

**MINUTES OF THE MEETING
OF THE
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION
August 25, 2015**

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:

Nate Weisenburger, Chair
Scot Davis, Vice Chair
Peter Fontana
Anthony Houtz
Sophia Sparklin
Mark Striepe
Cheryl Patton

Planning Board Members absent:

(Dr. Heidi Pasek, resigned)

Planning Staff Members present:

Craig Raymond, Director P&CD
Andrew Finch, Sr. Transportation Planner
Phyllis Tryon, Sr. Administrative Assistant

Other Staff present:

Sara Sexé, City Attorney

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.

Chair Weisenburger asked if there were any comments or corrections to the minutes of the regular meeting held on July 28, 2015. Seeing none, the minutes were approved as submitted.

RECOMMENDATION TO CITY COMMISSION OF NEW PLANNING ADVISORY BOARD MEMBER

Three applications to the Planning Advisory Board and a voting ballot were handed out to the Board members. The Board was asked if they would like to make one or two recommendations to City Commission to fill the current vacancies. One vacancy has been advertised due to the resignation of Dana Henkel from the Board on July 7, and there is an additional vacancy due to the resignation on August 20 of Dr. Heidi Pasek. Mr. Raymond said that, ultimately, the decision to choose candidates to fill vacant seats rests with the City Commission.

Chair Weisenburger said his opinion was to make a recommendation to fill both open seats. Mr. Davis suggested the Board make a recommendation to fill one seat today and advertise the new vacant position. Mr. Fontana asked for clarification on whether there is an ordinance or statute requirement for how these positions are advertised. Mr. Raymond said it is based on City policy. Ms. Sparklin asked about whether applicants that had worked for the City were discouraged from making application to the Board. Mr. Raymond said it depends on whether there would be a conflict of interest for the person in their current position. There is no formal delay period between leaving City employment and making application to a City Board.

Mr. Striepe said he thinks the Board should recommend filling one position on the Board and publicly posting the other vacancy.

MOTION: That the Planning Advisory Board recommend one applicant to fill the vacancy for Dana Henkel's term ending on December 31, 2017.

Made by: Mr. Striepe
Second: Mr. Davis

Mr. Fontana asked for clarification on whether the City Commission could fill both vacant seats at their pleasure. Mr. Raymond said they could. There was no further discussion.

VOTE: All being in favor, the motion passed.

The Board voted by writing on the ballot their first and second choices of the three applicants. The ballots were tallied by Mr. Raymond with the vote being announced at the end of the meeting.

BOARD ACTIONS NOT REQUIRING PUBLIC HEARING

Federal Fiscal Year 2016 Unified Planning Work Program (UPWP)

Andrew Finch, Sr. Transportation Planner, presented the staff report for the FFY 2016 Unified Planning Work Program (UPWP). He said that the Planning Advisory Board, along with the two associated bodies, acts as the Metropolitan Planning Organization for the Great Falls area. Transportation planning is a cooperative process involving the Planning Advisory Board, the County Planning Board, City and County Commissions, the Transit District and a number of agencies interested in transportation planning, such as Malmstrom Air Force Base and the City-County Health Department. The City Planning Division acts as staff for the local MPO and is required to prepare a work program for the upcoming fiscal year. In order to receive federal planning funds, the document is approved locally and sent to the Montana Department of

Transportation and the Federal Highway Administration, the Federal Transit Administration, and the Environmental Protection Agency for air quality conformance.

Mr. Finch said the UPWP includes all work that the Planning Division undertakes, including work not funded by federal funds. For instance, last year Code Enforcement was added to this program but no federal funds go into that position. Staff overhead and fringe rates are also captured under this program. The highlights of the 2016 UPWP include the preparation of a street standards, preparation of a north Great Falls sub-area transportation plan, and the elimination of a GIS/Mapping position.

Mr. Finch concluded his presentation on this item and offered to answer any questions from the Board. There were no questions.

PUBLIC COMMENT

There was no public comment.

PLANNING ADVISORY BOARD DISCUSSION AND ACTION

MOTION: The Planning Advisory Board approve the Federal Fiscal Year 2016 Unified Planning Work Program and direct its Chairman to vote accordingly at the Policy Coordinating Committee meeting.

Made by: Mr. Davis
Second: Mr. Striepe

Chair Weisenburger noted he would not be able to attend the Policy Coordinating Committee meeting. He asked if the Vice Chair should attend instead. Mr. Finch said there would be a quorum at that meeting without him, but it was up to his discretion if he wished the Vice Chair to attend.

VOTE: All being in favor, the motion passed.

COMMUNICATIONS

Next Meeting Agenda – Tuesday, September 8, 2015

- Faith Lutheran Church – Annexation, Zoning and CUP

Project Status:

- West Ridge Addition, Phases VII-XI – approved by City Commission on August 18, 2015

Petitions & Applications Received:

- None

Mr. Raymond shared the results of the ballot voting for the vacancy on the Planning Advisory Board. The vote was tied for both Mike Kynett and Keith Nelson. He said that information would be forwarded to City Commission.

Financial Report

- Fourth Quarter Financial Report FY 2014-15 Planning/Historical Preservation Division

Mr. Fontana asked if the Financial Report was basically for information. Mr. Raymond said it was, although if the Board had comments or questions, they could address that with City Commission.

PUBLIC COMMENT

Ms. Sparklin said that during the Thaniel Addition and West Ridge Addition projects, it was briefly touched upon that City Code prevented mixed use in residential neighborhoods, such as to build a corner convenience store. She asked what process would be required to address a mixed use in residential development. Mr. Raymond said staff is reviewing possible changes to City Code and would certainly accept recommendations from this Board.

Mr. Raymond suggested putting such a discussion on the agenda of the next Planning Advisory Board meeting. The Board agreed.

ADJOURNMENT

There being no further business, Chair Weisenburger adjourned the meeting at 3:22 p.m.

CHAIRMAN

SECRETARY