

**MINUTES OF THE MEETING
OF THE
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION
September 10, 2013**

CALL TO ORDER

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

ROLL CALL & ATTENDANCE

Planning Board Members present:

Mr. Nate Weisenburger, Chair
Ms. Dana Ball
Dr. Heidi Pasek
Mr. Mark Striepe
Mr. Wyman Taylor

Planning Board Members absent:

Mr. Scot Davis, Vice Chair
Mr. Marty Byrnes
Ms. Cheryl Patton
Ms. Sophia Sparklin

Planning Staff Members present:

Mr. Craig Raymond, Director P&CD
Mr. Andrew Finch, Sr. Transportation Planner
Ms. Jana Cooper, Planner II
Ms. Phyllis Tryon, Sr. Administrative Assistant

Other Staff present:

None

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

MINUTES

Chair Weisenburger asked if there were any comments or corrections to the minutes of the public hearing and regular meeting held on August 13, 2013. Seeing none, the minutes were approved as submitted.

Action Minutes of the Planning Advisory Board/Zoning Commission. Please refer to the audio/video recording of this meeting for additional detail.

BOARD ACTIONS NOT REQUIRING PUBLIC HEARING

FFY 2014 Unified Planning Work Program

Andrew Finch, Sr. Transportation Planner, reviewed the staff report for the FFY 2014 Unified Planning Work Program. He entered the staff report into the record. Mr. Finch explained that the Planning Division provides transportation planning to the City as well as to the broader community. The Unified Planning Work Program outlines various work activities to be performed during the next Federal fiscal year, as well as projected staff hours and funding sources and levels. The report is mandated by the Federal Transportation Planning regulations and is prepared annually by the Planning & Community Development Department.

Mr. Finch explained that the Planning Advisory Board is also a "Metropolitan Planning Organization" (MPO), which helps guide the transportation planning process. He explained that through this program, monies are also provided for mapping services and traffic counts in the City. The City also acts as a pass-through agency for Federal funds to the Great Falls Transit District for their planning work.

In addition to information outlining planning activities, the UPWP describes the resources the City intends to use to accomplish the various activities. This includes consulting services, staff time, and funding sources, and goes hand-in-hand with the Planning Division budget.

Projects for FFY 2014 include a major update to the Long Range Transportation Plan, which should be completed in early 2014, when it will be brought to the Planning Advisory Board for consideration. Another item of note is the plan to purchase new traffic counters.

Adjustments to staffing hours from previous years reflect changes in staff availability, and will be made in future Work Programs as further refinements to job duties in the Department occur and as new hirings continue.

Mr. Finch concluded his review of the staff report and offered to answer any questions from the Board. Chair Weisenburger asked him to provide some details on the Long Range Transportation Plan and emphasize information on public involvement in that planning process.

Mr. Finch said that public involvement is a big component of this plan update, and the consultant has spoken to dozens of groups in the community. There is a Facebook page and there will be another public meeting within a month or two. He said that public involvement is ongoing, and they want to know what the public frustrations and opinions are. He said the planning process is to make sure we are investing today for what will happen in the future.

Chair Weisenburger said that as the PAB receives agenda items, traffic concerns come up and need to be addressed. He said Mr. Finch has done a good job at bringing transportation items forward.

PLANNING ADVISORY BOARD DISCUSSION & ACTION

Chair Weisenburger asked for any discussion from the Board. There was none.

MOTION: That the Planning Advisory Board approve the FFY 2014 Unified Planning Work Program and direct its Chairman to vote accordingly at the Policy Coordinating Committee meeting.

Made by: Dr. Pasek
Second: Mr. Striepe

VOTE: All being in favor, the motion passed.

COMMUNICATIONS

Next Meeting Agenda – September 24, 2013

- None

Upcoming Planning Board Projects

- None

Project Status:

- Talus Apartments – Public Hearing City Commission Oct. 1
- Great Bear Subdivision No. 2 – Phase II – Public Hearing City Commission Oct. 1
- Skyline Heights Apartments – City Commission Oct. 1

Petitions and Applications Received:

- None

City Commission Communications:

- Dana Ball appointed to Planning Advisory Board
- City Commission Letter of Appreciation to Thor Swennson

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, Chair Weisenburger adjourned the meeting at 3:17 p.m.

CHAIRMAN

SECRETARY