

**MINUTES OF THE MEETING  
OF THE  
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION  
January 14, 2014**

**CALL TO ORDER**

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

**ROLL CALL & ATTENDANCE**

Planning Board Members present:

Mr. Scot Davis, Vice Chair  
Ms. Dana Ball  
Ms. Cheryl Patton  
Dr. Heidi Pasek  
Ms. Sophia Sparklin  
Mr. Mark Striepe  
Mr. Wyman Taylor

Planning Board Members absent:

Mr. Nate Weisenburger, Chair

Planning Staff Members present:

Mr. Craig Raymond, CBO, Director P&CD  
Mr. Lee Nellis, FAICP, Deputy Director P&CD  
Mr. Andrew Finch, Sr. Transportation Planner  
Ms. Galen Amy, Planner II  
Mr. Gregg Benson, Planner  
Ms. Phyllis Tryon, Sr. Administrative Assistant

Other Staff present:

None

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

**MINUTES**

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

Mr. Davis asked if there were any comments or corrections to the minutes of the regular meeting held on November 12, 2013. Seeing none, Ms. Patton moved to accept the minutes as presented. Mr. Wyman seconded, and all being in favor, the minutes were approved as submitted.

## **RECOMMENDATION FOR NEW BOARD MEMBER**

Prior to the meeting, members of the Board received copies of applications to fill the seat on the Board vacated by Marty Byrnes, who moved out of the city limits. Members of the Board noted their first and second choices for a new Board member by secret ballot. When the votes were tallied, Jana Cooper was the Board's first choice for appointment to the vacancy, with Anthony Houtz as the second choice.

## **BOARD ACTIONS NOT REQUIRING PUBLIC HEARING Metropolitan Planning Funds Agreement**

Andrew Finch, Sr. Transportation Planner, presented information on the Metropolitan Planning Funds Agreement. He explained that an agreement is in place for the City to receive Federal aid dollars for transportation planning purposes. The State has asked that the City revise and update the agreement in terms of the date by which submittal of reports are due to the State, the date by which the Planning Work Program is to be submitted to the State for approval, and for clarification of the relationship between the Planning Advisory Board (PAB) and the Planning & Community Development Department. He explained that the PAB is the Metropolitan Planning Organization (MPO) and City staff acts as staff to the PAB to receive transportation funds. Mr. Finch offered to answer any questions from the Board. There were no questions.

**MOTION:** That the Planning Advisory Board approve the Agreement for the distribution of Metropolitan Planning Funds.

Made by: Ms. Sparklin  
Second: Mr. Taylor

**VOTE:** All being in favor, the motion passed.

## **Planning Advisory Board role in City Code Changes**

Lee Nellis, FAICP, provided handouts to the Board (included in the minutes book) relating to the topic of the PAB role in City Code changes. He said that some pieces of the Land Development Code are fundamentally a matter of State law, such as annexation and subdivision regulations. One of the handouts outlines the Code revision process, which begins with some initial training on the foundation of how and why we regulate land use, and how the regulations tie into the Growth Policy.

He said it would be helpful for the PAB to invite others to participate in this process, including the Board of Adjustment, the Historic Preservation Advisory Commission, the Design Review Board, and the Parking Advisory Commission.

He suggested the Board encourage citizens to apply to serve on the Parking Advisory Commission, which will be down to one member in April due to expiration of terms.

Mr. Nellis said staff is reaching out to the Neighborhood Councils, and would also like representatives from the Councils to participate in this process. He also said there may be a need for Ad Hoc committees to address items with the Medical District Plan and the West Bank Urban Renewal Plan, for instance.

Mr. Nellis said he was surprised when reviewing the zoning map for the city that there is a small supply of land zoned for high density residential. He briefly touched on other topics of possible discussion during this process of Code revision, and offered to answer questions from the Board. He

requested input on scheduling the initial training session, and suggested it be separate from regular PAB meetings.

After discussion about a possible 2-1/2 hour training session, Ms. Amy said that if the PAB members would email her their availability, she would send out a Meeting Wizard to all other possible attendees to see when the best time might be to schedule the training. It was agreed that Wednesday or Thursday during the last week in January might work as a target date.

## COMMUNICATIONS

### Next Meeting Agenda – January 28, 2014

- Buffalo Wild Wings – minor subdivision

### Upcoming Planning Board Projects

- None

Mr. Raymond explained that the proposed east retail project on 10<sup>th</sup> Avenue South may go before the Neighborhood Councils in February. He said staff does not yet know who the tenant will be, but it is a large retail box store.

### Project Status:

- Talus Apartments – on hold until further action by Applicant

Mr. Raymond said the application should come to the City Commission for First Reading in February.

### Financial Report:

- FY 2014 2<sup>nd</sup> Quarter Financial Report

### Petitions and Applications Received:

- None

## PUBLIC COMMENT

There was no public comment.

## ADJOURNMENT

There being no further business, Mr. Davis adjourned the meeting at 3:26 p.m.

---

CHAIRMAN

---

SECRETARY