

## Department of Planning and Community Development

---

### Department Overview

The Department of Planning and Community Development is responsible for: long-range planning; administration of subdivision, zoning, and floodplain regulations; and also coordination of the County's community and economic development efforts. The Department is supervised by the Planning Director. The Department provides support to the County Commission, Planning and Zoning Commission, County Planning Board, several boards of adjustment, and citizen advisory groups.

Long-range planning functions include: update and implementation of the County Growth Policy; updates to existing zoning districts; and technical support for community planning efforts. The Department's participation in community and economic development efforts also includes: working to prepare a Comprehensive Economic Development Strategy (CEDS); revitalizing the Northern Rocky Mountain Economic Development District; creating a strategic plan for community development efforts; and assisting with grant preparation for infrastructure projects.

Subdivision regulations are applicable to unincorporated areas of the County. Zoning regulations are applicable to specific, defined geographic areas within the County. The Department reviews proposed subdivisions and zoning applications to ensure compliance with state laws, local regulations, and applicable plans, and presents findings to the appropriate advisory boards (zoning advisory committees and the County Planning Board), and decision making bodies (Planning and Zoning Commission, Board of Adjustment, County Commission).

The Department is responsible for the County's obligations as a participant in the National Flood Insurance Program. This includes administration of the Gallatin County Floodplain Regulations and review of floodplain development permits for proposed projects within regulatory floodplains.

### Department Goals

- Respond to community planning needs efficiently, with a well-educated, professional staff.
- Provide courteous, accurate, and timely service to the public.
- Provide technical support and function as a resource for community planning and community development efforts.
- Assist County Commission and various planning-related boards and committees.
- Retain professional planning staff second to none.
- Effectively communicate with local and state planning entities.

### Recent Accomplishments

- Community planning efforts: continued staff support for implementation of the Amsterdam/Churchill and Gallatin Gateway neighborhood plans; staff participation in transportation-related discussions taking place among various stakeholders in Four Corners. Continued staff support to advisory committees working on to update Bridger Canyon and Gallatin Canyon/Big Sky zoning regulations.
- Delivery of draft Growth Policy update to Planning Board in mid-October 2010.
- Completion of staff draft of update to Gallatin County/Bozeman Area Zoning Regulation.
- Staff coordination of public comment process for update to FEMA floodplain maps.
- Staff support for committee working on fire-protection amendments to subdivision regulations.
- Preparation of draft interlocal agreements with Manhattan and Three Forks.
- Continued participation in Transportation Coordinating Committee.
- Continued support for Planning Board / subcommittees.
- Preparation of short-term planning grant application to secure funds from EDA.

### FY 12 Department Work Plan

- Continue efforts related to the Commission's long-range planning objectives through implementation of Growth Policy and support for community planning efforts (Gallatin Gateway, Amsterdam/Churchill, Four Corners).
- Build staff capacity for economic development by: building relationships with other local groups interested in economic development; completion of Comprehensive Economic Development Strategy (CEDS) report for Gallatin and Park counties; and revitalization of Northern Rocky Mountain Economic Development District
- Continue staff support for updates to Bridger Canyon, Gallatin Canyon/Big Sky, and Gallatin County / Bozeman Area zoning regulations.
- Completion of comprehensive update to subdivision regulations

# GENERAL GOVERNMENT

## Department of Planning and Community Development

- Complete required update of floodplain regulations as part of FEMA map update process
- Maintain accessibility and a high level of service to the public by providing: a "Planner on Call" approximately 45 hours a week; informal weekly, informational meetings with applicants; and continued improvements to the department's website to improve availability of information to the public.

### Department Budget

Object of Expenditure	Actual FY 2010	Final FY 2011	Actual FY 2011	Request FY 2012	Preliminary FY 2012	Final FY 2012
Personnel	\$ 466,293	\$ 468,029	\$ 463,577	\$ 457,791	\$ 468,830	\$ 468,599
Operations	75,829	122,986	93,540	111,821	111,821	111,821
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 542,122</b>	<b>\$ 591,015</b>	<b>\$ 557,117</b>	<b>\$ 569,612</b>	<b>\$ 580,651</b>	<b>\$ 580,420</b>

#### Budget by Fund Group

General Fund	\$ 542,122	\$ 591,015	\$ 557,117	\$ 569,612	\$ 580,651	\$ 580,420
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 542,122</b>	<b>\$ 591,015</b>	<b>\$ 557,117</b>	<b>\$ 569,612</b>	<b>\$ 580,651</b>	<b>\$ 580,420</b>

#### Funding Sources

Tax Revenues	\$ 172,853	\$ 176,380	\$ 172,853	\$ 264,232	\$ 204,085	\$ 238,314
Non-Tax Revenues	350,108	353,645	350,108	246,265	371,361	280,530
Cash Reappropriated	19,161	60,990	34,156	59,115	5,205	61,576
<b>Total</b>	<b>\$ 542,122</b>	<b>\$ 591,015</b>	<b>\$ 557,117</b>	<b>\$ 569,612</b>	<b>\$ 580,651</b>	<b>\$ 580,420</b>

### Department Personnel

No. of Positions	FT/PT	Title	FTE
1	Full-Time	Planning Director	1.00
1	Full-Time	Senior Planner	1.00
2	Full-Time	Planner III	2.00
2	Full-Time	Planner II	2.00
0	Full-Time	Planner I	0.00
1	Full-Time	Office Manager	0.90
<b>Total Program</b>			<b>6.9</b>

## 2012 Budget Highlights

### Personnel

- Promoted employee to Director.

### Operations

- Maintain a slim operations budget while providing adequate opportunities for training and sufficient funding to maintain professional certifications.

### Capital

## County Commission Goals/Department Response

The County Commission established a set of overarching goals for the County government. Listed below are the County Commission's goals, followed by the methods by which Planning Department is striving to fulfill those goals.

### Exceptional Customer Service

- Process applications in a timely manner and communicate effectively with applicants throughout the review process. Serve the public with respect and courtesy.
- Provide accurate information about zoning, comprehensive and neighborhood plans, subdivision review, and floodplain management. Provide timely follow-up with public when needed.
- Provide information about regulatory requirements, standards, review and approval processes. Engage professionals in the field in discussions on improving processes.
- Consult potential applicants regarding the review and permitting process.
- Maintain accessibility to public by enhancing information available on internet and providing "Planner on Call" service 45 hours a week.

### Be Model for Excellence in Government

- Make Planning Department fee schedule commensurate with labor and materials cost.
- Proactively respond to community's planning needs.
- Ensure compliance with state and local planning regulations, and revise local regulations in accordance with legislative changes.
- Providing public with access to Planning Department records, including archived files.

### Improve Communications

- Maintain quality communication with customers.
- Participate in open, honest communication.
- Provide exceptional, professional, and up-to-date planning services in a convenient manner to the public.
- Enhance the department's website by providing updated applications, floodplain and zoning maps.
- Employ enhanced public outreach and notification efforts associated with long-range planning projects.

### To be the Employer of Choice

- Create and maintain a thriving, supportive work environment.
- Support state-of-the-art staff, equipment, techniques, and work environment.
- Provide competitive salaries, opportunities for advancement, training opportunities.

**WORKLOAD INDICATORS / PERFORMANCE MEASURES**

<b>Workload Indicators</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
<b>Indicator</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>
1.	Zoning applications processed	52	50	85	80
2.	Land Use Permits processed	115	100	135	150
3.	Subdivision applications processed	62	60	40	45
4.	Subdivision exemptions processed	80	70	60	60
5.	Concept reviews	90	70	55	60
6..	Floodplain applications	45	40	30	35
7.	Gravel Pit applications	4	5	1	0

<b>Performance Measures</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>
<b>Measure</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>
1.	Reduce employee turnover rate	1	1	1	0
2.	Support for Community Planning Efforts	Ongoing	Ongoing	Ongoing	Ongoing
3.	Comprehensive amendments to Subdivision Regulations	Oct 07	Ongoing	Ongoing	Jan 12
4.	Implement Growth Policy	Ongoing	Ongoing	Ongoing	Ongoing
5.	Update Floodplain Regulations	Ongoing	Ongoing	May 2011	July 12
6.	Updates to zoning regulations		Ongoing	Ongoing	Ongoing
7.	Completion of CEDS				June 12
8	Revitalize Northern Rockies EDD				Jan 12

**Comments**

•