



**ROOM A | 130 6TH STREET WEST
COLUMBIA FALLS, MT 59912**

**PHONE (406) 892-4391
FAX (406) 892-4413**

**CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, MARCH 01, 2021
COUNCIL CHAMBERS CITY HALL**

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, Fisher, Robinson)

NOTE: Regular Council Meeting will be held in the Council Chambers as well as by virtual meeting to provide for social distancing and public health and safety. Council requests attendees wear masks for the health and safety of the public and the City employees and officials. Contact City Clerk Barb Staland no later than 6 pm on the day of the meeting to register for ZOOM meeting access information; phone: (406) 892-4391 or email: staalandb@cityofcolumbiafalls.com

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

1. Approval of Claims - March 1, 2021 - \$44,334.17
2. Approval of Payroll Claims - February 19, 2021 - \$121,654.99
3. Approval of February 16, 2021 Regular City Council Meeting Minutes

VISITORS/PUBLIC COMMENT (Items not on agenda)

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

4. Public Hearing - March 1, 2021:
Request for a Conditional Use Permit to construct a House and Accessory Dwelling over 800 Square Feet:
Lori Bjork is requesting a Conditional Use Permit to construct a new house of 2,600 square feet and convert the existing house of 1,700 square feet into an accessory dwelling unit. The Columbia Falls Zoning Code requires a Conditional Use Permit (CUP) for Accessory Dwelling Units that exceed 800 square feet in residential zones. The 0.98 acre property is described as

Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

A. Adopt Staff Report CCU-21-02 as Findings of Fact.

B. Approve the Conditional Use Permit with conditions (See Resolutions for Final Action)

5. Public Hearing - March 1st:

Request for a Conditional Use Permit to construct an Accessory Dwelling in the existing house in the CB-2 Zoning District:

Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

A. Adopt Staff Report CCU-21-03 as Findings of Fact.

B. Approve Conditional Use Permit with Conditions (See Resolutions for Final Action)

6. Notice of Public Hearings: The Columbia Falls City-County Planning Board will hold a public hearing for the following item at their regular meeting on Tuesday, March 9, 2021 at 6:30 p.m. at the Council Chambers of City Hall, 130 6th Street West, Columbia Falls, Montana. The Columbia Falls City Council will hold a subsequent hearing on Monday April 5, 2021 starting at 7:00 p.m. in the same location. Both hearings will be conducted in accordance with the most current recommended and/or required public health and safety protocols in place at the time of the hearing. The City website, <https://cityofcolumbiafalls.org>, will contain updated information if there is any change to the planned hearings.

Request change the zoning from CSAG-10 (Suburban Agricultural) to CSAG-5 (Suburban Agricultural) in the Columbia Falls Zoning Jurisdiction:

The applicant, Wayne Hull, is requesting a zone change for property at 7030 Highway 2 East, Columbia Falls from the current CSAG-10 (Suburban Agricultural) with a 10 acre minimum lot size to a CSAG-5 (Suburban Agricultural) with a five acre minimum lot size. Permitted and Conditionally permitted uses are almost identical in the two zoning designations. The vacant property is approximately 10 acres in size and is located approximately ¼ mile east of the bridge over the Flathead River. The property is described as Parcel 1 of COS 16981 of Section 16, Township 30 North, Range 20 West, P.M.M., Flathead County.

Persons are allowed to attend the hearing(s), subject to the most recent public gathering restrictions enacted by County and State agencies at or prior to the time of the hearing. Persons are encouraged to submit written comments prior to the meeting. Written comments carry the same weight as public testimony given during the hearing. Written comments may be sent to

Columbia Falls City Hall, Attention: Barb Staaland, City Clerk, 130 6th Street West, Room A, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed Zone Change, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

7. Notice of Public Hearings - April 5, 2021:

The Columbia Falls City Council will hold public hearings for the purpose of allocating HB 473 Bridge and Road Safety and Accountability Program Funds and amending the 2021 FY Budget to account for the CARES Act Funding on Monday, April 5, 2021 at 7:00 p.m. The hearings will be held in the Council Chambers, City Hall, 130 6th ST. West, Columbia Falls, MT.

The City Council is proposing to request distribution of the 2021 HB 473 funds, in the amount of \$111,893.96, to overlay/repair 6th Avenue West from 9th St West to 13th St West.

The City Council will also hold a hearing to amend the 2020-21 Fiscal Year Budget to account for the CARES Act funds received during the 2021 FY.

Citizens are encouraged to attend the hearing or to provide written comments to the City Clerk at 130 6th Street West, Columbia Falls, MT 59912.

Dated this 1st of March, 2021

NEW BUSINESS:

- 8. Award Bid - 6th Avenue West Overlay Project
- 9. Approve Engineer's Agreement - Columbia Falls Railroad Quiet Zone Study
- 10. Consideration for URD Expansion/Community Development Services of MT Contract

ORDINANCES / RESOLUTIONS:

- 11. Resolution # 1842 - A Resolution of the City Council of the City of Columbia Falls, Montana Approving an Application for a Conditional Use Permit by Lori Bjork to Allow the Construction of an Accessory Dwelling Unit Greater Than 800 Square Feet. The Property is Described as Tract 3AC, Section 4, Township 30N, Range 20W, also Referred to as Tract 4 Book 507 Page 15, Flathead County, Montana.
- 12. Resolution # 1843 - A Resolution of the City Council of the City of Columbia Falls, Montana Approving an Application for a Conditional Use Permit by Kevin and Cindy Hooker and Six Peaks, LLC to Allow the construction of an Accessory Dwelling Unit in the CB-2 General Business District. The property is located at 28 6th Street East and is Further Described as Lot 11, Block 45 of the Columbia Falls Townsite, in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

CITY ATTORNEY REPORT

MISCELLANEOUS

ADJOURN

Next Scheduled Meetings:

City Council – Regular Meeting, **Monday, March 15th** – 7:00 PM

Planning Board – Tuesday, March 9th - 6:30 PM

Parks Committee - Monday, March 8th - TBA

Council Workshop – **Monday, March 29th**– 6:30 PM

02/25/21
21:02:45

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 2/21

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41551		3112 406 CLEANING OF COLUMBIA FALLS	3,600.00					
	377	02/21/21 FAC-FEB 2021 JANITORIAL SERVICE	3,600.00			1000 411200	399	101000
		Total for Vendor:	3,600.00					
41547		3071 ACTIVE 911, INC.	377.00					
	260328	02/19/21 FD-TRADITIONAL SUB FOR AGENCY	377.00			1000 420400	390	101000
		Total for Vendor:	377.00					
41545		1774 ADVANCED REFRIGERATION	196.75					
	02/09/21	AIR DRYER HAS OVER HEAT TEMP ERROR CODE.						
	102047A	02/09/21 SWR-RECHARGE FREON	196.75			5310 430600	390	101000
		Total for Vendor:	196.75					
41521		1260 CARQUEST AUTO PARTS	141.52					
	352829	01/27/21 STRS-HOSE ENDS, CHUCK BALL, HEX	17.32			2500 430200	240	101000
	353173	02/03/21 WTR-OIL&FILTER 2019 RAM 1500	45.39			5210 430500	231	101000
	353174	02/03/21 WTR-WINDSHIELD WASH FLUID	3.21			5210 430500	220	101000
	352816	01/27/21 WTR-AIR TANK	62.99			5210 430500	212	101000
	352818	01/27/21 WTR-WIRE BRUSH, STEEL BRUSH	12.61			5210 430500	220	101000
		Total for Vendor:	141.52					
41559		3028 CENTURYLINK - BUSINESS SERVICES	1,172.83					
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	34.17			1000 410400	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	108.20			1000 410500	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	533.64			1000 410580	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	170.85			1000 420100	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	55.46			1000 420400	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	17.09			2394 420500	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	37.02			5210 430500	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	37.02			5310 430600	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	8.54			2500 430200	345	101000
	022021	02/20/21 VOIP 01/20/21 TO 02/19/21	170.84			1000 410360	345	101000
		Total for Vendor:	1,172.83					

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41550	E	997 CENTURYLINK - ELECTRONIC PAY	834.84					
	021821	02/18/21 CRTS-FEB 18-MAR 17, 2021 PHONE	32.50			1000 410360	345	101000
	021821	02/18/21 PD-FEB 18-MAR 17, 2021 PHONES	130.70			1000 420100	345	101000
	021821	02/18/21 FD-FEB 18-MAR 17, 2021 PHONES	61.86			1000 420400	345	101000
	021821	02/18/21 POOL-FEB 18-MAR 17, 2021 PHONE	23.26			1000 460445	345	101000
	021821	02/18/21 STRS-FEB 18-MAR 17, 2021 PHONE	135.56			2500 430200	345	101000
	021821	02/18/21 WTR-FEB 18-MAR 17, 2021 PHONES	205.78			5210 430500	345	101000
	021821	02/18/21 SWR-FEB 18-MAR 17, 2021 PHONES	245.18			5310 430600	345	101000
		Total for Vendor:	834.84					
41530		2872 CINTAS FIRST AID & SAFETY	372.46					
	5051835621	02/11/21 PD-FIRST AID SUPPLIES	39.40			1000 420100	220	101000
	5051835691	02/11/21 SWR-LENS WIPES, FACE MSKS,	333.06			5310 430600	220	101000
		Total for Vendor:	372.46					
41558		14 CITY OF COLUMBIA FALLS	397.44					
	022321	02/23/21 FAC-01/16/21 TO 02/17/21	98.90			1000 411200	342	101000
	022321	02/23/21 FD-01/16/21 TO 02/17/21	30.99			1000 420400	342	101000
	022321	02/23/21 PRKS-01/16/21 TO 02/17/21	35.75			1000 460400	342	101000
	022321	02/23/21 STRS-01/16/21 TO 02/17/21	96.98			2500 430200	342	101000
	022321	02/23/21 WTR-01/16/21 TO 02/17/21	47.05			5210 430500	342	101000
	022321	02/23/21 SWR-01/16/21 TO 02/17/21	87.77			5310 430600	342	101000
		Total for Vendor:	397.44					
41542		776 COL.FALLS VOLUNTEER FIRE	269.61					
	021921-X	02/19/21 FEB 2021 TAX RECEIPTS-REAL	262.33			7120 212520		101000
	021921-X	02/19/21 FEB 2021 TAX RECEIPTS-PP	5.70			7120 212520		101000
	021921-X	02/19/21 FEB 2021 TAX- P& I	4.50			7120 212520		101000
	021921-X	02/19/21 JAN 2021 P&I ADJUSTMENT	-3.37			7120 212520		101000
	021921-X	02/19/21 JAN 2021 INTEREST ON BAL.	0.45			7120 212520		101000
		Total for Vendor:	269.61					
41531		3026 DAILY INTER LAKE	404.00					
	I00432614	01/24/21 FIN-27506 6TH AVE W OVERLAY	214.00			1000 410500	331	101000
	I00432614	02/03/21 FIN-27506 6TH AVE W OVERLAY	190.00			1000 410500	331	101000
		Total for Vendor:	404.00					

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		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
41539		2889 DAKOTA SUPPLY GROUP	604.06								
	S100730059	02/02/21 FAC-FILTER FOR HOT WTR DIS	32.58			1000		411200	240		101000
	S100731260	02/02/21 FAC-TANK FILTRATION SYS &	571.48			1000		411200	240		101000
		Total for Vendor:	604.06								
41522		999999 DENNIS LAUZON	2,401.06								
24		MARTHA ROAD LEAK REPAIR									
	R-9882	02/16/21 WTR-CITY SHARE FIX LEAK & DIG	2,401.06			5210		430500	360		101000
		Total for Vendor:	2,401.06								
41554		1551 ESRI	400.00								
		ARCGIS DESKTOP BASIC SINGLE USE PRIMARY MAINTENANCE ANNUAL RENEWAL FEE									
	2004MPA342	02/20/21 STRS-05/22/21 TO 05/21/22	133.34			2500		430200	355		101000
	2004MPA342	02/20/21 WTR-05/22/21 TO 05/21/22	133.33			5210		430500	355		101000
	2004MPA342	02/20/21 SWR-05/22/21 TO 05/21/22	133.33			5310		430600	355		101000
		Total for Vendor:	400.00								
41540		438 FERGUSON WATERWORKS	548.91								
	0770921	02/11/21 WTR-50 EA 6' HYDRANT FLAGS	548.91		HYDRAN	5210		430500	240		101000
		Total for Vendor:	548.91								
41557		1734 FIRE ENGINEERING	34.95								
	022321	02/23/21 FD-Magazine Subscription	34.95			1000		420400	330		101000
		Total for Vendor:	34.95								
41560	E	2961 FIRST BANKCARD-ELECTRONIC PYMT	1,405.74								
	022321	01/27/21 FIN-GOVN. ACCT VIRTUAL TRAININ	490.00			1000		410500	380		101000
	022321	01/28/21 PD-BUTTE TRAVEL MEALS PETERS.C	29.25			1000		420100	380		101000
	022321	01/28/21 PD-INTEGRITY EVID. BAGS	240.54			1000		420100	220		101000
	022321	01/28/21 ADMIN-ECON. OUTLOOK SEMINAR	50.00			1000		410400	380		101000
	022321	01/28/21 FIN-ECON. OUTLOOK SEMINAR	50.00			1000		410500	380		101000
	022321	02/01/21 FIN-PWD JOB POSTING	225.00			1000		410500	331		101000
	022321	02/06/21 FIN-CHAIR FOR FRONT DESK	146.99			1000		410500	212		101000
	022321	02/11/21 FD-TRAD. SUB FOR INDV. DEVICE	14.00			1000		420400	390		101000
	022321	02/17/21 SWR-4 EA ICE CLEATS	159.96			5310		430600	226		101000
		Total for Vendor:	1,405.74								

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41541		1892 FLATHEAD COUNTY	150.00					
	TR 3FB IN 16-30-20							
		5272 02/17/21 CERT LIST-TWIN PEAKS FRMS LLC	150.00			1000 411000	390	101000
		Total for Vendor:	150.00					
41526		2806 HANSON'S HARDWARE	29.46					
	597061 02/01/21 STRS-GALV NIPPLE IMP		5.49			2500 430200	240	101000
	597199 02/19/21 FAC-CITY HALL 13W REPL BULB		23.97			1000 411200	240	101000
		Total for Vendor:	29.46					
41538		2849 J2 BUSINESS PRODUCTS	959.54					
	859352-0 02/11/21 FAC-TISSUE,TOWELS,SOAP,LINER		668.41			1000 411200	224	101000
	859172-0 02/11/21 PD-2 PK 952XL BK CRTDGS		46.99			1000 420100	210	101000
	858300-0 02/03/21 PD-TONER,204A CRTDG,LSR CRTD		177.67			1000 420100	210	101000
	858365-0 02/04/21 FIN-COPY PAPER, RBRBND, BIND		16.62			1000 410500	210	101000
	858365-0 02/04/21 WTR-COPY PAPER, RBRBND, BIND		16.62			5210 430500	210	101000
	858365-0 02/04/21 SWR-COPY PAPER, RBRBND, BIND		16.62			5310 430600	210	101000
	858365-0 02/04/21 PLNG-COPY PAPER, RBRBND, BIN		16.61*			1000 411000	210	101000
		Total for Vendor:	959.54					
41556		2707 KENCO SECURITY AND TECHNOLOGY	82.50					
	2349361 03/01/21 FAC-FD FEB 2021 ALARM MONITOR		44.00			1000 411200	366	101000
	2350623 03/01/21 FAC-CITY HALL FEB 2021 ALARM		38.50			1000 411200	366	101000
		Total for Vendor:	82.50					
41544		3078 KLJ ENGINEERING LLC	11,403.49					
	PRO SERVICES FROM 01/18/2021 PERIOD ENDING 02/13/2021							
	10149400 02/18/21 CF URBAN AREA TRANSPORTATION		11,403.49			1000 410100	399	101000
		Total for Vendor:	11,403.49					
41548		1493 MAHUGH FIRE & SAFETY	482.00					
	NO LOANERS NEEDED/NEXT MAINT 02-22							
	94636 02/12/21 FD-EXTINGUISHER SERVICE/REPAIR		447.50			1000 420400	360	101000
	94648 12/19/21 PD-EXTINGUISHER SERVICE/REPAIR		34.50			1000 420100	360	101000
		Total for Vendor:	482.00					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41524		146 MIKE'S CONOCO CORPORATE OFFICE	12.49					
	42982	02/07/21 STRS-DEF FOR BIG LOADER	12.49			2500 430200	231	101000
		Total for Vendor:	12.49					
41525		1247 MURDOCH'S RANCH & HOME KALISPELL	19.98					
	5956/34	01/25/21 STRS-GORILLA GLUE	19.98			2500 430200	240	101000
		Total for Vendor:	19.98					
41562		3118 MURDOCK PLUMBING LLC	371.99					
	000699	01/27/21 PRESSURE REDUCING VALVE INSTAL	371.99			4010 460400	930	101000
		Total for Vendor:	371.99					
41561		132 NORMONT EQUIPMENT COMPANY	4,110.00					
	24435	02/19/21 STRS-WARTHOG NOZZLE FOR VAC TR	4,110.00			5310 430600	212	101000
		Total for Vendor:	4,110.00					
41534		2816 O'REILLY AUTO PARTS	7.99					
	4774-34155	02/01/21 STRS-SOCKET	7.99			2500 430200	240	101000
		Total for Vendor:	7.99					
41536		1828 RBM LUMBER, INC.	55.39					
		FOR SUSAN'S DESK						
		01/21/21 FAC-11.66 BF 10' F/L BOARDS	55.39			1000 411200	212	101000
		Total for Vendor:	55.39					
41553		99999 REDTAIL EDUCATION AND RESEARCH	385.00					
		11 STUDENTS FROM CF FD- CERTIFICATIONS VALID FOR TWO YEARS AND WILL EXPIRE END OF FEB 2023						
		021721 02/17/21 FD-BASIC LIFE CPR/AED CLASS	385.00			1000 420730	380	101000
		Total for Vendor:	385.00					
41555		2769 RESPONSE EQUIPMENT SPECIALISTS,	5,199.64					
		2020 RAM-1500 CLASSIC 5.7 L- V8						
		LABOR-3700.00						
		PARTS-1499.64						
		TRADE: (800.00) APPLIED TOWARDS INVOICE IN EXCHANGE FOR THE SALVAGE OWNERSHIP OF DAMAGED PD VEHICLE AND VALUE OF NEW STUDDER TIRES THAT WERE ON THE UNIT. AGREED TO \$800 VALUE WITH CHIEF PETERS.						

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		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
	2995	02/18/21 PD-UPFITTING VEC EQUIPMENT	5,199.64*			4020		420100	940		101000
		Total for Vendor:	5,199.64								
41532		2811 SALTUS TECHNOLOGIES, LLC	2,770.00								
		PERIOD FROM MARCH 1, 2021 THROUGH FEBRUARY 28, 2022									
	2102-02	02/01/21 PD-digiticket HOSTING, SUPPOR	2,770.00		1000			420100	355		101000
		Total for Vendor:	2,770.00								
41537		1042 SANDS SURVEYING, INC.	2,922.75								
		PROJECT# 226516									
	33888	02/11/21 PRKS-RETRACE KRECK RVRSDE PRK	2,922.75*		1000			460400	390		101000
		Total for Vendor:	2,922.75								
41533		199 SCHELLINGER CONSTRUCTION	67.94								
	121432	02/03/21 STRS-3/4" CRUSHED	67.94		2500			430200	452		101000
		Total for Vendor:	67.94								
41549		3108 SEAWESTERN FIRE FIGHTING	328.20								
	INV9468	02/19/21 FD-2 EA LRG REG GLOVES	157.00*		1000			420400	226		101000
	INV9468	02/19/21 FD-2 EA XL REG GLOVES	157.00*		1000			420400	226		101000
	INV9468	02/19/21 FD-SHIPPING	14.20*		1000			420400	226		101000
		Total for Vendor:	328.20								
41543		862 SUCCESSFUL SIGNS AND AWARDS	12.00								
	72706	02/11/21 PLNG-2X8 NAMEPLATE-C.LUNDGREN	12.00*		1000			411000	210		101000
		Total for Vendor:	12.00								
41523		2699 THE MAIL ROOM, INC	248.18								
	D103896	02/08/21 FIN-BAR CODED MAIL	20.03		1000			410500	310		101000
	D103896	02/08/21 WTR-BAR CODED MAIL	72.57		5210			430500	310		101000
	D103896	02/08/21 SWR-BAR CODED MAIL	72.57		5310			430600	310		101000
	D103896	02/08/21 CRTS-BAR CODED MAIL	2.05		1000			410360	310		101000
	D103895	02/08/21 CRTS-BAR CODED MAIL	80.96		1000			410360	310		101000
		Total for Vendor:	248.18								
41529		1623 THE UPS STORE #4515	34.54								
	021121	02/11/21 WTR-GROUND COMMERCIAL	16.55		5210			430500	310		101000
	021721	02/17/21 CRTS-GROUND COMMERCIAL	17.99		1000			410360	310		101000
		Total for Vendor:	34.54								

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41546		2392 TITAN MACHINERY	264.16					
	FRONT END LOADER							
		15156809 G 02/10/21 STRS-BLOWER ASSY/ FREIGHT	264.16			2500 430200	232	101000
		Total for Vendor:	264.16					
41552	E	1218 VERIZON WIRELESS	1,198.21					
		9873300707 02/12/21 ADMIN-JAN 13-FEB 12,21 CEL	22.47			1000 410400	345	101000
		9873300707 02/12/21 FIN-JAN13-FEB12, 21 CELL P	22.47			1000 410500	345	101000
		9873300707 02/12/21 FD-JAN13-FEB12, 21 CELL PH	60.52			1000 420400	345	101000
		9873300707 02/12/21 FAC-JAN13-FEB12,21 CELL PH	12.47			1000 411200	345	101000
		9873300707 02/12/21 STRS-JAN13-FEB12, 21 CELL	78.95			2500 430200	345	101000
		9873300707 02/12/21 PD-JAN13-FEB12,21 CELL PHO	748.65			1000 420100	345	101000
		9873300707 02/12/21 WTR-JAN13-FEB12,21 CELL PH	151.27			5210 430500	345	101000
		9873300707 02/12/21 SWR-JAN13-FEB12, 21 CELL P	101.41			5310 430600	345	101000
		Total for Vendor:	1,198.21					
41535		84 WESTERN BUILDING CENTER	57.55					
		4640408 01/27/21 STRS-AIR HOSE, BRASS CONNECTO	37.57			2500 430200	240	101000
		4641012 02/02/21 STRS-7/8" & 1" HOLE SAWS	19.98			2500 430200	240	101000
		Total for Vendor:	57.55					
		# of Claims 40	Total:	44,334.17				
		Total Electronic Claims		3,438.79				
		Total Non-Electronic Claims		40895.38				

02/25/21
21:02:46

CITY OF COLUMBIA FALLS
Fund Summary for Claims
For the Accounting Period: 2/21

Page: 8 of 9
Report ID: AP110

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	\$28,321.52
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	\$17.09
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	\$906.29
4010 CAPITAL PROJECTS FUND - Parks	
101000 CASH/CASH EQUIVALENTS	\$371.99
4020 CAPITAL PROJECTS FUND - General	
101000 CASH/CASH EQUIVALENTS	\$5,199.64
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	\$3,754.36
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	\$5,493.67
7120 FIRE RELIEF DISABILITY/PENSION FUND	
101000 CASH/CASH EQUIVALENTS	\$269.61
Total:	\$44,334.17

02/25/21
21:02:46

CITY OF COLUMBIA FALLS
Claim Approval Signature Page
For the Accounting Period: 2 / 21

Page: 9 of 9
Report ID: AP100A

Council Meeting Date: 03/01/2021

Claims Submitted to Council: \$ 44,334.17

Claims Denied/Withheld by Council Finance Committee: \$ _____ Claim #'s: _____

Prepared By: Shawn Bates, Finance Director

Shawn Bates

Approved by Susan M. Nicosia, City Manager

Susan Nicosia

City Council to Approve by motion on consent agenda

The following claims are significant:

KLJ Engineering LLC - \$11,403.49 Urban transportation plan (Fund 1000)
Response Equipment Specialists - \$5,199.64 Equipment for new PD patrol truck (Fund 4020)

The remaining claims are routine. Please let me know if you have any questions.
Shawn

02/18/21
14:53:13

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 02/19/21 to 02/19/21

Page: 1 of 3
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		18.00
COMA HOURS (Comp Time Accumulated)	28.50		
COMP HOURS (Comp Time Used)	7.50		150.23
OVER HOURS (Overtime)	57.50		2,322.91
OVRTD HOURS (STEP overtime)	8.00		293.16
REG HOURS (Regular Time)	2,340.25		63,206.80
REG1 HOURS (Additional to regular)	24.00		646.80
SFTO HOURS (Shift Sup/FTO - \$1.5/hour)	44.00		66.00
SHFN HOURS (Shift B)	360.00		360.00
SICK HOURS (Sick Time)	66.50		1,360.71
VACA HOURS (Vacation Time Used)	49.00		1,545.92
VOLN HOURS (Not in use)	26.00		1,300.00
GROSS PAY	69,970.53	0.00	
NET PAY	46,850.87	0.00	
NET PAY (CHECKS)	330.80		
NET PAY (DIRECT DEPOSIT)	46,520.07		
AFLAC-POSTTAX	64.48	0.00	
AFLAC-PRETAX	111.99	0.00	
CHILD SUPPORT	88.61	0.00	
CHILD SUPPORT P	413.07	0.00	
CITY OF COLUMBI	25.00	0.00	
FIT	5,182.27	0.00	
FLEX ALLEGIANCE	1,039.63	35.00	
FLEX DEP CARE	208.33	2.50	
FOP	360.00	0.00	
HEALTHINS/PRE	2,823.57	17,037.37	
MEDICARE	976.57	976.57	
MT ST FIRE ASSO	29.13	0.00	
NATIONWIDE/CITY	0.00	1,561.83	
NATIONWIDE/EMP	360.62	0.00	
P.E.R.S.	3,165.23	3,513.82	
PERS/FURS	311.70	418.32	
PERS/POLICE	2,108.41	3,375.78	
SIT	2,890.00	0.00	
SOCIAL SECURITY	2,435.35	2,435.35	
TEAMSTERS DUES	266.50	0.00	
UNEMPL. INSUR.	0.00	307.66	
UNUM LIFE INS.	120.74	0.00	
WA CHILD SUPPOR	138.46	0.00	
WORKERS' COMP	0.00	2,207.62	
WELLS FARGO	929.61	0.00	
CHARLES SCHWAB	1,407.91	0.00	
FIRST INTERSTAT	4,051.65	0.00	
FREEDOM BANK	1,198.24	0.00	
GLACIER BANK KA	4,650.03	0.00	
GLACIER BANK/CF	13,693.18	0.00	
GLACIER BANK/WF	1,616.86	0.00	
PARKSIDE CR U	7,830.26	0.00	

2/19/2021
Payroll
\$ 121,654.99
Barb Stotland

02/18/21
14:53:13

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 02/19/21 to 02/19/21

Page: 2 of 3
Report ID: P130

THREE RIVERS	998.49	0.00
USAA FEDERAL	1,082.28	0.00
USBANK.	1,993.21	0.00
VALLEY BANK KAL	100.00	0.00
VERIDIAN CREDIT	325.00	0.00
WELLS FARGO	1,365.00	0.00
WELLS FARGO GA	1,280.66	0.00
WFISH CR UNION	3,997.69	0.00
FIT/SIT BASE	60,049.38	0.00
MEDICARE BASE	67,348.84	0.00
PERS BASE	66,406.20	0.00
SOC SEC BASE	39,279.91	0.00
UN BASE	68,370.53	0.00
WC BASE	70,390.19	0.00

Total 31,871.82
Total Payroll Expense (Gross Pay + Employer Contributions): 101,842.35
*** PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY ***

Check Summary

Payroll Checks Prev. Out.	\$5,782.08
Payroll Checks Issued	\$45,700.09
Payroll Checks Redeemed	\$3,528.83
Payroll Checks Outstanding	\$47,953.34
Electronic Checks	\$75,954.90

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	4870.70	4870.70		212260
Medicare	1953.14	1953.14		212260
P.E.R.S.	6679.05	6679.05		212270
Unempl. Insur.	307.66	1294.59	1602.25	212210
Workers' Comp	2207.62	10411.37	12618.99	212220
FIT	5182.27	5182.27		212260
SIT	2890.00	2890.00		212260
AFLAC-PRETAX	111.99	223.98		212230
NATIONWIDE/EMP	360.62	360.62		212280
Teamsters dues	266.50	533.16		212310
PERS/Police	5484.19	5484.19		212240
NATIONWIDE/CITY	1561.83	1561.83		212280
AFLAC-POSTTAX	64.48	128.96		212230
PERS/FURS	730.02	730.02		212275
MT ST FIRE ASSO	29.13	29.13		212315
HEALTHINS/PRE	19860.94	41625.00	-1903.12	212400
CITY OF COLUMBI	25.00	25.00		212450
UNUM LIFE INS.	120.74	241.47	0.01	212400
FLEX ALLEGIANCE	1074.63	1074.63		212285
CHILD SUPPORT	88.61	88.61		212330
CHILD SUPPORT P	413.07	413.07		212330
WA CHILD SUPPOR	138.46	138.46		212330
FOP	360.00	360.00		212335
FLEX DEP CARE	210.83	210.83		212285

02/18/21
14:53:13

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 02/19/21 to 02/19/21

Page: 3 of 3
Report ID: P130

Total Ded.	54991.48	32130.77	74804.12	12318.13
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**** Carried Forward column only correct if report run for current period.

**CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD FEBRUARY 16, 2021**

REGULAR MEETING – 7:00 P.M.

Mayor Barnhart called the meeting to order at 7:00 p.m.

ROLL CALL: Mayor Don Barnhart, Councilor Darin Fisher, Councilor Doug Karper, Councilor Paula Robinson Councilor Jenny Lovering, Councilor John Piper and Councilor Mike Shepard.

Also Present: City Manager Nicosia, City Clerk Staland, Deputy City Attorney Breck and Sergeant Murphy.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA: Councilor Lovering motioned to approve the agenda, seconded by Councilor Shepard and the motion carried.

CONSENT AGENDA: Councilor Piper made motion to approve the Consent Agenda noting all claims are in order, seconded by Councilor Shepard with council voting as follows. Ayes: Fisher, Karper, Lovering, Piper, Robinson, Shepard and Barnhart.

Approval of Claims - February 16, 2021 - \$494,355.72

Approval of Payroll Claims - February 5, 2021 - \$85,057.42.

Approval of February 1, 2021 Regular City Council Meeting Minutes

Mayor Barnhart read the following Updated Notice of Public Hearings:

UPDATED NOTICE OF HEARINGS - MARCH 1ST: The Columbia Falls City-County Planning Board held public hearings for the following items at their regular meeting on Tuesday, February 9, 2021. The Columbia Falls City Council will hold subsequent hearings on Monday March 1, 2021 starting at 7:00 p.m.

Request for a Conditional Use Permit to construct a House and Accessory Dwelling over 800 Square Feet:

Lori Bjork is requesting a Conditional Use Permit to construct a new house of 2,600 square feet and convert the existing house of 1,700 square feet into an accessory dwelling unit. The Columbia Falls Zoning Code requires a Conditional Use Permit (CUP) for Accessory Dwelling Units that exceed 800 square feet in residential zones. The 0.98 acre property is described as Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

Request for a Conditional Use Permit to construct an Accessory Dwelling in the existing house in the CB-2 Zoning District:

Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the

same building with a Conditional Use Permit (CUP). The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

NOTE: Following hearing may be postponed:

Request to change the zoning from CR-5 (Two Family Residential) to CRA-1 (Multi-Family Residential) in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a zone change for 302 Meadow Lake Boulevard from the current CR-5 Two-Family designation to a CRA-1 Multi-Family residential designation. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 on Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAEA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

NEW BUSINESS:

Columbia Falls Transportation Plan & Quiet Zone Proposal Update - Wade Kline, PTP, KLJ Engineering
Mr. Kline presented the draft Transportation Plan to the City Council. Reports completed thus far include: Existing Conditions – Background Data, Public Engagement Summary – Summary of public input and Reports Online – columbiafalls.transportationplan.net. Mr. Kline said he was pleased with the public responses, with 187 individual comments – 354 reactions and 261 unique visitors. The Public Engagement Summary Online Survey Overview showed the following concerns. 44% Traffic Safety, 20% Bike/Pedestrian Safety, 13% Bike/Pedestrian Gap, 10% Congestion, 8% Transit and 4% miscellaneous. Traffic Safety & Analysis Intersection Considerations include Hwy 2/Hwy 40, several intersections along Hwy 2, 12th Street/13th Avenue, Nucleus /5th Street, and Truck Route/6th Ave.

Mr. Kline said the engineers have taken an initial look at a possible Quiet Zone in Columbia Falls as part of the overall Transportation Plan; an in depth proposal would require a separate contract. Kline reported that the Consensus during the onsite visit was to close the 4th Ave. EN crossing with a potential center median on 2nd Ave. WN with pedestrian accommodations.

Authorize the Call for Bids - Tennis Court Construction Hoerner Park Resolution

City Manager Nicosia said the Public Work's Director will be ready to call for bids and publish on Sunday February 28th. Nicosia noted that the Council previously approved moving the tennis courts from Columbus Park to Hoerner Park. The estimate for moving the four tennis courts was \$143,000. Nicosia said we will also look at playground equipment for the northern section of the block. Staff recommends approval to call for bids.

Councilor Fisher motioned to approve the call for bids, seconded by Councilor Shepard with council voting as follows. Ayes: Fisher, Karper, Lovering, Piper, Robinson, Shepard and Barnhart.

ORDINANCES / RESOLUTIONS:

Resolution# 1841 - A Resolution of the City Council of the City of Columbia Falls Authorizing Investment Accounts with Multi-Bank Securities, Inc.

City Manager Nicosia said this Resolution is to update to an existing Resolution to add Shawn Bates as Finance Director.

Councilor Lovering motioned to approve Resolution #1841, seconded by Councilor Robinson with council voting as follows. Ayes: Karper, Lovering, Piper, Robinson, Shepard and Barnhart.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor Shepard said the berm in the center of Nucleus is still a problem. Nicosia said she spoke with Justin Juelfs and there was improvement.

Councilor Karper said he and City Planner Mulcahy went to the river bank off Riparian Dr. to look at the trees that were removed. Mulcahy agreed there were trees removed that should not have been. Karper said below the 30 foot mark they are not supposed to use anything other than hand tools which was not the case. Mulcahy will make contact with the property owners to let them know they are not to do that level of clearing along the riverbank.

Councilor Karper said the Arbor Day Celebration is scheduled for May 7th, 2021 and the Arbor Day celebration typically includes having the 5th graders attend the celebration. As it is right now we will not have students as the school is not allowing field trips at this time. Karper noted that one of the grant requirements is to have an Arbor Day Celebration. Lovering said the kids aren't allowed to have field trips but you could arrange the kids to come outside to attend the educational portion of the celebration. Barnhart asked if we could plant some trees at the school. Nicosia said the City likes to have the trees on city property to ensure they are taken care of as required by the grant. Karper said we could have a celebration near the Vets Home so the veterans can attend and we can replace the trees in the Veteran's Memorial Park. Karper said he would keep Council updated as the celebration gets closer. Nicosia noted that DNRC abated the celebration requirement for the grant last year due to COVID restrictions.

Mayor Barnhart said he found a letter from the City in 1997 in regards to a public hearing for a proposal of closing the railroad crossing at 4th Ave.

CITY MANAGER REPORT

City Manager Nicosia said the City opened bids today on the 6th Ave W. overlay project, and they came in very good. The apparent low bid was just below \$192,000 which was better than our expected \$250,000 estimate. Nicosia also reported that the City received an update from the Service Line Protection Company that said we have a fantastic response here in Columbia Falls. Nicosia said the City has only had one resident that has used the service but the \$8,500 on their leaking water line.

Nicosia noted that the legislature has some interesting bills including HB 395 that would not allow any zoning decisions to be made during a public emergency, such as the current pandemic. Nicosia submitted the City information to the MLCT to be included in the testimony. Nicosia noted that while the City had approved some planning/zoning decisions, the process was still open and available to the public.

Nicosia reported on the CFAC meeting, noting that the HHN did a fantastic job on summarizing the meeting. The testing is complete and the parties are now working on preparing the cleanup order which will be released for public comment in July. At the meeting they announced Manager Mike Cirian is retiring and they introduced Ken Champagne as his replacement.

CITY ATTORNEY REPORT

Deputy City Attorney Stephanie Breck updated council on the Cahill Board of Adjustment appeal.

MISCELLANEOUS

Finance Report - January 2021

Police Activity - January 2021

Fire Dept. Activity Report – YTD

ADJOURN

Mayor Barnhart

City Clerk Staaland

**CONDITIONAL USE PERMIT REQUEST
COLUMBIA FALLS AREA ZONING JURISDICTION**

Item No.4.

COLUMBIA FALLS PLANNING OFFICE STAFF REPORT #CCU-21-02

A report to the Columbia Falls City-County Planning Board and Zoning Commission and the Columbia Falls City Council regarding a request from Lori Bjork for a Conditional Use Permit to allow the construction of an accessory dwelling unit greater than 800 square feet. The property is zoned CR-4 (Urban Residential). A public hearing has been scheduled before the Columbia Falls City-County Planning Board and Zoning Commission for Tuesday, February 9, 2021, beginning at 6:30 pm, in the Council Chambers of City Hall in Columbia Falls, Montana. The Planning Board will forward a recommendation to the Columbia Falls City Council for final action at the March 1, 2021, 7:00 pm meeting.

BACKGROUND INFORMATION

- A. **OWNER/PETITIONERS:** Lori Bjork
2472 US Hwy 93 South
Kalispell, MT 59901
- B. **PETITIONER'S TECHNICAL ASSISTANCE:** None listed.
- C. **LOCATION/DESCRIPTION**
Subd: Block: Lot :
Tract:3AC

Section: 4 Township: 30N Range:20W
Address: 1550 14th St EN , Columbia Falls, MT 59912

The property is also referred to as Tract 4
Book 507 page 15, Flathead County.
- D. **REQUEST:** The applicant is requesting consideration of a Conditional Use Permit to construct a new home and convert the existing home into an accessory apartment greater than 800 square feet as provided for in Chapter 18.411.010 (5) of the Columbia Falls Zoning Ordinance. The subject property is 0.99 acres in size and the zoning would allow lot sizes of 7,200 square feet or 0.16 acres.
- E. **REASON FOR REQUEST:** The applicant has an existing home that is 1,792 square feet and she wants to build a new larger home on the property that would be 2,600 square feet in size. Bjork proposes converting the existing home into an accessory apartment so that her mother can live in the accessory unit close to her new house.
- F. **EXISTING LAND USE:** As stated above there is an existing house and garage on the north side of the property which is almost an acre in size. The new house would be placed on the south half of the property.



View of Existing home located at 1550 14th Street EN.



View of the south half of the property where the new house would be constructed.
The existing house is in the background.

- G. **ADJACENT ZONING AND LAND USE:** The Tracey's Aluminum City neighborhood is zoned CR-4 and consists of single-family homes and a mobile home park (Figure 1)

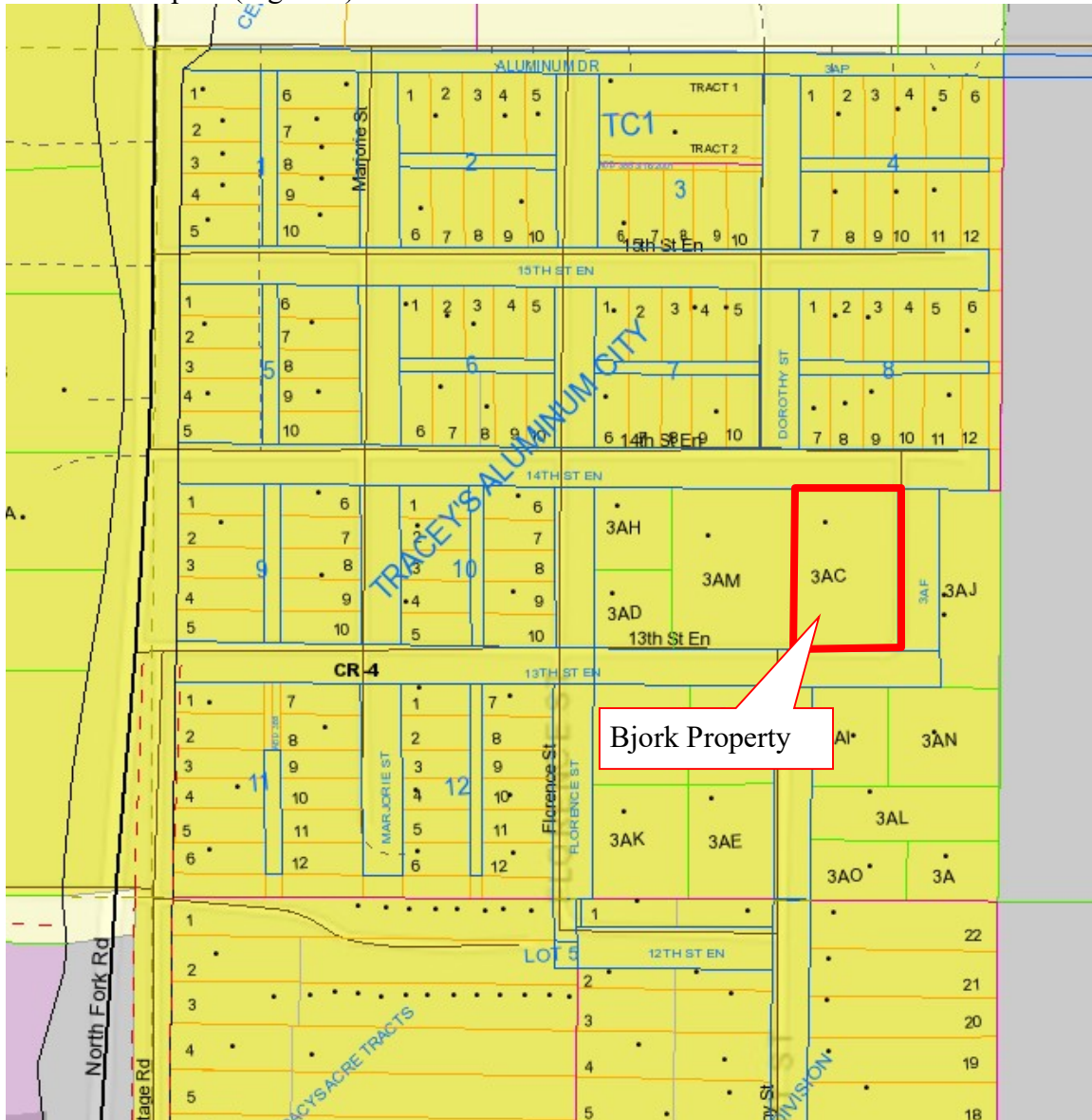


Figure 1 - Zoning Map

- H. **GROWTH POLICY DESIGNATION:** This property is within the Columbia Falls City-County Planning Jurisdiction and is designated on the Growth Policy land use map as urban residential, (residential with densities of two to eight units per acre). The proposed density of two units per acre complies with the Growth Policy.

I. UTILITIES/SERVICES:

Sewer service: Individual septic
 Water service: Community well
 Solid Waste: Owner haul
 Electric: Flathead Electric Co-op
 Phone: Century Tel
 Police: Flathead County Sheriff's Office
 Fire: Columbia Falls Volunteer Fire Department

EVALUATION BASED ON REQUIRED CRITERIA

18.210.080 Criteria Required for Consideration of a Conditional Use Permit:

A Conditional Use Permit may be granted only if the proposal, as submitted, conforms to all of the following general Conditional Use Permit criteria, as well as to all other applicable criteria that may be requested.

- a. **Site Suitability.** (That the site is suitable for the use) This includes:
 - i. **Adequate Usable Space:** The subject property contains 0.99 acres and measures approximately 170' by 253'. The property is flat and forested. There is adequate room to construct the new residence, and convert the existing residence into an accessory dwelling.
 - ii. **Adequate Access:** The subject property fronts three streets, 13 Street EN on the South, 14 Street EN on the north and Dorothy Street on the east. The existing house which will be converted to the accessory unit fronts and has access on 14th Street EN. The new house will have access on 13th Street EN. The site has adequate access.
 - iii. **Absence of Environmental Constraints:** The property is flat and there does not appear to be any hazards such as floodplain or hydric soils that would impact the safety of the residences.
- b. **Appropriateness of Design.** The site plan for the proposed use will provide the most convenient and functional use of the lot. Consideration of design should include:
 - i. **Parking Scheme:** Parking on-site would be provided in the driveways and garages as indicated on the site plan.
 - ii. **Traffic Circulation:** The lot accesses local streets maintained by the Flathead County Road Department. The local streets provide access to all of the homes in Tracey's Aluminum City. Circulation is appropriate for the proposed use.

- iii. **Open Space:** Open space requirements for this type of proposal are limited to the setbacks, which are required from all property boundaries in the CR-4 zone. The site plan shows that the existing home and the proposed home comply with the CR-4 setbacks.
- iv. **Fencing/Screening/Landscaping:** There is fencing in front of the existing house. New fencing was not proposed in the application and it would not preclude the applicant from fencing the property in compliance with the zoning regulations.
- v. **Signage:** No signage is proposed or would be anticipated in association with the proposed use.
- c. **Availability of Public Services and Facilities.** The following services and facilities are to be available and adequate to serve the needs of the use as designed and proposed:
- | | | |
|----------------------|--------------------------|-------------|
| Sewer | Individual septic system | Appropriate |
| Water | Community well | Appropriate |
| Storm Water Drainage | Owner | Appropriate |
| Fire Protection | Columbia Falls Volunteer | Adequate |
| Police Protection | Flathead County Sheriff | Adequate |
| Streets | Flathead County Road Dep | Adequate |
- d. **Immediate Neighborhood Impact.** This is a residential use proposed within a residential zone contained on a tract of land five times as large as required by zoning. The proposed use will not be detrimental to abutting properties in particular and the neighborhood in general. Typical negative impacts which extend beyond the proposed site that were considered, include but were not limited to, excessive traffic generation, noise or vibration, dust, glare or heat, smoke, fumes, gas or odors, inappropriate hours of operation. The proposed residential use will not create objectionable impacts beyond the property boundary. Traffic generated by the proposed use is not greater than any of the neighboring residential uses locate on ½ acre or small parcels.
- e. **Compliance with the Accessory Apartment Conditional Use Permit Standards (18.411.010)**
- An accessory apartment is limited to 800 square feet or if it exceeds 800 square feet it is subject to the full Conditional Use Permit process as opposed to an administrative Conditional Use Permit

The applicant is going through the full conditional use permit process with the Planning Board hearing and City Council hearing.

- Lots where accessory apartments are proposed shall be compliant with the minimum lot sizes and the accessory dwelling shall meet the setbacks for accessory structures.

The subject property is 0.99 acres and is five times larger than the minimum lot size. The site plan shows that the new and existing home meet setbacks.

- Only one accessory apartment is allowed per lot of record.

The applicant is only proposing one accessory unit.

- Accessory apartments shall be rented for a period of not less than one month unless the property owner received an Administrative CUP for vacation rentals.

The applicant is not proposing short term or vacation rental of the property.

- At least one parking space must be provided for the accessory unit in addition to the requirement for the primary dwelling.

Both the existing and proposed house have multiple parking spaces for each unit.

REACTION OF NEARBY PROPERTY OWNERS: A notice of public hearing was mailed to property owners within 150 feet of the subject property approximately 15 days prior to the hearing. At the writing of the staff report, the planning office has not received any comments from the surrounding neighbors.

SUMMARY OF FINDINGS:

1. The proposed site provides adequate usable space for the proposed accessory dwelling and it complies with the zoning and the accessory dwelling unit standards.
2. There are no apparent environmental constraints associated with the property to prohibit the construction of a second home.
3. There does not appear to be any impact to the surrounding neighbors.

RECOMMENDATIONS:

Based on the findings of fact, it is the staff's recommendation that the Columbia Falls City-County Planning Board and Zoning Commission adopt Staff Report #CCU –21-02 and recommend approval for the Bjork Conditional Use Request to allow for the construction of a new home and converting the existing house into an accessory dwelling:

1. The proposed construction shall comply with the site plan provided in this application including setbacks and parking.
2. The driveways and parking areas shall be a smoothly graded stabilized dust free surface that has been treated with dust retardants. A paved hard surface such as concrete or asphalt is highly recommended.
3. The applicants shall secure permits and comply with all requirements of the Flathead City-County Health Department relative to on-site sewage disposal and water.
4. The applicant shall secure an approach permit from the Flathead County Road and Bridge Department for the 13th Street EN driveway.

APPLICATION FOR CONDITIONAL USE PERMIT

Item No.4.

FILING FEE ATTACHED \$ 550.00 SEE FEE SHEET

PROPOSED USE: ACCESSORY DWELLING

(Describe in detail, indicate if continued to attached pages)

OWNER(S) OF RECORD:

Name: LORI BJORK

Mailing Address: 2472 US Hwy 93 South

City/State/Zip: KALISPELL, MT 59901 Phone: (406) 250-8337

PERSON(S) AUTHORIZED TO REPRESENT THE OWNER(S) AND TO WHOM ALL CORRESPONDENCE IS TO BE SENT:

Name: _____

Mailing Address: — SAME AS ABOVE —

City/State/Zip: _____ Phone: _____

LEGAL DESCRIPTION OF PROPERTY (Refer to Property Records):

A tract of land in the Southeast Quarter of the Northwest Quarter of the Southeast Quarter of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana, described as follows:

Beginning at a point on the South side of Second Avenue, a distance of 310.00 feet East of Florence Street of Tracey's Aluminum City in said Section 4; thence South and parallel with Florence Street, a distance of 252.80 feet; thence East at right angles, a distance of 170.00 feet; thence North at right angles, a distance of 254.33 feet; thence West at right angles along Second Avenue, a distance of 170.00 feet to the Point of Beginning.

The Applicant is responsible for providing sufficiently complete information (see 18.210.090). Attached is the *Required Criteria for Conditional Use Application* the Planning Board and Council must use to create a "Finding of Fact" in making a decision. Please review the Criteria carefully before providing the following information and documents.

1. Zoning District and Zoning Classification in which use is proposed: CR-4

2. Attach a plan of the affected lot which identifies the following items:

- Surrounding land uses.
- Dimensions and shape of lot.
- Topographic features of lot.
- Size(s) and location(s) of existing buildings.
- Size(s) and location(s) of proposed buildings.
- Existing use(s) of structures and open areas.

18.210.090 Burden of proof.

The burden of proof for satisfying the aforementioned criteria shall rest with the applicant and not the planning board. The granting of a conditional use permit rests in the discretion of the city council as to whether or not the proposal conforms to the criteria and requirements set forth in Chapter 18.210.080

- g. Proposed use(s) of structures and open areas.
- h. Existing & proposed landscaping and fences.

3. On a separate sheet of paper, discuss the following topics relative to the proposed use:

- a Traffic flow and control.
- b Access to and circulation within the property.
- c Off-street parking and loading.
- d Refuse and service areas.
- e Utilities.
- f Screening and buffering.
- g Signs, yards and other open spaces.
- h Height, bulk and location of structures.
- i Location of proposed open space uses.
- j Hours and manner of operation.
- k Noise, light, dust, odors, fumes and vibration.
- l If the application is for a home occupation conditional use permit provide the following information:
 - 1 Number of employees that will work on the premises.
 - 2 Number of employees that are not family members residing at the premises.
 - 3 Estimated number and frequency of clients/patrons that will visit the on-site business.
 - 4 How much area will be used for the business. Compared to the area used for residential purposes.

4. Attach supplemental information for proposed uses that have additional requirements.

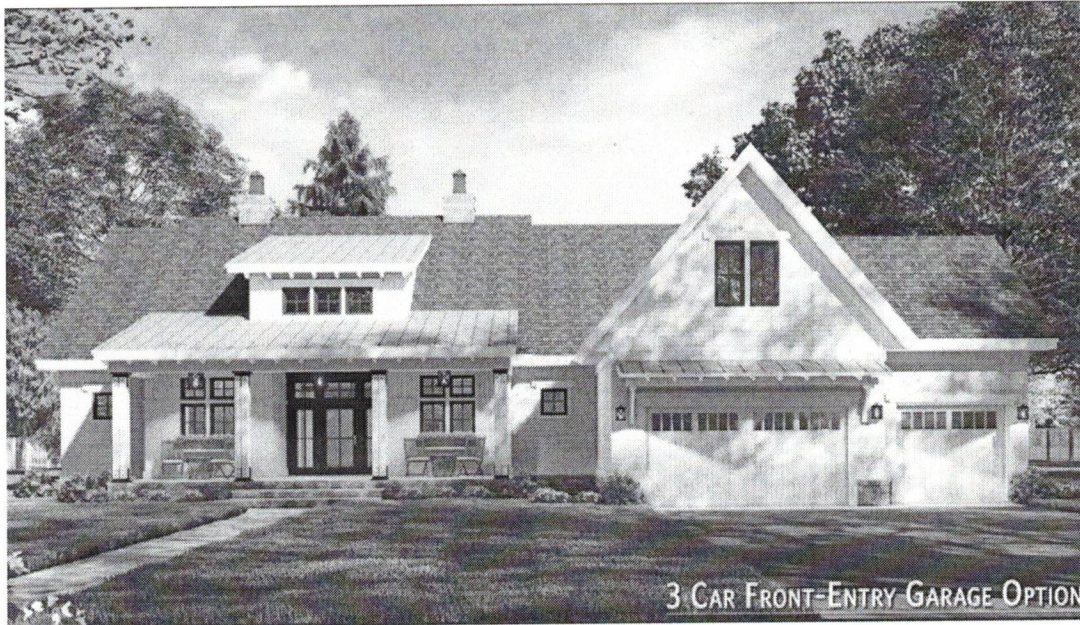
I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature


Lori Bjork

Date

1/4/21



13th Street Build

Lori Bjork
Tall Pines LLC
2472 US HWY 93 South
Kalispell, MT 59901

Application for Conditional Use Permit

Designate existing structure at 1550 14th Street EN, Columbia Falls, MT as a stand-alone accessory dwelling. Recognize proposed structure as primary residence.

1. Zoning

CR-4 Urban Residential

2. Plan - see attached

- a. Site Plan
- b. Certificate of Survey
- c. GIS Satellite Image - land is flat and is a mix of trees and homes
- d. 1: Site Plan
 - 2: Property Record Card- 1792 sq feet - pg 2
 - 3: Image of exterior of existing structure
- e. 1: Site Plan
 - 2: Floor plan of proposed building - 2600 sq feet
 - 3: Image of exterior of proposed structure
- f. Existing structure is a yearly lease rental
- g. Proposed structure is a primary home dwelling
- h. Mix of lawn and trees with some boundary fencing.

Topics Related to Proposed Use

A Traffic flow and control

This address is the last lot at the end of the road. The large lot has access from both 13th and 14th Street EN.

B Access to and circulation within the property

Each dwelling will have driveway access and an off street parking space

C Off street parking and loading

Both 13th and 14th allow off street parking. This property also borders Dorothy which provides additional parking

D Refuse and service area

This is a county property and refuse is either a private service contract or the homeowner delivers to a green box site.

E Utilities

In 2017 utilities to this property were upgraded. There is a new power pole located on the property and all power and cables were buried underground. Flathead Electric provided this service.

F Screening and buffering

Trees that are practical will be left and site will be landscaped

G Signs , Yards and other open Spaces

Trees and landscaped. There will be no signs.

H Height, build and location of structures.

Refer to Site Plan - Single story construction that abides by required setbacks

I Location of proposed open space uses

Refer to Site Plan - Lot is oversized and meets all required setbacks as well as allowing open space between structures

J Hours and manner of operation

Does not apply

K Noise, light, dust, odors, fumes, vibration

This is a single family dwelling and impact to the existing homes in the neighborhood will be equal to the other homes it borders.

L Business in Home occupation

Does not apply

Attach Supplemental Information

- 1:Site Plan
- 2: Image of proposed structure
- 3: Floor plan of proposed structure
- 4: Image of Existing structure
- 5: Deed of survey
- 6: Property Record Card (3pgs)
- 7: Subdivision Map
- 8: Topographic features
- 9: Drainfield and Mixing Zone Exhibit
- 10: Well Head Protection Easement Exhibit
- 11: Easements for Protection Zone
- 12: Service sheet from Flathead Electric

A SITE PLAN PROPOSAL DESIGNED FOR:

LORI BJORK

1550 14TH ST. EN. COLUMBIA FALLS, MONTANA
LOCATED IN TRACETS ALUMINUM CITY LOT #3AC

PART OF SECTION 4, T, 30 N., R20 W, P.M. FLATHEAD COUNTY, MONTANA

14TH STREET EN

FLORENCE STREET

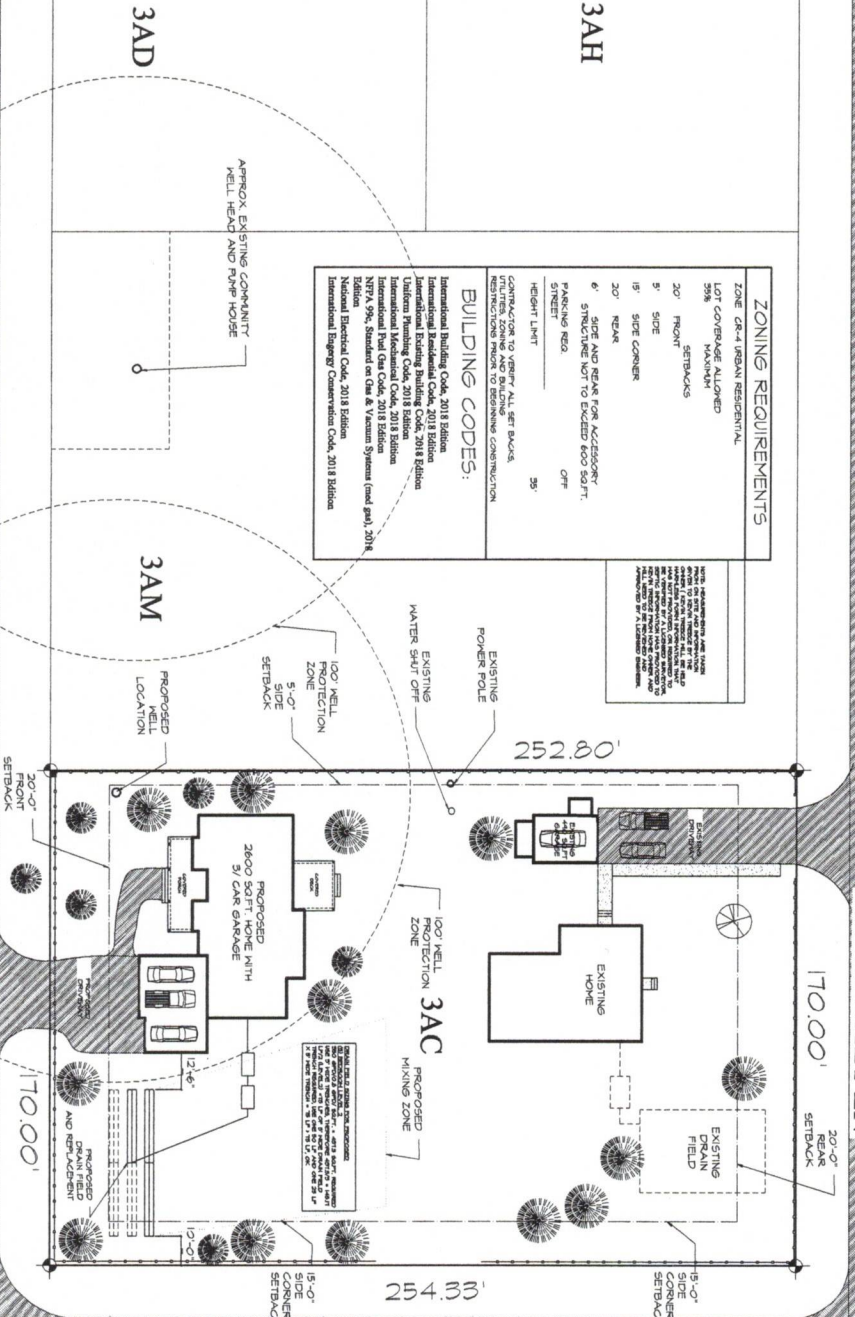
DOROTHY STREET

13TH STREET EN

NORTH

ZONING REQUIREMENTS	
ZONE	CR-4 URBAN RESIDENTIAL
LOT COVERAGE ALLOWED	35%
MAXIMUM	
20' FRONT	
20' SIDE	
15' SIDE CORNER	
20' REAR	
6' SIDE AND REAR FOR ACCESSORY	
STRUCTURE NOT TO EXCEED 400 SQ.FT.	
PARKING REQ.	OFF
HEIGHT LIMIT	35'
CONTRACTOR TO VERIFY ALL SET BACKS, UTILITIES, ZONING AND BUILDING REQUIREMENTS PRIOR TO BEGINNING CONSTRUCTION	
BUILDING CODES:	
International Building Code, 2018 Edition	
International Residential Code, 2018 Edition	
International Existing Building Code, 2018 Edition	
Uniform Plumbing Code, 2018 Edition	
International Mechanical Code, 2018 Edition	
International Fire Code, 2018 Edition	
NFPA 99, Standard on Care & Vacuum Systems (final print), 2014 Edition	
National Electrical Code, 2018 Edition	
International Energy Conservation Code, 2018 Edition	

THIS SUBMITTAL IS FOR THE PROPOSED CONSTRUCTION OF A 2600 SQ.FT. HOME WITH 3/1 CAR GARAGE. THE PROPOSED CONSTRUCTION IS TO BE LOCATED ON LOT #3AC, TRACTS ALUMINUM CITY, PART OF SECTION 4, T, 30 N., R20 W, P.M. FLATHEAD COUNTY, MONTANA. THE PROPOSED CONSTRUCTION IS TO BE LOCATED ON LOT #3AC, TRACTS ALUMINUM CITY, PART OF SECTION 4, T, 30 N., R20 W, P.M. FLATHEAD COUNTY, MONTANA. THE PROPOSED CONSTRUCTION IS TO BE LOCATED ON LOT #3AC, TRACTS ALUMINUM CITY, PART OF SECTION 4, T, 30 N., R20 W, P.M. FLATHEAD COUNTY, MONTANA.



SITE PLAN

SCALE 1"=20'

PAGE
SITE
PLAN

DRAWING STATUS
O PRELIMINARY DESIGN
O SCALED FOR BID
O FOR APPROVAL
O FOR CONSTRUCTION
O AS BUILT

DATE PRINTED
1/16/2021

DESIGNER

KEVIN TREICH
CUSTOM RESIDENTIAL DESIGN INC.
1-406-752-1551 KALISPELL, MONTANA

REVISIONS
NO. DATE

PROJECT

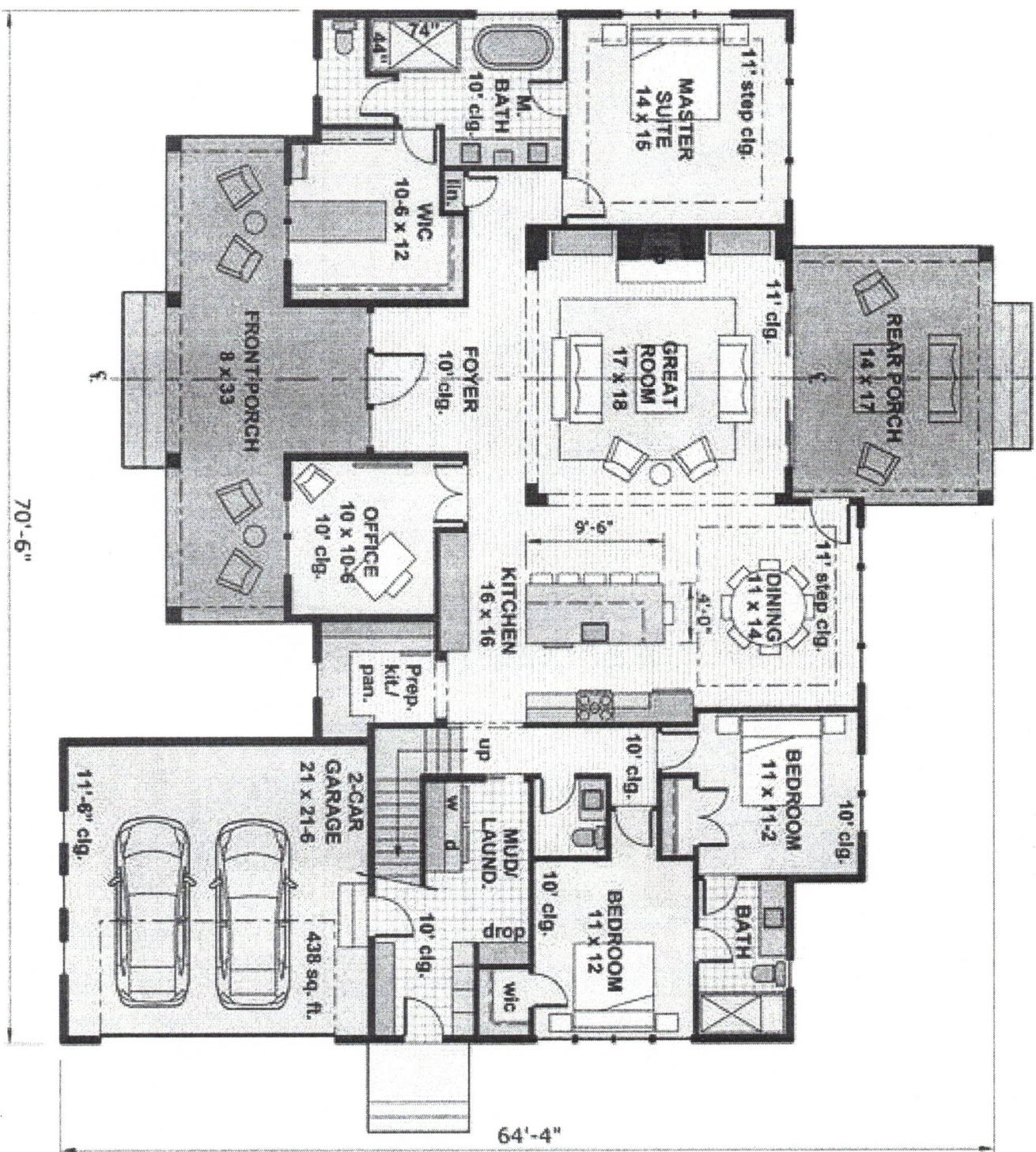
A CUSTOM SITE PLAN PROPOSAL FOR:
LORI BJORK
1550 14TH ST. EN. COLUMBIA FALLS, MONTANA

PAGE NUMBER

S

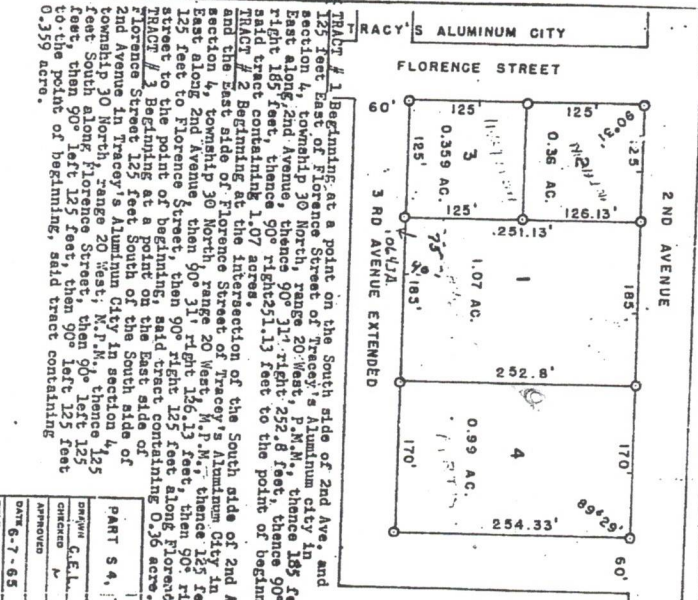


3 CAR FRONT-ENTRY GARAGE OPTI





STATE OF MONTANA) ss
County Of Flathead)
Filed for record at the request of)
this day of May 1965 at 3:31 o'clock P.M. and recorded in)
Vol. 507 Page 14 Records of Flathead County State of Montana.
Fee \$ 400.00
By James A. Meyer Deputy
Flathead County, Clerk & Recorder
RETURN TO Alvina & Meyer, 1422 Hwy 341, Co. Fair, Mont.



PART 5, T 30N, R 20W, P.M.M.	
DRYDEN C.E.L.	RECORDING
CHECKED <u>h</u>	DATE
APPROVED <u>h</u>	DATE 6-7-65
JOHN SADOW	
13-5	
SHEET 1 OF 1	

June 7, 1965
Engineer's Survey

CERTIFICATE OF SURVEY
I, Carl E. Lad, a surveyor and professional engineer registered in Montana, certify that in June of 1965, I made a careful and accurate survey of the parcel shown on the annexed plat, that the plat was made in accordance with the survey, and that all corners were plainly marked on the ground with iron stakes.

DEED

Property Record Card

Summary

Primary Information

Property Category: RP **Subcategory:** Residential Property
Geocode: 07-4186-04-4-13-19-0000 **Assessment Code:** 0000561160
Primary Owner: **PropertyAddress:** 1550 14TH ST EN
TALL PINES LLC COLUMBIA FALLS, MT 59912
2472 US HIGHWAY 93 S **COS Parcel:**
KALISPELL, MT 59901-7532

NOTE: See the Owner tab for all owner information

Certificate of Survey:

Subdivision:

Legal Description:

S04, T30 N, R20 W, TR 3AC IN SE4NW4SE4, ASSR# 0000561160

Last Modified: 9/13/2020 11:43:24 PM

General Property Information

Neighborhood: 207.360.0 **Property Type:** IMP_R - Improved Property - Rural
Living Units: 1 **Levy District:** 07-131203-06 - G
Zoning: **Ownership %:** 100
Linked Property:

No linked properties exist for this property

Exemptions:

No exemptions exist for this property

Condo Ownership:

General: 0 **Limited:** 0

Property Factors

Topography: **Fronting:**
Utilities: **Parking Type:**
Access: **Parking Quantity:**
Location: **Parking Proximity:**

Land Summary

<u>Land Type</u>	<u>Acres</u>	<u>Value</u>
Grazing	0.000	00.00
Fallow	0.000	00.00
Irrigated	0.000	00.00
Continuous Crop	0.000	00.00
Wild Hay	0.000	00.00
Farmsite	0.000	00.00
ROW	0.000	00.00
NonQual Land	0.000	00.00
Total Ag Land	0.000	00.00
Total Forest Land	0.000	00.00
Total Market Land	0.980	51,691.00

Deed Information:

Deed Date	Book	Page	Recorded Date	Document Number	Document Type
1/23/2020			1/24/2020	202000002137	Quit Claim Deed
5/31/2017			6/9/2017	201700011731	Special Warranty Deed
3/17/2017			3/17/2017	201700005539	Trustee's Deed (and Deed of Trust)
11/6/2009			11/6/2009	200900031130	Quit Claim Deed
9/23/2008			9/26/2008	200800026947	Other

Owners

Party #1

Default Information: TALL PINES LLC
2472 US HIGHWAY 93 S

Ownership %: 100
Primary Owner: "Yes"
Interest Type: Joint Tenant w/Right of Survivorship
Last Modified: 4/14/2020 10:16:21 AM

Item No.4.

Other Names

Other Addresses

Name

Type

Appraisals

Appraisal History

Tax Year	Land Value	Building Value	Total Value	Method
2020	51691	154709	206400	MKT
2019	51691	154709	206400	MKT
2018	44258	138842	183100	OVR

Market Land

Market Land Item #1

Method: Sqft **Type:** Primary Site
Width: **Depth:**
Square Feet: 42,688 **Acres:** 0.98
Valuation
Class Code: 2101 **Value:** 51691

Dwellings

Existing Dwellings

Dwelling Type	Style	Year Built
SFR	03 - Ranch	1964

Dwelling Information

Residential Type: SFR **Style:** 03 - Ranch
Year Built: 1964 **Roof Material:** 10 - Asphalt Shingle
Effective Year: 1995 **Roof Type:** 3 - Gable
Story Height: 1.0 **Attic Type:** 0
Grade: 5 **Exterior Walls:** 1 - Frame
Class Code: 3301 **Exterior Wall Finish:** 3 - Masonite
Year Remodeled: 0 **Degree Remodeled:**

Mobile Home Details

Manufacturer: **Serial #:** **Width:** 0
Model: **Length:** 0

Basement Information

Foundation: 2 - Concrete **Finished Area:** 0 **Daylight:** N
Basement Type: 1 - Crawl **Quality:**

Heating/Cooling Information

Type: Central **System Type:** 5 - Forced Air
Fuel Type: 3 - Gas **Heated Area:** 0

Living Accomodations

Bedrooms: 3 **Full Baths:** 1 **Addl Fixtures:** 3
Family Rooms: 0 **Half Baths:** 0

Additional Information

Fireplaces: **Stacks:** 0 **Stories:**
Garage Capacity: 0 **Openings:** 0 **Prefab/Stove:** 1
% Complete: 0 **Cost & Design:** 0 **Flat Add:** 0
Description: **Description:**

Dwelling Amenities

View: **Access:**

Area Used In Cost

Basement: 0 **Additional Floors:** 0 **Attic:** 0
First Floor: 1792 **Half Story:** 0 **Unfinished Area:** 0
Second Floor: 0 **SFLA:** 1792

Depreciation Information

CDU: **Physical Condition:** Average (7) **Utility:** Average (7)
Desirability: **Property:** Average (7)

Location: Fair (6)

Depreciation Calculation

Age: 23 Pct Good: 0.77

RCNLD: 154430

Item No.4.

Additions / Other Features

Additions

Lower	First	Second	Third	Area	Year	Cost
	11 - Porch, Frame, Open			16	0	344
	11 - Porch, Frame, Open			8	0	172

There are no other features for this dwelling

Other Buildings/Improvements

Outbuilding/Yard Improvement #1

Type: Residential **Description:** RRS1 - Shed, Frame
Quantity: 1 **Year Built:** 1965 **Grade:** L
Condition: **Functional:** **Class Code:** 3301

Dimensions

Width/Diameter: 14 **Length:** 20 **Size/Area:** 280
Height: **Bushels:** **Circumference:**

Outbuilding/Yard Improvement #2

Type: Residential **Description:** RRG3 - Garage, frame, detached, unfinished
Quantity: 1 **Year Built:** 1965 **Grade:** 3
Condition: **Functional:** **Class Code:** 3301

Dimensions

Width/Diameter: 16 **Length:** 22 **Size/Area:** 352
Height: **Bushels:** **Circumference:**

Commercial

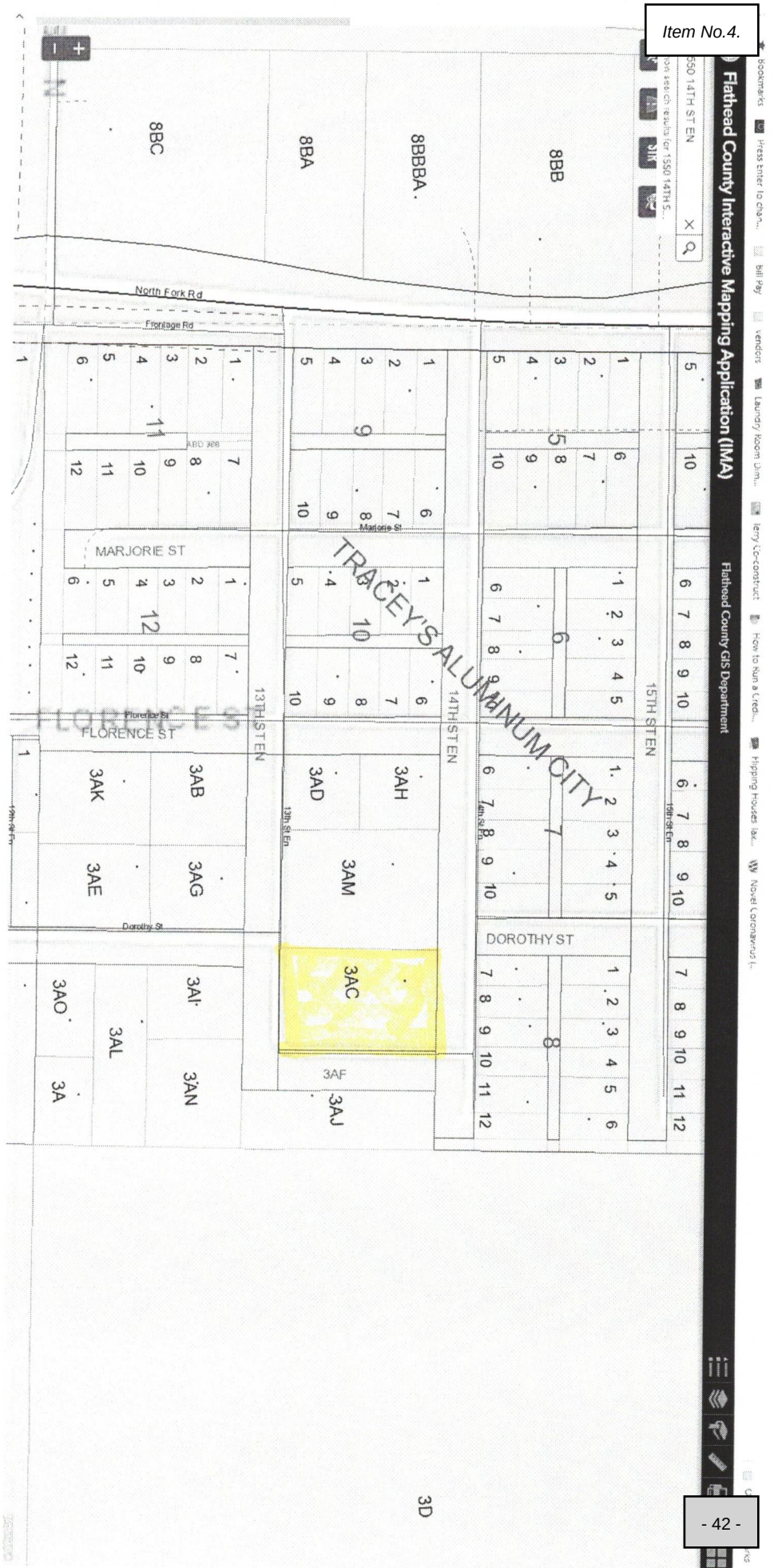
Existing Commercial Buildings

No commercial buildings exist for this parcel

Ag/Forest Land

Ag/Forest Land

No ag/forest land exists for this parcel



550 14TH ST EN

X

Q

How search results for 1550 14TH S.

550 14TH ST EN

550 14TH ST EN

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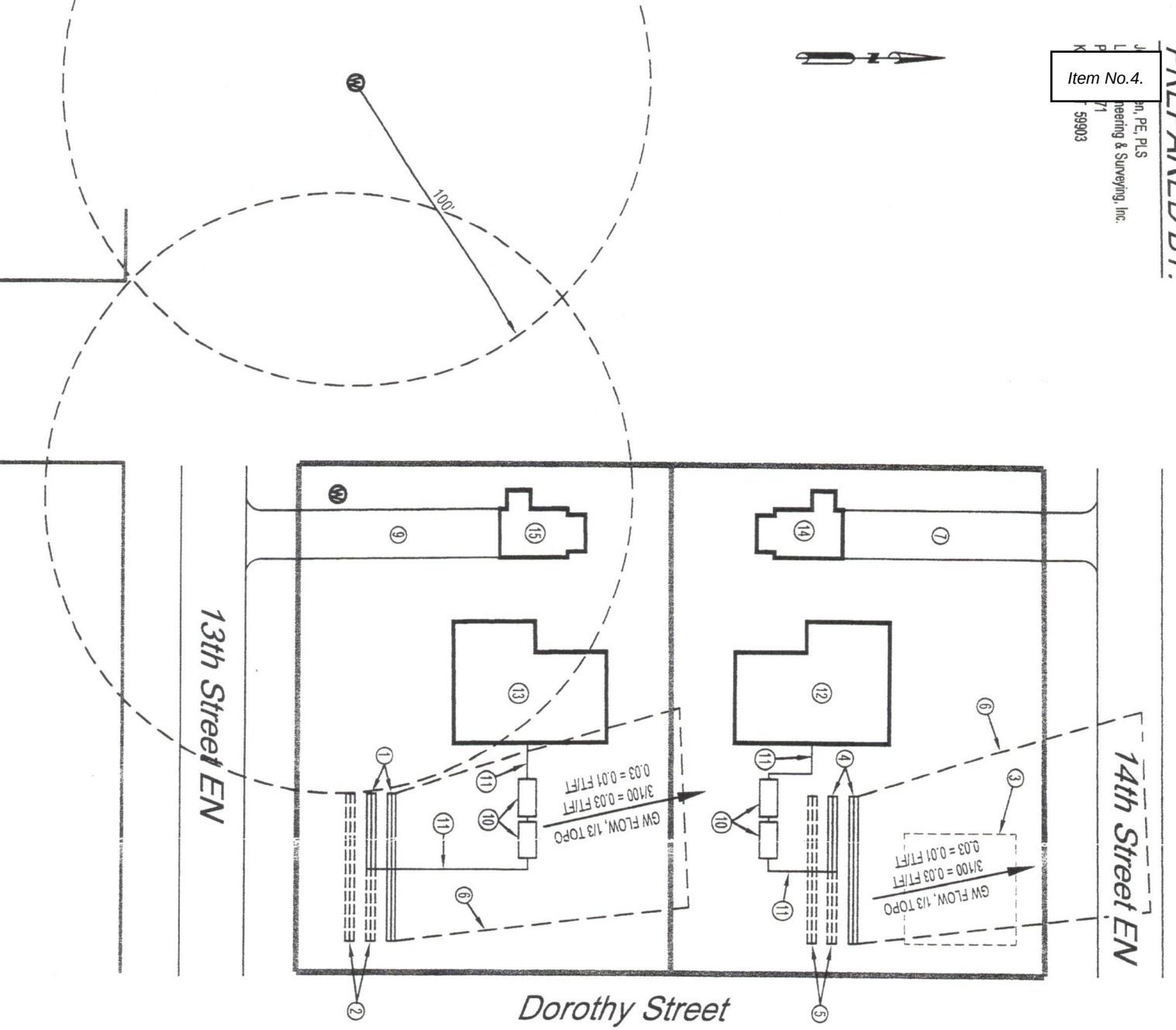
550 14TH ST EN

550 14TH ST EN

550 14TH ST EN

-114.153 48.388 Degrees

US Department of Agriculture Farm Service Agency



DRAINFIELD SIZING FOR (P) DRAINFIELDS 3 BDRM LEVEL 2

350 GPD @ 4 GPD/SQ. FT. = 437.5 SQ. FT. REQUIRED.
USE 3' WIDE TRENCHES, THEREFORE 437.50 = 145.17 LF @ LEVEL 2 = 73 LF
OF 3' WIDE DRAINFIELD TRENCH REQUIRED. USE ONE 50 LF AND ONE
25 LF X 3' WIDE TRENCH = 75 LF > 73 LF. OK.

LEGEND

- Ⓜ EXISTING WELL (UNLESS NOTED)
- TEST HOLE AND SOIL PROFILE LOCATION
- ① SUITABLE DRAINFIELD SITE (P) 3 BDRM HOME, LEVEL 2
- ② SUITABLE REPLACEMENT AREA (P) 3 BDRM HOME, LEVEL 2
- ③ (E) DRAINFIELD SITE (E) 3 BDRM HOME
- ④ SUITABLE DRAINFIELD SITE (P) REPLACEMENT FOR (E) HOUSE, LEVEL 2, 3 BDRM
- DRAINAGE DIRECTION (TYPICAL)
- ⑤ SUITABLE REPLACEMENT AREA FOR (E) HOUSE, 3 BDRM, LEVEL 2
- ⑥ MIXING ZONE (TYPICAL)
- ⑦ EXISTING DRIVEWAY (TYPICAL)
- ⑧ INSTALL STORM DRAIN SWALE, SEE DETAIL THIS SHEET, LENGTH NOTED

EXHIBIT "A"

WELL HEAD PROTECTION EASEMENT EXHIBIT
SECTION 4, T. 30 N., R. 20. W, P.M.M., FLATHEAD COUNTY, MONTANA
1" = 50'



14TH STREET EN

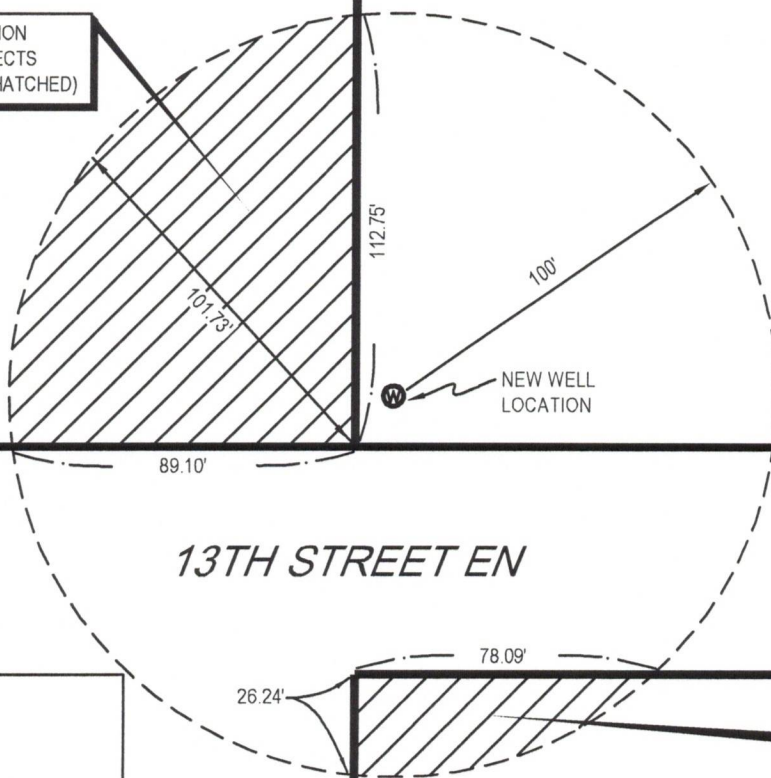
TRACT 3AM

OWNER: MICHAEL W. & GLENDA L. WIGLEY

TRACT 3AC

OWNER: LORI BJORK

WELL HEAD PROTECTION
EASEMENT THAT AFFECTS
TRACT 3AM (SHOWN HATCHED)



60'

13TH STREET EN

60'

TRACT 3AG

TRACT 3AI

OWNER: FRANK C. & DOROTHY SEDIVY

WELL HEAD PROTECTION
EASEMENT THAT AFFECTS
TRACT 3AI (SHOWN HATCHED)

WELLHEAD PROTECTION EASEMENT DECLARATION

THIS WELLHEAD PROTECTION EASEMENT AND INDENTURE is declared this 15th day of September, 2020, by Frank and Dorothy Sedivy of 1287 Dorothy Street , Columbia Falls, MT 59912 Also known as (Tract_ID 3020X04-XXX-3A1), a map or plat on file in the office of the Flathead County Clerk and Recorder hereinafter referred to as "Declarant(s)". This declaration runs with the land and is binding on the Declarants, their assigns and successors forever.

WITNESSETH:

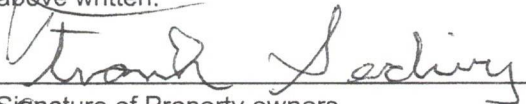
The DECLARANT do hereby declare a perpetual easement described below:

An easement for the purpose of protecting the source water for the water well serving 1550 14TH ST EN, (see Exhibit "A", attached that shows the location of said well). The area of the easement extends one hundred feet (100') in all directions from the well head as constructed on said address.

The DECLARANTS agree to preclude any use within the defined area which may pose a risk to the underlying groundwater. Such activities include, but are not limited to, installing any subsurface storm drain infiltration structure, septic system components or concentrated animal grazing or feeding operations. Also, above ground storage of hazardous substances, liquid fuels, gasoline solvents, fertilizers is prohibited with the exception of household products stored in closed containers within a building (shed or garage), not to exceed 20 gallons total. Below ground storage of hazardous substances addressed above is prohibited. The Montana Department of Environmental Quality , its successors or assigns is hereby authorized to render a decision of acceptability on any proposed questionable activity within the easement area. This easement does not allow occupancy by any physical components of the water system, or right of access onto or across the easement area.

The Easement hereby granted is appurtenant to the property described in the first two paragraphs of this document and is intended to serve the Grantee, its successors and assigns.

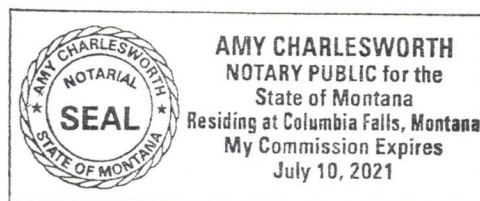
IN WITNESS WHEREOF THE GRANTOR(S) has hereunto set their hand the day and year above written.


Signature of Property owners


Signature of Property owners

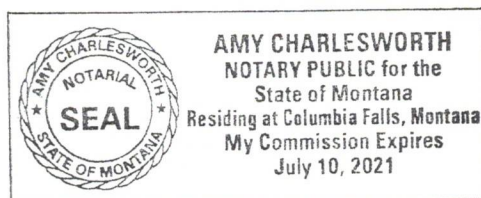
On the ___18th___ day of ___September, 2020, before me, a Notary Public in and for the State of Montana, personally appeared Frank & Dorothy Sedivy, known to me to be the person(s) whose name are subscribed to the foregoing instrument as the Owner(s) of Record, and who acknowledged to me that he/she/they executed the same.

Amy Charlesworth
Notary Public for the State of Montana
Residing at Columbia Falls
My commissioner expires July 10, 2021



On the ___18th___ day of ___September, 2020, before me, a Notary Public in and for the State of Montana, personally appeared Frank & Dorothy Sedivy, known to me to be the person(s) whose name are subscribed to the foregoing instrument as the Owner(s) of Record, and who acknowledged to me that he/she/they executed the same.

Amy Charlesworth
Notary Public for the State of Montana
Residing at Columbia Falls
My commissioner expires July 10, 2021



WELLHEAD PROTECTION EASEMENT DECLARATION

THIS WELLHEAD PROTECTION EASEMENT AND INDENTURE is declared this 15th day of September, 2020, by Micheal and Glenda Wigley of 1492 14th ST EN, Columbia Falls, MT 59912 Also known as (Tract_ID 3020X04-XXX-3AM), a map or plat on file in the office of the Flathead County Clerk and Recorder hereinafter referred to as "Declarant(s)". This declaration runs with the land and is binding on the Declarants, their assigns and successors forever.

WITNESSETH:

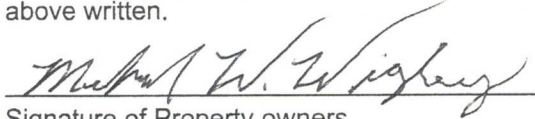
The DECLARANT do hereby declare a perpetual easement described below:

An easement for the purpose of protecting the source water for the water well serving 1550 14TH ST EN, (see Exhibit "A", attached that shows the location of said well). The area of the easement extends one hundred feet (100') in all directions from the well head as constructed on said address.

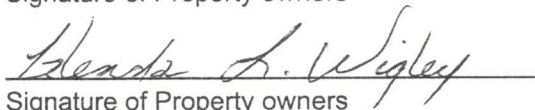
The DECLARANTS agree to preclude any use within the defined area which may pose a risk to the underlying groundwater. Such activities include, but are not limited to, installing any subsurface storm drain infiltration structure, septic system components or concentrated animal grazing or feeding operations. Also, above ground storage of hazardous substances, liquid fuels, gasoline solvents, fertilizers is prohibited with the exception of household products stored in closed containers within a building (shed or garage), not to exceed 20 gallons total. Below ground storage of hazardous substances addressed above is prohibited. The Montana Department of Environmental Quality, its successors or assigns is hereby authorized to render a decision of acceptability on any proposed questionable activity within the easement area. This easement does not allow occupancy by any physical components of the water system, or right of access onto or across the easement area.

The Easement hereby granted is appurtenant to the property described in the first two paragraphs of this document and is intended to serve the Grantee, its successors and assigns.

IN WITNESS WHEREOF THE GRANTOR(S) has hereunto set their hand the day and year above written.



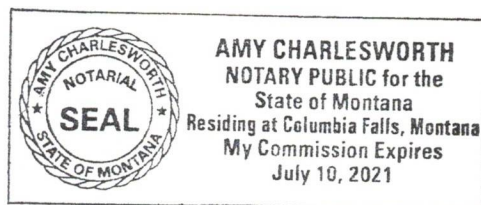
Signature of Property owners



Signature of Property owners

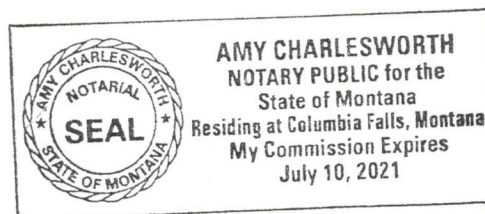
On the ___18th___ day of ___September, 2020, before me, a Notary Public in and for the State of Montana, personally appeared Michael Wigley, known to me to be the person(s) whose name are subscribed to the foregoing instrument as the Owner(s) of Record, and who acknowledged to me that he/she/they executed the same.

Amy Charlesworth
Notary Public for the State of Montana
Residing at Columbia Falls
My commissioner expires July 10, 2021



On the ___18th___ day of ___September, 2020, before me, a Notary Public in and for the State of Montana, personally appeared Glenda Wigley, known to me to be the person(s) whose name are subscribed to the foregoing instrument as the Owner(s) of Record, and who acknowledged to me that he/she/they executed the same.

Amy Charlesworth
Notary Public for the State of Montana
Residing at Columbia Falls
My commissioner expires July 10, 2021



NAME: Bjork Lori

WO#: 20170969

LOCATION: 1550 14th St EW C-Falls

DATE: 7-5-17

With regard to the above service, we are providing this reference sheet to indicate the division of responsibility. It is our desire to provide this information to help avoid misunderstandings and eliminate any problems in providing electric service. **The member is advised to contact telephone and TV utilities prior to construction.** The member is also required to provide a minimum clear zone of 10' in front of all pad mount transformers and switchgear. No shrubbery or other obstruction is allowed.

General Information

Cost of line extension is: \$1750 ^{estimate only}
(Cost estimates are subject to change after 90 days.)

Service voltages will be 120 / 240 volts, 1 phase.

Member service size is: 200 amps. (Design is based on load calculated by member's electrician.)

Meter base will be located on the house and provided by the member. 4 terminal with main disconnect/manual bypass.

The following will need to be returned to F.E.C. prior to setting a construction date.

☒ Line extension Costs ☒ R/W Easements ☒ Electrical Permit ☐ Membership Application ☐ 1 Yr Utility credit History

Flathead Electric Coop Will Provide-

All primary wire and the service wires from F.E.C.'S location number 3020046302 to the member's

☒ meter base ☐ Termination Can ☐ Switchgear, CT compartment ☐ other _____

☐ OTHER _____

Member Will Provide-

☒ TRENCH (36"-40" for primary ~~36"-40"~~ for secondary)
(12" of separation required between power & phone or cable. 3' of separation required between power & gas)

☒ CONDUIT (Schedule 40 PVC or steel. Minimum 1/4"
Pull line in conduit. All sweeps shall be wide radius.)
For primary cable _____ For service cable 3"

☐ CONCRETE VAULTS _____ 1 phase _____ 3 phase
LIDS _____ Standard _____ Solid

☒ SWEEPS 2 PVC _____ FIBERGLASS
Location at pole to be determined by FEC Designer.

☐ TRENCH INSPECTION REQUIRED.
CALL _____ PRIOR TO BACKFILL

☐ BACKFILL (Must be sand or other rock free material
Six inches below & six inches above the conduit.)

☐ RIGHT OF WAY Clearing per F.E.C. specifications.

☐ OTHER _____

Work order scheduling is based upon the release date from the Distribution Design Department. CALL THE DESIGN DEPARTMENT @ 751-4483 WHEN METER, TRENCH, CONDUIT, VAULT, ETC IS READY. DO NOT CALL FOR SCHEDULING UNTIL YOU HAVE PAID FOR YOUR JOB AND PROVIDED AN ELECTRICAL PERMIT. For inquiries regarding construction schedules call Al Thorson @ 751-5280 or John Hanson @ 751-1878.

DISTRIBUTION DESIGNER: Ad Seal
MEMBER: _____

Call UDIG Before you dig
811 or 406-755-UDIG



Planning Department

130 6TH STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391

FAX (406) 892-4413

Item No.4.

January 19, 2021

Re: Public hearing notice for a CUP to construct a House and Accessory Dwelling over 800 square feet in size

Dear Adjacent Property Owner:

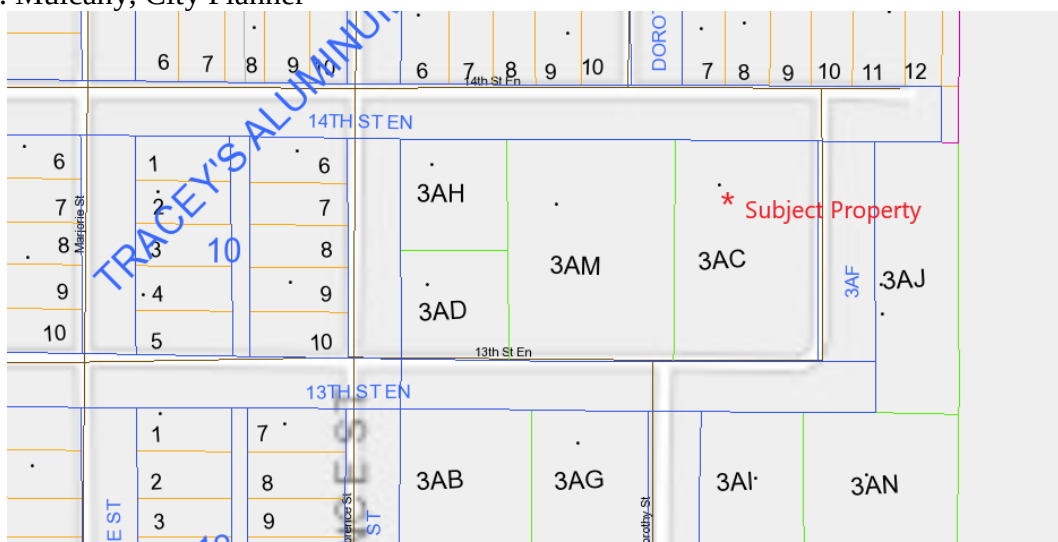
Our records indicate that you are the owner of property within 150-feet of the proposed project.

As the Planning Staff for the Columbia Falls Planning Jurisdiction, I am writing to provide you with a notice of a public hearing for a Conditional Use Permit (CUP) construct a new 2,600 house and convert the existing 1,700 square foot house into an accessory dwelling. The property is zoned CR-4 Residential and an accessory dwelling exceeding 800 square feet requires a CUP. The 0.98 acre property is described as Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

If you have question or comments concerning this matter, please call, visit or write me at City Hall. For written comment to be included in the Planning Board packet, it needs to be submitted to the City Clerk, 130 6th Street West, Columbia Falls, MT 59912 no later than Thursday February 4, 2021 or by email: staalandb@cityofcolumbiafalls.com. Written or emailed comment may be provided up to 5:00 pm on the day of the hearing; it will just be emailed and/or passed out at the hearing.

Sincerely,

Eric H. Mulcahy, City Planner



CITY OF COLUMBIA FALLS

NOTICE OF PUBLIC HEARING

The Columbia Falls City-County Planning Board will hold a public hearing for the following items at their regular meeting on Tuesday, February 9, 2021 at 6:30 p.m. at the Council Chambers of City Hall, 130 6th Street West, Columbia Falls, Montana. The Columbia Falls City Council will hold a subsequent hearing on Monday March 1, 2021 starting at 7:00 p.m. in the same location. Both hearings will be conducted in accordance with the most current recommended and/or required public health and safety protocols in place at the time of the hearing. The City website, <https://cityofcolumbiafalls.org>, will contain updated information if there is any change to the planned hearings.

Request for a Conditional Use Permit to construct a House and Accessory Dwelling over 800 Square Feet:

Lori Bjork is requesting a Conditional Use Permit to construct a new house of 2,600 square feet and convert the existing house of 1,700 square feet into an accessory dwelling unit. The Columbia Falls Zoning Code requires a Conditional Use Permit (CUP) for Accessory Dwelling Units that exceed 800 square feet in residential zones. The 0.98 acre property is described as Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

Request for a Conditional Use Permit to construct an Accessory Dwelling in the existing house in the CB-2 Zoning District:

Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

Request change the zoning from CR-5 (Two Family Residential) to CRA-1 (Multi-Family Residential) in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a zone change for 302 Meadow Lake Boulevard from the current CR-5 Two-Family designation to a CRA-1 Multi-Family residential designation. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 on Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAEA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Request for a Conditional Use Permit to construct 36 units of Apartment in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a Conditional Use Permit to construct 36 units of apartments in two buildings, eighteen units in each building. The proposed two-story apartments will access Meadow Lake Blvd near the intersection with Best Way. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile

north of Highway 2 at 302 Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAEA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Persons are allowed to attend the hearing(s), subject to the most recent public gathering restrictions enacted by County and State agencies at or prior to the time of the hearing. Persons are encouraged to submit written comments prior to the meeting. Written comments carry the same weight as public testimony given during the hearing. Written comments may be sent to Columbia Falls City Hall, Attention: Barb Staalnd, City Clerk, 130 6th Street West, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed Planned Unit Development, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 19th day of January, 2021

Susan Nicosia

Susan Nicosia, City Manager/Planning & Zoning Administrator
COLUMBIA FALLS CITY-COUNTY PLANNING BOARD

CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARING

Item No.4.

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Request for a Conditional Use Permit to construct a House and Accessory Dwelling over 800 Square Feet:

Lori Bjork is requesting a Conditional Use Permit to construct a new house of 2,600 square feet and convert the existing house of 1,700 square feet into an accessory dwelling unit. The Columbia Falls Zoning Code requires a Conditional Use Permit (CUP) for Accessory Dwelling Units that exceed 800 square feet in residential zones. The 0.98 acre property is described as Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

Request for a Conditional Use Permit to construct an Accessory Dwelling in the existing house in the CB-2 Zoning District:

Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

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The applicant, Toby Gilchrist, is requesting a Conditional Use Permit to construct 36 units of apartments in two buildings, eighteen units in each building. The proposed two-story apartments will access Meadow Lake Blvd near the intersection with Best Way. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 at 302 Meadow Lake Blvd. The property is described as Assessors'

Persons are allowed to attend the hearing(s), subject to the most recent public gathering restrictions enacted by County and State agencies at or prior to the time of the hearing. Persons are encouraged to submit written comments prior to the meeting. Written comments carry the same weight as public testimony given during the hearing. Written comments may be sent to Columbia Falls City Hall, Attention: Barb Staalnd, City Clerk, 130 6th Street West, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed Planned Unit Development, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 19th day of January, 2021

Susan Nicosia

Susan Nicosia, City Manager/Planning & Zoning Administrator
COLUMBIA FALLS CITY-COUNTY PLANNING BOARD

Publish: Daily Interlake Sunday January 24th, 2020

**CONDITIONAL USE PERMIT REQUEST
COLUMBIA FALLS AREA ZONING JURISDICTION**

Item No.5.

COLUMBIA FALLS PLANNING OFFICE STAFF REPORT #CCU-21-03

A report to the Columbia Falls City-County Planning Board and Zoning Commission and the Columbia Falls City Council regarding a request by Kevin and Cincy Hooker and Six Peaks, LLC, owner, for conditional use permit to allow the construction of an accessory dwelling unit in the CB-2. A public hearing has been scheduled before the Columbia Falls City-County Planning Board and Zoning Commission for Tuesday, February 9, 2021, beginning at 6:30 pm, in the Council Chambers of City Hall in Columbia Falls, Montana. The planning board will forward a recommendation to the Columbia Falls City Council for final action at the March 1, 2021, 7:00 pm meeting.

BACKGROUND INFORMATION

- A. **OWNER/PETITIONERS:**
Kevin and Cindy Hooker/Six Peaks, LLC
28 6th Street East
Columbia Falls, MT 59912
- B. **PERSONS AUTHORIZED TO REPRESENT:**
Chelsea M. Cummings
218 Blackmer Lane
Columbia Falls, MT 59912
- C. **LOCATION/DESCRIPTION**
The property is located at 28 6th Street East and is described as Lot 11, Block 45 of the Columbia Falls Townsite, in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County,
- D. **REQUEST:** The applicant is requesting consideration of a Conditional Use Permit to construct an accessory apartment within the existing home and essentially converting it to a duplex. The property is zoned CB-2 (General Business and the CB-2 allows a single-family residence as a permitted use within the district and it also allows an accessory apartment with a conditional use permit provided the apartment is within the same building as the principal use.

The accessory apartment in the business zone has always been part of the CB-2 to provide quarters for a business owner or caretaker (Ord. 547 10/7/1991). Single family was added to the CB-2 zone to address “non-conforming” residential units that could not be rebuilt if they were destroyed. To address this, the City made residences a permitted use in the CB-2 (Ord. 571 6/20/1994) but we neglected to address the accessory apartment provision. As a result, there may have been an unintended consequence allowing two residential units on a parcel in the CB-2 zone. For this reason, staff is requiring this application to go through the full CUP process rather than just the administrative process.

In 2003, the property owner at that time submitted a building application for a 3-unit motel, a permitted use in CB-2 zoning. However, pursuant to a zoning and building review of the building permit application, it was determined that the use was more like a 3-unit apartment building and not a motel. The building permit was denied as non-conforming to zoning. Subsequently, in 2004, the owner built the current permitted single family residence.

The downtown CB-4 and CB-2 zoned areas underwent extensive review in 2008 through the Historic Uptown Neighborhood Committee, an advisory committee approved by Council, as an off-shoot to the Large and Small Building Design Committee. The committee spent several months reviewing downtown zoning regulations culminating in the expansion of the CB-4 district to the north of 3rd Street and to the south of 7th Street.

- E. **REASON FOR REQUEST:** The applicants want to create a second unit within the existing single family residence and then use the units for short term rentals which are a permitted use in the CB-2 zone.
- F. **EXISTING LAND USE:** The existing use is a single-family house and a detached garage on the property.



View of existing home located at 28 6th Street East.

G. **ADJACENT ZONING AND LAND USE:** The adjacent zoning is as follows

North	CB-4	Vaquero's Restaurant
South	CB-2	Single Family Residential
East	CR-5 and CB-2	Single Family Residential and commercial
West	CB-4	Restaurants, shops, bakeries

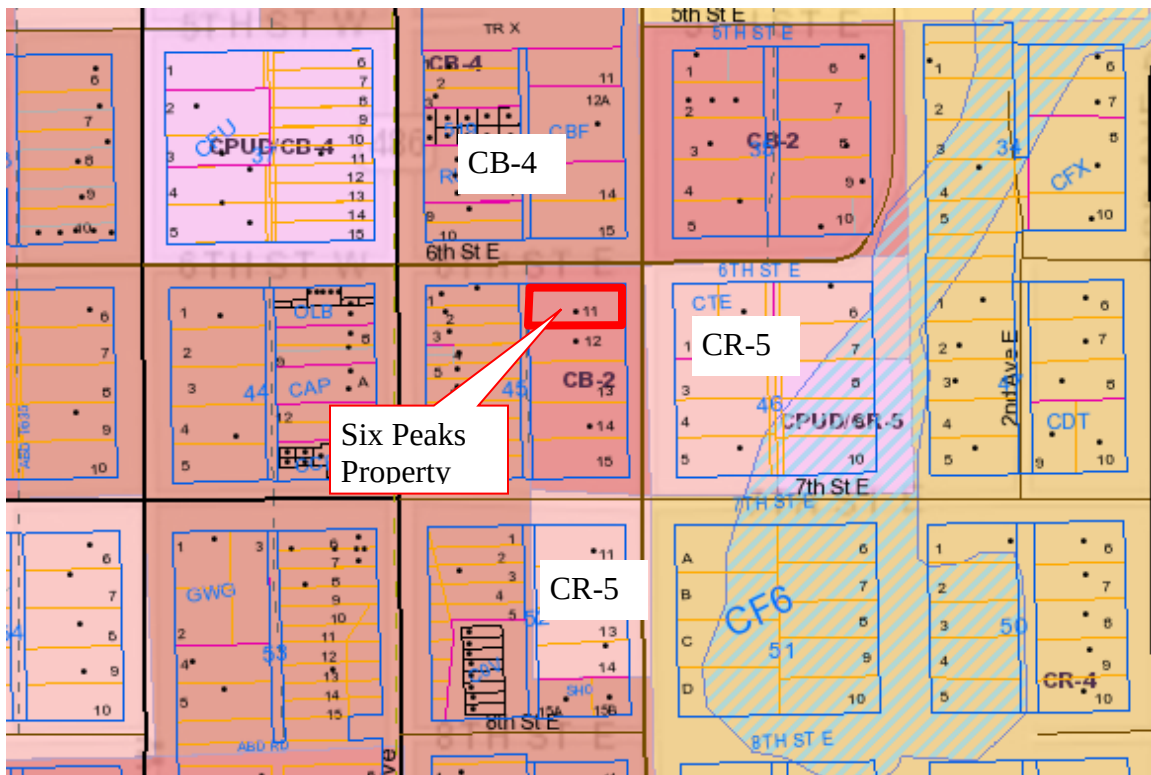


Figure 1 - Zoning Map

H. **GROWTH POLICY DESIGNATION:** This property is within the Columbia Falls City-County Planning Jurisdiction and is designated on the Growth Policy land use map as Commercial.

I. **UTILITIES/SERVICES:**

Sewer service: Municipal Sewer
 Water service: Municipal Water
 Solid Waste: Owner or contract haul
 Electric: Flathead Electric Co-op
 Phone: Century Tel
 Police: Columbia Falls Police
 Fire: Columbia Falls Fire Department

EVALUATION BASED ON REQUIRED CRITERIA

18.210.080 Criteria Required for Consideration of a Conditional Use Permit:

A Conditional Use Permit may be granted only if the proposal, as submitted, conforms to all of the following general Conditional Use Permit criteria, as well as to all other applicable criteria that may be requested.

- a. **Site Suitability.** (That the site is suitable for the use) This includes:
 - i. **Adequate Usable Space:** The subject property contains 6,250 square feet and measures approximately 50 by 125'. The property is flat with an existing dwelling. The house is 1,288 square feet and the applicants propose splitting this in half so that each unit is 644 square feet consisting of one bedroom and one bath each. It appears that there are four parking spaces with two in the garage and two in front of the garage. If the CUP is approved, the parking will need to be verified. It should also be noted that the concrete driveway does not connect to the street with concrete or asphalt. The city code requires all new construction to pave or concrete their parking and driveways.
 - ii. **Adequate Access:** The subject property fronts 6th Street East with the existing garage and driveway. The access is adequate with the exception of completing the driveway.
 - iii. **Absence of Environmental Constraints:** The property is flat and there does not appear to be any hazards such as floodplain or hydric soils that would impact the residences.
- b. **Appropriateness of Design.** The site plan for the proposed use will provide the most convenient and functional use of the lot. Consideration of design should include:
 - i. **Parking Scheme:** Parking on-site would be provided in the driveway and garage as indicated on the site plan. With stacked parking part of which will be in a garage, there needs to be some type of plan for which unit gets which spaces so that one renter does not block in the other. Parking within the garage will need to be verified prior to approval of the building permit.
 - ii. **Traffic Circulation:** The lot accesses local streets maintained by the City of Columbia Falls. Circulation is appropriate for the proposed use.
 - iii. **Open Space:** Open space requirements for this type of proposal are limited to the setbacks, which are required from property boundaries in the CB-2 zone when abutting residential districts such as that to the east. The proposed construction will not alter the existing setbacks.
 - iv. **Fencing/Screening/Landscaping:** New fencing was not proposed in the application and it would not preclude the applicant fencing the property in compliance with the zoning regulations.

- v. **Signage:** No signage is proposed or would be anticipated in association with the proposed use.
- c. **Availability of Public Services and Facilities.** The following services and facilities are to be available and adequate to serve the needs of the use as designed and proposed:
- | | | |
|----------------------|---------------------------|-------------|
| Sewer | Municipal Sewer | Appropriate |
| Water | Municipal Water | Appropriate |
| Storm Water Drainage | On-site provided by Owner | Appropriate |
| Fire Protection | Columbia Falls Volunteer | Adequate |
| Police Protection | Columbia Falls Police | Adequate |
| Streets | City of Columbia Falls | Adequate |
- d. **Immediate Neighborhood Impact.** The neighborhood is a mix of residential and commercial uses. There are both long term residential uses as well as short term residential uses in the downtown area. The property faces the Vaqueros parking lot on the north and to the west across the alley are a number of businesses. There are single family homes directly to the south and to the east. As the proposed apartment unit will not alter the shape or height of the existing residence, it should have very little impact other than there would be units rather than a single unit.
- e. **Compliance with the Accessory Apartment Conditional Use Permit Standards (18.411.010)**
- An accessory apartment is limited to 800 square feet or if it exceeds 800 square feet it is subject to the full Conditional Use Permit process as opposed to an administrative Conditional Use Permit

The applicant is going through the full conditional use permit process with the Planning Board hearing and City Council hearing even though the units are less than 800 feet. We are requiring the extra step because the intent of the accessory apartment in the business zone was originally to provide quarters for a business owner or caretaker. Single family was added to the CB-2 zone to address “non-conforming” residential units that could not be rebuilt if they were destroyed. To address this, the City made residences a permitted use in the CB-2 but we neglected to address that accessory apartment provision.

- Lots where accessory apartments are proposed shall be compliant with the minimum lot sizes and the accessory dwelling shall meet the setbacks for accessory structures.

The subject property is 6,250 square feet and there is no minimum lot size in the CB-2 zoning district. The structure complies with the east setback which is the only one that is applicant because it abuts a residential district. In addition, the proposed unit does not change the footprint of the building.

- Only one accessory apartment is allowed per lot of record.

The applicant is only proposing one accessory unit.

- Accessory apartments shall be rented for a period of not less than one month unless the property owner received an Administrative CUP for vacation rentals.

The applicant is proposing short term rental of the units but in the CB-2 zoning district short term rental is a permitted use.

- At least one parking space must be provided for the accessory unit in addition to the requirement for the primary dwelling.

It appears that the parking is met however this will need to be verified with an inspection of the garage prior to issuance of the building permit.

REACTION OF NEARBY PROPERTY OWNERS: A notice of public hearing was mailed to property owners within 150 feet of the subject property approximately 15 days prior to the hearing. At the writing of the staff report, the planning office did receive one call from the neighbor to the south. Her concern was primarily with short term rental of the property. The neighbor submitted written comment outlining her concerns as expressed in the phone call to the planner.

SUMMARY OF FINDINGS:

1. The proposed site provides adequate usable space for the proposed accessory dwelling and it complies with the zoning and the accessory dwelling unit standards.
2. There are no apparent environmental constraints associated with the property to prohibit the remodel of the single family residence to include an accessory dwelling.
3. The addition of one additional unit to the property does not appear to cause significant impact to the surrounding neighbors. The one neighbor that voiced concern was for a use that is permitted in the district and not something that we can prohibit with this CUP.

RECOMMENDATIONS:

Based on the findings of fact, it is the staff's recommendation that the Columbia Falls City-County Planning Board and Zoning Commission adopt Staff Report #CCU –21-03 and recommend approval for the Six Peaks Conditional Use Request to allow for the remodel of the existing home to provide a 644 square foot accessory dwelling:

1. The proposed construction shall comply with the site plan provided in this application including setbacks and parking.
2. The applicant shall secure the required building permits from the City of Columbia Falls prior to any construction of the new unit.
3. Provide a parking agreement showing which unit gets which driveway and garage spaces and noting that they will not block the neighboring properties.
4. The applicants shall complete the paving or concrete apron to the street for the driveway prior to issuance of an occupancy permit.

1/6/2021

To Whom It May Concern:

We, Kevin and Cindy Hooker own the home located at 28 6th St E Columbia Falls. Our home is currently under contract and scheduled to close 1/15/21. The buyers are Six Peaks, LLC member names: Jesse and Jessica Johnston, James Luke and Chelsea Cummings, Joe and Stacey Porter. We understand that the buyers would like to convert the single family dwelling to a single family with accessory dwelling. We also understand that this conversion requires the buyer to submit a conditional use permit application to the council and we consent to that application.

Thank you

Kevin Hooker


Kevin P Hooker
1/6/2021 2:23:49 PM MST

Cindy Hooker


Cindy L Hooker
1/6/2021 2:25:22 PM MST

APPLICATION FOR CONDITIONAL USE PERMITFILING FEE ATTACHED \$ 550 SEE FEE SHEET**PROPOSED USE:** Add an accessory dwelling within the main residence

(Describe in detail, indicate if continued to attached pages)

OWNER(S) OF RECORD:Name: Six Peaks, LLC (Kevin & Cindy Hooker)Mailing Address: 28 6th St ECity/State/Zip: Columbia Falls, MT 59912 Phone: (406) 471-3031**PERSON(S) AUTHORIZED TO REPRESENT THE OWNER(S) AND TO WHOM ALL CORRESPONDENCE IS TO BE SENT:**Name: Chelsea M CummingsMailing Address: 218 Blackmer LaneCity/State/Zip: Columbia Falls, MT Phone: (406) 471-3031**LEGAL DESCRIPTION OF PROPERTY** (Refer to Property Records):Street Address 28 6th St E Tract _____ Block 45 Lot 11Subdivision Name CFTSection 8 Township 30 Range 20

The Applicant is responsible for providing sufficiently complete information (see 18.210.090). Attached is the *Required Criteria for Conditional Use Application* the Planning Board and Council must use to create a "Finding of Fact" in making a decision. Please review the Criteria carefully before providing the following information and documents.

18.210.090 Burden of proof.

The burden of proof for satisfying the aforementioned criteria shall rest with the applicant and not the planning board. The granting of a conditional use permit rests in the discretion of the city council as to whether or not the proposal conforms to the criteria and requirements set forth in Chapter 18.210.080

1. Zoning District and Zoning Classification in which use is proposed: CB-2

2. Attach a plan of the affected lot which identifies the following items:

- Surrounding land uses.
- Dimensions and shape of lot.
- Topographic features of lot.
- Size(s) and location(s) of existing buildings.
- Size(s) and location(s) of proposed buildings.
- Existing use(s) of structures and open areas.

- g. Proposed use(s) of structures and open areas.
- h. Existing & proposed landscaping and fences.

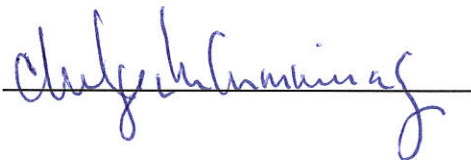
3. On a separate sheet of paper, discuss the following topics relative to the proposed use:

- a Traffic flow and control.
- b Access to and circulation within the property.
- c Off-street parking and loading.
- d Refuse and service areas.
- e Utilities.
- f Screening and buffering.
- g Signs, yards and other open spaces.
- h Height, bulk and location of structures.
- i Location of proposed open space uses.
- j Hours and manner of operation.
- k Noise, light, dust, odors, fumes and vibration.
- l If the application is for a home occupation conditional use permit provide the following information:
 - 1 Number of employees that will work on the premises.
 - 2 Number of employees that are not family members residing at the premises.
 - 3 Estimated number and frequency of clients/patrons that will visit the on-site business.
 - 4 How much area will be used for the business. Compared to the area used for residential purposes.

4. Attach supplemental information for proposed uses that have additional requirements.

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature



Date 1.7.21

Required Criteria for Conditional Use Application

18.210.080 Criteria required for consideration of a conditional use permit.

A conditional use permit may be granted only if the proposal, as submitted, conforms to all of the following general conditional use permit criteria, as well as to all other applicable criteria that may be requested.

- A. Site Suitability. That the site is suitable for the use. This includes:
 - 1. Adequate usable space,
 - 2. Adequate access, and
 - 3. Absence of environmental constraints.
- B. Appropriateness of Design. The site plan for the proposed use will provide the most convenient and functional use of the lot. Consideration of design should include:
 - 1. Parking scheme,
 - 2. Traffic circulation,
 - 3. Open space,
 - 4. Fencing/screening,
 - 5. Landscaping, and
 - 6. Signage.
- C. Availability of Public Services and Facilities. The following services and facilities are to be available and adequate to serve the needs of the use as designed and proposed:
 - 1. Sewer,
 - 2. Water,
 - 3. Storm water drainage,
 - 4. Fire protection,
 - 5. Police protection, and
 - 6. Streets.
- D. Use will not be detrimental to abutting properties in particular and the neighborhood in general. Typical negative impacts which extend beyond the proposed site include, but are not limited to:
 - 1. Excessive traffic generation,
 - 2. Noise or vibration,
 - 3. Dust, glare, or heat,
 - 4. Smoke, fumes, gas, or odors, and
 - 5. Inappropriate hours of operation
 - 6. Economic impacts if the building is a large building with a minimum floor area of 60,000 square feet.

2.

a. The surrounding land uses include commercial properties and residential. There is a commercial building and a parking lot across the street to the north and another commercial building across the alley way to the west. A residential home is next door to the south and another across the street to the east.

b. The lot is a rectangle measuring 125' long and 50' wide.

c. The lot is flat

d. The house is a single-family home with a total square footage of 1288. There is also a detached 2 car garage. The home measures 56 feet long and 22.5 feet wide. The garage measures 24.5 feet wide and 22 feet deep. There is parking for 2 in the garage with an additional 2 parking stalls in the driveway, allowing for 4 vehicles to be parked.

e. There will be no size changes to the existing buildings and no additional buildings being requested.

f. The home is now a 2-bedroom, 2 bath single-family home with a detached garage and driveway. The yard is a corner lot. The open spaces of the yard are on the north and east sides of the home.

g. We are proposing to add one accessory dwelling unit within the home and vacation rental both sides of the home. We will not be changing the footprint of the house. The yards open space would be an area to use as picnic space and general yard usage for tenants.

h. Existing landscape is simple. The yard is flat. There is a sprinkler system and no fence. We are not proposing any changes to the yard. Plan is to maintain simplicity and add a little charm.

3.

a. The home would continue to be accessed from the existing driveway.

b. There are 4 existing off street parking spots available. The home is accessed from a walkway connecting the driveway to the front door.

c. 4 off street parking spots are available. 2 in the garage and 2 in the driveway.

d. We will provide tenants with a permitted garbage service and the cans will be stored in the garage.

e. The utilities include city sewer and water and electric heat.

f. There is no current screening and buffering. There is no proposed change to this.

g. There is no current sign on the property. We are not proposing a sign at this time. The yard space is on the north and east sides of the home.

h. The house is a single level ranch style home with a detached 2 car garage. The home is set off the sidewalk by 21.5 feet on the northside of the property and 19 feet off the street to the east.

i. North and east side yards intended for normal yard usage such as grilling, yard games and picnic area.

j. 24 hour access to the home. 10pm-7am quiet hours will be requested.

k. No noise, excess light, dust, odors, fumes or vibrations expected with proposed use.

l. n/a

4.

We will be applying for a vacation rental permit which is a permitted use in the CB2 zoning.



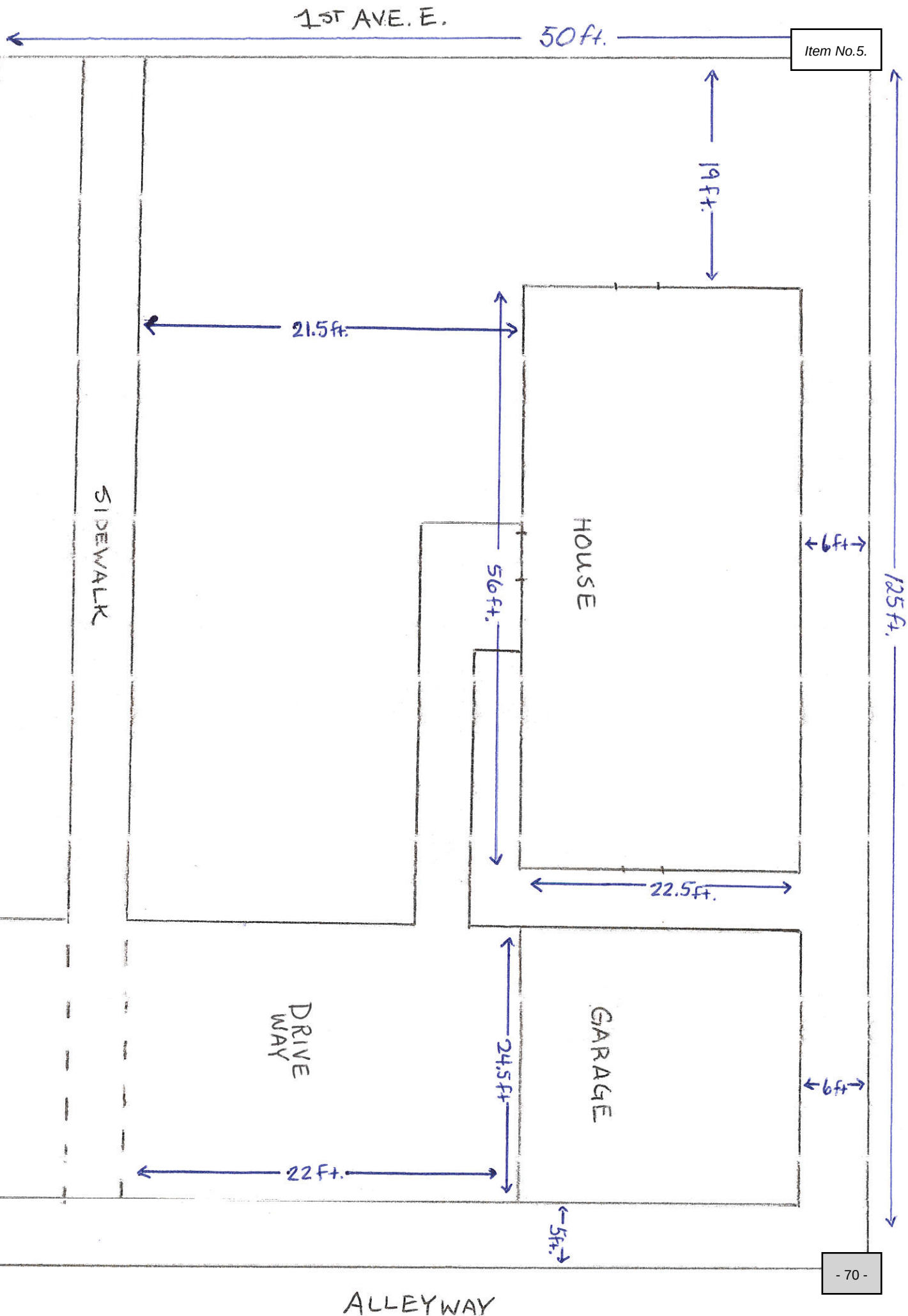
Flathead County GIS Department



800 South Main Street
Kalispell, Montana 59901



The areas depicted on these maps are for illustrative purposes and do not necessarily meet mapping, surveying, or engineering standards. Deriving conclusions from this map is done at the user's assumed risk.



Item No.5.

1ST AVE. E.

50 ft.

19 ft.

21.5 ft.

56 ft.

HOUSE

22.5 ft.

GARAGE

24.5 ft.

DRIVE
WAY

22 ft.

SIDEWALK

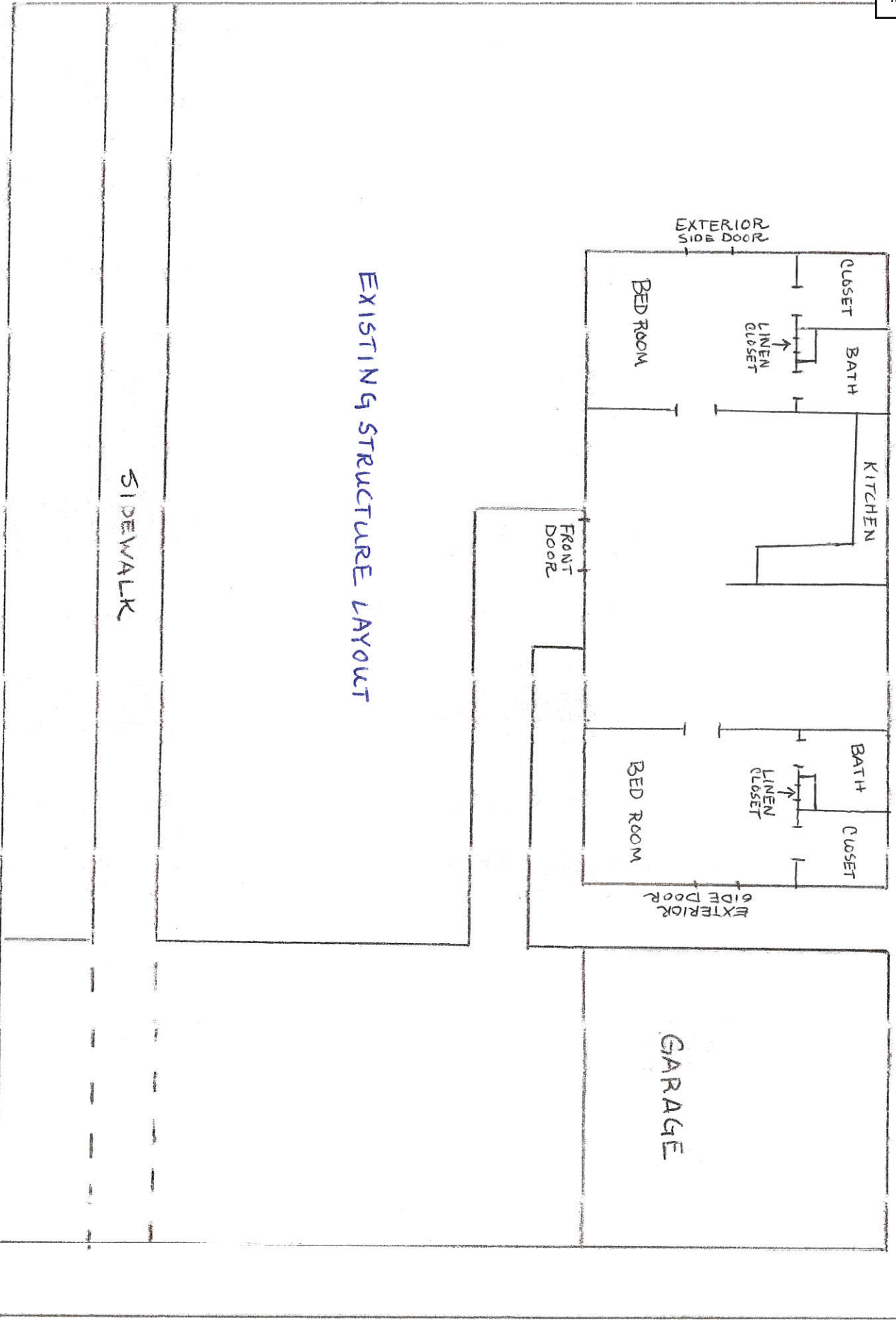
6TH STREET E.

ALLEYWAY

125 ft.



EXISTING STRUCTURE LAYOUT



6TH STREET E.

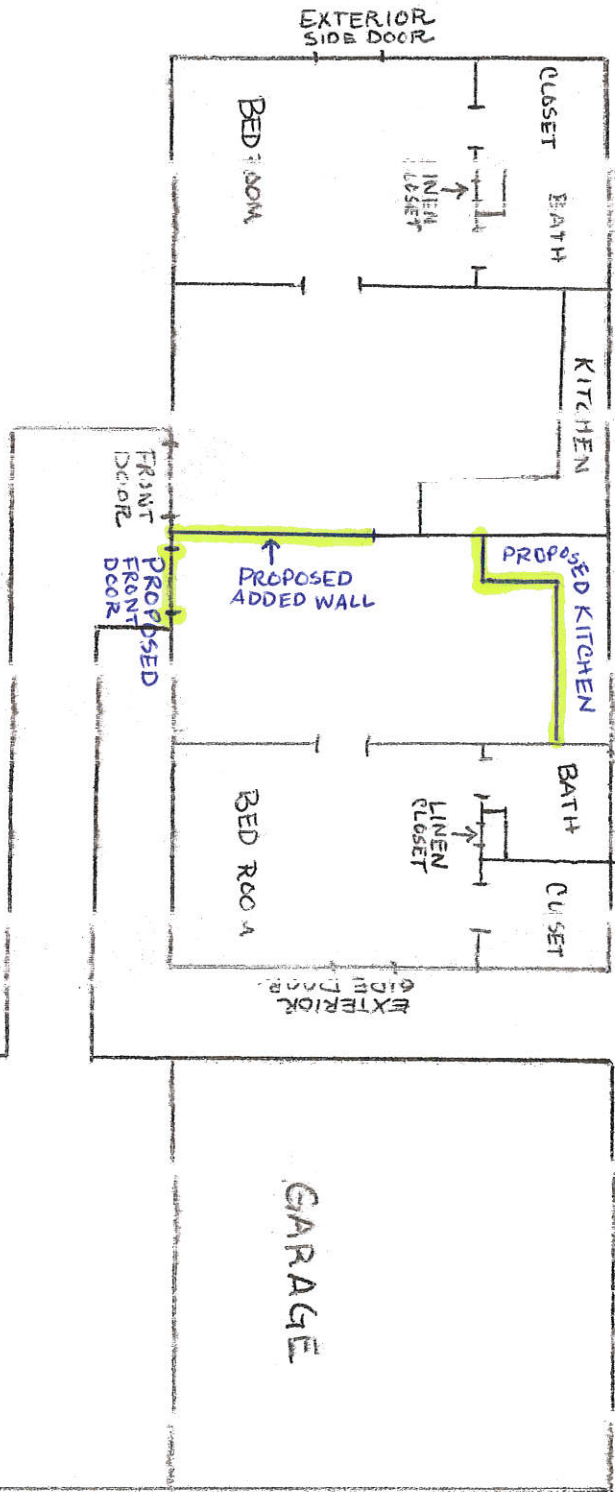
ALLEYWAY

*PROPOSED CHANGES TO EXISTING STRUCTURE HIGHLIGHTED

51' SIDEWALK



60TH STREET E.



Proposal to add one additional exterior front door to front of house. This will b

the only structural change to the exterior of home.

We also plan to facelift the exterior of home, adding charm + curb appeal.





130 6TH STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

Planning Department

PHONE (406) 892-4391

FAX (406) 892-4413

Item No.5.

January 19, 2021

Re: Public hearing notice for a CUP to construct an accessory apartment within the existing house.

Dear Adjacent Property Owner:

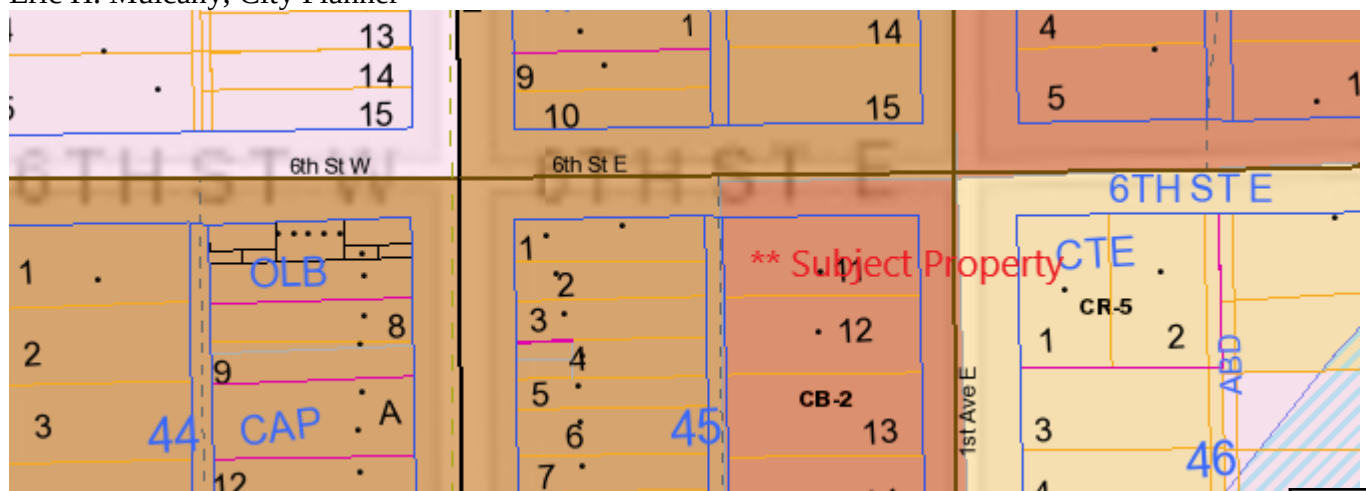
Our records indicate that you are the owner of property within 150-feet of the proposed project.

As the Planning Staff for the Columbia Falls Planning Jurisdiction, I am writing to provide you with a notice of a public hearing for a Conditional Use Permit (CUP) to construct an accessory apartment within the existing single-family house located at 28 6th Street E in Columbia Falls. The zoning code allows Single Family Residential as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The applicants wish to use both units for short term rentals. The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

If you have question or comments concerning this matter, please call, visit or write me at City Hall. For written comment to be included in the Planning Board packet, it needs to be submitted to the City Clerk, 130 6th Street West, Columbia Falls, MT 59912 no later than Thursday February 4, 2021 or by email: staalandb@cityofcolumbiafalls.com. Written or emailed comment may be provided up to 5:00 pm on the day of the hearing; it will just be emailed and/or passed out at the hearing.

Sincerely,

Eric H. Mulcahy, City Planner



CITY OF COLUMBIA FALLS

NOTICE OF PUBLIC HEARING

The Columbia Falls City-County Planning Board will hold a public hearing for the following items at their regular meeting on Tuesday, February 9, 2021 at 6:30 p.m. at the Council Chambers of City Hall, 130 6th Street West, Columbia Falls, Montana. The Columbia Falls City Council will hold a subsequent hearing on Monday March 1, 2021 starting at 7:00 p.m. in the same location. Both hearings will be conducted in accordance with the most current recommended and/or required public health and safety protocols in place at the time of the hearing. The City website, <https://cityofcolumbiafalls.org>, will contain updated information if there is any change to the planned hearings.

Request for a Conditional Use Permit to construct a House and Accessory Dwelling over 800 Square Feet:

Lori Bjork is requesting a Conditional Use Permit to construct a new house of 2,600 square feet and convert the existing house of 1,700 square feet into an accessory dwelling unit. The Columbia Falls Zoning Code requires a Conditional Use Permit (CUP) for Accessory Dwelling Units that exceed 800 square feet in residential zones. The 0.98 acre property is described as Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

Request for a Conditional Use Permit to construct an Accessory Dwelling in the existing house in the CB-2 Zoning District:

Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The 6,250 square foot property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

Request change the zoning from CR-5 (Two Family Residential) to CRA-1 (Multi-Family Residential) in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a zone change for 302 Meadow Lake Boulevard from the current CR-5 Two-Family designation to a CRA-1 Multi-Family residential designation. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 on Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAEA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Request for a Conditional Use Permit to construct 36 units of Apartment in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a Conditional Use Permit to construct 36 units of apartments in two buildings, eighteen units in each building. The proposed two-story apartments will access Meadow Lake Blvd near the intersection with Best Way. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile

north of Highway 2 at 302 Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAEA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Persons are allowed to attend the hearing(s), subject to the most recent public gathering restrictions enacted by County and State agencies at or prior to the time of the hearing. Persons are encouraged to submit written comments prior to the meeting. Written comments carry the same weight as public testimony given during the hearing. Written comments may be sent to Columbia Falls City Hall, Attention: Barb Staalnd, City Clerk, 130 6th Street West, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed Planned Unit Development, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 19th day of January, 2021

Susan Nicosia

Susan Nicosia, City Manager/Planning & Zoning Administrator
COLUMBIA FALLS CITY-COUNTY PLANNING BOARD

CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARING

Item No.5.

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Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

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Persons are allowed to attend the hearing(s), subject to the most recent public gathering restrictions enacted by County and State agencies at or prior to the time of the hearing. Persons are encouraged to submit written comments prior to the meeting. Written comments carry the same weight as public testimony given during the hearing. Written comments may be sent to Columbia Falls City Hall, Attention: Barb Staalnd, City Clerk, 130 6th Street West, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed Planned Unit Development, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 19th day of January, 2021

Susan Nicosia

Susan Nicosia, City Manager/Planning & Zoning Administrator
COLUMBIA FALLS CITY-COUNTY PLANNING BOARD

Publish: Daily Interlake Sunday January 24th, 2020

February 3, 2020

To: Susan Nicosia and Columbia Falls City-County Planning Board

From: Miantae Metcalf McConnell

Subject: Conditional Use Permit for Accessory Dwelling in CB-2 Zoning District, downtown Columbia Falls: Lot 11 Block 45, Columbia Falls

Dear Members of the Planning Board,

I received a letter from the Planning Department dated January 19, 2021 regarding notification of the application for a CUP as listed above. My house is located next door: 612 1st Ave. East. I have owned this home for over eighteen years, since June 2002.

The builder of the single-family home in question, (Lot 11, Block 45), Mr. Leonard Knudsen, also filed an application to the planning board for short-term rentals, several years ago. The application, contested by many residents in the neighborhood who filed a petition against his application, were relieved when the board had the wisdom to deny his application. Today, I wish to voice many of the same concerns that were brought forward then.

Homes that are within approximately 75 feet from the main thoroughfare of Columbia Falls, Nucleus Ave., face unique benefits and challenges. We struggle with problems such as noise pollution (we have no noise ordinance at present), parking, loitering in alleys between the business zone and our homes, which also serve as the access to our homes, and have endured petty crime and property damage as a result.

I mention noise control, or lack of it, in particular, as there are concerts several nights every week during the summer. Parking is a long-time issue as our town grows, and often drivers will park in the alleys and block thoroughfare. This is dangerous for everyone. Business brings crowds, but where do crowds go afterwards with no space between commercial and residential areas?

What does this have to do with the application, you may ask?

No open space between commercial and residential buildings was formerly established to allow for future commercial growth, including parking spaces. Now we face the issues: how do we protect the properties that have been residential for decades and are now fighting to keep their way of life in a small, valued, community and still support growth? Perhaps not so close together? We do have options.

Will you force the residents to leave and suffer from property value decline by allowing our neighboring single-family homes to become commercial businesses? And to what end? How will you compensate people who have been loyal taxpayers and contributors to the community if you let commercial companies, like LLCs, push them out? Please do not all over-crowding of commercial and private property to decrease the value of our homes that have taken many years to realize value increase.

I ask you to consider a larger picture as you make this decision. I mentioned that property damage has been an ongoing issue, particularly during the tourist season. If the house, fifteen feet from mine is

occupied by non-residents, most likely tourists during summer and winter months, it will drastically change my life:

- Lack of privacy
- Transitory neighbors who may not care about properties adjoining them
- May be loud and inconsiderate, as they would view the house as a vacation rental, not a home within a community and thereby, not bound to neighborhood behavior
- Increased risk of property damages to my home and others, caused by traffic, loitering (there is a casino within 30 feet of the house addressed where groups of people often linger), and reckless behavior
- Decline in my property's value

Just because the present owners of the house, who have moved out-of-state and currently have the house listed on the market, have been approached by commercial LLC, doesn't mean that the planning committee should grant them the ability to make it a high-turn-around tourist lodging. The request is, in actuality, the same as zoning a permit for a motel in the neighborhood.

I really don't think this is the right place. The restaurant across the street from the house has a small parking lot that overflows from local traffic alone. There is not adequate places for more people to park. It is a very cramped space already. Employees of the businesses on Nucleus already fill the alley entirely when operating full time.

Since earlier planning did actively create a city plan to accommodate larger populations of tourists, that does not mean that long-term residents should bear the brunt of financial, emotional and property value loss that will come when their homes are surrounded by businesses and parking lots. I don't think it serves the vision of community, either.

There is plenty of space for hotels and VRBOs and AIRBNBs. We don't need to squeeze them in an already crowded downtown location. Please protect our neighborhood and deny this application.

Sincerely,

Miantae Metcalf McConnell
612 1st Avenue East
Columbia Falls, MT 59912

CITY OF COLUMBIA FALLS
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CALL TO ORDER AND ROLL CALL

Present: Russ Vukonich, Robert Smith, Claudette Byrd-Rinck, Sam Kavanagh, Mike Shepard, Clay Lundgren Patti Singer and Kurt Nelson (via Zoom). Absent: Steve Duffy.

Also present: City Manager Nicosia, City Planner Mulcahy, Public Works Clerk Vissotzky, and City Attorney Breck.

BOARD REORGANIZATION:

City Manager Nicosia asked the Board to welcome Clay Lundgren, a new city member to the Board as he was recently appointed to the position by the City Council.

Motion by Shepard to nominate Vukonich as Board Chairman, second by Kavanagh. All members voted in Favor. Absent: Steve Duffy.

Motion by Singer to nominate Shepard as Board Vice Chairman, second by Lundgren. All members in Favor. Absent: Steve Duffy.

APPROVAL OF MINUTES:

Approval of November 10, 2020 Regular Meeting Minutes

Motion made by Shepard, Seconded by Singer. Voting Yea: Vukonich, Shepard, Byrd-Rinck, Nelson, Singer, Smith, Kavanagh, and Lundgren. Absent: Steve Duffy.

Public Comment: None.

PUBLIC HEARINGS AND ACTION:

Chairman Vukonich read the notice of hearing and asked for the staff report presentation:

Request for a Conditional Use Permit to construct a House and Accessory Dwelling over 800 Square Feet: Lori Bjork is requesting a Conditional Use Permit to construct a new house of 2,600 square feet and convert the existing house of 1,700 square feet into an accessory dwelling unit. The Columbia Falls Zoning Code requires a Conditional Use Permit (CUP) for Accessory Dwelling Units (ADU) that exceed 800 square feet in residential zones. The 0.98-acre property is described as Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

City Planner Mulcahy delivered Staff Report CCU-21-02, reviewing each of the Findings of Fact. The property is currently zoned CR-4 Urban Residential. An ADU is allowed with an Administrative Conditional Use Permit

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if it is less than 800 square feet. The applicant would like one larger than that, and therefore it needs a Conditional Use Permit with final approval by the City Council.

Chairman Vukonich asked the Board if there were any questions for staff. Kavanagh asked if the house was currently on a shared well, with Vukonich questioning how many houses are on it. Mulcahy responded that it is on a shared well with 6-7 houses on it currently. The applicant Lori Bjork stated they will possibly add a new individual well for the ADU. The existing property is underutilized, as it is mostly timber, she said.

Chairman Vukonich opened the public hearing for Public Comment at 6:43P.M.: None. No written or verbal testimony received prior to the hearing.

Motion made by Kavanagh to adopt Staff Report CCU-21-02 as Findings of Fact, Seconded by Singer. Voting Yea: Vukonich, Shepard, Byrd-Rinck, Nelson, Singer, Smith, Kavanagh, and Lundgren. Absent: Steve Duffy.

Vukonich questioned the distance between the CFAC well testing and the shared well. Bjork stated that the shared well was included in the CFAC testing and it has tested clean consistently.

Motion made by Shepard to recommend approval of CCU-21-02 to City Council, Seconded by Singer. Voting Yea: Vukonich, Shepard, Byrd-Rinck, Nelson, Singer, Smith, Kavanagh, and Lundgren. Absent: Steve Duffy.

Chairman Vukonich read the notice of hearing and asked for the staff report presentation:

Request for a Conditional Use Permit to construct an Accessory Dwelling in the existing house in the CB-2 Zoning District: Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

City Planner Mulcahy delivered Staff Report CCU-21-03, reviewing each of the Findings of Fact. Mulcahy discussed the history of ADU's in zoning and their uses, noting that the Board and Council may review in the future if necessary. Mulcahy noted that the property is in the CB-2 General Business Zone with three sides of the property commercially zoned. The proposed ADU would be inside the existing single-family residence. One written public comment was received and is included in the packet Mulcahy noted that the same individual had contacted him and discussed her concerns with him in addition to writing the letter.

Chairman Vukonich asked the Board if there were any questions for staff. Kavanagh asked if the property must get a Conditional Use Permit to be used for short-term vacation rentals. Mulcahy stated vacation rentals are a permitted use in CB-2 and Nicosia noted that the owners must still complete an application, get the required inspections, enroll with MT DOR and obtain a City business license.

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Chairman Vukonich asked the applicant to address the Board. Chelsea Cummings, 218 Blackmore Ln, representing Six Peaks LLC. Cummings noted that the applicants live in Columbia Falls and want to add value to the community. They plan on using the property for either a short or long term rentals. They have four off street parking spots with the garage and driveway which will be clearly marked. Cummings noted that parking in the area is already congested and as the owner, they can control what happens on the property but not at the surrounding businesses. Cummings noted that noise will be monitored by technology that gives alerts past certain decibel levels. Stay limits will be enforced and guest numbers limited. They want to make the area better and share their community.

Vukonich asked if any Board members had questions for the applicant. Singer asked how the owners planned on limiting the number of tenants. Cummings noted that they will follow fire code and occupancy limits, for example one bedroom unit will have 2 persons with king bed in bedroom and the living room will have a pullout couch and the other unit may have 2 beds in the bedroom and a pullout couch for 4-6 person occupancy; they see the use for a family with children. Owner Jessica Johnston also reported that they purchased the property as an investment for either long-term or short-term rentals. They may operate it this summer as is or construct the second unit. Singer discussed the market trends for one- and two-bedroom vacation rentals. Johnston said the proposed plan with two units provides for more flexibility.

Chairman Vukonich opened the public hearing for Public Comment at 7:06 P.M.: None

Vukonich asked staff if the occupancy limit is a condition. Nicosia stated that occupancy is set by zoning, fire, and building code. Kavanagh asked if the applicants could utilize a lockout design. Mulcahy said lockouts are allowed but they usually do not include a full second kitchen as proposed in this design. Kavanagh asked staff for the expiration term of a conditional use permit if no action is taken, 18 months? Mulcahy clarified that the applicant has 12 months to commence the activity or request an extension. Vukonich stated that this area has always seen parking congestion from the neighboring businesses. Kavanagh asked for clarification on the previous denied permit as referenced in the public comment letter. Nicosia reported that the original owner of the property, Leonard Knudsen, submitted a building permit application in 2003 to build a small three-unit motel that was going to be operated as long-term rentals, no motel office or onsite management. Nicosia noted that the building permit was denied in 2003 as it did not meet the CB-2 zoning requirements and the owner went on to build the single family residence in 2004. Nicosia also noted that the City did not establish short-term vacation regulations until 2012. Kavanagh said establishing an ADU so two vacation rentals could exist is not how he saw ADU's working and he suggested the Board should reevaluate the regulations since this could set a precedence and affect the housing supply. Mulcahy stated the code is fluid and that the Board could revisit it in the future if they saw a need to do so; noting that the Accessory Dwelling regulations established in February 2018 require a separate conditional use permit for short-term vacation rentals in an accessory dwelling in the residential zones. Vukonich asked Nicosia if this is any different than the normal vacation rental application process. She stated that vacation rentals are permitted in the CB-2 zone with a completed application and a business license and do not require a conditional use permit.

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Motion made by Byrd-Rinck to adopt Staff Report CCU-21-03 as Findings of Fact, Seconded by Lundgren. Voting Yea: Vukonich, Shepard, Byrd-Rinck, Nelson, Singer, Smith, Kavanagh, and Lundgren. Singer noted that the applicant has one year to construct the second unit and believes it is in their owner's best interest to use that time. Absent: Steve Duffy.

Motion made by Singer to recommend approval of CCU-21-03 to City Council, Seconded by Shepard. Voting Yea: Vukonich, Shepard, Byrd-Rinck, Nelson, Singer, Smith, Kavanagh, and Lundgren. Absent: Steve Duffy.

Chairman Vukonich read the notice of hearing and asked for the staff report presentation:

Request to change the zoning from CR-5 (Two Family Residential) to CRA-1 (Multi-Family Residential) in the Columbia Falls Zoning Jurisdiction: The applicant, Toby Gilchrist, is requesting a zone change for 302 Meadow Lake Boulevard from the current CR-5 Two-Family designation to a CRA-1 Multi-Family residential designation. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 on Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAEA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

City Planner Mulcahy delivered Staff Report CZC-21-01, reviewing each of the Findings of Fact. The current zoning is CR-5 Two Family Residential and the applicant would like to change it to CRA-1 Residential Apartment. The applicant is proposing the multi-family units to help meet the need for workforce housing. The area has grown over the years and in the 2019 Growth Policy it was changed to multi-family. Mulcahy noted that Multi-family is a good buffer to industrial uses for neighboring residences. Meadowlake Blvd is a collector road with a sewer main running from Highway 2 to Meadowlake Resort. The proposed plan will have the entrance at the intersection of Best Way and Meadowlake Blvd. The property is within city limits and has access to sewer. The applicant would be required to extend the City water main to this property. Mulcahy reported that there are no City parks close by and it is ¾ mile to the elementary school. Based on national data, it can be expected to have around 11 children residing there for a project of this size. Mulcahy reported that he received 3 phone calls and 4 letters received in opposition to the project (2 letters were from callers).

Chairman Vukonich asked the Board if there were any questions for staff. Vukonich asked if this project included the cut through road to North Hilltop Rd that had been approved. Nicosia responded that was in another project to the north that has not been platted. Singer stated that the intersection of Highway 2 and Meadowlake Blvd was not safe for those wanting to turn. Further, she noted that portions of the Meadowlake Blvd roadway are slippery and the speed limit is not followed. Mulcahy informed the Board that Meadowlake Blvd is a collector road and is designed to handle a large traffic load; he also noted that Highway 2 is under Montana Department of Transportation (MDOT) jurisdiction and the department completes warrant studies on the required traffic devices. Mulcahy noted that the proposed 36 units does not trigger a required traffic study, typically required at a minimum of 40 units. Mulcahy noted that the City is currently working on a Comprehensive Transportation Plan with MDOT and the highway intersection has been noted in the plan as needing review. Singer stated that MDOT needs to examine the intersection as she believes the intersection should have green turn lights. Shepard questioned if the road was wide enough. Mulcahy stated it is not extremely wide and has no shoulder but it was built to county road standards. Mulcahy said the Board could ask

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for a shoulder next to the applicant's sidewalk on their property. The Board members discussed their experiences with traffic in the area and on Meadowlake Blvd.

Chairman Vukonich opened the public hearing for Public Comment at 7:38 P.M. The Board packet included four written comments: Zeiler, Goodman, Holding and Lawson.

Aaron Wallace of Montana Creative, representative for the applicant. They are requesting a zone change to multi-family that meets the 2019 Growth Policy. The applicant selected this property based on the multi-family designation. The apartments are designed for long term rentals to meet the need for work force housing. The applicant acknowledges there is heavy traffic in the area and that the State, County and City need to address the traffic issues as the area grows. Regardless of the project's outcome, the traffic issues need to be addressed by the government agencies. Wallace noted that the project is under 40 units and is not required to perform a traffic study. If this project is denied, it is also denying any future projects in the area.

Philip Zeiler, 165 Homestead Dr., noted that he had submitted a letter of opposition. Meadowlake Blvd is the only road with an overpass in the area. Everything north of the overpass bottlenecks into the road. Over the years the traffic has increased. He heard there are another 40 lots for sale by Meadowlake Resort. The area is continuing to grow. He works on Halfmoon Rd and the areas is now in constant use. Meadowlake Blvd will be the same. It is unsafe for kids playing and going to school. He acknowledges the valley will continue to grow.

Brook Stearns Lawson, 292 Meadowlake Blvd, noted the she also submitted a letter of opposition. She understands the need for growth. As a neighbor, she would like the buffer area to be maxed. Lawson asked the Board to please add connecting sidewalks to the area and not just on the project's property. The traffic in the area is dangerous. Last year her dog was killed on the road. It is a very narrow road with blind curves. Please fix the existing problems before adding to them.

Chairman Vukonich closed the Public Hearing at 7:50 P.M.

Kavanagh said it is a good place for multi-family housing, but the City needs to make sure the area is safe before having projects built. He was in both a car and a bike accident on that road when he was younger. Meadowlake Blvd is not safe for pedestrian use. Kavanagh noted that the project could add roughly 90 more vehicles. Shepard stated the area has largely been ignored because there is no money to improve it. The fact that it is a country road complicates the problem in his opinion. The access to the apartments at Best Way is a concern for Shepard. Singer said this project will set precedence in the area and open up the land next to it for similar use. Mulcahy replied that the land to the south of the project is zoned CI-1 Light Industrial and could have heavier uses currently permitted. Singer noted that she drives this road and is shocked by amount of people walking on it. She is very concerned about the safety of the road. MDOT controls Highway 2 and they need to work on the problem. Nelson suggested that a four way stop at Meadowlake Blvd and Best Way might not even be feasible to control traffic. Vukonich asked Staff if the Growth Policy set precedence. Mulcahy confirmed it did as the Growth Policy map designates this area as multi-family. Vukonich stated the Board did not foresee the area growing this fast during the growth policy review and that there are very real problems that

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MINUTES OF THE REGULAR MEETING
HELD FEBRUARY 09, 2021

need to be addressed. Mulcahy informed the Board that this project or another project will not change that the road was designed to be a collector. He noted that the conditions for project approval must be proportional to the project. Mulcahy noted that in Montana, infrastructure follows development. Mulcahy noted that the City recently attained the population number needed to designate the area as Urban Transportation and just this year the City and MDOT are completing the first Columbia Falls Urban Transportation Comprehensive Transportation Plan. Mulcahy noted that pedestrian connectivity could be added as a condition, but it is not up to this one project to fix all of the traffic and pedestrian problems in the area. Vukonich stated this was likely not the time for conditions since the Board is looking at a zone change and not at the CUP currently. Vukonich stated the zone change meets the 2019 Growth Policy map designation. Kavanagh suggested that the Board needs to be careful about future growth speculation and consider the infrastructure in place or needed for the map designations although he stated that he stands by the vote for multi-family on the map. Kavanagh stated that the Transportation Plan will be helpful. Currently the Board does not have enough data to truly plan the area. Shepard led a short discussion on the Highline Apartments, their impacts, and if there is any correlation that can be made to this project. Lundgren stated the intersection at Best Way is aligned with the project's access, but he agrees with the concern showed. Kavanagh said the Staff Report does not adequately address the traffic congestion in the area and there is no connecting sidewalk to the project. Kavanagh stated that the report needs to mention that a change to CRA-1 can affect the area negatively.

Motion made by Lundgren, seconded by Nelson, to adopt Staff report CZC-21-01 as Findings of Fact. Voting Yea: None. Voting No: Vukonich, Lundgren, Shepard, Byrd-Rinck, Nelson, Singer, Smith, Kavanagh. Absent: Duffy

Upon this vote, the Board did not proceed with the hearing on the Conditional Use Permit.

ADJOURNMENT - Duly adjourned at 8:16 p.m.

Chairman, Vukonich

Alex Vissotzky | Public Works Clerk

CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARING

Item No.6.

The Columbia Falls City-County Planning Board will hold a public hearing for the following item at their regular meeting on Tuesday, March 9, 2021 at 6:30 p.m. at the Council Chambers of City Hall, 130 6th Street West, Columbia Falls, Montana. The Columbia Falls City Council will hold a subsequent hearing on Monday April 5, 2021 starting at 7:00 p.m. in the same location. Both hearings will be conducted in accordance with the most current recommended and/or required public health and safety protocols in place at the time of the hearing. The City website, <https://cityofcolumbiafalls.org>, will contain updated information if there is any change to the planned hearings.

Request change the zoning from CSAG-10 (Suburban Agricultural) to CSAG-5 (Suburban Agricultural) in the Columbia Falls Zoning Jurisdiction:

The applicant, Wayne Hull, is requesting a zone change for property at 7030 Highway 2 East, Columbia Falls from the current CSAG-10 (Suburban Agricultural) with a 10 acre minimum lot size to a CSAG-5 (Suburban Agricultural) with a five acre minimum lot size. Permitted and Conditionally permitted uses are almost identical in the two zoning designations. The vacant property is approximately 10 acres in size and is located approximately ¼ mile east of the bridge over the Flathead River. The property is described as Parcel 1 of COS 16981 of Section 16, Township 30 North, Range 20 West, P.M.M., Flathead County.

Persons are allowed to attend the hearing(s), subject to the most recent public gathering restrictions enacted by County and State agencies at or prior to the time of the hearing. Persons are encouraged to submit written comments prior to the meeting. Written comments carry the same weight as public testimony given during the hearing. Written comments may be sent to Columbia Falls City Hall, Attention: Barb Staaland, City Clerk, 130 6th Street West, Room A, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed Zone Change, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 16th day of February, 2021

Susan Nicosia

Susan Nicosia, City Manager/Planning & Zoning Administrator
COLUMBIA FALLS CITY-COUNTY PLANNING BOARD

Publish: Daily Interlake Sunday February 21th, 2021

**CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARINGS**

**HB 473 Bridge and Road Safety and Accountability Program Funds and
CARES Act Fund Budget Amendment**

The Columbia Falls City Council will hold public hearings for the purpose of allocating HB 473 Bridge and Road Safety and Accountability Program Funds and amending the 2021 FY Budget to account for the CARES Act Funding on Monday, April 5, 2021 at 7:00 p.m. The hearings will be held in the Council Chambers, City Hall, 130 6th ST. West, Columbia Falls, MT.

The City Council is proposing to request distribution of the 2021 HB 473 funds, in the amount of \$111,893.96, to overlay/repair 6th Avenue West from 9th St West to 13th St West.

The City Council will also hold a hearing to amend the 2020-21 Fiscal Year Budget to account for the CARES Act funds received during the 2021 FY.

Citizens are encouraged to attend the hearing or to provide written comments to the City Clerk at 130 6th Street West, Columbia Falls, MT 59912.

Dated this 1st of March, 2021

Barb Staaland
City Clerk

Publish: Daily Interlake Sunday March 21st and March 28th



PUBLIC WORKS DEPARTMENT

Item No.8.

130 6TH STREET WEST
COLUMBIA FALLS MT. 59912

PHONE: (406) 892-4430
FAX: (406) 892-4413

February 24, 2021

Susan Nicosia, CPA, MPA
City Manager
City of Columbia Falls
130 6th St West

Re: 6th Avenue West Overlay Project, Recommendation to Award

Dear Susan,

I have completed my review of the bids received for the 6th Avenue West Overlay Project. We received better than expected prices for asphalt paving. Bid tabs are enclosed. Bids are summarized as follows:

	<i>Engineer's Est.</i>	<i>Pinnacle Paving</i>	<i>LHC</i>	<i>Knife River</i>
Bid Cost	\$282,722.00	\$191,432.82	\$201,472.75	\$197,230.00

Pinnacle Paving, LLC. is the apparent low bidder. I have found no irregularities with the bid and all appropriate documentation was submitted. I recommend award of this project to Pinnacle Paving, LLC. in the amount of **\$191,432.82**. Please let me know if you have any questions.

Sincerely,

Tyler Bradshaw, P.E.
Public Works Director
City of Columbia Falls

Enclosures:

Bid Tabs



PUBLIC WORKS DEPARTMENT

**130 6TH STREET WEST
COLUMBIA FALLS MT. 59912**

**PHONE: (406) 892-4430
FAX: (406) 892-4413**

City of Columbia Falls

6th Avenue West Overlay and Patching

Bid Tabs

Prepared on January 22, 2021

Item	Item Description	Units	Quantity	<i>Engineer's Estimate</i>		<i>Pinnacle Paving</i>		<i>LHC</i>		<i>Knife River</i>	
				Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1010.1	Mobilization and General Requirements	LS	All Req'd	\$25,702.00	\$25,702.00	\$16,500.00	\$16,500.00	\$12,775.00	\$12,775.00	\$18,000.00	\$18,000.00
1560.1	Temporary Environmental Controls	LS	All Req'd	\$2,000.00	\$2,000.00	\$4,815.00	\$4,815.00	\$5,480.00	\$5,480.00	\$2,500.00	\$2,500.00
1570.1	Temporary Traffic Control	LS	All Req'd	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00	\$10,955.00	\$10,955.00	\$5,000.00	\$5,000.00
2112.1	Remove Edge of Pavement at Curblin or Driveway	LF	1400	\$6.00	\$8,400.00	\$5.60	\$7,840.00	\$4.74	\$6,636.00	\$10.00	\$14,000.00
2112.2	Remove and Dispose Pavement For Patch	SF	8500	\$2.00	\$17,000.00	\$1.40	\$11,900.00	\$1.28	\$10,880.00	\$1.00	\$8,500.00
2113.1	Adjust Manhole or Storm Drain Frame and Cover	EA	1	\$2,000.00	\$2,000.00	\$250.00	\$250.00	\$1,400.00	\$1,400.00	\$950.00	\$950.00
2113.2	Adjust Valve Box	EA	8	\$1,000.00	\$8,000.00	\$49.99	\$399.92	\$770.00	\$6,160.00	\$335.00	\$2,680.00
2113.3	Adjust Monument Box	EA	3	\$1,000.00	\$3,000.00	\$1,530.00	\$4,590.00	\$1,050.00	\$3,150.00	\$335.00	\$1,005.00
2234.1	4-Inch Minus Crushed Subbase Course	TON	300	\$35.00	\$10,500.00	\$49.50	\$14,850.00	\$49.77	\$14,931.00	\$30.00	\$9,000.00
2235.1	Driveway Transition with Crushed Base Course	LS	All Req'd	\$2,000.00	\$2,000.00	\$3,950.00	\$3,950.00	\$1,625.00	\$1,625.00	\$2,500.00	\$2,500.00
2235.2	1 1/2" Crushed Base Course, 4-Inch Thick	SF	8500	\$1.00	\$8,500.00	\$1.57	\$13,345.00	\$1.01	\$8,585.00	\$0.70	\$5,950.00
2502.1	Tack Coat For Overlay	GAL	305	\$4.00	\$1,220.00	\$2.78	\$847.90	\$6.75	\$2,058.75	\$4.00	\$1,220.00
2510.1	Asphalt Concrete Pavement Overlay, 2.-Inch Min. Thick	SY	6100	\$19.00	\$115,900.00	\$10.95	\$66,795.00	\$10.01	\$61,061.00	\$11.00	\$67,100.00
2510.2	Asphalt Concrete Pavement Patch, 3-Inch Thick	SF	8900	\$3.00	\$26,700.00	\$2.00	\$17,800.00	\$1.65	\$14,685.00	\$2.25	\$20,025.00
2510.3	Crack Seal	LF	2200	\$4.00	\$8,800.00	\$2.25	\$4,950.00	\$1.53	\$3,366.00	\$3.50	\$7,700.00
2510.4	Clean Organics and Debris from Cracks and Joints	LS	All Req'd	\$3,000.00	\$3,000.00	\$1,400.00	\$1,400.00	\$800.00	\$800.00	\$3,100.00	\$3,100.00
2529.1	Curb Ramp	EA	7	\$5,000.00	\$35,000.00	\$2,100.00	\$14,700.00	\$5,275.00	\$36,925.00	\$4,000.00	\$28,000.00
Estimated Construction Price				\$282,722.00		\$191,432.82		\$201,472.75		\$197,230.00	

APPARENT LOW BIDDER: PINNACLE PAVING, \$191,432.82

EXHIBIT A
Columbia Falls Railroad Quiet Zone Study
Engineer's Scope of Services

The project includes preparation of a Quiet Zone (QZ) Study to determine acceptable safety measure improvement alternatives for two existing at-grade crossings (2nd Ave. WN, 4th Ave.) that would qualify the entire area for Quiet Zone approval. The QZ Study will follow the Federal Railroad Administration's (FRA) guidelines to analyze each of the two crossings, assess QZ compliant alternatives and determine the feasibility of selected, preferred safety measures at each crossing. A report deliverable will be provided to the City to document the analysis process and the following required tasks:

Engineer is to provide the following services, related to the various procedures of the project as listed:

PART 1 – BASIC SERVICES

A1.01 Quiet Zone Study - \$30,000

1. Project Kick-Off Meeting:
 - a. Attend up to one (1) meeting with KLJ and City representatives to establish the intended purpose and need for the project and determine project scope extents.
2. Data Collection
 - a. Perform one (1) site visit for data collection and field measurements (wheel and tape) of existing crossing conditions.
 - b. Review collected data to define, at a minimum, the following data:

➤ Road and railroad alignments ➤ Extents of existing crossing panels ➤ Edge of road travel way ➤ Pedestrian facilities	➤ Presence of curb & gutter ➤ Signal pole locations and existing electrical infrastructure ➤ Utilities (public and private)
---	---
 - c. Coordinate with BNSF personnel to verify train volume counts and other data necessary to perform QZ calculator analyses.
 - d. Collect traffic volume at each crossing for minimum required 24-hour period.
 - e. Coordinate with BNSF personnel to confirm presence of constant warning time (CWT) vehicle detection at each crossing.
3. Diagnostic Review
 - a. Identify required stakeholders and coordinate/schedule diagnostic review meeting on-site with all stakeholders for both crossings. Stakeholders anticipated to include City of Columbia Falls, FRA, BNSF, KLJ and possible MDT.

- b. Prepare diagnostic meeting packet to include meeting form, grade crossing inventory forms and aerial maps of each crossing.
- c. Conduct and attend one (1) diagnostic review meeting at both crossings to discuss alternatives for Standard Safety Measures (SSM) and Alternative Safety Measures (ASM) improvements at each crossing area, to include pedestrian facilities.
- d. Provide memorandum to City summarizing meeting minutes and preferred safety measure improvements determined during the diagnostic meeting for each crossing.

4. Safety Measure Alternatives Analysis

- a. Analyze feasibility of SSM's and any possible ASM's based on preferences established during diagnostic meeting and site constraints determined during data collection task.
- b. Consult with the City to determine SSM's and/or ASM's, if any, not to be considered for further analysis based on feasibility and City's long-range plans.

5. Quiet Zone Calculator Analyses

- a. Utilize required FRA Quiet Zone Calculator to determine the Quiet Zone Risk Index (QZRI) of the defined study area.
- b. Prepare up to three (3) QZ compliant scenarios to provide the City with the potential for a phased implementation plan that qualifies for QZ approval with the minimum initial investment and provides additional improvement options to be scheduled and budgeted to maintain QZ approval as conditions and risk indexes warrant.
 - Scenario 1: Consider minimum improvements needed to obtain initial QZ approval of study area.
 - Scenario 2: Consider combination of selected crossing improvements at any of the two crossings, which will help City with phasing decisions.
 - Scenario 3: Consider optimum improvements at both crossings combined for long term QZ maintenance.

6. Safety Measure Exhibits and Report

- a. Prepare Draft Report summarizing the QZ Study, selected SSM's and/or ASM's and recommendations for proceeding with the final steps required to establish the QZ.
- b. Report will include:
 - Study purpose and need and summary of the work completed during the study.
 - Recommended safety measures and improvements at each crossing.
 - Concept/Planning level, 2D plan view crossing layouts overlaid onto aerial maps for up to four (4) selected improvement options (two per crossing).
 - Opinion of probable costs for implementation of recommended improvements at each crossing.

- Summary of the safety measure alternatives evaluated at each crossing.
- Summary of the data collected at each crossing: existing conditions, traffic and train data and crash data.
- Summary of the QZ implementation process.
- c. Attend up to one (1) meeting with the City to present results and recommendations of the study.
- d. Submit draft report to all stakeholders involved in diagnostic meeting for review and comment.
- e. Prepare and provide final report document to City, updated to address stakeholder comments, as required.

A1.02 Survey Services - \$3,540

1. Conduct limited Plat or Certificate of Survey research to assist in locating property corners, easements and rights-of-way.
2. Establish survey control points in the immediate vicinity of the project area for use during design and construction. Survey coordinate based on OPUS derived to be NAD83/NAVD88 datum in local coordinate system or Montana State Plane coordinates as specified by Owner.
3. Provide existing conditions topographic and design survey of 2nd Ave. project area, generally defined as 2nd Ave. WN from intersection of Railroad St. to 150' north of intersection of 1st St. WN, extending 50' east and west of the 2nd Ave. centerline.
4. Provide existing conditions survey of 4th Ave. project area, generally defined as 4th Ave. EN from intersection of Railroad St. to intersection of 4th St. EN, primarily aimed at locating edge of existing roadway and rail crossing infrastructure for the purpose of accurately quantifying demolition work to close and remove this street/rail crossing.
5. Coordinate existing utility locates and provide survey of existing utilities within the project areas described above for 2nd Ave. and 4th Ave.
6. Drafting of surveyed base map for use in Quiet Zone report exhibits and for future use in design and construction documents.

The scope is based on Owner providing the following:

- Payment for all application fees, if necessary.
- Payment for all work permitting fees, if necessary, for work conducted within BNSF R/W.

PART 2 – ADDITIONAL SERVICES

A2.01 Additional Services Requiring Owner's Written Authorization

1. If authorized in writing by Owner, Engineer shall furnish or obtain from others Additional Services of the types listed below.
 - a. Public involvement meetings with area landowners, business owners and/or the public at large.

- b. City Commission presentations.
- c. Preliminary and Final engineering design of crossing improvement measures.
- d. Assistance with preparation of easement documents or right-of-way deed documents.
- e. Assistance with Federal, State or other project funding applications.
- f. Environmental permitting.
- g. Erosion and Sediment Control permitting with City and DEQ, including SWPPP and MPDES.
- h. Providing Bidding/Contractor negotiations.
- i. Construction Phase Service including contract administration, construction review, etc.

A2.02 *Additional Services Not Requiring Owner's Written Authorization*

- 1. For such Additional Services listed below, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice from Owner.
 - a. Additional planning meetings beyond those quantified in the above Scope of Services.
 - b. Preparing concept layouts and cost estimates for improvement options and scenarios beyond those quantified in the above Scope of Services.

Community Development Services of Montana

954 Caledonia Street · Butte, Montana · 59701

TO: Susan Nicosia, City Manager, City of Columbia Falls
FROM: Janet Cornish, Principal *JC* and Lanette Windemaker *LW*
RE: Cost proposal for the Expansion of the Columbia Falls Urban Renewal District
DATE: February 18th, 2021

Community Development Services of Montana is pleased to respond to your request for a cost proposal to provide services to the City of Columbia Falls in connection with the expansion of the existing Columbia Falls Urban Renewal District (URD) (base year 2015). We estimate that it will take approximately six months to complete the tasks as noted in the schedule below.

Given that the Montana Legislature is considering changes to the Montana Urban Renewal Law that might affect the process to create and amend urban renewal districts, you may want to consider waiting until the Legislature adjourns in late April to begin this work. We are, however, ready to begin immediately, if you prefer.

Our cost for completing this work virtually (no travel) would not exceed \$20,000. If we are able to come to Columbia Falls in order to attend meetings in person and for other on-site activities, each trip would add approximately \$5,500 to the cost.

Please let us know if you have any questions. We appreciate this opportunity!

Proposed 2021 Columbia Falls URD Expansion and Plan Adoption Schedule For 2021 Base Year Certification of the Added Portion

Month 1 – City Council approves Contract with CDS of Montana

Tasks:

- ✓ Determine area to be added to existing URD
- ✓ Update Statement of Blight
- ✓ Draft resolution of necessity
- ✓ Develop a list of property owners within the new area
- ✓ Meet with property owners
- ✓ Meet and consult with School Board as required by MCA
- ✓ Meet and consult with County Commission as required by MCA

Memo

PHONE
406-723-7993

FAX
406-723-7993

WEB
cdsofmontana.com

Months 2 and 3 – City Council Adopts Resolution of Necessity/Statement of Blight.

Tasks:

- ✓ Prepare URD Expansion Plan for Staff Review
- ✓ Obtain new legal description for the URD
- ✓ Prepare Planning Board notice to newspaper for publication
- ✓ Obtain final map (shape files) and list of all property owners (for existing and expanded URD) from GIS
- ✓ Prepare Planning Board packet: Staff Report, Transmittal Memo, Plan and PB Resolution
- ✓ Prepare City Council draft ordinance, notice and letters for Legal review

Month 4 – Planning Board review and recommendation regarding URD expansion plan with a TIF Provision

Tasks:

- ✓ Execute Planning Board Resolution written recommendation
- ✓ Prepare and send notice(s) of public hearing on the updated ordinance to newspaper for publication
- ✓ Prepare final edits to Plan and ordinance
- ✓ Provide Plan, transmittal memo, attachments and ordinance to the City Council
- ✓ Prepare notice letter of public hearing on the ordinance and mail to all property owners
- ✓ Prepare notice letter of public hearing on the ordinance and mail to School District and County

Month 5 (City Council Public Hearing/First Reading Ordinance adopting URD/plan with a TIF Provision.

Task: Notify DOR of Intent (NLT December 1, 2021 – earlier if possible)

Month 6 - City Council Second Reading/Final Adoption of Ordinance. (NLT November 2021)

NLT DEC 2021 – Ordinance becomes effective

JAN 2022 – Certification documents submitted to the Montana Department of Revenue for a 2021 base year certification for the additional portion (original district maintains a 2015 base year)

Task: Assemble and send packets of information as required by the DOR Administrative Rules

Please Return to:
 City of Columbia Falls
 130 6th St. W.
 Columbia Falls, MT 59912

RESOLUTION NO. 1842

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT BY LORI BJORK TO ALLOW THE CONSTRUCTION OF AN ACCESSORY DWELLING UNIT GREATER THAN 800 SQUARE FEET. THE PROPERTY IS DESCRIBED AS TRACT 3AC, SECTION 4, TOWNSHIP 30 N, RANGE 20 W, ALSO REFERRED TO AS TRACT 4 BOOK 507 PAGE 15, FLATHEAD COUNTY, MONTANA.

WHEREAS, an Application has been filed with the City by Lori Bjork to construct a new home and convert the existing house into an accessory apartment dwelling greater than 800 square feet as provided for in Chapter 18.411.010 (5) of the Columbia Falls Zoning Ordinance. The property is described as Tract 3AC, Section 4, Township 30N, Range 20W, also referred to as Tract 4 Book 507 page 15, Flathead County, Montana;

WHEREAS, the property is currently zoned CR-4 Urban Residential which allows, with conditional use pursuant to 18.411.010 in the Columbia Falls Municipal Code, the proposed accessory apartment;

WHEREAS, said requested conditional use permit was considered by the Columbia Falls City-County Planning Board at its regular meeting on February 9, 2021, and said Board recommended granting the proposed conditional use permit, with certain conditions; and

WHEREAS, said conditional use permit was considered by the City Council of the City of Columbia Falls, Montana, at a public hearing held during the Council's regularly scheduled meeting on Monday, March 1, 2021, pursuant to public notice as required by law, and all comments filed or voiced concerning said requested conditional use permit having been considered by the City Council, along with the recommendation of the Planning Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

Section One. Findings of Fact. That the City Council specifically finds that the conditions set forth in Section 18.411.010 of the Columbia Falls Municipal Code are accurately evaluated as set forth in Conditional Use Report #CCU-21-02 of the Columbia Falls Planning Office, and the City Council hereby adopts said report as findings of fact in support of the requested conditional use permit.

Section Two. Permit Approved. That based upon the findings of Section One of this Resolution, the Application by Lori Bjork to construct a new home and convert the existing home into an accessory apartment greater than 800 square feet is approved. The property is zoned CR-4 Urban Residential which allows accessory apartments with a Conditional Use Permit. The property is described as Tract 3AC, Section 4, Township 30N, Range 20W, also referred to as Tract 4 Book 507 page 15, Flathead County, Montana.

Section Three. Conditional Use Permit. That the conditional use permit is approved, specifically contingent upon the conditions set forth on Exhibit "A" attached hereto and incorporated herein by reference.

Section Four. Effective Date. That this Resolution shall become effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS
1st DAY OF MARCH 2021, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

CITY CLERK

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS ____ DAY OF MARCH,
2021.

MAYOR
ATTEST:

CITY CLERK

EXHIBIT "A"

- 1.The proposed construction shall comply with the site plan provided in this application including setbacks and parking.
- 2.The driveways and parking areas shall be a smoothly graded stabilized dust free surface that has been treated with dust retardants. A paved hard surface such as concrete or asphalt is highly recommended.
- 3.The applicants shall secure permits and comply with all requirements of the Flathead City-County Health Department relative to on-site sewage disposal and water.
- 4.The applicant shall secure an approach permit from the Flathead County Road and Bridge Department for the 13th Street EN driveway.

Please Return to:
 City of Columbia Falls
 130 6th St. W.
 Columbia Falls, MT 59912

RESOLUTION NO. 1843

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT BY KEVIN AND CINDY HOOKER AND SIX PEAKS, LLC TO ALLOW THE CONSTRUCTION OF AN ACCESSORY DWELLING UNIT IN THE CB-2 GENERAL BUSINESS DISTRICT. THE PROPERTY IS LOCATED AT 28 6TH STREET EAST AND IS FURTHER DESCRIBED AS LOT 11, BLOCK 45 OF THE COLUMBIA FALLS TOWNSITE, IN SECTION 8, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

WHEREAS, an Application has been filed with the City by Kevin and Cindy Hooker and Six Peaks, LLC to construct an accessory dwelling unit in the existing home, essentially converting it to a duplex. The accessory apartment provisions in the CB-2 General Business zone addressed living quarters for a business owner or caretaker. The single family residence is a permitted use within the CB-2 General Business zone.

WHEREAS, the property is currently zoned CB-2 General Business which allows an accessory residential apartment within the same building as the permitted principal use pursuant to a Conditional Use Permit; and

WHEREAS, said requested conditional use permit was considered by the Columbia Falls City-County Planning Board at its regular meeting on February 9, 2021, and said Board recommended granting the proposed conditional use permit, with certain conditions; and

WHEREAS, said conditional use permit was considered by the City Council of the City of Columbia Falls, Montana, at a public hearing held during the Council's regularly scheduled meeting on Monday, March 1, 2021, pursuant to public notice as required by law, and all comments filed or voiced concerning said requested conditional use permit having been considered by the City Council, along with the recommendation of the Planning Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

Section One. Findings of Fact. That the City Council specifically finds that the conditions set forth in Section 18.411.010 of the Columbia Falls Municipal Code are accurately evaluated as set forth in Conditional Use Report #CCU-21-03 of the Columbia Falls Planning Office, and the City Council hereby adopts said report as findings of fact in support of the requested conditional use permit.

Section Two. Permit Approved. That based upon the findings of Section One of this Resolution, the Application by Kevin and Cindy Hooker and Six Peaks, LLC to construct an accessory dwelling unit in the existing home located at 28 6th Street East and further described as Lot 11, Block 45 of the Columbia Falls Townsite, in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

Section Three. Conditional Use Permit. That the conditional use permit is approved, specifically contingent upon the conditions set forth on Exhibit "A" attached hereto and incorporated herein by reference.

Section Four. Effective Date. That this Resolution shall become effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS
1st DAY OF MARCH 2021, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

CITY CLERK

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS ____ DAY OF MARCH,
2021.

MAYOR
ATTEST:

CITY CLERK

EXHIBIT "A"

- 1.The proposed construction shall comply with the site plan provided in this application including setbacks and parking.
- 2.The applicant shall secure the required building permits from the City of Columbia Falls prior to any construction of the new unit.
- 3.Provide a parking agreement showing which unit gets which driveway and garage spaces and noting that they will not block the neighboring properties.
- 4.The applicants shall complete the paving or concrete apron to the street for the driveway prior to issuance of an occupancy permit.