




JOHN ENGEN

MISSOULA OFFICE OF THE MAYOR

435 RYMAN MISSOULA, MONTANA 59802-4297

Memo

To: City Council
From: John Engen, Mayor 
Date: July 30, 2007
Re: Selection of Zoning and Subdivision Regulations Update Advisory Group

I have generated some material that may be useful to you as you search for citizens interested in being part of the Zoning and Subdivision Regulations Update Advisory Group. Attached, please find:

- An invitation to folks interested in this process
- Draft Advisory Group Representation Categories
- Information about the Zoning and Subdivision Regulations Update Advisory Group and personal contact information form
- Proposed Timeline of events

As noted in the timeline, I am hoping to have your nominations for this advisory group by August 6, 2007. I realize that this is a fast turnaround but please note that the timeline calls for an Advisory group meeting by the end of August and other events leading up to a public meeting in September. We are trying our best to be efficient with this process and the consultant's time and budget.

Thank you for participating and submitting your candidates for this advisory group.

Attachments:

Interested citizen letter
Information and sign-up form
Advisory group representation draft
Proposed time line



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July 30, 2007

Interested Citizens:

The City of Missoula is updating its zoning and subdivision regulations to better reflect the intent of existing zoning districts and to clarify, modernize and generally clean up the text of these regulations for efficient, predictable use. We've hired Duncan Associates, an experienced consulting team, to guide us through the process and complete the project. On June 27, 2007, we introduced the project and invited community-wide participation. Since that meeting, we've learned that you might be interested in the project and helpful in working with us to get it done.

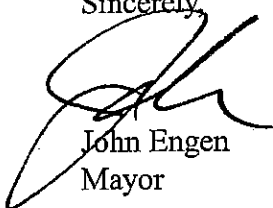
I would like to invite you to serve on an advisory group to the zoning and subdivision regulations update. Our goal is to gather about 25 advisory-group members. In an effort to form a committee that is as broadly representative as possible, I'm asking each Missoula City Council member to nominate an individual to serve with the group. My intention is to appoint those individuals nominated by the Council and to appoint 12 additional folks from the community to represent a variety of interests.

The role of the advisory group is just that, advisory. The group is intended to offer advice and comment on issues and proposals that emerge as a result of the consultants' work. It is not a policy-setting or decision-making group and won't be expected to reach consensus or to adopt positions. The group's role is to convey information and responses and to serve as a sounding board as the update progresses. The process is expected to last about 30 months and the group may meet as many as 12 times throughout that period. There may also be some review of documents outside of the meetings.

Your participation is very important to the success of this project and the future of Missoula. Please consider participating. For more information, please contact Mark Landkammer, Planner at OPG, at 258-4651. The project website is: www.zoningmissoula.com.

Thank you again for considering this opportunity to serve our community.

Sincerely,



John Engen
Mayor

Information about the Zoning and Subdivision Regulations Update Advisory Group

Thank you for participating in the selection of citizens to form the Zoning and Subdivision Regulations Update Advisory Group. The goal is to gather about 25 advisory-group members. In an effort to form a committee that is as broadly representative as possible the Mayor is asking each Missoula City Council member to nominate an individual to serve with the group. His intention is to appoint those individuals nominated by the Council and to appoint 12 additional folks from the community to represent a variety of interests (please refer to attached goals).

The group is intended to offer advice and comment on issues and proposals that emerge as a result of the consultants' work. It is not a policy-setting or decision-making group and won't be expected to reach consensus or to adopt positions. The group's role is to convey information and responses and to serve as a sounding board as the update progresses. The process is expected to last about 30 months and the group may meet as many as 12 times throughout that period. There may also be some review of documents outside of the meetings.

The meetings are expected to last between one and two hours each. And meeting times may be arranged by the Advisory Group itself. Group members will receive material to review prior to the meetings. The meetings will be facilitated by the consultants, Duncan Associates and/or OPG Staff.

If you are interested in being part of the Advisory Group, Please fill out the information below and return this form to your Council Representative, the Mayor, or the Office of Planning and Grants. Mark Landkammer, the OPG contact may be reached at 258-4651 or mldkcam@co.missoula.mt.us.

Name _____

Address _____

Phone and Email _____

Affiliated With: _____

Best Times for Me to Meet _____

Mayor's Office
435 Ryman
Missoula MT 59802

Draft Advisory Group Representation

Planning Board
Design Review Board
Board of Adjustment
Historic Preservation Commission
Housing Advocacy Groups
University Of Montana
Associated Students of UM
Natural Resource Advocacy Groups
Missoula Downtown Association
Missoula Building Industry Association
Missoula Organization of Realtors
Sign Companies
Missoula Chamber of Commerce
Alternative Transportation Groups
Surveyors/engineers
Architects
Land Use Attorneys
Neighborhood Network
Community Forum

July 30, 2007

Proposed Time Line

August 6

- City Council Members submit their proposed AG members

August 10

- Mayor completes the Advisory Group membership list

August 28-29 or 30

- Set Advisory Group meeting

Aug 15

- Appoint Technical Group

August 28-29 or 30

- Set Technical Group meeting for

August 28-29 or 30

- Request Planning Board to hold Special Meeting [Planning Board committed to an August 28th special meeting]

August 28-29 or 30

- Request Board of Adjustment and/or Design Review Board hold Special Meeting

August 28-29 or 30

- Set Listening Sessions

September 25-26-27

- Public meeting

September 25-26-27

- More listening sessions and board working sessions

Urban Initiatives Staff will conduct other Board workshops prior to 2nd public meeting.