



**CITY OF HELENA  
Planning Commission  
May 2, 2024  
Minutes**

**Members Present:** Mike Newhouse, Lucy Richards

**Members Absent:** Anne Schwend

**Staff Present:** Chris Brink, April Sparks

**Call to Order and Roll Call**

**(0:10:18)** Chair Richards called the meeting to order, and roll call was taken. A quorum of two members was established. City staff introduced themselves.

**Regular Items**

**A.** Approval of By-Laws

**(0:11:44)** Director Brink noted several slight edits he was proposing to the draft by-laws, notable adding the establishing resolution numbers and filling in dates. There was discussion between the Commission and staff about the occurrence of meetings as outlined in the by-laws. It was agreed that the by-laws would state that the meeting would be on the first Thursday of the month, unless it fell on a holiday. In that case, staff would poll the Commission to find a suitable alternative date. The by-laws, with these changes were approved unanimously.

**Public Comment**

**(0:20:24)** There was no public comment.

**Meetings of Interest / Announcements**

**(0:21:15)** Director Brink announced that the Land Use Plan consultant would be in Helena during the week of the next scheduled meeting, June 6, 2024. He expressed a desire to convene a joint meeting between the Planning Commission and members of the HCC with the consultants, which would consist of discussion and presentation. Director Brink also announced that branding for the plan had been decided upon and would be released soon.

**(0:25:31)** Vice-Chair Newhouse made a statement regarding his employment with Stahly Engineering, noting that while they are a sub-contractor on the Land Use Plan, he is



not directly involved in the division that is engaged in that work, and did not foresee any conflict of interest.

**Adjournment**

**(0:25:44)** The meeting was adjourned.

DRAFT