

## Planning and Community Development

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### 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) on projects to implement and maintain a Comprehensive Economic Development Strategy (CEDS) 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

- Met application demands during busiest year since prior to recession with reduced staffing levels.
- Completed comprehensive update to Gallatin County/Bozeman Area Zoning Regulations.
- Completed personal wireless facility update to Bridger Canyon Zoning Regulations.
- Continued maintenance of various regulatory documents (zoning regulations for Big Sky, Reese Creek, Four Corners, etc.).
- Completed legislative updates to Gallatin County Subdivision Regulations and adoption of mandated Building by Lease or Rent Regulations.
- Completed adjustment to fee schedule to account for inflation.
- Continued development of standardized model development review documents.
- Continued support for various planning related boards and advisory committees.
- Continued collaboration with GIS Department to maintain zoning and floodplain information available on interactive mapper.
- Supported NRMEDD in implementation of their Comprehensive Economic Development Strategy (CEDS), which included continued support of County Business Expansion & Retention (BEAR) team, a program that has been recognized at the State level for its success.
- Completion of joint "Triangle" planning project with Belgrade, Bozeman, and MSU.

# GENERAL GOVERNMENT

## Planning and Community Development

### Department Budget

Object of Expenditure	Actual FY 2013	Final FY 2014	Actual FY 2014	Request FY 2015	Preliminary FY 2015	Final FY 2015
Personnel	\$ 489,650	\$ 461,270	\$ 464,472	\$ 552,501	\$ 573,483	\$ 573,559
Operations	64,992	113,728	81,191	108,769	108,769	108,769
Debt Service	-	-	-	-	-	-
Capital Outlay	-	18,450	-	2,000	2,000	3,000
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 554,642</b>	<b>\$ 593,448</b>	<b>\$ 545,663</b>	<b>\$ 663,270</b>	<b>\$ 684,252</b>	<b>\$ 685,328</b>

#### Budget by Fund Group

	\$	\$	\$	\$	\$	\$
General Fund	554,642	569,998	545,663	663,270	684,252	684,328
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	23,450	-	-	-	1,000
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 554,642</b>	<b>\$ 593,448</b>	<b>\$ 545,663</b>	<b>\$ 663,270</b>	<b>\$ 684,252</b>	<b>\$ 685,328</b>

#### Funding Sources

	\$	\$	\$	\$	\$	\$
Tax Revenues	285,076	197,677	193,723	154,543	172,890	162,552
Non-Tax Revenues	214,659	322,111	360,735	426,829	425,361	460,281
Cash Reappropriated	54,907	73,660	(8,795)	81,897	86,001	62,495
<b>Total</b>	<b>\$ 554,642</b>	<b>\$ 593,448</b>	<b>\$ 545,663</b>	<b>\$ 663,270</b>	<b>\$ 684,252</b>	<b>\$ 685,328</b>

### Department Personnel

No. of Positions	FT/PT	Title	FTE 2013	FTE 2014	FTE 2015
1	Full-Time	Planning Director	1.00	1.00	1.00
1	Full-Time	Lead Senior Planner	1.00	1.00	1.00
2	Full-Time	Senior Planner	2.00	2.00	2.00
1	Full-Time	Associate Planner	2.00	1.00	1.00
3	Full-Time	Assistant Planner	0.00	0.83	2.25
1	Full-Time	Program Assistant	0.90	0.50	0.80
9		<b>Total Program</b>	<b>6.90</b>	<b>6.33</b>	<b>8.05</b>

\* Program Assistant spends 0.10 FTE on Planning Board activities and 0.10 FTE on Compliance activities.

## Planning and Community Development

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### 2015 Budget Highlights

#### Personnel

- Train new Assistant Planner and additional Assistant Planner position to start April 1, 2015 if workload continues to increase beyond capacity of staff and additional revenues are received

#### Operations

- Modest increases in postage and legal notice budget to account for increased application load

#### Capital

- \$2,000 for computer for additional staff member (if needed), Copier Reserve \$20,000

### County Commission Goals/Department Response

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

#### Align community needs with budgetary decisions

- Make Planning Department fee schedule more commensurate with review cost.
- Maintain well-informed, well-trained, responsive staff that meets public needs and expectations.

#### Adhere to long-term plans

- Facilitate Planning Board and Commission review of update to 2003 Gallatin County Growth Policy
- Assist Commission with development and refinement of long-term land use plans.
- Continue to implement NRMEDD's Comprehensive Economic Development Strategy.

#### Demonstrate 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.
- Consult potential applicants regarding the review and permitting process.
- Enhance information available on internet and provide Planner-on-Call services to the extent possible.

#### Serve as a Model for Excellence in Government

- Proactively respond to community's planning needs.
- Ensure compliance with state and local planning regulations, and revise local regulations in accordance with legislative changes.
- Provide public with access to Planning Department records, including archived files.

#### Improve communication within county government, other jurisdictions and our public

- Provide access to planning applications, regulations, and other information on Department's website.
- Employ enhanced public outreach and notification efforts associated with long-range planning projects.

#### Be an Employer of Choice and improve employee retention

- Maintain a thriving, supportive work environment with state-of-the-art equipment and techniques.
- Provide competitive salaries, opportunities for advancement and training opportunities.

Planning and Community Development

Workload Indicators / Performance Measures

<b>Workload Indicators</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>
<b>Indicator</b>		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>
1.	Zoning applications processed	55	71	76	75
2.	Land Use Permits processed	150	189	290	300
3.	Subdivision applications processed	40	37	54	50
4.	Subdivision exemptions processed	75	55	64	60
5.	Concept review meetings	50	73	128	120
6.	Floodplain applications	60	21	20	25
7.	Applications processed per FTE	59	54	77	65

<b>Performance Measures</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>
<b>Measure</b>		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>
1.	Average hours per week that "Planner on Call" is available to assist the public	43	43	43	43
2.	Estimated percentage of time that applications are reviewed within statutory and regulatory timelines	100%	98%	100%	100%
3.	Targeted average turnaround time on zoning verification forms	2 hours or less	2 hours or less	4 hours or less	4 hours or less
4.	Targeted turnaround time for phone calls	Same Day	Same Day	Within 24 hours	Within 24 hours

**Comments**

With recovering economic conditions over the last couple of years, the application workload in the Department has substantially increased, and so has fee revenue. The level of activity witnessed over the last year is expected to continue in the coming year. Aside from just numbers, the complexity of projects is also increasing as the market recovers, with developers once again proposing large subdivision and zoning projects. Maintaining adequate staffing is necessary to:

- Maintaining basic staffing of the office during normal business hours (i.e. when one or more staff members are in the field, attending hearings, meetings, or training, or on sick or vacation leave);
- Providing timely and helpful responses to general public inquiries;
- Providing the general public access to "Planner on Call" technical assistance during normal business hours;
- Accommodating increasing application load without having to regularly request extensions to statutory and/or regulatory review times;
- Providing a thorough analysis of applications and offer a sound basis for land use decisions - with the goal of minimizing lawsuits;
- Having adequate staff to conduct weekly concept review and pre-submittal meetings with perspective applicants; and
- Having adequate staff to make progress on non-development review work such as maintaining land use regulations, plans and other items identified in the Department's work plan.

### 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 discussions with the County Commission on how to use information and evaluate recommendations from the last three wastewater and water quality studies.
- 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 to work towards an update of the Gallatin County Bozeman Area Plan and Land Use Map.

For FY 2015 the Planning Board did not recommend a specific amount for transfer to support the Planning Department; however the Board expressed the high value they place on the work and support done by the Planning Department and urged the County Commissioners and Planning Department to work together to come up with an appropriate number as they have done in past years.

# GENERAL GOVERNMENT

## Planning Board and Planning & Zoning Commission

### Department Budget

Object of Expenditure	Actual FY 2013	Final FY 2014	Actual FY 2014	Request FY 2015	Preliminary FY 2015	Final FY 2015
Personnel	\$ 1,951	\$ 3,000	\$ 2,146	\$ 3,000	\$ 3,000	\$ 3,000
Operations	76,817	179,392	23,701	176,090	219,016	276,090
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	120,000	120,000	120,000	132,000	132,000	132,000
<b>Total</b>	<b>\$ 198,768</b>	<b>\$ 302,392</b>	<b>\$ 145,847</b>	<b>\$ 311,090</b>	<b>\$ 354,016</b>	<b>\$ 411,090</b>

#### Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	198,768	302,392	145,847	311,090	354,016	411,090
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 198,768</b>	<b>\$ 302,392</b>	<b>\$ 145,847</b>	<b>\$ 311,090</b>	<b>\$ 354,016</b>	<b>\$ 411,090</b>

#### Funding Sources

Tax Revenues	\$ 153,450	\$ 168,234	\$ 161,505	\$ 167,887	\$ 210,366	\$ 168,454
Non-Tax Revenues	18,541	11,000	14,834	11,000	11,000	11,000
Cash Reappropriated	26,777	123,158	(30,492)	132,203	132,650	231,636
<b>Total</b>	<b>\$ 198,768</b>	<b>\$ 302,392</b>	<b>\$ 145,847</b>	<b>\$ 311,090</b>	<b>\$ 354,016</b>	<b>\$ 411,090</b>

### Department Personnel

No. of Positions	FT/PT	Title	FTE 2013	FTE 2014	FTE 2015
1	Part-Time	Recording Secretary	0.10	0.10	0.10
1		Total Program	0.10	0.10	0.10