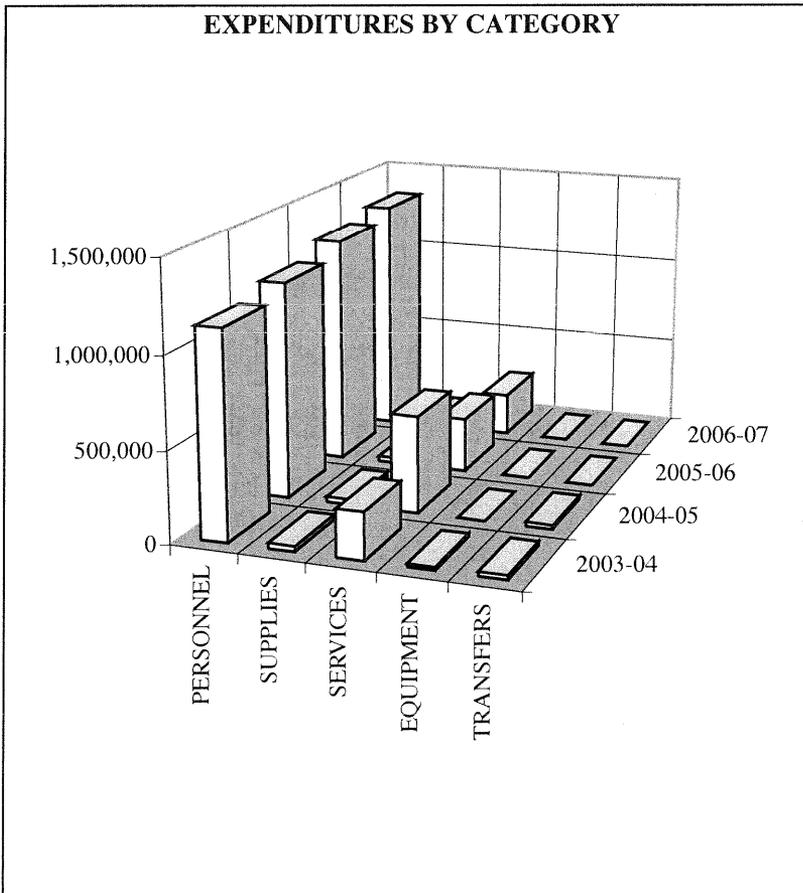
EXPENDITURE SUMMARY				
PERSONNEL	1,195,302	1,272,862	1,330,170	1,351,180
SUPPLIES	28,203	29,900	32,100	32,100
SERVICES	534,772	303,574	236,241	236,241
EQUIPMENT	110	800	825	825
TRANSFERS	22,430	0	0	0
	<u>1,780,817</u>	<u>1,607,136</u>	<u>1,599,336</u>	<u>1,620,346</u>

REVENUE SUMMARY				
GENERAL FUND		1,607,136	1,599,336	1,620,346
		<u>1,607,136</u>	<u>1,599,336</u>	<u>1,620,346</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	4.08	4.06	4.00	4.00
DEVELOPMENT REVIEW	7.00	7.00	7.00	7.00
LONG RANGE PLANNING	6.00	6.00	6.00	6.00
G.I.S.	4.00	4.00	5.00	5.00
	<u>21.08</u>	<u>21.06</u>	<u>22.00</u>	<u>22.00</u>

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PLANNING DEPARTMENT

ADMINISTRATION DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2004-05	2005-06	2006-07
PERFORMANCE MEASURES			
1. Provide Management and Administrative services for the Department.			
A. Provide training/workshop opportunities for Boards and Commissions.			
1. Number of sessions: (a) 05-06: Planning Commission briefings/discussions on Comp Plan update; Retreat; (b) 06-07: Planning Commission/staff sessions with development industry representatives.	20	12(a)	3(b)
2. Number of Board/Commission members attending.	100	70	25
B. Provide staff opportunities for professional development.			
1. Number of professional development workshops attended: (c) 05-06: Workshops and opportunities for individuals staffers (APA, NPZA, ESRI, Continuum; and project management training.	25	10(c)	0
2. Number of staff attending professional development workshop.	11	25	0
C. Prepare and monitor the department budget.			
1. Date budget submitted.	3/05	3/06	2/07
2. Year-end surplus (deficit).	\$23,866	N/A	N/A
2. Provide information to decision makers and community at large.			
A. Personal, media, and internet communications.			
1. Presentations to neighborhood, civic, professional and academic organizations (<u>not</u> including Historic Preservation-related).	48	40	40
2. Media interviews.	352	25	25
3. Additions and improvements to internet home page: (e) Historic Preservation materials, job descriptions for staff, Guide to Development Process; (f) to be determined.	5	3(e)	2(f)
B. Provide recording and secretarial services to various public bodies.			
1. Clerical and/or professional development staff support to Boards, Commissions, and Special Committees/Task Forces (No. of boards).	9	11	8
2. Number of legal ads published.	56	80	76
3. Recording and secretarial support services at meetings (No. of meetings).	88	122	96
C. Generate mailing lists, draft, and mail notification on land use applications.			
1. Number of notification letters mailed.	17,981	15,000	18,000
3. Monitor and participate in State/Federal legislative issues.			
A. Number of bills initiated or reviewed: (g) Transfer of Development Rights enabling statutes initiated.	1	5(g)	5
B. Number of written or in-person testimonies submitted.	1	1	1
4. Implement performance improvement initiatives.			
A. Number of administrative improvements: (h) Improved orientation for new planners, improvements to staff and pre-application meetings, staff presentations to lead off hearing items; (i) to be determined.	3	4(h)	4(i)
B. Number of improvements requiring local legislative approval: (j) amendments to landscape/screening, pedestrian standards, administrative waivers, outdoor lighting standards and expanded BZA exceptions; (k) to be determined.	5	4(j)	3(k)

PLANNING DEPARTMENT

GENERAL FUND

ADMINISTRATION DIVISION

1. No funds are budgeted to contract for planning studies.
2. Graduate student planning interns budgeted in Contractual Services are reduced from two to one.
3. Para-prof./Tech. Workers are reduced .06 FTE. These hours are replaced by contractual funds for temporary help services.
4. The County contributes \$279,336 toward costs reflected in the Planning Dept. budget plus \$88,646 for fringe benefits budgeted in General Expense. This represents 20% after grant and other revenues are deducted from the total budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2004-05	2005-06	2006-07	2006-07	
	2006-07	2006-07	EXPENDITURE SUMMARY				
zoning signs	825	825	PERSONNEL	295,798	312,877	306,235	306,235
			SUPPLIES	28,203	29,900	32,100	32,100
			SERVICES	534,772	303,574	236,241	236,241
			EQUIPMENT	110	800	825	825
			TRANSFERS	22,430	0	0	0
			TOTAL	881,312	647,151	575,401	575,401
			REVENUE SUMMARY				
			GENERAL FUND		647,151	575,401	575,401
			TOTAL		647,151	575,401	575,401
			SERVICES SUMMARY				
			Contractual	395,831	153,780	92,956	92,956
			Travel/Mileage	11,951	13,250	5,850	5,850
			Print/Copying	28,533	32,500	32,500	32,500
			Insurance	4,246	4,953	5,062	5,062
			Utilities	10,822	10,000	10,810	10,810
			Maint./Repair	72	250	222	222
			Rentals	72,139	74,341	74,341	74,341
			Miscellaneous	11,178	14,500	14,500	14,500
			TOTAL	534,772	303,574	236,241	236,241
	825	825					

CLASS		PERSONNEL DETAIL		EMPLOYEES	BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	05-06	06-07	2005-06	2006-07	2006-07
N	1032	Senior Office Assistant	25,265-35,735	1.00		34,821	35,413
N	1030	Office Assistant	23,585-33,445	1.00	33,421		
A	1633	Administrative Officer	46,586-63,475	1.00	1.00	63,766	62,949
M	2114	Asst. Planning Director	59,736-116,487	1.00	1.00	98,380	97,327
D	2115	Planning Director	53,177-125,987	1.00	1.00	115,145	110,881
U	4903	Para-Professional/Technical	\$5.90-11.70/hr.	0.06		1,380	
		Salary Adjustment				4,188	
		Vacancy/Turnover Savings				-3,087	-3,087
		Fringe Benefits (Workers' Compensation)			785	671	671
		TOTAL		4.06	4.00	312,877	306,235

PLANNING DEPARTMENT

DEVELOPMENT REVIEW DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2004-05	2005-06	2006-07
PERFORMANCE MEASURES			

1. To provide information and advice to applicants/agents, City/County departments, public bodies, and the general public.			
A. Provide staff support to public bodies.			
Applications processed:			
1. Annexations (AN).	18	5	20
2. Preliminary Plats (PP).	19	30	15
3. Changes to text of zoning and subdivision ordinances and design standards (CZ, MISC).	38	25	25
4. Use permits (includes combination of use permits/special permits and amendments to pre-existing) (UP, UPA).	26	15	20
5. Special permits (includes Community Unit Plans and amendments to pre-existing) (SP, SPA, PESP).	94	90	90
6. Change of zone (map) (CZ).	58	60	80
7. PUD (CZ).	15	5	5
8. Board of Zoning Appeals (BZA).	14	15	10
9. Street name changes (SNC).	10	10	10
10. Street and alley vacations (SAV).	10	15	20
11. Comprehensive Plan Conformity (CPC).	15	20	20
12. Waivers (to design standards and Ordinance regulations) (WVR).	15	20	10
13. Meetings attended: (CC, PC, CB, BZA, Director, Mayor's Cabinet and Neighborhood Roundtable).	680	450	500
B. Assist the Director with administrative approvals.			
1. Administrative amendments (AA).	147	105	200
2. Landscape plans, recreation plans, development and occupancy schedules.	386	750	275
3. Final plats (FPPL, CASP).	153	140	200
4. Administrative permits (cell towers) (ASP).	4	15	1
5. Administrative orders (approved final site plans, etc).	72	70	70
C. Prepare or respond to proposals for new or revised local policies/regulations (*05-06 includes outdoor lighting standards, collector street standards, downtown design guidelines, amended fee schedule, landscape/screening and pedestrian design standards, administrative waiver of design standards, new process for hearing applications by Planning Commission, formalized pre-application process):			
1. Number of staff policy reviews/reports	23	10*	9
2. Review of off-street parking requirements.	N/A	New	8/07
3. Conditional use standards for narrow single-family lots.	N/A	New	3/07
4. Develop private roadway design standards.	N/A	New	3/07
5. Antelope Valley design guidelines.	N/A	New	3/07
6. Rural Transfer of Development Rights program.	N/A	New	07/07
7. Simplify use classifications.	N/A	New	03/07

PLANNING DEPARTMENT

GENERAL FUND

DEVELOPMENT REVIEW DIVISION

<p>COMMENTS: 1. No significant changes.</p>
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EQUIPMENT DETAIL	ACTUAL BUDGET MAYOR COUNCIL						
	MAYOR 2006-07	COUNCIL 2006-07	2004-05	2005-06	2006-07	2006-07	
None							
EXPENDITURE SUMMARY							
			PERSONNEL	335,570	363,353	370,252	370,252
			SUPPLIES	0	0	0	0
			SERVICES	0	0	0	0
			EQUIPMENT	0	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	335,570	363,353	370,252	370,252
REVENUE SUMMARY							
			GENERAL FUND		363,353	370,252	370,252
			TOTAL		363,353	370,252	370,252
SERVICES SUMMARY							
			Contractual	0	0	0	0
			Travel/Mileage	0	0	0	0
			Print/Copying	0	0	0	0
			Insurance	0	0	0	0
			Utilities	0	0	0	0
			Maint./Repair	0	0	0	0
			Rentals	0	0	0	0
			Miscellaneous	0	0	0	0
			TOTAL	0	0	0	0

PERSONNEL DETAIL								
CLASS CODE	CLASS	PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL	
			05-06	06-07	2005-06	2006-07	2006-07	
N	1034	Office Specialist	27,066-38,190	1.00	1.00	38,055	36,756	37,391
A	2110	Planner I	42,262-57,710	4.00	4.00	179,611	185,892	190,532
A	2111	Planner II	48,922-66,591	1.00	1.00	63,220	63,929	65,520
M	2113	Principal Planner	47,516-96,906	1.00	1.00	81,585	78,975	79,764
		Overtime				654	523	532
		Salary Adjustment					7,664	
		Vacancy/Turnover Savings					-3,737	-3,737
		Fringe Benefits (Workers' Compensation)				228	250	250
		TOTAL		7.00	7.00	363,353	370,252	370,252

PLANNING DEPARTMENT

GEOGRAPHIC INFORMATION SYSTEMS DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2004-05	2005-06	2006-07
PERFORMANCE MEASURES				
1.	Provide Geographic Information Systems (GIS) Support Services.			
	A. Number of mapping requests fulfilled.	358	400	400
	B. Number of Geodatabases created.	New	New	3
	C. Maintain building footprint files (edits).	New	2,000	1,000
	D. Manage growth/development databases (updated files).	New	12	12
	E. Assist Economic Development/Other. Departments (data & map requests).	New	24	32
	F. Complete field research for file creation (#).	New	New	3
	G. Create Metadata documentation (No. of files).	New	10	10
2.	Further Usage of Accela/PermitsPlus Application Software.			
	A. Monitor system usage and enhancements.	New	6	3
	B. Complete system administration activities (interventions).	New	24	24
	C. Chair system-wide management sessions.	New	12	8
	D. Modify/create PermitsPlus compositions.	New	6	2
3.	Support City-County GIS Enterprise Activities.			
	A. Oversee Work of GIS Program Manager (No. of meetings).	New	New	100
	B. Participate in GIS Administration Team. meetings (No. of meetings).	New	24	36
4.	Manage Planning Department Website.			
	A. Monitor and Maintain Web content on regular basis.	New	52	52
	B. Number of InterLinc (Web hits).	1.8 mil + IMS	2.5 million	2.75 million
	C. New/expanded Web content sites (#).	New	6	6
	D. Create/revamp Internet Map Services (IMS) Sites.	New	New	6
	E. Maintain "Map Shop" download capability (No. of meetings).	New	45	50

PLANNING DEPARTMENT

GENERAL FUND

GEOGRAPHIC INFORMATION SYSTEMS DIVISION

COMMENTS:

1. A new GIS Manager added during the current year is budgeted for the first time. It is funded by County Engineer, County Assessor, Register of Deeds, LES, Lower Platte South NRD, Pub. Works & Util., Bldg. & Safety and Planning. Total revenue is estimated to be \$95,298. Of that amount \$16,974 is for fringe benefits budgeted in General Expense.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2004-05	2005-06	2006-07	2006-07	
	2006-07	2006-07	EXPENDITURE SUMMARY				
None			PERSONNEL	227,942	243,015	307,613	307,613
			SUPPLIES	0	0	0	0
			SERVICES	0	0	0	0
			EQUIPMENT	0	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	227,942	243,015	307,613	307,613
			REVENUE SUMMARY				
			GENERAL FUND		243,015	307,613	307,613
			TOTAL		243,015	307,613	307,613
			SERVICES SUMMARY				
			Contractual	0	0	0	0
			Travel/Mileage	0	0	0	0
			Print/Copying	0	0	0	0
			Insurance	0	0	0	0
			Utilities	0	0	0	0
			Maint./Repair	0	0	0	0
			Rentals	0	0	0	0
			Miscellaneous	0	0	0	0
			TOTAL	0	0	0	0
	0	0					

			PERSONNEL DETAIL				
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	05-06	06-07	2005-06	2006-07	2006-07
M	1522	GIS Program Manager		1.00		77,549	78,324
A	1524	GIS Analyst	46,586-63,475	4.00	242,787	226,625	232,210
		Overtime					
		Salary Adjustment				6,360	
		Vacancy/Turnover Savings				-3,105	-3,105
		Fringe Benefits			228	184	184
		TOTAL		4.00	5.00	243,015	307,613

PLANNING DEPARTMENT

LONG RANGE PLANNING DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2004-05	2005-06	2006-07
PERFORMANCE MEASURES				
1.	Manage Comprehensive Plan Update and Participate in LRTP Update.			
	A. Prepare and issue community newsletters.	New	3	2
	B. Conduct Planning Commission working sessions	New	10	4
	C. Hold public meetings/events (No. of meetings.)	New	6	2
	D. Complete various planning reports/analyses.	New	2	1
	E. Support LRTP planning activities (No. of meetings).	New	24	4
	F. Coordinate inter-departmental planning tasks (No. of meetings).	New	6	2
	G. Brief elected officials on Plan Update activities (No. of meetings).	New	3	2
	H. Obtain local approval of Comp Plan/LRTP	New	New	12/06
2.	Manage City's Capital Improvements Program (CIP) Process.			
	A. Issue CIP preparation guidelines.	11/04	12/05	12/06
	B. Release Planning Commission Review Edition.	6/05	5/06	5/07
	C. Release City Council Review Edition.	6/05	6/06	6/07
3.	Undertake Various Transportation Planning Activities.			
	A. Participate in MPO Technical Committee Activities (No. of meetings).	8	10	6
	B. Support Pedestrian-Bicycle Advisory Committee (No. of meetings).	New	10	10
	C. Manage Transit Development Plan (TDP) (No. of meetings).	New	New	12
	D. Obtain local approval of Transit Development Plan.	New	New	3/07
	E. Support implementation of bike and trail planning (No. of meetings).	New	New	12
4.	Support Implementation of Comp Plan and Other Planning Efforts.			
	A. Process Comp Plan amendments.	New	New	3
	B. Issue Benchmark Indicators Reports.	New	5/06	5/07
	C. Development of Sub-area Plan.	New	New	1
	D. Assistance Requests from Economic Development.	New	New	24
5.	Conduct Activities in Support of County Planning.			
	A. Work with USFW on Tiger Beetle Recovery Plan (No. of meetings).	New	New	6
	B. County Board, Staff and Management Meetings (No. of meetings).	New	New	85
6.	Implement Historic Preservation Program.			
	A. Presentations to organizations, classes, etc.	69	50	50
	B. Complete County Resources Inventory.	In process	12/06	8/07
	C. Designation of Havelock Business District.	In process	6/05	6/06
7.	Support City Urban Design Efforts.			
	A. Support Urban Design Committee (No. of meetings).	10	10	9
	B. Expand Committee's review to other local government entities.	New	12/05	6/06
8.	Assist in Capitol Environs Planning.			
	A. Support Capitol Environs Commission (No. of meetings).	9	8	8

PLANNING DEPARTMENT

GENERAL FUND

LONG RANGE PLANNING DIVISION

COMMENTS:
 1. Council eliminated a Planner I position and transferred a Transportation Planner from Public Works and Utilities.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL
	MAYOR	COUNCIL	2004-05	2005-06	2006-07	2006-07
	2006-07	2006-07				
None						
EXPENDITURE SUMMARY						
PERSONNEL			335,993	353,617	346,070	367,080
SUPPLIES			0	0	0	0
SERVICES			0	0	0	0
EQUIPMENT			0	0	0	0
TRANSFERS			0	0	0	0
TOTAL			335,993	353,617	346,070	367,080
REVENUE SUMMARY						
GENERAL FUND				353,617	346,070	367,080
TOTAL				353,617	346,070	367,080
SERVICES SUMMARY						
Contractual			0	0	0	0
Travel/Mileage			0	0	0	0
Print/Copying			0	0	0	0
Insurance			0	0	0	0
Utilities			0	0	0	0
Maint./Repair			0	0	0	0
Rentals			0	0	0	0
Miscellaneous			0	0	0	0
TOTAL			0	0	0	0

PERSONNEL DETAIL								
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	05-06	06-07	2005-06	2006-07	2006-07	
N	1034	Office Specialist	27,066-38,190	1.00	1.00	34,134	33,980	34,575
A	2110	Planner I	42,262-57,710	2.00	1.00	109,030	98,954	56,372
A	2012	Transportation Planner	48,922-66,591		1.00			66,066
A	2111	Planner II	48,922-66,591	2.00	2.00	128,300	129,718	132,900
M	2113	Principal Planner	47,516-96,906	1.00	1.00	80,137	78,626	79,412
		Overtime				1,595	825	840
		Salary Adjustment					7,052	
		Vacancy/Turnover Savings					-3,492	-3,492
		Fringe Benefits				421	407	407
		TOTAL		6.00	6.00	353,617	346,070	367,080