

Planning Division

Program Description

The Department of Community Development Planning Division is responsible for policy analysis, long range planning, current development review, zoning code administration, economic development, landmarks administration, zoning code enforcement, geographic information systems (GIS), census/demographic coordination and general information processing relative to development and redevelopment within the community.

2021 Accomplishments

- Coordinated public input, market data and private sector resources to build consensus and decision making for land use and zoning within the Ulao Creek neighborhood.
- Developed and gained consensus of the final phase for development and expenditures of the Town Center TID and neighborhood.
- Provided data for Census 2020 and assisted in Aldermanic redistricting.
- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Serve as staff liaison to respective boards and commissions.
- Develop policies, zoning, text amendments and tools for the Port Washington Road corridor to plan for redevelopment and future, new development opportunities.
- Managed and administered Zoning and Sign Code enforcement through administrative guidelines and coordinating efforts with the City Attorney and Police Department related to municipal court.
- Developed the construction and agreement for the Town Center Gateway feature with committee, Council and Rotary Foundation. Construction on the feature has been executed.

Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
CSM/Land Splits	13	7	9	11	10
Conditional Use/Special Exceptions	13	7	15	14	13
Land Use	6	7	6	2	5
Plats	6	5	7	6	6
Developer Conferences	18,000	18,000	18,000	18,000	18,000
Planning Commission Meetings	12	10	22	19	20
Special Sessions	0	0	2	10	4
Development Agreements	4	5	6	5	5

Activity	2017 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
Landscape Plan	3	2	7	5	4
Rezoning Recommendations	22	7	8	15	13
Consultation	4	1	6	4	4
Minor Requests	20	9	20	25	18
Concept Plan	4	5	4	4	8
Building/Site Plan Reviews	19	16	21	15	17
Open Space Plans	1	0	0	1	2
Specimen Tree Removal Requests	4	2	4	1	2
Master Sign Plan Approval	6	1	3	10	8
Sign Permits	44	42	23	30	30

2022 Objectives

- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Serve as staff liaison to respective boards and commissions.
- Develop policies, zoning, text amendments and tools for the Port Washington Road corridor to plan for redevelopment and future, new development opportunities.
- Continue progress of Town Center development including public and private investment and evaluate additional measures to ensure success of district.
- Market new land use opportunities within the Ulao Creek neighborhood.
- Design and implementation of TC public improvements including road, OIT, utility burial and traffic calming and streetscaping.
- Continue to improve economic tools, community outreach and service to stakeholders to achieve a high level of citizen satisfaction.

Staffing for 2022

Positions (FTE)	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget
Community Development Director	1.00	1.00	1.00	1.00	1.00
Assistant Community Development Director	1.00	1.00	1.00	1.00	1.00
Planner I	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.50	0.50	0.50	0.50	0.50

Estimated 2022 Revenue

\$79,700

Proposed 2022 Budget

\$464,043