

Planning Board and Zoning Commission

City Hall Council Chambers at 5:30 PM on April 24, 2024

Virtual attendance: 4; In-person attendance: 8

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

Bloomer, Chair	DiBenedetto, Vice Chair	Whistler	Foisy
Critelli	Olson	Conlee	

3. Minutes

The Board reviewed the draft minutes from the April 10, 2024, meeting and noted two minor edits/corrections. Conlee moved to approve the minutes and Foisy seconded the motion. Bloomer, Whistler, Foisy, Critelli, Conlee, and Olson voted in favor; DiBenedetto abstained (absent from the 4/10/24 meeting). Motion carried.

4. Communications from the Board

a. Urban Renewal Agency Update

DiBenedetto: No URA meeting since the last Planning Board meeting. Still working on scoring criteria for funding proposal applications.

Critelli: Are the two URA seat vacancies filled? DiBenedetto replied no.

Discussion followed on how and where the vacancies are being advertised, where and how the funding is being maintained, and when the Board can expect to see URD projects come through for review.

b. City Council Representative Updates

Conlee: Provided updates on phases II-III of the stormwater project, amending the fireworks ordinance (to be revisited at the May 14 Council meeting), and adding one police officer as a resource officer via cost-share with the school district. Also provided updates on how Council is reviewing annexations, ongoing discussions regarding Rodeo Park, and an informative addressing presentation provided to Council recently. Council is also reviewing all MOU's.

Discussion followed on specifics of the stormwater project timing and status of the airport agreement and master plan.

c. County Representative Updates

Olson: No updates.

5. New Business

a. Annexation and De-Annexation Policies/Procedures

Bloomer: Provided background that annexation has been identified as a priority by the Board and Council.

Discussion followed on the process of annexation, Ordinance 917, the role of the Board in annexations, how other planning documents are included in annexation, and how to move forward. Marxer agreed to provide Bloomer and WWC suggested edits to Ordinance 917; Bloomer will solicit and collate Board input and forward to Conlee, who will provide it to Council as they review Ordinance 917.

6. Old Business

a. Beartooth Front Community Forum

DiBenedetto: Per Jerry Grebenc's suggestions, changes have been made to the third segment of the forum; will be providing poster boards for comments instead of tabletop discussions. This provides more room for input from everyone and allows attendees to come and go. Next BFCF meeting is April 26 at noon.

Discussion followed on how the event will unfold and how and where Board members will be expected to facilitate discussions. Discussion also included the event schedule, benefits of the poster board discussions vs tabletop discussions, and utilizing large sticky notes for poster board input.

b. Planning Services RFP Status

Mayor Westwood: After meeting with the review committee, which included Bloomer, DiBenedetto and Hanna, and considering previous Board and Council discussions, WWC Engineering has been selected as the new on-call contract planner. Greg Jones will serve as the project manager and Jeremy Fadness will serve as lead planner, although they will tag-team to ensure presence and service. Brian Hanna will serve as the first point of contact for all land use matters within the City and he will disseminate projects and tasks to the appropriate individuals. Contract is expected to be complete and in place by mid-May.

c. Downtown Revitalization Plan and Growth Policy Update

Marxer: Jim Jarvis and Chad Hanson of GWE are leads on the downtown plan; first draft is scheduled to be provided to the Board at the May 8 meeting. Jerry Grebenc and Chad Hanson of GWE are leads on the growth policy; first draft is expected to be provided to the Board at the May 22 meeting and will include BFCF input.

Discussion followed about timelines, additional opportunities for growth policy input, and presentation of drafts.

7. Written Correspondence

a. Staff Communication

Nothing to report.

b. Petitions and communications from the audience

No petitions or communications from the audience.

8. Other Business

Next meeting will be May 8, 2024.

The Beartooth Front Community Forum is May 11, 2024.

9. Adjourned @ 6:57 p.m.