

To: Ben Brewer, City of Missoula

From: Sam Suter, Peter Park, and Jamin Kimmell

CC: Laval Means, Walter Banziger

Subject: Additional Services #1 for the Comprehensive Code Reform Project: to provide additional consultant participation in the Growth Policy Update Project and enhanced coordination with the Comprehensive Code Reform Project

Overview: Upon further conversations during the project kickoff, the project team determined there was need for the Metta Urban Design team (Consultant) to play an expanded role in the Growth Policy Update. While staff will still lead the Growth Policy Update Project, the Consultant will provide additional community engagement services and assistance with policy refinement and confirmation related to the Growth Policy Update. These additional services will provide opportunities for improved coordination between the Growth Policy Update and Comprehensive Code Reform projects. The additional scope includes expanded services in Tasks 1.3, 2.1, and 3.3, and a new Task 4.0 as described below.

Scope and Budget Amendments – Add Service #1

1.3 Community Engagement Plan. The Community Engagement Plan will describe a coordinated and holistic approach to engagement topics for both the Growth Policy Update and Comprehensive Code Reform projects, including schedule and milestones, key messages, project branding, project website, target audiences, and engagement tools/techniques. The Community Engagement Plan will identify roles and responsibilities of the Consultant and city staff regarding coordination and implementation of engagement activities for both projects.

This additional service will enhance alignment between the Growth Policy Update and Comprehensive Code Reform work and improve coordination and efficiency of community engagement efforts.

See original scope for additional description of activities in this sub-task.

Additional Services for Task 1.3: \$22,000

2.1 Engagement Cycle #1 – Project Kickoff & Listening Sessions. The first engagement cycle will serve to kick off the internal and external engagement and communications for the Growth Policy Update and Comprehensive Code Reform projects. This will include the initial launch of the project website, establishing the project brand, and clear messaging that explains how the Growth Policy Update and Comprehensive Code Reform are related but different projects. This coordinated messaging is critical for increasing the community's understanding of the Growth Policy as the substantive and legal foundation for the Code Reform work. Details will be further refined in the Engagement Plan.

This additional service will increase Consultant support of early community engagement efforts and enhance the project team's capacity to assess of the community's awareness and understanding of the current Growth Policy and development regulations.

See original scope for additional description of activities in this sub-task.

Additional Services for Task 2.1: \$18,000

3.3 Engagement Cycle #3 - Community Form and Equity Analysis. Engagement Cycle #3 will build upon the project kick off activities conducted during Engagement Cycle #1 in Task 2 and give community members the opportunity to provide input based on their lived experiences. This engagement cycle will

begin with sharing the key findings of the analysis and technical work with the community and then collectively identifying the key issues to be addressed in the Growth Policy Update and Comprehensive Code Reform projects. Consultant will prepare materials that provide an overview of existing policies in adopted plans and their relationship to the Community Form and Equity Analysis findings in concise and visually engaging ways accessible for a broad audience. Details will be further refined in the Engagement Plan.

This additional service will enhance the project team's assessment of the alignment between existing adopted policies and existing development regulations. It will also provide the opportunity to more thoroughly frame policy-based community discussions about vision and values, how policy choices influence development regulations, and how development regulations shape development outcomes and impacts.

Additional Services for Task 3.3: \$18,000

New Task 4.0: Growth Policy Consolidation and Prioritization. The Our Missoula Growth Policy: 5-Year Review identified the need to consolidate the 83 goals, 296 objectives, and 269 actions in the six Growth Policy organizational elements to simplify the policy and make it more actionable. Making the Growth Policy more accessible to more people is an important first step of the Growth Policy Update Project and clear policy priorities will provide critical guidance for the Comprehensive Code Reform Project. For an effort of this magnitude, it's important to build a strong collective understanding of policy priorities with City leadership to clearly articulate, prioritize, document, and communicate the adopted policies that provide the foundation for the code update effort and guiding principles to direct the work.

Consultant will meet with staff to discuss the City's capacity for and desired degree of change to be pursued in the Growth Policy Update and will capture key takeaways for future recommended changes to the Growth Policy in a Growth Policy Diagnostic slide deck. The Consultant will work with staff and City Leadership to clarify and prioritize the policies presented in the Our Missoula Growth Policy and further clarify the meaning, purpose, and outcomes of the "focus inward" directive. Consultant will lead this effort and facilitate work sessions with staff and City leadership to build this shared understanding. This step is critical, as it establishes community expectations early in the process and provides a rubric for decision makers to reference when considering draft code changes in Task 5.

This additional service will provide clear ways to communicate the existing Growth Policy to help identify what aspects should be considered for updating in the Growth Policy Update and policy priorities and guiding principles that will direct the Comprehensive Code Reform Project. All work activities will be coordinated with existing community engagement cycles and further detailed in the Community Engagement Plan.

Additional Services for Task 4.1: \$32,000

Total Cost of Additional Services: \$90,000