



MISSOULA COUNTY CONSOLIDATED LAND USE BOARD

Meeting Minutes

Missoula County
Planning, Development & Sustainability
(406) 258-4657

Date: February 4, 2026, 6:00 p.m.

Location: Missoula County Courthouse, Sophie Moiese Room (in person) or TEAMS (virtually)

Members in Attendance: Danny Oberweiser (County Appt), Josh Schroeder (Conservation District), Jennifer Schultz (County App), Barbara Raible (County Appt), Bing Matt (CSKT Representative), Michael Settevendemie (County Appt), Chris Saale (County Appt), Andy Mefford (County Appt), and Rick Hall (County Appt)

Members Absent:

1. CALL TO ORDER [Time stamp – 0:21]

Karen Hughes, Director of the Missoula County Planning, Development, and Sustainability (PDS) Department called the meeting to order at 6:02 p.m.

2. LAND ACKNOWLEDGMENT [Time stamp – 0:24]

Missoula County acknowledges that this event takes place in the aboriginal territories of the Salish and Kalispel people.

3. ROLL CALL [Time stamp – 0:35]

Analeshia Rodriguez called the roll. Seven regular members and two alternates were present. A quorum was met.

The Board discussed appointing an acting chair. Rick Hall volunteered to serve in the role for the duration of the meeting.

4. APPROVAL OF MINUTES [Time stamp – 3:00]

There were no minutes for approval on the agenda.

5. APPROVAL OF AGENDA [Time stamp – 3:05]

Danny Oberweiser moved, and Josh Schroeder seconded approval of the February 4, 2026 agenda. The motion passed unanimously.

6. PUBLIC COMMENT ON NON-AGENDA ITEMS [Time stamp – 3:34]

There were no public comments on non-agenda items.

7. STAFF ANNOUNCEMENTS [Time stamp – 5:12]

Karen welcomed Board members to the first meeting of the Missoula County Consolidated Land Use Board (MCCLUB), and staff and Board members introduced themselves.

8. PUBLIC HEARING [Time stamp – 15:35]

There were no public hearings.

9. COMMUNICATIONS & SPECIAL PRESENTATIONS [Time stamp – 15:38]

Karen provided an overview of the Missoula County PDS Department, including department programs, PDS mission, planning framework and reviewed the roles and purpose of MCCLUB. Kyla Lehnerz, Office Administrator for Lands and Communities, explained the board bylaws, membership terms, and meeting logistics.

Karen outlined the differences between the planning framework for the state of Montana and the Montana Land Use Planning Act (MLUPA). Ian Varley, Planning Manager for Long Range Planning with the Missoula County PDS Department, presented an overview of long-range planning, zoning types in the County, and the County's comprehensive plan update, which is being developed to align with both the traditional framework and MLUPA.

Tim Worley, Planning Manager for Current Planning with the Missoula County PDS Department, discussed plan implementation within subdivision review and the Board's roles across development review types. Karen concluded by summarizing the Board's roles when acting as the Planning Board, Zoning Commission, and Board of Adjustment, noting that if the County opts into MLUPA, the Board will function as a Planning Commission.

See PowerPoint presentation slides.

10. COMMITTEE REPORTS [Time stamp – 1:00:04]

There were no committee reports.

11. OLD BUSINESS [Time stamp – 1:00:12]

No old business was reported.

12. NEW BUSINESS [Time stamp – 1:00:18]

The Board discussed the election of officers.

Josh Schroeder made a motion, and Barbara Raible seconded to appoint Rick Hall as Chair. The motion passed unanimously.

Jennifer Schultz made a motion, and Barbara Raible seconded to appoint Andy Mefford as Vice Chair. The motion passed unanimously.

[Time stamp – 1:05:40]

The Board reviewed the draft Board Bylaws and addressed clarifying questions regarding alternate voting, quorum, recusals, committee participation, liability regarding decision making actions and public comment time limits.

Andy Mefford made a motion, and Jennifer Schultz seconded to approve the Missoula County Consolidated Land Use Board draft bylaws. The motion passed unanimously.

13. ADJOURNMENT [Time stamp – 1:41:44]

The meeting was adjourned at 7:43 p.m.

Missoula Consolidated Land Use Board February 4, 2026 – Transcription

This transcription was produced by transcription software. There may be discrepancies between this transcription and meeting dialogue. You can view the recording of the meeting at this link:

<https://missoulacomt.portal.civicclerk.com/event/10047/media>

Missoula County Consolidated Land Use Board February 4, 2026 - Meeting Recording

AR

Analeshia Rodriguez 26:05

You want to start it.

So, since we we don't have a chair yet, so I'm gonna go ahead and call the meeting to order.

And we'll start with the land acknowledgement and that is Missoula County acknowledges that this event takes place in the Aboriginal territories of the Salisha, Kalispell people.

And we'll start with roll call roll call. Danny Oberweiser here, recall.

Josh Schrader.

Here Andy meffern.

Jennifer Schultz.

Barbara rabel.

Bing, Matt.

Michael ceravenmey.

And please let me know if I'm pronouncing your last name's wrong.

Chris Soleil.

Chris, can you hear us online?

I believe you just need to unmute your mic.

DS

Deanne Saale 27:20

How's that?

AR

Analeshia Rodriguez 27:22

I can.

We can hear you and just a quick note that Chris is underneath the username of Deanne Sole.

DS Deanne Saale 27:24
OK.

AR Analeshia Rodriguez 27:30
We have seven regular Members present and two alternates present, and we have metcor.
So we are hoping that you'd be willing to appoint an acting chair for the just to get us to the point where we actually do the officer elections.
So I don't know if maybe one of the folks who served on one of the either the Board of Adjustment or the OR the Planning Board, if someone would be willing to chair until we get to the point of doing.
Doing officer elections.
Any volunteers?

RH Richard Hall 28:18
Well, I'm remote, so I would be happy to, but I don't know how feasible that is.

AR Analeshia Rodriguez 28:30
Everyone OK with that?
OK, it appears that everyone is fine with that.
Thank you for volunteering.

RH Richard Hall 28:39
OK.
I guess I get to continue on the agenda then.
X will be approval of minutes which we have which we have none.
Following through the approval of the agenda which we do have in front of us, we need a motion to approve.

AR Analeshia Rodriguez 29:08
I move to approve the agenda.
I'll 2nd.

RH **Richard Hall** 29:12
Motions made and seconded all in favor say aye, aye.

BR **Barbara Raible** 29:16
I.

DS **Deanne Saale** 29:16
Aye, aye.

AR **Analeshia Rodriguez** 29:18
Aye, aye.

RH **Richard Hall** 29:19
Any opposed?
OK.
On to the next thing, which is public comment on non agenda items and I guess we'll display on the screen what's necessary for the public to comment.
This is on items that are not on our agenda and right now all that's on our agenda is bylaws and election of officers.
And introductions.
Better join the meeting. You can go in your browser or the teams app to mozilla.co.
MC club meetings or call 406-272-4824.
With a conference ID of 115075404 pound.
Do we have any hands or?
Karen, do we have any non members here?

AR **Analeshia Rodriguez** 30:49
Are there any non members in the meeting room that you can see?
No, non members correct other than staff.
Yeah, I think you're good.
I think we're good.

RH **Richard Hall** 30:56

OK.

All right. Then we will move forward having no public comment.

Next would be staff announcements and then I'll shut up.

AR **Analeshia Rodriguez** 31:09

Well, it's always awkward to start one of these for the first time, so sorry about all the bald EOL.

Welcome to everyone.

This is the first meeting of the consolidated Land use Board and we're so appreciative that you're here to provide your service.

I'm Karen Hughes.

I'm the director of the planning, development and Sustainability Department for Missoula County, so I oversee both planning and climate action for the county.

We'll introduce ourselves and then we'd like each of you to just quickly introduce yourselves.

With your name and a little bit little bit of background, why you're interested in the in the board.

So with that, I'll hand it off to Tim.

Well, it's great to have you all assembled.

This is very exciting.

I'm just very excited that you're all willing to serve on this board.

I'm Tim Worley.

I'm planning manager over current planning. Some of you have seen me in different capacities coming before the boards that used to exist, and we'll be bringing subdivisions in front of you, rezonings, etcetera, etcetera.

We'll explain a little bit more about that, but.

Yeah, I'm on the current planning side of the street.

Hello, good evening.

My name is Ian Barley and I'm also a planning manager here. A little louder.

Yes, certainly, sorry.

Yes, I'm a current planner.

I'm a planning manager. I'm also.

Tim's counterpart, but in what's called Long range planning.

So this is the development of plans and planning documents, right?

That's kinda guide our decision making.

And I am Kyla Leonards.

I'm the office administrator for lands and communities and my staff, Jill and Annalisa are the ones who help staff this board.

My name's Analicia and I'm an admin assistant for Lansing community and I'll be providing admin support for this board.

I'm Jill Johnson.

I'm Analysia's counterpart admin assistant over at lands and communities, helping with the boards.

So maybe we'll start in the room.

Michael, do you want to start?

Sorry, my name is.

My name is Michael Seth Vendemi.

I live in Potomac.

I've lived there since the late 70s.

Came to Montana in the 60s.

I was the first director of the Blackfoot Challenge.

First four years.

I'm retired.

I was a psychologist and looking for a way to contribute.

Yeah. Fell in love with Montana.

Wanna do what I can to help? Thanks.

My name is. Does it work?

My name is Bing Matt. Real name is James.

But as you see, Ome corner my little sheet up here is in my name plate but.

I live.

I live in.

Aula County, part of our party, and I serve on the tribal council.

This is my Lebanese dear tribal council and.

I wonder after get done with the next two years.

I'm gonna think I'm gonna retire, but it's a long ways ago.

We got a lot of work to do at home.

And they nominated me to come in and be on the board here. And I said, well, I said I live in Missoula County.

I'm I guess I could do that, you know.

So here I am.

So hopefully I can serve and do the best I can. Thank you.

My name is Josh Schrader and I live just South of Lolo, a couple of miles I grew up in Florence Ranch.

Kid ranching family.

And have been representing the conservation district on the planning board for the past few years.

And when they made the decision to split the boards.

And it was evident that the conservation district was gonna be able to have a representative.

They asked me if I'd continue to serve and.

Well, first of all, they asked if anybody else wanted to serve.

Nobody else raised their hand, and so I guess.

Yeah, I'm. I'm back. So I'm, yeah, happy to do it and.

Looking forward to getting to know everybody and working together, yeah.

My name is Danny Oberweiser. I work for Imeg or a civil engineering planning and surveying firm in town.

Been with the company for about 12 years.

In my capacity, there is.

Primarily a land use planner, but I wear a lot of hats so I've been involved with a lot of projects that navigate the county regulations.

So I'm pretty intimate with them.

I'm coming over from the consolidated City County board.

I was on that board for about a year before it was dissolved and separated from the county and city so.

I'm excited to continue to serve and get to know you folks on the board.

Thanks.

My name is Andy Medford.

I moved to Missoula in 2000.

Started working for a consulting firm as well. Civil line development. Do a lot of that type of work.

I've served in the past on the city Board of Adjustment, the Consolidated Planning Board and then recently the County Board of Adjustment.

I don't know how many years I've been on some combination aboard for quite a number of years, but I just enjoy, I guess providing some.

Other side perspective sometimes maybe and.

Look forward to working with the board and definitely recognize some familiar faces and names on here, so thank you.

So that is everyone in the room.

Maybe we'll start with Barbara Online.

BR **Barbara Raible** 37:50

Hi, I'm Barb rabel.

I live up in the Swan Valley.

Up on Buck Creek Rd. And we live on my grandparents homestead. Nobody lived here for a long time, so my husband and I moved up here in 1973, lived in Oregon for, had our kids here, and they went to school, moved away and worked for the. BLM in Oregon for 20 years as a forest ecologist.

And then we retired and came back here.

I've been on the Board of Swan Valley connections in the Historical Museum and the school board up here, so I like to help out where I can and I'm excited to be on this board.

AR **Analeshia Rodriguez** 38:36

Thanks Chris.

DS **Deanne Saale** 38:38

Yes, hello.

I am a Missoula County contractor.

I've been a contractor for 21 years here in Missoula County.

I currently serve as the chair for the Clinton Community Council and I'm happy to be

involved with this board and I want to learn how it works and give it my all be a part of it.

Thank you.

AR **Analeshia Rodriguez** 39:04

Thanks, Jennifer.

JS **Jennifer Schultz** 39:08

Hello, I'm Jennifer Schulz.

I've served on the Lolo Community Council.

For eight years, and then the zoning Board of adjustment for about a year and a half.

And I was thrilled to be able to keep serving my community and have a lot of community focus.

And I'm just excited to continue to serve the the people in our community.

AR **Analeshia Rodriguez** 39:37

And Rick?

RH **Richard Hall** 39:40

Hi, I'm Rick Hall and I am the chair of the Bonner Milltown Community Council.

So hi neighbor and Clinton.

I'm also was short.

I was briefly on the zoning Board of adjustment.

I retired here in 2020.

My family has lived here, my sister and her kids for about 30 years, so I always plan to retire to Missoula.

I have about a 30 year background in citizen planning.

And the county was kind enough to appoint me to the consolidated Planning Board.

I'm also the chair of the Impact Fee Advisory Committee and.

I think that's about it.

So I kind of have a passion for planning.

I was in planning in both Oregon, Idaho and here and I think it's important that we be involved in.

Making a change instead of just complaining about changes.

So that's why I'm here.

And glad to see the great representation from all over the county.

AR **Analeshia Rodriguez** 40:52

Yeah, isn't that great? The we had folks applying from all over the county and from all different backgrounds, which is fantastic.

We really appreciate the willingness of folks to step up and and folks with experience, but also new folks.

It's great to have everyone involved, all right.

That is introductions, I think we got it all.

Rick, do you want to keep us moving?

RH **Richard Hall** 41:22

Let me get my mouse working here.

Yes, I will keep us working here.

We have no public hearings.

It appears we have no communication, but we do have communication, special presentation.

That is the consolidated land use board orientation and training, so I'm not sure who's doing that, but we didn't have a pre meeting so.

AR **Analeshia Rodriguez** 41:48

So we thought we'd do instead of launching right into bylaws and election of officers, we'd start.

We'd we thought we'd start with the presentation so that when folks were going through bylaws and election of officers, you had a little more background for this board.

So we're going to start with the presentation.

I can't remember how. How long did it take us to do this when we did our clock this half hour?

Yeah, it was about 30 minutes.

So there's.

I'd say there's opportunity if you wanna stop and ask questions along the way, I think you can feel free to do that.

Or you see something wrong?

Or some many of you have been surveyed on these boards for a long time.

But we'll we'll get started.

So just online, raise your hand if you need something.

And in the room same.

Oh yeah, sure.

You.

So our goals are to just have an opportunity to get to know one another.

We're going to review a little bit of board administration and logistics with the admin team.

I talked a little bit about the planning framework. Some of you have.

This will be very common knowledge for you and others. Some of this information will be new and we just want to get everyone to get to hopefully a similar baseline.

We'll review the roles of this board and hopefully answer questions both at the end, but along the way.

We're gonna we did the introduction, so I think we don't need to do that.

But more specifically, we'll get into the role role of mcclub and that board administration, the planning framework, I guess we already did this.

And then probably most importantly, are those kind of key roles and the overview of types of development review.

So our department is tasked with you.

You will usually see projects come from our department, although not.

Always. Sometimes you might get something from, like the transportation planning program, the metric, the Metro Metropolitan Planning Organization, which is housed in the city. But most things you'll see come out of our office, our office.

Is LinkedIn with lands and communities along with several other sister agency, lands, culture and recreation, ecology and extension, grants and community resources.

That's it.

So our department planning development sustainability has climate action and then the planning program and within planning we have current planning and permitting.

So that's development review services.

So providing information to folks at the front desk, taking them, helping them put together application packets, reviewing those application packets, in some cases issuing decisions and in other cases bringing them to boards for.

Review and approval.

Lance culture McCrea, if I said that, yeah.

The current planning and permitting also includes floodplain management and shoreline management programs in our long range planning, we have county wide community planning issue planning like transportation or infrastructure, code development and the GIS and data analysis part of our operation is housed there.

And then we have a new program, wildfire planning.

It's the result of a community wildfire defense grant.

It'll be staffed with two staff people for four years and they'll be working on the Community wildfire protection plan. Wildfire risk reduction through codes and programs like a home retrofit program. They may help, do some water supply, emergency access planning.

And other related things.

That one is not staffed yet.

We're just getting started.

Got this thing in the middle of my screen.

All right.

So our mission is really to work with communities, whether they're individuals, organizations or the community, you know, community organizations, community based organizations to create great places for everyone, protect what we love and do it as sustainably as possible.

We're involved in proactive comprehensive land use planning and regulation.

We're involved in reduction of.

Mitigating impacts.

For climate change, while also building resilience and developing new programs that meet community needs.

So we have our climate team.

They're working on strategies that reduce our contribution to climate change and community contributions to climate change, so they're working in the energy realm, and they're working on building community resilience to our changing climate. And a

lot of that has to do with the built environment, but also the.

Natural environment.

We Ian's team engages communities and organizations in that values based long range planning.

We have some big projects coming up that we're excited to have you involved in. In that regard.

And then we end up creating strategies and projects to help carry out those plans and then ultimately, Tim's team is really working to strive for the best outcomes for new development.

OK.

The role of this board is really to help guide that long range planning and land use. Policy that for the county and for areas within the county to guide implementation projects.

Those could be zoning codes and maps.

Subdivision codes.

It could be code maintenance, it could be other projects as well.

It could be additional plans, could be other kinds of strategies you'll be advising on development proposals such as zoning map.

Amendments, planned amendments.

You'll be reviewing special things.

And related to zoning, such as special exception requests to make sure that the potential impacts of development have been adequately mitigated. And then you'll be helping maintain that zoning code integrity through the review and decisions of variances and administrative appeals.

Appeals of decisions that have been made by staff.

And then ultimately, you'll serve as a Planning Commission and that's in the event that Missoula County follow as part of our planning process. If we follow the same path that the city did under the Montana Land Use Planning Act.

This board would serve as a Planning Commission at this point. Ian will talk a little bit about it.

We were not set up to follow the Montana land Use Planning Act.

We're just thinking that if all or a portion of the county should end up.

Following that, we want it set up so that this board has that has the ability to serve in

that role.

Hand it off to Kyla.

OK, so as part of the board administration, you of course as a board are going to have bylaws. We have draft bylaws for you to review tonight and bylaws are going to define the purpose, the authority general powers and duties, the membership, the committees, officers and duties regular.

And special meetings, conductive business and communications.

So that's kind of the general overview and kind of your guiding document on how to run and facilitate a meeting.

So board membership in terms there are seven regular members and two alternates, including one appointment from the Board of Supervisors of the Missoula Conservation District and one appointment of the Tribal Council of the Confederacy and Kootenai tribes, which also may be ex officio. But in this case it.

Be a voting member. All members are appointed by the Commissioners and must reside within the unincorporated Missoula County. Terms of office or three-year terms. 1/3 of the membership up for reappointment.

Each year, that's just so we don't have everyone expire at the same time.

So everyone, we limited to three consecutive terms for a total of nine years. If you wanted to continue serving, you would have to wait one year and then you could reapply to potentially be reappointed. Partial terms served as an alternate member are not going to count against term.

Limits and terms expire in December and begin in January.

So just some meeting logistics the day of the meeting, we normally host a pre meeting with staff, with the chair and Vice Chair and the purpose of this is just review the logistics of the meeting and clarify any questions before the meeting starts. Just so the chair and.

Vice Chair have a handle on what they might see the night before that night, the night of the meeting is going. We're gonna hold.

Standard meeting the first Wednesday of each month at six here at the Sophie Moise Room in Missoula County County, Courthouse annex and virtually on Microsoft Teams. There may be an occasional second meeting in the month, which would normally be the third Wednesday and that, of course, would be.

Prior notice and that is what's gonna happen this month.

We are going to have an agenda portal, so it leads you to a public facing portal.

That's where all of our agendas, the links for our agendas and.

Any supplemental documents?

Are there so anything that you might hear you can read up on?

Those will be published in advance of the meeting and emailed to you with links and APDF copy.

There's also a board portal.

It's called onboard.

That is where again you would find any information about the Mozilla consolidated Land use board and it has links again to all the agendas and information there. We generally don't print agenda packets.

We might have the agenda for you, but everything is available online.

If there's an incidence where you might need something printed, or you request something printed, you would just need to do that in advance of the meeting. So our staff has time to prepare that for you.

All right.

Questions so far.

Good. All right.

OK.

So now we're going to start talking more about planning stuff.

So the basic planning framework, there's two key routes under Montana Code now. The county really follows the traditional state regulatory planning framework, which is the growth policy is in 76-1. These are the parts of Montana code annotated the zoning.

Is set out in 76-2 and subdivision set out in 76-3.

These sections of statute were all developed at different times and have been updated at different times, and they don't always talk to one another very well.

So we just live with it because all Montana communities do.

And the legislature regularly update updates them, so that's constantly requiring us to update various elements.

Of our planning documents.

The way it's been set up is there's public engagement split spread relatively evenly throughout all these different aspects of planning.

So whether it's creating a growth policy or comprehensive plan, the policy documents or a regulation document or reviewing specific developments, their public, there's a public engagement component of each. The city is following the new Montana land Use Planning Act.

They are required to do that. Counties and other jurisdictions that aren't required to do it. It's an option for us, which is why we have appointed this board to serve as a Planning Commission in addition to being a planning board and zoning Board of adjustment, et cetera.

In the new Montana land use planning framework, the public engagement's really front loaded so that you're doing it mostly when you're developing the plan and the zoning and the regulations.

And the map, the zoning map, and then and then at that point development review for the most part becomes administrative done by staff.

And and then appeals come to a board.

So the board gets involved in setting up the planning documents and appeals of decisions, and less in the general way to to development review process.

So that's kind of the primary differences.

It's a really big change for communities to understand that what happens once the zoning is adopted and the subdivision regulations are adopted, that that future reviews are done. There still has to be a public notice provision, but there is less opportunity for active engagement in that process and.

So it'll be interesting to see how it works.

Missoula I think is one maybe the first city to actually get through their code. Piece.

They may be the first community in the state to actually implement it.

The deadline for it is may, although I'm not sure there's much of A penalty if they don't make it in time.

And some communities like Billings hasn't. I don't think they've hardly even started. So.

But most of the communities, the it's the jurisdictions over 5000 in the seven urban counties are required to follow that.

That that new planning framework.

So basic terms.

The comprehensive plan in Montana, we call it a growth policy.

It's the.

It's the foundational land use document.

It sets the vision for how a community intends to grow and develop, or in some cases it may provide guidance in areas where they're not having growth in how to stabilize or even deal with change that may be lower population. But for Missoula, usually it's growth it allows.

A community to be strategic and provides a voice.

In in how a community is going to grow, it usually includes.

Well, it's required to include a basic set of information about what you're planning for, so your existing conditions, your projected trends around demographics and economy and environment.

Natural resources infrastructure, all those sorts of things.

It includes the kind of the vision and the values, goals and strategies, and very importantly, a future land use map.

What you what that what?

That vision for growth looks like on the ground.

Where? Where should things grow?

Where should things be protected?

What kinds of intensities are appropriate?

It usually involves a lot of intensive outreach and engagement, and it can be for an entire jurisdiction. So for the entire county or a neighborhood, the Swan Valley just completed a planning process just for the Swan Valley. So that would be more of a neighborhood or an area.

Plan. It can also be focused on a particular issue.

We just finished the Y infrastructure plan, so that was just infrastructure for the Y area.

Zoning is the primary tool that implements a comprehensive plan. Zoning has not been used a lot in rural Montana, but it is the primary tool that if a community really wants to tackle issues related to conflicting land uses.

Or concerns about different kinds of development.

Zoning is the best tool to do that.

It includes both regulations in a map and has administrative requirements, lays out

the procedures, the role of boards.

This role of staff review criteria, and it can be highly customized.

It can be extremely minimal or it can be extremely detailed. So for the urban area we have, you know, a pretty thick zoning code, pretty detailed for a more rural area.

Typically you wouldn't have that.

And then it it you know it breaks an area usually into zoning districts with similar types of development, residential, commercial, industrial, institutional.

And then it often has.

Some sort of development standards, and again it's kind of optional as to how detailed you get, but you might tackle uses. You might tackle density or intensity.

You might tackle bulk and dimensional standards like setbacks or building heights.

Environmental Protection standards like riparian resource areas.

You might look at landscaping, parking and other design standards.

And then the other basic tool is subdivision.

Subdivision really has to do with the division of land.

Those divisions in Montana that are exempt are called subdivision exemptions.

Those include things like family transfers and boundary line relocations.

Those are primarily reviewed administratively, with the exception of the family transfer, which does go to the Commissioners.

They are.

We're looking to see if there's an evasion from subdivision review in those reviews.

The reviews that most people hear about are related to major, minor and administrative minor subdivisions.

The subdivision regulations provide standards for access lots and blocks park water supply.

So really it's focused on infrastructure, the layout and the infrastructure is really what subdivision is intended to cover.

And then it also of course has the procedures for administrative.

Process.

Subdivision we often hear about is the preliminary Platt Review process. The initial review process. There is a lengthy process after when an applicant is meeting the conditions of approval and putting in the infrastructure.

Before they file their final plat and the final plat process is much more of a staff

administrative review process.

So the this board deals with the preliminary Platt Review process for major subdivisions.

So, subdivisions of six or more lots.

And then other things to that that don't really involve this board, but are part of our planning work in Missoula County.

We run the information desk.

We do review the those proposals that are exempt from subdivision review.

We there's more than one kind of zoning in Montana.

In Montana counties, one is called part one or citizen districts.

Those are reviewed by a separate board. The planning and Zoning Commission.

We deal with buildings for lease or rent, so adding additional buildings for lease or rent on a property or mobile homes or RV's as well.

Floodplain permits and shoreline permits, shoreline regulations and variances do come before this board.

That's one unique factor our office deals with 310 permits.

Within the 1946 boundaries of the city of Missoula.

So those are the only ones that the conservation district doesn't deal with. They come to our office and then we deal with land use and zoning compliance permit.

So for things they're in zoned areas, we're checking to that.

They comply with zoning and things outside zoned areas.

We do a check to make sure that there aren't subdivision conditions of approval or subdivision covenants or other floodplains.

Issues that would that should trigger some sort of review, and then we also administer the impact fee program.

Alright, I'll stop talking and hand it off. Hey.

Thanks Karen.

I'll talk a little bit more about our long range planning efforts, in particular the comprehensive plans, right.

We got a nice introduction from Karen right in the sense that these documents broadly establish policy across multiple subject areas generally for the entire county, but not always.

And by broad like multiple subject areas, they will touch on things like transportation

and infrastructure and local services and and they really are.

They're truly comprehensive, right?

That's what they're intended to do.

Right is broadly address various issues in inside of 1 document.

They're reviewed or or renewed about every five years under statute.

This is this happens under MCA 7616 O3 and they will receive from you from from the club, a recommendation and ultimately is the board of County Commissioners, right?

The BCC that has the governing authority really important for these.

These plans, right? These are policy documents, right?

They provide a vision for what should happen, right?

There is not.

They have a very limited regulatory role.

And this is important because it's actually happens on a regular basis where the two are confused or conflated and and. And it is a little bit tricky, right? These comprehensive plans in the county, right?

We have a map that has designations that involve use and density, right?

And it looks a lot like zoning.

Right, but it's not.

And so it's very important to kind of recognize the difference between the two, especially when it comes to these maps, right?

One is called a land use map or a future land use map, and that's going to be different than a zoning map.

Umm.

Because some funny things about state law, right?

A very wide range of plans are amended to the comprehensive plan.

Typically there's no other.

There may not be another formal place for a plan like this to be considered right, at least inside of of state law, right?

So they get amended to the comprehensive plan and this includes a number of issue plans, right.

There's a climate ready, Missoula.

There's a community wildfire plan, housing plan, transportation plans, right?

These are all amended to the.

To the comprehensive plan.

There are also area or neighborhood plans where we talk a little bit about the Swan Valley neighborhood plan, right?

Which recently went through the planning board.

And and it encompasses the areas Upper Swan Valley and there are also infrastructure plans like the Y infrastructure plan that that was kind of recently went through the adoption process and and so yeah, I just a good example of these kinds of documents that get amended to the.

Plan.

And we are in the process of updating our own comprehensive plan.

Right. We are designing this to be compliant with the two different sections of the the kind of legal frameworks, right that we work with.

One is this traditional like 76 one framework where it would be compliant with that. It will also be compliant with the Montana Land Use Planning Act, right? The same law that the CD passed their plan under and that will give us the option to opt into the. Montana Land Use Planning Act should we decide.

Right. And so this the process will serve as sort of a discovery process?

To help us kind of inform ourselves what are the benefits and what are the drawbacks to opting into this other framework?

Into Montana land Use Planning act? Or would we prefer to stay in the traditional framework, right?

So it'll be a really interesting process as we get more information and more thoughts on that. And certainly as the city goes through there and they begin to review and approve projects in their in their jurisdiction, right, what are what are we hearing from other jurisdictions?

That are gonna have they're going to this process, right?

We're gonna discover a lot in the next couple years, and it's gonna be really interesting to see.

This update begins in whoop in 2025, right?

We started it last year.

Phase One will begin was really about kind of summarizing existing conditions that will generally wrap up this summer. Phase two will be more heavily involved in public

engagement and that'll begin this fall.

It's important to note like this is gonna be a really interesting effort to address and particularly the updates to the future land use maps.

These maps that I mentioned that look a lot like zoning, but aren't zoning.

There's lots of places in Missoula County where these maps have not been updated since the mid 70s.

So it's our opportunity to to revisit those, you know, places like Arlee, Frenchtown, Clinton, Potomac, Greenough, right?

These are all areas that haven't seen a revision since the 70s, so it'll be really interesting to go back and do that.

Other areas like Lolo, Seeley, Lake.

Have had much have had relatively more recent updates through the process of their neighborhood plans, right?

Lolo has one.

Celia has 1. Swan now has one, or will have one.

And so they will be in our property to make probable, make some tweaks to those, right.

But I think the major focus will probably be some of these other areas that really haven't seen any planning in a very long time.

I guess you know the other thing I was gonna mention too is I'll periodically come to you and I will share information about the planning process, right.

I'd love to be able to drop in, you know, every three months, every six months, something like that on a swing year. Having a slow night, nothing else going on.

I'd love to come in and just share information about the planning process.

How are things going?

What are we discovering?

What are we hearing?

You know what kind of events do we have coming up right?

So the none of this information is, you know, kind of foreign to you, right?

And you get a chance to ask questions.

And and provide feedback on the planning process as we proceed through.

I'll talk a little bit about zoning here. As Karen mentioned, right.

There are a couple different types, multiple flavors of zoning in Missoula County.

This first is the citizen initiated zones.

There are a number of different zoning districts, right that have been established by groups of citizens, and of course these are if issues come up in these kinds of these districts.

Then they are addressed by a different governing body, right? The planning and Zoning Commission.

And this doesn't get doesn't happen very often, right?

It's sort of the brigadoon of.

Of commissions.

Right. It kind of comes and goes once a year, once every couple years.

Then it disappears into the fog.

But so yeah, this this probably won't might only occasionally come up as an issue.

But again, these issues won't come to you directly.

Part 2.

County initiated zoning, right?

That's the more common type of zoning in that we're going to be addressing, right?

And there's there are distinct flavors of that as well.

One is called the swift decane form based code.

Code right?

That's kind of out on Mullen near the airport.

We don't see a lot of development coming under those on that form based code.

Most of the development that does happen out there and and there's quite a bit right most of the development that does happen out there gets immediately annexed into the city in order to access.

Water and sewer and so forth, right?

So we rarely see issues, you know, coming from that. We do have a number of legacy zoning districts, right?

Missoula County is a nuclear free zone, right?

There are different rules that kind of govern.

That you know, essentially have zoned the entire county of basically usually around specific issues that have arisen in the past.

There are also smaller legacy districts, rural zones and different things that have kind of cropped up.

So those will occasionally happen.

The main body, though, is the county's 20/22/2022 zoning.

And that's the most common type of zoning that we will that we see, right.

That's the kind of the the main body of zoning that kind of surrounds the city of Missoula like a doughnut.

Right. And that covers everything from, you know, Bonner, Milltown, out to the Y, down to just South of Blue Mountain and north.

Kind of stops just a little bit South of Everro Hill in those ways, so.

So again, these were enacted in 2022, and like any good zoning regulation, right that the county enacts, they were intended to implement what was called the Missoula Land use element.

That was an update to the growth policy that occurred in 2019.

We try to routinely update the our zoning regulations, right?

We've done it several times and most recently it was in January of 2026, right?

Last month we tried to do this and we just basically go through and like what?

You know what errors are we seeing?

You know, do we need to correct anything, right?

Sometimes these can be, you know, relatively routine kind of maintenance updates.

Sometimes they address more complex issues and for the Mcclub will play two different roles with regards to our zoning right, you will be a zoning Commission, right?

Well, you will make kind of hear the nature of the changes right to the zoning and and make it recommendations essentially as an advisory body.

But you'll also be as a board of adjustment.

You will be a decision making body, right?

So 2 very different hats depending on the nature of questions that are coming.

To you.

And with that, I get to hand it over to Tim.

All right. I want to talk about what plan implementation looks like starting in the subdivision arena. The comprehensive plan provides policy guidance on subdivision, but as has been said so far, it can't be used as a basis for decisions on a subdivision proposal.

And that's where subdivision regulations come in.

A plan might may provide guidance on layout, design and infrastructure for subdivisions.

But where you really drill down is within the subdivision.

Regulations themselves and those include standards for things like how wide a road should be within a subdivision layout of lots and blocks, water and wastewater, fire suppression systems, stormwater utilities, parks and open space, etc.

That those sorts of standards are usually found in the subdivision regulations.

A plan describes how to define the review criteria and describes how to review impacts against the criteria.

So our comprehensive plan gives specific guidance on how to look at impacts to agriculture within a subdivision context as well as agricultural water user facilities.

These are what are called the state review criteria.

We also take a look at impacts of the natural environment, public health and safety impacts to local services as well as wildlife and wildlife habitat. So the sub regs really drill down on those pieces whereas.

The growth policy provides the vision.

For how to do those reviews.

So what you will see as a board are major subdivisions.

So that's land divisions of six lots or greater and in that capacity you are a recommending body to the board of County Commissioners.

And typically these subdivisions, these major subdivisions will be on either a 60 day timeline or an 80 day review timeline, and the 80 day timelines are based on, I think, a threshold of 50 lots or greater.

So what we'll provide for you is a staff report that has findings related to the review criteria that I talked about.

You'll see motions to approve, approve with conditions or deny the subdivision.

Those are recommended, recommended motions and 99% of the time what you'll see as a recommendation is a recommendation for approval with conditions.

You will also review subdivision variances and those will be separate motions.

So you can actually request a vary from the standards if you wanna have a narrower set of roadways in your subdivision. As a developer, you can request that.

Now, as mcclub you may amend the recommendations that we put forward, but you need to provide findings and rationale related to the criteria.

You may also amend.

And recommend conditions, but the conditions also must be related.

To identified impacts, the county commissioners, of course, make the final decision on subdivisions.

Yes. And just as an aside, there's a four sheet stapled and I think maybe we can put some PDFs up online, maybe in the chat that show what your role is as mcclub in as you put on your subdivision review hat or your board of Adjustment Review hat.

And I'll go through some of those here shortly.

Let's turn to a zoning map amendments.

In those instances, you are a recommending body.

These amendments change a property zoning from UNZONED to a specific district or from 1 zoning district to another, and this is in that arena of Part 2 or county zoning.

These are sometimes referred to as rezoning projects.

Map amendments must substantially comply with the comprehensive plan and if they don't, they require a proposal to amend the plan itself.

So you might see something come before you.

Where there's a proposal to amend the plan as well as zoning.

So those will come coupled together before you.

Zoning map amendments cannot be conditioned.

On rare occasions you will see private sector growth policy amendments and you may just see one here shortly.

You are a recommending body in these instances.

These are typically required when an applicant wants to change the zoning on a property in the district that they want wouldn't be allowed by the land use designation in the growth policy or land use plan.

Plan and we have a contemporary example and that's Blackfoot crossing, which is a formerly an industrial site with industrial zoning being considered for multiple use redevelopment with commercial mixed-use and residential uses.

So that's going to require an amendment of the growth policy along with the zoning.

All right on to zoning variances.

Special exceptions and appeals. This is board of Adjustment territory where you are decision makers and a variance is when literal enforcement of regulations results in hardship.

And that can be economic or self-imposed hardship.

These may require conditions to mitigate potential impacts, but must meet all criteria, and those criteria are outlined in the handout and I'm not sure which page that is.

Let me just flip to it real quick, just for reference.

I think it's page.

Hope I stapled these correctly.

Page three of four, I think it is, yeah.

Page three of four again, your decision makers in these instances.

That's variances and I'll skip to special exceptions.

These are uses that are actually listed for each district that require board approval instead of mere administrative or staff approval.

Likely due to potential impacts that may require mitigation, and these are typically uses that can meet district intent when certain design standards and conditions are met.

So moving to appeals, on very rare occasions, you might actually see appeals and you are decision makers. When an appeal of an administrative decision comes before you.

Review and you review and decide appeals where it is alleged that there's an error in any order, requirement, decision, or determination made by the zoning officer and a zoning officer could be anybody on PDS staff.

All activities associated with the request are required to cease until a decision is made by this board.

And a decision is made based on review of the record.

Yes, we had a recent example.

It was actually up the Gilman Creek drainage, I think a couple of you were present for that one where an appeal was made of a zoning decision to essentially green light a permit.

And that appeal was upheld by the Board of adjustment.

OK.

That's fine, yeah.

So you've heard this all already, but if we're going to do it a different way, we're going to just do a quick roll down.

So when you're when this board the consolidated land use Board is a planning board, you're making recommendations on comprehensive plans or growth policies, area plans, issue plans, private sector, comprehensive Plan Amendments, Subdivision regulations in most cases major subdivisions and variances from subdivision regulations.

Shoreline regulations and variances from the shoreline.

Regulations, and in all these cases, the decisions on these are made by the Commissioners.

As the Zoning Commission, you're making recommendations on zoning regulations and amendments to those regulations. Zoning map amendments.

And all these decisions, all the decisions on these issues, are made by the Commissioners.

And then in the case of the Board of adjustment, you're making decisions on special exceptions. So those higher levels of use.

Allowed for in the zoning, but require a review of a potential impacts, zoning variances, variances to the zoning regulations, so things that would not be allowed without variance, and then appeals of administrative decisions. So where staff has made a call in the case that Tim mentioned staff had.

Allowed a permit and a neighbor appealed that.

That decision.

In the Board of Adjustment, heard it and made a decision on it.

In this case, the appeals of these decisions go to District Court, so they that the the county's process stops with the Board of adjustment. And if someone wants to appeal that decision, it goes on to court.

And then if the county opts into the land Use Planning Act, you would function as a Planning Commission.

So part of the reason you're appointed even before we know if we're going to opt in is because the the board would provide recommendations on a comprehensive plan done under the land Use Planning Act.

So we, as Ian said, we're going to comply with both the Growth Policy Act and the land use plan.

Act so you would you were. You'll act both as a Planning Commission and a planning board. In this case, you would then ultimately make recommendations on subdivision

and zoning regulations and regulation amendments.
Recommendations on zoning map amendments and then.
When when there's a question about whether.
There are newer increased impacts of a proposal that weren't considered in the planning process. The this board would make a decision on that and also decisions on appeals of administrative decisions.
So for now, your role will primarily be during the Conference of Planning process. You'll function as a Planning Commission and a planning board if we decide.
Adopt in them in Lupa or the land Use Planning Act.
Then then you would take on these other roles.
And the key differences between.
Those the the traditional planning framework which we follow and the possible in Lupa framework is that subdivision review is completed by administrator under the New Planning Act and Appeals go to the land use board.
Yeah.
That is what we have.
Questions. Something we missed?
Or do appeals of a Commissioner decision go?
Those go to court. Yeah. So similar to the Board of Adjustment once the that's the highest level of decision making in the at the county. And so those would be appealed to District Court.
I suppose an agenda could have a meeting where you may have be wearing multiple hats.
Yeah, that's possible.
And I assume staff would be providing some refresher or reminder as your roles on the board may be changing that you're kind of shifting gears or something 'cause it, it could get a little convoluted possibly.
Yeah, that's a great point.
I think we've set out.
We'll when we review the bylaws, you'll see kind of the.
Standardized meeting agenda and we have the have it itemized as decision making and recommendations so that the agenda will say that and then we'll also provide

that reminder as part of the the the Staff report as well.
Rick.

RH **Richard Hall** 1:24:38

I was on a combined board for about 7 years and even after seven years, it's very helpful to have like a a little CHEAT SHEET with one side that says recommendations and one side that says final decisions.

You can always tell by the motion, but it's it's always nice to have that one cheap reminder.

AR **Analeshia Rodriguez** 1:25:02

So that a general one sheet reminder or for specific projects at the in a meeting that you have a sheet that has it side by side.

RH **Richard Hall** 1:25:12

A general one cheap reminder.

AR **Analeshia Rodriguez** 1:25:13

OK.

RH **Richard Hall** 1:25:14

You know that you know, for for us to be able to sort of look down and see what's a final and I mean you can always tell in the motion but.

AR **Analeshia Rodriguez** 1:25:15

OK.

Yeah, we can do that.

Thanks. Great idea.

Any other questions?

All right.

I think we can move on.

RH **Richard Hall** 1:25:45

Back-to-back to me.

The next item on the agenda would be committee reports, of which I assume we have no committees.

And old business, which we are too new to have old business.

And start with new business selection of officers.

Who will be moving forward on that?

Aaron anyone? Analicia.

BR **Barbara Raible** 1:26:46

It seems like it would it. It would be advantageous to have somebody who's been on the board before be the President and the Vice President.

At least to start, if they would accept.

RH **Richard Hall** 1:27:05

Is the structured chair vice chair.

And that's about it, right?

BR **Barbara Raible** 1:27:12

Yeah.

AR **Analeshia Rodriguez** 1:27:12

That's that's correct, yeah.

RH **Richard Hall** 1:27:14

OK.

So I guess first.

Let's start with the hard one. If anyone's willing to stand for the chair.

Please speak your piece.

AR **Analeshia Rodriguez** 1:27:37

I'll give my quick two cents. I feel like there's a few board members that might have more tenure than I and more adequately serve as chair, but I would be interested and happy to be Vice Chair to help support them.

RH **Richard Hall** 1:28:03
Anyone else?

AR **Analeshia Rodriguez** 1:28:05
I'm not opposed to chairing, but I've sort of avoided that position for a number of years on the board, sort of as to be a vice chair as well.
I mean, I would be willing to do it, but I'm certainly not passionate about it as well.

RH **Richard Hall** 1:28:29
Josh, how about you?

AR **Analeshia Rodriguez** 1:28:31
Yeah, I have too many other obligations, unfortunately.
A chair on another board and.
On probably one or two many other just music boards.
Kids Boards legion baseball boards. So I I.
I really don't want to do it, I guess.

RH **Richard Hall** 1:28:54
OK.

AR **Analeshia Rodriguez** 1:28:55
Thank you to those who are.

RH **Richard Hall** 1:28:58
Well, I would say that.
Most people don't want to do it.
I don't, but I've had experience on a combined board.
So I would be willing to stand for that.
I also try to avoid it and only be a vice chair.
But.

I think I'm willing to do it if to get the ball rolling so.
Do we need a boat or do we need? How do we do this?

AR **Analeshia Rodriguez** 1:29:38

Well, I would.
I would move that, Rick.
Be nominated put forward as the chair.
Of the new consolidated land use board.

BR **Barbara Raible** 1:29:56

I'll second the motion.

RH **Richard Hall** 1:30:00

All right.
Do I need to recuse myself or leave the room or just take the vote?
I guess all in favor.

BR **Barbara Raible** 1:30:11

Hi.

AR **Analeshia Rodriguez** 1:30:11

Aye aye, aye.

JS **Jennifer Schultz** 1:30:12

Aye.

RH **Richard Hall** 1:30:14

Any opposed?
All right, then let's move on to.
I guess that makes me. I'm in Mexico, by the way.
That's why I'm attending virtually.
I will be there in person for and by the way, we have the greatest acronym in in the
county, McLeod.

Next vice chair.

We have several people interested in it sounds like one more than the other.

So do we have a nomination?

JS Jennifer Schultz 1:30:52

I would.

I would nominate Andy.

The vice chair.

RH Richard Hall 1:31:02

Is do we need a second or?

BR Barbara Raible 1:31:06

I'll second it.

RH Richard Hall 1:31:12

Alright. And let's have a vote then.

All in favor say aye.

AR Analeshia Rodriguez 1:31:20

Aye, aye.

DS Deanne Saale 1:31:20

Hi.

RH Richard Hall 1:31:20

Aye, any opposed.

Yeah, it looks like we have a governance.

On to the next item, which is our bylaws.

And that is included in the link in our agenda.

AR Analeshia Rodriguez 1:31:41

And I think we have paper copies.
Everyone in the room has paper copies.

RH **Richard Hall** 1:31:48

Did we need to go through it line by line or just see if there's any questions?

AR **Analeshia Rodriguez** 1:31:54

I think that that is whatever the board wishes to do.
We can go article by article.

RH **Richard Hall** 1:32:07

We have to go through it by law.
So let's go article by article.

AR **Analeshia Rodriguez** 1:32:11

OK.
Rick, do you want me to? OK.

RH **Richard Hall** 1:32:26

Please.

AR **Analeshia Rodriguez** 1:32:28

So the purpose statement is mostly.
Stating the.
Purposes under law and providing the citations for the different section.
Any questions or concerns?
Nope, all right. Definitions pretty limited.
It's the board itself, the Commission meeting, the County Commission.
State law and Lupa, PDS subdivision regulations, zoning regulations.
Concerns there.
Probably not.
Article 3 is authority, general powers and duties.
So this is where it outlines.

Your general authority under which it's created, which is the Consolidated land use board provisions, state law and then the resolution that created the board adopted by the county commissioners. And then it talks about in Section 2, the advisory authority. Followed by the decision making authority. And finally. In the decision making authority in primarily focuses on the Board of Adjustment, but does have the appeal section in subsection B about dealing with appeals. Under the Montana Land Use Planning Act. But again, that would only apply if we proceed with that act. And then Section 3 really just kind of is a. It's almost a bit of a reiteration. Questions about that. If your section. Section 4 provides that our office will provide you with staff support. Section 5 of Article 3 is talks about the board's expectations from the Commission. Which is primarily providing information to the county commissioners. You know that your recommendations and so on and then the limitation of powers just kind of standard language from boards for boards. Good. All right. Feel free to stop me anytime membership. We've already basically gone over those seven Members, 2 alternates, and of the seven regular members, one appointed by the Board of Supervisors of the Conservation District, and one the Tribal Council of Committee Salish Kudney tribes. And that all all voting members have to be residents of Missoula County. That's a requirement of law. And. Not just Missoula County, but the unincorporated area of Missoula County. And then and then it provides the status of alternates. And this is where alternates vote in place of in absence of regular members. So alternates can participate in board discussion, but it's only if you are seated for a meeting as a voting member that you actually vote. Any questions about that? I do have one question.

So there's five regular members, and then there is the member from the conservation district.

And the the tribal member. If one of those two is absent, can one of the alternates fill one of those appointed other than the five? OK, yeah. OK.

Yep, thanks.

Good question.

RH

Richard Hall 1:36:45

So we would promote an alternate when there's not a full board, is that correct?

AR

Analeshia Rodriguez 1:36:52

That's correct.

So alternates should plan to participate.

We want everyone's participation, but when it comes to voting, it's only if in a board meeting that we have fewer than the seven.

That regular members that alternate would get seated and at that point the alternate can vote.

So it might be a case where there's only one alternate seated.

Only that alternate can vote.

And the other one can participate, but not vote.

Can you remind me what a quorum is?

It's in here, OK.

It is.

Somewhere in here.

I don't remember where, but I remember talking about it.

OK.

We'll go. We'll get there.

It is.

It is.

It's not exactly 4, it depends.

We'll save it. It's exciting.

We're not in terms of office. We talked about that. Ethics and conflicts of interest.

You know, this is a case where if you have a specific financial interest.

And if you ever have a question, you should feel free to call and talk to staff about it. But typically what you would do, and even if you're concerned about a perception of conflict of interest, it's something that you can bring forward during the board meeting and talk about it as a board.

And and decide whether or not you need to recuse yourself for that. For that for an item.

At that point, if you recuse yourself, you sit in the audience and you can participate as a member of the public.

And then once that item is done, you can rejoin the board.

That makes sense.

RH **Richard Hall** 1:38:44

Can I ask you a question? So as a member of the Bonnarill Town Community Council, you know, we have Blackfoot crossing.

So I've recused myself on all discussion about it that came before us from the applicant, because I do.

I was going to be on this board.

There was potentially that.

I would still notify.

I would still disclose that I'm on the Bonnevilletown Community Council.

But.

Is that what would be preferred for those of us that are on Community councils that?

We beat one or the other and not both.

AR **Analeshia Rodriguez** 1:39:24

I don't think it's technically required unless you have a specific financial interest that gets into more of a perception question, and that's where I think it's good for the board to discuss it and have a conversation and it may be that even regardless of what the board thinks.

RH **Richard Hall** 1:39:28

OK.

AR **Analeshia Rodriguez** 1:39:39

The individual member can still choose to recuse himself.
If you do have a specific financial interest, you really should recuse yourself.

RH **Richard Hall** 1:39:46

Yeah.

AR **Analeshia Rodriguez** 1:39:48

And I know Andy and Danny sometimes end up doing this, you know, because their firms represent projects coming before this board, so.

Yeah.

There is, you know, it is possible too that you end up with special information which is a little bit different.

I think it maybe addressed elsewhere, but where there's you've had conversations about projects outside the realm of the board?

And that's kind of another way where you might kind of bring that conversation to this board if that's something like that happens, I think that's tackled in a little different section.

But Rick, yeah, I think.

I mean, I think it's probably good practice to do one board or another.

I don't think it's technically a requirement unless you have that that financial interest.

RH **Richard Hall** 1:40:37

Right. And I know as a quasi judicial we have to be very careful about ex parte conversations, right?

AR **Analeshia Rodriguez** 1:40:44

Yep, Yep.

Termination.

Most times it's, you know, resignation.

It is possible.

To when board members Miss 3 consecutive regular meetings without calling and

and having and excusing themselves, it's technically possible.
For a termination to occur.
But that's a rare I'd say that's a rare event.
And again, if you just call and let us know that there's something, there's a reason that is just 'cause in our minds.
Resignation we just need written communication vacancies.
We work on filling those as quickly as possible and.
There it's a board where there's no compensation.
Anything in Article 4?
How was the term?
So we have offsetting term limits.
Just curious.
I'm. I'm not upset that I'm the 1st to be up for interim, but just curious how those were selected.
I think it was pretty random.
Yeah, it was a.
It was kind of a random drawing straw sort of arrangement. Great.

RH **Richard Hall** 1:42:17

Just, you know, distributed of who's got what terms and.
Has what position?

AR **Analeshia Rodriguez** 1:42:28

Yes, we can do that.

RH **Richard Hall** 1:42:29

And contacts, even though we're not going to be talking to each other much outside the meeting. So.

AR **Analeshia Rodriguez** 1:42:38

We can.

We can do that and remember that we'll provide also on it the link to the board portal which has the has all that information is kept live for you.

Article 5.

Unless there's another question.

Article 5 committees. Sometimes this board may want to appoint a committee.

You may want to have a standing committee that deals with a particular issue.

Or you may want to appoint a special committee temporarily to deal with an issue.

So this provides for how to do that.

It also talks about board member participation in other standing or special committees, so for example.

If we had a steering committee for the comprehensive planning process.

There might be a request to have a member of the board serve on that committee, so it'd be that type of thing.

There is a standing committee for in that the Transportation Policy Coordinating Committee of the Metropolitan Planning Organization, so the Transportation Planning Organization for the Missoula Urban area.

There they will ask for one a board member.

To serve as a representative from the county consolidated land use board on that committee.

So that this is the section that covers how to deal with committees.

Yeah.

She needs you either.

Talk into the microphone.

Yep. I'm sorry. No, it's OK.

Does alternate status or seated status affect eligibility for special committees?

We did not set it up that way, so I think it's OK.

Thanks.

Thinking about that for a minute, I guess the one.

I'll have to ask the transportation or the for the transportation Policy Coordinating Committee if they may want a regular voting member.

But otherwise I don't know of any requirement. It might depend on this situation.

Any other questions about committees?

The TPCC appointment should be familiar to those who have served on the planning board.

It's the same idea.

It used to be.

It was just a consolidated planning board. Had a representative, now the city and the county will each appoint a representative.

So we'll still both jurisdictions will still have representation.

RH **Richard Hall** 1:45:36

Do we need to find a volunteer for that tonight or in the future day?

AR **Analeshia Rodriguez** 1:45:41

We do not have to find a volunteer tonight.

Erin Wilson from the NPO said he'd come and do a brief overview of their program for everyone so that you knew what you were getting into before you volunteer.

Officers, there is a chair and a vice chair.

You've done that.

Typically we try and do it the first regularly scheduled meeting of the calendar year.

Chair presides over meetings, Vice chair, supports and serves as a chair and chairs.

There's absence and their one year terms.

3 consecutive terms.

The limit.

Good with that.

Article 7 Regular and special meetings.

So.

We are set to meet once a month.

Unless otherwise cancelled and at least every six months.

As we've discussed, there will be occasionally requests for special meetings, but based on past practice we don't think this should be super often.

And there's the option to have to participate virtually both for the public and for board members.

The quorum is a majority of active members, but no more, no fewer than three.

So if there are 6 appointed Members, then your quorum would be 4.

If you're if you only have 5 appointed members at a particular time.

Then it would be 3.

We can never go below 3 because if you act as a board of adjustment, you must have

three votes in the affirmative on any action in order for it to a decision to be made. So we always have to have at least three voting, especially for if you're acting in that role.

Voting.

Yeah, that's where the.

It's a majority of the quorum.

When acting as a board of adjustment, all decisions before the board require concurring vote of three members.

If.

If there's a tie, then the motion fails.

For no decisions made.

And as stated before, so we provide you get that applicant's package.

And materials, you receive a staff report.

You receive agency and public comments. All of these will be in your packet of materials. The staff report tries to provide you with an analysis based against the review criteria. Anytime when you're in decision making mode. If you want to add conditions of approval or change the cond.

Of approval.

Or change the recommendation.

That's when you need.

The board will need to talk on the record about why they're making that change, bearing from the staff report so that we can get that into the information that is either part of the decision or part of the recommendation going to the Commissioners.

So if so, we'll engage you in that conversation. If the board hasn't done it itself.

But that's that's a key piece.

Of decision making is when you're voting and it's varying from what the recommendation is making sure that we're getting all the what the changes and why and what the what the rationale is is really important and as much as possible to be looking at those review criteria.

Not because I don't like it.

Or because they don't like it?

It's that they don't.

Link to transportation or something. Public health and safety.
Here's the it's a voting complex of interests. If you do have a conflict of interest.
Then it needs to be noted.
Generally we try and follow Robert's rules of order.
I know not everyone is.
Some people feel more or less comfortable with Robert's rules. The board training helps provide some reminders.
I think there's a. Is there a training?
There's a note.
There's a book.
Oh, there's a.
There's an upcoming training on March 31st. I think there's also maybe a guide, Quick guide to Robert's rules that we can make sure the board members have kind of the CHEAT SHEET.
For for how to make motions and what not.
Sometimes when it's in the heat of the moment, having that in front of you can be helpful.
And.
And we're here to help.
And the the the chair and the vice chair often can help out with that, with for folks who are less less comfortable with it.
The goal is to get to good decisions and so don't hesitate to speak up if you're struggling to figure out how the proper the proper process.
I think we can all work through it to get there.
Open meeting laws.
That applies to the whole board, and if you have committees, it applies to the committees as well.
So we will want agendas and minutes. They can be pretty, pretty simple, but we need all the and we need to be able to post meetings not just of this board, but if you have committees, those are really important.
We make sure that they all get all your minutes.
Get documented, they they go through you for review and approval.
And if there's any changes that need to be made, we'll make those and then we file

them with the clerk and record them with the clerk and recorder's office. And we help make that happen.

We use.

We do a summary of the Minutes. We definitely get the documentation of course of the votes and and motions and what not.

But then at the discussion and the deliberation and the comment that's done in more of a summary format.

All right.

Anything in Article 6 we need to go back to.

I don't think it necessarily pertains to this article or this section, but now that this board is a decision making board, is there any liability that could come with that?

I know when we were recommending board to the either the City Council or the county commissioners, we weren't. But does that change at all now?

Not really. I mean the the they will name the board and the lawsuit, but the county takes on the responsibility.

Responsibility of representing the board.

Which hoefully rarely ever happens because you all make good.

Really good decisions that are well documented.

Any other questions?

I think we do have somewhere that the County Attorney is part of this legal assistance.

All right, conduct a business.

Here is the kind of.

Template of.

The agenda.

And we didn't break it out by roll. We broke it out by decision items and recommendation items. Feeling like that the function, you know that whether it's a decision or a recommendation is more important than if your recommendation as a planning board or a recommendation as a Z.

Commission that is less important.

So that's how we've put it out there.

If you have a different way that you'd prefer either now or after you've spent some time doing this.

We can change that, but this is this was kind of our way of dealing with that for now.

My name is Si.

And the board can you can dispense with items on the agenda if they're not necessary, or change them around if necessary.

You just have to kind of go through it.

For, you know, have the board decide to change the agenda.

For where is it?

Public comment on non agenda items.

I think hopefully most people are pretty comfortable with this, but it's a requirement for pretty much all local government.

This always is on every public meeting agenda.

These anything if you ever do receive comment, there shouldn't be a lot of time devoted to it.

The board should decide.

At, you know, at a later point whether or not you want that to be an agenda item for some future meeting.

Umm.

I don't know.

So then there's the new business section and procedures.

Let you guys read through those and ask questions as needed.

RH **Richard Hall** 1:55:44

I had a question.

AR **Analeshia Rodriguez** 1:55:48

Go ahead.

RH **Richard Hall** 1:55:51

Sometimes in larger meetings like this happened at the Swan Valley.

Plan.

People will want to speak and want other people to give them their time to speak, so you know they'll want their 3 minutes and then five other people will want to give their 3 minutes.

Is that at the discretion of the Chair, is currently policy about it?

Normally I would.

Let the board make a decision as a chair.

To decide whether to extend the time for a person.

AR **Analeshia Rodriguez** 1:56:29

Yeah, I think the key is to treat everyone the same fairly.

And ideally to set the rules at the front of the meeting and then if you, you know, if you have to deal with something, it's probably I I would typically suggest that the board that not be one person making that decision, but the board discuss how they.

Want to deal with it?

RH **Richard Hall** 1:56:51

Yeah, that's normally what I would say if that's good.

AR **Analeshia Rodriguez** 1:56:52

Yeah.

And you may have for those of you who are in the room, the Commissioners have just put their meeting rules, which talks about public comment on the on their board at the door and on the walls and at the front door.

So if you're interested, the Commissioners are trying to make that really clear as well, trying to rein in the haphazard nature of public comment.

And try to be really consistent in their application of the three minute testimony.

Cool.

Anything else?

Oh yeah, we have timers in the room.

I have a quick question.

I get it.

Yet a question of clarification.

Are you suggesting the board make a single decision as board policy?

Or each time it happens you want to do it on the spot there.

No, I my general suggestion is that it be general board policy.

If what happens is that people say, well, I want to get my 3 minutes to this person. And the next person stands up and I want to get my 3 minutes. That you could set a policy and just state it above board, but it doesn't happen all that often. But you might if that does, you might have to deal with it in the moment, or whatever else comes up that people dream up.

RH **Richard Hall** 1:58:25

It's it's fairly rare.
I mean, I've been doing this a while on four years.
It's only come up once so.
And usually we would just talk about it.

AR **Analeshia Rodriguez** 1:58:39

I was.
I ran quite a few school board meetings and it was a frequent occurrence. People get pretty heated and.
We usually landed on.
You could do that once, but you're not gonna get 25 minutes of other people's time. So it it allowed a little bit of Bob and weave without setting up a disaster.
Oh.

RH **Richard Hall** 1:59:08

I think you'll find that we have a lot less, well, considerably less controversy than the the city has or the board of County Commissioners, and probably less than a school board does so.
We haven't had a lot of issues with that.
And I am kind of a stickler for the three minute rule. I'm not.
Kind of I am.

AR **Analeshia Rodriguez** 1:59:33

There has been very occasionally a situation where.
Trying to think.

Where?

Like a coordinated group wants to provide testimony and they have a spokesperson and they ask if that person can have a little extra time to do a presentation.

Usually we run that through the board chair and vice chair to see and what they think.

And then kind of handle it on the in the meeting as well, but that usually has been OK to to arrange it.

And the the deal is usually that you're not gonna have all of your Members then give testimony.

That's it.

But again, that's a pretty rare occurrence.

All right.

Anything else under Article 8?

Someone found a a missing citation.

So we'll make, we'll triple check all citations before we send them on to the Commissioners.

Communications in Article 9.

So this is where this is the the section about, you know, anytime you are communicating amongst one another that can be construed as a meeting, a public meeting.

And it shouldn't be done via e-mail.

We should have you in the room or online and in the room in an actual meeting.

So we will.

That's a different thing, but.

No, that's in the public meeting law. So sorry.

This is about not signing written communications using the board name unless approved by the board, so not representing yourself.

As speaking on behalf of the board, say at a Commissioner meeting or another Community meeting, yeah.

No. Yeah.

And then the informal discussions or discussions with members of the Community that ex parte communications.

Potential that's a case where we know that sometimes that happens.

Generally we suggest to try and avoid it and if.

If something like that happens, if you find that you know, sometimes you won't even know that projects are coming before you when you've had a conversation with someone and then you end up having it on your public hearing schedule. What we generally recommend is that you state the.

Nature of the community, you know, hey, couple months ago I had a conversation about this with so and so.

So here's what it entailed, and just put that into the record so that it's really clear so that you're sharing whatever kind of special knowledge with everyone and you, you don't have anything to hide there. So that's.

That is kind of the peace with communications.

Legal Assistance Office of County Attorney may provide legal assistance and act as a legal advisor.

They and they did that at the request of the Commissioners and and our staff, and it's subject to their availability.

Amendments to bylaws Deborah Bitti.

Statement and adoption and that's it.

RH **Richard Hall** 2:03:04

All right. I guess if there are there any questions about the Bibles that were not answered yet?

Then we would entertain a motion to approve the bylaws.

AR **Analeshia Rodriguez** 2:03:27

I'd make a motion to approve the bylaws as presented.

RH **Richard Hall** 2:03:30

Motion has been made by Andy. Do we have a second?

JS **Jennifer Schultz** 2:03:35

Good second.

RH **Richard Hall** 2:03:38
Second by Jennifer all, do we need a just a up and down?

AR **Analeshia Rodriguez** 2:03:46
I think up and Down's probably fine.

RH **Richard Hall** 2:03:48
OK, all in favor.

DS **Deanne Saale** 2:03:51
Aye.

RH **Richard Hall** 2:03:51
Aye, aye.

JS **Jennifer Schultz** 2:03:51
Aye.

AR **Analeshia Rodriguez** 2:03:51
Aye, aye.

RH **Richard Hall** 2:03:53
Any opposed?

BR **Barbara Raible** 2:03:54
Hi.

RH **Richard Hall** 2:03:56
OK.
It's unanimous.
I assume that you'll get copies to both of us to sign the book chair and Vice Chair.

AR **Analeshia Rodriguez** 2:04:08
Yes.

RH **Richard Hall** 2:04:09
Got it.
OK. The next item on the agenda I think is.
Adjournment. Right. Or is there more?
That's it.

AR **Analeshia Rodriguez** 2:04:20
I think that's it.
Congratulations. I'm making it through your first possibly really boring meeting.

RH **Richard Hall** 2:04:26
No, thank you.
And thank you all for being here and for having a fully staffed.
Board. That's amazing.

AR **Analeshia Rodriguez** 2:04:37
I do have one comment.

RH **Richard Hall** 2:04:37
So we need a motion, yes.

AR **Analeshia Rodriguez** 2:04:40
There we used to have an agenda item on there that says it was like comments. It was like discussion amongst the board or something about board discussion.
Or I forget what the title of it was and I I guess I don't know if that was in the bylaws and sometimes it can come up after maybe something's went down.
There's this time after that. Maybe people. I don't know if that's where the appropriate spot is.

I forget what the term was, but and maybe it's not a requirement, but I know that's been on prior agendas.

RH **Richard Hall** 2:05:08

We had it on the consolidated board comments by board members.
Is that kind of?

AR **Analeshia Rodriguez** 2:05:16

Yeah, I think either board discussion or board comments or something like that, sun.
Yeah, we can add.

That's probably a good idea.

Standard agenda item if folks want me to.

I mean, a lot of times it's skipped over.

There may not be anything but and it seems like it needs to be towards the end because a lot of times that's what it creates. Some activity like the public comment or some discussion the board may want to have.

That's, you know, has occurred during the meeting or something to talk about.

Maybe an upcoming agenda item or whatever that might be. Yeah. Well, we can add that if you don't mind. Us just going back and choosing appropriate term for you. I believe it was comments from board members is what we had so.

RH **Richard Hall** 2:05:58

Sounds good.

Comments from board members, yeah.

I think that we don't need to vote for that, right?

AR **Analeshia Rodriguez** 2:06:07

Yeah, we can just have that.

RH **Richard Hall** 2:06:09

OK.

Thank you, Andy. Good.

AR **Analeshia Rodriguez** 2:06:12
Yeah, we also, we also should add the land acknowledgement.

RH **Richard Hall** 2:06:12
Good catch.

AR **Analeshia Rodriguez** 2:06:15
It didn't make it into this version, so we'll add both the land acknowledgement and board comments or board discussion.

RH **Richard Hall** 2:06:24
So our next meeting will be in two weeks.

AR **Analeshia Rodriguez** 2:06:29
It will be, yeah.
We've asked you to be available for the third week just because we were gonna just do this kind of business tonight and there is one one agenda item, I believe a special exception I wanna say.
So you'll be acting for those of you previously on board of adjustment. This will be familiar to you.
You'll be acting as a decision maker.

RH **Richard Hall** 2:06:53
OK. And I'll be back from Mexico, the beginning of next month, so.
Great. We need a motion to adjourn.

BR **Barbara Raible** 2:07:05
I'll make a motion that we adjourn.

RH **Richard Hall** 2:07:08
OK.
We we don't need to vote on it.

Then motion to adjourn. We're adjourned.

Thank you everyone.

BR **Barbara Raible** 2:07:18

Thank you.

AR **Analeshia Rodriguez** 2:07:19

For those in the room or for anyone who joins in the room, if you want to bring your own device, you can hook into the Wi-Fi and have the screen.

The people up here, I think you do.

You see the screen.

Do you see the? Yeah. But if you are sitting on the side.

And want to bring your on screen.

You can do that and hook into the Wi-Fi and and into the meeting, yeah.

RH **Richard Hall** 2:07:46

Great. Well, thank you all.

DS **Deanne Saale** 2:07:48

OK.

Thank you.

□ stopped transcription



2026 MCCLUB training

Planning, Development and Sustainability
Department

Purpose

- Get to know one another
- Review board administration and logistics
- Learn the planning framework for the state of Montana
- Review the roles of the MCCLUB
- Answer questions

Training overview

- **Introductions**
 - Staff
 - PDS Department
- **Overview of role of MCCLUB and board administration information**
- **Overview of planning framework in Montana**
- **Overview of types of development review involving MCCLUB**
- **MCCLUB roles**
 - Planning Board
 - Zoning Commission
 - Board of Adjustment
 - Planning Commission
- **Q&A**

Planning, Development & Sustainability Department

Climate Action Program

100% Clean Electricity
Carbon Neutral County
Operations
Climate Resilience
Buildings for the Future

Planning Program

Current Planning & Permitting

Development review
Zoning Map amendments
Permitting
Floodplain Management
Shoreline Management

Long Range Planning & Implementation

Countywide Planning
Community Planning
Issue Planning
Code Development
GIS & Data Analysis

Wildfire Planning *(new)*

Community Wildfire Protection
Planning
Wildfire Mitigation Planning &
Codes
Water Supply & Emergency Access
Planning
Home Retrofit Program



PDS Mission

We work to improve quality of life, protect public health and safety, and increase equity in Missoula County through

- proactive and comprehensive land use planning and regulation
- reducing the county's contribution to climate change while building resilience to a changing climate
- developing and managing programs to meet community needs

We work with communities to create great places for everyone, protect what we love and do it as sustainably as possible.

What we do

- Lead on strategies to reduce our contribution to climate change
- Build community resilience to our changing climate
- Engage communities and organizations in values-based long-range planning
- Create strategies, projects, programs and codes to implement county plans
- Strive for the best possible outcomes for new development



Purpose and role of MCCLUB

- Guide long range planning and land use/development policy
- Guide implementation projects such as zoning codes/maps, subdivision codes, and code maintenance
- Advise on development proposals, zoning map amendments and plan amendments
- Review special exception requests to ensure potential adverse impacts have been mitigated
- Maintain zoning code integrity through review and decisions on variances and administrative appeals
- Serve as Planning Commission (should MC follow MLUPA)

Board administration - Bylaws

- Shall define
 - Purpose
 - Authority, General Powers and Duties
 - Membership
 - Committees
 - Officers and Duties
 - Regular and Special Meetings
 - Conduct of Business
 - Communications

Board membership and terms

Membership:

- Seven (7) regular members and 2 alternates including:
 - One appointed by the Board of Supervisors of the Missoula Conservation District;
 - One appointed the Tribal Council of the Confederated Salish Kootenai Tribes (may be ex officio)
- All members appointed by the BCC and must reside within unincorporated Missoula County

Terms of Office:

- Three-year terms, approximately one-third of the membership up for re-appointment each year
- Limited to three (3) consecutive terms, a total of nine (9) years
- Must wait one (1) year before reapplying
- Partial terms and time served as an alternate member shall not count against term limit
- Terms expire on December 31 and new terms begin on January 1

Board administration – Meeting logistics

- Day of Meeting:
 - Pre-Meeting with staff and Chair/Vice Chair - purpose is to review logistics of meeting and clarify any questions
- Night of meeting:
 - Time: 6 p.m.
 - Day: 1st Wednesday each month
 - Location: Missoula County Courthouse Annex, 200 W. Broadway, Sophie Moiese Room (151) and virtual option via Microsoft Teams

*Note: There may occasionally be a second meeting in the month, which will usually be the 3rd Wednesday from 6-9 PM and if/when that is needed there will be prior notice.

- Agenda Portal-Agendas and documents here
- OnBoard Portal – Find board related information and terms

Basic Planning Framework

County

- Traditional state regulatory framework
 - 76-1 – growth policy
 - 76-2 - zoning
 - 76-3 - subdivision
- Public engagement spread relatively evenly through all aspects of planning – policy, regulations, development review, appeals, etc.

City

- New Montana Land Use Planning Act
- Public engagement frontloaded in the development of the plan, zoning and subdivision regulations and zoning map
- Most development review is completed by staff
- Appeals of administrative decisions go to planning commission

Basic Planning Framework

- **Comprehensive plan (also called growth policy) –**
 - Land use policy document – sets the vision for how a community is going to grow and develop
 - Allows communities to be strategic, provides a voice
 - Typically includes existing conditions & projected trends, vision, common values, goals & strategies, future land use map
 - Typically involves intensive public outreach and engagement
 - Can be for the entire jurisdiction, a neighborhood or community or be focused on a particular issue

Basic Planning Framework

- **Zoning –**

- Primary tool that implements a comprehensive plan
- Includes both regulations and map
- Includes administrative requirements – procedures, staff role, boards, review criteria, etc.
- Can be highly customized to meet a particular purpose or need
- Typically breaks an area into zoning districts, each with similar types of development (residential, commercial, industrial, etc.)
- Development standards often address:
 - land use
 - density/intensity
 - bulk & dimensional standards (setbacks, building heights, build-to zones, etc.)
 - environmental protection standards
 - landscaping
 - parking
 - other design standards

Basic Planning Framework

- **Subdivision –**

- Divisions of land
 - Exemptions – divisions that are exempt from subdivision review (family transfer, boundary line relocations, etc.)
 - Major, minor and administrative minor subdivisions
- Subdivision regulations provide
 - standards for access, lots/blocks, parks, water supply and wastewater treatment systems, solid waste disposal, stormwater, etc.
 - procedures and other administrative requirements
- Subdivision review includes preliminary and final plat review -MCCLUB only deals with the preliminary plat review

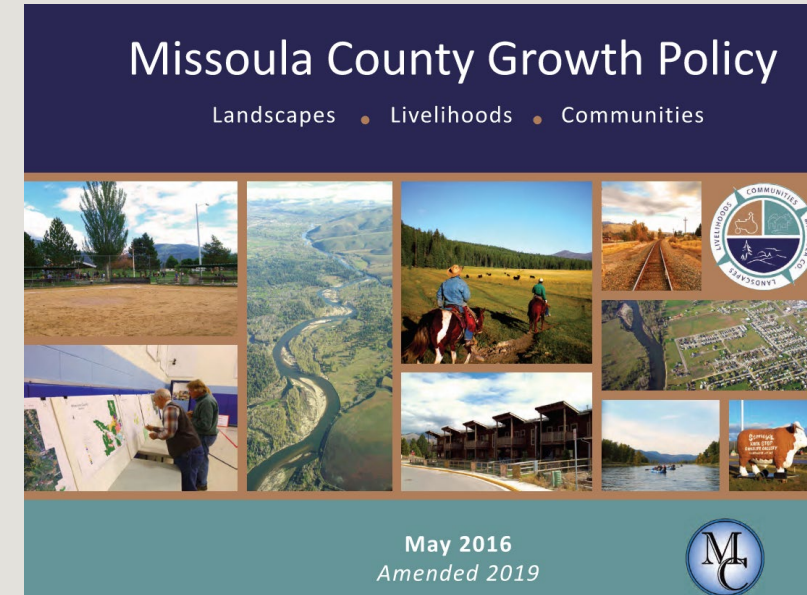
Basic Planning Framework

- Other elements (most don't involve MCCLUB)
 - Information Desk
 - Subdivision exemption reviews
 - Part 1 or Citizen Zoning Districts
 - Buildings for Lease or Rent
 - Floodplain regulations, map, permits
 - Shoreline regulations, permits (does involve MCCLUB)
 - 310 permits (within the 1946 boundaries of city of Missoula)
 - Land Use and Zoning Compliance Permitting
 - Impact Fees

Long range planning

Comprehensive plans

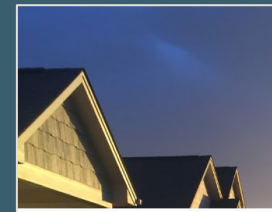
- Broadly establish policy across multiple subject areas for the entire county
- Reviewed and/or renewed every 5 years
- Require review under MCA 76-1-603
- Receive a recommendation from MCCLUB, BCC has governing authority
- Are policy, have a limited regulatory role



Long range planning

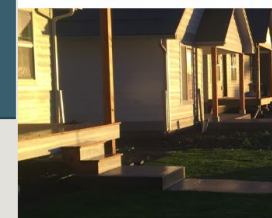
A wide range of plans are amended to the comprehensive plan, including:

- Issue Plans (e.g., Climate Ready, Community Wildfire, Housing, Transportation)
- Area or neighborhood plans
- Infrastructure plans



Missoula Area Land Use Element

An Amendment to the 2016 Missoula County Growth Policy
Missoula County Community and Planning Services



Adopted
June 6, 2019



CLIMATE READY MISSOULA: BUILDING RESILIENCY IN MISSOULA COUNTY

Wye Infrastructure Plan

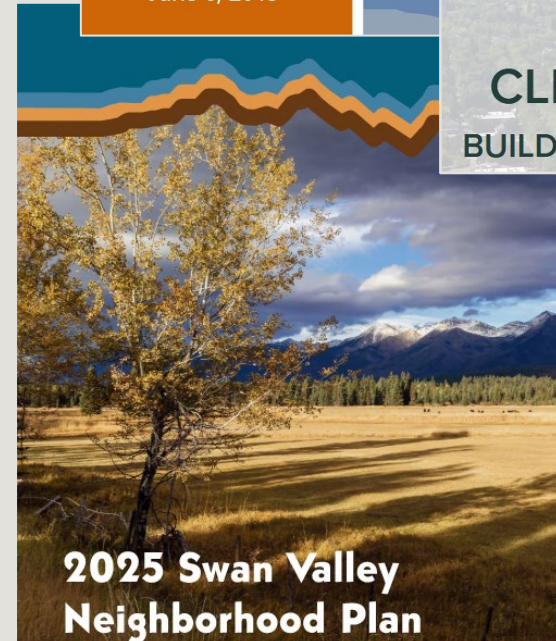
October 2025



2025 Swan Valley Neighborhood Plan

An update to the 1996 Swan Valley-Condon
Comprehensive Plan

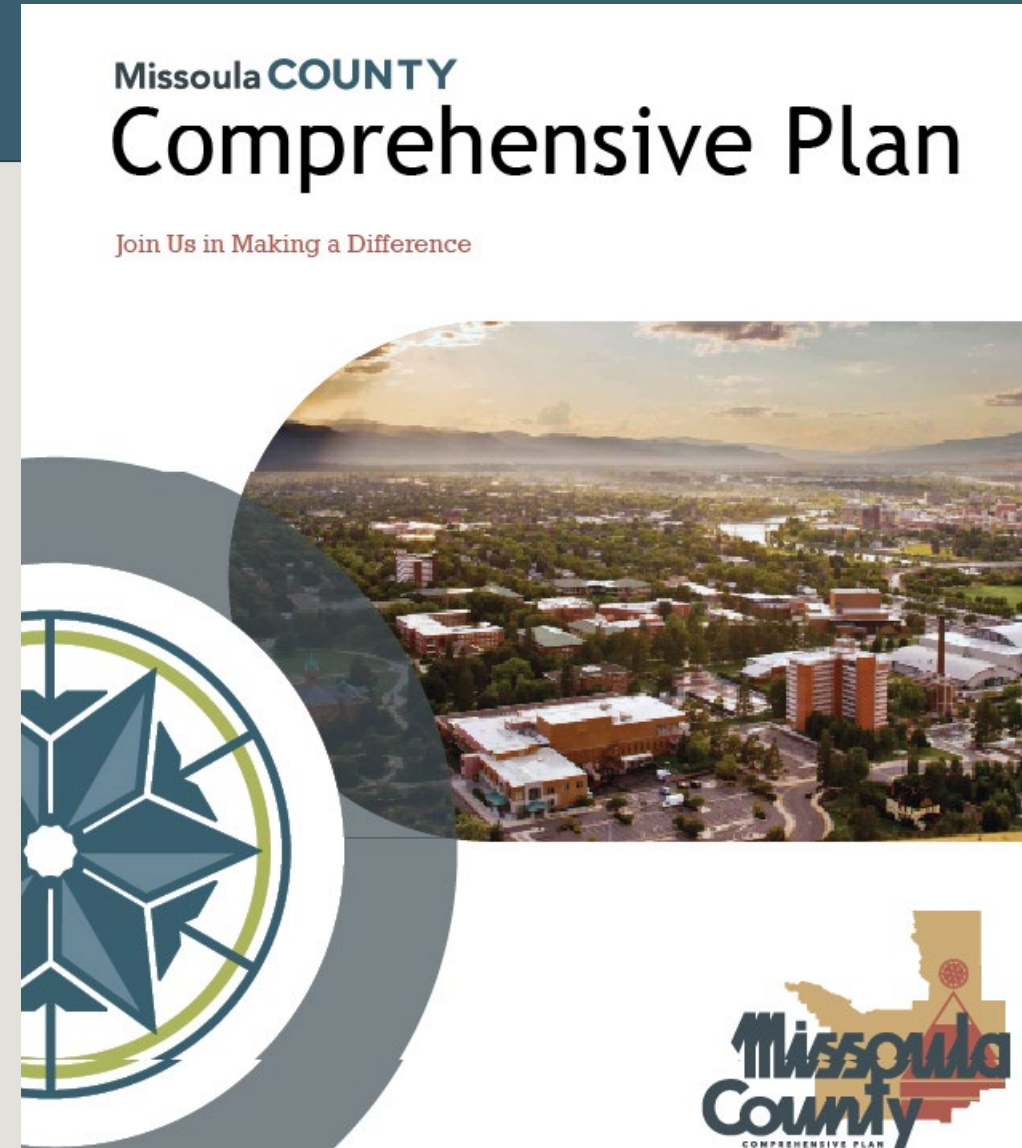
Public Draft - December 1st, 2025



Long range planning

Comprehensive Plan Update

- Compliant with two sections of state law- traditional framework and MLUPA
- Update began in 2025
- Phase 1, Existing Conditions will wrap up this summer
- Phase 2, Public Engagement will begin this fall



Plan implementation - zoning

Multiple types of Zoning in Missoula County

- Part 1 Citizen Initiated zoning – zoning issues arising are heard by a different governing body, the Planning and Zoning Commission
- Part 2 County Initiated zoning:
 - Sx^wtpqyen form-based code
 - Legacy zoning
 - County's 2022 zoning

MISSOULA COUNTY ZONING REGULATIONS

EFFECTIVE JULY 1, 2022

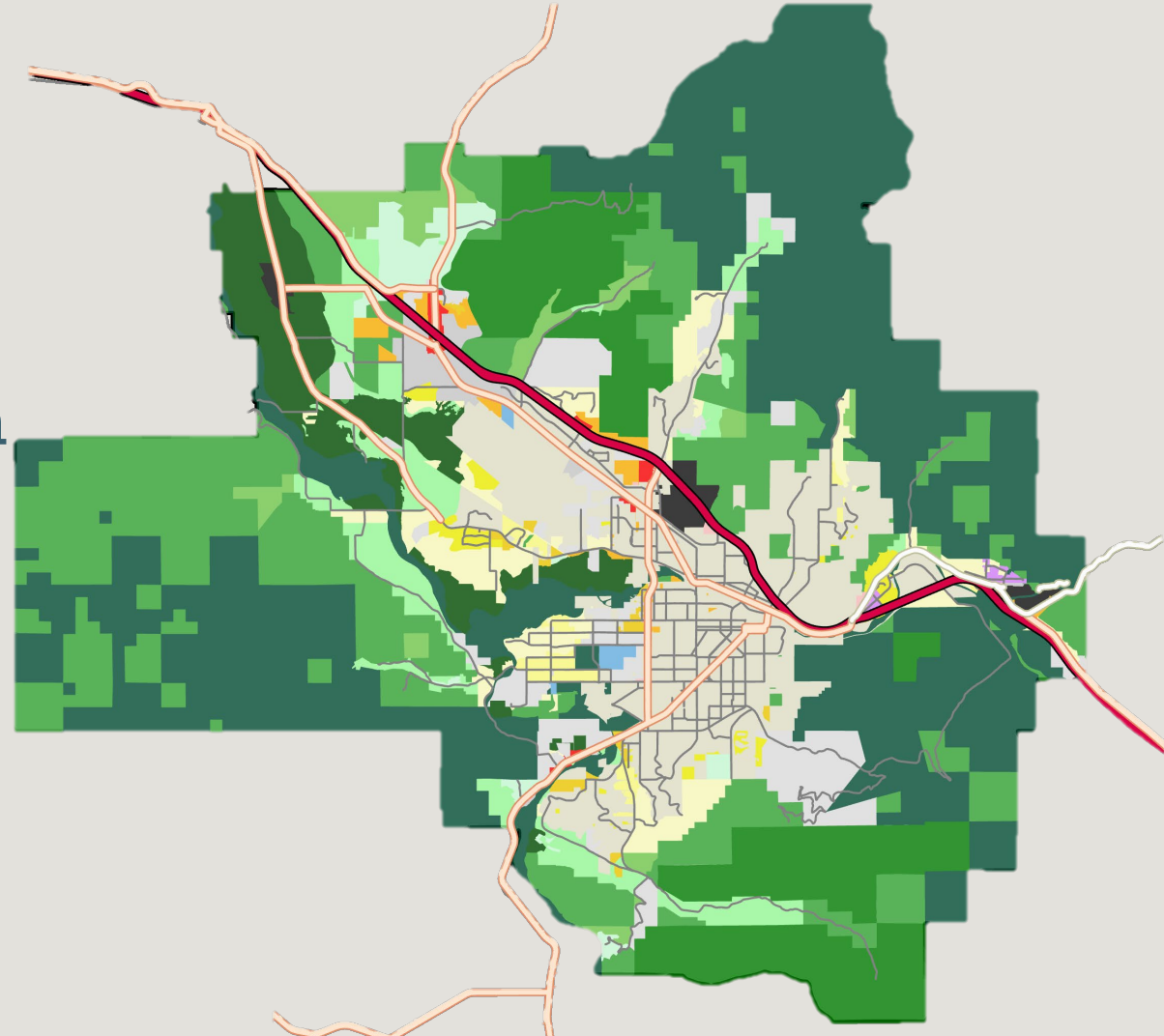
REVISION DATE: JANUARY 8, 2026



Plan implementation - zoning

Zoning Regulations

- Enacted in 2022, they implement the Missoula Land Use Element, a 2019 amendment to the Growth Policy
- Updated several times, most recently in January, 2026
- MCCLUB will play two different roles with regards to the zoning regulations:
 - Zoning Commission (advisory)
 - Board of Adjustment (decision-making)



Plan implementation – subdivision

Subdivision regulations

- Comprehensive plan provides policy guidance on subdivision - cannot be used as the basis for decisions on a subdivision proposal
 - That's where subdivision regulations come in
- Plan may provide guidance on layout, design and infrastructure for subdivisions
 - Subdivision Regulations include road standards, lots, blocks, water, wastewater, fire suppression, stormwater, utilities, parks and open space, etc.
- Plan describes how to define review criteria and describes how to review impacts against the criteria
 - Agriculture, agricultural water user facilities, natural environment, public health and safety, local services, wildlife, and wildlife habitat

Development review

Major Subdivision

- You are a recommending body
- Creates a division of land that is six lots or greater
- 60 or 80-day review timeline

Development review

Major Subdivision

- Staff report provides findings related to the review criteria
- Motions to approve, approve with conditions, or deny
- You review variances (separate motions)
- You may amend the recommendation, but need to provide findings/rationale related to the criteria
- You may amend/recommend conditions – conditions must be related to identified impacts
- County Commissioners make final decision

Development review

Zoning map amendments

- You are a recommending body
- These amendments change a property's zoning from unzoned to a specific district, or from one zoning district to another
- Part 2, or County Zoning
- "Rezoning" projects
- Map amendments must substantially comply with comprehensive plan (if they don't – they require a proposal to amend the plan)
- Zoning map amendments cannot be conditioned

Development review

Private Sector Growth Policy amendment

- You are a recommending body
- Typically required when an applicant wants to change the zoning on a property and the district they want would not be allowed by the land use designation in the growth policy or land use plan
 - Example –Blackfoot Crossing – formerly an industrial site with industrial zoning being considered for multiple use redevelopment with commercial, mixed use and residential uses

Development review

Zoning variances, special exceptions and appeals

- You are decision-makers
- Variance: when literal enforcement of regulations results in hardship (not economic or self-imposed hardship) – may require conditions to mitigate potential impacts. Must meet ALL criteria.
- Special Exception: use listed in a district; requires Board approval instead of staff approval – likely due to potential impacts that may require mitigation
 - ...can meet district intent when certain design standards and conditions are met

Development review

Zoning variances, special exceptions and appeals

- You are decision-makers
- Review and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Zoning Officer (PDS staff)
- All activities associated with the request cease until a decision is made
- Decision is made based on a review of the record

MCCLUB as Planning Board

- **Recommendations on**
 - Comprehensive plan, area plans, issue plans
 - Private sector comprehensive plan amendments
 - Subdivision regulations (in most cases)
 - Major subdivisions and variances from subdivision regulations
 - Shoreline regulations and variances from shoreline regulations
- **Decisions made by BCC**

MCCLUB as Zoning Commission

- Recommendations on
 - Zoning regulations and zoning regulation amendments
 - Zoning map amendments
- Decisions made by BCC

MCCLUB as Board of Adjustment

- Decisions on
 - Special exceptions
 - Zoning variances
 - Appeals of administrative decisions
- Appeals of these decisions go to District Court

MCCLUB as Planning Commission*

*if the county opts into MLUPA

- **Recommendations on comprehensive plan**
 - To be determined during implementation phase of the planning process
 - MCCLUB will help make recommendations on this
 - MCCLUB will act as both Planning Board and Planning Commission for upcoming county comprehensive plan
- **Recommendations on subdivision and zoning regulations and regulation amendments**
- **Recommendations on zoning map amendments**
- **Makes determinations if zoning map/regulation amendments create new or increased impacts**
- **Decisions on appeals of administrative decisions**

MCCLUB as Planning Commission

- **Key differences between current processes and MLUPA:**
 - Subdivision review completed by administrator (county staff) and any appeals would go to MCCLUB
 - MCCLUB will make decisions on the following appeals which is a review of the existing record:
 - Zoning permits
 - Preliminary or final plats
 - Approval or denial of zoning and subdivision variances
 - Interpretations of land use regulations or map

Q&A

