



Item: Appointment, Board of Adjustment/Appeals
From: City Manager's Office
Initiated By: City Commission
Presented By: City Commission
Action Requested: Appoint one member to the Board of Adjustment/Appeals

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission appoint _____ to the Board of Adjustment/Appeals for the remainder of a three-year term through September 30, 2018."

2. Mayor calls for a second, discussion, public comment, and calls the vote.

Recommendation: It is recommended that the City Commission consider an appointment to the Board of Adjustment/Appeals for the remainder of a three-year term through September 30, 2018.

Summary: Chris Ward was appointed to the Board of Adjustment/Appeals in October 2009 and has served two full terms. Mr. Ward will continue to serve on the Board until a successor can be appointed. Advertising was done on the City Website and through the local media. The City received an application from David J. Carlson on April 19, 2016.

Background: The Board of Adjustment/Appeals consists of five members appointed by the City Commission. The Board hears and decides appeals regarding zoning, housing, and building codes and ordinances; hears and decides, requests for variances from standards set forth in zoning ordinances; hears and decides all other matters referred to the Board regarding zoning, housing, and building ordinances. Members serve three-year terms and, per Municipal Code, must reside within the City limits.

The International Building Code requires the Board of Adjustment's membership to be qualified by experience and training to pass on matters pertaining to building construction. The International Mechanical Code requires the Board of Adjustment's membership to include registered design professionals with structural engineering, electrical engineering, and architectural experience.

Evaluation and Selection Process

Advertising was done on the City website and through the local media. One application was received.

Citizen interested in serving on this board is:

David J. Carlson

Continuing members of this board are:

	Terms
Krista Smith	9/15/15 – 9/30/16
Jule Stuver	10/7/14 – 9/30/17
David Saenz	1/19/16 – 9/30/18
Kyle Palagi	4/19/16 – 9/30/17

Alternatives: The Commission could choose not to appoint the applicant and advertise to seek other citizen interest for the vacancy.

Concurrences: During their meeting on May 5, 2016 the Board of Adjustment/Appeals voted unanimously to recommend the City Commission appoint Kyle Palagi.


Attachments/Exhibits: Application and Board Recommendation.



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)**

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: Board of Adjustment/Appeals		Date of Application: 4/18/2016	
Name: David J. Carlson			
Home Address: 2541 Castle Pines Way		Email address: David.Carlson@ae2s.com	
Home Phone: 406-403-8721	Work Phone: 406-268-0626	Cell Phone: 406-403-8721	
Occupation: Professional Engineer/Assistant Operations Manager		Employer: AE2S - Great Falls	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: AE2S - Professional Civil Engineer working in the Great Falls Community ~ 6 years			
Educational Background: B.S. Civil Engineering - University of North Dakota			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: Montana American Water Works Association & Water Environmental Federation Student & Young Professional Committee Chairman ~ 4 years			
Previous and current public experience (elective or appointive): None at this time.			
Membership in other community organizations: Montana AWWA/WEA - Student and Young Professional Committee Great Falls Chapter - Ducks Unlimited			

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? I have an interest in serving the community of Great Falls in a capacity to support and guide growth and improvements to our residents. In talking with Galen Steffens, the Board of Adjustment/Appeals is a great opportunity to serve the communities in which we live and work.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? As a Professional Engineer with AE2S, I have a working knowledge of planning, permitting, design, construction processes for communities (both Public/Private). My skills will support our community via the Board of Adjustment/Appeals.	
Additional comments: I sincerely appreciate your consideration of my application request.	
Signature 	Date: 4/18/16

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:
City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net