



# **PLANNING DEPARTMENT**





# 2009 – 2010 Proposed Budget --- Budget Summary General Fund – Planning

## 2009 – 2010 Planning Department Budget Highlights

- Provides resources necessary to address short term and long term planning issues, including growth management, review of the Comprehensive Plan, and working with the City’s economic development partners.
  - Historically, approximately 90 percent of the Department’s budget is supported by the General Fund, with the remaining 10 percent from land-use fees. The effect of our national economic situation on local land use activity is expected to reduce the revenue generated by land-use fees.
    - By policy, the City Council has set a goal of recovering a minimum of 50 percent of direct costs associated with the processing of land use applications. Based upon a review of this past year’s land use application activity and related costs, no adjustments to the current land use fee structure are proposed in order to meet this goal in the coming fiscal year.
    - Long-range planning activities; e.g., comprehensive planning, ordinance reviews, special projects, are entirely General Fund supported.

- **Professional Services - Legal and Planning** --- to assist in the City’s defense of the adopted *McMinnville Growth Management and Urbanization Plan (MGMUP)*, and to amend the details of the plan as may be directed by Oregon Court of Appeals’ decisions.

The Planning Department is participating in completion of the City’s first Transportation System Plan addressing both current and future local transportation concerns.



### ➤ Programs, Projects, or Equipment:

- Supports the planning related 2009 – 2010 City Council goals:
  - Support of the McMinnville Economic Development Partnership (MEDP) and the City’s economic development program
  - Complete a Sustainability “Action Plan” and assist in its implementation as directed by City Council.
  - Complete the City’s first Transportation System Plan
- Continuing with a staff of four planners this past year, plus a slow down in residential development, has provided capacity to address growth management and longer term planning issues both this year and in the coming year.

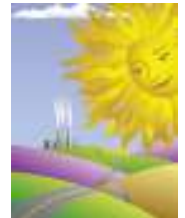
### Full-Time Equivalents

	<u>2008-2009</u>	<u>Change</u>	<u>2009-2010</u>
<b>FTE Adopted Budget</b>	<b>5.50</b>		
No Change		<u>0.00</u>	
<b>FTE Proposed Budget</b>			<b>5.50</b>



This past year, around half of all City Council agenda items involved planning or land use issues.

The Planning Department is participating in the Sustainability Committee and leading a city-wide energy audit to help reduce the City’s carbon footprint and global warming.



# 2009 – 2010 Proposed Budget --- Budget Summary

## General Fund – Planning

### Short- and Long-Term Issues

#### **Short-Term Issues**

- Keep pace with development activity and its complexity.
- Bring to a close the legal challenges to the City's adopted *McMinnville Growth Management and Urbanization Plan* (MGMUP).
- Complete the Transportation System Plan (TSP).
- Continue to actively participate with the McMinnville Economic Development Partnership (MEDP) to address economic development issues.
- Implement and administer the recently adopted Sign Ordinance.

#### **Long-Term Issues**

- Implement the plans and policies contained in the MGMUP in order to accommodate projected growth.
- Review and update the Volume I (Background Element), Volume II (Goals and Policies), and Volume III (Zoning Ordinance) of the City's Comprehensive Plan to reflect the community's vision and needs of the changing population.
- Provide training necessary to adequately address growth management issues.

### Core Services

#### **Current Planning**

- Direct and administer the day-to-day land use, development, and zoning related activities of the City.
- Respond to citizen complaints regarding alleged land-use offenses.

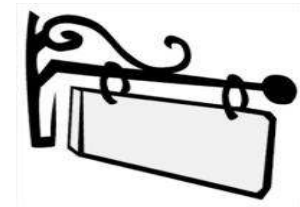
#### **Long-Range Planning**

- Responsible for maintaining and updating the comprehensive plan; analyzing and forecasting economic and growth related trends; and, assist in the preparation of utility master plans; i.e., transportation, sanitary and storm sewer, parks.
- Most long-range planning work is project related and driven by local, state, or federal dictates.

#### **Economic Development**

- Advise and assist public, business and industry, and other agencies directly or indirectly involved in McMinnville's economic development.
- Active partner with McMinnville Industrial Promotions (MIP), McMinnville Area Chamber of Commerce, and private business interests in McMinnville Economic Development Partnership (MEDP). Through this partnership, the department represents the City's interests in economic development, assists in the preparation of business recruitment and retention materials, and responds to various business inquiries.

The Planning Department provides staff support to ten standing review bodies, committees and partnerships.










The Planning Department worked with the Sign Committee and completed a multi-year effort to adopt the City's first comprehensive Sign Ordinance.



Managing growth and maintaining our "small town atmosphere" continue to be important to both citizens and visitors alike.



## General Fund – Planning Dept --- Historical Highlights

- 1856** W.T. Newby plats townsite that is to become McMinnville on five-acre parcel located a short distance west of the present McMinnville Library. Planning of the city unofficially begins. 
- 1866** According to *The Register*, McMinnville has “300 residents with five stores, three blacksmith shops, two wagon shops, one silversmith, one shoe shop, two doctors, one flour mill, and no licensed beer or grog saloons.” 
- 1900** US Census Bureau estimates city’s population at 1,420.
- 1936** First zoning ordinance adopted, establishing zoned districts, restricting the location of industry and trade, and regulating height of buildings. 
- 1948** First McMinnville Planning Commission appointed.
- 1968** McMinnville Zoning Ordinance adopted, the city’s first comprehensive zoning ordinance. 
- 1968** City’s first downtown master plan also adopted, “Planning for the Central Area”.
- 1970** City population passes 10,000.
- 1981** City adopts its first comprehensive land use plan. The State Land Conservation and Development Commission (LCDC) approves the plan in 1983. 
- 1993** City residents number more than 20,000.
- 1996** City voters pass Charter amendment requiring voter- approved annexation. (By 2004, voters have approved 35 of 39 annexations.)
- 1999** City planners work with Downtown Steering Committee and update Downtown Master Plan.
- 2003** After more than eight years work, the City adopts the “McMinnville Growth Management and Urbanization Plan” (MGMUP). This 20-year plan is sent to the State for review and approval. 
- 2003** Total number of housing units in McMinnville surpasses 10,000.
- 2004** Following more than a decade of explosive growth, City’s population unofficially hits 30,000. McMinnville is Oregon’s 15<sup>th</sup> most populated city. 
- 2005** The Planning Department helps establish the McMinnville Economic Development Partnership.
- 2006** The MGMUP receives State approval; action appealed by 1000 Friends to Oregon Court of Appeals.
- 2007** Planning Department relocated to the new Community Development Center.
- 2008** Large format commercial design standards, regulations for commercial trash enclosures, revised general regulations, and new signage standards were drafted by the Planning Department and following public review were adopted by the City.

**2009 - 2010 Proposed Budget --- Personal Services Summary**  
**Salaries Paid From More Than One Source**  
**General Fund - Planning**

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<b><u>Permit Technician</u></b>	1	328	40,644		
General Fund					
Engineering (0.25 FTE)				24	10,161
Planning (0.50 FTE)				28	20,322
Building Fund (0.25 FTE)				294	10,161

Budget Document Report

**01 - GENERAL FUND**

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
0	0	0	<b>4250 Planning Fees</b>	0	0	0
12,335	10,140	7,500	<b>4250-05 Planning Fees - Land Use Fees - Administrative</b> Administrative variance, minor land partition, landscape plan review, home occupation permit, and boundary line adjustment application fees.	7,500	7,500	7,500
21,665	5,054	12,000	<b>4250-10 Planning Fees - Land Use Fees - Planning Comm</b> Conditional use permit, variance, Planning Director appeals, and subdivision application fees.	4,000	4,000	4,000
15,837	7,901	11,000	<b>4250-15 Planning Fees - Land Use Fees - City Council</b> Urban growth boundary amendments, comprehensive plan map and text amendments, Planning Commission appeals, and zone change application fees.	10,000	10,000	10,000
1,548	4,085	1,500	<b>4250-20 Planning Fees - Annexation Fees</b> Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	1,500	1,500	1,500
7,073	5,725	5,000	<b>4250-25 Planning Fees - Building Permit Review Fees</b> Fees to cover Planning Department costs associated with the review of building permit applications.	1,000	1,000	1,000
5,821	10,903	13,000	<b>4250-30 Planning Fees - Election Fees - Annexations</b> Annexation measure applicant "deposit" for the November 2009 election.	13,000	13,000	13,000
<b>64,279</b>	<b>43,808</b>	<b>50,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
<b>INTERGOVERNMENTAL</b>						
0	0	10,500	<b>4535 Federal NPS CLG Grant</b>	0	0	0
0	0	0	<b>5070 Water &amp; Light</b>	0	0	0
46,610	47,870	49,690	<b>5070-05 Water &amp; Light - Economic Development</b> McMinnville Water and Light Department economic development support which helps to fund City economic development functions and Planning Department current and long-range planning activities.	51,090	51,090	51,090
<b>46,610</b>	<b>47,870</b>	<b>60,190</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>51,090</b>	<b>51,090</b>	<b>51,090</b>
<b>MISCELLANEOUS</b>						
206	246	175	<b>6600-99 Other Income - Planning</b> Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.	150	150	150
<b>206</b>	<b>246</b>	<b>175</b>	<b>TOTAL MISCELLANEOUS</b>	<b>150</b>	<b>150</b>	<b>150</b>
<b>111,096</b>	<b>91,924</b>	<b>110,365</b>	<b>TOTAL RESOURCES</b>	<b>88,240</b>	<b>88,240</b>	<b>88,240</b>

**01 - GENERAL FUND**

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONAL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
241,749	308,810	331,362	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 1.00 FTE Senior Planner - 1.00 FTE Associate Planner - 2.00 FTE Executive Secretary - 1.00 FTE Permit Technician - Combined Depts - 0.50 FTE	338,002	338,002	338,002
326	135	1,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	1,000	1,000	1,000
0	0	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
0	0	20,606	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	21,018	21,018	21,018
0	0	4,819	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	4,916	4,916	4,916
17,696	22,754	0	<b>7300-07</b>	<b>Fringe Benefits - FICA - History</b>	0	0	0
55,695	67,600	79,767	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	66,691	66,691	66,691
29,175	35,177	37,824	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	40,689	40,689	39,008
293	379	347	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	347	347	347
1,348	1,701	1,830	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,863	1,863	1,863
2,578	4,047	4,110	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	5,056	5,056	5,056
0	0	0	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	175	175	161
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
<b>348,858</b>	<b>440,603</b>	<b>481,665</b>	<b>TOTAL PERSONAL SERVICES</b>		<b>479,757</b>	<b>479,757</b>	<b>478,062</b>

**MATERIALS AND SERVICES**

7,370	2,943	8,500	<b>7520</b>	<b>Public Notices &amp; Printing</b> 6,500 Legal notices for Citizens Advisory Committee (CAC), Historic Landmarks Committee, Planning Commission, and City Council hearings and work sessions on land-use items; printing of various brochures, plan documents, and application forms; and advertising of job openings, if necessary. 1,000 Publication, notification, and ballot preparation expenses.	7,500	7,500	7,500
464	198	700	<b>7540</b>	<b>Employee Development</b>	600	600	600
1,946	2,751	5,000	<b>7550</b>	<b>Travel &amp; Education</b> Attendance at educational conferences; e.g., League of Oregon Cities, American Planning Association seminars, and Oregon Planner's Institute. Memberships in professional organizations, trips to out-of-town meetings, and Planning Commission training and dinners are also included.	3,500	3,500	3,500

Budget Document Report

01 - GENERAL FUND

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0	0	0	<b>7590 Fuel - Vehicle &amp; Equipment</b> Department's share of gas, oil, grease for shared Community Development car - 50% shared with Engineering Department.	400	400	400
2,219	2,831	3,500	<b>7600 Electric &amp; Natural Gas</b> Department's share of Community Development Center electricity expense, ~37%.	3,100	3,100	3,100
2,300	3,300	0	<b>7610 Insurance</b>	0	0	0
0	0	3,100	<b>7610-05 Insurance - Liability</b>	2,400	2,400	2,400
0	0	800	<b>7610-10 Insurance - Property</b>	700	700	700
3,039	3,798	4,200	<b>7620 Telecommunications</b>	5,500	5,500	5,500
889	3,060	2,700	<b>7650 Janitorial</b> Department's share of Community Development Center janitorial service and supply costs, ~37%.	2,500	2,500	2,500
6,456	4,688	7,000	<b>7660 Materials &amp; Supplies</b> Office supplies and planning publications.	6,000	6,000	6,000
0	0	0	<b>7660-27 Materials &amp; Supplies - Downtown Project Develop/Improve</b> Downtown Task Force allocation for Downtown Project Development/Improvement.	0	5,000	5,000
0	0	9,244	<b>7710 Materials &amp; Supplies - Grants</b>	0	0	0
0	0	0	<b>7720 Repairs &amp; Maintenance</b>	0	0	0
190	3,565	8,500	<b>7720-08 Repairs &amp; Maintenance - Building Repairs</b> Department's share of Community Development Center's repairs and improvements. For 2009-2010, work will include rebalancing and adjusting the building HVAC system, building weatherization work, and adding audio/visual improvements to the large conference room, ~37%.	11,000	11,000	11,000
1,146	566	2,850	<b>7720-10 Repairs &amp; Maintenance - Building Maintenance</b> Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~37%.	2,850	2,850	2,850
1,504	1,471	1,350	<b>7750 Professional Services</b>	770	770	770
9,274	24,279	25,000	<b>7750-09 Professional Services - Legal</b> Contract attorney services to assist the City with defending the adopted "McMinnville Growth Management and Urbanization Plan" before the Oregon Court of Appeals.	15,000	15,000	15,000
5,821	10,903	13,000	<b>7750-30 Professional Services - Annexation Elections</b> Election expenses related to the November 2009 election; City reimbursed by applicant(s) through revenue account, Planning Fees-Election Fees-Annexation.	13,000	13,000	13,000
0	0	0	<b>7760 Professional Svcs - Plan/Study</b>	0	0	0
0	0	10,000	<b>7760-07 Professional Svcs - Plan/Study - Downtown Master Plan</b> Downtown Task Force allocation for Downtown Master Plan update.	0	5,000	5,000
0	0	15,000	<b>7760-12 Professional Svcs - Plan/Study - Three Mile Lane</b>	0	0	0



Budget Document Report

**01 - GENERAL FUND**

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0	0	5,000	<b>7760-15</b>	<b>Professional Svcs - Plan/Study - DLCD Urban Growth Boundary</b> Contract planning services to assist the City in refining the adopted "McMinnville Growth Management and Urbanization Plan", should it be remanded by the Oregon Court of Appeals for additional work.		5,000	5,000	5,000
0	0	0	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		0	0	0
1,084	1,780	2,850	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b> Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%.		2,500	2,500	2,500
783	413	0	<b>7800</b>	<b>M &amp; S Equipment</b>		900	900	900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office chair	1	400	400	
				Civic Hall meeting transcription equipment - 50% shared w/ Admin	1	500	500	
0	0	0	<b>7830</b>	<b>M &amp; S Computer Charges - IS Fund</b>		0	0	0
5,934	7,699	7,438	<b>7830-98</b>	<b>M &amp; S Computer Charges - IS Fund - Computer Services</b> Network and PC support agreements, licenses, financial systems, internet connection etc.		17,953	17,953	17,912
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Shared network services cost	1	17,912	17,912	
8,861	5,093	11,750	<b>7830-99</b>	<b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>		553	553	1,418
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department shared hardware and software	1	1,418	1,418	
<b>59,280</b>	<b>79,340</b>	<b>147,482</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>101,726</b>	<b>111,726</b>	<b>112,550</b>
<b>408,138</b>	<b>519,942</b>	<b>629,147</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>581,483</b>	<b>591,483</b>	<b>590,612</b>