

**MINUTES OF THE MEETING  
OF THE  
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION  
Special Meeting on August 30, 2016**

**CALL TO ORDER**

The special meeting meeting of the Great Falls Planning Advisory Board/Zoning Commission was called to order by Vice Chair Scot Davis at 10:00 a.m. in the Commission Chambers of the Civic Center.

**ROLL CALL & ATTENDANCE**

Planning Board Members present:

Scot Davis, Vice Chair  
Peter Fontana  
Keith Nelson  
Cheryl Patton  
Sophia Sparklin  
Mark Striepe

Planning Board Members absent:

Nate Weisenburger, Chair  
Anthony Houtz  
Michael Wedekind

Planning Staff Members present:

Craig Raymond, Director P&CD  
Tom Micuda, Deputy Directory P&CD  
Andrew Finch, Senior Transportation Planner  
Connie Tryon, Senior Administrative Assistant

Other Staff present:

Joseph Cik, Assistant City Attorney

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

**MINUTES**

*\*\*Action Minutes of the Planning Advisory Board/Zoning Commission. Please refer to the audio/video recording of this meeting for additional detail.\*\**

Vice Chair Scot Davis asked if there were any comments or corrections to the minutes of the regular meeting held on July 26, 2016. Seeing none, the minutes were approved as submitted.

## **BOARD ACTIONS NOT REQUIRING PUBLIC HEARING**

### **Federal Fiscal Year 2017 Unified Planning Work Program**

Andrew Finch, Senior Transportation Planner, presented the staff report for the Federal Fiscal Year 2017 Unified Planning Work Program (UPWP). Every year, the UPWP outlines the various planning activities to be performed during the next federal fiscal year (October 1 to September 30) by the Planning Department, as well as projected staff hours and funding. It also identifies the activities the Great Falls Transit will undertake, which are funded by pass-through funds. He explained that a lot of the UPWP is standard verbiage and established year after year in order to maintain our status as an MPO, which ensures federal transportation dollars are brought into the region.

Mr. Finch reviewed the major items of note that differ from last year's UPWP, the first item being the update to the Long Range Transportation Plan, which is to be completed by spring of 2018. The next item is the purchase of one traffic counter capable of doing bicycle and pedestrian counts. It will be video driven in order to differentiate between types vehicles, which will help when identifying safety issues and installing new pedestrian crossings. Finally, one additional staff member will be hired in the Department to begin analysis of long range plans, and start prioritizing plans for updates and projects for implementation.

Mr. Fontana asked how much a traffic counter costs. Mr. Finch said about \$8,000, depending on where the bids come in. Mr. Finch also explained how the data is analyzed.

Mr. Davis asked if there is a public input process when updating the Long Range Transportation Plan. Mr. Finch said yes.

There was discussion on the south arterial that was eliminated and the possibility of a north arterial, in relation to the congestion on 10<sup>th</sup> Avenue South. Mr. Finch discussed the process, feasibility, cost, and length of time it takes to undergo a project like that, and emphasized that the addition of an arterial like the one suggested would have to be a solution, as opposed to just a community desire. Mr. Fontana commented on the interchanges being added in Helena which are bringing in millions of dollars in commercial business, and believes it is imperative for Great Falls to do this in order to spur commercial growth in our community. Mr. Finch said economic growth cannot be the only driving factor when expending federal dollars, and while economic benefit is a criteria, there must be other benefits as well, such as safety or reduction in congestion.

## **PUBLIC COMMENT**

There was no public comment.

## **BOARD DISCUSSION AND ACTION**

Mr. Davis commented that he would like to see an arterial considered during the upcoming updates.

Mr. Sparklin expressed her favor of the addition of a new staff member.

MOTION: That the Planning Advisory Board approve the FFY 2017 Unified Planning Work Program inclusive of any minor changes necessary to respond to FHWA/FTA comments.

Made by: Mr. Fontana  
Second: Ms. Patton

VOTE: All being in favor, the motion passed.

## COMMUNICATIONS

### Next Meeting Agenda – Tuesday, September 13, 2016

- None

### Project Status:

- None

### Petitions & Applications Received:

- None

### Financial Report

- Fourth Quarter Planning and Historic Preservation Division Financial Report 2015-16

## PUBLIC COMMENT

Mr. Raymond noted the Department was beginning to interview for the vacant Planner positions.

## ADJOURNMENT

There being no further business, Vice Chair Scot Davis adjourned the meeting at 10:22 a.m.

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CHAIRMAN

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SECRETARY