

Planning Department

Department Overview

The County Planning Department is responsible for long-range planning, subdivision review, zoning administration and enforcement, and floodplain administration. The Director is supervised by the County Administrator. The Department also provides support to the Planning and Zoning Commissions, the County Planning Board, several Boards of Adjustment, and several citizen advisory groups.

Long-range planning functions include the Growth Policy Implementation Program, updates to the Gallatin County Growth Policy, updates to the existing County zoning districts, and creation of new neighborhood plans and zoning districts. The Department also assists with planning for countywide trails, parks, open space, and transportation planning.

Subdivision regulations are applicable to unincorporated areas of the county. The Department reviews and presents to the County Planning Board and Commission proposed subdivisions to ensure compliance with state laws, local regulations and approved county plans.

The Department is also responsible for administration of the Gallatin County Floodplain Regulations. The Department issues floodplain permits for development within regulatory floodplains.

Department Goals

- Provide educated, professional, courteous, accurate and efficient service.
 - Respond to community planning needs efficiently, effectively and responsively.
 - Be a leader in local and regional efforts to incorporate energy-wise and sustainable development concepts.
 - Assist County Commission
 - Retain professional planning staff second to none.
 - Offer a high level of public service.
 - Effectively communicate with local and state planning entities.
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Recent Accomplishments

- Ongoing support for:
 - neighborhood planning efforts
 - County Commission on Growth Policy Implementation Program (GPIP);
 - interim zoning for gravel pits; produced an interim zoning regulation for gravel pits;
- Assigned staff to:
 - Transportation Planner
 - Parks Liaison;
 - training program for Boards of Adjustment;
 - Provide time ever staff support for a process for the Planning Board to track its budget on quarterly basis;
 - Planning Board's Wastewater and Water Subcommittee;
 - Big Sky;
- Increased cooperation and communication;
- Standardized reports, processes and information;
- Utilization of customer feedback process;
- Began to integrate GIS technologies into planning and development review processes;
- Created new outreach and communication efforts; and

FY 09 Department Work Plan

- Relocate Department offices to first floor of Courthouse in July, 2008;
- Continue work on Growth Policy Program (GPIP);
- Engage all the County's municipalities in efforts to better coordinate growth management solutions.
- Create a Five-Year Strategic Department Plan;
- Study of review fees and implementation of new fee structure;
- Improve communication, cooperation and support of development review and planning projects;
- Improve support of Planning Board and County Commission's long-range planning objectives including:
 - Begin the Five-year update to the Growth Policy upon completion of GPIP Phase I and a review and draft of subdivision regulations.
 - Enhance communication and participation with the County's Capital Improvements Committee.
 - Finish project to update all zoning maps using GIS technology.
 - Update the Floodplain Regulations.
 - Participate in discussions with interested parties on new techniques for storm water management.

GENERAL GOVERNMENT

Planning Department

Department Budget

Object of Expenditure	Actual FY 2007	Final FY 2008	Actual FY 2008	Request FY 2009	Preliminary FY 2009	Final FY 2009
Personnel	\$ 471,011	\$ 573,036	\$ 558,359	\$ 642,495	\$ 650,987	\$ 634,476
Operations	104,114	103,261	93,242	106,417	102,773	98,174
Debt Service	-	-	-	-	-	-
Capital Outlay	1,967	6,000	1,981	-	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ 577,092	\$ 682,297	\$ 653,582	\$ 748,912	\$ 753,760	\$ 732,650

Budget by Fund Group

General Fund	\$ 577,092	\$ 682,297	\$ 653,582	\$ 748,912	\$ 753,760	\$ 732,650
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 577,092	\$ 682,297	\$ 653,582	\$ 748,912	\$ 753,760	\$ 732,650

Funding Sources

Tax Revenues	\$ 92,273	\$ 105,662	\$ 104,605	\$ 104,605	\$ 103,559	\$ 105,662
Non-Tax Revenues	528,633	548,737	466,426	345,793	331,270	548,737
Cash Reappropriated	(43,814)	27,898	82,550	298,514	318,931	78,251
Total	\$ 577,092	\$ 682,297	\$ 653,582	\$ 748,912	\$ 753,760	\$ 732,650

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Planning Director	1.00
3	Full-Time	Planner III	3.00
1	Full-Time	Planner II	1.00
3	Full-Time	Planner I	3.00
1	Full-Time	Office Manager	1.00
1	Full-Time	Planning Technician	0.50
1	Full-Time	GIS Planning Analyst	1.00

Total Program FTE 10.50

Planning Department

2009 Budget Highlights

Personnel

- Move GIS Technician from GIS Department to Planning Department;
- Promotions consistent with county policy;
- Hire Administrative Clerk/Planning Technician in January, provided revenue increases..

Operations

- Present an operations budget that is as minimal as possible and less than approved in FY 08.

Capital

- No capital requests for FY 09.

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.

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.

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.

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.

GENERAL GOVERNMENT

Planning Department

WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators				
Indicator	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Projected FY 2009
1 . Zoning Applications Processed	439	269	210	200
2 . Subdivision Applications Processed	178	177	160	160
3 . Concept Reviews		125	96	100
4 . Number of Satellite Office visits	New in FY 06		65	65
5 . Final Plats	32	25	26	30
6 . Other Activity	49	49	90	75

Performance Measures				
Measure	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Projected FY 2009
1 . Reduce departmental (planners) turnover	none	four	one	0
2 . Fee schedule adjustment		none	none	summer 08
3 . Big Sky Satellite Office	Jul-05	continue	continue	continue
4 . Complete long-range planning projects:				
Four Corners Neighborhood Plan		Fall 2006		
Four Corners Zoning Project			ongoing	ongoing
Gallatin Gateway Neighborhood Plan			ongoing	ongoing
Amsterdam/Churchill Neighborhood Plan			ongoing	ongoing
Bozeman Area Transportation Plan (2008 Update)			ongoing	ongoing
5 . Comprehensive amendments to subdivision regulations	Mar-05	Dec. 2006	Oct-07	ongoing
6 . Growth Policy Implementation Plan (TDR; RCD; density)	ongoing	ongoing	ongoing	ongoing
7 . Interlocal Agreements w/ cities and town				ongoing
9 . Digitize and formally adopt zoning maps			ongoing	ongoing
11 . Update to Floodplain Regulations			ongoing	ongoing
12 . Department Five-year Strategic Plan/Reorganization			ongoing	ongoing
13 . Amendmetns to Subdivision Regs: Transportation and Water				08-Jul
14 . Update to Big Sky Capital Improvements Plan				ongoing
15 . Gravel Pit Interim Zoning and Application Processing				08-May

Comments

While the level of development review (i.e. current planning) has certainly slowed over the course of the past year, the Department continues to process applications for subdivision and zoning. In particular, the department has seen an increase in the number of exemption claims. More importantly, the department has been tasked with continuing to process long term planning projects. Several of these projects may result in additional regulatory programs requiring administration by the Department. During the next fiscal year, zoning regulations could be adopted that would require plan review for all non-agricultural structures in all the unincorporated areas of Gallatin County. In addition, there are numerous "housekeeping" projects the department strives to implement including, among others: updating fee schedules; finishing mapping projects; participating in parks and trails planning and impact fee implementation; updating database management protocols to track applications by parcel rather than by applicant name; and participating in a countywide enterprise database system with GIS and other departments. Furthermore, the Commission is committed to working toward a comprehensive plan for infrastructure in the neighborhoods where growth is being directed. This interdepartmental process may begin in earnest during FY 2009.