

**MINUTES OF THE MEETING
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION
November 14, 2023**

CALL TO ORDER

The regular meeting of the Great Falls Planning Advisory Board/Zoning Commission was called to order by Julie Essex at 3:00 p.m. in the Commission Chambers at the Civic Center.

ROLL CALL & ATTENDANCE

UPDATES CONCERNING PROCESS OF MEETINGS

In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), the City of Great Falls and Planning Advisory Board/Zoning Commission are making every effort to meet the requirements of open meeting laws:

- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.
- Public participation is welcome in the following ways:
 - Attend in person. Please refrain from attending in person if you are not feeling well.
 - Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, November 14, 2023 to: jnygard@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

Planning Board Members present:

Julie Essex
Lindsey Gray
Samantha Kaupish
Jake Schneiderhan

Planning Board Members absent:

Dave Bertelsen, Chair

Tory Mills, Vice Chair

Pat Green

Planning Staff Members present:

Brock Cherry, Director, Planning and Community Development

Tom Micuda, Deputy Director, Planning and Community Development

Rachel Campbell, Permit Technician

Sara Doermann, Associate City Planner

Lonnie Hill, Senior City Planner

Kayla Kryzsko, Assistant City Planner

Jamie Nygard, Sr. Administrative Assistant

Other Staff present:

Rachel Taylor, Deputy City Attorney

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

MINUTES

Julie Essex asked if there were any comments or corrections to the minutes of the meeting held on August 22, 2023. Seeing none, the minutes were approved.

COMMISSION ACTIONS REQUIRING A PUBLIC HEARING

Conditional Use Permit for a “Type II Community Residential Facility” land use for the property addressed as 2201 11th St S.W. and legally described as Lot 7 of Block 5 of the Montana Addition

Tom Micuda, Deputy Director, stated that the recommendation by staff was to table the Agenda Item until the January 9, 2024 meeting, due to some late public input that staff would like to look into further. The applicant is aware of the public input and is looking into answering the concerns.

Brock Cherry, Director, stated that staff's job is to insure that recommending bodies and decision makers have the best information possible.

BOARD DISCUSSION AND ACTION

MOTION: That the Planning Advisory Board move the Agenda Item, for the Conditional Use Permit, until the January 9, 2024 Planning Advisory Board meeting.

Made by: Ms. Essex

Second by: Ms. Kaupish

VOTE: 4-0

COMMISSION ACTIONS NOT REQUIRING A PUBLIC HEARING

Reappointment of Board Members – Grey and Mills

Mr. Micuda stated that the Board members need to make a recommendation to the City Commission on who they wish to serve on the Planning Advisory Board/Zoning Commission.

Mr. Micuda stated that Lindsay Grey and Tory Mills terms are ending in December 2023, and that they both wish to still serve. He also stated that two other applications were received for the open positions and were included in the Agenda Packet.

BOARD QUESTIONS

Ms. Shinaberger asked if Ms. Grey would need to abstain from voting for herself. Mr. Micuda responded that she was allowed to vote for herself.

Mr. Schneiderhan stated that if a Board Member would like a second term, they should get one.

BOARD DISCUSSION AND ACTION

MOTION: That the Planning Advisory Board reappoints Lindsay Grey and Tory Mills to second terms on the Board.

Made by: Ms. Kaupish

Second by: Mr. Schneiderhan

VOTE: 4-0

COMMUNICATIONS

Brock Cherry, Director of Planning and Community Development, gave a presentation on the Growth Policy Update. He stated that the Growth Policy is a document that provides data and analysis and how the data and analysis pertain to the existing condition of the community. It is a strategic roadmap, including goals and objectives that are measurable, realistic, and provide residents with tangible results.

Mr. Cherry stated that the Planning Board's role will be to help guide the staff and consultant to perform the Growth Policy Update and will make a formal recommendation of the final Plan document to the City Commission.

PUBLIC COMMENTS

Nicholas Sudan, Great Falls, wanted to know if the Growth Policy would be returned to the public, after the input is received, to look at before being finalized. Mr. Cherry responded that there will be an active working draft which will always be available for the public to view. He stated that the public engagement will not be a singular event, but rather a constant dialogue throughout the process.

ADJOURNMENT

There being no further business, Julie Essex adjourned the meeting at 3:29 p.m.

DAVE BERTELSEN, CHAIRMAN

BROCK CHERRY, SECRETARY