

# GENERAL GOVERNMENT

## Planning and Community Development

### Department Overview

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

Long-range planning includes updating and implementing the County's Growth Policy, updates to zoning districts, and technical support for community planning efforts. The Department's participation in community and economic development efforts includes working with Northern Rocky Mountain Economic Development District (NRMEDD), the Business Expansion and Retention (BEAR) Program, and partnering with a variety of local groups.

Subdivision regulations are applicable to unincorporated areas of the County. Zoning regulations are applicable to specific 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 and decision making bodies.

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 that provides courteous, accurate, and timely service to the public and applicants.
- Provide an informative, objective review of applications and employ a transparent review process.
- Provide technical support and function as a resource for community planning and development efforts.
- Provide exceptional support to County Commission and various planning-related boards/ committees.
- Effectively communicate with local and state planning entities.
- Retain professional planning staff second to none.
- Work with Planning Board and County Commission on efforts related to the Commission's long-range planning objectives through implementation of Growth Policy & support for community planning efforts.

### Recent Accomplishments

Year to Date (4/30/16) Workload Comparison						
	LUP	Zoning	Subdivision	Exemption	Concept Review	Property Info Forms
FY-16 YTD	296	75	39	81	144	397*
FY-15 YTD	315	71	45	62	107	287*
FY-14 YTD	244	65	47	53	109	NA
5-Yr Average YTD	185	51	39	54	71	NA

\*Property Information Forms initiated 1/1/15 and compared on calendar year instead of fiscal year.

- Continued maintenance of various regulations and development of standardized development review documents to assist support for various planning related boards and advisory committees.
- Work with GIS Office to develop interactive mapper to display draft floodplain information as part of outreach efforts for Bozeman Creek and West Gallatin flood studies.
- Improved website to include summary of current applications and ability to access staff reports.
- Work with County Business Expansion & Retention (BEAR) program recognized for its success at the State and regional level.
- Lead efforts with Belgrade and Bozeman towards formation of Planning Coordination Committee.

# GENERAL GOVERNMENT

## Planning and Community Development

### Department Budget

Object of Expenditure	Actual FY 2015	Budget FY 2016	Actual FY 2016	Request FY 2017	Preliminary FY 2017	Final FY 2017
Personnel	\$ 558,841	\$ 646,941	\$ 628,784	\$ 714,954	\$ 686,489	\$ 727,475
Operations	71,479	109,916	73,353	95,471	92,519	93,471
Debt Service	-	-	-	-	-	-
Capital Outlay	-	27,000	68,853	45,000	45,000	45,000
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 630,320</b>	<b>\$ 783,857</b>	<b>\$ 770,990</b>	<b>\$ 855,425</b>	<b>\$ 824,008</b>	<b>\$ 865,946</b>

### Budget by Fund Group

General Fund	\$ 627,320	\$ 753,857	\$ 766,490	\$ 823,425	\$ 792,008	\$ 835,946
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	3,000	30,000	4,500	32,000	32,000	30,000
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 630,320</b>	<b>\$ 783,857</b>	<b>\$ 770,990</b>	<b>\$ 855,425</b>	<b>\$ 824,008</b>	<b>\$ 865,946</b>

### Funding Sources

Tax Revenues	\$ 162,389	\$ 139,801	\$ 152,009	\$ 168,592	\$ 129,869	\$ 150,733
Non-Tax Revenues	578,447	542,531	625,217	585,900	607,664	605,635
Cash Reappropriated	(110,515)	101,525	(6,237)	100,934	86,475	109,578
<b>Total</b>	<b>\$ 630,320</b>	<b>\$ 783,857</b>	<b>\$ 770,990</b>	<b>\$ 855,425</b>	<b>\$ 824,008</b>	<b>\$ 865,946</b>

### Department Personnel

No. of Positions	FT/PT	Title	FTE 2015	FTE 2016	FTE 2017
1	Full-Time	Planning Director	1.00	1.00	1.00
1	Full-Time	Assistant Planner Director	-0-	-0-	0.75
1	Full-Time	Lead Senior Planner	1.00	1.00	1.00
2	Full-Time	Senior Planner	2.00	2.00	2.00
2	Full-Time	Associate Planner	1.00	1.92	2.00
2	Full-Time	Assistant Planner	2.25	1.33	1.00
2	Full-Time	Program Assistant	0.80	1.82	1.90
10		Total Program	8.05	9.07	9.65

\* Program Assistant spends 0.10 FTE on Compliance activities and uses overtime to provide support to the Planning Board. The Assistant Planner Director is authorized to be hired as of October 1, 2016 and will be fully funded in FY 2018.

### Planning Board and Planning & Zoning Commission

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#### Planning Board and Planning & Zoning Commission Overview

The County Planning Board and Planning & Zoning Commission are supported by the staff of the Planning Department. Aside from transfers to the Planning Department's budget for personnel support, the only direct personnel costs required in these budgets are for the taking of minutes for the Board and Commission.

#### Planning Board

The County Wide Planning fund was created to track expenses of the County Planning Board. The Board is a seven member citizen committee required by state law to make recommendations to the County Commission on the County's Growth Policy and to review compliance with County subdivision regulations and zoning regulations for which it has jurisdiction. The fund also pays for normal board expenses including postage, copying, and overtime expenses incurred by the Planning Department for board meetings and the preparation of minutes and other staff expenses for work within the jurisdiction of the Board.

Subdivision regulations are applicable to all unincorporated areas of the County. Staff provides support to the County Planning Board and County Commission on proposed subdivisions to ensure compliance with state laws, local regulations and adopted County plans.

#### Planning & Zoning Commission

The Planning and Zoning Commission is a seven member Commission consisting of the three County Commissioners, the Clerk and Recorder, the County Treasurer, and two citizen members. This Commission provides regulatory oversight of all "Part I" zoning districts. The Commission is supported by Planning Department staff and is funded through tax assessments from the zoning districts.

#### Planning Board Goals

- Continue thorough review of planning and development related issues in order to provide the best possible advice to the County Commission.
- Continue to work towards an update of the Gallatin County Bozeman Area Plan and Land Use Map.
- Continue support for creation of a Planning Coordination Committee.
- Work with County Commission to facilitate adoption of update to the Gallatin County / Bozeman Area Zoning Regulation (wireless facility requirements) and Growth Policy.
- Continue efforts to move the Gallatin County Parks & Trails Plan through the adoption process.
- Evaluate and provide recommendations to the Commission on the Gallatin County Subdivision Regulations update of chapters 3, 4, and 5.
- Continue discussions with the County Commission on how to use information and evaluate recommendations from the last three wastewater and water quality studies.

For FY 2016 the Planning Board maintained their financial support of the Planning Department at \$162,800 as recognition of the high value they place on the work done and support provided by the Planning Department. The Board also provided \$10,000 in capital support for the Planning Department's acquisition of data management software.

# GENERAL GOVERNMENT

## Planning Board and Planning & Zoning Commission

### Department Budget

Object of Expenditure	Actual FY 2015	Budget FY 2016	Actual FY 2016	Request FY 2017	Preliminary FY 2017	Final FY 2017
Personnel	\$ -	\$ 3,032	\$ 152	\$ 3,032	\$ 3,032	\$ 3,032
Operations	29,098	225,258	67,577	196,168	218,168	190,668
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	132,000	162,800	162,800	162,800	162,800	162,800
<b>Total</b>	<b>\$ 161,098</b>	<b>\$ 391,090</b>	<b>\$ 230,529</b>	<b>\$ 362,000</b>	<b>\$ 384,000</b>	<b>\$ 356,500</b>

#### Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	161,098	391,090	230,529	362,000	384,000	356,500
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 161,098</b>	<b>\$ 391,090</b>	<b>\$ 230,529</b>	<b>\$ 362,000</b>	<b>\$ 384,000</b>	<b>\$ 356,500</b>

#### Funding Sources

Tax Revenues	\$ 161,716	\$ 157,632	\$ 152,009	\$ 168,744	\$ 242,558	\$ 173,623
Non-Tax Revenues	16,019	11,000	11,220	11,000	11,000	11,000
Cash Reappropriated	(16,637)	222,458	67,300	182,256	130,442	171,877
<b>Total</b>	<b>\$ 161,098</b>	<b>\$ 391,090</b>	<b>\$ 230,529</b>	<b>\$ 362,000</b>	<b>\$ 384,000</b>	<b>\$ 356,500</b>

### Department Personnel

No. of Positions	FT/PT	Title	FTE 2015	FTE 2016	FTE 2017
1	Part-Time	Recording Secretary	0.00	0.00	0.00
1		Total Program	0.00	0.00	0.00

\*Lead Program Assistant from Planning Department provides administrative support to the Planning and Zoning Board in exchange for overtime.