

**CITY OF COLUMBIA FALLS
PLANNING COMMISSION MEETING MINUTES
HELD AUGUST 8, 2024**

REGULAR MEETING – 6:00 PM.

Fisher called Meeting to order at 6:00 PM

PRESENT: President Darin Fisher, Vice President Justin Ping via ZOOM, Commissioner Dulcie Berube

ABSENT: Commissioner Mark Johnson, Commissioner Sam Kavanagh

Also present: Finance Director Shawn Bates, Contract Planner Eric Mulcahy, City Attorney Justin Breck, Public Works Clerk Caleb Sobczak

APPROVAL OF MINUTES:

Approval of May 9, 2024 Regular Meeting Minutes

Motion made by Berube to approve the May 9, 2024 minutes as presented, Seconded by Ping. Motion carried with all present voting AYE.

VISITOR OR PUBLIC COMMENT: (An opportunity for the Public to comment on any items not on tonight's agenda)

No public comment was presented.

PUBLIC HEARINGS AND ACTION:

Before the public hearing Fisher went over the process of approval the Commission will perform on the proposals for conditional use permits, subdivisions, zone changes, etcetera.

Jaqueline Smith and Carl Morsette are requesting a Conditional Use Permit (CUP) to operate a drive-thru coffee stand at 262 1st Ave WN (Location of Glacier Grappling). The property is zoned CB-2 Commercial however all drive-thru's require a conditional use permit in this zone. The coffee stand was moved to the site but not opened while the applicants go through the CUP process. The property is described as Lots 2, 3, & 4; Block 129; Columbia Falls Addition; Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

Contract Planner Mulcahy presented Staff Report CCU-24-01 to the Commission. All drive thru's in this zone require a conditional use permit but this could be changed in future when the zoning regulations are revised. The Growth Policy designates this area as commercial so the proposed use is appropriate. The criteria the City looks at the suitability of the property for this use such as its access. This is a corner lot so it has adequate access to City streets. This property is flat with no steep slopes and no floodplain is present. This standard kiosk will need to be placed on a permanent foundation and connected to City municipal services. There are no fencing or open space requirements for this use but there is a landscape requirement for the Cities Small Building zoning code. A sign permit will need to be applied for through the City. Other permits include a Flathead County Health Department permit for food service operations, a driveway approach permit from Columbia Falls Public Works, and a building permit from the City for placing and constructing of the kiosk and foundation. These conditions are presented in the Recommendations sections at the end of the Staff Report.

CITY OF COLUMBIA FALLS PLANNING COMMISSION REGULAR MEETING MINUTES HELD ON AUGUST 8, 2024

The applicants Jaqueline Smith and Carl Morsette spoke to their application saying that everything was presented by Mulcahy. Smith asked about the landscape requirements specifically if they need to be raised or flat. Mulcahy said that it can be either beds or grass or a combination of both.

Fisher opened public comments regarding this application and none were presented.

Fisher asked the Commission if they had any comments on this application. Ping asked if the driveway access would be singlewide? Smith answered that the driveway would be a single driveway that wishbones, with an entrance and exit on each street. An additional condition was discussed about the moving of the existing shed. The shed was already proposed to be moved to another location on the property but there is not a listed condition for this. It was concluded that the shed would be required to be moved to meet the requirements of the application for paving and water and sewer connections, so an additional condition is not needed.

A motion was made by Berube to adopt Staff Report CCU-24-01 as Findings of Fact seconded by Ping. A voice vote was performed with all present voting AYE.

A motion was made by Berube to recommend approval of the Conditional Use Permit to City Council seconded by Ping. A voice vote was performed with all present voting AYE. City Council will hear this proposal at the City Council Regular Meeting scheduled for August 19, 2024 in the same location.

Berube made a motion to adjourn, seconded by Ping.

ADJOURNMENT – Meeting duly adjourned at 6:18 PM

President

Attest:

Public Works Clerk