

**MINUTES OF THE MEETING**  
OF THE  
**GREAT FALLS BOARD OF ADJUSTMENT/APPEALS**

January 10, 2019

**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  
Ms. Krista Smith, Vice Chair  
Mr. Joe McMillen  
Ms. Aspen Northerner  
Mr. Kyle Palagi

Great Falls Board of Adjustment/Appeals members absent:

None

Planning Staff members present:

Mr. Craig Raymond, Director of P&CD  
Mr. Tom Micuda, Deputy Director of P&CD  
Ms. Connie Tryon, Sr. Administrative Assistant

Others present:

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 December 20, 2018. Seeing none, Mr. Palagi moved to approve the minutes, seconded by Mr. McMillen. All in favor, the minutes were approved.

OLD BUSINESS

There was no old business.

NEW BUSINESS

**Election of the 2019 Chair and Vice Chair**

MOTION: That the Board of Adjustment elect Jule Stuver as the 2019 Chair.

Made by: Mr. Palagi  
Second: Ms. Smith

VOTE: All in favor, the motion passed.

MOTION: That the Board of Adjustment elect Krista Smith as the 2019 Vice Chair.

Made by: Mr. Palagi  
Second: Mr. McMillen

VOTE: All in favor, the motion passed.

**Ordinance 3185 and Resolution 10283 Amending Title 2 Chapter 9**

Mr. Cik explained the work being done in the last three years to overhaul the Official Code of the City of Great Falls (OCCGF). In order to keep up with the constantly changing State law and Federal regulations, substantive and non-substantive changes need to be made, as well as making changes to internal processes.

Mr. Cik said the Ordinance and Resolution before the Board pertain to establishing the Board of Adjustment (BOA) as the appeals body for Community Development Block Grant (CDBG). He explained previous conflicts of interest with funding allocations, and said the City Commission was removed from the process with staff now handling funding applications administratively. An independent Board needs to be established to hear appeals from the allocation process, and the BOA is a quasi-judicial Board whose decisions by-pass City Commission and go directly to district court if challenged. He said staff recommends these revisions and set the policy.

OPPORTUNITY FOR BOARD MEMBERS TO ASK QUESTIONS

Ms. Smith asked if there was the potential for the Board of Appeals to hear anything other than CDBG appeals. Mr. Cik said yes, there is the potential for other administrative decisions to be appealed by the Board.

Mr. McMillen asked if this will increase Board meetings to more than once a month. Mr. Micuda said no, cases like these occur very rarely.

PUBLIC COMMENT

There was no public comment.

BOARD DISCUSSION AND ACTION

MOTION: That the Board of Adjustment recommend the City Commission adopt Ordinance 3185.

Made by: Ms. Smith  
Second: Mr. McMillen

VOTE: All in favor, the motion passed.

MOTION: That the Board of Adjustment recommend the City Commission adopt Resolution 10283.

Made by: Mr. Palagi  
Second: Ms. Smith

VOTE: All in favor, the motion passed.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, Chair Stuver adjourned the meeting at 3:18 p.m.