

JOURNAL OF CITY COMMISSION WORK SESSION
October 1, 2019

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Mary Sheehy Moe, and Owen Robinson. Commissioners Bill Bronson and Tracy Houck were excused.

STAFF PRESENT: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney Sara Sexe; Planning and Community Development Director Craig Raymond; Public Works Director Jim Rearden and Public Works Engineer Jesse Patton; Finance Director Melissa Kinzler; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Shyla Patera, 1013 7th Avenue NW, urged the Commission to include Americans with Disabilities Act (ADA) and growth policy updates with regard to the Development Review process. Ms. Patera mentioned that members of Neighborhood Council #2 expressed concern that notifications sent in the utility bills promote a specific business.

Brad Livingston, 2704 Big Ranch Road, commented that supporting the proposed water tower logo is an opportunity as a community to show pride. Mr. Livingston announced that he would like to make a donation for the logo.

1. DEVELOPMENT REVIEW PROCESS UPDATE.

Public Works Director Jim Rearden reviewed and discussed the attached PowerPoint slides covering identified priority improvements, standards for design and construction, extension of services plan, restructure of engineering fees, and environmental integration process.

Referring to the PowerPoint slides, City Manager Greg Doyon commented that the extension of services plan makes the development review process more consistent and uniform.

Deputy City Manager Chuck Anderson commented that restructuring engineering fees was a major concern from the community with regard to the upfront costs of the Engineering fees for plan review, construction engineering and inspection.

Planning and Community Development Director Craig Raymond reviewed and discussed the attached PowerPoint slides covering land development code improvements, communication and transparency, recent process change implementations, technology capabilities and improvements, development center website and next steps. He added that overall, the feedback from citizens has been positive with regard to the Development Review process.

The Commission concurred that the Land Development Code and off-street parking be added to the December 3rd work session topic list.

Referring to the Design Review Board, City Manager Doyon expressed concern that the community is not ready for such an aggressive design criteria for projects, and commented that he has reservations with regard to the continuation of the Board.

2. WATER TOWER LOGO REQUEST FOR PROPOSALS.

Public Works Director Jim Rearden reviewed and discussed the attached PowerPoint slides covering the Gore Hill Water Tower Logo design evaluation.

Mayor Kelly inquired about funding options, as well as if a sponsor could request to have its trademark or advertisement on the water tower. He noted that there should be a separation of funds with regard to paying for the logo and should not be another burden on taxpayers. Mayor Kelly suggested that the City explore the possibilities by receiving feedback from the community.

City Manager Doyon responded that any undesignated fund balance in the water fund would be an option, or the community could raise funds to make donations.

City Attorney Sara Sexe added that naming rights or advertisements on a City infrastructure have specific criteria.

Referring to the PowerPoint slides, City Engineer Jesse Patton reported that option one has the City logo and option two is the City logo, along with a tagline that would be applicable for the City.

Commissioner Robinson expressed concern with regard to having a tagline on the water tower, and opined that a simple logo would be best.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Doyon reported that the October 15th work session will consist of an update of the Montana Expo Park Project, as well as Neighborhood Council # 6. A National Guard Update will be a topic at a work session in 2020.

Referring to the ongoing updates on the Animal Shelter, City Manager Doyon explained that a specific and detailed draft Request For Proposals (RFP) for the Animal Foundation will be forthcoming. He provided a handout and discussed the attached Animal Shelter Comparison between the Heart of the Valley Animal Center, Maclean Animal Adoption Center and Animal Shelter.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of October 1st, 2019 at 6:45 p.m.

Development Review Process Update

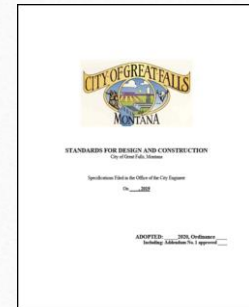
October 1, 2019

Identified Priority Improvements (May 2019)

- Cohesive, focused development review team. Too many competing priorities
- Regular customer feedback
- Code updates – Title 17 parking and landscaping review
- Title 13 Storm Water Design Manual
- Public facility design and construction manual
- Transparent and predictable fee structure
- Buy-in from industry professionals

Standards for Design and Construction

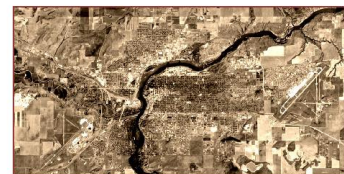
- The Purpose of the Document:
 - Predictable Development Requirements
 - Timely Responses to Inquiries
 - Consistent Answers to Infrastructure Questions
 - Provides consistent infrastructure on all city and development projects
 - Supplements Montana Public Works Standard Specifications
 - Includes Standard Drawings and Details
 - Identifies Standards for:
 - Water System
 - Sanitary Sewer System
 - Storm Drain system
 - Street System (including sidewalks, ramps, driveways)
- The Next Steps
 - City Staff finish review of the Standards
 - Solicit Public Input
 - Present to the City Commission
 - Revise City Code
 - Target Date – December 2019



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Extension of Services Plan

- Purpose of the Plan:
 - Long-Range Plan for Extension of Services
 - Evaluate and Provide Plans for the following Infrastructure and Services:
 - Police Protection
 - Fire Protection
 - Parks and Recreation
 - Garbage Collection
 - Street Maintenance & Extension
 - Water Service
 - Sanitary Sewer Service
 - Storm Water Management
 - Supplemented by individual Utility and Transportation Master Plans

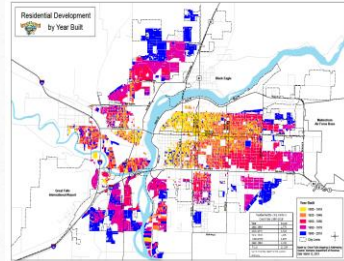
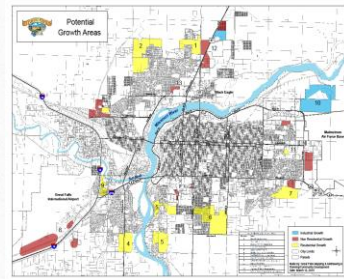


EXTENSION OF SERVICES PLAN

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Extension of Services Plan (continued)

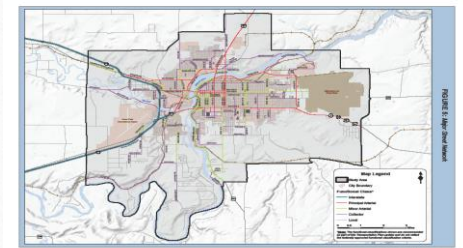
- Provide Methods for Financing the Extension of Services While Distributing Costs to appropriate parties
 - Provide an orderly transfer of services from the County or Other Districts
 - To compliment Imagine Great Falls 2025 Growth Policy 2013 Update with Focus on a Plan and Methods for Annexing and Providing City Services
- Content of the Extension of Services Plan:
 - Potential Growth Area & Boundaries
 - Economic Conditions and Trends
 - Physical Growth Trends
 - Impediments to Growth
 - Growth Stimulants
 - Prevailing Growth Patterns
 - Projected Growth Areas



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Extension of Services Plan (continued)

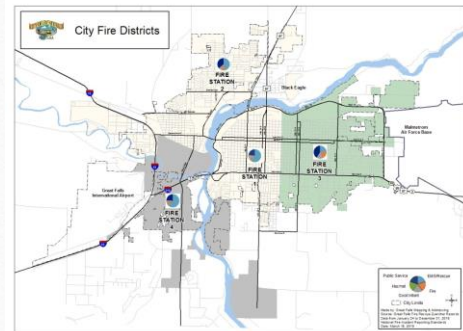
- Recommended Policies for Extending Services:
 - General
 - Undeveloped Areas
 - Developed Areas
 - Areas Annexed as Wholly Surrounded Land Policy
 - Policies for Meeting Cost of Service
 - Reimbursement & Oversizing Policy
- Other Contents of the Plan by Appendices:
 - Development Application
 - Sample Annexation and Improvement Agreements
 - Zoning Map Amendment
 - Examples of Public Infrastructure Cost Responsibility
 - Maps (Urban Boundary, Zoning, Flood Plain, etc.)
 - Fire Department Supplement
 - Acknowledgments



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Extension of Services Plan (continued)

- **Next Steps:**
 - Final Review by individual Departments – November
 - Review by Stakeholders
 - Adoption by the City Commission



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Restructure of Engineering Fees

- **Development Community and City Staff Concerns with Current Fee/Billing Structure:**
 - Uncertain Engineering and Inspection Costs at Beginning of Development Process
 - Billing late in Development Process
 - City not recovering some Development Related Engineering and Inspection Costs (Environmental)
- **Purpose of Fee and Billing Restructure:**
 - Development Community have a better understanding of City's Engineering and Inspection Fees Early in the Development Process
 - City's Fees to be Based on Flat Fee Percentage and/or Base Fee
 - Maintain Self Sustaining Operations through Fee Structure
 - Fee Structure to be Based on historic data

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Restructure of Engineering Fees (continued)

- **Current Fee and Billing Structure:**
 - Plan Review and Construction Engineering & Inspection - Public Infrastructure (Hourly Fees set by Resolution, Periodic Billing, Actual Hours Logged)
 - Inspection of minor Site Civil by Permit Fees
- **Restructure Status:**
 - Different Fee Structure & Billing Methodologies looked at and analyzed using historic cost information
 - Consultation with other Cities in Montana and the region
 - Public Infrastructure Plan Review & Construction Services: Unit Fee Based on Value or Quantity of Basic Improvements (Street, Sewer, Water, Storm Drain). Billing would be Upfront in Development Process
 - Development Site Civil Inspection: Fees Included in Permits. Billing would be at time of Permit Application
 - Completed analysis in October

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Environmental Integration Process

- **Storm Drain Design Manual**
 - Single document to address storm water quality/quantity for construction/permanent phases of development
 - Significant task – estimated 80 weeks for revisions, completion, commission adoption, and education and outreach with stakeholders
- **Recent Public Education and Outreach**
 - Residential Erosion Control Permit Roll-out & Home Builders Association
- **Guidance available now**
 - Montana Post-Construction Storm Water BMP Design Guidance Manual
 - <https://greatfallsmt.net/publicworks/minimum-control-measures-mcm-5-post-construction-site-storm-water-management-new-and>
 - MDT Erosion and Sediment Control Best Management Practices Manual
 - <https://www.mdt.mt.gov/publications/docs/manuals/env/bmp-manual-jan15.PDF>

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Land Development Code Improvements

- **Off-street Parking Requirements:**
 - Code change proposals being introduced to development community for review and feedback this week
 - Looking for a more realistic, development friendly parking count requirement
 - Planning Board- December 10, 2019, Commission first reading January 7, 2020

- **Landscaping Code Change Ideas:**
 - Proposals also being introduced to industry professionals for review and feedback this week
 - Propose changes to make the requirements easier to understand and implement
 - Some reduction in plant and tree counts to save developers money
 - Planning Board- December 10, 2019, Commission first reading January 7, 2020

- **Design Review Board Proposal**
 - More streamlined process
 - Earlier in the design development phase of a project giving project designers guidance early
 - Conceptual review as opposed to technical final review duplicating staff efforts
 - Commission action December 4, 2019

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Communication and Transparency

- **How-to Guide (70% Complete)**
 - Explains development process steps for first time customers
 - Publishes roles and responsibilities of staff and development community to provide clear path to success
 - Estimated completion October 14, 2019

- **Feedback Form (Implemented)**
 - Provides recent customers opportunity to provide candid and anonymous feedback



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CUSTOMER FEEDBACK FORM

You have recently completed a development or building project through our Planning & Community Development Department. In an ongoing attempt to evaluate our customer's satisfaction, we ask that you take a moment to answer the questionnaire below and give any comments you feel appropriate. Please mail your response back in the enclosed self-addressed envelope. We value your response as we strive to excel.

	Excellent	Good	Fair	Poor
Was our P & CD staff courteous during the application process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was our P & CD staff helpful with questions or problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was your project reviewed in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the fees associated with your project appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you used our daily and after hours voicemail, was it useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were you able to get your inspections when needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were our inspectors prompt for scheduled inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If utilized, was our Development Center website helpful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the completion of your project meet your expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, how would you rate your P & CD experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

What did you find most positive about Planning & Community Development?

Where does Planning & Community Development need improvement?

Additional Comments:

Signature: _____

Date: _____

ETC-09-2019

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Recent Process Change Implementations

- May 2019- Initially “soft roll-out”. As of today, October 1, 2019, mandatory requirements
- Completion of checklists
 - Must be completed by staff and applicant
 - Must accompany permit application package
- Complete application submittal packages
 - All documents identified on the checklists must be included in the package
 - Package will be rejected at the front counter if incomplete
- One point of contact
 - After application has been deemed complete, Permit Coordinator is assigned
 - Subsequent submittals shall be sent through the “PC” only
 - All questions whether technical or status inquiries may be made through “PC”
 - Direct communication with other staff is permissible and encouraged however all official submittals must be made through the “PC”

Building Permit Application Requirements

As of 10/1/2019, all building permits require the following documents to be submitted with the application. The City of San Diego requires the following documents to be submitted with the application. The City of San Diego requires the following documents to be submitted with the application. The City of San Diego requires the following documents to be submitted with the application.

Completion	Required	One-time only	Permit	Plan	Final
Building Permit	Application form (to be completed and signed by applicant or agent) and fee • A fee form for building project when an open building • A fee form for building project when a new building • A fee form for building project when a new building • A fee form for building project when a new building				
Project Address	Address information and location map to project location • A map showing the project location and the surrounding area • A map showing the project location and the surrounding area				
Single Family Permit	Single family permit application form and fee • A fee form for building project when a new building • A fee form for building project when a new building				
Health Care Facility Permit	Health care facility permit application form and fee • A fee form for building project when a new building • A fee form for building project when a new building				
Food Service Permit	Food service permit application form and fee • A fee form for building project when a new building • A fee form for building project when a new building				
City Permit Application	City permit application form and fee • A fee form for building project when a new building • A fee form for building project when a new building				

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Technology Capabilities & Improvements

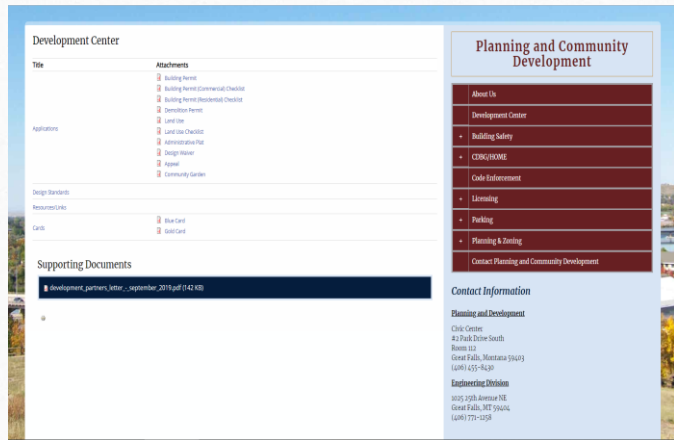
- EnerGov software configuration on-going
 - Every applicable department is part of the process:
 - Planning
 - Building
 - Engineering
 - Environmental
 - Public Works
 - Fire
 - Code Enforcement
 - Go-Live target date: March 2020
- Bluebeam electronic plan review software
 - Licenses purchased and installed on most computers
 - Training scheduled for early October and winter 2020 dates



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Development Center Website

- One-stop-shop for developers with consolidated information from:
 - 3 Departments
 - 8 Divisions
 - 12 Sites
 - 96 Links
- Meetings scheduled with local vendors and IT staff discussing site improvements to optimize usability and access
- Citizen Self Service (CSS) portal offered by EnerGov will be housed within the Development Center and allow citizens to apply for and check on the status of permits online



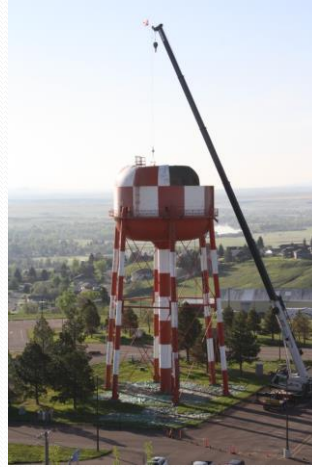
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Next Steps

- Continue work and complete code changes – **Parking & Landscaping** (Commission Action January 2020)
- Implement Engineering fee structure (Commission Action)
- Continue work on Storm Water Design Manual
- Complete Extension of Services Plan (Commission Action)
- Complete Construction Design Standard Manual (Commission Action)
- Review Suspense Account and Reimbursement Policy (Commission Action)
- Continue software configuration and implement (March 2020)

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GORE HILL WATER TOWER MURAL/LOGO DESIGN EVALUATION

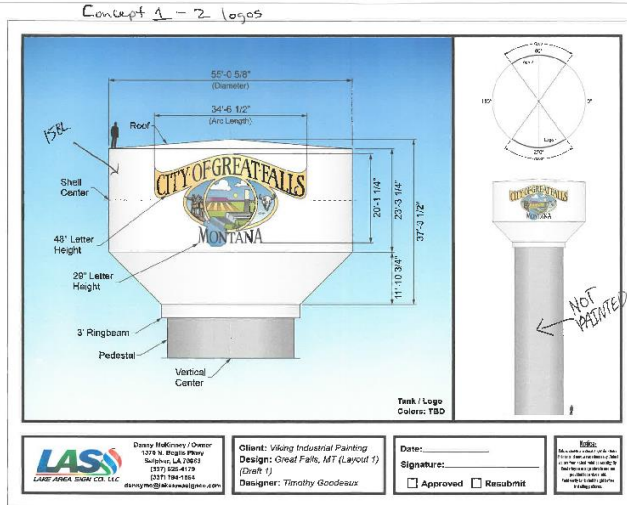


TOWER WITH EXISTING COATING



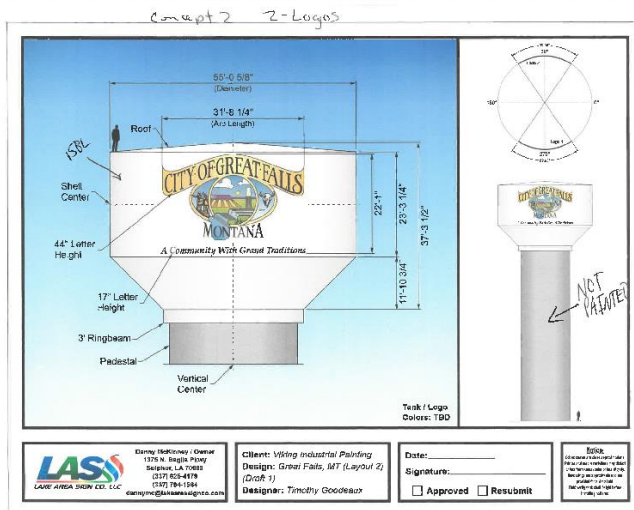
Viking Painting LLC

- Option 1 - \$83,000



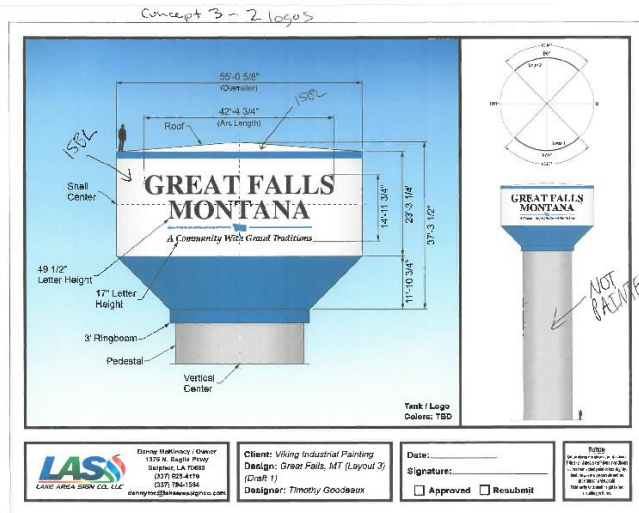
Viking Painting LLC

- Option 2 - \$89,000



Viking Painting LLC

- Option 3 - \$144,000



Cameron Moberg

- Option 1 - \$55,000

Section 3: Concepts

Mural/Logo Concept Design #1: A mural "wrap" covering the top portion of the tower.

An evening scene; the sun has set in purple skies, with silhouetted grains. Bold, white "GREAT FALLS" letters on one side.

Bid: \$55,000



Cameron Moberg

- Option 2 - \$82,000

Mural/Jogo Concept Design #2: Focal Point murals on opposite sides of the tower (mural directions to be determined) with a "Great Falls" logo on the top portion of the tower.

A majestic elk and three vivid Bitterroot flowers with a cursive "Great Falls" logo painted over a green oval on both sides.

Bid: \$82,000



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Cameron Moberg

- Option 3 - \$105,000

Mural/Jogo Concept Design #3: A full mural "wrap" covering the entire tower. Scenery with two "Great Falls" logos and "MONTANA" vertically painted over the vectored scenery on one side.

Vectored scenery spanning the tower from top to bottom with three main focal points: the striking and realistic elk and "Great Falls" cursive logo, the vertical "MONTANA" and second "Great Falls" cursive logo on both sides, and the waterfall. The peaceful scenery also includes the sky with friendly scattered clouds, green hills, birds, and grain.

Bid: \$105,000



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