

STEERING COMMITTEE KICKOFF MEETING

April 9th, 2019 1:00-2:00 PM

Location: CAPS Conference Room, 127 E. Main St., 2nd Floor

AGENDA

I. Introductions & Icebreaker (15 min.)

| Member | Attendance | One thing you would change about County Zoning Regs |
|--|------------|--|
| Laval Means, City Dev. Services | ✓ | Align city and county regs to ease transition upon annexation and provide better interface at edges |
| Aaron Wilson, City Dev. Services | ✓ | Provide creative ways to enhance transportation alternatives and direct growth to appropriate locations |
| Heather McMilin, Homeword | | |
| Erik Dickson, Co. PW | | |
| Nicole Whyte, Co. PW | | |
| Jeanna Miller, MCCHD | ✓ | Establish more comprehensive zoning regs that provide a better way to deal with complaints to protect public health and rivers and lakes |
| Adriane Beck, OEM | ✓ | Develop more consistent, overarching regs that require building with consideration for public safety, e.g. access |
| Dwight Easton, MOR | ✓ | Streamline permit review processes to reduce friction |
| Mike Morgan, Hoffmann Morgan | ✓ | Provide design solutions to make higher density housing easier in appropriate locations |
| James Sage, Missoula Engineering | | |
| Kate Dinsmore, WGM | ✓ | Build in more flexibility to allow for increased residential density in appropriate locations |
| Paul Forsting, TLI & MBIA | ✓ | Clarify/reduce procedures that yield permitting entitlements |
| Clint Burson, Chamber of Commerce | ✓ | Create regulations that promote economic stability in Missoula County |
| Bonnie Buckingham, CFAC | ✓ | Establish more comprehensive zoning regs to close gaps in regulations which create unpredictability |
| Stephanie LaPorte Potts | | |
| Torrey Ritter, FWP | ✓ | Develop streamside setback to protect riparian area habitats |
| Don MacArthur, MacArthur Means & Wells | ✓ | Create zoning standards that will be applicable countywide and enable development of good satellite communities with their own unique character (e.g. Seeley Lake, Lolo, Frenchtown, etc.) |

Jamie Erbacher, CAPS: “Clarify regs so that they are easier to understand and implement.”

Jennie Dixon, CAPS “Make a more beautiful, sustainable, safe, and economically stable Missoula through environmental design”

- II. Project Overview (15 min.)
 - a. Allison (OPD) reviewed the project scope and timeline and discussed specific next steps specific to the audit process, including:
 - i. Full-team trip scoped for late May/early June
 - ii. Additional stakeholders that need to be at the table; Steering Committee members to think about professional peers & organizations that should be represented/invited to those meetings. This will be a primary focus of the next Steering Committee meeting.
 - b. Review elements of audit
 - i. Laval Means asked if this would be a text or map amendment, or both. At this time the intent is for this to be a text amendment only, but after discussion we will follow up with the county attorney and commissioners to investigate further. The likelihood exists that audit recommendations would result in changes that could trigger a map amendment and resulting property notification requirements – better to find out now.
 - ii. Don MacArthur asked if the audit was the appropriate place to bring up alignment with density expressed in the MAMP? Concerned that the land use densities for some of the designations might not align with where we think the code should move, or new districts that may be created. The audit is certainly the right place to explore this issue, bring up all questions/concerns related to the code and plan alignment so that recommendations can provide guidance accordingly.
- III. Steering Committee Responsibilities (15 min.)
 - a. Overall time commitment and expectations were discussed; initially we'll be looking for direct input and guidance on the audit (through Phase II); in the later stages of the project there may be the need for longer meetings, more time spent reviewing draft elements.
 - b. Monthly meetings schedule
 - i. Discussed day/time options for a monthly meeting; everyone was generally in agreement that Friday and Monday were not good. Tuesday afternoons seem generally open for everyone (with the exception of 3rd Tuesday for City staff and OEM Director). Decided to keep 2nd Tuesday of each month, from 1:00-2:00 PM for now; later in the drafting process we may need more than the hour allotted, but will revisit closer to that point.
 - ii. Allison will send an Outlook invitation to all Steering Committee members and also add the recurring meeting date to the website calendar
 - iii. If there's no reason to meet, we won't – standing meeting is meant to be a placeholder to prevent having to send a Doodle every month
- IV. Communication (10 min.)
 - a. Email list-serve
 - i. Jennie confirmed we will continue to send an email in advance of Steering Committee meetings as reminders; the email will direct members to check the website for materials, drafts, etc.

b. Website

- i. Reviewed elements of the project website, including the Steering Committee portal. Allison will send login information once the portal is set up. We will be sharing project information via the portal as much as possible, to limit confusion and the numbers of emails.
- ii. Discussed using Sharepoint as the platform for review and editing, once amendment drafting begins; no one had any objections. We will continue to investigate this as an option going forward.

V. Questions? (5 min.)