

Planning Board and Zoning Commission

City Hall Council Chambers at 5:30 PM on April 10, 2024

Virtual attendance: 2; In-person attendance: 8

1. Call to order – 5:30 p.m.
2. Roll call -
 - a. Bloomer chaired the meeting; DiBenedetto was absent
 - b. Westwood present and Marxer present virtually
 - c. All others present

Bloomer, President	DiBenedetto, Vice President (Absent)	Whistler	Foisy
Critelli	Olson	Conlee	

3. Minutes

The Board reviewed the draft minutes from the March 13, 2024, meeting. Whistler moved to approve the minutes and Foisy seconded the motion. Bloomer, Whistler, Foisy, Critelli, and Olson voted in favor; Conlee abstained (virtually attended only a portion of the meeting). Motion carried.
4. Communications from the Board
 - a. Urban Renewal Agency Update

Critelli: Summarized 4/2/24 meeting; agreed to request of Council the addition of two more members to the URA, bringing the total to seven (7) seats. Discussion followed regarding potential projects within the URD and outside of the URD.
 - b. City Council Representative Updates

Conlee: Provided updates from the 4/9/24 City Council meeting. Council approved Phases II-III of the stormwater project; may pursue grant funding for curb and gutter. Council is researching the potential annexation of three subdivisions outside of the City. Council voted to move forward abandoning a portion of Daly Avenue between lots 4 and 5. Mayor Westwood clarified that annexations go to Council for approval and the hearing for the Daly Avenue abandonment is scheduled for April 30 with Council.
 - c. County Representative Updates

Olson: No updates.
5. New Business
 - a. Planning Services RFP

Bloomer shared that three firms have submitted proposals for contract Planning Services, WWC Engineering, Interstate Engineering, and Stahly Engineering. The review committee has met with

the Mayor and provided input; next steps are with the Mayor and Council. Mayor Westwood stated that he heard loud and clear from the Committee that the Contract Planner needs to be in-person to provide services. Bloomer asked about a timeframe and the Mayor deferred to Marxer, who stated that the current contract expires April 14 but she will wrap up her services by the first of May.

b. Board Functioning

- i. Bloomer welcomed Pete Critelli to the Board for the duration of three years, citing his experience and involvement in the community as an asset to the Board.
- ii. Bloomer presented Polly Richter with a gift and acknowledgment of her service on the Planning Board.

6. Old Business

a. Beartooth Front Community Forum

Bloomer previewed the proposed May agenda for the Forum. Jerry Grebenc will facilitate/chair the event. All Board members requested to be present and facilitate different tabletop discussions. Discussion followed on potential topics.

The date of the Forum is May 11, 2024, from 9 am-1 pm.

The next Forum planning meeting is April 19th.

Whistler stated that they are looking at other co-facilitators, so Grebenc does not have to facilitate the entire event. Also looking at potentially eight tabletop discussions, running simultaneously. Olson asked if the tabletop discussions will include solution-based questions? Whistler responded that they will serve to open to the door to discussion. Grebenc will be guiding details of next steps and organize focus groups.

Bloomer stated that the tabletops will ask for input.

Conlee reminded the Board that the Growth Policy is a 5-year plan and should be open to all discussion.

Olson asked what is the focus of the event? Bloomer responded that the focus is how the City and County Growth Policies interface. Discussion followed about potential scenarios of how the Forum will flow and potential discussion questions/items.

Bloomer stated that the most important part of today's discussion is to confirm the Planning Board will have a presence at the event.

7. Written Correspondence

a. Staff Communication

Marxer provided an update on projects expected to come to the Board by the end of May.

b. Petitions and communications from the audience

Brent Moore- Hoping to work for the City as the Contract Planner.

8. Other Business

Mayor Westwood provided a history and summary discussion of Planning Board meeting minutes. He noted that there are many missing minutes, up to two years worth, and some of those have been drafted, some have been drafted but not approved, and some have not been drafted at all. Of the minutes that have been drafted, how or can we approve them at this point?

Bloomer stated that, as the Planning Board President, he takes some of the responsibility for not pushing to maintain the minutes, as he trusted they were being handled. Issues have

come up regarding specific projects that require referencing the minutes but many of the minutes do not exist. Open to ideas of how to handle the outstanding minutes.

Critelli asked if there are any pending issues that require past minutes? Bloomer responded yes but they have been mostly resolved. The Mayor added that ROD's have been located via different methods for most of these instances. Committed to hiring someone to go back and draft minutes, which may cost more for a firm to do this. But the bigger question is what to do with the drafts from almost two years ago, especially with a different Board membership? Discussion followed about challenges and ideas.

Critelli asked if there is a budget for this type of project? The Mayor responded that there is a budget. Critelli then asked if this would be overwhelming to a new Contract Planner? The Mayor responded that this would not be an assignment. Bloomer shared the concern for going back that far, as it relies on memory and there may be discrepancies in memory. Foisy expressed her concern is previous minutes from transcription were verbatim and lengthy. The Mayor stated that they do not need to be verbatim but instead legally sufficient. Foisy stated that she is leaning towards utilizing the recordings as the record but may need some minutes drafted for specific project reviews.

Whistler stated that she is also leaning towards using the recordings as the record.

Conlee suggested going through the agendas to prioritize which minutes need drafted. The Mayor responded that this has been done but the question remains what to do with the drafts once they are completed?

Olson asked if the minutes needed to be prioritized and instead could simply be drafted as needed or requested? Discussion followed.

Critelli stated that as long as the Board is acting in good faith, then drafting and providing minutes as requested should be sufficient.

Mayor Westwood reiterated that we are not recreating any documents, simply drafting or transcribing.

Board discussion suggested checking with the City Attorney about best way to move forward.

Whistler noted that it is important to inform the public, so they know where to look for recordings or where to ask. Mayor Westwood stated that the City is working toward making all recordings available online.

Discussion again followed about prioritizing agendas for drafting minutes vs drafting as issues arise. Mayor Westwood reiterated that he is committed to getting them done.

Bloomer suggested and the Board agreed that, moving forward, all minutes should be presented for review at the following Board meeting or no longer than 30 days after the meeting. Whistler asked if this should be added to the bylaws but Bloomer stated that this record should be sufficient.

9. Adjourned @ 6:18 p.m.

BOARD APPROVED ON APRIL 24, 2024