

City Planning Board

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

MEETING MINUTES

December 6, 2013
12:00 pm

Call to Order: The City Planning Board met in the Conference Room for a special meeting. Board President (BP) Roxanna Brush called the meeting to order at 12:00 pm and requested a roll call. Members present were Roxanna Brush, Twila Wilhelm, Carol Hardesty, Colette Butcher, Dawn Leidholt, John Hollowell and Spencer Haynes. Not present were Dale Thom and Jean Stewart. Also present were Public Works Director Scott Gray, Planner in Training Dawn Colton and Mayor Grenz. 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 October 15, 2013 meeting.

****** *Hardesty moved for approval of the minutes from the October 15, 2013 meeting, as written, second by Leidholt, motion passed.*

Citizen/Visitor: None

Unfinished Business: Ordinance 1258- Process for Site Plan Review - Prior to the meeting, another draft copy dated 12/4/13 was distributed which included changes suggested at the last meeting. BP Brush gave a synopsis of the site plan review “staff report” and chain of events. Board member Hollowell felt the word “Administrator” was too general. After some discussion, it was determined to refer to the flow chart. Mayor Grenz commended Planner Colton for her efforts in assembling the flow chart. BP Brush clarified where the “Applicability” portion of the site plan review process derived from. Other items of concerns were the site plan review fee and landscaping requirements.

****** *Hollowell moved to recommend to the City Council approval of Ordinance #1258, an Ordinance enacting a new section 24-96 of the Code of Ordinances of the City of Miles City to provide for a process for Site Plan Review, second by Butcher. Members were polled for their vote: Hollowell - aye, Brush - aye, Hardesty - aye, Haynes - aye, Wilhelm - aye, Leidholt - aye, Butcher - aye, motion passed.*

After further discussion, the following amendment was made to be included.

****** *Hollowell moved to amend Ordinance #1258, Section (f) Review Process (4), to include a reference “Obtaining a Building Permit in Miles City” Flow Chart, second by Leidholt, motion passed.*