

Consolidated Land Use Board Meeting Minutes

Date: November 13, 2024

Time: 5:30 PM

Location: Community Room, City/County Complex, 414 E. Callender St, Livingston, MT

Facilitated by: Chair Jessie Wilcox

Staff: Director Jennifer Severson

1. Roll Call

Present: Jessie Wilcox, Caitlin Chiller, Frank O'Connor, John Kalmon, Tori Lyons

Absent: Forrest Huisman, Baily Goodwine, Becky Moores

2. Approval of October 24, 2024 Minutes

Board member Chiller moved to approve the minutes of the October 24, 2024 meeting.

Board member O'Connor seconded the motion. Roll call vote:

Kalmon – Yes

Chiller – Yes

O'Connor – Yes

Lyons – Yes

Wilcox – Yes

Motion passed unanimously.

3. General Public Comment

Chair Wilcox opened the floor for public comment. No members of the public were present in person or online. Public comment was closed.

4. Planning Items

There were no planning items scheduled for this meeting.

5. Zoning Items – Zoning Code Update Presentation by SCJ Alliance

Representatives from SCJ Alliance, including Project Manager Aaron Murcar and planners Cassidy Olheiser and Mike Manning, presented an overview of the upcoming zoning code update process. The team provided a PowerPoint presentation outlining project objectives, public engagement strategies, and timelines.

The presentation included:

- The importance of zoning in guiding land use, building form, and density.

- Goals to implement recommendations from the Growth Policy, Downtown Master Plan, CTAP (Community Technical Assistance Program) report and Active Transportation Plan.
- Objectives such as improving housing variety and affordability, economic development, and preserving community character.
- A multi-phase engagement timeline with focus groups, a public workshop, surveys, and a draft code release in spring 2025.
- Conceptual priorities including improved connectivity, mixed-use development, historic preservation, and visual clarity in code language.

Board member Chiller asked about strategies for engaging young residents. She suggested coordinating with high school classes or clubs to help students understand the long-term impact of zoning. SCJ representatives discussed options such as interactive 3D housing models, laminated site maps, and simplified activities that could be used in classroom settings.

Board member Kalmon asked if the project timing was tracking with that in the SCJ proposal; Murcar confirmed that the adoption timeline may shift a few months because they were under contract to begin work a couple months later than original timeline proposed by the City. Severson anticipates the code revisions will likely begin adoption process late Summer or early fall 2025.

Board member Lyons emphasized outreach through local institutions such as hospitals and businesses. She recommended setting up informational booths in high-traffic areas like cafeterias and markets with QR codes linking to surveys. She also asked about coordination with the Livingston Enterprise, suggesting that a press release or simple educational article could help increase participation.

Director Severson confirmed the City had reached out to the Enterprise and would follow up. She also confirmed that social media posts and flyers were being used for outreach, and that she would provide printed materials for distribution.

Board members discussed integrating zoning education into public events such as Light Up Livingston, the Christmas Stroll, and the Winter Market. They suggested using visual materials from SCJ's public workshop boards to aid public understanding. Board member O'Connor raised concerns about older subdivision layouts on Bluebird and Robin Lanes and asked how such developments might be addressed in future zoning and subdivision regulations.

Commissioner Lyons discussed differences between zoning and subdivision ordinances and how each can shape future development in Livingston. Lyons clarified that subdivision rules govern layout and access, while zoning determines land use and density. Subdivision process is most important to shape larger tracts of land during future/ redevelopment. Existing large-lot subdivisions are non-conforming but future development could be shaped by updated subdivision standards or planned unit development (PUD) tools.

6. Board Comments

Board members expressed support for SCJ's engagement strategy and emphasized the importance of community awareness. They encouraged continued outreach through schools, events, and local media.

No formal action was taken. The presentation was informational only.

7. Adjournment

The meeting adjourned at approximately 7:05 PM.