



**Planning Advisory Board/Zoning Commission  
November 14, 2023 Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
3:00 PM**

In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), the City of Great Falls and Planning Advisory Board/Zoning Commission are making every effort to meet the requirements of open meeting laws:

- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.
- Public participation is welcome in the following ways:
- Attend in person. Please refrain from attending in person if you are not feeling well.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, November 14, 2023 to: [jnygard@greatfallsmt.net](mailto:jnygard@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the Planning Advisory Board/Zoning Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

**OPENING MEETING**

1. Call to Order - 3:00 P.M.
2. Roll Call - Board Introductions  
**Dave Bertelsen - Chair**  
**Tory Mills - Vice Chair**  
**Julie Essex**  
**Lindsey Gray**  
**Pat Green**  
**Samantha Kaupish**  
**Jake Schneiderhan**
3. Staff Recognition
4. Approval of Meeting Minutes - August 22, 2023

**BOARD ACTIONS REQUIRING PUBLIC HEARING**

5. Conditional Use Permit for a "Type II Community Residential Facility" land use for the property addressed as 2201 11<sup>th</sup> St SW and legally described as Lot 7 of Block 5 of the Montana Addition.

**BOARD ACTIONS NOT REQUIRING PUBLIC HEARING**

6. Reappointment of Board Members - Grey and Mills

7. New Applicants for Planning Advisory Board/Zoning Commission Board - Mayberry and Pramanik

## **COMMUNICATIONS**

8. Growth Policy Update

## **PUBLIC COMMENT**

*Public Comment on any matter and that is within the jurisdiction of the Planning Advisory Board/Zoning Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and address for the record.*

## **ADJOURNMENT**

*(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.)*

*Assistive listening devices are available for the hard of hearing, please arrive a few minutes early for set up, or contact the City Clerk's Office in advance at 455-8451. Wi-Fi is available during the meetings for viewing of the online meeting documents.*

*Planning Advisory Board/Zoning Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. Meetings are re-aired on cable channel 190 the following Thursday at 7 p.m.*

**MINUTES OF THE MEETING  
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION  
August 22, 2023**

**CALL TO ORDER**

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

**ROLL CALL & ATTENDANCE**

**UPDATES CONCERNING PROCESS OF MEETINGS**

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**Planning Board Members present:**

Dave Bertelsen, Chair  
Tory Mills, Vice Chair  
Lindsey Gray  
Samantha Kaupish

**Planning Board Members absent:**

Julie Essex

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Pat Green

Jake Schneiderhan

**Planning Staff Members present:**

Brock Cherry, Director, Planning and Community Development

Tom Micuda, Deputy Director, Planning and Community Development

Rachel Campbell, Permit Technician

Sara Doermann, Planner I

Andrew Finch, Sr. Transportation Planner

Lonnie Hill, Planner III

Jamie Nygard, Sr. Administrative Assistant

**Other Staff present:**

David Dennis, City Attorney at 3:04 P.M.

Mr. Micuda affirmed a quorum of the Board was present.

**MINUTES**

Chair Bertelsen asked if there were any comments or corrections to the minutes of the meeting held on July 11, 2023. Seeing none, the minutes were approved.

**COMMISSION ACTIONS NOT REQUIRING A PUBLIC HEARING**

**FEDERAL FISCAL YEAR (FFY) 2024 UNIFIED PLANNING WORK PROGRAM (UPWP)**

Mr. Finch, Senior Transportation Planner, presented to the Board. He gave some background on the UPWP and stated that the Planning Advisory Board is designated as the Metropolitan Planning Organization Board that approves essential documents brought forth throughout the year. He stated that other bodies are involved in the process as well, such as the Technical Advisory Committee (TAC) and the Policy Coordinating Committee (PCC). TAC recommends recommendations to PCC, the ultimate decision maker on Transportation Planning. He stated



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that the UPWP process is staffed and coordinated by the Planning and Community Development Department, for which it receives Federal Transportation funding (PLFunds)

Mr. Finch highlighted some of the major projects:

- Long Range Transportation Plan (LRTP)
- Transportation Improvement Program (TIP)
- Pavement Condition Survey

Mr. Finch stated the UPWP covers the Federal Fiscal Year (October 1 – September 30). The UPWP is a planning tool showing work products, funding outlays, and sources for major work categories. UPWP is based on Planning and Community Development's Planning Division staffing, budget, and work. Mr. Finch stated it also includes Transit District work, which received Federal Transit Planning funds as a pass-through from Planning and Community Development.

### **BOARD DISCUSSION AND ACTION**

**MOTION:** That the Planning Advisory Board approve the Federal Fiscal Year 2024 Unified Planning Work Program, inclusive of any minor changes necessary to respond to State and Federal agency comments.

**Made by:** Mr. Mills

**Second by:** Ms. Kaupish

**VOTE:** 4-0

### **COMMISSION ACTIONS REQUIRING A PUBLIC HEARING**

**ZONING MAP AMENDMENT TO CHANGETHE ZONING FOR THE PROPERTY  
ADDRESSED AS 2505 8<sup>TH</sup> AVENUE NORTH AND LEGALLY DESCRIBED AS LOTS  
13-14, BLOCK 98 OF THE ELEVENTH ADDITION TO THE CITY OF GREAT FALLS,  
SECTION 6, TOWNSHIP 20 NORTH, RANGE 4 EAST, P.M.M., CASCADE COUNTY,  
MONTANA, FROM R-3 SINGLE-FAMILY HIGH DESNISTY TO C-1 NEIGHBORHOOD  
COMMERCIAL**

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Ms. Doermann, Planner I, presented to the Board and gave some background on the subject property. She stated that the request from the applicant, Robert Tacke, is for two vacant lots at the North East corner of 8<sup>th</sup> Avenue North and 25<sup>th</sup> Street North and is 0.69 acres. The applicant is proposing the construction of a 12-plex apartment building. The property requires a Zoning Map Amendment from R-3 Single-family High Density to C-1 Neighborhood Commercial for the proposed use of a multi-family residential (12-plex apartment) structure.

Ms. Doermann presented a Zoning Map, a map of the Major Street Network, a map of the surrounding multi-family units, Preliminary Site Plan, Renderings, and Site Photos.

Ms. Doermann presented the traffic table and stated that the proposed 12-plex would generate an estimated 81 vehicle trips per day and 7 vehicle trips at peak-hour. She stated that the daily growth is estimated at 6.74 trips per residential unit and that peak hour growth is estimated at .51 trips per unit.

Ms. Doermann presented the proposed improvements and stated that the construction of a 12-plex apartment building will require 18 off-street parking spaces, and the building permit will require review from City departments and be required to comply with City codes. The proposed development must connect to City water and sewer mains and comply with Title 17 requirements.

Ms. Doermann presented a chart comparing dimensional standards between R-3 and C-1 zoning.

Ms. Doermann presented a few of the Findings of Fact – Zoning Map Amendment.

1. The Zoning Map Amendment is consistent with the City's Growth Policy.
  - Soc1.4.0 – Encourage a diverse, safe, and affordable housing supply in Great Falls.
  - Env2.3.0 – Enhance the urban built environment by promoting infill and redevelopment in the City.
  - Phy4.1.0 – Encourage a balanced mix of land uses throughout the City.
2. The Zoning Map Amendment will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor substantially diminish and impair property values within the area.
  - The property adjoins two higher classified streets.
  - Utilities are already in place.
  - The property adjoins C-1 zoning district.
  - Higher Intensity land uses are to the North, South, and West.

Ms. Doermann stated that Neighborhood Council #8 met on August 17, 2023, and voted unanimously to recommend approval of the request to the Zoning Commission. She also stated that three public comments were received before the meeting, which were given to the Board Members and posted to the City website.

Ms. Doermann presented the Conditions of Approval:

1. General Code Compliance:

- The proposed project shall be developed consistent with the conditions in the report and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.

2. Land Use and Zoning:

- The proposed plans shall conform to the C-1 Neighborhood Commercial zoning district development standards contained within the Official Code of the City of Great Falls.

3. Engineering Review:

- The final engineering drawings and specifications for improvements to the subject property shall be submitted to the City Public Works Department for review and approval.

## **APPLICANTS PRESENTATION**

Tyson Kraft, Nelson Architects, stated that the owner of the lot owns an automotive machine shop to the north and stated that the subject property has been vacant for over 35 years. The owner wants to beautify the corner and add some more housing for the City.

Mr. Mills asked why there would not be direct access into the alley. Mr. Kraft responded that per City Code, there would need to be 6 feet of landscaping, so they chose to go off of 25<sup>th</sup> Street North, otherwise there would have only been 16 parking spaces, instead of the required 18 spaces. He stated that they are proposing what City Staff recommended.

Ms. Kaupish stated that in several of the public comments that were submitted, prior to the meeting, there were concerns of the water pressure and she wanted to know if that could be addressed. Mr. Kraft stated that he could not address the water pressure and that the Civil Engineer from his firm would be the person to answer the question. He stated that the City Engineer recommended tying off on the 12 inch line on 25<sup>th</sup> Street North. Ms. Doermann stated that she reached out to Mark Juras, Senior Civil Engineer with the City, and he assured her that any effects of the water pressure would be nominal for the surrounding neighborhood. She said that he also stated that the neighborhood has not been identified as a low pressure area.

## **PUBLIC QUESTIONS**

None.

### **OPPONENTS**

Lajena Taylor, 8<sup>th</sup> Avenue North, stated that she lives across the street from the proposed project and that traffic in the area is out of control. She stated that she cannot park in front of her house and that she has a severely disabled child, and it is unsafe for her to use the front of her house. If there is a funeral at O'Conner's, then there are four blocks of cars everywhere, and it is impossible to park anywhere. A 4-plex might be okay, but a 12-plex is a lot of cars and a lot of traffic. She stated that the water pressure does affect her sprinklers and she cannot leave her daughter unattended to go and move the sprinklers all the time. She is concerned about safety as there are several accidents at the three-way stop sign and people are speeding and running the stop signs all the time.

### **PROPONENTS**

Jake Clark, Great Falls Development Alliance, stated that they feel that the proposed development will be the highest and best use of the property, with the utilities are already in place, to help address the housing concerns in Great Falls. They would love to see more of this type of development in underused lots in the City. He thanked City Staff and the development group for their work on the proposed project.

### **BOARD QUESTIONS**

Mr. Mills asked if there was a City Ordinance that stated that if you own a home, you have direct access to parking in front of your home, or is it all public parking? Mr. Micuda responded that all on-street parking is public. There are handicap parking spots that can be designated in front of homes, but anyone with a handicap sticker can park in those as well.

### **BOARD DISCUSSION AND ACTION**

Mr. Bertelsen stated that Great Falls needs more housing and that the City has done their due diligence with the parking requirements. He stated that it is a great use for the lot and the City could benefit greatly from the project.

**MOTION:** The Zoning Commission recommends the City Commission approve the zoning map amendment for the subject property as legally described in the Staff Report to rezone the property from R-3 Single-family High Density to C-1 Neighborhood Commercial, based on the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicant.

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Made by: Mr. Mills

Second by: Ms. Kaupish

VOTE: 4-0

### **COMMUNICATIONS**

Mr. Micuda stated there was an inquiry from the public as to why board members are looking at communication devices during meetings. He stated that work is being done electronically and Agenda Packets are being sent to the Board members electronically instead of by paper.

The new Planning and Community Development Director Brock Cherry addressed the Board and thanked them for serving. He stated that some exciting things are coming up, including the Growth Policy.

### **PUBLIC COMMENTS**

None.

### **ADJOURNMENT**

There being no further business, Chair Bertelsen adjourned the meeting at 3:36 p.m.

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DAVE BERTELSEN, CHAIRMAN

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BROCK CHERRY, SECRETARY



Meeting Date: November 14, 2023

**CITY OF GREAT FALLS**  
**PLANNING ADVISORY BOARD / ZONING COMMISSION AGENDA REPORT**

**Item:** Conditional Use Permit for a “Type II Community Residential Facility” land use for the property addressed as 2201 11<sup>th</sup> St SW and legally described as Lot 7 of Block 5 of the Montana Addition.

**Initiated By:** Annaliza Koczur, Park View Assisted Living

**Presented By:** Sara Doermann, Associate City Planner, Planning and Community Development

**Action Requested:** Recommendation to the City Commission

**Public Hearing:**

1. Chairman of the Commission conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
2. Chairman of the Commission closes public hearing and asks the will of the Commission.

**Suggested Motion:**

1. Commission Member moves:

“I move that the Zoning Commission recommend the City Commission (approve/deny) the Conditional Use Permit as legally described in the Staff Report, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicant.”

2. Chairman calls for a second, Commission discussion, and calls for the vote.

**Background:**

The applicant, Annaliza Koczur with Park View Assisted Living, submitted an application to request a Conditional Use Permit (CUP) to allow for an increase in the number of residents to an established assisted living facility. The subject property is located at the southeast corner of 22<sup>nd</sup> Ave SW and 11<sup>th</sup> St SW, and west of Meadow Lark Elementary School. The subject property is located within the R-2 Single-family Medium Density zoning district on an approximately 12,850 square foot lot.

The proposed addition of three (3) residents to increase the total number of residences to seventeen (17) requires the applicant to request a CUP for the land use of a Type II Community Residential Facility upon the subject property. As defined within OCCGF 17.8.120, a Type I Community Residential Facility means a community residential facility with eight (8) or fewer individuals, whereas a Type II Community Residential Facility means a community residential facility with nine (9) or more individuals. Type I Community Residential Facilities only require staff level approval, while larger Type II Facilities require a Conditional Use Permit process.

The subject property has been recognized as an assisted living facility since 1999 with the establishment of Donnalee's Assisted Living Care. The assisted living facility was originally certified with a Safety Inspection Certificate (SIC) for eight (8) beds as a Type I Community Residential Facility. Later, in 2000, Donnalee's Assisted Living Care received state licensure for up to twelve (12) beds. In 2014 Donnalee's Assisted Living Care came under its current ownership, and the applicant of this request, Annaliza Koczur of Park View Assisted Living, received a Type I Community Residential Facility SIC to allow a twelve (12) bed facility.

Between 2014 and the present, Park View Assisted Living increased from twelve (12) beds to its current fourteen (14) beds. At the time of this report, Park View Assisted Living is up to date on their state licensure as a Category A facility with the ability to have up to nineteen (19) beds. Category A facilities provide services to residents that need limited assistance, are generally in good health, and are not a danger to themselves or others according to *Montana Residential Care/Assisted Living Compendium* which is provided as an attachment to this agenda report. The state has confirmed that no additional state licensing is required for the applicant's proposal to add three (3) new beds. However, a Conditional Use Permit is required to allow an intensification of the Type II Community Residential Facility.

### Impacts

Based on the information provided by the applicant, Staff finds that increasing the number of residents from fourteen (14) to seventeen (17) will not adversely impact the surrounding area. There are no specific parking requirements for community residential facilities within Title 17 of the OCCGF. The applicant has stated that none of the 17 senior residents drive. As a result, it is logical to determine parking impacts based on the number of employees per shift. Because there are only 1-2 employees on the same shift, the existing circle drive on the property can accommodate the vehicles needed to meet employee parking needs. As a result, staff has determined the request to increase the number of beds will not create additional adverse impacts from vehicular traffic or off-street parking to the surrounding neighborhood.

The basis for decision on conditional use permits is listed in OCCGF §17.16.36. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the criteria which are attached as *Basis of Decision - Conditional Use Permit*.

### Improvements

Representatives from the City's Building Division, Public Works Department, and Fire Department have participated in the review of the applicant's request. In addition to the CUP request, the interior remodel of the building on the property will require a building permit. Through the pre-application process, it was conveyed to the applicant that the addition of three (3) beds will require the installation of fire sprinklers in addition to all other requirements of applicable building and fire codes. The required building permit and its fire sprinkler installation requirement are listed as a condition of approval to this CUP request and must be reviewed and approved before any beds may be added to the facility.

### Proximity to Other Uses

The subject property is bounded on the north, west, and south by single-family residences. Directly east of the subject property is Meadow Lark Elementary School. A map showing the surround zoning districts is provided as an attachment to this agenda report. The map clearly shows the dominance of single family zoning in this area. However, the applicant's assisted living facility has co-existed near residential zoning and uses for over 20 years. Because the facility has a low number of employees and

residents don't drive, staff believes that a facility with three more residents will be consistent with past impacts of the existing assisted living facility.

### **Neighborhood Council Input:**

The applicant presented the request to Neighborhood Council #1 at its regularly scheduled meeting on October 10, 2023. The Council voted unanimously to support the proposed CUP.

### **Public Comment:**

Notice of the public hearing was published in the Great Falls Tribune on Sunday, October 29, 2023. Additionally, notices were sent to adjoining property owners within 150 feet of the subject property, and a sign was placed upon the premises per code requirements.

Staff has received phone inquiries from two (2) individuals, a letter from Great Falls Public Schools stating that their findings showed no negative impact from the request to the adjoining Meadow Lark Elementary School, and a mailed letter from a concerned neighbor at the time of writing this report. The letters are provided as an attachment to this agenda report. Questions from these individuals included requests for further information regarding: 1) the public notice process, 2) number of current residents in the facility, 3) parking requirements, and 4) state certification.

In response to these inquiries, staff printed multiple hard copies of the public notice for community members to pick up in addition to providing digital copies via email correspondence. Further, staff reached out to Montana's Department of Public Health and Human Services Department (DPHHS) to verify state licensure was up to date and allowed for the addition of three (3) more residents to the existing facility.

### **Concurrences:**

Representatives from the City's Public Works, Historic Preservation, Police, and Fire/Rescue Departments have reviewed the proposal and have no objections to the issuance of the CUP.

### **Fiscal Impact:**

Approval of this request is expected to result in the addition of three (3) beds in two (2) rooms to an existing assisted living establishment and would have no adverse financial impact upon the City of Great Falls.

### **Staff Recommendation:**

Staff recommends approval of the Conditional Use Permit, subject to the following conditions:

#### **Conditions of Approval:**

1. **General Code Compliance.** The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. **Land Use & Zoning.** The proposed plans shall conform to the R-2 Single-family Medium Density zoning district development standards contained within the Official Code of the City of Great Falls.
3. **Building Permit Review.** The final architectural drawings and specifications for improvements to the subject property shall be submitted to the Planning and Community Development Department for review and approval.



4. **Fire Sprinkler Installation.** As part of building permit submittal, the applicant must provide fire sprinkler plans that comply with all requirements. Installation of fire sprinklers consistent with those plans must take place before a Certificate of Completion is issued for the building permit.

**Alternatives:**

The Zoning Commission could recommend denial of the Conditional Use Permit, providing an alternate Basis of Decision to support the action.

**Attachments/Exhibits:**

- Basis of Decision – Conditional Use Permit
- Aerial Map
- Zoning Map
- Applicant Narrative
- Montana Residential Care/Assisted Living Compendium
- Public Comment

## CONDITIONAL USE PERMIT - BASIS OF DECISION

The applicant is requesting the approval of a Conditional Use Permit (CUP) for a Type II Community Residential Facility within an R-2, Single-family Medium Density zoning district for the property located at 2201 11<sup>th</sup> St SW.

**1. The zoning and conditional use is consistent with the City's Growth Policy and applicable neighborhood plans, if any.**

The proposed conditional use including the addition of three (3) residents to the existing community residential facility is consistent with the following policies in the City's Growth Policy:

- Soc1.4.0 Encourage a diverse, safe and affordable supply of housing in Great Falls.
- Soc1.4.5 Continue to support the development of accessible housing units for those with physical and mental challenges and special needs, including members of the community with disabilities, etc.
- Soc1.4.8 Ensure that the area's existing housing stock is maintained in safe and sanitary condition through zoning review, inspection and building code enforcement activities.
- Soc1.4.9 Continue to ensure that the City promotes equal opportunity housing and access to housing for all residents and is in compliance with Federal and State requirements aimed at preventing housing discrimination.
- Phy4.3.0 Optimize the efficiency and use of the City's Public facilities and utilities.

**2. The establishment, maintenance or operation of the zoning and conditional use will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare.**

The proposed use of a Type II Community Residential Facility will allow the applicant to increase the facility by three (3) individuals, which will have minimal impacts to the surrounding neighborhood. Because the residents don't drive and the number of residents can be managed by existing staff, there are no obvious impacts that are derived from the proposed expansion of activity. As such, the CUP will have no detrimental impact to, or endanger the health, safety, morals, comfort or general welfare of the community. In addition, the subject project has been reviewed by representatives from the City's Building Division, Public Works Department, Police Department, and Fire Rescue Department with no objections to the issuance of the CUP.

**3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.**

The residential uses in the neighborhood are generally single-family residences with the exception of Meadow Lark Elementary School, which is located east of the subject property. The increase of three (3) individuals to the facility will not impair the character of the neighborhood because the additional individuals do not drive and can be managed by the same numbers of staff. As a result, the conditional use would not adversely impact the use

and enjoyment, or property value of property in the immediate vicinity.

**4. The conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The proposed project will not impede the normal and orderly development and improvement of surrounding properties. Adjacent properties are already developed. In addition, the applicant is required to submit for a building permit to ensure the proposed request conforms to all applicable codes and regulations.

**5. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.**

Adequate services and infrastructure already exist. Sidewalks, water and sewer mains, and improved roads are adjacent to the subject property.

**6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

The project proposal would generate minimal additional traffic, and will have no discernible impact upon the area road network. The applicant has stated the increase in beds will not require any additional staffing. Therefore, no additional off street parking spaces are required as part of this proposal.

**7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Commission.**

The requested conditional use conforms to the applicable regulation of the Land Development Code. Further, any proposed improvements upon the subject property shall comply with all applicable City codes and regulations.

# Aerial Map

Agenda #5.





# Zoning Map

## Legend

CityStreets

City Limit

Parcels

LotLines

## Zoning

R-1 Single-family Suburban

R-2 Single-family Medium Density

R-3 Single-family High Density

R-5 Multi-family Medium Density

R-6 Multi-family High Density

R-9 Mixed Residential

R-10 Mobile Home Park

PUD Planned Unit Development

C-1 Neighborhood Commercial

C-2 General Commercial

C-3 Highway Commercial

C-4 Central Business Core

C-5 Central Business Periphery

M-1 Mixed-use District

M-2 Mixed-use Transitional

I-1 Light Industrial

I-2 Heavy Industrial

PLI Public Lands and Institutional

POS Parks and Open Space

AI Airport Industrial

U Unincorporated Enclave



0 55 110 220 Feet

N

17

CITY OF GREAT FALLS  
PLANNING & COMMUNITY DEVELOPMENT DEPT.  
P.O. BOX 5021, GREAT FALLS, MT, 59403 5021  
406.455.8430 • WWW.GREATFALLSMT.NET

CUP-000017-2023

10/4/2023

## LAND USE APPLICATION

Park View Assisted Living

Name of Project (If applicable):

2201 11th St. SW 6F, MT. SAMP

Project Address:

Annaliza Koczur

Applicant/Owner Name:

2806 16th Ave South 6F, MT. SAMP

Mailing Address:

- ☐ Annexation by Petition: \$500  
☐ Preliminary Plat, Major: \$1,500 + \$50/lot  
☐ Final Plat, Major: \$1,500 + \$25/lot  
☐ Minor Subdivision: \$1,250  
☐ Zoning Map Amendment: \$2,000  
☒ Conditional Use Permit: \$1,500  
☐ Planned Unit Development: \$2,000  
☐ Amended Plat, Non-administrative: \$1,000

Phone:

(406) 868-0744

Email:

parkviewaf@gmail.com

Representative Name:

Annaliza Koczur

Phone:

Email:

## LEGAL DESCRIPTION:

Lot/Block/Subdivision:

Section/Township/Range:

ZONING (ZONING MAP AMENDMENT ONLY):

LAND USE (CONDITIONAL USE ONLY):

Community Facility Type I

Community Facility Type II

Current:

Proposed:

Current:

Proposed:

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

Applicant/Owner's Signature:

Annaliza Koczur

Date:

10/4/23

Representative's Signature:

Date:



Mrs. Annaliza Koczur  
 Park View Assisted Living  
 2201 11<sup>th</sup> Street SW  
 Great Falls, MT 59404  
 September 26, 2023

To Whom It May Concern:

I respectfully request a conditional use permit for Park View Assisted Living, an assisted living facility that I own and operate within the City of Great Falls, to refurbish an unused garage into two bedrooms – one private and one semi-private.

According to Montana Department of Public Health and Human Services *Montana State Plan on Aging* signed August 27, 2021:

- Montana's population is rapidly becoming older, often referred to as the "aging tsunami". In fact, in 2017, the percentage of adults age 60 and older in Montana ranked 5<sup>th</sup> in the United States. According to the Montana Department of Commerce's Research & Information Services Bureau, the population over age 60 has increased by 26.3% between 2001 and 2017, from approximately 159,412 to 255,841 in 2017. The population over age 60 represents 25.4% of the total population in Montana. Our fastest growing age group is 85 and older, with a total of 22,384. According to the AARP Across the States 2018 publication, by 2030 there will be an increase of 57% and by 2050 an increase of 208% in this age group. In contrast, the working-age population is projected to decrease, potentially reducing the number of workers in relation to the aging population needing support. (<https://dphhs.mt.gov/assets/sltc/AgingReports/MontanaStatePlanonAging.pdf>)

I work very closely with the Montana Department of Public Health & Human Services as well as Medicaid Waiver and the Center for Mental Health to provide a safe, happy and healthy home for our elderly Montanans.

Park View Assisted Living is licensed as a Category A facility meaning that my residents are mostly ambulatory. At times I have residents who use a wheelchair to get around; they can transfer themselves as necessary to perform life functions. I do not take in violent residents and my resident's mental and physical health conditions are at an appropriate level to reside in an assisted living home without requiring the advanced services of a nursing home.

My residents are quiet, spending most of their time resting and relaxing within the home. I employ eight staff members. My staff and I take care of cooking, cleaning and providing necessary services to keep our residents clean, safe and healthy. I have worked diligently with local contractors to keep the facility running very well. I have provided beautiful remodels to the exterior, adding a new deck, new fencing and replacing an old retaining wall boarding the Meadowlark Elementary School

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grounds. The additions/renovations have been in line with and even above what might be expected of a home in the Fox Farm community and, driving through the community, one would never know that the home is an assisted living. Vehicle traffic is minimal and usually accommodated by the driveway where up to four vehicles can park at one time. Most days, there is only one or two vehicles parked in the driveway. Park View's residents may have visitors too and thus, one or two visitor's vehicles may be parked on the street.

The safety of residents and staff are paramount in my facility. All appliances are modern and in good working order. I have a modern fire alarm installed at the facility which is tested and maintained on a regular basis. All residents can safely evacuate the facility and staff are trained to help evacuate residents in an orderly fashion. I assign rooms based on the resident's ability to safely evacuate the facility. My facility is located 0.4 miles from Great Falls Fire Station 4 and medical services are also just moments away. In accordance with City of Great Falls codes, a fire sprinkler system is part of the renovation.

Considering the discussion above, I would like to remodel the attached garage to add room for three residents. This would take the form of both a private room and a semi-private room. I am working with a local contractor, SAMS Construction and Painting, to accomplish the project if the City of Great Falls will grant permission to continue with the project.

I have been taking care of the elderly for over 28 years and wish to provide a beautiful home setting for those elderly in need of a place to live. I love taking care of the elderly; it is part of my culture and is certainly my passion. I love my elderly Montana residents; they deserve the safe, happy, caring environment that Park View Assisted Living offers.

Thank you for your time and consideration in this matter. I deeply appreciate the City of Great Falls and love serving its community. I look forward to your approval of the conditional use permit allowing for the remodel and addition of three more residents. If you have any questions at all, please don't hesitate to contact me at (406) 868-0344.

Very Respectfully Yours,



Mrs. Annaliza Koczur, RN  
Owner/Administrator; Park View Assisted Living  
(406) 868-0344 (mobile)  
(406) 315-2811 (fax)  
ackoczur74@gmail.com



# MONTANA

## Licensure Terms

### Assisted Living Facilities

## General Approach

The Montana Department of Public Health and Human Services licenses assisted living facilities (ALFs) as a setting for frail, elderly, or disabled persons, which provides supportive health and service coordination to maintain the resident's independence, individuality, privacy, and dignity. Three categories of facilities provide different levels of care, based on the needs of residents, as follows:

- Category A residents can self-medicate, need assistance with no more than three activities of daily living (ADLs), and are generally in good health.
- Category B residents may be in need of nursing services and be consistently and totally dependent in four or more ADLs.
- Category C residents are those with cognitive impairments who are not capable of expressing needs or making basic care decisions.

All facilities are licensed as meeting the applicable requirements for a Category A facility and may additionally be endorsed to provide Category B or Category C services with the approval of the Department. The Montana Medicaid Big Sky 1915(c) Waiver program provides adult residential living services to elders and people with disabilities in ALFs.

*Adult Foster Care (AFC).* Adult foster homes are private homes licensed by the Department of Public Health and Human Services to offer light personal care, custodial care, and supervision to aged or disabled adults who require assistance in meeting their basic needs and who are not related to the operator by blood or marriage. An adult foster family care home does not provide skilled nursing care. *The licensing provisions for AFC are not included in this profile but a link to them can found at the end.*

*This profile includes summaries of selected regulatory provisions for all categories of ALFs, unless specifically noted as provisions for those endorsed as Category B or C. The complete regulations are online at the links provided at the end.*

## Definitions

***Assisted living facility*** means a congregate residential setting that provides or coordinates personal care, health-related services, scheduled and unscheduled 24-hour supervision and assistance, and activities.

## Resident Agreements

An ALF must enter into a written, dated, and signed resident agreement with each prospective resident prior to admission to the facility. The resident agreement lists all charges, refunds, services, and move-out criteria and also includes statements explaining: (1) the availability of skilled nursing or other professional services from a third-party provider to a resident in the facility; and (2) the resident's responsibilities, including but not limited to house rules, the facility grievance policy, facility smoking policy, and policies regarding pets.

## Disclosure Provisions

Each facility endorsed to provide Category C services must make available, in writing, to the prospective resident's guardian or family member, the following:

- The overall philosophy and mission of the facility regarding meeting the needs of residents with severe cognitive impairment, and the form of care or treatment.
- The process and criteria for move-in, transfer, and discharge.
- The process used for resident assessment.
- The process used to establish and implement a health care plan, including how the health care plan will be updated in response to changes in the resident's condition.
- Staff training and continuing education practices.
- The physical environment and design features appropriate to support the functioning of cognitively impaired residents.
- The frequency and type of resident activities.
- The level of involvement expected of families and the availability of support programs.
- Any additional costs of care or fees.

## Admission and Retention Policy

An ALF offers a suitable living arrangement for persons with a range of capabilities, disabilities, frailties, and strengths. Assisted living is not appropriate for individuals who are incapable of responding to their environment, expressing volition, interacting, or demonstrating any independent activity. The facility must determine whether a potential resident meets the facility's admission requirements and that the resident is appropriate to the facility's license endorsement.

Category A facilities may not serve residents who: (1) have Stage III or IV pressure sores; (2) require a gastronomy or jejunostomy tube; (3) require skilled nursing care or other skilled services on a continual basis (except administration of medications); (4) require physical or chemical restraint or confinement in locked quarters; (5) are a danger to self or others; (6) are dependent in four or more ADLs as a result of cognitive or physical impairment; or (7) are incapable of expressing needs or making basic care decisions. Category A residents may receive skilled medical services for no longer than 30 continuous days per occurrence, not to exceed 120 days in a 12-month period.

Facilities with a Category B endorsement may serve individuals who: (1) are consistently and totally dependent in four or more ADLs; (2) require skilled services for more than 30 days per episode and more than 120 days a year if the services are provided or arranged by the facility or the resident; (3) are not a danger to self or others; (4) do not require physical or chemical restraint or confinement in locked quarters; and (5) have a signed health care assessment by a licensed health care professional that is renewed quarterly.

Facilities with a Category C endorsement may serve residents who have severe cognitive impairments that render the individual incapable of expressing needs or of making basic care decisions but who do not require physical or chemical restraint or confinement in locked quarters. The individual may be at risk for leaving the facility without regard for personal safety but is not a danger to self or others.

A resident must have a practitioner's written order for admission and written orders for care to be admitted as a Category B or C resident.

## Services

All facilities must provide, or make provisions for, personal services such as laundry, housekeeping, and local transportation; assistance with ADLs; assistance using mobility and other assistive devices; recreational activities; assistance with self-administration of medications; 24-hour on-site supervision by staff; and assistance in arranging medical appointments.

A Category A facility may provide, make provisions for, or allow a resident to obtain third-party provider services for: (1) administration of medications consistent with applicable laws and regulations; and (2) skilled nursing care or other skilled services related to temporary, short-term acute illnesses, which may not exceed 30 consecutive days for one episode or more than a total of 120 days in 1 year.

A facility with a Category B endorsement may provide skilled nursing care or other skilled services to five or fewer residents, consistent with move-in and move-out criteria specified in law, in addition to serving other residents who do not require Category B level of service.

A facility with a Category C endorsement may provide care to meet the needs of individuals with severe cognitive impairment that renders them incapable of expressing needs or making basic care decisions. Category C facilities may also serve residents who are categorized as A and B.

### ***Service Planning***

Prior to admission to any ALF, an initial assessment must be conducted to determine the prospective resident's needs. Assessment topics include: cognitive patterns; sensory patterns; ADLs abilities; mood and behavior patterns (such as sadness or anxiety, wandering, and verbally/physically abusive and socially inappropriate/disruptive behavior); health problems; weight/nutritional status; skin problems; medication use; and use of restraints, safety, or assistive devices.

Category A facilities must develop an initial service plan based on the initial needs assessment, which must be reviewed or modified within 60 days of admission to ensure the service plan accurately reflects the resident's needs and preferences.

A facility with a Category B or Category C endorsement must also ensure that a resident health care assessment covering specific topics is conducted within 21 days of admission by a licensed health care professional to develop a resident health care plan, which must be reviewed and, if necessary, revised upon change of condition.

Additionally, Category C facilities must conduct a resident certification that includes detailed assessment, therapeutic management, and intervention techniques for the following behaviors and resident needs: memory, judgment, ability to care for oneself, ability to solve problems, mood and character changes, behavioral patterns, wandering, and dietary needs.

### ***Third-Party Providers***

A resident may purchase third-party services provided by an individual or entity, licensed if applicable, to provide health care services under arrangements made directly with the resident or resident's legal representative. Third-party services must not compromise the ALF operation or create a danger to others in the facility.

## Medication Provisions

All Category A facility residents must be capable of self-administering their medication, except as described above under Services, when residents are allowed to obtain third-party services for short-term needs consistent with applicable laws and regulations. Those residents in Category B facilities who are capable of and who wish to self-administer medications are encouraged to do so. Any direct care staff member who is capable of reading medication labels may provide necessary assistance to a resident in taking their medication. Assistance includes the following:

- Removing medication containers from secured storage.
- Providing verbal suggestions, prompting, reminding, gesturing or providing a written guide for self-administering medications.
- Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe or original marked, labeled container from the pharmacy or a medication organizer to the resident.
- Opening the container lid.
- Guiding the resident's hand to self-administer the medication.
- Assisting the resident in drinking fluid to swallow oral medications.
- Assisting with removal of a medication from a container for residents with a physical disability which prevents independence in the act.

Category B or Category C residents who are unable to self-administer their medications must have the medications administered by a licensed health care professional or by an individual delegated to do so under the Montana Nurse Practice Act, including: a licensed physician, physician's assistant, certified nurse practitioner, advanced practice registered nurse or a registered nurse (RN); a licensed practical nurse (LPN) working under supervision; an unlicensed individual who is either employed by the facility or is working under a third-party contract with a resident or resident's legal representative and has been delegated the task; and a person related to the resident by blood or marriage or who has full guardianship.

Resident medication organizers may be prepared by a family caregiver/guardian up to 4 weeks in advance and injectable medications, such as insulin, may be set up 7 days in advance.

## Food Service and Dietary Provisions

Foods must be served in amounts and a variety sufficient to meet the nutritional needs of each resident. Facilities must prepare modified diets when ordered by a resident's health care provider. If a facility accepts residents who require a physician-recommended therapeutic or special diet, it must consult with a dietician to ensure that meals are appropriately prepared.

At least three meals must be offered daily and at regular times, with not more than a 14-hour span between an evening meal and breakfast unless a nutritious snack is available in the evening, then up to 16 hours may lapse between a substantial evening meal and breakfast. Meals must offer an alternative food or drink to give residents a choice.

## Staffing Requirements

**Type of Staff.** ALFs must employ a qualified *administrator*<sup>1</sup> who is responsible for the daily operation of the facility at all times and must ensure 24-hour supervision of the residents. In the absence of the administrator, a staff member must be designated to oversee the operation of the facility. The administrator or designee must ensure there are sufficient, qualified staff so that the care, well-being, health, and safety needs of the residents are met at all times. If the facility offers cardiopulmonary resuscitation (CPR), at least one person per shift must hold a current CPR certificate.

Category B facilities must employ or contract with a *registered nurse* to provide or supervise nursing services, which include: (1) general health monitoring for each resident; (2) performing a nursing assessment on residents when and as required; (3) assistance with the development of the resident health care plan and, as appropriate, the development of the resident service plan; and (4) routine nursing tasks, including those that may be delegated to LPNs and unlicensed assistive personnel in accordance with the Montana Nurse Practice Act.

**Staff Ratios.** *No minimum ratio.* At least one staff member must be present 24 hours a day. Facilities must have a sufficient number of qualified staff on-duty 24 hours a day to meet the scheduled and unscheduled needs of each resident, provide all related services, and respond in emergency situations. Category C facilities require 24-hour awake staff.

Volunteers can be used to provide direct care, but may not be considered part of the required staff and may not assist with medication administration, delegated nursing tasks, bathing, toileting, or transferring. Volunteers must be adequately supervised and

<sup>1</sup> Administrators must be licensed as a nursing home administrator in Montana or another state; or have successfully completed all of the self-study modules of "The Management Library for Administrators and Executive Directors", a component of the assisted living training system published by the Assisted Living University; or be enrolled in and complete the self-study course within 6 months of employment.

be familiar with resident rights and the facility's policy and procedures that apply to their duties as a volunteer.

## Training Requirements

New employees must receive orientation and training in areas relevant to their duties and responsibilities, including: (1) an overview of the facility's policies and procedures manual; (2) services provided by the facility; and (3) the Montana Elder and Persons with Developmental Disabilities Abuse Prevention Act and the Montana Long-Term Care Resident Bill of Rights Act.

In addition, direct care staff must be trained to perform the services established in each resident service plan and must be trained in the use of the abdominal thrust maneuver and basic first-aid. Administrators must show evidence of at least 16 contact hours of annual continuing education relevant to the individual's duties and responsibilities.

## Provisions for Apartments and Private Units

Apartment-style units are not required. In a facility licensed prior to 2004, no more than four residents may reside in a single bedroom. In facilities licensed after 2004 and those serving residents with severe cognitive impairment, occupancy must be limited to no more than two residents per room. Each resident must have access to a toilet room without entering another resident's room or the kitchen, dining, or living areas. There must be one toilet room for every four residents and one bathing facility for every 12 residents.

Kitchens or kitchenettes in resident rooms are permitted if the resident's service plan permits unrestricted use and the cooking appliance can be removed or disconnected if the service or health care plan indicates the resident is not capable of unrestricted use.

## Provisions for Serving Persons with Dementia

***Dementia Care Staff.*** Staff in Category C facilities must remain awake, fully dressed and be available in the facility or on the unit at all times to provide supervision and care to the residents as well as to assist the residents in evacuation of the facility if a disaster occurs.

***Dementia Staff Training.*** In addition to meeting all other requirements for direct care staff in Category A and Category B facilities, Category C direct care staff must receive additional documented training in:

- The facility's or unit's philosophy and approaches to providing care and supervision for persons with severe cognitive impairment.
- The skills necessary to care for and direct residents who are unable to perform ADLs.
- Techniques for minimizing challenging behavior, including wandering, hallucinations, illusions and delusions, and impairment of senses.
- Therapeutic programming to support the highest possible level of resident function, including large motor activity, small motor activity, appropriate level cognitive tasks, and social/emotional stimulation.
- Promoting residents' dignity, independence, individuality, privacy, and choice.
- Identifying and alleviating safety risks to residents.
- Identifying common side effects of and untoward reactions to medications.
- Techniques for dealing with bowel and bladder aberrant behaviors.

At least 8 of the 16 hours of the annual training requirement for administrators must pertain to caring for persons with severe cognitive impairments.

***Dementia Facility Requirements.*** In addition to meeting all other requirements for ALFs stated in the rules, if a secured distinct part or locked unit within a Category C ALF is designated for the exclusive use of residents with severe cognitive impairment, the facility must provide a separate dining area and a common day or activities area on the unit.

## Background Checks

The administrator must develop policies and procedures for screening, hiring, and assessing staff--which include practices that assist the employer in identifying employees that may pose risk or threat to the health, safety or welfare of any resident--and provide written documentation of findings and the outcome in the employee's file. The employer must have evidence to verify that each certified nursing assistant has no adverse findings entered on the Nurse Aid Registry maintained by the Department in the certification bureau.



## Inspection and Monitoring

The Licensure Bureau conducts a full survey of each facility once every 1-3 years, near the renewal date of the current operating license, depending on whether the facility has been granted an extended license.

## Public Financing

The Montana Medicaid Big Sky 1915(c) Waiver program provides adult residential living services to persons 65 and older and younger adults with disabilities who reside in ALFs.

### **Room and Board Policy**

Charges for assisted living room and board are set at the medically needy income standard, which was \$768 per month in 2011. This amount included the federal Supplemental Security Income (SSI) payment of \$674 plus an optional state supplement (OSS) of \$94 a month. Depending on the facility, residents retained a personal needs allowance (PNA) of up to \$100 a month.<sup>2</sup> In 2009, family supplementation was not permitted.<sup>3</sup>

## Location of Licensing, Certification, or Other Requirements

*Administrative Rules of Montana*, 37.106, Subchapter 28: Assisted Living Facilities. [May 7, 2004]

<http://www.mtrules.org/gateway/Subchapterhome.asp?scn=37.106.28>

*Montana Code Annotated*, 50-5-227. Licensing Assisted Living Facilities. [2014]

<http://leg.mt.gov/bills/mca/50/5/50-5-227.htm>

*Montana Code Annotated*, 50-5-226. Placement in Assisted Living Facilities. [2014]

<http://leg.mt.gov/bills/mca/50/5/50-5-226.htm>

*Administrative Rules of Montana*, 37.100, Subchapter 1: Licensure of Adult Foster Care Homes. [May 23, 2014]

<http://www.mtrules.org/gateway/Subchapterhome.asp?scn=37.100.1>

<sup>2</sup> Social Security Administration, *State Assistance Programs for SSI Recipients*, January 2011.

[http://www.socialsecurity.gov/policy/docs/progdesc/ssi\\_st\\_asst/2011/mt.html](http://www.socialsecurity.gov/policy/docs/progdesc/ssi_st_asst/2011/mt.html). Current information about Medicaid room and board policies, the OSS, and the PNA, was not available online or from other sources.

<sup>3</sup> Mollica, R.L. (2009). *State Medicaid Reimbursement Policies and Practices in Assisted Living*, National Center for Assisted Living, American Health Care Association.

<http://www.ahcancal.org/ncal/resources/Documents/MedicaidAssistedLivingReport.pdf>. Current information about family supplementation policy was not available online or from other sources.

*Montana Code Annotated*, 50-5-216: Limitation on care provided in adult foster care home.  
[2014]

<http://leg.mt.gov/bills/mca/50/5/50-5-216.htm>

## Information Sources

Leigh Ann Holmes  
Program Manager  
Health Care Facility Licensing  
Licensure Bureau, Quality Assurance Division  
Department of Public Health and Human Services

LaDawn Whiteside  
Program Manager  
Home and Community-Based Services Senior and Long-Term Care Division  
Department of Public Health and Human Services

## COMPENDIUM OF RESIDENTIAL CARE AND ASSISTED LIVING REGULATIONS AND POLICY: 2015 EDITION

### Files Available for This Report

#### FULL REPORT

Executive Summary	<a href="http://aspe.hhs.gov/execsum/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-executive-summary">http://aspe.hhs.gov/execsum/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-executive-summary</a>
HTML	<a href="http://aspe.hhs.gov/basic-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition">http://aspe.hhs.gov/basic-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition</a>
PDF	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition</a>

#### SEPARATE STATE PROFILES

[**NOTE:** These profiles are available in the full HTML and PDF versions, as well as each state available as a separate PDF listed below.]

Alabama	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-alabama-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-alabama-profile</a>
Alaska	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-alaska-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-alaska-profile</a>
Arizona	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-arizona-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-arizona-profile</a>
Arkansas	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-arkansas-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-arkansas-profile</a>
California	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-california-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-california-profile</a>
Colorado	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-colorado-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-colorado-profile</a>
Connecticut	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-connecticut-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-connecticut-profile</a>
Delaware	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-delaware-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-delaware-profile</a>
District of Columbia	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-district-columbia-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-district-columbia-profile</a>
Florida	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-florida-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-florida-profile</a>

Georgia	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-georgia-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-georgia-profile</a>
Hawaii	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-hawaii-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-hawaii-profile</a>
Idaho	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-idaho-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-idaho-profile</a>
Illinois	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-illinois-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-illinois-profile</a>
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Iowa	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-iowa-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-iowa-profile</a>
Kansas	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-kansas-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-kansas-profile</a>
Kentucky	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-kentucky-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-kentucky-profile</a>
Louisiana	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-louisiana-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-louisiana-profile</a>
Maine	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-maine-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-maine-profile</a>
Maryland	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-maryland-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-maryland-profile</a>
Massachusetts	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-massachusetts-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-massachusetts-profile</a>
Michigan	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-michigan-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-michigan-profile</a>
Minnesota	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-minnesota-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-minnesota-profile</a>
Mississippi	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-mississippi-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-mississippi-profile</a>
Missouri	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-missouri-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-missouri-profile</a>
Montana	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-montana-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-montana-profile</a>
Nebraska	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-nebraska-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-nebraska-profile</a>
Nevada	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-nevada-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-nevada-profile</a>
New Hampshire	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-hampshire-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-hampshire-profile</a>
New Jersey	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-jersey-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-jersey-profile</a>

New Mexico	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-mexico-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-mexico-profile</a>
New York	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-york-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-york-profile</a>
North Carolina	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-north-carolina-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-north-carolina-profile</a>
North Dakota	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-north-dakota-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-north-dakota-profile</a>
Ohio	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-ohio-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-ohio-profile</a>
Oklahoma	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-oklahoma-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-oklahoma-profile</a>
Oregon	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-oregon-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-oregon-profile</a>
Pennsylvania	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-pennsylvania-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-pennsylvania-profile</a>
Rhode Island	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-rhode-island-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-rhode-island-profile</a>
South Carolina	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-south-carolina-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-south-carolina-profile</a>
South Dakota	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-south-dakota-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-south-dakota-profile</a>
Tennessee	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-tennessee-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-tennessee-profile</a>
Texas	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-texas-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-texas-profile</a>
Utah	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-utah-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-utah-profile</a>
Vermont	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-vermont-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-vermont-profile</a>
Virginia	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-virginia-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-virginia-profile</a>

Washington	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-washington-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-washington-profile</a>
West Virginia	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-west-virginia-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-west-virginia-profile</a>
Wisconsin	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-wisconsin-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-wisconsin-profile</a>
Wyoming	<a href="http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-wyoming-profile">http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-wyoming-profile</a>



## Great Falls Public Schools

District Offices • 1100 4<sup>th</sup> Street South • P.O. Box 2429 • Great Falls, Montana 59403  
406.268.6052 • www.gfps.k12.mt.us

October 27, 2023

City of Great Falls  
Great Falls Planning Advisory Board  
Attn: Brock Cherry  
PO Box 5021  
Great Falls, MT 59403

To Whom It May Concern,

Thank you for your letter denoting the Park View Assisted Living Permit Application. This property is located within our school district boundaries. The following is a response to the information sent to the Great Falls Public School District. We have formulated the questions below to comment on the proposed subdivision.

**1. Will the existing school facilities be able to accommodate additional students?**

*The addition of the development will have an not have an impact on the Great Falls Public School District student numbers because this is a retirement home project.*

**2. Do you have any other comments or requirements on the proposed subdivision as it affects the public school system?**

*There may be a slight increase in traffic by Meadow Lark Elementary school, but not be significant enough for the school district to be concerned about.*

Sincerely,

Brian Patrick  
Director of Business Operations  
Great Falls Public Schools

**Vision Statement:** All kids are engaged in learning today... for life tomorrow.  
**Mission Statement:** We successfully educate students to navigate their future.

## City of Great Falls Planning Advisory Board/Zoning Commission

To Whom it May Concern;

My wife and I are writing to speak against the conditional use permit for Park View Assisted Living, as we are unable to attend the public meeting. This house should have never been allowed to be an assisted living home to begin with. Too many stairs and the house was built for multifamily in 1976. Marge Dahlquist built the home and snuck an apartment on the main level next to the single garage. I have lived at my home across the street for 30+ years and the two prior owners always rented out that apartment. It is unlawful in our neighborhood, as it is zoned for single family residence only. No house in this neighborhood should have THIRTEEN + people in it!

### Traffic/Noise:

Just today during the 8:15 school drop off time, there was an ambulance and a fire engine in front of the house, creating major traffic issues while parents were dropping off their kids. It was a very unsafe situation for the children. (See enclosed photo)

We talked to Mike Macintosh at Great Falls Fire/Rescue. He said there has been 150 plus calls to the home since 2018.

On school mornings and afternoons during the drop-off and pick-up times for the Meadowlark School children, there is approximately 50 or more cars dropping kids off in front of this home, since it borders the school playground. It is extremely unsafe and difficult to drive in the area, as parents park on both sides of the street. The children are attempting to cross the street, as well as the children who are walking to school. In addition to this, we have the cars of the employees that work in the home as well as the Great Falls Transit paratransit van. This van parks in the driveway to pick up and/or drop off residents backs up



during this congested time, and children are also walking to the school, creating more danger. The van has back up alarms that can be heard three houses away, which occurs multiple times a day.

When the caretaker's spouses/boyfriends, etc. come to pick up their wives from work, they often leave their vehicles running (many times for 10-15 minutes) and/or leave their stereo blasting while they wait.

Many times my next door neighbor has to park his car in front of my house due to the visitors and employees parking in front of his house. Many times, he has to park his boat in front of my house just to unload it.

#### Unruly/mentally unstable people:

About 10 days ago in October, our outside cameras picked up a woman trying to hide out by our large stone mailbox. As we were watching, she eventually sat down on the lawn and then laid down. Finally, a police officer showed up and figured out she belonged to the assisted living home and after much talking, finally had to walk her back to the home.

Our neighbor who lives two houses down from the home is a single elderly lady. She has had men from the home ring her doorbell and stand on her porch for some time. I have had to call her and let her know there is a strange man at her door.

We as neighbors have all had to help with the residents that wander away. This happens quite frequently as many of the residents are outside with no supervision. Two of the men in wheelchairs/scooters ride them right down the middle of the street. We have been in the car behind them, and they are either unaware that there is a vehicle behind them, or don't care.

They have a bench in front of the home that gets used all day long by the smokers and workers who smoke. The parents of the young children

that are walking to school have told us that their kids are frightened by these residents and are scared to walk by the home.

Neighbors are aware that there is a sexual predator living in the home. His record was updated 7/20/23 and shows that this home was his current address (see enclosed attachment.) And this is at a home that is bordering a school playground?!? The owner is always advertising vacancies in the home via her Facebook page, and from what we have seen, she is obviously not vetting any of these people.

In conclusion, our preference would be that this business was never allowed in the neighborhood in the first place. But since we obviously are stuck with it now, our wishes would be that lets not make it bigger and add even more people and more traffic/problems.

Why is it possible for this owner to currently have 13 residents, when they are not allowed to have over 9 residents without a fire sprinkler system installed? Once they are allowed to refurbish/remove the garage, this will never be a family home. It will lose its curb appeal and will forever look like a commercial business. Please do not approve this conditional use permit to allow this assisted living business to grow even more and have even more residents than it already does.

Thank you for your consideration in this matter.

Steve and Lynne Durkin

1101 23<sup>rd</sup> Ave SW

Great Falls Mt 59404

REDACTED



Typical morning Congestion  
When parents are dropping  
off Meadowlark Students !

**From:** Lori Luoma <[loriannluoma@hotmail.com](mailto:loriannluoma@hotmail.com)>  
**Sent:** Thursday, November 9, 2023 12:34 PM  
**To:** Jamie Nygard <[jnygard@greatfallsmt.net](mailto:jnygard@greatfallsmt.net)>  
**Subject:** Opposition to CUP for Park View Assisted Living Facility

To whom it may concern-

I am opposed to granting Park View Assisted Living Facility located at 2201 11 St. SW in Great Falls, MT a conditional use permit in order to convert their garages into additional bedrooms which allows for an increase in residents living in this facility. We have lived kitty-corner to the facility since 2019.

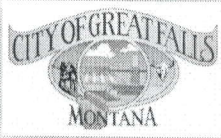
The facility is located next to a well-used path that leads to Meadow Lark Elementary School. Parents drop their children off and neighborhood kids are crossing the street right next to the facility. This busy business located in the middle of a residential neighborhood significantly contributes to the traffic congestion due to frequent emergency vehicle visits, numerous staff vehicles coming and going and paratransit vehicles. Increasing the number of residents will lead to further traffic congestion.

Facility residents have wandered away from the facility ending up in our neighbor's yards or at their front door. This is especially concerning because one of the residents is a convicted 3<sup>rd</sup> degree felon child sex offender from Utah. Allowing a sex offender to reside in a facility that is next to an elementary school and within in a neighborhood full of children shows lack of proper screening and concern by the facility's owner for the wellbeing of the neighborhood children. This is particularly alarming as we have four children.

I request the Great Falls Planning Advisory Board/Zoning Commission to please deny the conditional use permit for Park View Assisted Living Facility.

Sincerely,

Lori Luoma  
1101 22<sup>nd</sup> Ave SW  
Great Falls, MT 59404




**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For:		Date of Application:	
Great Falls Planning advisory Board		2-2-18	
Name:			
Tory mills			
Home Address:		Email address:	
2817 upper river road		Torymills.United Electric@gmail.com	
Home Phone:	Work Phone:	Cell Phone:	
406-799-4277	—	—	
Occupation:		Employer:	
Electrician		United Electric	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background:			
None			
Educational Background:			
Highschool — trade apprenticeship — masters license			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities:			
None			
Previous and current public experience (elective or appointive):			
None			
Membership in other community organizations:			
None			



Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? I feel great interest in the development of the Great Falls area. I have lived in Great Falls for 32 years and have a valuable understanding of the development in the area.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Working in a trade that survives on the success of the development of Great Falls, I understand the need for proper planning to make this possible. You can't just build a factory in the middle of town and hope it succeeds. You have to build successful community first.	
Additional comments: I would like to serve in any possession required for this board. Thank you	
Signature 	Date: Feb-2-18

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**

City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net



**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For:		Date of Application:	
Planning Advisory Board		Feb 9, 2021	
Name:			
Lindsey M. Bullock			
Home Address:		Email address:	
1309 3rd West Hill Dr, Great Falls, MT 59404		2lindseybullock@gmail.com	
Home Phone:	Work Phone:	Cell Phone:	
	406-731-1444	406-403-6397	
Occupation:		Employer:	
Master Sergeant, Section Chief of the Logistics Readiness Squadron Traffic Management Office		US Air Force, Malmstrom AFB	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background:			
I served 2 years as the President elect of the Logistics Readiness Airmen Association on Malmstrom AFB. I led a board in various community service affairs and event planning, raising funds to improve the health and welfare of young Airmen in our Squadron. We worked closely with a variety of community organizations. I led a team of volunteers who worked shuttling passengers at the Montana State Fair, assisting events at the local Dog Show for the Electric City Kennel Club and worked to beautify the city in the annual MApril clean-up event. During my tenure we increased funds raised by over 500%.			
Educational Background:			
Bachelor of Science in Health Care Administration from Colorado Christian University			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities:			
Due to my interest in the roles of city government I took an opportunity to shadow Mayor Bob Kelly for a couple of days. I was given exposure and introduced to various city offices and functions. I also elected to attend the City Academy 101 course to further my understanding of each public service office.			
Previous and current public experience (elective or appointive):			
N/A			
Membership in other community organizations:			
Great Falls Ski and Board Club Rotary Electric			



Have you ever worked for or are you currently working for the City of Great Falls? Yes ☐ No ☒ If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes ☐ No ☒ If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes ☐ No ☒ If yes, what board and when did you serve?

Are you currently serving on a Board? Yes ☐ No ☒ If yes, which board?

Please describe your interest in serving on this board/commission?

I have been a citizen of Great Falls for the past 4 years and I've always had a keen interest in the growth and development of our community. I've been looking for ways to become more involved and connecting with local organizations to make necessary improvements.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

I work hand in hand with my leadership team to plan and execute strategic goals for the Logistics Readiness Deployment and Distribution Flight.

Additional comments:

As a citizen of Great Falls for the past 4 years and member of Malmstrom AFB, I feel that my experiences would provide a unique viewpoint and insight on the board that would allow me to be affective in the planning and development of Great Falls. The crossover between the military base and the city is one of the things that makes the Great Falls community unique. I have had a keen interest in local government, as evident in my previously mentioned experiences. While at Malmstrom Air Force Base I lead a team of 35 people and routinely work with leaders from a variety of base organizations in order to improve operations. I want to see the city of Great Falls continue to grow and develop and I hope to become more involved in local government.

Signature



Date:

Feb 9, 2021

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**

City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net



BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)

RECEIVED

OCT 03 2023

CITY MANAGER

Agenda #7.

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: <b>Planning Advisory Board</b>		Date of Application: <b>3 October 2023</b>
Name: <b>Brooke Mayberry</b>		
Home Address: <b>2604 8th Ave N Great Falls, MT 59401</b>		Email address: <b>mayborn87@gmail.com</b>
Home Phone: <b>None</b>	Work Phone: <b>N/A</b>	Cell Phone: <b>(928) 525-4302</b>
Occupation: <b>SAHM</b>	Employer: <b>None</b>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) <b>No</b>		
Related experiences or background: <b>• Living in a wide variety of cities (e.g. Phoenix Valley, Minot, ND, Aviano, Italy)</b>		
Educational Background: <b>• Some College Northern Arizona University • Interest in Complete Streets + flexible zoning codes leading to more vibrant communities.</b>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <b>• Volunteer Thrift Shop Manager • Military Spouse Social + Charitable Club Committee Member • Various church callings (e.g. teacher, youth leader)</b>		
Previous and current public experience (elective or appointive): <b>• None</b>		
Membership in other community organizations: <b>• Giant Springs Elementary PTA</b>		

Have you ever worked for or are you currently working for the City of Great Falls? Yes ☐ No ☒ If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes ☐ No ☒ If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes ☐ No ☒ If yes, what board and when did you serve?

Are you currently serving on a Board? Yes ☐ No ☒ If yes, which board?

Are you a Qualified Elector? Yes ☒ No ☐

(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

Please describe your interest in serving on this board/commission?

- I think Great Falls is a great city w/ unique opportunities and challenges.
- I want to be involved + have an interest in how the built environment affects individuals + families.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

- I'm a resident with an interest in seeing the city work for its citizens.

Additional comments:

- I hope to have the opportunity to help this city continue to become the very best version of itself.

Signature

*B. M. my*

Date:

3. October. 2023.

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**

Mail: City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Hand Deliver: City Manager's Office  
Civic Center, Room 201  
2 Park Drive South

Email:  
kartis@greatfallsmt.net





**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

**RECEIVED**  
**OCT 20 2023**  
**CITY MANAGER**

Agenda #7.

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For:		Date of Application:	
Planning Advisory Board		10/17/2023	
Name:			
Atreyi Pramanik			
Home Address:		Email address:	
412 36th Ave NE, Great Falls, Montana		maiti.atreyi@gmail.com	
Home Phone:	Work Phone:	Cell Phone:	
	502-892-1417	502-892-1417	
Occupation:		Employer:	
Former State Director of Research of Kentucky		KHEAA & KHESLC	
Would your work schedule conflict with meeting dates?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)	
Related experiences or background: State document research and policy setting for the state, executive management, staff management, handling directors, attendending board of director's meeting & hiring. Almost 18 years ago career began after graduated from Master degree. Also have experience in policy making and bill making for the state.			
Educational Background: B.Sc., M.Sc., MBA, EdD (Pursuing)			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: Answer provided in the seperate sheet			
Previous and current public experience (elective or appointive): Answer provided in the seperate sheet			
Membership in other community organizations: Former research agenga committee member of KYSTAT(Gov.) for policy research & presented to board & former program committee member of KHEAA & KHESLC (Gov.)			

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)	
Please describe your interest in serving on this board/commission? Answer provided in the seperate sheet	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Answer provided in the seperate sheet	
Additional comments: I always served the given post with utmost skills, hardwork and honesty.	
Signature  Atreyi Pramanik	Date:  10/17/2023

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**

Mail: City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Hand Deliver: City Manager's Office  
Civic Center, Room 201  
2 Park Drive South

Email:  
kartis@greatfallsmt.net



### **Previous and current service activities:**

Served as a Director of Research (senior director role) in the state Government organization KHEAA & KHSLC of the Finance & Administration Cabinet, supervised the departmental directors, monitored, and helped in conflict resolution, oversaw the administration & finance, had visionary leadership skills to achieve the organization's goal, provided primary support to the executive branch of the Kentucky state government, vice presidents, and the CEO of the organization.

Experienced in executive management, high-level confidential collaborative work with vice presidents, presidents, directors, controllers, COO, and board members elected by the governor (board of directors), attended meetings with the Vice-President of Government Relations regarding legislative sessions, discussed bills, researched bills, and provided necessary financial information to the Board of Directors and committee members for professional development and provided information to congressmen, the Senate, Kentucky House of Representatives & USA Representatives.

Forecasted the KEES scholarship for the legislative session to pass the bill. Experienced in public speaking and handling clients' satisfaction by handling their queries and concerns. Participated in the discussion of executive meetings of different governmental agencies like CPE & KYSTATS's CEO and research directors. Experienced in guiding, supervising, discussing, and providing financial research reports to other directors for publishing state-wide. Experienced in handling press and media queries.

Served as a former scientist in the Commonwealth of Kentucky, Cabinet for Health and Family Services, Department of Public Health, Kentucky. Managed several projects in a team-based environment to reach organizational goals. Experienced in working collaboratively with stakeholders, internal partners, and other groups for performing clinical operations (genetic and molecular screening), providing information about the defective patient, and responding to a question from health institutes, Mayo Clinic, hospitals, physicians, directors, and others.

### **Previous and current public experience (elective or appointive)**

Attended board meetings and committee meetings and gave a presentation on the DEI (Diversity, Equity & Inclusion) topic that all students should get equal opportunity for getting federal education loans. Worked on Commonwealth of Kentucky's education system and training programs, education, college attainment, type of postsecondary institution students attended, socioeconomic status of the student's family, geographical location, college-going rates, student's affordability, job openings, earnings, and home values, etc.

Experienced in a senior leadership role in a higher education finance research setting and supervising the departmental directors. Experienced in keeping and verifying student enrollment records including student's confidential information like full name, GPA, address, SSN, awards details, when enrolled, how many courses completed, when courses taken, which universities/colleges they enrolled, how much funds borrowed from FAFSA, KHEAA, KHESLC and other higher education student financial aid per year, how much they returned, how the business running, investment amount each year, the number of borrowers increasing or



decreasing each year, etc. Experienced in working with the finance programs of grad students like KEES, CAP and KTG programs (student-centric) in colleges & universities. Have an understanding of investment practices. Experienced in strategic leadership, knowledge of the University, academic, research and outreach programs, and student body. Experienced in working with 5 different government organizations (partnership) like KHEAA & KHSCLC, CPE (Kentucky Council on Postsecondary Education), KYSTATS, US Census Bureau & AIKCU (Association of Independent Kentucky Colleges and Universities) in Kentucky state, especially with CEO/president, leadership team, vice presidents & director of research for discussing the confidential topic, critical issues, economic reports, financial forecasting of financial aid (FAFSA), strategic vision & financial health of the organization. Dealt with finance program of grad, undergrad (Science & Arts). Experienced in building good relationships with University stakeholders, University presidents, vice presidents, and donors.

Experienced in using AS400 Macro software for verifying students' demographic profiles and scholarship information. Experienced in preparing other annual reports like Work Ready Kentucky Scholarship (WRKS) annual report, Dual Credit Scholarship (DCS) annual report, WKDC annual report for work ready dual credit scholarship, etc. Experienced in generating KHEAA & KHSCLC annual reports like outreach survey annual reports. This report contains details about the FAFSA completion rates of students each year, what students think about going to college, their financial issues, continuing education, and reasons for not joining the college (no funds, family issues, low GPA scores, no interest, etc.). This report is published for Kentucky statewide every year. Prepared annual reports for the projected number of high school graduates for external clients like college coaches, college principals, university presidents, etc. Researched the ISIR raw confidential finance data via software programming and provided a financial forecasting report on tuition discounting (KEES financial aid & FAFSA) for 4 years grad program to a member of the Kentucky House of Representatives. Attended Pre-state-wide FAFSA meetings for FAFSA discussion where vice presidents, CEOs, and directors from all states participated to discuss FAFSA completion rates throughout the USA. Attended KYSTATS research agenda committee meetings with CEO and 2022 post-secondary Education Trusteeship conference with CPE vice-president and president. Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Kentucky General Assembly, Frankfort, Kentucky. Prepared research report for legislator queries on scholarship extension up to 10 years and others. Prepared research data for forecasting the KEES scholarship for the legislative session. Experienced with executives networking, direct reporting to the CEO, budget analysis, bill analysis, etc.

Served as a scientist under the Cabinet for Health and Family Services (CHFS). Experienced in working collaboratively with stakeholders, internal partners, and other groups to perform clinical operations.

**Please describe your interest in serving on this board/commission?**

Have knowledge of visionary leadership to achieve the organization's goal. Experienced in executive management. Provided primary support to the executive branch of the Kentucky state government, vice presidents, and the CEO of the organization. Hence, willing to provide similar management expertise or whatever is required to provide.

Experienced with presenting internal reports, financial reports, strategic plans, business results, research results, communications, annual funds' information, and other data to the committee meeting. Hence, have the ability to understand business operations, and dispute resolutions. Also handled critical issues and legislator queries.

Expertise in developing and monitoring plans, monitoring employees' contributions and performances. Also managed partnerships with various govt agencies, external clients, universities, colleges, etc. Took senior leadership role and maintained relationships with local, state, and national partner organizations. As a whole can monitor business operations and resolve disputes. Have the ability to think of innovative ideas to expand the business.

**Please describe your experience or background which you believe qualifies you for service on this board/commission?**

Experience in researching bills for legislators and the House of Representatives, experienced in policy settings, familiar with how the board works, experienced in attending several boards and committee meetings, and have experience in working in the political environment. Experienced in working with public education, governmental operations, and legal operations. Hence, I can contribute my experiences and expertise to the allotted post with utmost sincerity.



## ATREYI PRAMANIK, B.Sc., M.Sc., MBA.

412 36<sup>th</sup> Ave NE, Great Falls, Montana, USA, 59404. Cell: 502-892-1417, maiti.atreyi@gmail.com

**Status: American Citizen**

### Education

**Doctor of Higher Education Administration** Sep2021 - Current  
South College, TN, USA

**Master of Business Administration (MBA)- Data Analytics / Statistics** Jan.2017-Dec.2019  
Louisiana State University Shreveport, LA

**Master of Sciences (M. Sc.) - Biotechnology** Jun.2003 – Jul.2005  
Bangalore University, IN

**Bachelor of Sciences (B. Sc.) - Biotechnology** Apr.2000 – Apr.2003  
Bangalore University, IN

### Research Grant Support Experience

1. I have successfully formatted, submitted, and received a research grant of Rs.70,00000 for raising research funds (research & development program). The fund was released from DBT (Department of Biotechnology, Ministry of Science and Technology, Govt. of INDIA) to the Department of Bio-Medical Science & Management, Vidyasagar University, IN. Experienced in fundraising & academic advancement through research projects.
2. I have keenly observed how our CEO received a \$ 6000,000 grant for fundraising.
3. I have participated in the research of outreach counseling in different universities and colleges that increase the number of students receiving student loans. Indirectly helping our business to grow and make profits.

### Professional Experiences

#### **Director of Research**

KHEAA & KHSLC

06/01/22 – 05/31/2023

**Finance and Administration Cabinet**

Frankfort,

KY, USA.

#### Experiences:

- Served as a Director of Research (senior director role) in the state Government organization KHEAA & KHSLC of the Finance & Administration Cabinet.
- Provided primary support to the executive branch of the Kentucky state government, vice presidents & the CEO of the organization. Experienced in executive management.
- Have knowledge of visionary leadership to achieve our organization's goal.
- Served as the primary advisor to the KHEAA & KHESLC CEO & Vice presidents on economic issues and provided important information regarding higher education and student financial aid.
- Conducted professional-level economic research, planning and analysis for KHEAA & KHESLC.
- Experienced in overseeing the Govt. organization's research, funding, advancement and development.
- Experienced in a senior leadership role in a higher education finance research setting and supervising the departmental directors.
- Experienced in keeping & verifying student enrollment records including student's confidential information like full name, GPA, address, SSN, awards details, when enrolled, how many courses completed, when courses taken, which universities/colleges they enrolled, how much funds borrowed from FAFSA, KHEAA, KHESLC and other higher education student financial aid per year, how much



they returned, how the business running, investment amount each year, the number of borrowers increasing or decreasing each year, etc.

- Experienced in working with the finance programs of grad students like KEES, CAP and KTG programs (student-centric) in colleges & universities.
- Have an understanding of investment practices.
- Expertise in high-level confidential collaborative work with vice presidents, presidents, directors, CIO, controllers, COO, CFO, and higher education board members elected by the governor (board of directors) for the progress of higher education.
- Experienced in strategic leadership, knowledge of the University, academic, research and outreach programs, and student body.
- Experienced in working with 5 different government organizations (partnership) like KHEAA & KHSCLC, CPE (Kentucky Council on Postsecondary Education), KYSTATS, US Census Bureau & AIKCU (Association of Independent Kentucky Colleges and Universities) in Kentucky state, especially with CEO/president, leadership team, vice presidents & director of research for discussing the confidential topic, critical issues, economic reports, financial forecasting of financial aid (FAFSA), strategic vision & financial health of the organization.
- Experienced in executive management.
- Experienced with reporting internal reports, financial reports, strategic plans, business results, research results, business operations, communications, annual funds' information, other data & information, meeting agendas, clarifying critical issues and legislator queries to the Board of Directors & Board Chair, CEO, Vice Presidents, in the executing Board meetings and committee meetings.
- Dealt with finance program of grad, undergrad (Science & Arts).
- Experienced in building good relationships with University stakeholders, University presidents & vice presidents and donors.
- Provided annual report that contains financial information about professional colleges, Public 4-year Universities, Kentucky 4-year Private Colleges & Universities, Kentucky 2 & 4-year Proprietary Colleges & Universities, Out-of-State Colleges & Universities and various funded scholarship programs like optometry, veterinary scholarship, KEES, dual credit scholarship, Osteopathic Medicine Scholarship, Veterinary Contract Spaces, Optometry Scholarship program, governor's Scholarship program, etc.
- Generated SFA report (student financial aid information) by counties for the congressmen, generated SFA annual report for Senate, Kentucky House of Representatives & USA Representatives and provided information about the number of funds disbursed to the students under that Legislators and Senators in that county.
- Experienced in preparing other annual reports like Work Ready Kentucky Scholarship (WRKS) annual report, Dual Credit Scholarship (DCS) annual report, WKDC annual report for work ready dual credit scholarship, etc.
- Experienced in generating KHEAA & KHSCLC annual reports like outreach survey annual reports. This report contains details about the FAFSA completion rates of students each year, what students think about going to college, their financial issues, continuing education and reason for not joining the college (no funds, family issues, low GPA scores, no interest, etc.) This report is published for Kentucky statewide every year.
- Coordinated with internal departmental directors to produce annual reports.
- Prepared annual reports for the projected number of high school graduates for external clients like college coaches, college principals, university presidents, etc.
- Prepared Annual FAFSA report of Internal Audit for internal clients.
- Provided Annual report to AIKCU (Association of Independent Kentucky Colleges and Universities) for quantifying the impact of KHEAA's scholarship program on their students and lottery-funded program details for keeping the records of fund disbursements.
- Expert in handling internal clients and external clients providing the annual report and answering their queries, answering legislator's queries, handling press & media queries, answering high school coaches' queries, etc. and providing the statistical research report.
- Experienced in preparing reports for presentation to the Board of directors.



and giving presentations to the Board meetings like the DEI project presentation for Equal opportunities and benefits to all races, all ages and all gender students.

- Experienced in giving research presentations to the KHEAA and KHSCLC Executive Committee meetings, and Board of Directors meetings & for professional development.
- Attended and presented research presentations in the DEI (diversity equity and inclusion) meeting.
- Attended executives' meetings, Leadership team meetings with the CEO, Vice presidents, and departmental directors and provided presentations in virtual & in-person meetings.
- Participated in the discussion of executive meetings with the CEO of different governmental agencies like CPE & KYSTATS.
- Estimated existing financial programs, prepared finance reports after data analysis and presented to the Vice President & CEO/the President, discuss with controller and the director of human resources.
- Provided executive leadership and guidance for all financial programs.
- Researched the ISIR raw confidential finance data from the software programming and provided financial forecasting report on tuition (KEES financial aid & FAFSA) discounting for 4 years grad program for the member of the Kentucky House of Representatives.
- Maintained professional connections with other economists in Kentucky, state agencies and other educational groups for joint studies and generating financial reports.
- Performed duties like analysis, interpretation, and presented economic data outcomes, etc.
- Expert in data research, big data analysis, managing large data sets, SAS programming, documentation & preparing reports.
- Conducted computerized econometric models for collecting information on student financial aid.
- Experienced in using AS400 Macro software for verifying students' demographic profiles and scholarship information.
- Experienced in SAS (Statistical Analysis System) programming for data research, updating statistical values using statistical formulas.
- Served as a primary advisor on financial concerns in higher education and student financial aid.
- Experienced in providing financial information & annual report to KYSTATS (Kentucky Center for Statistics).
- Experienced in programming, researching, generating annual reports, and distributing them to different governmental organizations every year.
- Guiding, supervising, and providing statistical research reports to other Directors for publishing state-wide.
- Experienced in doing meetings with the Vice-President of Government Relations regarding legislative sessions, discussed bills, researched bills, and provided necessary (student-related financial) information.
- Attended meetings with the administrative director, outreach service director, student aid director, director of communications, CFO (Chief financial officer) & CIO (Chief Information Officer).
- Attended Pre-state-wide FAFSA meetings from all states for FAFSA discussion, FAFSA completion and outreach strategies meetings, KYSTATS research agenda committee meetings with CEO, 2022 post-secondary Education Trusteeship conference with CPE vice-president & president.
- Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Frankfort, Kentucky.
- Prepared research report for legislator queries on scholarship extension up to 10 years and others.
- Prepared research data for forecasting the KEES scholarship for the legislative session and the governor's signing to pass the bill in Kentucky General Assembly.
- Experienced with academic research, developing research proposals, overseeing data collection and research plan analysis, etc.
- Experienced with executives networking, direct reporting to the CEO, budget analysis and bill analysis, etc.
- Experienced in setting research goals that aligned with the company's vision.
- Expertise in developing and monitoring research plans, maintaining a useful innovative data set, and managing research partnerships with various govt agencies, external clients, universities, colleges, etc.



- Taken a leadership role in work with partner organizations, provided leading resources and maintained relationships with local, state, and national partner organizations and maintained a meaningful partnership with analysts and other staff.
- Expertise in analyzing, documenting data to make comparisons and draw conclusions, identifying cause and effect to solve complex problems.
- Experienced in working in the political environment and executive & corporate culture.
- Knowledge of tracking bills for law (proposed by legislators) via software.

### **Senior Technologist**

PerkinElmer, Inc.

11/01/20 – 12/31/2020

Genomics Department, Valencia, CA, USA.

#### Experiences:

- Completed the training in managing large data sets, documentation & reporting test results.
- Completed training in good documentation practices.
- Completed training in retention & disposition of records, reports & samples.
- Completed training with HIPPA compliance procedure.

### **Scientist**

Commonwealth of Kentucky (KY.GOV),  
Cabinet for Health and Family Services,  
Department of Public Health,  
Frankfort, KY, USA.

1/01/20 – 12/31/20

#### Experiences:

- Expert in hematology/haemoglobinopathies, molecular biology, drug development, biotech, and genetics, genetic screening of health diseases, data analysis, biostatistics & data visualization.
- Gained experience as a tenured scientist, managed several projects in a team-based environment, monitored several experiments, documented daily performance, provided reproducible and reliable results on time.
- Experienced in working collaboratively with stakeholders, internal partners, other groups for performing clinical operations, providing information about the defective child & respond to a question from health institutes, Mayo Clinic, hospitals, physicians, directors & others.
- Experienced in preparing internal audits, have knowledge of regulatory affairs (according to CLIA & GLP standards), and experienced with standard clinical regulatory documentation.
- Expertise in developing, modifying & updating protocols, QA, Validation, Regulatory and monitoring for smooth operation.
- Expertise in quality management, safety management, data management, investigating failure, resolving deviations & troubleshooting.
- Ability to plan, conduct experiments, generate reliable data, record experiments, analyze reports and provides interpretation of human genetic data.
- Expert in compiling data, drafting, reviewing, method validation protocols, preparing reports and presentations.

### **Pharmacy Associate**

Giant Pharmacy,  
1250 Cocoa Avenue, Hershey,  
17033, PA, USA.

7/01/2016 - 9/30/2016

#### Experiences: (Part-time)

- Proficient in patient data entry, maintaining inventory records, handling cash & billing.
- Excellent verbal and writing skills & experience in writing reports with minute details.
- Helped patients with medication and advice.
- HIPPA trained for maintaining patient confidentiality.

- Have teamwork experience, ability to take initiative, ability to work under pressure.
- Experienced in public speaking & handling clients' satisfaction by handling their queries and concerns.

**Associate**

4/01/2016 – 9/30/2016

CVS Health,  
Hershey, PA, USA

Experiences:

- Experienced in direct dealing with clients, recording banking information, billing & cash handling.
- Experienced in public speaking & handling clients' satisfaction by handling their queries and concerns.

**Researcher (Research Project)**

Department of Bio-Medical Science & Management,  
Vidyasagar University-Midnapur, IN.

8/01/2009 - 5/31/2010

Experiences:

- While working as a researcher, I learned how to lead a research team and how to guide graduate students to do their research and complete their projects, supervise them and monitor their performance, provided instructions, and train them to enhance their performance.
- Expertise in working in team-based roles/teamwork skills, quality control, quality monitoring, regulatory, QA, process development, maintaining projects, process monitoring, monitoring product, issue resolution, investigations, and troubleshooting.
- Experienced in developing plans and strategies for research in the therapeutic area (diabetes), herbal drug development, bio-active molecule extraction, purification & anti-diabetic molecule isolation, phyto-ingredients testing in animal models, drug dosing and testing on animals, design & modify protocols as per the demand of the research, performed in vivo and invitro studies.
- Experienced in writing research grants to provide financial support. Experienced in fundraising through receiving research grants from the Department of Biotechnology, Ministry of Science and Technology, Govt. of INDIA.

**Researcher (Research Project)**

Department of Biotechnology, Indian Institute of Technology (IIT)  
Kharagpur, IN.

07/01/2006 - 11/30/2008

Experiences:

- As a researcher, I learned how to lead a research team and guide graduate students to do their research and complete their projects.
- Experienced in writing experimental reports, writing scientific publications, gathering data from pilot experiments & assisting in writing grants.
- Experienced in developing plans and strategies for research, designing, developing & modifying protocols as per the demand of the research.
- Experienced in vivo and in vitro studies & research on animal models & transgene expression.
- Proficient in molecular biology research, especially in drug and protein development.
- Expertise in research skill, excellent skill in interpreting the laboratory results after investigating the experiments, excellent skill in research data analysis, statistical data analysis, generating research data through experiments, interpreting research data, data analysis & managing data set.

**Associate**

Transworks Information Services Ltd.  
Bangalore, IN

1/01/2006 - 6/30/2006

Experiences:

- Experienced in executing software programming related to finance (American credit card accounts).
- Handled back-office job.
- Handled bankruptcy accounts and closing bank accounts.
- Experienced in teamwork.



## **Summary of Skills and Expertise**

### **Guiding/Advising Experiences:**

- Experienced in presenting seminars in protein biology.
- Experienced in guiding and advising master's degree research programs (Biotechnology & Biomedical Laboratory research work) and guiding them with research projects.
- As a Scientist, I managed teamwork (biochemistry, hematology molecular biology).
- Experienced as an MBA project leader (guide & instruct a group using online techniques).
- Experienced with Learning Management Systems (LMS/Strut learning), operating online course modules, Canvas and LMS.
- As a director of research, I supervised all the directors & provided financial information to the vice presidents & the CEO.

**Computer Skill:** Proficient knowledge of Microsoft Office, Macro AS400, EXCEL, Windows, PowerPoint, Outlook, internet applications, Adobe Photoshop, literature search (PubMed, MEDLINE, Google Scholar, Science Direct), maintaining the database via SAS, ANOVA & EXCEL, basic statistical analyses, data entry, a basic understanding of statistical data, ability to interpret basic statistics.

**Other Skill:** Excellent in executing high-load tasks by teamwork due to hit the target in time, maintaining & balance the work pressure with good understanding. Ability to learn new techniques very easily & quickly. Excellent in planning and executing the work efficiently & ability to handle multiple projects at a time.

### **Professional development**

- Expertise in giving presentations to the Board of Directors and the Board meetings like DEI project presentations for Equal opportunities and benefits to all races, all ages, and all gender students.
- Experienced in giving research presentations to the KHEAA and KHSCLC Executive Committee meetings and Board of Directors meetings.
- Experienced in doing meetings for professional development.
- Attended and gave presentations in executives' meetings and Leadership team meetings with CEOs, Vice presidents and directors.
- Participated in the discussion of executive meetings of different governmental agencies like CPE & KYSTATS's CEO and research directors.
- Guiding, supervising, discussing, and providing statistical research reports to other Directors for publishing state-wide.
- Experienced in doing meetings with the Vice-President of the Governor's relation regarding legislative sessions.
- Attended Pre-state-wide FAFSA meetings from all states for FAFSA discussion, FAFSA completion and outreach strategies meetings, KYSTATS research agenda committee meetings with CEO, 2022 post-secondary Education Trusteeship conference with CPE vice-president & president.
- Attended executive events and meetings.
- Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Frankfort, Kentucky.
- Preparing research data for forecasting the KEES scholarship for the legislative session and the governor's signing to pass the bill in the Kentucky General Assembly.
- Attended seminar.

### **Leadership experience**

- As a director of research, I supervised all the directors under my leadership.
- As a scientist, I manage several projects in a team-based environment.
- As a researcher, I trained several groups of graduate students in research lab settings.
- Experienced in leading the research scholar team, research assistant, and students in university settings.
- Experienced in floor management while working at Transworks Information Services Ltd, IN.
- In my MBA program, I lead a team successfully to complete a critical project.