

**MEETING MINUTES OF THE  
UNIVERSITY FACILITIES PLANNING BOARD  
May 15, 2018**

**Members Present:** Royce Smith – Chair, John How – Vice Chair, Kurt Blunck, Tom Stump, Mike Everts, Chris Catlett, Tom Rogers, Glen Steinhoff, Keith Hamburg, David Kack, Walt Banziger, and Leslie Schmidt by proxy (Kurt Blunck)

**Members Absent:** David Singel, Fatih Rifki, Christina Fastnow, Chris Kearns, Dan Stevenson, Kregg Aytes, Jim Thull, Duane Morris, and newly elected ASMSU President

**Staff & Guests:** Kristin Blackler, Randy Stephens, Jaclyn Liebscher, Madison Graff, Candace Mastel, and Leslie Schroeder

Walt announced that this is his last meeting as Vice Chair. John How will be taking over for him after this meeting.

**ITEM No. 1 – APPROVAL OF NOTES**

Tom Stump motioned to approve the draft notes from April 17, 2018.

Kurt Blunck seconded the motion.

Tom Stump motioned to approve the draft notes from May 1, 2018.

David Kack seconded the motion.

**ITEM No. 2 – EXECUTIVE COMMITTEE REPORT**      **None**

**ITEM No. 3 – CONSENT AGENDA**      **None**

**ITEM No. 4 – INFORMATIONAL**      **City of Bozeman Update and Planning Projects**  
**Presenter: Tom Rogers**

Tom Rogers is the Senior Planner for the City of Bozeman. He works for the Community Development Department. Since Montana State University is inside the Bozeman city limits, Tom presented eight projects that may be of interest or affect MSU. He mentioned that the City has a very robust GIS system that MSU can take advantage of.

1. The City revised its complete Development Code, which went into effect March 31, 2018. This code dictates the location of buildings, parking, architecture, etcetera and is meant to ensure the character of Bozeman. The objective was to make it simpler and easier to use and to eliminate many of the overlays in the city.
2. Short-Term Rentals (STR) codes have been written and are effective beginning May 15, 2018. An on-line tool shows allowed locations within the city for STRs. Red indicates that STRs are not allowed. Yellow indicates that only certain kinds of rentals are allowed. Green indicates that STRs are allowed. The color is dependent on how that area is zoned (residential, commercial, manufacturing, etc.).
3. The City is currently revising the Neighborhood Conservation Overlay District (NCOD), which designates the downtown urban core of Bozeman. It largely follows the 1952 Bozeman city limits and is used to help create Historic Districts. When John How was employed by KLJ, he contributed to a commissioned report. The city has since found funding to follow through with some of the recommendations in that report.
4. The Historic Inventory (properties and structures) was recently updated. An on-line interactive map is available on the City of Bozeman website.
5. The City of Bozeman Transportation Masterplan was completed last year. This is a very important document that ties into the Community Plan and the Capital Improvements Plan. This dictates how the city uses resources such as wastewater, drinking water and all other infrastructure needs.

6. The Community Plan Update (also known as the Growth Policy) was recently updated. A consultant team has been hired to help with a 12-month public outreach program. Tom will circle back with UFPB at a later date to determine the best way to engage students and faculty.
7. Bozeman's Strategic Plan is new and is narrowly focused. It deals with the management structure for the City of Bozeman's 435 employees and also addresses efficient delivery of city services to accommodate the growing population.
8. Bozeman is the fastest growing micropolitan area (< 50,000 people) in the country. Last year Bozeman grew 4.2% (2,400 new residents) and the City issued 4,000 building permits and conducted 40,000 inspections. Last year 738 new residential units and 35 new commercial buildings were built.

#### **ITEM No. 5 – DISCUSSION**

#### **UFPB Charter, Horizon Items, Meeting Format Presenters: Royce Smith, John How**

John would like to refresh UFPB to make it more engaging. He suggested moving the meeting to different places around campus and having a set schedule. John would like the committee to focus more on big picture issues. Royce said the goal is to get campus to see UFPB as a resource rather than a dreaded hurdle to get over in order to move forward with a project. Space Management recently revised its mission statement, and perhaps UFPB ought to do the same.

Several members liked the idea of meeting different places around campus. Keith Hamburg pointed out that from an ADA accessibility standpoint, it would be helpful for UFPB members to see firsthand the ADA challenges of some of the buildings around campus. Walt cautioned that Classroom Committee lost attendance when it moved around. He suggested rotating venues after two or three months in the same place. Also, it is important to recognize that guests from outside the campus need to be able to find us.

Tom Rogers asked for clarification on how UFPB is related to the other boards on campus. He pointed out that MSU's Masterplan was last updated in 2007/2008. Tom suggested that UFPB create evaluation criteria so that we can evaluate things objectively and consistently. Royce suggested UFPB should revisit the charter to look at how we are to interact with other committees around campus. The idea of focused subcommittees was discussed. Classroom Committee has been very good about passing their recommendations up to UFPB. Public Art Committee also checks in regularly with UFPB.

Royce would like UFPB to focus on big projects like innovative dorm rooms, which would draw more students to the university while at the same time putting MSU on the cutting edge. Rather than approving the color of bricks, UFPB should be establishing design guidelines for teams to work within. He also believes there should be an educational component to UFPB, so that we can help people understand the guidelines and the processes necessary for starting up new projects. We want to be a resource but not get down into minutia. Walt said that UFPB was intended to be a planning board that looked out into the future, but historically UFPB has often struggled with ending up as a quasi-design/review board. Royce also brought up questions about who owns the public art around campus and who is responsible for maintaining it.

David Kack suggested using one of the two monthly meetings for long-term planning and the other for more immediate projects.

John suggested that we don't change everything at once. We will start small by addressing the meeting format and updating the charge for UFPB. Currently the UFPB charge is very broad. John will work with Randy and Leslie to come up with some ideas, and he will bring them to UFPB at a later meeting. He would also like to review the committees associated with UFPB to see which are still relevant. The other topics will be on the agenda for our next meeting. Royce wants to be sensitive to those on the committee who are off-contract, because this is uncompensated work for them. The decision was made to meet the first and third Tuesdays of each month.

## **HORIZONITEMS**

- UFPB Charter
- Subcommittees and relationships with other committees
- Evaluation Criteria / Rubric
- Strategic Plan

CM/Is

CC:

President Cruzado

Amber Vestal, President's Office

Maggie Hayes, President's Office

Julie Heard, Provost Office

ASMSU President

Lisa Hesper, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance

Jennifer Joyce, VP Student Success

Leslie Schmidt, Asst. VP Research  
Office

Tony Campeau, Registrar

Frank Parrish, MSU Police

Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications

Jody Barney, College of Agriculture

Susan Fraser, College of Agriculture

Robin Happel, College of Agriculture

Elizabeth Schmidt, College of Business

Candace Mastel, Campus Planning