



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
March 03, 2020
7:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PROCLAMATIONS

1. Charles M. Russell Month

PETITIONS AND COMMUNICATIONS

(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and address for the record.)

2. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

3. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

4. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

5. Miscellaneous reports and announcements from City Manager.

CONSENT AGENDA

The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.

6. Minutes, February 18, 2020, Commission Meeting.
7. Total Expenditures of \$1,224,590 for the period of February 1, 2020 through February 19, 2020, to include claims over \$5000, in the amount of \$1,050,423.
8. Contracts List.
9. Award the construction contract in the amount of \$845,000 to Planned and Engineered Construction, Inc. for the Sanitary Sewer Trenchless Rehabilitation Phase 22, and authorize the City Manager to execute the construction contract documents.

10. Adopt Resolution 10338, Certifying the Abatement of a Nuisance located at 804 4th Avenue SW, legally described as Great Falls 6th (GF6), Lot 5, Block 549, Cascade County, Montana Completed.

Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member.

PUBLIC HEARINGS

11. Ordinance 3200, Repealing and replacing Title 17, Chapter 36 of the Official Code of the City of Great Falls (OCCGF) pertaining to parking, and reserving Chapters 33 through 35. *Action: Conduct a public hearing and adopt or deny Ord. 3200. (Presented by Craig Raymond)*

OLD BUSINESS

NEW BUSINESS

12. Interlocal Agreement with Cascade County to establish and operate a Violent Crime Prevention Task Force. *Action: Approve or deny the Interlocal Agreement. (Presented by Dave Bowen)*

ORDINANCES / RESOLUTIONS

13. Resolution 10334, Requesting a Montana Environmental Policy Act (MEPA) Environmental Impact Study for the proposed Madison Food Park Slaughterhouse Proposal. *Action: Adopt or deny Res. 10334. (Presented by Commissioner Moe)*
14. Resolution 10335, Requesting that Cascade County require a Comprehensive and Cumulative Study of the impacts on the City of the entire package of the Madison Food Park Proposals. *Action: Adopt or deny Res. 10335. (Presented by Commissioner Moe)*
15. Resolution 10336, Dissolving the City of Great Falls Design Review Board and assigning the functions outlined in Title 17, Chapter 28 to Planning and Community Development Staff. *Action: Adopt or deny Res. 10336. (Presented by Greg Doyon)*
16. Resolution 10337, Submitting the PrintingCenterUSA's Application to the Big Sky Economic Development Trust Fund Program and designate the Great Falls Development Authority to manage all aspects of the grant. *Action: Adopt or deny Res. 10337. (Presented by Greg Doyon)*

CITY COMMISSION

17. Miscellaneous reports and announcements from the City Commission.
18. Commission Initiatives.

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.

Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.

JOURNAL OF COMMISSION PROCEEDINGS

February 18, 2020

Regular City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Mary Sheehy Moe, Owen Robinson, Tracy Houck and Rick Tryon. Also present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; Park and Recreation Director Steve Herrig; Assistant City Attorney Joe Cik; and, Police Captain Rob Moccasin.

AGENDA APPROVAL: There were no proposed changes to the agenda by the City Manager or City Commission. The agenda was approved as presented.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

1.

PROCLAMATIONS

Commissioner Moe read a proclamation for Youth Art Month (March 2020) and Mayor Kelly read a proclamation for Community Week of Compassion and Fast (March 1-7, 2020).

PETITIONS AND COMMUNICATIONS

2. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Daniel Hartzel, 609 Central, expressed concern with regard to parking meters prevent citizens from shopping downtown.

Kevin Westie, 602 35th Street North, expressed concern with regard to the sustainability plan from Citizens for Clean Energy and Climate Resiliency. He further expressed concern that electric vehicles would exacerbate the electric grid problems.

Richard Liebert, 289 Boston Coulee Road, reported that the Montana Region II Science and Engineering Fair will be held at the Great Falls College Montana State University on March 10, 2020 for elementary schools and March 12, 2020 for middle and high schools. He extended an invitation for local community groups to send Public Service Announcements (PSA's) to KGPR radio. He announced that Senator Jon Tester might be a guest of "On Point: Veterans Talk Radio" on KGPR radio on February 25, 2020.

Jeni Dodd, 3245 8th Avenue North, expressed concern with regard to the duties, responsibilities and exercises of power of the Commission, as well as the Commission representing special interest organizations. Ms. Dodd expressed concern with regard to an anti-gun rights letter signed by the Commission in March 2019.

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She expressed concern with regard to Commissioner Houck's and former Commissioner Bronson's involvement with the Big Sky National Heritage Area, Inc.

Referring to Mr. Lieberts announcement, **Aart Dolman**, 3016 Central Avenue, clarified that the correct date for Senator Jon Tester to be a guest on KGPR radio was changed to February 24, 2020.

John Hubbard, 615 7th Avenue South, expressed concern with regard to the water quality, the letter in support of refugees, lack of jobs and tax increases.

NEIGHBORHOOD COUNCILS

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Kathleen Gessaman, NC 3, 1006 36th Avenue NE, expressed appreciation to Commissioner Moe for attending a recent Neighborhood Council meeting and discussing the Madison Food Park Proposal.

BOARDS & COMMISSIONS

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.

Commissioner Robinson reported on the following:

- Cascade County was the first and only county to have met their target of jobs for the Census Bureau.
- The Census questionnaire will be mailed out around March 15, 2020 and citizens can either call the Census Bureau, go on line, or mail the questionnaire back.
- Verify that the questionnaire is from the Census Bureau and fill it out right away.
- The Great Falls Public Library is available for citizens without internet.

Referring to a previously referenced anti-gun rights letter signed by the Commission last March, Commissioner Tryon clarified that he was not on the Commission at that time and his name was not on the letter.

CITY MANAGER

5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon reported on the following:

- The Citizens Academy facilitated a mock trial with the City Attorney's Office.
- Friends of the Library recently sponsored three complimentary parking spots on 2nd Avenue North to provide Citizens with 30 minutes of free parking to utilize the library.

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- Dan Clark with the MSU-Local Government Center will be here on February 25-26, 2020 to conduct board, commission and council training. The City Commission will have a separate session on February 25th in the afternoon.
- Great Falls Fire Rescue responded to a structure fire at the Greystone Hotel last week.
- The Great Falls Animal Shelter Cattery Addition is progressing and the Animal Shelter is partnering with a crematory out of Helena to keep cremation services available to citizens in Great Falls during the transition of the new hydro incinerator.
- The IT Department completed a National Institute of Standards and Technology network vulnerability assessment covering ten industry standard security domains.
- He attended the Association Defense Communities (ADC) Installation Innovation Forum last week and he received good information for the two military installations in our community.
- He announced that Public Works Director Jim Rearden will be retiring effective March 31, 2020 and that recruitment efforts will be made for two key positions in the Public Works Department, as well as the Fire Chief position.

CONSENT AGENDA.

6. Minutes, February 4, 2020, Commission Meeting.
7. Total Expenditures of \$2,926,031 for the period of January 18, 2020 through February 5, 2020, to include claims over \$5000, in the amount of \$2,680,908.
8. Contracts List.
9. Grants List.
10. Approve the Montana Department of Transportation's Preliminary Engineering (PE) modification to the Memorandum of Understanding and Project Funding and Maintenance Agreement, increasing the City's funding match from \$8,669 to \$15,401 for the Stuckey Road Improvements project. **(OF 1739.1)**
11. Approve a Professional Services Agreement in the amount of \$99,110.00 to Stantec, for the Waste Water Treatment Plant (WWTP) Electrical Project, and authorize the City Manager to execute the agreement documents. **(OF 1633.7)**
12. Award a contract in the amount of \$733,375 to MRTE, Inc., for the Encino Drive / Grande Vista 2 Street Repairs Phase 2 project, and authorize the City Manager to execute the construction contract documents. **(OF 1680.1)**

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13. Approve a Change Order #1 in the amount of \$24,280.01 for the Gibson Park Restroom Remodel, approve Final Payment in the amount of \$19,843.67 to Wadsworth Builders Company and \$200.44 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.
(OF 1737.1)
14. Adopt Corrected Resolution 10327, Correcting the Legal Description of Certain Property Located at 804 4th Avenue Southwest that has been Declared a Nuisance.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission approve the Consent Agenda as submitted.

Mayor Kelly asked if there were any comments from the public.

Donna Williams, 2916 2nd Avenue North, expressed appreciation to the Commission for approving Items 8 B & C.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Referring to Item 13, Commissioner Tryon inquired as to what precipitated the change order amount to more than what was originally bid.

Park and Recreation Director Herrig responded on the following:

- New stalls and sinks were added to the men's and women's restrooms.
- Fixtures were replaced, new partitions and outlets were added in the concession vendor area.
- The HVAC system was changed to a central heat and air unit in the restrooms and concession area.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

PUBLIC HEARINGS

15. **RESOLUTION 10324, ESTABLISHING RESIDENTIAL AND COMMERCIAL SANITATION SERVICE COLLECTION RATES EFFECTIVE MARCH 1, 2020.**

Public Work Director Jim Rearden reviewed and discussed the PowerPoint slides consisting of the City Sanitation Landfill costs; personnel costs; vehicle maintenance and replacement; previous and proposed residential rate increases and current statewide rates.

Mayor Kelly asked if the Commission had any questions of staff.

Commissioner Tryon received clarification that to be compliant with the Affordable Care Act, part of the increase was from converting three part-time employees to two full-time employees.

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Mayor Kelly declared the public hearing open.

Jeni Dodd, 3245 8th Avenue North, received clarification that the senior rate applies to anyone over 65 and currently there are more than 2000 citizens on the senior rate.

No one spoke in support of Resolution 10324.

Speaking in opposition to Resolution 10324 was

John Hubbard, 615 7th Avenue South, commented that water and sanitation rates are combined as one and he expressed opposition to the rate increase.

Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission adopt Resolution 10324, establishing residential and commercial sanitation service collection rates effective March 1, 2020.

Mayor Kelly asked if there was any further discussion amongst the Commissioners.

Commissioner Tryon commented that normally he wouldn't support a rate increase; however, competition between Republic Services and the City Sanitation is a good balance.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

16. **RESOLUTION 10329, ESTABLISHING GOLF FEES FOR EAGLE FALLS GOLF CLUB AND ANACONDA HILLS GOLF COURSE.**

Park and Recreation Director Steve Herrig reported that in an effort to maintain current operations, anticipate future demands, and promote the golfing community, fees need to be established that will help offset expenditures relating to operation, administration, equipment replacement, capital-improvement, debt, and labor costs associated with the Eagle Falls Golf Club and Anaconda Hills Golf Course.

Mayor Kelly asked if the Commission had any questions of staff. Hearing none, Mayor Kelly declared the public hearing open.

No one spoke in opposition to Resolution 10329.

No one spoke in support of Resolution 10329.

Jeni Dodd, 3245 8th Avenue North, inquired about the amount of debt remaining in the general fund from the past golf course operation.

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City Manager Doyon responded that there is approximately \$1 million owed from the golf fund to the general fund.

Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Tryon moved, seconded by Commissioner Moe, that the City Commission adopt Resolution 10329, Golf Fees.

Mayor Kelly asked if there was any further discussion amongst the Commissioners.

Mayor Kelly noted that several comments received over the last several months have been favorable, including the Great Falls Public Schools Athletic Director.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

OLD BUSINESS

NEW BUSINESS

17. PARKING ENFORCEMENT/SERVICES CONTRACT RENEWAL.

Planning and Community Development Director Craig Raymond reported that this agenda item is a request to approve a one-year amended contract with SP Plus to continue to manage day-to-day operations of the downtown parking program. The contract renewal includes on-street time enforcement, meter collections, surface lot and parking garage enforcement and maintenance of parking facilities. Other duties and responsibilities include snow removal contracting and management, and parking operations software contract and hardware maintenance. The contract extension includes a five percent increase in the Management Fee, but no other increases in the contract budget.

The one-year contract represents a shift away from the previous three-year extensions that has been done in the recent past. Staff intends to pursue and publish a Request For Proposals (RFP) that may provide an opportunity to the City Commission to shift the responsibilities of the downtown parking program to the private sector. If successful, respondents will submit proposals that will essentially privatize parking operation of the city's on and off-street parking assets. It may be in the Cities best interest to include certain parameters within any agreement so that the Commission may still exercise certain controls to ensure fair and equitable market conditions.

Commissioner Houck moved, seconded by Commissioner Moe, that the City Commission approve the City's Parking Enforcement Services Third Amended Contract.

Mayor Kelly asked if there were any comments from the public.

John Hubbard, 615 7th Avenue South, expressed concern with regard to 15 minutes on the parking meters does not allow adequate time for citizens to shop.

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Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Tryon received clarification that the five percent increase in management fees and is justifiable.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

18. **RESOLUTION 10331, AUTHORIZING THE ISSUANCE AND PRIVATE NEGOTIATED SALE OF UP TO \$3,700,000 TAX INCREMENT BONDS, SERIES 2020, WEST BANK URBAN RENEWAL DISTRICT; AUTHORIZING THE ISSUANCE AND PRIVATE NEGOTIATED SALE THEREOF AND APPROVING AMENDMENT NO. 3 TO DEVELOPMENT AGREEMENT WITH WEST BANK, LLC.**

Finance Director Melissa Kinzler reported that the City designated and approved the West Bank Landing Project as an urban renewal project, consisting of a 12.5 acre, multi-phase, mixed-use commercial development in the District. The project also includes construction of a four story, 127 room hotel and future sites for restaurants, office buildings, retail shops and residential condominiums, to be located at the West Bank Landing generally on the east side of 3rd Street NW, along and to the northeast of 4th Avenue NW (the “West Bank Landing Project”).

The City authorized the use of Tax Increment in an amount not to exceed \$2,642,614 to pay or reimburse West Bank LLC (the “Developer”) for the costs of certain qualified improvements associated with the West Bank Landing Project. This is consisting of environmental remediation, removal of existing buildings, design, engineering and relocation of overhead power and telecom utilities, and design, engineering, construction and installation and extension of water, sanitary sewer, and storm sewer utilities.

The City and the Developer entered into a Development Agreement, dated as of August 2, 2016, as amended and supplemented by Amendment No. 1 to Development Agreement dated as of October 1, 2018. Amendment No. 2 to Development Agreement dated as of October 15, 2019, pursuant to which the City agreed to issue bonds payable from Tax Increment in a principal amount sufficient to pay or reimburse the Developer for \$1,592,614 of costs of the Infrastructure Improvements.

The City, through the Amendments in the Development Agreements, has already paid \$1,050,000 of the original \$2,642,614. The Developer has represented to the City that it has satisfied all preconditions to the issuance of such bonds as set forth in the Development Agreement.

In order to permit the issuance of the Series 2020 Bonds on a tax-exempt basis, the City and the Developer need to enter into Amendment No. 3 of the Development Agreement. The execution of Amendment No. 3 to Development Agreement by the City and the Developer is a condition precedent to the issuance of the Series 2020 Bonds and the payment or reimbursement to the

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Developer.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10331.

Mayor Kelly asked if there were any comments from the public.

Brett Doney, Great Falls Development Authority (GFDA), 405 3rd Street NW, commented that the West Bank Landing Project is a great example of a proper use of Tax Increment Financing. He added that GFDA has an interest in this project since it provided much of the bridge financing for some of the improvements.

Brad Talcott, 2801 4th Avenue North, expressed appreciation to City staff for their efforts with regard to the West Bank Landing Project and noted that the project is a good example of how TIF districts should work.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Mayor Kelly mentioned that refinancing the bonds is a fiscally responsible opportunity that will result in a savings of at least over \$200,000 for the City.

Mayor Kelly called for the vote.

Motion carried 5-0.

Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission approve Amendment No. 3 to Development Agreement with West Bank, LLC.

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Mayor Kelly expressed appreciation to Finance Director Kinzler for her efforts with regard to working with DA Davidson.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

19. RESOLUTION 10333, A RESOLUTION OF THE CITY OF GREAT FALLS REGARDING THE ADOPTION OF AN ENERGY RESPONSE TASK FORCE.

Commissioner Moe reported that Resolution 10333 establishes an ad hoc task force to evaluate the City's energy use and resiliency and to propose a plan to improve energy conservation and emergency response to the effects of changing weather patterns in Great Falls. The task force will be formed upon securing an Energy Corps member to oversee the work of the task force, under the

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supervision of the designated City employee and will dissolve upon submission of its plan or on May 31, 2021, whichever is sooner.

On Nov. 5, 2019, Ken Palisin, on behalf of Citizens for Clean Energy (CCE), addressed the City Commission in a work session and proposed a resolution to establish an Energy Conservation and Sustainability group to help the City of Great Falls move toward a cleaner energy future. The specific goal of the resolution was to increase the City's use of the clean energy sources of solar and wind to 40 percent by the year 2025.

Since the November work session, several proponents of the resolution have become part of the Montana State University's Climate Smart Montana, a non-partisan, non-profit network of communities, organizations and schools sharing information and resources to better coordinate community-based climate solutions and resiliency efforts in Montana. Through that network, they have been able to study other Montana communities' initial resolutions and learn more about the resources provided by Energy Corps. Based on these efforts, CCE has completed the modified resolution, which would establish a one-year task force to study what the City has done regard to energy conservation and emergency responsiveness, develop a proposal for future actions to be taken in both areas, and identify the partnerships and resources needed to implement the proposals.

Melissa Smith, 2736 Clover Drive, on behalf of Citizens for Clean Energy (CCE), commended the City for its actions already taken to conserve energy and reduce energy costs. She commented that Resolution 10333 builds on furthering goals of energy conservation as well as preparing for extreme weather events and urged that the Commission adopt Resolution 10333.

Commissioner Houck moved, seconded by Commissioner Moe, that the City Commission adopt Resolution 10333.

Written correspondence expressing support of Resolution 10333 was received from Dorothy Starshine (via February 13, 2020 email), Michael Enk (via February 13, 2020 email), Lita Sharone (via February 18, 2020 email) and Vickie Leigland (via February 18, 2020 email).

Mayor Kelly asked if there were any comments from the public.

Richard Liebert, 289 Boston Coulee Road, provided a handout on comparison of annual operation costs for light bulbs. He commented that the mission of the task force is to determine the best energy conservation and extreme weather response course of action plan.

Lita Sharone, 1200 32nd Street South, expressed appreciation to City staff for hiring McKinstry to perform an energy efficiency audit and for actions already taken to conserve energy and reduce energy costs.

Aart Dolman, 3016 Central Avenue, expressed support of Resolution 10333.

Brett Doney, Great Falls Development Authority (GFDA), 405 3rd Street NW, pointed out that the City has an emergency preparedness team and that the City previously issued an RFP for energy conservation

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services implementing energy savings. He added that it is unclear how establishing a task force is going to add expertise that the City doesn't already have.

Ken Palisin, 1200 32nd Street South, on behalf of Citizens for Clean Energy (CCE), opined that Resolution 10333 provides continued conservation and resiliency.

Jeni Dodd, 3245 8th Avenue North, expressed opposition to Resolution 10333 and suggested that CCE pay for the study. She questioned if the study would accomplish anything that has not already been done by the City staff. She expressed concern with regard to Commissioner Moe's involvement with regard to working on the resolution with CCE. Ms. Dodd expressed concern that the timing of posting the agendas make it difficult for citizens to review before City Commission meetings.

Samantha Harrington, 13 15th Street South, expressed support of Resolution 10333 and commented that the investment to explore how the increased use of more sustainable energy sources is a good idea.

Donna Williams, 2916 2nd Avenue North, expressed support of Resolution 10333 and opined that a task force works best if they are broadly represented of all citizens in the community.

Talon Harrington, 13 15th Street South, suggested that the City focus on solar and wind power for energy conservation.

Kathleen Gessaman, NC 3, 1006 36th Avenue NE, concurred with Mr. Harrington's comments and added that a task force could gather information and educate the community.

Kevin Westie, 602 35th Street North, commented that the City already has departments that evaluate the City's energy use and adopting Resolution 10333 would be a waste of money.

Carolyn Craven, 101 14th Avenue South, expressed support of Resolution 10333.

Ken Thornton, 31 Paradise Lane, expressed concern about climate change and commented that City staff is overburdened; therefore, for an Energy Corps volunteer could evaluate the City's energy use for \$12,000.

John Hubbard, 615 7th Avenue South, expressed concern with regard to deregulation.

David Saslav 2736 Clover Drive, member of CCE, explained that the Energy Corps volunteer under consideration would provide City staff with a useful conduit to a growing network that extends beyond the existing projects that are currently being implemented in the City. He opined that Resolution 10333 allows for a transparent study.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

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Commissioner Tryon commented that there is not sufficient information to make an informed and responsible vote on Resolution 10333. He inquired as to where the \$12,000 matching fund would come from.

Manager Doyon responded that the Commission would need to direct him to find funding for it in the existing general fund.

Commissioner Tryon explained that there is no data or cost estimates on the additional staff time that it would take beyond the \$12,000, as well as if the Energy Corps volunteer would be an employee of the City. He expressed concern that an agreement between Energy Corps and the City was not provided to the Commission and that the project would obligate taxpayer funds, public resources and City staff time to a project that has not been adequately publicly vetted. He concluded that the City has already taken energy conservation measures and needs to address higher priority issues in the City.

Commissioner Tryon moved, seconded by Commissioner Robinson, that the City Commission postpone the pending motion indefinitely.

Mayor Kelly asked if there were any comments from the public.

Richard Liebert, 289 Boston Coulee Road, concurred with some of Commissioner Tryon's concerns and he suggested an amendment to Resolution 10333.

Brett Doney, Great Falls Development Authority (GFDA), 405 3rd Street NW, expressed support of citizen passion with regard to the renewable energy proposal.

Speaking in support of the subsidiary motion were:

Jeni Dodd, 3245 8th Avenue North, **Kevin Westie**, 602 35th Street North and **John Hubbard**, 615 7th Avenue South.

Speaking in opposition to the subsidiary motion were:

Samantha Harrington, 13 15th Street South, **Melissa Smith**, 2736 Clover Drive, **Talon Harrington**, 13 15th Street South, **Aart Dolman**, 3016 Central Avenue, **Lita Sharone**, 1200 32nd Street South and **Ken Palisin**, 1200 32nd Street South,

Commissioner Houck stepped out at 9:23 p.m. and returned at 9:25 p.m.

Commissioner Robinson stepped out at 9:25 p.m. and returned at 9:28 p.m.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

With regard to the \$12,000 matching funds, Commissioner Moe suggested that funding for the Municipal Court part-time judge or vacancy savings from the retirement of the Public Works Director would be ideal sources of funding for the one-time only fund.

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Commissioner Moe explained that there would be additional staff time; however, the City would provide supervision and coordinate with the ad hoc task force. She added that the project has been publicly vetted and that the Commission should see the agreement between Energy Corps and the City.

Commissioner Robinson received clarification that the proposed resolution from CCE was provided in the agenda to show transparency between where the group first started to where they are now with Resolution 10333. He further received clarification that spending the \$12,000 is contingent on securing the services of an Energy Corps member. Commissioner Robinson expressed concern with regard to some of the language in Resolution 10333 and it resolving what everyone wants it to resolve. He concluded that he supports energy conservation; however, Resolution 10333 is not ready.

Commissioner Houck commented that Resolution 10333 allows the City to move forward with energy conservation efforts.

Commissioner Tryon reiterated that he is proposing to postpone the vote on Resolution 10333 because of incomplete information.

Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission amend the subsidiary motion to rather than being postponed indefinitely until March 17, 2020.

Commissioner Moe commented that having the information on the Memorandum of Agreement (MOU) is important; however, there may not be answers to Commissioner Tryon's other concerns. She noted that moving forward as a Commission is important.

Commissioner Tryon reiterated that not only is he requesting information about the MOU, but also how much City staff time and resources would be required.

Mayor Kelly asked if there were any comments from the public.

Speaking in support of amending the subsidiary motion were:

Richard Liebert, 289 Boston Coulee Road, **Kevin Westie**, 602 35th Street North, **John Hubbard**, 615 7th Avenue South and **Jeni Dodd**, 3245 8th Avenue North.

Speaking in opposition to amending the subsidiary motion were:

Samantha Harrington, 13 15th Street South, **Lita Sharone**, 1200 32nd Street South and **David Saslav**, 2736 Clover Drive.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Subsidiary Motion, as amended, carried 4-1 (Commissioner Houck dissenting).

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20. ORDINANCE 3211, AMENDING TITLE 17 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF): RESERVING CHAPTERS 41 THROUGH 43; AND, REPEALING AND REPLACING CHAPTER 44 PERTAINING TO LANDSCAPING.

Planning and Community Development Director Craig Raymond reported that Planning and Community Development, Public Works, Engineering and Environmental Divisions have been working to address community concerns with the development process in the City. Ordinance 3211 significantly restructures and organizes the layout of the code so that it is easier to navigate and understand code requirements based on use.

Staff was also aggressive in proposing reductions in planting rates for trees and shrubs as well as providing more flexibility for plant types and beautification strategies. Developers are being encouraged to incorporate storm water facilities into the landscape design in order to address storm water compliance and landscape code compliance, which will offer cost savings in the development.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission accept Ordinance 3211 on first reading and set a public hearing for March 17, 2020.

Mayor Kelly asked if there were any comments from the public.

Katie Hanning, Home Builders Association, 327 2nd Street South, expressed appreciation to City staff for their outstanding efforts. She suggested that zeroscaping be considered, which is sustainable low maintenance, and supports the idea of astro turf.

Brett Doney, Great Falls Development Authority (GFDA), 405 3rd Street NW, commented that Ordinance 3211 gives some flexibility while still protecting the original intent of landscaping codes.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

21. ORDINANCE 3212, AMENDING TITLE 17 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF): REPEALING APPENDIX B PERTAINING TO THE LIST OF REQUIRED TREES FOR BOULEVARD AREAS AND STREET MEDIANS.

Planning and Community Development Director Craig Raymond reported that staff has noted over the years several instances where Appendix B either needed to be amended or some flexibility needed to be exercised due to either local availability of tree species or disease and insect infestation problems with certain tree species.

Commissioner Houck moved, seconded by Commissioner Moe, that the City Commission accept Ordinance 3212 on first reading and set a public hearing for March 17, 2020.

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Mayor Kelly asked if there were any comments from the public.

John Hubbard, 615 7th Avenue South, inquired as to the origin of Dutch Elm Disease.

Kevin Westie, 602 35th Street North, inquired about the number of trees required on a boulevard. Mayor Kelly responded that the Park and Recreation Department would have answers to Mr. Hubbard and Mr. Westie inquiries at the March 17, 2020 City Commission meeting. Mayor Kelly suggested that Mr. Hubbard and Mr. Westie put their concerns in writing.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

22. **ORDINANCE 3213, AMENDING TITLE 15 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF): PERTAINING TO BUILDINGS AND CONSTRUCTION.**

Assistant City Attorney Joe Cik reported that Ordinance 3213 would amend the Official Code of the City of Great Falls (OCCGF) Title 15 to comply with Mont. Code Ann. Title 50 and the ARM. The first substantive proposed amendment would adopt the above listed codes that have not previously been adopted into OCCGF Title 15. The second substantive proposed amendment would change language in certain provisions to adopt the appendices that have also been adopted by the Montana Department of Labor and Industry (MTDOLI). Finally, the Ordinance under consideration would allow the Great Falls Fire Rescue Department (GFFR) to assess fees for Fire Prevention Bureau inspections, if it deems necessary.

Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission adopt Ordinance 3213.

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

CITY COMMISSION

23. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Referring to a previous speakers comment about her involvement with the Big Sky National Heritage Area, Inc. Commissioner Houck reiterated that being a Big Sky Country National Heritage Area, Inc. (BSCNHA) Board Member in the past was fully disclosed and that her donation was to support a feasibility study years prior to any discussions about the BSCNHA. She pointed out that she did not receive any personal benefit from it and that she will always support tourism.

JOURNAL OF COMMISSION PROCEEDINGS

February 18, 2020

24. COMMISSION INITIATIVES.

Commissioner Moe announced that a resolution with regard to the Neighborhood Councils concerns about the proposed Madison Food Park will be forthcoming for the March 3, 2020 Commission meeting.

Commissioner Houck explained that she had received phone calls that were blocked and anonymous; therefore, she was unable to respond. She encouraged citizens who wish to communicate with the Commission, to utilize the City Manager's office or the interface on the website.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Moe moved, seconded by Mayor Kelly, to adjourn the regular meeting of February 18, 2020, at 10:20 p.m.**

Motion carried 5-0.

Mayor Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: March 3, 2020



ITEM: \$5,000 Report
Invoices and Claims in Excess of \$5,000

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT
<http://greatfallsmt.net/finance/checkregister>

**TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN
ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$5000:**

ACCOUNTS PAYABLE CHECK RUNS FROM FEBRUARY 6, 2020 -FEBRUARY 19, 2020	1,220,105.18
MUNICIPAL COURT ACCOUNT CHECK RUN FOR FEBRUARY 1, 2020 - FEBRUARY 14, 2020	4,484.94
TOTAL: \$	<u>1,224,590.12</u>

GENERAL FUND

FIRE

US BANK NATIONAL ASSOCIATION	DEBT SERVICE	43,174.88
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SPECIAL REVENUE FUND

SUPPORT & INNOVATION

GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT	JANUARY 2020 TBID ASSESSMENT DISTRIBUTION	6,494.72
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CENTRAL MONTANA AG TECH PARK TID

DORSEY & WHITNEY LLP	LEGAL SERVICES THROUGH 2/5/20 TAX INCREMENT INFRASTRUCTURE	22,000.00
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ENTERPRISE FUNDS

WATER

THATCHER CO OF MONTANA	CHEMICALS	5,479.56
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SEWER

VEOLIA WATER NORTH AMERICA VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT MONTHLY CONTRACTED CAPITAL IMPROVEMENTS	
MJD CONTRACTING, LLC	OF 1731.2 WWTP DEWATERING PUMP REPLACEMENT	41,051.70
BOLAND DRILLING	OF 1731.1 SEPTAGE RECEIVING STATION	43,898.03

ENTERPRISE FUNDS (cont.)

SANITATION

US BANK NATIONAL ASSOCIATION	DEBT SERVICE	132,796.56
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INTERNAL SERVICES FUND

FINANCE

DATEPROSE, LLC	POSTAGE AND STATEMENT PRINTING	7,722.74
TYLER TECHNOLOGIES, INC	NEW SOFTWARE IMPLEMENTATION FOR UTILITIES	6,031.87

CENTRAL GARAGE

MOUNTAIN VIEW CO-OP	FUEL	22,914.50
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TRUST AND AGENCY

PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	46,812.00
ICMA RETIREMENT TRUST	EMPLOYEE CONTRIBUTIONS	16,324.93
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	54,192.09
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	69,997.88
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	125,160.67
POLICE SAVINGS & LOAN	EMPLOYEE CONTRIBUTIONS	11,903.00
US BANK	FEDERAL TAXES, FICA & MEDICARE	195,700.70
AFLAC	EMPLOYEE CONTRIBUTIONS	9,623.86
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	16,288.53
WSCFF EMPLOYEE BENEFIT TRUST	EMPLOYEE CONTRIBUTIONS	6,400.00

UTILITY BILLS

ENERGY KEEPERS, INC	ELECTRICITY CHARGES FOR JAN 2020	65,286.00
ENERGY WEST RESOURCES INC	JANUARY 2020 CHARGES	28,888.93
HIGH PLAINS LANDFILL	JANUARY 2020 SANITATION CHARGES	72,279.61

CLAIMS OVER \$5000 TOTAL:	\$	<u><u>1,050,422.76</u></u>
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CITY OF GREAT FALLS, MONTANA

AGENDA: 8

COMMUNICATION TO THE CITY COMMISSION

DATE: March 3, 2020

ITEM: CONTRACTS LIST
Itemizing contracts not otherwise approved or ratified by City Commission Action
(Listed contracts are available for inspection in the City Clerk's Office.)

PRESENTED BY: City Clerk's Office

ACTION REQUESTED: Ratification of Contracts through the Consent Agenda

MAYOR'S SIGNATURE: _____

CONTRACTS LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Public Works/ Utilities	Stallion Ridge LLC	Indefinite	N/A	Amended Consecutive System Agreement for Big Stack Estates, PWS ID # 0004682
B	Public Works/ Engineering	ADF International, LLC	Permanent	\$1.00	Recognition and Grant of Utility Access Easement in a portion of the S ½ of Section 30, Township 21 North, Range 4 East, Principal Meridian of Montana, Cascade County, described as Lot 1 of the International Malting Company LLC Addition OF 1658.1

C	Great Falls Police Department	Nelson Comfort Solutions	03/03/2020-01/31/2021	\$2,850	Professional Services Agreement for complete yearly maintenance on HVAC equipment at 911 Dispatch Center
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Item: Sanitary Sewer Trenchless Rehabilitation Phase 22, OF 1675.1.
From: Public Works - Engineering Division
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Consider Bids and Award Contract.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (award/not award) the construction contract in the amount of \$845,000.00 to Planned and Engineered Construction, Inc. for the Sanitary Sewer Trenchless Rehabilitation Phase 22, and authorize the City Manager to execute the construction contract documents.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation:

Approve contract award.

Summary:

This sanitary sewer-lining project is a continuation of an ongoing maintenance and repair program to rehabilitate deteriorated sanitary sewer mains using trenchless technologies. This phase will restore 12,300 linear feet of varying diameter sewer main. This length is the equivalent of 35 city blocks. The rehabilitated mains serve primarily residential areas and several commercial properties in the downtown area.

Background:

Citizen Participation

The construction activity will have little impact on the citizens of Great Falls. The contractor is required to keep the sewer mains functioning by utilizing bypass pumping. Should a sewer service interruption be necessary because of the work, customers affected will be notified in a timely manner. Traffic interruptions should be very limited since the majority of mains are located along alleyways and residential city streets.

Workload Impacts

The Utilities and Engineering Divisions of the City's Public Works Department completed sewer main inspections that were used to identify and prioritize the mains which needed rehabilitation. The City Engineering staff designed the project and will perform construction inspection and contract administration.

Purpose

This project is a continuation of previous projects to rehabilitate deteriorated sewer mains in a less disruptive manner. Although the sewer mains are functioning, the aged and deteriorated mains had developed pits, cracks, and holes. These defects can lead to raw sewage leaking into ground water and can also make routine maintenance difficult.

By using Cured-in-Place-Pipe (CIPP), the project will extend service life and alleviate the issues stated above. Trenchless technology provides the City with a low cost solution that greatly reduces disruption and eliminates utility conflicts.

Project Work Scope

This project will line 12,300 linear feet of 8-inch through 28-inch diameter sewer mains at thirty-six (36) locations spread around the City.

Evaluation and Selection Process:

Two bids were received for this project, one from Planned and Engineered Construction, Inc. (PEC), and the other from Insituform Technologies and opened on February 19, 2020. The two bids were \$845,000.00, and \$985,383.00, with PEC providing the low bid and executing all the necessary bid documents.

Conclusion

City staff recommends awarding the contract to Planned and Engineered Construction, Inc. in the amount of \$845,000.00.

Fiscal Impact:

The attached bid tabulation summarizes bids that were received.

Alternatives: The City Commission could vote to deny award of the construction contract and re-bid or cancel the project.

Attachments/Exhibits:

- OF 1675.1 Long Form Bid Tab
- OF 1675.1 Summary of Mains to Be Lined
- OF 1675.1 Vicinity Map

Long Form Bid Tab - O.F. 1675.1

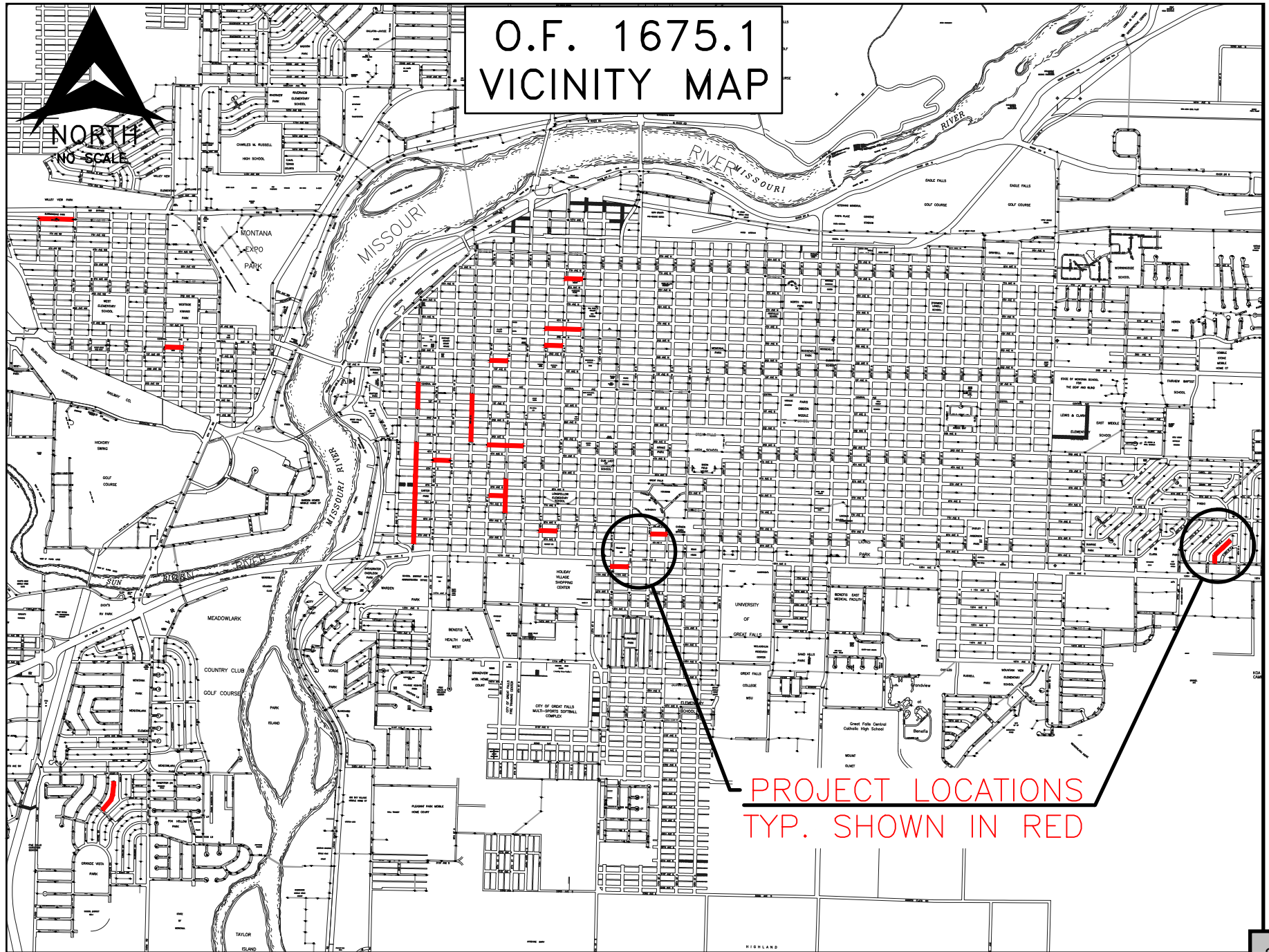
Sanitary Sewer Trenchless Rehabilitation, Phase 22

Completed by: MS

Date: 2-19-20

Item #	Description of Pay Items			Engineer		P.E.C		Insituform	
		Qty	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
101	Clean and Video Host Pipe	12,300	LF	\$5.00	\$61,500.00	\$5.00	\$61,500.00	\$3.00	\$36,900.00
102	Install 8" CIPP	3,200	LF	\$25.00	\$80,000.00	\$23.00	\$73,600.00	\$26.00	\$83,200.00
103	Install 9" CIPP	4,100	LF	\$26.00	\$106,600.00	\$25.00	\$102,500.00	\$28.00	\$114,800.00
104	Install 18" CIPP	200		\$100.00	\$20,000.00	\$90.00	\$18,000.00	\$101.00	\$20,200.00
105	Install 24" CIPP	4,400		\$110.00	\$484,000.00	\$95.00	\$418,000.00	\$115.00	\$506,000.00
106	Install 28" CIPP	800		\$140.00	\$112,000.00	\$110.00	\$88,000.00	\$150.00	\$120,000.00
107	Internally Reinstall Laterals	260	EA	\$100.00	\$26,000.00	\$50.00	\$13,000.00	\$88.00	\$22,880.00
108	Mobilization (5% Max)	1	LS	\$45,000.00	\$45,000.00	\$25,400.00	\$25,400.00	\$36,403.00	\$36,403.00
109	Miscellaneous	45,000	Unit	\$1.00	\$45,000.00	\$1.00	\$45,000.00	\$1.00	\$45,000.00
				\$980,100.00		\$845,000.00		\$985,383.00	

Line ID#	Location	Manholes (up/down)	Pipe Size (inches)	Pipe Length (ft)	Pipe Material	Max Depth	Services**	Drawing Location	Comments
17	2nd Alley & 8th St.	15/14	9"	425	Clay Tile	20	18	A	
113	11th St. No. & 3rd Alley No.	131/130	9"	427	Clay Tile	15	15	A	Roots
123	4th Alley No. & 11th St.	141/140	9"	427	Clay Tile	11	17	A	Point Repair at 201.8 FT -Replace 195-205
124	4th Alley No. & 12th St.	142/141	9"	427	Clay Tile	10	12	A	Crack/Void at 275 FT/Roots
145	7th Alley N & 4th Alley No. & 12th St.	165/164	9"	428	VCP	16	11	B	PVC repair section in line @ approx 365FT @ 243 Broken
804	9th Alley So. & 10th Street	711/710	9"	433	Clay Tile	17	9	D	3 PVC Sections in Line, 299 Protruding tap
535	5th Alley So. & 6th St.	560/559	9"	428	VCP	16	30	E	320FT Bad Pipe
589	10th Alley So. & 3rd St.	605/615	18"	190	Clay Tile	15	1	E	Cracks
588	9th Alley So. & 3rd St.	615/595	24"	204	RCP	14	0	E	Cracks
577	9th Alley So. & 3rd St.	595/585	24"	397	RCP	12	0	E	
693	7th and 8th Alley So. & 3rd St.	585/576	24"	398	RCP	10	0	E	Cracks
558	7th Alley So. & 3rd St.	576/567	24"	398	RCP	10	1	E	Cracks
549	6th Alley So. & 3rd St.	567/558	24"	407	VCP	9	3	E	
541	5th Alley So. & 3rd St.	558/549	24"	395	VCP	9	7	E	AT STA 102 service line protrudes into main
513	2nd Alley So. & 3rd St.	532/523	24"	398	Brick	15	9	E	
503	1st Alley So. & 3rd St.	523/89	24"	224	Brick	16	4	E	
530	4th Alley So. & 9th St.	556/614	9"	415	VCP	11	13	F	bad ronn? 21FT,Cracks, 185FT Roots, 285 Broken Pipe Crushed 285 Spot, 292 Collapsed Service
529	4th Alley So. & 8th St.	614/555	24"	374	VCP	15	13	F	
532	3rd to 4th Alley So. & 6th St.	554/543	28"	440	VCP	18	4	F	
523	3rd Alley So. & 6th St.	543/535	28"	396	VCP	18	2	F	
514	2nd Alley So. & 6th St.	535/526	28"	395	VCP	17	4	F	MH at STA 188/
556	7th Alley So. & 7th St.	581/582	9"	390	Clay Tile	17	15	G	Longitidinal Cracki STA 78FT/ Oval Pipe/ Spot Repair 285-295, 37-57 camer under water
568	8th Alley So. & 8th St.	591/582	24"	397	RCP	19	0	G	
559	7th Alley So. & 8th St.	582/573	24"	398	RCP	16	1	G	
1401	9th Ave So. & 50th St	1312/1311	8"	190	VCP	9	4	H	
1402	9th Ave. So. & 49th St.	1313/1312	8"	256	VCP	9	7	H	Roots 115Ft and 120FT, Above average root prescence
1403	49th St. So. & 50th St.	1314/1313	8"	240	VCP	11	6	H	STA 9FT-11FT pvc
887	9th Alley So. & 16th St.	797/798	8"	433	Clay Tile	11	15	I	167 Broken Service, 251 Service in Main
1737	11th Alley So. & 15th St.	1791/1790	8"	425	Clay Tile	14	15	I	PVC Section in Line/Line through all services (Town Pump)
3098	8th Ave NW & 16th St NW	3039/3040	8"	400	NCP	N/A	1	J	
3095	8th Ave NW & 14th St NW	3037/3039	8"	470	NCP	N/A	5	J	
2172	1st Alley S.W. & 9th St.	2069/2070	9"	425	Clay Tile	9	0	K	
2694	Carmel Drive	2614/2615	8"	87	RCP	18	2	L	
2695	Carmel Drive	2615/2616	8"	232	RCP	19	6	L	Crack 36FT
2696	Carmel Drive	2616/2617	8"	123	RCP	20	6	L	Crack at STA 77FT, PVC at STA 104-107
2697	Carmel Drive	2617-2630	8"	305	RCP	20	9	L	Root at 60FT, Joint Sepirated at STA 168





Item: Resolution 10338, "A Resolution Certifying the Abatement of a Nuisance located at 804 4th Avenue SW, legally described as Great Falls 6th (GF6), Lot 5, Block 549, Cascade County, Montana Completed."

From: Steve Herrig, Park and Recreation Director

Initiated By: Todd Seymanski, City Forester

Presented By: Steve Herrig, Park and Recreation Director

Action Requested: Adopt Resolution 10338.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (adopt/deny) Resolution 10338."

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation:

Staff recommends the City Commission adopt Resolution 10338, a resolution certifying the abatement of a Nuisance located at 804 4th Avenue SW completed.

Background:

On August 19, 2019, upon determination that there was standing dead wood, which is a prime breeding site for the elm bark beetle, the City's Diseased Elm Inspector, tagged the dead Elm tree for removal at 804 4th Ave. S.W. (The tree is located on the eastside of the property, within the fenced property line and the eastside of the building); GIS mapping shows the property is owned by Tom Wilson. On September 27, Todd Seymanski, City Forester, issued a Notification to Remove Diseased Elm Tree to Tom Wilson at 804 4th Ave. S.W. The Official Code of the City of Great Falls (OCCGF) states that the infected or dead tree must be removed and disposed of within twenty (20) days of the mailing, or personal delivery of the notice.

On October 7, Tom Wilson responded in writing stating he would like to appeal the notice citing he was not certain the tree was located on his property and that the tree may have died from chemicals in the soil. Subsequently, Steve Herrig, Park and Recreation Director spoke to Tom Wilson on the phone twice regarding the issue. On December 5, 2019, Mr. Herrig issued a letter to Mr. Wilson outlining OCCGF provisions and the process conducted to date; summarizing that the GIS mapping shows the tree is in fact located on said property and the cause of the tree to die causing standing dead wood is irrelevant. Additionally, the letter stated that pursuant to OCCGF § 8.49.030, Mr. Wilson had ten (10)

days as of the date the notice was mailed to commence the required action, and thirty (30) days to complete the requirements or to provide proof of substantial compliance.

No action was taken to remove the dead tree from the property. On January 2, 2020, Steve Herrig sent a letter to Tom Wilson advising him, that pursuant to the OCCGF § 8.49.040 that a Great Falls City Commission meeting was scheduled for January 21, 2020, at 7:00 p.m. This City Commission meeting will be held pursuant to OCCGF § 8.49.050. At said Commission meeting, the Commission would proceed to hear the testimony of the City personnel and the testimony of any other interested party who may be present and desire to testify respecting the condition of the above stated property. Apparent conditions on the property constitute a violation of the OCCGF §§ 8.49.030, 8.52.040, 8.52.060. Further, pursuant to OCCGF § 8.49.050, upon the conclusion of the hearing, the City Commission would, by resolution, declare its findings and in the event it so concluded, it may declare the property to be a Nuisance and direct Mr. Wilson to physically commence abatement of the nuisance within ten (10) days, and to complete said abatement within thirty (30) days, by removing or taking the appropriate act necessary to cure the Nuisance. Additionally, such resolution shall further notify Mr. Wilson that if the Nuisance was not abated, the property would be the subject of removal or other appropriate act, as the case may be, by the City and the expenses thereof may have remained as a lien on the property. All notifications and letters were sent by certified mail, postage pre-paid, return receipt requested, posted on the property, and were signed for by Mr. Wilson.

On January 21, 2020 The City Commission conducted a public hearing and adopted Resolution 10327, declaring a nuisance, ordered the nuisance be abated and authorized City staff to force abatement if necessary. Upon adoption of Resolution 10327, City staff sent Tom Wilson a copy of the adopted Resolution 10327, and posted the resolution to the tree. The resolution was sent by certified mail, postage pre-paid, return receipt requested, posted on the property.

On February 18, 2020, City staff received notification that Mr. Wilson had contacted Rocky Mountain Tree Care Specialists, Inc. and the nuisance tree had been removed. Thereby abating said Nuisance at no additional cost to the City.

Fiscal Impact: There was no fiscal impact.

Attachments/Exhibits:

Resolution 10338

RESOLUTION 10338

A RESOLUTION CERTIFYING THE ABATEMENT OF A NUISANCE LOCATED AT 804 4TH AVENUE SOUTHWEST, LEGALLY DESCRIBED AS GREAT FALLS 6TH (GF6), LOT 5, BLOCK 549, CASCADE COUNTY, MONTANA COMPLETED.

WHEREAS, the City Commission adopted Resolution 10327 on January 21, 2020; and

WHEREAS, Resolution 10327 declared certain property located at 804 4th Avenue Southwest, Great Falls 6th (GF6), Lot 5, Block 549, Cascade County, Montana, a Nuisance, ordered the Nuisance abated, and authorized staff to force abatement if necessary; and

WHEREAS, said abatement process was completed by the Landowner; and

WHEREAS, the City Commission wishes to certify that the subject Nuisance has been abated, pursuant to the Official Code of the City of Great Falls § 8.49.080.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

1. The Commission hereby certifies that the Nuisance on the subject property legally described as Great Falls 6th (GF6), Lot 5, Block 549, Cascade County, Montana is hereby fully abated; and
2. The method of abatement was handled by the property owner through the services of a private contractor.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on March 3, 2020.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Joseph Cik, Assistant City Attorney



Item: Ordinance 3200, “An Ordinance repealing and replacing Title 17, Chapter 36 of the Official Code of the City of Great Falls (OCCGF), and reserving Chapters 33 through 35.”

From: Planning & Community Development Department

Initiated By: Planning & Community Development/Legal Departments

Presented By: Craig Raymond, Director, Planning & Community Development

Action Requested: Adopt Ordinance 3200.

Public Hearing:

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

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Ordinance 3200.”

2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
-

Staff Recommendation:

Staff recommends the City Commission adopt Ordinance 3200.

Summary:

Adopted in 2005 as the City’s first comprehensive compilation of code provisions relating to development, Title 17 of the Official Code of the City of Great Falls (OCCGF) has since been modified a number of times to keep the Title current and relevant, or to correct errors or omissions.

As part of the current comprehensive review of the City’s development review process, the City Commission asked staff to look at Title 17, referred to as the “Land Development Code”, to see if there were opportunities for streamlining and improvement to provide better service to the development community. In response, City staff determined that the Parking and Landscaping chapters should be evaluated and amended to respond to issues that have been identified during the review of development projects that have taken place over the last few years.

Review Process:

Staff was tasked with reviewing and analyzing the existing Parking chapter to determine if the Code was outdated, if it was deficient, or if there were opportunities for reducing the burden of the requirements upon new development. The general process followed by staff included:

- Comparing the Code's off-street parking requirements to those of eight different cities of similar size within the region. The cities that were used for comparison were Casper, WY; Missoula, MT; Bozeman, MT; Helena, MT; Minot, ND; Billings, MT; Rapid City, SD; and, Idaho Falls, ID. Generally, Great Falls' off-street parking requirements were found to be on the lower end of requirements (e.g. required less off-street parking) among the various codes that were reviewed, including off-street parking standards from a planning study published by the American Planning Association;
- Meeting with a focus group of design professionals to solicit input regarding possible opportunities for Code changes that would positively impact the community and, at the same time, reduce developer responsibilities for off-street parking;
- Reviewing the Great Falls Growth Policy and the Long Range Transportation Plan for adopted guidance relating to off-street parking. The Growth Policy and Transportation Plan has guidance on pedestrian safety and access, and the Long Range Transportation Plan has policy recommendations on both bicycle and pedestrian access and safety;
- Line-by-line review of the chapter to identify areas that needed clarification and also to identify redundant, unused or outdated provisions; and,
- Re-formatting to match the format of other, recently adopted Titles of the OCCGF, as well as correction of grammatical or wording errors.

The City Commission heard a presentation on the proposed amendments at its regular work session on December 3, 2019, and a public presentation was given on January 8, 2020, as part of a Town Hall session on proposed changes to the development review process. At its regular meeting of February 4, 2020, the City Commission set the Public Hearing for March 3, 2020, and the public hearing was properly noticed in compliance with noticing requirements pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.

Background:

The attached Exhibit C summarizes the proposed amendments, giving a brief explanation for each change. Generally, all of the changes fall under one or more of four categories: Simplification, Flexibility, Reduced Requirements, and Safety.

SIMPLIFICATION – *Eliminate redundant or unused Code provisions to reduce the regulatory burden and make the Code more readable and less confusing.*

A number of Code provisions are recommended for deletion. These include:

1. Eliminate accessible (ADA) parking space requirements, as these are redundant to provisions contained within the City's adopted Building Code;
2. Eliminate the current code mandate that loading facilities must be provided for specific uses;
3. Eliminate a table that provided recommendations for bicycle parking spaces by type of use; and,
4. Eliminate a table showing examples of uses that could potentially share a parking area.

FLEXIBILITY – *Increase opportunities for flexibility to allow for more developer-driven decision-making.*

Many of the proposed amendments are directed toward giving developers more site design flexibility to fit the needs of the site and development. These include:

Options for reducing the number of required spaces

Introducing more flexibility into the Code can be accomplished by providing more options for calculating and determining the required amount of off-street parking spaces, including:

1. Allow a reduction in the amount of required spaces through the preparation and approval of a use-specific parking study that shows a reduced number is appropriate;
2. Allow off-street parking in the C-4 and C-5 (Central Business Core and Central Business Periphery) zones to be optional and at the discretion of the developer; and
3. Increase the bicycle parking credit (wherein providing bicycle parking spaces can reduce the amount of required vehicular parking spaces).

Location of off-street parking

Because some sites cannot accommodate all the necessary development requirements (e.g. parking, landscaping, storm water management facilities), the proposed amendments increase the allowable distance between a use and its primary or shared off-street parking. Specifically, the proposed amendment would increase the allowable distance for shared or primary parking from 400 to 1000 feet from the development it serves.

Increase off-street parking maximum for small sites

The amendments propose allowing small sites to increase the number of spaces up to 20% or **10 additional spaces**, whichever is greater. All sites are currently allowed the 20% increase in the amount of spaces provided, but staff has observed that the 20% additional allowance is, at times, insufficient for the needs of developments with a small off-street parking requirement.

Dimensional flexibility for parking layouts

Instead of a fixed set of dimensions for parking spaces and aisle widths, the proposed amendments provide a range of widths that can be selected by the site designer rather than have the width dictated by Code. The table below shows the proposed revised dimensional guidance for parking stalls and aisles.

Parking Stall and Aisle Dimensional Standards					
Angle	Parking Type	Stall Width	1-Way Aisle	2-Way Aisle	Stall Depth
0	Standard	9-10	12-14	24-28	9
	Compact	8	12-14	24-28	8
30	Standard	9-10	12-14	24-28	18-20
	Compact	8	12-14	24-28	15

45	Standard	9-10	12-14	24-28	18-20
	Compact	8	12-14	24-28	15
60	Standard	9-10	18-20	24-28	18-20
	Compact	8	15-17	24-28	15
90	Standard	9-10	24-26	25-29	18-20
	Compact	8	22-24	24-28	15

Surfacing options

The recommended amendments propose allowing additional surfacing options, including gravel surfacing in I-2 Heavy Industrial zoning districts and permeable pavers in all zoning districts. This will reduce the burden upon industrial developments, and it will also increase flexibility for a developer to more efficiently address storm water treatment and management.

Bicycle parking space credit

Bicycle parking can reduce the need for some vehicle parking and allow customers and residents with safe, secure parking options. The proposed amendments keep the existing incentive to provide bicycle parking through an allowed reduction in vehicle parking, but add the option of “short term bicycle parking” or “long term bicycle parking.” A greater benefit is proposed for those who incorporate long-term parking (i.e., parking that is more secure and shielded from the elements).

REDUCED REQUIREMENTS – *Reduce minimum parking space requirements to assist in development or redevelopment of tighter sites.*

Too much required parking can inhibit redevelopment, increase storm water management needs, and increase development costs. To better accommodate tight site constraints and to reduce environmental impacts, it was important to amend the code to incorporate appropriate reductions in parking minimums. The table below outlines the proposed reductions.

Proposed Reductions to Parking Minimums	
Land Use	Minimum Off-Street Parking Spaces
Banks, finance companies	1 per 300 400 sf
Bars, lounges, taverns	1 per 2.5 3 seats + 1 per employee
Exercise facilities, spas	1 per 200 300 sf
Office, business and professional	1 per 300 sf
Retail	1 per 240 300 sf

Retail over ~~5,000~~ 60,000 sf

~~20~~ 200 + 1 per ~~300~~ 500 sf in excess of
5,000 60,000 sf

SAFETY - *Enhance safety for motorists, bicyclists and pedestrians through clarification of design elements.*

Improper design of parking lots can lead to crashes in parking lots, driver frustration and conflict between pedestrians and motorists. The proposed amendments correct and clarify design language and add provisions for better protection of pedestrians. These changes:

1. Clarify that non-residential off-street parking spaces may not back out into a public street, which eliminates the potential for conflict with pedestrians on the public sidewalk, as well as conflicts with higher speed traffic;
2. Clarify the need to provide for safe pedestrian movements to and through a site – emphasizing safe navigation of people walking through parking lots;
3. Clarify that public rights-of-way are not intended to be used for off-street parking, except in unique circumstances that include approval through an encroachment permit;
4. Enhance and clarify the location and design provisions for bicycle parking; and,
5. Enhance and clarify loading area design and location provisions. Remove unused and unnecessary requirements.

Summary of Amendments:

The proposed amendments are summarized in attached Exhibit C– Summary of Proposed Amendments. The table lists the amendments one-by-one, with a brief explanation of the reason for each change.

The attached Exhibit A illustrates the recommended amendments to Title 17, Chapter 36, with added language in **bold** and deleted language in ~~strike through~~. Exhibit B illustrates the proposed Chapter 36 in clean format.

Fiscal Impact:

None.

Alternatives:

The City Commission could deny Ordinance 3200.

Concurrences:

City Manager's Office

Legal Department

Public Works

City Clerk's Office

Attachments/Exhibits:

Ordinance 3200

Ord. 3200 Exhibit "A"

Ord. 3200 Exhibit "B"

Ord. 3200 Exhibit "C"

ORDINANCE 3200

AN ORDINANCE REPEALING AND REPLACING TITLE 17, CHAPTER 36 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), AND RESERVING CHAPTERS 33 THROUGH 35.

* * * * *

WHEREAS, the City Commission established Title 17 of the OCCGF outlining provisions pertaining to, and known as, the Land Development Code; and

WHEREAS, the City Commission wishes to establish and reserve Chapters 33 through 35 of OCCGF Title 17; and

WHEREAS, the City Commission has recognized deficiencies in OCCGF Title 17, Chapter 36, including but not limited to, grammatical, formatting, and referencing deficiencies; and

WHEREAS, the City Commission wishes to cure the deficiencies and make substantive amendments to OCCGF Title 17, Chapter 36, as well as to establish consistency within the OCCGF and, where applicable, the Montana Code Annotated; and

WHEREAS, at its regularly scheduled January 14, 2020 meeting, the Great Falls Planning Advisory Board recommended that the City Commission adopt Ordinance 3200.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1. OCCGF Title 17, Chapters 33-35 are hereby established and reserved;

Section 2. OCCGF Title 17, Chapter 36 is hereby repealed and replaced as depicted in Exhibit "A" attached hereto and by reference incorporated herein, with deleted language identified by ~~strike through~~ and inserted language **bolded**; and

Section 3. This ordinance shall be in full force and effect thirty (30) days after second reading and final adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading February 4, 2020.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading March 3, 2020.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

Joseph Cik, Assistant City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3200 on the Great Falls Civic Center posting board and the Great Falls City website.

Lisa Kunz, City Clerk

(CITY SEAL)

Chapter 33 RESERVED

Chapter 34 RESERVED

Chapter 35 RESERVED

Chapter 36 PARKING

Articles:

Article 1 - GENERAL PROVISIONS

Article 2 - VEHICLE PARKING

Article 3 - BICYCLE PARKING

Article 4 - LOADING AREAS

Article 1 GENERAL PROVISIONS

Sections:

~~17.36.1.010 Legislative findings.~~

~~17.36.1.020 Purpose.~~

~~17.36.1.030 Applicability.~~

~~17.36.1.040 Calculations.~~

17.36.1.010 Legislative findings.

17.36.1.020 Purpose.

17.36.1.030 Applicability.

17.36.1.040 Calculations.

17.36.1.010 Legislative findings.

The City Commission makes the following findings:

- 1.—**A.** The design of parking areas is critically important to the economic viability of commercial areas, pedestrian and driver safety, the efficient and safe operation of adjoining streets, and community ~~image~~ and livability;;
- 2.—**B.** Standards are needed to establish the minimum and maximum number of parking spaces that are needed to serve various land uses;;

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Chapter 36 PARKING

- 3.—**C.** Excessive parking lots reduce density, increase the cost of development, create an unhealthy built environment, contribute to the heat island effect associated with urban areas, and decrease the infiltration of stormwater into the ground-;
- 4.—**D.** Special standards are needed to accommodate the needs of the disabled-;
- 5.—**E.** A growing number of people use or would like to use bicycles for recreation, commuting, and general transportation-;
- 6.—**F.** Inadequate bicycle parking facilities and fear of theft are major deterrents to bicycle transportation-;
- 7.—**G.** Shared parking can reduce parking facility costs ~~(including aesthetic and environmental impacts), allows,~~ **allow** greater flexibility in facility location and site design, and ~~encourages~~ **encourage** more efficient land use-;
- 8.—**H.** Parking lots and their ~~access~~ **accesses** represent a vital ~~connection~~ **connections** between the local transportation network and land development-; **and**
- 9.—**I.** Incorrectly designed parking lots and site access have negative impacts on the site itself, the adjacent and nearby public roadways, and the image of the business district, river corridor, and the City.

17.36.1.020 Purpose.

This ~~chapter~~ **Chapter** is established to promote the public health, safety, and general welfare and is intended to accomplish the following purposes:

- 1.—**A.** Increase the safety and capacity of public streets by requiring off-street parking ~~or off-street loading facilities-;~~
- 2.—**B.** Minimize adverse effects of off-street parking and off-street loading facilities on adjacent properties and surrounding neighborhoods through the requirement of design and maintenance standards-;
- 3.—**C.** Lessen congestion and prevent the overtaking of public streets by regulating the location and capacity of accessory off-street parking or off-street loading facilities-;
- 4.—**D.** Maintain and enhance a safe and efficient transportation system-;
- 5.—**E.** Provide adequate and safe facilities for the storage of bicycles-; **and**
- F. Ensure safe pedestrian movements through parking lots to the primary uses they serve.**

17.36.1.030 Applicability.

- A.— **New construction/ or uses.** For all **new** buildings and structures ~~erected~~ and all **new** uses of land ~~established after the effective date of this chapter,~~ facilities required in this ~~chapter~~ **Chapter** shall be provided as specified.
- B.— **Same use with an increase in intensity of use.** When a building, structure, or premises is increased through the addition of dwelling units, gross floor area, seating capacity, or other unit of measurement specified herein, facilities required in this ~~chapter~~ **Chapter** shall be provided for the amount being added.
- C.— **Change in use.** When an existing use is changed to a new use, facilities required in this ~~chapter~~ **Chapter** shall be provided as required for such new use. ~~However, if~~ **If** the building or structure housing the new use was erected prior to the effective date of this ~~chapter~~

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Chapter 36 PARKING

Chapter, facilities required in this ~~chapter~~ **Chapter** shall be provided in the amount to account for the difference between the new and old use.

- D.— **Restriping.** When a parking area is restriped, accessible parking spaces, ~~as required by the federal Americans with Disabilities Act,~~ shall be marked and designated consistent with this ~~chapter~~ **Chapter**.
- E. **Compliance with adopted Codes.** In addition to the provisions in this **Chapter**, off-street parking facilities must comply with relevant provisions contained within the latest adopted Building and Fire Codes.
- F. **Continued compliance.** An existing parking facility may not be altered to cause or increase nonconformity with the provisions of this **Chapter**.

17.36.1.040 Calculations.

When a calculation results in a fraction, ~~the minimum~~ it shall be rounded ~~up~~ **down** to the next whole number.

Article 2 VEHICLE PARKING

Sections:

~~17.36.2.010 General requirements.~~

~~17.36.2.020 Minimum off-street parking requirements.~~

~~17.36.2.030 Construction and maintenance requirements.~~

~~17.36.2.040 Design requirements.~~

~~17.36.2.050 Parking requirement in the central business core (C-4) and central business periphery (C-5) zoning districts.~~

~~17.36.2.060 Shared parking.~~

~~17.36.2.070 Accessible parking and passenger loading.~~

~~17.36.2.080 Passenger loading zone.~~

17.36.2.010 General requirements.

17.36.2.020 Minimum off-street parking requirements.

17.36.2.030 Construction and maintenance requirements.

17.36.2.040 Design requirements.

17.36.2.050 Parking requirement in the central business core (C-4) and central business periphery (C-5) zoning districts.

17.36.2.060 Shared parking.

17.36.2.070 Accessible parking.

17.36.2.010 General requirements.

- A.— **Location of parking.**

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1. All parking spaces provided pursuant to this ~~article~~ **Article** shall be on the same lot ~~or an adjoining lot with as the building, except that~~ **primary use it serves. However,** the Director of Planning and Community Development may permit the parking spaces to be on a lot ~~within four hundred (400)~~ **up to one thousand (1000)** feet ~~of from the lot served by the parking~~ **primary use's** lot if he/ or she determines that it is impractical to provide parking on the same ~~or adjoining lot. lot and that there is no detriment to the general public to do so.~~
 2. **No portion of off-street parking facilities, except for approved driveways, may be located within the public right-of-way, unless a boulevard encroachment has been issued by the City Public Works Department.**
- B.— **Off-site parking agreements.** If required parking is to be provided **on a lot other than that of the use it serves, the** off-site, ~~the use of such a site for~~ parking shall be:
1. **Be secured with a long-term agreement acceptable to the between the property owners, with the agreement being approved by the City Attorney or designee as to form and content. Such instrument shall be** recorded ~~with in the office of the County Clerk and Recorder, and a copy filed with the Planning and Community Development Department.~~ The City shall be named in that agreement as one (1) of the parties with rights of enforcement; **and**
 2. **Comply with all provisions of this Chapter.**
- C.— **Change in use.** Any area once designated **and developed** as required parking shall not be changed to any other use **or modified to reduce the number of spaces,** unless and until equal facilities are provided elsewhere **or unless such modification is in compliance with Exhibit 36-1,** in accordance with this ~~article.~~ **Article.**
- ~~(Ord. 2950, 2007)~~
- D.— **Accessibility.** All parking spaces shall be accessible at all times, from a street, alley, **service drive, drive aisle** or driveway intended to serve such parking.
- ~~(Ord. 2950, 2007)~~
- E.— **Use of parking spaces.** The required off-street parking shall be for occupants, employees, visitors, and patrons. The storage of merchandise, supplies, motor vehicles for sale, or the repair of vehicles on such parking area is prohibited; **unless otherwise allowed by the OCCGF.** In addition, the use of a parking lot for overnight camping, including recreational vehicle camping, is prohibited.

~~(Ord. 2950, 2007)~~

~~(Ord. No. 3056, § 1, 8-17-2010)~~

17.36.2.020 Minimum off-street parking requirements.

- A.— **Minimum number of spaces.** ~~The~~ **Except as otherwise provided by this Chapter,** the number of off-street parking spaces required shall be no less than as set forth in Exhibit 36-1, ~~except as otherwise provided for in this chapter.~~
- B.— **Maximum number of spaces.**

Exhibit "A"

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1. The number of parking spaces provided in a ground surface parking lot ~~may~~ **shall** not exceed the minimum number by more than twenty (20) percent. ~~However, there or by ten (10) spaces, whichever is greater;~~
 2. **There** shall be no limitation on the number of parking spaces provided when the spaces exceeding the minimum are located in a parking garage or similar structure~~;~~ **and**
 1. Any additional ground parking spaces above ~~twenty (20) percent~~ **shall the maximum exceedance may** be allowed ~~only~~ as a conditional use and shall be granted upon a finding that additional spaces are needed for that particular use and/or location.
- C.— **Unspecified uses.** For uses not specifically listed in ~~this table~~ **Exhibit 36-1**, parking requirements shall be based on the most comparable use.
- D.— **Mixed use requirements.** For mixed uses, the total requirements for off-street parking spaces shall be the sum of the requirements for the various uses. ~~Off-street parking facilities for one (1) use shall not be considered as providing parking facilities for any other use,~~ except when ~~considered~~ shared parking as ~~herein is~~ **provided or justified through review and approval by the Planning and Community Development Director of a parking study as noted in § 17.36.2.020(F.) of this Chapter.**
- E.— **Compact cars.** Up to ten (10) percent of the required number of parking spaces may be sized for compact cars.
- F. **Optional minimum number of spaces calculation.** The Planning and Community Development Director may accept a reduction in the minimum number of required spaces, if such reduction is supported by a study that is affirmed as valid by the Planning and Community Development Director or designee.

Exhibit 36-1. ~~Non-accessible~~ Minimum parking requirements

<i>Land Use</i>	<i>Minimum number of required spaces</i>
<i>Residential</i>	
Single-family dwelling	2 per dwelling
Two-family dwelling	2 per dwelling
Multi-family dwelling	1.5 per dwelling
Retirement home, housing projects for senior citizens	1 per 3 dwelling units, plus 1 per employee per shift
Motel, hotel	1 per guest unit, plus 1 per employee per shift
Fraternities, sororities, cooperatives, and dormitories	1 for each 3 occupants for which sleeping facilities are provided
Boarding houses, lodging homes, and similar	1 per guest unit
<i>Institutional</i>	
Convalescent homes, nursing home, rest home	1 per 5 beds, plus 1 per employee per shift

Exhibit "A"

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Church, temple, club, lodge, funeral home, auditorium, and similar	1 per 5 seats or 1 per 50 square feet of assemblage area, whichever is greater
Hospitals	1 per bed plus 1 per employee per shift
Libraries, museums, art galleries, cultural institutions	1 per 50 250 square feet
Day care centers, preschools, nursery schools	1 per employee per shift plus 1 for each five every eight (8) children the facility is licensed by the State to accommodate
Schools, elementary and junior high	2 per classroom or 1 per 5 seats in the auditorium or gymnasium or 1 per 50 square feet of assemblage area, whichever is greater
Schools, senior high, colleges or universities	2 per classroom plus 1 for each 4 students the school is designed to accommodate or 1 per 5 seats in the auditorium or gymnasium or 1 per 50 square feet of assemblage area whichever is greater
<i>Commercial</i>	
Amusement centers, arcades, dance studios, skating rinks	1 per 200 square feet of gross floor area
Banks, savings and finance companies	1 per 300 400 square feet of gross floor area
Bars, lounges, night clubs, taverns, casinos	1 per 2.5 3 seats plus 1 per employee per shift
Beauty and barber shops	2 per barber or beauty shop chair
Bowling alleys	5 per alley
Drive-in restaurants, fast-food restaurants	1 per 2.5 seats plus 1 per employee per shift
Exercise facilities, health spas	1 per 200 300 square feet of gross floor area
Furniture, home furnishing, appliances	1 per 800 square feet of gross floor area
Golf Courses courses	3 spaces per hole of main course
Household appliance, small engine, TV, radio and furniture repair	1 per 300 square feet of gross floor area
Medical and dental laboratories and clinics	1 per 250 square feet of gross floor area
Miniature golf courses	1 per hole
Motor vehicle Vehicle maintenance and service shops	2 per service area or work bays bay plus 1 per employee per shift
Movie theaters	1 per 4 seats
Newspaper and printing houses, advertising agencies	1 per 300 square feet of gross floor area
Office, business and professional and photography studio	1 per 250 300 square feet of gross floor area or 1.1 per employee whichever is greater

Exhibit "A"

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Restaurants, cafes	1 per 2.5 seats plus 1 per employee per shift
Retail home improvement center	1 per 300 square feet of gross floor area
Retail sales if less than 5 (under 60,000 square feet of floor space gross building area)	1 per 240 300 square feet of gross floor area
Retail sales if (over 560,000 square feet of floor space gross building area)	20200 plus 1 per 300 500 square feet in excess of 560,000 square feet
Stadiums, sports arenas and similar open assemblies	1 per 5 seats plus 1 per 100 square feet of assemblage area without seats
Shoe, clothing and hat repair, laundry Laundry, dry cleaning, tailor shop, locksmith	1 per 300 square feet of gross floor areas-area
Vehicle sales	2 per service area or work bay plus 1.5 per employee per shift or 5 spaces, whichever is greater
Veterinary clinics	1 per examination room plus 1 per employee per shift
<i>Industrial</i>	
Warehouses, storage, freight freight terminals	1 per employee per shift
Wholesale business	1 per employee per shift plus 1 per 1,000 square feet of gross floor area
Manufacturing, production, assembling, research testing and processing	1 per employee per shift
Lumber yards and building supplies	1 per employee per shift plus 1 per 1,000 square feet of gross floor area
Heavy equipment, tractor and farm equipment sales and service	1 per employee per shift plus 1 per 1,000 square feet of gross floor area

17.36.2.030 Construction and maintenance requirements.

A.— **Surfacing.** ~~Except as otherwise noted in 17.32.150, all~~ All off-street parking areas facilities shall be surfaced and maintained with Portland cement concrete or asphaltic concrete in accordance with standards prescribed by the City Engineer—, with the following exceptions:

1. Permeable pavers or similar paving may be allowed, at the discretion of the City Engineer;
2. Certain residential parking, in compliance with Chapter 32 of this Title; and
3. For parking areas constructed in the Heavy Industrial (I-2) zoning district (including Planned Unit Development (PUD) zoning districts with underlying I-2 zoning) gravel surfacing may be allowed at the discretion of the Planning and Community Development Director.

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- B.— **Border barricades.** Every parking area located adjacent to a property line shall be provided with a suitable **concrete** curb (~~asphalt or concrete~~) so as to protect the adjacent property. Such curb shall be placed at least two (2) feet from the property line to prevent extension of vehicles beyond the property line.
- C.— **Outdoor lighting.** Outdoor lighting shall be provided consistent with Chapter 40 of this Title.
- D.— **Landscaping.** Landscaping shall be provided consistent with Chapter 44 of this Title.
- E.— **Curb cuts and driveways.** Curb cuts and driveways that access ~~to~~ parking areas shall be provided consistent with Chapter 32 of this Title.

(Ord. 3155, 2017)

17.36.2.040 Design requirements.



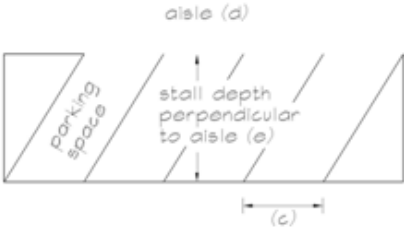
- A.— **Parking space dimensions.** ~~Standard and compact parking~~ **Parking** spaces shall conform to the dimensions in Exhibit 36-2.
- B.— **Service drive, when required.** ~~Groups of three (3) or more parking spaces~~ Backing into a public street. No parking space shall require a vehicle to back into a public street, except ~~for those in conjunction with that serve~~ single-family or two-family dwellings ~~on a single lot, shall be served by a service drive so that no backward movement or other maneuvering of a vehicle within a public right-of-way, other than an alley, will be required.~~ **Parking spaces that require a vehicle to back into an alley may be allowed at the discretion of the City Engineer or designee.**
- C.— **Service drive, standards.** ~~Service drives and drive aisles shall be designated~~ **designed** and constructed to facilitate the flow of traffic, provide maximum safety in traffic ingress and egress ~~and maximum~~, **maximize** safety of pedestrian and vehicular traffic on the site, and meet the dimensional standards in Exhibit 36-2.
- D.— **Drive-through stacking requirements.** Drive-through facilities shall have stacking room for at least six (6) vehicles, including one (1) vehicle at the window ~~(or call box, etc.).~~ **Stacked. Drive-through facilities shall be designed to prohibit stacked** vehicles shall ~~not extend from extending~~ into any public street, road, alley or right-of-way, **driveway, drive aisle, or required service drive.**
- ~~(Ord. 2950, 2007)~~ E.— **Access to parking spaces.** All spaces shall be accessible at all times and connect to a service drive, drive aisle, or other allowable access. Dead-end drive aisles shall have ample room to allow for safe backing movements from the end parking spaces.
- F.— **Internal sidewalks.** Sidewalks connecting to and through vehicle use areas shall be at least five (5) feet in width and provide for connectivity between the public sidewalk and the front entrance of buildings within the development. When a parking space abuts an internal sidewalk, the sidewalk shall be at least seven (7) feet in width or the space shall include a wheel stop to prevent a vehicle from overhanging the sidewalk.
- G.— **Obstructions on internal sidewalks.** Placement of obstructions upon internal sidewalks (such as merchandise, electric charging stations, vending machines and the like) must accommodate a minimum five (5) feet of clear path-of-travel for pedestrians.
- H.— **Pedestrian connectivity.** Where a parking lot is located between a primary structure and a public sidewalk, sidewalks with safe crossings (including striped crosswalks and curb ramps where necessary) of the parking lot shall be provided. When a development is located on a corner lot, sidewalks shall connect the primary structure with public sidewalks on both frontages in a direct manner.

Exhibit "A"

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Exhibit 36-2. Dimensional standards for standard and compact parking spaces

Angle (a)	Parking Type	Stall Width (b)	Curb Length (c)	1-Way aisle Width (d)	2-Way aisle Width (d)	Stall Depth (e)
0°	Standard	9 ft.	22 ft. 6 in.	12 ft.	24 ft.	9 ft.
	Compact	8 ft.	19 ft. 6 in.	12 ft.	24 ft.	8 ft.
30°	Standard	10 ft.	20 ft.	12 ft.	24 ft.	17 ft.
	Compact	8 ft.	16 ft.	12 ft.	24 ft.	14 ft.
45°	Standard	10 ft.		14 ft. 2 in.	12 ft.	24 ft.
	Compact	8 ft.	11 ft. 4 in.	12 ft.	24 ft.	16 ft.
60°	Standard	10 ft.	11 ft. 7 in.	18 ft.	24 ft.	20 ft.
	Compact	8 ft.		9 ft. 3 in.		15 ft.
90°	Standard	10 ft.	10 ft.	24 ft.	25 ft.	19 ft.
	Compact	8 ft.	8 ft.	22 ft.	24 ft.	15 ft.
<div>  <p>Diagram showing a parking space with a red 'X' indicating an error.</p> </div>						
						
						

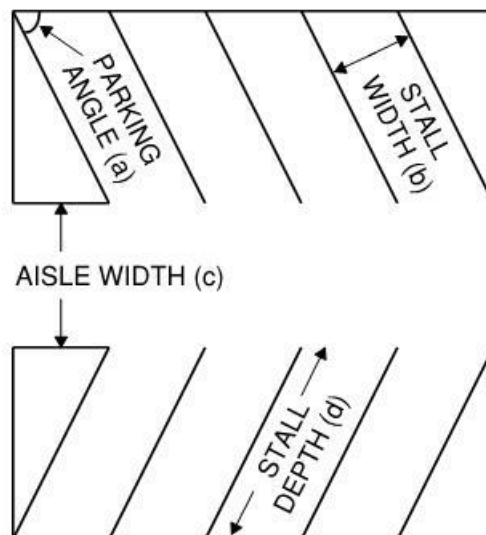
Angle (a)	Parking Type	Stall Width (b)	1-Way aisle Width (c)	2-Way aisle Width (c)	Stall Depth (d)
--------------	-----------------	-----------------------	-----------------------------	-----------------------------	-----------------------

Exhibit "A"

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0°	Standard	9-10 ft.	12-14 ft.	24-28 ft.	9 ft.
	Compact	8 ft.	12-14 ft.	24-28 ft.	8 ft.
30°	Standard	9-10 ft.	12-14 ft.	24-28 ft.	18-20 ft.
	Compact	8 ft.	12-14 ft.	24-28 ft.	15 ft.
45°	Standard	9-10 ft.	12-14 ft.	24-28 ft.	18-20 ft.
	Compact	8 ft.	12-14 ft.	24-28 ft.	15 ft.
60°	Standard	9-10 ft.	18-20 ft.	24-28 ft.	18-20 ft.
	Compact	8 ft.	15-17 ft.	24-28 ft.	15 ft.
90°	Standard	9-10 ft.	24-26 ft.	25-29 ft.	18-20 ft.
	Compact	8 ft.	22-24 ft.	24-28 ft.	15 ft.



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Chapter 36 PARKING

~~(Ord. No. 3056, § 1, 8-17-2010)~~

17.36.2.050 Parking requirement in the central business core (C-4) and central business periphery (C-5) zoning districts.

A.—**Generally.** In the central business core (C-4) and the central business periphery (C-5) zoning districts, ~~the Director of Planning and Community Development may reduce the number of required parking spaces depending on the circumstances of the property and surrounding land uses.~~ **number of parking spaces may be reduced below the minimums in Exhibit 36-1. If off-street parking facilities are provided within those zoning districts, they shall conform to all other applicable requirements in this Chapter.**

~~(Ord. No. 3056, § 1, 8-17-2010; Ord. No. 3087, § 1(Exh. A), 6-19-2012, eff. 7-19-2012)~~

17.36.2.060 Shared parking.

There may be instances where two (2) or more land uses could share the same parking facilities ~~as shown in Exhibit 36-3.~~ The Director of Planning and Community Development may, upon application, authorize the joint use of parking facilities required by said uses, provided that:

- ~~1.—A.~~ The applicant shows that there is no substantial conflict or overlap in the principal operating hours of the building or use for which the joint use of parking facilities is proposed; ~~and,~~
- ~~2.—B.~~ The parking facility for which joint use is proposed ~~shall be~~ **is** located within ~~400~~ **one thousand (1000)** feet of the building or use required to provide parking; ~~and,~~
- ~~3.—C.~~ The ~~parties~~ **owners of properties** concerned in the joint use of off-street parking facilities ~~shall evidence their~~ **provide a long-term** agreement for such joint use by a legal instrument approved by the City Attorney ~~as to form~~ **Attorney or designee and reviewed and content.** ~~Such instrument, when approved as conforming to the provisions of for compliance with this chapter,~~ **Chapter by the Planning and Community Development Department. The City shall be named in that agreement as one (1) of the parties with rights of enforcement. The approved agreement** shall be recorded ~~in~~ **with** the office of the County Clerk and Recorder and a copy filed with the Planning and Community Development Department; ~~and,~~
- ~~4.—D.~~ Directional signage is provided where appropriate; ~~and,~~
- ~~5.—E.~~ Pedestrian links **between the shared parking areas and the affected land uses** are direct, clear, and safe; ~~and,~~ **where the land uses function as a unified development, sidewalks between the land uses are provided; and**
- F. All shared Accessible parking and passenger loading facilities comply with this Chapter.**

~~6.—Parking lots are located within the same zoning district as the use they serve.~~

~~**Exhibit 36-3. Examples of uses that could potentially share a parking area**~~

Exhibit "A"

Title 17 - LAND DEVELOPMENT CODE

Chapter 36 PARKING

Land uses with typical Weekday peaks	Land uses with typical Evening peaks	Land uses with typical Weekend peaks
Banks	Auditoriums	Religious institutions
Schools	Bars and dance halls	Parks
Distribution facilities	Meeting halls	Malls (some types, but not all)
Factories	Restaurants (some types, but not all)	
Medical clinics	Movie theaters	
Offices		
Professional services		

(Ord. No. 3056, § 1, 8-17-2010)

17.36.2.070 Accessible parking.

Generally. Accessible parking spaces shall be provided in accordance with provisions contained within applicable building codes adopted by and referenced in Title 12 OCCGF.

~~A. **Generally.** Accessible parking spaces shall be provided subject to this part, the Americans with Disabilities Act (ADA), "ADA Standards for Accessible Design" 28 CFR 36, revised as of July 1, 1994, and amendments thereto.~~

~~B. **Number required.** If parking spaces are required, then accessible spaces shall be provided, inclusive of the required number of regular spaces, in the quantity as shown in Exhibit 36-4. One (1) of eight (8) accessible parking spaces, but always at least one (1), must be van-accessible.~~

(Ord. 2950, 2007)

Exhibit 36-4. Minimum number of required accessible parking spaces

Total number of required parking spaces	Minimum number of additional accessible spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7

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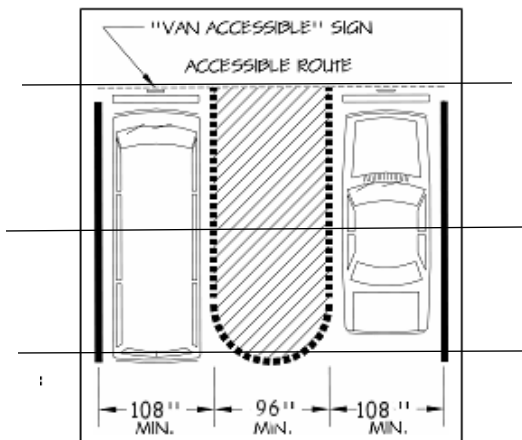
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301 to 400	8
401 to 500	9
501 to 1000	2-percent of total
1,001 and over	20, plus 1 for each 200 over 1,000

C. Location. Accessible spaces serving a particular building shall be located on the shortest accessible route of travel between the parking and the accessible entrance. When there are multiple entrances to a building of similar prominence (e.g., shopping mall) **in accordance** with nearby parking, accessible spaces shall be dispersed and provided at each location. In parking facilities that do not serve a particular building, accessible parking shall be located on the shortest accessible route of travel to an accessible pedestrian entrance of the parking facility. **provisions contained within applicable building codes adopted by and referenced in Title 12 OCCGF.**

D. Dimensions. Accessible parking spaces shall be at least one hundred eight (108) inches wide.

Exhibit 36-5. Layout of standard and van accessible parking spaces



- E. Vertical clearance.** For van-accessible parking spaces, a ninety-eight-inch high clearance shall be maintained above the space, access aisle, and on the route to and from the van-accessible space.
- F. Maximum slope.** Accessible spaces and adjoining access aisles shall have a maximum slope of 1:50 in all directions. When accessible spaces are provided in an existing parking lot, the spaces shall be located on the most level surface close to the accessible building entrance.
- G. Signage.** Each accessible space shall be so designated with a sign identified by the international symbol of accessibility mounted on a vertical pole. In addition, van-accessible spaces shall be so designated with a sign indicating "Van Accessible". Such signs shall be located so they cannot be obscured by a vehicle parked in the space (a minimum of six (6) feet in height).
- H. Pavement striping and markings.** The boundary of the access aisle must be marked and the end of which may be squared or a semicircle. Additional pavement markings denoting the space are optional.
- I. Accessible route.** An accessible route must be provided from the accessible parking space to the accessible entrance of the building. It must be at least thirty-six (36) inches wide, without steps or

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~~curbs. It shall be paved and not contain any feature that would restrict, inhibit, or unreasonably impeded the movement of a physically disabled individual. (See Exhibit 36-5)~~

- J. ~~**Access aisle.** An access aisle for an accessible space shall be the same length as the adjacent parking space it serves and be at least sixty (60) inches wide for car access and ninety-six (96) inches wide for van-accessibility. Two (2) adjoining accessible parking spaces may share a common access aisle. (See Exhibit 36-5) An access aisle for a passenger loading zone shall be sixty (60) inches wide and twenty (20) feet long and adjacent and parallel to the space.~~

~~(Ord. No. 3056, § 1, 8-17-2010)~~

17.36.2.080 — Passenger loading zone.

~~If passenger loading zones are provided in the project, then at least one (1) shall be accessible pursuant to this chapter.~~

Article 3 BICYCLE PARKING

17.36.3.010 Bicycle parking.

Sections:

17.36.3.010 Bicycle parking.

17.36.3.010 Bicycle parking.

A. — Generally.

1. ~~Bicycle parking~~ **may for non-residential and multi-family uses is encouraged and may be provided as an alternative to some required vehicular parking spaces.**
2. ~~If provided, bicycle parking should be provided consistent with the recommended standards—guidance contained in Exhibit 36-6. When the most recently adopted Great Falls Long Range Transportation Plan.~~
3. ~~Two (2) short-term bicycle parking is provided, each such space—spaces may substitute for a one (1) required vehicular parking space up to a maximum of five (5)ten (10) percent of the required number of vehicle parking spaces or ten (10) spaces, whichever is less. For example, if the standards as applied to a project call for one hundred (100) vehicle parking spaces, no more than five (5) bicycle parking spaces may be provided if substituted for vehicle parking spaces (ninety-five (95) vehicle parking spaces and five (5) bicycle parking spaces.~~
4. ~~If long-term bicycle spaces are provided, each long-term space may substitute for one (1) required vehicular parking space up to a maximum of twenty-five (25) percent of the required number of vehicle parking spaces or twenty-five (25) spaces, whichever is less.~~
5. ~~There is no maximum limit on the number of bicycle parking spaces.~~

Exhibit 36-6. Recommended

Land use	Number of recommended spaces
----------	------------------------------

Exhibit "A"

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Multi-family	1 space per 2 apartments
Primary or secondary school	10% of the number of students, plus 3% of the number of employees
College or university	6% of the number of students, plus 3% of the number of employees
Dorms, fraternities, sororities	1 space per 3 students
Shopping mall	5% of the number of vehicle parking spaces
Office	5% of the number of vehicle parking spaces
Governmental	10% of the number of vehicle parking spaces
Movie theater	5% of the number of vehicle parking spaces
Restaurant	5% of the number of vehicle parking spaces
Manufacturing/industrial	3% of the number of vehicle parking spaces
Other	5% to 10% of the number of vehicle parking spaces

B.— **Location.** Bicycle parking shall be located:

1. **Located** in visible and prominent locations near the building **main entrance(s) or internal to the building**, and shall be as close or closer to the entrance(s) than the nearest **vehicle** parking space. ~~Under no circumstance should bicycle parking be;~~
2. **If employees generally use a different entrance than customers, distributed between the employee entrance and the main entrance(s), with at least fifty (50) percent located near the main entrance(s) and equally distributed if there is more than one hundred (100) feet from the main entrance. Where there is;**
3. **Located no more than one (1) building on a site, or where a building has more than one (1) main fifty (50) feet from the entrance, the parking must be distributed and connected to that entrance by a sidewalk; and**
4. **Distributed** to serve all buildings or main entrances. ~~If possible, racks should be protected from the elements by an awning, overhang, or similar covering. Racks should not be placed so they block the entrance or inhibit pedestrian flow in or out of the building.~~ **where there is more than one (1) occupied building on a site.**

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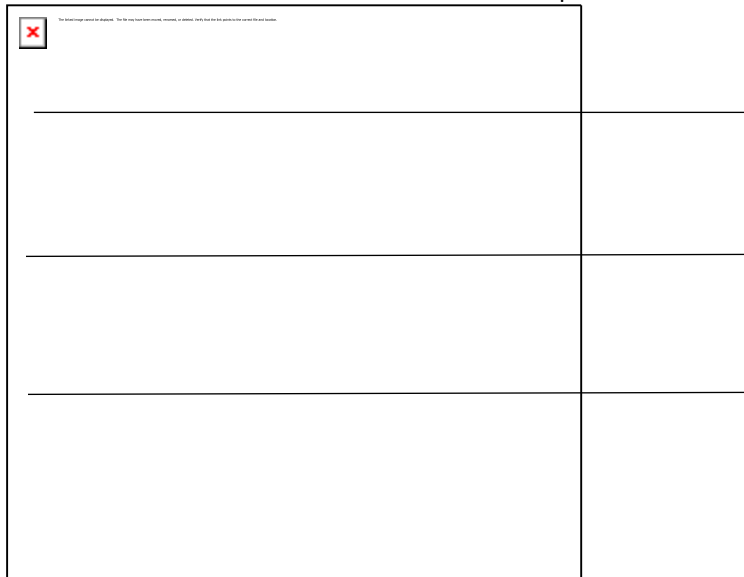
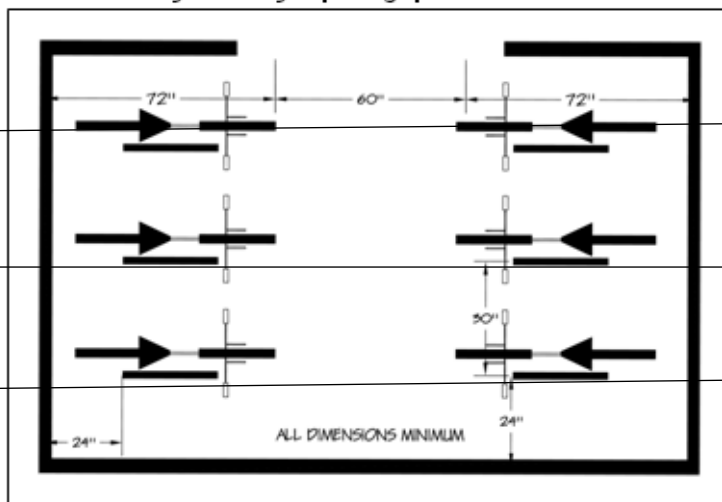


Exhibit 36-7. Layout of bicycle parking spaces



- C.— **Design.** ~~Bicycle Off-street bicycle~~ parking areas should be incorporated into the overall building design, parking lot layout, and pedestrian circulation and coordinated with ~~street furniture (e.g., benches, street lights, planters) when it is part of the overall project.~~ **public space features such as benches, lights, planters, landscaping, mailboxes, etc. If possible, bicycle parking racks should be protected from the elements by an awning, overhang, or similar covering. Racks shall not be placed so they block the entrance or inhibit pedestrian flow in or out of the building and shall be installed so that all bicycles are parked entirely upon a paved surface.**
- D.— **Accessibility.** Each parking space shall be accessible without moving another bicycle, - generally, allowing for two (2) feet by six (6) feet for each bicycle parking space and providing an aisle at least five (5) feet wide behind all bicycle parking to allow room for maneuvering.
- E.— **Lighting.** Bicycle parking spaces shall have adequate lighting to promote security and ~~avoid vandalism and theft~~ **allow for night-time use.**

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F.— **Rack design.** Bicycle parking may be provided in floor, wall, or ceiling-mounted racks. Racks shall meet the following **minimum** requirements:

- 1.—~~Holds~~ **Hold** the bicycle frame, not just a wheel-;
- 2.—~~Can be used with~~ **Accommodate use of a** U-shaped shackle lock-;
- 3.—~~Accommodates~~ **Accommodate** a wide range of bicycle sizes, wheel sizes, and types-;
- 4.—~~Is~~ **Be** covered with material that will not chip the paint of a bicycle that leans against it-;
- 5.—~~Does not~~ **Not** have hazards, such as sharp edges-; **and**
- 6.—~~Is~~ **Be** securely fastened to the ground.

(Ord. No. 3056, § 1, 8 17 2010)

G. **Maintenance.** Bicycle parking racks and spaces must be maintained in a clean and serviceable state. Bicycles that have been abandoned or are non-functional must be removed in a timely manner, or upon request by the City of Great Falls.

Article 4 LOADING AREAS

~~17.36.4.010 Loading areas.~~

Sections:

~~17.36.4.010 Loading areas.~~

17.36.4.010 Loading areas.

A.— ~~**Number required.** The following and similar types of land uses shall provide loading berths as listed in Exhibit 36-8: museums, banks and other financial institutions, schools (e.g., colleges, universities, high schools, elementary schools, trade schools) hotels/motels, hospitals, health care clinics, department stores, professional offices, warehouses, wholesale facilities, industrial facilities, manufacturing facilities, and trucking terminals.~~

~~**Exhibit 36-8. Required number of loading berths**~~

Aggregate floor area	Number of berths required
Less than 24,999 square feet	0
25,000 square feet to 50,000 square feet	1
50,001 square feet to 100,000 square feet	2
For each additional 75,000 square feet	1 additional

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- A. **Use.** A loading berth shall be available at all times, except when occupied by a vehicle performing loading or unloading.
- B. **Location.** ~~Loading facilities~~ A loading area shall be located on the ~~same site they are~~ premise it is intended to serve. A loading berth may not be located within seventy-five (75) feet of a ~~residential zoning district~~ residentially zoned property, measured in a straight line between the closest edge of the berth and the closest edge of the residential property.
- ~~D.~~ C. **Direct access.** Each loading berth shall have direct access to a street or alley ~~without traversing a residential zoning district.~~
- ~~E.~~ D. **Size.** ~~Exclusive~~ A loading area shall be of ~~adequate size and maneuvering location~~ so as to keep any street, sidewalk, alley, drive aisle, service drive, driveway or parking space, a clear of obstruction by the vehicle using the loading berth ~~shall be at least twelve (12) feet wide, at least forty-five (45) feet long, and have at least fourteen (14) feet of vertical clearance.~~
- ~~F.~~ E. **Surfacing.** All loading areas shall be surfaced and maintained in compliance with ~~cement or asphaltic concrete in accordance with the off-street parking surfacing~~ standards prescribed by the City Engineer **provided by this Chapter.**

(Ord. 3200, 2020; Ord. 3155, 2017; Ord. 3087, 2012; Ord. 3056, 2010; Ord. 2950, 2007; Ord. 2923, 2005; Ord. 2616, 1992; Ord. 1557, 1967)

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Chapter 33 RESERVED

Chapter 34 RESERVED

Chapter 35 RESERVED

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Articles:

Article 1 - GENERAL PROVISIONS

Article 2 - VEHICLE PARKING

Article 3 - BICYCLE PARKING

Article 4 - LOADING AREAS

Article 1 GENERAL PROVISIONS

Sections:

17.36.1.010 Legislative findings.

17.36.1.020 Purpose.

17.36.1.030 Applicability.

17.36.1.040 Calculations.

17.36.1.010 Legislative findings.

The City Commission makes the following findings:

- A. The design of parking areas is critically important to the economic viability of commercial areas, pedestrian and driver safety, the efficient and safe operation of adjoining streets, and community livability;
- B. Standards are needed to establish the minimum and maximum number of parking spaces that are needed to serve various land uses;
- C. Excessive parking lots reduce density, increase the cost of development, create an unhealthy built environment, contribute to the heat island effect associated with urban areas, and decrease the infiltration of stormwater into the ground;
- D. Special standards are needed to accommodate the needs of the disabled;
- E. A growing number of people use or would like to use bicycles for recreation, commuting, and general transportation;
- F. Inadequate bicycle parking facilities and fear of theft are major deterrents to bicycle transportation;
- G. Shared parking can reduce parking facility costs, allow greater flexibility in facility location and site design, and encourage more efficient land use;
- H. Parking lots and their accesses represent vital connections between the local transportation network and land development; and

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- I. Incorrectly designed parking lots and site access have negative impacts on the site itself, the adjacent and nearby public roadways, and the image of the business district, river corridor, and the City.

17.36.1.020 Purpose.

This Chapter is established to promote the public health, safety, and general welfare and is intended to accomplish the following purposes:

- A. Increase the safety and capacity of public streets by requiring off-street parking;
- B. Minimize adverse effects of off-street parking and off-street loading facilities on adjacent properties and surrounding neighborhoods through the requirement of design and maintenance standards;
- C. Lessen congestion and prevent the overtaking of public streets by regulating the location and capacity of accessory off-street parking or off-street loading facilities;
- D. Maintain and enhance a safe and efficient transportation system;
- E. Provide adequate and safe facilities for the storage of bicycles; and
- F. Ensure safe pedestrian movements through parking lots to the primary uses they serve.

17.36.1.030 Applicability.

- A. **New construction or uses.** For all new buildings and structures and all new uses of land, facilities required in this Chapter shall be provided as specified.
- B. **Same use with an increase in intensity of use.** When a building, structure, or premises is increased through the addition of dwelling units, gross floor area, seating capacity, or other unit of measurement specified herein, facilities required in this Chapter shall be provided for the amount being added.
- C. **Change in use.** When an existing use is changed to a new use, facilities required in this Chapter shall be provided as required for such new use. If the building or structure housing the new use was erected prior to the effective date of this Chapter, facilities required in this Chapter shall be provided in the amount to account for the difference between the new and old use.
- D. **Restriping.** When a parking area is restriped, accessible parking spaces shall be marked and designated consistent with this Chapter.
- E. **Compliance with adopted Codes.** In addition to the provisions in this Chapter, off-street parking facilities must comply with relevant provisions contained within the latest adopted Building and Fire Codes.
- F. **Continued compliance.** An existing parking facility may not be altered to cause or increase nonconformity with the provisions of this Chapter.

17.36.1.040 Calculations.

When a calculation results in a fraction, it shall be rounded down to the next whole number.

Article 2 VEHICLE PARKING

Sections:

17.36.2.010 General requirements.

17.36.2.020 Minimum off-street parking requirements.

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17.36.2.030 Construction and maintenance requirements.

17.36.2.040 Design requirements.

17.36.2.050 Parking requirement in the central business core (C-4) and central business periphery (C-5) zoning districts.

17.36.2.060 Shared parking.

17.36.2.070 Accessible parking.

17.36.2.010 General requirements.

A. Location of parking.

1. All parking spaces provided pursuant to this Article shall be on the same lot as the primary use it serves. However, the Director of Planning and Community Development may permit the parking spaces to be on a lot up to one thousand (1000) feet from the primary use's lot if he or she determines that it is impractical to provide parking on the same lot and that there is no detriment to the general public to do so.
2. No portion of off-street parking facilities, except for approved driveways, may be located within the public right-of-way, unless a boulevard encroachment has been issued by the City Public Works Department.

B. Off-site parking agreements. If required parking is to be provided on a lot other than that of the use it serves, the off-site parking shall:

1. Be secured with a long-term agreement between the property owners, with the agreement being approved by the City Attorney or designee as to form and content. Such instrument shall be recorded in the office of the County Clerk and Recorder and a copy filed with the Planning and Community Development Department. The City shall be named in that agreement as one (1) of the parties with rights of enforcement; and
2. Comply with all provisions of this Chapter.

C. Change in use. Any area once designated and developed as required parking shall not be changed to any other use or modified to reduce the number of spaces, unless and until equal facilities are provided elsewhere or unless such modification is in compliance with Exhibit 36-1, in accordance with this Article.

D. Accessibility. All parking spaces shall be accessible at all times, from a street, alley, service drive, drive aisle or driveway intended to serve such parking.

E. Use of parking spaces. The required off-street parking shall be for occupants, employees, visitors, and patrons. The storage of merchandise, supplies, motor vehicles for sale, or the repair of vehicles on such parking area is prohibited, unless otherwise allowed by the OCCGF. In addition, the use of a parking lot for overnight camping, including recreational vehicle camping, is prohibited.

17.36.2.020 Minimum off-street parking requirements.

A. Minimum number of spaces. Except as otherwise provided by this Chapter, the number of off-street parking spaces required shall be no less than as set forth in Exhibit 36-1.

B. Maximum number of spaces.

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1. The number of parking spaces provided in a ground surface parking lot shall not exceed the minimum number by more than twenty (20) percent or by ten (10) spaces, whichever is greater;
 2. There shall be no limitation on the number of parking spaces provided when the spaces exceeding the minimum are located in a parking garage or similar structure; and
 3. Any additional ground parking spaces above the maximum exceedance may be allowed as a conditional use and shall be granted upon a finding that additional spaces are needed for that particular use and/or location.
- C. **Unspecified uses.** For uses not specifically listed in Exhibit 36-1, parking requirements shall be based on the most comparable use.
- D. **Mixed use requirements.** For mixed uses, the total requirements for off-street parking spaces shall be the sum of the requirements for the various uses, except when shared parking is provided or justified through review and approval by the Planning and Community Development Director of a parking study as noted in § 17.36.2.020(F.) of this Chapter.
- E. **Compact cars.** Up to ten (10) percent of the required number of parking spaces may be sized for compact cars.
- F. **Optional minimum number of spaces calculation.** The Planning and Community Development Director may accept a reduction in the minimum number of required spaces, if such reduction is supported by a study that is affirmed as valid by the Planning and Community Development Director or designee.

Exhibit 36-1. Minimum parking requirements

<i>Land Use</i>	<i>Minimum number of required spaces</i>
<i>Residential</i>	
Single-family dwelling	2 per dwelling
Two-family dwelling	2 per dwelling
Multi-family dwelling	1.5 per dwelling
Retirement home, housing projects for senior citizens	1 per 3 dwelling units, plus 1 per employee per shift
Motel, hotel	1 per guest unit, plus 1 per employee per shift
Fraternities, sororities and dormitories	1 for each 3 occupants for which sleeping facilities are provided
Boarding houses, lodging homes, and similar	1 per guest unit
<i>Institutional</i>	
Convalescent homes, nursing home, rest home	1 per 5 beds, plus 1 per employee per shift
Church, temple, club, lodge, funeral home, auditorium, and similar	1 per 5 seats or 1 per 50 square feet of assemblage area, whichever is greater
Hospitals	1 per bed plus 1 per employee per shift

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Libraries, museums, art galleries, cultural institutions	1 per 250 square feet
Day care centers, preschools, nursery schools	1 per employee per shift plus 1 for every eight (8) children the facility is licensed by the State to accommodate
Schools, elementary and junior high	2 per classroom or 1 per 5 seats in the auditorium or gymnasium or 1 per 50 square feet of assemblage area
Schools, senior high, colleges or universities	2 per classroom plus 1 for each 4 students the school is designed to accommodate or 1 per 5 seats in the auditorium or gymnasium or 1 per 50 square feet of assemblage area
<i>Commercial</i>	
Amusement centers, arcades, dance studios, skating rinks	1 per 200 square feet of gross floor area
Banks, savings and finance companies	1 per 400 square feet of gross floor area
Bars, lounges, night clubs, taverns, casinos	1 per 3 seats plus 1 per employee per shift
Beauty and barber shops	2 per barber or beauty shop chair
Bowling alleys	5 per alley
Drive-in restaurants, fast-food restaurants	1 per 2.5 seats plus 1 per employee per shift
Exercise facilities, health spas	1 per 300 square feet of gross floor area
Furniture, home furnishing, appliances	1 per 800 square feet of gross floor area
Golf courses	3 spaces per hole of main course
Household appliance, small engine, TV, radio and furniture repair	1 per 300 square feet of gross floor area
Medical and dental clinics	1 per 250 square feet of gross floor area
Miniature golf courses	1 per hole
Vehicle maintenance and service shops	2 per service area or work bay plus 1 per employee per shift
Movie theaters	1 per 4 seats
Newspaper and printing houses, advertising agencies	1 per 300 square feet of gross floor area
Office, business and professional	1 per 300 square feet of gross floor area
Restaurants, cafes	1 per 2.5 seats plus 1 per employee per shift
Retail home improvement center	1 per 300 square feet of gross floor area
Retail sales (under 60,000 square feet of gross building area)	1 per 300 square feet of gross floor area

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Retail sales (over 60,000 square feet of gross building area)	200 plus 1 per 500 square feet in excess of 60,000
Stadiums, sports arenas and similar open assemblies	1 per 5 seats plus 1 per 100 square feet of assemblage area without seats
Laundry, dry cleaning, tailor shop, locksmith	1 per 300 square feet of gross floor area
Vehicle sales	2 per service area or work bay plus 1.5 per employee per shift or 5 spaces, whichever is greater
Veterinary clinics	1 per examination room plus 1 per employee per shift
<i>Industrial</i>	
Warehouses, storage, freight terminals	1 per employee per shift
Wholesale business	1 per employee per shift plus 1 per 1,000 square feet of gross floor area
Manufacturing, production, assembling, research testing and processing	1 per employee per shift
Lumber yards and building supplies	1 per employee per shift plus 1 per 1,000 square feet of gross floor area
Heavy equipment, tractor and farm equipment sales and service	1 per employee per shift plus 1 per 1,000 square feet of gross floor area

17.36.2.030 Construction and maintenance requirements.

- A. **Surfacing.** All off-street parking facilities shall be surfaced and maintained with Portland cement concrete or asphaltic concrete in accordance with standards prescribed by the City Engineer, with the following exceptions:
 1. Permeable pavers or similar paving may be allowed, at the discretion of the City Engineer;
 2. Certain residential parking, in compliance with Chapter 32 of this Title; and
 3. For parking areas constructed in the Heavy Industrial (I-2) zoning district (including Planned Unit Development (PUD) zoning districts with underlying I-2 zoning) gravel surfacing may be allowed at the discretion of the Planning and Community Development Director.
- B. **Border barricades.** Every parking area located adjacent to a property line shall be provided with a suitable concrete curb so as to protect the adjacent property. Such curb shall be placed at least two (2) feet from the property line to prevent extension of vehicles beyond the property line.
- C. **Outdoor lighting.** Outdoor lighting shall be provided consistent with Chapter 40 of this Title.
- D. **Landscaping.** Landscaping shall be provided consistent with Chapter 44 of this Title.

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- E. **Curb cuts and driveways.** Curb cuts and driveways that access parking areas shall be provided consistent with Chapter 32 of this Title.

17.36.2.040 Design requirements.

- A. **Parking space dimensions.** Parking spaces shall conform to the dimensions in Exhibit 36-2.
- B. **Backing into a public street.** No parking space shall require a vehicle to back into a public street, except for those that serve single-family or two-family dwellings. Parking spaces that require a vehicle to back into an alley may be allowed at the discretion of the City Engineer or designee.
- C. **Service drive standards.** Service drives and drive aisles shall be designed and constructed to facilitate the flow of traffic, provide maximum safety in traffic ingress and egress, maximize safety of pedestrian and vehicular traffic on the site, and meet the dimensional standards in Exhibit 36-2.
- D. **Drive-through stacking requirements.** Drive-through facilities shall have stacking room for at least six (6) vehicles, including one (1) vehicle at the window. Drive-through facilities shall be designed to prohibit stacked vehicles from extending into any public street, road, alley or right-of-way, driveway, drive aisle, or required service drive.
- E. **Access to parking spaces.** All spaces shall be accessible at all times and connect to a service drive, drive aisle, or other allowable access. Dead-end drive aisles shall have ample room to allow for safe backing movements from the end parking spaces.
- F. **Internal sidewalks.** Sidewalks connecting to and through vehicle use areas shall be at least five (5) feet in width and provide for connectivity between the public sidewalk and the front entrance of buildings within the development. When a parking space abuts an internal sidewalk, the sidewalk shall be at least seven (7) feet in width or the space shall include a wheel stop to prevent a vehicle from overhanging the sidewalk.
- G. **Obstructions on internal sidewalks.** Placement of obstructions upon internal sidewalks (such as merchandise, electric charging stations, vending machines and the like) must accommodate a minimum five (5) feet of clear path-of-travel for pedestrians.
- H. **Pedestrian connectivity.** Where a parking lot is located between a primary structure and a public sidewalk, sidewalks with safe crossings (including striped crosswalks and curb ramps where necessary) of the parking lot shall be provided. When a development is located on a corner lot, sidewalks shall connect the primary structure with public sidewalks on both frontages in a direct manner.

Exhibit 36-2. Dimensional standards for standard and compact parking spaces

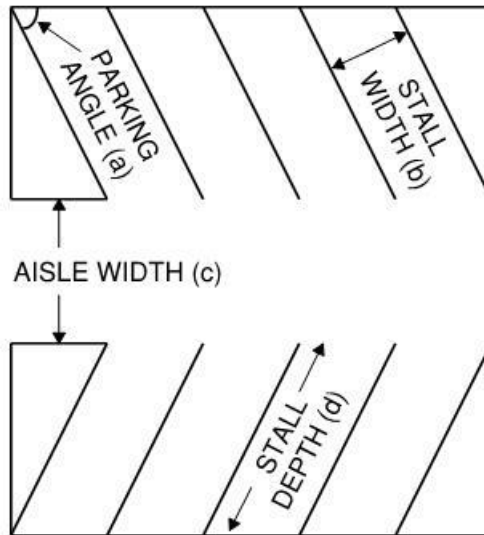
Angle (a)	Parking Type	Stall Width (b)	1-Way aisle Width (c)	2-Way aisle Width (c)	Stall Depth (d)
0°	Standard	9-10 ft.	12-14 ft.	24-28 ft.	9 ft.
	Compact	8 ft.	12-14 ft.	24-28 ft.	8 ft.
30°	Standard	9-10 ft.	12-14 ft.	24-28 ft.	18-20 ft.
	Compact	8 ft.	12-14 ft.	24-28 ft.	15 ft.
45°	Standard	9-10 ft.	12-14 ft.	24-28 ft.	18-20 ft.
	Compact	8 ft.	12-14 ft.	24-28 ft.	15 ft.
60°	Standard	9-10 ft.	18-20 ft.	24-28 ft.	18-20 ft.

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	Compact	8 ft.	15-17 ft.	24-28 ft.	15 ft.
90°	Standard	9-10 ft.	24-26 ft.	25-29 ft.	18-20 ft.
	Compact	8 ft.	22-24 ft.	24-28 ft.	15 ft.



17.36.2.050 Parking requirement in the central business core (C-4) and central business periphery (C-5) zoning districts.

Generally. In the central business core (C-4) and the central business periphery (C-5) zoning districts, the number of parking spaces may be reduced below the minimums in Exhibit 36-1. If off-street parking facilities are provided within those zoning districts, they shall conform to all other applicable requirements in this Chapter.

17.36.2.060 Shared parking.

There may be instances where two (2) or more land uses could share the same parking facilities. The Director of Planning and Community Development may, upon application, authorize the joint use of parking facilities required by said uses, provided that:

- A. The applicant shows that there is no substantial conflict or overlap in the principal operating hours of the building or use for which the joint use of parking facilities is proposed;
- B. The parking facility for which joint use is proposed is located within one thousand (1000) feet of the building or use required to provide parking;
- C. The owners of properties concerned in the joint use of off-street parking facilities provide a long-term agreement for such joint use by a legal instrument approved by the City Attorney or designee and reviewed and approved for compliance with this Chapter by the Planning and Community Development Department. The City shall be named in that agreement as one (1) of the parties with rights of enforcement. The approved agreement shall be

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recorded with the office of the County Clerk and Recorder and a copy filed with the Planning and Community Development Department;

- D. Directional signage is provided where appropriate;
- E. Pedestrian links between the shared parking areas and the affected land uses are direct, clear, and safe and, where the land uses function as a unified development, sidewalks between the land uses are provided; and
- F. All shared parking facilities comply with this Chapter.

17.36.2.070 Accessible parking.

Generally. Accessible parking spaces shall be provided in accordance with provisions contained within applicable building codes adopted by and referenced in Title 12 OCCGF.

Article 3 BICYCLE PARKING

Sections:

17.36.3.010 Bicycle parking.

17.36.3.010 Bicycle parking.

A. Generally.

- 1. Bicycle parking for non-residential and multi-family uses is encouraged and may be provided as an alternative to some required vehicular parking spaces.
- 2. If provided, bicycle parking should be provided consistent with the guidance contained in the most recently adopted Great Falls Long Range Transportation Plan.
- 3. Two (2) short-term bicycle parking spaces may substitute for one (1) required vehicular parking space up to a maximum of ten (10) percent of the required number of vehicle parking spaces or ten (10) spaces, whichever is less.
- 4. If long-term bicycle parking spaces are provided, each long-term space may substitute for one (1) required vehicular parking space up to a maximum of twenty-five (25) percent of the required number of vehicle parking spaces or twenty-five (25) spaces, whichever is less.
- 5. There is no maximum limit on the number of bicycle spaces.

B. Location. Bicycle parking shall be:

- 1. Located in visible and prominent locations near the building main entrance(s) or internal to the building, and shall be as close or closer to the entrance(s) than the nearest vehicle parking space;
- 2. If employees generally use a different entrance than customers, distributed between the employee entrance and the main entrance(s), with at least fifty (50) percent located near the main entrance(s) and equally distributed if there is more than one main entrance;
- 3. Located no more than fifty (50) feet from the entrance and connected to that entrance by a sidewalk; and
- 4. Distributed to serve all buildings or main entrances where there is more than one (1) occupied building on a site.

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Chapter 36 PARKING

- C. **Design.** Off-street bicycle parking areas should be incorporated into the overall building design, parking lot layout, and pedestrian circulation and coordinated with public space features such as benches, lights, planters, landscaping, mailboxes, etc. If possible, bicycle parking racks should be protected from the elements by an awning, overhang, or similar covering. Racks shall not be placed so they block the entrance or inhibit pedestrian flow in or out of the building and shall be installed so that all bicycles are parked entirely upon a paved surface.
- D. **Accessibility.** Each parking space shall be accessible without moving another bicycle, generally allowing for two (2) feet by six (6) feet for each bicycle parking space and providing an aisle at least five (5) feet wide behind all bicycle parking to allow room for maneuvering.
- E. **Lighting.** Bicycle parking spaces shall have adequate lighting to promote security and allow for night-time use.
- F. **Rack design.** Bicycle parking may be provided in floor, wall, or ceiling-mounted racks. Racks shall meet the following minimum requirements:
 - 1. Hold the bicycle frame, not just a wheel;
 - 2. Accommodate use of a U-shaped shackle lock;
 - 3. Accommodate a wide range of bicycle sizes, wheel sizes, and types;
 - 4. Be covered with material that will not chip the paint of a bicycle that leans against it;
 - 5. Not have hazards, such as sharp edges; and
 - 6. Be securely fastened to the ground.
- G. **Maintenance.** Bicycle parking racks and spaces must be maintained in a clean and serviceable state. Bicycles that have been abandoned or are non-functional must be removed in a timely manner, or upon request by the City of Great Falls.

Article 4 LOADING AREAS

Sections:

17.36.4.010 Loading areas.

17.36.4.010 Loading areas.

- A. **Use.** A loading berth shall be available at all times, except when occupied by a vehicle performing loading or unloading.
- B. **Location.** A loading area shall be located on the premise it is intended to serve. A loading berth may not be located within seventy-five (75) feet of a residentially zoned property, measured in a straight line between the closest edge of the berth and the closest edge of the residential property.
- C. **Direct access.** Each loading berth shall have direct access to a street or alley.
- D. **Size.** A loading area shall be of adequate size and location so as to keep any street, sidewalk, alley, drive aisle, service drive, driveway or parking space clear of obstruction by the vehicle using the loading berth.
- E. **Surfacing.** All loading areas shall be surfaced and maintained in compliance with the off-street parking surfacing standards contained in this Chapter.

Exhibit "B"

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Chapter 36 PARKING

(Ord. 3200, 2020; Ord. 3155, 2017; Ord. 3087, 2012; Ord. 3056, 2010; Ord. 2950, 2007; Ord. 2923, 2005; Ord. 2616, 1992; Ord. 1557, 1967)

Exhibit C – Summary of Proposed Amendments

Proposed Amendment	Reason for Amendment
17.36 Parking	
17.36.1 – General Provisions	
17.36.1.010 Legislative findings	
A. The design of parking areas is critically important to the economic viability of commercial areas, pedestrian and driver safety, the efficient and safe operation of adjoining streets, and community image and livability	Removed due to subjectivity
G. Shared parking can reduce parking facility costs (including aesthetic and environmental impacts) , allows greater flexibility in facility location and site design, and encourages more efficient land use	Removed due to subjectivity
17.36.1.020 Purpose	
A. Increase the safety and capacity of public streets by requiring off-street parking or off-street loading facilities	Removed, no longer requiring off-street loading facilities
F. Ensure safe pedestrian movements through parking lots to the primary uses they serve.	Establish pedestrian safety as purpose of the parking chapter
17.36.1.30 Applicability	
A. New construction/uses. For all new buildings and structures erected and all new uses of land established after the effective date of this chapter , facilities required in this Chapter shall be provided as specified.	Clarifies and removes unnecessary language
D. Restriping. When a parking area is restriped, accessible parking spaces, as required by the federal Americans with Disabilities Act , shall be marked and designated consistent with this Chapter.	Created more concise language, references 17.36.2.070
E. Compliance with adopted Codes. In addition to the provisions in this Chapter, off-street parking facilities must comply with relevant provisions contained within the latest adopted Building and Fire Codes.	Reference to the applicable codes that also contain off-street parking requirements
F. Continued compliance. An existing parking facility may not be altered to cause or increase nonconformity with the provisions of this Chapter.	Added to clarify code applies to existing parking facilities
17.36.1.040 Calculations	
When a calculation results in a fraction, the minimum it shall be rounded up down to the next whole number.	Reduces number parking spaces required

Exhibit C – Summary of Proposed Amendments

17.36.2 – Vehicle Parking	
17.36.2.010 General requirements	
<p>A. Location of parking</p> <ol style="list-style-type: none"> 1. All parking spaces provided pursuant to this Article shall be on the same lot or an adjoining lot with as the building primary use it serves. However, except that the Director of Planning and Community Development may permit the parking spaces to be on a lot within up to four hundred one thousand (400 1000) feet of the primary use's lot served by the parking lot if he/she determines that it is impractical to provide parking on the same or adjoining lot and that there is no detriment to the general public to do so. 2. No portion of off-street parking facilities, except for approved driveways, may be located within the public right-of-way. <p>B. Off-site parking agreements. If required parking is to be provided off-site on a lot other than that of the use it serves, the use of such a site for off-site parking shall:</p> <ol style="list-style-type: none"> 1. Be secured with a long-term agreement between the property owners approved by the City Attorney as to form and content. Such instrument shall be acceptable to the City and recorded within the office of the County Clerk and Recorder and a copy filed with the Planning and Community Development Department. The City shall be named in that agreement as one (1) of the parties with rights of enforcement; and 2. Comply with all provisions of this Chapter. The City shall be named in that agreement as one (1) of the parties with rights of enforcement. <p>C. Change in use. Any area once designated and developed as required parking shall not be changed to any other use, or modified to reduce the number of spaces, unless and until equal facilities are provided elsewhere or unless such modification is in compliance with Exhibit 36-1, in accordance with this Article.</p> <p>D. Accessibility. All parking spaces shall be accessible at all times, from a street, alley, service drive, drive aisle, or driveway intended to serve such parking.</p>	<p>Allows for more flexibility; increases safety</p> <p>Eliminates need for offstreet parking facilities to be out of public rights-of-way</p> <p>Clarifies the location of off-site parking; specifies content of agreements, combines the enforcement provision with the agreement provision</p> <p>Clarifies the meaning of "change in use"</p>

Exhibit C – Summary of Proposed Amendments

17.36.2.020 Minimum off-street requirements		
B. Maximum number of spaces		
1. The number of parking spaces provided in a ground surface parking lot may shall not exceed the minimum number by more than twenty (20) percent or by ten (10) spaces, whichever is greater		Provides smaller uses with an opportunity to increase their parking
D. Mixed use requirements. For mixed uses, the total requirements for off-street parking spaces shall be the sum of the requirements for the various uses, Off-street parking facilities for one (1) use shall not be considered as providing parking facilities for any other use except when considered shared parking as herein is provided or justified through review and approval by the Planning and Community Development Director of a parking study as noted in 17.36.2.020 (F) of this Chapter.		Eliminates confusing language and incorporates provisions referenced in the chapter
F. Optional minimum number of spaces calculation. The Planning and Community Development Director may accept a reduction in the minimum number of required spaces, if such reduction is supported by a study that is affirmed as valid by the Planning and Community Development Director or designee.		Adds flexibility in determining required parking spaces
Exhibit 36-1. Minimum parking requirements. See Attachment A.		Updated to reflect reduced number of required minimum parking spaces
17.36.2.030 Construction and maintenance requirements		
A. Surfacing		
1. Permeable pavers or similar paving may be allowed, at the discretion of the City Engineer;		
2. Certain residential parking, in compliance with Chapter 32 of this Title; and		
3. For parking areas constructed in the Heavy Industrial (I-2) zoning district (including Planned Unit Development (PUD) zoning districts with underlying I-2 zoning) gravel surfacing may be allowed at the discretion of the Planning and Community Development Director.		Provides more flexibility for paving standards
17.36.2.40 Design requirements		
B. Service drive, when required Backing into a public street. Groups of three (3) or more parking spaces, except those in conjunction with single family or two family dwellings on a single lot, shall be served by a service drive so that no backward movement or other maneuvering of a vehicle within a public right of way, other than an alley, will be required. No parking space shall require a vehicle to back into a public street, except for those that serve single-family or two-family dwellings. Parking spaces that require a vehicle to back into an alley may be allowed at the discretion of the City Engineer.		Increases safety

Exhibit C – Summary of Proposed Amendments

<p>D. Drive-through stacking requirements. Drive-through facilities shall have stacking room for at least six (6) vehicles, including one (1) vehicle at the window (or call box, etc.). Drive-through facilities shall be designed to prohibit stacked vehicles shall not from extending into any public street, road, alley or right-of-way, driveway, drive aisle, or required service drive.</p>	<p>Clarification; increases safety and encourages better design principles</p>
<p>E. Access to parking spaces. All spaces shall be accessible at all times and connect to a service drive, drive aisle, or other allowable access. Dead-end drive aisles shall have ample room to allow for safe backing movements from the end parking spaces.</p>	<p>Increases safety</p>
<p>F. Internal sidewalks. Sidewalks connecting to and through vehicle use areas shall be at least five (5) feet in width and provide for connectivity between the public sidewalk and the front entrance of buildings within the development. When a parking space abuts an internal sidewalk, the sidewalk shall be at least seven (7) feet in width or the space shall include a wheel stop to prevent a vehicle from overhanging the sidewalk.</p>	<p>Increase pedestrian safety throughout parking lots</p>
<p>G. Obstruction on internal sidewalks. Placement of obstructions upon internal sidewalks (such as merchandise, electric charging stations, vending machines and the like) must accommodate a minimum five (5) feet of clear path-of-travel for pedestrians.</p>	<p>Increase pedestrian safety throughout parking lots</p>
<p>H. Pedestrian connectivity. Where a parking lot is located between a primary structure and a public sidewalk, sidewalks with safe crossings (including striped crosswalks and curb ramps where necessary) of the parking lot shall be provided. When a development is located on a corner lot, sidewalks shall connect the primary structure with public sidewalks on both frontages in a direct manner.</p>	<p>Increase pedestrian safety throughout parking lots</p>

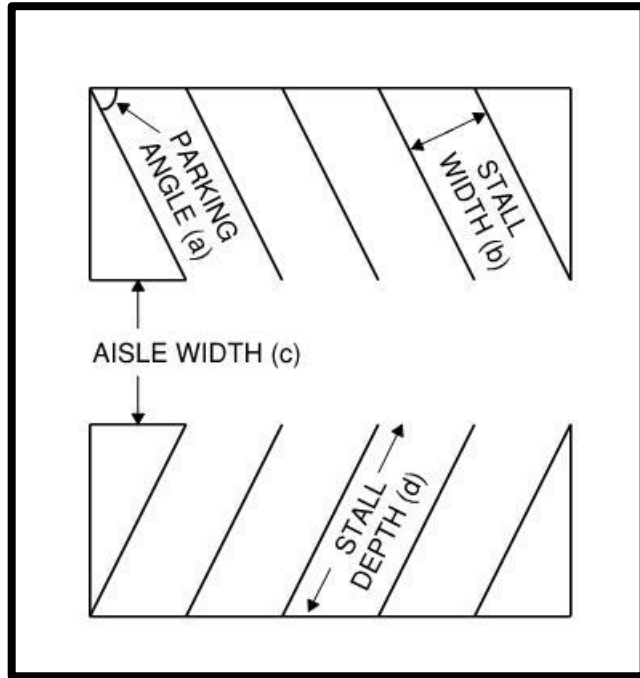
Exhibit C – Summary of Proposed Amendments

Exhibit 36-2 Dimensional standards for standard and parking spaces.

Angle (a)	Parking Type	Stall Width (b)	1-Way aisle Width (c)	2-Way aisle Width (c)	Stall Depth (d)
0°	Standard	9- 10 ft.	12- 14 ft.	24- 28 ft.	9 ft.
	Compact	8 ft.	12- 14 ft.	24- 28 ft.	8 ft.
30°	Standard	9- 10 ft.	12- 14 ft.	24- 28 ft.	18- 20 ft.
	Compact	8 ft.	12- 14 ft.	24- 28 ft.	15 ft.
45°	Standard	9- 10 ft.	12- 14 ft.	24- 28 ft.	18- 20 ft.
	Compact	8 ft.	12- 14 ft.	24- 28 ft.	15 ft.
60°	Standard	9- 10 ft.	18- 20 ft.	24- 28 ft.	18- 20 ft.
	Compact	8 ft.	15- 17 ft.	24- 28 ft.	15 ft.
90°	Standard	9- 10 ft.	24- 26 ft.	25- 29 ft.	18- 20 ft.
	Compact	8 ft.	22- 24 ft.	24- 28 ft.	15 ft.

Removed unused portions, provided range of widths and depths for increased flexibility

Exhibit C – Summary of Proposed Amendments



Updated exhibit to reflect changes

Exhibit C – Summary of Proposed Amendments

17.36.2.050 Parking requirement in the central business core (C-4) and central business periphery (C-5) zoning districts	
A. Generally. In the central business core (C-4) and the central business periphery (C-5) zoning districts, the Director of Planning and Community Development may reduce the number of required parking spaces depending on the circumstances of the property and surrounding land uses the number of parking spaces may be reduced below the minimums noted in Exhibit 36-1 of this chapter. If off-street parking facilities are provided within those zoning districts, they shall conform to all other applicable requirements in this Chapter.	Eliminates need for approval of PCD Director in order to reduce number of parking stalls in C-4 and C-5 districts, streamlining review process
17.36.2.60 Shared parking	
B. The parking facility for which joint use is proposed shall be is located within 400 one thousand (1000) feet of the building or use required to provide parking	Uniformity with 17.36.2.010
C. The parties owners or properties concerned in the joint use of off-street parking facilities shall evidence provide long-term their agreement for such joint use by a legal instrument approved by the City Attorney Legal Department and reviewed and approved for compliance with this Chapter by the Planning and Community Development Department as to form and content. Such The instrument, when approved agreement as conforming to the provisions of this chapter, shall be recorded in with the office of the County Clerk and Recorder and a copy filed with the Planning and Community Development Department	Clarifies shared parking agreement requirements
E. Pedestrian links between the shared parking and the shared uses are direct, clear, and safe and, where the land uses function as a unified development, sidewalks between the land uses are provided; and	Increases pedestrian safety
F. Parking lots are located within the same zoning district as the use they serve. All shared parking facilities comply with this Chapter.	Ensures compliance with chapter requirements
17.36.2.70 Accessible parking	
A. Generally. Accessible parking space shall be provided subject to this part in accordance with, the Americans with Disabilities Act (ADA), "ADA Standards for Accessible Design" 28 CFR 36, revised as of July 1, 1994, and amendments thereto. provisions contained within applicable building codes adopted by and referenced in Title 12 OCCGF.	Reference the standards that are used to assess accessibility compliance
Removal of all language pertaining to accessible parking spaces	Eliminated, as it is redundant to provisions regulated by building codes

Exhibit C – Summary of Proposed Amendments

17.36.3 – Bicycle Parking	
17.36.3.010 Bicycle parking	
<p>A. Generally.</p> <ol style="list-style-type: none"> Bicycle parking for non-residential and multi-family uses is encouraged and may be provided as an alternative to some required vehicular parking spaces. If provided, bicycle parking should be provided consistent with the guidance contained in the most recently adopted Great Falls Long Range Transportation Plan. When bicycle parking is provided, Two (2) each short-term such bicycle parking spaces may substitute for a one (1) required vehicular parking space up to a maximum of five ten (5 10) percent of the required number of vehicle parking spaces of ten (10) spaces, whichever is less. If long-term bicycle parking spaces are provided, each long-term space may substitute for one (1) required vehicular parking space up to a maximum of twenty-five (25) percent of the required number of vehicle parking spaces or twenty-five (25) spaces, whichever is less. There is no maximum limit on the number of bicycle spaces. For example, if the standards as applied to a project call for one hundred (100) vehicle parking spaces, no more than five (5) bicycle parking spaces may be provided if substituted for vehicle parking spaces (ninety-five (95) vehicle parking spaces and five (5) bicycle parking spaces). 	<p>Clarifies bicycle parking credit</p> <p>References the City's comprehensive transportation plan</p> <p>Creates more flexibility to meet required vehicle spaces and adds incentive for bicycle parking</p>
<p>Exhibit 36.6 Recommended number of bicycle parking spaces. Removed</p>	<p>Underutilized and out-of-date, reference to long range transportation plan</p>
<p>B. Location</p> <ol style="list-style-type: none"> Located in visible and prominent locations near the building main entrance(s) or internal to the building, and shall be as close or closer to the entrance(s) than the nearest vehicle parking space If employees generally use a different entrance than customers, distributed between the employee entrance and the main entrance(s), with at least 50% located near the main entrance(s) and equally distributed if there is more than one main entrance; Under no circumstance should bicycle located parking be no more than one hundred fifty (100 50) feet from the entrance and connected to that entrance by a sidewalk; and 	<p>Clarification regarding location in relation to entrances</p> <p>Address employee entrances</p> <p>Update distance requirements</p>

Exhibit C – Summary of Proposed Amendments

<p>C. Design. Off-street bicycle parking areas should be incorporated into the overall building design parking lot layout and pedestrian circulation and coordinated with street public space features such as furniture (e.g. benches, street lights, planters, landscaping, mailboxes, etc.) when it is part of the overall project. If possible, bicycle parking racks should be protected from the elements by an awning, overhand, or similar covering. Racks shall not be placed so they block the entrance or inhibit pedestrian flow in or out of the building, and shall be installed so that all bicycles are parked entirely upon a paved surface.</p>	<p>Section moved from “B. LOCATION”; added design standards</p>
<p>G. Maintenance. Bicycle parking racks and spaces must be maintained in a clean and serviceable state. Bicycles that have been abandoned or are non-functional must be removed in a timely manner, or upon request by the City of Great Falls.</p>	<p>Promotes adequate and safe storage facilities for bicycles</p>
<p>17.36.4 – Loading Areas</p>	
<p>17.36.4.010 Loading areas</p>	
<p>A. Number required. Removed</p>	<p>Underutilized</p>
<p>Exhibit 36-8 Required number of loading berths. Removed</p>	<p>Underutilized</p>
<p>A. Use. A loading berth, when required, shall be available at all times, except when occupied by a vehicle performing loading or unloading</p> <p>B. Location. A loading facilities area shall be located on the same site premise it is they are intended to serve. A loading berth may not be located within seventy-five (75) feet of a residentially zoned property, measured in a straight line between the closest edge of the berth and the closest edge of the residential property. zoning district.</p> <p>C. Direct access. Each loading berth shall have direct access to a street or alley without traversing a residential zoning district.</p> <p>D. Size. Exclusive of aisle and maneuvering space, a loading berth shall be at least twelve (12) feet wide, at least forty five (45) feet long, and have at least fourteen (14) feet of vertical clearance A loading area shall be of adequate size and location so as to keep any street, sidewalk, alley, drive aisle, service drive, driveway, or parking space clear of obstruction by the vehicle using the loading berth.</p> <p>E. Surfacing. All loading areas shall be surfaced and maintained with cement or asphaltic concrete in accordance with standards prescribed by the City Engineer in compliance with the off-street parking surfacing standards contained in this Chapter.</p>	<p>Added clarification when measuring distance</p> <p>Removed unused/confusing language</p> <p>Ensure compliance with Chapter</p>



Item: Interlocal Agreement between Cascade County and City of Great Falls to establish & operate a Violent Crime Prevention Task Force.

From: Chief David Bowen

Initiated By: Chief David Bowen

Presented By: Chief David Bowen

Action Requested: Approve Interlocal Agreement.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the Interlocal Agreement with Cascade County to establish and operate a Violent Crime Prevention Task Force.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the City Commission approve the agreement and authorize the City Manager to sign the agreement.

Summary: The purpose of this Agreement is to establish the Violent Crimes Prevention Task Force to target, dismantle and disrupt criminal organizations with an emphasis on apprehending felony offenders in Cascade County and to clarify the terms and condition under which the Police Dept. and CCSO (Cascade County Sheriff’s Office) will operate, including but not limited to delineating responsibilities of the Task Force and personnel, planning, equipment, and training.

Background: The GFPD as a separate law enforcement agency of the COGF and the CCSO as a separate law enforcement agency of Cascade County are separately engaged in violent crime prevention within their respective jurisdictions but desire to formalize official collaboration through the establishment of a Violent Crime Prevention Task Force to target, dismantle, and disrupt criminal organizations with an emphasis on apprehending felony offenders in Cascade County. This agreement is necessary for planning and training, operational, budgetary, and liability reasons to articulate the terms of the relationship between the agencies for the Task Force so as to maximize inter-agency cooperation with the Task Force.

Fiscal Impact: No funds will be transferred between Cascade County and the COGF in conjunction with this Agreement.

Alternatives: The City Commission could vote to deny the agreement.

Concurrences: City of Great Falls and Cascade County.

Attachments/Exhibits:

Interlocal Agreement Cascade County and COGF Violent Crime Task Force 2020

INTERLOCAL AGREEMENT

BETWEEN CASCADE COUNTY AND THE CITY OF GREAT FALLS TO ESTABLISH AND OPERATE A VIOLENT CRIME PREVENTION TASK FORCE

WHEREAS, the Montana Interlocal Cooperation Act, codified at Mont. Code Ann. § 7-11-101, et seq. (hereinafter, the “Act”), permits local government units to make the most efficient use of their powers by enabling them to cooperate with other local government units on the basis of mutual advantage, and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the Act provides that public agencies may authorize and approve interlocal agreements with other public agencies to perform any administrative service, activity, or undertaking which such public agencies are otherwise authorized by law to perform; and

WHEREAS, Cascade County is a corporate political subdivision of the State of Montana pursuant to Mont. Code Ann §§ 7-1-2101 and 7-1-412 (15) and Mont. Const. Art. XI § 2, and as such is a “public agency”, as defined by Mont. Code Ann. §7-11-103; and

WHEREAS, the City of Great Falls, a municipality wholly located within Cascade County, is an independent corporate political subdivision of the State of Montana pursuant to Mont. Code Ann. §§ 7-1-4101 and 7-1-4121 (9) 7-1-4121(15), and 7-1-4111 (1) and Article XI sec. § 5, of the Constitution of Montana, and as such is a “public agency,” as defined by Mont. Code Ann § 7-11-103;

WHEREAS, the Great Falls Police Department (GFPD) as a separate law enforcement agency of the City and the Cascade County Sheriff’s Office (CCSO) as a separate law enforcement agency of Cascade County are separately engaged in violent crime prevention within their respective jurisdictions but desire to formalize official collaboration through the establishment of a Violent Crime Prevention Task Force (Task Force) to target and dismantle and disrupt criminal organizations with an emphasis on apprehending felony offenders in Cascade County; and

WHEREAS, it is necessary for planning and training, operational, budgetary and liability reasons to articulate the terms of the relationship between the agencies for the Task Force so as to maximize inter-agency cooperation within the Task Force; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interest of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this Agreement, and

WHEREAS, Cascade County and the City of Great Falls believe it to be in their best interest and desire and intend to be bound under the terms and conditions set forth herein;

NOW, THEREFORE, pursuant to the Montana Interlocal Cooperation Act, and in consideration of the mutual covenants set forth herein, the receipt and sufficiency of which are hereby acknowledged, Cascade County and the City of Great Falls hereby agree as follows:

1. Incorporation of Recitals.

The Recitals set forth above are incorporated into and shall constitute a material part of this Interlocal Agreement ("Agreement").

2. Purpose of Agreement.

The purpose of this Agreement is to establish the Violent Crimes Prevention Task Force to target and dismantle and disrupt criminal organizations with an emphasis on apprehending felony offenders in Cascade County and to clarify the terms and conditions under which the City of Great Falls and Cascade County, through the Great Falls Police Department and Cascade County Sheriff's Office will operate, including but not limited to delineating responsibilities of the Task Force and personnel, planning, equipment and training.

3. Term and Duration of the Agreement.

This Agreement shall be immediately effective upon its execution by the duly authorized representatives of Cascade County and the City of Great Falls. This Agreement shall continue in full force and effect until terminated as set forth in Section 16 herein.

4. Personnel and Equipment.

Cascade County shall retain and have exclusive title, responsibility, and control over all existing County employees and County vehicles and other County assets utilized by the Cascade County Sheriff's Office in its performance of this Agreement. Similarly, the City of Great Falls shall have exclusive title, responsibility and control over all City employees and City vehicles and City assets utilized by the Great Falls Police Department in its performance of this Agreement. The parties shall bear all costs and expenses related to their labor-force including but not limited to wages, worker's compensation, retirement system contributions and other employee benefits. The parties shall bear all costs and expenses related to the acquisition, maintenance, repair and replacement of assets the parties utilize in the performance of their duties under this Agreement.

5. Consideration and Financing.

No funds will be transferred between Cascade County and the City of Great Falls in conjunction with this Agreement, as the good and valuable consideration is satisfied by the mutual assumptions of obligations herein.

6. Creation of Legal Entity.

This Agreement does not create a separate legal entity.

7. Supervision.

Overall management of the Violent Crime Prevention Task Force shall be the shared responsibilities of the participating agencies. Each participating agency will have a voice as a management team for the Task Force with the host agency, CCSO, being the Lead. Participants of the management team shall include the CCSO and GFPD Command Staff Teams. The ranking CCSO Detective assigned to the Task Force shall serve as the Operations Supervisor and shall oversee the day to day operational and investigative functions of the Task Force. In the event of a disagreement among the management team for the Task Force, the Cascade County Sheriff shall be the final leadership authority.

Task Force personnel will be subject to the laws, regulations, policies and personnel rules applicable to their respective agencies. Task Force personnel will continue to report to their respective agency heads for non-investigative administrative matters not detailed in this Agreement. The applicable agency of the retains the discretion to remove and/or reassign any of its agency member(s) from the Task Force.

8. Task Force Reports, Task Force Investigations and Evidence.

All investigations will be prepared in compliance with state law, the City and County Attorneys' directives and in accordance with the United States Attorney General's guidelines when appropriate. All Task Force investigative reports will be maintained by the CCSO consistent with state law and CCSO record management, retention and process.

All evidence and original recordings acquired during Task Force investigations will be maintained by the CCSO and retained and/or disposed under applicable law.

9. Vehicles

Vehicles operated by GFPD and CCSO will be insured by the City of Great Falls and Cascade County, respectively in the ordinary course of operations, with all typical coverages and shall be maintained and repaired by the entity that owns the vehicle in accordance with that parties' maintenance policy. Each party is responsible for own respective fuel costs, deductibles for damage resulting from use and/or operation thereof, etc.

10. Forfeitures

The intent of the Task Force is to target, dismantle and/or disrupt criminal organizations with an emphasis on apprehending felony offenders in Cascade County. Should this Task Force during an investigation discover and seize quantities of narcotics and/or drug related assets, it is the prerogative of the Task Force to refer such narcotics and/or drug related assets to the Russell Country Drug Task Force (HIDTAA) pursuant to the terms of the current HIDTAA Agreement. All other asset forfeiture opportunities that are not subject to the HIDTAA Agreement shall be distributed on an equal financial basis between the County and City of Great Falls.

11. Deputization

Deputization is required for each GFPD law enforcement officer assigned to the Task Force for the purposes of enforcing the laws under the jurisdiction of the CCSO when a violation of law or regulation occurs outside the jurisdiction of the City of Great Falls or when Task Force members are requested to respond to situations that involve a crime resulting in an immediate threat outside the City limits of Great Falls, Montana. Such deputization shall conform with Montana law and the Sheriff's deputization practices.

12. Liability and Indemnity.

The City of Great Falls assumes all risk of and, subject to the limitations of Mont. Code Ann. § 2-9-108, shall indemnify and hold harmless Cascade

County for any claims, or legal actions for personal injury to or death of any person, or damage to or destruction of property of anyone, including County, resulting directly or indirectly, from the City of Great Falls' actions hereunder and as deputized, excepting such claims or legal actions which are caused by the negligence of Cascade County.

Cascade County assumes all risk of and, subject to the limitations of Mont. Code Ann. § 2-9-108, shall indemnify and hold harmless the City of Great Falls for any claims, or legal actions for personal injury to or death of any person, or damage to or destruction of property of anyone, including County, resulting directly or indirectly, from Cascade County's actions hereunder and as deputized, excepting such claims or legal actions which are caused by the negligence of the City of Great Falls.

13. Compliance with Laws.

The parties agree that in the actions undertaken pursuant to this Agreement, shall comply with all applicable state and federal laws, regulations, and municipal ordinances including, but not limited to, all workers' compensation laws, all environmental laws including, but not limited to, open meetings and public records laws, privacy laws, all applicable City, County, and State building and electrical codes, the Americans with Disabilities Act, and all non-discrimination statutes and regulations.

14. Amendments.

Except as otherwise expressly provided herein, this Agreement may not be amended except by a written Agreement of the undersigned parties, in conformance with the requirements of the Montana Interlocal Cooperation Act, codified at Title 7, Chapter 11, Part 1, Mont. Code Ann.

15. Jurisdiction, Venue, Costs and Fees.

This Agreement shall be interpreted and enforced pursuant to Montana law. In the event of litigation concerning this Agreement, venue shall be proper in the Eighth Judicial District Court, Cascade County, Montana. The parties in any action brought to enforce this Agreement shall bear their own costs and attorney fees.

16. Termination.

This Agreement may be terminated by either party upon sixty (60) days' notice to the other party.

17. Administration.

Any administration necessitated by this Agreement shall be performed by Cascade County.

18. Contacts.

The contacts for this Agreement shall be:

- a. Cascade County Sheriff
3800 Ulm North Frontage Road
Great Falls, MT 59404
- b. City of Great Falls Chief of Police
P.O. Box 5021
Great Falls, MT 59403

19. Severability.

If any term of this Agreement should hereafter be declared or become void or unenforceable by judicial decree or operation of law, all other terms of this Agreement shall continue to be effective unless the void or unenforceable term tends to materially defeat the manifest intent and purpose of this Agreement.

20. Merger.

This Agreement constitutes the entire Agreement of the undersigned parties with respect to matters addressed herein and supersedes any and all previous agreements or representations, if any, between the parties, except as stated herein.

21. Construction.

In the event of any ambiguity or imprecision in regard to the construction of the provisions of this Agreement, such ambiguity or imprecision shall not, as a matter of course, be construed against any of the undersigned entities. All provisions of this Agreement shall be construed to effect the manifest intent and purpose of this Agreement. If any provision of this Agreement is held unenforceable or invalid, then such provision shall be modified, by an amendment, to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

22. Assignment and Authority.

Neither party may assign, transfer, or convey any right or obligation set forth in this Agreement without the prior written consent of the other party. The undersigned represent that they have authority to enter into this Agreement.

23. Time is of the Essence.

Time is of the essence in the performance of all parties' obligations and duties under this Agreement.

24. Assent.

Pursuant to Mont. Code Ann. § 7-11-104, the undersigned Cascade County and the City of Great Falls, hereby authorize, approve, and execute the terms of this Agreement.

DATED this _____ day of _____, 2020.

CITY OF GREAT FALLS,
MONTANA

Bob Kelly, Mayor

ATTEST:

(Seal of the City)

Lisa Kunz, City Clerk

*APPROVED AS TO FORM:

By _____
Sara R. Sexe, City Attorney

*By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

BOARD OF COUNTY COMMISSIONERS,
CASCADE COUNTY

James L. Larson, Chairman

Jane Weber, Commissioner

Joe Briggs, Commissioner

Jesse Slaughter, Cascade County Sheriff/Coroner

ATTESTED this ____ day of _____, 2020

Cascade County Clerk & Recorder

* APPROVED AS TO FORM:
Josh Racki, County Attorney

DEPUTY COUNTY ATTORNEY

* THE COUNTY ATTORNEY HAS PROVIDED ADVICE AND APPROVAL OF THE FOREGOING DOCUMENT LANGUAGE ON BEHALF OF THE BOARD OF CASCADE COUNTY COMMISSIONERS, AND NOT ON BEHALF OF OTHER PARTIES OR ENTITIES. REVIEW AND APPROVAL OF THIS DOCUMENT BY THE COUNTY ATTORNEY WAS CONDUCTED SOLELY FROM A LEGAL PERSPECTIVE AND FOR THE EXCLUSIVE BENEFIT OF CASCADE COUNTY. OTHER PARTIES SHOULD NOT RELY ON THIS APPROVAL AND SHOULD SEEK REVIEW AND APPROVAL BY THEIR OWN RESPECTIVE COUNSEL.



Agenda #: 13
Commission Meeting Date: March 3, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

REVISED

Item: Resolution 10334, "A Resolution requesting a Montana Environmental Policy Act (MEPA) Environmental Impact Study for the proposed Madison Food Park Slaughterhouse Proposal."

From: Commissioner Mary Sheehy Moe

Initiated By: Neighborhood Councils 1, 2, 3, 4, 5, 6, 7, 8, and 9

Presented By: Commissioner Mary Sheehy Moe

Action Requested: Adopt Resolution 10334 requesting a Comprehensive, Coordinated MEPA Impact Study for Madison Food Park.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (adopt/not adopt) Resolution 10334."

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Summary:

Resolution 10334 responds to the concerns presented by all nine Neighborhood Councils to the City Commission at its January 7²¹, 2020, meeting by requesting the Governor of Montana and the state agencies that he oversees to conduct the coordinated, comprehensive studies required by the Montana Environmental Protection Act to identify, analyze, and, if necessary, mitigate the direct, secondary, and cumulative impacts of the entire package of Madison Food Park proposals, should the core proposal involving a feedlot, meat packing plant, slaughterhouse and/or rendering plant advance to the state for permitting.

Background:

On January 21, 2020, Eric Ray, Chairman of Neighborhood Council 5, addressed the City Commission on behalf of all nine Neighborhood Councils, expressing the significant interest of city residents about the potential impacts, both positive and negative, of the proposed Madison Food Park, a food processing plant to be used as a wholesale feedlot, meat packing plant, slaughterhouse, rendering plant, value-added agricultural commodity processing facility, and distillery. Although the permitting process falls under the jurisdiction of Cascade County and the State of Montana, the Councils requested that the City Commission conduct a study of a broad range of impacts of the original Madison Food Park proposal and communicate the findings to the public.

Commissioner Moe responded that although the Commission would like to be responsive to the Councils' concerns, at least three factors argued against the City conducting a study: (1) the expense, projected at over \$100,000, (2) the uncertain status of the proposal at present, and (3) the fact that there is no requirement that the permit-granting entities rely on the City's study as baseline data for decision-making or address the findings as part of their processes. Moe added that she did think there were avenues through which their request could be met and promised to explore them and bring that information back to the Council of Councils meeting on January 28, 2020.

Commissioner Moe brought to the Council of Councils meeting a first draft of what would become Resolution 10334, requesting the State of Montana to conduct the comprehensive and coordinated impact study described in the policy guide for the Montana Environmental Protection Act (MEPA). MEPA was enacted 49 years ago precisely to ensure that the direct, secondary, and cumulative impacts of a proposed development on both the natural and the human environment are not only documented, but also analyzed and, if necessary, mitigated. A well-designed study coordinated across agencies is particularly advisable when the potential impacts of a proposed development are significant.

Commissioner Moe welcomed suggestions for improvement to the draft resolution from the Neighborhood Councils and during the month of February visited with Neighborhood Councils 1, 3, 5, 6, and 9. A representative of Neighborhood Council 7 attended the Neighborhood Council 3 meeting and a representative of Neighborhood Council 4 attended the Neighborhood Council 5 meeting. Suggestions for changes from council members and citizens have been substantial. A revised draft was disseminated to the Neighborhood Councils on Feb. 14 and subsequent responses have been supportive.

Resolution 10334 advances the interest of the citizens of Great Falls – and of the City itself – in knowing what the impacts, both positive and negative, of the proposed Madison Food Park will be on this community and addressing potential negative impacts before they become a reality.

Fiscal Impact: None

Concurrences: The City commission is also considering Resolution 10335, Requesting Cascade County require a Comprehensive and Cumulative Study of the impacts on the City of the entire package of the Madison Food Park Proposals.

Attachments/Exhibits:
Resolution 10334.

RESOLUTION NO. 10334

A RESOLUTION REQUESTING A MONTANA ENVIRONMENTAL POLICY ACT (MEPA) ENVIRONMENTAL IMPACT STUDY FOR THE PROPOSED MADISON FOOD PARK SLAUGHTERHOUSE PROPOSAL.

WHEREAS, a special use permit in Cascade County has been proposed to authorize the construction and operation of the Madison Food Park, a food processing plant to be used as a wholesale feedlot, meat packing plant, slaughterhouse, rendering plant, value-added agricultural commodity processing facility, and distillery; and

WHEREAS, the original proposal, as yet unamended, projects the employment of as many as 3,000 workers; the processing of approximately 1,800 head of cattle, 9,200 hogs and 135,000 chickens daily; the transport of 165 incoming and 32 out-bound trucks Monday-Friday; and the use of an estimated 3.5 million gallons of water daily from the Madison aquifer; and

WHEREAS, the urban center nearest to the proposed food park is the City of Great Falls, making our city and its residents the largest human population likely to be affected, whether positively or negatively, by the proposed development; and

WHEREAS, our city counts among its community assets our clean and abundant water supply, our fresh (albeit gusty) air, our recreational, historical and cultural heritage instilling community identity and supporting a vibrant tourism economy, our award-winning schools, our short commute times, and countless other quality-of-life attributes; and

WHEREAS, among the community's unique assets is a first-magnitude Madison aquifer spring (Giant Springs) abutting the city, a significant cultural and historical landmark and a natural phenomenon that serves as the existential resource for Montana's most-visited state park, a fish hatchery, and at least two community-based industries; and

WHEREAS, the direct, secondary, and cumulative impacts, both beneficial and harmful, of a project of this size and scope on the physical, social, biological, economic, cultural and aesthetic factors of the human environment of Great Falls and, indeed, the sustainability of our community itself could be transformative and irreversible and are as yet unknown; and

WHEREAS, the citizens of Great Falls represented by all nine of the City's Neighborhood Councils have formally requested that the Great Falls City Commission take the initiative to ensure that the potential impacts of the Madison Food Park are studied, documented, and considered as part of the permitting process; and

WHEREAS, the Montana Environmental Policy Act (MEPA) was created to ensure that the actions of state government significantly affecting the quality of the human environment are the result of "thoughtful, informed and deliberate consideration of the consequences and

impacts”¹ not just on the natural environment but on the human population to be affected by the proposed action, along with evaluation and analysis of reasonable alternatives, mitigation, stipulations and controls for the proposed action; and

WHEREAS, the philosophy behind MEPA is that, when presented with proposals with potentially significant impacts, the state “looks before it leaps”; and the proposal for the Madison Food Park represents a significant leap that should be taken not on faith, but on facts systematically gathered, analyzed, and, if needed, addressed;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, respectfully requests of the Governor of Montana and the relevant state agencies overseen by the Governor – to include, at a minimum, the Montana Department of Environmental Quality, the Montana Department of Natural Resources and Conservation, and the Montana Department of Transportation:

1. That when and if a proposal for Madison Food Park including a slaughterhouse advances, the coordinated studies by state agencies of the direct, secondary and cumulative impacts of the entire package of proposals required by the Montana Environmental Protection Act include in their scope the potential impacts of the proposed project on the City of Great Falls and its residents in the areas of:
 - a. Transportation and Roads;
 - b. Water Quality and Quantity;
 - c. Employment;
 - d. Wastewater Quantity and Treatment;
 - e. Schools;
 - f. Medical and Social Services
 - g. Law Enforcement;
 - h. Recreational, Historical, Cultural and Economic Assets;
 - i. Fire and Emergency Services
 - j. Housing, including Property Values;
 - k. Tourism and Agriculture; and
 - l. Other Environmental Impacts (e.g., Noise, Odor, Dust, Air Quality);
2. That the City of Great Falls be invited to participate in the scoping process; and
3. Upon passage of this resolution, the Great Falls City Commission will notify the Governor and request his assistance in communicating this request to the relevant state agencies.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this ____ day of _____, 2020.

¹ Stockwell, Hope. “A Guide to the Montana Environmental Policy Act” at Foreword by George Darrow, at p. 9 (2019).

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Joseph Cik, Assistant City Attorney



Item: Resolution 10335, “A Resolution requesting that Cascade County require a Comprehensive and Cumulative Study of the impacts on the City of the entire package of the Madison Food Park Proposals.”

From: Commissioner Mary Sheehy Moe

Initiated By: Neighborhood Councils 1, 2, 3, 4, 5, 6, 7, 8, and 9

Presented By: Commissioner Mary Sheehy Moe

Action Requested: Adopt Resolution 10335, requesting a County-Required Comprehensive and Cumulative Impact Study for Entire Package of Developments Comprising Madison Food Park.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/not adopt) Resolution 10335.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Summary:

Resolution 10335 responds to the concerns presented by all nine Neighborhood Councils to the City Commission by requesting that Cascade County require a coordinated, comprehensive study to identify, analyze, and, if necessary, require mitigation of the direct, secondary, and cumulative impacts of the entire package of Madison Food Park proposals, should the core proposal involving a feedlot, meat packing plant, slaughterhouse, and/or rendering plant advance to the county for permitting.

Background:

On January 21, 2020, Eric Ray, Chairman of Neighborhood Council 5, addressed the City Commission on behalf of all nine Neighborhood Councils, expressing the significant concern of city residents about the potential impacts, both positive and negative, of the proposed Madison Food Park, a food processing plant to be used as a wholesale feedlot, meat packing plant, slaughterhouse, rendering plant, value-added agricultural commodity processing facility, and distillery. Although the permitting process falls under the jurisdiction of Cascade County and the State of Montana, the Councils requested that the City Commission conduct a study of a broad range of impacts of the original Madison Food Park proposal and communicate the findings to the public.

Commissioner Moe responded that although the Commission would like to be responsive to the Councils’ concerns, at least three factors argued against the City conducting a study: (1) the expense,

projected at over \$100,000, (2) the uncertain status of the proposal at present, and (3) the fact that there is no requirement that the permit-granting entities rely on the City's study as baseline data for decision-making or address the findings as part of their processes. Moe added that she did think there were avenues through which their request could be met and promised to explore them and bring that information back to the Council of Councils meeting on January 28, 2020.

Following the Council of Councils meeting, throughout the month of February Commissioner Moe met with Neighborhood Councils and received input from a variety of citizens. Although the original proposal presented to the Council of Councils on January 28, 2020, was a resolution requesting an impact study at the state level only, early feedback suggested drafting a resolution requesting such a study at the county level as well. Drafts of both resolutions have been disseminated to all Neighborhood Councils for response and Commissioner Moe has met with Neighborhood Councils 1, 3, 5, 6, and 9 to answer questions and take further suggestions. A representative of Neighborhood Council 7 attended the Neighborhood Council 3 meeting and a representative of Neighborhood Council 4 attended the Neighborhood Council 5 meeting.

Resolution 10335 is the result of those meetings and efforts. The resolution advances the interest of the citizens of Great Falls – and the City itself – in knowing what the impacts, both positive and negative, of the proposed Madison Food Park are on this community and addressing potential negative impacts before they become a reality.

Fiscal Impact: None

Concurrences: The City Commission is also considering Resolution 10334, A Resolution requesting a Montana Environmental Policy Act (MEPA) Environmental Impact Study for the proposed Madison Food Park Slaughterhouse Proposal.

Attachments/Exhibits:
Resolution 10335.

RESOLUTION NO. 10335

A RESOLUTION REQUESTING THAT CASCADE COUNTY REQUIRE A COMPREHENSIVE AND CUMULATIVE STUDY OF THE IMPACTS ON THE CITY OF THE ENTIRE PACKAGE OF MADISON FOOD PARK PROPOSALS.

WHEREAS, a special use permit in Cascade County has been proposed to authorize the construction and operation of the Madison Food Park, a food processing plant to be used as a wholesale feedlot, meat packing plant, slaughterhouse, rendering plant, value-added agricultural commodity processing facility, and distillery; and

WHEREAS, the original proposal, as yet unamended, projects the employment of as many as 3,000 workers; the processing of approximately 1,800 head of cattle, 9,200 hogs and 135,000 chickens daily; the transport of 165 incoming and 32 out-bound trucks Monday-Friday; and the use of an estimated 3.5 million gallons of water daily from the Madison aquifer; and

WHEREAS, segments of the initial proposal are being advanced for special use permits in increments which materially alter the conditions under which the initial proposal was submitted and may preclude a comprehensive examination of their combined and cumulative effects; and

WHEREAS, the urban center nearest to the proposed food park is the City of Great Falls, making its residents the largest human population likely to be affected, whether positively or negatively, by the proposed development; and

WHEREAS, achievement of objectives in four of the five goal areas in Cascade County's Growth Policy¹ and all four goal areas of the City of Great Falls Growth Policy² may be facilitated, impeded, or thwarted entirely by the proposed development; and

WHEREAS, the direct, secondary, and cumulative impacts, both beneficial and harmful, of a project of this size and scope on the physical, social, biological, economic, cultural and aesthetic factors of the human environment of Great Falls and, indeed, the sustainability of our community itself could be transformative and irreversible and are as yet unknown; and

WHEREAS, the Cascade County Zoning Regulations establish that the applicant for a special use permit bears the burden of presenting sufficient factual evidence to allow the Zoning Board of Adjustment to reach reasonable conclusions about the impacts of the development, if permitted³; and

¹ Cascade County Growth Policy Update 2014, pp. 2-2, 23

² City of Great Falls Growth Policy Update 2013: social fabric, natural environment, economy, physical realm

³ Note in Section 10.9 of the Cascade County Zoning Regulations

WHEREAS, the citizens of Great Falls represented by all nine of the City's Neighborhood Councils have formally requested that the Great Falls City Commission take the initiative to ensure that the potential impacts of the Madison Food Park are studied, documented, and considered as part of the permitting process; and

WHEREAS, the City of Great Falls desires to maintain a collaborative working relationship with Cascade County.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, respectfully requests:

1. That when and if a proposal for Madison Food Park including a slaughterhouse advances, the petitioner for a special use permit be required to meet the burden of proof by contracting with a qualified, independent entity to identify the direct, secondary and cumulative impacts of the entire package of Madison Food Park proposals on the City of Great Falls and its residents, consistent with the growth policy goals and objectives of both the City and the County. Of specific concern to the City and its residents are impacts on:
 - a. Transportation and Roads ;
 - b. Water Quality and Quantity;
 - c. Wastewater Quantity and Treatment;
 - d. Other Environmental Impacts (e.g., Noise, Odor, Dust, Air Quality);
 - e. Schools;
 - f. Employment;
 - g. Medical and Social Services;
 - h. Law Enforcement;
 - i. Recreational, Historical, Cultural and Economic Assets;
 - j. Fire and Emergency Services;
 - k. Housing, including Property Values;
 - l. Tourism and Agriculture; and
2. That the City of Great Falls, along with the appropriate Cascade County officials, be represented on a committee establishing the scope of the impact study and the selection of the entity conducting the study.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this ____ day of _____, 2020.

ATTEST:

Bob Kelly, Mayor

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Joseph Cik, Assistant City Attorney



Item: Resolution 10336, “A Resolution Dissolving the City of Great Falls Design Review Board and Assigning the functions outlined in Title 17, Chapter 28 to Planning and Community Development Staff.”

From: Gregory T. Doyon, City Manager

Initiated By: City Commission

Presented By: Gregory T. Doyon, City Manager

Action Requested: Adopt Resolution 10336.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10336.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the City Commission adopt Resolution 10336.

Summary: On November 7, 2018, the City Commission approved Resolution 10256. This Resolution, which was proposed by Planning and Community Development (P&CD) staff, suspended the Design Review Board (DRB) for a period of six months. At the time of staff’s proposal, the Planning Division of the Department was operating at reduced staffing levels. P&CD staff were also working on substantial changes to the City’s development review process. After this six month period ended on May 4, 2019, the City Commission decided to extend the suspension for another six months by adopting Resolution 10297. This action was based on the same rationale as the original suspension. The second suspension period outlined in Resolution 10297 was scheduled to end on December 3, 2019.

While the DRB was suspended, staff performed the functions of the DRB reviewing site plans and administering the guidelines and standards outlined in Title 17, Chapter 28 (Exhibit 28-1). There were not any complaints received on the performance of staff in the administering of this function, and this change removed a step in the development process, resulting in quicker processing of applications.

During the December 3, 2019 Commission Meeting, P&CD Staff presented changes to the DRB process and Board procedures through Resolution 10321. Changes included revisions to make the process more predictable for project designers and developers while reducing the administrative burden on staff. Staff relayed that the new process improvements outlined would be more consistent with the original intent of the DRB’s formation and would act to provide timely and helpful expert advice in the design of development projects. With the

adoption of Resolution 10321 modifications to the Land Development Code would be presented to the Commission for approval. The City Manager had recommended on several occasions that the continuation of the staff review process was preferred over reinstating the DRB meetings.

Of importance to add is that throughout the revamp of the City's development review process, staff was instructed to review all fees and costs associated with every process and permits from a cost-recovery aspect. These actions were taken to update the existing fees, and if needed, to introduce any associated fees to provide cost recovery for services provided. On January 7, 2020, staff presented an analysis of time spent on preparation and exaction associated with the DRB meetings, and proposed a fee of \$500 for these duties. Currently, this work is accomplished and subsidized by the General Fund.

Under Commission Initiatives at the February 4, 2020 Commission Meeting, Commissioners Tryon and Robinson requested that staff draft language for a resolution to dissolve the DRB. There was no objection by other Commission members.

Fiscal Impact: If the Design Review Board remains, the City Commission will need to consider the need for a fee to cover the resources needed to support the Board.

Alternatives: The Commission could choose not to adopt Resolution 10336. Thus, leaving the DRB the reviewing authority as adopted by Resolution 10321 on December 3, 2019.

Concurrences: City Manager recommends the practice of having staff administer the design standards and guidelines contained in the City's Land Development Code, and dissolving the DRB.

Attachments/Exhibits:

Resolution No. 10336

Exhibit A- Resolution 10321 December 3, 2019 Commission Meeting Documents

RESOLUTION NO. 10336

A RESOLUTION DISSOLVING THE CITY OF GREAT FALLS DESIGN REVIEW BOARD ASSIGNING FUNCTIONS OUTLINED IN TITLE 17, CHAPTER 28 TO PLANNING AND COMMUNITY DEVELOPMENT STAFF.

WHEREAS, the Official Code of the City of Great Falls (OCCGF) Title 17, Chapter 12, Article 3, requires certain land development projects to be reviewed by the Great Falls Design Review Board (DRB); and

WHEREAS, in response to the Planning and Community Development Department's requests, the City Commission adopted Resolutions 10256 and 10297 to suspend the DRB meeting process for six month periods starting on November 7, 2018 and ending on December 3, 2019; and

WHEREAS, in response to the Planning and Community Development Department's request, the City Commission adopted Resolution 10321 pertaining to recommended process changes to the DRB; and

WHEREAS, after further review of the Development Review Process and evaluation of current Planning and Community Development fees, it was determined that it would be more efficient and cost efficient for developers for staff to conduct the design review process; and

WHEREAS, the City Commission determines that it is in the City's best interest for staff to conduct the design review process.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

- 1) Planning and Community Development staff will conduct the functions of reviewing site plans and administering the guidelines and standards outlined in Title 17, Chapter 28 for applicable projects; and
- 2) City staff develop applicable amendments to the OCCGF to codify the adopted process changes contained in Resolution No. 10336; and
- 3) All other land development standards pursuant to OCCGF Title 17, Chapter 28, remain in effect and are enforceable.

PASSED AND ADOPTED by the City Commission of the City of Great Falls,
Montana, March 3, 2020.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

Joseph Cik, Assistant City Attorney

Exhibit A- Agenda Report and Supporting Documents for Resolution 10321



Agenda #: 21
Commission Meeting Date: December 3, 2019
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Resolution No. 10321, A Resolution Adopting Recommended Process Changes to the Design Review Board

From: Tom Micuda, Deputy Director

Initiated By: Planning and Community Development Department

Presented By: Craig Raymond, Director

Action Requested: Adopt Resolution 10321

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10321.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the City Commission adopt Resolution 10321.

Summary: On November 7, 2018, the City Commission approved Resolution 10256. This Resolution, which was proposed by P&CD staff, suspended the Design Review Board (DRB) for a period of six months. At the time of staff's proposal, the Planning Division of the Department was operating at reduced staffing levels. P&CD staff were also working on substantial changes to the City's development review process. After this six month period ended on May 4, 2019, the City Commission decided to extend the hiatus for another six months by adopting Resolution 10297. This action was once again based on the recommendation of P&CD staff based on continued staffing shortfalls and the need to further develop and implement changes to the City's development review process. The second hiatus period outlined in Resolution 10297 will soon come to an end on December 3, 2019.

Since the original suspension of the DRB meeting process just over one year ago, staff has performed the functions of the DRB to review site plans and administer the guidelines and standards outlined in Title 17, Chapter 28 (Exhibit 28-1). The continuation of this staff review remains the City Manager's preference. There have not been complaints received on the performance of staff in the administration of this function. Staff has received questions from several Neighborhood Councils on getting information regarding the status of development projects occurring within the City.

During the most recent hiatus period, two new planners have been hired for the Planning Division. This Division is now fully staffed for the first time in several years, although staff training is still early in the process. There are also important milestones that still need to be accomplished in the City's improvements to the development

review process. With this noted, however, members of the Board all still believe that the DRB meeting process adds quality to the design of development projects. P&CD staff also believes it can now administer its role in service to the DRB. Staff has also concluded that the DRB process should be revised to make the process more predictable for project designers and developers and less administratively burdensome on Planning Division staff. Staff asserts that the process improvements outlined in this Agenda Report and in proposed Resolution 10231 will be more consistent with the original intent of the DRB's formation. More specifically, that the DRB should not duplicate staff review, rather it should act to provide timely and helpful expert advice in the design of development projects. Resolution 10231 proposes the following key modifications to the Board's procedures. These modifications will eventually need to be incorporated into amendments to portions of the Land Development Code. Staff will work with the Legal Department to submit a code amendment package after completing more pressing updates to the Parking and Landscaping Chapters to the Code.

- **Earlier Review of Development Applications** - In the past, projects requiring a DRB meeting would be reviewed by staff and the DRB relatively late in the development design process. A developer or their design representative would submit an application when they were anywhere between 80 – 100% done with their designs. Sometimes, due to tight project timelines, an architect or engineer would be forced to submit an application for the DRB concurrently with the submittal of a building permit application. In such instances, any action taken by the DRB to request modifications would often lead to building plan modifications and significant project delays.

To address this problem, staff recommends implementing a simple process change – project review by the DRB at the conceptual plan stage. Specifically, staff believes that the DRB can still fulfill its review authority as identified in City code section 17.12.3.010 as well as their responsibility for administering design guidelines as noted in 17.28, Exhibit 28-1 by reviewing design plans that are approximately at a 30% level of completion.

- **Simplify DRB Application Submittal Requirements** – In the past, developer applications for the DRB were rejected periodically or required additional materials due to the previous practice of requiring project designs to be completed at an 80-100% level. For the developer's consultant, this meant the need to submit such items as lighting photometric plans and light fixture specs, signage details, and fully designed landscape plans. These are already requirements for the issuance of permits, so essentially the developer's consultant was being asked to submit items before they were ready. This created unnecessary tension and delays in the DRB process.

To alleviate this problem, staff proposes that when a developer submits an application for the DRB, the material provided be limited to the following: 1) a project narrative, 2) conceptual site plan showing basic compliance with zoning district requirements, and 3) building renderings and/or architectural elevations. The submittal of these items is much less burdensome on the applicant to provide. However, they are also completely sufficient for the DRB to administer its function as part of the development review process.

- **Reduced Burdens on Staff** – As a result of implementing earlier DRB review and simplifying submittal requirements, past workload burdens on staff will be reduced significantly. First, the review of applications would take minutes as opposed to substantial portions of work days. Second, staff believes that no agenda reports will be needed for the new process. Staff envisions simply providing DRB members with a short review memo outlining how the project complies with the applicable zoning district requirements. Many times, this sort of basic analysis is provided by consultants on their conceptual plans. The memo would also note any guidelines in Exhibit 28-1 of the code that should be considered by the Board. Finally, staff recommends that the applicant, rather than staff, present the

project to the DRB. Staff's role in the Board's proceedings would be limited to taking meeting minutes, answering questions about applicable guidelines and code provisions, and sending out a "Notice of Decision" letter to the applicant after the Board completes its meeting on the project. After this has occurred, the remaining portion of the design development process would be strictly between staff and the developer – leading to eventual permit issuance.

Fiscal Impact: There is no quantifiable fiscal impact to the City related to whether or not the City re-activates the Design Review Board. Some people who do not support the DRB's role in the development review process may argue that the DRB's existence as a review body in the development process could affect the cost or timing of development projects.

Alternatives: If Resolution No. 10321 is not adopted, the suspension period covered by Resolution 10297 will simply end and the DRB would start meeting in accordance with the applicable provisions in the City's Land Development Code. The Commission could also decide to adopt another resolution at a future meeting to continue the Board's suspension. The Commission could also adopt amendments to the City's Land Development Code at a future meeting to eliminate the DRB entirely.

Concurrences: Staff held a public meeting with DRB members on September 30, 2019, to present ideas and gather input on re-starting the DRB meeting process. All members of the Board were in support of ending the suspension and once again meeting to review applicable development projects. At this meeting, staff also presented the proposed procedural changes outlined in this memo. DRB members were in support of these changes. As noted above, the City Manager prefers the continued current practice of having staff administer the design standards and guidelines contained in the City's Land Development Code.

Attachments/Exhibits:

Resolution No. 10321

May 1, 2019 Memo from Manager Doyon

October 30, 2019 Memo from Manager Doyon

RESOLUTION NO. 10321

**A RESOLUTION ADOPTING RECOMMENDED PROCESS
CHANGES TO THE DESIGN REVIEW BOARD.**

WHEREAS, the Official Code of the City of Great Falls (OCCGF) Title 17, Chapter 12, Article 3, requires certain land development projects to be reviewed by the Great Falls Design Review Board (DRB); and

WHEREAS, in response to the City Planning and Community Development Department's request, the City Commission adopted Resolution 10256 and Resolution 10297 to suspend the DRB meeting process for six month periods starting on November 7, 2018 and ending on December 3, 2019 ; and

WHEREAS, staff from the Planning and Community Development Department as well as the Board members themselves believe that the DRB's meeting process should be started as soon as possible after the December 3, 2019 date; and

WHEREAS, staff proposes changes to the DRB's development review process that should improve both the predictability of the process for designers and developers and ease the staff's administrative burden in support of the Board;

WHEREAS, staff's ideas for process changes have received favorable input from DRB members, most specifically in a meeting held with members on September 30, 2019.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF
THE CITY OF GREAT FALLS, MONTANA, that:**

- 1) Planning and Community Development staff implement a revised Design Review Board application process oriented toward conceptual design submissions for applicable projects;
- 2) Such submissions shall be generally limited to the following key components:
 - a) project narrative, b) conceptual site plan demonstrating compliance with underlying zoning requirements, and c) renderings or elevations of proposed buildings; and

- 3) The staff's responsibilities in supporting the Board's meeting process be modified to eliminate agenda reports and staff presentations of applicant requests to less burdensome support responsibilities for the Board; and
- 4) City staff develop applicable amendments to the OCCGF to codify the adopted process changes contained in Resolution No. 10321.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, December 3, 2019.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Darcy Dea, Deputy City Clerk

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney



City Manager's Office

Memorandum

To: Mayor Kelly and City Commissioners

From: Gregory T. Doyon – City Manager

Re: Design Review Board - Suspension Status and Recommendation

Date: May 1, 2019

On November 7, 2018, the City Commission suspended the Design Review Board process temporarily with Resolution 10256. The Resolution expires May 6, 2019.

At the time, I argued that staff needed to be freed from the consuming administrative portion of the DRB process, primarily because the department had three staff vacancies. Staff advised the Commission that the city's design requirements would not change. The only change would be the actual approval process.

After five months of the DRB suspension, I asked staff to provide me with some feedback from users and DRB Board members. Please find attached a memorandum from Director Raymond and Deputy Director Micuda dated April 21, 2019 (with a follow-up Q&A). Both support reinstating the process, but again because of staff deficits, they asked for another DRB suspension of six months. Additionally, P&CD staff recommends using the period to rework the review process.

I have not personally heard anything either way regarding suspension of the review process from the public (but that is not entirely surprising). I do continue to hear general comments that are usually negative about the City's development review process. While most frustrations are focused on another city department, there is no doubt that developers subject to the DRB process have been frustrated in the past by the increased time (perceived delays) it takes to complete the review process. Applicants have also expressed concern about the actual authority of the DRB to make recommendations and findings.

It was not the intent of P&CD staff to eliminate the DRB. However, I thought and shared that a temporary suspension would provide an opportunity to observe any impacts on the overall process. As some of you know, I recommended that the City Commission eliminate the DRB years ago.

The following recommendation is not intended to be critical of DRB members or city staff. Both DRB members and staff have committed significant time and worked very hard to improve the

appearance and quality of development in Great Falls. For that I am thankful, but after this short reprieve from the DRB, I want to restate my original recommendation for the following reasons:

1. Using staff to perform the review process works well and reduces time for the developer. The suspension of the design review board did not change city design standards; it simply removed the DRB from the process. A board that has very limited scope and authority is not required to perform this function.
2. I have heard arguments from some that the process “yields a better outcome”. This may be the case. However, my strong sense is that this is partially true because of the perceived authority of the DRB to approve the project beyond its current authority. I believe applicants have been more inclined to accommodate DRB “suggestions” to gain approval. City policy should be clear about its design expectations right up front and not rely on this approach to improve outcomes.
3. Again, with regard to design standards, the DRB has very limited authority (parking and certain landscape elements). If the city wants to improve outcomes, then it should consider amending its design standards to be more consistent with DRB recommendations where the outcome was believed “to be better”.
4. Reinstating the DRB immediately would prove burdensome to staff (P&CD is down two staff members) as described in their April 21, 2109 memorandum. P&CD staffing has been a chronic challenge in recent years, and it may continue beyond another six months.
5. As an alternative, I’d recommend that staff work internally to revise the process as described in its memorandum. Staff could consult and receive advice from current Board DRB members. Where applicable, The Planning Advisory Board could verify through a revised process that the appropriate design standards were met.
6. The recommendation from staff to begin design review conversations earlier in the process sounds good. My concern is that this will actually open the City to more criticism that the process is subjective. The City should be clear and specific as to the standards so there is no guessing or feeling from applicants that they will be required to do more than necessary in order to be approved.
7. The DRB would work better in a community that embraced stronger design requirements such as Bozeman, Missoula, or Kalispell. Great Falls is not like these other communities and there is general distaste for additional regulations that appear to impede development. Perhaps if the city had more development, there would be a greater desire to standardize designs, improve aesthetics, and architectural features and the DRB could be revisited in the future.

As it stands now, the Design Review Board will resume its duties after May 6, 2019. If the City Commission agrees with P&CD staff’s recommendation, the Commission could suspend the DRB again at its May 21, 2019 meeting (suspension term would expire November 21, 2019).

Should the Commission agree with my position, then an ordinance change would be required. I'd advise the Commission to suspend the DRB again through November and when Title 17 comes before the Commission for review, it be eliminated at that time.

Gtd

Planning & Community Development Department

MEMO

To: Greg Doyon, City Manager; Chuck Anderson, Deputy City Manager

From: Tom Micuda, Deputy Director; Craig Raymond, Director

Date: April 21, 2019

Re: Recommendations for the Design Review Board

Per your request, this memo outlines PCD staff recommendations concerning the status of the City's Design Review Board (DRB). These recommendations are partly based on input received from local engineering and architectural design professionals as well as members of the DRB itself. This memo contains the following two sections: 1) synopsis of input received, and 2) a recommendation for how the City Commission should act on the DRB's current hiatus, including ideas for how future DRB review should be conducted.

INPUT RECEIVED

On March 25, staff solicited input via email from 16 individuals who either have regularly worked on projects reviewed by the DRB or were actual members of the Board itself. Staff received input from ten (10) of the 16 individuals contacted. Six (6) individuals who responded believed that the DRB should be re-activated and had value to improve the quality of development in Great Falls. Three (3) individuals indicated that the DRB should be disbanded and felt the DRB did not add value to the development review process. One individual indicated that either guidelines administered by staff or the DRB should be kept in place to improve the quality of development in the community. All current DRB members were in favor of bringing back the Board in some capacity. Most of the individuals who supported re-activating the DRB also added the following key observations:

- That some level of board oversight is needed to improve the overall quality of development and protect the community against bad development outcomes;
- DRB review should occur earlier in the design process and not be too subjective. If DRB review could take place at the beginning of project design, input from the DRB could be incorporated without leading to re-design and unnecessary project delays.
- The DRB's scope of review should not duplicate City staff code review.

STAFF RECOMMENDATION

Based on the input received as well as our own observations, PCD staff recommends reactivating the DRB as part of the development review process. With that noted, staff also recommends that the City Commission continue the Board's hiatus for another six months.

PCD still has two unfilled planner positions that are currently being advertised. Additionally, PCD is also working with other City departments and the City Manager's Office to develop and implement improvements to the City's development review process. For those reasons, a reactivation of the DRB in May would come at the worst possible time.

More importantly, City staff and some of the stakeholders contacted have identified problems with the DRB review process. City staff recommends that the six month period be used to meet with DRB members and interested design professionals to consider improvements to the DRB review process. The following are possible avenues for discussion:

- Conducting DRB meetings much earlier in the design process, prior to initial staff code review being conducted rather than after review has taken place. Materials submitted by the applicant for the DRB would be more preliminary in nature.
- Eliminating or at least revising the following components of the DRB process: 1) PCD staff reports, and 2) staff presentations. Project presentations would be conducted by applicants, with staff simply providing comments to focus DRB discussion on review criteria.
- That a clear decision be made on what action should be taken on development projects that do not incorporate DRB recommendations concerning the Table 28-1 Guidelines contained in the City's Land Development Code. Currently, DRB has the power to approve, deny (in whole or in part), or add conditions. There is confusion about the Board's authority, and this issue should be resolved - particularly if the DRB is to become a more informal part of the development review process.

City Manager's Office – Follow-up Questions
P&CD Design Review Questions

- What was the staff recommendation on the DRB?

Craig and I have always felt the DRB should be brought back into the process, but in a different form. In that respect, members of the DRB, staff, and some of the consultants all feel the same way. The DRB has value, but the role of the Board should be re-scoped for everyone's benefit. I still remember the meeting with you, Greg, and Craig where we proposed the idea of suspending the DRB. We never proposed the suspension because we thought the DRB had no value in the development process. We simply proposed it as temporary measure to ensure that projects could move through the City review process while we were short-staffed.

- And, why?

We need time to determine how the DRB should be re-scoped. Our idea is as follows: projects would be brought to the DRB at what I would call a 10-30% level rather than what is happening now – a 75%+ level. It's my understanding from talking to Craig and others that this was the original intent of the DRB. As I understand it, DRB review used to be done earlier in the process where it could have the most positive impact without causing project redesigns. When I started working with the DRB a few years ago, their role had changed from a body dispensing early advice on projects designed at a conceptual level to a redundant site plan approval body co-mingled with the staff.

- What is the level/percentage of work that has decreased for staff without having the DRB?

Chuck: These kinds of hard numbers are always hard to estimate. We support three boards that regularly meet and handle planning-related business – City Commission, Planning Board, and DRB. I'm not counting Board of Adjustment because it rarely meets. We have to create agenda reports and related packet material for all 3 boards. If you just do simple math, we've reduced our workload in the Planning division by 33%. However, this is mitigated because the level of review complexity is higher for City Commission and Planning Board. This leads me to think we've decreased workload by around 15-20 percent.

- Your note recommends another 6-months hiatus for the DRB due to staffing...what is your plan if staffing levels are not resolved? There seems to be a linkage here and staffing is approaching 3-yr as an issue (I think?).

If we re-scope the DRB as described above, we can handle the workload impact with current staffing. As noted in the memo, we don't envision any more agenda reports. That's the biggest workload problem. Also, there would be less back and forth emails and letters from staff to consultants because we would no longer expect fully-fleshed out site plans and exterior building architecture. This back and forth process is also a staff workload problem and unnecessarily slows down the design process. As proposed in the memo, project submittals for the DRB would be much simpler to administer. Obviously, we don't plan on being short-staffed in 6 months, but I completely understand why we need to think about this scenario.

- Have any applicants who had comments provided by staff stated they wanted the DRB reestablished? And where they contacted for their input on the staff performing the DRB duties? Why/why not?

Only 1. Another consultant wanted to make sure that design oversight in some form (administered by staff or DRB) was maintained. 3 consultants preferred disbanding the DRB. All 5 DRB members wanted the Board to be re-established. I did not solicit specific input on preferences for staff administered guidelines vs. DRB administration. I simply asked for responses on bringing back the DRB in May, disbanding the DRB, or continuing the DRB's hiatus (staff review of guidelines).

Greg's question. Would you please tell me again what the DRB actually reviews and how that is different from staff a staff review?

The short answer is that DRB and staff review the same set of guidelines and standards contained in the Land Development Code. Please see the attached document – it contains the 25 guidelines and 4 standards that both staff and the DRB review. For lighting and landscaping (compliance with the standards in the code), the Board is given more latitude than staff to provide additional recommendations.

While this naturally leads to a conclusion of why you have two entities doing the same thing, there is one big point to consider. If the DRB is disbanded, staff loses a really valuable negotiating tool in maintaining a basic level of design quality for development projects. If staff is the sole negotiator in getting developers to address 25 design guidelines, then the entire premise of having the guidelines is compromised. Developers will personalize the discussion if it comes from a couple of staff planners. If their consultant is forced to justify a bad design in front of his or her peers in a public meeting, it creates a more even playing field to get a better project. If this discussion occurs early in the process rather than towards the end, it will make the project better, be less burdensome for the private sector, and actually help Planning staff.

Exhibit 28-1. Standards and guidelines for specified projects and buildings

Applicability					
New Construction	Expansion	Exterior Renovation	Guideline	Standard	
x	x				1. Relationship to site conditions. The placement and massing of the building should positively address the natural terrain of the site and how the building will be viewed from outside the site, its relationship and proximity to adjoining buildings, and how the building will be viewed from outside the site from all directions.
x	x				2. Building placement. Buildings should be located to: (1) take advantage of the site's natural topography and drainage, existing vegetation, and other natural features; (2) maximize natural surveillance and visibility, (3) enhance the character of the surrounding area; and (4) facilitate pedestrian access and circulation.
x	x				3. Solar exposure. Buildings should be located to take advantage of passive solar efficiencies whenever possible. (See Exhibit 28-2)
x	x				4. Building shadows. Buildings should be sited and designed to minimize the impacts of shadows on residences, common areas, public spaces, and pedestrian facilities.
x	x		x		5. Views. Whenever possible, buildings should be sited to take advantage of viewsheds. In addition, the obstruction of view-corridors from public rights-of-ways should be avoided. (See Exhibit 28-3)
x	x		x		6. Northerly exposure. In new construction, entrances, drainage facilities, drive-through facilities, etc., should be located on east, west, or south side of a building. Whenever it is absolutely necessary to locate such facilities on a building's north side, corrective measures should be taken to mitigate hazardous accumulations of snow and ice.
x			x		7. Relation of façade to front lot line. At least 50 percent of the front façade of any building facing the street should be located as close to the front lot line as allowed by the underlying zoning district. (Need to verify applicability to the zoning districts)
x	x	x	x		8. Compatibility of exterior materials and finishes with surrounding buildings. Exterior materials should be compatible with those of surrounding buildings.
x	x	x	x		9. Consistent use of exterior materials and finishes. Exterior materials and the appearance of rear and side facades should be similar to and compatible with the front façade.
x	x	x	x		10. Use of certain exterior materials prohibited. Plain face concrete block may be used as an exterior treatment provided it is not readily visible from a public street or from a residential district. No more than 20 percent of the wall area may be plain face concrete block.
x	x		x		11. Orientation of primary entry. The building's primary entrance should face the public street rather than the interior or rear of the site.
x	x		x		12. Design of primary entry. Primary entrances to buildings should be emphasized with a larger door or "framing" devices (e.g., deep overhangs, recesses, porches, arches, arcades, etc.) or other architectural treatment.
x	x		x		13. Building service areas. Building service areas should be conveniently located and accessible for normal service and maintenance needs. Approaches to such facilities should be adequately engineered for convenient access.
x	x		x		14. Joint and cross-access. Similar, complimentary, and adjacent land uses should provide cross-access between properties and joint access to arterials adjacent to the property. (See Exhibit 28-4)
x	x	x	x		15. Consistent architectural standards. Architectural standards within a project should be applied consistently on sides of buildings visible from public rights-of-way and/or adjacent residential zones.
x	x	x	x		16. Visual interest and appeal. Architectural design should create visual interest.
x	x	x	x		17. Window tinting. Windows on the first floor should be clear or lightly tinted to allow views into the building
x	x	x	x		18. Façade design. Use of different textures, complementary colors, shadow lines and contrasting shapes to produce attractive facades should be used. Use of a single color, minimal detailing, and blank walls is discouraged.
x	x		x		19. Building mass. The mass of the proposed building should be compatible with those of surrounding buildings. Potential approaches to reduce the apparent mass include dividing the building mass into smaller sections with the use of vertical and horizontal offsets.
x	x	x	x		20. Choice of exterior materials. All exterior materials should be sufficiently durable to insure stability, maintainability, and long life. Natural materials, conveying permanence, such as stone, masonry, beveled wood siding are preferred.
x	x	x	x		21. Glare. Reflective surfaces that produce hazardous glares should not be used.
x	x	x	x		22. Colors. Development projects involving a large number of buildings should vary the architecture to create visual interest, as well as deter the monotony of identical treatments. One common and effective way to do this is to vary the use of exterior colors. This does not mean that groups of buildings need to drastically vary in color. Rather, to vary wall and trim colors in the same "family" of colors, versus use of identical colors for a substantial number of buildings.
x	x			x	23. Mechanical equipment. Mechanical equipment shall be screened with material compatible with that used architecturally in the structure. The most desirable treatment is where such screening is used as an element of the building design and is consequently made a part of the architecture of the building.
x	x		x		24. Signage. Signs should consist of materials and colors that are similar to and compliment the primary structure. Lettering should be consistent throughout the entire project
x	x		x		25. Minimum proportion of doors and windows. At least 30 percent of the first floor façade facing a public street should consist of windows and doors. Windows should be distributed in a more or less even manner.
x	x		x		26. Large building elevations. When the front elevation of a building is more than 750 square feet in area, the elevation should be divided into distinct planes of 500 square feet or less. This division can occur using various means. The following design features can be used to meet this provision: (1) fascias; (2) canopies and awnings; (3) arcades; (4) functional porches at least 6 feet wide with a roof; (5) bay windows at least 3 feet wide and protruding at least 18 inches from the wall that extends from the top of building foundation to the eave; (6) vertical offsets at least 2 feet wide; and (7) other multidimensional design features.
x	x	x		x	27. Outdoor lighting. Outdoor lighting shall be consistent with chapter 40 of this Title and as recommended by the Design Review Board.
x	x	x		x	28. Landscaping. Landscaping shall be provided consistent with chapter 44 of this Title and as recommended by the Design Review Board.
	x	x		x	29. Exterior storage of materials. Exterior storage of materials in an M-2 zoning district shall be attractively screened. (Ord. 2950, 2007)



City Manager's Office

Memorandum

To: Mayor Kelly and City Commissioners

From: Gregory T. Doyon – City Manager

Re: Design Review Board - Suspension Status and Recommendation

Date: October 30, 2019

On November 7, 2018, the City Commission suspended the Design Review Board process temporarily with Resolution 10256. The Resolution expired May 6, 2019.

In May 2019, the City Commission once again considered an additional six-month suspension based on the same merits of the first suspension. In a memorandum from staff dated April 21, 2019, Director Raymond supported reinstating the process, but again because of staff deficits, requested another DRB suspension of six months. Staff also proposed using the period to rework the review process.

On September 30, 2019, the DRB met to discuss next steps. Staff presented some options including:

- Conducting DRB meetings much earlier in the design process
- Eliminating staff reports and presentation,
- Developing new review criteria (updating landscaping, parking codes)
- Clarify the Boards authority.

Generally, the conversation was constructive until I heard suggestions that the DRB needed more “teeth” in the process and should consider not only having one meeting with a developer, but two meetings. The Board expressed a desire to better “assist” the developer with achieving design standards by meeting more than once.

After hearing these suggestions and seeing there was support for them, I provided some direct comments to the DRB, which I want to highlight for the Commission. To be clear, while I appreciate the work of the Board, I do not believe it is necessary for it to continue in its current form.

1. While the Planning Department is fully staffed (at this point), it does not have a fully seasoned or experienced staff with its new hires. It will take some time to get the new planners up to speed.

2. The best thing city government can do for development in Great Falls is to make sure that whatever process is in place, the expectations are clear and meet community objectives. I believe developers are still confused about the role and authority of the DRB. I believe that the authority of the DRB is perceived to be greater than it actually is pursuant to city code. Applicants are more inclined to accommodate DRB “suggestions” to gain approval. City policy should be clear about its design expectations up front and not rely on this approach to improve outcomes. Furthermore, it is faster and easier to have a planner review the number of parking spots needed, screening, and other landscaping requirements.

3. I strongly disagree with the proposal to hold more meetings with developers. I was somewhat shocked by the suggestion because many board appointees are in the development business. All I hear is that the development review process is too onerous and I’m wondering that if the professionals are willing to impose more time, money, and energy on development – maybe I’ve missed something in the local sentiment. The recommendation from staff to begin design review conversations earlier in the process sounds good in theory. My concern is that this will actually open the City to more criticism that the process is subjective. The City should be clear and specific as to the standards so there is no guessing or feeling from applicants that they will be required to do more than necessary in order to be approved.

4. There may be a time when the community is more receptive to a Design Review Board that has more authority. I don’t think now is the time. Again, suspension of the Board did not change standards, it simply changed the review process and timeframe.

5. There was concern from DRB members that the public does not have a chance to make comment on projects. First, let me point out that development requiring Planning Board approval allows for public comment. Sometimes the same application requires Commission approval, which again allows for public comment. For projects that do not have to go through either process, I offer that citizens of Great Falls elected City Commission members to adopt local land use regulations, which the public can provide comment.

I offered an alternative in my last memorandum which was partially followed. Staff contemplated some revisions to the process and sought advice from current Board DRB members. However, my instinct tells me that the direction discussed is not consistent with community sentiment about making the development process more efficient.

The DRB suspension will expire in November 2019. Additionally, the City Commission will be able to address developer complaints about landscaping, parking and other design requirements when it begins a more thorough review of Title 17.

Gtd



Item: Resolution 10337, A Resolution to Submit The PrintingCenterUSA's Application to the Big Sky Economic Development Trust Fund Program.

From: Great Falls Development Authority

Initiated By: Great Falls Development Authority

Presented By: Gregory T. Doyon, City Manager

Action Requested: Adopt Resolution 10337 to Submit The PrintingCenterUSA Application to the Big Sky Economic Development Trust Fund Program administered by the Department of Commerce, and designate the Great Falls Development Authority to manage all aspects of the grant.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (adopt/deny) Resolution 10337."

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Summary: The PrintingCenterUSA along with Great Falls Development Authority (GFDA) is requesting the City approve a grant submittal for a BSTF Grant in the amount of \$82,500. GFDA will manage all aspects of the grant.

Background: The BSTF program is designed to aid in the development of good paying jobs for residents and promote long-term, stable economic growth in Montana. It has two distinct methods for achieving this goal. The first is through job creation funding (Category I) which receives 75% of the program funding and the second is through planning projects (Category II) which receives 25% of the funding.

PrintingCenterUSA is eligible for Category I funding. Category I includes grants or loans to assist businesses in creating net new eligible jobs that pay an average weekly wage that meets or exceeds the lesser of 170% of Montana's current minimum wage or the current average weekly wage of the county in which the employees are to be principally employed, including the value of employee benefits.

In order to apply for funding through the BSTF, one of the following entities must apply for the grant or loan (as well as administer awarded funds) on behalf of an eligible business:

- Incorporated city or town;
- County Consolidated government;
- Tribal government Public districts; or

- local public entities with the authority to spend or receive public funds.

In order for a business to be eligible to receive funding they must meet the following requirements:

- Create at least one (1) net new eligible job in Montana;
- New job(s) must pay an average weekly wage that meets or exceeds the lesser of 170% of Montana's current minimum wage or the current average weekly wage of the county in which the employees are to be principally employed, including the value of employee benefits. If employee benefits are to be included in the calculation for the BSTF required wage rate, the assisted business will be required to certify that the benefits meet the requirements of the Employee Retirement Income Security Act of 1974; and
- Demonstrate that the business expansion is financially feasible.

The maximum grant or loan award is \$5,000 for each eligible new job created or \$7,500 for each eligible new job created in a high-poverty county. \$1 for every \$1 awarded (1:1); or \$1 for every \$2 awarded (1:2) match requirement for program awards in a high-poverty county.

Funds received through the Big Sky Trust Fund can be used for the reimbursement of expenses such as:

- Purchase of land, building or equipment for the direct use of the assisted business;
- Lease rate reduction for lease of public or privately owned real property for the direct use of the assisted business;
- Relocation costs incurred with moving the assisted business's physical assets to Montana; and/or
- Employee training

Biannual reports are due for each year the contract is open (2 year grant or loan awards), or with a request for reimbursement of grant or loan funds including certified payroll information documenting eligible job creation. Applications are accepted throughout the year until all available funds are committed.

Purpose:

PrintingCenterUSA is an online commercial color printing company, located in Great Falls, Montana. Their printing company has been in the printing business since 1970. PrintingCenterUSA put up their first online internet website in 2000 for their Montana full color printing customers. The next year their print shop was able to offer their online printing services with online pricing and ordering to the USA nationwide customer base.

As PrintingCenterUSA, online printing company grew, they added another 5 color Heidelberg printing press and more prepress and bindery equipment. Their printing shop prints 24 hours a day with 24/7 online help. Their customer service people are available from 7am to 6pm MST.

Their online printing company is now doing small quantity PURLS and variable data printing. They have added full color business cards, letterhead and envelopes, dvd case covers, greeting cards, magazines, newsletters, pocket folders, rack cards and rack brochures to their online commercial printing services.

Over the next 5 years, PrintingCenterUSA plans to be the complete printing supply chain to the top 20 markets doing \$100 million in Revenue. Their National Certified Partner Program will allow them to be the innovation, business development, and marketing center for the entire enterprise.

PrintingCenterUSA is submitting a BSTF application for \$82,500 with a match amount of \$661,548. The match funds can be separated into two categories. Purchasing new printing equipment to allow for increased speed and software and hardware to run the system.

The grant award will assist PrintingCenterUSA in meeting the demand to increase from their current sales of 12.9 million to 100 million over the next 5 years. It will also create 11 new jobs. The grant funds will be used to purchase a high speed cutter POLAR N 115, IT equipment, licensing and software, and upgraded printing equipment.

This project will have a positive impact to the local, regional, and state economy. When companies have the opportunity to expand, purchase new equipment and hire additional employees the local economy benefits and is diversified. Projects like this also can positively impact and benefit support industries and companies.

Fiscal Impact:

There is no fiscal impact to the City of Great Falls. Funding for the BSTF is provided through (MCA 90-1-2) House Bill 249, which was passed by the 59th Legislature, and on July 1, 2005, \$20 million was transferred from the Coal Severance Tax Permanent Fund to the Big Sky Economic Development Trust Fund. Additionally, a portion of the total coal severance taxes is collected annually and deposited into the BSTF. Interest earnings only, not principal, from the BSTF are available for financial assistance to local governments and economic development organizations through application to the Department of Commerce.

Alternatives: The Commission could choose not to adopt Resolution 10337.

Attachments/Exhibits:

Resolution 10337

BSTF Grant Application

RESOLUTION 10337

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, RELATING TO THE PRINTINGCENTERUSA APPLICATION TO THE BIG SKY ECONOMIC DEVELOPMENT TRUST FUND PROGRAM, ADMINISTERED BY THE STATE OF MONTANA DEPARTMENT OF COMMERCE, ON BEHALF OF THE GREAT FALLS DEVELOPMENT AUTHORITY

WHEREAS, the Great Falls Development Authority is committed to facilitating economic diversification in the City and the region; and

WHEREAS, the City Commission is committed to facilitating job creation and expansion, thus positively impacting the economy of the entire region; and

WHEREAS, The PrintingCenterUSA desires to expand its business, purchase new equipment and create additional jobs in Great Falls; and

WHEREAS, the City Commission has determined that The PrintingCenterUSA has growth potential and supports economic diversity; and

WHEREAS, the Montana Department of Commerce administers the Big Sky Economic Development Trust Fund Category I job creation program, which is a state-funded program to create good paying jobs for Montana residents, promote long-term, stable economic growth in Montana, create partnerships, expand existing businesses and provide a better life for future generations through greater economic growth and prosperity in Montana; and

WHEREAS, the City Commission hereby authorizes and appoints the Great Falls Development Authority to administer, on behalf of the City of Great Falls, all aspects of the Economic Development Grant, and provide administrative support and other responsibility for the management and appropriate reporting to the Montana Department of Commerce.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Great Falls, Montana, that the City submit an application, on behalf of the Great Falls Development Authority, to the Big Sky Economic Development Trust Fund Program to assist The PrintingCenterUSA in its expansion project and that Great Falls Development Authority manage all aspects of the grant.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, March 3, 2020.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney



Application

92889 - DOC - Big Sky Economic Development Trust Fund (BSTF) - Job Creation Projects - FY 20-04 - Final Application

94745 - The Printing Center USA

DOC MOTBD BSTF Job Creation

Status: Editing

Submitted
Date:

Submitted
By:

Applicant Information

Primary Contact:

Name:* Ms. Lillian Sunwall
Salutation First Name Middle Name Last Name

Title:

Email:* LSunwall@GrowGreatFalls.org

Alternate Email

Address:* 405 3rd Street NW, Suite 4203
P.O. Box 949

* Great Falls Montana 59403-0949
City State/Province Postal Code/Zip

Phone:* 406-750-1253
Phone Ext.
###-###-####

Alternate Phone

Fax:

Organization Information

Name:* Great Falls, City of

Organization Type: City Government

Organization Website:

Address:* PO Box 5021

* Great Falls Montana 59403
City State/Province Postal Code/Zip

Phone:* 406-455-8417

Ext.

Alternate Phone

Fax:

Email address

Alternate Email

Application - Applicant Eligibility

To be eligible, the listed organization (applicant) must be a local or tribal government.

If you are a grant writer preparing an application on behalf of a local or tribal government, then you must be associated with that governmental entity. Once you are associated with the governmental entity, then you would select the governmental entity as the "Organization" under the "General Information" section.

As per Section 90-1-201 MCA, Local Government means a county, consolidated government, city, town or district or local public entity with the authority to spend or receive public funds. Tribal Government means any one of the seven federally recognized tribal governments of Montana and the Little Shell band of Chippewa Indians.

Please identify what type of a governmental entity that you are?*

Local Government

If your Organization does not qualify as a Local or Tribal Government, please withdraw the application and contact the BSTF Program to discuss other options.

Application - Local Government Information

APPLICANT INFORMATION - LOCAL/TRIBAL GOVERNMENT

Federal Tax ID Number* 81-6001269

Chief Elected Official*

Bob

Kelly

First Name

Last Name

Mayor

Title

Phone (Use xxx-xxx-xxxx format)

*

bkelly@greatfallsmt.net

Email Address

What county is the project located in?*

Cascade

Application - Assisted Business Information

Legal Name*

The Printing Center USA

List the complete business name was registered with the Secretary of State's office.

Physical Address of Project Location*

117 9th St N, Great Falls, MT 59401

Business Contact Person

Name*

Linda

Malisani

First Name

Last Name

Executive Assistant

Title

Mailing Address

117 9th St N

Street

Great Falls

Montana

City

State

59401-2617

Zip (Use xxxxx-xxxx format) To look up your 4 digit extension, click here USPS Zip Code Look Up

Phone Number*

406-761-1555

Use xxx-xxx-xxxx format.

Email Address*

lmalisani@printingcenterusa.com

Business Information

North American Industrial Classification System (NAICS) Code*

323111

Enter the most appropriate NAICS Code that matches the Assisted Business. To look-up your NAICS code, click on: NAICS Look Up

Federal Employer Identification Number (FEIN)*

81-0341325

Business Project Status* Expansion
Startup, Expansion, Relocation, etc.

Application - Assisted Business Qualifying Criteria

Eligibility Criteria*

Based on the definition for an **Eligible Assisted Business**, please describe in detail how the proposed assisted business will meet the eligibility criteria.

The Printing Center USA is a primary sector company with more than 50% of their business's sales outside of Montana.

Application - Project Summary Information

Type of Assistance Requesting* GRANT

Proposed Use of BSTF Funds*

High Speed Cutter POLAR N 115 AT HD + Compucut, PNET and Barcode Reader - \$150,000

Printing Equipment Upgrades - \$380,000

IT equipment, Programs, Licensing - \$131,548

Total - \$661,548

Eligible Activities Listed in Section D.1. of the Application Guidelines.

Total Number of New Jobs to be created* 11

Total Number of New BSTF Eligible Jobs to be created.* 11

What is the estimated hourly rate of the BSTF Jobs 20 to 36 per hour
Provide the hourly wage range for the BSTF eligible jobs

Total Project Cost \$744,048.00
This amount will be automatically updated from the Sources and Uses form.

Amount of BSTF Funds Requested \$82,500.00
This amount will be automatically updated from the Sources and Uses form.

Amount designated as BSTF Match \$661,548.00
This amount will be automatically updated from the Sources and Uses form.

Total Other Funding Amount \$0.00
This amount will be automatically updated from the Sources and Uses form.

Application - Partner Organization (If Applicable)

Organization Name Great Falls Development Authority
If no organization is involved, please insert **N/A**.

Contact Person Information

Name Lillian Sunwall
First Name Last Name

Vice President
Title

Address 405 3rd Street NW Suite 203

Street

Great Falls

MT

City

State

59404-4115

Zip (Use xxxxx-xxxx format) To look up your 4 digit extension, click here USPS Zip Code Look Up

Phone Number

406-750-1253

Use xxx-xxx-xxxx format only.

Email Address

LSunwall@growgreatfalls.org

What is the partner organizations responsibilities relative to completing the proposed project?

Grant Administration and POC between BSTF, Assisted Business and City of Great Falls

Project Information - Overview

Proposed Project**Please describe the proposed project.*

Over the next 5 years PrintingCenterUSA plans to be the complete printing supply chain to the top 20 markets doing \$100 million in Revenue. Their National Certified Partner Program will allow them to be the innovation, business development and marketing center for the entire enterprise.

In order to do this they need to hire a minimum of 11 high wage positions. They have already purchased new software, hardware, and printing equipment totaling 661,548 dollars. They are also looking to expand their business into a new location and update the building.

Assisted Business**Please describe the assisted business.*

Printingcenterusa.com is an online commercial color printing company, located in Great Falls, Montana, offering full color offset printing services for all of the USA nationwide with cheap printing prices. Their printing company has been in the printing business since 1970.

PrintingCenterUSA put up their first online internet website in 2000 for their Montana full color printing customers. The next year their print shop was able to offer their online printing services with online pricing and ordering to the USA nationwide customer base. Their printing company specialized in brochure, booklet, catalog, flyer, calendar, postcard, and poster printing.

As PrintingCenterUSA, online printing company grew, they added another 5 color Heidelberg printing press and more prepress and bindery equipment. Their printing shop prints 24 hours a day with 24/7 online help. Their customer service people are available from 7am to 6pm MST. Their full color commercial offset printing and short run digital printing have fast turnaround on all of their printing jobs with cheap printing prices. They offer discount printing prices to first time customers and wholesale printing prices to digital and offset printing brokers and other commercial printing companies.

They put in their first Xerox Digital printing press 3 years ago for their digital color copies. They have added a HP 5500 for their short run digital color printing of multipage books and high quality 4-color digital printing. Last year they added a Heidelberg SM52 Anicolor printing press.

Their online printing company is now doing small quantity PURLS and variable data printing. They have added full color business cards, letterhead and envelopes, dvd case covers, greeting cards, magazines, newsletters, pocket folders, rack cards and rack brochures to their online commercial printing services.

Over the next 5 years PrintingCenterUSA plans to be the complete printing supply chain to the top 20 markets doing \$100 million in Revenue. Their National Certified Partner Program will allow them to be the innovation, business development and marketing center for the entire enterprise.

Usage of BSTF funds**Please describe what the BSTF financial assistance would be used (examples: equipment purchase, lease rate reductions etc).*

The BSTF funds will be used for printing equipment, IT software and hardware, and Stitcher Equipment.

Involved Entities*

Please identify the entities involved in completing the proposed project, including management of the project/staffing plan.

TheprintingcenterUSA will manage the project and hiring.

Historic Information*

Please provide any relevant historical information on the project or the region it would support.

PrintingcenterUSA is an online commercial color printing company, located in Great Falls, Montana. Their printing company has been in the printing business since 1970.

PrintingCenterUSA put up their first online internet website in 2000 for their Montana full color printing customers. The next year their print shop was able to offer their online printing services with online pricing and ordering to the USA nationwide customer base.

They put in their first Xerox Digital printing press 3 years ago for their digital color copies. They have added a HP 5500 for their short run digital color printing of multipage books and high quality 4-color digital printing. Last year they added a Heidelberg SM52 Anicolor printing press.

Project Information - Economic Impact Statement**Overall Impact***

Please provide a summary of the impacts (both positive and negative) that the project would have on the state, regional and community economy.

The overall impact of the expansion would be the salaries of the employees as well as the increase in sales for the company based in Great Falls.

Business Impact*

Please provide a summary of any services or functions that the business provides to the community, region or state.

Over the next 5 years PrintingCenterUSA plans to be the complete printing supply chain to the top 20 markets doing \$100 million in Revenue. Their National Certified Partner Program will allow them to be the innovation, business development and marketing center for the entire enterprise.

This will be an increase from 12.5 million in 2019. This increase in business will be a significant increase to the tax base in Great Falls as well as an increase in salaries and positions. This project is the first step in that process and will allow them to provide the increase in services.

Competition*

Please identify if the business associated with the project is competing with any local or regional existing business.

The only regional printing center competition is Printing for Less out of Livingston MT.

Project Information - Assisted Business Current Employment Information**Current Employment Information**

What is the Business' current employment level in Montana?

Employment in MT* 48

What is the Business' current employment level at the project site?

Employment at site* 48

Does the Business employ Montana based employees outside of the local government's jurisdiction (i.e. Montana Remote Worker)?

Montana Remote Worker No

If the Business does utilize Remote Workers, how many remote workers live within the State of Montana

of Remote Workers 0

Sources and Uses

Use	BSTF Request	Designated as BSTF Match	Other Funding Amount	Total Project Cost
Equipment and IT Software and Hardware	\$78,375.00	\$0.00	\$0.00	\$78,375.00
Grant Administration	\$4,125.00	\$0.00	\$0.00	\$4,125.00
Match	\$0.00	\$661,548.00	\$0.00	\$661,548.00
	\$82,500.00	\$661,548.00	\$0.00	\$744,048.00

Sources and Uses Summary

Total Number of New BSTF Eligible Jobs to be created: 11
This number was taken from the Application form.

BSTF Request \$82,500.00

Cost Per Job \$7,500.00

Match Amount \$661,548.00

Match as a percentage of proposed BSTF request 801.88%

Budget Narrative - Designated BSTF Match

Source	Amount	Status	Use
High Speed Cutter, PNET, and Barcode Reader	\$150,000.00	Committed	
Stitching and Printing Equipment	\$380,000.00	Committed	
IT Software and Hardware	\$131,548.00	Committed	
	\$661,548.00		

Budget Narrative - Checkpoint - Designated BSTF Match

If the amount listed in the budget does not match the total of the Designated BSTF Match, then correct the information above.

Total BSTF match from Sources and Uses form \$661,548.00
This information will be automatically taken from the Sources and Uses information.

Total BSTF Match from the above section \$661,548.00
This information will be automatically taken from the section above.

Difference \$0.00
If this amount is NOT \$0.00, then please recheck your numbers.

Budget Narrative - Other Funding Sources

Other Funding	Source	Amount	Status	Use
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Funding Source		\$0.00		
Totals		\$0.00		

Budget Narrative - Checkpoint - Other Funding Source

Total from Budget \$0.00
 If the amount listed in the budget does not match the total of the other funding sources, then please correct.

Total Other Funding Source \$0.00

Difference \$0.00
 If this amount is NOT \$0.00, then please recheck your numbers.

Budget Narrative - All Funds

Provide a total project cost breakdown.

High Speed Cutter, PNET, and Barcode Reader - 150,000

Stitching and Printing Equipment - 380,000

IT Software and Hardware - 131,548

Total - 661,548

See attached invoices

Explain how costs were derived.

Please provide a detailed narrative describing how all project costs were verified, specifying how and by whom they were determined (such as who prepared the cost estimates, equipment lists) and describe the reasonableness and completeness of the cost estimates.

Attach copies of the cost estimates, equipment lists, lease information, etc., in the section below.

Budget is derived from invoices for equipment purchased.

See Attached Invoices

Additional Information

If there is any other pertinent information about the budget that you would like to share with the Program, please describe below:

Budget Narrative - Letters of Commitment

Please attach any written commitments to the project.

Commitments

Commitments

Commitments

Commitments

Budget Narrative - Cost Estimates

Cost Estimates

Equipment Lists Print Center All Invoices.pdf

Lease Information

Other

Budget Narrative - Other Supporting Documentation

Other Supporting
Documentation

Business Plan

Company Description

Provide us an overview of your company.

Printingcenterusa.com is an online commercial color printing company, located in Great Falls, Montana, offering full color offset printing services for all of the USA nationwide with cheap printing prices. Their printing company has been in the printing business since 1970.

PrintingCenterUSA put up their first online internet website in 2000 for their Montana full color printing customers. The next year their print shop was able to offer their online printing services with online pricing and ordering to the USA nationwide customer base. Their printing company specialized in brochure, booklet, catalog, flyer, calendar, postcard, and poster printing.

As PrintingCenterUSA, online printing company grew, we added another 5 color Heidelberg printing press and more prepress and bindery equipment. Their printing shop prints 24 hours a day with 24/7 online help. Their customer service people are available from 7am to 6pm MST and are easy for you to work with. Their full color commercial offset printing and short run digital printing have fast turnaround on all of their printing jobs with cheap printing prices. We offer discount printing prices to first time customers and wholesale printing prices to digital and offset printing brokers and other commercial printing companies.

We put in their first Xerox Digital printing press 3 years ago for their digital color copies. We have added a HP 5500 for their short run digital color printing of multipage books and high quality 4-color digital printing. Last year we added a Heidelberg SM52 Anicolor printing press.

Their online printing company is now doing small quantity PURLS and variable data printing. We have added full color business cards, letterhead and envelopes, dvd case covers, greeting cards, magazines, newsletters, pocket folders, rack cards and rack brochures to their online commercial printing services.

Over the next 5 years PrintingCenterUSA plans to be the complete printing supply chain to the top 20 markets doing \$100 million in Revenue. Their National Certified Partner Program will allow them to be the innovation, business development and marketing center for the entire enterprise.

Products or services offered

Please provide information on the products or services that you offer.

The Printing Center provides the following services:

Products

- Books
- Booklets
- Bookmarks

- Brochures
- Business Cards
- Calendars
- Catalogs
- Coloring Books
- Comic Books
- Dance Programs
- Door Hangers
- DVD Covers
- Envelopes
- Flyers
- Funeral Programs
- Greeting Cards
- Letterhead
- Lookbooks
- Magazines
- Manual
- Newsletters
- Note Cards
- Notepads
- Pageant Programs
- Perfect Bound Books
- Photo Books
- Postcards
- Posters
- Presentation Folders
- Programs
- Rack Brochures
- Rack Cards
- Rip Cards
- Rip Card Hangers
- Saddle Stitch Books
- Sell Sheets
- Spiral/Wire-O
- Sports Programs
- Wedding Program Booklets
- Yearbooks
- Zines

Design & Ideas

- Business Card Examples
- Door Hanger Examples
- DVD Case Cover Examples
- Envelope Examples
- Greeting Card Examples
- Letterhead Examples
- Newsletter Examples
- Note Card Examples
- Postcard Examples
- Poster Examples
- Presentation Folder Examples
- Rack Brochure Examples
- Rack Card Examples
- Rip Card Examples
- Sell Sheet Examples

Templates

- Booklets
- Bookmarks
- Brochures
- Business Cards
- Calendars
- Catalogs
- Coloring Books
- Comic Books
- Door Hangers
- DVD Covers
- Envelopes
- Flyers
- Funeral Programs
- Greeting Cards
- Letterhead
- Lookbooks
- Magazines
- Manual
- Newsletters
- Note Cards
- Notepads

- Photo Books
- Postcards
- Posters
- Presentation Folders
- Programs
- Rack Brochures
- Rack Cards
- Rip Cards
- Rip Card Hangers
- Saddle-Stitched Books
- Sell Sheets
- Spiral/Wire-O
- Yearbooks

Services

- Online Design
- Printing And Mailing Services
- Cheap Brochure Printing
- Cheap Booklet Printing
- Cheap Calendar Printing
- Cheap Flyer Printing
- Cheap Magazine Printing
- Bindery Options
- Wholesale Printing
- Short Run Printing
- Short Run Booklets
- Short Run Brochures

Solutions

- Schools & Education
- Art & Entertainment
- Business
- Non Profit

Estimated market potential

Please provide information on your market potential.

The Printing Center USA is poised to be in the top 20 markests doing 100 million in business in 5 years.

See Business Plan

Management Experience

Please provide information on the management experience of principals. Resumes can be attached below.

Craig Barber – Owner/CEO

1970 Opened company as an instant print business

1989 Moved into existing building, the old Eddy's Bakery building, 117 9th

Street North and invested in a 4-color printing equipment. Began
doing digital printing

2000 Went on the internet using this technology for advertising and taking
orders

Progressively grew the business specializing in short run books, booklets & calendars.

Currently operate 8 digital presses in a state-of-the-art facility selling nationally.

2020 Celebrating 50 years in business and 20 on the internet

Kevin Evans – Account Services Director

* See attached resume

Phyllis Dotseth - Controller/Human Resources Manager

1984 – BA in Accounting

Has worked in this field for 36 years.

Experienced as an insurance agent.

Office Manager for 20 years prior to joining Printing Center USA in 2018.

Todd Wilberger – Production Manager

Todd recently joined Printing Center USA in February 2020

* See attached resume

Nicole Larson – Account Services Manager

Nicole joined Printing Center USA in April 2019

* See attached resume

Current financial position

Provide information on your current financial position.

The Printing Center is in a strong financial position and has the resources to complete this project.

See Financial Spreadsheet

Describe the proposed project.

Describe how the project fits into your Business Plan.

The project is essential for the completion of the business plan. See Attached Business Plan

Resumes

Please insert your resumes here.
To insert a document, first save the information. Once you save the document, the icon will appear. If you need to attach additional documents, please insert the remaining documents in the "Supporting Documentation" component.

- Kevin Evans Resume.pdf
- ResumeNicoleLarson.pdf
- Todd Wilberger.pdf

Loan Application

In lieu of a business plan, the Department's Grant Review Committee may consider a complete copy of the current loan application to entities such as the MT Board of Investments, the federal Business and Industry Guarantee program, or the Small Business Administration. Insert those documents here.

Loan Application

Business Plan

If you have a written Business Plan that you would like to submit as part of this application, please insert the document here.

Business Plan PCUSA 2020 - Business Plan[2].docx

Financial Statements

Attachment	Description	File Name	Type	File Size
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HISTORICAL FINANCIAL INFORMATION				
Historical - Balance Sheet - Reporting Period 1	Historical Balance Sheet - The Printing Center	PrintingCenterUSA Financial Spreadsheet.xlsx	xlsx	33 KB
Historical - Balance Sheet - Reporting Period 2				
Historical - Profit and Loss Statement - Reporting Period 1	Historical Profit and Loss - The Printing Center	PrintingCenterUSA Financial Spreadsheet.xlsx	xlsx	33 KB
Historical - Profit and Loss Statement - Reporting Period 2				
Historical - Cash Flow Statement - Reporting Period 1	Historical Cash Flow - The Printing Center	PrintingCenterUSA Financial Spreadsheet.xlsx	xlsx	33 KB
Historical - Cash Flow Statement - Reporting Period 2				
PROJECTIONS				
Projections - Balance Sheet - Reporting Period 1	Projections Balance Sheet - The Printing Center	PrintingCenterUSA Financial Spreadsheet.xlsx	xlsx	33 KB
Projections - Balance Sheet - Reporting Period 2				
Projections - Profit and Loss Statement - Reporting Period 1	Projections Profit and Loss	PrintingCenterUSA Financial Spreadsheet.xlsx	xlsx	33 KB
Projections - Profit and Loss Statement - Reporting Period 2				
Projections - Cash Flow Statement - Reporting Period 1	Projections Cash Flow	PrintingCenterUSA Financial Spreadsheet.xlsx	xlsx	33 KB
Projections - Cash Flow Statement - Reporting Period 2				
INTERIM FINANCIAL STATEMENTS				
Interim Financial Statements				
OTHER				
Other Supporting Documentation				
Other				

Benefits

Benefit	Describe benefit	Estimated HOURLY value of benefit.
		\$0.00
		\$0.00
Employees receive 5 paid holidays per year. Base wage is \$20/hr - .38 per hour We pay 70% of the premium cost for the employee . (Average cost of \$5/month) - 3.07 per hour	Holiday - Employees receive 5 paid holidays per year. Base wage is \$20/hr - \$0.38 Medical - We pay 70% of the premium cost for the employee . (Average cost of \$5/month) - Estimated Value (per hour) \$3.07	\$3.45
		\$3.45

Benefit Certification

Certification Benefit Certification.pdf

Hiring Plan (Appendix C)

Appendix C for the 1st twelve month period* PCUSA BIG SKY TRUST FUND HIRING PLAN 2020.xlsx

Appendix C for the 2nd twelve month period, if needed

Hiring Plan Summary

Current Annual Payroll

What is the Assisted Business' current annual payroll -

At the site:* 1,915,920.00

At any other operations
within the State of
Montana:

0

Only applicable if the business has multiply sites throughout Montana.

Projected Annual Payroll

At the site:* 2,478,800.00

At any other operations
within the State of
Montana:

0

Only applicable if the business has multiply sites throughout Montana.

Employment Levels

Current at site: 48

Information automatically updated from Project Information form.

Based on the proposed Hiring Plan, how many jobs will be created within the next 12 months?

Proposed Employment
Level for Year 1:* 11

How many jobs will be created within the following year (i.e. 13-24 months)?

Proposed Employment
Level for Year 2 (if
applicable)

As per the BSTF guidelines, the Assisted Business must provide a written commitment that they will comply with the Hiring Plan. Insert that commitment here.

Written Commitment*

Supporting Documentation

File Name	Description	File Size
Appendix B.pdf (102 KB)	Benefits Appendix B	102 KB
High Speed Cutter.pdf (2.5 MB)	Invoice for High-Speed Cutter	2.5 MB
IT Software and Hardware.pdf (47 KB)	IT Software and Hardware Invoice	47 KB
PCUSA 2020 - Business Plan[2].docx (2.6 MB)	Business Plan	2.6 MB
PCUSA BIG SKY TRUST FUND HIRING PLAN 2020.xlsx (40 KB)	Hiring Plan	40 KB

Certification

Attachment	Description	File Name	Type	File Size
Certification Form				null
Resolution (Local or Tribal Government)				null
OPTIONAL				
Confidentiality Agreement (Optional)				null
Other				null