



To: Missoula Consolidated Planning Board Members

From: Community and Planning Services / Development Services

Re: Planning Services Request Policy

Date: January 2016

To ensure your role as a Planning Board member is a positive, productive experience, both the Missoula County Community and Planning Services (CAPS) and City of Missoula Development Services (DS) departments are here to provide appropriate professional planning and clerical support, documentation, and training to all board members. Please do not hesitate to let us know if you are in need of assistance.

The Planning Board bylaws (Section XII) affirm that board members may seek planning and legal assistance on land use issues by contacting our offices. We will attempt to provide answers to your questions in a timely fashion. Questions regarding specific projects, such as public hearing items or special presentations, should generally be directed to the appropriate project case planner.

Planning Board members may at times desire additional information in their deliberations on public hearing agenda items or on items of particular interest or topics of discussion in committee that requires a significant amount of staff research and labor. The general policy for requesting such information is to route these requests for planning services through the Planning Board chair and entire board by taking a formal vote on the request for staff to conduct additional research and/or produce additional information.

Upon an affirmative vote by the board, the Planning Board Chair and CAPS or DS Director shall then confer on whether the request for planning services can be accomplished within the scope of their existing work plans as approved by the Board of County Commissioners or City Council, recognizing limitations of time and money in the planning budget.

To the degree that staff can readily provide answers to board members' questions or provide information in a relatively short time, these requests can be made on an informal basis directly to the project case planner. If the case planner believes the work request will require a substantial amount of time, the request may be directed to the CAPS or DS Director for a determination as to whether the respective work plan can accommodate the additional planning services request.