

# Host Your Own Unified Development Code (UDC) Chat

**BOZEMAN**<sup>MT</sup>

# Neighborhoods: character, preservation, and compatibility

## 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 neighborhoods.** 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 the following topic is one of the most popular as people think about the code and development in Bozeman. Read through the key topic areas below and see if any jump out to you and your group. 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.

## Neighborhoods

- Primary related Sections of existing code and current draft code for reference:

[Existing regulations](#): 38.310 Permitted Uses, 38.320 Form and Intensity standards; 38.340 NCOD, 38.360 Supplemental Use [Accessory Dwelling Unit, group living, apartment limited];

*October 2024 [draft text](#)*: 38.210 Residential Districts; 38.300 Allowed Uses; (Degree of modification existing to proposed: Districts substantial, Uses Moderate, Definitions small)

*Landmark Project*: The UDC update project is not proposing to change 38.340 relating to the Neighborhood Conservation Overlay District (NCOD) because that code section is under review as part of a separate project related to Historic Preservation called the Landmark Project. For information on that effort, please visit the Engage [project page](#).

- Related facility plans: Bozeman Community Plan 2020, Climate action plan

Bozeman has a wide diversity of housing types. These help to meet the ever-changing needs of our residents. Development trends and personal preferences over time have influenced where different types of home and architectural styles are found. Many areas have mixes of housing types and styles, as shown in the Bozeman examples below.



City planning has encouraged walkable neighborhoods for many years to provide not only housing but also ready access to routine services. Many factors must come together for these types of areas to actually happen. These developments are a mix of the uses of the land and the buildings on them. The draft UDC includes a variety of standards to address different concerns. The following is an example of one zoning district and standards that apply for lots and for buildings. The Section numbers in the blue rows lead to more information on that topic. See attached full size sheets.

ARTICLE 2 - ZONING DISTRICTS

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SEC. 38.210.020. - R-A [RESIDENTIAL-A]

R-A [RESIDENTIAL-A]

A. Lot Standards

1. Lot Size	Sec. 38.260.020
<b>A</b> Width (min)	
Townhouse	15'
All other structures	25'
<b>2. Density</b>	Sec. 38.260.030
Minimum density	10 du/a
<b>3. Coverage</b>	Sec. 38.260.040
<b>B</b> Building coverage (max)	40%
Amenity space (min per unit)	
Up to 1 sleeping room	100 sf
2+ sleeping rooms	150 sf
Commercial open space (min)	n/a
<b>4. Streetscape</b>	Sec. 38.260.050
<b>C</b> Sidewalk width (min)	5'
<b>D</b> Boulevard strip width (min)	5'
Type	Landscape
Tree spacing (max)	35' avg. on center

5. Setbacks	Sec. 38.260.060
<b>E</b> Primary street (min)	10'
<b>F</b> Side street (min)	10'
Street-facing garage (min)	20'
<b>G</b> Side (min)	
Townhouse - common wall	0'
Townhouse - exterior wall	5'
All other structures	5'
Rear (min)	10'
<b>H</b> Alley (min)	5'
<b>6. Transitions</b>	Sec. 38.260.070
Building setback and height transitions	n/a
<b>7. Frontage</b>	Sec. 38.260.080
Build-to	n/a
<b>8. Parking Location</b>	Sec. 38.260.090
Primary street setback	Allowed
Side street setback	Allowed
Side setback	Allowed
Rear/alley setback	Allowed

B. Building Standards

1. Vertical Massing	Sec. 38.260.100
<b>A</b> Building height (max)	3 stories
<b>B</b> Wall plate height (max)	25'
<b>2. Horizontal Massing</b>	Sec. 38.260.110
Dwelling units per building (max)	2
Building size (max)	5,000 SF
<b>C</b> Building width: primary street (max)	80'
<b>D</b> Building width: side street (max)	80'
<b>3. Activation</b>	Sec. 38.260.120
Active depth (min)	n/a
<b>4. Floor Height</b>	Sec. 38.260.130
<b>E</b> Ground story height (min/max)	9' / 15'
<b>F</b> Upper story height (max)	15'
<b>G</b> Ground floor elevation (min/max)	-2' / 5'

5. Windows	Primary St.	Side St.
	Sec. 38.260.140	
<b>H</b> Ground story (min)	20%	20%
<b>I</b> Upper story (min)	15%	15%
<b>J</b> Blank wall width (max)	10'	20'
<b>6. Entrances</b>	Sec. 38.260.150	
<b>K</b> Street-facing entry spacing (max)	40'	60'
Entry feature	Required	n/a
Options	<ul style="list-style-type: none"><li>Porch</li><li>Covered entry</li><li>Recessed entry</li></ul>	

2-A - UNIFIED DEVELOPMENT CODE | BOZEMAN, MONTANA

PUBLIC ENGAGEMENT DRAFT | OCTOBER 29, 2024

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UNIFIED DEVELOPMENT CODE | BOZEMAN, MONTANA 22

The City has a separate project that is evaluating the historic preservation program. Comments on historic preservation are best directed to that project. There is a website for the Landmark project at <https://engage.bozeman.net/landmark>.

Recent changes in state law require the City to show that its land use regulations are taking certain actions in support of creating more housing. In the December 2024 open houses, people had an opportunity to choose which alternatives were preferred. A total of 314 responses were provided. The list of preferred options ordered from most preferred to least preferred follows.

### Dec 2024 Open House Housing Alternatives Responses

(m) allow multi-unit dwellings or mixed-use development as a permitted use on all lots where office, retail, or commercial are primary permitted uses; or

- (b) zone for higher density housing near transit stations, places of employment, higher education facilities, and other appropriate population centers, as determined by the local government;
- (e) allow, as a permitted use, for at least one internal or detached accessory dwelling unit on a lot with a single-unit dwelling occupied as a primary residence;
- (j) provide for zoning that specifically allows or encourages the development of tiny houses, as defined in Appendix Q of the International Residential Code as it was printed on January 1, 2023;
- (a) allow, as a permitted use, for at least a duplex where a single-unit dwelling is permitted;
- (h) eliminate minimum lot sizes or reduce the existing minimum lot size required by at least 25%;
- (g) allow, as a permitted use, a triplex or fourplex where a single-unit dwelling is permitted;
- (k) eliminate setback requirements or reduce existing setback requirements by at least 25%;
- (n) allow multi-unit dwellings as a permitted use on all lots where triplexes or fourplexes are permitted uses.
- (d) eliminate impact fees for accessory dwelling units or developments that include multi-unit dwellings or reduce the fees by at least 25%;
- (f) allow for single-room occupancy developments;
- (l) increase building height limits for dwelling units by at least 25%;
- (c) eliminate or reduce off-street parking requirements to require no more than one parking space per dwelling unit;
- (i) eliminate aesthetic, material, shape, bulk, size, floor area, and other massing requirements for multi-unit dwellings (5+ homes in one building) or mixed-use developments or remove at least half of those requirements;

Questions for discussion:

- 1) What defines the boundary of your neighborhood in your opinion? Your block? Your neighbors? A map?
- 2) How do you think the UDC could help maintain what you like about your neighborhood?

- 3) What kinds of commercial uses would you most like to see within a ¼ mile walk of your home; and which do you see as most likely to be successful?
- 4) Considering the context of your neighborhood, if a new building were built, would you be most concerned about how the building looks or how many people live in it?
- 5) In Phase 1 outreach, we heard that higher density was preferred near places of employment, schools, transit, and main roads. Do you have any of these facilities in or near your neighborhood?

## 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.

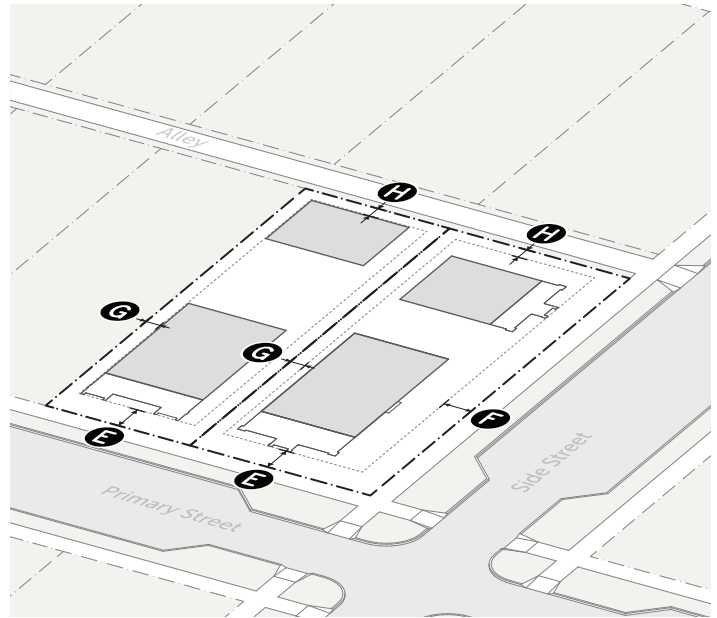
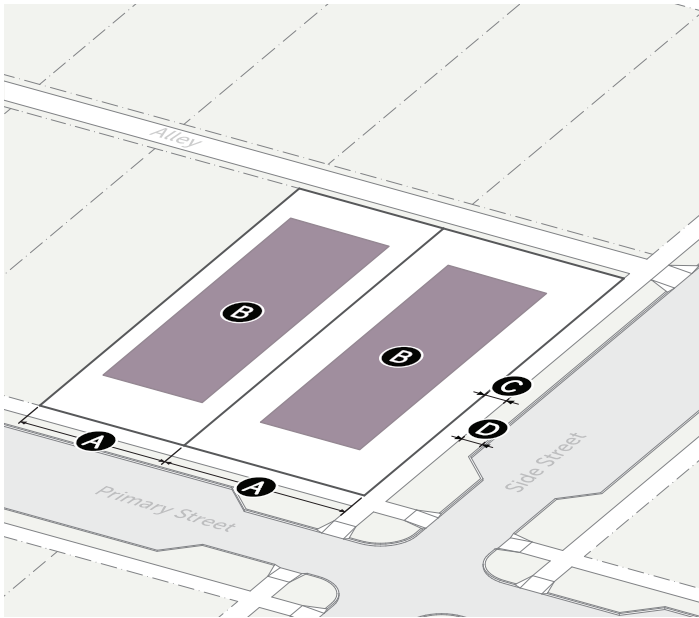
**Emily Kiely**, Community Engagement Coordinator

Office: 406-582-2274 | Cell: 406-595-6585

[ekiely@Bozeman.net](mailto:ekiely@Bozeman.net).

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](https://engage.bozeman.net/udc).

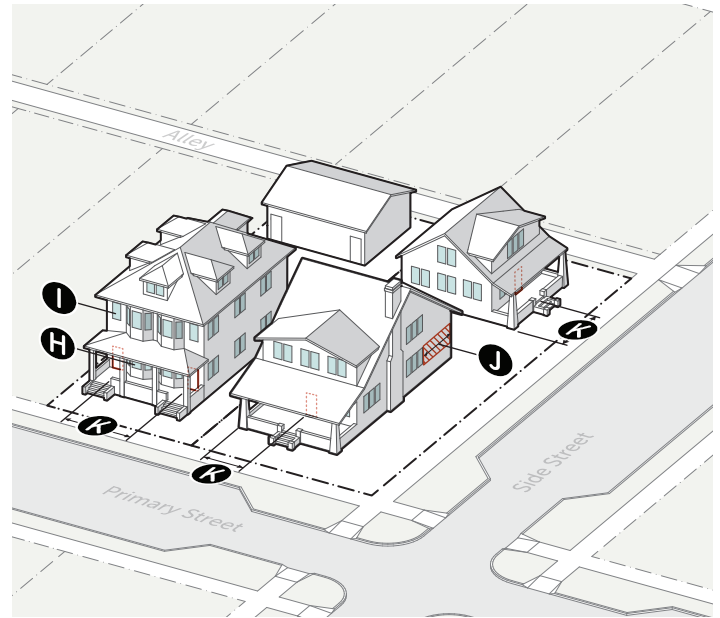
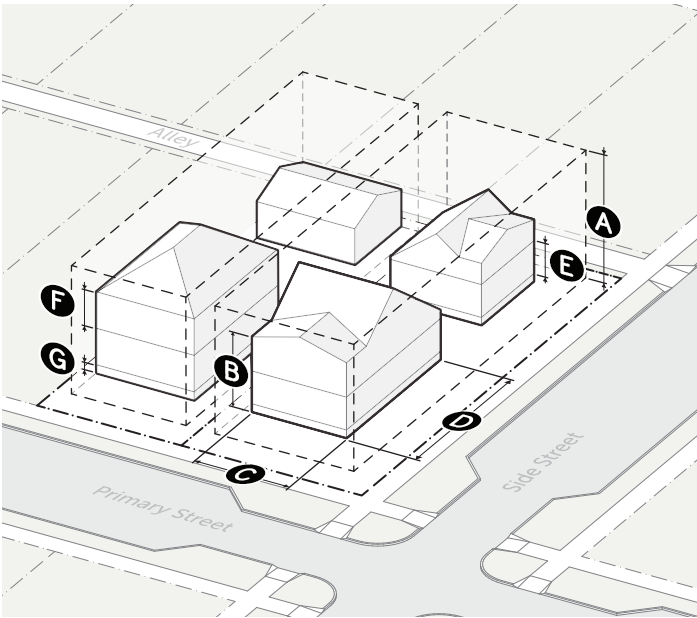


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