



**CITY OF HELENA
Planning Commission
December 4, 2025 - Minutes
Recording Available Upon Request**

**Members Present: Lucy Richards; Mike Newhouse
Members Absent: Maddi Petrosky**

Staff Present: Ellie Ray

Call to Order and Roll Call

(0:00:01) Chair Richards called the meeting to order, and roll call was taken. A quorum of two members was established.

Approval of Minutes

(0:00:35) Chair Richards brought forward minutes from the April 17 and October 2, 2025 meetings for approval. With noting a typographical error to be corrected on the October 2, 2025 minutes, the minutes from both meetings were approved.

Discussion

A. Montana Land Use Plan Act Compliance Update

(0:02:04) Ms. Ray gave a brief update on the city's progress toward compliance with the Montana Land Use Plan Act, primarily noting the progress on updating zoning and subdivision regulations and the proposed timeline on making those changes now that the Land Use Plan has been adopted by the City Commission.

(0:08:48) Ms. Ray also relayed information that Director Brink was working on a recommendation to amend the resolution establishing that Commission to expand the membership of the Commission sooner rather than later. Additionally, the department was given special permission to have members of existing land use boards (which will be dissolved) to sit on both the Planning Commission and their existing board if they choose to apply for the Planning Commission. The final number of members is slated to be seven sitting members. There was also some brief discussion on technical and policy advisory committees for the zoning and subdivision regulation update process and the challenges presented with existing conditions.

(0:12:57) Chair Richards spoke enthusiastically about her excitement for the coming work. Ms. Ray noted that the department will have a vacancy for a plans examiner with the



promotion of a current employee to Chief Building Official upon the retirement of the current Chief Building Official.

Meetings of Interest / Announcements

(0:14:32) The next meeting was discussed as well as alternative dates, given the normal meeting date falls on New Years Day. It was also noted that there was no general public comment

Adjournment

(0:17:28) The meeting was adjourned.

DRAFT