

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

INFORMATION
TECHNOLOGY
SERVICES

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 relevant, complete, accurate and timely 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

- Federal transportation planning regulations mandated ongoing review/update of City-County Comprehensive Plan and Long-Range Transportation Plan, with broadened community involvement.
- Directives in Comprehensive Plan led department to coordinate the work of infrastructure finance committees to identify new revenues, prepare the impact fee ordinance, complete three reports on rural development and implementation of a “build-through” ordinance for City’s growth area, develop a Multi-Modal Transportation Plan, evaluate city bus service, and adopt new pedestrian circulation standards, and review lighting standards.
- Increased market demand and reduced lot supply led to major City investment to expand infrastructure and department negotiating annexation agreements which have added 8.7 square miles to city limits.
- Increased service demands and calls for streamlining the development process led to amending various regulations and policies, creating an electronic application database; new department newsletter, improvements to department website, and expanded notification on development issues.
- Widespread recognition that the 30-year old downtown master plan was not encouraging or guiding new development led to department coordinating the preparation of a new plan, which since has been the basis for revitalization efforts.
- Pending and potentially competing plans to improve local/state event facilities led to coordination of task force report recommending new and consolidated facilities, and more recently, efforts to plan a new arena and move the State Fair.
- Continuing complaints from neighborhood associations about inadequate zoning protection led to downzoning and amendments strengthening Neighborhood Design Standards.
- Threatened lawsuit led to task force review and zoning amendments governing location of group homes.

PROJECTED CHANGES FOR THE NEXT FIVE YEARS

- Federal mandates will require special attention to congestion management, public transit, non-motorized travel modes, and maintaining an adequate database to undertake next major plan update.
- Continues emphasis on customer service in development review process is leading to online applicant access to electronic application database, digital submission of plans, and additional website improvements; is requiring more time for negotiation and problem-solving; and requires resources for updating of development codes and continues training of staff and boards.
- Continued development pressures will require constant reevaluation of policies in areas such as infrastructure financing, rural development, theater location, and design standards.
- Competition for new jobs will require continuing support to public-private economic development efforts, and could lead to new forms of regional planning and governance.
- Establishment of Vision 2015/private foundation promoting core area redevelopment and promising private investment will require support in developing plans and programs.
- Increasing concerns with cost and impacts of energy consumption may shift market demands and require increased emphasis on redevelopment and transportation alternatives.
- Expansion of infrastructure into area west of Wilderness Park requires development of a Southwest Subarea Plan to set road network and review other land use/facility issues.
- Expected adoption of state law enabling voluntary transfer of development rights in the county will allow for developing/maintaining a local program with appropriate standards and policies.

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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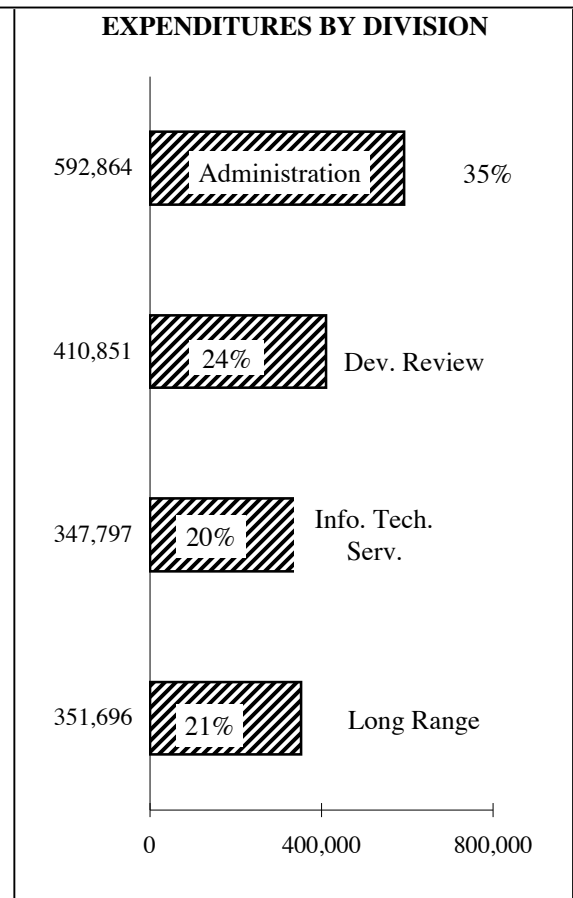
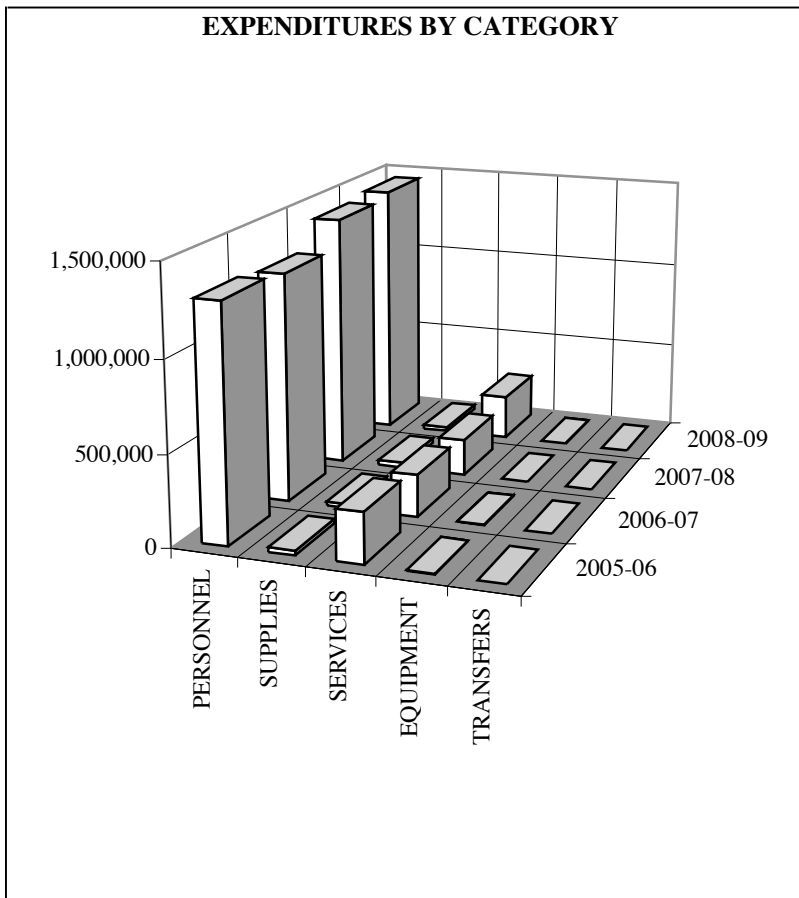
EXPENDITURE SUMMARY				
PERSONNEL	1,269,166	1,418,533	1,447,693	1,447,693
SUPPLIES	23,523	28,350	23,450	23,450
SERVICES	234,468	205,592	251,240	231,240
EQUIPMENT	1,388	825	825	825
TRANSFERS	0	0	0	0
	<u>1,528,546</u>	<u>1,653,300</u>	<u>1,723,208</u>	<u>1,703,208</u>

REVENUE SUMMARY				
GENERAL FUND		1,653,300	1,723,208	1,703,208
		<u>1,653,300</u>	<u>1,723,208</u>	<u>1,703,208</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	4.00	4.00	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
INFO. TECH. SERVICES	5.00	5.00	5.00	5.00
	<u>22.00</u>	<u>22.00</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		2006-07	2007-08	2008-09
PERFORMANCE MEASURES				
1.	Provide Management and Administrative services for the Department.			
A.	Provide training/workshop opportunities for Boards and Commissions.			
	1. Number of sessions.	11	12	12
B.	Provide professional development opportunities for staff.			
	1. Number of workshops attended.	12	8	8
	2. Total number of staff attendances. (# of workshops X # of attendees)	44	12	12
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).	60	40	40
	2. Media interviews.	73	60	60
	3. Publish departmental E-newsletter.	3	3	4
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	9	9
	2. Number of legal ads published.	54	55	78
	3. Recording and secretarial support services at meetings (No. of meetings).	84	90	97
C.	Generate mailing lists, draft, and mail notification on land use applications.			
	1. Number of notification letters mailed.	12,621	13,000	14,000
3.	Monitor and participate in State/Federal legislative issues.			
A.	Number of bills initiated or reviewed.	4	2	3
4.	Implement performance improvement initiatives.			
A.	Number of administrative improvements.	5	2	4

PLANNING DEPARTMENT

GENERAL FUND

ADMINISTRATION DIVISION

1. The County share of Planning Dept. budget is estimated to be \$363,816. This represents 20% after grant revenues are deducted from the total budget less the cost of the GIS Manager. It does not include the County Engineering & Assessor shares of the GIS Manager position. It is estimated that \$255,900 will be received from PL grant funds.
2. Contractual increase is in the data processing line item and is primarily to purchase large monitors to view over-sized digital files. City Council cut funding for the large monitors \$20,000.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
zoning signs	825	825	PERSONNEL	317,122	321,647	337,349	337,349
			SUPPLIES	23,523	28,350	23,450	23,450
			SERVICES	234,468	205,592	251,240	231,240
			EQUIPMENT	1,388	825	825	825
			TRANSFERS	0	0	0	0
			TOTAL	576,502	556,414	612,864	592,864
			REVENUE SUMMARY				
			GENERAL FUND		556,414	612,864	592,864
			TOTAL		556,414	612,864	592,864
			SERVICES SUMMARY				
			Contractual	110,937	71,720	121,580	101,580
			Travel/Mileage	4,460	4,750	7,000	7,000
			Print/Copying	19,097	23,900	20,000	20,000
			Insurance	5,062	7,259	7,359	7,359
			Utilities	11,417	10,900	10,900	10,900
			Maint./Repair	292	222	200	200
			Rentals	74,340	74,341	74,701	74,701
			Miscellaneous	8,861	12,500	9,500	9,500
	825	825	TOTAL	234,468	205,592	251,240	231,240

CLASS		PERSONNEL DETAIL		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	EMPLOYEES	2007-08	2008-09	2008-09	
			07-08	08-09			
N	1032 Senior Office Assistant	28,547-37,620	1.00	1.00	36,309	36,308	37,297
A	1633 Administrative Officer	48,628-66,200	1.00	1.00	64,659	64,902	65,917
M	2114 Asst. Planning Director	61,994-120,886	1.00	1.00	105,340	109,326	110,693
D	2115 Planning Director	55,950-132,559	1.00	1.00	117,946	123,307	126,266
	Salary Adjustment					6,267	
	Vacancy/Turnover Savings				-3,243	-3,338	-3,401
	Fringe Benefits (Workers' Compensation)				636	577	577
	TOTAL		4.00	4.00	321,647	337,349	337,349

PLANNING DEPARTMENT

DEVELOPMENT REVIEW DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2006-07	2007-08	2008-09
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 on processing applications:			
1. Annexations (AN).	8	10	15
2. Preliminary Plats (PP).	4	10	12
3. Changes to text of zoning and subdivision ordinances and design standards (CZ, MISC).	26	25	20
4. Use permits (includes combination of use permits/special permits and amendments to pre-existing) (UP, UPA).	6	10	15
5. Special permits (includes Community Unit Plans and amendments to pre-existing) (SP, SPA, PESP).	64	60	75
6. Change of zone (map) (CZ).	48	50	60
7. PUD (CZ).	4	5	7
8. Board of Zoning Appeals (BZA).	4	6	10
9. Street name changes (SNC).	5	10	10
10. Street and alley vacations (SAV).	11	12	15
11. Comprehensive Plan Conformity (CPC).	34	20	20
12. Waivers (to design standards and Ordinance regulations) (WVR).	11	10	10
B. Assist the Director with administrative approvals.			
1. Administrative amendments (AA). –AA’s completed within 30 days	120 67 or 56%	120 60%	150 75%
2. Landscape plans, recreation plans, development and occupancy schedules.	110	120	200
3. Final plats (FPPL, CASP). –FP’s completed within 90 days	107 33 or 31%	110 40%	150 60%
4. Administrative Permits (cell towers) (ASP).	5	5	8
5. Administrative Orders (approved final site plans, etc).	56	50	60
C. Customer Satisfaction			
1. Percent of survey respondents who were (somewhat or very) satisfied with final outcome on applications.	93%	95%	95%
2. Percent of survey respondents who were (somewhat or very) satisfied with processing time.	76%	80%	85%
3. Percent of survey respondents who were (somewhat or very) satisfied with staff courtesy.	93%	98%	98%
D. Prepare new or revised local policies/regulations:			
Number of staff policy reviews/reports anticipated in 2008-09.	10	10	10
1. Street name policies.	N/A	ongoing	10/08
2. Sign ordinance amendments.	N/A	ongoing	10/08
3. Downtown/Antelope Valley design standards.	N/A	ongoing	9/08
4. Simplify use classifications.	N/A	ongoing	9/08
5. Rural Transfer of Development Rights program.	N/A	statute 5/08	Co. Res. 12/08
6. Health/Planning Commission review of land uses along major transportation corridors.	N/A	N/A	12/08

PLANNING DEPARTMENT

GENERAL FUND

DEVELOPMENT REVIEW DIVISION

<p>COMMENTS: 1. No significant changes.</p>

EQUIPMENT DETAIL		ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	2006-07	2007-08	2008-09	2008-09	
	2008-09					
None						
EXPENDITURE SUMMARY						
		PERSONNEL	358,306	379,048	410,851	410,851
		SUPPLIES	0	0	0	0
		SERVICES	0	0	0	0
		EQUIPMENT	0	0	0	0
		TRANSFERS	0	0	0	0
		TOTAL	358,306	379,048	410,851	410,851
REVENUE SUMMARY						
		GENERAL FUND		379,048	410,851	410,851
		TOTAL		379,048	410,851	410,851
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	07-08	08-09	2007-08	2008-09	2008-09	
N	1034	Office Specialist	30,580-40,209	1.00	1.00	38,350	38,350	39,410
A	2110	Planner I	44,116-60,180	4.00	4.00	191,782	198,074	201,219
A	2111	Planner II	51,068-69,452	1.00	1.00	67,314	67,315	68,381
M	2113	Principal Planner	49,432-100,814	1.00	1.00	85,133	104,361	105,666
		Overtime						
		Salary Adjustment					6,510	
		Vacancy/Turnover Savings				-3,826	-4,081	-4,147
		Fringe Benefits (Workers' Compensation)				295	322	322
		TOTAL		7.00	7.00	379,048	410,851	410,851

PLANNING DEPARTMENT

INFORMATION TECHNOLOGY DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2006-07	2007-08	2008-09
PERFORMANCE MEASURES				
1.	Provide Geographic Information Systems (GIS) Services.			
	A. Total number of mapping requests filled	435	450	450
	B. Assist Economic Development/other departments, task forces, consultants with data/mapping requests (#).	28	30	30
	C. Maintain vacant lot database (# of updates).	12	12	12
	D. Create new requested graphic files (#).	3	3	3
	E. Maintain Comp Plan/LRTP maps (# updated).	18	20	20
	F. Fill private sector scanning requests (#).	12	40	45
	G. Maintain land base and other Planning graphic files (# of updates).	388	425	425
2.	Maintain Software Applications.			
	A. Monitor system usage and enhancements (# of licenses).	3	4	4
	B. System troubleshooting activities.	32	30	30
	C. Modify/create PermitsPlus compositions.	9	12	25
	D. Prepare PermitsPlus management reports (# of types of reports).	10	15	20
3.	Support Digital Submittal Process for Development Applications.			
	A. Initiate digital submittal trial process (date).	In process	4/08	Ongoing
	B. Support raster images for digital reviews (#).	N/A	50	75
	C. Process vector files for digital review analysis (#).	N/A	30	50
4.	Administration City-County GIS Program.			
	A. Provide support to inter-departments GIS problem-solving teams (# of teams).	6	6	6
	B. Maintain/update maintenance agreements (# of license agreements)	10	10	10
5.	Maintain Bond Tracking (FWB) System for Private Financing and Development Community.			
	A. Record value of active bonds (dollar amount).	\$195 Mil	\$225 Mil	\$205 Mil
	B. Track sureties in database (# of sureties).	6,190	6,250	6,350
	C. Maintain FWB Web site (# of hits).	38,500	27,500	32,000
6.	Initiate Census 2010 Support Activities.			
	A. Participate in working sessions with federal officials (# of sessions).	2	4	6
	B. Complete work requests from Census Bureau (# of requests).	N/A	N/A	3
7.	Maintain and upgrade Department's Web site.			
	A. System upgrades and updates (#).	6	6	6
	B. Web activity (# of hits).	3.0Mil	3.0Mil	3.25Mil

PLANNING DEPARTMENT

GENERAL FUND

INFORMATION TECHNOLOGY SERVICES DIVISION

<p>COMMENTS: 1. No significant changes.</p>

EQUIPMENT DETAIL	ACTUAL	BUDGET	MAYOR	COUNCIL
	2006-07	2007-08	2008-09	2008-09
None				
	EXPENDITURE SUMMARY			
	PERSONNEL	222,154	336,923	347,797
	SUPPLIES	0	0	0
	SERVICES	0	0	0
	EQUIPMENT	0	0	0
	TRANSFERS	0	0	0
	TOTAL	222,154	336,923	347,797
	REVENUE SUMMARY			
	GENERAL FUND		336,923	347,797
	TOTAL		336,923	347,797
	SERVICES SUMMARY			
	Contractual	0	0	0
	Travel/Mileage	0	0	0
	Print/Copying	0	0	0
	Insurance	0	0	0
	Utilities	0	0	0
	Maint./Repair	0	0	0
	Rentals	0	0	0
	Miscellaneous	0	0	0
	TOTAL	0	0	0

CLASS CODE CLASS	PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL
		07-08	08-09	2007-08	2008-09	2008-09
M 1522 GIS Program Manager	49,432-100,814	1.00	1.00	93,122	97,391	98,608
A 1524 GIS Analyst	51,068-69,452	4.00	4.00	246,098	237,764	248,412
Overtime						
Out of Grade Pay					4,150	4,150
Salary Adjustment					11,746	
Vacancy/Turnover Savings				-2,461	-3,393	-3,512
Fringe Benefits				164	139	139
TOTAL		5.00	5.00	336,923	347,797	347,797

PLANNING DEPARTMENT

LONG RANGE PLANNING DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	PERFORMANCE MEASURES	2006-07	2007-08	2008-09
1.	Manage Comprehensive Plan process for City and County.			
	A. Undertake Comp Plan/LRTP Annual Review process (date to PC).	N/A	5/08	5/09
	B. Prepare and evaluate Comp Plan/LRTP amendments (number).	3	10	10
	C. Issue Benchmark Indicators Report (date).	4/07	4/08	4/09
2.	Manage City's Capital Improvements Program (CIP) Process.			
	A. Release Planning Commission Review Edition (date).	5/07	5/08	5/09
	B. Release City Council Review Edition (date).	6/07	6/08	6/09
3.	Undertake Transportation Planning Activities.			
	A. Coordinate with Parks, Public Works and Health in promoting bicycle/pedestrian opportunities (# of projects).	N/A	10	10
	B. Complete Transit Development Plan (TDP) and assist in follow-up.	N/A	10/07	ongoing
	C. Complete Transit Human Services & Job Access Plan (date) and manage grant program.	N/A	10/07	ongoing
	D. Complete College View mobility audit (date).	N/A	11/07	ongoing
4.	Assist in city redevelopment activities.			
	A. Assist planning for new hotel/convention center in West Haymarket (agreement signed).	N/A	N/A	12/08
	B. Coordinate planning for new arena and related uses and infrastructure in West Haymarket (referendum date).	N/A	N/A	5/09
	C. Support reviews of blight studies/redevelopment plans (# of project areas).	N/A	4	5
	D. Analyze future traffic needs at N. 84 th /Cornhusker (date).	N/A	In process	9/08
	E. Analyze future traffic needs at 27 th /40 th /South Beltway (date).	N/A	N/A	12/08
5.	Coordinate with other departments/agencies on review of plans and policies.			
	A. Hold weekly interdepartmental sessions (# of meetings/agenda items).	N/A	45/90	45/90
	B. Assist City's Economic Development Coordinator (number).	N/A	25	35
6.	Conduct activities supporting County planning.			
	A. Work with USFW re Tiger Beetle Recovery/Conservation plans (meetings).	4	6	6
	B. Support Ecological Advisory Committee (# of meetings/agenda items).	12/N/A	12/40	12/40
7.	Administer Lincoln Metropolitan Planning Organization (MPO) Program.			
	A. Support MPO Committee meetings (# of Tech & Officials meetings).	7	7	7
	B. Adopt Transportation Improvement Program (TIP), Self-Certification Process and Unified Planning Work Program (Date).	7/07	7/08	7/09
	C. Develop Congestion Management Process/strategy.	N/A	N/A	12/08
8.	Implement Historic Preservation Program.			
	A. Staff Historic Preservation Commission meetings (meetings/agenda/items).	N/A	10/40	10/40
	B. Presentations to organizations, classes, etc. (number).	59	50	52
	C. Complete County Resources Inventory (date).	N/A	In process	9/08
9.	Support City Urban Design Efforts.			
	A. Support Urban Design Committee (# of meetings/agenda items).	8/N/A	9/40	8/45
10.	Assist in Capitol Environs Planning.			
	A. Support Capitol Environs Commission (# meetings/agenda items).	8/N/A	8/30	8/30

PLANNING DEPARTMENT

GENERAL FUND

LONG RANGE PLANNING DIVISION

COMMENTS:

- Retiring Principal Planner is replaced with a Planner II.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09
	2008-09	2008-09				
None						
EXPENDITURE SUMMARY						
			PERSONNEL	371,584	380,915	351,696
			SUPPLIES	0	0	0
			SERVICES	0	0	0
			EQUIPMENT	0	0	0
			TRANSFERS	0	0	0
			TOTAL	371,584	380,915	351,696
REVENUE SUMMARY						
			GENERAL FUND		380,915	351,696
			TOTAL		380,915	351,696
SERVICES SUMMARY						
			Contractual	0	0	0
			Travel/Mileage	0	0	0
			Print/Copying	0	0	0
			Insurance	0	0	0
			Utilities	0	0	0
			Maint./Repair	0	0	0
			Rentals	0	0	0
			Miscellaneous	0	0	0
			TOTAL	0	0	0

CLASS		PERSONNEL DETAIL		BUDGET	MAYOR	COUNCIL		
CODE	CLASS	PAY RANGE	EMPLOYEES	2007-08	2008-09	2008-09		
			07-08					
N	1034	Office Specialist	30,580-40,209	1.00	1.00	36,982	38,065	39,125
A	2110	Planner I	44,116-60,180	1.00	1.00	57,922	43,915	44,613
A	2012	Transportation Planner	51,068-69,452	1.00	1.00	68,102	68,103	69,169
A	2111	Planner II	51,068-69,452	2.00	3.00	136,488	198,582	201,697
M	2113	Principal Planner	49,432-100,814	1.00		84,795		
		Overtime						
		Salary Adjustment					5,880	
		Vacancy/Turnover Savings				-3,843	-3,487	-3,546
		Fringe Benefits				469	638	638
		TOTAL		6.00	6.00	380,915	351,696	351,696