



# Host Your Own Unified Development Code (UDC) Chat

BOZEMAN<sup>MT</sup>

# Transportation: traffic, parking, ped & bike infrastructure

## Introduction

The Unified Development Code (UDC) sets the rules around what kinds of development can occur in which areas of town, and what it all looks like. This includes things like where businesses are located, how tall buildings can be, what types of residences (single-household, apartments, duplexes, townhomes, etc.) can be built in which areas, and so much more.

This toolkit will help guide you and your group through a discussion on this large code document by focusing your conversation on popular topic areas and providing key questions you can all discuss and provide input on. **This toolkit is focused on Transportation.** That said, feel free to discuss topics that may not be listed here – we'll take all input.

Your input will be used along with everyone else's to help inform us of changes that can be made to the code. If you have participated at all in this project over the past 2 years, you'll have at least some basic background on this project, but don't worry if this is your first time participating. These are informal conversations, and you likely have thoughts on the existing conditions you see around town and what you want to see more or less of. That is the most important part.

Thanks for participating and sharing your thoughts on how Bozeman is developing. We appreciate your voice and look forward to all you have to share!

## Planning Your Event

The first step you need to take before hosting a chat involves event logistics. See below for what we recommend.

**Save the Date:** Choose a date in April to have your chat. We recommend at least a 1-to 2-hour event. You can have it at any location/with any format that you like – maybe it's with your church group, over brunch, in your home, or in a meeting room with roundtables. You can decide what feels most comfortable to you.

**Invite Your Guests:** This can be anyone you choose – friends, family, coworkers, neighbors, your book club – whoever you think would be interested in the conversation. Consider asking those you invite to bring their spouses, friends, and anyone else to broaden the group even further. Once you've determined the guest list, make sure your invite includes the following:

- **What:** a short description of the UDC and the purpose of the conversation.  
Example:
  - *I'm hosting a Unified Development Code (UDC) Chat and would love you to join! During this conversation, we'll talk about how Bozeman is developing. We'll have the chance to share these thoughts with the City as they look to update and improve the code, which could change what ends up getting built around us. I think you have an important perspective on this so please join me if you can!*
- **When:** Date and Time
- **Where:** Physical location or link to virtual meeting room
- **Why:** Visit [engage.bozeman.net/udc](https://engage.bozeman.net/udc) if you want to learn more about this project.

**Event Size:** A group of 5-10 people is recommended to ensure everyone has a chance to speak and feel heard. If you want to go larger, consider breaking out into smaller groups/roundtables.

**Register the Event:** This step is critical! Let us know that you're having an event so we can follow up with reminders and make sure we're gathering your input. It's a short form. Visit: <https://engage.bozeman.net/udc/surveys/chatregistration>.

## Setting Up the Chat

1. Welcome and thank everyone for attending.
2. Ask for quick introductions if the group is unfamiliar with each other.
3. Share the ground rules for the conversation, including:
  - a. *Allow everyone to finish speaking – don't interrupt.*
  - b. *Be respectful of differing opinions – there is no right or wrong way to think about these topics.*
  - c. *Share it anyway – you don't have to know how to fix issues you identify. It's enough to identify them.*
4. Ask everyone to agree to the ground rules.
5. Take notes as the host or assign a notetaker. This is a critical step in ensuring feedback gets captured. The notetaker should act as a researcher, accurately capturing what ideas, insights, and reflections get shared.
6. Present the topic areas and guide conversation around them. As a facilitator, your role is important in helping people feel comfortable to share their opinions.

Note the following tips for facilitation:

- a. **Address Behavior:** If people aren't being respectful of the ground rules, don't hesitate to remind them.
- b. **Encourage:** You may need to bring out certain voices if they aren't saying a lot. For example, you can say, "Thanks for sharing that perspective. Tom, what do you think about that?"
- c. **Keep Time:** If there seems to be a lull in conversation, feel free to move people on to the next topic as needed. You can also allow silence if people seem to be thinking about a question. Be mindful of when the event needs to wrap up (For example: "We only have 5 more minutes left, so let's hear from two more people.").
- d. **Summarize:** Especially towards the end, be sure to synthesize what you heard into some main points. You can say, "Before we end, I'd like to summarize what I heard in this conversation. A lot of people feel... Does that sound fair?"
- e. **Keep It Open-Ended:** As you facilitate, focus on drawing out information from others. For example, it's better to say, "What thoughts do you all have about tall buildings around town?" rather than "I think the City should avoid building tall buildings. Do you agree?" The first question invites discussion that may lead to multiple nuanced opinions; the second can stifle conversation into a yes or a no. As a facilitator, you can and should share your own thoughts, but avoid doing it as part of a lead-up to discussion.

## Topic Area

Through our outreach to the public, we have found that some topics are consistently identified as important as people think about the code and development in Bozeman. We have created a conversation starter kit for each of these topics. You are welcome to host a conversation on more than one topic. There may be multiple – you can focus on one, a few, or all, depending on how much time you have and how robust the discussion is.

### Transportation - traffic, parking, ped & bike infrastructure

- Primary related Sections of existing code and current draft code for reference:  
*Existing regulations*: 38.220.060 submittal materials; 38.400 Transportation facilities and access; 38.410.040 Blocks; 38.540 Parking  
*October 2024 draft text*: 38.710.050 submittal materials; 38.400 Transportation facilities and access; 38.410.040 Blocks; 38.530 Parking (Degree of modification existing to proposed: Submittal materials is moderate for TIS requirements, transportation is moderate with level-of-service (LOS) changing, commercial parking in 38.530.040 is major and residential parking is small)
- Related facility plans: 2017 Transportation Master Plan, Downtown 2019 Bozeman Improvement Plan, 2024 Park Recreation and Active Transportation, Bozeman Community Plan 2020

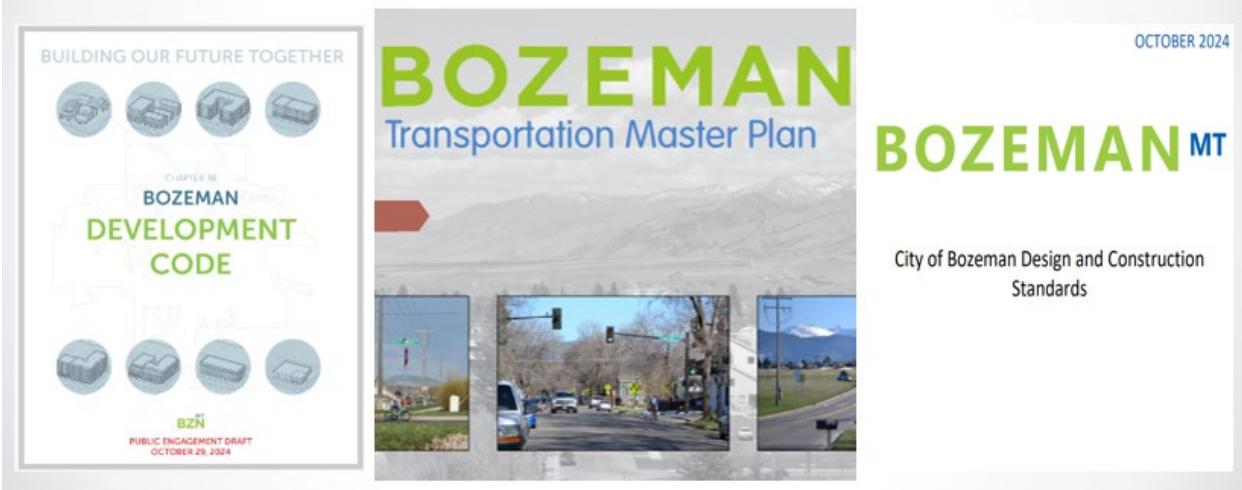
## We aren't stuck in traffic



We are traffic.

## Transportation

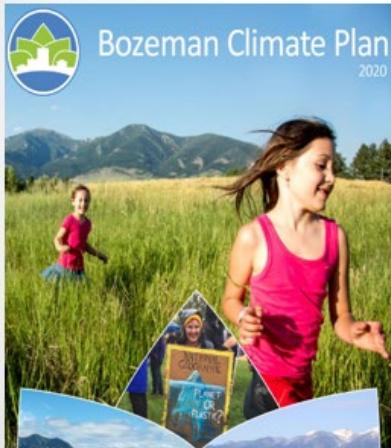
**What we develop determines how we move!**



# Transportation

**BOZEMAN**<sup>MT</sup>  
Transportation and Engineering

## How we move guides quality of life



### THE FOUR P'S

of the Bozeman "SAFE" Plan - Streets Are For Everyone



### Topic: Transportation

Bozeman requires that new development construct adjacent streets and sidewalks. The [Transportation Master Plan](#) and [Parks Recreation and Active Transportation Plan](#) provide direction for the community wide facilities. Some larger streets like N 7<sup>th</sup> and N 19th are also under the control of the Montana Dept. of Transportation and the City coordinates with MDT.

### Questions for discussion

- 1) What is your greatest concern regarding traffic congestion as it applies to the UDC?
- 2) How can the UDC improve traffic safety, including people walking and biking?

## Topic: Parking

Bozeman requires parking to be addressed with each new development site. Amount required varies by location & use of the property. There are a variety of ways to meet parking requirements including shared parking, on-site, or off-site locations. The primary proposed changes in parking are for commercial uses with standards consolidated and simplified. See Section 38.530.040 for draft minimum parking requirements for both homes and employment. Minimum parking for bicycles is also required, see Section 38.530.070. The UDC does not control parking districts, such as around MSU, or parking tickets. Standards for parking stall dimensions or other physical construction standards are not proposed to be changed.

## Parking



Existing – 38.540 Bozeman Municipal Code

Maximum and Minimum standards

Commercial and residential standards

Vary by type of use and location

Design standards for size and circulation

Shared and common parking approaches are more strongly encouraged with the proposed UDC. Traditionally, parking has been addressed on a site-by-site basis. Different parts of the community have had differing parking requirements for a long time. For example, downtown, which has some publicly owned and operated parking lots for over 30 years, has a different requirement in code than newly developing commercial areas without the shared parking spaces.

Parking is a subject with many details. Please see the specific code text, linked above, to better understand the existing and proposed standards.

## Parking



Draft – Section 38.530 Oct 2024 draft code

Maximum and Minimum standards

Commercial and residential standards

Vary by type of use and location

Commercial standards simplified by type

Less reliance on individual site parking

Questions for discussion:

- 1) What are your greatest concerns regarding parking as it applies to the UDC?
- 2) How do you think these concerns could best be addressed in the UDC?
- 3) How do you see potential financial costs related to this implementation being met?

## Wrapping Up

When your chat is over, be sure as the host or notetaker to [complete our Post-Chat Survey](#) so we can learn more about what was discussed during your event. This is where you will directly upload your notes. You must submit this survey by **April 30, 2025**, so we may include your feedback in our analysis of code changes.

## Questions?

If you have any questions about this toolkit, the post-event survey, or how to run an event like this, don't hesitate to reach out to Emily Kiely below.

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For more information on the UDC project and to keep up to date on how this project moves forward, please visit [engage.bozeman.net/udc](http://engage.bozeman.net/udc).