



**Special Meeting Board of Adjustment / Appeals  
January 7, 2026 Agenda  
Civic Center 2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
3:00 PM**

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>.

The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to Planning & Community Development, PO Box 5021, Great Falls, MT 59403, or via email to: [jnygard@greatfallsmt.net](mailto:jnygard@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the Board Members and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

**OPEN MEETING**

1. Call to Order - 3:00 P.M.
2. Role Call - Board Introductions

**Pete Fontana - Chair**

**Christian Stone - Vice Chair**

**Antoinette Collins**

**Joe McMillen**

**Aspen Northerner**

3. Recognition of Staff
4. Approval of Meeting Minutes - November 13, 2025

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS**

**BOARD ACTIONS REQUIRING PUBLIC HEARING**

**BOARD ACTIONS NOT REQUIRING PUBLIC HEARING**

5. Election of Officers 2026

**COMMUNICATIONS**

## **PUBLIC COMMENT**

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

## **ADJOURNMENT**

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

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

*Board of Adjustment/Appeals meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. Meetings are re-aired on cable channel 190 the following Friday morning at 10 a.m.*

**MINUTES OF THE MEETING**  
OF THE  
**GREAT FALLS BOARD OF ADJUSTMENT/APPEALS**  
November 13, 2025

**CALL TO ORDER**

Chair Pete Fontana called the meeting of the Great Falls Board of Adjustment/Appeals to order at 3:00 p.m.

**ROLL CALL & ATTENDANCE**

Great Falls Board of Adjustment/Appeals members present:

Pete Fontana, Chair  
Christian Stone, Vice Chair  
Antoinette Collins  
Joe McMillen  
Aspen Northerner

Great Falls Board of Adjustment/Appeals members absent:

None

Planning Staff members present:

Lonnie Hill, Deputy Director of Planning & Community Development  
Amber Johanneck, Residential Plans Examiner  
Kristie Nelson, Permit Technician  
Jamie Nygard, Sr. Administrative Assistant

Others present:

Rachel Taylor, Deputy City Attorney

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

**MINUTES**

Chair Fontana asked if there was a motion to approve the meeting minutes as stated for April 10, 2025. Ms. Stone moved to approve the minutes, seconded by Ms. Collins. All in favor, the minutes were approved 5-0.

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS**

Mr. McMillen stated that he did know the applicant, as their businesses had worked together, but he said it would have no influence on his decision.

Mr. Fontana stated that he also knew the applicant, but it had no impact on the case's outcome.

Ms. Stone stated that both the applicant and she were professionals in Great Falls but that should not have any bearing.

### **BOARD ACTIONS REQUIRING PUBLIC HEARING**

#### **Variance request to allow a reduced side yard setback for the construction of a single-family residence located at 2716 Park Garden Lane.**

Lonnie Hill, Deputy Director, presented to the Board. He said that the applicants, Zach and Jaime Gregoire, own 2716 Park Garden Lane in a Planned Unit Development (PUD) in Foxwood Estates Addition on a 37,126-square-foot parcel. There is a PUD to the north and south, county residences to the west, and Park Garden Lane right-of-way to the east.

Mr. Hill presented a location and zoning map, a site photo, and a proposed site plan.

Mr. Hill explained that the request is for a variance to the minimum side yard setbacks along the north property line, changing from fifteen (15) feet to six (6) feet. These setbacks are specific to the Foxwood Estates PUD as approved by the City Commission in Ordinance 3164. He mentioned that the applicants prefer a single-level home design due to medical needs. The applicant states the lot configuration and setbacks restrict the buildable width of the lot. The variance will enable proper driveway and garage functionality and safety for a single-level home design.

Mr. Hill presented the Basis of Decision:

1. Granting the variance would not be contrary to the public interest.
  - The variance will not adversely affect the character of the neighborhood as it will remain residential.
  - The variance will not compromise public health, safety, or welfare. The construction will adhere to all other relevant building codes and regulations.
  - The variance will not negatively impact neighboring properties. The applicant has provided a letter from the affected neighbor to the north.
2. A literal enforcement would result in unnecessary hardship owing to conditions unique to the property.
  - Enforcing a literal interpretation of the zoning code would prevent the applicant from building the single-story residence as proposed to address their practical needs for accessibility and long-term use due to medical concerns.
  - Staff determined that the medical needs of the owner present an unnecessary hardship.
3. The spirit of the Title would be observed, and substantial justice would be done by granting the variance.
  - The PUD is intended to promote development on large lots and to allow large accessory structures.

- Allowing the variance will address the practical needs due to medical concerns of the owners without disrupting the overall character of the neighborhood or PUD.

Mr. Hill stated that the neighbor to the North, Joshua Henzel, submitted a letter in support of the request, and Mr. Hill quoted from the letter.

Mr. Hill stated that based on the basis of decision findings, Staff recommended approval of the variance request.

### **APPLICANT PRESENTATION**

Zach Gregoire appeared before the Board, stating that he is the broker and owner of Dahlquist Realty, and emphasizing that many of his opinions are professional, not personal. He expressed that he does not believe the variance request will harm the neighborhood. He mentioned that his wife has medical issues, and if they had to alter the design, they would lose value and be forced to add a second story. He also noted that the shops in the neighborhood are only required to be two feet away, and many are larger than the houses, making the requested six-foot distance reasonable. He thanked the Board for their time.

### **PROPONENTS**

None.

### **OPPONENTS**

None.

### **PUBLIC COMMENT**

None.

### **BOARD DISCUSSION AND ACTION**

MOTION: That the Board of Adjustment, based on the Findings for the Basis of Decision, approve the variance request for a minimum side yard setback of six (6) feet along the north property line for the property addressed as 2716 Park Garden Lane.

MADE BY: Mr. McMillen

SECOND BY: Ms. Stone

VOTE: Motion Passed 5-0

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Mr. Hill stated that the next steps are to review and approve a building permit. Once a permit is issued the applicant can then proceed with building the home in accordance with the approved variance request.

### **COMMUNICATIONS**

Mr. Hill thanked the Board Members for their attendance, especially Mr. McMillen, as he is doing double duty on the Board of Adjustment/Appeals and the Planning Advisory Board/Zoning Commission. He stated that there is legislation at the state level that will eventually be adopted, which will dissolve the Board of Adjustment. Future requests like the one presented at the meeting will first go to the Director of Planning and Community Development. If approved, that will suffice, but if denied, the applicant could appeal a decision to the City Commission for the final decision.

### **PUBLIC COMMENT**

None.

### **ADJOURNMENT**

There being no further business, Chair Fontana adjourned the meeting at 3:16 p.m.