

**DEPARTMENT OF PLANNING AND COMMUNITY AND  
ECONOMIC DEVELOPMENT  
LL-100, Madison Municipal Building  
266-4635**

FAX: 267-8739

[planning@cityofmadison.com](mailto:planning@cityofmadison.com)  
[www.cityofmadison.com/planning](http://www.cityofmadison.com/planning)

**Mission, Goals and Objectives**

We will actively promote a diverse, safe and dynamic community and enhance the living, working and recreational choices for all Madison citizens and visitors.

To carry out our mission, we:

**Plan for the City's Future**

To guide the development of the community through:

- Research and analysis of information, trends and their implications
- Design and assessment of alternatives to achieve City goals
- Involvement of citizens and policymakers in all stages of decision-making

**Invest in Madison's neighborhoods and communities**

To provide housing, employment, business growth and social opportunities that improve the community's quality of life through:

- City ownership and operation of property
- Grants, loans and subsidies to eligible residents
- Collaboration with and provision of various forms of assistance to not-for-profit service providers and for-profit entities

**Assure the future by safeguarding the present**

To maintain and improve the community's economic, social, cultural, natural and built environment through:

- Education of residents and businesses
- Review of plans and enforcement of the City's adopted standards
- Advice on ways to achieve standards and solve conflicts

**Service Philosophy**

These principles provide all of us with guidelines as we work together and make decisions every day.

We will act as if our agency's existence is directly tied to the quality of service we provide. This means:  
Put our customers as the focus of everything we do.

March, 2015

- Listen to our customers, learn what makes a difference to them and deliver it.
- Treat each customer with care, respect, and courtesy.
- Be expert and skilled so we can better serve our customers.

Educate first, enforce when necessary.

- Help our customers find constructive solutions to their problems.
- Inspire our customers to find ways to work toward community goals.

Support and inspire each other.

- Work as a team to achieve common goals.
- Respect each other and recognize good work.
- Take pride in serving the public and achieving our mission.

Continuously improve our services.

- Measure against our customers' needs.
- Seek out and adapt ideas for improvement and innovation that are most important to our customers.
- Identify and remove barriers to achieving our goals.

The Department of Planning and Community and Economic Development is responsible for the orderly development of property located in the City of Madison. The department ensures that all development is consistent with the Objectives and Policies and Land Use Plan approved by the Common Council, that various codes are enforced, that areas in need of rehabilitation and redevelopment are revitalized, that economic development is encouraged, and that housing assistance and community services for low and moderate income persons and neighborhoods are provided.

The Planning and Community and Economic Development Department is comprised of five operating units. The five units are:

### **Office of the Director**

The Office of the Director provides for the overall administration of the Department of Planning and Community and Economic Development. The office provides centralized administrative support, word processing and desktop publishing services to the five units of the department.

### **Planning Division**

The Planning Division is responsible for developing and maintaining the City's comprehensive plans, formulating and maintaining an urban development policy, compiling and analyzing statistical data relating to urban planning and managing and implementing City land use, urban design and historic preservation policies. This division provides technical and policy planning recommendations to strengthen neighborhoods, commercial districts, the downtown and the greater Isthmus area of the City. The division also carries out many special projects which are substantially design-oriented. The division provides staff support, advice and technical assistance to the Plan Commission, Urban Design Commission, Landmarks Commission, Madison Arts Commission and ad hoc committees.

### **Building Inspection Division**

The Building Inspection Division enforces City and State Building Codes through: inspection of all new buildings and all remodeling of and additions to existing private and public buildings; inspection of existing buildings; inspection of equipment and products sold within the City to ensure that packaging, weighing, and measuring are in compliance with Federal, State, and local laws; review and approval of building certificates of occupancy and zoning certificates. Code enforcement officers conduct programmed building inspections of existing housing to ensure that living units conform to the City's housing codes. In addition, the Building Inspection Division reviews and approves all construction plans, issues all building permits and responds to code complaints.

### **Economic Development Division**

By enhancing and promoting economic and industrial growth within the City of Madison, the mission of the Economic Development Division is to actively promote a diverse, safe and dynamic community and enhance the living, working and recreational choices for all Madison citizens and visitors. The objective is to eliminate blighting influences, stimulate desired land uses, promote commercial and housing development, replace necessary infrastructure and revitalize targeted areas in Madison.

### **Housing Operations Division**

The Housing Operations Division is responsible for managing and maintaining the 867 unit rental housing inventory owned by the Community Development Authority which includes tenant admission and placement, and social services grants. Other functions include the administration of over 1,400 units in the Section 8 Certificate Program, the Section 8 Moderate Rehabilitation Program, and the Housing Voucher Program, and planning and administration of multi-phase housing project modernization programs.

### **Madison Senior Center**

The Senior Center provides programs, activities and services to older adults (55+) throughout the Madison area. A comprehensive program is offered at 330 W. Mifflin Street, including computer instruction/lab, dance and exercise, classes, workshops, support groups, health screenings, senior service referral and information, meals and nutrition education, music and entertainment. Extensive volunteer activities include intergenerational connections, Board and committee leadership and efforts matched to individual skills and talents. The Senior Center mission is "to promote successful aging."