



**CITY OF HAMILTON
ZONING UPDATE WORKING GROUP**

**JOINT MEETING OF THE ZONING COMMISSION,
PLANNING BOARD, & ZONING BOARD OF ADJUSTMENT
MONDAY, JANUARY 29, 2024, 5:30 PM
AGENDA**

This meeting will be conducted in a hybrid format including in-person and remote participation through Zoom. Any member of the public who wishes to observe or participate is able to attend and make comments in person, on the Internet or by phone. Detailed instructions on joining and participating via Zoom are available at www.cityofhamilton.net or by contacting mrud@cityofhamilton.net. Meeting will be held at City Hall, 223 South 2nd Street, Hamilton, MT.

- I. Call Meeting to Order**
- II. Public Comment on Non-Agenda Items**
- III. Old Business:**
- IV. New Business:**
 - A. Discuss Public Feedback from Zoning Update Neighborhood Meetings***
 - B. Next Steps for Phase II of Hamilton's Zoning Update**
 - C. Update on Zoning Related State Law Changes**
- V. Approval of Minutes: October 16, 2023***
- VI. Meeting Adjournment**

***Materials Attached**

- Neighborhood meetings report staff memo.
- Hamilton Phase II Zoning Update Scope of Work
- October 16, 2023 Minutes

A quorum of the Hamilton City Council may be present



City of Hamilton Planning Department

To: Hamilton Zoning Update Working Group
From: Matthew Rohrbach and Mark Rud, City of Hamilton Planning Department
Date: January 29, 2024
Subject: Hamilton Zoning Update Phase II – Neighborhood Meetings Report

Purpose

The purpose of this memo is to summarize public feedback from neighborhood meetings done as part of Phase II of Hamilton's zoning update.

Background

In December 2023 and January 2024, Hamilton planning staff held five neighborhood zoning update kickoff meetings at different times and locations throughout Hamilton. The purpose of the meetings was to 1.) introduce phase II of Hamilton's zoning update process, 2.) provide an overview of the City's comprehensive plan and how it relates to zoning, and 3.) listen to community interests as they relate to land use and development in Hamilton. Total attendance across all five meetings was 78.

Public Feedback

Each meeting included a staff presentation followed by a free-flowing discussion. To begin and focus the discussions, meeting attendees were specifically asked, in relation to growth and development, 1.) what concerns you? 2.) what excites you? 3.) what are you interested in seeing? and 4.) what should we be considering?

While these discussions elicited a wide range of responses, the following common themes emerged relating back to the four, phase II zoning update focus areas – attainable housing, differentiating between mature and developing areas, re-evaluation permitted and conditional uses, and state law changes.

Common Themes

- Preserve naturally occurring affordable housing.
- Expand opportunities for home occupations.
- Focus higher intensity development along key transportation corridors such as Marcus Street.
- Incentivize development of smaller single-family homes.
- Provide flexibility for older, possibly non-conforming, homes and parcels.

- In-fill on Hamilton's westside should be developed in context with surrounding development patterns; at a similar scale to existing development. Multi-family in-fill developments on the west side can be accommodated, but attention needs to be paid to form and scale.
- The use of density or height bonuses could be used to incentivize affordable housing along key transportation corridors such as Marcus Street, provided there is not a substantial negative impact on viewsheds.
- Allow a broader range of commercial and mixed uses along Marcus Street and Highway 93.
- Higher density housing is needed in Hamilton to provide more housing options and reduce pressures of sprawl.

Next Steps

Based on what was heard from the neighborhood meetings, along with policy guidance from the City's comprehensive plan, Hamilton planning staff will refine the phase II focus areas into more distinct, high-level action items that will facilitate drafting proposed code amendments under task 4 of the scope of work. For example, an action item could be adding a zoning district and the work under task 4 would be to draft the specific development standards and permitted uses for that district. The proposed action items will be presented at a future zoning update work group meeting for review and public comment. Once the working group approves the action items, staff will organize another round of neighborhood meetings to check-in with the community to ensure public feedback was accurately captured and to allow for discussion on the proposed action items. The second round of neighborhood meetings is anticipated to occur in March and April.

SCOPE OF WORK

PHASE II: HAMILTON ZONING UPDATE

TASK 1. PROJECT INITIATION: October 2023

The zoning update working group will meet in October 2023 to kick-off phase II of Hamilton's zoning code update. The purpose of the meeting is for the working group to provide staff direction regarding phase II zoning text amendments. The meeting will cover proposed focus areas for the phase II update and the community engagement plan. If additional meetings are required to iron out the phase II focus areas, community engagement plan, or scope of work they will be scheduled in November, December, or January.

Draft Focus Areas:

1. Attainable Housing – focus will be on implementing goals and policies in the comprehensive plan related to expanding housing options. Discussions on housing related zoning amendments will consider compatibility between new and existing development.
2. Differentiating Between Mature and Developing Areas – focus will be on identifying where differing develop standards are needed between older and newer areas of the city in an effort to allow for redevelopment and incremental infill that is compatible with surrounding land uses and continues to uphold public health and safety.
3. Recent State Law Changes – focus will be on codifying recent changes in state law, namely land use laws passed in the 2023 legislative session.
4. Re-evaluating permitted and conditional uses – focus will be on simplifying the list of permitted and conditional uses as well as a review of uses in existing zoning districts to see whether any changes are needed to better reflect desired development patterns.

Engagement:

- Minimum of one Zoning Update Working Group Meeting. More meetings as needed to finalize focus areas, community engagement plan, and/or scope of work.

Deliverables:

- Memo outlining phase II draft focus areas.
- Draft scope of work
- Draft community engagement plan
- Presentation to Zoning Update Working Group

TASK 2. COMMUNITY CHECK IN: October 2023 – January 2024

During phase I of Hamilton's zoning update, staff heard a need to better explain, in plain terms, the comprehensive plan and the zoning update as well as the relationship between the two.

Neighborhood Meetings:

Staff will organize a series of neighborhood meetings to provide information on phase II of the zoning update and comprehensive plan while also listening to community interests and concerns, particularly as they relate to land use and development in Hamilton. These meetings will also serve to inform community members about the zoning update process and where they can go to learn more and keep updated.

Neighborhood meetings will be at venues close to where people live or work, not at city hall. To get the word out on meetings the city will mail a postcard to every address in Hamilton with the date, time and location of each meeting along with a link to the zoning update project website – www.hamiltonzoningupdate.com.

Neighborhoods identified for meetings include:

- Northside (area NW of Hwy 93-Main St. intersection)
- Southside (area SW of Hwy 93-Main St. intersection)
- East of Highway 93
- Downtown
- Highway 93

Stakeholder Meetings

Task two will also include meetings with community/civic groups. These meetings will be scheduled based on the interest and availability of each group, as a result meetings may happen outside of Task 2. Groups identified for engagement include, Hamilton High School, Chamber of Commerce, Hamilton Downtown Association, Bitterroot Affordable Housing Coalition, Downtown Hamilton Business Improvement District, Kiwanis, Rotary, Lions, Soroptomist, Bitterroot Board of Realtors, builders/developers and other groups identified throughout the zoning update process.

Engagement:

- Postcard to all City of Hamilton addresses with information on zoning update, neighborhood meetings, and link to project website
- Minimum of five neighborhood meetings. Additional meetings may be scheduled based on community interest.
- Meetings with community/civic groups. The number of meetings will depend on interest and availability of each group.

Deliverables:

- Report outlining what was heard at neighborhood meetings and other community engagement efforts.
- Presentation(s) to neighborhood and community groups

TASK 3. REFINE FOCUS AREAS: January – March 2024

Staff will present to the zoning update working group a report outlining what was heard from community engagement efforts under task 2. Based on this report staff will propose refining the focus areas into more distinct, high-level action items that will facilitate drafting proposed code amendments under task 4. For example, an action item could be adding a zoning district and the work under task 4 would be to draft the specific development standards and permitted uses for that district. Each focus area may have more than one action item.

At the meeting working group members and members of the public will be asked to provide input on whether public feedback was accurately captured and if any edits are needed to the proposed action items. If additional working group meetings are required to refine action items, they will be scheduled based on availability of staff and working group members.

Once the working group is comfortable with the action items, staff will organize another round of neighborhood meetings to present and take feedback on the proposed path forward. Based on feedback

at neighborhood meetings, the action items may be amended, which, depending on the degree of change, may trigger the need for additional zoning update working group meetings.

Engagement:

- Minimum of one zoning update working group meeting. Additional meetings as needed.
- Minimum of five neighborhood meetings. Additional meetings may be scheduled based on community interest.
- Meetings with community / civic groups. The number of meetings will depend on interest and availability from each group.

Deliverables:

- Report outlining proposed high-level action items for zoning update.
- Presentation to zoning update working group.
- Presentation(s) to neighborhood and community groups.

TASK 4. DRAFT ZONING AMENDMENTS: March – July 2024

Once the zoning update action items have been identified, work will move to drafting specific zoning text for each action item. Critical to obtaining informed public input as part of this task will be thoughtful public engagement that clearly communicates information specific to drafting zoning regulations.

Neighborhood Walks

To begin the process of drafting specific zoning text, city staff will organize neighborhood walks. Neighborhood walks will be used to provide an on the ground view and discussion about how different elements of zoning effect development patterns in Hamilton – e.g. setbacks, housing types, building form & scale, etc. The idea is to put a local visualization behind concepts that may be discussed as part of the zoning update. Neighborhood walks will be scheduled as needed based on community interest expressed at neighborhood meetings.

Community Workshops

Community workshops will engage community members in interactive exercises that dive into the details of drafting zoning text amendments. The exact structure of community workshops is yet to be determined as it will be based on the scope of action items identified in task 3. The number and location of workshops will also be determined by the scope of action items. At a minimum staff anticipate two workshops at Hamilton city hall.

Survey

The surveys is an opportunity to get community feedback on specific zoning topics from people who aren't able to attend workshops or who are more comfortable providing anonymous input. Staff anticipate using a visual preference survey that asks community members to respond to images that exemplify specific development standards and/or patterns.

Drafting Zoning Text Amendments

Based on the full scope of public input, staff will begin drafting zoning text amendments for review and consideration by the public and zoning update working group. Depending on the scope and complexity of proposed amendments they may be brought forward for review in individual modules or all at once. This will likely be an iterative process of drafting, reviewing, and amending proposed zoning language based on feedback from the working group and public.

Draft Zoning Map and Future Land Use Map Updates (if needed)

There is a possibility that the proposed zoning text amendments will also trigger an update to Hamilton's zoning map and/or the comprehensive plan's future land use map. Scenarios that may trigger an update to the zoning map or future land use map, include but are not limited to:

- Names of existing zoning districts changing.
- Amendments to development standards or permitted uses in existing zoning districts that warrant amending zoning map boundaries or changing implementing zoning districts under the future land use map categories.
- Zoning districts are added or removed, necessitating amending zoning map boundaries or changing implementing zoning districts under the future land use map categories.

It will likely become evident early in the process if proposed zoning text amendments are anticipated to trigger respective map updates. In that case, discussions of zoning and future land use map updates will be folded into the public engagement process outlined above.

Community Open House

Prior to forwarding to the zoning commission and City Council for review, proposed zoning amendments will be highlighted at open houses. The purpose of the open houses will be to provide an overview of the zoning update process and explain the substance of the updates being proposed.

Zoning Update Working Group Meetings

During task 4 the zoning update working group is anticipated to meet at least twice with more meetings on an as needed basis. Working group meetings will be utilized to review and respond to public input and proposed draft zoning amendments. The last phase II working group meeting(s) will take place following the open houses. When the zoning update working group feels that draft zoning text amendments (and map amendments if necessary) have sufficient support and are ready for formal review, proposed amendments will be forwarded to the Hamilton zoning commission.

Engagement:

- Minimum of two neighborhood walks. Additional walks dependent on interest and availability.
- Minimum of two community workshops. Additional workshops as needed.
- Community survey
- Community open houses
- Meetings with community / civic groups. The number of meetings will depend on interest and availability from each group.
- Minimum of two zoning update working group meetings. More meetings as needed.

Deliverables:

- Draft zoning text amendments
- Draft zone map amendments (if necessary).
- Draft future land use map amendments (if necessary).

TASK 5. ADOPTION: August – October 2024

The zoning commission will consider updates through a public hearing, and will then forward its recommendations to the Hamilton City Council for consideration and decision at another two public hearings. Any proposed updates to the future land use map will go through a public hearings process with the planning board and City Council.

Engagement:

- Zoning commission public hearing.
- Two City Council public hearings.
- Planning Board public hearing (if future land use map amendments are proposed)

Deliverables:

- Adopted zoning text amendments.
- Adopted zone map amendments (if necessary).
- Adopted future land use map amendments (if necessary).



MINUTES OF THE CITY OF HAMILTON
ZONING CODE UPDATE WORKING GROUP
OCTOBER 16, 2023

1 Zoning Commission members present: Hannah Gimpel, Vivian Yang, Jessica Randazzo, Karen
2 Hughes

3
4 Zoning Commission members absent: Brett Mollenhauer, Jenny West, Nancy Valk

5
6 Planning Board members present: Jeff Burrows via Zoom, Dan Harmon, Dan Mitchell, Marisa
7 Neyenhuis, Chip Pigman via Zoom, Roger Gantz

8
9 Planning Board members absent: None

10
11 Zoning Board of Adjustment members present: Drew Blankenbaker, Darwin Ernst, Richard
12 Franklin, Vivian Yang, Roger Gantz

13
14 Zoning Board of Adjustment members absent: Lea Guthrie

15
16 Also present: Matthew Rohrbach, City Planner; Mark Rud, Assistant Planner; Rosie Ramer, Utility
17 Billing Clerk

18
19 I. Zoning Commission Chair Randazzo called the joint meeting to order at 5:32pm.

20
21 II. Public Comments on Non-Agenda Items: None

22
23 III. OLD BUSINESS: None

24
25 IV. NEW BUSINESS:

26
27 **A. Phase II Zoning Update Kickoff Discussion**

28 Mr. Rohrbach presented on the proposed Phase II scope of work, community engagement
29 plan and zoning update focus areas – attainable housing, differentiating between mature
30 and developing areas, re-evaluation permitted and conditional uses, and state law changes.
31 The zoning update working group directed staff to continue with the proposed scope of
32 work and focus areas.

33
34 **B. Discussion: Board Consolidation**

35 Mr. Rohrbach asked about consolidation of Planning and Zoning boards. Board members
36 discussed. Board members were generally in-favor of consolidating the zoning commission
37 and planning board and keeping the zoning board of adjustment as a separate board.

38
39 Public Comments: None

41 V. APPROVAL OF MINUTES: None
42
43 VI. MOTION to adjourn the meeting: by Ms. Hughes.
44 SECOND: by Mr. Franklin
45 No further discussion.
46 VOICE VOTE called by Ms. Randazzo was Unanimous in Favor. Motion CARRIES.
47
48
49 Meeting adjourned at 7:03pm
50
51
52
53
54 _____
54 Rosie Ramer
55 Utility Billing Clerk
56
57
58
59
60 _____
60 Marisa Neyenhuis
61 Planning Board Acting President

Vivian Yang
Zoning Commission Vice Chair

Darwin Ernst
Zoning Board of Adjustment Chair