

**MINUTES OF THE MEETING
OF THE
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION
May 13, 2014**

CALL TO ORDER

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

ROLL CALL & ATTENDANCE

Planning Board Members present:

Mr. Scot Davis, Vice Chair
Ms. Dana Ball
Mr. Anthony Houtz
Ms. Cheryl Patton
Ms. Sophia Sparklin

Planning Board Members absent:

Mr. Nate Weisenburger, Chair
Dr. Heidi Pasek
Mr. Mark Striepe
Mr. Wyman Taylor

Planning Staff Members present:

Mr. Craig Raymond, CBO, Director P&CD
Mr. Lee Nellis, FAICP, Deputy Director P&CD
Mr. Charlie Sheets, CFM
Ms. Phyllis Tryon, Sr. Administrative Assistant

Other Staff present:

Jim Young, 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. Davis asked if there were any comments or corrections to the minutes of the regular meeting held on April 22, 2014. Seeing none, Ms. Patton moved to approve the minutes as submitted. Mr. Houtz seconded, and all being in favor, the minutes were approved.

BOARD ACTIONS NOT REQUIRING PUBLIC HEARING
319 24th Avenue South
Minor Subdivision Lot 29, Grandview Tracts

Charlie Sheets, Development Review Coordinator, presented the staff report for the application by Darrell and Shareece Beauchamp for a minor subdivision at 319 24th Avenue South, legally described as Lot 29, Grandview Tracts. Mr. Sheets entered the staff report into the record. The applicant is requesting to subdivide one lot into two lots for a second single-family residence. Water and sewer mains were installed in the abutting roadways as part of the Upper/Lower River Road Water and Sewer District (ULRRWSD), and the applicant is responsible for a district reimbursement of \$5,069.45. When development of a single-family residence occurs on the new lot, the owner will be required to pay for the connect and tapping fees into the public mains.

Mr. Sheets provided details of the proposed lot as provided in the staff report. The subject property is located in Neighborhood Council 6. Information about this application was provided to the Council via email, and as of this presentation, staff had not received any public comment. Mr. Sheets reviewed the Conditions of Approval as listed in the staff report.

Mr. Sheets said that additionally, there are two items addressed in the staff report in detail. One is reimbursement of \$5,069.45 to the ULRRWSD to be paid by the applicant. The other is the applicant agreeing to a proportionate share of costs if and when 3A Street South or 24th Avenue South is improved, either by an individual project or by the City.

Mr. Sheets concluded his review of the staff report and offered to answer any questions from the Board.

Ms. Sparklin asked about a narrow strip of land being retained by the applicant along one side of the proposed new lot boundary. Mr. Sheets explained that the applicant is retaining this strip of land to provide secondary access to his own lot. He said the proposed new lot meets all the design standards required for this zoning district.

There were no further 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 Draft Plat of the property legally described in the staff report, subject to the following Conditions of Approval being fulfilled by the applicant.

Conditions of Approval:

1. The Amended Plat of Lot 29, Grandview Tracts, in the SW1/4, Section 13 Township 20 North, Range 3 East, PMM, Cascade County, Montana shall incorporate corrections of any errors or omissions noted by Staff.
2. Any development in the subdivision is subject to review and approval the City of Great Falls as necessary, and the applicants shall be required to submit any plans including

engineering, architectural, and landscaping as required for review and approval by the City.

3. The property owner of each of the lots in subdivision shall be responsible for any current or future maintenance of their own property; the City shall not be responsible for any property maintenance in the subdivision.
4. Applicant shall work with the City's addressing department to establish a new address for the proposed residence and provide facilities for adequate mail delivery by the Post Office.

Made by: Ms. Patton
Second: Ms. Ball

Mr. Sheets said he wished to present an amendment to the motion, adding two items (5 and 6) to the Conditions of Approval, which should state:

5. The applicant shall be responsible for a fair proportional share of the cost of improvements to 3A Street South or 24th Avenue South at such time as those improvements are scheduled and funded by the City of Great Falls or by a developer constructing street improvements as required by the City of Great Falls.
6. The applicant is responsible for a reimbursement to the ULRRWSD in the amount of \$5,069.45.

Ms. Patton moved to amend the motion as suggested, seconded by Ms. Ball. All being in favor, the amendment passed. Mr. Davis then called for a vote on the motion.

VOTE: All being in favor, the motion passed.

COMMUNICATIONS

Next Meeting Agenda – May 27, 2014

- City View Subdivision

Mr. Raymond said the applicant presented information on this proposed project to the Neighborhood Council, which was in favor of the project. The applicant was pleased in that this is in contrast to the applicant's previous project, of which the Council had not been in favor.

Upcoming Planning Board Projects

- None

Project Status:

- River City Casino – Conditional Use Permit
 - City Commission Public Hearing – June 3, 2014
- 315 21st Ave S – Cary property Annexation and Zoning
 - City Commission 1st Reading – May 20, 2014
- 905-909 5th Ave South – Minor Subdivision, Rezone, CUP
 - City Commission 1st Reading – May 20, 2014
- Hilton Garden Inn – Rezone and Vacate ROW
 - City Commission 1st Reading – May 20, 2014

Petitions and Applications Received:

- None

Mr. Davis asked if there was further information on the East Great Falls Retail Center. Mr. Raymond said the applicant is working with the Montana Department of Transportation (MDT) on whether a second traffic signal will be installed. MDT prefers a single traffic signal in the area but the applicant would like a second light installed.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, Mr. Weisenburger adjourned the meeting at 3:20 p.m.

CHAIRMAN

SECRETARY