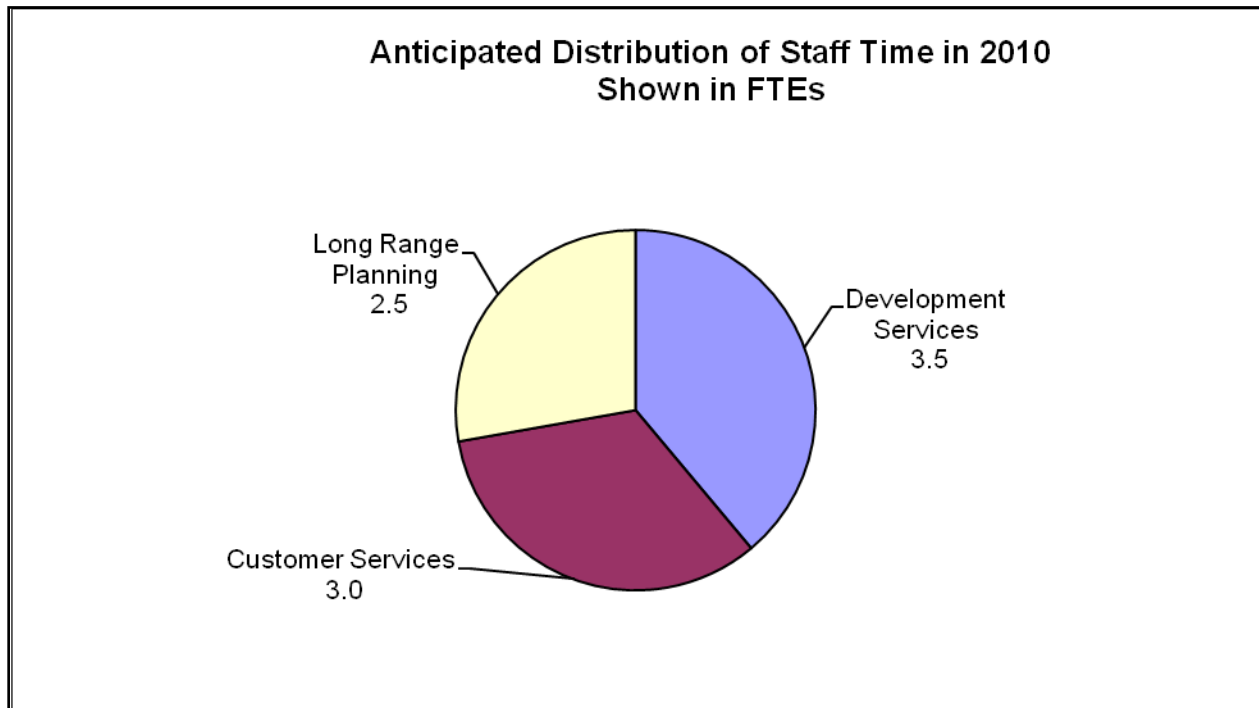


# Bloomington Division of Planning and Economic Development - 2010 Work Plan

The Planning Division reviews development applications, guides growth through long range plans and zoning requirements, and provides a variety of customer services. Given the slow economy, the work plan assumes a staffing level of nine full time equivalents (FTEs) in 2010 and that two open positions will remain vacant in 2010.

| <b>Planning Division Staffing Level</b> |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
| <b>Position</b>                         | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| Planning Manager                        | 1           | 1           | 1           | 1           |
| Senior Planner                          | 2           | 2           | 2           | 2           |
| Planner                                 | 6           | 6           | 5           | 4           |
| Support Staff                           | 2           | 2           | 2           | 2           |
| <b>Total</b>                            | <b>11</b>   | <b>11</b>   | <b>10</b>   | <b>9</b>    |

Division responsibilities are grouped in three areas: Development Services, Customer Services and Long Range Planning. Assuming slower than average development activity, the Division's nine FTEs are assumed to be split in 2010 among the three areas of responsibility as shown in the following chart. If 2010 development activity turns out to be closer to an average year, Planning staff would need to be shifted away from long range planning projects to help review and process the development applications.



## Development Services

The Planning Division's development services responsibilities center on reviewing and processing development and land use applications. These reviews are subject to several State mandates that require direct mail notices, newspaper notices, public hearings and action within set timelines. The time required for development services corresponds to the number and complexity of applications received, which in turn corresponds to the overall economy. The 2010 work plan assumes that the number of development applications in 2010 will be lower than average.

3.5 FTEs are anticipated to be needed in 2010 to complete the following development services responsibilities:

1. Assist developers and applicants with understanding City development standards and application processes.
2. Process applications. Enter application data into databases, process application fees, prepare case files and distribute applications to various Departments and agencies requiring review. Track mandated agency action dates.
3. Comply with public notice requirements. Prepare legal notices, gather addresses of all land owners required to be notified, send direct mail notices, submit newspaper notices.
4. Visit application sites to review relationships with surrounding land uses.
5. Review development applications for compliance with City Codes. Prepare and distribute agendas, staff reports, resolutions, ordinances, maps, correspondence and related documents for the public, the Development Review Committee, the Planning Commission, the City Council and any other impacted Advisory Commissions.
6. Communicate with members of the public who are interested in applications. Collect correspondence for decision makers.
7. Keep the public up to date regarding proposed development through website postings, E-subscribe e-mail notices, on-site sign installation and other methods.
8. Meet with applicants and neighbors to discuss concerns and negotiate improvements.
9. Communicate with impacted State agencies, Hennepin County, adjacent cities, the Metropolitan Airports Commission and others as needed.
10. Attend multiple Hearing Examiner, Planning Commission, City Council and other public meetings to provide background and answer questions on development applications and applicable City standards.
11. Approve or deny applications that can be processed at the staff level (for example, minor revisions to approved plans, certain final site and building plans, airport zoning permits and wireless colocations).
12. Prepare approval and denial letters for applicants that reflect any conditions of approval.
13. Review, track and process recreational vehicle approvals and screening waivers. Currently handled as a temporary process, which requires significant time for renewals.

14. Prepare case files for long term storage and microfilming.
15. Record resolutions with Hennepin County.
16. Perform site inspections to ensure compliance with approved plans. Multiple site inspections are required prior to occupancy, to verify landscaping installation, to verify landscaping survival after one year (and bond release), to verify lighting materials prior to installation and to verify light level compliance after lighting installation and burn in.

## **Customer Services**

The Planning Division performs a wide variety of customer service responsibilities for both external and internal customers. These responsibilities are tied less to the overall economy than the Division's development services. The 2010 work plan assumes that the amount of time required to perform the Division's customer service responsibilities will correspond with an average year.

3 FTEs are anticipated to be needed in 2010 to complete the following customer service responsibilities:

1. Respond to resident requests for information on City standards. Twenty or more calls and counter visits per day is typical. Common inquiries relate to fences, sheds, garages, additions and concerns about possible violations.
2. Review, process and approve all sign permit applications for permanent signs.
3. Provide demographic information for internal and external customers. Prepare challenge applications to annual Metropolitan Council population estimates which determine Bloomington's per capita based State Aids and Fiscal Disparities distributions. Serve as liaison on U.S. Census Bureau activities. Assist the School District in demographic analysis. Provide detailed data to the public and to other Departments to support grant applications and other needs.
4. Maintain a comprehensive Planning website with significant information on all long range planning projects, development activity, permit levels, demographics, agendas, zoning and comprehensive plan status.
5. Coordinate the City's wireless leases. Administer existing leases. At the end of 2009, nine wireless leases were in place with revenues of \$200,000 per year. Negotiate new wireless leases. Four new leases are anticipated in early 2010 to generate an additional \$100,000 per year.
6. Provide support services to the Planning Commission and Hearing Examiner. Manage communications and commissioner training, provide new member orientations, take minutes at all meetings, track annual attendance figures, set up meeting rooms.
7. Prepare "zoning letters" to provide documentation on zoning and conformity issues as required by lenders and buyers at the time of sale or refinancing. 50 to 70 zoning letters per year is typical.
8. Prepare brochures, handouts, schedules and forms to educate the public on standards and procedures.
9. Assist with the City's Wildlife Management Program. Coordinate deer removal.

10. Maintain E-Subscribe and Ask the City information resources.
11. Maintain official copies of Bloomington's Zoning and Guide Plan maps along with legal descriptions for zoning district boundaries.
12. Prepare and track development forecasts citywide.
13. Provide presentations to community organizations. Presentations are by requested by groups such as the Chamber of Commerce, the Building Owners and Managers Association (BOMA), the National Association of Industrial and Office Property Owners (NAIOP), Bloomington public school classes, university classes, the League of Women Voters, and senior organizations.
14. Review development proposals and mandated environmental reviews for development in adjacent cities. Coordinate city comments. Prepare comment letters on behalf of the City.
15. Review Metropolitan Council, Mn/DOT, Metropolitan Airports Commission and Hennepin County plans. Prepare comment letters to advocate for City interests.
16. Assist the Environmental Health Division and Legal Department in responding to resident complaints and in processing enforcement actions.
17. Assist the Assessing Division in its assessment analyses.

## **Long Range Planning**

The Planning Division prepares amendments to the Zoning Ordinance, prepares the Citywide Comprehensive Plan, prepares District Plans and other specialized plans, and processes City initiated rezoning and reguiding requests. Some activities (such as the Comprehensive Plan) are State mandates. Others respond to City Council requests. Recently, significant time has been spent comprehensively updating Bloomington's 1950s-era Zoning Ordinance.

Assuming development activity is slow in 2010, staff anticipates being able to devote 2.5 FTEs to work on the following long range planning activities.

### **Zoning Ordinance Update Priorities**

1. **Update Residential Zoning Districts.** Project underway. Updates 1950s-era residential standards as well as standards for nonresidential uses in residential districts.
2. **Revise Height Standards.** Project underway. Creates a new approach for regulating structure height.
3. **Revise Recreational Vehicle Standards.** As part of the overall effort to remove references to temporary conditional use permits (TCUPs), this amendment will consider modifying recreational vehicle standards and streamline the approvals process. Current standards require three-year renewals for screening waivers and TCUPs, which are time intensive to process.
4. **Update Subdivision Regulations.** Update outdated subdivision regulations.
5. **Create Airport Noise Insulation Standards.** Currently handled via conditions of approval. Standards are needed to provide consistency and improved developer awareness of noise insulation requirements.

6. **Update Industrial Districts.** Updates 1950s-era industrial districts and standards.
7. **2010 Miscellaneous Issues Ordinance.** Includes small scale Code amendments and fee changes, thereby substantially reducing the overhead of each amendment.

**Plan Priorities**

1. **Airport South District Plan.** Project in process. 2010 tasks include plan completion, adoption, and beginning implementation.
2. **Penn American District Plan.** Project in process. 2010 tasks include plan completion, adoption and beginning implementation.
3. **Hyland-Bush-Anderson Regional Park Reserve Master Plan.** Plan drafted in 2009. 2010 tasks include plan adoption and implementation.
4. **Update Comprehensive Plan.** Complete amendments necessitated by the Airport South District Plan, the Penn American District Plan and an update of the Sanitary Sewer and Water Plans. Pursue required Metropolitan Council approvals.

**Rezoning/Reguiding Priorities**

1. **Citywide.** Apply new commercial zoning districts outside of district planning areas. Project underway. City Council has already initiated rezonings.
2. **Penn American.** Rezone land as recommended by the Penn American District Plan.
3. **Airport South.** Rezone land as recommended by the Airport South District Plan.

**Zoning Ordinance Update/Misc. Projects – Priorities for Future Years**

Staff time is not anticipated to be available in 2010 for the following zoning ordinance updates or miscellaneous projects. They are listed here in priority order for future reference and in the event more staff time becomes available for long range projects in 2010 than anticipated.

1. **Create Restaurant Standards.** Restaurants are conditional uses in most districts, yet have no standards. Standards are currently applied through conditions of approval.
2. **Create environmental review standards.** Clarify in the City Code what environmental reviews are required at what time. While environmental review standards are set through State law, they interface with various City processes. That interface should be codified to ensure consistency.
3. **Solid waste collection study.** Evaluate the options available for community solid waste collection.
4. **Update legal sections.** Update sections that address various legal issues including enforcement, moratoria, overall purpose, authority, applicability, rules of construction, and zoning district map sections.
5. **Reorganize all remaining sections of Chapter 19 within Chapter 21.** To allow an improved organization scheme, the Zoning Ordinance Update Project

has been organizing newly created sections in Chapter 21 of the City Code. Over time Chapter 21 has grown while Chapter 19 has shrunk. There are several sections of Chapter 19 that are not in need of significant revision. These sections will need to be moved and reorganized into Chapter 21. Minor changes may be made at the same time. Although this subproject will have little impact on regulations, it will be time consuming (for example, revising all cross references). This subproject should occur near the end of the overall project to minimize the need for cross reference changes.

6. **Create temporary structure standards.** Optional project. Only minimal standards are in place today for temporary structures such as construction trailers, portable on demand storage, construction debris dumpsters and portable toilets, which can cause confusion and inconsistency.
7. **Create special event standards.** Optional project. Currently, many special events are regulated by policy. Standards should be established to clarify requirements and approval processes for various types of special events.
8. **Create urban agriculture standards.** Optional project. Project would address and update standards on community gardens and the keeping of animals for food, for example chickens.