

MINUTES OF THE MEETING
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION
May 14, 2024

CALL TO ORDER

The regular meeting of the Great Falls Planning Advisory Board/Zoning Commission was called to order by Chair Dave Bertelsen at 3:00 p.m. in the Gibson Room at the Civic Center

ROLL CALL & ATTENDANCE

UPDATES CONCERNING PROCESS OF MEETINGS

In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), the City of Great Falls and Planning Advisory Board/Zoning Commission are making every effort to meet the requirements of open meeting laws:

- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.
- Public participation is welcome in the following ways:
 - Attend in person. Please refrain from attending in person if you are not feeling well.
 - Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, May 14, 2024 to: jnygard@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

Planning Board Members present:

Dave Bertelsen, Chair

Tory Mills, Vice Chair

Lindsey Gray

Samantha Kaupish

Jake Schneiderhan

Planning Board Members absent:

Julie Essex

Pat Green

Planning Staff Members present:

Brock Cherry, Director Planning and Community Development

Lonnie Hill, Deputy Director Planning and Community Development

Kayla Kryzsko, Assistant City Planner

Rachel Campbell, Permit Technician

Other Staff present:

David Dennis, City Attorney

Lisa Kunz, City Clerk

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

MINUTES

Chair Bertelsen asked if there were any comments or corrections to the minutes of the meeting held on April 9, 2024. Seeing none, the minutes were approved.

BOARD ACTIONS NOT REQUIRING A PUBLIC HEARING

2024 Memorandum of Agreement for the Great Falls Metropolitan Transportation Planning Process

Lonnie Hill, Deputy Director, presented to the Board. He stated that each metropolitan planning organization (MPO) must prepare a Metropolitan Transportation Plan (MTP) to accomplish the objectives outlined by the MPO with respect to the development of the metropolitan area's transportation network.

Mr. Hill stated that the Great Falls Metropolitan Transportation Planning Process is established by agreement with the following local agencies:

- City of Great Falls
- Great Falls Planning Advisory Board
- Cascade County
- Cascade County Planning Board
- Great Falls Transit District
- State of Montana

Mr. Hill stated that the request presented was to amend the agreement and stated that the last update was in 2018 which included minor changes to respond to Federal requirements and titles for staff representation.

Mr. Hill stated that the recent interpretation by the Federal Transit Administration (FTA) necessitates a minor update. Staff has also updated the titles of the Technical Advisory Committee (TAC). Each participating agency is asked to renew its commitment to the Transportation Planning Process.

Mr. Hill stated that the agreement was provided to the Board Members as an attachment in the Agenda Packet. He also stated that Staff recommends approval of the 2024 Memorandum of Agreement for the Great Falls Metropolitan Planning Process.

BOARD DISCUSSION AND ACTION

MOTION: That the Planning Advisory Board approve the 2024 Memorandum of Agreement for the Great Falls Metropolitan Transportation Planning Process.

Made by: Mr. Mills

Second by: Mr. Schneiderhan

Vote: All in favor, the motion passed 5-0

BOARD ACTIONS REQUIRING A PUBLIC HEARING

Annexation of Lot 3, Block 3 of the First Addition to Viles' and Robinson's Acre Tracts. Sec 35, T21N, R3e, P.M.M., Cascade County, Montana (2617 6th Street NW); and, establishing the City zoning classification of R-2 Single-family Medium Density

Kayla Kryzsko, Assistant City Planner, presented to the Board. Ms. Kryzsko gave some background on the subject property and stated that the applicant, Leigh Larson, was proposing connection to the City sanitary sewer main located in 6th Alley NW. The property size is 0.413 acres and is an existing Single-family residence that is connected to City water utilities.

Ms. Kryzsko presented an Aerial Map, Zoning Map, and a Site Photo.

Ms. Kryzsko presented the Basis of Decision – Annexation

1. Contiguous to City limits on south and east property lines.
2. Consistent with Growth Policy.
 - Social Policy 1.4.12 – When annexing land for residential development, consider the timing, phasing and connectivity of housing and infrastructure development.
 - Physical Policy 4.2.5 – Promote orderly development and the rational extension of infrastructure and City services.
 - Physical Policy 4.3.2 – Plan for the provision of appropriate infrastructure improvements, where needed, to support development.
3. Public Services Provided
 - Water service previously established
 - Sanitary sewer service to be connected
4. Cost of Improvements
 - Annexation Agreement outlines responsibility and cost for various improvements.

Ms. Kryzsko presented the Basis of Decision – Zoning

1. Consistent with the Growth Policy
 - Social Policy 1.4.12 – When annexing land for residential development, consider the timing, phasing and connectivity of housing and infrastructure development.
 - Physical Policy 4.2.5 – Promote orderly development and the rational extension of infrastructure and City services.
 - Physical Policy 4.3.2 – Plan for the provision of appropriate infrastructure improvements, where needed, to support development.
2. The proposed R-2 Single-family Medium Density
 - Aligns with zoning of surrounding area.
 - Aligns with current use of the subject property.

Ms. Kryzsko stated that Staff and the applicant presented at the May 2, 2024 Neighborhood Council #3 meeting and the Council unanimously voted to support the request.

Ms. Kryzsko stated that Staff recommends approval of the annexation and assignment of R-2 Single-family Medium Density zoning with the following Conditions of Approval:

1. General Code Compliance – Any future development of the property shall be consistent with the conditions in the report, as well as all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. Annexation Agreement – The applicant shall abide by the terms and conditions and pay all fees specified in the Annexation Agreement for the subject property. The Annexation Agreement must be signed by the applicant and recorded with the Cascade County Clerk and Recorder.
3. Land Use and Zoning – The property’s development shall be consistent with the allowed uses and specific development standards of the R-2 Single-family Medium Density zoning district.

Ms. Kryzsko stated that the applicant, Leigh Larson, was present for any questions.

PUBLIC QUESTIONS

None

PROPOSERS

None.

OPPOSERS

None.

BOARD DISCUSSION AND ACTION

Ms. Gray asked if the parcel next to the requested subject property would be the only lot outside of the City, if the request is approved. Mr. Cherry responded that it would be.

MOTION: That the Planning Advisory Board recommend the City Commission approve the annexation of the properties legally described as Lot 3, Block 3, of the First Addition to Viles’ and Robinson’s Acre Tracts and the Conditions of Approval being fulfilled by the applicants.

Made by: Mr. Mills

Second by: Ms. Kaupish

Vote: All in favor, the motion passed 5-0

MOTION: That the Zoning Commission recommend the City Commission approve the establishment of R-2 Single-family Medium Density zoning for the subject property as legally described in the staff report, and the accompanying Findings of Fact/Basis of Decision, subject to the Conditions of Approval being fulfilled by the applicants.

Made by: Ms. Kaupish

Second by: Ms. Gray

Vote: All in favor, the motion passed 5-0

COMMUNICATIONS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

There being no further business, Chair Bertelsen adjourned the meeting at 3:18 p.m.

CHAIRMAN DAVE BERTELSEN

SECRETARY BROCK CHERRY