
PLANNING DEPARTMENT ORGANIZATION: SELECTED CITIES

PLANNING DEPARTMENT: CITY OF BALTIMORE, MARYLAND

Role Within City Government:

- All divisions play a role in the development of the comprehensive master plan, zoning ordinances, and the enforcement these documents in proposed developments within the city. The planning commission must approve a development for it to move into construction phases.
- Department works in concert with such things as:
 - > Baltimore Land Preservation, Parks and Recreation
 - > Baltimore City Bicycle Master Plan
 - > All Hazards Plan
 - > Maritime Industrial Zoning Overlay District
 - > Baltimore Region Rail Plan

Department Structure:

- Department has a breakdown of divisions:
 - > Comprehensive Planning
 - > Land Use and Urban Design
 - > Research and Strategic Planning
 - > Historical and Architectural Preservation

Staff:

- Each division is headed up by a Division Chief, who oversees staff activities in that division. Planners look to the comprehensive master plan and capital improvement plan as a foundation for design and

implementation. Planners use zoning ordinances for enforcement.

- Properties require a site plan review by the planning department as well as a design review and approval before construction can take place. At a pre-development meeting, planning department staff review the concept design and make recommendations.

Area Plans, Neighborhood Plans, etc.:

- The Baltimore City Department of Planning has drafted Baltimore's first new Comprehensive Master Plan in over 30 years. Written in a business plan format, it sets out strategies for coordinating and leveraging City investment, policy and programming to maximize economic opportunity and the quality of life for all citizens of Baltimore over the next 6 years. The Plan focuses on four primary areas: live, earn, play, and learn. The Comprehensive Master Plan consists of a study of existing area conditions with a discussion of future trends, goals, and objectives.
- The Department of Planning also has an Office of Sustainability, which oversees its own sustainability plan, and is forming the initial framework for future legislation with regard to sustainable/green requirements in development and construction.

PLANNING DEPARTMENT: CITY OF COLUMBUS, OHIO

Role Within City Government:

- The Planning Division undertakes projects and programs to strengthen neighborhoods. The Division recommends changes to zoning and other city codes to implement plans and to maintain pace with changing development patterns and trends.
- They also play a key role in the areas of growth policy and joint planning with neighboring jurisdictions, and staff several boards.

Department Structure:

- Administration
 - > Provides planning support to the Development Director's Office and Mayor's Office, and coordinates division activities and communication with City Council
 - > Serves as a primary contact for other agencies, jurisdictions and stakeholders regarding planning issues
- Long Range Planning
 - > Addresses a variety of growth-related issues
 - > Preparation and implementation of area plans for portions of the city experiencing territorial growth,
 - > Preparation of new development policies and standards such as the Traditional Neighborhood Development (TND) zoning article, and the
 - > Management and analysis of data related to growth issues
- Neighborhood Planning
 - > Works in partnership with Columbus residents to enhance and sustain urban neighborhoods. Staff responds to neighborhood development issues and opportunities with planning assistance tailored to the demands of each situation.
 - > Typically planning assistance involves a teamwork approach with the neighborhood and includes preparation of area plans and studies; development of action plans, strategies and programs; and preparation of corridor plans and studies.
- Urban Design
 - > provides design solutions and alternatives for neighborhood and citywide issues concerning streetscape, public spaces and infrastructure, as well as urban design support for area, corridor, and neighborhood plans
 - > deals with the quality of the built environment, its form, space between buildings, and the relationship of pieces to the whole

- > uses an approach emphasizing design principles and aesthetics to address development issues and to formulate basic standards promoting quality of development

Staff:

- Prepares and updates neighborhood plans, and promotes their implementation, as described above.
- Division consists of a Chief Administrator and support staff on the administrative level, complemented by a manager in each sub-category who oversees a support staff of planners and designers.

Plans and Services, etc.:

- Area plans and the subsets of neighborhood and corridor plans
 - > The traditional service provided by the division: A plan for the physical development (or redevelopment) of an area, neighborhood or district is prepared. The community is engaged through a participatory process that results in a consensus-based planning document.
 - > City Council adopts the plan as official city policy following review by the Development Commission
- Charrettes
 - > Interactive and intensive planning events in which participants identify recommendations to address a location's physical and design issues. Charrettes and workshops focus on physical planning, urban design, and related issues. The division organizes and facilitates these tools with participants representing a range of stakeholders willing to work together using drawings, illustrations, maps, plans, etc. to jointly identify solutions in response to a common issue.
- Plan Revisions and Amendments
 - > Adopted plans are periodically reviewed and updated to ensure their relevancy.
 - > Planning Division staff consults with city leadership and stakeholders to determine the necessity, timing and scope of plan updates. Typically the update process should be expeditious and focus on key issues.

PLANNING DEPARTMENT: CITY OF SAN FRANCISCO, CALIFORNIA

Role Within City Government:

- Planning Department is responsible for regulating the type and scale of land use activities that may take place at a given location.
- The Planning Department, through the Planning Code and Zoning Maps, places limits on these activities and the overall dimensions of the structures in which they occur. This is accomplished through establishment of controls such as maximum dwelling unit densities, restrictions on allowable commercial uses by zoning district and by building story, establishment of maximum building heights, rear yard, open space, and parking requirements.

Department Structure:

- Planning department oversees the Planning Commission, Historic Preservation Commission, and Neighborhood Planning Teams.
- Staff duties are structured in a hierarchical fashion, centering on tasks relating to the General Plan, Zoning Ordinance, and other Plans and Codes.

Plans, etc.:

- **Planning Code and Zoning Ordinance**
- **General Plan**
 - > The embodiment of the community's vision for the future of San Francisco. State law requires that the General Plan address seven issues: land use, circulation, housing, conservation, open space, noise and safety. The Charter approved by the voters in November 1995 requires that the Planning Commission recommend amendments to the General Plan to the Board of Supervisors for approval. This approval changes the Plan's status from an advisory to a mandatory document and underscores the importance of Referrals establishing consistency with the General Plan
 - > The general plan includes:
 - Plan Elements, such as: Air Quality, Arts, Community Safety, Environmental Protection, Transportation, Open Space, and Urban Design
 - Area Plans for neighborhoods and art/cultural districts
 - Land Use Index
- **Other City Codes, including Historic Preservation**
- **Zoning Maps**

PLANNING DEPARTMENT: CITY OF RALEIGH, NORTH CAROLINA

Role Within City Government:

- To provide guidance for the growth, preservation and development of the City of Raleigh in order to maintain a community of lasting value.
- Approve site plans/proposed developments prior to construction.

Staff: Planning Director and Deputy, staffed by six planning and design professionals and some administrative support staff.

Under the Auspices of the Planning Department:

- Brownfields Program
- Development Services
- Economic Development
- GIS Mapping
- Historic Preservation
- Long Range Planning
- Neighborhood Planning
- Urban Design
- Zoning & Rezoning

Area Plans, Neighborhood Plans, etc.:

- Comprehensive Plan
 - > The comprehensive plan is a major component of the planning process for the city as it guides the long-range, comprehensive decision making process involving primarily physical development

and those city actions expected to influence development in the long-term.

- > The comprehensive plan contains goals, objectives, policies and guidelines for growth and redevelopment for the city.
- Systems Plans
 - > The Systems Plans include goals and policies for public infrastructure systems such as the water and wastewater systems, stormwater management, parks and recreation, and transportation systems.
 - > An Economic Development Strategy as well as a Housing Plan and Historic Preservation Plan are also included in the Systems Plans.
- District Plans and Maps
 - > District Plans feature area-specific goals, objectives and guidelines for each of the ten planning districts
 - > For each planning district there is a district plan that provides details on existing conditions including land use, zoning, and demographic projections.
 - > The system plans and urban form guidelines are also provided in greater detail for each district and include district based maps.
 - > Within defined areas of each planning district, detailed plans have been prepared to address specific issues such as in Corridor Plans along the major roadways entering Raleigh, Neighborhood Plans, Watershed Plans, and Small Area Plans.

PLANNING DEPARTMENT: CITY OF ATLANTA, GEORGIA

Role Within City Government:

- Guide the development of the City through effective measures of planning, design review, construction plan approval, code compliance, and housing assistance.
- Take a leadership role in creating opportunities for our City to continue to grow and sustain our diverse communities that define and give Atlanta its unique character.
- The Office of the Commissioner (of the Department of Planning and Community Development) provides leadership, policy direction, and centralized staff support for the Bureaus of Planning (and subsequent Commissions), Buildings, and Housing and Code Enforcement. Support services include administration, budget, personnel management, legislative liaison, policy collaboration and coordination and technical support and workload functions.

Area Plans, Neighborhood Plans, etc.:

- Comprehensive Development Plan
 - > Sets forth the official vision for the physical, social, and economic growth and development of the City of Atlanta for the next twenty-five years.
 - > Through words and maps, it details existing conditions and trends, defines goals for the future, and outlines policies to achieve those goals, on a citywide level as well as for individual communities.
 - > The CDP also serves as a guide for the preparation of the Capital Improvement Program (CIP) and the annual city budget.
- Atlanta Strategic Action Plan
 - > New 2007–2032 Comprehensive Planning Document for the City of Atlanta. Atlanta's Strategic Action Plan is the document that will reflect “ your city, your vision, your plan.”

- Comprehensive Transportation Plan
 - > Insures mobility, continued economic growth, and desired quality of life for citizens and visitors alike.
 - > Connect Atlanta (the city's first CTP), will ensure that Atlanta continues to lead the region in efficient, effective and affordable transportation.
- Community Development Block Grant
- Neighborhood Stabilization Program
 - > Provide emergency assistance to state and local governments to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities.

Atlanta Urban Design Commission

- Nominates and regulates buildings and districts which are designated as Historic Buildings or Sites, Landmark Buildings or Sites, Conservation Districts, Historic Districts, or Landmark Districts.
- Reviews and comments on projects that involve City of Atlanta property, rights-of-way, or parks.
- Reviews and comments on the capital expenditures by other public agencies or authorities that are required to submit plans for review by the City of Atlanta.
- Reviews and comments to the Zoning Review Board and Board of Zoning Adjustment on any proposed action pending before those boards regarding any building, site or districts that has been designated under the City's historic preservation ordinance.
- Provides technical assistance and public information to property owners, residents, and others interested in historic preservation, the City of Atlanta's history, the historic resources within the City of Atlanta, or other related subjects.

PLANNING DEPARTMENT: CITY OF MINNEAPOLIS, MINNESOTA; DEPARTMENT OF COMMUNITY PLANNING & ECONOMIC DEVELOPMENT (CPED)

Role Within City Government:

- The Department of Community Planning and Economic Development works to grow a sustainable city.

Staff:

- Extensive staff population, integrated within various divisions of the CPED.
- Within the Planning Department itself, there are two overall administrators, with an extensive staff supporting each of the sub-divisions of: Community Planning/Cultural Affairs, Land Use/CPC, Preservation and Design, and Zoning Administration and Enforcement.

Under the Auspices of the Planning Department:

- Planning, Zoning & Development Review
 - > Provides planning and zoning tools and assistance, support the Minneapolis Planning Commission and Zoning Board of Adjustment, and review proposed development activity, in cooperation with other City Departments. Responsible for the creation, modification and implementation of the city's Comprehensive Plan – called The Minneapolis Plan – which is the policy document that describes the City's vision for growth and development
- Heritage Preservation, Arts & Cultural Affairs
 - > Promotes historic preservation and the artistic and cultural life of the city, and provide staff support for the Minneapolis Heritage Preservation and Arts commissions.
 - > Provides staff support for the Minneapolis Heritage Preservation Commission and the Minneapolis Heritage Preservation Awards program, and maintains an online inventory of local landmarks and historic districts.
 - > Promotes and fosters film and video production, recording and new media by providing film permits and referral assistance to production companies, and administers the ten-year Minneapolis Plan for Arts and Culture.

- Housing Development, Rehabilitation & Ownership
 - > Administers programs that support Minneapolis residents and communities across the entire housing continuum: from emergency shelters and transitional housing to affordable and market-rate rental and ownership opportunities. Works in partnership with community organizations, housing developers, funders, lenders and government partners to implement an aggressive Five-Point Strategy to restore a healthy housing market in North Minneapolis.
- Commercial-Industrial Development
 - > Provides the following programs and services to support commercial and industrial development activity located within the City of Minneapolis.
- Development Assistance Programs, Services and Information
- Great Streets Program
- Brownfields Program
- Business Assistance and Finance
- Business Assistance & Finance
 - > Provides the following assistance and finance tools for businesses in the City of Minneapolis:
- Business Assistance
- Business Finance Programs
- Resources
- Minneapolis Employment & Training Program (METP)
 - > Administers a variety of employment and training programs designed to assist Minneapolis youth, adults and area employers. METP evaluates and selects providers for certain programs and directly administers others. METP also staffs the Minneapolis Private Industry/Workforce Council.

Area Plans, Neighborhood Plans, etc.:

- The following land-use and development plans have been approved by the Minneapolis City Council. This list of approved plans is organized by geographic sector, beginning with citywide and multi-sector projects, followed by the five planning sectors

PLANNING DEPARTMENT: CITY OF PORTLAND, OREGON; BUREAU OF PLANNING AND SUSTAINABILITY

Role Within City Government:

- The Bureau of Planning has recently merged with the Office of Sustainable Development to create the new Bureau of Planning and Sustainability.
- This new bureau builds on the outstanding history of planning in Portland, and will ensure that sustainability principles are thoroughly integrated into the core of Portland's planning, urban design and government operations.
- Plan for smart development and to prevent urban sprawl. Most importantly, the Bureau of Planning works alongside citizens to create the long range goals, plans, and strategies that guide Portland's future.

Under the Auspices of the Planning Department:

- Bureau of Planning
- Office of Sustainable Development

Area Plans, Neighborhood Plans, etc.:

- Extensive selection of plans and projects, including:
 - > Airport Futures
 - > Central City Planning
 - > District Liaison Program
 - > Historic Resources
 - > Infill Design
 - > Natural Resource Inventory Update
 - > Skidmore/Old Town District Implementation Project

Staff: Managed by the Office of Sustainable Development Director, with commensurate support staff.

PLANNING DEPARTMENT: CITY OF SAINT PAUL, MINNESOTA

Role Within City Government:

- Promotes social, physical and economic well-being as a resident of Saint Paul by working on Citywide and neighborhood plans.
- Advise the Mayor and the City Council, and serve as staff to the Planning Commission. We encourage a high degree of citizen participation and work with District Councils, community development corporations, business organizations, and ad hoc task forces.

Area Plans, Neighborhood Plans, etc.:

- The Comprehensive Plan
- Neighborhood plans
- Zoning applications and regulations
- Large-scale redevelopment projects
- Heritage preservation (assist DSI)

Under the Auspices of the Planning Department:

- Staffing the Planning Commission
 - Developing Plans
 - Staffing the Zoning Committee
 - Zoning Assistance
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PLANNING DEPARTMENT: CITY OF WASHINGTON, THE DISTRICT OF COLUMBIA: OFFICE OF PLANNING

Role Within City Government:

- With Historic Preservation moving from Consumer and Regulatory Affairs to Planning, the Office of Planning now encompasses all of the critical services and components necessary to develop and review large area, small area, and neighborhood plans.

Staff: One director of Planning, with four planning sub-directors.

Under the Auspices of the Planning Department:

- Work with residents in every neighborhood in the District to identify (or confirm) neighborhood priorities, develop a plan of action, and move to implementation.
- Develop thoughtful plans for revitalizing long-neglected neighborhoods in our city. The McMillan Plan, the Georgia Avenue Revitalization Initiative, the Anacostia Waterfront Initiative, the East of the River Plan, and other projects are the first steps in neighborhood and commercial revitalization. OP now has eight revitalization planners to make these projects happen.
- Rebuild the Development Review Department to respond in a timely manner. This department works with

developers, large institutions, and the community to identify and resolve problems before a decision has to be made. OP has hired four additional design review specialists to provide this service.

- Incorporate Historic Preservation into the Planning Process. Since October 2000, when the Office of Historic Preservation officially joined the Office of Planning, preservation elements have been incorporated into the larger context of planning.
 - Disseminate demographic and economic data - The State Data Center has the information you need if you are formulating a marketing plan, relocating or starting a business, developing an area or customer profile, working on a public policy initiative or simply require demographic or economic figures.
 - Utilize state-of-the-art technology on all Planning Initiatives. The Geographic Information System (GIS) Group performs demographic and spatial analysis, develops specialized GIS tools, and creates maps for OP planners, other District government agencies, consultants, and the general public.
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