

**MINUTES OF THE MEETING  
OF THE  
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION  
April 28, 2015**

**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:

Scot Davis, Vice Chair  
Peter Fontana  
Dana Henkel  
Anthony Houtz  
Heidi Pasek  
Cheryl Patton  
Mark Striepe

Planning Board Members absent:

Nate Weisenburger, Chair  
Sophia Sparklin

Planning Staff Members present:

Craig Raymond, Director P&CD  
Galen Amy, Planner II  
Phyllis Tryon, Sr. Administrative Assistant

Other Staff present:

Jennifer Reichelt, Deputy City Manager  
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.\*\**

Vice Chair Davis asked if there were any comments or corrections to the minutes of the regular meeting held on April 14, 2015. Seeing none, the minutes were approved as submitted.

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

### **Central Montana Agriculture & Technology Park TIF Industrial District (Great Bear) Application**

Board member Dana Henkel said for the record that she abstains from voting on this item. Galen Amy, Planner II, presented the staff report for the Central Montana Agriculture & Technology Park TIF Industrial District (Great Bear) application. Ms. Amy entered the staff report into the record. The applicant, Joe Stanek of Dali, LLC, is proposing to construct Innovation Street in the Central Montana Ag Tech Park located east off of U.S. Highway 87 and north of Great Bear Avenue in the immediate vicinity of ADF International and Malteurop.

Innovation Street development will include paving, curb and gutter, and required boulevard landscaping and irrigation. The water main will be extended the length of Innovation Street, and gas, electric, and fiber optic lines will be extended along Innovation Street and the north side of Great Bear Avenue. Ms. Amy said that the proposed project area includes Lots 1-7 and Lots 9-12; Lot 8a is not immediately impacted. She reviewed the eligible public improvement costs related to this TIF application as listed in the staff report. Mr. Stanek of Dali, LLC, has requested that TIF funds be used to construct the dedicated public right-of-way, including paving, curb and gutter, and boulevard landscaping and irrigation.

When this project is concluded, Ms. Amy said that all 12 lots in the Great Bear Subdivision, Number 2, Phases I and II, will have all the necessary services and infrastructure for new development and will fulfill the needs of small industrial businesses with the creation of 36-60 permanent jobs.

Prior to construction, the applicant will submit updated construction drawings to be approved by the City Public Works Department. City standard is that sidewalks are installed as lots are developed and therefore are not part of this proposed project.

Ms. Amy reviewed items of the Central Montana Agriculture and Technology Park Comprehensive Development Plan (Plan), as well as criteria recommended in the Plan. In order to approve TIF participation requests, the requests must be determined to meet the criteria recommended in the Plan as well as be determined eligible for TIF participation in accordance with the MCA guidelines. Ms. Amy said that the requested improvements in this proposed development are determined eligible for TIF funding according to Montana Code Annotated (MCA) guidance. Further, they contribute to the majority of the 12 criteria listed in the City's Tax Increment Application Process. She reviewed those criteria as listed in the staff report.

The applicant is proposing to start construction this spring, 2015. No outstanding financial commitments exist in the CMATP TIFID. Staff determines the work is eligible and appropriate, and the level of funding recommended for this application reflects the need to maintain a reserve in the TIFID in order to fund previously identified future infrastructure improvements, including, but not limited to, storm water management, which will benefit multiple properties in the CMATP. Therefore it is recommended that the City reimburse the Developer for costs of the Infrastructure Improvements (as defined in the Development Agreement) in an amount equal to 50% of the actual cost of the Infrastructure Improvements, provided that such reimbursement amount shall not exceed \$191,653 in the aggregate. Ms. Amy concluded her presentation of the staff report and noted that the applicant's representative was present to answer any questions.

Mr. Raymond clarified that the Development Agreement has been negotiated between City staff and the applicant, but has not yet been to City Commission.

Vice Chair Davis opened the floor to questions for staff, and then any proponents and opponents of the proposed project. There were none.

### **PLANNING ADVISORY BOARD DISCUSSION AND ACTION**

Ms. Patton asked if the project has been annexed into the City, which it has. She asked if this district has been bonded, and Mr. Raymond said it has not. Deputy City Manager, Jennifer Reichelt, said there was adequate cash increment in this TIF district, and staff is ensuring enough cash is left in this TIF to meet previous TIF requirements. She said there is a storm water project through Public Works that will need to be bonded in the future, which is why staff is recommending this TIF at 50%. The Development Agreement does leave an option to come back in the future if Mr. Stanek chooses to apply for future funds.

Mr. Striepe asked for clarification on Criteria Number Two as listed in the staff report, which states that projects may be funded at 10% of total construction costs. Ms. Reichelt said 10% is the minimum, and there is an ability to fund at a higher level. Ms. Patton said that if you take into account the whole project costs, including land and engineering costs for this annexation and subdivision, it would be significantly more than the 50% cost of the improvement to this one street. City Engineer, Dave Dobbs, agreed, and said that additionally this developer has already paid for sewer improvements, and that is not seen in this request. He said this project is a small part of the overall development. Mr. Raymond said that this entire completed project will generate taxes into the millions, and this application is addressing just some of the public infrastructure costs.

Ms. Patton complimented Mr. Stanek, who has been working on this project for a long time with a lot of investment. She said the development processes in Great Falls take time and he should be commended and thanked for sticking with this project. Mr. Striepe said Great Falls needs development like this and he supports this project.

**MOTION:** That the Planning Advisory Board recommends to the City Commission that the City authorize the proposed project and associated funding from the Central Montana Agricultural and Technology Park Tax Increment Financing Industrial District.

Made by: Mr. Striepe  
Second: Ms. Patton

Ms. Patton asked for clarification on whether the motion needed to reflect the amount of the tax increment, and Ms. Amy said the amount is in both the staff report and the Development Agreement. She said the Board may choose to state the amount in the motion. There was no further discussion.

**VOTE:** Ms. Henkel abstained from the vote. All others being in favor, the motion passed.

## **COMMUNICATIONS**

### City Commission Letter of Appointment

Vice Chair Davis welcomed Mr. Fontana to the Planning Advisory Board/Zoning Commission.

### Next Meeting Agenda – Tuesday, May 12, 2015

- Tyndall Addition Phase II – Preliminary Plat and Annexation
- CHS, Inc. – Annexation and Zoning

Mr. Raymond said this is the first of a couple of major subdivisions in the north end of Great Falls that will be coming before the Board. Staff has been working on details for a long time. Ms. Amy noted that the Tyndall Addition Phase II will be referred to as McManus Addition.

### Petitions and Applications Received:

- West Ridge Phase VII – Major Subdivision, Annexation & Zoning
- East Industrial Park TIF Industrial District (AgriTech) Application

Mr. Raymond said City Commission will be working during some upcoming special work sessions on the East Industrial Park TIF.

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

There being no further business, Vice Chair Davis adjourned the meeting at 3:23 p.m.

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CHAIRMAN

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SECRETARY