

MINUTES OF THE MEETING
OF THE
GREAT FALLS BOARD OF ADJUSTMENT/APPEALS
November 1, 2018

CALL TO ORDER

The meeting of the Great Falls Board of Adjustment/Appeals was called to order by Chair Jule Stuver at 3:00 p.m. in the Gibson Room of the Civic Center.

ROLL CALL & ATTENDANCE

Great Falls Board of Adjustment/Appeals members present:

Mr. Jule Stuver, Chair
Mr. Joe McMillen
Ms. Aspen Northerner
Mr. Kyle Palagi
Ms. Krista Smith

Great Falls Board of Adjustment/Appeals members absent:

None

Planning Staff members present:

Mr. Craig Raymond, Director Planning & Community Development
Ms. Connie Tryon, Sr. Administrative Assistant

Others present:

Ms. Sara Sexe, City Attorney
Mr. Joseph Cik, Assistant City Attorney

Mr. Raymond affirmed a quorum of the Board was present.

MINUTES

Chair Stuver asked if there was a motion to approve the meeting minutes as stated for October 4, 2018. Seeing none, Mr. Palagi moved to approve the minutes, seconded by Ms. Smith. All in favor, the minutes were approved.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Board Training Presented by Ms. Sexe and Mr. Cik

Ms. Sexe and Mr. Cik presented a slideshow and discussed Board procedures and processes. Topics covered in the training were:

- Montana's Constitutional Basis- right of participation, and right to know
- Montana Code Annotated- open meetings statutory basis
- Public notice requirements and opportunity to be heard
- Public participation rights
- Unscheduled matters
- Electronic means of communication/participation
- Minutes and their substance
- Public records generally
- Email and social media
- Posting notice of a quorum
- Parliamentary procedures
- City of Great Falls Code regarding public hearings/procedures
- Amendments to staff suggestions
- Code of ethics
- Board and member liability

There was discussion on potentially expanding the Board of Adjustment/Appeals to a seven member Board in order to avoid potential problems with members having to recuse themselves, thus affecting the Board's ability to reach a decision. There was also questions regarding Board members discussing projects that come before the Board with the public. Ms. Sexe urged the members to refrain from discussing those matters with the public outside of the public hearing forum.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, Chair Stuver adjourned the meeting at 4:18 p.m.