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Memo

To: Flathead County Board of Commissioners
From: Flathead County Planning and Zoning
Date: January 7, 2010
Re: Process for Initiating a New Neighborhood Plan

The following is a revised proposal for initiating new neighborhood plans in Flathead County. The intent of this proposal is for members of the public to request assistance with a neighborhood planning effort directly from the County Commissioners; however, this process does not limit a citizen's ability to solicit information from the Planning Office regarding neighborhood plans, the planning process, etc. The Planning and Zoning Office will continue to answer questions and provide information, as requested, to the public. This proposal is for the sole purpose of clarifying when planning staff may begin formally working with a community toward the creation of a new neighborhood plan.

It is expected that members of a community interested in developing a neighborhood plan approach the Flathead County Planning and Zoning Office with questions about the neighborhood planning process. The Planning Office may provide general guidance and information on neighborhood plans and the planning process. Planning staff will then direct community members to contact their County Commissioners to formally request assistance with the neighborhood planning process.

PROPOSED PROCESS

1. Community members approach the County Commissioners to request the Planning Office's assistance informing the community about neighborhood plans, the planning process and what is involved in the creation of a new neighborhood plan.
2. If the Commissioners approve the community members' request, the Planning Office will provide information to the community through a series of educational meetings on neighborhood plans and the planning process. Over the course of these meetings, planning staff will gauge the level of support for the creation of a new neighborhood plan, based on written comments, surveys, verbal feedback and other forms of information gathering.
3. If there is adequate interest in beginning the neighborhood planning process, and the Planning Office has sufficient resources and personnel to devote to the effort, planning staff will approach the County Commissioners to request further resources be devoted to

assisting the community in developing a neighborhood plan. The Planning Office will develop a work plan specific to the community's request and with the support and approval of the County Commissioners. The approved work plan will include periodic updates to the Commissioners to ensure transparency in the process and keep the governing body abreast of any developments as the neighborhood planning effort progresses.

4. The neighborhood planning process moves forward following the six steps outlined in Chapter 10 of the Flathead County Growth Policy.

Cc:

Jon Smith, County Attorney

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