



# Planning Department Monthly Report

**For the Month of:      December 2011**

## **Past Month Highlights (Prioritized in order of significance)**

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- Issued four Development Certificates and Processed one R-of-W Occupancy Permit
- Processed one Certificate of Survey
- Met with Colleen Owen & Jason Seyler (DEQ) / Chris Laity & Todd Kuxhaus regarding Roundhouse
- Assisted Great West Engineering to prepare the Planning Grant application to the DNRC
- Coordinated a meeting between the Commissioners and Sherm Anderson concerning Roundhouse
- Oversaw the Cottonwood Creek Advisory Committee meeting and prepared their minutes
- Met with Bruce Anderson of the WGM Group to discuss the Cottonwood Creek
- Discussed revisions to the 2007 Comprehensive Economic Development Strategy with Katie Weaver
- Participated in the Conservation District's annual planning session
- Discussed the coordination between Septic Permits and Development Certificates with Chad Lanes
- Viewed a webinar regarding the EPA's Urban Waters Grant
- Submitted the Weed Board's reimbursement draw #11 to the EPA
- Attended the Arrowstone Park Board meeting and facilitated a long-range planning session

## **Progress on Major Goals for the Year**

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- **Provide professional assistance to the City of Deer Lodge**
  - Met with Nick Kaufman of the WGM Group regarding the City's planning efforts
- **Coordinate the County's GIS capabilities among the various user groups**
  - Conducted GIS training sessions with Kevin Bone of Great West Engineering

## **Major Focus for Next Month**

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- Submit the Roundhouse Planning Grant to the DNRC
- Submit the Urban Waters Grant application to the EPA
- Prepare the fourth quarter reports for submission to the EPA, DNRC, and NRDP
- Revise the Right-of-Way Approach Permit
- Prepare materials for the Planning Board meeting
- Prepare materials for the annual Board of Adjustment meeting

## **Items of Interest for the County Commissioners**

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- Need to appoint a new member to the Planning Board.

## **Budget**

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- Department used five-percent of its budget in November and twenty-four-percent for the year.

## **Upcoming Staffing Concerns**

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- None