

# Memorandum

**REPORT TO:** Community Development Board

**FROM:** Chris Saunders, Community Development Manager  
Erin George, Community Development Director

**SUBJECT:** Board Training on the Review of Zone Map Amendments and Appeals of Administrative Decisions

**MEETING DATE:** February 23, 2026

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:** Receive training.

**STRATEGIC PLAN:** 4.1 Informed Conversation on Growth: Continue developing an in-depth understanding of how Bozeman is growing and changing and proactively address change in a balanced and coordinated manner.

**BACKGROUND:** The Montana Land Use Planning Act has modified the procedures for review of zone map amendments and appeals of administrative decisions. It also assigns duties to the Community Development Board who serves as the Planning Commission required by statute. For the first time the Board will have a role in review of appeals. Staff will providing training to the Board on the zone map amendment process and the process for hearing appeals of administrative decisions.

Relevant state law are [76-25-304](#), Adoption and amendment of zoning regulations, and [76-25-503](#), Appeals -- public hearing and notice. Related [municipal code](#) sections are 38.770, Text and Map Amendments and 38.760.030, Appeals.

Appeals are infrequent. Over the past 10 years the City has reviewed 11 appeals of administrative decisions out of thousands processed. Zone map amendments are much more common with a dozen or so each year.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As identified by the Board.

**FISCAL EFFECTS:** None.

Report compiled on: February 18, 2026