



316 North Park Avenue, Helena, Montana 59623

## **ZONING ADVISORY PANEL**

### **APPROVED Meeting Minutes**

**Meeting Date and Time:** January 27, 2020, 9:00 a.m. to 11:30 a.m.

**Location:** Meeting Held Electronically Via Zoom

#### **Board Members Present:**

John Rausch  
Mark Runkle  
Pat Keim  
Jacob Kuntz  
Tyler Emmert  
David Brown  
Lois Steinbeck  
Joyce Evans  
Archie Harper  
Dustin Ramoie

#### **Board Members Absent:**

Harold Begger  
Kim Smith

#### **County Staff Present:**

Peter Italiano, Director  
Greg McNally, Planner III

#### **Moderators Present:**

Dr. Eric Austin  
Lucia Stewart

#### **Members of the Public Present (as noted by the Zoom screen name or phone number listed):**

Bridget; Darcy# HBIA; dayshadetienne; Eric; George Harris, HCTV; James Swierc; Jeff Boyer FCB1; Kelli Maxwell; Lepage# Rick; Matt B; Matt F; maxwell miltons iphone6s; McConnell; Nolan; Rob Martin; lindalvaughey; RBALTZ; Sharon Haugen; Stefani Reinhardt; Steve Utick; (406)-442-8089; and (406)-457-4008.

#### **1. Call to Order**

County Staff brought the session to order at 9:00 a.m.

#### **2. Roll Call**

A quorum was established with 10 members present.

### 3. Zoom Meeting Protocols

Greg McNally provided an opening statement regarding the ZOOM Meeting Protocols, the process of the meeting, Covid approved safety protocols and Zoom participation instructions.

### 4. Business Items -

- **Background:**

Peter Italiano provided a background: In November 2020, the Lewis & Clark County Commission adopted the Helena Valley Planning Area to create zoning districts and a resolution to create the Blue-Ribbon Citizen Advisory Panel (Panel). In December 2020, a resolution to adopt bylaws and Panel members was adopted. The goal of this Panel is to bring forward recommendations to the Lewis & Clark Planning Board, and then moving to the County Commissioners in 2022. This Panel has one year (January 2022) to complete the work.

The goal is to address three areas -

1. Assist in creating the written regulations of the urban district
2. Assist in creating the written regulations for the suburban district
3. Look at options to 10 acre min lot sizes in the rural district

- **Introductions:**

County Staff, Moderators, and Panel Members provided introductions of themselves. The attendance of City Staff and other professionals are welcome at all times and as invited to discuss specific topics.

- **Ground Rules:**

Moderator, Dr. Eric Austin, reviewed and discussed the Ground Rules for the Panel.

These included:

1. Be on Time & present;
2. Everyone participates; no one dominates;
3. Help us stay on track;
4. One speaker at a time;
5. Listen to understand and own your perspective (use I messages);
6. Focus on the process - for overall group, agenda and process that will help identify the critical issues, discuss those issues, and to trust the process;
7. Separate people from the problem;
8. Be "All in" - actively and transparently engaged;
9. Give freely of your experiences and knowledge;

10. Actively agree only if it makes sense to do so; and
11. Keep an open mind.

- **Process/Intent:**

There was discussion on collaborative consensus vs. supermajority vote. The Panel bylaws include the requirement for a super majority vote in order to pass the recommendations onto the Consolidated City and County Planning Board. But the goal of the Panel is to come to a consensus agreement until a vote on the final recommendation. Dr. Eric Austin explained that a consensus means that as the Panel works through various topics, that it contains all the critical criteria that every member of the group can live with. A consensus means that it may not include everything you want but it has the inclusion of your needs and your community's needs from the Panel member's perspective.

There will be a location on the County website where documents and agenda's will be made available to the Panel members and the public.

- **Steps/Stages/Proposed Timeline:**

Moderator Dr. Eric Austin stated his aim to complete and vote on recommendations by mid/late October. There will be two meetings per month, with the goal of a two hour meeting.

- **Determination of Future Meeting Schedule:**

Peter Italiano discussed with the Panel members their available times and dates for all subsequent meetings. No final dates or time were determined during the meeting. A subsequent email will follow to the Panel Members.

- **Election of Board Officers:**

The election of the Board Officers (Chair, Vice Chair and Secretary) was tabled until the next meeting. The Panel members were encouraged to review page 5 of the bylaws to review the responsibilities of the officers, and make nominations via email to County Staff.

**Public Comment on Business Items:**

George Harris, Helena Association of Realtors commented on the acknowledgement of John Rausch, a member of the Panel and Helena Valley Association of Realtors, and that he will have active participation as public.

## **5. Public Comment on any matter within the scope of the ZAP that is not on the agenda**

No Public comment.

## **6. Announcements**

The homework for the Panel was to review the set of documents that were sent to the Panel members, including: List of Panel members; Bylaws for group; Section 7, 8, 9 zoning regulations; Helena Valley update to growth policy - 2 volumes; Montana Code Annotated Rule Book. And to specifically review Volume 2 of the Growth Policy, pages 3.1 - 3.3 which include the five key issues: Water, Wastewater, Flooding, Roads and Fire.

There will be a landing page on the County Website and all documents and agendas will be posted on this site.

There was a request from a Panel member to have a map of the rural areas showing parcels that are non-confirming to current zoning.

## **7. Next Scheduled Meeting**

Peter Italiano will follow-up via email on the final determination of the next meeting; and subsequent schedule of the Panel regular meetings and requested documents.

## **8. Adjournment**

Meeting was adjourned at 11:33 a.m.