



**City Commission Agenda**  
**Civic Center 2 Park Drive South, Great Falls, MT**  
**Commission Chambers Room 206**  
**May 2, 2017**

**CALL TO ORDER 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL - STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**PROCLAMATIONS**

National Day of Prayer  
Police Week

**PETITIONS AND COMMUNICATIONS**

*(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and address for the record.)*

1. Miscellaneous reports and announcements.

**NEIGHBORHOOD COUNCILS**

2. Miscellaneous reports and announcements from Neighborhood Councils.

**BOARDS AND COMMISSIONS**

3. Miscellaneous reports and announcements from Boards and Commissions.

**CITY MANAGER**

4. Miscellaneous reports and announcements from the City Manager.

**CONSENT AGENDA**

*The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.*

5. Minutes, April 18, 2017
6. Contracts List
7. Total Expenditures of \$2,778,706 for the period of April 1, 2017 through April 19, 2017, to include claims over \$5,000, in the amount of \$2,506,405.

**Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote**

## **PUBLIC HEARINGS**

8. Ord. 3152, An Ordinance to rezone the properties legally described as: Marks 2,3,5,11, Block 3, Country Club Addition and lots 1B, 1, 1A-1, Block 1, Tietjen Triangle Addition and Lot 1, Block 1, Montana Addition from C-1 Neighborhood commercial to PUD - Planned Unit Development. Action: Conduct public hearing and adopt or deny Ord. 3152. ***(Presented by: Craig Raymond )***
9. Res. 10172, Establishing Residential and Commercial Water, Sewer and Storm Drain Utility Service Rates effective June 1, 2017. Action: Conduct public hearing and adopt or deny Res. 10172. ***(Presented by Jim Rearden)***

## **OLD BUSINESS**

## **NEW BUSINESS**

## **ORDINANCES/RESOLUTIONS**

10. Ord. 3155 – An Ordinance amending Title 17, Chapters 32 and 36, of the Official Code of the City of Great Falls (OCCGF), pertaining to driveways and off-street parking. Action: accept or deny Ordinance 3155 on first reading and set or not set a public hearing for May 16, 2017. ***(Presented by Craig Raymond)***

## **CITY COMMISSION**

11. Miscellaneous reports and announcements from the City Commission.
12. Legislative Initiatives.
13. Commission Initiatives.

## **ADJOURNMENT**

*(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.) Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.*



**Item:** National Day of Prayer, Police Week  
**From:** Darcy Dea, Deputy City Clerk  
**Initiated By:**  
**Presented By:** City Commission  
**Action Requested:**

---

---



**Item:** Minutes, April 18, 2017, Commission Meeting  
**From:** Darcy Dea, Deputy City Clerk  
**Initiated By:** Darcy Dea, Deputy City Clerk  
**Presented By:** Darcy Dea, Deputy City Clerk  
**Action Requested:**

---

---

ATTACHMENTS:

- Draft April 18, 2017 - - City Commission Meeting Minutes

**Regular City Commission Meeting****Mayor Kelly presiding****Call to Order: 7:00 PM****Commission Chambers Room 206****PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Bob Jones, Tracy Houck, Bill Bronson and Fred Burow. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Park and Recreation Interim Director Patty Rearden; Fiscal Services Director Melissa Kinzler; Fire Chief Steve Hester; City Attorney Sara Sexe; and, Police Chief Dave Bowen.

**AGENDA APPROVAL:** City Clerk Lisa Kunz noted that the agenda was revised after original posting to include two additional proclamations, the contracts list was updated to include the Ice Breaker Road Race agreement, and the minutes were updated to accurately reflect a motion made on a consent agenda item. No additional changes were suggested by the City Manager or City Commission. The revised agenda was approved as presented.

**PROCLAMATIONS:** Commissioner Jones read proclamations for Month of the Military Child and Mental Health Awareness Month; Commissioner Houck read a proclamation for Week of the Young Child; Commissioner Burow read a proclamation for Youth Day of Service; Commissioner Bronson read a proclamation for Earth Day; and, Mayor Kelly read a proclamation for Mayor's Prayer Breakfast Day.

**SWEARING IN:** Mayor Kelly performed the swearing in ceremony for Neighborhood Council 2 Representative – Ronald E. Staley.

**PETITIONS AND COMMUNICATIONS****1. Miscellaneous reports and announcements.**

**Richard Liebert**, 289 Boston Coulee Road, noted that SB 72, the firefighter presumptive illness bill, didn't pass at the legislature, and that the fuel tax credit bill, HB 473, is finally going to get voted on for funds for county roads and city streets. He commented that he listened to the interview between the City Manager and Public Works Director on public radio about the facets of public works. Mr. Liebert also suggested that the Commission consider amending Resolution 10072.

**Daniel Hartzell**, 2324 14<sup>th</sup> Avenue South, discussed people talking slang rather than using proper English. He encouraged citizens to attend the upcoming School Board meeting.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, inquired about gravel size, borders, permit fees and inspections with regard to proposed revisions to Title 17 and off street parking surfaces. Mr. Gessaman suggested that the Visitor Center should not be moved downtown, and commented that

attendance has been down at the Visitor Center since a new group took over management from the City in 2014. The City did a better job publicizing the Visitor Center. He also noted that he has been attempting to obtain more recent data on the digester gas at the Wastewater Treatment Plant.

**Brett Doney**, Great Falls Development Authority, 300 Central Avenue, announced that First Call Resolution (FCR) has starting hiring, the Agri-Tech Park has won an Excellence in Regional Transportation award from the National Association of Development Organizations, that a firm has been selected to conduct the household labor survey, and that the loan committee approved Montana Egg's loan to support its expansion. He also requested participation in GFDA's investors' survey.

**John Hubbard**, 615 7<sup>th</sup> Avenue South, expressed opposition to infrastructure and water rate increases, as well as increased property taxes.

**Gary Zimmerman**, 1405 3<sup>rd</sup> Avenue SW, commented that he has lived on his property in a mobile home since 1989. He discussed receiving a City complaint concerning several property issues.

Mayor Kelly noted that a member of Planning and Community Development will visit with him about those issues.

### **NEIGHBORHOOD COUNCILS**

#### **2. Miscellaneous reports and announcements from Neighborhood Councils.**

**Kathleen Gessaman**, NC 3, announced that the council's next meeting will be held on May 11, 2017, at Riverview School.

#### **3. Removal of A Member of Neighborhood Council #2.**

City Attorney Sara Sexe reported that Neighborhood Council 2 reported to City staff that Council Member Michael McCoy has missed five regularly scheduled meetings since September, 2016. Mr. McCoy holds the position of Secretary for the meetings and has not submitted his draft minutes for the October, 2016, meeting for Council review. No explanation was provided for Mr. McCoy's absence and other Council members were not able to reach him for an extended period of time.

In accordance with Ordinance 3149, the City sent Mr. McCoy a letter on March 22, 2017, providing him an opportunity to provide a response regarding the absences. Mr. McCoy did stop into the Manager's Office on April 3, 2017, requesting an extension to provide a written reason for the absences. He was provided an extension until Wednesday, April 5, 2017, at 5:00 p.m. The City has not received such a response.

A second letter was sent certified mail to Mr. McCoy on April 7, 2017, providing him notice for this meeting.

All City Board, Commission and Council members are required to follow the attendance policy as adopted in Ordinance 3149.

**Commissioner Burow moved, seconded by Commissioner Jones, that the City Commission remove Michael McCoy as a member of Neighborhood Council #2.**

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

### **BOARDS AND COMMISSIONS**

#### **4. Miscellaneous reports and announcements from Boards and Commissions**

Commissioner Jones announced that the Airport Authority Board invited the Commission to tour the Fed-Ex building.

Mayor Kelly announced that he and Commissioner Bronson resigned their positions on the Great Falls Development Authority (GFDA) Board and Executive Board so as to avoid any appearance of a conflict of interest. He encouraged public attendance at GFDA's Board meetings, as he and Commissioner Bronson will continue to do.

Pursuant to GFDA's bylaws, the Commission has the opportunity to appoint two representatives to the Great Falls Development Authority Board.

Commissioner Burow commented that the Commission members should attend Board and Commission meetings as private citizens rather than as Commission liaisons.

#### **5. Appointments, Advisory Commission on International Relationships (ACIR).**

**Commissioner Bronson moved, seconded by Commissioner Burow, that the City Commission appoint Brian Nosich, Veranika Marozava, Lana Kadoshnikov, Charity Jacobson and Max Mauch to the Advisory Commission on International Relationships for three-year terms through March 31, 2020.**

Mayor Kelly noted that the ACIR Board has not yet reviewed or made a recommendation with regard to Mr. Mauch's application.

After Commission discussion, Commissioners Bronson and Burow accepted a friendly amendment to the main motion to defer action on Mr. Mauch's application.

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion, as amended to only include the first four appointments, carried 5-0.

6. **Reappointments, Golf Advisory Board.**

Commissioner Houck moved, seconded by Commissioner Jones, that the City Commission reappoint Mark Johnson and Lori Muzzana to the Golf Advisory Board for three-year terms through March 31, 2020.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Burow noted that an application period was open, but no applications were received.

Mayor Kelly asked if there were any public comments. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**CITY MANAGER**

7. **Miscellaneous reports and announcements from the City Manager.**

City Manager Greg Doyon reported that the Office of Economic Adjustment from the Department of Defense is considering taking a renewed look at the Joint Land Use Study (JLUS) as a result of MANG's briefing at a work session a few weeks ago about utilizing the property at MAFB for an assault landing strip.

A Commission retreat was held yesterday that turned into a preliminary budget discussion. He reported that staff followed up on items that the Commission had targeted for action from the last retreat in January.

Yesterday the Commission heard presentations from Fiscal Services, Great Falls Police Department and Great Falls Fire Rescue about staffing needs, the Animal Shelter capital improvement needs, and Park and Recreation regarding a Park Maintenance District.

Manager Doyon announced that the Ice Breaker road race is this upcoming Sunday.

He also thanked RBC Wealth Management for donating several desks to the City to replace worn out furniture.

Manager Doyon concluded that he and Mayor Kelly judged a tri-tip contest at MAFB.

**CONSENT AGENDA**

8. April 4, 2017, Commission Meeting Minutes.

9. Total Expenditures of \$2,392,269 for the period of March 16, 2017 through April 5, 2017, to include claims over \$5,000, in the amount of \$2,113,451.



10. Amended Contracts List.

11. Award a contract in the amount of \$923,135.00 to United Materials of Great Falls, Inc. for the 8th Avenue North Water Main Replacement Project - 18<sup>th</sup> Street to 24th Street and 32nd Street to 34th Street, and authorize the City Manager to execute the construction contract documents. **OF 1716**

12. Set a public hearing for May 16, 2017, to consider a month to month lease of city-owned property, the Visitor Center (15 Overlook Drive), to the Convention and Visitors Bureau (CVB).

**Commissioner Burow moved, seconded by Commissioner Houck, that the City Commission approve the Consent Agenda as presented.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Burow referred to Item 10F of the Amended Contracts List and inquired what a “natural playground” meant.

Interim Park and Recreation Director Patty Rearden explained that in the West Bank Master Plan the playground was designed to be a natural playground with logs and rocks. The KaBoom grant will provide commercial play equipment designed to look like a natural playground.

Mayor Kelly asked if there were any comments from the public.

**Richard Liebert**, 289 Boston Coulee Road, referred to Item 12 and suggested that parking should be kept a priority for visitors at 15 Overlook Drive.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, expressed concern regarding not knowing about the future of the property at 15 Overlook Drive, the current location of the Visitor Center. He also disagreed with the way his comments were summarized on page 2017.79 of the minutes, Item 8.

Manager Doyon commented that, since the *Tribune* article, there has been interest generated about the property at 15 Overlook Drive. He reported that he does not know what the ultimate use will be at that location. He does not intend on having the City operate the Visitor Center. He believes the CVB or Chamber can do that successfully. He was surprised to learn that property was not the perfect location for the CVB to utilize. The CVB notified the City that it wanted to relocate the Visitor Center. He suggested that it is prime real estate and that the City might want to entertain proposals from low impact businesses that wouldn't be disruptive to the park but would also generate some revenue for the park.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion carried 5-0.

## **PUBLIC HEARINGS**

**OLD BUSINESS****NEW BUSINESS****13. Approve the purchase of one 2016 Enforcer Pumper Fire Truck to Hughes Fire Equipment of Spokane, Washington; through H-GAC (Houston-Galveston Area Council) for \$411,375.**

Fire Chief Steve Hester reported that this item is a recommendation to purchase a 2016 Pierce Enforcer Fire Engine unit that would replace the last "yellow engine" or the 1989 Ford L-9000, Unit #108. This vehicle has been identified by both the department and the vehicle maintenance supervisor to be replaced as soon as possible and has a number of functional issues.

The City took advantage of a great opportunity to purchase this like-new apparatus at about a 20% discount. The vehicle meets all current fire apparatus standards and will serve the community for 20+ years.

The City shall use the previously approved Cooperative Purchasing Agreement with H-GAC that meets all of the procurement standards and requirements.

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission approve the purchase of one 2016 Enforcer Pumper Truck to Hughes Fire Equipment of Spokane, Washington, through H-GAC (Houston-Galveston Area Council) for \$411,371.**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly asked if there were any comments from the public.

**Ron Staley**, 801 3<sup>rd</sup> Avenue SW, inquired why the company was selling the fire truck.

Chief Hester responded that Hughes Fire Equipment sells fire trucks. This particular unit was a demonstrator model sold at a discount.

There being no one further comments, Mayor Kelly called for the vote.

Motion carried 5-0.

**14. CDBG Program Proposed Use of Funds and Public Hearing Date for 2017/2018 Annual Action Plan.**

Planning and Community Development Director Craig Raymond reported that this item is a request to accept the Community Development Council's (CDC) recommendations for allocating approximately \$710,110 in federal CDBG funds and to set a public hearing for May 16, 2017, to receive public testimony on the City's use of CDBG funds and the Annual Action Plan.

The Annual Action Plan is simply the plan for the coming year's funding cycle and the process by which the City provided opportunity to the public to participate in the process and provide input to the City Commission and staff.

The City has not yet been notified what the funding level will be. Staff essentially budgeted the same allocation as last year although it is not at all uncommon in recent years for funding to decrease slightly. It should also be noted that the funding could be dramatically affected by the President's budget proposal. Right now, HUD officials are anxiously waiting to hear whether these important programs will continue to be funded adequately.

On February 7, 2017, the City Commission set funding percentage guidelines and adopted policies pertaining to the application and funding process and priorities. The funding percentages the City Commission adopted are as follows: Administration 20%, Public Services 12.5%, Economic Development 7.5%, Affordable Housing 30%, Public Facility Improvements 30%.

The CDC met several times to hear presentations by each of the applicants and discussed the merits of each. As usual, it was difficult to make tough recommendations as there is not enough funding to go around to all of the well deserving applicants. In the end, these recommendations before the Commission are the final product of much discussion and debate.

City Attorney Sara Sexe added that, after the March 7, 2017, City Commission work session where the initial 2017/2018 CDBG allocations were discussed, the City was advised by an applicant for the public facilities project funds that there was a potential conflict with one of the CDC members. Attorney Sexe reported that she looked into the issue and determined that, because of the appearance of a potential conflict and the potential that it might reasonably be expected to affect the independence of the CDC member or give the appearance of such affect, along with another procedural issue, she decided the best method would be to reconvene the CDC to hear the presentations on the public facilities projects. The public service and the housing projects were not affected by the alleged conflict. The basis of her opinion was that if the alleged conflict had been raised by either the applicant or the CDC member before the first CDC meeting in February, 2017, then the CDC member could have been recused from participating in the discussion or voting on the issue. By reconvening the CDC on this issue of the public facilities projects alone, the appearance or existence of the conflict would be removed.

The CDC members were advised that there was a procedural conflict causing the CDC to be reconvened only as to the public facilities projects. The CDC reconvened on April 3, 2017, as to those projects. Before the meeting the applicants were instructed specifically by City staff that their presentations were to be substantively the same as their first presentations to the CDC in February.

All applicants for the public facilities funds made presentations again before the CDC. The CDC then discussed and agreed upon recommendations as to how to allocate those funds. The member against whom the conflict was claimed did not vote on the final recommendations of fund allocations or participate in the allocation discussions at the end of the meeting.

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission accept the proposed use of CDBG funds as submitted for the Public Services and Affordable**

**Housing projects, for the 2017/2018 Community Development Block Grant (CDBG) Program for inclusion in the 2017/2018 Annual Action Plan.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Burow commented that after listening to Attorney Sexe's comments, he thinks the whole process should be called into question and reevaluated because of the conflict of interest complaint. He added that there are other members on the CDC that are recipients of CDBG funds. He thinks it gives a bad public perception.

Commissioner Bronson commented that there were no issues or changes in the CDC recommendations with regard to public services or affordable housing projects and the Commission should proceed to vote on the motion.

Mayor Kelly asked if there were any comments from the public.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, asked that the motion be reread.

Mayor Kelly repeated the motion.

**Neil Fortier**, 509 1<sup>st</sup> Avenue South, reported that he served as vice-chair on the CDC this year and that he also works for NeighborWorks Great Falls. Mr. Fortier clarified that after the presentation is made on the NeighborWorks' application, the process is that he removes himself from the room and does not partake in the conversation or have undue influence on those in the room having that conversation. Staff does a good job making sure that members are removed from the room and do not partake in any part of the conversation.

In response to Commissioner Houck, Mr. Fortier commented that Commissioner Burow sat in on the presentations; however, Mr. Fortier excused himself from the room and wasn't present during conversations.

**Brett Doney**, Great Falls Development Authority, 300 Central Avenue, commented that the City has great staff managing the program, the City Attorney has done the best that could be done, and that the Commission is under a tight timeframe for this year. Mr. Doney suggested that a policy be set going forward that any organization that is going to apply for funds not have a member on the CDC.

There being no further comments, Mayor Kelly called for the vote.

Motion carried 3-1-1 (Commissioner Burow dissented and Commissioner Houck abstained).

**Commissioner Jones moved, seconded by Commissioner Burow, that the City Commission accept the proposed use of CDBG funds as submitted for the Economic Development project, for the 2017/2018 Community Development Block Grant (CDBG) Program for inclusion in the 2017/2018 Annual Action Plan.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Bronson noted that he is going to recuse himself from voting on this motion.

Mayor Kelly noted his resignation from the GFDA Board.

Mayor Kelly asked if there were any comments from the public.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, commented that the word “development” was misspelled under the title “Economic Development” on page 68 of the agenda packet.

There being no further comments, Mayor Kelly called for the vote.

Motion carried 3-0-2 (Commissioners Bronson and Houck abstained).

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission accept the proposed use of CDBG funds as submitted for the Public Facility Improvement projects, for the 2017/2018 Community Development Block Grant (CDBG) Program for inclusion in the 2017/2018 Annual Action Plan.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Burow noted that he didn't attend all of the CDC meetings, and he wasn't present during some discussions. He expressed concern about receiving this meeting's packet, seeing changes to the allocations, and not receiving answers from staff to his questions. He did note that City Attorney Sexe got a hold of him this evening as he was driving back into town. He is not saying anything was done wrong by anyone, other than the appearance of the situation not being as clear as it should be. He continued that he has concern about public perception that Paris Gibson Square was originally turned down for a grant, and now that recommendation has changed after a Commissioner that works for Paris Gibson Square complained.

City Attorney Sexe commented that she looked at the issue, regardless of who made the complaint, as she would have done with any of the other applicants. If the same complaint had been made the same action would have been taken to try to remove the alleged conflict from the determination and the evaluation of the projects.

With regard to Public Facility Improvements, Commissioner Bronson commented that in addition to the CDC recommending an allocation of around \$28,000 for Paris Gibson Square, that there were some changes to the allocations for Opportunities, Inc., Public Works, Park and Recreation, and the Center for Mental Health. In the case of Public Works there was a substantial reduction in the allocation for ADA accessible ramps.

Director Raymond commented that he was in attendance during consideration of the second set of proposals. He noted that the City did receive some funding through the supplemental allocation for the timeliness funds. Those explained that the reason for the reductions was because those funds were removed from the Public Facilities category because they had already been funded.

With regard to the specific decreases, CDBG Administrator Maria Porter reported that when the CDC reconvened they basically started off with a blank slate. They did not know what the prior

scores or allocations were. She further noted that, due to CDC schedules, there were different people at the table having those conversations between the two different meetings.

Commissioner Bronson continued that, based on the explanation by the City Attorney, what the CDC did was give the Commission a much better result. The worse result would have applied had the Commission proceeded with the original allocations.

To the best of his knowledge, there has never been an issue until now. Going forward, he suggested the Commission consider Mr. Doney's recommendation and that the entire composition of the CDC be looked at. It may be more complicated and time consuming finding people to serve in that capacity.

Commissioner Bronson concluded that, since a good solution was proposed for a difficult problem, he suggested that the Commission vote on this motion.

Commissioner Jones concurred with Commissioner Bronson's comments.

Mayor Kelly asked if there were any comments from the public.

**Keern Haslem**, 3803 Poker Flats Road, commented that he is a project coordinator at Paris Gibson Square. He clarified that, prior to presenting to the CDC, he was warned by Paris Gibson Square's Director of Education that a person who sat on the CDC was a prior person who had worked for Paris Gibson Square. It was his hope that this person would have recused herself knowing of the conflict of interest. After the first presentation the Director of Education and he were informed there was a dramatic disparity between this particular individual's votes on other entities and Paris Gibson Square's application. As pointed out earlier, the people in the room present the first time and the second time were different. He feels this individual should have recused herself the first time around. Mr. Haslem further explained which directors at Paris Gibson Square were involved with the grant application and presentation to clarify the perception issue.

There being no one further to address the Commission, Mayor Kelly commented that the members of the CDC are appointed by the City Commission to make some difficult decisions wherein money is involved and they are often not familiar with the potential conflicts of interest that may exist. The work of the CDC is greatly appreciated. The efforts of the Commission are to protect them and the distribution of these funds in a fair and equitable way. He recommended moving forward to the public hearing.

Mayor Kelly called for the vote.

Motion carried 3-1-1 (Commissioner Burow dissented and Commissioner Houck abstained).

**Commissioner Bronson moved, seconded by Commissioner Burow, that the City Commission set the 2017/2018 Annual Action Plan for public hearing on May 16, 2017.**

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0-1 (Commissioner Houck abstained).

## ORDINANCES/RESOLUTIONS

### CITY COMMISSION

#### 15. Miscellaneous reports and announcements from the City Commission.

Mayor Kelly announced that Moody's Investors Service recently reported that the credit overview of the City of Great Falls has a very healthy credit position, and its Aa3 rating is level with the median rating. It also reflects a sound socioeconomic profile with an ample tax base. The ability to generate balanced financial operations indicates good financial management. Mayor Kelly noted the team effort and that significant improvement was seen from 2013 to 2016.

#### 16. Legislative Initiatives.

There were no Legislative initiatives.

#### 17. Commission Initiatives.

There were no Commission initiatives.

### ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Jones moved, seconded by Mayor Kelly, to adjourn the regular meeting of April 18, 2017, at 8:58 p.m.**

Motion carried 5-0.

---

Mayor Bob Kelly

---

City Clerk Lisa Kunz

Minutes Approved: May 2, 2017



**Item:** Contracts List  
**From:** Darcy Dea, Deputy City Clerk  
**Initiated By:** Various City Staff  
**Presented By:** Darcy Dea, Deputy City Clerk  
**Action Requested:**

---

---

ATTACHMENTS:

- ▣ May 2, 2017 -- Contracts List



**COMMUNICATION TO THE CITY COMMISSION**

**DATE: May 2, 2017**

**ITEM:** CONTRACTS LIST  
 Itemizing contracts not otherwise approved or ratified by City Commission Action  
 (Listed contracts are available for inspection in the City Clerk’s Office.)

**PRESENTED BY:** Darcy Dea, Deputy City Clerk

**ACTION REQUESTED:** Ratification of Contracts through the Consent Agenda

**MAYOR’ S SIGNATURE:** \_\_\_\_\_

**CONTRACTS LIST**

	<b>DEPARTMENT</b>	<b>OTHER PARTY (PERSON OR ENTITY)</b>	<b>PERIOD</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>A</b>	Great Falls Police Department	Public Safety Training Consultants (Kevin Willet)	04/30/17-04/30/18	\$2,793	Professional Services Agreement for Communications Training Officer (CTO) training workshop May 8–10, 2017
<b>B</b>	Park and Recreation	Gallatin Tree Care	05/02/17-12/01/17	Up to \$36,000 (2.40 per tree)	Non Construction Services Agreement to collect and record tree data for all trees in the City of Great Falls General Boulevard Maintenance District No. 3750. (CR: 020717.11A (grants list)
<b>C</b>	Public Works-Engineering	Estate of Gary Anderson	Temporary	\$21.00	Temporary access and construction easement for the purpose of constructing the fill slope for the future road located on the parcel of land for the new Gore Hill Water Tower across Tract 1B of C.O.S. 5077 in the NE ¼

					of Section 21, T20N, R3E, P.M.M.) <b>OF 1625.2</b>
<b>D</b>	Public Works- Engineering	Dale Hillyard	Permanent	\$21.00	Release of existing easements recorded as R0089138 and rerecorded as R0089733 that conflicts with the proposed location on the parcel of land for the new Gore Hill Water Tower. Tract 1A of COS 3347, and all in tract 1A of COS 5077 in the NE ¼ and SE ¼ of Section 21, T20N, R3E, P.M.M. <b>OF 1625.2</b>
<b>E</b>	Public Works- Engineering	Dale Hillyard	Permanent	\$21.00	Easement – Ingress and Egres Reestablishes the released easement that is not in conflict with the proposed new Gore Hill Water Tower location Tract 1A of COS 5077 in the NE ¼ and SE ¼ of Section 21, T20N, R3E, P.M.M. <b>OF 1625.2</b>
<b>F</b>	Great Falls Police Department	Craig Douglas	03/28/17- 03/28/18	\$5,000	Professional Services Agreement for ShivWorks 24 hour Extreme Close Quarter Concepts Training Course May10-12, 2017
<b>G</b>	Public Works- Engineering	Altitude Training Associates, LLC	05/02/17- 12/31/17	\$5,500	Professional Services Agreement to conduct a 3 day storm water training for the week of June 5, 2017 <b>OF 1361.2</b>



**Item:** Total Expenditures of \$2,778,706 for the period of April 1, 2017 through April 19, 2017, to include claims over \$5,000, in the amount of \$2,506,405.

**From:** Fiscal Services

**Initiated By:** City Commission

**Presented By:** Melissa Kinzler, Fiscal Services Director

**Action Requested:**

---

---

ATTACHMENTS:

- 500 Report, May 2, 2017



**ITEM:** \$5,000 Report  
 Invoices and Claims in Excess of \$5,000

**PRESENTED BY:** Fiscal Services Director

**ACTION REQUESTED:** Approval with Consent Agenda

**LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT**  
**[www.greatfallsmt.net/fiscalservices/check-register-fund](http://www.greatfallsmt.net/fiscalservices/check-register-fund)**

**TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN**  
**ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$5000:**

ACCOUNTS PAYABLE CHECK RUNS FROM APRIL 6, 2017 - APRIL 19 , 2017	2,728,760.02
MUNICIPAL COURT ACCOUNT CHECK RUN FOR APRIL 1, 2017- APRIL 13, 2017	49,945.82
<b>TOTAL: \$</b>	<b><u>2,778,705.84</u></b>

**GENERAL FUND**

**PARK & RECREATION**

PLAYSPACE DESIGN INC	OF 1585.7 WEST BANK PARK PAVILION (SPLIT AMONG FUNDS)	80.80
----------------------	--	-------

**SPECIAL REVENUE FUND**

**POLICE SPECIAL REVENUE**

JANIE ROBINSON	RELEASED PROPERTY	8,961.00
----------------	-------------------	----------

**STREET DISTRICT**

SMITH EQUIPMENT CO	PAVING FABRIC	25,625.00
--------------------	---------------	-----------

**FEDERAL BLOCK GRANTS**

PLAYSPACE DESIGN INC	OF 1585.7 WEST BANK PARK PAVILION (SPLIT AMONG FUNDS)	20,000.00
GREAT FALLS HOUSING AUTHORITY	CDBG CONTRACT AUSTIN HALL FIRE ALARM SYSTEM	78,499.27
NEIGHBORWORKS GREAT FALLS	CDBG CONTRACT 4 CITY LOTS LMI HOME DEVELOPMENT	116,000.00
ST VINCENT DE PAUL	CDBG CONTRACT PURCHASE OF 1 LOT FOR HOMELESS FEMALE VETERANS	40,000.00

**ECONOMIC REVOLVING**

ADF INTERNATIONAL	REIMBURSEMENT FOR BIG SKY TRUST GRANT	174,769.00
-------------------	--	------------

**ENTERPRISE FUNDS**

---

**WATER**

FIRST AMERICAN TITLE CO	OF 1625.2 GORE HILL TANK / PURCHASE OF LAND / CLOSING COSTS	31,934.00
ADVANCED ENGINEERING & ENVIRONMENTAL SERVICES INC	OF 1625 H2O STORAGE TANK EVAL	15,231.84
INDUSTRIAL AUTOMATION CONSULTING	OF 1519.9 WTP FILTER BLDG/HILL 57	6,848.00

**SEWER**

BIG SKY MT CORP	OF 1695.1 2016 SANITARY SEWER MANHOLE LINING PROJECT	68,130.81
SWANK ENTERPRISES NORMONT EQUIPMENT CO	OF 1457.9 WWTP DAFT REHAB PHASE 2 2017 SEWER TV TRUCK	52,127.53 175,774.90

**STORM DRAIN**

DOWL HKM	OF 1554 SOUTH GREAT FALLS STORM DRAINAGE IMPROVEMENTS	7,380.25
PHILLIPS CONSTRUCTION LLC	OF 1462.2 18TH ST S STORM DRAIN IMPROVEMENTS PHASE 2A	366,215.18
WILLIAMS CIVIL CONSTRUCTION	OF 1554.2 SOUTH GREAT FALLS STORM DRAINAGE IMPROV MISSOURI RIVER TO 6TH ST S	183,157.95

**CIVIC CENTER EVENTS**

GREAT FALLS COMMUNITY CONCERT ASSOCIATION	17-27 A BAND CALLED HONALEE PAY-OUT	8,009.14
--	-------------------------------------	----------

**INTERNAL SERVICES FUND**

---

**HUMAN RESOURCES**

THE MERCER GROUP INC	EXPENSES ASSOCIATED WITH HR DIRECTOR SEARCH	6,000.00
----------------------	--	----------

**CENTRAL GARAGE**

WAYNE ENGINEERING	PARK AND RECREATION REFUSE UNIT	40,035.00
BISON MOTOR CO	4X2 REG CAB F-350	28,285.00
TRACTOR & EQUIPMENT CO	2017 RUBBER TIRE ROLLER	87,664.00
FLAWLESS AUTO BODY INC	2016 FORD F-150 HAIL DAMAGE REPAIR	10,157.16

**TRUST AND AGENCY**

---

**COURT TRUST MUNICIPAL COURT**

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	39,869.16
---------------------	---------------------------------	-----------

**PAYROLL CLEARING**

STATE TREASURER	MONTANA TAXES	42,571.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	50,292.54
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	63,753.94
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	117,815.61
POLICE SAVINGS & LOAN	EMPLOYEE CONTRIBUTIONS	13,753.00
US BANK	FEDERAL TAXES, FICA & MEDICARE	198,271.60
AFLAC	EMPLOYEE CONTRIBUTIONS	11,376.47
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	12,747.57
MONTANA MUNICIPAL INTERLOCAL AUTHORITY	1ST QUARTER WORKMAN'S COMP	231,449.89

**UTILITY BILLS**

---

ENERGY WEST RESOURCES	MARCH 2017 CHARGES	35,238.80
TALEN TREASURE STATE	MARCH 2017 ELECTRICITY CHARGES	71,399.60
MONTANA WASTE SYSTEMS	MARCH 2017 CHARGES	66,980.24

**CLAIMS OVER \$5000 TOTAL:** \$ 2,506,405.25



---

**Item:** Public Hearing - Ordinance 3152 – An Ordinance by the City Commission of the City of Great Falls to rezone the properties legally described as: Marks 2, 3, 5, 11, Block 3, Country Club Addition, located in Section 14, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana; and, Lots 1B, 1, 1A-1, Block 1, Tietjen Triangle Addition, located in Section 15, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana; and, Lot 1, Block 1, Montana Addition, located in Section 15, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana, from C-1 Neighborhood commercial to PUD - Planned Unit Development.

**From:** Planning and Community Development

**Initiated By:** Brett and Sandra Haverlandt, Meadowlark FF&S LLC, Billings Holdings, LLC, and Galloway Inv. Inc.

**Presented By:** Craig Raymond, Director of Planning and Community Development

**Action Requested:** City Commission conduct public hearing and adopt Ordinance 3152.

---

**Public Hearing:**

1. Mayor conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Ordinance 3152 to assign a City zoning classification of PUD - Planned Unit Development to the subject property.”

2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
- 

**Staff Recommendation:**

At the conclusion of a public hearing held on January 10, 2017, the Zoning Commission recommended that the City Commission approve the rezoning request from C-1 Neighborhood commercial district to C-2 General commercial district for the subject properties.

On February 7, 2017, the City Commission accepted the first reading of Ordinance 3152 and set the Public Hearing for March 7th.

At the March 7, 2017 public hearing for Ordinance 3152, the City Commission heard lengthy testimony in opposition to the proposed rezoning petition. In response, the City Commission tabled the action and requested that a rezoning to Planned Unit Development (PUD) be considered as an alternative. The goal of the City Commission was two-fold: 1) to create a rezoning proposal which could include some prohibitions on more

intense land uses that could otherwise be developed if the property were rezoned to General Commercial, and 2) create a proposal that could more logically address traffic safety issues that have been brought up during testimony at both the Zoning Commission and City Commission.

Notice of Public Hearing before the City Commission for the rezone request was published in the Great Falls Tribune on April 18, 2017. To date, both City staff and the City Commissioners have received significant amounts of public input expressing concerns or opposition to the proposed zoning change.

Although there is continued opposition against the project, particularly from nearby residents, City staff believes the PUD proposal alleviates some of the concerns expressed during the City Commission process. As a result, staff recommends approval of the rezoning request.

**Background:**

The subject properties are located on the south side of the Country Club Boulevard and Fox Farm Road intersection (please see attached aerial map for details). In total, the properties consist of ±5.949 acres (ac) and applicant information is as follows:

<b>BUSINESS NAME/ CURRENT ZONING</b>	<b>CURRENT LAND USE</b>	<b>PROPERTY OWNER</b>	<b>PROPERTY ADDRESS</b>	<b>PROPERTY LEGAL DESCRIPTION</b>	<b>PROPERTY SIZE</b>
BEEF 'O' BRADY'S/ C-1	RESTAURANT/ TAVERN	HAVERLANDT, BRETT & SANDRA	1600 FOX FARM RD	LOT 1, BLOCK 1, MONTANA ADDITION, S15, T20N, R03E	0.819 ac or 35,675.64 s.f.
HOLIDAY GAS STATION & SUBWAY / C- 1	VEHICLE FUEL SALES/ RESTAURANT	MEADOWLARK FF&S LLC	1601 FOX FARM RD	LOT 1, BLOCK 1, TIETJEN TRIANGLE ADDITION, S14, T20N, R03E	1.153 ac or 50,224.68 s.f.
LUCKY LIL'S CASINO / C- 1	LEGAL NON- CONFORMING CASINO, TYPE II	BILLINGS HOLDINGS LLC	1605 FOX FARM RD	LOT 1B, BLOCK 1, TIETJEN TRIANGLE ADDITION S14, T20N, R03E	0.692 ac or 30,143.52 s.f.
DAIRY QUEEN / C-1	RESTAURANT	GALLOWAY INVESTMENTS INC	1651 FOX FARM RD	LOT 1A-1, BLOCK 1, TIETJEN TRIANGLE ADDITION, S14, T20N, R03E	0.315 ac or 13,721.4 s.f.
VACANT / C- 1	VACANT (PROPOSED HOTEL)	BILLINGS HOLDINGS LLC	520 COUNTRY CLUB BLVD	MARKS 3, 5, 11, BLOCK 3, COUNTRY CLUB ADDITION, S14, T20N,	2.626 ac or 114,388.56 s.f.



				R03E	
DAHLQUIST REALTORS / C-1	PROFESSIONAL SERVICES	HAVERLANDT, BRETT & SANDRA	500 COUNTRY CLUB BLVD	MARK 2, BLOCK 3, COUNTRY CLUB ADDITION, S14, T20N, R03E	0.344 ac or 14,984.64 s.f.

As part of the original application the Country Club Towers Condos had requested rezoning two small parcels associated with the Condos, but have since withdrawn their application.

**Zoning Map Amendment Request:**

Note: the terms “rezone” and “zoning map amendment” are used interchangeably. The subject properties are currently zoned C-1 Neighborhood commercial district. The applicants originally requested that the subject properties be rezoned to C-2 General commercial district in order to have the ability to allow higher intensity uses with less restrictive development standards. The Official Code of the City of Great Falls (OCCGF) Title 17 - Land Development Code §17.20.2.040 Establishment and purpose of districts, describes these two districts as:

**C-1 Neighborhood commercial.** This district is found near established and developing residential areas and is intended to accommodate low intensity commercial activities that serve the nearby residential area. Development standards ensure the compatibility of this district to those residential districts that may adjoin.

**C-2 General commercial.** This district is primarily intended to accommodate high-traffic businesses that focus on vehicle traffic. Where this district abuts a residential district, appropriate screening and landscaping will be provided to lessen associated impacts. Current residential uses are not considered nonconforming. As such, current residential uses existing at the time this Title was adopted are allowed to expand or to be re-established, if damaged.

Based on the City Commission request to evaluate options to rezone to a PUD, staff has developed a PUD proposal that would govern the zoning for the properties. If a PUD is adopted, future development of the area could utilize C-2 zoning district development standards for height, setbacks, lot coverage percentage, etc. Many of the standards are exactly the same for C-1 and C-2 districts. The OCCGF, Chapter 20 – Land Use, outlines development standards for each zoning district in Exhibit 20-4. The primary differences between the C-1 and C-2 districts are the maximum height permitted, maximum lot coverage, and front yard setback. In summation, the C-2 district permits:

- an additional 30 feet in building height
- 20% more total lot coverage
- a reduction in the front yard setback to 0 feet
- a 10-foot increase in the maximum height of a free standing sign

These standards would be allowed if the PUD is granted.

Moreover, Chapter 20 provides a land use table showing the allowable principal, accessory, and temporary uses in each zoning district as Exhibit 20-1. Staff has tailored this Exhibit to create a Comparative Table showing the differences in allowed uses between the C-1 and C-2 zoning districts and incorporates the proposed PUD (see attached). Many of the uses have special standards that apply, and must be followed should they be established on a property. Other standards such as landscaping, lighting, parking, architecture, and pedestrian accommodations are the same in both districts as well. However, the PUD zoning designation, if adopted, would carry permanent restrictions in two areas: 1) permitted land uses, and 2) access and circulation.

For permitted land uses, the proposed PUD lists the following land uses as prohibited: Campground, Casino, Type I, Commercial Kennel, Construction Materials Sales, Contractor Yard, Type I, Large Equipment Rental, Light Manufacturing and Assembly, Vehicle Repair, Vehicle Sales and Rental.

Please note that there were other potential land uses that were considered by staff. However, those uses were not added because they were either indicated as Conditional Uses already subject to Public Hearing review by City Commission or government-related uses that were not realistic scenarios for development. It is also important to note that the existing casino is a legal non-conforming use and may remain; however, any attempt at new casino construction would be prohibited by the proposed PUD.

As for access and circulation, City staff has put together three PUD restrictions in response to both City Commission input and public input. First, a schematic proposal has been developed and presented to the Montana Department of Transportation (MDT) to increase the number of southbound vehicles which could potentially turn left from Fox Farm Road into the Lucky Lil's access point. The proposal would still require MDT approval but would increase safety by moving the existing access point further south and reducing the width of the current median. This would allow up to three vehicles to get into the turn lane instead of the single vehicle that can barely make the maneuver currently. Also, there would be more time for vehicles to signal and enter the turn lane. Currently, this lane changing is very abrupt and causes trailing vehicles to swerve.

Additionally, the developer will be required to obtain a legal easement for access between the existing Dairy Queen and Chinese restaurants to allow for legal access to the hotel site from Alder Drive. Although traffic safety concerns have been raised about both Fox Farm Road and Alder Drive, Alder Drive is the safer of the two locations. Since this access already occurs, it is very important that the access point be legalized now so the access point is not taken away in the future.

Finally, both City staff and the developer have been working on the design plans for the possible hotel project to make it more difficult for vehicles to simply "cut through" the Lucky Lil's Casino parking lot and access behind Holiday Convenience Store. The goal is not to block access to the hotel but to distribute traffic into multiple access points, particularly using Alder Drive.

While the proposed access circulation restrictions added to the PUD proposal will not alleviate current congestion concerns, they will mitigate safety impacts associated with the immediately proposed hotel development as well as any possible redevelopment of existing business parcels.

**Finding of Fact:**

The bases for decision on zoning map amendments, i.e. rezoning or zone changes, are listed in OCCGF § 17.16.40.030 and Mont. Code Ann. §76-2-304. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the criteria which are attached as Findings of Fact – Zoning Map Amendment.

**Fiscal Impact:**

The subject properties are located in the City limits and most have established businesses located on them. If the rezoning application is approved, the vacant property between Dahlquist Realtors and the Holiday Gas Station/Subway owned by Billings Holdings LLC could develop into a hotel. Thus, if the rezoning results in new development or redevelopment, this could benefit the City financially due to increased property tax assessments collected.

**Alternatives:**

The City Commission could deny Ordinance 3152 and detail findings of fact supporting the denial which are contrary to those recommended by staff.

**Concurrences:**

Representatives from the City's Public Works, Police, Park and Recreation, and Fire Departments have been involved throughout the review and approval process for this project. During discussions over traffic circulation and safety improvements that would be required as part of the revised PUD proposal, divisions within the Public Works Department provided significant input. The traffic safety restrictions in the PUD have been agreed upon by both Planning & Community Development and Public Works staff.

ATTACHMENTS:

- ▢ Ordinance 3152
- ▢ Ordinance 3152 Attachment A
- ▢ PUD Proposal
- ▢ Zoning Map
- ▢ Zone Change Summary & Comparative Table
- ▢ Exhibit 20-4 Development Standards
- ▢ Applications requesting rezoning
- ▢ Application Narrative
- ▢ Site Photographs
- ▢ Findings of Fact Zoning Map Amendment

ORDINANCE 3152

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS TO REZONE THE PROPERTY LEGALLY DESCRIBED AS: MARKS 2, 3, 5, 11, BLOCK 3, COUNTRY CLUB ADDITION, LOCATED IN SECTION 14, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M. CASCADE COUNTY, MONTANA; AND, LOTS 1B, 1, 1A-1, BLOCK 1, TIETJEN TRIANGLE ADDITION, LOCATED IN SECTION 15, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M. CASCADE COUNTY, MONTANA; AND, LOT 1, BLOCK 1, MONTANA ADDITION, LOCATED IN SECTION 15, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M. CASCADE COUNTY, MONTANA, FROM C-1 NEIGHBORHOOD COMMERCIAL TO PUD PLANNED UNIT DEVELOPMENT DISTRICT.

\* \* \* \* \*

WHEREAS, the subject properties, located on the south side of the Country Club Boulevard and Fox Farm Road intersection, are presently zoned C-1 Neighborhood Commercial district; and,

WHEREAS, the property owners, Brett and Sandra Haverlandt, Meadowlark FF&S LLC, Billings Holdings, LLC, and Galloway Investments Inc., have petitioned the City of Great Falls to rezone said properties to C-2 General Commercial district; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on January 10, 2017, to consider said rezoning from C-1 Neighborhood Commercial district to C-2 General Commercial district and at the conclusion of said hearing passed a motion recommending the City Commission rezone the property legally described as: Marks 2, 3, 5, 11, Block 3, Country Club Addition, located in Section 14, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana; and, Lots 1B, 1, 1A-1, Block 1, Tietjen Triangle Addition, located in Section 15, Township 20 North, Range 3 East, P.M.M.

Cascade County, Montana; and, Lot 1, Block 1, Montana Addition, located in Section 15, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana; and,

WHEREAS, after having considered this matter at its February 7 and March 7, 2017, meetings, the City Commission remanded Ordinance 3152 back to the Planning and Community Development Department with further instructions, including but not limited to, reviewing the appropriateness of using the designation of Planned Unit Development (PUD) as opposed to C-2 in order to mitigate the impacts of certain permitted uses allowed in the C-2 zoning district and to mitigate traffic safety concerns accompanying additional development; and,

WHEREAS, notice of assigning said zoning classification to the subject property was published in the *Great Falls Tribune* advising that a public hearing on the PUD zoning designation would be held on the 2<sup>nd</sup> day of May, 2017, before final passage of said Ordinance herein; and,

WHEREAS, following said public hearing, it was found and decided that the said rezoning designation be made; and,

WHEREAS, the zoning map amendment on said property meets the Basis of Decision requirements in the Official Code of the City of Great Falls, Section 17.16.40.030.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1. It is determined that herein requested rezoning will meet the criteria and guidelines cited in Mont. Code Ann. §76-1-605, §76-2-304, and Section 17.16.40.030 of the Land Development Code of the City of Great Falls.

Section 2. That the properties legally described as: Marks 2, 3, 5, 11, Block 3, Country Club Addition, located in Section 14, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana; and, Lots 1B, 1, 1A-1, Block 1, Tietjen Triangle Addition, located in Section 15, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana; and, Lot 1, Block 1, Montana Addition, located in Section 15, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana., as shown attached hereto as Attachment "A", be rezoned to PUD Planned Unit Development district.

Section 3. Where the Official Code of the City of Great Falls regulations apply to a specific zoning district, the C-2 General Commercial district regulations shall apply to the properties within the PUD.

Section 4. All uses listed in Article 17.20.3, Exhibits 20-1, 20-2, and 20-3 of the Official Code of the City of Great Falls (OCCGF) as permitted or conditionally permitted in the C-2 zoning district are allowable uses within the PUD, with the exception of the following uses which are prohibited:

- Campground
- Casino, type I
- Commercial Kennel
- Construction Materials Sales
- Contractor Yard, type I
- Large equipment rental
- Light manufacturing and assembly
- Vehicle repair
- Vehicle sales and rental
- Veterinary Clinic, large animal

Section 5. Prior to new building construction on the vacant 2.6 acre tract within the PUD, the applicant shall address traffic safety issues through the following measures:

- The applicant is required to obtain an access easement through the property legally described as Country Club Addition, Section 14, Township 20 North, Range 3 East, Block 003, Mark 6. This will allow motorists accessing properties in the PUD to legally utilize an already established vehicle circulation point from Alder Drive. Proof of easement, future design of this access, and associated directional signage on Alder Drive and Fox Farm Road must all be approved by the City prior to the issuance of any building permit for the 2.6 acre tract in the PUD.
- The applicant is required to mitigate “cut-through” access through the Lucky Lil’s Casino property (legally described as Lot 1B, Block 1, Tietjen Triangle Addition) and the Holiday Gas Station property (legally described as Lot 1, Block 1, Tietjen Triangle Addition). This is designed to direct future development traffic for the vacant 2.6 acre parcel to safer access from Alder Drive. Design of these cut-through mitigation measures shall be approved by the City prior to the issuance of any building permit for the 2.6 acre tract in the PUD.
- The applicant shall submit a proposal to the Montana Department of Transportation (MDT) and the City of Great Falls to increase left-turn vehicle stacking at the Fox Farm Road access into the Lucky Lil’s Casino property. If this proposal is approved by MDT, it shall be implemented prior to the issuance of a future occupancy permit associated with development of the vacant 2.6 acre parcel.

Section 6. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading February 7, 2017.

ADOPTED as amended by the City Commission of the City of Great Falls, Montana on second reading May 2, 2017.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

\_\_\_\_\_  
Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Sara Sexe, City Attorney

State of Montana    )  
County of Cascade   : ss  
City of Great Falls   )

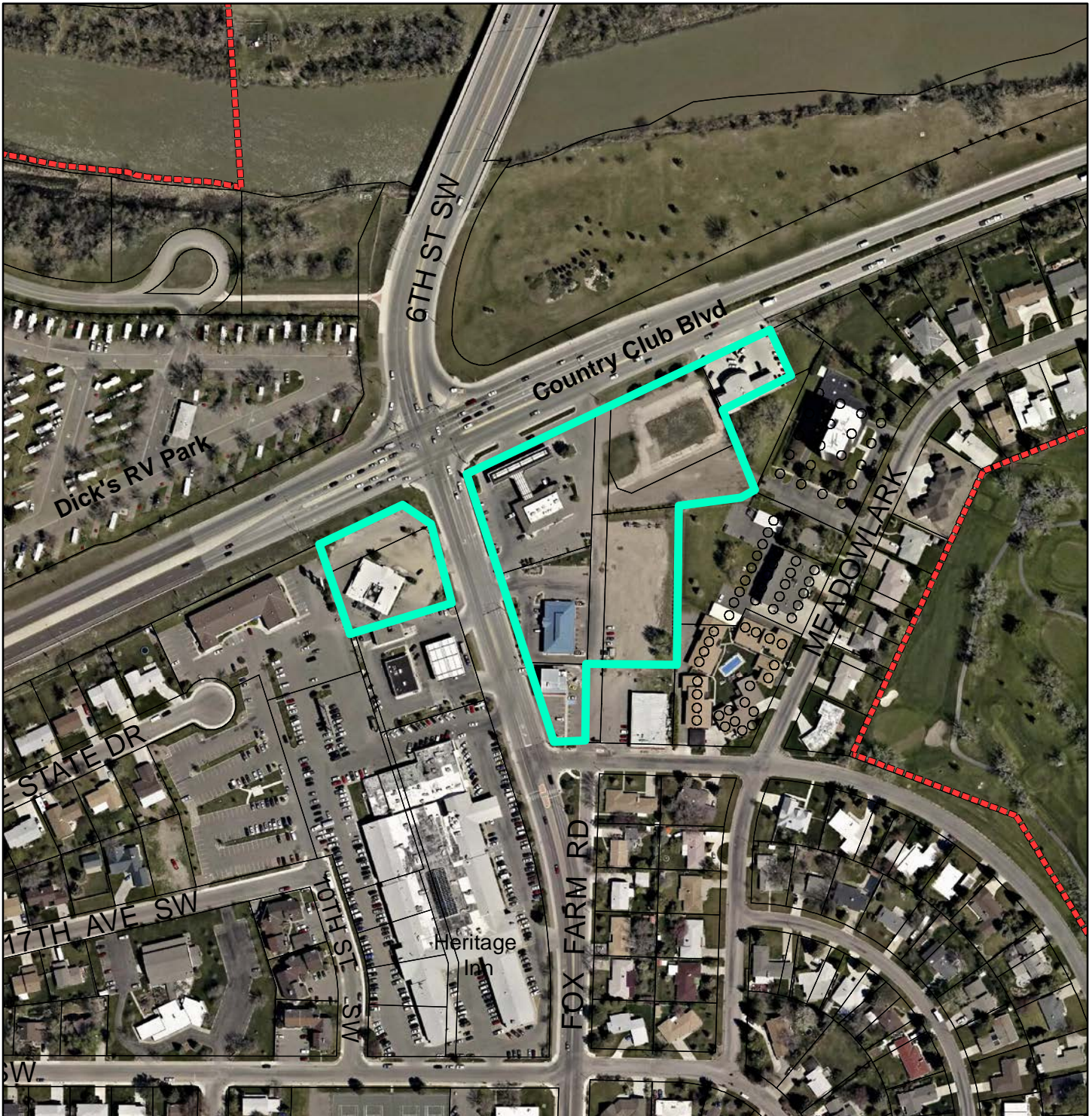
I, Darcy Dea, Deputy City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the City Commission, Ordinance 3152 in three conspicuous places within the limits of said City to-wit:


On the Bulletin Board, first floor, Civic Center Building;  
On the Bulletin Board, first floor, Cascade County Court House;  
On the Bulletin Board, Great Falls Public Library

\_\_\_\_\_  
Darcy Dea, Deputy City Clerk

(CITY SEAL)

# Ordinance 3152 Attachment A



 Properties included in rezone to C-2 General commercial

 City Limits

 Tracts of Land





# Planning & Community Development Department

## MEMO

To: Members of the City Commission; Brett & Sandra Haverlandt, Meadowlark FF&S LLC, Billings Holdings, LLC, Galloway Investments Inc.

From: Tom Micuda, Deputy Director; Craig Raymond, Director

Date: April 19 , 2017

Re: Fox Farm Planned Unit Development Proposal

---

**BACKGROUND:** At the March 7, 2017 City Commission meeting, Ordinance 3152, which proposes a rezoning of approximately 5.949 acres on the south side of the Country Club Boulevard and Fox Farm Road intersection from Neighborhood commercial (C-1) to General commercial (C-2), was tabled by the City Commission. The tabling motion also instructed Planning and Community Development staff to develop a Planned Unit Development (PUD) proposal as an alternative to the applicant's request for General commercial zoning. This memo outlines the PUD proposal and is comprised of the following:

- Purpose of the PUD district
- Effect of the PUD on allowable uses
- Effect of PUD on access and circulation requirements

**PURPOSE OF THE PUD DISTRICT:** As outlined by the City Commission at its March 7, 2017 meeting, the approximately 5.949 acres located on the south side of the Country Club Boulevard and Fox Farm Road intersection does not have an existing land use pattern that is typical of a Neighborhood commercial zoning district which is, according to the City's Land Development Code, "intended to accommodate low intensity commercial activities that serve the nearby residential area." Instead, the 5.949 acres currently contains two very popular restaurants, a casino, and a convenience store/Subway restaurant characterized by high traffic volume. These land uses combined with the high traffic counts on both approaching roadways create a commercial node that serves a larger area than the surrounding adjacent neighborhood.

Additionally, the 5.949 acres contains a vacant approximately 2.6 acre tract of land that should logically be developed to complete the build-out of this commercial area. This PUD recognizes that the regulatory height limit of the C-1 zoning district creates a barrier to the applicant's desired land use – a four-story hotel. The regulations in the PUD would remove that barrier to allow hotel construction on the 2.6 acre parcel. However, PUD zoning is the preferred zoning approach in contrast to granting C-2 zoning for the following reasons:

- Granting C-2 zoning provides less control over future land uses and impacts that could otherwise be legally established over the 5.949 acres and may not be desirable with the residential areas located south of this commercial node. This PUD attempts to address that issue.
- Granting C-2 zoning makes it more difficult for the City to address legitimate safety issues associated with the congested condition of the Fox Farm Road and Country Club Boulevard intersection. This PUD attempts to address that issue.

**EFFECT OF THE PUD ON ALLOWABLE USES:** The PUD would allow the owners of property more flexibility in establishing land uses permitted in the C-2 zoning district. All uses listed in Section 17.20.3.010, Exhibits 20-1, 20-2, and 20-3 of the Official Code for the City of Great Falls (OCCGF) as Permitted or Conditional in the C-2 zoning district would apply to this PUD with the exception of the following uses which are prohibited because they may not be compatible with nearby residential areas:

- Campground
- Casino, type I
- Commercial Kennel
- Construction Materials Sales
- Contractor Yard, type I
- Large equipment rental
- Light manufacturing and assembly
- Vehicle repair
- Vehicle sales and rental
- Veterinary Clinic, large animal

**EFFECT OF THE PUD ON ACCESS AND CIRCULATION REQUIREMENTS:** The Country Club Boulevard and Fox Farm intersection is characterized by traffic congestion during peak traffic times as well as safety concerns associated with vehicles making turning movements into and out of the commercial businesses within the proposed PUD area. While left turn restrictions are present along Country Club Boulevard and a portion of Fox Farm Road, this issue is still a concern particularly where southbound traffic on Fox Farm Road turns left into the access drive for the Lucky Lil's Casino property. At the March 7 hearing, concerns were raised that additional development within the PUD, for instance hotel development on the vacant 2.6 acre parcel, could increase traffic congestion and negatively impact safety. Specifically, City staff's biggest concern is that future development traffic accessing the 2.6 acre parcel will use the Lucky Lil's driveway approach from Fox Farm Road. There is inadequate vehicle stacking at this left turn approach on Fox Farm Road.

If the 5.949 acres was rezoned to C-2, City staff would require the applicant to address the secondary access issue from Fox Farm Road through conditioning the permit review process. However, in order to provide the public and the City Commission greater certainty that traffic congestion and traffic safety issues are better addressed during the zoning process, the PUD imposes the following restrictions on the applicant prior to permit issuance:

- The applicant is required to obtain an access easement through the property legally described as Country Club Addition, Section 14, Township 20 North, Range 3 East, Block 003, Mark 6. This will allow motorists accessing properties in the PUD to legally utilize an already established vehicle circulation point from Alder Drive. Proof of easement, future design of this access, and associated directional signage on Alder Drive and Fox Farm Road must all be approved by the City prior to the issuance of any building permit for the 2.6 acre tract in the PUD.
- The applicant is required to mitigate “cut-through” access through the Lucky Lil’s Casino property (legally described as Lot 1B, Block 1, Tietjen Triangle Addition) and the Holiday Gas Station property (legally described as Lot 1, Block 1, Tietjen Triangle Addition). This is designed to direct future development traffic for the vacant 2.6 acre parcel to safer access from Alder Drive. Design of these cut-through mitigation measures shall be approved by the City prior to the issuance of any building permit for the 2.6 acre tract in the PUD.
- The applicant shall submit a proposal to the Montana Department of Transportation (MDT) and the City of Great Falls to increase left-turn vehicle stacking at the Fox Farm Road access into the Lucky Lil’s Casino property. If this proposal is approved by MDT, it shall be implemented prior to the issuance of a future occupancy permit associated with development of the vacant 2.6 acre parcel.

Thank you.

Approved by:












Craig Raymond, Director

Enclosures:

Cc: Property file

# ZONING MAP



- |  |  |
|--|--|
|  City Limits                               |  R-2 Single-family Medium Density   |
|  Tracts of Land                            |  R-6 Multi-family High Density      |
|  Properties included in rezone application |  R-10 Mobile Home Park              |
|  |  C-1 Neighborhood Commercial        |
|  |  PLI Public Lands and Institutional |
|  |  POS Parks and Open Space           |



## Zone Change Summary: Main Differences if Zone Change Occurs

### **\* Use prohibited by the PUD proposal**

#### **Conditionally allowed in C-2 (not previously allowed in C-1)**

Campground \*  
Auction Sales  
Large Equipment Rental \*  
Animal Shelter  
Contractor Yard Type I \*  
Veterinary Clinic, large animal \*  
Heli-Pad

#### **Allowed outright in C-2 (not previously allowed in C-1)**

Micro-brewery  
Construction Materials Sales \*  
Commercial Kennel \*  
Small Equipment Rental  
Casino Type I \*  
Vehicle Repair \*  
Vehicles Sales and Rental \*  
Indoor Entertainment  
Indoor Sports and Recreation  
Miniature Golf  
Civic Use Facility  
Health Care Facility  
Light Manufacturing & Assembly  
Taxi Cab Dispatch Terminal  
Parking Structure  
Accessory Gaming  
Accessory Storage Containers  
Itinerant Outdoor Sales (Temporary)  
Outdoor Entertainment (Temporary)  
Sidewalk Food Vendor (Temporary)

#### **Previously conditionally allowed in C-1, now allowed outright in C-2**

Shopping Center  
Veterinary Clinic, Small Animal  
Vehicle Fuel Sales  
Vehicle Services  
Community Center  
Public Safety Facility

#### **Previously allowed in C-1, now prohibited in C-2**

Residential of any sort  
Family and Group Day Care Homes  
Educational Facility K-12  
Worship Facility

#### **Previously permitted in C-1, now conditional allowed in C-2**

Nursing Home

#### **Previously conditionally allowed in C-1, now prohibited in C-2**

Bed and Breakfast (Accessory)

**COMPARATIVE TABLE - DIFFERENCES IN ALLOWED USES BETWEEN C-1 AND C-2 ZONING DISTRICTS**

<b>Key:</b>	
The use is not permitted in the district	—
The use is allowed through the conditional use permit process	C
The use is permitted in the district by right, consistent with the OCCGF development standards	P
Indicates use permitted in C-1, but not C-2	
Indicates use permitted in C-2, but not C-1	
Indicates use prohibited per PUD	X

**PRINCIPAL USES**

Use	PUD	C-1	C-2
Residence, single-family detached		P	-
Residence, two-family		P	-
Residence, multi-family		P	-
Residence, manufactured/factory-built		P	-
Retirement home		P	-
Day care center		P	P
Emergency shelter		C	C
Family day care home		P	-
Group day care home		P	-
Nursing home		P	C
Campground	X	-	C
Hotel/motel		P	P
Micro-brewery		-	P
Restaurant		P	P
Tavern		P	P
Auction sales		-	C
Construction materials sales	X	-	P
Convenience sales		P	P
General sales		P	P
Off-site liquor sales		P	P
Secondhand sales		P	P
Shopping center		C	P
Administrative services		P	P
Commercial kennel	X	-	P
Financial services		P	P
Funeral home		P	P
General services		P	P
Professional services		P	P
Veterinary clinic, large animal	X	-	C
Veterinary clinic, small animal		C	P

Large equipment rental	X	-	C
Small equipment rental		-	P
General repair		P	P
Vehicle fuel sales		C	P
Vehicle repair	X	-	P
Vehicle sales and rental	X	-	P
Vehicle services		C	P
Climate controlled indoor storage		P	P
Casino, type I	X	-	P
Indoor entertainment		-	P
Indoor sports and recreation		-	P
Miniature golf		-	P
Park		P	P
Recreational trail		P	P
Administrative governmental center		P	P
Animal shelter		-	C
Civic use facility		-	P
Community center		C	P
Public safety facility		C	P
Worship facility		P	-
Health care clinic		P	P
Health care facility		-	P
Health care sales and services		P	P
Commercial education facility		P	P
Educational facility (K-12)		C	-
Educational facility (higher education)		C	C
Instructional facility		P	P
Telecommunication facility - Concealed facility		P	P
Telecommunication facility - Unconcealed facility		C	C
Telecommunication facility - Co-located facility		P	P
Utility installation		C	C
Bus transit terminal		-	P
Heli-pad		-	C
Parking lot, principal use		P	P
Parking structure		-	P
Taxi cab dispatch terminal		-	P
Contractor yard, type I	X	-	C
Artisan shop		P	P
Light manufacturing and assembly	X	-	P

**TEMPORARY USES****Use****C-1****C-2**

Garage sales		P	P
Itinerant outdoor sales		-	P
On-site construction office		P	P
Outdoor entertainment, temporary		-	P
Sidewalk café		P	P
Sidewalk food vendor		-	P

**ACCESSORY USES****Use****C-1****C-2**

Accessory living space		P	P
ATM, exterior		P	P
Bed and breakfast		C	-
Gaming, accessory		-	P
Garage, private		P	P
Home occupation		P	P
Residence, accessory		P	P
Storage containers		-	P
Wind-powered electricity systems		P	P



**Exhibit 20-4 (continued). Development standards for other zoning districts**

	<b>M-1</b>	<b>M-2</b>	<b>C-1</b>	<b>C-2</b>	<b>C-3</b>	<b>C-4</b>	<b>C-5</b>	<b>PLI</b>	<b>GFIA</b>	<b>I-1</b>	<b>I-2</b>	
Residential density	500 sq. feet of lot area per dwelling unit	500 sq. feet of lot area per dwelling unit	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Minimum lot size for newly created lots	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	
Minimum lot width for newly created lots	50 feet	50 feet	50 feet	50 feet	50 feet	50 feet	50 feet	50 feet	50 feet	50 feet	50 feet	
Lot proportion for newly created lots (maximum depth to width)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3:1	3:1	
Maximum building height of principal building	65 feet except as follows: 35 feet within 200 feet of an R-1, R-2, R-3 district; 45 feet when within 200 feet of an R-1, R-2, R-3 district; and 65 feet when more than 350 feet from an R-1, R-2, R-3 district	65 feet except as follows: 35 feet within 200 feet of an R-1, R-2, R-3 district; 45 feet when within 200 feet of an R-1, R-2, R-3 district; and 65 feet when more than 350 feet from an R-1, R-2, R-3 district	35 feet	65 feet	50 feet	100 feet by right; 101 feet to 160 feet as conditional use	55 feet	100 feet by right; 101 feet to 160 feet as conditional use, except as follows; in the proposed medical district master plan area, 160 feet by right	65 feet	45 feet	45 feet	none
Maximum building height of accessory building	24 feet, but may be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	n/a	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	35 feet	none	

	<b>M-1</b>	<b>M-2</b>	<b>C-1</b>	<b>C-2</b>	<b>C-3</b>	<b>C-4</b>	<b>C-5</b>	<b>PLI</b>	<b>GFIA</b>	<b>I-1</b>	<b>I-2</b>
Minimum front yard setback of principal and accessory buildings	none	Existing Industrial: 20 feet	15 feet	none	25 feet	none	15 feet	25 feet	25 feet	20 feet	10 feet
Minimum side yard setback of principal and accessory buildings	Commercial: none Residential: 5 feet each side	Commercial: none Residential: 5 feet each side Existing Industrial: 15 feet each side	10 feet each side	10 feet each side	15 feet each side	none	10 feet each side	10 feet each side	none	10 feet each side	10 feet each side, 15 feet when side yard abuts a non-industrial zoning district
Minimum rear yard setback of principal and accessory buildings	10 feet	10 feet	15 feet	1/10 of lot depth but not less than 1/10 of building height	1/10 of lot depth but not less than 1/10 of building height	none	1/10 of lot depth but not less than 1/10 of building height	1/10 of lot depth but not less than 1/10 of building height	none	5 feet	5 feet
Maximum lot coverage of principal and accessory buildings	Corner lot: 70% Other lots: 65%	Corner lot: 70% Other lots: 65%	Corner lot: 50% Other lots: 40%	Corner lot: 70% Other lots: 60%	Corner lot: 70% Other lots: 60%	100%	Corner lot: 70% Other lots: 60%	Corner lot: 70% Other lots: 60%	none	Corner lot: 85% Other lots: 70%	Corner lot: 85% Other lots: 70%

(Ord. No. 3087, § 1(Exh. A), 6-19-2012, eff. 7-19-2012)

CITY OF GREAT FALLS  
PLANNING & COMMUNITY DEVELOPMENT DEPT.  
P.O. BOX 5021, GREAT FALLS, MT, 59403-5021  
406.455.8415 • WWW.GREATFALLSMT.NET

### DEVELOPMENT APPLICATION

Fox Farm Rezone

Name of Project / Development:

BRETT AND SANDRA HAVERLANDT

Owner Name:

500 COUNTRY CLUB BLVD.; GREAT FALLS, MT 59404

Mailing Address:

406-788-8709

Phone:

brett@dahlquistrealtors.com

Email:

Big Sky Civil & Environmental, Inc. - Joseph N Murphy, PE

Representative Name:

P.O. Box 3625 Great Falls, MT 59403

Mailing Address:

(406) 727-2185

Phone:

jmurphy@bigskyce.com

Email:

### PROPERTY DESCRIPTION / LOCATION:

varies (see attached)	14 & 15	T20N	R03E
<b>Mark/Lot:</b>	<b>Section:</b>	<b>Township/Block:</b>	<b>Range/Addition:</b>
Country Club Boulevard & Fox Farm Road (see attached exhibits)			

Street Address:

### ZONING:

C1	C2	Neighborhood Commercial general business	General Commercial general business
<b>Current:</b>	<b>Proposed:</b>	<b>Current:</b>	<b>Proposed:</b>

### LAND USE:

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

*Brett Haverlandt*

Property Owner's Signature:

10-3-2016

Date:

Representative's Signature:

Date:

HOLIDAY

CITY OF GREAT FALLS  
 PLANNING & COMMUNITY DEVELOPMENT DEPT.  
 P.O. BOX 5021, GREAT FALLS, MT, 59403-5021  
 406.455.8415 • WWW.GREATFALLSMT.NET

**DEVELOPMENT APPLICATION**

**Submittal Date:** \_\_\_\_\_

**Application Number:** \_\_\_\_\_

**Paid (Official Use ONLY):**

Annexation: \$500

Preliminary Plat, Major: \$1,500 + \$50/lot

Revised Preliminary Plat: \$1,000

Final Plat, Major: \$1,500 + \$25/lot

Minor Subdivision: \$1,250

Amended Plat, Administrative: \$200

Amended Plat, Non-administrative: \$1,000

Zoning Map Amendment: \$2,000

Conditional Use Permit: \$1,500

Planned Unit Development: \$2,000

Vacate Public Right-of-Way: \$1,250

Public Hearing Notice

Fox Farm Rezone  
**Name of Project / Development:**

Meadowlark FF+S LLC  
**Owner Name:**

2718 Tradewinds Way  
**Mailing Address:** Thompson Falls, MT 59873  
 406-827-4314

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Big Sky Civil & Environmental, Inc. - Joseph N Murphy, PE  
**Representative Name:**

P.O. Box 3625 Great Falls, MT 59403  
**Mailing Address:**

(406) 727-2185 **Phone:** \_\_\_\_\_ jmurphy@bigskyce.com **Email:** \_\_\_\_\_

**PROPERTY DESCRIPTION / LOCATION:**

varies (see attached)	14 & 15	T20N	R03E
<b>Mark/Lot:</b>	<b>Section:</b>	<b>Township/Block:</b>	<b>Range/Addition:</b>
Country Club Boulevard & Fox Farm Road (see attached exhibits)			
<b>Street Address:</b>			

<b>ZONING:</b>		<b>LAND USE:</b>	
C1	C2	Neighborhood Commercial general business	General Commercial general business
<b>Current:</b>	<b>Proposed:</b>	<b>Current:</b>	<b>Proposed:</b>

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

*Bay C. Moore*  
**Property Owner's Signature:** \_\_\_\_\_ **Date:** 10/3/16

**Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Form Updated: 05.01.2014

CITY OF GREAT FALLS  
PLANNING & COMMUNITY DEVELOPMENT DEPT.  
P.O. BOX 5021, GREAT FALLS, MT, 59403-5021  
406.455.8415 • WWW.GREATFALLSMT.NET

# DEVELOPMENT APPLICATION

- Submittal Date: \_\_\_\_\_
- Application Number: \_\_\_\_\_
- Paid (Official Use ONLY):
- Annexation: \$500
  - Preliminary Plat, Major: \$1,500 + \$50/lot
  - Revised Preliminary Plat: \$1,000
  - Final Plat, Major: \$1,500 + \$25/lot
  - Minor Subdivision: \$1,250
  - Amended Plat, Administrative: \$200
  - Amended Plat, Non-administrative: \$1,000
  - Zoning Map Amendment: \$2,000
  - Conditional Use Permit: \$1,500
  - Planned Unit Development: \$2,000
  - Vacate Public Right-of-Way: \$1,250
  - Public Hearing Notice

Fox Farm Rezone

Name of Project / Development:

Galloway Inv Inc.  
Owner Name: DBA FoxFarm D. Q.

310 - 69750 GF MT 59405

Mailing Address:

406 453 5413 Phone:      segdreams@yahoo.com Email:

Big Sky Civil & Environmental, Inc. - Joseph N Murphy, PE

Representative Name:

P.O. Box 3625 Great Falls, MT 59403

Mailing Address:

(406) 727-2185 Phone:      jmurphy@bigskyce.com Email:

## PROPERTY DESCRIPTION / LOCATION:

varies (see attached)	14 & 15	T20N	R03E
<b>Mark/Lot:</b>	<b>Section:</b>	<b>Township/Block:</b>	<b>Range/Addition:</b>
Country Club Boulevard & Fox Farm Road (see attached exhibits)			

Street Address:

## ZONING:

C1	C2	Neighborhood Commercial general business	General Commercial general business
<b>Current:</b>	<b>Proposed:</b>	<b>Current:</b>	<b>Proposed:</b>

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

Galloway Inv Inc by [Signature] Property Owner's Signature:      9/30/16 Date:

Representative's Signature:      Date:

Form Updated: 05.01.2014

CITY OF GREAT FALLS  
PLANNING & COMMUNITY DEVELOPMENT DEPT.  
P.O. BOX 5021, GREAT FALLS, MT, 59403-5021  
406.455.8415 • WWW.GREATFALLSMT.NET

# DEVELOPMENT APPLICATION

Fox Farm Rezone

**Name of Project / Development:**

Billings Holdings, LLC

**Owner Name:**

P.O. Box 6000 Butte, MT 59702

**Mailing Address:**

(406) 497-6700

dans@townpump.com

**Phone:**

**Email:**

Big Sky Civil & Environmental, Inc. - Joseph N Murphy, PE

**Representative Name:**

P.O. Box 3625 Great Falls, MT 59403

**Mailing Address:**

(406) 727-2185

jmurphy@bigskyce.com

**Phone:**

**Email:**

## PROPERTY DESCRIPTION / LOCATION:

Block 1, Lot 1, AM Plat 2897      14      T20N      R03E / Tietgen Triangle Add'n

**Mark/Lot:**      **Section:**      **Township/Block:**      **Range/Addition:**

Country Club Boulevard & Fox Farm Road (see attached exhibits)

**Street Address:**

## ZONING:

C1

C2

## LAND USE:

Neighborhood Commercial  
vacant\* & general business

General Commercial  
hotel\* & general business

**Current:**

**Proposed:**

**Current:**

**Proposed:**

\* - Billings Holdings, LLC parcel

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

  
**Property Owner's Signature:**

10-3-16  
**Date:**

**Representative's Signature:**

**Date:**

Form Updated: 05.01.2014

CITY OF GREAT FALLS  
PLANNING & COMMUNITY DEVELOPMENT DEPT.  
P.O. BOX 5021, GREAT FALLS, MT, 59403-5021  
406.455.8415 • WWW.GREATFALLSMT.NET

# DEVELOPMENT APPLICATION

Fox Farm Rezone

Name of Project / Development:

BRETT AND SANDRA HAYERLANDT

Owner Name:

500 COUNTRY CLUB BLVD.; GREAT FALLS MT 59404

Mailing Address:

406.788.8709

Phone:

brett@dahlquistrealtors.com

Email:

Big Sky Civil & Environmental, Inc. - Joseph N Murphy, PE

Representative Name:

P.O. Box 3625 Great Falls, MT 59403

Mailing Address:

(406) 727-2185

Phone:

jmurphy@bigskyce.com

Email:

## PROPERTY DESCRIPTION / LOCATION:

varies (see attached)

14 & 15

T20N

R03E

Mark/Lot:

Section:

Township/Block:

Range/Addition:

Country Club Boulevard & Fox Farm Road (see attached exhibits)

Street Address:

## ZONING:

C1

C2

## LAND USE:

Neighborhood Commercial  
general business

General Commercial  
general business

Current:

Proposed:

Current:

Proposed:

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

*Brett Hayerlandt*

Property Owner's Signature:

10.5.2016

Date:

Representative's Signature:

Date:

November 9, 2016

Mr. Tom Micuda, AICP  
Deputy Director  
City of Great Falls Planning & Community Development  
P.O. Box 5021  
Great Falls, MT 59403

RE: Fox Farm Rezone

Dear Mr. Micuda,

Thank you for the comments you emailed to me on 11/6/16 regarding the subject matter. Please let this correspondence serve as our formal response to your email and the comments contained therein. Below, I'm providing you with a response to each of your requested items.

#### Written Description of Proposed Zoning Change

The "Fox Farm Rezone" consists of several property owners who have expressed interest in having their property's zoning changed from C1 to C2. The properties are located at or near the intersection of Fox Farm Road and Country Club Boulevard, also known as 10<sup>th</sup> Ave So. The property owners, their respective businesses, property addresses, acreages, and other appurtenant information are contained within the application that was submitted to the City of Great Falls Department of Planning and Community Development. In short, those property owners / properties consist of the following:

- Brett & Sandra Haverlandt: Dahlquist Realtors and Beef O'Bradys
- Meadowlark FF&S LLC: Holiday Convenience Store
- Billings Holdings LLC: Lucky Lil's
- Galloway Investments Inc.: Dairy Queen
- Billings Holdings LLC: Proposed Sleep Inn / Mainstay Hotel
- Country Club Tower Condominiums: Vacant parcels

#### Written Statement Outlining the Reasons for Rezoning Proposal

Given the several different properties and property owners involved within the proposed rezone, there are inevitably different reasons for the zone change, depending on the property. I will do my best to present them in the manner that is consistent with reasons provided to us in our communications to date.

The Haverlandts and Galloway Investments have had multiple meetings with City of Great Falls planning staff in an effort to initiate the change from C1 to C2 zoning. The primary reasons that were expressed by the property owners and/or City staff were as follows: 1) to provide the property owners added flexibility with respect to the City's Sign Code, 2) to change zoning such that it is consistent with the zoning that exists for other properties along 10<sup>th</sup> Avenue South, 3)



current uses within the subject area are already C2-type uses, so the zone change would be more appropriate for the area, and 4) to change zoning such that it is consistent with what the City of Great Falls desires and initially intended for these properties. The latter reason had been expressed by City of Great Falls staffing during meetings leading up to this rezone request.

Billings Holdings LLC is in the planning stages of a proposed hotel development on vacant property that exists between Dahlquist Realtors and the Holiday Convenience Store. The current C1 zoning restricts the structure to a total height of 35 feet, and the proposed hotel height will be four stories with a height of ~50 feet, a height which is allowed within C2 zoning. So, in addition to the reasons provided in the previous paragraph, Billings Holdings LLC is seeking the zone change to accommodate their proposed building plans.

Other property owners within the proposed rezone area, Country Club Tower Condominiums and Meadowlark FF&S LLC, agreed that the rezone from C1 to C2 is in their best interest as it relates to future development and/or resale of their properties. Further, inclusion of these properties within the rezone will maintain consistency with area zoning.

The proposed rezone will not alter traffic flows for any of the existing, developed parcels within the rezone area. The only development that will have a slight effect on traffic in the area is the proposed Sleep Inn / Mainstay hotel; this development's traffic has been thoroughly studied and evaluated in a previous Traffic Impact Study and has been reviewed by the Montana Department of Transportation (MDT). As a condition of approval, MDT has requested that the hotel and Dahlquist Realtors use a combined approach for ingress/egress, thereby eliminating the need for a new approach to the currently undeveloped parcel. Additionally, the hotel developer will continue to work with the City of Great Falls to address concerns and, as reasonably possible, to provide traffic mitigation measures to satisfy traffic flow needs in the general vicinity.

The use and value of residential properties in the vicinity of the rezone should remain unchanged. The rezone will not change any current uses of existing developments within the proposed rezone area, and the proposed hotel use will be consistent with historic uses of the property (a motel/hotel previously existed on this property but was razed more than a decade ago).

#### Traffic Impact Study

As requested, please find a copy of the Traffic Impact Study with applicable amendments.

#### Remnant Parcels of Country Club Towers

In previous communications with City of Great Falls staffing, it was requested that – in order to avoid spot zoning – as many current C1-zoned parcels as possible should be included within the zone change. Additionally, the Board of Directors for the Country Club Towers recognizes that these parcels will likely be conveyed to adjoining commercial developments in the future, so consistency in zoning would be appropriate.

#### Google Earth Aerial Border Line

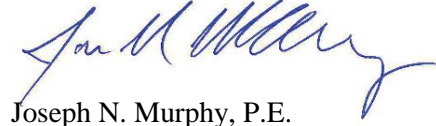
As per your request, we have modified the exhibit according to your comment. Please find the revised exhibit attached.

Mr. Tom Micuda  
November 9, 2016  
Page 3

On behalf of my client and the other properties in the proposed rezone area, we appreciate the City's cooperation and assistance on this matter. Please let me know if you have any questions or concerns regarding this response letter.

Sincerely,

***Big Sky Civil & Environmental, Inc.***

A handwritten signature in blue ink, appearing to read "Joe N. Murphy".

Joseph N. Murphy, P.E.

encl. Traffic Impact Study  
Updated Rezone Aerial Exhibit

cc: Dan Sampson

## Site Photographs



View looking west along Country Club Boulevard at the Fox Farm intersection, from the vacant Billings Holdings LLC property.



View east along the Country Club Boulevard frontage of the vacant Billings Holdings LLC property, with Dahlquist Realtors office located in the beyond.



View of the Country Club Towers Condominiums, adjacent to the subject properties on the east.

The following images are from Google Street View:



View of the southeast corner of the Fox Farm Rd and Country Club Boulevard intersection at existing commercial development. On the far left are the Dahlquist Realtors office and the Country Club Towers Condominium building is in the background.



The existing Dairy Queen, located on Fox Farm Road.



View South along Fox Farm Road, with Lucky Lil's Casino on the east and the Cenex on the west (not part of the application).



The existing Beef 'O' Brady's restaurant on the west side of Fox Farm Road.



View of the existing south bound left turn pocket, which provides access to the Holiday gas station and Lucky Lil's.

## FINDINGS OF FACT – ZONING MAP AMENDMENT

Marks 2, 3, 5, 11, Block 3, Country Club Addition, located in Section 14, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana; and, Lots 1B, 1, & 1A-1, Block 1, Tietjen Triangle Addition, located in Section 15, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana; and, Lot 1, Block 1, Montana Addition, located in Section 15, Township 20 North, Range 3 East, P.M.M. Cascade County, Montana.

### PRIMARY REVIEW CRITERIA:

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls § 17.16.40.030 of the Land Development Code. Additionally, the proposed PUD must be consistent with the Criteria and Guidelines for Zoning Regulations outlined in §76-2-304 and §76-1-605 of the Montana Annotated Code (MCA). The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

#### **1. The amendment is consistent with and furthers the intent of the City's growth policy.**

The proposed PUD is, in general, consistent with the overall intent and purpose of the 2013 City Growth Policy Update, MCA §76-1-605 and §76-2-304(1)(a), which calls for Zoning Regulations to be made in accordance with a growth policy. This project supports the Physical portions of the Growth Policy. Given the costs of development that grows outward, contrasted with the redevelopment opportunities that exist within the City's existing boundary, this Growth Policy Update encourages, emphasizes and calls for the evaluation of infill and redevelopment opportunities within the City, as well as other strategies. Additional supportive Policies that this project is consistent with include:

#### Environmental – Urban Form

Env2.3.1 In order to maximize existing infrastructure, identify underutilized parcels and areas with infill potential as candidates for redevelopment in the City.

#### Physical - Land Use

Phy4.1.1 Promote and incentivize infill development that is compatible with the scale and character of established neighborhoods.

Phy4.1.5 Encourage and incentivize the redevelopment or adaptive reuse of vacant or underutilized properties so as to maximize the City's existing infrastructure.

#### Physical - Zoning

Phy4.2.3 Support actions that bring properties into conformance with the City's Land Development Code requirements over time.

The Growth Policy identifies that Great Falls embodies balanced, compatible growth, while at the same time acknowledges the issues of compatibility between zoning districts and certain land uses. Physical Policy 4.2.6 states:

The City may oppose zoning changes that will result in incompatible land uses and or adverse impacts to the residential character or adjoining properties.

This Policy is important to consider when large areas consisting of multiple tracts of land are pursuing rezoning from a transitional, relatively low-impact zoning district (C-1) to a significantly higher impact zoning district (C-2). However, for the properties involved in the subject rezoning application, the existing businesses located on the C-1 lots are already high traffic, general commercial uses in nature (fuel sales, convenience store, restaurant, casino (nonconforming), drive through fast food). Because the properties are now being proposed for Planned Unit Development (PUD) zoning, certain higher impact land uses are now being prohibited through land use restrictions.

Additionally, the 2013 Growth Policy Update recognizes that some residents expressed concerns about the number of casinos in the City during the citywide rezoning process in 2005. As a result, Ordinance 2900 adopted interim zoning prohibiting casino gambling in all zoning districts except B-3 (CBD) district and the First and Second Industrial district pending completion of the updated Land Development Code. The interim regulations also included distance criteria with respect to schools, residentially zoned property, churches, park or playground.

These restrictions were carried forward in the 2005 Land Development Code update to the extent that they are now included in the C-2 and C-4 zoning districts, along with the distance, design and spacing criteria. The 2005 Land Development Code also prohibits casinos in the C-1 district due to the fact that this district is intended to be located amidst and serve residential neighborhoods. The PUD zoning proposed would enact the same land use prohibition on new casino development.

**2. The amendment is consistent with and furthers adopted neighborhood plans, if any.**

Great Falls is separated into nine Neighborhood Councils. There are no adopted Neighborhood Plans for any of the Councils within the City. The subject property is located in Neighborhood Council #1. The Owner presented information to Council #1 on December 18, 2016, and the Council voted in favor of the proposed zone change. Although property owners within this district have now expressed opposition, some points of contention such as incompatible land uses and traffic safety are being addressed with the PUD proposal.

**3. The amendment is consistent with other planning documents adopted by the City Commission, including the river corridor plan, transportation plan and sub-area plans.**

The area of the City in which this project is located is reflected in the 2014 Great Falls Long Range Transportation Plan. The Fox Farm Road and Country Club Boulevard intersection has been identified as having issues with safety and congestion, as well as linear barriers to pedestrians and nonmotorized traffic. If the PUD zoning is approved, a plan has been developed to mitigate traffic safety concerns on Fox Farm Road.

**4. The code with the amendment is internally consistent.**

If approved, this area of the City has the potential to redevelop with higher intensity uses with less restrictive development standards. There are existing land uses located on the subject properties that are general commercial in nature, thus the allowed C-2 General commercial uses that may be established in the future if the rezone is approved would be compatible with adjacent properties. The prohibitions on certain C-2 allowed land uses contained in the PUD remove any inconsistency in the zoning that was raised at the March 7<sup>th</sup> public hearing.

**5. The amendment is the least restrictive approach to address issues of public health, safety, and welfare.**

There are commercial properties located within the proposed PUD that receive sewer service from a service line rather than a sewer main. The proposed development within the PUD would resolve this issue through the construction of a new main which could also have the benefit of providing sewer main service to the Country Club Towers. This promotes public health and is a less restrictive approach than installation of a new main by the City of Great Falls.

In regards to public safety, the proposed PUD includes a plan to improve vehicle left turn stacking on Fox Farm Road as well as a plan to formalize the informal access drive into the commercial properties that currently exists via Alder Drive. Cross-access through the Lucky Lil's and Holiday properties should be better controlled by the installation of landscaped medians within the proposed PUD area.

Further, because the proposed PUD is located in an urbanized area within the City, fire danger is mitigated through appropriate water resource design, building and fire code enforcement and Great Falls Fire Rescue response if needed. The developer of the PUD is following all regulations associated with floodplain development to utilize the vacant 2.6 acre tract. Although traffic safety issues have been a key point of discussion, the proposed PUD improvements noted in Finding #5 have been designed to mitigate impacts of future development.

These factors comply with the Land Development Code and MCA §76-2-304(1)(b)(i) and (ii) that zoning be designed to promote public health, public safety, and the general welfare and be designed to secure safety from fire and other dangers.

**6. The City has or will have the financial and staffing capability to administer and enforce the amendment.**

Approval of the rezoning proposal will allow for increased uses and less restrictive development standards should there be new development or redevelopment on the subject properties. The City has the financial and staffing capability to enforce the amendment if it is approved. Additionally, if the rezoning results in new development or redevelopment this could benefit the City financially due to increased property tax assessments collected. The proposed traffic safety improvements required by the PUD zoning will be financed by the applicant.

**7. The zoning is designed to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements, pursuant to MCA §76-2-304 (1)(b)(iii).**

Because the PUD proposes commercial development rather than residential units, there is no need to provide a parks dedication or an in-lieu-of fee. Additionally, the project does not have any impact on school enrollment. The general neighborhood area is also well served with school and park facilities. The PUD is proposing a sewer main upgrade that will improve service to existing commercial properties and could improve service to the nearby Country Club Towers



property. Stormwater and water services are also being added to the PUD area. If the PUD zoning is granted, the applicant will be required to implement the transportation improvements noted in Finding #5.

**8. Considerations of the reasonable provision of adequate light and air have been made under MCA §76-2-304(2)(a).**

If the PUD is approved, there would be some changes to zoning regulations that would reflect some of the C-2 zoning district characteristics rather than the C-1 district. This includes an increased height allowance to 65 feet rather than the current regulation of 35 feet. While this has been brought up as a concern, staff notes that the potential 65 foot allowance is the same as the adjoining R-6 zoning district. Additionally, the Country Club Towers building and other adjacent buildings to the east would still be compatible in size to any future buildings in the PUD.

**9. Considerations of the effect on motorized and nonmotorized transportation systems have been made under MCA §76-2-304(2)(b).**

During City Commission discussion of the original zoning proposal on March 7, significant concerns were expressed over traffic safety issues. The proposed PUD considers the effects on transportation systems through the following measures: 1) access to the vacant 2.6 acre tract will be required to be shared with the adjoining property to the east, 2) current access to commercial properties from Alder Drive must be established through an easement from an adjoining property, 3) cut-through access through commercial properties must be mitigated by the installation of landscaped islands, and 4) the applicant is required to submit a plan to the Montana Department of Transportation to increase the safety of left turns off Fox Farm Road. Additionally, new development within the PUD will add sidewalks to the vacant 2.6 acre site, while sidewalks are present along Fox Farm Road for all the PUD properties.

**10. Considerations of promotion of compatible growth have been made under MCA §76-2-304(2)(c).**

With the exception of the vacant 2.6 acre tract, all properties within the proposed PUD are already developed. As a result, very little growth is anticipated to occur. In order to address concerns about land uses that might be considered incompatible with nearby residential areas, the PUD proposes to prohibit ten (10) uses that would otherwise be allowed within the C-2 zoning district.

**11. Considerations of the character of the district and its particular suitability for particular uses have been made under MCA §76-2-304(2)(d).**

Staff has developed the proposed PUD to balance interests between the applicant's desire to redevelop the vacant parcel for a hotel use and the nearby resident concerns about incompatible land uses that would otherwise be permitted by C-2 zoning. By prohibiting certain C-2 land uses in the PUD proposal, staff believes that the current character of the commercial zone is being maintained. Current uses of property, as well as business activity, are already reflective of a less

neighborhood-oriented commercial area.

**12. Considerations of conserving the value of buildings and encouraging the most appropriate use of land throughout the jurisdictional area have been made under MCA §76-2-304(2)(e).**

As noted above, the area being considered in the PUD proposal already contains uses such as restaurants, a convenience store, and casino. Furthermore, the nearby commercial area contains additional casino and hotel uses. Because both the PUD site and nearby area are already providing services outside the immediate neighborhood, a PUD that both allows and prohibits general commercial uses is an appropriate zoning designation for the 5.9 acres.



---

**Item:** Resolution 10172, Establishing Residential and Commercial Water, Sewer and Storm Drain Utility Service Rates effective June 1, 2017  
**From:** Melissa Kinzler, Fiscal Services Director  
**Initiated By:** Public Works and Fiscal Services  
**Presented By:** Jim Rearden, Public Works Director & Melissa Kinzler, Fiscal Services Director  
**Action Requested:** Conduct public hearing and adopt or deny Res. 10172

---

**Public Hearing:**

1. Mayor conducts public hearing, calling three times each for opponents and proponents.
2. Mayor closes public hearing and asks the will of the Commission.

**Suggested Motion:**

1. Commissioner moves:

“I move the City Commission (adopt/deny) Resolution 10172 Establishing Residential and Commercial Water, Sewer and Storm Drain Utility Service Rates to include increases of 10%, 3% and 10% respectively to become effective June 1, 2017.”

2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
- 

**Summary:**

Each year, staff reviews and analyzes the financing needs of the water, sewer, and storm drain funds. The review ensures the City has adequate funding necessary for day to day operations, and provide for any capital improvements, emergency main breaks, or replacements. These funds also provide the financing to run the Water and Wastewater Treatment Plants effectively.

**Background:**

Adjustments in utility rates are necessary to provide adequate revenue to finance the capital improvements program, meet debt service coverage requirements and to maintain appropriate reserves. Staff is recommending a 10% increase in water rates, a 3% increase in sewer rates and a 10% increase in storm drain rates.

Staff has found moderate annual increases to service rates are more effective in meeting revenue needs as opposed to sporadic large increases. For Residential customers, an average water bill would increase \$3.54 per month or 10%, an average sewer bill would increase \$.73 per month or 3%, and an average storm drain bill would increase \$.52 per month or 10% with the proposed rate increases. For Commercial customers, an average water bill would increase \$3.09 per month or 10%, an average sewer bill would increase \$1.22 per month or 3%, and an average storm drain bill would increase \$.61 per month or 10% with the proposed rate increases.

The average annual service rate and fee increase for the 10 year period 2008-2017 is 6.2% for water, 5.4% for sewer and 3% for storm drain.

The rate increase for water is due to the approximately \$83 million in capital improvements needed over the next 5 years in which \$24.5 million or 30% is attributed to direct and indirect regulatory compliance issues. In order to ensure future operations and compliance, \$56.7 million is required for Water Treatment Plant upgrades. The remaining \$26.3 million needed over the next 5 years is required for annual capital, tank and pump station upgrades, water main replacements and a cost of service study.

The water rate change also applies to Fire Hydrant charges. Fire hydrants are integral to the water system as a whole, and are included as a monthly charge within the rate structure rather than a once a year special assessment.

The rate increase for sewer is due to the approximately \$15 million in capital improvements needed over the next 5 years. Montana DEQ is currently establishing nutrient water quality standards for the Missouri River, which will effect the City of Great Falls. When these standards are finalized and adopted into the City's subsequent discharge permit, the City would be required to upgrade its wastewater treatment process to Biological Nutrient Removal (BNR) with Membrane BioReactor (MBR) filtration in order to meet the nutrient water quality standards. The City of Great Falls would likely qualify for a temporary nutrient variance, as adopted by the Montana Legislature in 2011. The upgrades would then be delayed 20 to 30 years. The estimated present day cost to upgrade to BNR MBR process is \$55 million. Concurrently, at the behest of recent EPA rule making, the DEQ is currently in the process reformulating the nutrient water quality standards variance. Depending on the outcome of the nutrient variance adjustments prescribed by the DEQ, the BNR MBR upgrades could be required as soon as within the next 5 years.

The rate increase for storm drain is due to the approximately \$16.9 million in capital improvements needed over the next 5 years.

In FY 2018, cost of service studies will be performed for water and sewer.

**Fiscal Impact:**

Comparisons of current versus proposed charges, rate and fee structures are attached. With the proposed rates beginning June 1, 2017, the average monthly Residential utility bill would increase 7.4% or \$4.79 per month. The average monthly Commercial utility bill would increase 6.4% or \$4.92 per month.

**Alternatives:**

The City Commission could choose to deny Resolution 10172.

**Concurrences:**

Representatives from Public Works and Fiscal Services worked together throughout the process.

ATTACHMENTS:

- ▢ RESOLUTION 10172
- ▢ PUBLIC NOTICE
- ▢ APPENDIX A, CURRENT VS PROPOSED RATES
- ▢ 2017 Utility Rate Review Calendar

**RESOLUTION NO. 10172**

**A RESOLUTION ESTABLISHING RESIDENTIAL AND COMMERCIAL  
WATER, SEWER, AND STORM DRAIN UTILITY SERVICE RATES  
EFFECTIVE JUNE 1, 2017**

**WHEREAS**, an annual review is performed of the water and wastewater cost of service for the municipal water and wastewater utilities, and rate and fee schedules prepared to generate sufficient revenue to pay all costs for the operation and maintenance, administration, and routine functions of the existing and such future facilities as may be established within the service area;

**WHEREAS**, the cost of service review indicates a need for extension, repair, improvement, and continued operation and maintenance of existing and proposed water and wastewater system facilities for the providing of water and wastewater services to the inhabitants of the City of Great Falls; and

**WHEREAS**, pursuant to Title 13 of the Official Code of the City of Great Falls, the City of Great Falls is authorized to regulate the City's municipal water and wastewater utility and to establish all rates, fees and charges for use of the utility systems or for permits, licenses, connections or inspections; and

**WHEREAS**, it is essential to the public health, welfare and safety of the inhabitants of the City of Great Falls to provide an adequate public water and wastewater system and to provide adequate funding to meet the cost of constructing, maintaining, and operating the same; and

**WHEREAS**, notice having been provided as required by law, the City Commission of the City of Great Falls conducted a public hearing on Tuesday, May 2, 2017, at the Civic Center, 2 Park Drive South, Commission Chambers Room 206, Great Falls, Montana, at 7:00 p.m., and did consider the cost of operation, equipment, facilities, debt service, and capital improvements for the Water, Sewer, and Storm Drain Utility systems.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:**

Water, Sewer, and Storm Drain Utility Service Rates are hereby established as set forth in Appendix A, attached hereto and made a part hereof.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 2nd day of May, 2017.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

\_\_\_\_\_  
Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

---

Sara Sexe, City Attorney

**PUBLIC NOTICE  
PUBLIC HEARING ON RESOLUTION 10172  
TO ESTABLISH WATER, SEWER, AND STORM DRAIN  
RESIDENTIAL AND COMMERCIAL UTILITY SERVICE RATES**

The City of Great Falls is proposing to raise residential and commercial water, sewer and storm drain utility service rates, effective June 1, 2017. The increases are necessary to provide adequate revenue to finance the capital improvements program, to meet debt service coverage requirements and to maintain appropriate reserves.

**Residential and Commercial customers would see rate increases of 10% for all water services, 3% for all sewer services, and 10% for storm drain services.**

**Typical Residential Customers**

Residential customers with a lot size of 7,500 square feet and a 1" meter who use 1,250 cubic feet of water per month and have a winter quarter average of 650 cubic feet per month to calculate their sewer rate would see rate increases as follows:

- A water bill would increase \$3.54 or 10%, from \$35.37 to \$38.91 per month;
- A sewer bill would increase \$.73 or 3%, from \$24.30 to \$25.03 per month; and
- A storm drain bill would increase \$.52 or 10%, from \$5.17 to \$5.69 per month.

The average monthly Residential utility bill would increase \$4.79 or 7.4%.

**Typical Commercial Customers**

Commercial customers with a lot size of 7,500 square feet with a 1" meter and consumption of 1,250 cubic feet of water and sewer per month would see rate increases as follows:

- A water bill would increase \$3.09 or 10%, from \$30.89 to \$33.98 per month;
- A sewer bill would increase \$1.22 or 3%, from \$40.51 to \$41.73 per month; and
- A storm drain bill would increase \$.61 or 10%, from \$6.08 to \$6.69 per month.

The average monthly Commercial utility bill would increase \$4.92 or 6.4%.

**Public Hearing**

The public hearing will be held on Tuesday, May 2, 2017, at 7:00 p.m. in the Civic Center Commission Chambers, 2 Park Drive S. Please mail any comments to City Clerk, City of Great Falls, PO Box 5021, Great Falls, MT 59403.

For further information, contact a Utilities Customer Service Representative at (406) 727-7660 or Room 104 of the Civic Center, 8:00 am to 5:00 pm.

**CITY OF GREAT FALLS, MONTANA**

**Resolution 10172, Appendix A**

**Current Rates vs. Proposed Rates**

pg 1 of 3

Combined Water & Sewer	Quantity Charges CCF / Mo.		Monthly Service Charges												
			Not Meter Based	Meter Based - Service Line Size (inches)											
	1st 300 cf	Over 300 cf		(3/4")	1	1.25	1.50	2	3	4	6	see 6" if "na"			
		8	10	12											
<b>RESIDENTIAL WATER</b>															
	<b>2016</b>	<b>10.00%</b>													
	<b>2017</b>	<b>10.00%</b>													
<b>2016</b>	Regular Residential		1.34	2.23	6.88	7.33	13.28	13.28	16.83	44.88	64.94	130.89	197.03	278.61	411.14
<b>2017</b>	Regular Residential		1.47	2.46	7.56	8.06	14.61	14.61	18.52	49.37	71.44	143.98	216.74	306.47	452.25
<b>2016</b>	Low Income Residential		1.21	2.01	6.19	6.59	11.95	11.95	15.14	40.38	58.46	117.81	177.33	250.76	370.03
<b>2017</b>	Low Income Residential		1.33	2.21	6.81	7.25	13.14	13.14	16.65	44.42	64.31	129.59	195.06	275.84	407.03
	(90 % of Regular Residential)														
Fire Hydrant															
	<b>2016</b>	Monthly													
	<b>2017</b>	Monthly	2.45	2.80	7.78	7.78	10.76	34.10	50.93	105.93					
	<b>2016</b>	Annual	29.36	33.66	93.36	93.36	129.09	409.17	611.15	1,271.09					
	<b>2017</b>	Annual	32.30	37.03	102.70	102.70	142.00	450.08	672.27	1,398.20					
<b>SEWER</b>															
	<b>2016</b>	<b>3.00%</b>													
	<b>2017</b>	<b>3.00%</b>													
<b>2016</b>	Regular Residential		1.80	2.99	8.41										
<b>2017</b>	Regular Residential		1.86	3.08	8.67										
<b>2016</b>	Low Income Residential		1.63	2.69	7.56										
<b>2017</b>	Low Income Residential		1.68	2.78	7.79										
	(90 % of Regular Residential)														
<b>COMMERCIAL WATER</b>															
	<b>2016</b>	<b>10.00%</b>													
	<b>2017</b>	<b>10.00%</b>													
<b>2016</b>	Regular Commercial		1.66	1.66	6.88	7.33	13.28	13.28	16.83	44.88	64.94	130.89	197.03	278.61	411.14
<b>2017</b>	Regular Commercial		1.82	1.82	7.56	8.06	14.61	14.61	18.52	49.37	71.44	143.98	216.74	306.47	452.25
<b>2016</b>	Black Eagle		1.72	1.72											
<b>2017</b>	Black Eagle		1.89	1.89											
<b>2016</b>	Malmstrom AFB		1.91	1.91											
<b>2017</b>	Malmstrom AFB		2.10	2.10											
<b>2016</b>	Raw Water		0.28	0.28											
<b>2017</b>	Raw Water		0.31	0.31											
Fire Hydrant															
	<b>2016</b>	Monthly													
	<b>2017</b>	Monthly	2.45	2.80	7.78	7.78	10.76	34.10	50.93	105.93					
	<b>2016</b>	Annual	29.36	33.66	93.36	93.36	129.09	409.17	611.15	1,271.09					
	<b>2017</b>	Annual	32.30	37.03	102.70	102.70	142.00	450.08	672.27	1,398.20					
Fire Lines															
	<b>2016</b>	Monthly													
	<b>2017</b>	Monthly	na	na	na	na	2.62	3.98	6.15	10.95	14.83	na	38.18		
	<b>2016</b>	Annual	na	na	na	na	31.44	47.75	73.86	131.35	177.96	na	458.04		
	<b>2017</b>	Annual	na	na	na	na	34.58	52.53	81.24	144.48	195.76	na	503.85		
<b>SEWER</b>															
	<b>2016</b>	<b>3.00%</b>													
	<b>2017</b>	<b>3.00%</b>													
<b>2016</b>	Regular Commercial		2.57	2.57	8.41										
<b>2017</b>	Regular Commercial		2.64	2.64	8.67										
<b>2016</b>	Black Eagle		2.57	2.57	8.41										
<b>2017</b>	Black Eagle		2.64	2.64	8.67										
<b>2016</b>	Malmstrom AFB		2.23	2.23	8.41										
<b>2017</b>	Malmstrom AFB		2.30	2.30	8.67										
<b>2016</b>	MaltEurop		1.79	1.79	7.64										
<b>2017</b>	MaltEurop		1.84	1.84	7.87										



CITY OF GREAT FALLS, MONTANA

Resolution 10172, Appendix A

Current Fees vs. Proposed Fees

pg 2 of 3

	WATER		SEWER	
	2016	10.00%	2016	3.00%
	2017	10.00%	2017	3.00%
<b>PRE-TREATMENT SEWER CHARGES</b>				
		3.00%		
		3.00%		
			Quantity Charges CCF / Mo.	Not Meter Based
			0.70	0.70
			0.70	0.00
2016 Regular Charges			1.25	1.25
2017 Regular Charges			1.29	1.29
				0.529
2016 BOD > 0 mg/L				0.545
2017 BOD > 0 mg/L				
				0.362
2016 TSS > 0 mg/L				0.373
2017 TSS > 0 mg/L				
<b>SEWER EXTRA STRENGTH CHARGES</b>				
		3.00%		
		3.00%		
<b>BOD &gt; 200 mg/L</b>				
2016 Regular Commercial			per pound	0.529
2017 Regular Commercial			per pound	0.545
inc Malmstrom AFB & Black Eagle				
2016 MaltEurop			per pound	0.322
2017 MaltEurop			per pound	0.332
<b>TSS &gt; 250 mg/L</b>				
2016 Regular Commercial			per pound	0.362
2017 Regular Commercial			per pound	0.373
inc Malmstrom AFB & Black Eagle				
2016 MaltEurop			per pound	0.303
2017 MaltEurop			per pound	0.313

	Water Service Line Size (inches)							
	(3/4")	1.00	1.50	2.00	4.00	6.00	8.00	12.00
<b>WATER</b>								
2016	\$458	\$508	\$618	\$669	\$1,291	\$2,001	\$3,345	\$6,705
2017	\$504	\$559	\$680	\$736	\$1,420	\$2,201	\$3,680	\$7,376

Fee shall be ADDED TO: General Plumbing Permit for extension to new buildings; or, Inspection Permits for larger diameter pipe.

**SEWER**

Single Family Residential

2016	\$ 254
2017	\$ 262

Commercial & Multi Family Units

2016	\$ 254	\$ 475	\$ 932	\$ 1,956	\$ 6,717	\$ 9,707	\$ 14,891	\$ 28,649
2017	\$ 262	\$ 489	\$ 960	\$ 2,015	\$ 6,919	\$ 9,998	\$ 15,338	\$ 29,508

Connection Fees are for connection of service line to WATER AND SEWER mains, and do not include installation or general plumbing permits. There is no fee to connect to the STORM SEWER SYSTEM.

Call City of Great Falls Community Development for more information @ 406-453-8430

Inspections and the associated fees are for the inspection and approval of all water and sewer service work and connections under OCCGF, Title 13 Call City of Great Falls Engineering for more information @ 406-771-1258

Where one meter serves one multi-purpose development, either mobile home, multiple family housing units, local business, commercial, industrial, residential use zones or variance, the connection charge will be based upon the size of the water tap. If there is no water tap, the charge will be based upon the sewage being discharged on the same ratio as for other sewer connections.

	Water Service Line Size (inches)							
	(3/4")	1.00	1.50	2.00	4.00	6.00	8.00	12.00
<b>TAPPING FEES (Water)</b>								
1 to 5 taps	Fee per Tap:							
2016	\$ 491	\$ 516	\$ 777	\$ 980	\$ 463	\$ 483	\$ 503	\$ 541
2017	\$ 540	\$ 567	\$ 855	\$ 1,078	\$ 509	\$ 531	\$ 553	\$ 595
6 or more taps	Fee per Tap:							
2016	\$ 439	\$ 481	\$ 777	\$ 980	N/A	N/A	N/A	N/A
2017	\$ 483	\$ 529	\$ 855	\$ 1,078	N/A	N/A	N/A	N/A

INCLUDED in this fee is installation of a corporation stop on the main, and furnishing of corporation stop, curb stop and box. NOT INCLUDED, and to be BILLED EXTRA, is the cost of saddles, clamps and other extraneous fitting required for the tap.

**TURN ON/OFF**

Flat fee of:

	After Hours		After Hours	
2016	\$ 75	2016 \$ 100	REOCCURRENCE FOR NON-PAY	2016 \$ 150
2017	\$ 75	2017 \$ 100	REOCCURRENCE FOR NON-PAY	2017 \$ 150
				2016 \$ 200
				2017 \$ 200

**WATER TREATMENT PLANT (WTP)**

Laboratory Fees

	Akalinity	Hardness	pH	Specific Conductance	Total Coliform & E. coli, P/A	Total Coliform & E. coli, MPN	Turbidity	HPC	Ammonia, Total as N	Ammonia, Free	Chlorine, Residual	Chlorine, Total Residual
2016	\$ 20.50	\$ 28.50	\$ 10.25	\$ 10.75	\$ 22.00	\$ 26.00	\$ 12.00	\$ 40.00	\$ 20.25	\$ 20.25	\$ 12.50	\$ 14.00
2017	\$ 20.50	\$ 28.50	\$ 10.25	\$ 10.75	\$ 22.00	N/A	\$ 12.00	\$ 40.00	\$ 20.25	\$ 20.25	\$ 12.50	\$ 14.00

**WASTEWATER TREATMENT PLANT (WWTP)**

Industrial Discharge Permit Application Fees

(Based upon Wastewater Discharge Quantity)

Gallons per Day (GPD)

	0 to 10,000	10,001 to 25,000	25,001 to 100,000	Over 100,000	+PLUS	per 100,000 GPD, or portion thereof
2016	\$ 124.00	\$ 201.00	\$ 257.00	\$ 257.00	\$ 76.00	
2017	\$ 128.00	\$ 207.00	\$ 265.00	\$ 265.00	\$ 78.00	

**Hauled Waste Disposal Fees**

0 to 100 Gallons

2016	No Charge	Disposal of wastes from holding tanks of privately owned recreational vehicles must be discharged directly from the recreational vehicle and must not exceed 100 gallons
2017	No Charge	Disposal of wastes from holding tanks of privately owned recreational vehicles must be discharged directly from the recreational vehicle and must not exceed 100 gallons
2016	20.00	per 1,000 gallons, or portion thereof, for hauled waste. A minimum charge for 1000 gallons will be levied for each load delivered.
2017	\$ 28.25	per 1,000 gallons, or portion thereof, for hauled waste. A minimum charge for 1000 gallons will be levied for each load delivered.

**Additional Fees**

Additional fees may be charged for necessary testing prior to acceptance of wastes classified as non-domestic or industrial in nature. NSF Fee \$30. Delinquent Penalty 1.5% after 60 days.

**CITY OF GREAT FALLS, MONTANA**  
**Resolution 10172, Appendix A**  
**Current Rates vs. Proposed Rates**  
pg 3 of 3

**STORM DRAIN**  
**2016 10.00%**  
**2017 10.00%**

<b>A</b>	<b>Single Family Res.</b>		<b>Sq Ft Cap</b>	<b>15,000</b>		
	<b>2016</b> Base	1.5970402800	1.5970402800	Per Sq Ft	0.0004791121	0.0004791121
	<b>2017</b> Base	1.7567443080	1.7567443080	Per Sq Ft	0.0005270233	0.0005270233
<b>B</b>	<b>Multiple Residential</b>		<b>Sq Ft Cap</b>	<b>0</b>		
	<b>2016</b> Base	1.5970402800	1.5970402800	Per Sq Ft	0.0005988901	0.0005988901
	<b>2017</b> Base	1.7567443080	1.7567443080	Per Sq Ft	0.0006587791	0.0006587791
<b>C</b>	<b>Commercial</b>		<b>Sq Ft Cap</b>	<b>0</b>		
	<b>2016</b> Base	1.5970402800	1.5970402800	Per Sq Ft	0.0007785572	0.0007785572
	<b>2017</b> Base	1.7567443080	1.7567443080	Per Sq Ft	0.0008564129	0.0008564129
<b>D</b>	<b>Heavy Commercial</b>		<b>Sq Ft Cap</b>	<b>0</b>		
	<b>2016</b> Base	1.5970402800	1.5970402800	Per Sq Ft	0.0010780022	0.0010780022
	<b>2017</b> Base	1.7567443080	1.7567443080	Per Sq Ft	0.0011858024	0.0011858024
<b>E</b>	<b>Unimproved Areas</b>		<b>Sq Ft Cap</b>	<b>10,000</b>		
	<b>2016</b> Base	1.5970402800	1.5970402800	Per Sq Ft	0.0001197780	0.0001197780
	<b>2017</b> Base	1.7567443080	1.7567443080	Per Sq Ft	0.0001317558	0.0001317558



2017 UTILITY RATE REVIEW CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1-Jun		

DATE	TASK	RESPONSIBILITY
1/17/2017 @ 10 am	STAFF DISCUSSION RE:	Engineering
2/1/2017 @ 2 pm	UTILITY RATE REVIEW	Fiscal
2/15/2017 @ 2 pm	Public Works/Fiscal Services	Public Works
2/17/2017 @ 9 am	STAFF PRESENTATION TO CITY MANAGER City Manager's Office	City Manager Engineering Fiscal Public Works
3/21/2017	PRESENTATION OF RATE ANALYSIS City Commission Work Session	Fiscal Public Works Commission
3/21/2017	SET PUBLIC HEARING City Commission Meeting	Commission Fiscal
4/5/2017	WEEK 2 PUBLIC NOTICE INSERTED IN UTILITY BILLS AND EMAIL SENT TO EBILL CUSTOMERS	Fiscal
4/9/2017	1st PUBLICATION OF NOTICE IN GF TRIBUNE	Great Falls Tribune
4/12/2017	WEEK 3 PUBLIC NOTICE INSERTED IN UTILITY BILLS AND EMAIL SENT TO EBILL CUSTOMERS	Fiscal
4/16/2017	2nd PUBLICATION OF NOTICE IN GF TRIBUNE	Great Falls Tribune
4/19/2017	WEEK 4 PUBLIC NOTICE INSERTED IN UTILITY BILLS AND EMAIL SENT TO EBILL CUSTOMERS WEEK 1 PUBLIC NOTICE MAILED (4/26/17 Week 1 billing less than 7 days--notice must be mailed)	Fiscal
4/23/2017	3rd PUBLICATION OF NOTICE IN GF TRIBUNE	Great Falls Tribune
5/2/2017	PUBLIC HEARING/FINAL ACTION City Commission Meeting	Commission Fiscal
6/1/2017	EFFECTIVE DATE FOR RATE INCREASES	Fiscal



**Item:** Ordinance 3155 – An Ordinance amending Title 17, Chapters 32 and 36, of the Official Code of the City of Great Falls (OCCGF), pertaining to driveways and off-street parking

**From:** Planning & Community Development Department

**Initiated By:** City of Great Falls Planning and Community Development

**Presented By:** Craig Raymond, Planning & Community Development Director

**Action Requested:** Accept Ordinance 3155 on first reading and set a public hearing for May 16, 2017.

---

---

**Suggested Motion:**

1. Commissioner moves:  
  
"I move that the City Commission (accept/deny) Ordinance 3155 on first reading and (set/not set) a public hearing for May 16, 2017."
  2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.
- 
- 

**Staff Recommendation:**

Staff recommends accepting Ordinance 3155 on first reading and setting the public hearing for May 16.

**Summary:**

The Planning Advisory Board/Zoning Commission held a public hearing on February 14, 2017, to review the ordinance proposal presented by City staff. Although the action was tabled at the hearing, the Board was very supportive of the code changes and directed Staff to make some very minor modifications to the proposal. Specifically, they directed Staff to delete a provision that would have required gravel parking areas to have a two (2) foot setback against side property lines. The impetus for the request was that these small two-foot areas would be hard to maintain due to grade changes, retaining walls, etc. Additionally, the Board requested that more maneuvering room be allowed to pull in larger recreational vehicles onto the gravel parking areas. This issue has been incorporated into the proposed ordinance. Finally, the Board requested that larger gravel areas be allowed for properties over one acre. This has also been added to the proposed ordinance.

Staff originally planned to take the minor revisions of the ordinance to a second Planning Board meeting prior to City Commission. However, Staff was not able to get a quorum of Planning Board members to hold a hearing in a timely fashion. As a result, the ordinance is being sent to City Commission with only minor changes from the Planning Board's version.

Staff believes that the proposal, in its slightly altered form, provides property owners with more options to park larger vehicles that have traditionally been parked on grass, dirt, or on adjoining City streets.

**Background:**

City staff began discussions in 2016 regarding the amount of recreational and auxiliary vehicles being parked on public rights of way within the incorporated City limits. Planning and Legal staff began to explore options to cure this problem.

Additionally, beginning in October 2016, a large amount of complaints were being filed with the Planning and Community Development Code Enforcement Officer, Heather Rohlf. The complaints were consistently referring to vehicles being parked on non-paved surfaces in violation of several sections of the Official Code of the City of Great Falls (OCCGF). A photograph showing a typical gravel parking problem has been included in this packet for reference. The overwhelming number of complaints clearly showed that this is a significant issue throughout the City.

Based on the problem of accessory vehicles like RVs being parked on City rights of way and the large number of complaints of gravel and grass parking violations, City Planning, Legal, and Engineering staffs began a committed effort to provide workable revisions to the OCCGF that would improve these problems. The concern and debate during that process was trying to find the balance between City beautification policy and the realities of living in a vastly rural state where alternative parking for additional vehicles is needed.

OCCGF §17.32.150 Driveway access currently states:

A. Generally. Prior to the installation of a driveway curb cut or other access point onto a public street or right-of-way, the developer or owner shall obtain approval from the Montana Department of Transportation, Cascade County, or from the City. The City Engineer may require site driveway plans prior to approval and the start of construction on any driveway accessing any public street or right of way within the City.

B. Width. Curb cuts shall not be wider than the widths listed in Exhibit 32-3. For single-family and duplex uses, the width of curb cuts shall conform to the standards listed in Exhibit 32-3 or the following, whichever is more restrictive:

1. For lots less than sixty-one (61) feet in width of frontage, the cumulative width of curb cuts shall not be more than thirty (30) percent of the lot frontage width.

2. For lots sixty-one (61) feet or greater width of frontage, the cumulative width of curb cuts shall not be more than thirty-five (35) percent of the lot frontage width.

3. For commercial and industrial zoning districts where commercial trucking or transportation is a significant use, driveway width may exceed widths listed in Exhibit 32-3 with approval of the City Engineer. If approved, boulevard landscaped area used for the additional driveway width shall be relocated elsewhere upon the private property.

4. Driveway width shall not be wider than the curb cut bottom width (excluding driveway wings) for the entire length of the driveway.

Exhibit 32-3. Maximum curbcut widths

Type of Use	Maximum Width
Single-family residential & Duplex *(see 17.32.150(B) for further restrictions)	<ul style="list-style-type: none"> <li>• One stall, 10 feet*</li> <li>• Two stalls, 20 feet*</li> <li>• Three or more stalls, 30 feet*</li> <li>• 30 feet is the maximum allowed width*</li> </ul>
Multi-family	<ul style="list-style-type: none"> <li>• 24 feet, two-way</li> <li>• 12 feet, one-way</li> </ul>
Commercial zoning district	<ul style="list-style-type: none"> <li>• 36 feet, two-way</li> <li>• 45 feet with City Engineer approval</li> </ul>
Industrial zoning district	<ul style="list-style-type: none"> <li>• 45 feet</li> <li>• 55 feet with City Engineer approval</li> </ul>

C. Number. The number of curb cuts shall conform to the standards listed in Exhibit 32-4.

Exhibit 32-4. Number of curb cuts

Residential Lot Frontage	Number Allowed
less than 101 feet	1
101 feet or more	2

Commercial-Industrial/PLI Lot Frontage Number Allowed

Less than 51 feet	1
51 feet to 400 feet	2
More than 400 feet	3

D. Location. Curb cuts shall be located at the discretion and by the approval of the City Engineer to ensure traffic safety and the character of the neighborhood is maintained.

E. Off street parking. Approval of curb cuts to serve off street parking that is not connected to a garage or covered carport in residential areas is discouraged and shall be at the discretion of the City Engineer. If approved, such driveways shall be of adequate length onto the private property to allow parking on the private property beyond the building setback. "U" shaped driveways (one continuous driveway with two curb cuts) in single-family residential zoned areas are prohibited.

F. Drainage structures. All driveways shall be constructed so as to not impair drainage within the right-of-way nor alter the stability of the roadway subgrade and at the same time not impair or materially alter drainage of the adjacent areas. All drainage structures required within the public right-of-way and under the driveways as a result of the property being developed shall be installed in accordance with the standards of the City.

G. Driveway paving. Driveways connecting to a public street must be surfaced and maintained with cement concrete from the back of curb to property line. The remainder of the driveway must be surfaced and maintained with cement or asphaltic concrete. Paving of driveways connecting to a public street in R-1 Zoning District shall be required at the discretion of the City Engineer.

Additionally, OCCGF §17.36.2.030 states:

A. Surfacing. All off-street parking areas shall be surfaced and maintained with cement or asphaltic concrete in accordance with standards prescribed by the City Engineer.

B. Border barricades. Every parking area located adjacent to a property line shall be provided with a suitable curb (asphalt or concrete) so as to protect the adjacent property. Such curb shall be placed at least two (2) feet from the property line to prevent extension of vehicles beyond the property line.

C. Outdoor lighting. Outdoor lighting shall be provided consistent with Chapter 40 of this Title.

D. Landscaping. Landscaping shall be provided consistent with Chapter 44 of this Title.

E. Curb cuts and driveway access. Curb cuts and driveway accesses to parking areas shall be provided consistent with Chapter 32 of this Title.

These two provisions do not allow any additions to off-street parking areas, in residential zones, within the incorporated City limits. Furthermore, these provisions do not allow for off-street parking to be surfaced with materials other than cement or asphaltic concrete. For many Great Falls residents, these restrictions prevent them from moving any additional vehicles off of the public rights of way.

**Analysis:**

The result of the several month long efforts of City staff to address the issues listed above is Ordinance 3155 and its attached Exhibit A, which outlines revisions to Chapter 32 – Transportation Facilities and Exhibit B which outlines revisions to Chapter 36 - Parking. Changes to these chapters are shown through the use of bold text, red text, and strikethroughs. The revisions to the above cited code provisions properly balance the City’s beautification policy and the reality that many property owners and occupants simply cannot meet the off-street parking requirements as they are currently written.

The first major change to the above cited code provisions can be found in Section 17.32.150(B)(4)(a) of Exhibit A. This revision proposes that driveway width in front yards may be expanded by ten (10) feet, and may extend along the residential structure. The combined driveway and parking area may, under no circumstances, exceed forty (40) feet. A new code exhibit (Exhibit 32-4a&b) has been provided to assist homeowners in installing these parking areas. In order to reduce cost to homeowners, the expanded driveways may utilize gravel. Various restrictions related to the use of gravel have been included in the code amendment, Section 17.32.150(B)(4)(f) to protect both adjoining owners as well as the City from improperly installed gravel parking areas. An Administrative Policy drafted by City Engineer, Dave Dobbs, will also be utilized to further assist homeowners in their selection of gravel or other non-paved materials for these parking pads, which is attached.

The second major change to the City Code can also be found in Section 17.32.150(4)(c) and will primarily affect owners who live within older neighborhoods in the City. These lots are typically characterized by more on-street parking and vehicle access to the lots via alleys. For these situations, the expansion of existing street-accessed driveways or the installation of new street-accessed driveways will be prohibited unless approval is granted by Planning and Community Development and Engineering. In such cases, parking should be in the rear of the property. The code revisions propose that alley-serviced lots will be allowed a maximum of nine hundred (900) square feet of combined driveway access and associated off-street parking area. For lots that are one (1) acre or larger, the area of the combined driveway and associated parking area may not exceed six percent (6%) of the gross lot area. To assist homeowners in installing such areas, another new code exhibit (Exhibit 32-5) has been added to the City’s proposal. Once again, the installation of gravel is proposed to be allowed – with the same restrictions as noted in the previous paragraph.

By incorporating these changes, the City Commission will continue to strive to keep Great Falls streets safe for vehicle travel, promote city beautification, and allow residential property owners additional options for off-street parking of auxiliary vehicles. For these reasons, City Staff recommends that the City Commission vote in favor of recommending the adoption of Ordinance 3155.

**Fiscal Impact:**

There is no fiscal impact to the city.

**Alternatives:**

The City Commission could deny acceptance of Ordinance 3155 on first reading and not set the public hearing.

ATTACHMENTS:

- ▢ Ordinance 3155
- ▢ Ordinance 3155 Exhibit A
- ▢ Ordinance 3155 Exhibit B
- ▢ Administrative Policy Parking Areas Surfacing Materials
- ▢ Administrative Policy Driveways and Parking Areas Site Plan
- ▢ Gravel Parking Example

**ORDINANCE 3155**

**AN ORDINANCE AMENDING TITLE 17, CHAPTERS 32 AND 36, OF  
THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF),  
PERTAINING TO DRIVEWAYS AND OFF-STREET PARKING**

\* \* \* \* \*

**WHEREAS**, the City Commission recognizes the need for City residents to be allowed additional vehicle parking within the incorporated City limits; and

**WHEREAS**, the City Commission wishes to provide additional options for off-street parking surfaces within the incorporated City limits; and

**WHEREAS**, the City Commission recognizes that additional restrictions should ensure off-street parking areas do not negatively impact neighborhood character and City beautification efforts.

**NOW, THEREFORE**, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1. Title 17, Chapter 32, Section 150, 160, 190, and 200 of the OCCGF pertaining to driveways and residential off-street parking be amended as depicted in Exhibit "A" attached hereto, which removes any language indicated by a ~~strike-out~~ and adds any language which is **bolded**; and,

Section 2. Title 17, Chapter 36, Article 2, Section 030 of the OCCGF pertaining to driveways and residential off-street parking be amended as depicted in Exhibit "B" attached hereto, which removes any language indicated by a ~~strike-out~~ and adds any language which is **bolded**; and,

Section 3. This ordinance shall be in full force and effect thirty (30) days after second reading and final adoption by the City Commission.

APPROVED by the City Commission on first reading May 2, 2017.



ADOPTED by the City Commission of the City of Great Falls, Montana, on second reading  
May 16, 2017.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Sara R. Sexe, City Attorney

State of Montana    )  
County of Cascade  : ss  
City of Great Falls )

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3155 in three conspicuous places within the limits of said City to-wit:

On the Bulletin Board, first floor, Civic Center Building;  
On the Bulletin Board, first floor, Cascade County Courthouse;  
On the Bulletin Board, Great Falls Public Library

\_\_\_\_\_  
Lisa Kunz, City Clerk

(CITY SEAL)

Title 17 - LAND DEVELOPMENT CODE

Chapter 32 TRANSPORTATION FACILITIES

**17.32.150 Driveways access.**

- A. **Generally.** Prior to the installation of a driveway curb cut or other access point onto a public street or right-of-way, the developer or owner shall obtain approval from the **City, and if applicable, the Montana Department of Transportation, or Cascade County, or from the City.** The City Engineer may require site driveway plans prior to approval and the start of construction on any driveway accessing any public street or right of way within the City, **and may deny, limit, or modify access.**
- B. **Width and Surfacing.** Curb cuts shall not be wider than the widths listed in Exhibit 32-3. For single-family and duplex uses, the width of curb cuts shall conform to the standards listed in Exhibit 32-3 or the following, whichever is more restrictive:
1. For lots less than sixty-one (61) feet in width of frontage, the cumulative width of curb cuts shall not be more than thirty (30) percent of the lot frontage width.
  2. For lots sixty-one (61) feet or greater width of frontage, the cumulative width of curb cuts shall not be more than thirty-five (35) percent of the lot frontage width.
  3. For commercial and industrial zoning districts where commercial trucking or transportation is a significant use, driveway width may exceed widths listed in Exhibit 32-3 with approval of the City Engineer. If approved, boulevard landscaped area used for the additional driveway width shall be relocated elsewhere upon the private property.
  4. Driveway width shall not be wider than the curb cut bottom width (excluding driveway wings) for the entire length of the driveway. **Exception: For single-family and two-family residential uses, driveways accessing a street may taper to be wider than the curb cut width at the street in order to accommodate vehicle parking needs. This allowance is subject to the following restrictions:**
    - a. **Maximum Additional Width –** The additional width of the driveway to accommodate vehicle parking may not be more than ten (10) feet greater than the curb cut bottom width (excluding driveway wings). The combined driveway and associated parking area shall be limited to no more than forty (40) total feet, measured parallel to the residential structure's frontage, and not be located in front of the living area of the structure. See Exhibit 32-4.
    - b. **Surfacing –** The associated parking area shall be surfaced and maintained with Portland cement concrete, asphaltic concrete, pavers, or gravel conforming to the standards prescribed by the City Engineer. The main driveway area must be paved except noted in 17.32.150(B)(4)(d) and 17.32.150 (G).
    - c. **Alley Accessed Lots –** For those properties which are served by an alley, no new driveways or expansions of existing driveways accessing the street are allowed unless authorized by both the City Engineer and the Director of Planning and Community Development. A driveway accessing an alley is allowed. Such driveway and associated parking area shall be surfaced and maintained with Portland cement concrete, asphaltic concrete, pavers, or gravel conforming to the standards prescribed by the City Engineer. The combined driveway and associated parking area shall be limited to no greater than nine hundred (900) square feet. See Exhibit 32-5. For lots that are one (1) acre or larger, the area of the combined driveway and associated parking area may not exceed six percent (6%) of the gross lot area.

Exhibit "A"

Title 17 - LAND DEVELOPMENT CODE

Chapter 32 TRANSPORTATION FACILITIES

- d. **Unpaved Streets.** Where a property abuts an unpaved street, a gravel driveway and associated parking area otherwise conforming to the chapter may be installed directly off the unpaved street.
- e. **Separation for Sidewalk and Street Boulevard –** For properties that do not contain sidewalks or have a sidewalk connected to the curb, associated parking areas shall not encroach beyond the front property line into the street boulevard. See Exhibit 32-4a. For properties where the sidewalk is separated from curb, the associated parking area shall only connect at a point where the driveway intersects the sidewalk. The remaining associated parking area must be set back from the sidewalk as shown in Exhibit 32-4b.
- f. **Gravel Driveway and Parking Area Maintenance –** All gravel driveways and associated parking areas shall be maintained to ensure that they do not become rutted, contain standing water, or contain noxious or nuisance weeds. Gravel shall not be tracked, erode, nor spill over any paved driveway or onto any public sidewalk, path, paved street, or adjacent property. Stormwater runoff from driveways associated parking areas shall not negatively impact adjacent properties.

**Exhibit 32-3. Maximum curbcut widths**

Type of Use	Maximum Width
Single-family residential & Duplex Two-family residential *(see 17.32.150(B) for further restrictions)	<ul style="list-style-type: none"> <li>• One stall, 10 feet*</li> <li>• Two stalls, 20 feet*</li> <li>• Three or more stalls, 30 feet*</li> <li>• 30 feet is the maximum allowed width*</li> </ul>
Multi-family	<ul style="list-style-type: none"> <li>• 24 feet, two-way</li> <li>• 12 feet, one-way</li> </ul>
Commercial zoning district	<ul style="list-style-type: none"> <li>• 36 feet, two-way</li> <li>• 45 feet with City Engineer approval</li> </ul>
Industrial zoning district	<ul style="list-style-type: none"> <li>• 45 feet</li> <li>• 55 feet with City Engineer approval</li> </ul>

**Exhibit 32-4. Street accessed driveway and parking area**

Exhibit "A"

Title 17 - LAND DEVELOPMENT CODE

Chapter 32 TRANSPORTATION FACILITIES

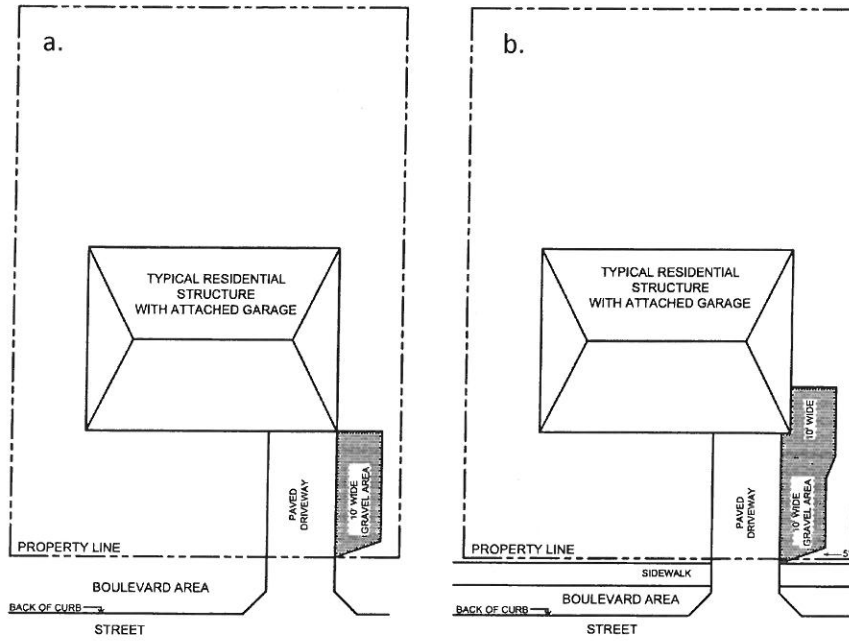
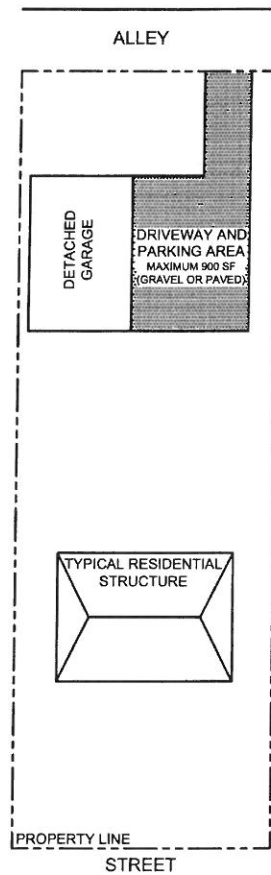


Exhibit 32-5. Alley accessed driveway and parking area

Exhibit "A"

Title 17 - LAND DEVELOPMENT CODE

Chapter 32 TRANSPORTATION FACILITIES



C. **Number.** The number of curb cuts shall conform to the standards listed in Exhibit 32-432.6.

**Exhibit 32-432.6. Number of curb cuts**

Residential Lot Frontage	Number Allowed
less than 101 feet	1
101 feet or more	2

Commercial-Industrial/PLI Lot Frontage	Number Allowed

Exhibit "A"

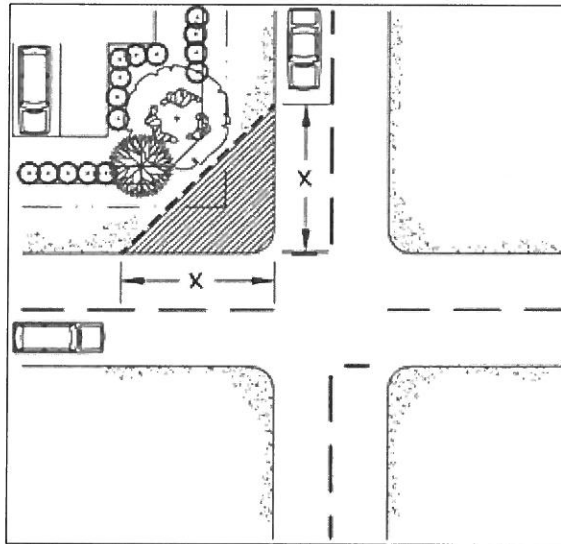
Title 17 - LAND DEVELOPMENT CODE

Chapter 32 TRANSPORTATION FACILITIES

Less than 51 feet	1
51 feet to 400 feet	2
More than 400 feet	3

- D. **Location.** Curb cuts shall be located at the discretion and by the approval of the City Engineer to ensure traffic safety and the character of the neighborhood is maintained.
- E. **Off street parking.** Approval of curb cuts to serve off street parking that is not connected to a garage or covered carport in residential areas is discouraged and shall be at the discretion of the City Engineer. If approved, such driveways shall be of adequate length onto the private property to allow parking on the private property beyond the building setback. "U" shaped driveways (one continuous driveway with two curb cuts) in single-family residential zoned areas are prohibited.

**Exhibit 32-532.7. Clear visibility triangle**



- F. **Drainage structures.** All driveways shall be constructed so as to not impair drainage within the right-of-way nor alter the stability of the roadway subgrade and at the same time not impair or materially alter drainage of the adjacent areas. All drainage structures required within the public right-of-way and under the driveways as a result of the property being developed shall be installed in accordance with the standards of the City.
- G. **Driveway paving in the public right of way.** Driveways connecting to a **paved** public street must be surfaced and maintained with **Portland** cement concrete from the back of curb to **the front** property line. ~~The remainder of the driveway must be surfaced and maintained with cement or asphaltic concrete. Paving of~~ **The use of gravel for** driveways connecting to a public street in **the R-1 Zoning District shall may be required allowed** at the discretion of the City Engineer.

Title 17 - LAND DEVELOPMENT CODE

Chapter 32 TRANSPORTATION FACILITIES

(Ord. 3155, 2017; Ord. 3087, 2012; Ord. 2950, 2007)

**17.32.160 Intersection visibility.**

- A. **Generally.** To provide motorists with a clear view of intersecting streets, alleys and driveways, nothing within the clear visibility triangle shall be erected, placed, parked, planted, or allowed to grow at a level between two and one-half (2.5) feet and eight (8) feet above the adjoining street center line surface elevation. A tree whose branches are eight (8) feet or higher may be located in this area.

(Ord. 2950, 2007)

- B. **Size.** The configuration of a clear visibility triangle is shown in Exhibit 32-532.7 and the length of each leg measured along the curblineline or edge of roadway, (indicated on Exhibit 32-532.7 as "x") shall be forty-five (45) feet for street intersections, and ten (10) feet for alleys and fifteen (15) feet for driveways. (Ord. 3155, 2017; Ord. 2950, 2007)
- C. **Exemption.** Properties in the C-4 Central Business zoning district are required to comply with the provisions in this section unless compliance is not possible due to the setback of the building. (Ord. 2950, 2007)

**17.32.170 Dedication of streets.**

- A. Streets shall be dedicated to the City upon City Commission approval of the plat of the subdivision describing subject streets and filing of the plat in the Cascade County Clerk and Records Office.
- B. Private streets may be allowed within developments that will remain under common ownership, provided they are designed and constructed pursuant to the standards as provided for in this chapter, and a homeowner's association is formed to own the streets.

(Ord. No. 3056, § 1, 8-17-2010)

**17.32.180 Right-of-way.**

- A. **Width.** Right-of-way widths shall be provided for new streets and alleys consistent with Exhibit 32-2.
- B. **Allowable uses within right-of-way.** The following may be placed within the right-of-way subject to applicable specifications: streets, sidewalks, pedestrian ways, bikeways, and public or private utilities, including, sanitary sewer, potable water, telephone wires, cable television wires, gas lines, or electricity transmission.

**17.32.190 Bridges.**

- A. **Load capacity.** Bridges shall have a load capacity of H-20 (as described by the American Association of State Highway Officials).
- B. **Width.** The bridge shall be at least as wide as the street surface.
- C. **Vertical clearance over another street.** Where a bridge passes over another street, there shall be a vertical clearance of at least fourteen and one-half (14.5) feet.

Exhibit "A"

Title 17 - LAND DEVELOPMENT CODE

Chapter 32 TRANSPORTATION FACILITIES

D. **Bridges.** When a bridge crosses a watercourse or channel, it shall be designed to handle storm events as listed in Exhibit 32-632-8.

(Ord. 3155, 2017)

**17.32.200 Culverts.**

Culverts shall be installed where appropriate and designed to handle storm events as listed in Exhibit 32-632-8. Under no circumstance shall the cross-section of the culvert be smaller than 15 inches in diameter.

**Exhibit 32-632-8.. Sizing for bridges and culverts**

	Storm Event
Principal arterial	50-year
Minor arterial	50-year
Collector	25-year
Local	25-year
Driveway	10-year

(Ord. 3155, 2017)



Exhibit "B"

Title 17 - LAND DEVELOPMENT CODE

Chapter 36 PARKING

**17.36.2.030 Construction and maintenance requirements.**

- A. **Surfacing. Except as otherwise noted in 17.32.150.** All off-street parking areas shall be surfaced and maintained with **Portland cement concrete** or asphaltic concrete in accordance with standards prescribed by the City Engineer.
- B. **Border barricades.** Every parking area located adjacent to a property line shall be provided with a suitable curb (asphalt or concrete) so as to protect the adjacent property. Such curb shall be placed at least two (2) feet from the property line to prevent extension of vehicles beyond the property line.
- C. **Outdoor lighting.** Outdoor lighting shall be provided consistent with Chapter 40 of this Title.
- D. **Landscaping.** Landscaping shall be provided consistent with Chapter 44 of this Title.
- E. **Curb cuts and driveways-access.** Curb cuts and driveways **that access** ~~accesses~~ to parking areas shall be provided consistent with Chapter 32 of this Title.

**(Ord. 3155, 2017)**



## Administrative Policy

**Policy Title:** Parking Areas Surfacing Materials  
**Code Section:** OCCGF 17.32.150 Driveways, Parking Areas, and Surfacing  
**By:** Dave Dobbs, P.E., City Engineer  
**Effective Date:** May 16, 2017

### **Background:**

On May 16, 2017, the City Commission of the City of Great Falls approved Ordinance 3155, which modified section 17.32.150, Official Code of the City of Great Falls (OCCGF), to allow the use of materials other than Portland cement concrete under certain conditions for private driveways and parking areas. Other modifications were also made to the Code by this Ordinance. The revised Code directs the City Engineer to prepare standards for non-concrete materials.

**Effected Code Sections:** OCCGF 17.32.150

### **Policy:**

The following materials may be used to surface those portions of driveways and parking areas that do not otherwise require hard surfacing with Portland cement concrete or asphaltic concrete:

1. Gravel Surfacing Materials
  - a. Gravel road base is a processed natural gravel material commonly used under asphaltic or Portland cement concrete pavement. Material shall comply with Section 02235 Crushed Base Course, of the Montana Public Works Standard Specifications, 6<sup>th</sup> Edition. Material complying with the gradations of 1½ inch minus, 1 inch minus, or ¾ inch minus may be used. Ground under the road base shall be graded and compacted prior to gravel installation. Gravel shall also be graded and compacted. A minimum of 6 inches of gravel shall be installed, although thickness must also be adequate to support the proposed loading. Separation fabric is recommended to increase strength and reduce weeds.
  - b. Screened or Washed rock is a processed natural gravel material from which fine grain material (clay and sand) has been removed. It may be crushed. This category

includes crushed stone, but does not include weathered stone. Gradation of 1 inch minus may be used. The general gradation shall be 100% passing the 1 inch sieve, and less than 5% passing the ½ inch sieve. Material with fractured faces is preferred. Thickness shall be adequate to preclude subsoils from migrating to the surface. Separation fabric is recommended to increase strength and reduce weeds.

- c. Asphaltic concrete millings are produced when hot mix asphaltic concrete pavement has been ground by a milling machine. Millings are also produced when blocks of asphalt pavement have been crushed and screened. Before installation, millings must pass a 1½ inch screen. Millings shall be graded and compacted upon a prepared subbase. Separation fabric is recommended to increase strength and reduce weeds.

2. Pavers

- a. Portland cement concrete pavers are cast blocks of concrete that may have dye added for a desired color. Pavers are made in standard dimensions to fit together with minimal gaps between pavers. Pavers shall be of adequate thickness and be placed upon sand or base gravel of adequate strength to support the proposed loading.
- b. “Green” pavers are open cell concrete pavers with open cells to allow grass to grow and allow some water infiltration. These pavers shall be installed in accordance with the manufacture’s specifications, including soil materials installed within the cells. Grass shall be maintained in compliance with the OCCGF.
- c. Brick is fired clay with standard dimensions. Bricks shall be installed with minimal gaps between them. Brick shall be placed on sand or base gravel of adequate strength to support the proposed loading.
- d. Flagstone is usually a flat sandstone, durable and resistant to weathering, although other types of stone such as limestone dolomite, or granite may be used. Claystone and shale that is subject to rapid crumbling when exposed to weather is not allowed. Flagstones shall be placed on sand or base gravel of adequate thickness to support the proposed loading. High points in the stone should be minimized to avoid tripping hazard and uneven surface. Grout may be placed between flagstones. Noxious and nuisance weeds shall be controlled in compliance with the OCCGF.

Other materials may be considered as they become available and technology evolves.

The attached Exhibit A should be used by applicants requesting new, expanded, or modified driveways and parking areas.

---

**David W. Dobbs, P.E.**  
**City Engineer**  
**City of Great Falls, Montana**

Policy Modifications:

        Date:    
        Date:    
        Date:  

File: PolicyTempPkgSur2



## Administrative Policy

**Policy Title:** Driveways and Parking Areas – Site Plan **Exhibit A**  
**Code Section:** OCCGF 17.32.150 Driveways, Parking Areas, and Surfacing  
**By:** Dave Dobbs, P.E., City Engineer  
**Effective Date:** May 16, 2017

### **Background:**

On May 16, 2017, the City Commission of the City of Great Falls approved Ordinance 3155, which modified section 17.32.150, Official Code of the City of Great Falls (OCCGF). Among other things, the Code revisions direct the City Engineer to prepare standards for non-concrete materials, as well as approval of new driveways and parking areas, or modifications to driveways or parking areas.

**Effected Code Sections:** 17.32.150

### **Policy:**

To be considered for a new driveway or parking area, or modifications to an existing driveway or parking area, the homeowner or contractor must provide a site plan illustrating the proposed improvements. The site plan can be drawn on the back of this paper or provided separately. The site plan should include the following information:

- The overall configuration of the parcel, including existing or proposed buildings and adjoining streets, avenues, and alleys. The plan does not need to be drawn to scale, although this would be helpful.
- Show existing driveway(s) and public sidewalks. Label all public streets. Dimensions and north arrow would be helpful.
- Show and label proposed new driveways and or modifications to existing driveway. Note the type of materials proposed.
- Contact Engineering Division Concrete Inspectors to answer any questions at 771-1258. Completed site plans should be provided to the Engineering Division at 1025 25<sup>th</sup> Avenue NE, Great Falls. Mailing address: Engineering Division, City of Great Falls, P. O. Box 5021, Great Falls, MT 59403-5021

# Site Plan

1. Property Owner(s): \_\_\_\_\_
2. Physical Address: \_\_\_\_\_
3. Contractor (if determined): \_\_\_\_\_
4. Phone numbers: Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

The request has been: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Modified (See notes)

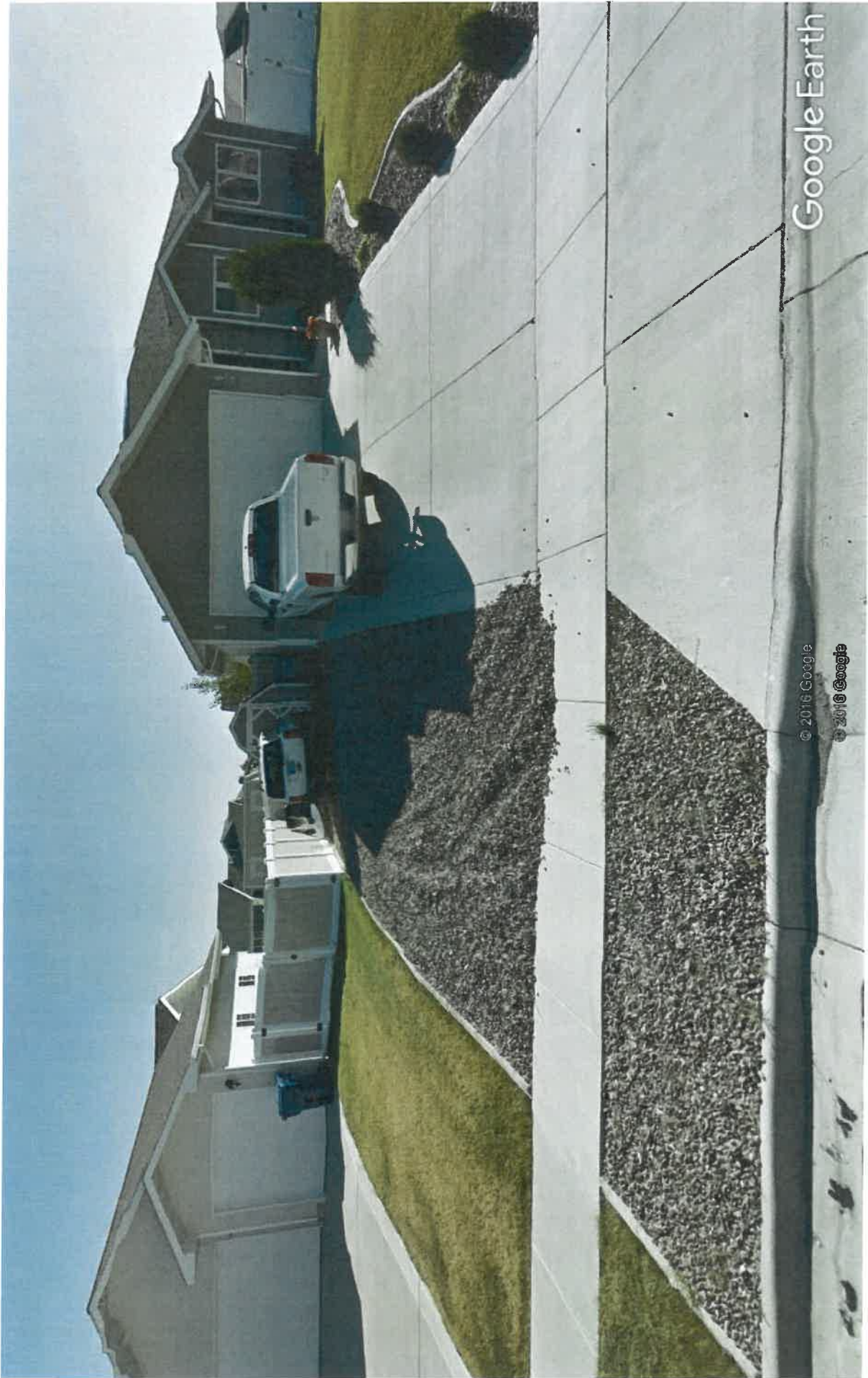
By: \_\_\_\_\_ David W. Dobbs, P.E., City Engineer

The request has been: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Modified (See notes)

By: \_\_\_\_\_ Craig Raymond, Director of Planning & Community Development

Modifications and Notes:

File: PolicyTempPkgSur3



Google Earth

© 2016 Google

© 2016 Google



Google Earth

