

# City Planning Board

P.O. Box 910  
Miles City, Montana 59301  
(406) 234-6339

## MEETING MINUTES

October 15, 2013  
6:00 pm

**Call to Order:** The City Planning Board met in the Conference Room for its regular monthly meeting. Board President (BP) Roxanna Brush called the meeting to order at 6:00 pm and requested a roll call. Members present were Roxanna Brush, Twila Wilhelm, Carol Hardesty, Colette Butcher, Jean Stewart, John Hollowell and Spencer Haynes. Excused was Dawn Leidholt. Not present was Dale Thom. Also present were Public Works Director Scott Gray, Planner in Training Dawn Colton, Contracted Planner Dave DeGrandpre, Mayor Grenz, Historic Preservation Officer Connie Muggli and Dianna Larson served as the recorder. BP Brush noted a quorum was present.

**Approval of Minutes:** BP Brush called for approval of the minutes from the August 20, 2013 meeting.

\*\* *Wilhelm moved for approval of the minutes from the August 20, 2013 meeting, as written, second by Hardesty, motion passed.*

**Citizen/Visitor:** None

**Unfinished Business:** Discuss Site Plan Review Criteria - BP Brush reported when Planner Broadie departed from the City, she discovered two items that were never presented to the City Council for approval: 1) Updates to the Subdivision Regulations; and 2) Site Plan Review Criteria. City Attorney Rice is working on putting together the ordinance for the Subdivision Regulations. She commented that prior to making a recommendation to the City Council, it was the consensus of the board to reexamine the Site Plan Review Criteria. BP Brush gave a synopsis of what has occurred since March 2013. Some members were concerned over changes being made and holding another public hearing. Brush noted that City Attorney Rice contended an additional hearing would not be necessary, the board can act on this and move it forward to City Council. There still seems to be confusion on the procedure to review the plans. Public Works Director Scott Gray reported that when plans come to his office, the planner, utilities director, flood plain, streets and building inspector, check over the plans as a group. Brush noted that ex-planner Broadie would create a staff report containing the findings of fact. It was reported that Dawn Colton-Planner in Training, will be the person to make sure the applications are complete, compile and distribute information from the other departments and compose the staff reports. Hollowell reported that Site Plan Review comes to the planning board when the zoning ordinances allows it to which is any commercial to a 4-plex and up. Items of concern were major renovations to historic buildings and the time line located in Section (c) Application. Contracted Planner Dave DeGrandpre felt it was not necessary to have a time line and to remove this completely.