

**WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING DEPARTMENT (MAPD)**

The mission of MAPD is to provide professional planning services to the community regarding land use, public facilities and transportation systems in order that the Wichita/Sedgwick County metropolitan area continues to be a quality place to live, work and play.

To carry out this mission, the department is organized into divisions according to work functions.

ADVANCED PLANS DIVISION

STATEMENT of PURPOSE

Create community plans that contribute to the long term betterment of the community, reflect community vision, and can become reality through a commitment to implementation.

DIVISION GOALS and OBJECTIVES

1. *Undertake and coordinate comprehensive, area and neighborhood revitalization plan preparation and implementation initiatives consistent with priorities set by the City Council and Board of County Commissioners.*
 - a. Conduct all plan preparation and implementation initiatives in a timely manner.
 - b. Ensure that all plans reflect community consensus and support.
2. *Undertake and complete HUD environmental reviews for City of Wichita HUD projects.*
 - a. Perform all environmental reviews in a timely manner, consistent with HUD requirements.
 - b. Effectively coordinate the environmental review process with other City Departments and outside agencies.
 - c. Effectively maintain all environmental review records.
3. *Administer the City of Wichita unilateral and consent annexation process, and complete reviews of small city unilateral and island annexation initiatives in Sedgwick County.*
 - a. Process all annexation cases in a timely manner, consistent with state statutes.
 - b. Effectively maintain the City of Wichita annexation records and logs.
 - c. Evaluate and make recommendations on all Sedgwick County small city unilateral and island annexation initiatives submitted to the MAPC for review.

4. *Complete land use research and policy analysis and community planning outreach initiatives consistent with the mission of the MAPD.*
 - a. Complete the annual 'Development Trends Report' in a timely and thorough manner.
 - b. Ensure the timely completion, printing and distribution of the quarterly 'Metro Planning Newsletter'

CURRENT PLANS DIVISION

STATEMENT of PURPOSE

Administer the development review process for zoning, subdivision, historic preservation and other development related regulations to implement adopted long-range plans, act in accordance with adopted standards, ensure compatibility with adjacent properties and coordinate development with appropriate public services, in order to support the vision of the community for its built environment and economic vitality.

DIVISION GOALS AND OBJECTIVES

1. *Process development applications for Wichita-Sedgwick County Metropolitan Area Planning Commission, Wichita Zoning Appeals, Sedgwick County Board of Zoning Appeals, Wichita Historic Preservation Board and the governing body action within time frames specified by state statute and city code.*
 - a. Process all cases filed as follows:
 - 1) schedule within 59 days to MAPC meeting.
 - 2) schedule within 36 days to BZA meeting.
 - 3) schedule within 14 to days to HPB meeting.
 - 4) schedule applications for governing body approval for next available meeting after close of protest period and/or receipt of required documents for final approval.
2. *Serve as staff support to MAPC, Wichita BZA, Sedgwick County BZA, HPB, City Council and Board of County Commissioners..*
 - a. Staff to provide professional planning recommendations for zone changes, conditional use permits, community unit plans, zoning appeals, subdivisions, vacations, dedications, lot splits, and street name changes.
 - b. Staff to draft recommendations for regulatory ordinances/resolutions, respond to requests for regulation information and prepare special studies as needed.
3. *Process development applications for administrative review within timeframes specified by departmental policy*
 - a. Notify applicant of action within 21 days for administrative adjustments.
 - b. Notify applicant of action within 10 days for landscape reviews.
4. *Provide zoning and development application information to the public.*
 - a. Maintain the official zoning map and GIS layer.
 - b. Develop a methodology for electronic submittal of development applications.

TRANSPORTATION PLANNING DIVISION

Statement Of Purpose

Plan all modes of surface transportation in the metropolitan planning area and provide a transportation planning processes that leads to opportunities for safe and efficient mobility.

DIVISION GOALS and OBJECTIVES

1. *Provide administrative support for all transportation planning activities.*
 - a. Provide staff support for Wichita Area Metropolitan Planning Organization meetings to include research, document preparation, and distribution.
 - b. Provide staff support for Technical Advisory Committee meetings to include research, document preparation, and distribution.
 - c. Encourage public involvement in the transportation planning process.

2. *Assume that short range planning activities are consistent with the Long Range Transportation Plan following Federal, State and MPO guidelines.*
 - a. Process amendments to the Transportation Improvement Program.
 - b. Process Transportation Enhancement funded applications for communities in the planning area.

3. *Develop and process required federal and state documents to secure and maintain funding.*
 - a. Complete the annual Unified Planning Work Program in a timely and thorough manner.
 - b. Produce quarterly and annual reports to KDOT outlining activities and accomplishments as listed in the UPWP.