



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

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

**CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, SEPTEMBER 20, 2021
COUNCIL CHAMBERS CITY HALL**

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, Robinson, Shepard)

NOTE: The Council Meeting is held in the Council Chambers as well as by virtual meeting to provide for public health and access. Please contact Barb Staalnd no later than 6 pm on the night of the meeting to register for ZOOM meeting access information by calling (406) 892-4394 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 - September 20, 2021 - \$160,905.23
2. Approval of Regular Payroll Claims - September 17, 2021 - \$124,143.23
3. Approval of September 7, 2021 Regular City Council Meeting Minutes

VISITORS/PUBLIC COMMENT (Items not on agenda)

EMPLOYEE RECOGNITION:

Grady Jenkins - 25 years of service

Susan Nicosia - 15 years of service

APPOINTMENTS:

4. Appointment - Brad Peterson, Volunteer Assistant Fire Chief

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

- 5.** The Columbia Falls City-County Planning Board held public hearings for the following items at their regular meeting on Tuesday, September 14, 2021 and recommended approval of the Conditional Use Permits. The Columbia Falls City Council will hold hearings on September 20, 2021 starting at 7:00 p.m.

1. Conditional Use Permit Request for a Temporary Office/Caretaker Unit: Cedar Creek Industrial Park, LLC, is requesting a Conditional Use Permit to place a pre-fabricated Office/Caretakers unit within the existing industrial park. The property is located in the industrial park at 555 4th Avenue EN in Columbia Falls. The property is zoned CI-2 (Heavy Industrial) in the Columbia Falls Zoning Jurisdiction and the zoning regulations require a conditional use permit for the caretaker's facilities. The property is described as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, 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 (See Resolutions)

2. Conditional Use Permit Request for a Six-Plex Apartment Building: Adam Gardner is requesting a conditional use permit to construct a six-plex apartment building at 10 Diane Road in Columbia Falls. The property is zoned CRA-1 (Residential Apartment) and the zoning requires a CUP to review parking, street improvements, parkland dedication and the like. A CUP was approved on this site in 2019 but expired before the apartments were developed. The property is described as Lot 178 of Hilltop Homes, Section 18, T30N, R20W, P.M.M., Flathead County

A. Adopt Staff Report CCU-21-04 as Findings of Fact

B. Approve Conditional Use Permit (See Resolutions)

ORDINANCES / RESOLUTIONS:

- 6. Resolution # 1861** - A Resolution of the City Council of the City of Columbia Falls, Montana, Adopting the Budget for the City for the Fiscal Year Commencing on July 1, 2021 and Ending June 30, 2022, Approving Appropriations for Each Fund of the City of Columbia Falls
- 7. Resolution # 1862** - A Resolution of the City Council of the City of Columbia Falls, Montana, Approving an Application for a Conditional Use Permit for a Caretaker's Unit and Office to be Located at 555 4th Avenue EN, More Particularly Described as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, Township 30 North, Range 20 West, P.M.M., Flathead County
- 8. Resolution # 1863** - A Resolution of the City Council of the City of Columbia Falls, Montana, Approving an Application for a Conditional Use Permit by Adam Gardner to Allow for One Six-Plex Condominium to be Placed on Lot 178, Hilltop Homes Subdivision, Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

CITY ATTORNEY REPORT

MISCELLANEOUS

[9.](#) Police Activity Report - August

[10.](#) Correspondence

ADJOURN

Next Scheduled Meetings:

City Council – Regular Meeting, **October 4, 2021** – 7:00 PM

Planning Board – October 14, 2021 - 6:30 PM

Transportation Plan Meetings - September 27th - Open House 10 am, Lunch & Learn with presentation to Council 12 to 1 pm, Open House 5 - 7 pm with formal presentation at 6 pm, October 18th - Public Hearing at Regular Council meeting; November 1st or 15th - Adoption of Transportation Plan by City Council

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CITY OF COLUMBIA FALLS
Claim Approval Signature Page
For the Accounting Period: 9 / 21

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Report ID: AP100A

Council Meeting Date: 9/20/21
Claims Submitted to Council: \$ 160,905²³

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

Prepared By: Shawn Bates, Finance Director

SB

Approved by Susan M. Nicosia, City Manager

SMN

City Council to Approve by motion on consent agenda

Large claims include:

Black Mountain Software - \$19,118 - annual fees
for all programs

City of Whitefish - \$7,233⁸⁵ - Aug bldg, plumbing,
mech & elec permits

FEC - monthly bill - \$17,445⁴⁹

Mild Fence - \$31,437 (\$30,848 Hoerner)

Pinnacle Paving - \$30,895⁴⁶ (Final 6th Ave W
Overbury)

Schlegel Enterprises Inc - \$17,609⁹⁷ (Final
payment - tennis court paving)

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CITY OF COLUMBIA FALLS
Fund Summary for Claims
For the Accounting Period: 9/21

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Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	\$22,236.81
102200 CASH - RESTRICTED DONATIONS	\$2,985.00
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	\$7,233.85
2400 SPECIAL LIGHTING DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	\$3,453.15
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	\$2,662.66
2821 Special Road/Street Allocation Program	
101000 CASH/CASH EQUIVALENTS	\$30,895.46
4000 CAPITAL PROJECTS FUND - Building	
101000 CASH/CASH EQUIVALENTS	\$537.00
4010 CAPITAL PROJECTS FUND - Parks	
101000 CASH/CASH EQUIVALENTS	\$52,801.26
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	\$19,295.87
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	\$18,804.17
Total:	\$160,905.23

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CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 9/21

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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
42283		2719 2M COMPANY INC	209.84					
		SPRINKLER STATION NODE CONTROL W/ SOLENOIDS-BATTERY OPERATED						
		209009234 08/31/21 PRKS-SOLENOID-BATTERY CONTR	209.84*			1000 460400	240	101000
		Total for Vendor:	209.84					
42304		878 AMERICAN WELDING & GAS INC	120.91					
		08039878 09/09/21 STRS-OXYGEN TANK STRT SHOP	120.91*			2500 430200	240	101000
		Total for Vendor:	120.91					
42302		2825 BATTERIES PLUS BULBS #647	280.00					
		P43053305 08/26/21 STRS-CROSSWALK BEACONS	280.00*			2500 430200	243	101000
		Total for Vendor:	280.00					
42287		912 BIG SKY FIRE EQUIPMENT	425.00					
		FIRE HELMET						
		17611 08/18/21 FIRE-FIRE HELMET & HELMET FRNT	425.00*			1000 420400	226	101000
		Total for Vendor:	425.00					
42320		6 BLACK MOUNTAIN SOFTWARE, INC.	19,118.00					
		09/01/21 TO 08/31/22						
		27167 09/01/21 FIN-ANNUAL SERVICE & SUPPORT	5,039.33*			1000 410500	363	101000
		27167 09/01/21 ST LTNG-ANNUAL SERVICE & SUPPO	920.00*			2400 430200	363	101000
		27167 09/01/21 ST MAINT-ANNUAL SERVICE & SUPP	920.00*			2500 430200	363	101000
		27167 09/01/21 WTR-ANNUAL SERVICE & SUPPORT	6,119.33*			5210 430500	363	101000
		27167 09/01/21 SWR-ANNUAL SERVICE & SUPPORT	6,119.34*			5310 430600	363	101000
		Total for Vendor:	19,118.00					
42280	E	2852 CHARTER COMMUNICATIONS	124.98					
		4083121 08/31/21 PD-INTERNET 9/1/21-9/30/21	124.98*			1000 420100	355	101000
		Total for Vendor:	124.98					
42317		1145 CITY OF WHITEFISH BUILDING	7,233.85					
		Permits issued for AUGUST 2021						
		083121 08/31/21 BUILDING PERMITS 08/21	1,852.50*			2394 420500	398	101000
		083121 08/31/21 ELECTRICAL PERMITS 08/21	1,069.25*			2394 420500	398	101000
		083121 08/31/21 MECHANICAL PERMITS 08/21	503.10*			2394 420500	398	101000

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	083121	08/31/21 PLUMBING PERMITS 08/21	3,809.00*			2394 420500	398	101000
		Total for Vendor:	7,233.85					
42284		2943 CORE & MAIN LP	50.80					
	P503525	08/27/21 WTR-HYDRAULIC CEMENT	50.80*			5210 430500	220	101000
		Total for Vendor:	50.80					
42294		3026 DAILY INTER LAKE	416.50					
	I00480404	08/23/21 P/Z-PLANNING HEARINGS	170.00*			1000 411000	331	101000
	I00480399	08/25/21 FIN-GRANT HEARINGS	131.50*			1000 410500	331	101000
	I00480399	09/01/21 FIN-GRANT HEARINGS	115.00*			1000 410500	331	101000
		Total for Vendor:	416.50					
42296		999999 DANA SAFETY SUPPLY	2,985.00					
	744599-A	08/31/21 PD-MPH SPEEDGUN PACKAGE	2,985.00*			1000 420100	212	102200
		Total for Vendor:	2,985.00					
42267		3011 DENHAM, GARY	39.03					
		FUEL CARD IN OP USED PERSONAL DEBIT CARD FOR FUEL						
	171846	09/08/21 PD-FUEL	39.03*			1000 420100	231	101000
		Total for Vendor:	39.03					
42281		532 DON "K" CHEVROLET	1,536.00					
		2020 DODGE DURANGO NEW BRAKES, TRAN FLUID LEAK REPAIR						
	6093264/1	07/15/21 PD-2020 DURANGO BRAKE & REP	1,536.00*			1000 420100	361	101000
		Total for Vendor:	1,536.00					
42289	E	1879 EVERGREEN WASTE CONNECTIONS	584.36					
	090121	09/01/21 FAC-8/1/21-8/31/21	75.62*			1000 411200	340	101000
	090121	09/01/21 STRS-8/1/21-8/31/21	242.23*			2500 430200	340	101000
	090121	09/01/21 WTR-8/1/21-8/31/21	114.35*			5210 430500	340	101000
	090121	09/01/21 SWR-8/1/21-8/31/21	62.98*			5310 430600	340	101000
	090121	09/01/21 PRKS-8/1/21-8/31/21	89.18*			1000 460400	340	101000
		Total for Vendor:	584.36					

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
42325		2589 FASTSIGNS WHITEFISH	238.00						
		PETS MUST BE ON LEASH SIGN							
		489-21308 09/16/21 PRKS-PETS MUST BE ON LEASH	238.00*			1000 460400	220	101000	
		Total for Vendor:	238.00						
42276		438 FERGUSON WATERWORKS	7,807.14						
		HOERNER PARK TENNIS COURTS METER PIT SUPPLIES							
		CF HIGH SCHOOL IRRIGATION METER & SUPPLIES							
		HYDRANT REPLACEMENT AND SUPPLIES							
		1730 TALBOT RD INSERATEE & SUPPLIES							
		0792704 09/08/21 WTR-CFHS IRRIGATION METER	1,295.41*			5210 430500	230	101000	
		0793333 09/03/21 WTR-HYDRANT REPLACEMENT	1,302.91*			5210 430500	240	101000	
		0792698 09/08/21 WTR-CFHS IRRIGATION PIT	1,039.53*			5210 430500	230	101000	
		0792692 09/08/21 WTR-TENNIS COURT MTR PIT	3,341.74*			4010 460400	930	101000	
		0795245 09/08/21 WTR-INSERTA TEE & SUPPLIES	827.55*			5210 430500	230	101000	
		Total for Vendor:	7,807.14						
42322		2813 FIRE CATT, LLC	3,800.00						
		10044 09/14/21 FD-11,875 FT FIRE HOSE TESTING	3,800.00*			1000 420400	394	101000	
		Total for Vendor:	3,800.00						
42311		1892 FLATHEAD COUNTY	150.00						
		5447 08/31/21 CERT OWNER- A CLAIRE GILLAM	75.00*			1000 411000	390	101000	
		5461 09/15/21 CERT OWNER- TIN ROOF PROPERTIE	75.00*			1000 411000	390	101000	
		Total for Vendor:	150.00						
42303		22 FLATHEAD COUNTY CLERK & RECORDER	5.00						
		1015663 09/02/21 WTR-LIEN	5.00*			5210 430500	331	101000	
		Total for Vendor:	5.00						
42278		663 FLATHEAD COUNTY SOLID WASTE	3,326.39						
		SLUDGE HAULING 8/1/21-8/31/21							
		PARKS WEED DISPOSAL 8/10/21							
		4133 08/31/21 SWR-SLUDGE HAULING 8/1-8/31/21	3,324.84*			5310 430600	395	101000	
		4133 08/10/21 PRKS-WEEDS DISPOSAL	1.55*			4010 460400	930	101000	
		Total for Vendor:	3,326.39						

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42312		21 FLATHEAD ELECTRIC COOP INC	17,445.49					
	07/25/21-08/25/21							
	083121	08/31/21 FAC-07/25/21-08/25/21	461.08*			1000 411200	341	101000
	083121	08/31/21 PD-07/25/21-08/25/21	35.81*			1000 420100	341	101000
	083121	08/31/21 FD-07/25/21-08/25/21	280.02*			1000 420400	341	101000
	083121	08/31/21 PARKS-07/25/21-08/25/21	781.23*			1000 460400	341	101000
	083121	08/31/21 POOL-07/25/21-08/25/21	453.75*			1000 460445	341	101000
	083121	08/31/21 LIGHTING-07/25/21-08/25/21	2,533.15*			2400 430200	341	101000
	083121	08/31/21 STRS-07/25/21-08/25/21	131.87*			2500 430200	341	101000
	083121	08/31/21 WTR-07/25/21-08/25/21	6,709.97*			5210 430500	341	101000
	083121	08/31/21 SWR-07/25/21-08/25/21	6,058.61*			5310 430600	341	101000
		Total for Vendor:	17,445.49					
42305		2919 FRONTIER PRECISION, INC	378.00					
	239508	09/09/21 WTR-FIELD DATA/GIS/SURV SOFTW	94.50*		ALEX V	5210 430500	390	101000
	239508	09/09/21 SWR-FIELD DATA/GIS/SURV SOFTW	94.50*		ALEX V	5310 430600	390	101000
	239508	09/09/21 STRT-FIELD DATA/GIS/SURV SOFTW	94.50*		ALEX V	2500 430200	390	101000
	239508	09/09/21 PLNG-FIELD DATA/GIS/SURV SOFTW	94.50*		ALEX V	1000 411000	390	101000
		Total for Vendor:	378.00					
42272		2948 GLACIER CLOTHING CO.	52.00					
	10261	08/30/21 WTR-EMBROIDERY	17.33*			5210 430500	226	101000
	10261	08/30/21 SWR-EMBROIDERY	17.33*			5310 430600	226	101000
	10261	08/30/21 STRS-EMBROIDERY	17.34*			2500 430200	226	101000
		Total for Vendor:	52.00					
42288		3095 GREAT NORTHERN LOCK AND SAFE	250.00					
	9072	09/01/21 WTR-AMERICAN A1105 PADLOCKS	250.00*			5210 430500	220	101000
		Total for Vendor:	250.00					
		*** Claim from another period (6/21) ****						
42307		3076 GREAT NORTHERN LOGWORKS	1,000.00					
		RIVERS EDGE PARK KIOSK PARKS CAPITAL						
	031221	03/12/21 PRKS-RIVER'S EDGE KIOSK	1,000.00*			4010 460400	930	101000
		Total for Vendor:	1,000.00					

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42268		2806 HANSON'S HARDWARE	116.16					
	599005	09/06/21 SWR-WWTP BATHROOM LOCK REPAIR	31.99*			5310 430600	240	101000
	598780	08/12/21 PRKS-CLAMPS, TARP STRAPS, CLIP	18.94*			1000 460400	220	101000
	598779	08/12/21 WTR-CABLE TIE	8.49*			5210 430500	220	101000
	599024	09/08/21 PRKS-WASP SPRAY	16.98*			1000 460400	220	101000
	599042	09/09/21 PRKS-INSERT TEE, SS CLAMP	13.42*			1000 460400	220	101000
	599051	09/10/21 STRS-FLAP DISK	16.98*			2500 430200	240	101000
	599069	09/13/21 SWR-MISC SCREWS FOR DAFT	9.36*			5310 430600	220	101000
		Total for Vendor:	116.16					
42279		2991 JOHNSON CONTROLS FIRE PROTECTION	169.59					
	22491159	09/01/21 FD-ANNUAL SPRINKLER TEST/INS	169.59*			1000 420400	366	101000
		Total for Vendor:	169.59					
42314		2093 JOHNSON, MIKE	47.00					
	MLEA	TAZER TRAINING 9/12-9/13/2021						
	091521	09/15/21 PD-MEALS MLEA TAZER TRAINING	47.00*			1000 420100	380	101000
		Total for Vendor:	47.00					
42285		999999 KUBWATER RESOURCES, INC	1,074.79					
	10567	08/24/21 SWR-DEWATERING POLY SUPPLY	1,074.79*			5310 430600	221	101000
		Total for Vendor:	1,074.79					
42290		1690 LASALLE SAND & GRAVEL CORP	77.48					
	139106	08/31/21 STRS-1 1/2" CHIP ROCK	77.48*			2500 430200	452	101000
		Total for Vendor:	77.48					
42295		162 LOGAN HEALTH - WHITEFISH	17.85					
	2435394-00	08/31/21 PD-EVID BLOOD COLLECTION	17.85*			1000 420100	390	101000
		Total for Vendor:	17.85					
42300		2595 MACON SUPPLY, INC	235.00					
	022801	09/02/21 STRS-ROTO HAMMER BIT	235.00*			2500 430200	212	101000
		Total for Vendor:	235.00					

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42319		147 MILD FENCE COMPANY	31,437.00					
	46385	09/10/21 PRKS-HORINE PRK FENCE REPAIR	589.00*			1000 460400	360	101000
	46421	09/15/21 PRKS-HORNER TENNIS CRT FENCE	30,848.00*			4010 460400	930	101000
		Total for Vendor:	31,437.00					
42310		707 MONTANA DEPT. OF REVENUE	308.95					
		6TH AVE WEST OVERLAY						
	1280	09/01/21 PINNACLE 1% W/H 6TH AVE W	308.95*			2821 430200	930	101000
42318		707 MONTANA DEPT. OF REVENUE	176.10					
		SCHLEGEL ENTERPRISES 1% W/H - HOERNER PARK TENNIS COURTS PAY APP #2 - FINAL						
	11901	09/10/21 PRKS-SCHLEGEL 1% W/H	176.10*			4010 460400	930	101000
		Total for Vendor:	485.05					
42277		999999 MONTANA ELITE LLC	800.00					
		CALIBRATE/TROUBLESHOOT/MONITOR SLUDGE FLOWMETER						
	2109	09/05/21 SWR-SLUDGE FLOWMETER SERVICE	800.00*			5310 430600	360	101000
		Total for Vendor:	800.00					
42292		43 MONTANA ENVIRONMENTAL LABORATORY	405.00					
		STATEMENT ENDING 8/30/21						
	2108585	08/09/21 WTR-COLIFORM	125.00*			5210 430500	394	101000
	2108087	08/04/21 SWR-NITRATE+NITRITE, TKN	60.00*			5310 430600	394	101000
	2108442	08/10/21 SWR-AMMONIA, TKN, NITRATE+NIT	85.00*			5310 430600	394	101000
	2108745	08/18/21 SWR-NITRATE+NITRITE, TKN	60.00*			5310 430600	394	101000
	2109091	08/25/21 SWR-NITRATE+NITRITE, TKN	60.00*			5310 430600	394	101000
	2108443	08/10/21 SWR-DISSOLVED ALUMINUM	15.00*			5310 430600	394	101000
		Total for Vendor:	405.00					
42291		2272 MONTANA INTERACTIVE	25.00					
	2877294	08/31/21 CRT-GOV ENTITIES REG FEE	25.00*			1000 410360	390	101000
		Total for Vendor:	25.00					

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42297		1247 MURDOCH'S RANCH & HOME KALISPELL	48.15					
	6886/34	09/02/21 PRKS-MIXED FUEL	27.18*			1000 460400	231	101000
	6886/34	09/02/21 PRKS-TAPE, FIX-A-FLAT, BRUSH	20.97*			1000 460400	240	101000
		Total for Vendor:	48.15					
42301		52 NAPA AUTO PARTS	135.86					
	033337	09/02/21 STRS-MUD FLAPS	26.86*			2500 430200	232	101000
	978525	09/08/21 STRS-TORQUE WRENCH REPAIR	109.00*			2500 430200	212	101000
		Total for Vendor:	135.86					
42299		2002 NORTHWEST PARTS & EQUIPMENT &	14.90					
	C298964	09/08/21 STRS-PLOW BOLTS/ NUTS	14.90*			2500 430200	232	101000
		Total for Vendor:	14.90					
42282		1437 NORTHWESTERN ENERGY	949.94					
		NATURAL GAS SERVICE 7/24-8/23						
	082521	08/25/21 FD-7/24/21-8/23/21	23.80*			1000 420400	344	101000
	082521	08/25/21 FAC-7/24/21-8/23/21	45.41*			1000 411200	344	101000
	082521	08/25/21 PD-7/24/21-8/23/21	16.35*			1000 420100	344	101000
	082521	08/25/21 STRS-7/24/21-8/23/21	24.54*			2500 430200	344	101000
	082521	08/25/21 WTR-7/24/21-8/23/21	7.57*			5210 430500	344	101000
	082521	08/25/21 SWR-7/24/21-8/23/21	102.61*			5310 430600	344	101000
	0082521	08/25/21 POOL-7/24/21-8/23/21	729.66*			1000 460445	344	101000
		Total for Vendor:	949.94					
42293		1181 PARSONS TRACTOR & IMPLEMENT	33.04					
	01-77455	08/27/21 PARKS-KUBOTA AIR FILTER	33.04*			1000 460400	240	101000
		Total for Vendor:	33.04					
42306		999999 PAXXO (USA) INC	430.62					
	F21-222	09/01/21 SWR-SCREEN BAGS	430.62*			5310 430600	220	101000
		Total for Vendor:	430.62					

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
42308		1235 PEPSI COLA BOTTLING CO.	98.31							
		INVOICE 50003102 308.19 MINUS CREDIT INVOICE 50011206 214.50 PLUS FINANCE CRG								
		4.62								
		50003102 08/27/21 POOL- POP MACHINE + FIN CRG	98.31*			1000 460445	220	101000		
		Total for Vendor:	98.31							
42309		3132 PINNACLE PAVING	30,586.51							
		6TH AVE W OVERLAY PAYMENT #3 - FINAL								
		1280 09/01/21 STRS-6TH AVE W OVERLAY PMNT #2	30,895.46*			2821 430200	930	101000		
		1280 09/01/21 1% WITHHOLDING	-308.95*			2821 430200	930	101000		
		Total for Vendor:	30,586.51							
42271		1888 PLETCH ELECTRIC INC	532.91							
		ELECTRICAL LABOR & MATERIAL TO RELOCATE WATER HEATER FROM BATHROOM TO MEZANINE								
		REPLACE OUTSIDE LIGHT WITH NEW LED LIGHT								
		5298 08/30/21 FD-WATER HEATER RELOCATE	232.91*			1000 411200	360	101000		
		5310 08/30/21 FAC-REPLACE OUTSIDE LIGHT	300.00*			1000 411200	360	101000		
		Total for Vendor:	532.91							
42274	E	3008 REPUBLIC SERVICES	1,456.57							
		JULY AND AUGUST								
		0000233318 07/31/21 PRKS-PORTA POTTIES JULY 20	740.47*			1000 460400	399	101000		
		000234525 08/31/21 PRKS-PORTA POTTIES AUG 2021	716.10*			1000 460400	399	101000		
		Total for Vendor:	1,456.57							
42316		999999 ROSS, RON	16.98							
		CLEANING WIPES								
		210913 107 09/13/21 FAC-CLEANING WIPES	16.98*			1000 411200	224	101000		
		Total for Vendor:	16.98							
42315		3135 SCHLEGEL ENTERPRISES INC.	17,433.87							
		HOERNER PARK TENNIS COURTS - PAY APP #2 - FINAL								
		11901 09/10/21 PRKS-TENNIS CRTS PAYMENT #2	17,609.97*			4010 460400	930	101000		
		11901 09/10/21 1% STATE WITHHOLDING	-176.10*			4010 460400	930	101000		
		Total for Vendor:	17,433.87							

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42275		3108 SEAWESTERN FIRE FIGHTING	125.00					
		SETUP OF COMPRESSOR SYSTEM AT DEPARTMENT						
		INV12531 09/09/21 FD-AIR COMPRESSOR INSTALL	125.00*			1000 420400	399	101000
		Total for Vendor:	125.00					
42313		3124 STUFFLEBEEB, WAYNE	47.00					
		MLEA TAZER TRAINING 9/12-9/13/2021						
		091521 09/15/21 PD-MEALS MLEA TAZER TRAINING	47.00*			1000 420100	380	101000
		Total for Vendor:	47.00					
42323		2699 THE MAIL ROOM, INC	162.56					
		D106316 09/13/21 PD-MAIL SRVS 8/31/21-9/10/21	15.33*			1000 420100	310	101000
		D106316 09/13/21 FIN-MAIL SRVS 8/31/21-9/10/21	20.35*			1000 410500	310	101000
		D106316 09/13/21 WTR-MAIL SRVS 8/31/21-9/10/21	25.36*			5210 430500	310	101000
		D106316 09/13/21 SWR-MAIL SRVS 8/31/21-9/10/21	25.36*			5310 430600	310	101000
		D106316 09/13/21 CRT-MAIL SRVS 8/31/21-9/10/21	54.76*			1000 410360	310	101000
		D106316 09/13/21 PLN-MAIL SRVS 8/31/21-9/10/21	21.40*			1000 411000	310	101000
		Total for Vendor:	162.56					
42269		1623 THE UPS STORE #4515	10.71					
		TRACKING #1ZWA36710360429036						
		2023-8383 09/09/21 PD-EVIDENCE SHIPPING	10.71*			1000 420100	310	101000
		Total for Vendor:	10.71					
42286		3016 TRANSUNION RISK AND ALTERNATIVE	100.00					
		202108-1 09/01/21 PD-08/01/21-08/31/21	100.00*			1000 420100	335	101000
		Total for Vendor:	100.00					
42270		3063 UTILITIES UNDERGROUND LOCATION	103.62					
		MONTH OF SERVICE AUGUST						
		66 UDIGS						
		1085066 08/31/21 WTR-AUGUST 21 UDIGS	34.54*			5210 430500	318	101000
		1085066 08/31/21 SWR-AUGUST 21 UDIGS	34.54*			5310 430600	318	101000
		1085066 08/31/21 STRS-AUGUST 21 UDIGS	34.54*			2500 430200	318	101000
		Total for Vendor:	103.62					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42298		84 WESTERN BUILDING CENTER	537.00					
		3237552 08/27/21 FAC-CLEAR GUARD FIRST SEAL 3E	537.00*			4000 411200	930	101000
		Total for Vendor:	537.00					
42324		999999 WESTERN STATES FIRE PROTECTION	850.00					
17		BACKFLOW DEVICE TESTS FOR THE CITY						
		WSF376991 09/15/21 WTR-CITY BACKFLOW DEVICE TE	850.00*			5210 430500	399	101000
		Total for Vendor:	850.00					
42273	E	2733 WEX Fleet Universal	4,765.47					
		STATEMENT ENDING 08/31/21						
		73686125 08/31/21 PD-FUEL AUGUST 2021	2,506.78*			1000 420100	231	101000
		73686125 08/31/21 FD-FUEL AUGUST 2021	662.96*			1000 420400	231	101000
		73686125 08/31/21 WTR-FUEL AUGUST 2021	418.23*			5210 430500	231	101000
		73686125 08/31/21 SWR-FUEL AUGUST 2021	337.30*			5310 430600	231	101000
		73686125 08/31/21 STRS-FUEL AUGUST 2021	316.51*			2500 430200	231	101000
		73686125 08/31/21 PARKS-FUEL AUGUST 2021	168.61*			1000 460400	231	101000
		73686125 08/31/21 ADMIN-S. NICOSIA MMIA TRAINI	84.88			1000 410400	380	101000
		73686125 08/31/21 FINANCE CHARGE WRITE OFF	270.20*			1000 410500	231	101000
		Total for Vendor:	4,765.47					
		# of Claims	58	Total:	160,905.23			
		Total Electronic Claims		6,931.38				
		Total Non-Electronic Claims		153973.85				

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CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 09/17/21 to 09/17/21

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Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	0.75		
COMP HOURS (Comp Time Used)	1.50		30.97
HOL HOURS (Holiday Pay)	231.20		6,295.72
HOLC HOURS (Holiday Worked @ 2.5x)	8.00		632.60
J001 HOURS (CLOTH ALLOW)	0.00		802.08
J003 HOURS (PD HOL WK)	44.00		1,935.45
OVER HOURS (Overtime)	47.50		2,064.60
OVRTD HOURS (STEP overtime)	10.00		335.10
PERS HOURS (Personal Time Used)	48.50		1,406.70
REG HOURS (Regular Time)	1,961.50		55,343.47
SHFN HOURS (Shift B)	306.00		306.00
SHFQ HOURS (OVT B)	13.00		19.50
SHFU HOURS (Hol wk B)	24.00		60.00
SICK HOURS (Sick Time)	100.00		3,092.35
VACA HOURS (Vacation Time Used)	70.75		2,135.74
VOLN HOURS (Not in use)	29.00		1,450.00
GROSS PAY	74,460.28	0.00	
NET PAY	49,930.17	0.00	
NET PAY (CHECKS)	330.80		
NET PAY (DIRECT DEPOSIT)	49,599.37		
AFLAC-POSTTAX	111.67	0.00	
AFLAC-PRETAX	81.08	0.00	
CHILD SUPPORT	88.61	0.00	
CHILD SUPPORT P	413.07	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	6,154.34	0.00	
FLEX ALLEGIANCE	1,039.55	35.00	
FLEX DEP CARE	208.33	2.50	
FOP	320.00	0.00	
HEALTHINS/PRE	2,531.60	14,281.20	
MEDICARE	1,057.23	1,057.23	
MT ST FIRE ASSO	29.68	0.00	
NATIONWIDE/CITY	0.00	2,311.90	
NATIONWIDE/EMP	387.50	0.00	
P.E.R.S.	3,298.61	3,703.66	
PERS/FURS	317.60	426.24	
PERS/POLICE	2,089.32	3,345.20	
SIT	3,244.00	0.00	
SOCIAL SECURITY	2,654.68	2,654.68	
TEAMSTERS DUES	226.00	0.00	
UNEMPL. INSUR.	0.00	396.33	
UNUM LIFE INS.	118.78	0.00	
WA CHILD SUPPOR	138.46	0.00	
WORKERS' COMP	0.00	2,203.64	
CHARLES SCHWAB	1,483.11	0.00	
FIRST INTERSTAT	1,933.90	0.00	
FREEDOM BANK	1,174.80	0.00	
GLACIER BANK KA	5,310.28	0.00	

Payroll
Sept. 17th 2021
\$ 124,143.23
Bart Staaland

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CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 09/17/21 to 09/17/21

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GLACIER BANK/CF	16,788.26	0.00
GLACIER BANK/WF	1,854.70	0.00
PARKSIDE CR U	9,667.86	0.00
THREE RIVERS	1,030.13	0.00
USAA FEDERAL	1,136.28	0.00
USBANK.	2,395.86	0.00
VALLEY BANK KAL	100.00	0.00
VERIDIAN CREDIT	400.00	0.00
WELLS FARGO	1,949.91	0.00
WELLS FARGO GA	1,286.93	0.00
WFISH CR UNION	3,087.35	0.00
FIT/SIT BASE	64,715.02	0.00
MEDICARE BASE	72,911.62	0.00
PERS BASE	67,937.55	0.00
SOC SEC BASE	42,817.40	0.00
UN BASE	72,058.20	0.00
WC BASE	73,663.15	0.00

Total 30,417.58
Total Payroll Expense (Gross Pay + Employer Contributions): 104,877.86
*** PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY ***

Check Summary

Payroll Checks Prev. Out. \$44,692.12
Payroll Checks Issued \$42,935.69
Payroll Checks Redeemed \$0.00
Payroll Checks Outstanding \$87,627.81
Electronic Checks \$81,207.54

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----	-----	-----	-----	-----
Social Security	5309.36	5309.36		212260
Medicare	2114.46	2114.46		212260
P.E.R.S.	7002.27	7002.27		212270
Unempl. Insur.	396.33	2544.52	2940.85	212210
Workers' Comp	2203.64	13455.83	15659.47	212220
FIT	6154.34	6154.34		212260
SIT	3244.00	3244.00		212260
AFLAC-PRETAX	81.08	90.48		212230
NATIONWIDE/EMP	387.50	387.50		212280
Teamsters dues	226.00	226.00		212310
PERS/Police	5434.52	5434.52		212240
NATIONWIDE/CITY	2311.90	2311.90		212280
AFLAC-POSTTAX	111.67	126.19		212230
PERS/FURS	743.84	743.84		212275
MT ST FIRE ASSO	29.68	29.68		212315
HEALTHINS/PRE	16812.80	38116.70	-4491.10	212400
CITY OF COLUMBI	20.00	20.00		212450
UNUM LIFE INS.	118.78	237.55	0.01	212400
FLEX ALLEGIANCE	1074.55	1074.55		212285
CHILD SUPPORT	88.61	88.61		212330
CHILD SUPPORT P	413.07	413.07		212330

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CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 09/17/21 to 09/17/21

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WA CHILD SUPPOR	138.46		138.46	212330
FOP	320.00		320.00	212335
FLEX DEP CARE	210.83		210.83	212285
Total Ded.	54947.69	33374.60	74213.06	14109.23

**** Carried Forward column only correct if report run for current period.

**CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD SEPTEMBER 07, 2021**

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

ROLL CALL:

Mayor Don Barnhart, Councilor Darin Fisher, Councilor Doug Karper, Councilor Jenny Lovering, Councilor Mike Shepard and Councilor John Piper-via Zoom meeting

ABSENT: Councilor Paula Robinson

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

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

Councilor Shepard made motion to approve the Agenda, seconded by Councilor Lovering and the motion carried.

CONSENT AGENDA:

Councilor Karper motioned to approve the Consent Agenda noting all claims appeared to be in order, seconded by Councilor Shepard with Council voting as follows. AYES: Karper, Lovering, Piper, Shepard, Fisher and Barnhart.

Approval of Claims - September 7, 2021 - \$55,642.06

Approval of Regular Payroll Claims - August 20, 2021 - \$127,973.33

Approval of Special Payroll - Clothing Allowance/Stipends, August 27, 2021 - \$18,323.41

Approval of Payroll Claims - Regular September 3, 2021 - \$80,625.70

Approval of August 16, 2021 Regular City Council Meeting Minutes

Approval of MT Department of Transportation Special Traffic Enforcement (STEP) Grant Agreement, October 1, 2021 - September 30, 2022 - \$16,000 and Authorize City Manager to Execute

Approval of Pinnacle Paving 6th Ave West Project - Change Order # 1 - \$2,013.75 and authorize City Manager to execute

Approval of WGM Professional Services Agreement - Traffic Calming Procedure and Preferred Techniques - \$3,750 and Authorize City Manager to Execute

VISITORS/PUBLIC COMMENT (Items not on agenda)

Mike Burr resides at 560 Talbot Road. Mr. Burr thanked Council for the work they have done during Covid-19 along with taking care of Kreck Riverside Park. Burr said Loren Kreck stood up for the environment and river access. We need to work hard at keeping access open. Burr suggested putting more work into improving the river access with rock steps down to the river. Mr. Burr said he has been victimized by the adjacent owner while visiting the park. Mr. Burr believes the City could ask for help from the American River Association as they deal with river access issues. River access is key to the community and we need to protect it said Burr. Mr. Burr believes within the Transportation Plan we need to focus not only on vehicles but trails for pedestrians as well. Burr said we have quite a few of river access spots in town, and it would be beneficial to have proper signage for those areas.

Mr. Burr said he would like to see a response to his emails when he emails the City Manager. He would also like to see Mayor and Council email information on the City website. Nicosia noted that she had responded to Mr. Burr's emails and was not aware that he had not received the responses. Additionally, Nicosia reported that the City Mayor and Council emails go through the City Clerk so all correspondence is documented as required by state law; she noted that Columbia Falls does not have a separate email server like the larger entities.

APPOINTMENTS:

Appointment of Probationary Volunteer Firefighter - Benjamin Butts

City Manager Nicosia reported Mr. Butts has passed a background check and a physical examination. He has shown great interest since submitting his application and has attended several trainings as an observer. Mr. Butts was on the West Valley Fire Department for 9 years before moving into Columbia Falls. City Manager concurs with Fire Chief Weeks on approval of appointment.

Councilor Lovering motioned to appoint Benjamin Butts as Probationary Volunteer Firefighter, seconded by Councilor Karper and the motion carried.

City Clerk Staaland administered Oath of Office to Ben Butts as Probationary Volunteer Firefighter.

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

Public Hearing - CDBG CARES Grant Proposals:

Mayor Barnhart read the notice of hearing:

The City of Columbia Falls City Council will hold a public hearing on Tuesday, September 7, 2021 at 7:00 PM during their Regular Council Meeting for the purpose of obtaining public comments regarding a proposed application to the Montana Department of Commerce's Community Development Block Grant Program for a project meeting the newly announced CDBG CARES (CDBG-CV) grant program. On August 11, 2021, the Montana Department of Commerce announced the opening of the grant with applications due September 15th. All towns, cities and counties can apply for the CDBG-CV funding to support public facilities, public service or housing/homelessness projects that prevent, prepare for or respond to the COVID-19 pandemic. At the public hearing, the Council will review possible projects and set priorities for applications. All proposed projects will be explained, including the purpose and proposed area of the project, activities, application process, and estimated budget. Persons wishing to provide public comment regarding proposed application(s), and prioritization of applications, to the Montana Department of Commerce's Community Development Block Grant Program can do so either in person or virtually through ZOOM. All interested persons will be given the opportunity to ask questions and to express their opinions regarding the City applying for CDBG-CV funding.

City Manager Nicosia said the Montana Department of Commerce announced a special program called CDBG-CV grant program with grant applications due by September 15, 2021, they have since extended the deadline to October 15, 2021. All towns, cities and counties can apply for the CDBG-CV funding to support public facilities or housing/homelessness projects that prevent, prepare for or respond to the COVID-19 pandemic. Nicosia reported that these funds are specifically related to dealing with COVID response and related projects and included park facilities in the announcement.

The Parks Committee recently met to discuss the desire to submit an application for park facilities as a priority. The City is looking at redeveloping Columbus Park with the removal of the old tennis courts. Nicosia said City staff will put together an application to leverage donated funds along with city funds. It makes perfect sense to bring this park project forward with the grant program at this time said Nicosia. Nicosia said we see parks as

a priority for the community and encourages council to set parks development as such. Nicosia said she received comments from Carla Fisher, 303 4th Ave. E. in support of creating a splash pad in Columbus Park. Nicosia said staff has discussed splash pads and are looking into pricing to include in the Columbus Park plan.

Nicosia read written comments received from Kim Morisaki, Executive Director, Northwest Montana Community Land Trust. The Land Trust looked at projects and priorities in our community with the announcement of the CDBG-CV funding. Morisaki reported that the MDOC officials advised her that this funding could not be used for the types of housing projects pursued by the City and the Land Trust but that there are other programs they encourage us to apply for such as the Housing Stabilization program. The City is already working with Montana West Economic Development and Department of Commerce to see if we can utilize some of the City's \$825,000 CDBG-ED to assist with work force housing. It is accepted that housing is part of economic development.

Nicosia said as the Council is determining priority projects to submit for a funding request, she encourages council to consider the Columbus Park redevelopment park project a top priority.

Mayor Barnhart opened the Public Hearing at 7:15 p.m.

Ray Negron resides at 511 4th Ave W. Mr. Negron said city parks are a big part of the community, with that said his understanding is the CDBG-CV funds can be used towards parks. He would like to see a pickleball court installed at Columbus Park where the tennis courts were. They teach pickleball at school but the kids have no place to play. The community needs more activities and pickleball would be beneficial for all ages.

Pierson Forbes, 634 St. Andrews Dr. said he supports pickleball here in Columbia Falls. Mr. Forbes said we know about the physical benefits, outdoor play and mental health benefits from playing pickleball. Forbes said pickleball has changed his life from when he took it up three years ago. Forbes said it is a fantastic sport and it is an important part of his life and he supports new pickleball courts in Columbia Falls.

Sara Hemmer 1805 8th Ave W. said she would also like to repeat the request for pickleball courts in Columbia Falls. It is a great sport for all ages. We see it is popping up in other communities and would love to see one here in Columbia Falls.

Mayor Barnhart closed the Public Hearing at 7:22 p.m.

Nicosia said it will cost approximately \$10,000 to tear out the old tennis courts and \$40,000 to prep the ground and four pickleball courts will be close to \$100,000. At the next council meeting there will a resolution of support for the grant application.

Councilor Fisher motioned to direct the City Manager to write up a grant funding request for the CDBG Cares Grant for the Columbus Park redevelopment project, seconded by Councilor Shepard and the motion carried.

Public Hearing - 21-22 FY Budget Continued:

Mayor Barnhart continued the 21-22 FY Budget Hearing with a report from the City Manager:

City Manager Nicosia recommended that Council set the levy, formally adopting the mill levy resolution this evening at the mills discussed at the previous hearings, 191.747, 30.429 mills less than the 2021 FY. Nicosia

distributed the detailed revenue and appropriation budgets and budget summaries to Council. Nicosia reviewed each fund, highlighting changes and line-items.

Fund-type	21-22 FY	20-21 FY	Difference				
General	\$ 3,518,157.00	\$ 3,552,726.00	\$ (34,569.00)				
Special Revenue	\$ 3,593,997.00	\$ 1,994,758.00	\$ 1,599,239.00	Change in grants - \$1,503,219 ARPA Funds			
Debt Service	\$ 119,689.00	\$ 125,700.00	\$ (6,011.00)				
Capital Projects	\$ 1,158,709.00	\$ 1,382,340.00	\$ (223,631.00)	Based on projects			
Water	\$ 1,116,673.00	\$ 4,745,346.00	\$ (3,628,673.00)	Last year - Well project			
Sewer	\$ 8,191,571.00	\$ 1,587,977.00	\$ 6,603,594.00	\$5.5 WWTP project/\$1.1 transfer out of 5311			
Fire Relief Pension	\$ 69,134.00	\$ 69,134.00	\$ -				
Total Appropriations	\$ 17,767,930.00	\$ 13,457,981.00	\$ 4,309,949.00				

Revenues:							
Taxes & Special Assessments	\$ 2,092,984.00	\$ 2,097,833.00	\$ (4,849.00)				
Licenses & Permits	\$ 287,425.00	\$ 253,438.00	\$ 33,987.00				
Intergovernmental/grants	\$ 4,859,982.00	\$ 1,723,536.00	\$ 3,136,446.00	Sewer CARES \$2,857,186, Water -20K CARES, FUND 2991 \$752,738 CARES			
Charges for Services	\$ 2,172,560.00	\$ 2,310,604.00	\$ (138,044.00)	Decrease in anticipated PIF \$174K based on activity			
Fines & forfeiture	\$ 183,300.00	\$ 163,300.00	\$ 20,000.00				
Investments earnings/misc	\$ 109,899.00	\$ 152,038.00	\$ (42,139.00)	Drop in investment earnings			
Other Financing Sources	\$ 3,280,353.00	\$ 3,029,001.00	\$ 251,352.00				
Cash Carryover	\$ 4,072,427.00	\$ 3,019,231.00	\$ 1,053,196.00	Sewer Cap Exp \$1.049 M, Spec Gas Tax \$145K			
			\$ -				
Total Revenues	\$ 17,058,930.00	\$ 12,748,981.00	\$ 4,309,949.00				

Nicosia reviewed individual fund budgets, reviewing Council goals and approved projects.

Nicosia noted that this year's budget is \$4.3 million higher due primarily to the ARPA funding and the \$5.5 million dollar wastewater system project. The project will be paid with grants funds with the exception of \$1.143 million from the Capital Expansion Fund.

Mayor Barnhart closed the Public Hearing on the 21-22 FY Preliminary Budget, noting that Council will adopt the final budget on September 20th.

Barnhart read the notice of upcoming hearings:

Notice of Public Hearings - Planning Board September 14th and City Council September 20th:

The Columbia Falls City-County Planning Board will hold public hearings for the following items at their regular meeting on Tuesday, September 14, 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 subsequent hearings on September 20, 2021 starting at 7:00 p.m. in the same location.

Conditional Use Permit Request for a Temporary Office/Caretaker Unit: Cedar Creek Industrial Park, LLC, is requesting a Conditional Use Permit to place a pre-fabricated Office/Caretakers unit within the existing industrial park. The property is located in the industrial park at 555 4th Avenue EN in Columbia Falls. The property is zoned CI-2 (Heavy Industrial) in the Columbia Falls Zoning Jurisdiction and the zoning regulations require a conditional use permit for the caretaker's facilities. The property is described as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, Township 30 North, Range 20 West, P.M.M., Flathead County.

Conditional Use Permit Request for a Six-Plex Apartment Building: Adam Gardner is requesting a conditional use permit to construct a six-plex apartment building at 10 Diane Road in Columbia Falls. The property is zoned CRA-1 (Residential Apartment) and the zoning requires a CUP to review parking, street improvements, parkland dedication and the like. A CUP was approved on this site in 2019 but expired before the apartments were developed. The property is described as Lot 178 of Hilltop Homes, Section 18, T30N, R20W, P.M.M., Flathead County

NEW BUSINESS:

Mayor Barnhart read the 9/11 Day Proclamation, declaring September 11, 2021 as a National Day of Service and Remembrance

Consideration of Interlocal Agreement - City-County Health Department

City Manager Nicosia said Joe Russell and Pete Melnick had recently reached out to revisit the City-County Health Department Interlocal Agreement. Nicosia noted that Columbia Falls will be considered a second class city and as a second class city we are required to join the City-County Health Department Interlocal Agreement and it is not optional at that point. The purpose of this Agreement is to maintain one organization that has county-wide jurisdiction in the matter of health. Nicosia recommends council joins with other cities at this time. Nicosia noted that the agreement allows each City to appoint one representative to the Board and it maintains the county-wide levy, no additional funding is required of the City.

Councilor Shepard motioned to approve the City-County Health Department Interlocal Agreement, seconded by Councilor Karper and the motion carried.

Nicosia said she would notify the County and they will send a final draft for signature after all four entities have approved.

ORDINANCES / RESOLUTIONS:

Resolution # 1859 - A Resolution of the City Council of the City of Columbia Falls, Montana, Setting and Adopting the Mill Levies on all Real and Personal Property Within the City of Columbia Falls; Approving Special Levies for Special Purposes on Property Within the City of Columbia Falls for the 2021-22 Fiscal Year

Councilor Fisher motioned to approve Resolution # 1859, seconded by Councilor Shepard with Council voting as follows. AYES: Lovering, Piper, Shepard, Fisher, Karper and Barnhart.

Resolution # 1860 - A Resolution of the City Council of the City of Columbia Falls, Montana, Calling for a General Election to be Held on November 2, 2021 for the Open Columbia Falls Mayor and City Council Positions

Councilor Lovering made motion to approve Resolution # 1860, seconded by Councilor Karper with Council voting as follows. AYES: Piper, Shepard, Fisher, Karper, Lovering and Barnhart.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor Shepard asked if there were any comments after the Transportation meeting last week. Nicosia said she didn't receive any additional comments after the meeting.

Councilor Lovering said she received an email from Matt Holloway who is looking into a skateboarding park in Columbia Falls. Lovering reported that 6th Ave. W. is nicely paved and it is easier to bicycle.

Mayor Barnhart asked if we closed out the final project on 6th Ave. W. Nicosia said there is a punch list for completion. Mayor said when we approved Cedar Point wasn't there river access from Nucleus. Nicosia said the river can be accessed south of the paved bike path.

Mayor Barnhart asked why City Hall does not take credit cards at the counter. Nicosia replied based on the fees, banking rules and fee structure, along with the set up to our system, it was costly when the City reviewed it two years ago. Councilor Fisher added being a business owner said it is costly to run credit cards and believes the city should charge the 3% to the customer if they choose to accept credit card payments.

Councilor Karper asked if this was a concern with customers. Nicosia added customers can pay with a credit card from the city website and there is an ATM in the foyer.

Mayor Barnhart asked Nicosia if the Solid Waste District raised their fees on stump and brush disposal. Nicosia said yes they did due to the cost to process; the fee increase went through the hearing process at the Flathead County Commissioners level.

Mayor asked if we can we put a zoning map on the city website. Nicosia said we can link the Flathead GIS map to the city website.

CITY MANAGER REPORT

Nicosia reported that the League of Cities and Towns Conference is October 6-8, all virtual, and if you are interested in signing up for the conference please contact City Clerk Staalnd to get registered.

The City has been working with MMIA and the City Attorney's office as MDT now requires parade permits for events.

The Columbia Falls Transportation Plan will hold an open house September 27, 2021 at 10:00 a.m., the Lunch and learn with presentation to Council will be from 12:00 p.m. – 1:00 p.m., followed by another open house from 5:00 p.m. – 7:00 p.m. with public presentation at 6:00 p.m. The plan will complement the Growth Policy as a separate document. Nicosia said the Transportation Plan is 136 pages Councilor Shepard said they did a very thorough job.

Nicosia reported that the Parks Committee met on August 30th and reviewed park use requests and approval criteria along with reviewing park projects and priorities.

MISCELLANEOUS

Fire Department - YTD Run Activity thru August
Correspondence

ADJOURN

Councilor Lovering motioned to adjourn the meeting at 8:57 p.m., seconded by Councilor Shepard and the motion carried.

Mayor

City Clerk

Columbia Falls Fire Department

Karl Weeks, Fire Chief/Marshal



130 6th Street W Item No.4.
Columbia Falls, Mt., 59912
(406) 892-3911 Office

September 16, 2021

City Manager Susan Nicosia, Mayor Don Barnhart
Columbia Falls City Council
130 6th Street West, Room A
Columbia Falls, MT. 59912

Dear Manager Nicosia, Mayor Barnhart and Council Members,

I am recommending that Brad Peterson be appointed to the position of Assistant Chief with the Columbia Falls Fire Department. Brad has been an integral part of the leadership team within the Fire Department for years and is someone I can rely on to fill this role. He is one of the top responders every year and does a fantastic job training the members. I need someone that responds when available and that is willing to step up whenever needed and I believe Brad is the right person to fill this position. I have discussed this decision with the other Officers and they were unanimous in this selection as well.

Sincerely,

Karl Weeks

Concur with recommendation.

Susan M. Nicosia, City Manager

CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARINGS

Item No.5.

The Columbia Falls City-County Planning Board will hold public hearings for the following items at their regular meeting on Tuesday, September 14, 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 subsequent hearings on September 20, 2021 starting at 7:00 p.m. in the same location.

1. **Conditional Use Permit Request for a Temporary Office/Caretaker Unit:** Cedar Creek Industrial Park, LLC, is requesting a Conditional Use Permit to place a pre-fabricated Office/Caretakers unit within the existing industrial park. The property is located in the industrial park at 555 4th Avenue EN in Columbia Falls. The property is zoned CI-2 (Heavy Industrial) in the Columbia Falls Zoning Jurisdiction and the zoning regulations require a conditional use permit for the caretaker's facilities. The property is described as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, Township 30 North, Range 20 West, P.M.M., Flathead County.
2. **Conditional Use Permit Request for a Six-Plex Apartment Building:** Adam Gardner is requesting a conditional use permit to construct a six-plex apartment building at 10 Diane Road in Columbia Falls. The property is zoned CRA-1 (Residential Apartment) and the zoning requires a CUP to review parking, street improvements, parkland dedication and the like. A CUP was approved on this site in 2019 but expired before the apartments were developed. The property is described as Lot 178 of Hilltop Homes, Section 18, T30N, R20W, P.M.M., Flathead County

Persons are allowed to attend the hearings in person and present comment. Persons are also allowed 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, Room A, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed applications, please call or email Eric Mulcahy, Columbia Falls City Planner at 755-6481 or eric@sandssurveying.com.

DATED this 12th day of August, 2021

Susan Nicosia

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

Publish: [Daily Interlake Sunday August 29th 2021.](#)

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

Item No.5.

**COLUMBIA FALLS PLANNING OFFICE STAFF REPORT #CCU-21-03
CEDAR CREEK INDUSTRIAL PARK – CARETAKERS UNIT
September 2, 2021**

A report to the Columbia Falls City-County Planning Board and Zoning Commission and the Columbia Falls City Council regarding a request to permit a conditional use located at 555 4th Avenue EN. The Conditional Use request is scheduled for a public hearing before the Planning Board on Tuesday, September 14, 2021 at 6:30 PM and Columbia Falls City Council on Monday, September 20, 2021 at 7:00 p.m.

BACKGROUND INFORMATION

A. PETITIONERS

Cedar Creek Industrial Park
Attn: Scott Bye
P.O. Box 2689
Columbia Falls, MT 59912

B. PETITIONER'S TECHNICAL ASSISTANCE

None given

C. LOCATION/DESCRIPTION

The property is located at 555 4th Avenue EN in the Cedar Creek Industrial Park. The property is described as parcel 3A of COS 21302 (Assessor's Tract 1C) in Section 9, Township 30 North, Range 20 West, P.M.M., Flathead County

D. REQUEST

The applicants are petitioning for a Conditional Use Permit to allow the owner to place a 12 by 68 manufactured home that will be used as a caretaker's residence and an office. A caretaker's residence requires a conditional use permit in the Industrial zone and is subject to Chapter 18.446 of the Special Provision Section of the Zoning Code.

E. NATURE OF THE REQUEST

As required by the CI-2 (Heavy Industrial) zoning rules, a Conditional Use Permit is required for the construction of caretaker's facility. The intent of the Conditional Use Permit is to address compatibility with the industrial use and ensure that the residential use is tied to the existing land use. In general a residential use in close proximity but not associated with the industrial use will complain about impacts of the industrial use.

F. EXISTING LAND USE

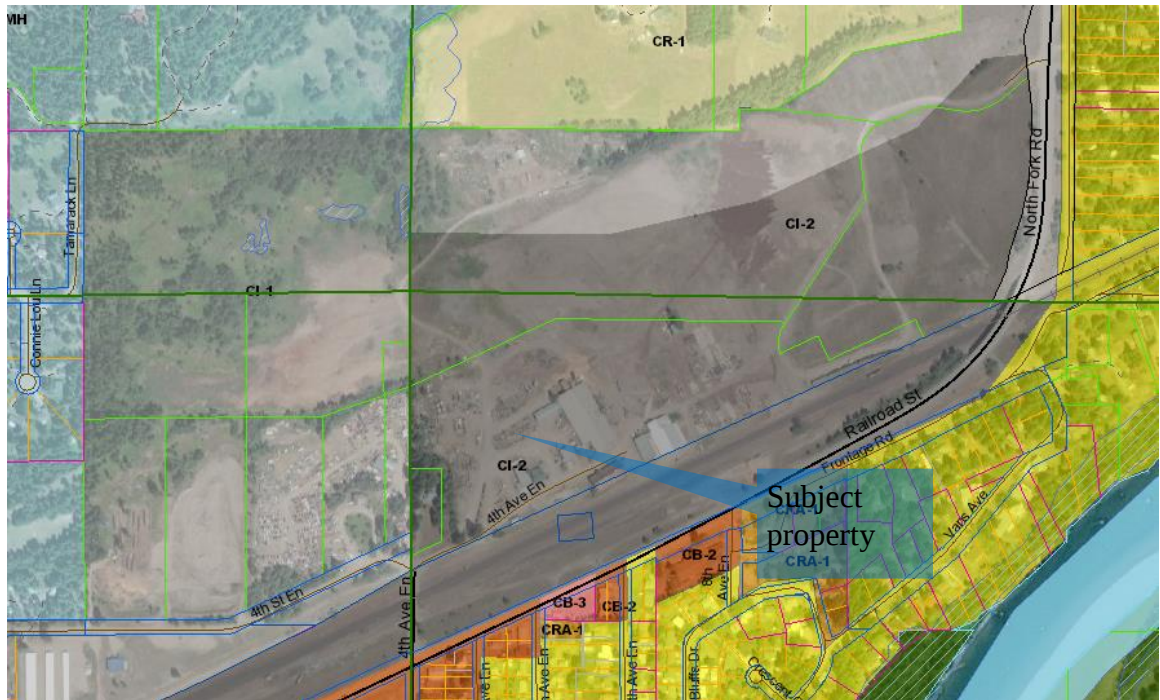
Cedar Creek Industrial Park was formerly a lumber mill site that has converted into an industrial park when the Mill closed. Currently there are several businesses using the industrial park.



Cedar Creek Industrial Park

G. ADJACENT ZONING AND LAND USE:

The property is located within a CI-2 (Heavy Industrial) zone in the northern edge of the City. The subject parcel and location of the caretakers facility is surround by CI-1 and CI-2 (Light and Heavy Industrial) zoning. The site is surrounded by wrecking yards, heavy equipment yards, the BN railroad and other industrial uses.



Source Flathead County GIS Subject

H. GROWTH POLICY DESIGNATION:

Growth Policy designates this area Industrial and the proposed caretaker's facility with temporary office space is a suitable accessory use for this industrial area. The proposed use is in conformance with the Growth Policy Designation.

I. UTILITIES/SERVICES:

Sewer: Private Septic
 Water: City Water is available
 Solid Waste: Private Contract Hauler
 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: According to the application, the proposed manufactured home will be set just north of the existing machine shop and adjacent to neighboring office spaces for Woodtech and CCI. Assessor's Tract 1C is 33 acres in size so there is ample room for the building and associated parking.
 - ii) Adequate Access: As indicated in the application there is access to the proposed building site from existing driveways.
- Parking Lots: The applicant proposes parking for the development on-site. The 33 acre parcel has plenty of available parking.
- Pedestrian Access: There are no designated pedestrian paths within the industrial park. As this is an area with heavy machinery, large tools, and welding taking place outdoors, this is not a place where we would encourage pedestrian travel not associated with the businesses located in the facility.
- iii) Absence of Environmental Constraints: the site of the caretakers unit/office is located in an area absent of environmental constraints. There is no floodplain, steep slopes, wetlands, or other environmental issues.
- 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: The proposed use is required to provide two parking spaces for the residence. There is ample parking located all around the 33 acre parcel. Most likely the resident/employee will park right in front of the manufactured home.
 - ii) Required parking for Caretaker Facility (18.446.010.6) is a minimum of two spaces. On the site visit there is ample parking all around the site.
 - iii) Traffic Circulation: Access to the industrial park is via 4th Avenue EN which is a City Street to the entrance of the park.
 - iv) Open Space: The proposed caretaker facility is intended to provide protection of property and equipment within the subject property. This is not a typical residential use that requires open space. No open space is required.
 - v) Fencing/Screening: No fencing is proposed or required for the caretaker's facility.
 - vi) Landscaping: No landscaping is proposed or required for the caretaker's facility.
 - vii) Signage: The proposed use will not change the existing signage at the industrial park.

- 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:
- i. Schools: As an industrial park caretakers unit with temporary office, most likely this would not be used as a family residence and as such should not generate any school aged children.
 - ii. Parks and Recreation: The applicants are not proposing any significant open space or recreational amenities on-site nor would they be expected in an industrial park of this nature.
 - iii. Police: The Columbia Falls Police Department is responsible for the proposed development. The intended use would most likely help police and fire by keeping unwanted people from entering the industrial park. The caretaker's job is to protect the property from thieves and vandals.
 - iv. Fire Protection: The Columbia Falls Fire Department provides fire protection to this neighborhood. The Columbia Falls Building Inspector and Fire Marshal will review the development for all building and fire code requirements.
 - v. Water: City water service is in the industrial park. Water service will need to be reviewed by the City of Columbia Falls Public Works Department
 - vi. Sewer: There is no public sewer north of the railroad tracks. The applicants will need to install an on-site septic system. The system will need approval and a permit from the Flathead City County Health Department.
 - vii. Solid Waste: The caretaker's facility will use existing solid waste receptacles within the park.
- d. Immediate Neighborhood Impact. The proposed use is an intended accessory use to the industrial park. As the use is intended to protect the industrial park the impact can only be considered positive.
- e. Typical negative impacts which extend beyond the proposed site include, but are not limited to:
- i) Excessive Traffic Generation: The single unit will not generate excessive traffic and no more traffic than a typical employee of the industrial park.
 - ii) Noise or Vibration: The caretakers/office will be the least noisy use in the industrial park.
 - iii) Dust, Glare, Or Heat: No change to existing conditions is anticipated.
 - iv) Smoke, Fumes, Gas, and or Odors: No change to existing conditions is anticipated.
 - v) Inappropriate Hours of Operation: Typical of residential use.

- vi) Signage: 18.438.010 Permitted Signs in Zoning Districts allows the applicant to have signs that comply and do not to exceed the standards of section 18.438.080(c.).

APPLICABLE REGULATIONS

Chapter 18.446 Watchman/caretakers units.

1. The watchman/caretakers unit may consist of an attached apartment, freestanding residence or Class A and B manufactured home. Only one caretakers unit is allowed per use or ownership.
2. Manufactured homes shall be property anchored and skirted and may require a permanent foundation.
3. The caretakers unit shall be secondary or accessory in nature to the primary commercial or industrial use of the property.
4. The caretakers unit shall be placed on the same lot as the commercial or industrial primary use; however, if the unit is placed on an adjacent lot, it shall be tied to the primary commercial or industrial lot with a deed restriction.
5. The caretakers unit shall not be sold off separately or severed from the commercial or industrial use of the property.
6. The caretakers unit shall provide two off-street parking spaces and comply with the access, paving, and parking requirements of the zone.
7. The caretakers unit shall abide by all setback and height requirements of the zone.

The proposed application will place a single Class B manufacture home on the property. The manufactured home will be skirted and set per manufactured specification. The caretakers use is accessory to the industrial park and is located on the same 33 acre parcel as the industrial uses. There is ample parking and existing access. The use meets setback and height standards.

SUMMARY

The requested Conditional Use permit is for a caretaker's unit/temporary office space. Staff recommends that the CUP be approved based upon the information presented in the attached application and a review of the property and the associated findings of fact.

1. The proposed use is accessory to the industrial use of the property and complies with the growth policy designation of industrial.
2. There are no environmental constraints on the property.
3. Access and parking already exist on the 33 acres.
4. The proposed caretakers unit will not impact the public services or service providers.

RECOMMENDATIONS

In accordance with 18.210.100 the Columbia Falls Planning Board and City Council must make a finding of fact for the items enumerated in the "evaluation based on criteria."

Staff recommends that the Planning Board adopt this report as findings of fact and send a recommendation for approval of the CUP with conditions to the Columbia Falls City

Council. The granting of this conditional use is contingent upon the facilities initial and continued compliance with the following conditions of approval:

1. The applicant shall develop the project as proposed, except as modified by these Conditions.
2. Manufactured homes shall be property anchored and skirted as required in the manufacturer's specifications.
3. The caretakers unit shall not be sold off separately or severed from the commercial or industrial use of the property.
4. The applicant shall secure approval for water service from the City of Columbia Falls Public Works Department.
5. The applicant shall secure approval from the Flathead City County Health Department for the septic system.
6. The Conditional Use Permit shall terminate 18 months from the date of issuance if commencement of the authorized activity has not begun.



Planning Department

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

PHONE (406) 892-4391

FAX (406) 892-4413

Sept. 14th - PR
Sept 20th - Cancel
Item No. 5.

APPLICATION FOR CONDITIONAL USE PERMIT

FILING FEE ATTACHED \$ 700.00

PROPOSED USE: TEMPORARY OFFICE / CARE TAKER

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

OWNER(S) OF RECORD:

Name: CEDAR CREEK INDUSTRIAL PARK, LLC

Mailing Address: PO BOX 2689

City/State/Zip: COLUMBIA FALLS, MT 59912 Phone: 892-3856

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

Name: SCOTT BYE

Mailing Address: PO BOX 2689

City/State/Zip: COLUMBIA FALLS, MT 59912 Phone: 450-3822

LEGAL DESCRIPTION OF PROPERTY (Refer to Property Records):

Street Address 555 4TH AVENUE Tract 3A

Block _____ Lot _____

Subdivision Name _____

Section 09 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.

1. Zoning District and Zoning Classification in which use is proposed: HEAVY INDUSTRIAL

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.

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

- d. Size(s) and location(s) of existing buildings.
- e. Size(s) and location(s) of proposed buildings.
- f. 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 EDB. for S. B. E

Date 7/16/21

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.

INSTRUCTIONS FOR CONDITIONAL USE PERMIT APPLICATION**Conditional Use Permit**

1. A pre-application meeting with the planning director or member of the planning staff is required.
2. Submit the correct fee, (per schedule below) completed application and appropriate attachments to the Planning Office (address on the front of this form).
3. Application for **Conditional Use Permit** must be completed and submitted a minimum of thirty-five **(35) days prior** to the planning board meeting at which this application will be heard. The regularly scheduled meeting of the planning board is the Tuesday after the second Monday of each month.
4. After the planning board hearing, the application is forwarded with the board's recommendation to the city council for hearing and final action.
5. Once the application is complete and accepted by the planning staff, final approval usually takes 60 days, but never more than 90 days.

Administrative Conditional Use Permit (Home Occupation, Temporary Use, and Minor Expansion of Non-Conforming Uses.)

1. A pre-application meeting with the planning director or member of the planning staff is required.
2. Submit the correct fee, (per schedule below) completed application and appropriate attachments to the Planning Office (address on the front of this form).
3. Once the application is complete and accepted by the planning staff, final approval usually takes 30 days, provided that issues raised during the public comment period can be mitigated. If mitigation is not satisfactorily accomplished then a Conditional Use Permit may be submitted.

Fees:**Conditional Use Permit:**

Single-family (10 or fewer trips/day) \$550

Minor Residential (2-4 units or 11-49 trips/day) \$600

Major residential (5 or more units or 50+ trips/day) \$600 + \$50/unit or every 10 trips

Churches, schools, public and quasi- public uses \$700

Commercial, industrial, medical, golf courses, etc. \$650 + \$50/acre or unit or \$.05/sq ft of leased space over 5,000 sq ft, whichever is greatest

Renewal of CUP exp last 24 mos \$100

Administrative Conditional Use Permit:

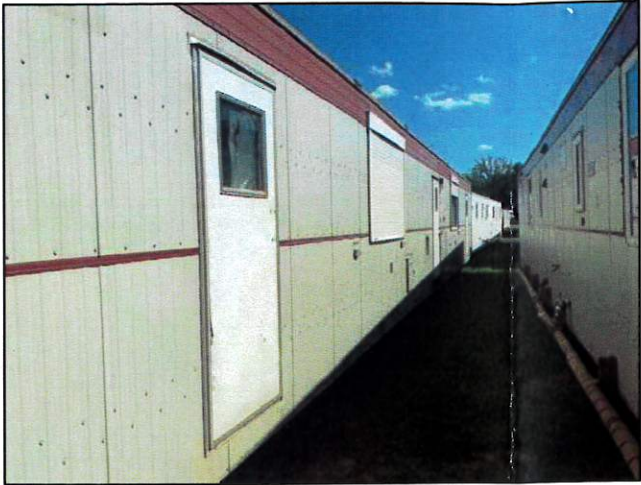
Residential \$325

Commercial/Industrial \$375

After the Fact Permit \$500



BUILDING HEAT/COOL



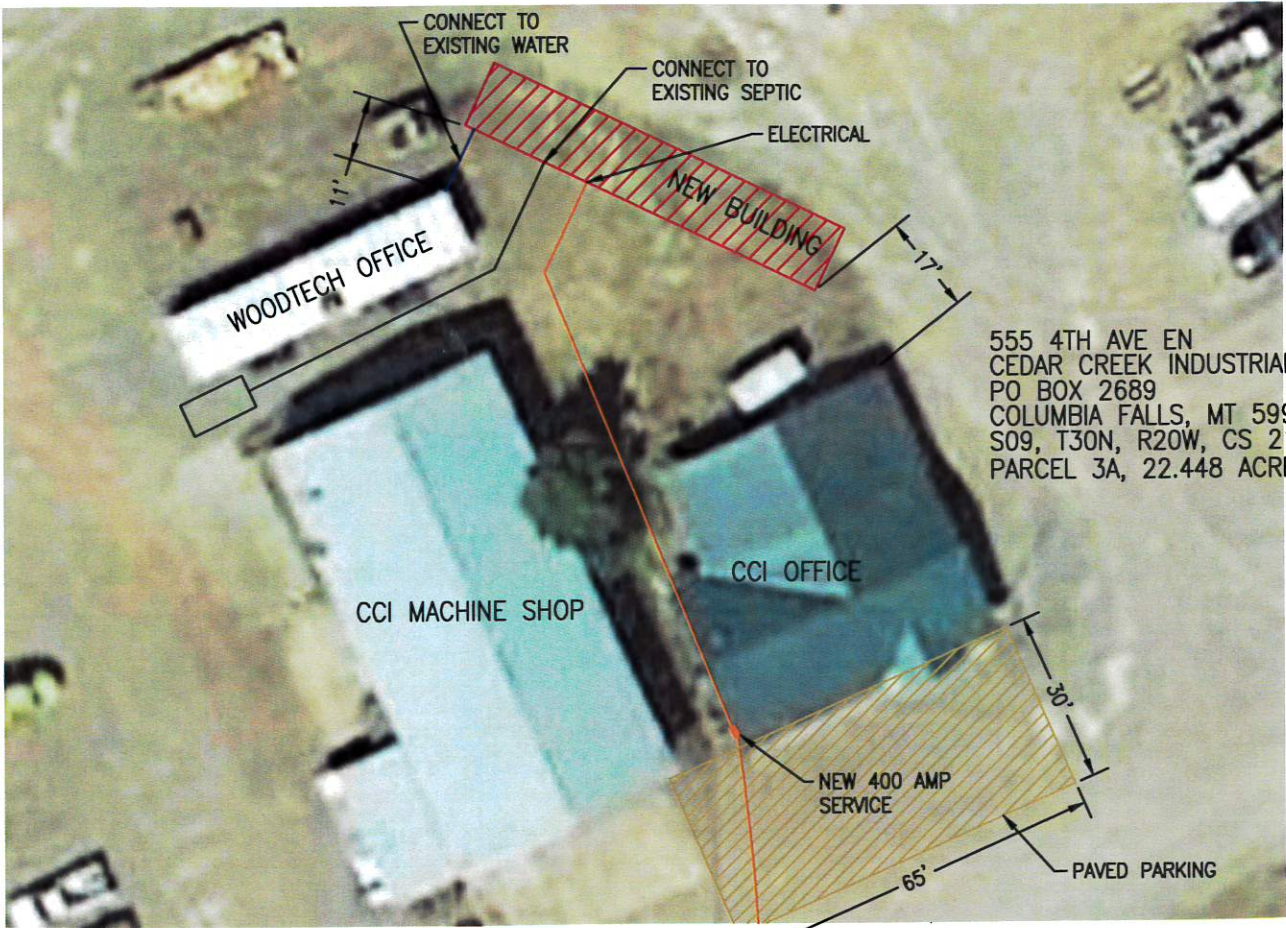
BUILDING OUTSIDE



KITCHEN AREA



INSIDE BUILDING



NEW BUILDING LOCATION

555 4TH AVE EN
CEDAR CREEK INDUSTRIAL PARK, LLC
PO BOX 2689
COLUMBIA FALLS, MT 59912
S09, T30N, R20W, CS 21302-3A
PARCEL 3A, 22.448 ACRES

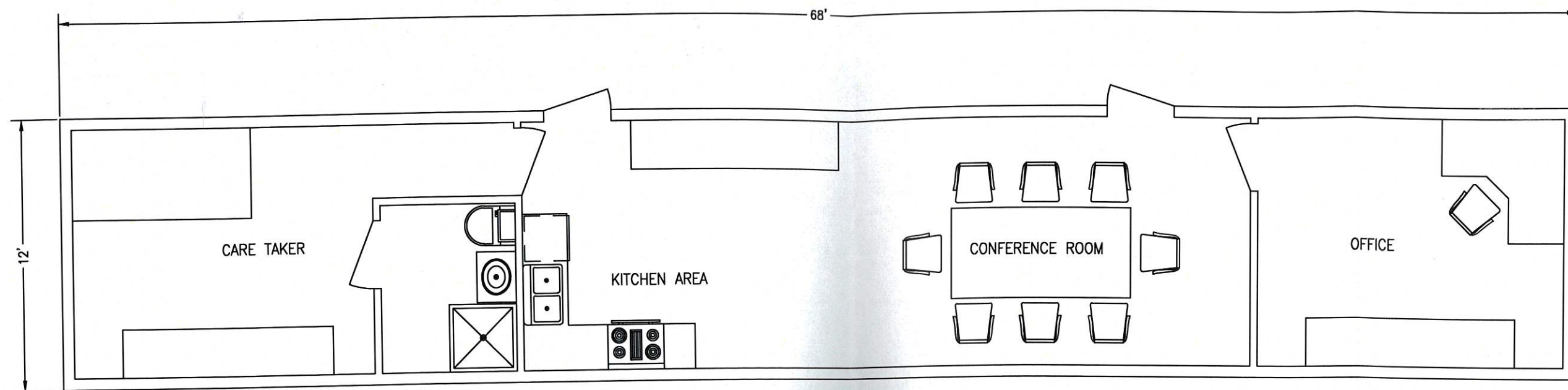


SITE LAYOUT

REV				REVISION DESCRIPTION		DATE	BY

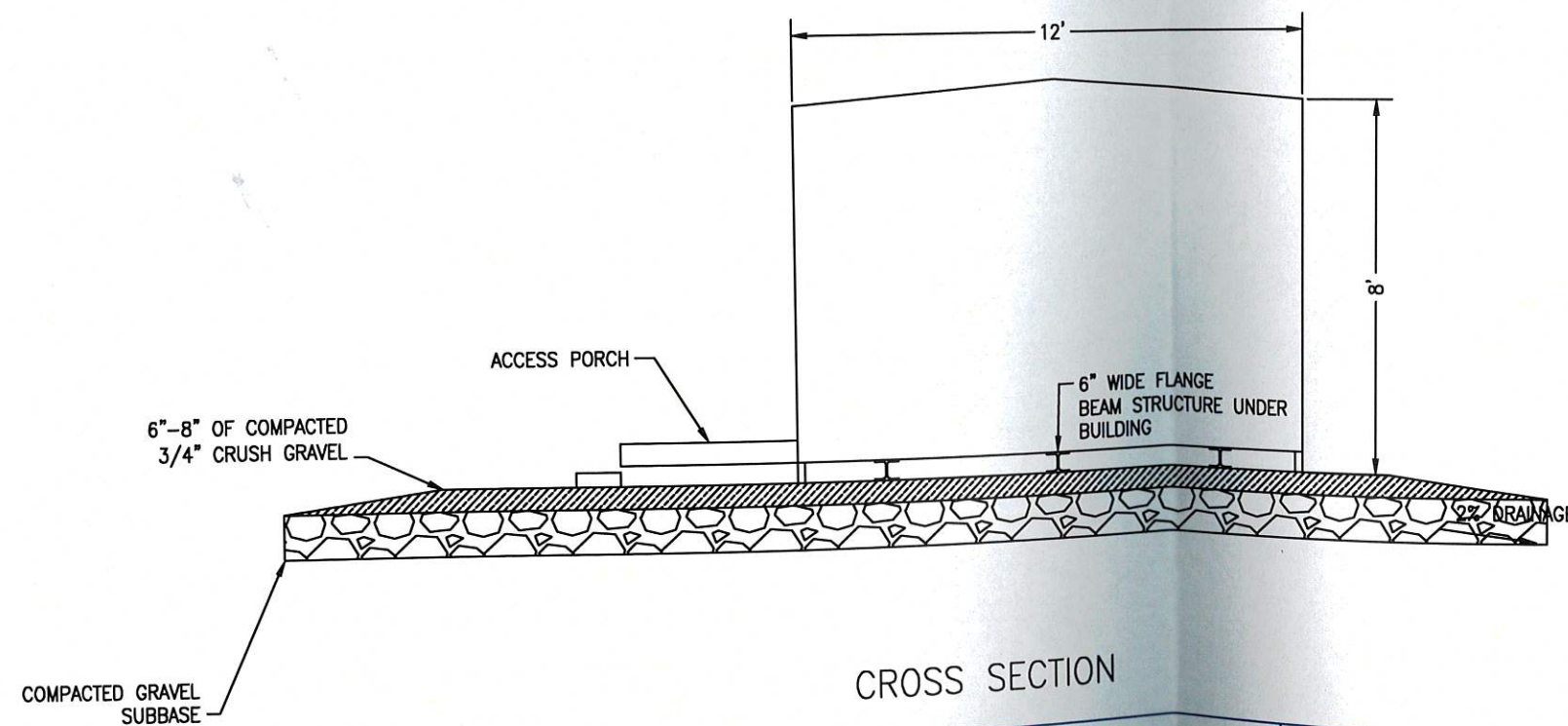
PROPRIETARY & CONFIDENTIAL		UNLESS OTHERWISE SPECIFIED: DIMENSIONS ARE IN INCHES TOLERANCES: FRACTIONAL: $\pm 1/32"$ ANGULAR: MACH $\pm 0.1^\circ$ FAB $\pm 0.5^\circ$ TWO PLACE DECIMAL: $\pm 0.01"$ THREE PLACE DECIMAL: $\pm 0.005"$	
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF COLUMBIA CONSTRUCTION. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF COLUMBIA CONSTRUCTION IS PROHIBITED.		DO NOT SCALE DRAWING	

COLUMBIA CONSTRUCTION COLUMBIA FALLS, MT		COLUMBIA CONSTRUCTION P.O. BOX 2689, 455 4th AVE. E. N., COLUMBIA FALLS, MT, 59912, Ph. 406-892-3856	
PROPOSED SITE IMPROVEMENTS ADDITIONAL OFFICE UNIT		DATE: 7/8/21	SIZE: B
		DRAWN: MDS	DWG. NO. CCI-SITE-001
		SCALE: NOTED	REV: -
		SHEET 1 OF 1	



FLOOR PLAN

SKID MOUNTED MAN CAMP TEMPORARY OFFICE
AUBURN MODEL 12' X 68'
SNOW LOAD RATING= 65 PSF
WORKING TO GET MORE INFO ON STRUCTURE



CROSS SECTION

PROPRIETARY & CONFIDENTIAL

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UNLESS OTHERWISE SPECIFIED:
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TOLERANCES:
FRACTIONAL: $\pm 1/32"$
ANGULAR: MACH $\pm 0.1"$ FAB $\pm 0.5"$
TWO PLACE DECIMAL: $\pm 0.01"$
THREE PLACE DECIMAL: $\pm 0.005"$

DO NOT SCALE DRAWING

COLUMBIA CONSTRUCTION
COLUMBIA FALLS, MT

PROPOSED SITE IMPROVEMENTS
ADDITIONAL OFFICE UNIT

COLUMBIA CONSTRUCTION

P.O. BOX 2689, 455 4th AVE. E. N., COLUMBIA FALLS, MT, 59912, Ph. 406-892-3856

DATE:	7/8/21	SIZE	DWG. NO.	REV
DRAWN:	MDS	B	CCI-SITE-002	-
		SCALE:	NOTED	SHEET 1 OF 1

REV	REVISION DESCRIPTION	DATE	BY
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130 6TH STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

Planning Department

PHONE (406) 892-4391

FAX (406) 892-4413

Item No.5.

August 23, 2021

Re: Public hearing notice for a Condition Use Permit Request for a Caretakers Unit in the Cedar Creek Industrial Park.

Dear Adjacent Property Owner:

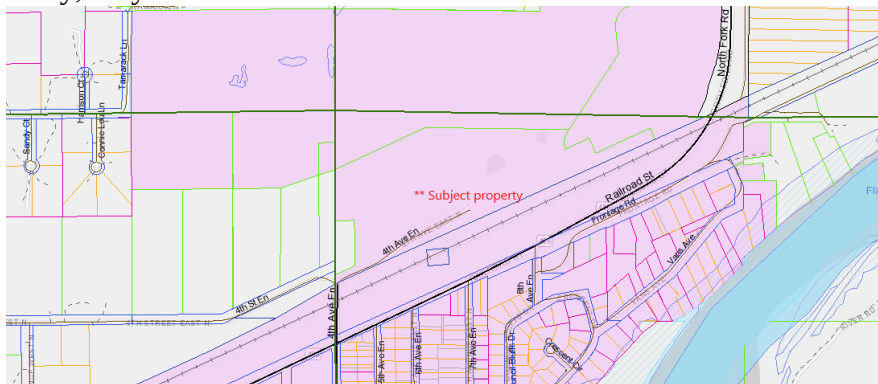
Our records indicate that you are the owner of property within 150-feet of the proposed project.

As the Planning Staff for the Columbia Falls Planning Jurisdiction, I am writing to provide you with a notice of a public hearing for Cedar Creek Industrial Park, LLC, who is requesting a Conditional Use Permit to place a pre-fabricated Office/Caretakers unit within the existing industrial park. The property is located in the industrial park at 555 4th Avenue EN in Columbia Falls. The property is zoned CI-2 (Heavy Industrial) in the Columbia Falls Zoning Jurisdiction and the zoning regulations require a conditional use permit for caretaker's facilities. The property is described as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, 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 September 9, 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 passed out at the hearing. You are also invited to present verbal or written testimony during the public hearing on September 14, 2021.

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, September 14, 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 September 20, 2021 starting at 7:00 p.m. in the same location.

1. Conditional Use Permit Request for a Temporary Office/Caretaker Unit:

Cedar Creek Industrial Park, LLC, is requesting a Conditional Use Permit to place a pre-fabricated Office/Caretakers unit within the existing industrial park. The property is located in the industrial park at 555 4th Avenue EN in Columbia Falls. The property is zoned CI-2 (Heavy Industrial) in the Columbia Falls Zoning Jurisdiction and the zoning regulations require a conditional use permit for caretaker's facilities. The property is described as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, Township 30 North, Range 20 West, P.M.M., Flathead County.

- 2. Condition Use Permit Request for a Six-Plex Apartment Building:** Adam Gardner requesting a conditional use permit to construct a six-plex apartment building at 10 Diane Road in Columbia Falls. The property is zoned CRA-1 (Residential Apartment) and the zoning requires a CUP to review parking, street improvements, parkland dedication and the like. A CUP was approved on this site in 2019 but expired before the apartments were developed. The property is described as Lot 178 of Hilltop Homes, Section 18, T30N, R20W, P.M.M., Flathead County

Persons are allowed to attend the hearing(s) in person and present comment. Persons are also allowed 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 applications, please call or email Eric Mulcahy, Columbia Falls City Planner at 755-6481 or eric@sandssurveying.com.

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

Item No.5.

COLUMBIA FALLS PLANNING OFFICE STAFF REPORT #CCU-21-04

**Adam Gardner
September 2, 2021**

1

A report to the Columbia Falls City-County Planning Board and Zoning Commission and the Columbia Falls City Council regarding a request to permit a conditional use located at 10 Diane Road. The Conditional Use request is scheduled for a public hearing before the Planning Board on Tuesday, September 14, 2021 at 6:30 PM and Columbia Falls City Council on Monday, September 20, 2021 at 7:00 p.m.

BACKGROUND INFORMATION

A. PETITIONERS

Adam Gardner
411 Riverside Dr
Columbia Falls, MT 59912

B. PETITIONER'S TECHNICAL ASSISTANCE

None given

C. LOCATION/DESCRIPTION

Hilltop	Block:	Lot: 178
Homes	N/A	

Section: 18 Township: 30N Range: 20W
Address: 10 Diane Road, Columbia Falls, MT 59912

D. REQUEST

The applicants are petitioning for a Conditional Use Permit to allow for a six-plex apartment to be placed on Lot 178. (See attached plans)

E. NATURE OF THE REQUEST

As required by the CRA-1 zoning rules, a Conditional Use Permit is required for the construction of multi-family building in excess of a duplex building. The intent of the Conditional Use Permit is to address neighborhood impact and compatibility. Lots on Diane Road have been issued a number of CUP's and almost every lot has a six or eight plex. For the record a CUP was granted by the City Council on August 5, 2019 for this very lot with a six plex nearly identical to the one proposed. That original CUP expired on February 5, 2021 and property has since been sold to a new owner.

F. EXISTING LAND USE

Lot 178 is currently vacant but there are currently at least nineteen of these multi-unit buildings located on Diane Road. All are occupied and are in good condition. The area is zoned CRA-1, (residential apartment), which by definition is "A district to provide areas for multi-family use and for non-residential uses which

support or are compatible with the primarily residential character. This district is intended as a buffer between residential districts and other denser, non-compatible districts. This district is intended to apply throughout the planning area." The subject lot is wholly contained within the CRA-1 district.



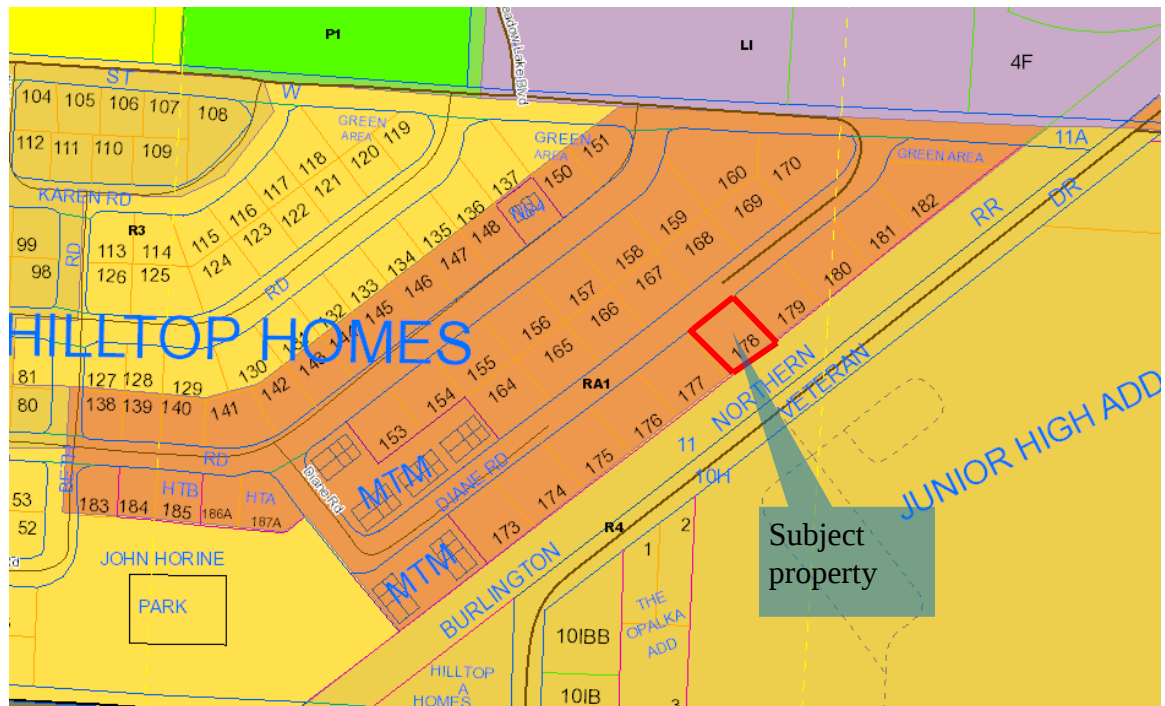
Structures in the immediate neighborhood.



Location of subject lot

G. ADJACENT ZONING AND LAND USE:

The property is located within a CRA-1 (Residential Apartment) zone in the southern edge of the City. CR-3 and CR-4 zoning are to the north and south of the subject property, and Light Industrial to the northeast. The site is bounded by the railroad tracks to the southeast. The surrounding land uses consist of structures similar in use, size, and density.



Source Flathead County GIS Subject Parcels are outlined in red

H. GROWTH POLICY DESIGNATION:

Growth Policy designates this area Multi-family residential, allowing 8 +units per acre. Housing is typically duplex or larger attached housing with units serviced by public sewer and water facilities. The project proposes six residential units on a 14,400 square foot lot. The total acreage of the two lots equal 0.33 acres for a density of 18.15 units per acre. The site does have access to public sewer and water. Therefore, this proposal is in compliance with the Growth Policy.

The Talbot Neighborhood plan adopted by the City in 1996 addresses this area and offers recommendations for multi-family structures in this neighborhood in particular. The Plan anticipates that there will be multi-family housing construction in this portion of Hilltop Homes. However, in doing so, Goal #1 of the Plan under Street Design states:

*In multi-family developments, street-side landscape standards should be developed to soften the impact of the development. The plan specifically calls for a minimum of one tree every 30 feet located no more than 5 feet off of the paved street.

*Live ground cover should be used for all landscape treatments.

*The project did not supply a landscape plan for review with this application. A condition of approval is that a landscape plan be submitted to the City Manager for review and approval prior to the issuance of a Building Permit. This condition will ensure that the project is in compliance with the City Landscape standards.

Policies under Multi-family Housing Design state:

*Long facades of multi-family structures should be divided into shorter segments, using building mass, such as entrance porches, notches, bay windows, etc. The maximum span between building mass changes should be less than 40 feet.

*Architectural elements are recommended in multi-family developments to create outdoor space and human scale. Features such as courtyards, porches, balconies, and trellises create the illusion of smaller, more comfortable, space.

*Roofs and rooflines of multi-family structures should contribute to a residential image. Sloped roofs, dormer windows and other features associated with traditional forms of residential development. Long expanses of uninterrupted roofline should not occur.

*Comment-The proposal accommodates these design features. The plans feature changes in roof lines with shed roofs that meet over an internal court that basically breaks the building into two.

I. UTILITIES/SERVICES:

Sewer: City Sewer is available

Water: City Water is available

Solid Waste: Private Contract Hauler

Police: Columbia Falls Police

Fire: Columbia Falls Fire Department

EVALUATION BASED ON REQUIRED CRITERIA

18.210.010 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: Proposed use is to be contained within the existing permitted lot coverage. Each six-plex lot encompasses 14,400 square feet of property. The Columbia Falls Zoning Ordinance allows maximum lot coverage of 45%. The proposed six-plex buildings encompasses 4,888 square feet, maximum lot coverage therefore would be approximately 34% of the total lot, and within the allowable coverage.
 - ii) Adequate Access: Primary access is by Diane Road.

Parking Lots: The applicant proposes parking for the development on-site. Lot 178 will have its own access independent of any other lot.

Pedestrian Access: There is pedestrian access from the parking lot through the building to the sidewalk along the street. Sidewalks are also provided along the parking lots. There is a pedestrian trail along Talbot Road 250 feet to the south on the other side of John Horine Park.

- iii) Absence of Environmental Constraints: As the development will be served by public sewer and water, there does not appear to be any significant environmental constraints. As the lots are flat, there does not appear to be any danger of flooding or slumping. The applicant is required to maintain all drainage on-site as part of the building permit approval process. The drainage requirement protects adjoining neighbors from this project's roof and parking lot run-off.
- 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: There is limited on-street parking available and the developer is proposing off-site parking for the development as required by zoning code. The code requires two parking spaces per unit so each 6-plex provides a minimum of 12 spaces. All parking lots and driveways will be paved with a 5 foot landscape buffer on the south and east side of the parking area. Visitors/guests can utilize the on-street parking. Residents will utilize the parking lots to the rear of the buildings and the rear entry to the structure.
 - ii) Required parking for Residential Apartment (18.504) is a minimum of two spaces per residential unit. The application indicates the correct number of parking stalls for the building types. There will be nine standard stalls, two compact stalls and one handicap stall.
 - iii) Traffic Circulation: Access to all lots is via Diane Road which is constructed to City standards with the exception of sidewalk and boulevard improvements. The sidewalk and boulevard improvements will be required as a condition of approval for this development. Each residential unit is anticipated to generate

up to 10 vehicle trips per day, therefore, this project could create 60 additional trips.

- iv) Open Space: The applicant's proposal meets all front, side and rear yard setbacks as required by zoning. There is an established City Park (John Horine) that is five acres in size and contains a play area, a soccer field and open space. It is within a short walking distance from the proposed structures at the end of Diane Road. As with the other multi-family CUP's in the neighborhood, this developer will be required to pay \$1000.00 per lot to the park fund for improvements to John Horine Park.
- v) Fencing/Screening: The applicant proposes a five foot wide landscape buffer along the rear and east of the parking area. The applicant also proposes to buffer the parking areas with low-lying landscape.
- vi) Landscaping: The applicant is providing a 5-foot wide landscape buffer along the rear and east side of the parking area. This leaves three feet for landscaping on the west side of the parking which is adequate in this situation because it abuts the driveway of the six plex to the west. There will also be low-lying landscaping treatment that will be incorporated as a buffer for the parking lot. One tree (1 ½ dbh) every 30 feet along the street will be provided by the applicant. The lawn areas will be sodded and irrigated as provided for in previous CUP's.



Recently completed building in the neighborhood.



Completed ten years ago with mature landscaping

- vii) Signage: Signage would conform to existing Columbia Falls sign regulations for the CRA-1 zone. There are no signs proposed. The Sign Ordinance will limit the sign to 6 feet in height and 16 square feet per face maximum if an identification sign is requested.
- 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:
- i. Schools: There were 14,753 students recorded with the Flathead County Superintendent of Schools Office including public, private and home schooled children at the beginning of the 2011 school year. The US Census Bureau 2010 counted 46,963 housing units in Flathead County – 14,753 students / 46,963 housing units = 0.31 students per unit), the six new units would generate approximately two (2) students to the school system. The Junior High is within walking distance and the grade school and high school can be accessed by the Talbot Trail. The increase in students should not negatively impact the District.
 - ii. Parks and Recreation: The applicants are not proposing any significant open space or recreational amenities on-site. The project is within easy walking distance to John Horine Park. This City park is 5 acres in size and contains a tot-lot play area, a soccer field and additional open lands and the City of Columbia Falls Public Works shop. It has been noted in the previous CUP's that this park is undersized for the amount of current and proposed population planned for this area. This park was part of the parkland dedication for the original platting of Hilltop Homes in 1978. At that time, these lots were planned for duplex uses, and did not take into consideration the possibility of multi-family structures, which is potentially 3 times the anticipated use. Since 2004 the Conditional Use Agreements for these multi-family lots required a \$1,000 per lot payment to the City of Columbia Falls and applied specifically for improvements at the John Horine Park. The City believes that is reasonable and should be included in the permit as well.
 - iii. Police: The Columbia Falls Police Department is responsible for the proposed development. The development will have a minor impact as it brings six more families to the city.
 - iv. Fire Protection: The Columbia Falls Fire Department provides fire protection to this neighborhood. The Columbia Falls Building Inspector and Fire Marshal will review the development for all building and fire code requirements. Hydrants were installed with the completion of Diane Road.
 - v. Water: City water service is in place down Diane Road.
 - vi. Sewer: All lots will be serviced by City Sewer.

- vii. Solid Waste: According to the site plan, there is not room for a centralized refuse container. But there is room for six individual containers to the rear of the building. Individual trash rollouts will be a condition of this CUP. Impact to the Flathead County landfill should be minimal. The owner shall make arrangements with a private hauler to collect and remove solid waste from the site.
- d. Immediate Neighborhood Impact. As this proposal is similar in size and nature to the existing development in the immediate vicinity, the proposed use will not be detrimental to abutting properties in particular and the neighborhood in general.
- e. Typical negative impacts which extend beyond the proposed site include, but are not limited to:
- i) Excessive Traffic Generation: The six additional units will not significantly change the traffic volumes currently using the roads or about to use the roads. With the completion of Diane Road, traffic is dissipated through the neighborhood and not concentrated on a single path to the collector roads.
 - ii) Noise or Vibration: There will be noise and activity associated with the normal construction process. Once completed, further activity will be residential in use with all traffic, garbage, light and noise consistent with typical residential use.
 - iii) Dust, Glare, Or Heat: No change to existing conditions is anticipated.
 - iv) Smoke, Fumes, Gas, and Or Odors: No change to existing conditions is anticipated.
 - v) Inappropriate Hours of Operation: None proposed.
 - vi) Signage: 18.438.010 Permitted Signs in Zoning Districts allows the applicant to have signs that comply and do not to exceed the standards of section 18.438.080(c.).

APPLICABLE REGULATIONS

The following sections of the Columbia Falls Zoning Regulations are applicable to this proposal:

Chapter 18.210 Conditional Use Permits

Chapter 18.332 CRA-1 Residential Apartment

Chapter 18.532.010 Parking facilities

Chapter 18.438 Signs

Chapter 18.441 Small Buildings (less than 10,000 square feet)

SUMMARY

The Conditional Use Request for permitting two six-plex residential buildings located at 10 Diane Road in the Hilltop Homes subdivision. Staff recommends that the CUP be approved based upon the information presented in the attached application and a review of the property and the associated findings of fact.

1. The multi-family nature of the project complies with the recommendations of the Columbia Falls City-County Growth Policy and the more specific Talbot

- Neighborhood Plan. The building design has incorporated design elements such as articulated rooflines with a one and two story elevation.
2. There are no environmental constraints on the property.
 3. Diane Road was recently completed. Sidewalk and street trees are being installed with the completion of each building.
 4. The project density is consistent with the neighboring residential buildings.

RECOMMENDATIONS

In accordance with 18.210.100 the Columbia Falls Planning Board and City Council must make a finding of fact for the items enumerated in the “evaluation based on criteria.”

Staff recommends that the Planning Board adopt this report as findings of fact and send a recommendation for approval of the CUP with conditions to the Columbia Falls City Council. The granting of this conditional use is contingent upon the facilities initial and continued compliance with the following conditions of approval:

1. The applicant shall develop the project as proposed, except as modified by these Conditions.
2. The applicant shall construct the sidewalks and install the street trees along the Diane Road frontage to City Standards. The City of Columbia Falls has cash-in-lieu funds set aside for this section of sidewalk and street trees. The City will reimburse the applicant for the cost of construction of sidewalk and streets trees up to the amount held in reserve. Any cost over the cash-in-lieu reserves shall be covered by the applicant.
3. Street trees shall be planted at a minimum distance of 30 feet on center along the entire perimeter of the project abutting Diane Road. The trees shall be a minimum of 1 ½" dbh and shall be located in the boulevard between the street and the detached sidewalk.
4. The applicant shall pave all parking areas and driveways. The applicant shall provide nine spaces of 9' by 20'; two spaces of 8' by 20'; and one handicapped parking stall. The parking lot shall have five feet of landscaping on the south and east side of the parking lot and three feet on the west side of the parking lot.
5. The applicant shall provide an engineered drainage plan to address on site storm water disposal. In addition, the applicant shall designate a snow storage area on site to accommodate parking lot snow disposal. This plan will need to be accepted/approved by the Columbia Falls Public Works Department prior to issuance of a building permit.
6. The applicant shall provide six individual rollout trash receptacles for the six units and contract with a licensed refuse hauler for the collection. The receptacles shall be stored in the parking lot area at the rear of the building except during days of pick-up.
7. All sewer and water hookups shall be built according to plans and specifications approved by the City of Columbia Falls Public Works Department and meeting the City Standards for Public Works Improvements and the Montana Public Works Standard Specifications.
8. All conditions provided above and all improvements necessary for the operation of an apartment complex must be in place prior to the occupancy of the complex. Any

elements such as landscaping not finished prior to the issuance of an occupancy permit, may be bonded for with signed improvements agreement approved by the City Manager for an amount not less than 125% of the cost of the remaining improvement.

9. Signage shall comply with Section 18.438.080 of the Columbia Falls Zoning Regulations.
10. A \$1,000 payment per lot will be made to the City of Columbia Falls prior to the issuance of a Certificate of Occupancy for improvements specifically to John Horine Park.
11. The Applicant shall provide a Landscape Plan to the City Manager for approval prior to installation.
12. The Conditional Use Permit shall terminate 18 months from the date of issuance if commencement of the authorized activity has not begun.

PAID

Item No.5.

JUL 21 2021

CITY OF COLUMBIA FALLS

APPLICATION FOR CONDITIONAL USE PERMIT

FILING FEE ATTACHED \$ 906.00 SEE FEE SHEET

PROPOSED USE: G-Plex

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

OWNER(S) OF RECORD:

Name: Adam Garoner

Mailing Address: 411 Riverside Dr

City/State/Zip: C-Falls 59912 Phone: 406-544-0772

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

Name: Same as Above

Mailing Address: _____

City/State/Zip: _____ Phone: _____

LEGAL DESCRIPTION OF PROPERTY (Refer to Property Records):

Street Address 10 Dianne RD. Tract _____ Block _____ Lot 178

Subdivision Name Hilltop Homes

Section 18 Township 30 Range 20

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

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: CRA-1

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

6/10/21

PAID

JUL 21 2021

CITY OF COLUMBIA FALLS

Adam Garton
411 Riverside
C-Falls

City of Columbia Falls
130 6th Street West, Room A
Columbia Falls, MT 59912

RE: Application for conditional use permit at 10 Diane Road.

Discussion for section 3 of permit application:

- a. Traffic for the building will enter and exit on Diane Road. Parking lot to be built behind the building, as seen on site plan.
- b. Access to the property will be an approach off Diane Road.
- c. Off-street parking lot to be built behind the building. Plan to provide adequate spaces for a 6-plex per City of Columbia Falls requirements.
- d. 6-yard dumpster enclosure to be built in the south corner of the lot. See site plan for location and see page 9 of plans to view dimension specifications.
- e. Building will need to hook into City of Columbia Falls water and sewer. See floor plan for proposed locations of gas and electrical meters.
- f. No proposed plan for screening or buffering.
- g. No proposed signs after completion. Will have temporary signs up during construction (warning, no trespass, safety signs) Proposed landscaping yard design will conform with City of Columbia Falls specs and existing neighboring lots.
- h. Please view plans to see height, bulk and location of proposed building.
- i. No proposed open space other than front yard space.
- j. Proposed building is for residential use only.
- k. Proposed building is for residential use only. Exterior building lights installed per City of Columbia Falls specs. Lot will be fully landscaped and final product should not produce excess dust. Final owner is responsible for garbage removal to control odors and fumes. We do not anticipate any vibrations.
- l. N/A

120/19

CITY OF COLUMBIA FALLS, MONTANA
APPLICATION FOR PERMIT FOR THE ERECTION AND ALTERATION OF BUILDINGS
Phone: (406) 892-4391 FAX: (406) 892-4413

Permit # 1561

Application is hereby made to the Building Inspector of Columbia Falls for construction of:

6- Unit Residential Apartment Building

Subject to all ordinances including those covering the zoning and the erection of buildings in the City of Columbia Falls and its extraterritorial zone.

STREET NUMBER: 10 Diane Rd LOT 178 BLOCK _____ SUBDIVISION HTH

LEGAL DESCRIPTION 18-30-20 ZONE CRA-1

SET BACK REQUIREMENTS: FRONT 15 REAR 15 SIDE 5

BUILDING SIZE SQ. FOOT <u>4951</u>	FINISHED SQ. FOOT <u>1st 4885 2nd 2652 = 7537</u>
UNFINISHED SQ. FOOT	GARAGE SQ. FOOT
CARPORT SQ. FOOT	COVERED PORCHES SQ. FOOT <u>2 (3x11) = 66</u>
LOT SIZE SQ. FOOT <u>14400</u>	% OF LOT COVERAGE <u>45% 34%</u>
DECKS SQ. FOOT	PROJECT VALUATION <u>720,000</u>

BUILDER'S NAME SAME AS OWNER ADDRESS _____

BUILDER'S PHONE _____ CITY BUSINESS LICENSE # _____

OWNER'S NAME Alpine Homes LLC ADDRESS Po Box 178 Olney MT

OWNER'S PHONE H: 881-2065 C: 885-3501 59927

Type of Building _____ Occupancy Group _____ Purpose of building _____

BUILDING PERMIT FEE \$ 3,423.00

PLAN REVIEW FEE \$ 1,498.00

FIRE PREVENTION PROGRAM FEE \$ 856.00

TOTAL FEE \$ 5,777.00

\$200 Permit Fee Paid
Res 1801 CUP Site plan/
Zoning Administrator Approval plans in
Set Back ☒ compliance
Lot Coverage 45% ☒
Height 35' ☒ 32' 9/24/19

DEC 26 2019

CITY OF COLUMBIA FALLS

The granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for any violation of any of the provisions of the Uniform Building, Mechanical, or Plumbing Codes; the National Electrical Code; the City of Columbia Falls. The Applicant and Owner have responsibility for compliance with all applicable laws, regulations, codes and ordinances.

Separate permits are required for electrical, plumbing, and mechanical (heating, ventilating or air conditioning). This permit becomes null and void if work or construction is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced.

APPLICANTS SIGNATURE _____

BUILDING INSPECTORS SIGNATURE Justin Smith 10-23-19



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

Item No.5.

**COLUMBIA FALLS PLANNING OFFICE STAFF REPORT #CCU-19-01
ALPINE HOMES LLC
July 1, 2019**

A report to the Columbia Falls City-County Planning Board and Zoning Commission and the Columbia Falls City Council regarding a request to permit a conditional use located at 10 Diane Road. The Conditional Use request is scheduled for a public hearing before the Planning Board on Tuesday, July 9, 2019 at 6:30 PM and Columbia Falls City Council on Monday, August 5, 2019 at 7:00 p.m.

BACKGROUND INFORMATION

A. PETITIONERS

Alpine Homes LLC
Attn: Ryan Blanchette
P.O. Box 178
Olney, MT 59927

B. PETITIONER'S TECHNICAL ASSISTANCE

None given

C. LOCATION/DESCRIPTION

Hilltop	Block:	Lot: 178
Homes	N/A	

Section: 18 Township: 30N Range: 20W
Address: 10 Diane Road, Columbia Falls, MT 59912

D. REQUEST

The applicants are petitioning for a Conditional Use Permit to allow for a six-plex apartment to be placed on Lot 178. (See attached plans)

E. NATURE OF THE REQUEST

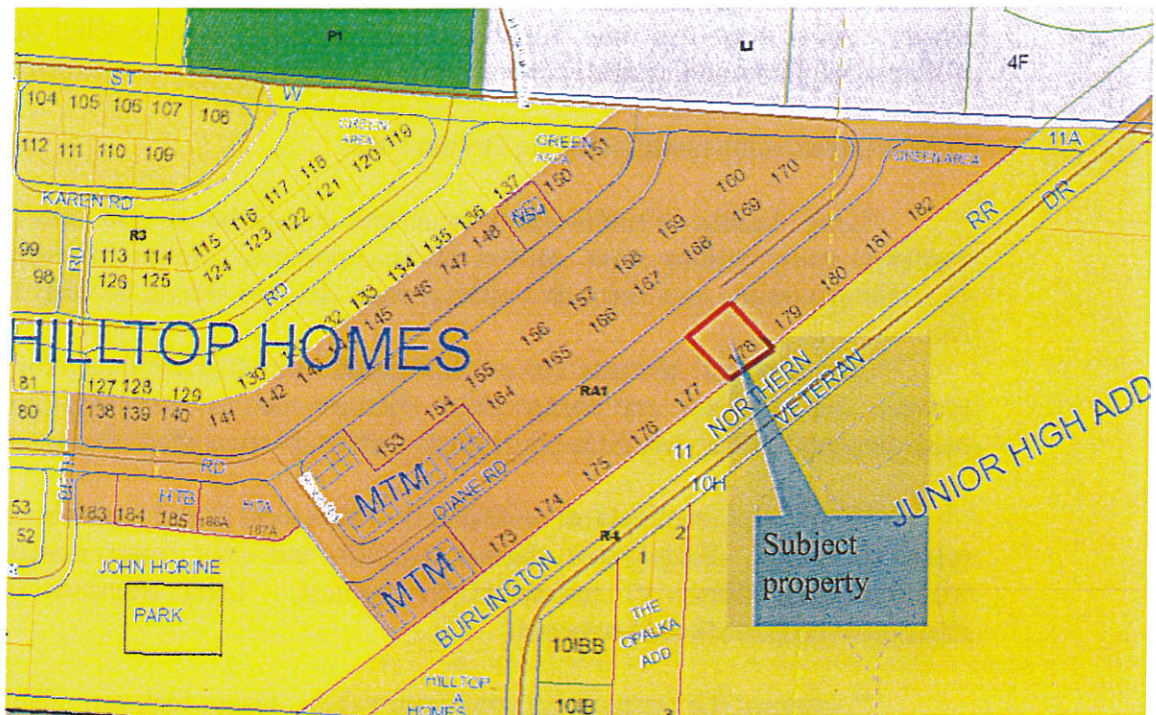
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F. EXISTING LAND USE

Lot 178 is currently vacant but there are currently at least nineteen of these multi-unit buildings located on Diane Road. All are occupied and are in good condition. The area is zoned CRA-1, (residential apartment), which by definition is "A district to provide areas for multi-family use and for non-residential uses which support or are compatible with the primarily residential character. This district is intended as a buffer between residential districts and other denser, non-compatible

G. ADJACENT ZONING AND LAND USE:

The property is located within a CRA-1 (Residential Apartment) zone in the southern edge of the City. CR-3 and CR-4 zoning are to the north and south of the subject property, and Light Industrial to the northeast. The site is bounded by the railroad tracks to the southeast. The surrounding land uses consist of structures similar in use, size, and density.



Source Flathead County GIS Subject Parcels are outlined in red

H. GROWTH POLICY DESIGNATION:

Growth Policy designates this area Multi-family residential, allowing 8 +units per acre. Housing is typically duplex or larger attached housing with units serviced by public sewer and water facilities. The project proposes six residential units on a 14,400 square foot lot. The total acreage of the two lots equal 0.33 acres for a density of 18.15 units per acre. The site does have access to public sewer and water. Therefore, this proposal is in compliance with the Growth Policy.

The Talbot Neighborhood plan adopted by the City in 1996 addresses this area and offers recommendations for multi-family structures in this neighborhood in particular. The Plan anticipates that there will be multi-family housing construction in this portion of Hilltop Homes. However, in doing so, Goal #1 of the Plan under Street Design states:

*In multi-family developments, street-side landscape standards should be developed to soften the impact of the development. The plan specifically calls for

- a. Site Suitability. (That the site is suitable for the use) This includes:
- i) Adequate Usable Space: Proposed use is to be contained within the existing permitted lot coverage. Each six-plex lot encompasses 14,400 square feet of property. The Columbia Falls Zoning Ordinance allows maximum lot coverage of 45%. The proposed six-plex buildings encompasses 4,888 square feet, maximum lot coverage therefore would be approximately 34% of the total lot, and within the allowable coverage.
 - ii) Adequate Access: Primary access is by Diane Road.

Parking Lots: The applicant proposes parking for the development on-site. Lot 178 will have its own access independent of any other lot.

Pedestrian Access: There is pedestrian access from the parking lot through the building to the sidewalk along the street. Sidewalks are also provided along the parking lots. There is a pedestrian trail along Talbot Road 250 feet to the south on the other side of John Horine Park.

- iii) Absence of Environmental Constraints: As the development will be served by public sewer and water, there does not appear to be any significant environmental constraints. As the lots are flat, there does not appear to be any danger of flooding or slumping. The applicant is required to maintain all drainage on-site as part of the building permit approval process. The drainage requirement protects adjoining neighbors from this project's roof and parking lot run-off.
- 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: There is limited on-street parking available and the developer is proposing off-site parking for the development as required by zoning code. The code requires two parking spaces per unit so each 6-plex provides a minimum of 12 spaces. All parking lots and driveways will be paved with a 5 foot landscape buffer around the parking area. Visitors/guests can utilize the on-street parking on the south side of Diane Rd. Residents will utilize the parking lots to the rear of the buildings and the rear entry to the structure.
 - ii) Required parking for Residential Apartment (18.518) is a minimum of two spaces per residential unit. The application indicates the correct number of parking stalls for the building types.
 - iii) Traffic Circulation: Access to all lots is via Diane Road. Diane Road was recently completed by a different developer and as conditioned in the previous CUP. Each residential unit is anticipated to generate up to 10 vehicle trips per day, therefore, this project could create 60 additional trips. With the completion of Diane Road, the circulation is now connected to the larger transportation network with multiple options for ingress and egress.

- vii) Signage: Signage would conform to existing Columbia Falls sign regulations for the CRA-1 zone. There are no signs proposed. The Sign Ordinance will limit the sign to 6 feet in height and 16 square feet per face maximum if an identification sign is requested.
- 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:
- i. Schools: There were 14,753 students recorded with the Flathead County Superintendent of Schools Office including public, private and home schooled children at the beginning of the 2011 school year. The US Census Bureau 2010 counted 46,963 housing units in Flathead County – 14,753 students / 46,963 housing units = 0.31 students per unit), the six new units would generate approximately two (2) students to the schools system. The Junior High is within walking distance and the grade school and high school can be accessed by the Talbot Trail. The increase in students should not negatively impact the District.
 - ii. Parks and Recreation: The applicants are not proposing any significant open space or recreational amenities on-site. The project is within easy walking distance to John Horine Park. This City park is 5 acres in size and contains a tot-lot play area, a soccer field and additional open lands and the City of Columbia Falls Public Works shop. It has been noted in the previous CUP's that this park is undersized for the amount of current and proposed population planned for this area. This park was part of the parkland dedication for the original platting of Hilltop Homes in 1978. At that time, these lots were planned for duplex uses, and did not take into consideration the possibility of multi-family structures, which is potentially 3 times the anticipated use. The 2004, 2014, 2015, and 2017 Conditional Use Agreements required a \$1,000 per lot payment to the City of Columbia Falls be made to specifically for improvements at the John Horine Park. The City believes that is reasonable and should be included in the permit as well.
 - iii. Police: The Columbia Falls Police Department is responsible for the proposed development. The development will have an increase in potential impact as it brings six more families to the city and these families will be living in close proximity to each other.
 - iv. Fire Protection: The Columbia Falls Fire Department provides fire protection to this neighborhood. The Columbia Falls Building Inspector and Fire Marshal will review the development for all building and fire code requirements. Hydrants were installed with the completion of Diane Road.
 - v. Water: City water service is in place down Diane Road.
 - vi. Sewer: All lots will be serviced by City Sewer.

as gabled and articulated rooflines, covered porches, with a one and two story elevation.

2. There are no environmental constraints on the property.
3. Diane Road was recently completed. Sidewalk and street trees are being installed with the completion of each building.
4. The project's density is consistent with the neighboring residential buildings.

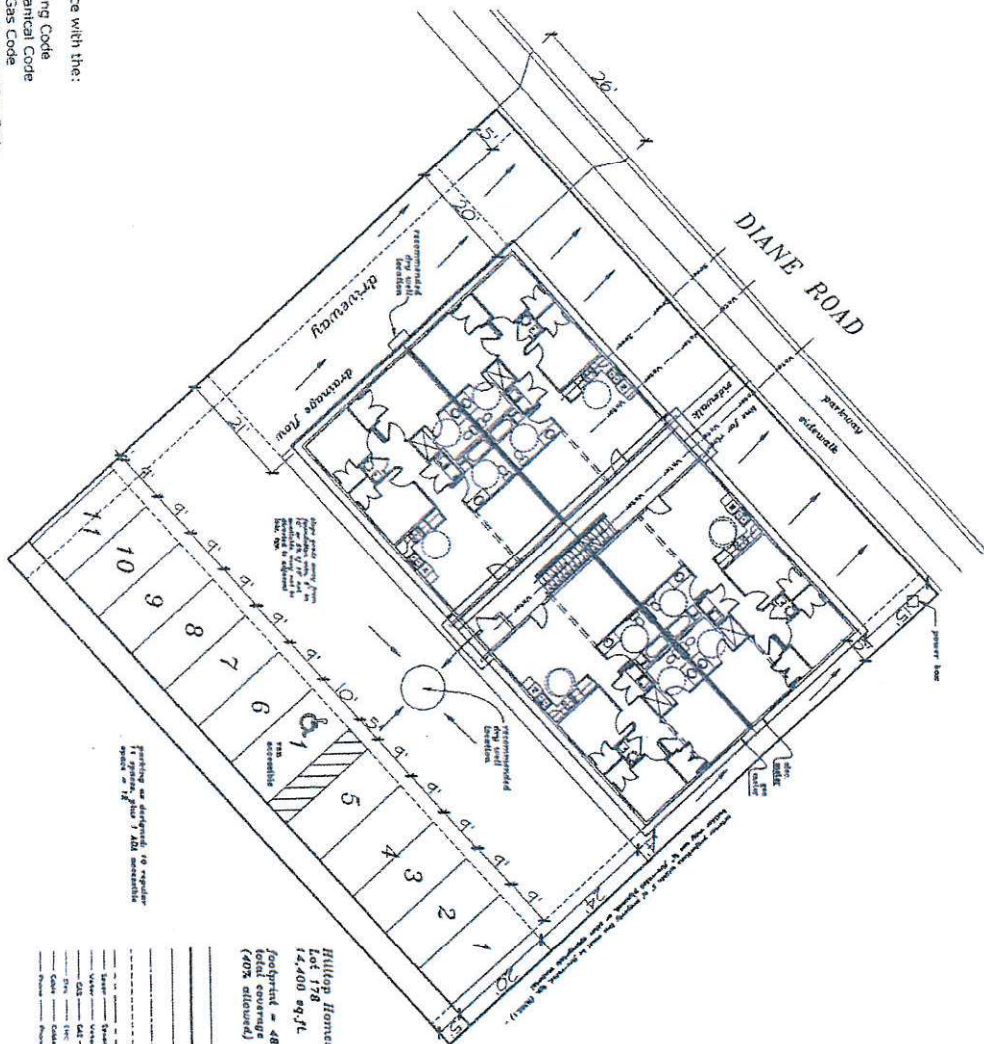
RECOMMENDATIONS

In accordance with 18.210.100 the Columbia Falls Planning Board and City Council must make a finding of fact for the items enumerated in the "evaluation based on criteria."

Staff recommends that the Planning Board adopt this report as findings of fact and send a recommendation for approval of the CUP with conditions to the Columbia Falls City Council. The granting of this conditional use is contingent upon the facilities initial and continued compliance with the following conditions of approval:

1. The applicant shall develop the project as proposed, except as modified by these Conditions.
2. The applicant shall construct the sidewalks and install the street trees along the Diane Road frontage to City Standards. The City of Columbia Falls has cash-in-lieu funds set aside for this section of sidewalk and street trees. The City will reimburse the applicant for the cost of construction of sidewalk and streets trees up to the amount held in reserve. Any cost over the cash-in-lieu reserves shall be covered by the applicant.
3. Street trees shall be planted at a minimum distance of 30 feet on center along the entire perimeter of the project abutting Diane Road. The trees shall be a minimum of 1 ½" dbh and shall be located in the boulevard between the street and the detached sidewalk.
4. The applicant shall pave all parking areas and driveways.
5. The applicant shall provide an engineered drainage plan to address on site storm water disposal. In addition, the applicant shall designate a snow storage area on site to accommodate parking lot snow disposal. This plan will need to be accepted and approved by the Columbia Falls Public Works Department prior to issuance of a building permit.
6. The applicant shall fully enclose the garbage container(s) with a solid fence or completely screen with fence and growing materials the garbage collection site as shown on the site plan.
7. All sewer and water hookups shall be built according to plans and specifications approved by the City of Columbia Falls Public Works Department and meeting the City Standards for Public Works Improvements and the Montana Public Works Standard Specifications.
8. All conditions provided above and all improvements necessary for the operation of an apartment complex must be in place prior to the occupancy of the complex. Any elements such as landscaping not finished prior to the issuance of an occupancy permit, may be bonded for with signed improvements agreement approved by the

SITE PLAN
scale: 1" = 10'



Hilltop Homes Subdivision
Lot 178
14,400 sq.ft.
footprint = 4888 Sq. Ft.
total coverage or 36.17%
(40% allowed)

NAME _____
DATE _____
PERIOD _____
SCHOOL _____
TEACHER _____

This plan drawn in accordance with the:

- 2012 International Building Code
- 2012 International Mechanical Code
- 2012 International Fuel Gas Code
- 2012 International Energy Conservation Code
- 2012 Uniform Plumbing Code
- 2014 NFPA 70 (National Electrical Code)

* General Contractor is expressly responsible for code adherence



I **IMPACT**
DRAFTING & DESIGN, INC.
Renowned Professional Service
95 Storeidge Dr., Suite 30
Broomfield, CO 80020
(303) 440-3882

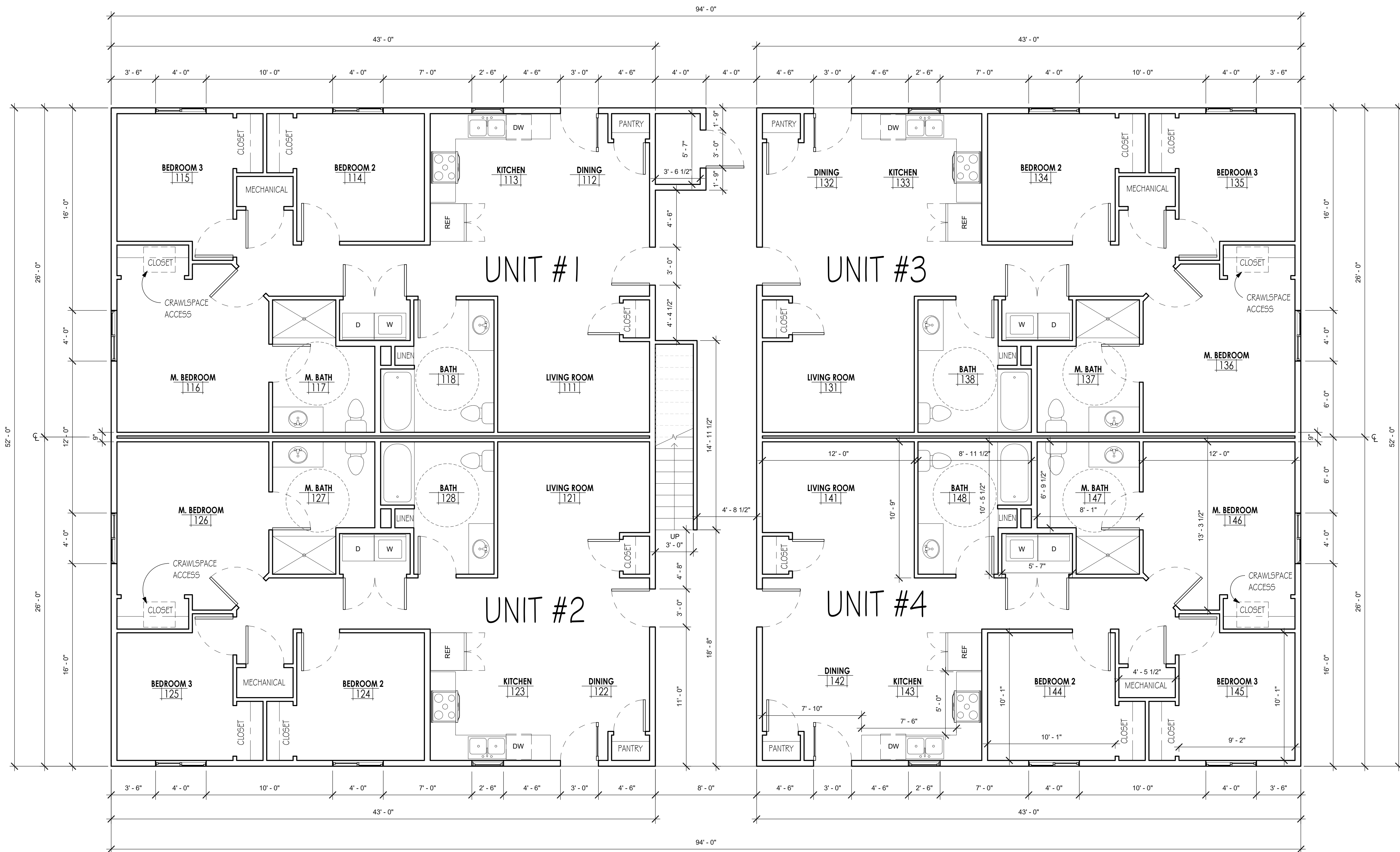
Project No.
B19-0429-1
Note: Is correct &
printed on D-size paper
by DIRECT Imaging
Scale:
1" = 10'

ALPINE HOMES
RYAN BLANCHETTE
Home P.

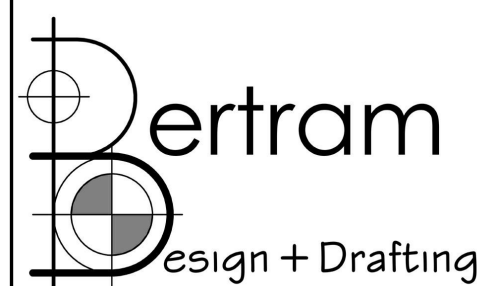
COLUMBIA FALLS 6-PLEX
10 DIAN ROAD
COLUMBIA FALLS, MONTANA

Hallop Hennes - Lot 178

<u>DEVELOPMENT</u> a minimum size of 20' (2.4 inch wet foot) has been provided where needed. 6 inch (1.5 inch wet foot) has been provided at least 5 feet away from the building foundation. Any construction shall direct adjacent development to meet the minimum requirements, and not the level of adjoining property. A minimum of 6 inches has been provided from the finish grade to the bottom of the exterior drain. Groundwater must be directed to the exterior drain. Any from the building, grading must drain away from the property toward the building. Roof and site drainage must drain to the exterior drain. The overall site drainage will be designed to take full advantage of open space. Assessment, transpired on future on the site, and the drainage system may be altered in the future. Any change to the extent directly onto the public way.	<u>STREET CURE</u> 1. six pipe 2. assessment 3. assessment 4. paved sidewalk 5. man hole base a sewer 6. man hole base a sewer 7. man hole base a sewer 8. assessment from bridge and three pipes 9. assessment 10. assessment 11. assessment
---	---



REVISION # 3



JOHN BERTRAM DESIGN+DRAFTING
441 Sylvan Dr.
Kalispell, Montana 59901
Phone: (406) 471-8174
JOHN.BERTRAM@GMAIL.COM

GARDNER
6-PLEX

10 DIAN ROAD
COLUMBIA FALLS
MT

Drawing Title:
FIRST FLOOR
PLAN

A1

Revisions:

Date: JUN. 14, 2021

1
A1 **FIRST FLOOR PLAN**
SCALE: 1/4" = 1'-0"

EACH UNIT = 1118 SQ. FT.

REVISION # 3



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GARDNER
6-PLEX

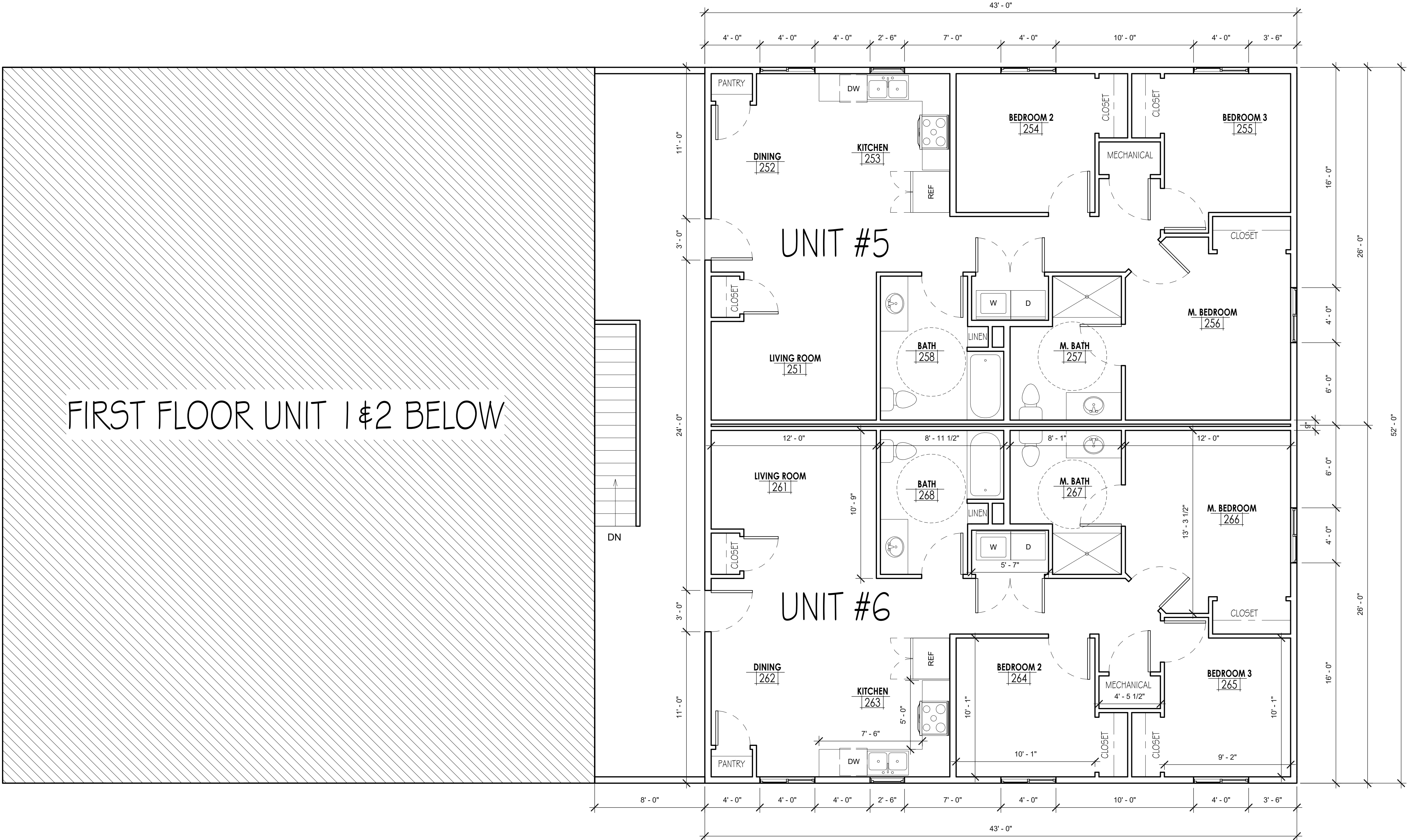
10 DIAN ROAD
COLUMBIA FALLS
MT

Drawing Title:
SECOND FLOOR
PLAN

A2

Revisions:

Date: JUN. 14, 2021



FIRST FLOOR UNIT 1 & 2 BELOW

1
A2 SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

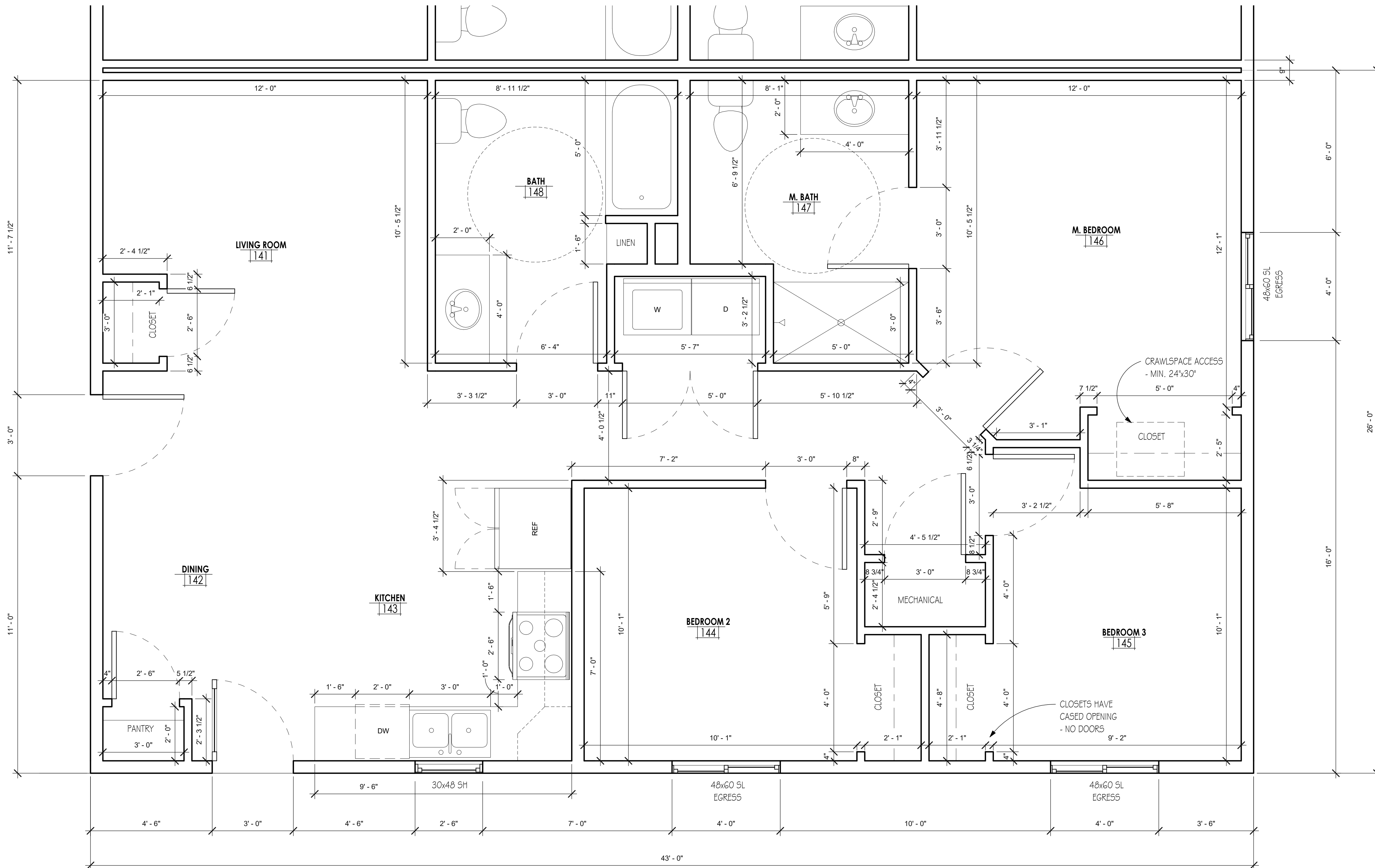
REVISION # 3

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Kalispell, Montana 59901
Phone: (406) 471-8174
JOHN.BERTRAM@GMAIL.COMGARDNER
6-PLEX10 DIAN ROAD
COLUMBIA FALLS
MTDrawing Title:
TYPICAL UNIT
PLAN

A3

Revisions:

Date: JUN. 14, 2021

1
A3

TYPICAL UNIT PLAN

SCALE: 1/2" = 1'-0"

REVISION # 3



JOHN BERTRAM DESIGN+DRAFTING
441 Sylvan Dr.
Kalispell, Montana 59901
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JOHN.BERTRAM@GMAIL.COM

GARDNER
6-PLEX

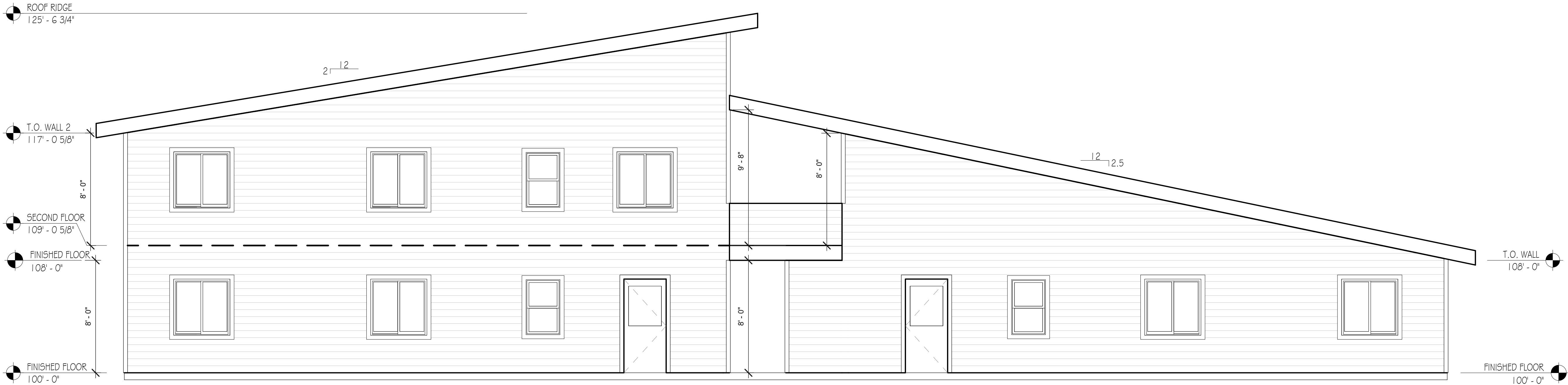
10 DIAN ROAD
COLUMBIA FALLS
MT

Drawing Title:
ELEVATIONS

A4a

Revisions:

Date: JUN. 14, 2021



1 NORTH ELEVATION
A4a SCALE: 1/4" = 1'-0"



2 SOUTH ELEVATION
A4a SCALE: 1/4" = 1'-0"

REVISION # 3



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Phone: (406) 471-8174
JOHN.BERTRAM@GMAIL.COM

GARDNER
6-PLEX

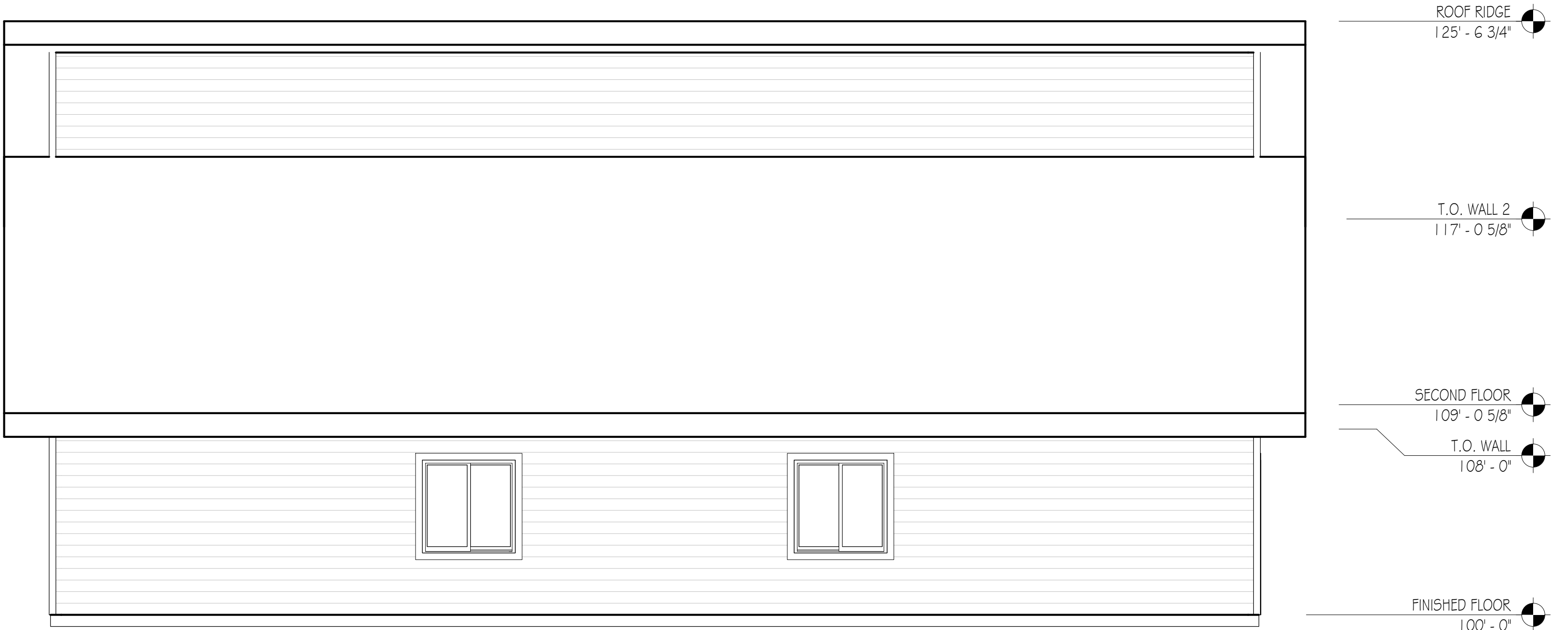
10 DIAN ROAD
COLUMBIA FALLS
MT

Drawing Title:
ELEVATIONS

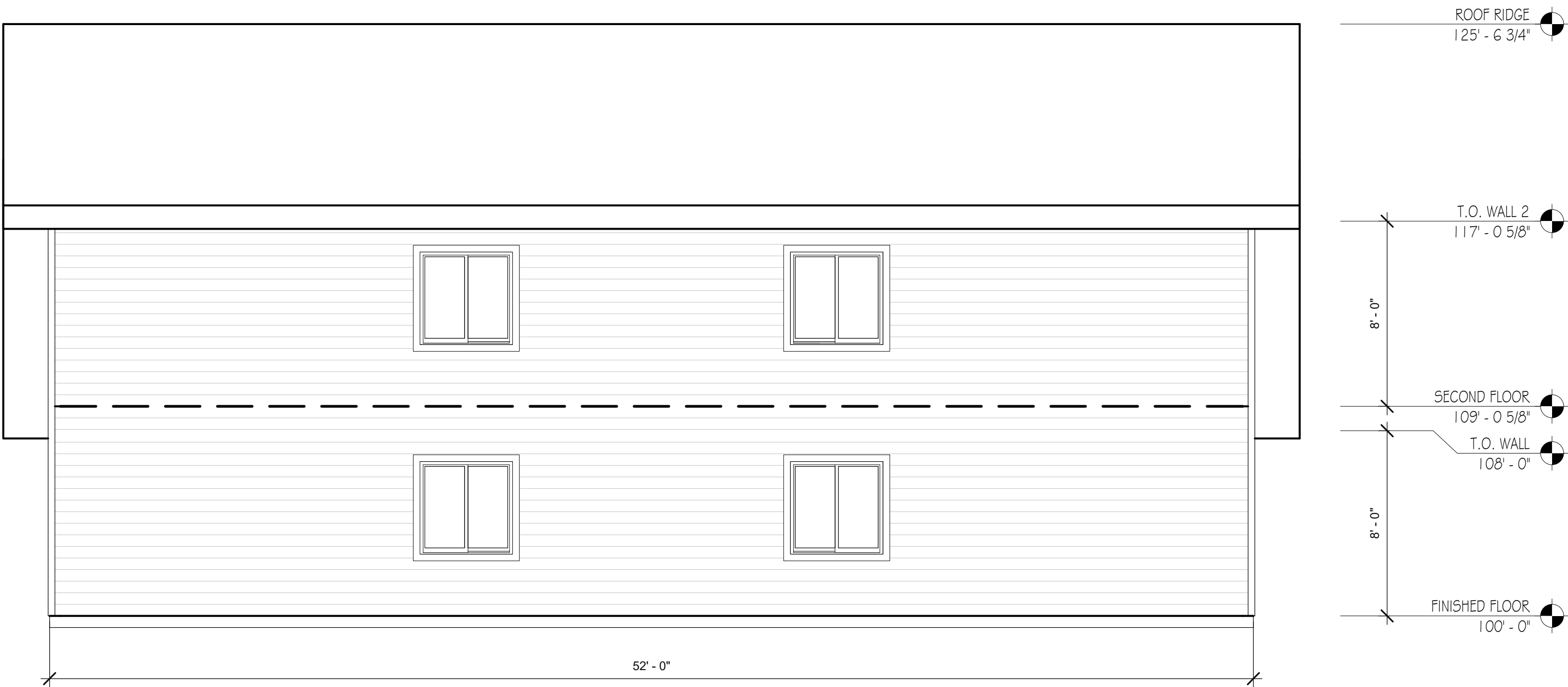
A4b

Revisions:

Date: JUN. 14, 2021



1 WEST ELEVATION
A4b SCALE: 1/4" = 1'-0"



2 EAST ELEVATION
A4b SCALE: 1/4" = 1'-0"



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

PHONE (406) 892-4391

FAX (406) 892-4413

Item No.5.

Planning Department

August 23, 2021

Re: Public hearing notice for a Condition Use Permit Request for a Six-Plex Apartment Building.

Dear Adjacent Property Owner:

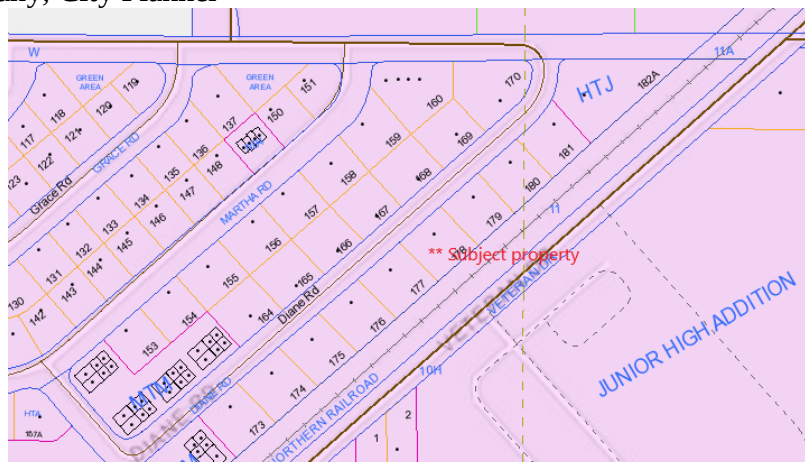
Our records indicate that you are the owner of property within 150-feet of the proposed project.

As the Planning Staff for the Columbia Falls Planning Jurisdiction, I am writing to provide you with a notice of a public hearing for Adam Gardner who is requesting a conditional use permit to construct a six-plex apartment building at 10 Diane Road in Columbia Falls. The property is zoned CRA-1 (Residential Apartment) and the zoning requires a CUP to review parking, street improvements, parkland dedication and the like. The property is described as Lot 178 of Hilltop Homes, Section 18, T30N, R20W, 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 September 9, 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 passed out at the hearing. You are also invited to present verbal or written testimony during the public hearing on September 14, 2021.

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, September 14, 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 September 20, 2021 starting at 7:00 p.m. in the same location.

1. Conditional Use Permit Request for a Temporary Office/Caretaker Unit:

Cedar Creek Industrial Park, LLC, is requesting a Conditional Use Permit place a pre-fabricated Office/Caretakers unit within the existing industrial park. The property is located in the industrial park at 555 4th Avenue EN in Columbia Falls. The property is zoned CI-2 (Heavy Industrial) in the Columbia Falls Zoning Jurisdiction and the zoning regulations require a conditional use permit for caretaker's facilities. The property is described as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, Township 30 North, Range 20 West, P.M.M., Flathead County.

2. Condition Use Permit Request for a Six-Plex Apartment Building:

Adam Gardner requesting a conditional use permit to construct a six-plex apartment building at 10 Diane Road in Columbia Falls. The property is zoned CRA-1 (Residential Apartment) and the zoning requires a CUP to review parking, street improvements, parkland dedication and the like. A CUP was approved on this site in 2019 but expired before the apartments were developed. The property is described as Lot 178 of Hilltop Homes, Section 18, T30N, R20W, P.M.M., Flathead County

Persons are allowed to attend the hearing(s) in person and present comment. Persons are also allowed 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 applications, please call or email Eric Mulcahy, Columbia Falls City Planner at 755-6481 or eric@sandssurveying.com.

CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARINGS

The Columbia Falls City-County Planning Board will hold public hearings for the following items at their regular meeting on Tuesday, September 14, 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 subsequent hearings on September 20, 2021 starting at 7:00 p.m. in the same location.

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

August 29, 2021
MNAXLP

Item No.5.

STATE OF MONTANA

FLATHEAD COUNTY

AFFIDAVIT OF PUBLICATION

MARY BOOTH BEING DULY
SWORN, DEPOSES AND SAYS: THAT SHE IS THE LEGAL
CLERK OF THE **DAILY INTER LAKE** A DAILY
NEWSPAPER OF GENERAL CIRCULATION, PRINTED AND
PUBLISHED IN THE CITY OF KALISPELL, IN THE
COUNTY OF FLATHEAD, STATE OF MONTANA, AND
THAT **NO. 28010**

LEGAL ADVERTISEMENT WAS PRINTED AND
PUBLISHED IN THE REGULAR AND ENTIRE ISSUE OF
SAID PAPER, AND IN EACH AND EVERY COPY THEREOF
ON THE DATES OF AUGUST 29, 2021

AND THE RATE CHARGED FOR THE ABOVE
PRINTING DOES NOT EXCEED THE MINIMUM
GOING RATE CHARGED TO ANY OTHER
ADVERTISER FOR THE SAME PUBLICATION,
SET IN THE SAME SIZE TYPE AND PUBLISHED
FOR THE SAME NUMBER OF INSERTIONS.

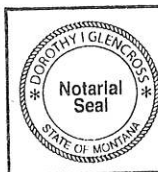
Mary Booth

Subscribed and sworn to
Before me this, August 29, 2021

Dorothy I. Glencross

Dorothy I. Glencross

Notary Public for the State of Montana
Residing in Kalispell
My commission expires 9/12/2021



DOROTHY I. GLENCROSS
Notary Public for the
State of Montana
Residing at KALISPELL, MT
My Commission Expires
September 12, 2021

RESOLUTION NO. 1861

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, ADOPTING THE BUDGET FOR THE CITY FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2021 AND ENDING JUNE 30, 2022, APPROVING APPROPRIATIONS FOR EACH FUND OF THE CITY OF COLUMBIA FALLS

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

Section One: That the final budget of the City of Columbia Falls, Montana, for the fiscal year commencing July 1, 2021, and ending June 30, 2022, for meeting the regular expenses of the City of Columbia Falls, and the amounts appropriated from various funds of the City of Columbia Falls for said budget expenditure items, is hereby adopted.

Section Two: A copy of the final budget adopted, enumerating all revenue estimates, appropriations, expenditures and levies is attached in summary form, Final Tax Levy Schedule marked Exhibit "A" and Non-Levied Funds Final Summary Schedule marked Exhibit "B."

Section Three: A copy of the complete final budget document is on file in the office of the City Clerk, posted on the City Website as well as the Montana Department of Administration Local Government Services Bureau website.

Section Four: The City Manager is authorized to transfer appropriations between line items within the same fund except those items designated in the Final Budget as "Personal Services" or "Capital Outlay."

Section Five: This Resolution shall be effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, THIS 20th DAY OF SEPTEMBER, 2021. THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA, THIS 20th DAY OF SEPTEMBER, 2021.

Mayor

ATTEST:

City Clerk

Resolution 1861 - Exhibit A

FY 2021 - 2022

FINAL TAX LEVY SCHEDULE

Assessed Valuation: \$ 646,686,422
 Tax Valuation: \$ 8,891,315
 1 Mill Yields (10): \$ **8,891.315**

(4)-(2) Carry-over	[1]	[2]	[3]=[1]+[2]	[4] Resources Available (Cash Plus receivables less current liabilities)	[5] Non-Tax Revenues	[6]=[4]+[5] Total Non-Tax Resources	[7]=[3]-[6] Property Tax Revenues	[8]=[6]+[7] Total Resources	[9]=[7]-[10] Mill Levy
Fund No.	Appropriation	Resources Reserve	Total Requirements						
463,481	1000 General	3,518,157	712,625	1,176,106	1,698,625	2,874,731	1,356,051	4,230,782	152.514
0									
0	7120 Fire Relief Pension	69,134	0	0	21,653	21,653	47,481	69,134	5.340
SUBTOTAL									157.854
									See Mill Levy Limitations Schedule
									1,403,532

VOTED & SPECIAL LEVIES										
Permissive 2372	Permissive Medical Levy	237,663	10,000	247,663	20,090	2,455	22,545	225,118	247,663	25.319
Voted 3020	Street construction Bond	81,941	43,000	124,941	48,497	210	48,707	76,234	124,941	8.574
SUBTOTAL -----										33.893
										\$ 301,352 Special Mill Levies
TOTAL -----										191.747
Last Year		\$ 3,906,895	\$ 765,625	\$ 4,672,520	\$ 1,244,694	\$ 1,722,943	\$ 2,967,637	\$ 1,704,884	\$ 4,672,521	191.747
		\$ 3,951,533	\$ 755,948	\$ 4,707,481	\$ 1,200,132	\$ 1,797,717	\$ 2,997,849	1,709,631	\$ 4,707,480	222.176
								TOTAL TAX		TOTAL MILLS

Resolution # 1861 - Exhibit B NON-LEVIED FUNDS - FINAL SUMMARY SCHEDULE							Fiscal Year: 2021-22	
Fund No.	Fund Name	[1] Appropriation	[2] Resources Reserve	[3]=[1]+[2] Total Requirements	[4] Resources Available (Less Current Liabilities)	[5] Non-Tax Revenues	[6]=[4]+[5] Total Resources	
532,100	2310 Tax Increment District	535,000	586,063	1,121,063	1,118,163	2,900	1,121,063	
0	2311 TEDD - Industrial Park	0.00	5,642	5,642	5,642	0	5,642	
30	2394 Building Code Enforcement Program	211,480	193,277	404,757	193,307	211,450	404,757	
21,201	2400 Special Lighting Districts	51,420	9,674	61,094	30,875	30,219	61,094	
104,047	2500 Street Maintenance District	476,679	101,034	577,713	205,081	372,632	577,713	
110,054	2700 Cedar Creek Trust	180,000	995,260	1,175,260	1,105,314	69,946	1,175,260	
145,717	2821 Special Road/Street Allocation Program	145,717	0	145,717	145,717	0	145,717	
10,916	2820 Gas Tax	111,057	0	111,057	10,916	100,141	111,057	
0	2917 Crime Victims Program	6,000	0	6,000	-	6,000	6,000	
135,762	2991 ARPA COVID-19 Recovery Funds	1,503,219	0	1,503,219	750,481	752,738	1,503,219	
0	2940 CDBG-Home Program Grant	135,762	0	135,762	135,762	0	135,762	
0	3534 SID 34	6,310	301	6,611	301	6,310	6,611	
0	3536 SID 36	3,344	1,321	4,665	1,321	3,344	4,665	
-223	3538 SID 38	28,094	16,791	44,885	16,568	28,317	44,885	
148,600	4000 C.I.P. General Improvements	149,200	84,925	234,125	233,525	600	234,125	
236,800	4010 C.I.P. Park Improvements/Equipment	289,000	273,494	562,494	510,294	52,200	562,494	
-25,535	4020 C.I.P. General Machinery & Equipment	53,000	288,598	341,598	263,063	78,535	341,598	
562,368	4040 C.I.P. Street Construction	835,709	0	835,709	562,368	273,341	835,709	
148,778	5210 Water Operating Fund (1)	933,673	966,353	1,900,026	1,115,131	784,895	1,900,026	
-99,000	5211 Water Capital Expansion Fund	0	346,179	346,179	247,179	99,000	346,179	
-69,632	5310 Sewer Operating Fund (2)	6,525,976	1,568,305	8,094,281	1,498,673	6,595,608	8,094,281	
1,049,095	5311 Sewer Capital Expansion Fund	1,139,595	735	1,140,330	1,049,830	90,500	1,140,330	
	TOTAL	\$ 13,320,235	\$ 5,437,952	\$ 18,758,187	\$ 9,199,511	\$ 9,558,676	\$ 18,758,187	

5210 Water Fund*								
Water Fund Operating	\$ 209,472							
Water Capital Projects (New)	\$ 261,733							
			5310 Sewer Fund**					
			Sewer Fund Operating			\$ 246,994		
			Sewer Capital Projects (New)			\$ 313,893		
			Sewer -Restricted Project (EDU increase)			\$ 481,735		
			Sewer Bond Debt Reserve			\$ 72,111		
			Sewer Depreciation Reserve			\$ 383,940		
5211	Water Expansion Projects (New)	\$ 247,179						
		\$ 1,362,310						
	(1) Does not include Depreciation Expense - \$183,000							
	(2) Does not include Depreciation Expense - \$526,000							
			5311 Sewer Expansion Projects (New)			\$ 1,049,830	5311	
						\$ 2,548,502		

Total - Levied/Non-Levied Schedule
Total with Depreciation Expense

\$ 17,227,130
\$ 17,936,130

RESOLUTION NO. 1862

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT FOR A CARETAKER'S UNIT AND OFFICE TO BE LOCATED AT 555 4TH AVENUE EN, MORE PARTICULARLY DESCRIBED AS PARCEL 3A OF COS 21302 (ASSESSOR'S TRACT 1C), IN SECTION 9, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY

WHEREAS, an Application been filed with the City by Cedar Creek Industrial Park, LLC to allow for a caretaker's unit and office to be located at 555 4th Ave EN, more particularly described as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, Township 30 North, Range 20 West, P.M.M., Flathead County;

WHEREAS, the property is currently zoned CI-2 Heavy Industrial which allows, with conditional use pursuant to Chapter 18.446 in the Columbia Falls Municipal Code, the proposed caretaker's unit and office;

WHEREAS, said requested conditional use permit was considered by the Columbia Falls City-County Planning Board at its regular meeting on September 14, 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, September 20, 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 18.446 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 Cedar Creek Industrial Park, LLC to allow for a caretaker's unit and office to be located at 555 4th Ave EN, more particularly known as Parcel 3A of COS 21302 (Assessor's Tract 1C), in Section 9, Township 30 North, Range 20 West, P.M.M., Flathead County, is hereby approved.

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 20TH DAY OF SEPTEMBER 2021, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

CITY CLERK

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS 20TH DAY OF SEPTEMBER, 2021.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT "A"

- 1. The applicant shall develop the project as proposed, except as modified by these Conditions.
- 2. Manufactured homes shall be property anchored and skirted as required in the manufacturer’s specifications.
- 3. The caretakers unit shall not be sold off separately or severed from the commercial or industrial use of the property.
- 4. The applicant shall secure approval for water service from the City of Columbia Falls Public Works Department.
- 5. The applicant shall secure approval from the Flathead City County Health Department for the septic system.
- 6. The Conditional Use Permit shall terminate 18 months from the date of issuance if commencement of the authorized activity has not begun.

RESOLUTION NO. 1863

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT BY ADAM GARDNER TO ALLOW FOR ONE SIX-PLEX CONDOMINIUM TO BE PLACED ON LOT 178, HILLTOP HOMES SUBDIVISION, SECTION 18, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY.

WHEREAS, an Application been filed with the City by Adam Gardner to allow for one six-plex condominium to be placed on Lot 178, Hilltop Homes Subdivision, more commonly known as 10 Diane Road, Columbia Falls, Montana;

WHEREAS, the property is currently zoned CRA-1 Residential Apartment which allows, with conditional use pursuant to 18.332.030 in the Columbia Falls Municipal Code, the proposed six-plex condominium unit;

WHEREAS, said requested conditional use permit was considered by the Columbia Falls City-County Planning Board at its regular meeting on September 14, 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, September 20, 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 18.332.030 of the Columbia Falls Municipal Code are accurately evaluated as set forth in Conditional Use Report #CCU-21-04 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 Adam Gardner to allow for one six-plex condominium to be placed on Lot 178, Hilltop Homes Subdivision, more commonly known as 10 Diane Road, in Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County, is hereby approved.

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 20TH DAY OF SEPTEMBER, 2021, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

CITY CLERK

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS 20TH DAY OF SEPTEMBER, 2021.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT "A"

1. The applicant shall develop the project as proposed, except as modified by these Conditions.
2. The applicant shall construct the sidewalks and install the street trees along the Diane Road frontage to City Standards. The City of Columbia Falls has cash-in-lieu funds set aside for this section of sidewalk and street trees. The City will reimburse the applicant for the cost of construction of sidewalk and street trees up to the amount held in reserve. Any cost over the cash-in-lieu reserves shall be covered by the applicant.
3. Street trees shall be planted at a minimum distance of 30 feet on center along the entire perimeter of the project abutting Diane Road. The trees shall be a minimum of 1 ½" dbh and shall be located in the boulevard between the street and the detached sidewalk.
4. The applicant shall pave all parking areas and driveways. The applicant shall provide nine spaces of 9' by 20'; two spaces of 8' by 20'; and one handicapped parking stall. The parking lot shall have five feet of landscaping on the south and east side of the parking lot and three feet on the west side of the parking lot.
5. The applicant shall provide an engineered drainage plan to address on site storm water disposal. In addition, the applicant shall designate a snow storage area on site to accommodate parking lot snow disposal. This plan will need to be accepted/approved by the Columbia Falls Public Works Department prior to issuance of a building permit.
6. The applicant shall provide six individual rollout trash receptacles for the six units and contract with a licensed refuse hauler for the collection. The receptacles shall be stored in the parking lot area at the rear of the building except during days of pick-up.
7. All sewer and water hookups shall be built according to plans and specifications approved by the City of Columbia Falls Public Works Department and meeting the City Standards for Public Works Improvements and the Montana Public Works Standard Specifications.
8. All conditions provided above and all improvements necessary for the operation of an apartment complex must be in place prior to the occupancy of the complex. Any elements such as landscaping not finished prior to the issuance of an occupancy permit, may be bonded for with signed improvements agreement approved by the City Manager for an amount not less than 125% of the cost of the remaining improvement.
9. Signage shall comply with Section 18.438.080 of the Columbia Falls Zoning Regulations.
10. A \$1,000 payment per lot will be made to the City of Columbia Falls prior to the issuance of a Certificate of Occupancy for improvements specifically to John Horine Park.
11. The Applicant shall provide a Landscape Plan to the City Manager for approval prior to installation.
12. The Conditional Use Permit shall terminate 18 months from the date of issuance if commencement of the authorized activity has not begun.

Columbia Falls Police Department
Monthly Activity Report
August 2021

Police	August					5 Year Average
	2021	2020	2019	2018	2017	
Arrests (Total)	24	32	42	36	41	35
Adult	19	27	39	34	41	32
Juvenile	5	5	3	2	0	3
Accidents Investigated	8	25	18	12	8	14
Stolen Property (Value)	51500	4458	4405	2625	44	12606
Stolen Property (Recovered)	20009	0	1000	2000	2910	5184
Criminal Mischief (Incidents)	7	6	1	6	3	5
Damage Amount	3690	1662	30	1740	390	1502
Misdemeanor Citations Issued	253	188	133	188	179	188
Traffic Offenses	244	171	125	177	164	176
Cell phone Viol.	9	6	9	1	1	5
DUI Offenses	3	6	6	3	5	5
Drug Offenses	1	6	2	3	5	3
Traffic Stops	394	221	242	333	204	279
Court Fines and Forfeitures	40301	18976	20950	18096	24646	24594
Miles Patrolled	8320	5487	6783	6665	6207	6692
911 Phone Calls	178	149	172	93	91	137
Incident Reports	1213	919	917	1058	961	1014
Domestic Abuse/Assault	29	40	30	23	21	29
Felony Investigations	11	12	9	14	6	10
Business Checks	74	65	40	59	40	56
Welfare Checks	14	18	19	10	8	14
Citizen Assist	68	40	71	71	167	83
Agency Assist	49	42	48	49	65	51

**CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
Sept. 20, 2021**

09/16/21 Letter from MDOT- 2021-2025 Final Statewide Transportation Improvement Program

09/17/21 Letter from MDOT-Transportation Alternatives (TA) Capital Improvement-Project Selection-4th Ave W. & Railroad Street Pedestrian Improvements.

09/13/21 Email from Sheryl Campbell-Kreck Riverside Park