

MINUTES OF THE MEETING
OF THE
GREAT FALLS BOARD OF ADJUSTMENT/APPEALS
April 7, 2016

CALL TO ORDER

The meeting of the Great Falls Board of Adjustment/Appeals was called to order by Chair Jule Stuver at 3:01 p.m. in the Commission Chambers of the Civic Center.

ROLL CALL & ATTENDANCE

Great Falls Board of Adjustment/Appeals members present:

Mr. Jule Stuver, Chair
Mr. David Saenz
Ms. Krista Smith
Mr. Chris Ward

Great Falls Board of Adjustment/Appeals members absent:

None

Planning Staff members present:

Mr. Craig Raymond, Director Planning & Community Development
Ms. Connie Rosas, Sr. Administrative Assistant

Others present:

Ms. Sara Sexe, City Attorney

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

MINUTES

Chair Stuver asked if there were any changes to the minutes of the March 3, 2016, meeting of the Board of Adjustment/Appeals. Seeing no corrections, Ms. Smith moved to approve the minutes as submitted, seconded by Mr. Saenz. All being in favor, the minutes were approved.

Action Minutes of the Board of Adjustment/Appeals. Please refer to the audio/video recording of this meeting for additional detail.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Memo from City Attorney regarding Design Waiver and Variance Process

Mr. Raymond offered to address any questions from the Board regarding the memo that was presented in their packet. There was discussion on who is responsible for approving design waivers, and whether they truly needed to come before the Board. Mr. Raymond said after discussion with Ms. Sexe, this section of the code is due for a code change in order to better clarify the process. The charging language of the ordinance states the design waiver process is intended to be administrative, easy and seamless, but by requiring subsequent ratification and review by the Board of Adjustment, it defeats that purpose. He said moving forward, staff will be conservative with design waivers. Mr. Sexe added there needs to be some code changes to make the language clear, which is on her schedule to do so.

Mr. Stuver asked what the time frame was on making the code changes. Mr. Raymond said they will be starting on it as soon as possible. Ms. Sexe said with the personnel changes both the City Attorney's Office and Planning & Community Development have had, they are in a better position to get ahead of these changes.

New Member Application

Mr. Ward said he knew the applicant and felt he would be a great addition to the Board of Adjustment/Appeals. Ms. Smith clarified this applicant would be filling the position vacated by Mr. Tice, and Mr. Raymond confirmed.

BOARD DISCUSSION AND ACTION

MOTION: That the Board of Adjustment/Appeals recommends to City Commission that applicant Kyle Palagi fill the current vacancy on the Board.

Made by: Mr. Ward
Second: Ms. Smith

VOTE: All being in favor, the motion passed.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, Mr. Stuver adjourned the meeting at 3:10 p.m.