



**City Commission Administrative Meeting  
November 29, 2023 – 4:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/86034216113>  
City County Building, 316 N. Park Ave., Room 326**

**Time & Place**

A City Commission Administrative meeting was held Wednesday, November 29, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/86034216113> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:05)** The following responded present, either via zoom or in person:

City Attorney Dockter  
City Manager Burton  
Commissioner Dean  
Commissioner Shirtliff  
Commissioner Logan  
Commissioner Reed  
Mayor Collins

**Commission Comments, Questions**

**(00:01:06)** There were no comments or communications by the Commission.

**Board Appointment Review**

**A. Board Appointment Review: Downtown TIF Advisory Board, Golf Advisory Board, Planning Commission**

**(00:01:15)** Mayor Collins presented Item A.

**Recommendations from the Helena Citizens Council**

**A. HCC Appointment Recommendations**

**(00:02:25)** HCC Chairperson Kuiper presented Item A.

**(00:03:40)** Commissioner Dean asked Chairperson Kuiper and Clerk Clayborn for clarification of the timeline for swearing in.

**B. Pesticide Notification and Contamination Prevention**



- (00:04:33) HCC Chairperson Kuiper and Vice Chairperson Chandler presented Item B.
- (00:08:47) Commissioner Logan asked Manager Burton about the current notification procedures.
- (00:09:20) Commissioner Reed thanked the HCC.

### **Report of the City Manager**

- (00:09:45) City Manager Burton introduced Community Development Director Brink for an update about a Conditional Use Permit for an Emergency Shelter.
- (00:11:07) Commissioner Dean asked Director Brink about the process for notifying neighbors and adjacent property owners.

### **Presentations**

#### **A. City-County Board of Public Health Update**

- (00:12:00) Public Health Officer Niemann presented Item A.
- (00:19:34) Commissioner Dean asked Manager Burton about discussions regarding staffing between the City and Lewis and Clark County.
- (00:20:30) Commissioner Reed asked Officer Niemann about funding application specifics.
- (00:23:25) Manager Burton discussed proposed next steps.
- (00:23:37) Commissioner Dean asked Officer Niemann about the County's intentions to supplement funding.
- (00:26:11) Commissioner Dean requested this conversation be part of an upcoming City-County Joint Work Session agenda.

### **Department Reports**

- A. An Ordinance establishing accessory dwelling unit zoning regulations and eliminating off street parking requirements for accessory dwelling units by amending Chapter 4 and Chapter 22 of Title 11 of the Helena City Code**
- B. An Ordinance revising subdivision review procedures, phased subdivision requirements, expedited subdivision review processes, requirements for determination of subsequent hearing when considering new information, revising the criteria and review requirements of exempt divisions, and providing criteria, exemptions,**



**an administrative process, and an appeals process for certain minor subdivisions by amending Chapter 2 and Chapter 5 of Title 12 of the Helena City Code**

- (00:27:57)** Planner Shirley presented Items A and B.
- (00:31:15)** Commissioner Reed asked Planner Shirley about the amount of restrictive codes in the City of Helena.
- (00:38:22)** Commissioner Reed thanked Community Development Staff and requested a before and after comparison of processes for the public.

**C. Old Salt Co-op CDBG Economic Development Grant Presentation**

- (00:39:57)** Director Brink introduced Representative Seidensticker of the Montana Business Assistance Connection to present Item C.
- (00:44:40)** Applicant Cole Mannix provided public comment, explaining specifics of the project.
- (00:46:50)** Commissioner Dean asked Representative Seidensticker about the maximum amount of funding available given the proposed FTE and the timeline for release of funds relative to hiring.
- (00:48:51)** Manager Burton confirmed that this Item will be further discussed at an upcoming public meeting.
- (00:49:00)** Commissioner Reed asked Representative Seidensticker about the terms of funding.

**Public Comment**

- (00:50:00)** There were no further comments from the Commission and/or public.

**Commission Discussion and Direction to the City Manager**

- (00:50:17)** Commissioner Reed expressed support for Commissioner Dean's request to discuss Public Health topics with Lewis and Clark County.

**Adjournment**

- (00:50:34)** There being no further business before the Commission, the meeting adjourned at 4:51pm.