

**Missoula City/County Elected Officials Policy Meeting
Planning and Grants Services Interlocal Agreement
July 29, 2009
10:05 a.m. – noon
Council Chambers, 140 W Pine**

Present: Ed Childers, Renee Mitchell, Dick Haines, Marilyn Marler, Stacy Rye, Bill Carey, Michele Landquist, Bob Jaffe, Pam Walzer, Jason Wiener, Dave Strohmaeir, Jon Wilkins, Cindy Wulfekuhle, Peggy Seel, Roger Millar, Mike Barton, Ann Cundy, Denise Alexander, Denise Small, Laval Means, Casey Wilson, Lewis Yellowrobe, and Bobbi Day

1. **Introductions and Public Comments** - None
2. **Approval of [April 29, 2009](#) minutes** – were approved as presented.
3. **OPG Quarterly Update ([Presentation](#))**

Overview – Roger Millar

- There are currently 60 OPG staff.
- Two FTE were eliminated in the Permits section, one FTE was added to Grants, and two FTE were added to the Forum staff.
- The OPG organizational chart showing each division and the staff in that division was provided (in the presentation).

Grants – Cindy Wulfekuhle

- Each of the grants staff was shown along with their contact information and the types of grant programs they oversee.
- The CVA program served 2,081 clients; of those 1,384 were unduplicated services
- Two grants over \$676,000 were awarded to the CVA program.
- The Just Response program launched a GPS monitoring program and held a Lethality conference.
- Rural outreach included trainings and education and poster development by children in the rural areas.
- Public services included the Project Homeless Connect, funding for the Continuum of Care, organizations recommended for funding through the Community Based Organization grant, and overseeing the Missoula Arts Councils award to nine organizations.
- Forum for Children and Youth provided youth governance training, new coalitions were formed, youth development networks created, and a town hall meeting on underage drinking was held.
- The Historic Preservation program hosted a history conference, assisted with Bus/Bike/Walk week, was involved with the bear cage restoration project, and has been overseeing the Historic Preservation ordinance.
- Ongoing infrastructure projects included sewer loans, the Seeley Lake Sewer District project, and the Rattlesnake sewer district.
- There is a new Brownfields coordinator (John Adams).
- A new source of funding was provided for energy and efficiency conservation for both the City and County (EECGA). Chase Jones was hired for this new position.

- For the CDBG and HOME grant program the Consolidated Plan was updated, the FY09 CAPER has been completed and money has been awarded for both programs.
- Staff have applied for a grant for the Neighborhood Stabilization Program which will help to build low income housing if it is awarded to Missoula.
- There are some home leasing and purchasing programs available. Two programs are the Burns Street project and the Equinox.

Transportation – Ann Cundy

- Major transportation accomplishments include the adoption of the Long Range Transportation Plan, update of the TIP, developing the FY10 TIP and the FY10 UWP, and the TDM model is in the process of being updated in coordination with MDT.
- Transportation staff have been involved in several projects this past year including the Downtown Master Plan, UFDA, and ARRA tracking.
- New members have increased for the Missoula in Motion program, EZ pass ridership is up, and 40 new employer partners have been signed up for the program.
- MIM will provide transit Transportation Demand Management services to Mountain Line.
- MIM has been nominated for a marketing award by the Association for Commuter Transportation.
- Missoula has received a total of \$9.3 million ARRA funds from FHWA and FTA.
- Staff are in the process of applying for a USDOT TIGER grant in partnership with other City Public Works, Parks and Recreation and MDT.

Urban Initiatives – Mike Barton

- The zoning code rewrite project is in its third year with more than 8000 hours of staff time dedicated to the project so far.
- The City subdivision regulations are just starting the review process.
- Some City and county efforts include the Target Range Orchard Homes Neighborhood Plan and the UFDA project.
- An amendment to the Growth Policy was adopted by City and County for the UFDA project.
- Urban staff are overseeing the Historic Preservation ordinance even though grants and project staff are taking it through the process.
- Scoping has begun for the Mayor's Housing initiative.

GIS – Mike Barton

- GIS staff support efforts for several projects done by other divisions.
- UFDA mapping was done by Casey Wilson
- Reapportionment was worked on by Dave Dewing.
- There will be the ability to have accurate counts of housing units and population growth in between census counts. After the 2010 census, the number of housing units that have been developed and where they are located should be known.

Current Planning – Denise Alexander

- There were two vacant positions in FY09 that were left unfilled due to the economic slow down.

- Some of the permit numbers were down this last year; especially City building permits and business licenses.
- Enforcement violations were up this past year.
- The decline in Permit numbers gave staff time to assist with the review of the zoning code rewrite.
- Subdivision and zoning activity was down by 28% from FY08. this allowed Projects staff to process subdivisions more timely and work on the new database.
- A map of recent subdivision activity has been created and posted on the web for the public using the new database
- Staff has also been working with the City and County Attorney offices on several subdivision lawsuits.
- Comparisons of government body agreement with staff recommendations showed that the City agreed a higher percentage than last year; the County percentage was down due to disagreement on variances for non motorized facilities.
- Total fee revenues were down by 22% with the majority of the decreases in City zoning and subdivision fees.
- In FY10 there will be a decrease of 2 FTE for a total of 8 FTE in the Permits section and an overall 11% staff cut in Current Planning.
- A cross-trained staff person is being shared between Permits and Projects sections.
- Staff will continue to monitor workload and revenues and respond appropriately.

Support Services – Bobbi Day

- Support staff was down one FTE for eight months due to budget cuts. This position has now been filled as of this week.
- Demands on support staff increased with extra Planning Board meetings. A temporary person was hired to help cover the reception desk, fill in for vacations and keep up with preparing old files for microfilming.
- Staff continue to prepare old subdivision, rezoning and project files for microfilming.
- Old sign permits were being pulled from files, scanned and linked into Permits Plus. This project is over half done.
- As of July 1, 2009 the scanning position hours were cut from 32 hours per week to 26 due to the budget.
- Digital recording has drastically cut transcription time.
- Support staff have covered a huge amount of meetings and transcribed many hours this past year. Most of that time has been taken up with Planning Board for the zoning code rewrite.
- Support staff also assisted with coordinating and Board and Committee member training sponsored by the County and coordinated a staff presentation workshop.
- Some things that support staff hope to do in the future include adding more content to the OPG web and start linking ZCP and LUP into Permits Plus.

Questions and comments regarding the presentation:

1. There was considerable staff time dedicated to the code rewrite. How did the staff hours translate into the cost and how much additional hours were dedicated beyond the allocated amount? Mr. Millar will provide the dollar amount of staff time but

stated that it was all part of the fiscal budget. No extra budget money was spent on this project.

2. How many people were being tracked using the GPS system [mentioned during the Grants portion of the presentation]? The program was just getting started so there was only one person using it.
3. Was there any State law governing tracking persons who had not been convicted of a crime? The legality of the use of the GPS tracking has been discussed with the County Attorney and they determined that what they were doing was legal.
4. How did the GPS tracking function? The tracking device was set up by zones so it could be tracked for the person staying away from certain areas or staying within certain areas.
5. Who monitored the system? A contract with the Missoula Correctional Department has been signed for the officers to monitor. The probation officer is notified. The offender wears a bracelet; if that person goes where they are not supposed to notification is sent by cell phone. The probation officer then investigates the incident.
6. Has there been any thought to amending the Interlocal Agreement so that these quarterly meetings happen twice a year? Mr. Millar explained that staff would present their department reports once a year and the other meetings could be used to showcase programs. Councilman Childers invited Ms. Rye to make a referral to amend the Interlocal Agreement.

4. "UFDA Yearbook" Presentation

Roger Millar reminded members that the UFDA Plan had been adopted last year (2008) and that a huge volume of data had been collected. This yearbook would show a picture of changes in the UFDA area over the last 12 months. Staff discussed whether to do this yearbook by fiscal year or calendar year and decided to use calendar year since it would make more sense to the general public. The [2008 UFDA Yearbook](#) was presented to members.

Mr. Millar reviewed each map in the yearbook and explained the changes in each one.

- o Overall map showing residential development allocated within the Urban Service Area.
- o There was an increase of .09% in housing units in 2008. The map on page 6 shows the geographic dispersion of building permits; the majority of the permits were in the West Mullan and Russell to Reserve areas.
- o Mr. Millar opined that, coming out of the recession, there may be a shift in development focus from subdivision activity on the fringe of the City to rezoning, conditional use permit, etc. activity for small lot single family, condominium, apartment and mixed use types of developments.
- o Page 7 map – shows 112 new entitled lots mostly in the East Missoula and Target Range Orchard Homes area.
- o Page 9 map – shows the difference between the allocated numbers at the time of the UFDA adoption and the number allocated in 2008. The number for the Miller Creek area was approaching the allocated number but that area was pretty much developed out.
- o Page 9 map – there were six new annexations which is a substantial slowing of annexation activity.
- o Page 10 map – there was 23,881 feet of new public road paved; most were created as developments went in.
- o Page 11 map – Mountain Line made some changes to its Route 11 system.
- o There were not changes to the bike commuter system so this was not mapped.
- o The map congestion map was updated and replaced with the Projected Road Congestion 2035 map from the Long Range Transportation Plan.

- Page 13 map – 8.4 acres of city parkland were acquired. This is land that is now in the Park's Department control, as opposed to Park commitments made as a part of a preliminary plat approval.
- Page 14 and 15 maps – 57,353 feet of new sewer mains were developed and there were 31,572 new and repaired water mains.
- Page 16 map – 9.3 acres of sensitive lands and resources were impacted by residential development. This does not necessarily mean the land was damaged, just affected.
- Page 17 map – 25 acres of critical wildlife habitat was impacted (again, not necessarily damaged).
- Page 18 map – 58 acres of prime agricultural soil impacted by development

Mr. Millar noted that this yearbook would provide a sense of what was happening over time and would provide better information in the future. He asked members to consider the information as a way of determining whether the policies they put in place were working.

The floor was opened up for questions and comments.

1. Could another layer be put on the Wildlife Habitat map to show areas that have been protected during development? This information was shown on the Parks and Conservation Easement map (page 13).
2. Where will this information be posted on the web? Under News and Updates on the OPG web page
3. It was hard to remember what the goals were so it would be difficult to comment on whether they were working. Protecting wildlife habitat and agriculture soils were important. What about affordable housing? Community goals are expressed in the Growth Policy. The yearbook did not address affordable housing but it could do that in the future.
4. The numbers in the UFDA plan were long term so it was hard to look at just one year and know if the goals were being met. Trends in future years would be seen; January 1, 2008 was the baseline.
5. The data could be useful to help Council understand what it does with City money. It would be helpful to see the road miles split to show County roads and City roads.

5. 2010 City-County Work Plan

Roger Millar reviewed the FY2009 priorities and updated members on where staff was with those priorities.

- Regulatory reform – the City zoning code rewrite is in City Council review and the subdivision regulations will be coming through soon. Staff are working with Rural Initiatives on the County subdivision regulations.
- Transportation – Envision Missoula was adopted in 2008. TTAC and TPCC are monitoring how money is spent. Getting ARRA funds obligated was very important to be eligible to receive more money.
- Affordable housing – the Housing Policy was adopted earlier this year. The goal was to work on implementing the policy in 2010.
- City/County cooperation in the urban area – these efforts included the UFDA Plan (and Yearbook) and the Target Range Orchard Homes Neighborhood Plan.

Mr. Millar listed some FY2010 priority suggestions for members to discuss.

- Write an Urban Agriculture Policy – this came out of the UFDA project.
- Affordable Housing
- Code Enforcement – OPG has one FTE assigned and ½ FTE for sign enforcement. Staff is looking at how to track violations using a database, being more responsive by shifting resources.
- EECBGA – a new position has been created and funded for two years.

He asked if there was anything that should be added to this list. Councilman Strohmaier suggested that Wildlife Urban Interface standards needed to be added for the zoning code. Mr.

Millar agreed but reported that until DNRC developed statewide regulations and completed mapping it would be difficult to write those standards.

Members discussed the proposed list and asked questions.

1. Would the code enforcement item be adding another position? OPG was not looking at adding another FTE but shifting resources. This change would be subtle. Mr. Millar advocated for a complaint driven system rather than a proactive one. He also wanted to be more efficient and responsive.
2. It was good that staff would have down time to work on an agriculture policy. Urban Initiative staff would work on that once the code rewrite and subdivision regulations were completed.
3. Mr. Millar had mentioned some areas of Target Range were discussing the costs and benefits of being down zoned and removed from the Wastewater Service Area. Would those land owners have to pay for the cost or would the governing bodies pay? In this instance the request would come from the BCC to down zone the land. The problem was the property was on the cusp of what could be served by modern septic systems. If the intent was to rezone, it would be the BCC initiated and paid for by the governing body.

Councilman Strohmaeir thanked OPG and staff for all their hard work and today's presentation. Commissioner Carey added that he found the presentation very informative and also thanked staff for their hard work.

Adjournment

The meeting adjourned at 11:45 a.m.

Respectfully Submitted,

Bobbi Day

Support Services Administrator
Office of Planning and Grants

(To listen to this meeting in its entirety, [click on this link](#))