

ADMINISTRATIVE SERVICES

One South Huron Street, Ypsilanti, MI 48197
Phone: (734) 483-9646 Fax: (734) 483-7260

DEPARTMENT DESCRIPTION:

The Planning and Development Department is responsible for long range planning, development review, zoning administration, historic preservation and economic revitalization.

Planning and Development

<p style="text-align: center;">Our Mission</p> <p>To maintain and improve the quality of life in the City of Ypsilanti by providing excellent planning, zoning, preservation and economic development services within available resources.</p>	<p style="text-align: center;">Our Vision</p> <p>To work creatively and collaboratively to enhance the natural and built environment of the City of Ypsilanti so that its population grows, its economy thrives, and it becomes the premier community of choice in Eastern Washtenaw County.</p>
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How We Are Structured



*FTE = Full Time Employees

PLANNING AND DEVELOPMENT	SERVICES WE PROVIDE(PROGRAMS)
Long range planning	Preparation, amendment and implementation of the City Master Plan, neighborhood plans, corridor plans and parks plans; participation in regional planning initiatives
Development review	Evaluation and processing of development applications
Zoning administration	Evaluation and processing of applications for variances or appeals; zoning compliance coordination
Historic preservation	Evaluation and processing of applications for work permits in the historic district; provision of information about the historic district ordinance

Economic revitalization	Provision of information and assistance related to economic development and brownfield redevelopment; public facility improvement planning; grant writing
Board and commission support	Provision of staff support to the planning commission, zoning board of appeals, historic preservation commission, economic development corporation and city brownfield redevelopment authority

What We Do - - - - - ▶ (Process and Activities)	What We Produce - - - - - ▶ (Outputs)
Long range planning Amend City Master Plan Implement City Master Plan Implement Parks & Recreation Master Plan	Implement master plan recommendations Increased understanding of City land use policy
Development review Process & evaluate applications	Recommendations and reports on rezonings, including planned unit developments; site plans; special use approvals; alley and street vacations; zoning ordinance text amendments; and sign permits
Zoning administration Compliance inspections Court testimony Zoning information	Site plans or permits that comply with applicable codes and conditions Inspections that ensure appropriate development Maps and written information about correct zoning
Historic preservation Process & evaluate applications Compliance inspections Historic preservation information	Work permits that comply with historic district code and HDC conditions Inspections that ensure appropriate changes Written information about historic preservation
Economic revitalization Redevelopment policies and incentives Capital improvements planning	Preparation & implementation of policies and collaborative incentives to support rehabilitation or redevelopment Five-yr CDBG CIP with DPW, Urban County
Board and commission support Planning Commission Zoning Board of Appeals Historic District Commission Economic Development Corp. Brownfield Redevelopment Authority	Staffing New member orientation and board training Staff reports and recommendations Minutes

<u>Who We Serve</u> - - - - - ▶ (Customers)	<u>What We Are Accomplishing</u> (Outcomes)
Citizens of Ypsilanti	Long range planning Orderly, sustainable development within the city Promotion of regional partnerships and cooperation
Property & business owners of Ypsilanti	Development review Development and redevelopment in compliance with ordinances
Developers	Zoning administration Provision of accurate zoning information for public reliance Enforcement of approval conditions Improvement of ordinances to respond to changing community needs
City of Ypsilanti departments	Historic preservation Preservation of city's historic resources to maintain community character Education of citizens regarding important historic preservation issues
City Council & appointed boards & commissions	Economic revitalization Enhancement of tax base and creation of jobs
	Board and commission support Provision of professional recommendations and guidance regarding land use matters to appointed and elected officials

<u>Who we are working with</u> - - - - - ▶ (Partners)	
Citizens of Ypsilanti	Improvement of property Involvement in long-range planning processes
City departments	Information sharing; coordination of plan review and ordinance enforcement efforts.
Local universities, colleges & schools	Assistance and alternative perspectives on active planning issues via internships and coursework
Washtenaw County	Coordination of recreation and long-range economic development and land use planning
Washtenaw Area Transportation Study	Creation and implementation of regional transit and non-motorized transportation plans
Local units of government	Coordination of long-range planning and citizen assistance activities
State & federal agencies	Direct grant and loan funding and facilitation of financial aid to citizens and businesses Technical assistance and training
Non-profit agencies	Planning and provision of recreation, economic development, and community development programs

**CITY OF YPSILANTI
ADMINISTRATIVE SERVICES
GENERAL FUND - PLANNING AND DEVELOPMENT 801
EXPENDITURE ANALYSIS**

FUND:		Actual	Original	Amended	Requested	Requested
GENERAL FUND		2006/2007	Budget	Budget	Budget	Budget
Dept: 801 PLANNING & DEVELOPMENT			2007/2008	2007/2008	2008/2009	2009/2010
Acct. No.	Acct. Description					
706-00	PERMANENT WAGES - SALARIES	181,675	200,912	181,785	90,676	93,396
707-00	TEMPORARY WAGES	14,470	21,600	18,880	21,000	21,000
714-00	FRINGE BENEFITS	67,149	75,706	58,430	28,948	30,985
SUB-TOTAL SALARIES, WAGES & FRINGES		263,294	298,218	259,095	140,624	145,381
728-00	OFFICE SUPPLIES	983	2,030	800	1,180	1,215
730-00	POSTAGE	37	250	250	256	264
757-00	OPERATING SUPPLIES	452	2,050	500	512	527
807-00	AUDIT FEES	9,324	10,080	10,080	8,909	8,009
818-00	CONTRACTUAL SERVICES	7,199	20,000	-	20,000	20,000
853-00	TELEPHONE	1,428	3,600	1,600	1,637	2,128
864-00	CONFERENCES AND WORKSHOPS	-	1,485	1,485	1,900	1,957
900-00	PRINTING AND PUBLISHING	605	2,140	900	1,500	1,545
934-00	OFFICE EQUIPMENT RENTAL	-	250	250	250	250
957-00	BOOKS MAGAZINES AND PERIODICAL	175	375	375	384	396
958-00	MEMBERSHIPS AND DUES	1,007	964	1,040	1,064	1,096
960-00	PROFESSIONAL DEVELOPMENT	-	3,980	3,980	1,125	1,159
SUB-TOTAL ADMINISTRATIVE COSTS		21,210	47,204	21,260	38,717	38,546
GRAND TOTAL		284,504	345,422	280,355	179,341	183,927

	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	FY 2009-10
	Actual	Original	Amended	Requested	Requested
STAFFING					
PLANNING & DEVELOPMENT	3.50	3.40	3.40	1.65	1.65
TOTAL-PLANNING & DEVELOPMENT	3.50	3.40	3.40	1.65	1.65

VARIANCE ANALYSIS:

Salaries, wages, fringes, and administrative costs: Change is due to the reduction of staffing from 3.40 to 1.65 for FY 2008-09.

PLANNING & DEVELOPMENT EXPENDITURES
IN (000)

