

# Memorandum

**REPORT TO:** Bozeman Historic Preservation Advisory Board

**FROM:** Tom Rogers, Senior Planner  
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**SUBJECT:** Unified Development Code (UDC) Update Supplemental Engagement Phase 1 Report and Work Session

**MEETING DATE:** March 19, 2025

**AGENDA ITEM TYPE:** Policy Discussion

**RECOMMENDATION:** No action required

**STRATEGIC PLAN:** 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

**BACKGROUND:**

**General Background**

The Unified Development Code (UDC) sets regulations around what kinds of development can occur in which areas. For the 2022-2023 Commission 2-year priority cycle, Bozeman City Commission named the UDC update as a key priority of the City. Thus began the UDC Update process, a project that kicked off in summer 2022 with the goals of:

- Implementing the vision and goals of other guiding City documents, such as the 2020 Community Plan, Climate Plan, and the Community Housing Action Plan
- Organization and usability - making the Code more user-friendly
- Housing access and choice
- Improve built environment
- Updating the Code per changes in state law

A variety of in-person and virtual engagement opportunities were held throughout 2022 and 2023. In the summer of 2023, following feedback from the public, advisory boards, and Commission, a draft revised development code was released.

Many residents expressed concerns about the draft, with some wanting more time to review and give feedback. In October 2023, Commission paused the process with the desire to pick back up in 2024. In September 2024, Commission began the restart of the project with a work session on how the project will resume, including what engagement might look like. On

October 1, Commission approved the supplemental engagement plan.

Since then, staff have executed the plan through the following methods:

- Launched an online survey that ran from Nov. 22 through Jan. 8 and garnered 229 responses.
- Hosted an online webinar on 12/9 that had 76 attendees.
- Hosted five open houses, one in each quadrant (NW, SW, SE, NE) of the City and one at MSU, which had at least 238 attendees total across all events (some attendees were not captured at sign-in).
- Hosted 8 meetings with groups including Local Food Systems partners, Better Bozeman Coalition, University Neighborhood Association, Jandt Neighborhood Association, Midtown Neighborhood Association, Cooper Park Neighborhood Association, Northeast Neighborhood Association, and Forward Montana.
- Used a variety of methods to communicate engagement opportunities including emails to key partners; Engage Bozeman newsletters and web updates; Bozeman.net banner, e-notifications and calendar updates; a message in the utility bill; a paid mailer to all who reside in the city; a press release to media outlets; a paid Facebook/Instagram social media ad; social media posts on Facebook, Instagram, Twitter, Nextdoor; and a paid ad in the Bozeman Daily Chronicle.

Phase Two of the Supplementary Engagement Plan Summary:

Engagement continued with four in-person workshops held in various parts of the city, two online workshops, a toolkit for residents to host their own chat about the UDC, and an online survey. The purpose of the engagement process is to deep dive into the key topics that were identified during part 1 of engagement. The dates, times, and topics each workshop will cover are as follows.

1. Transportation & Environment: Feb. 24: 12 to 2 p.m. online.
2. Transportation & Environment: Feb. 26: 6 to 8 p.m. at Gallatin County Fairgrounds.
3. Growth, Housing, & Neighborhoods: March 3: 12 to 2 p.m. online.
4. Housing & Neighborhoods: March 5: 6 to 8 p.m. at Chief Joseph Middle School.
5. Growth & Neighborhoods: March 10: 6 to 8 p.m. at Sacajawea Middle School.
6. All topics (Transportation, Environment, Growth, Housing, Neighborhoods): March 12: 6 to 8 p.m. at Willson School.

Next steps involve discussions with the City's advisory boards and City Commission to determine the scope of potential revisions to the draft UDC. Advisory board meeting dates are as follows.

- Historic Preservation Advisory Board: March 19 at 6:00 p.m. in the City Hall Commission Room

- Transportation Board: March 26 at 6:00 p.m. in the City Hall Commission Room
- Urban Parks and Forestry Board: March 27 at 6:00 p.m. in the City Hall Commission Room
- Economic Vitality Board: April 2 at 6:00 p.m. in the City Hall Commission Room
- Sustainability Board: April 9 at 6:00 p.m. in the City Hall Commission Room

Following necessary time to write those revisions, city staff will release an updated draft for public review and comment. This will be followed by the formal hearing process, likely in the fall, for ultimate decision by the City Commission.

### **Historic Preservation Advisory Board Specific Background**

On August 16, 2023, the Board heard an overview and general summary presentation describing the code replacement project. A video recording [[external video link](#)] of the presentation is available for review. A link to the agenda [[External Link](#)] is also available. In addition, the associated cover memo is available for review at the same link. Memo attachments include summaries of work sessions held by the City Commission, a summary of Senate Bill 382 (Montana Land Use Planning Act), and the full text of the bill. This meeting provided a general overview and direction on the document to provide lead time prior to discussion and recommendation on the draft text.

On September 12, 2023, the Board had a work session to review the draft and public review schedule and opined and provided recommendation to the City Commission on specific areas of the code relating to the Historic Preservation Advisory Boards areas of relevance. A video recording and link to the packet [[external video link](#)] [[external agenda link](#)] of the presentation are available for review.

The only a portion of Chapter 38 that is directly related to the scope of responsibilities of HPAB is 38.340, Neighborhood Conservation Overlay District (NCOD). No changes to 38.340 are proposed as part of the UDC project. However, the Landmark Project is evaluating that section of code separately and staff has been and will continue to work closely with HPAB on that project.

The full text of the draft Chapter 38 [[External PDF](#)] is available online in the Engage Bozeman Project web site.

### **Purpose of meeting**

While the UDC project is not proposing to amend the NCOD or its related code section, staff and the City Commission want advisory boards to understand the project and have an opportunity to ask questions and provide feedback as part of Phase 2 of public engagement. Accordingly, staff

will provide a UDC project update at the March 19, 2025 HPAB meeting, which will include a summary of public feedback gathered during Phase I of supplementary engagement, a refresher on the scope of topics the project is addressing, and an opportunity for Board Members to ask questions and provide feedback on areas of interest.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** None.

**FISCAL EFFECTS:** None.

Attachments:

[UDC Survey Results.pdf](#)

[UDC Open House Report - CDB 2-3-2025.pdf](#)

Report compiled on: March 12, 2025