

# Missoula County Zoning Regulations Phase 2 Audit and Amendments

## Project scope and work plan summary

The following summarizes the overall process, tasks, and timeline for conducting a comprehensive audit of the Missoula County Zoning Regulations and amending the regulations as a result of the audit recommendations.

*Timeframe*

### Phase I: Project Launch

The first phase of the project focuses on establishing effective working relationships with CAPS staff and Steering Committee members as the audit and update unfold. Following the initial project kick-off meetings and familiarization with the regulations, we will refine the overall project approach, timeframe, and public engagement strategy.

#### Phase I Tasks

- Draft project work plan
- Determine preliminary engagement strategy for initial project phases
- Conduct initial review of existing zoning regulations
- Identify make-up and form project Steering Committee
- Hold introductory Steering Committee meeting and develop schedule
- Develop project website and associated content for start-up
- Determine additional project resources and needs for review

Winter  
2019

### Phase II: Audit of Missoula County Zoning Regulations

The second phase of the project consists of an in-depth analysis of the Missoula County Zoning Regulations, alongside existing plans and related policy. This will be supplemented with input from CAPS staff, Steering Committee members, and discussions with a broad group of stakeholders. We will incorporate feedback received from a user survey of those working closely with the regulations. Final audit recommendations will also incorporate best practices in code development from similarly situated jurisdictions nationwide.

#### Phase II Tasks

- Review of applicable plans and policies including the 2016 Missoula County Growth Policy and future land use map
- Review existing County Zoning Regulations and staff zoning concepts, with consideration of City of Missoula zoning code
- Stakeholder roundtable discussions
- Internal/external stakeholder survey
- Future build-out analysis based on existing zoning regulations
- Conduct a county-wide tour with staff to gauge development patterns and practical application of zoning regulations
- Conduct best practices analysis
- Prepare Audit Report and Recommendations for review by CAPS staff
- Present final Audit Report and Recommendations to the Steering Committee and Planning Board and BCC

Spring -  
Summer  
2019

### Phase III: Missoula County Zoning Regulations Amendments

The third phase of this project centers on drafting amendments to the Missoula County Zoning Regulations, incorporating multiple rounds of draft review with both CAPS staff and the Steering Committee. The public will be engaged at key junctures to ensure residents and key stakeholders are informed about and invested in the update.

Fall 2019 -  
Winter  
2020

### Phase III Tasks

- Draft amendment elements based on audit recommendations
- Review draft elements with CAPS staff and Steering Committee
- Revise preliminary draft(s) based on feedback from staff, Steering Committee
- Prepare complete draft of the amended Missoula County Zoning Regulations
- Future build-out analysis based on proposed zoning regulations
- Stakeholder roundtable discussion on complete draft (same participants as in

### Phase II)

- Revise draft based on stakeholder roundtable discussions; prepare final public review draft of the amended Missoula County Zoning Regulations
- Host workshop(s) and/or open house(s) to introduce amendments to the public; this may be done in conjunction with or in addition to Planning Board workshop(s) during Phase IV

### Phase IV: Adoption

The adoption process will follow the requirements outlined in Title 76, Chapter 2, Part 2 of Montana State Statute for consideration and adoption of the amended Missoula County Zoning Regulations.

### Phase IV Tasks

- Prepare final draft materials for consideration by Planning Board
- Planning Board public workshop
- Planning Board public hearing
- Revise draft regulations as directed by Planning Board
- Planning Board recommendation
- Prepare BCC materials
- Hold BCC public hearing
- Revise draft regulations as directed by BCC
- Hold BCC meetings for adoption of resolution of intent and final resolution to adopt
- Staff and board training following adoption

### Project Management

The audit and update of the Missoula County Zoning Regulations will require ongoing administration to include:

### PM Tasks

- Weekly updates with CAPS staff
- Regular Steering Committee meetings (every 4-6 weeks)
- Regular BCC updates (monthly)
- Regular Planning Board updates (TBD)
- Monthly project summaries provided by invoice
- Website content development and website management

Timeframe



Winter - Spring 2020



Ongoing

