

**MINUTES OF THE MEETING  
OF THE  
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION  
November 10, 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  
Keith Nelson  
Mark Striepe  
Michael Wedekind

Planning Board Members absent:

Anthony Houtz  
Cheryl Patton  
Sophia Sparklin

Planning Staff Members present:

Craig Raymond, Director P&CD  
Galen Steffens, Planner II  
Andrew Finch, Sr. Transportation Planner  
Connie Rosas, 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.\*\**

Chair Weisenburger asked if there were any comments or corrections to the minutes of the regular meeting held on October 27, 2015. Seeing none, the minutes were approved as submitted.

## **BOARD ACTIONS NOT REQUIRING PUBLIC HEARING**

### **FTA Section 5303 Funding Contracts**

Andrew Finch, Sr. Transportation Planner, presented the staff report for the FFY2016 Section 5303 Funding Contracts. He said that in August, the Planning Advisory Board approved the FFY2016 Unified Planning Work Program, which runs on a federal fiscal year from October 1<sup>st</sup>, through September 30<sup>th</sup> of each year. This work program is a blueprint for the activities that the department will undertake over the next year, as well as an outline of the funding and revenue sources for those activities. One of these funding sources is the Federal Transit Administration's 5303 funds, which are made available to local agencies to aid in planning for bus or transit service. In Great Falls, the Planning Department acts as a conduit, receiving those funds from the State Department of Transportation and simply passing them through to the Transit District. In order to receive and pass those funds on, two agreements must be entered into every year to formalize that transfer; no substantial changes have been made to the current agreements from the prior fiscal year's approved agreements. Mr. Finch requested the Planning Advisory Board approve the two agreements.

### **PLANNING ADVISORY BOARD DISCUSSION AND ACTION**

**MOTION:** That the Planning Advisory Board approve the FFY2016 Section 5303 Contracts.

Made by: Mr. Fontana  
Second: Mr. Davis

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

### **New Board Member Orientation**

Craig Raymond, Director, introduced the Planning Advisory Board/Zoning Commission orientation for new members. He explained the Planning Advisory Board/Zoning Commission is a nine member Board, created on May 17, 2005. Prior to that date, it was a City/County Board. The Board acts in an advisory capacity to the City Commission on activities involving growth policies, subdivisions, annexations, zoning, transportation and long range planning, etc.

Mr. Raymond explained the administrative tasks handled by himself as Director of P&CD and the Board Secretary, and also those of the Sr. Administrative Assistant. Those tasks include Board agendas and minutes, department and program oversight, personnel management, budget, representing the Board and staff, annual reporting, purchases, payments and accounting, and website maintenance.

Galen Steffens, Planner II, continued with the orientation and explained the development review process, which is the process a project must go through before it goes to City Commission for approval. Depending on the size of the project, a pre-application meeting is held, which is the starting place for developers and the City to discuss the project. The developer then takes that information and decides if they will make an application, which is a joint effort with the Planning Department to make sure it is complete. Once the application is received, it is e-mailed to the Development Review Committee. The project planner assigned to that project will complete an analysis to determine if the project meets State and City code. A staff report is then presented to the Planning Advisory Board/Zoning Commission for recommendation to City Commission.

Ms. Steffens reviewed annexations, and went over a map of City limits, discussing unincorporated enclaves and the difficulties associated with those, as nationally they are discouraged; Great Falls currently has 34 enclaves. She also reviewed zoning statutes and code enforcement, and reviewed a zoning map. Great Falls currently has 20 zoning districts.

Ms. Steffens discussed land subdivision and the different types of plats, including minor subdivision plats, preliminary and final plats, and amended plats. She also reviewed boundary line adjustment, and aggregation, which is combining multiple lots into one.

Mr. Raymond explained Conditional Use Permits and Planned Unit Developments, and discussed other duties the department is responsible for, including tax increment financing districts, tax abatements, floodplain, Community Development Block Grant, business/contractor licensing, the parking program, code enforcement, and safety inspection.

Mr. Finch continued with the orientation, and asked if the Board had any questions. Mr. Nelson asked if Anaconda Hills Golf Course was City property, as he did not see it highlighted on the map. Mr. Finch said it is City property, and the map illustrates all the areas that are within incorporated limits for the City; Anaconda Hills is not in the incorporated limits and it is technically under County jurisdiction, but owned and operated by the City of Great Falls.

Mr. Fontana asked if there was still a possibility to annex Malmstrom Air Force Base into the City. Mr. Raymond said he had not heard lately of any discussion to do so.

Mr. Finch discussed transportation planning, and explained that the jurisdictional area extends beyond City limits. Some of the work activities for transportation planning include Transportation Improvement Program, Unified Planning Work Program, and River's Edge Trail and bicycle facility planning. He also reviewed some major transportation projects currently happening in the City.

Mr. Raymond talked about comprehensive planning, and said we have been working on trying to get an in-depth, comprehensive, long-range planning document done for the City of Great Falls. What we currently have in place is the Growth Policy Update done in 2013, the Downtown Master Plan in 2011, the Medical District Master Plan in 2007 (which should be updated as there have been changes since that time), the Downtown and West Bank Urban Renewal Plans, and the Missouri River Urban Corridor Plan in 2004.

Mr. Finch wrapped up the orientation by discussing the business of the Board, and the required attendance policy, which states that Board members must attend at least 2/3 of all meetings that are held during the calendar year. He also made note of a training session for Board members of all City Boards, to be held on the evening of January 11, 2016, at the Civic Center.

### **PLANNING ADVISORY BOARD DISCUSSION**

Mr. Nelson asked if it would be possible to review the Growth Policy Update from 2013 as an agenda item for a meeting in the near future. Mr. Raymond said yes. There was also discussion of the ongoing "planner tour" of the City, and Ms. Steffens pointed out that past planner tours are available on the City's website.

## **COMMUNICATIONS**

### Next Meeting Agenda – Tuesday, November 24, 2015

- Grace Home - Conditional Use Permit
- Phoenix Townhomes – Conditional Use Permit, Minor Subdivision

### Project Status:

- Cottage Grove Addition Phase 3 – PUD Amendment – Public Hearing November 17, 2015

### Petitions & Applications Received:

- None

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

There being no further business, Chair Weisenburger adjourned the meeting at 4:02 p.m.

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CHAIRMAN

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SECRETARY