

**MINUTES OF THE MEETING
OF THE
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION
January 28, 2014**

CALL TO ORDER

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

ROLL CALL & ATTENDANCE

Planning Board Members present:

Mr. Nate Weisenburger, Chair
Mr. Scot Davis, Vice Chair
Ms. Dana Ball
Mr. Anthony Houtz
Dr. Heidi Pasek
Ms. Sophia Sparklin
Mr. Mark Striepe
Mr. Wyman Taylor

Planning Board Members absent:

Ms. Cheryl Patton

Planning Staff Members present:

Mr. Craig Raymond, CBO, Director P&CD
Mr. Lee Nellis, FAICP, Deputy Director P&CD
Ms. Galen Amy, Planner II
Mr. Andrew Finch, Sr. Transportation Planner
Ms. Phyllis Tryon, Sr. Administrative Assistant

Other Staff present:

Mr. Dave Dobbs, City Engineer

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

MINUTES

Action Minutes of the Planning Advisory Board/Zoning Commission. Please refer to the audio/video recording of this meeting for additional detail.

Mr. Weisenburger asked if there were any comments or corrections to the minutes of the regular meeting held on January 14, 2014. Seeing none, the minutes were approved as submitted.

BOARD ACTIONS NOT REQUIRING PUBLIC HEARING
Buffalo Wild Wings – Minor Subdivision Request
121 Northwest Bypass

Galen Amy, Planner II, reviewed the staff report for the minor subdivision request for Buffalo Wild Wings at 121 Northwest Bypass. Ms. Amy entered the staff report into the record. The applicant is Robert Schmidt, PEG Development, out of Utah, with local representation by Big Sky Civil and Environmental. The subject property is located in the southeast portion of the Big Bear Sports Center parking lot and is zoned C-2 General commercial. The applicant is seeking to subdivide the subject property into two lots in order to develop the newly created lot.

Ms. Amy stated that at the time this shopping center complex was developed, there was a surplus of parking. The applicant and Big Bear Sports Center are working on a shared use parking agreement. The current landscaping on the subject property will be replaced. This project is an in-fill opportunity and is located in Neighborhood Council 3. Patty Cadwell, Neighborhood Council Coordinator, provided information to the council via email on January 3, 2014. There were general questions about the project, and more information was provided for clarification.

Ms. Amy reviewed the Conditions of Approval and other details of the proposed development, and concluded her review of the staff report. There were no questions from the Board.

PUBLIC COMMENT

There was no public comment.

PLANNING ADVISORY BOARD DISCUSSION AND ACTION

MOTION: The Planning Advisory Board recommends the City Commission approve the Amended Plat of the subject property, as legally described in this staff report, subject to the Conditions of Approval being fulfilled by the applicant.

Conditions of Approval:

1. The proposed project shall be developed consistent with the conditions in this agenda report, all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. Provide an Amended Plat of the subject property which shall incorporate corrections of any errors or omissions noted by Staff, and inclusive of frontage along Northwest Bypass as an integral part of Lot B2, to comply with City Code.
3. Any development in the subdivision is subject to review and approval by the City of Great Falls as necessary, and applicant shall be required to submit any plans including architectural, landscape, signage and lighting plans as required for review and approval by the Design Review Board.
4. A mutual access agreement, shared parking agreement, and joint maintenance agreement between parent lot (Lot B1) and the proposed lot (Lot B2) shall be prepared to the satisfaction of the Planning & Community Development Department. After City approval, said agreements shall be executed and filed and recorded with the County Clerk & Recorder's Office.

5. A permanent stop sign shall be installed at the intersection of the east-west drive aisle and the north-south ingress/egress drive aisle, where the developer shall also install a crosswalk, as shown in Exhibit E.

6. All parking for the parent lot (Lot B1) and the proposed lot (Lot B2) shall be striped in order for the shared use of parking facilities to be granted, as shown in Exhibit E.

7. Stripe through and turning lanes on the driveway onto the Northwest Bypass, as shown in Exhibit E. Providing adequate lane widths may require a widening of the curbcut.

Made by: Mr. Striepe

Second: Mr. Taylor

VOTE: All being in favor, the motion passed.

COMMUNICATIONS

Selection of Nominating Committee

- For Chair and Vice Chair 2014

Mr. Weisenburger called for three volunteers to serve on the Nominating Committee. Mr. Striepe, Ms. Ball, and Mr. Taylor volunteered. They will provide a recommendation at the next Planning Advisory Board meeting. Any other Board members are welcome to participate on this committee.

City Commission Board Member Appointment and Reappointments

- Anthony Houtz – new Board member
- Cheryl Patton and Heidi Pasek reappointments

Land Development Code Revision Process Training

- Wednesday, January 29, 2014
Gibson Room, Civic Center 6:00 p.m.

Next Meeting Agenda – February 11, 2014

- Stone Meadows – Rezone/Amended Plat

Ms. Amy explained that this application for Stone Meadows is for a rezoning request from R-3 Residential to Planned Unit Development (PUD) and a consideration to change from 6 lots to 8 lots.

Upcoming Planning Board Projects

- East Great Falls Retail Center

Mr. Raymond said information on this proposed project will be provided at Neighborhood Councils 4 and 5 on February 27.

Project Status:

- Talus Apartments – City Commission
February 4, 2014 – first reading
March 4, 2014 – public hearing

- Voyager Apartments, ASI – City Commission
February 18, 2014 – first reading
March 18, 2014 – public hearing

Ms. Amy said that ASI has received all of the funding sources and will be moving forward. The Planning Advisory Board provided a recommendation about a year ago, which will go to City Commission.

Petitions and Applications Received:

- None

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, Mr. Weisenburger adjourned the meeting at 3:24 p.m.

CHAIRMAN

SECRETARY