

**MINUTES OF THE MEETING  
OF THE  
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION  
December 13, 2011**

**CALL TO ORDER**

The regular meeting of the Great Falls Planning Advisory Board/Zoning Commission was called to order by Chairman John Harding at 3:00 p.m. in the Commission Chambers of the Civic Center.

**ROLL CALL & ATTENDANCE**

Planning Board Members present:

Mr. John Harding  
Mr. Bill Roberts  
Mr. Marty Byrnes  
Mr. Scot Davis  
Ms. Heidi Pasek  
Ms. Cheryl Patton  
Mr. Thor Swensson  
Mr. Nathan Weisenburger

Planning Board Members absent:

Mr. Wyman Taylor

Planning Staff Members present:

Mr. Mike Haynes, Planning & Community Development Director  
Ms. Jana Cooper, Planner II  
Mr. Andrew Finch, Senior Transportation Planner  
Ms. Phyllis Tryon, Administrative Assistant

Others present:

Ms. Patricia Cadwell, Neighborhood Council and Youth Council Coordinator  
Mr. Dave Dobbs, City Engineer

Mr. Haynes affirmed a quorum of the Board was present.

**MINUTES**

Mr. Harding asked if there were any changes to be made to the minutes of the public hearing and regular meeting held on November 8, 2011. There were no changes and the minutes were received as submitted.

## **REVIEW OF NOMINATING COMMITTEE REPORT & ELECTION**

Ms. Patton reported that the Nominating Committee unanimously recommends that Mr. Bill Roberts serve as Chair of the Planning Advisory Board/Zoning Commission for the year 2012, and that Mr. Thor Swensson serve as Vice Chair.

Mr. Harding asked if there were any other nominations. Seeing none, a vote was taken for Chair and Vice Chair for 2012. Mr. Roberts was unanimously elected as Chair, and Mr. Swensson was unanimously elected as Vice Chair.

## **BOARD ACTIONS NOT REQUIRING PUBLIC HEARING**

### **Stone Meadows Final Plat – Phase 2**

#### **9<sup>th</sup> Street Northeast between 41<sup>st</sup> Avenue Northeast & 42<sup>nd</sup> Avenue Northeast**

### **PLANNING STAFF REPORT & RECOMMENDATION**

Ms. Cooper presented the Staff report for the Final Plat application for Stone Meadows Addition, Phase 2. Ms. Cooper stated she was entering the Staff report into the record. The applicant, Murphy Real Estate, LLC & McIntyre Enterprises, Inc. is proposing a subdivision of  $\pm 8.8$  acres to be located north of 41<sup>st</sup> Avenue Northeast. The subject property is located in a developing residential neighborhood, with planned residential development north and south of the property. The subject property is currently zoned County SR-1 Suburban Residential, and proposed zoning is R-3 Single-Family High Density.

The preliminary plat of Stone Meadows Addition, Phases 1 and 2, was approved by the City Commission on January 8, 2008. The developer is now requesting annexation, zoning, and final plat of Stone Meadows Phase 2. The developer is proposing to subdivide the  $\pm 8.8$  acres into 30 single-family residential lots. The developer will be required to extend 9<sup>th</sup> Street Northeast and 12<sup>th</sup> Street Northeast to a currently unnamed avenue, which will also be constructed to City standards. Additionally, 8" water and 8" sewer lines will be required to be extended by the developer into the subdivision from existing locations on 9<sup>th</sup> Street Northeast. The developer will pay their proportionate share of the storm water detention pond and will fulfill the subdivision park obligation by escrowing the park fee for a centrally located park, which will be developed in future phases.

The proposed development is compatible with the 2005 Growth Policy. The subject property is located in Neighborhood Council #3, and information was provided to the Council on November 23, 2011. The developer also presented information to the Council as part of the preliminary planning stages of the project. Ms. Patty Cadwell, Neighborhood Council Coordinator, presented information to the Council on December 1, 2011. There was one question from the Council regarding the width of the streets in the development, which will meet City standards.

The basis of approval for the proposed subdivision is whether the proposed subdivision meets Montana State Code Annotated, and this proposed project does meet Code requirements. There are six Conditions of Approval included in the Staff report. Based on the information provided and the Findings of Fact, Staff recommends approval of the annexation, zoning and final plat of Stone Meadows Addition, Phase 2.

Ms. Cooper finished her review of the Staff report and offered to answer any questions from the Board. Mr. Harding asked about an additional full roadway between 40<sup>th</sup> Avenue Northeast and 41<sup>st</sup> Avenue Northeast. Ms. Cooper said there will be a full roadway in that location as part of the Northview Addition. There was some discussion about the street naming for the developing area and the differing lot depths, which prevents a standard grid layout. Mr. Harding explained that R-1, R-2, and R-3 zoning districts designate differing lot sizes in each district. Mr. Haynes stated that for Northview Addition, the PUD zoning provided some flexibility with lot widths and depths.

MOTION: That the Zoning Commission recommend the City Commission approve annexation of the property within the Final Plat of Stone Meadows Addition Phase 2, legally described as a portion of the NW1/4, SE1/4, Section 25, Township 21 North, Range 3 East, PMM, Cascade County, Montana, from Cascade County into the City of Great Falls.

Made by: Ms. Patton  
Seconded: Mr. Byrnes

VOTE: There being no further discussion, and all being in favor, the motion carried.

MOTION: That the Zoning Commission recommend the City Commission approve rezoning the property within said Final Plat from the existing County Suburban Residential 1 to R-3 single-family high density district.

Made by: Mr. Weisenburger  
Seconded: Mr. Swensson

VOTE: There being no further discussion, and all being in favor, the motion carried.

MOTION: That the Planning Advisory Board recommend the City Commission approve the Final Plat of Stone Meadows, Phase 2, and the accompanying Findings of Fact, subject to the Zoning Commission adopting Recommendation I & II (above) and subject to the conditions below:

1. Review: The Final Plat of Stone Meadows Addition, Phase 2 shall incorporate correction of any errors or omissions noted by staff, including provision of a notification clause to purchasers regarding soil conditions.

2. The final engineering drawings, specifications and cost estimates for public improvements within the subdivision shall be submitted to the City Public Works Department for review and approval prior to consideration of the annexation by the City Commission.
3. An Annexation Agreement shall be prepared containing terms and conditions for annexation of the area within the Final Plat, including, but not limited to, agreement by applicant to:
  - a) install, within two years of the date of annexation, the public improvements referenced in Condition 2 above;
  - b) to indemnify and hold City harmless for any damages that may be sustained as a result of adverse soil and/or groundwater conditions;
  - c) assign the obligation for the installing, and paying for all remaining, public infrastructure in future phases of Stone Meadows Addition;
  - d) pay all applicable fees owed as a condition of annexation or plat approval, as determined in annexation agreement; and,
  - e) meet traffic analysis recommendations for Phase 2 and all future phase of the subdivision, including prohibiting parking on the east side of 9th Street Northeast.
4. The developer shall process and file of record with Cascade County a Certificate of Survey describing subject subdivision boundary prior to Final Plat approval by City Commission.
5. Address the subdivision's park obligation by escrowing the applicable park fee with eventual dispensation to be mutually agreed upon by City and applicant.
6. Provide any additional off-site easement(s) to accommodate infrastructure necessary to serve subdivision.

Made by: Mr. Roberts  
Seconded by: Mr. Byrnes

VOTE: There being no further discussion, and all being in favor, the motion carried.

### **Public Involvement Plan – Minor Update**

Mr. Finch presented the Staff report for the Public Involvement Plan minor update. He stated he was entering the Staff report into the record. Mr. Finch explained the Public Involvement Plan is a planning document used by Planning Staff to guide public participation processes. A formal plan is required through Federal transportation

planning regulations. The Great Falls Transit District also relies on this document to comply with Federal planning requirements. Due to a recent review of the Great Falls Transit District operations and procedures, the Federal Transit Administration recommended that there be a clause added to the Public Involvement Plan that recognizes that the Great Falls Transit District does rely on this document to fulfill its transportation planning requirements.

While this document is before the Planning Advisory Board for this minor update, Staff finds it an opportunity to update some language to reflect that the Planning Staff is now housed under the Planning and Community Development Department within the City rather than the former Planning Department. Mr. Finch stated that updates to the document are indicated in red. Mr. Finch pointed out that Mr. Jim Helgeson, General Manager of the Great Falls Transit District, was present to help answer any questions.

There were no questions from the Board.

MOTION: That the Planning Advisory Board approve the updated Great Falls Planning Board Public Participation Plan.

Made by: Mr. Roberts  
Seconded: Mr. Swensson

VOTE: There being no further discussion, and all being in favor, the motion carried.

## **COMMUNICATIONS**

### Upcoming Planning Board Projects

1. MRC – 6<sup>th</sup> Street Northeast Closure
2. Shumaker annexation

### Project Status:

- None

### City Commission Communications

- Board Appointments and Recognition

### Meeting/Obligation Calendar, December 9, 2011 – December 23, 2011

A copy of the calendar is attached and incorporated herein by reference, and was received without comment.

### Petitions & Applications Received

None

### Good & Welfare

The next regularly scheduled meeting of the Planning Advisory Board/Zoning Commission is December 27, 2011. The meeting is tentative.

### **PUBLIC COMMENT**

There was none.

### **COMMENTS BY THE BOARD**

There were no comments by the Board. Mr. Haynes stated that at the next City Commission meeting, Staff will be bringing forward a resolution asking the City Commission to adopt a resolution directing the Planning Advisory Board to initiate an update of the City's Growth Policy. Hopefully the resolution will be adopted by the City Commission at the December 20 meeting. Mr. Haynes said Staff anticipate spending three to four months working on data and analysis, and then the public participation phase can begin in April or May 2012. He said the Growth Policy is the City's vision for growth and infrastructure. The Planning Board will be receiving updates and invitations to participate. Mr. Haynes said that minor updates were made in 2003 and 2005, but the Growth Policy is little changed since 1999. The recommendation made in 2005 was for a major update in the Growth Policy.

### **ADJOURNMENT**

The meeting was adjourned by Chairman Harding at 3:20 p.m.

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CHAIRMAN

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SECRETARY