

**RESOLUTION NUMBER \_\_\_\_\_**

**A Resolution Creating a Municipal Planning Commission for the City of Missoula, Montana**

**WHEREAS**, each local government is required to establish a Planning Commission by the Montana Land Use Planning Act (MLUPA), pursuant to 76-25-104, MCA, which establishes the make-up, duties, rules, and responsibilities of a Planning Commission;

**WHEREAS**, pursuant to the MLUPA, the City of Missoula must either establish a Municipal Planning Commission or so designate an existing, legally authorized planning board, zoning commission, or planning and zoning commission as a Planning Commission for the purposes of fulfilling 76-25-104, MCA;

**WHEREAS**, the City of Missoula adopted Resolution #8789, establishing the current Missoula City-County Planning Board as the Planning Commission for the City of Missoula for the purposes of implementation of the MLUPA;

**WHEREAS**, the current Missoula City-County Planning Board, functioning as the Planning Commission, has fulfilled the duties and responsibilities as provided in MCA 76-25 during the stages of implementation of the MLUPA including reviewing and making recommendations to the City Council regarding the development, adoption, review, and approval of the following documents:

- i. The Land Use Plan and Future Land Use Map as provided in the MLUPA.
- ii. Zoning Regulations and Map as provided for in the MLUPA.
- iii. Subdivision Regulations as provided for in the MLUPA.

**WHEREAS**, Resolution #8789 stated that upon full implementation of the MLUPA, the City intends to establish a Municipal Planning Commission (Planning Commission) to fulfill the requirements of 76-25-104, MCA, including the function of appeals for any site-specific land use decisions made by the Planning Administrator pursuant to the adopted zoning and subdivision regulations; and

**WHEREAS**, the City desires to establish a Planning Commission for the City of Missoula and disband the Missoula City-County Planning Board.

**NOW, THEREFORE, BE IT RESOLVED** that the Municipal Planning Commission be established for the City of Missoula based on the sections that follow:

**Section 1. Planning Commission Established**

There is hereby established a Planning Commission for the City of Missoula which shall fulfill the following duties and responsibilities as provided in MCA 76-25.

**Section 2. Duties and Responsibilities:**

- a. Review and make recommendations to the City Council regarding the development, adoption, amendment, review, and approval or denial of the following documents:
  - i. The Land Use Plan and Future Land Use Map as provided in the MLUPA.
  - ii. Zoning Regulations and Zoning Map as provided for in the MLUPA.
  - iii. Subdivision Regulations as provided for in the MLUPA.

- iv. Any other legislative land use planning document that the City Council designates.
- b. In accordance with **76-25-503**, the Planning Commission shall hear and decide appeals from any site-specific land use decisions made by the Planning Administrator pursuant to the adopted regulations described in subsection a, above. Decisions of the Planning Commission may be appealed to the City Council as provided in **76-25-503**.

#### Section 3. Planning Commission Composition:

The Planning Commission shall consist of seven voting members and two alternate members in accordance with 76-25-104, MCA. The Mayor and City Council appoint members to the Planning Commission with the following distribution:

- a. Three citizen members and one alternate citizen member to be appointed by the Mayor with the advice and consent of City Council; and
- b. Four citizen members and one alternate citizen member to be appointed by the City Council.

#### Section 4. Terms:

Members of the Planning Commission serve terms of three years and may be reappointed with no term limits.

#### Section 5. Qualifications:

The citizen members of the Planning Commission shall be residents of the City of Missoula and reside within the municipal limits of the City.

#### Section 6. Removal:

Planning Commission members serve at the pleasure of the City of Missoula City Council and may be removed by a majority vote of the City Council for any reason.

#### Section 7. Vacancies:

Vacancies occurring on the Planning Commission will be filled for the unexpired term by the City Council in the same manner as the initial appointment.

#### Section 8. Meetings of the Planning Commission:

The Planning Commission must establish a regular meeting schedule and make the schedule available to the general public. The Planning Commission shall meet at least once every six (6) months. Special meetings may be called by the Chairperson or by simple majority vote of the Planning Commission. Minutes in accordance with State law must be kept of all meetings of the Planning Commission and all meetings and records must be open to the public in accordance with State law.

#### Section 9. Meeting Notification:

Meeting notices shall be posted as required by MCA for noticing meetings of public bodies or as otherwise required by Missoula Municipal Code and the most recently adopted Land Use Public Participation Plan.

#### Section 10. Officers:

The Planning Commission shall consist of a Chairperson and Vice-Chairperson. City Council may appoint a Chairperson and Vice Chairperson by January 30 of each year (or within 30 days of a vacancy), and if Council does not appoint by that date, the Planning Commission shall elect a Chairperson and Vice

Chairperson at the first meeting following the passing of that deadline. In the event the Chairperson is absent, the Vice-Chairperson will assume all duties and responsibility of the Chairperson.

Section 11. Voting:

A quorum must be present for the Planning Commission to take official action. A quorum requires the presence of at least four voting members. The Chairperson or Vice Chairperson can elevate alternate members to voting members if a voting member is absent. Unless stated otherwise, a favorable vote by the Planning Commission requires a simple majority of Commission members present and voting at a regular or properly called special meeting.

Section 12. Compensation and Budgeting:

All expenses for the operation of the Planning Commission are paid from the City of Missoula budget. Authorization for any related planning expenses incurred by the Planning Commission is the responsibility of CPDI. The Planning Commission has no authority to establish a budget, levy taxes, or indebt the City or itself.

Section 13. City Staff Support:

The Planning Commission is served primarily by the Planning Administrator, who acts as staff to the Planning Commission and is responsible for announcing meetings of the Planning Commission.

Section 14. Organization and By-Laws:

The Planning Commission shall propose by-laws and rules of procedures to be approved by City Council.

**Be it further resolved**, the City Council delegates to the Mayor the authority to wrap up the proceedings of the Consolidated Planning Board at such time as their review function is no longer necessary.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025

**ATTEST:**

\_\_\_\_\_  
**Claire Trimble**  
City Clerk

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**Andrea Davis**  
Mayor

(SEAL)