

# Memorandum

**REPORT TO:** Community Development Board

**FROM:** Tom Rogers, Senior Planner  
Chris Saunders, Community Development Manager  
Erin George, Director of Community Development  
Takami Clark, Communications & Engagement Manager

**SUBJECT:** Unified Development Code (UDC) Update Supplemental Engagement Phase 1 Report

**MEETING DATE:** February 3, 2025

**AGENDA ITEM TYPE:** Plan/Report/Study

**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:** 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.
- Making the Code more user-friendly.
- Updating the Code per changes in state law.

A variety of in-person and virtual engagement opportunities were held throughout 2022 and 2023, and in the summer of 2023, following feedback from the public and Commission, a draft 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 7 meetings with groups including Local Food Systems partners, Better Bozeman Coalition, University Neighborhood Association, Jandt Neighborhood Association, Midtown Neighborhood Association, Cooper Park Neighborhood Association, and Northeast Neighborhood Association.
- 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.

This presentation will review these activities and remind residents about what to anticipate as we enter phase 2 of the supplemental engagement, provide an overview of what we heard during these events, and show how those comments are being used to inform the key topics that will be covered in the upcoming engagement. During this item, Commissioners will be asked to review this material, ask questions, and provide guidance on future engagement activities and topics to ensure staff remain on course with expectations.

Two summary reports are attached to this memo. First is the Online Survey Results from the online questionnaire and secondly is a summary report from the in-person Open Houses.

The City Commission will hear this summary on Tuesday, February 4, 2025.

**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: January 29, 2025