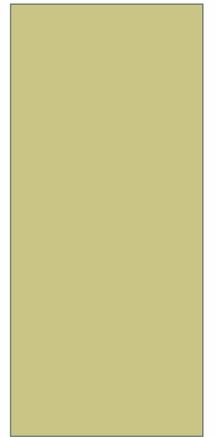


DEVELOPMENT SERVICES



DEVELOPMENT SERVICES CONSIDERATION

- February 8 – COW
 - Discussion of Re-Organization with Department Heads
- February 23 – Creation of Work Group
 - Work group consisted of public interest representation, city/county staff and elected officials
- March 1, 7, 14 – Work Group Meetings
 - Identified problems and organizational change
 - Finalized recommendation for structure
- March 14 – Missoula County Specific Goals and Administration Objectives
- March 21 – Joint City Council / County Commissioners Meeting
 - City adopted Resolution 7686 on March 26, 2012
 - County adopted Resolution 7686 on April 10, 2012

CITY AND COUNTY RESOLUTION MARCH, 2012

City Adopted: March 26, 2012

COUNTY RESOLUTION NUMBER 2012-040

County Adopted: April 10, 2012

CITY RESOLUTION NUMBER 7686

...to consider amending the 2005 interlocal agreement...

A JOINT RESOLUTION OF THE MISSOULA CITY COUNCIL AND THE MISSOULA COUNTY BOARD OF COMMISSIONERS EXPRESSING EACH JURISDICTION'S INTENT TO CONSIDER AMENDING THE 2005 INTERLOCAL AGREEMENT ESTABLISHING THE PROVISION OF PLANNING SERVICES AND GRANTS ADMINISTRATION UNDER THE OFFICE OF PLANNING AND GRANTS AND PROVIDING THE NINETY (90) DAYS WRITTEN NOTICE REQUIRED FOR WITHDRAWAL OF BOTH PARTIES FROM THE CURRENT INTERLOCAL AGREEMENT IN ACCORDANCE WITH SECTION 11 IN THE AGREEMENT ENTITLED, "EFFECTIVE DATE, DURATION, DISSOLUTION" BY RESOLUTION ON CONDITION AN AMENDED INTERLOCAL AGREEMENT IS ADOPTED BY THE PARTIES.

WHEREAS, in 1996, the City of Missoula and Missoula County entered into an Interlocal Agreement establishing the provision of planning services and grants administration under an Office of Planning and Grants; and in 2005 modified the Interlocal Agreement to change the organizational and financial structure of the Office of Planning and Grants; and

WHEREAS, In July, 2010, Mayor John Engen commissioned a study to analyze the effectiveness and efficiency and to recommend improvements to the City of Missoula's development review system.

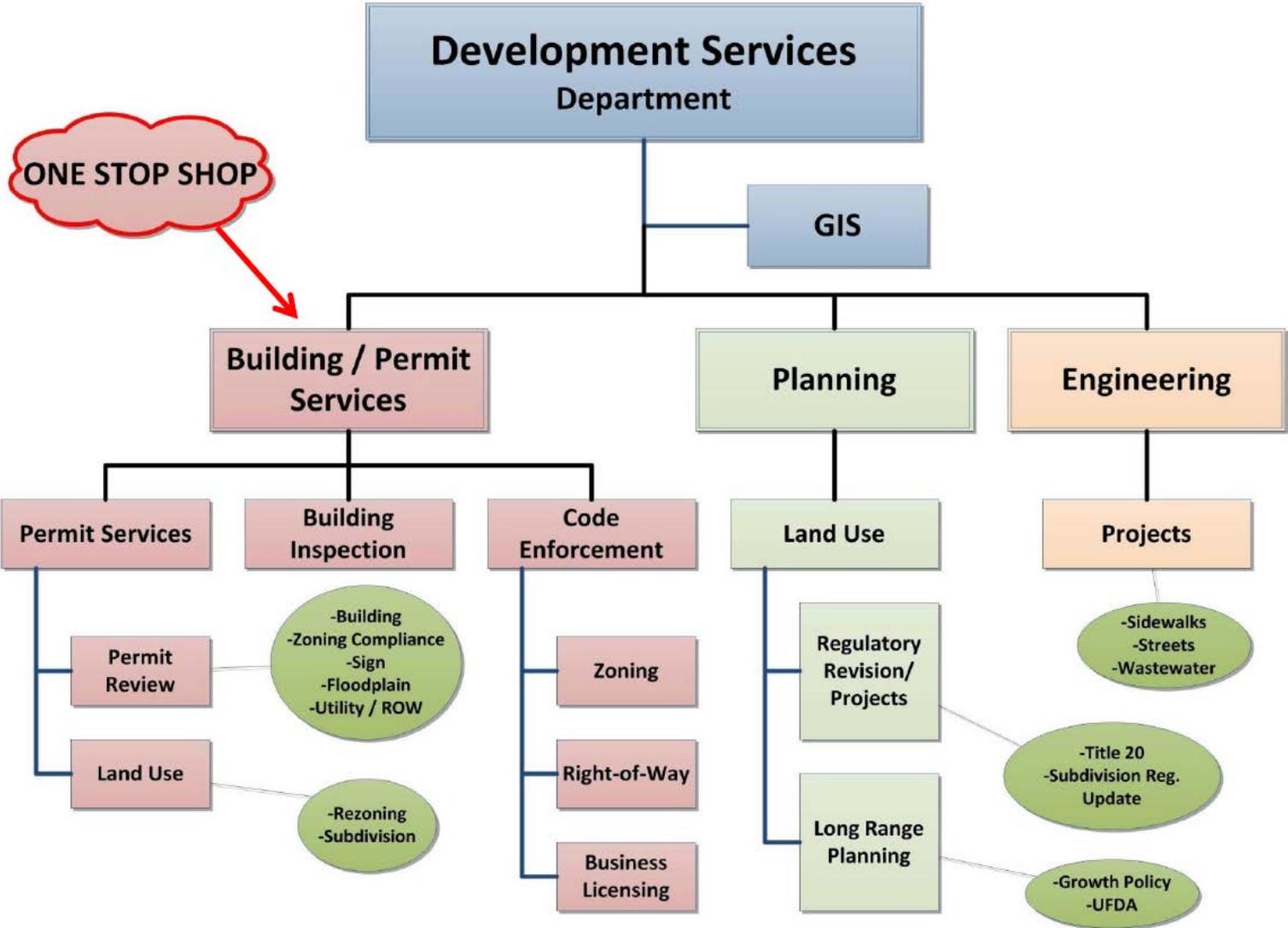
NOW THEREFORE BE IT RESOLVED, that the Missoula City Council and the Board of County Commissioners hereby join in expressing their intent to consider amending the 2005 Interlocal Agreement establishing the provision of planning services and grants administration under the Office of Planning Grants and providing the ninety (90) days written notice required for withdrawal of both parties from the current Interlocal Agreement in accordance with Section 11 in the agreement entitled, "Effective date, duration, dissolution" by resolution, on condition an amended interlocal agreement is adopted by the parties.

BE IT FURTHER RESOLVED, The City and County shall continue to abide by the terms of the 2005 Interlocal Agreement, except the notice requirements of Section 11, until an amended interlocal agreement is adopted. Upon adoption of an amended interlocal agreement by the Missoula City Council and Missoula County Board of Commissioners the 2005 Interlocal Agreement ~~now~~ in place will be terminated.

PASSED AND ADOPTED this 26th day of March, 2012 by the Missoula City Council.

PASSED AND ADOPTED this 10th day of April, 2012 by the Missoula County Board of Commissioners.

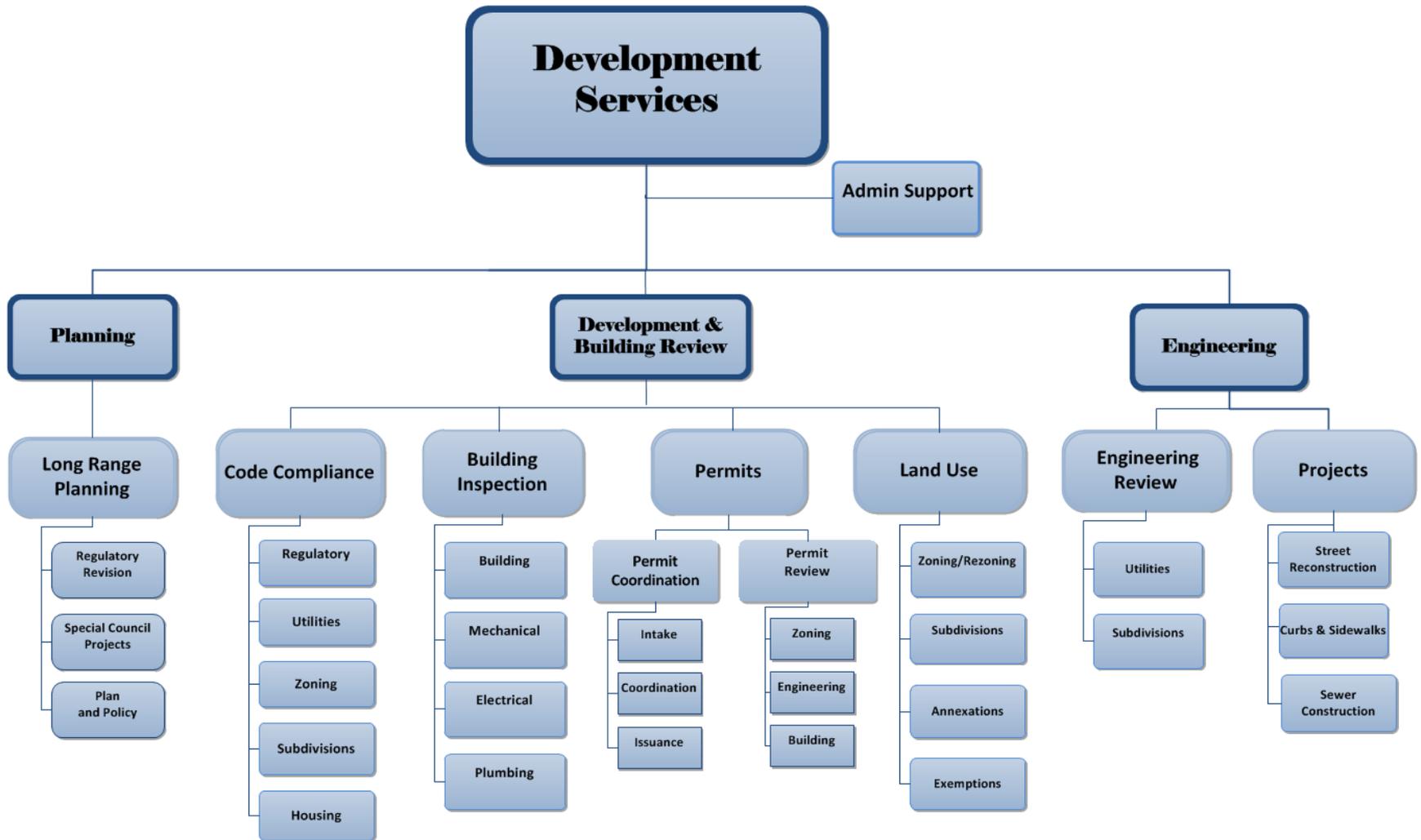
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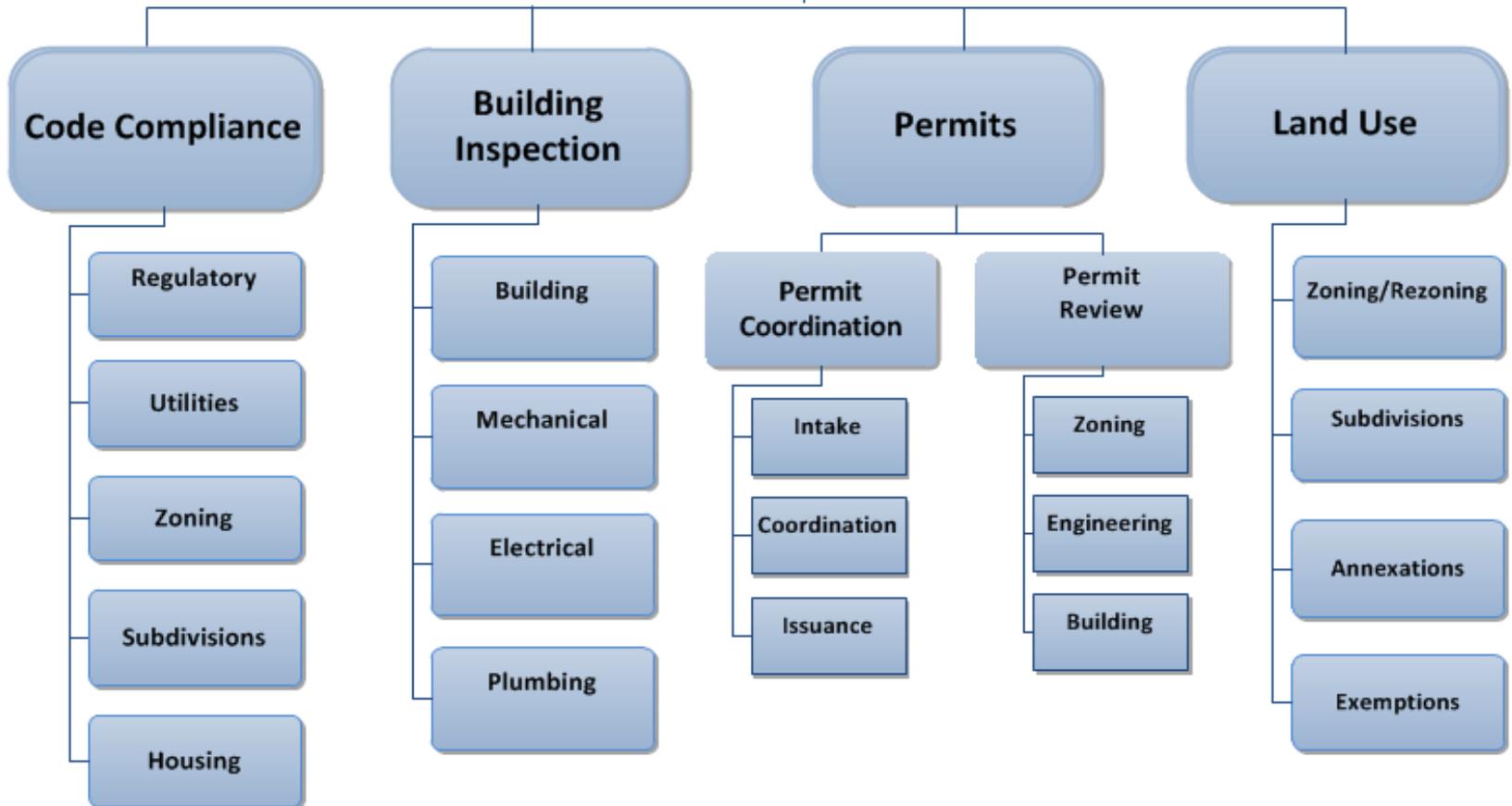
WORK EFFORTS

- Created the staff work group:
Don Verrue, Denise Alexander and Linda Jordan
- Evaluated other city structures:
Eugene, Great Falls, Fort Collins and Renton
- Developed Missoula's structure
- Proposed management staff and in the process of developing job descriptions

PROPOSED STRUCTURE



Development & Building Review



Development & Building Review

Permits

Permit Coordination

Intake

Coordination

Issuance

Permit Review

Zoning

Engineering

Building

Development & Building Review

Permits

Permit Coordination

Intake

Coordination

Issuance

PERMIT COORDINATION

- Permit Coordinators
 - Facilitates and manages a project for the applicant from start to finish
 - Communication between customers and staff reviewers

Development & Building Review

Permits

Permit
Review

Zoning

Engineering

Building

PERMIT REVIEW

- Consolidated permit review:
Building, Planning, Engineering
- Priority permit review
 - Simple reviews – established subdivisions, remodels, additions, tenant improvements
- Concurrent review
 - Complex projects
 - Predictable timelines
- DRT (Development Review Team) meetings

Development & Building Review

Code Compliance

Regulatory

Utilities

Zoning

Subdivisions

Housing

Building Inspection

Building

Mechanical

Electrical

Plumbing

Development & Building Review

Land Use

Zoning/Rezoning

Subdivisions

Annexations

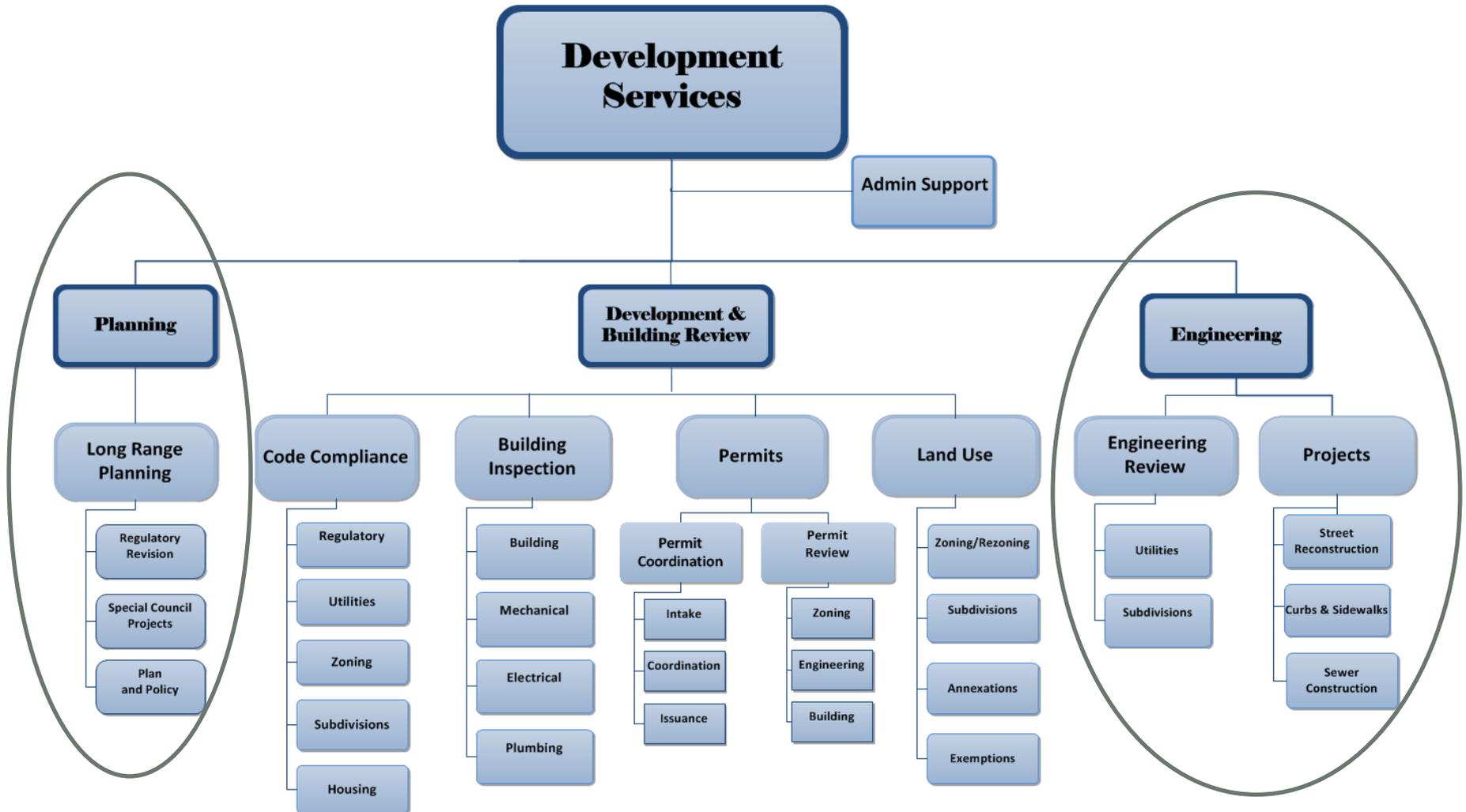
Exemptions

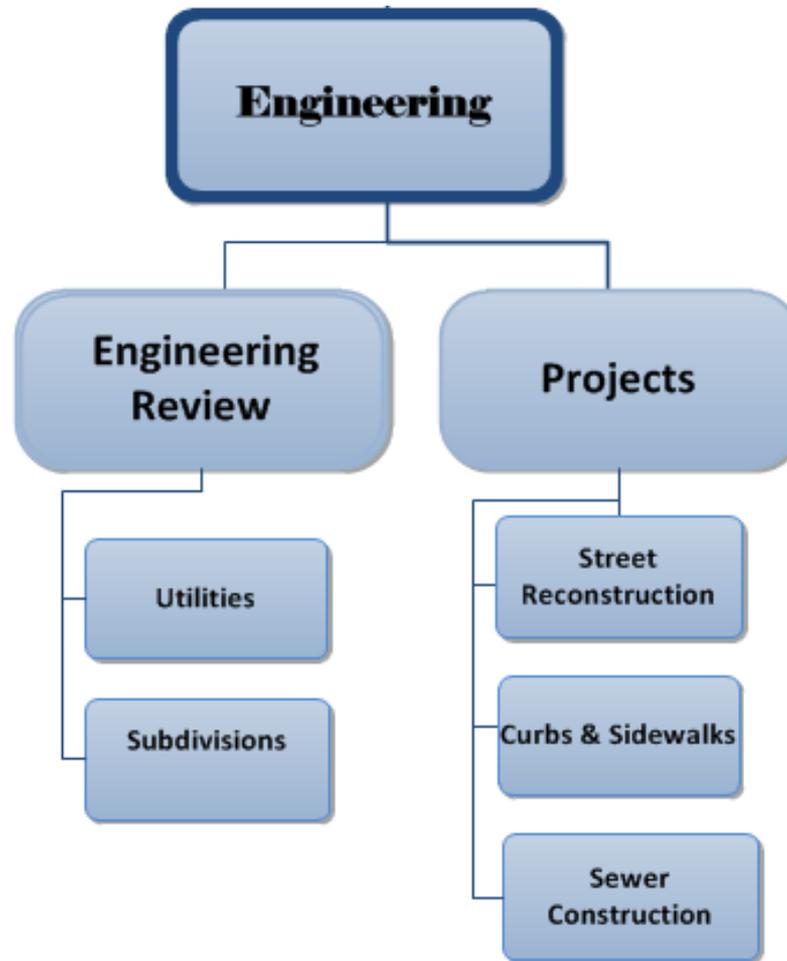
Land Use

LAND USE

- Citizen-initiated zoning
- Conditional uses
- Zonings and re-zonings
- Subdivisions
- Annexations

PROPOSED STRUCTURE





Planning

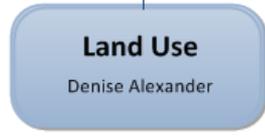
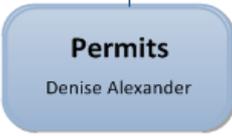
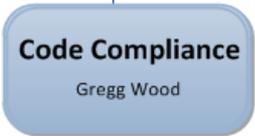
**Long Range
Planning**

**Regulatory
Revision**

**Special Council
Projects**

**Plan
and Policy**

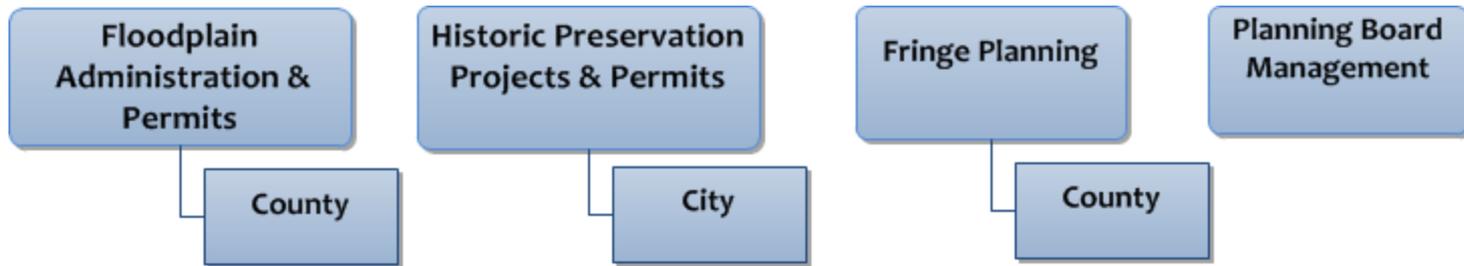
MANAGEMENT



PROPOSED STAFF LIST

County	City
Current Planning	Current Planning
<u>Projects</u>	<u>Projects</u>
Senior Planner, Mary McCrea Planner III, Tim Worley	Principal Planner, Denise Alexander Planner III, Jennie Dixon Planner II, Aaron Wilson
<u>Permits/Enforcement</u>	<u>Permits/Enforcement</u>
Planner III, Pat Keiley Planner II, Jamie Erbacher Planner II, Vacancy (previously Mitch Doherty)	Planner III, Ana Aronofsky Planner II, Heather Kinneer Planner II, Hilary Schoendorf
<u>Floodplain</u>	<u>Historic preservation</u>
Floodplain Administrator, Todd Klietz	Planner II, Philip Maechling
Long-range	Long-range
Planner II, Lewis YellowRobe	Senior Planner, Laval Means Planner III, Tom Zavitz Planner II, Jen Gress (.5 FTE)
<u>GIS</u>	<u>GIS</u>
Sr. GIS Specialist, Dave Dewing GIS Technician, Eric Benson	Sr. GIS Specialist, Casey Wilson
Support	Support
Support Services Administrator, Bobbi Day	Office Manager, Deni Forestek
Administrative Secretary, Sharon Reed	Administrative Secretary, Nina Cramer

PROPOSED INTERLOCAL AGREEMENT



PROPOSED COUNTY AMENDMENTS TO INTERLOCAL AGREEMENTS

Missoula County *General Policy Considerations for a Draft*

**City of Missoula - Missoula County Interlocal Agreement on Planning
August 22, 2012**

This document outlines major policy considerations for a new Interlocal Agreement on Planning for both governing bodies. Upon approval of these policy directions by City and County elected officials, a more complete draft Interlocal Agreement will be provided by staff for review. A final Agreement is anticipated for signature no later than January 1, 2013.

- 1. Both entities recognize that continued cooperation** between the City and County related to long-range planning in the urban growth area and in rural communities is critical. Such cooperation provides the best service to constituents, creates a uniform set of goals for future growth, and offers the most efficient use of public resources.
2. In recognition of the existing cooperative and mutually beneficial relationship between both entities, the City and County agree **to retain a Consolidated Planning Board and Growth Policy.** Membership requirements will reflect those found in the existing Interlocal and follow state law. A process for Growth Policy amendments will be determined cooperatively by the City and County and will be incorporated into the Agreement.
- 3. Land use planning functions** outside the Missoula City limits will be administered by Missoula County. The County acknowledges the high level of interest by the City for planning in the Urban Growth Area and the new Interlocal Agreement will establish the mechanisms by which City administration, City Council and City planning staff will participate in planning in this area.

Consolidated Planning Board & Growth Policy

Urban growth area

PROPOSED COUNTY AMENDMENTS TO INTERLOCAL AGREEMENTS

Floodplain administration

4. **Floodplain administration will be housed within Missoula County** and will offer services to the City as needed.

Historic Preservation

5. **Historic Preservation will be administered by the City of Missoula** and will offer services to the County as needed.

Transportation planning

6. **Transportation planning will be administered by Missoula County** in a manner that preserves the MPO and facilitates city-county transportation planning and implementation.

Grants

7. ~~Grant functions located in OPG will be consolidated and transferred to a new County~~ **Grants Department subject to a separate Interlocal Agreement** outlining the needs of both the City and County.

8. **The City and County commit to an agreeable and beneficial division of current staff FTEs** in a manner that recognizes staff expertise, experience, and primary responsibilities while concurrently recognizing the staffing needs of both governing bodies. The City and County agree to maintain the same level of employment in terms of FTEs until at least June 30, 2013.

Planning mill

9. **Funding and allocation of the planning mill and grants contributions will be subject to further discussions between the City and County.** Administrative staff believes that an **equitable split** can be achieved with minimal disruption of services.

10. The City and County recognize that the copying and distribution of records relative to each jurisdiction will be necessary. Plans for copying and distribution of records will be addressed in the Interlocal Agreement.

NEXT COUNCIL ACTIONS

1. Amend Interlocal Agreement

- Planning
- Grants

2. Budget amendment

- Development Services