



**Planning Advisory Board/Zoning Commission  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
Agenda August 23, 2022 3:00 PM**

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

- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.
- Public participation is welcome in the following ways:
  - Attend in person. Please refrain from attending in person if you are not feeling well.
  - Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, August 23, 2022, to: [jnygard@greatfallsmt.net](mailto:jnygard@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the Planning Advisory Board/Zoning Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

**OPENING MEETING**

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

**Dave Bertelsen - Chair**

**Tory Mills - Vice Chair**

**Lindsey Bullock**

**Kelly Buschmeyer**

**Pat Green**

**Samantha Kaupish**

**Chuck Pankratz**

3. Recognition of Staff
4. Approval of Meeting Minutes - August 9, 2022

**BOARD ACTIONS REQUIRING PUBLIC HEARING**

5. Public Hearing – Preliminary Plat for West Ridge Addition Phase X, legally described as Peretti Addition Tract 2, located in the SE1/4 Section 26, Township 21 N, Range 3 East, PMM, City of Great Falls, Cascade County, MT; and an amendment to a Planned Unit Development to allow for multifamily land use

## **BOARD ACTIONS NOT REQUIRING PUBLIC HEARING**

- [6.](#) Federal Fiscal Year (FFY) 2023 Unified Planning Work Program (UPWP)

## **COMMUNICATIONS**

### **PUBLIC COMMENT**

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

### **ADJOURNMENT**

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

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

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

**MINUTES OF THE MEETING**  
**GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION**  
**August 9, 2022**

**CALL TO ORDER**

The regular meeting of the Great Falls Planning Advisory Board/Zoning Commission was called to order by Chair Dave Bertelsen at 3:01 p.m. in the Commission Chambers at the Civic Center

**ROLL CALL & ATTENDANCE**

**UPDATES CONCERNING PROCESS OF MEETINGS**

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**Planning Board Members present:**

Dave Bertelsen, Chair

Tory Mills, Vice Chair

Kelly Buschmeyer

Pat Green

Chuck Pankratz

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**Planning Board Members absent:**

Lindsey Bullock

Samantha Kaupish

**Planning Staff Members present:**

Craig Raymond, Director Planning and Community Development

Tom Micuda, Deputy Director Planning and Community Development

Jamie Nygard, Sr. Administrative Assistant

**Other Staff present:**

Jeff Hindoien, City Attorney

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

**MINUTES**

Chair Dave Bertelsen asked if there were any comments or corrections to the minutes of the meeting held on July 26, 2022. Seeing none, the minutes were approved.

**COMMISSION ACTIONS REQUIRING A PUBLIC HEARING**

**Amendments to Land Development Code for Commercial Marijuana Activities in City of Great Falls – Title 17 OCCGF**

Jeff Hindoien, City Attorney, presented to the Board. He stated that in the mid 2000's, the citizens of Montana passed initiatives to legalize marijuana for medicinal purposes. The City of Great Falls in the late 2000's went through a process of deciding whether or not to allow operations of medical marijuana distributors. In 2010 the City Commission voted to not allow medical marijuana operations within the City of Great Falls and amended Title 17 to reflect the prohibition. In November 2020, Initiative I-190 was passed by the citizens of Montana to legalize recreational and medical marijuana. The Initiative contained an expressed prohibition against cities being able to categorically prohibit commercial marijuana activities. The 2021 Legislature convened after the enactment of I-190 and took action to repeal the prohibition as part of its

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passage of a revised statutory framework that now governs both medical and adult-use marijuana activities.

As a self-governing municipality, the City of Great Falls is allowed to exercise any power not specifically prohibited and any limitation on its authority has to be expressed, not implied. The actions of the 2021 Legislature in very specifically removing the express limitation on charter municipality authority from I-190, enacted law means that there can be no “implied” restriction on the City’s authority to prohibit adult-use marijuana activities.

In April 2022, the City Commission conducted a public hearing to consider an appeal of City staff’s decision to not process or issue a Safety Inspection Certificate (SIC) to individuals seeking to operate an adult-use marijuana dispensary in the City. The staff’s decision to not process or issue the SIC was based on the City’s long-standing ordinance relating to land uses not being permitted that are in violation of federal law, the absence of any federal law changes regarding marijuana, and the removal by the Legislature of the I-190 restriction on charter municipality authority to completely prohibit adult-use marijuana activities within the City.

After consideration of the presentation by the SIC appellant and public comment concerning the subject, the Commission took action to deny the SIC appeal but also directed staff to bring forward a proposed referendum package to refer an ordinance specifically prohibiting commercial marijuana activities to the voters of the City of Great Falls in November of 2022.

The referendum package has now been the subject of review and discussion by the City Commission at its Work Sessions on June 7, 2022 and July 5, 2022 and was formally considered and approved by the Commission at its August 2, 2022 Regular meeting. Accordingly, the electors of the City of Great Falls will now decide in November whether to enact the following language in the City Code.

*17.4.070 – Relationship of this Title to other regulations. In addition to meeting the regulations contained in this Title, development shall comply with all applicable regulations of Federal and State agencies. In all cases, the strictest of the applicable provisions shall apply. No use of land shall be permitted by right or conditionally permitted within the incorporated City limits that is in violation of federal, state, or local law. This prohibition includes, but is not limited to, any use of land for the marijuana business categories otherwise authorized by Mont. Code Ann. Title 16, Chapter 12, Parts 1 through 5 and Admin. R. Mont. §§ 42.39.401 et seq.*

*17.20.3.070 - No use of land shall be permitted by right or conditionally permitted within the City of Great Falls that is in violation of federal, state or local law. This prohibition includes, but is not limited to, any use of land for the marijuana business categories otherwise authorized by Mont. Code Ann. Title 16, Chapter 12, Parts 1 through 5 and Admin. R. Mont. §§ 42.39.401 et seq.*

Mr. Hindoien stated that the Commission also directed staff to develop an alternative regulatory framework allowing for commercial marijuana activities in the City, with the alternative framework becoming effective if the voters do not wish to specifically prohibit those activities. The contemplated timeframe for development of that alternative framework was initially based on the election timeframe in the fall of 2022. However, the individuals who advanced the SIC

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appeal back in April have filed a lawsuit against the City seeking a ruling from the District Court that the City cannot prohibit commercial marijuana activities under State law.

Mr. Hindoien stated that staff was looking for the Board members perspectives on the subject. Voters will be the ones determining whether it will be allowed or not in the City. If it is voted to be allowed in the City, what should the zoning framework look like? City code will be amended based on the voter's decision.

Mr. Hindoien stated that the Commission took action at the August 2, 2022 City Commission Meeting on a Resolution to refer an ordinance amendment to a vote of the electors. The referred ordinance language, if approved by the voters, would create a voter-enacted specific prohibition of any land use in the City for marijuana business activities including dispensaries, cultivation, manufacturing, testing or transporting. He stated that the resolution has already been certified and transmitted to the Cascade County Election Administrator for inclusion of the referred ordinance amendment on the ballot in November.

Mr. Hindoien stated that independent of the referendum process that has been developed at the direction given by the City Commission at its April 19, 2022 Special Meeting, City staff has also been working to develop an alternative regulatory framework for consideration by the Planning Board and City Commission that would allow the various commercial marijuana business categories to operate within the City of Great Falls including dispensary, cultivation, manufacturing, testing, and transporter.

Mr. Hindoien stated that the alternative regulatory framework is intended to become effective in the event that the specific ban ordinance amendment is rejected by the electors in November. However, the city's current prohibition against marijuana businesses operating in the City has been challenged in District Court, so the alternative regulatory framework is also being structured to also become effective in the event that the City is ordered by a Court to allow commercial marijuana business activities within the City of Great Falls.

Mr. Hindoien stated that consistent with advisement to the City Commission at the July 5, 2022 Work Session, City staff has developed a proposed alternative regulatory framework.

Following the Planning Advisory Board/Zoning Commission's consideration of the proposed alternative regulatory framework, it will then be brought before the City Commission for the second reading at the September 6, 2022 Commission meeting.

Mr. Micuda presented the Alternative Regulatory Framework:

1. The current City Code provision that prohibits commercial marijuana activities is proposed to change as follows: 17.4.070 Relationship of this Title to other regulations- No use of land shall be permitted by right or conditionally permitted within the City of Great Falls that is in violation of federal, state or local law, **except for land uses relating to activities licensed by the Montana Department of Revenue under the Montana Marijuana Regulation and Taxation Act and identified as allowed in 17.20.3.010 and its accompanying exhibits.**

2. City Code is proposed to be changed to include state law definitions of marijuana, marijuana cultivation, marijuana dispensary, marijuana manufacturing, marijuana testing laboratory, and marijuana transporter.
3. City Code land use table is proposed to be changed to make State-licensed marijuana business activities either Permitted or Conditional Uses. Testing Laboratory or Transportation is proposed to be allowed as a Permitted Use in the I-1 or I-2 zoning districts, Cultivation allowed as a Conditional Use in I-1 and Permitted Use in I-2, Manufacturing allowed as a Permitted Use only in I-2 zoning district. There could possibly be offsite impacts due for large-scale manufacturing operations, so the I-1 district is not proposed for these activities.

Dispensaries are proposed as a Permitted Use in the following zoning districts:

- C-1 – Neighborhood Commercial
- C-2 – General Commercial
- C-3 – Highway Commercial
- C-4 – Central Business Core (Downtown)
- I-1 and I-2 Zoning Districts

Dispensaries proposed to be Conditional in the following districts:

- C-5 – Central Business Periphery
- M-1 and M-2 – Mixed Use Districts

All marijuana land use activities will still be subject to State law licensure requirements 16-2-207, MCA:

- Premises must be approved by local building, health and/or fire officials
- Premises cannot be within 500 feet of and on the same street as a building used exclusively as a church, synagogue, or other place of worship or as a school or postsecondary school other than a commercially operated school, unless the locality requires a greater distance. The distance must be measured in a straight line from the center of the nearest entrance of the place of worship or school to the nearest entrance of the licensee’s premises.

Mr. Micuda presented a Zoning Map illustrating where the various zoning districts being considered for the amendment are located.

**PUBLIC QUESTIONS**

None.

**PROPOSERS**

None.

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## OPPONENTS

None.

## BOARD DISCUSSION AND ACTION

Mr. Bertelsen asked if the proposed plan was modeled after liquor sales and casino zoning instead of like Kalispell which only is allowing marijuana businesses in Industrial zones.

Mr. Micuda responded that the proposed plan is like a modified Kalispell approach, as Kalispell was the most straight forward approach of all the Montana communities reviewed by staff. Kalispell has a little bit more latitude in that they have dispensaries that were in place, so they were not under pressure to have them brought into the city limits.

Mr. Bertelsen asked if the City Commission is proposing putting a limit on the number of dispensaries allowed within the city.

Mr. Micuda responded not at this time.

Mr. Pankratz asked if the proposal was based on the court case and if it was withdrawn would it change the proposal.

Mr. Hindoien responded that the court would tell the City that the activities have to be allowed in the City under Montana law. Mr. Bertelsen stated that it seems that the City is being rushed to preemptively get the proposal in place, just in case the lawsuit goes bad.

Mr. Hindoien replied that voters will have ballots in less than 60 days, so the City is not too far ahead of the curve.

Mr. Bertelsen wanted to know if other large cities in Montana had similar plans for what is being proposed.

Mr. Micuda responded that every city has taken a different approach, and some cities are not done yet. Mr. Hindoien stated that every city besides Kalispell and Great Falls, had medical marijuana in their communities before I-190 was voted on.

Mr. Bertelsen wanted to know if the Board chose to deny the proposal, if the Board would need to come up with alternative options.

Mr. Micuda responded that the Board could deny, ask the staff to bring something back, or take no action.



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Mr. Bertelsen stated that the proposal is broad and would like to see a limit on the dispensary activity.

Mr. Green stated that he agreed with Mr. Bertelsen and would not like to see dispensaries downtown.

Mr. Pankratz stated that the public at the State level has passed the law and the Board got voted in as representatives of the public. If it passes in November, it would be nice to have a process in place.

Mr. Mills asked how much interest the City has received in people wanting to open up dispensaries. Mr. Micuda responded that there have been about two inquiries.

Mr. Pankratz asked if more criminal activity has been noted around dispensary locations. Mr. Micuda responded that he did not have that information.

Mr. Mills asked if it was easier to add more zoning districts later rather than take them out after the fact. Mr. Micuda responded that it is easier to add something than take something away, once it is adopted.

Mr. Pankratz asked if the City did any coordination with the County. Mr. Micuda responded that staff did not.

Mr. Green asked what the difference is between the M-1 and M-2 Districts. Mr. Micuda responded that the M-2 District covers areas that had an industrial context. The M-1 District is a transitional area between commercial zoning districts and other districts.

Mr. Bertelsen stated that he would be all for approving an amended motion that was more restrictive to limiting where dispensaries can be located.

Mr. Micuda stated that they will take the Board's input back to the City Commission.

**MOTION:** That the Planning Advisory Board recommend the City Commission deny the proposed amendment to the Land Development Code as described in the Staff Agenda Report.

Made by: Mr. Mills

Second: Mr. Green

**VOTE:** All in favor, the motion carried 5-0

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**COMMUNICATIONS**

Mr. Raymond stated that there will be an item coming forward to the Board for a preliminary plat and a Planned Unit Development amendment for West Ridge Phase 10 at the next meeting.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

There being no further business, Chair Bertelsen adjourned the meeting at 4:25 p.m.

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CHAIRMAN

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SECRETARY



Meeting Date: Aug 23<sup>rd</sup>, 2022

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

**Item:** Public Hearing – Preliminary Plat for West Ridge Addition Phase X, legally described as Peretti Addition Tract 2, located in the SE1/4 Section 26, Township 21 N, Range 3 East, PMM, City of Great Falls, Cascade County, MT; and an amendment to a Planned Unit Development to allow for multifamily land use

**Initiated By:** S & L Development

**Presented By:** Alaina Mattimiro, Planner II, Planning and Community Development

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

**Public Hearing:**

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

**Suggested Motion:**

I.

A. Commission Member moves:

“I move that the Zoning Commission recommend the City Commission (approve/deny) the Planned Unit Development amendment for West Ridge Phase X as legally described in the Staff Report, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicants.”

B. Chairman calls for a second, board discussion, and calls for the vote.

II.

A. Board Member moves:

“I move that the Planning Advisory Board recommend the City Commission (approve/deny) the preliminary plat of West Ridge Phase X as legally described in the Staff Report, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicants.”

B. Chairman calls for a second, board discussion, and calls for the vote.

**Background:** The subject property is located between Thaniel Addition and 4<sup>th</sup> Street Northeast, and will cover the length of 42<sup>nd</sup> Avenue Northeast. The property is 12.62 acres, and will consist of another phase of West Ridge Addition. The subdivision proposal is for Phase X, of an originally proposed eleven phase development that has been, and will be, platted over a number of years. The City Commission approved the annexation of the whole property, assigning R-3 Single-family high density zoning on August 18, 2015. At the request of the applicant, the Commission further approved the rezone of the property to Planned Unit Development (PUD) on February 21, 2017 to give the applicant the ability to construct 2-unit townhomes. The applicant is now requesting an amendment to the existing PUD to accommodate an allowance for 4-plex, multifamily units.

Public Notice for the Planning Advisory Board/Zoning Commission public hearing was published in the Great Falls Tribune on August 7, 2022. Additionally, Staff provided notices of the hearing to nearby property owners. To date, Staff has received no inquiries on either the subdivision or the Planned Unit Development amendment.

**Preliminary Plat Request:** The applicant is proposing to proceed with Phase X of West Ridge Addition which will include townhomes, single family homes, and multi-family 4-plexes. This proposed phase would create 40 new lots and 70 total dwelling units. The lots on the preliminary plat range from 8,417 – 8,445 square feet for the townhomes, and 10,650 – 11,005 square feet for the single family lots, all of which are located on the eastern side of 2<sup>nd</sup> St. NE and extend to 4<sup>th</sup> St NE. On the west side of 2<sup>nd</sup> St. NE, the 4-plex lots range from 13,473 – 13,709 square feet. The proposed townhome and single family lot standards are consistent with R-3 zoning district requirements as well as the PUD that was added to the development in 2017. The 4-plex lot standards are included in the proposed amendment to the PUD.

The basis for decision to approve, conditionally approve, or deny a proposed subdivision is whether the subdivision application, preliminary plat, applicable environmental assessment, public hearing, planning board recommendations, or additional information demonstrate that development of the proposed subdivision meets the requirements of 76-3-608 MCA. The governing body shall issue written findings of fact that weigh the criteria in of 76-3-608 (3) MCA, which are attached as Findings of Fact – Subdivision.

### Improvements

#### *Roadways*

Phase X will connect to and extend existing City roadways by extending 2<sup>nd</sup> and 4<sup>th</sup> Streets NE, and building 42<sup>nd</sup> Ave NE. These roadways will be constructed to the City's typical 35 foot wide standard, and the 60 foot rights-of-way will be provided to set up for boulevard-style sidewalks for builders to construct as lots are sold. These sidewalks will connect to the existing system to continue to build out the sidewalk network. No changes to the road or sidewalk network are being proposed with this application.

#### *Utilities*

Service for the proposed 40 lots will require extension of existing 8 inch sewer and water mains that currently serve West Ridge, Phase IX. The on-site improvements required for the development of the subject property shall be installed as shown on the final construction plans that are submitted to, and approved by the City. The on-site improvements shall include everything required to provide water, sanitary sewer, storm water management, and access including streets and sidewalks serving each proposed lot. These improvements shall be installed at the Owner's expense in accordance with the

requirements of the OCCGF and the supplemental Improvement Agreement that was approved during Phase IX.

### *Storm Water Management*

The Improvement Agreement for West Ridge Addition, Phases VII – XI, recorded with the Cascade County Clerk & Recorder's Office on September 3, 2015, record # R0311745 GFA, outlines the Owner's permanent and temporary storm water management requirements in Sections 12.4 and 20. More specifically, that Agreement envisioned the construction of a regional storm water facility on a separate parcel with a shared cost arrangement between West Ridge, Thaniel Addition, and the City of Great Falls.

As part of the construction of the previous phase (Phase IX), the Owner approached the City to construct a permanent storm water detention pond onsite that would be a private facility to treat just the West Ridge Addition. The request was approved in 2021 and documented with a Supplement Improvement Agreement. The Owner is now responsible for creating a permanent storm water facility that will be privately owned and maintained and will be required to be sized with each phase based on the drainage area, including the public rights-of-way. Alterations to the facility may be required through each phase based on this requirement. While City staff still prefers the regional storm water plan developed in the 2015 Improvement Agreement as a more appropriate long term regional solution, staff accepts that the developer's proposed alternative is a legal method of meeting storm water requirements as long as the system is properly designed, constructed, and maintained.

**Planned Unit Development Request:** The current Planned Unit Development that was adopted in 2017 was created to allow for two-unit townhomes, which were not allowed under the previous R-3 zoning district. At the time that it was approved, the PUD set the standards for the townhome lots, and kept an underlying R-3 zoning district for any other standards not specifically set. Now, in conjunction with the Phase X preliminary plat, the applicant is requesting an amendment to the PUD to include 4-plex multifamily units. Within the application, S & L Development has proposed setbacks for each of the multifamily lots, as well as a lot size range, minimum lot width and proportion, maximum lot coverage, and maximum building heights. Other deviations from the code that are being proposed in the amendment include a difference in location for accessory structures, specifically garages. Current City code dictates that accessory structures cannot be built in front of the principal structure, but the proposed PUD amendment will allow the structures to be located closer to the front lot line than the principal building.

The addition of multi-family units, not only creates a greater feasibility for the applicant to continue to develop the remaining phases of West Ridge, but the added density also meets an identified need in the community. A recent study commissioned by the Great Falls Development Authority has identified a pressing need for significant numbers of additional housing units to be constructed in the community. Increasing the amount of dwelling units in West Ridge would be a step to meeting those needs, which is a reason why the City is recommending approval of the proposed Planned Unit Development amendment request.

**Neighborhood Council Input:** The subject property is located in Neighborhood Council #3. The Council was given information regarding the project. To date, Staff has received no inquiries from the Council.

**Concurrences:** Representatives from the City's Public Works Department have been involved throughout the review and approval process for this project. In particular, there have been extensive

discussions with Public Works staff on appropriate storm water management options to address the water quantity and quality impacts associated with further development of both the West Ridge and Thaniel subdivisions.

**Fiscal Impact:** The subject property has already been annexed, so services are already provided by the City, and the cost of infrastructure improvements are being covered by the Developer per the agreed upon terms of the Supplement Improvement Agreement. The preliminary plat provides an increase in lots, which increases the City's tax base and increases revenue. It should be noted that the City Public Works Department has expended approximately \$130,000 towards the regional storm water option originally planned in the 2015 Improvement Agreement. The City has not ruled out the eventual construction of a regional storm water facility in this area. Per the 2015 annexation agreement, The City has also invested over \$1.4 million towards a sewer lift station and force main that serves the West Ridge and Thaniel subdivisions. Per the agreement, the city will continue to be reimbursed for the investment as lots are brought to the market. For the remaining phases of West Ridge, the applicant is required to reimburse the City for these sewer improvements on a per acre basis. Additionally, the applicant is required to continue their park in lieu of payments to the Park and Recreation Department.

**Staff Recommendation:** Staff recommends approval of the preliminary plat and the amended Planned Unit Development proposal with conditions.

**Conditions of Approval:**

1. **General Code Compliance.** The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. **Amended Plat.** Provide an Amended Plat of the subject property which shall incorporate corrections of any errors or omissions noted by Staff.
3. **Utilities.** The final engineering drawings and specifications for public improvements for the subject property shall be submitted to the City for review and approval. Specifically, the Owner shall be responsible for creating a permanent stormwater facility that will be privately owned and maintained and will be required to be sized with each phase based on the drainage area, including the public rights-of-way. Alterations to the facility may be required through each phase based on this requirement
4. **Land Use & Zoning.** Except as provided herein, development of the property shall be consistent with allowed uses and specific development standards for the PUD Planned unit development district designation.
5. **Reimbursements.** The applicant is required to pay the following fees: 1) payment for past City force main and lift stations improvements, with the fee being charged on a per acre basis, and 2) park in lieu of fee. Both fees shall be paid in full prior to approval of the Final Plat for the subdivision.
6. **Subsequent modifications and additions.** If, after establishment of townhomes and multifamily units, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of Planning and Community Development shall determine in writing if such proposed change would alter the finding for one or more review criteria . If such proposed changes would alter a finding, the proposal shall be submitted for review as a new development application. If such proposed change would not alters a finding, the owner shall obtain all other permits as may be required.

**Alternatives:** The Planning Advisory Board/Zoning Commission could recommend denial of the preliminary plat and/or the proposed PUD amendment to the City Commission. For these actions, the Planning Advisory Board/Zoning Commission must provide separate Findings of Fact.

**Attachments/Exhibits:**

Aerial Map

Zoning Map

Findings of Fact – Subdivision

Findings of Fact – Planned Unit Development

Preliminary Plat of Phase X

Planned Unit Development Amended Standards

# Untitled Map

Write a description for your map.

Legend **Agenda #5.**

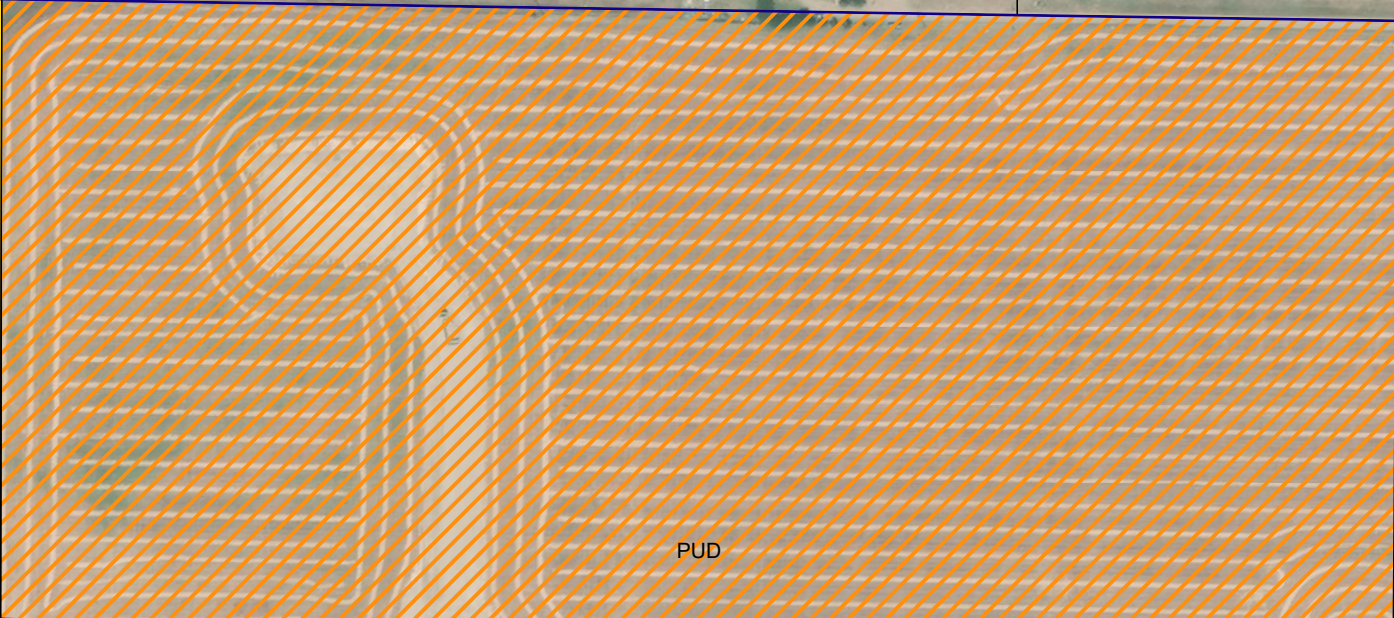
- Feature 1
- Feature 2







PLI



PUD

R-3

U

CHOTEAU

4TH

41ST

2ND

R-3

40TH

R-2



## FINDINGS OF FACT – MONTANA SUBDIVISION AND PLATTING ACT

Preliminary Plat of West Ridge Addition, Phase X, of Peretti Addition Tract 2, located in the SE ¼ Section 26, Township 21 North, Range 3 East, PMM, City of Great Falls, Cascade County, MT

(PREPARED IN RESPONSE TO 76-3-808(3) MCA)

### PRIMARY REVIEW CRITERIA:

#### **Effect on Agriculture and Agricultural Water User Facilities:**

The subject property was used for land crop production prior to annexation. The Improvement Agreement for West Ridge Addition, Phases VII – XI, recorded with the Cascade County Clerk & Recorder's office on September 3, 2015, record # R0311745 GFA, allowed current agricultural uses to continue on the portions of the subject property that are not being actively developed in Section 21. The Supplement to the Improvement Agreement for West Ridge Addition, which supplements the original agreement, also allows current agricultural uses to continue on the portions of the subject property that are not being actively developed. Agricultural use in the immediate vicinity has decreased due to residential development. There is not an agricultural water user facility in the area that the proposed development will impact. The subject property is in the City limits in a developing neighborhood, and the subdivision does not interfere with agricultural operations in the area.

#### **Effect on Local Services:**

Lots in the subdivision will receive service from extended public water and sewer mains through the proposed public rights-of-way from the existing mains from the previous phase. All service lines for water and sanitary sewer will be stubbed to the property line of all proposed lots. The City has installed a lift station and force main to provide sanitary sewer service to the overall West Ridge development and a larger surrounding area, including Thaniel Addition. To compensate the City for these improvements, the Owner will continue to pay the City, per the 2015 Improvement Agreement, a proportionate share for each remaining subdivision phase. This fee will be calculated on a per acre basis. The Owner is also responsible to pay a storm drain fee for each phase in the amount of \$250 per acre as well as a park in lieu of fee. The occupants of the residences within the subdivision will pay regular water and sewer charges.

This subdivision is receiving law enforcement and fire protection service from the City of Great Falls. The nearest fire station is +/-2 miles away from Phase X. Phase X includes the completion of 42<sup>nd</sup> Avenue from Thaniel Addition to 4th St NE. With the required turnaround on the west end of 42<sup>nd</sup> Ave NE, there will be two points of access for emergency services. Providing these services to the subdivision is expected to be a manageable cost to the City, and increased tax revenues from improved properties will assist with increased costs.

The Owner agrees to construct roadways for each phase as required for circulation through the development. Design and installation shall be consistent with City standards and submitted plans

approved by the City of Great Falls. Construction of 42<sup>nd</sup> Ave NE, 2<sup>nd</sup> St NE, and 4<sup>th</sup> St NE shall include curb and gutter. Boulevard style sidewalks will be the responsibility of individual property owners.

Because the subdivision is the latest phase of a previously approved development project and the proposed development will comply with all utility and roadway requirements, there are no negative impacts on local services.

**Effect on the Natural Environment:**

The subdivision is not expected to adversely affect soils or the water quality or quantity of surface or ground waters. Surface drainage from the subdivision primarily flows to the northwest of the subject property, with a smaller portion flowing due north. The original agreement for the West Ridge and Thaniel Additions required a regional stormwater detention facility to be constructed to serve the subdivisions. The Owner approached the City to construct a permanent stormwater detention pond onsite that will be private to treat just the West Ridge Addition. Details on this facility, including requirements for the pond as well as the maintenance of the private facility, were included in the Supplement Improvement Agreement that was approved in 2021. The onsite facilities will be designed, constructed, and maintained to address City requirements, which should mitigate erosion and flooding impacts to downstream properties.

**Effect on Wildlife and Wildlife Habitat:**

The subdivision creates the northernmost edge of the City limits. There is existing development to the east and south, and this is not in an area of significant wildlife habitat beyond occasional grazing deer or migrating fowl. This subdivision will not result in closure of public access to hunting or fishing areas, nor to public lands.

**Effect on Public Health and Safety:**

Based on available information, the subdivision is not subject to abnormal potential natural hazards such wildfire, avalanches or rockslides; however, the drainage basin in which the subject property is located has experienced flooding in the past. Installation of effective storm drainage facilities as reviewed and approved by the City Public Works Department and MDEQ can prevent a reoccurrence of said flooding events.

**REQUIREMENTS OF MONTANA SUBDIVISION AND PLATTING ACT, UNIFORM STANDARDS FOR MONUMENTATION, AND LOCAL SUBDIVISION REGULATIONS**

The subdivision meets the requirements of the Montana Subdivision and Platting Act and the surveying requirements specified in the Uniform Standards for Monumentation, and conforms to the design standards specified in the local subdivision regulations. The local government has complied with the subdivision review and approval procedures set forth in the local subdivision regulations.

**EASEMENT FOR UTILITIES**

The developer shall provide necessary utility easement to accommodate water mains, sanitary sewer mains, storm water mains, and private utilities to serve all lots of the subdivision.

**LEGAL AND PHYSICAL ACCESS**

The grid pattern established by the adjacent neighborhoods and previous phases will be continued on to the subject property. The Owner agreed in a previous phase to the dedication and installation of 42<sup>nd</sup> Avenue NE. This street as well as 2<sup>nd</sup> St NE and 4<sup>th</sup> St. NE are public right-of-ways maintained by the City of Great Falls after construction is completed and after final acceptance of the improvements by the City.

## BASIS OF DECISION – PLANNED UNIT DEVELOPMENT

Peretti Addition Tract 2, located in the SE ¼ Section 26, Township 21 North, Range 3 East, PMM, City of Great Falls, Cascade County, MT

### PRIMARY REVIEW CRITERIA:

The basis for decision on planned unit developments is listed in Official Code of the City of Great Falls § 17.16.29.050 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

#### **1. The development project is consistent with the City's growth policy;**

The proposed amendment is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. This project is strongly supported by the Social and Physical portions of the Growth Policy, specifically the goals and principles to 1) encourage a diverse, safe and affordable supply of housing in the City; 2) enhance the urban built environment by promoting infill and redevelopment in the City; and 3) encourage a balanced mix of land uses throughout the City.

Additional Policies that this project is consistent with include:

#### Social - Housing

Soc1.4.1 Work with the private sector and non-profits to increase housing opportunities in the city.

Soc1.4.2 Expand the supply of residential opportunities including single family homes, apartments, manufactured homes and assisted living facilities.

Soc1.4.3 Encourage, promote and support adequate and affordable home ownership in the City.

Soc1.4.6 Encourage a variety of housing types and densities so that residents can choose by price or rent, location and place of work.

Soc1.4.13 Protect the character, livability and affordability of existing neighborhoods by ensuring that infill development is compatible with existing neighborhoods.

#### Environmental - Urban Form

ENV2.3.1 In order to maximize existing infrastructure, identify underutilized parcels and areas with infill potential as candidates for redevelopment in the City.

#### Physical - Land Use

Phy4.1.1 Promote and incentivize infill development that is compatible with the scale and character of established neighborhoods.

Phy4.1.3 Create a balanced land use pattern that provides for a diversity of uses that will accommodate existing and future development in the City.

Phy4.1.4 Foster the development of safe, walkable, neighborhoods with a mix of uses and diversity of housing types.

Phy4.1.5 Encourage and incentivize the redevelopment or adaptive reuse of vacant or underutilized properties so as to maximize the City's existing infrastructure.

#### **2. The development project is consistent with applicable neighborhood plans, if any;**

Great Falls is separated into nine Neighborhood Councils. There are no adopted Neighborhood Plans for any of the Councils within the City. The subject property is located in Neighborhood Council #3. The Owner will present information to Council #3 on September 1, 2022.

**3. The establishment, maintenance, or operation of the development project will not be detrimental to, or endanger the public health, safety, morals, comfort or general welfare;**

Any development within the City limits requires a review of how the development will impact the public health, safety and welfare. It is not anticipated that the proposed amendment will have any negative impact. Public health issues have been addressed through the provision of City utilities. Additionally, the proposal will be accompanied by the construction of three public streets. This will provide multiple paths of travel for future residents as well as emergency service response.

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

The proposed amended PUD provides housing options between single-family houses, 2-unit townhomes, and 4-plex multifamily units. Even though the project does increase the density of lots, the development will fit in with the context of the neighborhood based on the existing mix of single-family and two-unit townhome structures that are already established. The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor substantially diminish and impair property values in the neighborhood. New sidewalks will be constructed, landscaped boulevards will be added, and compatibly scaled homes will improve the overall transition.

**5. The development project will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;**

The proposed amendment will impact vacant property located north of the existing built out phases of West Ridge which currently have single-family and two-unit townhome residential units. Therefore, the proposed PUD amendment request is not anticipated to impede on the normal and orderly development and improvement of the surrounding property for uses permitted. The amendment will provide for a smooth transition between single family and multifamily units. Additionally, the proposed inclusion of additional housing density will assist the developer in potentially addressing future costs associated with off-site storm water and construction of 43<sup>rd</sup> Avenue North along the northern portion of the remaining undeveloped property.

**6. The proposed design of the building and other structures are compatible with the desired character of the neighborhood;**

The units are designed in a manner that is appropriate in scale for the area. The surrounding architectural context was considered in the design of the units for this development. Emphasis has been placed on the look of the units as they are viewed from the neighborhood as well as the way they fit into the development itself.

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

The proposed amendment will continue the grid pattern established by the adjacent neighborhoods and previous phases. The lots in the development will extend and connect to City water and sewer mains. The street appeal of the area will be greatly enhanced by new sidewalks and boulevard trees. The Owner will pay the costs of extending these utilities. The development

will be designed to meet all criteria required for stormwater runoff.

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

The development has been designed to continue the existing street network, and will be required to provide secondary turnaround access for emergency services at the west end of 42<sup>nd</sup> Ave NE. With the construction of 42<sup>nd</sup> Ave NE, 2<sup>nd</sup> St NE, and 4<sup>th</sup> St NE, traffic congestion will be minimized throughout the development. Previous traffic studies done by the developer at the time of annexation, as well as the North Great Falls Transportation Study conducted by the City, have shown that the area can withstand the traffic numbers associated with the development.





# WEST RIDGE - PHASE 10

*A 40 Lot Major Subdivision in Great Falls, Montana*

## Preliminary Plat Submittal

<i>Revision</i>	<i>Date</i>
Preliminary Plat Submittal	07/29/2022

Prepared for:

**S & L Development**  
221 30<sup>th</sup> Ave NE  
Great Falls, MT 59404

405 Third Street NW, Suite 206  
Great Falls, MT 59404  
(406) 761-1955



3860 O'Leary Street, Suite A  
Missoula, MT 59808  
(406) 203-0869

PRELIMINARY PLAT SUBMITTAL  
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July 29, 2022



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PRELIMINARY PLAT SUBMITTAL  
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The following headings follow the “Land Use Application Checklist” that was determined to be required for submittal from the City of Great Falls Planning and Community Development Department. The checklist was supplied to Woith Engineering on May 10<sup>th</sup>, 2022. See Appendix A for the checklist.

## 1. PRELIMINARY PLAT (TABLE 1)

### 1.A. NARRATIVE OF THE PROPOSED PROPERTY

The following narrative is intended to better describe the intent and design details of the West Ridge Subdivision Phase 10. See Appendix B for an overall master plan of this proposed subdivision.

West Ridge Phase 10 continuation of the West Ridge Subdivision located in southeast 1/4, Section 26, Township 21 North, Range 3 East, P.M.M. City of Great Falls, Cascade County, Montana. Phase 10 will include the extension of 4<sup>th</sup> and 2<sup>nd</sup> St NE going north one block and the creation of 42<sup>nd</sup> Ave NE extending to both the east and west ends of the property. The continuation of all roadway improvements will be constructed per the City of Great Falls Design Standard Drawings. All right-of-way’s will be 60’ in width. Sidewalk improvements will be constructed as lots are sold and housing development starts.

Utility improvements will include the extension of the 8” sewer and water main down the corridor of 42<sup>nd</sup> Ave., the 16” water main in the corridor of 2<sup>nd</sup> St., and the 8” water main in 4<sup>th</sup> St. Water and sewer services will be stubbed out to each lot for housing development to occur.

Storm drainage will be conveyed similarly to the previous phases of West Ridge and be broken into four separate basins. Basin 1 consists of approximately 2.46 acres and will discharge to the east of the property out the northern portion of 4<sup>th</sup> St NE. Preliminary calculations show that basin 1 will have a post developed 5-year 2-hour flow rate of 1.39 cfs. At this time the design team is working with the City of Great Falls Engineering Department on the proposed way to handle the flows from Basin 1. Basin 2 and 3 consists of a total of 8.77 acres. These basins will discharge out the northern portion of 2<sup>nd</sup> St NE and be conveyed to the existing stormwater pond to the north of West Ridge Phase 10. Preliminary calculations show that basin 2 and 3 will have a post developed 5-year 2-hour flow rate of 4.39 cfs. Further coordination will occur on the details on expanding the existing pond. The final basin, basin 4, consists of roughly 1.39 acres and will discharge out the eastern end of 42<sup>nd</sup> Ave NE due to the existing grade contours.

### 1.B. PRELIMINARY PLAT

See Appendix C

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### 1.C. CONCEPTUAL PLANS FOR PUBLIC INFRASTRUCTURE

See Appendix B

### 1.D. PRELIMINARY SOILS/GEOTECHNICAL INFORMATION

See Appendix D for the soil evaluation that was done for West Ridge Phase 9.

### 1.E. ESTIMATED WATER AND WASTEWATER DEMAND/DISCHARGE

#### Water Discharge:

Single Family Lots = 10

Townhouse Lots = 20

4 Plex Lots = 10 (3 bedrooms per unit, 12 total living units per lot)

Total Lots = 40

The average daily demand, including domestic demands and irrigation demands, was calculated based on the following assumptions:

*Domestic: 300 gallons per day (as per DEQ 4)*

$$D_{\text{DOM}} = (30 \text{ residences} * 300 \text{ gpd}) + (120 \text{ residences} * 100 \text{ gpd}) = 210,000 \text{ gpd}$$

*Irrigation: 2" per week during the summer months (June-August). Assuming 50% of each lot is irrigated.*

$$D_{\text{IRR}} = \left(\frac{2''}{\text{week}}\right) \left(\frac{1'}{12''}\right) \left(\frac{7.48 \text{ gal}}{\text{ft}^3}\right) \left(\frac{\text{week}}{7 \text{ days}}\right) (205,626 \text{ ft}^2 \text{ landscaping}) = 36,621 \text{ gpd}$$

Thus, the total average daily demand during the summer months, when water usage will be at its most severe, is **246,621** gallons per day.

#### Wastewater Discharge:

The peak sanitary sewer design flow for the development was estimated using the wastewater flow rates outlined in Section 3.1 of Montana Department of Environmental Quality Circular 4. The proposed residential units have been assumed to each have 3 residents for a total estimated population of 540 residents in the development. The 10 single-family, 20 townhouse, and 10 4-plex units will produce **210,000 gallons per day of wastewater flow**.

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A peaking factor is applied to the total daily flow to determine the design flow rate:

$$\text{Peaking Factor} = \frac{18 + \sqrt{P}}{4 + \sqrt{P}} = \frac{18 + \sqrt{.15}}{4 + \sqrt{.15}} = 4.19$$

Therefore, the peak design flow rate for this phase of development is calculated as follows:

$$Q_{\max} = 210,000 \text{ gpd} * \left( \frac{0.13 \text{ cf}}{\text{gal}} \right) * \left( \frac{\text{day}}{86,400 \text{ sec.}} \right) * 4.19 = 1.32 \text{ cfs}$$

#### 1.F. PRELIMINARY DRAINAGE PLAN

See Appendix B

#### 1.G. SPECIAL FUNDING PROPOSAL

There are no special funding proposals for the public infrastructure on this proposed development.

#### 1.H. PRELIMINARY EASEMENTS

The proposed preliminary easements are shown on the attached preliminary plat.

## 2. PLANNED UNIT DEVELOPMENT (TABLE 3)

#### 2.A. NARRATIVE

The following narrative is intended to better describe the intent and details of the Planned Unit Development (PUD) due to a change in product types that are proposed in West Ridge Phase 10.

The proposed 12.62 acres of the West Ridge Subdivision will undergo a revision to its previously approved PUD due to a change in product types that are proposed. West Ridge Phase 10 will have 3 different product types. See Appendix E for further clarification.

#### **4-Plex Lot (See Appendix F)**

Front Yard Set Back = 20'

Side Yard Set Back = 5'

Rear Yard Set Back = 10'

Lot Size Range = 12,000 to 15,000 square feet

Minimum Lot Width = 100'

Max Building Height Principal Building = 35'

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Max Building Height Accessory Building = 24', but no higher than the principal building.  
Max Lot Coverage = 60% for corner lots, 50% for the other lots  
Lot Proportion of Newly Created Lots (Max Depth to Width) = 2.5:1

Note: A deviation request will be required relating to the garage being set in front of the principal structure rather than behind. Appendix F shows the requested location of the garage related to the principal structure.

**Townhouse Lot (See Appendix G)**

Front Yard Set Back = 20'  
Side Yard Set Back = 6', 0' on attached side  
Rear Yard Set Back = 10'  
Lot Size Range = 7,500 to 12,500 square feet  
Minimum Lot Width = 61'  
Max Building Height Principal Building = 35'  
Max Building Height Accessory Building = 24', but no higher than the principal building.  
Max Lot Coverage = 60% for corner lots, 50% for the other lots  
Lot Proportion of Newly Created Lots (Max Depth to Width) = 2.5:1

**Single Family**

Front Yard Set Back = 20'  
Side Yard Set Back = 6'  
Rear Yard Set Back = 10'  
Lot Size Range = 7,500 to 11,300 square feet  
Minimum Lot Width = 61'  
Max Building Height Principal Building = 35'  
Max Building Height Accessory Building = 24', but no higher than the principal building.  
Max Lot Coverage = 55% for corner lots, 50% for the other lots  
Lot Proportion of Newly Created Lots (Max Depth to Width) = 2.5:1

**2.B. PLANS AND SUPPLEMENTAL INFORMATION**

See Section 1 for details on plans and supplemental information.

PRELIMINARY PLAT SUBMITTAL  
WEST RIDGE - PHASE 10  
*July 29, 2022*



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# APPENDIX A

## Land Use Application

Date Stamp:

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

## DEVELOPMENT APPLICATION

### West Ridge Phase 10

Name of Project:

S & L Development

Owner Name:

221 30th Ave NE

Mailing Address:

406-799-5665

Phone:

Woith Engineering - Robby Osowski and Spencer Woith

Representative Name:

406-205-1761

Phone:

jm.rothwell@charter.net

Email:

robert@woitheng.com

Email:

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

### PROPERTY DESCRIPTION / LOCATION:

Lots 40

26

21N/(10 and 11)

3E/West Ridge

Mark/Lot:

Section:

Township/Block:

Range/Addition:

Choteau Ave NE/2nd St NE

Street Address:

### ZONING:

PUD

PUD

Agricultural

Single Family

Current:

Proposed:

Current:

Proposed:

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

Property Owner's Signature:

5-2-22

Date:

Representative's Signature:

5/5/2022

Date:



# Land Use Application Checklist

All applicants are required to complete and submit the Land Use Application, associated fee, checklist, and required material per the checklist for the proposed development. This fee is non-refundable whether the request is approved or not. No processing will be performed until this fee has been paid. The applicant will also be responsible for the costs associated with publishing the legal ad. Per the Official Code of the City of Great Falls (OCCGF) Title 17 - Land Development Code, applicants requesting any of the following developments noted in the chart below are required to have a pre-submittal meeting with City Staff. Further, when directed by the City, the applicant will be required to present the proposed development to the Neighborhood Council.

**APPLICANT SHALL SUBMIT ALL INFORMATION THAT IS MARKED REQUIRED BY STAFF FOR A COMPLETE SUBMITTAL**

Completeness Checklist		Req.	App.	Staff
<b>Annexation by Petition</b>	Annexation requires an aerial exhibit or an amended plat/certificate of survey of the property to be annexed. Applicant is also required to submit a narrative of the proposed use of the property to be annexed and the requested zoning to be established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preliminary Plat, Major Subdivision</b>	All major subdivisions require the approval of a preliminary plat. Submittal for the preliminary plat process also requires a narrative of the project as well as submittal of all information outlined in Table 1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Final Plat, Major Subdivision</b>	A final plat is required for each phase of a major subdivision. Submittal for final plat also requires submittal of all information outlined in Table 2. This information shall be submitted before the project will be put on an agenda for the Planning Advisory Board. Before a final plat can be recorded, all information noted in Table 2 must be approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Minor Subdivision</b>	All minor subdivisions require a narrative of the project and a site plan showing compliance with the Development Standards as stated in the OCCGF as well as submittal information to show compliance with stormwater regulations (See Table 3), and a minor subdivision plat (See Table 2).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zoning Map Amendment</b>	Zoning map amendments require an exhibit of all properties to be proposed for the rezone, a narrative explaining the reasons for the rezone request, as well as submittal information to show compliance with stormwater regulations (See Table 3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Conditional Use Permit</b>	A conditional use permit requires a narrative explaining the project and the reason for the request of a conditional use permit along with a site plan of the project (See Table 3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planned Unit Development</b> Please see Title 17, Chapter 28 for design considerations	A planned unit development request requires the submittal of a narrative explaining the project and reason for the request of a planned unit development. The submittal also requires the applicant to provide requested development standards that differ from those put forth in the OCCGF, a site plan showing the requested standards, as well as submittal information to show compliance with stormwater regulations (See Table 3).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amended Plat, Non-Administrative</b>	Any amended plat altering six or more lots is required per State Statute to be reviewed by the governing body. This submittal requires a narrative of the project and an amended plat (See Table 2 for requirements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Land Use Submittal Checklist - (continued)**

**APPLICANT SHALL SUBMIT ALL INFORMATION THAT IS MARKED REQUIRED BY STAFF FOR A COMPLETE SUBMITTAL**

<b>Table 1 - Preliminary Plat Checklist</b>		<b>Req.</b>	<b>App.</b>	<b>Staff</b>
<b>General Plat Requirements</b>	Plat shall include all applicable items per Title 17 - Appendix A :			
	▪ Title Block - Title shall contain the words amended plat, subdivision, or certificate of survey (COS), the legal description, and the quarter section, section, township, range, principal meridian and county	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Name of owners, adjoining platted subdivision names, and adjoining COS numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ North arrow, scale and description of monuments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Legal description of boundary perimeters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All lots and blocks in the subdivision designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All streets, alleys, avenues, roads and highways; their widths and bearings; the width of all right-of-way; and the names of all streets, roads, and highways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ The location, dimensions and areas of all parks, common areas, and all other grounds dedicated for public use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Date of survey and purpose statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Show all phases if project is phased	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Plans and Supplemental Information</b>	One (1) hardcopy of all plans, all manuals, and one (1) electronic submittal via CD or thumb drive are to be submitted and contain the following items:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Conceptual Plans for Public Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Preliminary Soils/Geotechnical Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Estimated Water and Wastewater Demands/Discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Preliminary Drainage Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Any Special Funding Proposal for Public Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Preliminary Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Table 2 - Final Plat and Minor Subdivision Checklist</b>		<b>Req.</b>	<b>App.</b>	<b>Staff</b>
<b>General Plat Requirements</b>	Plat shall include all applicable items per Title 17 - Appendix A and the Cascade County Clerk and Recorder Checklist:			
	▪ Title Block - Title shall contain the words amended plat, subdivision, or certificate of survey (COS), the legal description, and the quarter section, section, township, range, principal meridian and county	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Name of owners, adjoining platted subdivision names, and adjoining COS numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ North arrow, scale and description of monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Legal description of boundary perimeters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All lots and blocks in the subdivision designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All streets, alleys, avenues, roads and highways; their widths and bearings; the width of all right-of-way; and the names of all streets, roads, and highways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ The location, dimensions and areas of all parks, common areas, and all other grounds dedicated for public use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Date of survey and purpose statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ The signature and seal of the registered land surveyor responsible for the survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Land Use Submittal Checklist - (continued)

**APPLICANT SHALL SUBMIT ALL INFORMATION THAT IS MARKED REQUIRED BY STAFF FOR A COMPLETE SUBMITTAL**

Table 2 - Final Plat and Minor Subdivision Checklist (cont.)		Req.	App.	Staff
<b>Signatures and Certifications (continued)</b>	Plat shall include all items per Title 17 - Appendix A and the Cascade County Clerk and Recorder Checklist in order to obtain the needed signatures for recording of the plat:			
	▪ Certification by the governing body that the final subdivision plat is approved, such certification shall include the acceptance of any dedicated land and improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ In the absence of full dedicated park land, a certification by the governing body waiving park dedication or accepting cash donation in lieu of dedication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Certification by the applicable Planning Board that it has examined the subdivision plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Signature of the landowner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Certification of the County Treasurer that all real property taxes and special assessments levied on the land to be subdivided have been paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Approval statement from MDEQ and/or City-County Health Department or the Exemption stamp from City-County Health Department where subdivision is exempt from Montana Sanitation in Subdivisions Act (COSA or MFE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans and Supplemental Information</b>	Three (3) hardcopies of all plans, one (1) copy of all manuals, and one (1) electronic submittal will be submitted and contain the following items (all plans and reports shall be prepared by a Montana licensed Professional Engineer):			
	▪ Final Plans and Specifications, including applicable sanitary sewer, storm drainage/grading, street, water and traffic control facilities,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Final Storm Drainage/Water Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Final Sanitary Sewer and Water Design Reports (Reports shall be prepared by in accordance with MDEQ requirements and standards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All other required Design Reports (i.e., traffic generation, geotechnical, pavement and roadway design)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Wastewater Industrial Pretreatment Survey for all developments except for projects containing only single or multi-family residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Copy of Letter certifying that the Developer will be responsible for the cost of full-time construction inspection services provided by the City Engineering Division or a Consultant Engineering firm. Check with City Engineering Division for inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Original executed Easements for Public Infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Land Use Submittal Checklist - (continued)

**APPLICANT SHALL SUBMIT ALL INFORMATION THAT IS MARKED REQUIRED BY STAFF FOR A COMPLETE SUBMITTAL**

Table 3 - Site Plan Checklist		Req.	App.	Staff
<b>Site Plan Requirements</b>	Site Plan shall include all applicable items per Title 17 - Appendix A :			
	▪ Title Block containing project name, developer and landowner name, north arrow, graphic scale, property boundaries, and acreage of subject property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Land Use/Development Standards tables with applicable information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Existing buildings and site amenities as applicable including; contours, wetlands, existing vegetation, water resources, floodplains	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All proposed buildings and site features including, access drives, pedestrian facilities, parking, landscaping, and lighting per Title 17 requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All proposed utilities and stormwater facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans and Supplemental Information</b>	One (1) copy of all plans, all manuals, and one (1) electronic submittal via CD or thumb drive are to be submitted and contain the following items:			
	▪ Conceptual Plans for Public Infrastructure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Preliminary Soils/Geotechnical Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Estimated Water and Wastewater Demands/Discharge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Preliminary Drainage Plan(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Any Special Funding Proposal for Public Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Preliminary Easements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

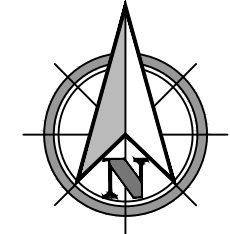
PRELIMINARY PLAT SUBMITTAL  
WEST RIDGE - PHASE 10  
*July 29, 2022*



---

# APPENDIX B

## Master Plan



**LOT COUNT**

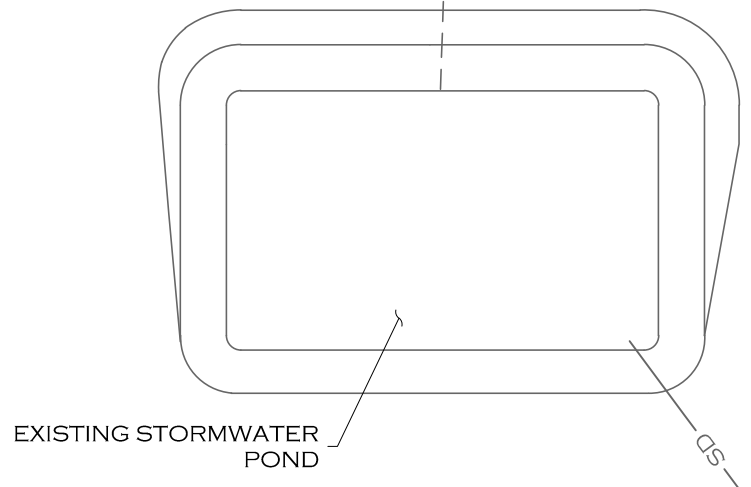
SINGLE FAMILY	10
TOWN HOUSE	20
4-PLEX	10
TOTAL	40

SCHULTZ  
78.92 ACRES

STRUTZ  
51 ACRES

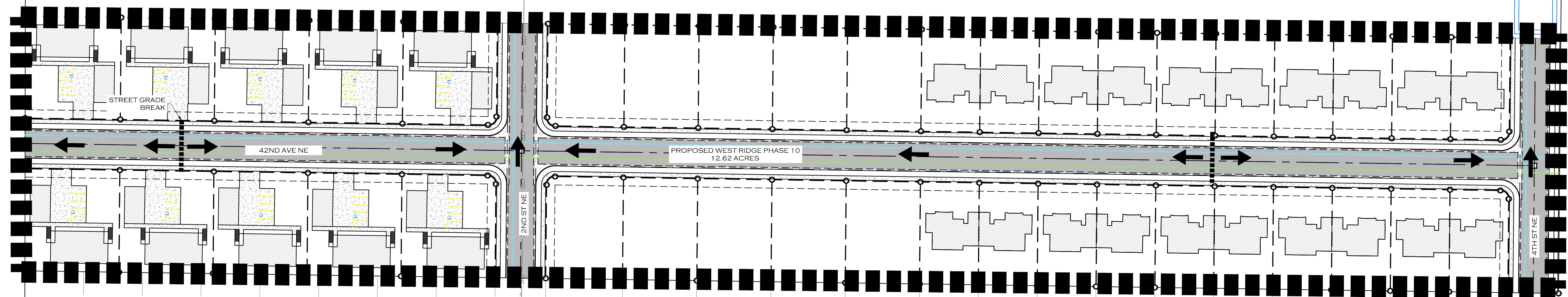
EAGLES CROSSING  
226.93 ACRES

THANIEL ADDITION  
95.08 ACRES



REMAINING PARCEL  
21.05 ACRES

PERETTI  
ADDITION  
45.31 ACRES



WEST RIDGE PHASE 8

WEST RIDGE PHASE 9

CHOTEAU AVE NE

**WOITH ENGINEERING, INC.**  
**ENGINEERS & SURVEYORS**  
 405 3RD STREET NW, SUITE 205 • GREAT FALLS, MT 59404 • 406.761.1955  
 3880 CLARY STREET, SUITE A • MISSOULA, MT 59808 • 406.803.9565  
 WWW.WOITHENG.COM

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GREAT FALLS

WEST RIDGE PHASE 10 & 11

MONTANA

MASTER PLAN

EX-A

PRELIMINARY PLAT SUBMITTAL  
WEST RIDGE - PHASE 10  
*July 29, 2022*



# APPENDIX C

## Preliminary Plat

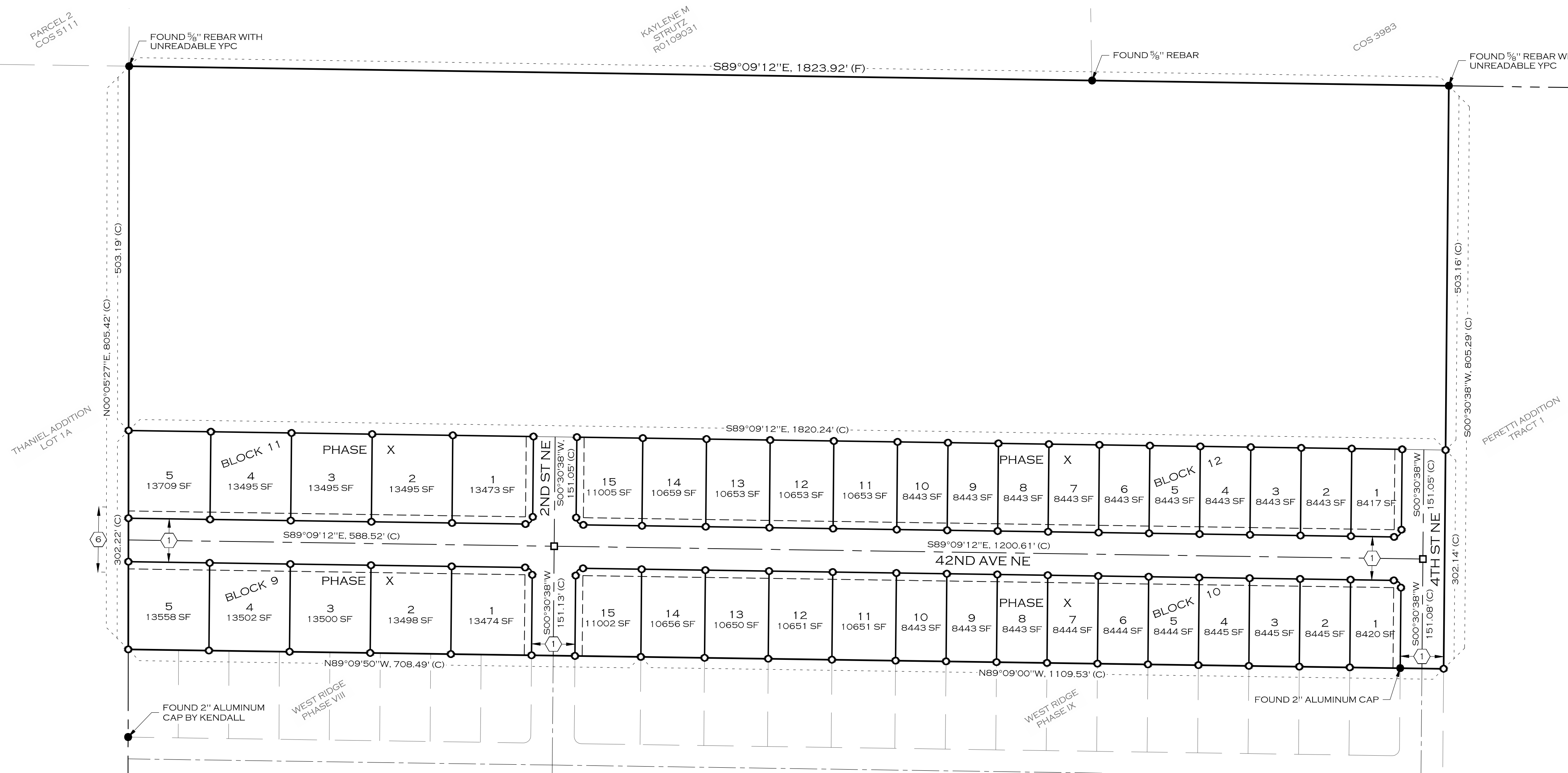
# PRELIMINARY PLAT OF WEST RIDGE ADDITION, PHASE X OF PERETTI ADDITION TRACT 2

OWNER OF RECORD:  
S&L DEVELOPMENT, LLC

SURVEY COMMISSIONED BY:  
S&L DEVELOPMENT, LLC

TOTAL SUBDIVISION AREA:  
12.62 ACRES (GROSS & NET)

A MAJOR SUBDIVISION OF PERETTI ADDITION TRACT 2, LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 26, TOWNSHIP 21 NORTH, RANGE 3 EAST, P.M.M., CITY OF GREAT FALLS, CASCADE COUNTY, MONTANA



### PURPOSE OF SURVEY

A 40 LOT MAJOR SUBDIVISION OF TRACT 2 OF PERETTI ADDITION.

### CERTIFICATE OF SURVEYOR

I, MICHAEL D. SHAYLOR, A LICENSED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I PERFORMED THE SURVEY SHOWN ON THE ATTACHED PLAT OF WEST RIDGE ADDITION, PHASE X OF PERETTI ADDITION TRACT 2, LOCATED IN THE CITY OF GREAT FALLS, CASCADE COUNTY, MONTANA, THAT SAID SURVEY IS TRUE AND COMPLETE AS SHOWN, AND THAT THE MONUMENTS FOUND AND SET ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN THEREON. AS PER ARM 24.183.1 (1)(i)&(j) DUE TO PLANNED IMPROVEMENT INSTALLATION, THE MONUMENTS NOT IN PLACE AT THE TIME OF FILING, (AS DEPICTED IN THE LEGEND) WILL BE PLACED WITHIN 240 DAYS OF RECORDING THIS SURVEY.

BY MICHAEL D. SHAYLOR, PLS  
MONTANA REGISTRATION NO. 19110 LS

### CERTIFICATE OF OWNERS

WE, THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY CERTIFY THAT WE HAVE CAUSED TO BE SURVEYED AND PLATTED INTO BLOCKS, LOTS, EASEMENTS, AND STREETS AS SHOWN BY THE ATTACHED PLAT. THE TRACT OF LAND TO BE KNOWN AS THE PLAT OF WEST RIDGE ADDITION, PHASE X, BEING A PORTION OF TRACT 2 OF PERETTI ADDITION, LOCATED IN THE SOUTHEAST ONE-QUARTER (SE 1/4) OF SECTION 26, TOWNSHIP 21 NORTH, RANGE 3 EAST, PRINCIPAL MERIDIAN MONTANA, CITY OF GREAT FALLS, CASCADE COUNTY, MONTANA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 8 OF BLOCK 9 OF WEST RIDGE ADDITION, PHASE VIII, THENCE, N00°08'28"W, A DISTANCE OF 805.61 FEET; THENCE, S89°23'02"E, A DISTANCE OF 1824.08 FEET; THENCE S00°16'55"W, A DISTANCE OF 805.46 FEET; THENCE, N89°23'02"W, A DISTANCE OF 1200.59 FEET; THENCE, N89°20'01"W, A DISTANCE OF 60 FEET; THENCE, N89°23'52"W, A DISTANCE OF 557.54 FEET TO THE POINT OF BEGINNING, CONTAINING 33.67 ACRES MORE OR LESS.

THE UNDERSIGNED, GRANTOR HEREBY DEDICATES, TO THE CITY OF GREAT FALLS, GRANTEE, THE PUBLIC STREETS AS SHOWN HEREON. WITHOUT LIMITATION, GRANTEE MAY OPERATE, MAINTAIN, REPAIR, AND REBUILD ROADS, DRAINAGE WAYS, RAMPS, SIDEWALKS, CURBS, GUTTERS, CUTS AND OTHER RELATED IMPROVEMENTS.

FURTHERMORE, THIS SURVEY IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO SECTION 76-4-125(1)(a) M.C.A., TO WIT: "AS CERTIFIED PURSUANT TO 76-4-127, TO WIT "(1) TO QUALIFY FOR THE EXEMPTION SET OUT IN 76-4-125(1)(a), THE CERTIFYING AUTHORITY SHALL SEND NOTICE OF CERTIFICATION TO THE REVIEWING AUTHORITY THAT ADEQUATE STORM WATER DRAINAGE AND ADEQUATE MUNICIPAL FACILITIES WILL BE PROVIDED FOR THE SUBDIVISION, FOR A SUBDIVISION SUBJECT TO TITLE 76, CHAPTER 3, THE CERTIFYING AUTHORITY SHALL SEND NOTICE OF CERTIFICATION TO THE REVIEWING AUTHORITY PRIOR TO FINAL PLAT APPROVAL."

FURTHERMORE, FEDERAL, STATE, AND LOCAL PLANS, POLICIES, REGULATIONS AND/OR CONDITIONS OF SUBDIVISION APPROVAL THAT MAY LIMIT THE USE OF THE PROPERTY, INCLUDING THE LOCATION, SIZE AND USE ARE SHOWN ON THE CONDITIONS OF APPROVAL SHEET OR AS OTHERWISE STATED.

FURTHERMORE, BUYERS OF PROPERTY SHOULD ENSURE THAT THEY HAVE OBTAINED AND REVIEWED ALL SHEETS OF THE PLAT AND ALL DOCUMENTS RECORDED AND FILED IN CONJUNCTION WITH THE PLAT AND ARE STRONGLY ENCOURAGED TO CONTACT THE LOCAL PLANNING DEPARTMENT AND BECOME INFORMED OF ANY LIMITATIONS ON THE USE OF THE PROPERTY PRIOR TO CLOSING.

FURTHERMORE, THE UNDERSIGNED HEREBY GRANTS UNTO EACH AND EVERY PERSON, FIRM, OR CORPORATION, WHETHER PUBLIC OR PRIVATE, PROVIDING OR OFFERING TO PROVIDE TELEPHONE, TELEGRAPH, ELECTRIC POWER, GAS, CABLE TELEVISION, WATER OR SEWER SERVICE TO THE PUBLIC, THE RIGHT TO THE JOINT USE OF AN EASEMENT FOR THE CONSTRUCTION, MAINTENANCE, REPAIR, AND REMOVAL OF THEIR LINES AND FACILITIES, IN, OVER, UNDER AND ACROSS EACH AREA DESIGNATED ON THIS PLAT AS "UTILITY EASEMENT" TO HAVE AND TO HOLD FOREVER.

S&L DEVELOPMENT, LLC

BY AUTHORIZED AGENT  
S&L DEVELOPMENT, LLC

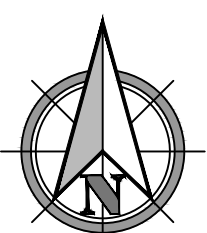
STATE OF MONTANA )  
COUNTY OF CASCADE ) :SS

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, A NOTARY PUBLIC FOR THE STATE OF MONTANA, PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON WHOSE NAMES ARE SUBSCRIBED TO THE WITHIN INSTRUMENT, AND ACKNOWLEDGE TO ME THAT THEY ARE EXECUTED THE SAME.

NOTARY PUBLIC, STATE OF MONTANA

- LEGEND**
- SECTION LINE
  - EXTERIOR SUBDIVISION BOUNDARY
  - INTERIOR SUBDIVISION BLOCK & LOT BOUNDARY
  - EASEMENT AS DESCRIBED (PER THIS DOCUMENT)
  - ROAD CENTERLINE (PER THIS DOCUMENT)
  - BLOCK & LOT BOUNDARY
  - ROAD CENTERLINE (PER RECORD DOCUMENT)
  - FOUND MONUMENT AS DESCRIBED
  - SET 1 1/2" ALUMINUM CAP MARKED "WEI SHAYLOR 19110LS"
  - SET 1 1/4" YELLOW PLASTIC CAP MARKED "WEI SHAYLOR 19110LS"
  - (F) FOUND
  - (C) CALCULATED OR SET

- KEY NOTES:**
- ① 60' RIGHT OF WAY
  - ② 10' UTILITY EASEMENT



0 100 200  
IN FEET

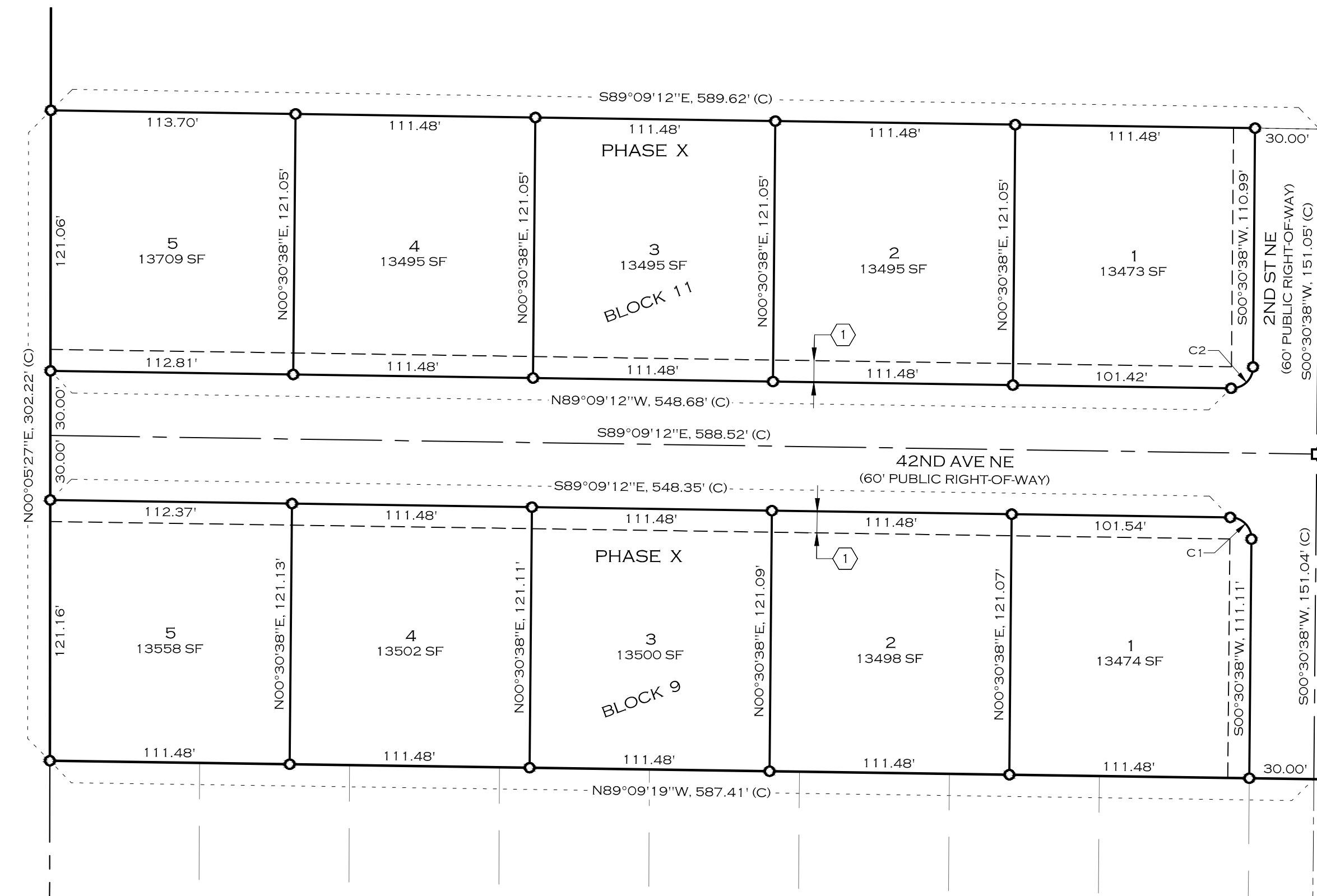
BASIS OF BEARING:  
MONTANA STATE PLANE - 2500  
GRID NORTH - GROUND DISTANCES

	1/4	SECTION	TOWNSHIP	RANGE	PRINCIPAL MERIDIAN MONTANA CASCADE COUNTY, MONTANA WEI JOB#: 2130 DRAWN: RLO QA: MDS DATE: JULY 18, 2022 FILENAME: PLAT.DWG SHEET 1 OF #
	<input checked="" type="checkbox"/>	26	21 N	3 E	



# PRELIMINARY PLAT OF WEST RIDGE ADDITION, PHASE X OF PERETTI ADDITION TRACT 2

A MAJOR SUBDIVISION OF PERETTI ADDITION TRACT 2, LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 26, TOWNSHIP 21 NORTH, RANGE 3 EAST, P.M.M., CITY OF GREAT FALLS, CASCADE COUNTY, MONTANA



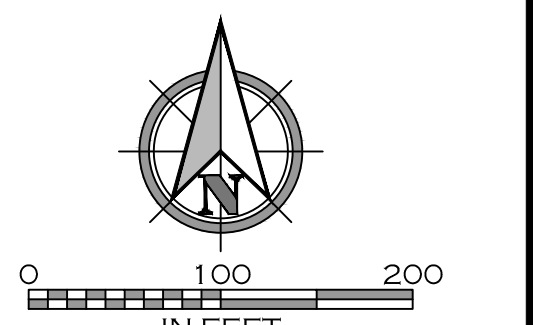
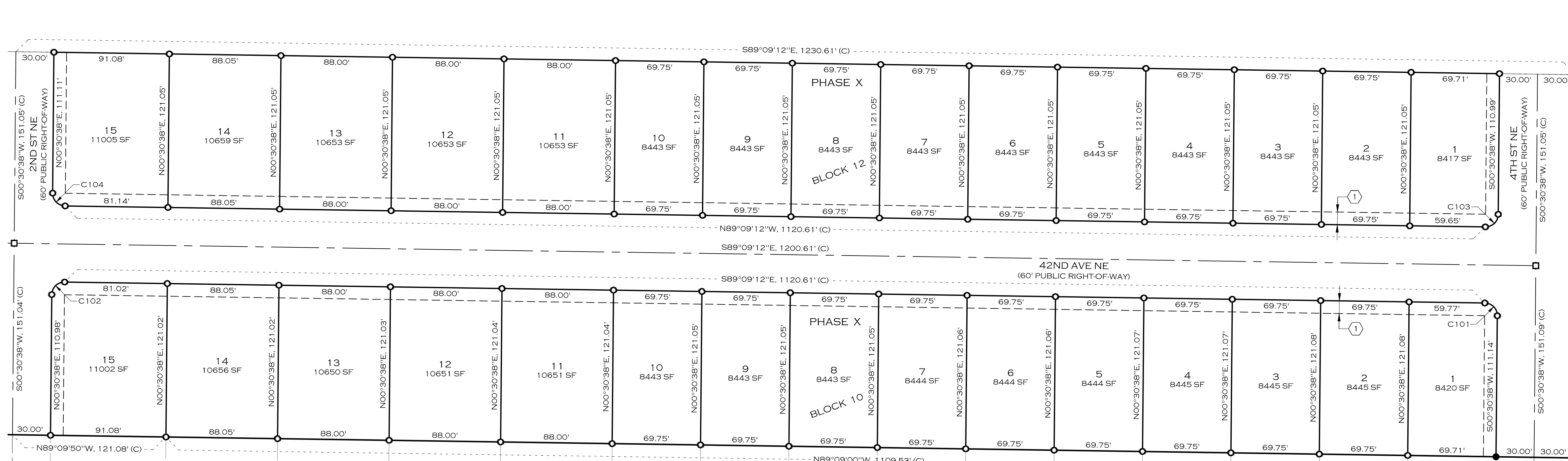
**LEGEND**

- SECTION LINE
- EXTERIOR SUBDIVISION BOUNDARY
- INTERIOR SUBDIVISION BLOCK & LOT BOUNDARY
- EASEMENT AS DESCRIBED (PER THIS DOCUMENT)
- ROAD CENTERLINE (PER THIS DOCUMENT)
- BLOCK & LOT BOUNDARY
- ROAD CENTERLINE (PER RECORD DOCUMENT)
- FOUND MONUMENT AS DESCRIBED
- SET 1/2" ALUMINUM CAP MARKED "WEI SHAYLOR 191 10LS"
- SET 1/4" YELLOW PLASTIC CAP MARKED "WEI SHAYLOR 191 10LS"
- FOUND
- CALCULATED OR SET

**KEY NOTES:**

- 10' UTILITY EASEMENT

CURVE TABLE			
CURVE #	RADIUS	LENGTH	DELTA
C1	10.00'	15.65'	089°39'49"
C2	10.00'	15.77'	090°20'11"
C101	10.00'	15.65'	089°39'49"
C102	10.00'	15.77'	090°20'11"
C103	10.00'	15.77'	090°20'11"
C104	10.00'	15.65'	089°39'49"



**BASIS OF BEARING:**  
 MONTANA STATE PLANE - 2500  
 GRID NORTH - GROUND DISTANCES  
**VERTICAL DATUM**  
 NAVD88

	1/4	SECTION	TOWNSHIP	RANGE	PRINCIPAL MERIDIAN MONTANA CASCADE COUNTY, MONTANA WEI JOB#: GF-2130 DRAWN: RLO QA: MDS DATE: JULY 11, 2022 FILENAME: PLAT.DWG SHEET 1 OF 8
	26	21 N	3 E		

PRELIMINARY PLAT SUBMITTAL  
WEST RIDGE - PHASE 10  
*July 29, 2022*



---

# APPENDIX D

## Soil Evaluation

**DELTA ENGINEERING P.C.**

CONSULTING ENGINEERS  
P.O. BOX 1481  
GREAT FALLS, MT 59403  
(406) 727-3687



**MEMO TO:** Craig Raymond, Director, Planning and Development  
**FROM:** G. L. Knudson, PE  
**RE:** WEST RIDGE ADDITION - PHASE IX, Soils Evaluation/Building Foundations  
**DATE:** October 20, 2021

Six different test holes were completed in West Ridge Phase IX to determine the subsurface soils lithology for planned foundations for single family homes and town houses. A Plat Map showing the location of the six test pits is enclosed. Logs of each test hole are also enclosed.

The excavations for the water and sewer mains on Choteau Avenue penetrated bedrock at depths of 3 to 9 feet below existing surface. The excavations for the water and sewer service lines also penetrated bedrock at similar depths, which provided me the depths to bedrock between the test holes completed for this Phase.

The six test holes and the utility excavations show that all of West Ridge Addition Phase IX is underlain by bedrock at depths of 3 to 9 feet. The subsurface bedrock in West Ridge PH IX is consistent with the bedrock conditions (depth and lithology) found in the previous phases for West Ridge.

All test holes were excavated to hard dense sandstone bedrock. Typically, the sandstone is overlain by silty sand/loam on the north side of Choteau Ave., generally in the middle, of the Block, underlain by sand, then 2 to 4-1/2 feet of a blocky clay, above the sandstone bedrock in Test Holes 2,3,4,5, & 6. The clay is dry and moderately stiff. There is a yellow medium to coarse grained sand layer overlying the sandstone bedrock at TH-1.

All of the single family home lots (11,12,13,14, 17, 18, 19 & 20) have bedrock at 3 to 6 feet. All basement foundations/footings will be below bedrock. The standard City of Great Falls spread footing and foundation is appropriate for these lots.

The unconsolidated soils (clay and sand) vary from 4.5 feet up to about 9 feet below existing ground surface. The footings/foundations of the planned town homes, are intended to be on crawlspaces, with a 4 feet stem wall on 8 inch thick footings. The bedrock under the town home Lots 1-10 varies from 4 to 9 feet. These lots are north of Choteau Ave. The bedrock below Lots 21-30 varies from 8 to 4.5 feet. These lots are south of Choteau Ave. Based upon the utility trenches for the water and sewer lines, the bedrock is increasing shallower on the lots on the south side of Chouteau Ave from Lot 22 to Lot 30 (5.5 ft. to 4.5 ft.)

Presumptive bearing capacity of the sandstone is estimated to be between 20,000 pounds per square feet up to 40,000 pounds per square feet (see attachment). The International Building Code Allowable Foundation Bearing Pressure is 1500 psf. The presumptive bearing pressure of the bedrock in West Ridge PH IX is over a magnitude of ten higher.

For the town home lots with bedrock in excess of 5 feet below the top of the foundation, there

are several options available:

- I. Excavate and remove the unconsolidated materials to bedrock and replace with engineered fill.
- II. Shafts (large diameter drill /auger holes) drilled to bedrock, on specific spacing based on the shaft diameter, and filled with 4000+ psi cast-in-place concrete to the bottom of the footing elevation. Use a concrete grade beam for the footing, between the concrete shafts.
- III. Excavate a narrow trench along the perimeter of the home foundation and interior footings to bedrock, and extend the footings and foundation to bedrock. Maintain the undisturbed soils to the crawl space sub-grade elevation/concrete floor slab.
- IV. Resistance/helical piers are another option, but the shallow bedrock, in my opinion, do not justify this more costly alternative.

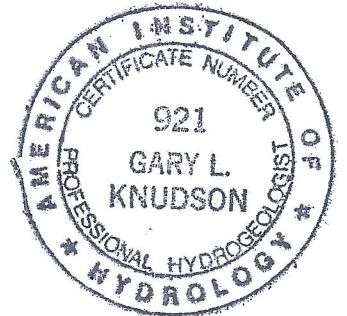
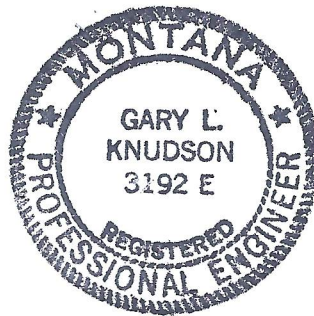
These options are most likely contingent on the depth to bedrock, and the economics/costs associated with each option.

If you have any questions, please give me a call.

Respectively Submitted,

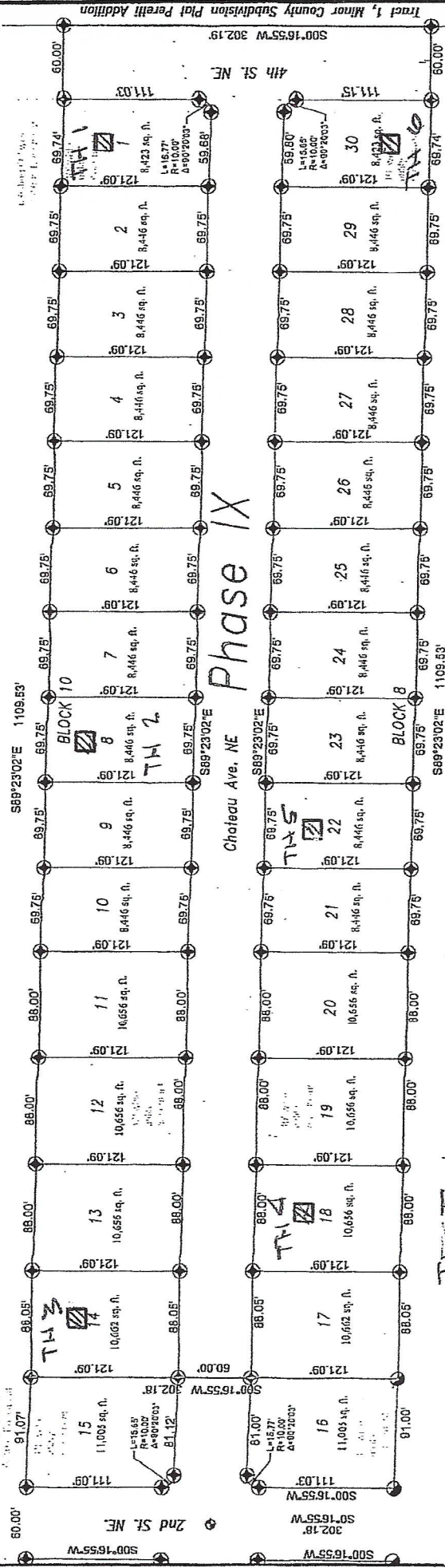


Gary L. Knudson, P.E.  
 Montana Professional Engineer No. 3192E  
 Certified Professional Hydrogeologist AIH 921 HG



# Preliminary Plat of West Ridge Addition Phase IX of Peretti Addition Tract 2, a Minor County Subdivision

SE1/4, Section 26, Township 21 North, Range 3 East, P.M.M., Cascade County, Montana



TEST HOLE	LOT / BLOCK	BEDROCK	TOTAL DEPTH
1	LOT 10 BLK 10	9'	9'
2	LOT 8 BLK 10	4.5'	5'
3	LOT 14 BLK 10	3'	3'
4	LOT 13 BLK 10	4.5'	5'
5	LOT 22 BLK 10	8'	8.5'
6	LOT 30 BLK 10	4.5'	5'

ALL TEST HOLES LOCATED 50' FROM FRONT PROP. LINE - NEAR CENTER OF LOT

WR PH IX  
TEST HOLE LOCATION

# SOILS-SPREAD FOOTINGS

**TABLE-A CLASSIFICATION OF SUPPORTING SOILS\***

Class	Material	Maximum allowable presumptive bearing values in tons-per square foot
1	Hard sound rock	60
2	Medium hard rock	40
3	Hardpan overlying rock	12
4	Compact gravel and boulder-gravel formations; very compact sandy gravel	10
5	Soft rock	8
6	Loose gravel and sandy gravel; compact sand and gravelly sand; very compact sand-inorganic silt soils	6
7	Hard dry consolidated clay	5
8	Loose coarse to medium sand; medium compact fine sand	4
9	Compact sand-clay soils	3
10	Loose fine sand; medium compact sand-inorganic silt soils	2
11	Firm or stiff clay	1.5
12	Loose saturated sand-clay soils; medium soft clay	1

**Explanation of Terms**

Compaction Related to Spoon Blows; Sand

Descriptive Term	Blows/Foot	Remarks
Loose	15 or less	These figures approximate for medium sand.
Compact	16 to 50	2½-inch spoon, 300-pound hammer, 18-inch fall.
Very compact	50 or more	Coarser soil requires more blows, finer material, fewer blows.

Consistency Related to Spoon Blows; Mud, Clay, Etc.

Descriptive Term	Blows/Foot	Remarks
Very soft	push to 2	Molded with relatively slight finger pressure.
Soft	3 to 10	
Stiff	11 to 30	Molded with substantial finger pressure; might be removed by spading.
Hard	30 or more	Not molded by fingers, or with extreme difficulty; might require picking for removal.

Descriptive Term	Soil Sizes		Size Range
	Pass Sieve Number	Retained Sieve Number	
Clay	200	Hydrometer analysis	.006 mm.
Silt	200		.006 to .074 mm.
Fine sand	65	200	.074 to .208 mm.
Medium sand	28	65	.208 to .589 mm.
Coarse sand	8	28	.589 to 2.362 mm.
Gravel	—	8	2.362 mm.
Pebble	—	—	2.362 mm. to 2½"
Cobble	—	—	2½" to 6"
Boulder	—	—	6"

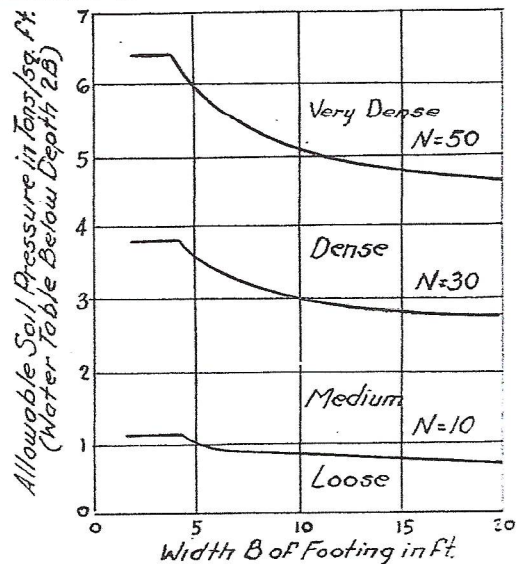
**TABLE-B PROPOSED BEARING VALUES FOR CLAY**

$N$  = number of blows per foot in standard penetration test  
 $q_u$  = unconfined compressive strength in tons per sq. ft.  
 $q_d$  = ultimate bearing capacity of continuous footing in tons per sq. ft.  
 $q_{ds}$  = ultimate bearing capacity of square footing in tons per sq. ft.  
 $q_a$  = proposed normal allowable bearing value in tons per sq. ft.  
 $q_a'$  = proposed maximum tolerable bearing value in tons per sq. ft.  
 $G_s$  = Factor of safety with respect to base failure.  
 1 Standard Penetration Test - 140 lb weight, 30" drop

Description of Clay	N	$q_u$	$q_d$	$q_{ds}$	$q_a$		$q_a'$	
					Square 1.2 $q_u$	Cont. 0.9 $q_u$	Square 1.8 $q_u$	Cont. 1.3 $q_u$
Very Soft*	Less than 2	Less than 0.25	Less than 0.71	Less than 0.92	Less than 0.30	Less than 0.22	Less than 0.45	Less than 0.30
Soft*	2 to 4	0.25 to 0.50	0.71 to 1.42	0.92 to 1.85	0.30 to 0.60	0.22 to 0.45	0.45 to 0.90	0.30 to 0.60
Medium	4 to 8	0.50 to 1.00	1.42 to 2.85	1.85 to 3.70	0.60 to 1.20	0.45 to 0.90	0.90 to 1.80	0.60 to 1.30
Stiff	8 to 15	1.00 to 2.00	2.85 to 5.70	3.70 to 7.40	1.20 to 2.40	0.90 to 1.80	1.80 to 3.60	1.30 to 2.60
Very Stiff	15 to 30	2.00 to 4.00	5.70 to 11.40	7.40 to 14.80	2.40 to 4.80	1.80 to 3.60	3.60 to 7.20	2.60 to 5.20
Hard	Over 30	Over 4.00	Over 11.40	Over 14.80	Over 4.80	Over 3.60	Over 7.20	Over 5.20

\* If clay is normally loaded settlement can be important even under smallest allowable soil pressure.

**FIG. A SAND BEARING CURVES\*\***



\* Adapted from NYC Building Code, 1951

\*\* From "Soil Mechanics in Engineering Practice" Terzaghi & Peck, John Wiley, 1948

PRELIMINARY PLAT SUBMITTAL  
WEST RIDGE - PHASE 10  
*July 29, 2022*

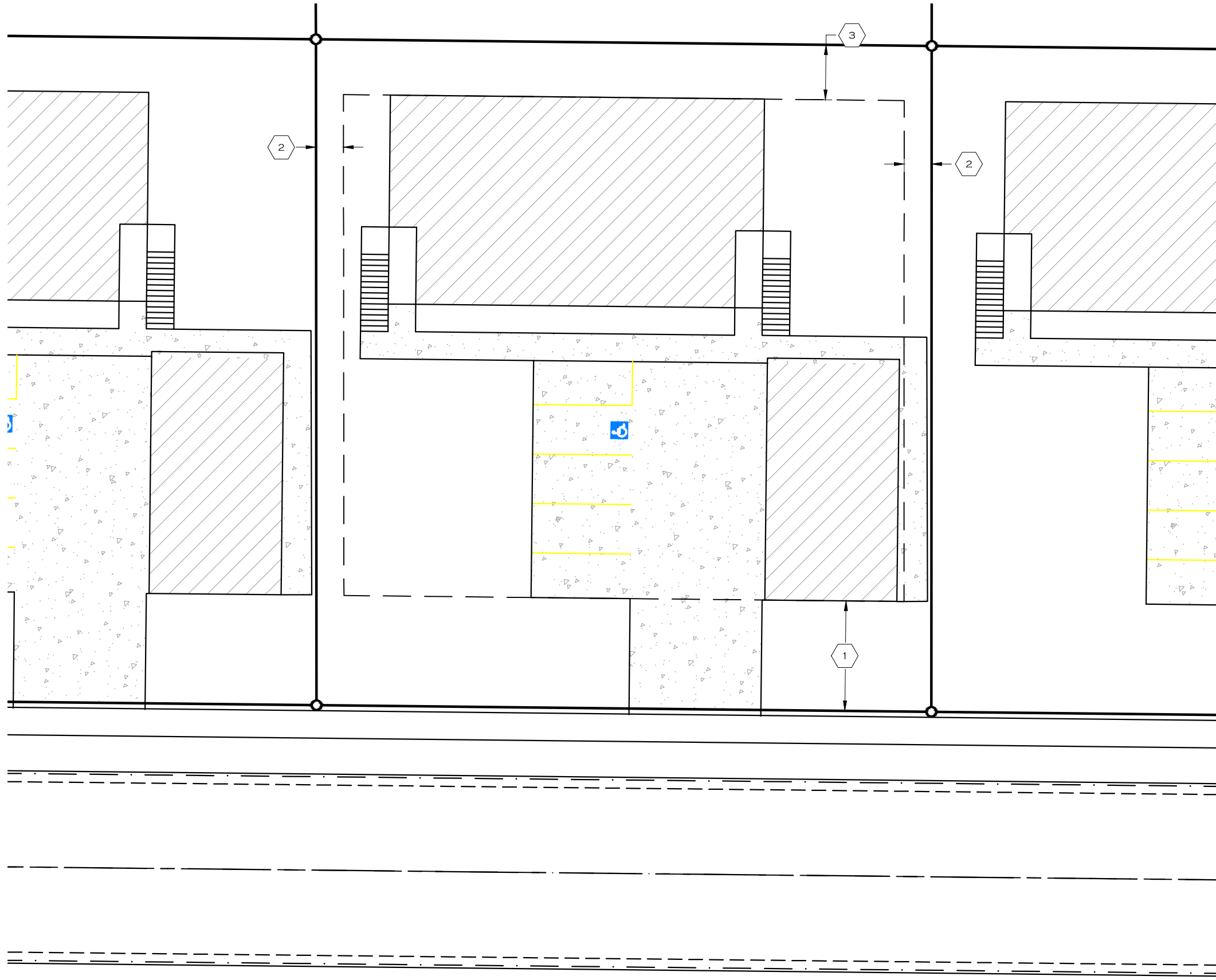


# APPENDIX E

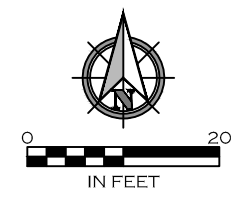
## PUD Lot Types

# EXHIBIT 'A'

4-PLEX LOT LAYOUT - TYPE 1



- KEY NOTES:**
- 1 20' FRONT YARD SETBACK
  - 2 5' SIDE YARD SETBACK
  - 3 10' REAR YARD SETBACK



WEST RIDGE PHASE 10 AND 11 - 4 PLEX LOT  
LAYOUT TYPE 1

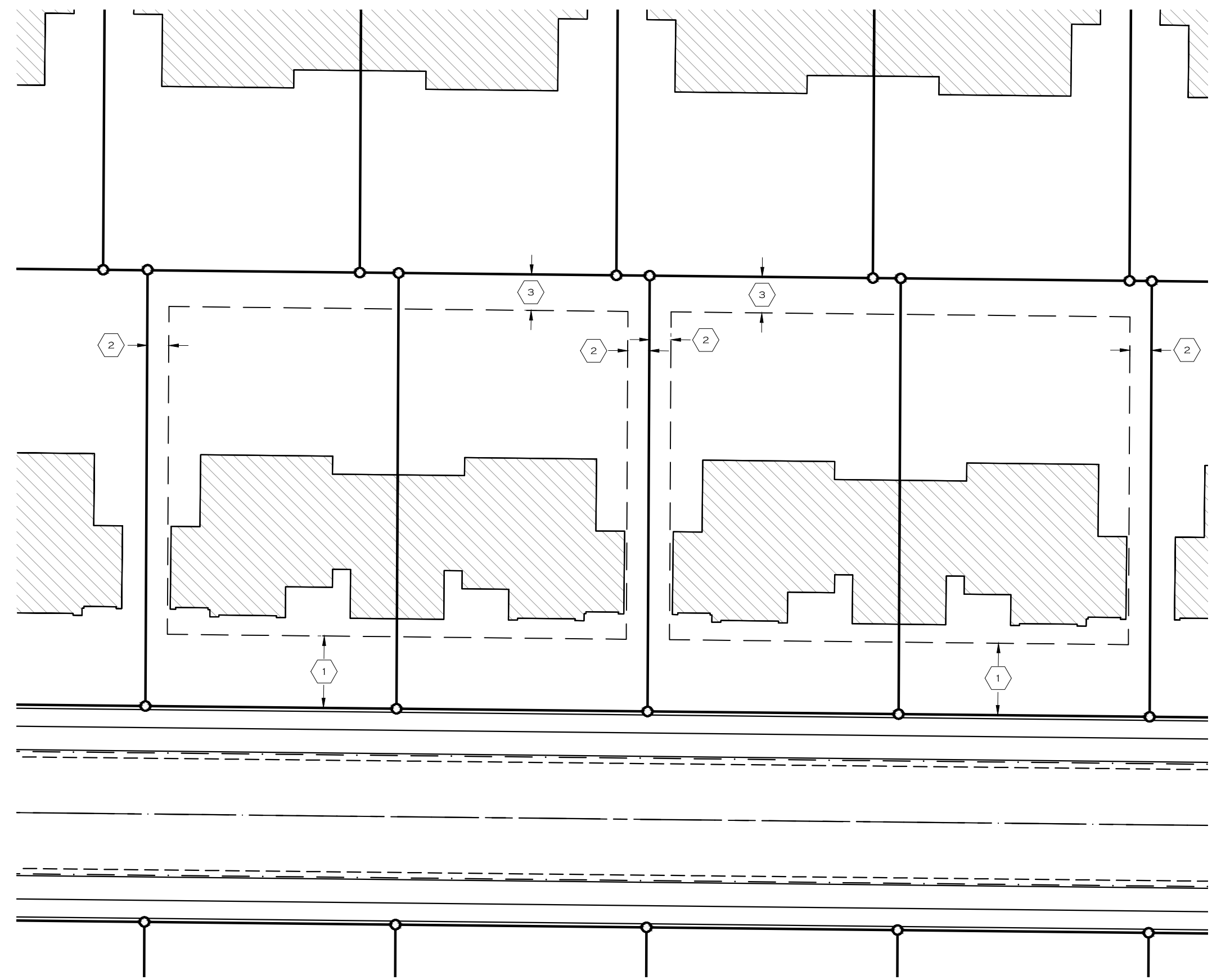
**WOTH ENGINEERING, INC.**  
ENGINEERS & SURVEYORS  
465 3RD STREET NW SUITE 206 - GREAT FALLS, MT 59404 • 406.761.6185  
380 O'LEARY STREET - GREAT FALLS, MT 59405 • 406.761.6185  
WWW.WOTHENG.COM

JOB#:	0F2190
DRAWN:	RLO
QA:	SMW
DATE:	4/27/2022

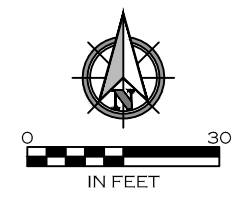


# EXHIBIT 'A'

TOWNHOUSE LOT LAYOUT - TYPE 1



- KEY NOTES:**
- 1 20' FRONT YARD SETBACK
  - 2 6' SIDE YARD SETBACK
  - 3 10' REAR YARD SETBACK



**WOTH ENGINEERING, INC.**  
**ENGINEERS & SURVEYORS**  
 480 3RD STREET NW SUITE 206 - GREAT FALLS, MT 59404 • 406.761.6185  
 300 O'LEARY STREET - GREAT FALLS, MT 59405 • 406.761.6185  
 WWW.WOTHENG.COM

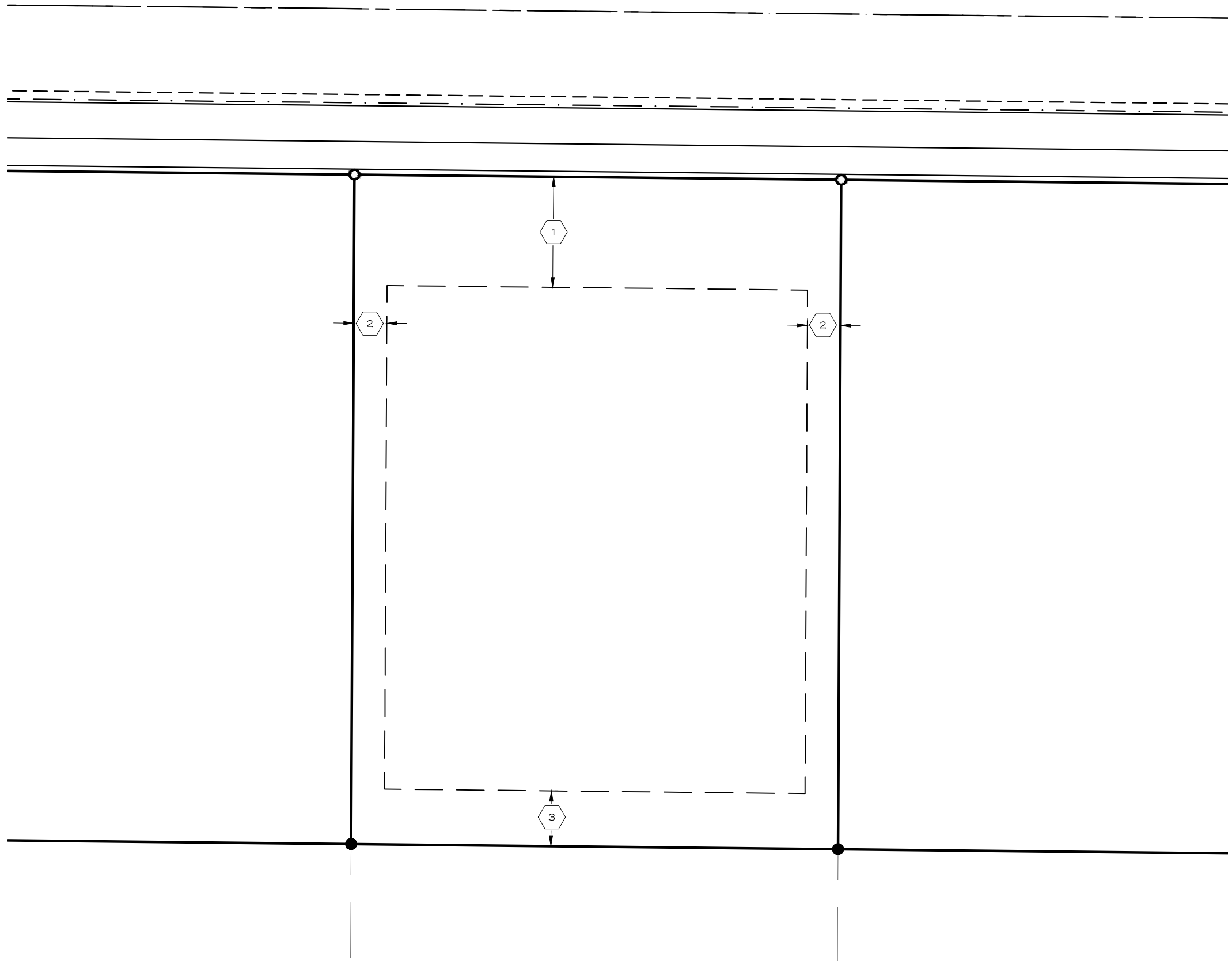
WEST RIDGE PHASE 10 AND 11 - TOWNHOUSE  
 LOT LAYOUT TYPE 1

EX-A  
 3 OF 5

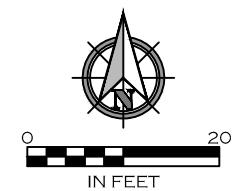
JOB#:	0F-2130
DRAWN:	RLD
QA:	SMW
DATE:	4/27/2022

# EXHIBIT 'A'

SINGLE FAMILY LOT LAYOUT



- KEY NOTES:**
- 1 20' FRONT YARD SETBACK
  - 2 6' SIDE YARD SETBACK
  - 3 10' REAR YARD SETBACK



JOB#:	BF-2130
DRAWN:	RLD
QA:	SMW
DATE:	4/27/2022

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WEST RIDGE PHASE 10 AND 11 - SINGLE FAMILY  
 LOT LAYOUT

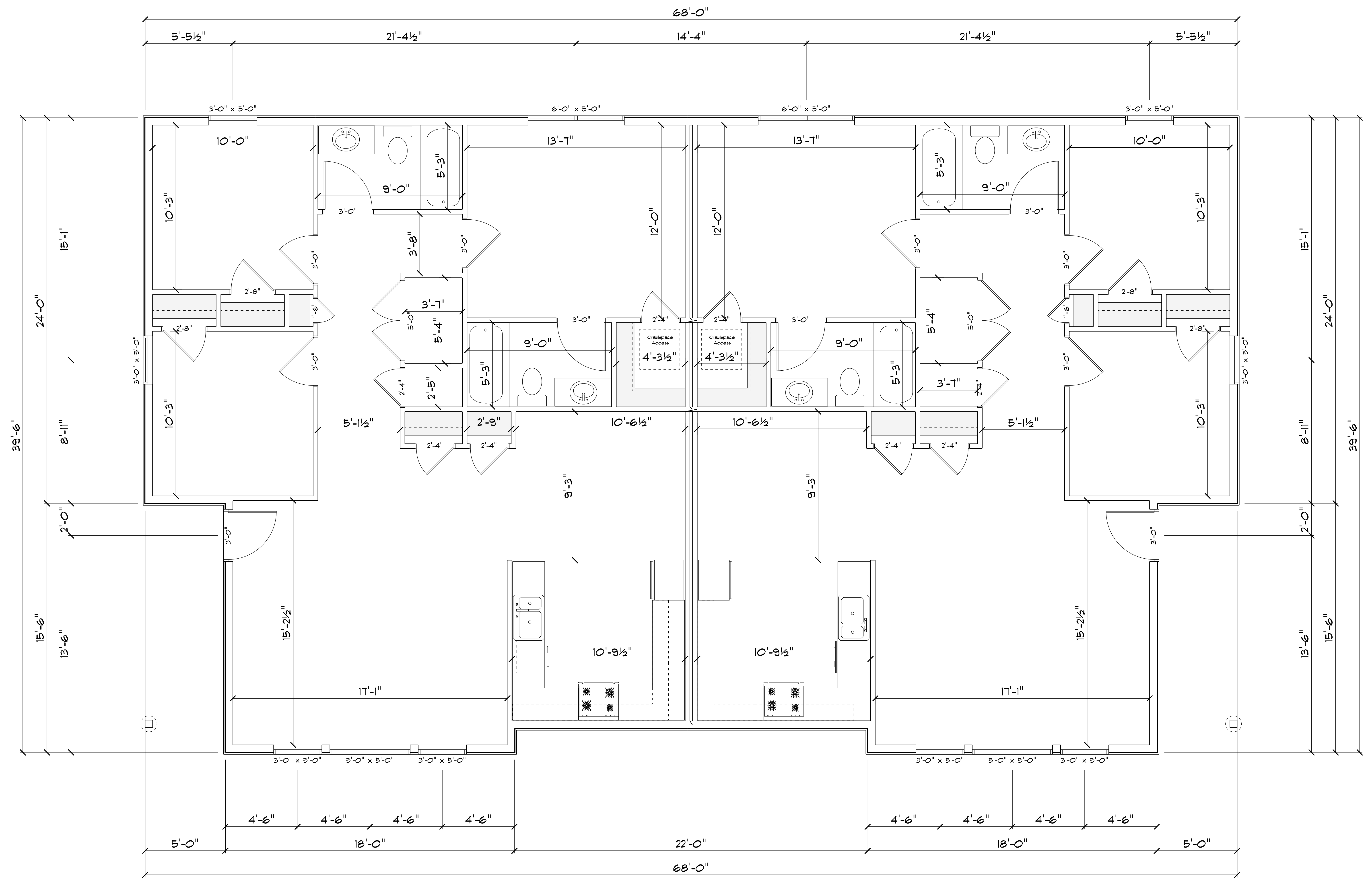
PRELIMINARY PLAT SUBMITTAL  
WEST RIDGE - PHASE 10  
*July 29, 2022*



---

# APPENDIX F

## 4 - Plex Plans and Details



**MAIN FLOOR**  
SCALE: 3/8" = 1'-0"

**Sunrise Meadows Apartments**  
4801 Central Avenue  
Great Falls  
MT  
59405  
PHONE: (406) 866-9498  
FAX:  
signaturehomesmt@gmail.com

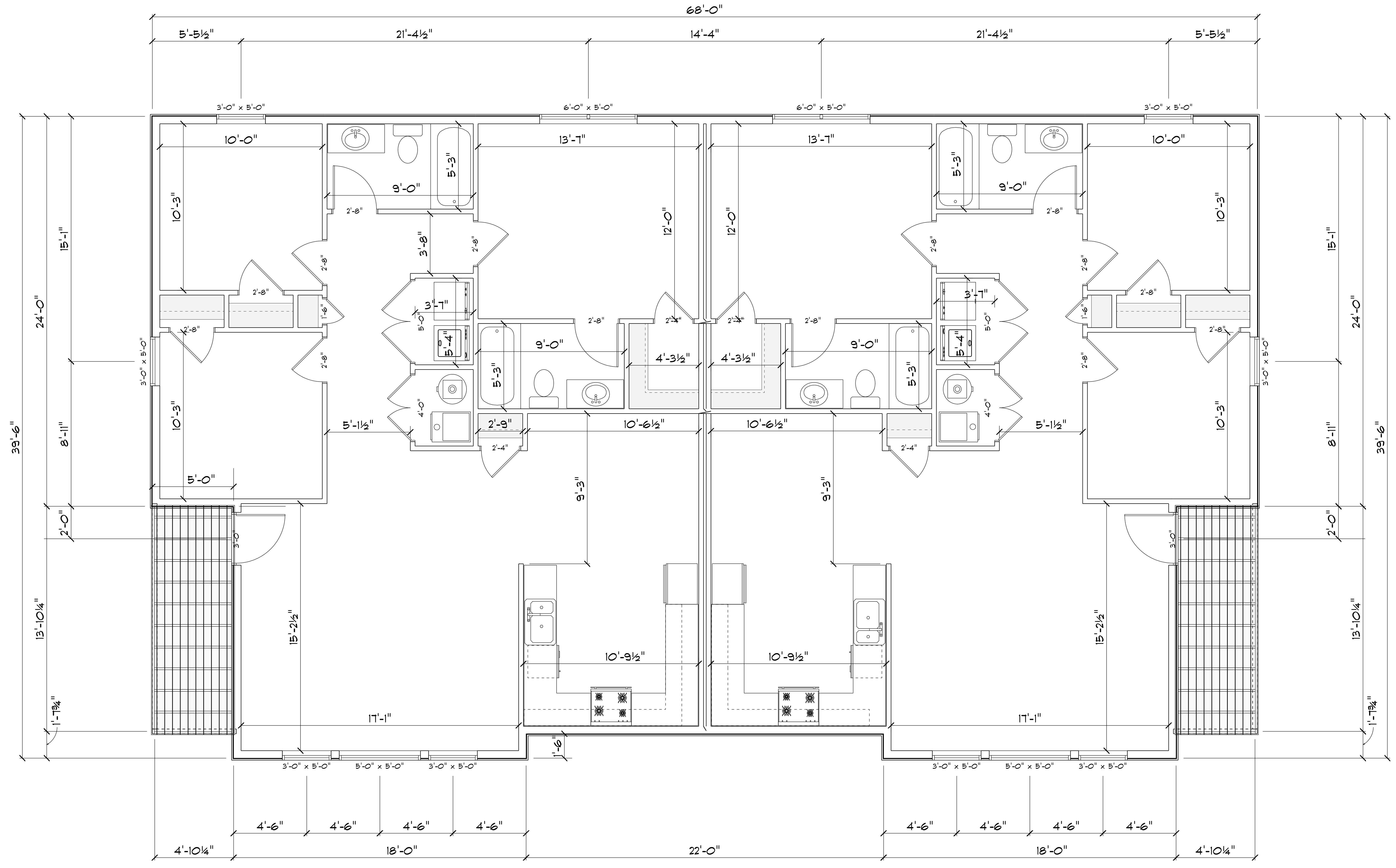
**SOFTPLAN**  
ARCHITECTURAL DESIGN SOFTWARE

PHONE:  
FAX:

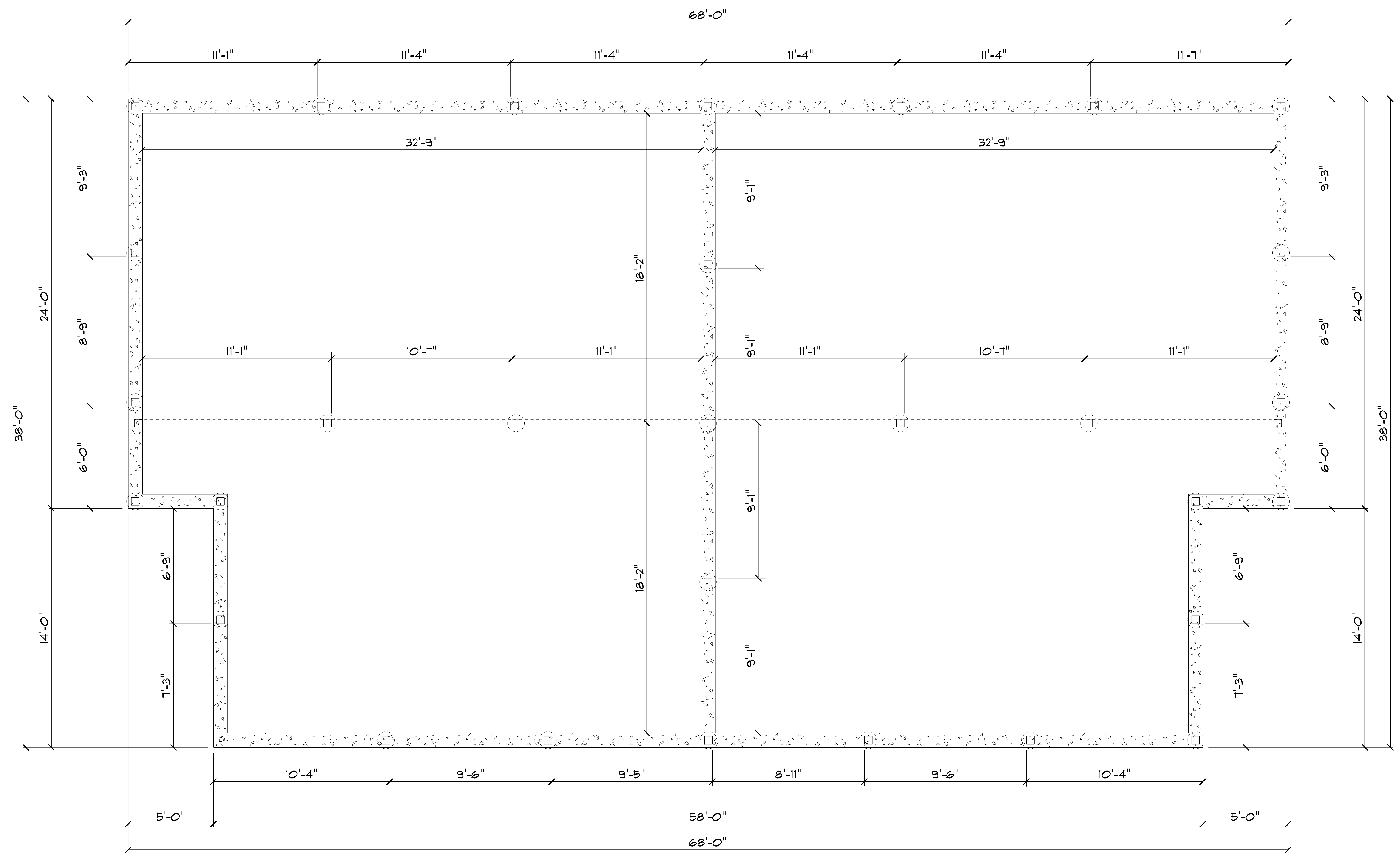
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DRAWN BY:  
DATE: Wednesday, January 31, 2018

SECTION LETTER  
A  
PAGE NUMBERS  
11

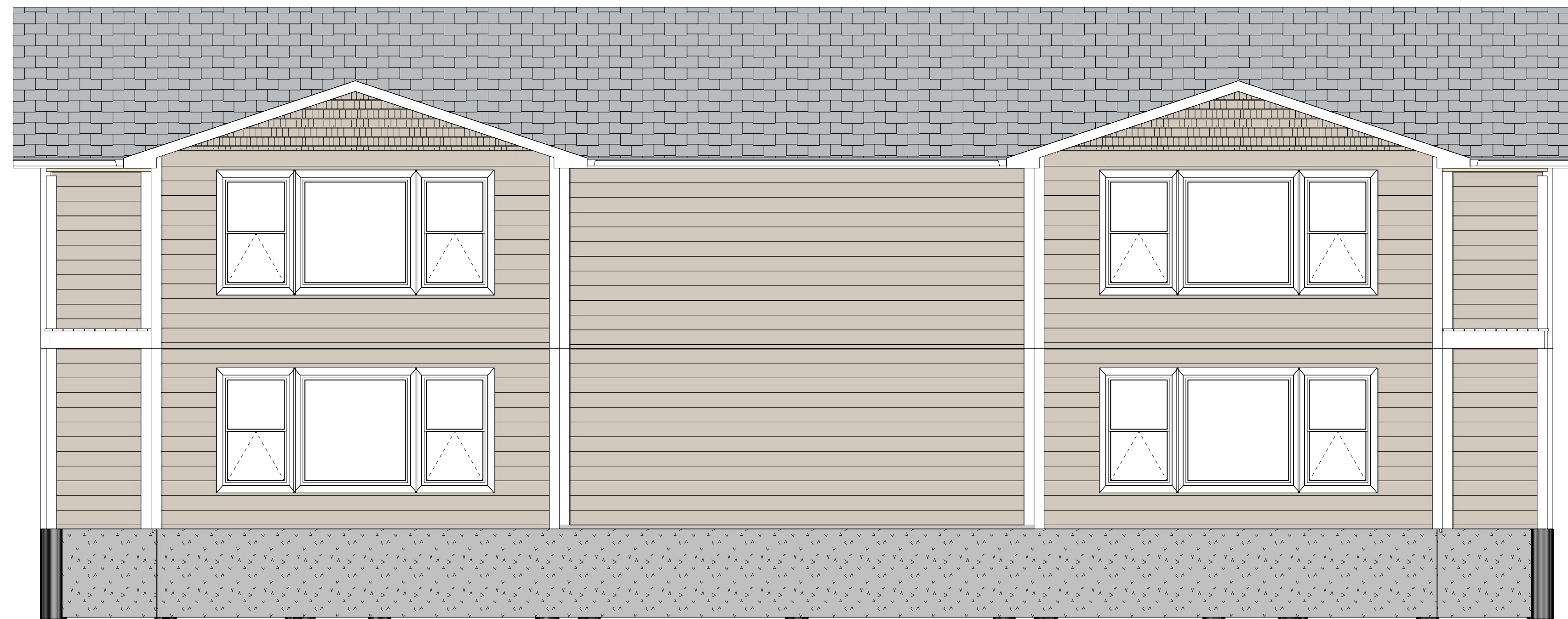
APPROVED:  
CHECKED BY:



**SECOND FLOOR**  
SCALE: 3/8" = 1'-0"



**CRAWLSPACE**  
SCALE: 3/8" = 1'-0"



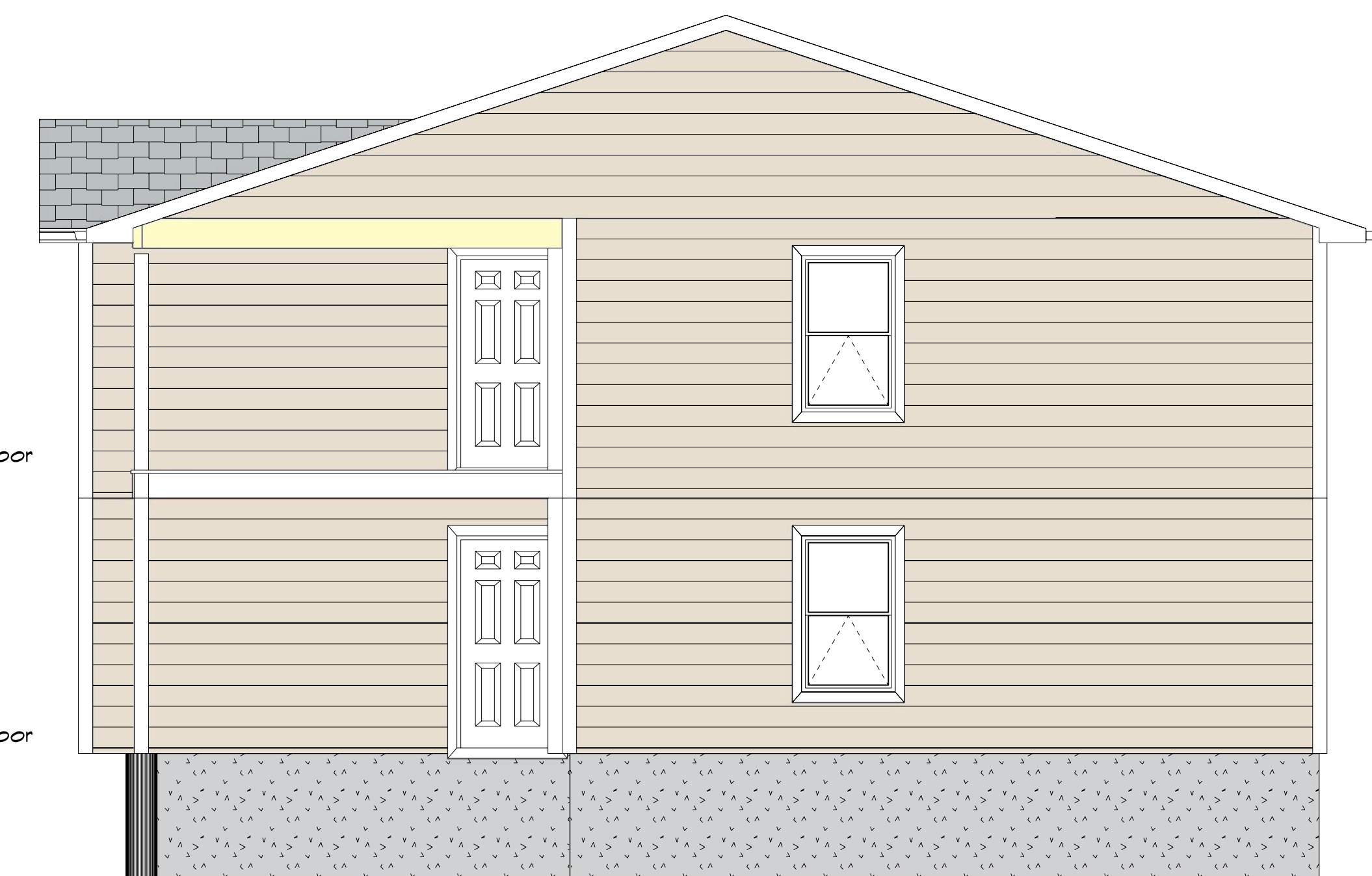
FRONT ELEVATION

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

Top of Plate

Top of Subfloor  
Top of Plate

Top of Subfloor



RIGHT ELEVATION

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

Top of Plate

Top of Subfloor  
Top of Plate

Top of Subfloor



REAR ELEVATION

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

Top of Plate

Top of Subfloor  
Top of Plate

Top of Subfloor



LEFT ELEVATION

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

Top of Plate

Top of Subfloor  
Top of Plate

Top of Subfloor

APPROVED: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
SECTION LETTER: A  
PAGE NUMBERS: 1/1

SCALE: 1/4" = 1'-0"  
DRAWN BY: \_\_\_\_\_  
DATE: Wednesday, January 31, 2018

PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_

**SOFTPLAN**  
ARCHITECTURAL DESIGN SOFTWARE

Sunrise Meadows Apartments  
4801 Central Avenue  
Great Falls  
MT  
59405  
PHONE: (406) 866-9498  
FAX: \_\_\_\_\_  
signaturehomesmt@gmail.com









PRELIMINARY PLAT SUBMITTAL  
WEST RIDGE - PHASE 10  
*July 29, 2022*

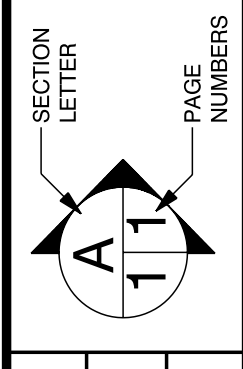


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# APPENDIX G

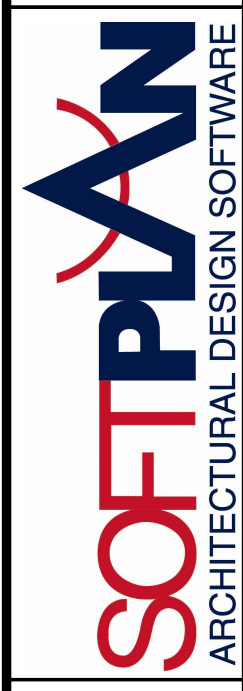
## Townhouse Plans and Details

APPROVED: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_

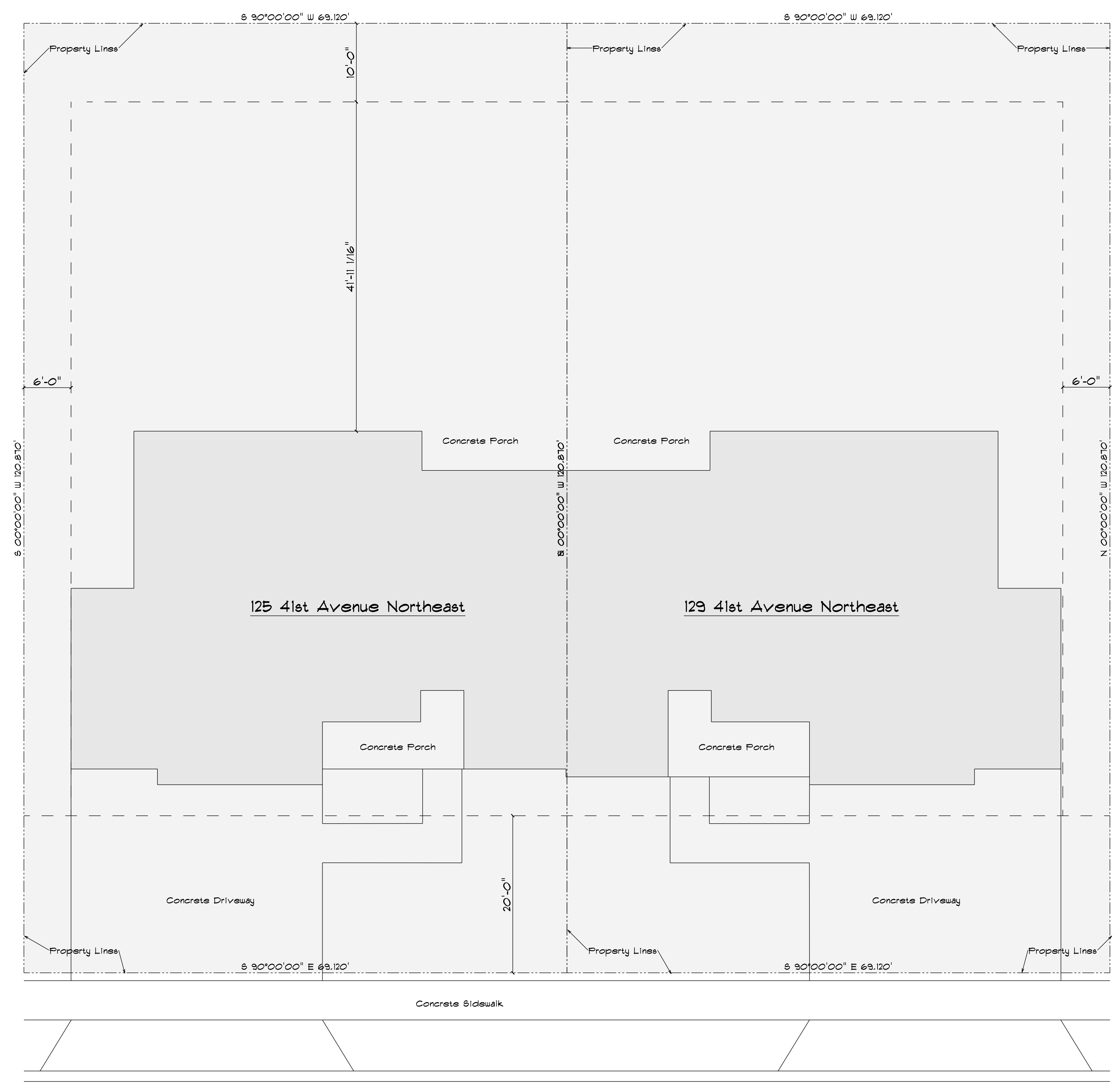
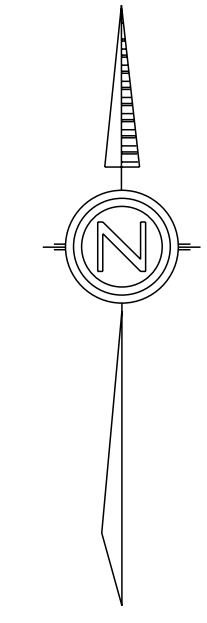


SCALE: 1/8" = 1'-0"  
DRAWN BY: \_\_\_\_\_  
DATE: Saturday, June 10, 2017

PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_

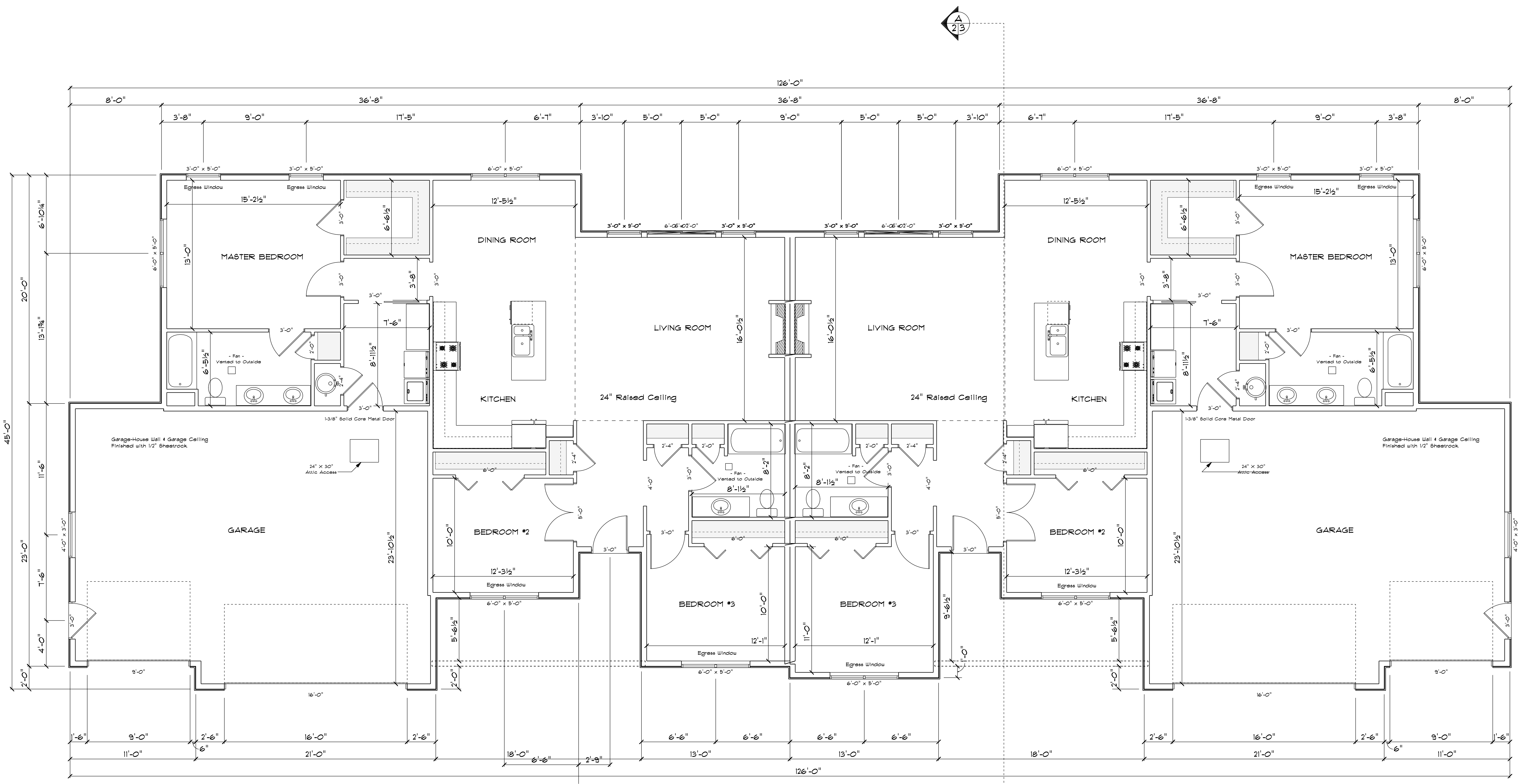


West Ridge Townhomes  
125 & 129 41st Ave NE  
Great Falls  
MT  
59404  
PHONE: (406) 866-9488  
FAX: \_\_\_\_\_  
signaturehomesmt@gmail.com

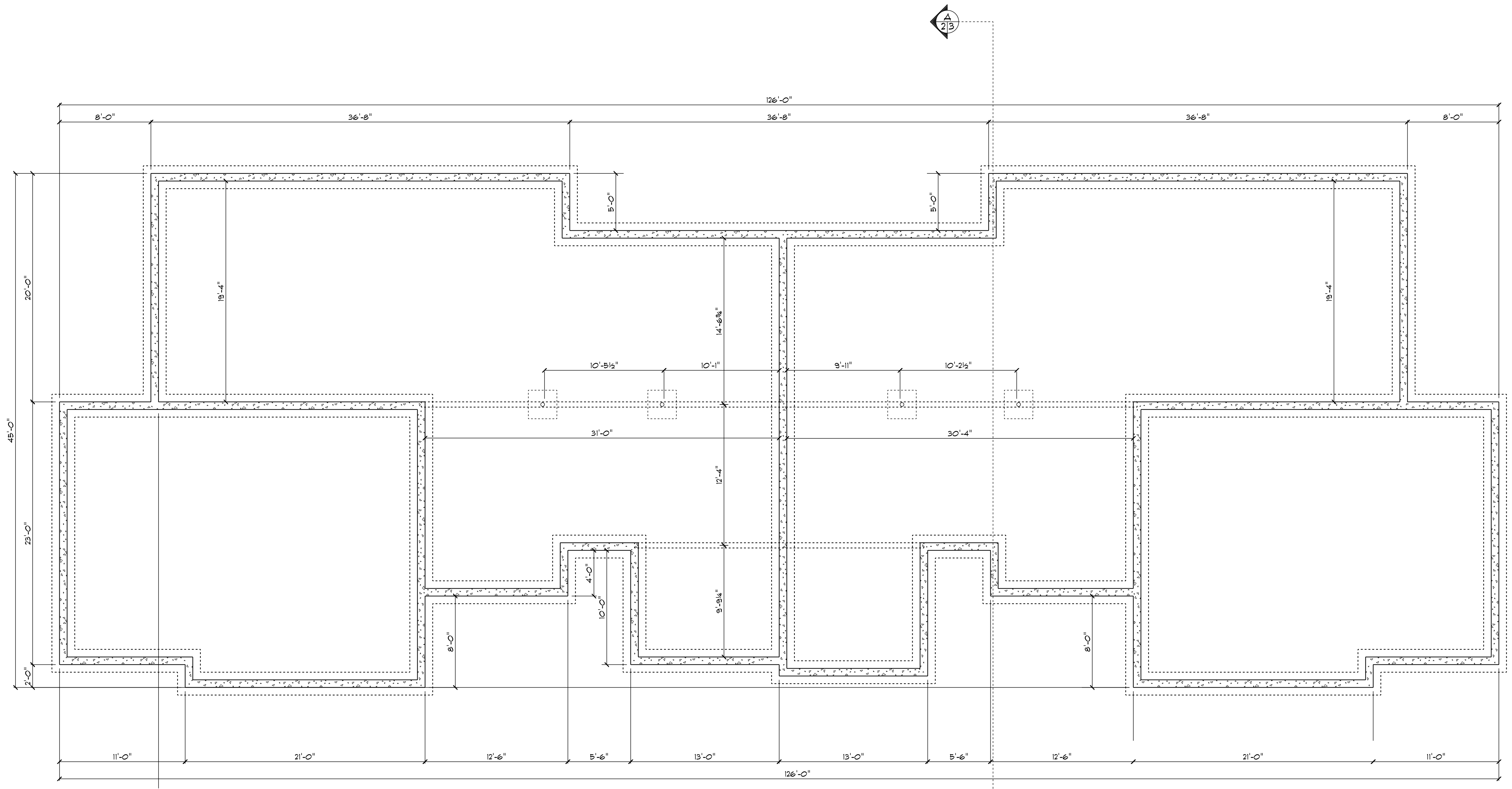


### 41st Avenue Northeast

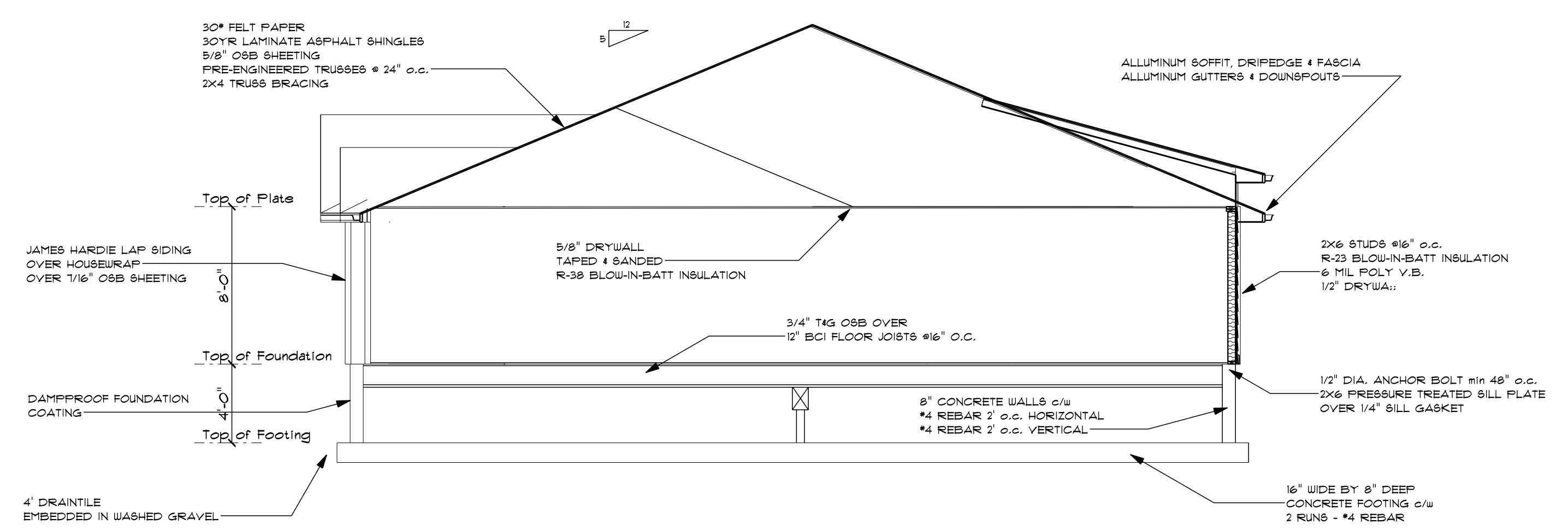
SITEPLAN  
SCALE: 1/8" = 1'-0"



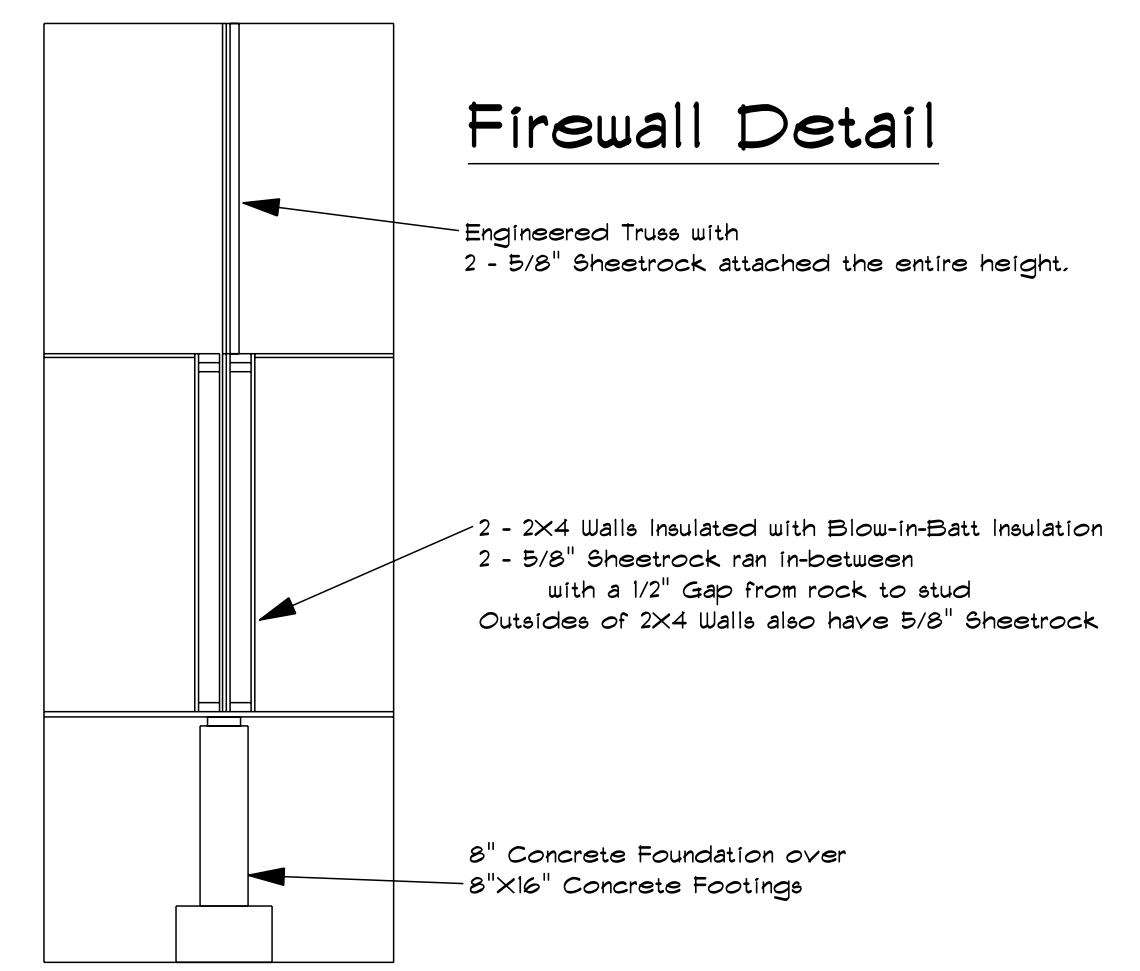
**MAIN FLOOR**  
SCALE: 1/4" = 1'-0"



**FOUNDATION**  
SCALE: 3/16" = 1'-0"

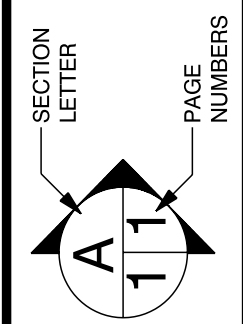


**TYPICAL WALL SECTION**  
SCALE: 3/16" = 1'-0"



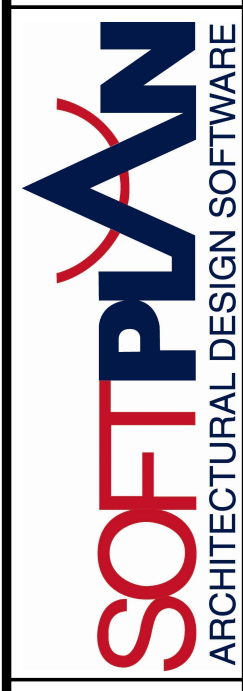
**Fire Wall Detail**  
SCALE: 3/8" = 1'-0"

APPROVED: CHECKED BY:

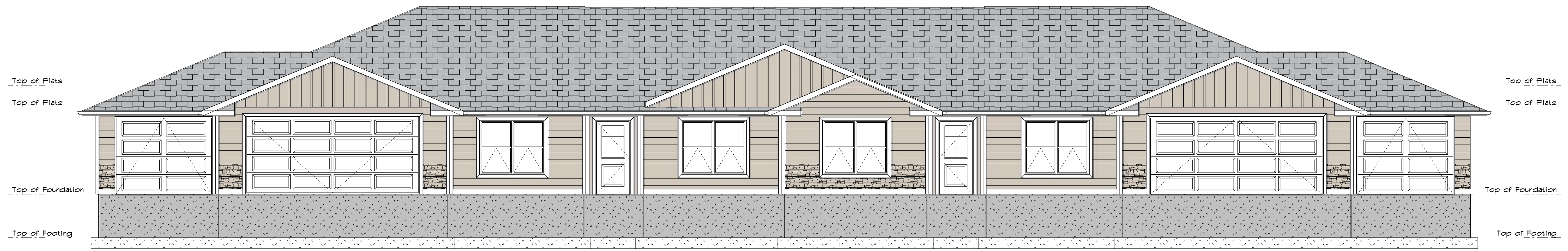


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DRAWN BY:  
DATE: Saturday, June 10, 2017

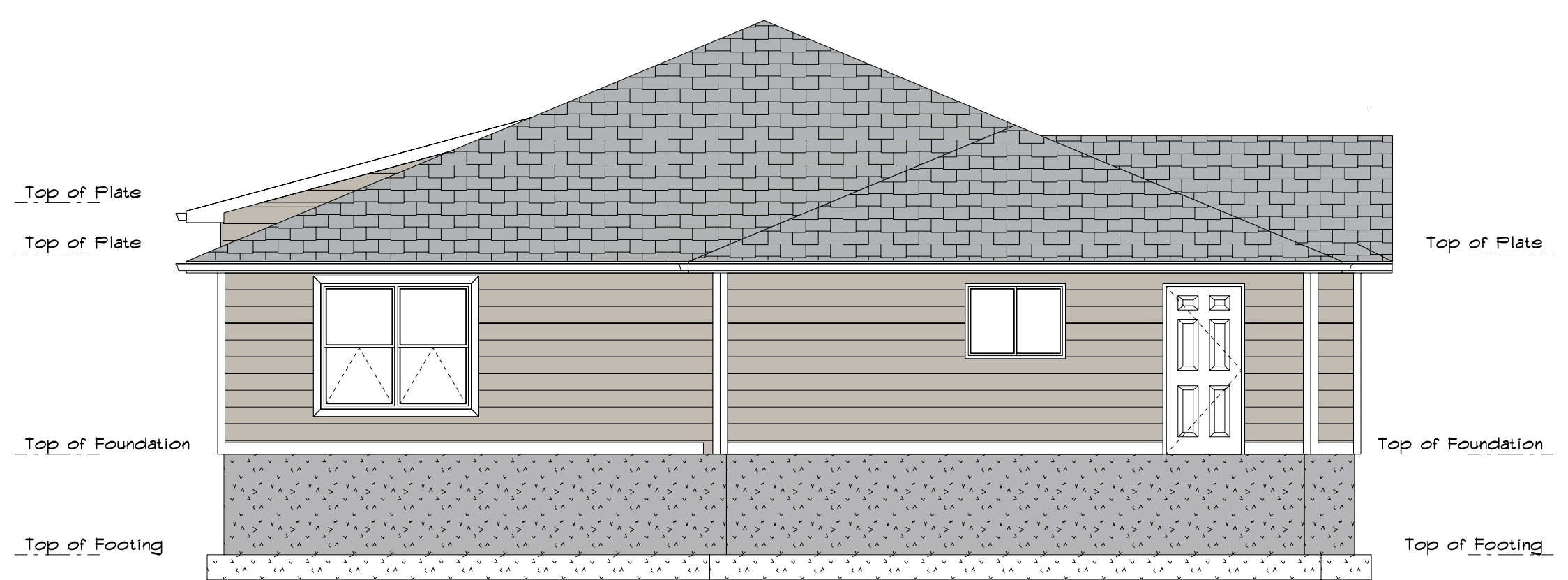
PHONE:  
FAX:



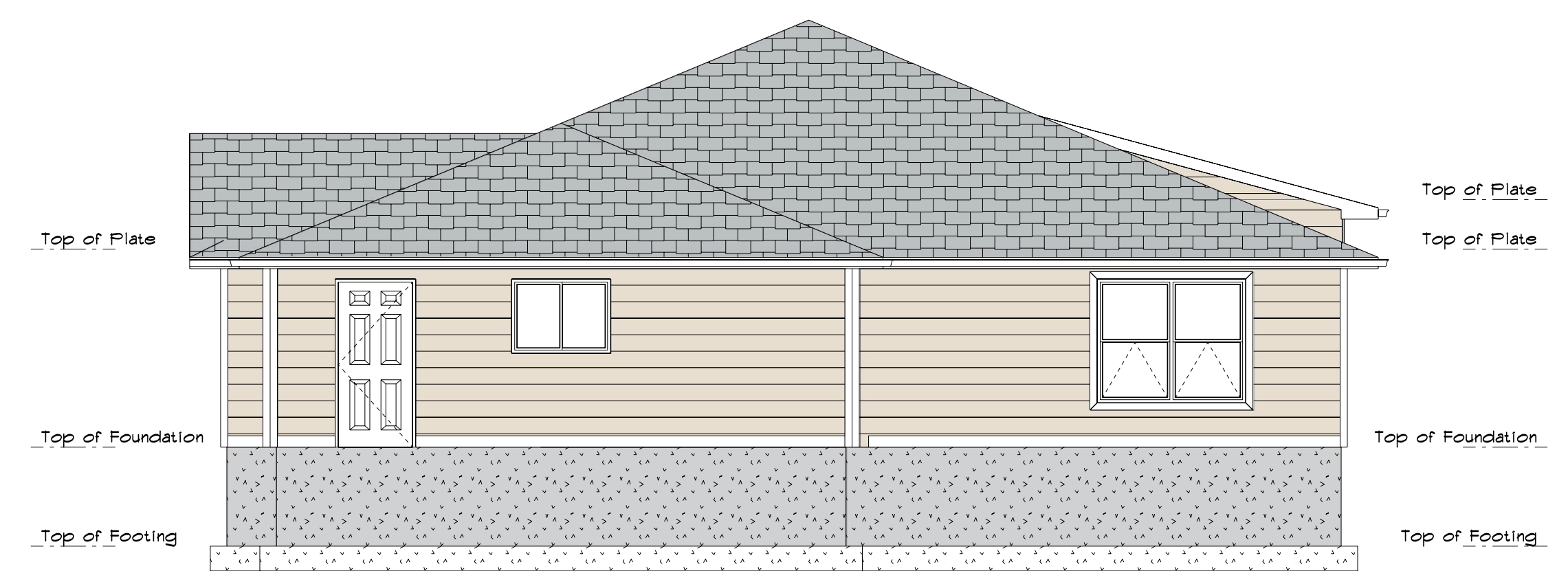
West Ridge Townhomes  
PHONE: (406) 866-9488  
FAX:  
signaturehomesmt@gmail.com  
125 & 129 41st Ave NE  
Great Falls  
MT  
59404



**FRONT ELEVATION**  
SCALE: 3/16" = 1'-0"



**LEFT ELEVATIONS**  
SCALE: 3/16" = 1'-0"



**RIGHT ELEVATION**  
SCALE: 3/16" = 1'-0"



**REAR ELEVATION**  
SCALE: 3/16" = 1'-0"



Meeting Date: August 23, 2022

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

<b>Item:</b>	Federal Fiscal Year (FFY) 2023 Unified Planning Work Program (UPWP)
<b>Initiated By:</b>	Great Falls Transportation Planning Process
<b>Presented By:</b>	Andrew Finch, Senior Planner
<b>Action Requested:</b>	Approve the FFY2023 Unified Planning Work Program

---

**Suggested Motion:**

1. Board Member moves:

“I move that the Planning Advisory Board (approve/deny) the Federal Fiscal Year 2023 Unified Planning Work Program, inclusive of any minor changes necessary to respond to State and Federal agency comments.”

2. Chair calls for a second, public comment, board discussion, and calls for the vote.

---

**Background:** Annually, the Great Falls Planning & Community Development Department, as the host agency for the Great Falls Metropolitan Planning Organization (MPO), prepares a Unified Planning Work Program (UPWP), as required by federal transportation planning requirements. The UPWP outlines the various work activities to be performed during the next federal fiscal year by the Department and the Great Falls Transit District, as well as projected staff hours and funding levels and sources.

Covering the period from October 1 to September 30, the UPWP includes activities to be conducted primarily by staff members from the Planning & Community Development Department, as well as consulting or contracted activities and activities funded with Federal Transit Administration pass-through funds to the Great Falls Transit District. The Program will use Federal Highway Administration (FHWA) Planning (PL) funds, Federal Transit Administration (FTA) Section 5303 funds, and local/other funds.

Overall, the proposed Work Program is a continuation of current and past year Programs, with the addition of a major update to the Long Range Transportation Plan and a Transit Development Plan that will be prepared by the Great Falls Transit District.

Although the major work activities have not been modified significantly, there have been changes to staffing and modifications to staff hours dedicated to the various Work Elements. Adjustments will likely be made in future Work Programs as further refinements to job duties in the Department occur and as new hirings continue.



**Concurrences:** The Technical Advisory Committee (TAC) for transportation planning has approved the UPWP, and has recommended approval by the Policy Coordinating Committee (PCC) for transportation planning.

**Fiscal Impact:** The UPWP must be annually prepared and approved, in order to receive Federal reimbursement for eligible expenses and staff hours. Without an approved UPWP, neither the Planning & Community Development Department nor the Great Falls Transit District would be eligible for Federal transportation planning funds.

**Staff Recommendation:** Staff recommends that the Planning Advisory Board approve the Federal Fiscal Year 2023 Unified Planning Work Program, inclusive of any minor changes necessary to respond to Federal agency comments.

**Alternatives:** The Planning Advisory Board could elect to not approve the FFY2023 Unified Planning Work Program, or elect to take no action. Ultimate decision-making authority over the UPWP lies with the Policy Coordinating Committee, but approval by the Planning Advisory Board is desirable, as it demonstrates local support of the Work Program.

**Attachments/Exhibits: FFY2023 Unified Planning Work Program**

# Great Falls **MPO**

## UNIFIED PLANNING WORK PROGRAM

**FEDERAL FISCAL YEAR 2023**

(October 1, 2022 - September 30, 2023)

Prepared by:

CITY OF GREAT FALLS

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

for the Great Falls Metropolitan Planning Organization

in cooperation with

MONTANA DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

and

FEDERAL TRANSIT ADMINISTRATION

***This report was funded in part through a grant from the Federal Highway Administration, U.S. Department of Transportation. The views and opinions expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.***

<u>APPROVALS:</u>	MPO	(2022)	FHWA	(2022)
	TAC	(2022)	MDT	(2022)
	PCC	(2022)	FTA	(2022)

## INTRODUCTION

### Purpose

The purpose of the Unified Planning Work Program (UPWP) is to present in a unified and composite form, a detailed explanation of the planning activities anticipated to be undertaken within the Great Falls area during the program year of the UPWP. The document identifies agency responsibilities, level and source of funding and the interrelationship of planning activities. Some of the intended accomplishments are as follows:

- Provide state and federal agencies information and a means to evaluate accomplishment of program requirements by program participants.
- Serve as a management tool for more effective allocation of staff and the available financial resources in fulfilling assigned tasks.
- Minimize or eliminate duplication among program participants and to encourage pooling of separate resources in a coordinated and mutually supportive manner.
- Provide program participants with a written basis to better understand the scope and extent of planning activities and available services.

### Participants

The planning process in the Great Falls area involves a collaboration of program participants from the local, state and federal levels. Those program participants involved in the development and implementation of the UPWP vary periodically depending upon funding sources and planning activities undertaken during the program year of the UPWP.

### UPWP Development

This document represents the Unified Planning Work Program for the Great Falls area as prepared by the Great Falls Planning Advisory Board and reviewed and approved by the various local, state and federal program participants. The final UPWP must receive approval by the Policy Coordinating Committee, the Technical Advisory Committee and the Great Falls Planning Advisory Board. Prior to transmittal of the final document to the various federal program participants, the UPWP receives affirmation by the Montana Department of Transportation.

### Timeframe

This UPWP covers planning activities for the twelve-month period commencing October 1, 2022.

### Program Objectives and Accomplishments

The UPWP should not only identify all work activities and programs associated with conducting an ongoing planning process, but should also identify work activities essential to addressing or considering general or overall concerns which have been identified in carrying out the process.

There are a host of transportation-related concerns and issues which have arisen since the 3-C transportation planning process was first established in the mid-1960s. These have included:

- Organizational Structure and Accountability. The interactions and lines of authority among the transportation planning committees, and other governing and advisory bodies in the community are not always clear in the minds of some of the transportation planning process participants. Efforts need to be continued to make the process participants more aware of the proper interaction among agencies.

- Excessive Time Required to Implement Improvements. There appears to be, at times, a significant time delay between plan development and plan implementation. The traditional planning-implementation process has shown, on occasion, to be unable to respond quickly to meet immediate transportation needs. While it should be recognized that this may not be the fault of the planning process per se and that excessive delay may be due to regulations, funding, work priorities, etc., project development timeframes should continually be reviewed for opportunities for streamlining for timelier implementation of projects and programs.
- Insufficient Funding for Local Transportation Needs. The present funding levels for transportation improvements, uncertainty of future funding and reduction or elimination of funding programs have made it difficult for the Great Falls area to maintain the existing transportation system. Although Federal-Aid Transportation Funds are still available for the area, there is a need to identify or create new sources of revenue.

In that the UPWP identifies those work activities and programs to be conducted during the forthcoming fiscal year, it would be the appropriate document in which to include the efforts to address or consider these identified concerns. The following is a brief discussion of objectives, hopeful of being accomplished during the current and future program years to address some of the identified transportation-related concerns as well as other general planning process concerns. These are general objectives, which will be addressed through the specific objectives identified for each work element discussed in the document.

Additionally, there were a number of accomplishments over the past fiscal years, which warrant recognition. These are items which not only addressed identified concerns but also issues, projects and programs which were conducted as continuing elements of the overall planning process. Again, these are general accomplishments. Specific accomplishments and previous work are discussed in the document for each work element.

#### Objectives

- Continue to advise and educate the community, as well as the participants in the local 3-C transportation planning process, of the proper interaction among agencies involved in the process in an effort to maintain good lines of communication among the agencies and to increase the accountability and credibility of the process.
- Continue to advise and keep the community as well as the participants of the local 3-C transportation planning process aware and informed of anticipated projects and programs scheduled for implementation as well as progress being made on the implementation of projects in an effort to expedite the project implementation process and to maintain good public relations and public involvement in the transportation planning decision making process.
- Continue to keep the Great Falls area eligible for receipt of federal and state transportation construction funds for implementation of the Great Falls Area Long Range Transportation Plan and federal transit funds for implementation of the Great Falls Transit Development Program.

#### Accomplishments

- The transportation planning process maintained its eligibility for continued receipt of FHWA transportation construction funds and FTA capital and operating assistance funds.
- Continued to be involved in and assist in the ongoing physical development and redevelopment of property and improvements in the Great Falls area, primarily in processing subdivisions, annexations, re-zonings and responding to public inquiries.

### Consistency with State Implementation Plan

The UPWP is consistent with and conforms to the State Implementation Plan (SIP). Previous activities associated with addressing the initial carbon monoxide problem on 10th Avenue South and the preparation of a revision to the State Implementation Plan were conducted as work elements under previous UPWPs. Activities related to air quality conformance will generally be addressed under Work Element 100 Transportation Program Administration & Participation, while work related to implementation of projects that benefit air quality, such as those funded through CMAQ Program, will be performed under Work Element 300 Transportation Plan Implementation and Project Development. The UPWP also contains a work activity, titled Work Element 302 Transportation Plans, Analyses, Assessments & Consistency Determinations, which deals with procedures to assure consistency/conformity between air quality and transportation planning plans and programs, as well as other environmental factors such as noise, water quality, air, aesthetics, etc.

### Public Involvement and Comment

The review, consideration and approval of this document followed the MPO's adopted Public Participation Plan. Ample opportunity for public comment was provided. No comments were received.

### Planning Priorities facing the Area

The various Work Elements individually discuss priorities for the upcoming Fiscal Year, and identifies strategies for addressing them. However, in general, priorities include:

- identify funding sources for priority projects, within the appropriate fiscal year
- maintain communication lines between implementing agencies, including but not limited to the City of Great Falls, Great Falls Transit District, MDT-Great Falls District, and Cascade County
- continually monitor status and progress of projects to ensure timely implementation
- push local and state agencies to construct more bicycle and pedestrian facilities
- maintain up-to-date products, including the LRTP, TIP and UPWP

Additional issues, concerns and priorities relating to transportation planning for the Great Falls Metropolitan Area are contained in the previous paragraphs, as well as listed individually in the Work Elements that follow.

### **Infrastructure Investment and Jobs Act (also known as the Bipartisan Infrastructure Law, "BIL")**

On November 15, 2021, President Biden signed the Act into law. The Infrastructure Investment and Jobs Act includes investment that will modernize our roads, bridges, transit, rail, ports, airports, and other critical infrastructure.

Relevant provisions will be incorporated into the UPWP and other MPO planning documents as necessary and appropriate.

Work Program and Budget  
(October 1, 2022 - September 30, 2023)

This section includes a detailed description of each work element included in the Unified Planning Work Program. Additionally, a summary of funding sources and funding disbursements for each work element is included in Table 1 - Funding Summary. A cash flow diagram (Figure 1), a funding proration schedule (Table 2), and a cost allocation plan conclude the section.

Abbreviations used in this section and throughout the document:

- FHWA – Federal Highway Administration
- FTA – Federal Transit Administration
- GFTD – Great Falls Transit District
- LRTP – Long Range Transportation Plan
- MDT – Montana Department of Transportation
- MPO – Metropolitan Planning Organization
- PCD – Great Falls Planning & Community Development Department (staffing the MPO)
- PCC – Policy Coordinating Committee
- TAC – Technical Advisory Committee
- TIP – Transportation Improvement Plan

The following is a list of work elements included in this program.

- A - Program Support and Administration
  - 100 Transportation Program Administration and Participation
  - 101 Service
  
- B - General Development/Comprehensive Planning
  - 200 Planning Information and Database Program
  - 202 Land Use and Development Review
  - 203 Growth Policy Development and Implementation
  - 204 Historic Preservation
  - 205 Code Enforcement
  
- C - Long Range Transportation Planning - System Level
  - 300 Transportation Plan Implementation and Project Development
  - 301 Transportation System Data Base Program
  - 302 Transportation Plans, Analyses, Assessments and Studies
  
- D - Transit Transportation Planning
  - 400 Transit Program Administration
  - 401 Transit Service Planning and Assessment
  - 402 Transit Service Enhancement
  - 403 Transit Americans with Disabilities Act (ADA) Implementation
  
- E - Transportation Improvement Program
  - 600 Transportation Improvement Program (TIP)

## A - PROGRAM SUPPORT AND ADMINISTRATION

### WORK ELEMENT:

#### 100 Transportation Program Administration and Participation

##### Objectives:

- 1) To provide for general administration of transportation work elements and activities
- 2) To provide work plans as required for individual UPWP work elements
- 3) To provide periodic audits of annual work programs
- 4) To maintain an organized reference source
- 5) To maintain a staff with the technical adequacy necessary to conduct a well-rounded 3-C transportation planning process
- 6) To develop a document that describes annual planning activities
- 7) To address air quality issues, as required
- 8) To address transportation related historic preservation issues, as needed
- 9) To provide and maintain a mechanism for public involvement and participation at all levels of the planning process
- 10) To comply with Title VI provisions of the Civil Rights Act of 1964, regarding equal program participation/benefits
- 11) To comply with Federal regulations regarding Disadvantaged Business Enterprises

##### Selected Previous Work:

- 1) References were obtained and a library maintained to keep staff current on latest planning ideas and techniques.
- 2) Members of the staff attended seminars, webinars and planning conferences and maintained professional registrations
- 3) Work programs were annually prepared. Quarterly work element status reports were prepared
- 4) Traditional media and social media were used to advise the community of various planning projects
- 5) New outreach methods were developed to address COVID-based meeting limitations, including virtual meetings and expanded digital outreach methods
- 6) Direct mailings and personal contacts with various special interest groups and individuals were also used to encourage participation
- 7) A Public Participation Plan was maintained, as well as a comprehensive Title VI Compliance Program
- 8) An Annual Listing of Obligated Projects for the Great Falls Metropolitan Area was made available on the City of Great Falls' website

Methodology: This work element includes staff attendance at PCC, TAC, MDT Quarterly, Great Falls Planning Advisory Board and other meetings, preparation of material for such meetings (including reports, recommendations, minutes and agendas), review and comment on planning reports, studies and other related documents, and conduct of other miscellaneous business which does not relate specifically to other work elements.

General administration of transportation work elements and activities is conducted under this work element, as well as work to ensure MPO compliance with Federal regulations.

Staff will continue to acquire publications and other reference materials to maintain the planning library. The files, library, and other documentation procedures already established will be continued.

100    Transportation Program Administration and Participation (Continued)

Workshops, conferences, webinars and seminars will be attended, as available and as judged useful to the overall transportation planning process. Authorization for travel and/or registration for workshops/seminars will be coordinated with MDT. Attendance at national AMPO conference or similar MPO training will be pursued. It is anticipated that such attendance will not exceed \$2,000.

A Unified Planning Work Program which includes FHWA and FTA funded work activities will be developed for the upcoming fiscal year. An Indirect Cost Allocation Plan will be developed in support of the work program. Revisions to the current year UPWP and preparation of quarterly status reports will also be included in this work element.

Results and conclusions of a process review, performed in FY2022 in accordance with joint FHWA/FTA Regulations will be addressed as appropriate.

FTA Section 5303 funds passed through to the Great Falls Transit District for transit planning activities will be administered under this work element, including entering into an agreement for pass through of funds to the District.

Air quality/clean air planning activities will be conducted under this work element.

General requirements of applicable Federal Transportation regulations will be addressed. Changing federal guidelines, programs and funding mechanisms will be monitored, reviewed and integrated into the MPO's programs. Specifically, through coordination with MDT, requirements for planning performance measures will be implemented as guidance is provided by FHWA, and as methodology is prepared by MDT – within deadlines set in the Federal Register and other FHWA guidance. Having adopted MDT's performance measures, an agreement is in place to memorialize this relationship. The MPO has been provided an opportunity to review and concur on any changes to state targets, and continues to be afforded such opportunities.

The MPO's public involvement process will be followed. The Public Participation Plan will be updated, as appropriate.

The policies and procedures outlined in the MPO's Title VI Compliance Program will be considered in all aspects of the local planning process. Updated Title VI documentation for FTA, Section 5303 Technical and Planning Assistance Funds will be submitted as required.

An Annual Listing of Obligated Projects for the Great Falls Metropolitan Area will be prepared and made available on the MPO's webpage, hosted by the City of Great Falls.

Demographic releases from the 2020 Census will be reviewed for accuracy, and the need for challenges will be weighed.

The policy and procedures approved by the MPO regarding Private Enterprise Participation in the development of plans and programs funded by the Federal Transit Administration will be followed, and liaison with the Transit District Board will continue.



100 Transportation Program Administration and Participation (Continued)

<u>Staffing:</u>		<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)		12		22		7
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>		<u>Total</u>
PCD (FY22)	92,641	14,359	0	5,000		112,000
PCD (FY23)	103,030	15,970	0	5,000		119,000

Functional Agency Responsibility: PCD will be responsible for all work.

Product:

- 1) An administered transportation planning program
- 2) A well rounded, technically proficient staff
- 3) A document which describes all planning-related programs to be undertaken in the Great Falls area by the MPO
- 4) A current Public Participation Plan
- 5) A community which is well informed and actively involved in the local planning process
- 6) A planning process which is in compliance with applicable Federal regulations and policies regarding equal opportunity provisions for program participation, provisions for Disadvantaged Business Enterprises, and provisions for private enterprise participation
- 7) An accurate 2020 Census

A - PROGRAM SUPPORT AND ADMINISTRATION

101 Service

Objectives:

- 1) To maintain an organized system of information and services exchange with various governmental agencies
- 2) To provide information and guidance to the public regarding various aspects of the planning process

Previous Work: Informational flows were maintained between agencies involved in the planning process, both in the form of request information and courtesy information.

Numerous requests for information and assistance by both the public and governmental agencies were accommodated. In the transportation planning section, this consisted of requests for information on various proposed transportation improvements, programs and projects, as well as traffic counts, population estimates and projections, accident data, etc. In the current planning section, this consisted primarily of providing information and guidance to the public and other governmental agencies and officials regarding annexations, subdivisions, zonings, conditional uses, etc., with the majority of interactions under this Work Element focusing upon how these elements impact the transportation system, and vice versa.

Methodology: Continue to maintain the system of information and services exchange which has been established and continue to inform and assist the public on planning activities and issues, as appropriate. Service activities will also include providing technical input into special studies.

<u>Staffing:</u>		<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)		1		30		1
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>		<u>Total</u>
PCD (FY22)	51,948	8,052	0	5,000		65,000
PCD (FY23)	56,277	8,723	0	5,000		70,000

Functional Agency Responsibility: PCD will be responsible for all work.

Product: An established system for the exchange of information and service with governmental agencies and for the provision of information and assistance to the public.

**B - GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING**

**WORK ELEMENT:**

**200 Planning Information and Database Program**

**Objective:**

- 1) To establish and maintain a system of digital planning information and data
- 2) To assist in the maintenance of Great Falls area digital base maps and products
- 3) To facilitate the use and dissemination of Census and other demographic data

**Previous Work:** Creation and maintenance of a computer accessible database and digital map available for planning purposes. The data is extensively used for day-to-day informational needs and for long-range planning needs. Staff continues to gather and update available information and data and use a number of City, County, State and Federal files for all aspects of the local planning process. Staff also reviews and, if warranted, challenges local Census population estimates.

**Methodology:** The base data files and maps, including annexations, subdivisions and zone changes, will continue to be updated. It will continue to serve as the base data file for the addition of other planning information and data, as needed and as available. Further refinements to the database will continue as necessary.

Direct financial assistance to the City of Great Falls will also be provided under this work element for the maintenance of Great Falls area digital base maps and products.

2020 U.S. Census data for Great Falls and Cascade County will continue to be assembled. Websites containing this data will be monitored for updates and efficient use of the websites and knowledge of the data they contain will be an important factor in analyzing and disseminating the data. Great Falls area and Cascade County demographic data will be compiled for dissemination.

Census data and other available data sets have been integrated into the area's GIS, to allow for geographic interpretation and display of area demographics, including population by age, national origin, income, poverty levels, etc. Also, a separate GIS database has been made available to allow for efficient and accurate update of information. Data will be tied to GIS for easy access and interpretation.

Database & Mapping Support by GIS Department (direct): \$15,000

<u>Staffing:</u>	<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)	0		5		1
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY22)	17,316	2,684	0	5,000	25,000
PCD (FY23)	19,048	2,952	0	5,000	27,000

**Functional Agency Responsibility:** PCD is responsible for all work.

**Products:**

- 1) A system of digital land use information and data
- 2) Accessibility to Great Falls area digital base maps and products
- 3) Immediate access to and interpretation of Census data

## B - GENERAL DEVELOPMENT/ COMPREHENSIVE PLANNING

### WORK ELEMENT:

#### 202 Land Use and Development Review

Objectives: To solicit and coordinate comments from appropriate review officials concerning applications for rezoning, subdivision, annexation, conditional uses, and planned unit developments and to prepare recommendations regarding same for submittal to the Planning Advisory Board/Zoning Commission (PAB) and City Commission. Also, to review current and proposed land uses and development proposals for compliance with the provisions of the Land Development Code. To process appeals before the Board of Appeals, and variance requests before the Board of Adjustment. To ensure that all development project and permit requests comply with design standards for public utilities, storm water quantity, and transportation infrastructure. To coordinate with Public Works' inspectors and management staff to ensure that all future dedicated public infrastructure meets standards of quality prior to acceptance by the City. Finally, to oversee the process for other local land development code issues.

Previous Work: Staff reviewed and took projects through the approval process before the PAB and City Commission – including petitions for rezoning, subdivision, annexation, conditional uses, and planned unit developments. Projects and permits were reviewed for compliance with Land Development Code requirements as well as City infrastructure design standards. Project proposals and requests were processed through the Board of Adjustment. Staff served as project managers for most new development projects, ranging from building permits to major subdivisions. Finally, construction projects were inspected for Land Development Code compliance. Projects involving construction and public dedication of infrastructure to the City were additionally inspected to determine suitability for acceptance.

#### Methodology:

- 1) Review requests for rezoning, subdivision, annexation, conditional uses, variances, appeals, planned unit developments and project designs.
- 2) Provide analysis to the PAB and the City Commission regarding compliance of certain development applications with the Growth Policy and other policy plans.
- 3) Review development projects and, where required, process approvals or denials through the appropriate advisory, regulatory, and policy bodies.
- 4) Review proposed and current land uses and project proposals for compliance with the Land Development Code, current Development Standards, and other relevant code and guidance documents. Make formal determination of zoning classification of parcel, categorization of land use, and land use conformance with same. Also make determinations of non-conforming use status and sign code, landscaping, transportation, lighting and parking compliance, etc. Finally, act as project managers for all larger development proposals, applications and permits.
- 5) Land Development Code interpretations will be issued, as well as zoning determinations and other regulatory actions relating to the Land Development Code.
- 6) Review and process requests for tax abatement.
- 7) Process requests for use of Tax Increment Financing District funds.
- 8) Review and process requests for street and alley right of way vacations
- 9) Develop and oversee amendments to the City's Land Development Code to respond to issues that arise in the development review process.
- 10) Review permits and land use application requests to ensure that proposed public utilities, storm water infrastructure, and transportation infrastructure comply with City Design Standards.
- 11) Review on-going construction projects to verify compliance with Land Development Code as well as the suitability of installed public infrastructure to be accepted into the City's maintained system.

202 Land Use and Development Review (Continued)

<u>Staffing:</u>	<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)	23	185	8.8	
<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY22)	0	0	495,000	495,000
PCD (FY23)	0	0	525,000	525,000

Functional Agency Responsibility: PCD will be responsible for all work.

Products:

- 1) An ongoing process of rezoning, subdivision, annexation, conditional uses and planned unit development reviews and recommendations
- 2) Development and land use patterns that conform to the City Code and Growth Policy
- 3) Infrastructure added to the City's maintained system that conforms to all standards

B - GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING

WORK ELEMENT:

203 Growth Policy Development and Implementation

Objectives:

- 1) Implement components of and address activities recommended in the Great Falls Growth Policy and other long-range planning documents
- 2) Ensure long-range planning documents are relevant and up-to-date
- 3) Prepare sub-area plans as appropriate

Selected Previous Work:

- 1) Staff coordinated completion of various amendments to the City's Land Development Code
- 2) Staff coordinated the development of and amendments to Urban Renewal Plans
- 3) Staff coordinated creation of Tax Increment Financing Districts and evaluated and processed TIF applications, reviewing for compliance with Plans as well as eligibility
- 4) Prepared and oversaw adoption of Downtown Plan for Great Falls
- 5) Prepared a major update to the Growth Policy
- 6) Assisted in the preparation, adoption and implementation of a Wayfinding Plan

Methodology:

- 1) Staff will administer portions of the City's Land Development Code.
- 2) As time and resources allow, staff will review and revise policies, codes, ordinances, resolutions, regulations, etc. and will implement the various actions, strategies and components recommended in the Growth Policy.
- 3) As time and resources allow, components and recommendations of the Missouri River Urban Corridor Plan, Medical District Master Plan and Downtown Plan will be implemented and advanced in cooperation with other government entities, area property owners and stakeholders.
- 4) The Land Development Code will be reviewed and code amendments will be processed when appropriate.
- 5) The Growth Policy will be monitored for effectiveness and relevancy, and various elements moved forward for implementation.
- 6) The Growth Policy will be updated in FY2023.
- 7) Urban renewal or development plans will be prepared for newly proposed tax increment financing districts.
- 8) Tax Increment Financing project applications will be reviewed and processed under this work element.
- 9) Coordination and cooperation with Malmstrom Air Force Base may be expanded to include joint planning efforts for the Base.

203 Growth Policy Development and Implementation (continued)

<u>Staffing:</u>	<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)	4.4	26	1	
<u>Funding:</u>	<u>PL</u>	<u>TIF</u>	<u>Local</u>	<u>Total</u>
PCD (FY22)	0	0	65,000	65,000
PCD (FY23)	0	0	72,000	72,000

Functional Agency Responsibility: PCD is responsible for all work.

Products:

- 1) Application of the Land Development Code
- 2) A Missouri River Urban Corridor Plan and implementation of same
- 3) A Medical District Master Plan and implementation of same
- 4) A Downtown Master Plan and implementation of same
- 5) A current Growth Policy and implementation of same
- 6) A wayfinding plan and implementation of same

B - GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING

WORK ELEMENT:

204 Historic Preservation

Objective:

- 1) To coordinate and administer the Certified Local Government (CLG) preservation program
- 2) To serve as staff for the Historic Preservation Advisory Commission (HPAC)
- 3) To integrate historic preservation goals with the community's planning process
- 4) To increase the effectiveness of local government in addressing historic preservation issues and needs
- 5) To increase the community's awareness and understanding of historic preservation values
- 6) To act as a preservation information center, providing technical assistance, direction, literature on historic preservation tax credits, National Register, Federal regulations and Secretary of the Interior Standards for Rehabilitation
- 7) To maintain a system for the survey and inventory of historic properties and make the information available to the public
- 8) To participate in the National Register nomination process
- 9) To consult with the City, County, State and Federal agencies on all applications, environmental assessments, and other such documents pertaining to historic properties
- 10) To participate in, promote and conduct public informational, educational and interpretive programs pertaining to historic preservation and to celebrate successes

Previous Work:

The Historic Preservation Officer (HPO) continues to build the collection of architectural and historical inventory files for all reviewed properties within Cascade County and a library of technical rehabilitation/restoration information.

Numerous projects were reviewed for Community Development and telecommunication facilities as part of the Section 106 Review process with comments forwarded to the State Historic Preservation Office.

Supported community-led preservation initiatives including the rehabilitation and National Historic Register listing of the Monarch Depot, restoration of the Great Falls Civic Center façade, exploration of adaptive reuse for the Rainbow Dam Powerhouse, and preservation of the 10<sup>th</sup> St. Bridge and its conversion into a pedestrian walkway.

The HPO continues to provide preservation education and program overviews by request, and press coverage of the HPAC, administration and activities has been ample and positive.

Participated in planning for downtown revitalization – Downtown Master Plan, Downtown Action Alliance, and Downtown Partnership.

Generally supported and acted as staff for Great Falls/Cascade County Historic Preservation Advisory Board.



204 Historic Preservation (continued)

Methodology: All administrative functions necessary in support of preservation planning activities will be performed. Semi-Annual progress and expenditure reports will be prepared and transmitted to the State Historic Preservation Office to maintain federal funding support.

The HPO will participate in SHPO training programs in order to improve skills. Grant administration functions will be performed.

The policies and procedures governing the CLG preservation program pursuant to Sec. 101 (c) of the National Preservation Act (NHPA) of 1966, as amended (16USC470) will guide all aspects of the local preservation planning process.

Similarly, the policies and procedures Codified by the City of Great Falls and related interagency agreements will also guide the functions of the Historic Preservation program.

<u>Staffing:</u>	<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>
Local (Weeks)	0	52	0
<u>Funding:</u>	<u>PL</u>	<u>SHPO</u>	<u>Local</u>
			<u>Total</u>
PCD (FY22)	0	6,000	79,000
PCD (FY23)	0	6,000	95,000
			85,000
			101,000

Functional Agency Responsibility: PCD is responsible for all work

Products:

- 1) An administered preservation planning program
- 2) Established plans and goals
- 3) Survey information and technical references, which are well organized and useful
- 4) An active preservation education program
- 5) An established system for the review of properties and the exchange of information and services with governmental agencies regarding preservation projects
- 6) Awareness of preservation planning issues and needs in the Great Falls area
- 7) Established incentive programs for revitalization of downtown historic buildings

B - GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING

WORK ELEMENT:

205 Code Enforcement

Objectives: To respond to citizen complaints and enforce certain provisions of the Official Code of the City of Great Falls, and implement aesthetic, health, sanitation, land use and other provisions of the Great Falls Growth Policy and other land use plans.

Previous Work: Ongoing enforcement, property cleanup and abatement of public nuisances.

Methodology:

- 1) Receive complaints, perform formal, documented property investigations, and work with property owners to formulate methodology to bring properties into compliance.
- 2) In extreme situations, issue citations and follow through with legal enforcement, if necessary.
- 3) As necessary, coordinate with other City and County Departments, including City-County Health, City of Great Falls Police, City of Great Falls Fire/Rescue, Cascade County Planning, City of Great Falls Legal staff, City of Great Falls Public Works, Animal Control and City of Great Falls Building Division to resolve Code violations.
- 4) Prepare for court appearances, including assembling documentation and background on case; testify in court, if necessary.
- 5) Follow through with final property cleanup or abatement as necessary to ensure it is brought into compliance.

<u>Staffing:</u>	<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)	0	52	0	
<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY22)	0	0	79,000	79,000
PCD (FY23)	0	0	82,000	82,000

Functional Agency Responsibility: PCD will be responsible for all work.

Product: Code compliant properties within the City limits.

C - LONG RANGE TRANSPORTATION PLANNING - SYSTEM LEVEL

WORK ELEMENT:

300 Transportation Plan Implementation and Project Development

Objective: To implement components of and address activities associated with the Great Falls Area Transportation Plan.

Recent Previous Work: A number of diverse activities have been conducted under this work element during past fiscal years. Several of these activities are described as follow:

Staff processed the permanent closure and vacation of several streets in conjunction with local studies and development plans. Staff assisted consulting firms retained to conduct various studies and assisted in the implementation of projects and programs recommended in the studies. Staff prepared and conducted trip generation analyses and anticipated traffic impacts of proposed development plans and subdivisions. A number of public hearings and informational meetings were attended regarding preliminary engineering and design of projects scheduled in the Great Falls Transportation Improvement Program. Staff assisted in the coordination and preparation of plans and funding proposals for bicycle and pedestrian projects and worked to implement bike and pedestrian improvements recommended in the Transportation Plan.

Methodology: Steps will continue to be taken to implement elements, projects, programs, etc. of the Great Falls Area Long Range Transportation Plan and other transportation plans and studies, including general or non-transportation plans with transportation elements, chapters or sections. Staff will continue to assist consulting firms retained to conduct special studies and analyses of projects proposed in the Transportation Plan. Trip generation and traffic impacts of proposed commercial, residential and industrial development plans and programs will be conducted, as necessary.

Coordination and planning efforts will continue for the River's Edge Trail and other bicycle and shared-use transportation facilities, including on-street facilities. Assistance for planning and development of shared-use non-motorized facilities that are a functional component of the transportation network will also be contracted from the City of Great Falls under this work element for approximately \$51,600.

Staff will provide assistance and support for selecting and moving roadway, bike facility, and pedestrian facility projects forward, as an important and necessary component of implementing the LRTP. Staff participation during project selection and development will be focused upon ensuring the components of the LRTP are adhered to and its stated goals and objectives considered. Transportation programs and issues identified during updates of the Great Falls Growth Policy and its Transportation Element, as well as other local area Plans, will be conducted under this work element.

Transportation Plan issues, activities, strategies and programs will be conducted, as time and staff resources allow, including traffic calming, neighborhood traffic planning, road design standards, roadway landscaping policies, transportation demand management, traffic information brochures, preservation of transportation corridors, future right-of-way needs, etc. System ADA/accessibility will be investigated, and priorities established for upgrades.

300 Transportation Plan Implementation and Project Development (continued)

Transportation Alternatives (TA) and other grants and non-traditional funding sources for projects will be pursued under this Work Element. Staff may also act as local project administrator and contact for grants and TA projects needing local coordination under this work element.

<u>Staffing:</u>		<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)		6	29	2	
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY22)	156,450	24,250	0	0	180,700
PCD (FY23)	120,866	18,734	0	0	139,600

Functional Agency Responsibility: PCD will be responsible for all work.

Product: Transportation projects and programs consistent with the Great Falls Area Long Range Transportation Plan.

C - LONG RANGE TRANSPORTATION PLANNING - SYSTEM LEVEL

WORK ELEMENT:

301 Transportation System Data Base Program

Objective: To maintain a coordinated program of transportation system data and information for the Great Falls area.

Previous Work: A formal traffic count program was established for the Great Falls area, cooperatively establishing count locations under the responsibility of the City of Great Falls/Great Falls MPO and MDT. This count program is documented in a technical memorandum, titled "Great Falls Urban Transportation Study Area, Traffic Count Program".

Methodology: Traffic volumes in the Great Falls area will be counted by the MDT and PCD in accordance with the traffic count program. Tabulated traffic data for the Great Falls area will be submitted to MDT by April 1.

Traffic counts performed by The MPO will be provided by the Great Falls Public Works Department during FY23 for a labor plus equipment charge of approximately \$8,500. As well, additional bike/ped counts may be initiated if staff time allows.

As time and resources allow, various data will be gathered and updated for the major street network including roadway width, speed and delay, turning movements, number of lanes, pavement condition, signalized intersections, etc. This activity will primarily update the information presented and illustrated in the Existing Conditions chapter of the Great Falls Area Long Range Transportation Plan. Further use and development of web-based transportation information will be investigated. As time and resources allow, the traffic count program and count locations will be reviewed, in coordination with the City Public Works Department and MDT.

Other relevant transportation data will be gathered/compiled under this activity. Performance standards may be considered for development, based upon Federal and State guidance from the most recent Federal Transportation Act.

A baseline Sidewalk Inventory will be kept up-to-date for the area, including ADA ramps.

Traffic Count Program: \$8,500

<u>Staffing:</u>		<u>Administrative</u>	<u>Technical</u>	<u>Clerical</u>	
(Weeks)		0	2	0	
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY22)	10,390	1,610	0	0	12,000
PCD (FY23)	11,602	1,798	0	0	13,400

301    Transportation System Data Base Program (continued)

Functional Agency Responsibility: PCD and MDT will be responsible for counts as specified in the Great Falls Traffic Count Program. PCD, MDT and the City of Great Falls will be responsible for development of other data, as appropriate.

Products:

- 1) An updated Traffic Count Program
- 2) Updated data base information
- 3) Provision of data on the internet
- 4) Pavement Condition Index

C - LONG RANGE TRANSPORTATION PLANNING - SYSTEM LEVEL

WORK ELEMENT:

302 Transportation Plans, Analyses, Assessments and Studies

Objectives:

- 1) To conduct periodic reviews of the Transportation Plan, including analysis of projected traffic volumes, land use, accidents and funding data.
- 2) To maintain accurate estimates of socioeconomic indicators.
- 3) To address Federal planning requirements in the Transportation Planning Area, as appropriate.
- 4) To support MDT traffic modeling in the transportation planning process

Previous Work: In cooperation with the MDT, staff has prepared updates of the Long Range Transportation Plan. Additionally, socioeconomic estimates were monitored for population, dwelling units and employment for the Transportation Planning Area. Completed a minor update to the Long Range Transportation Plan in FY2018, as well as an Amendment in FY2019.

Methodology:

The coordination of air quality and transportation plans and programs will continue to the extent appropriate and in accordance with applicable requirements. Other environmental factors such as noise, water quality, aesthetics, etc., will be considered to the extent appropriate during major transportation planning decisions in accordance with applicable requirements.

Context-sensitive, smart growth and land use/transportation planning opportunities in the Great Falls area will be investigated to the extent appropriate.

Sub-area transportation studies will be performed as necessary to supplement the LRTP. Review and reporting of Transportation Planning Performance Measures will occur under this work element.

An update to the LRTP Update will be performed at an estimated \$250,000, or possibly up to 20% higher.

<u>Staffing:</u>		<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)		4		11		0
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>		<u>Total</u>
PCD (FY22)	112,554	17,446	0	0		140,000
PCD (FY23)	252,814	39,186	0	0		292,000

Functional Agency Responsibilities: PCD will be responsible for all work.

Products:

- 1) A compliant Long Range Transportation Plan (LRTP)
- 2) A North Great Falls Sub-Area Transportation Study

D - TRANSIT TRANSPORTATION PLANNING

WORK ELEMENT:

400 Transit Program Administration

Objectives: To provide program support, general administration, grant administration, and training in support of transit planning activities.

Previous Work (FY22): Stayed abreast of federal/state requirements concerning grants, funding and planning. Improved 5303 grant reporting. Performed research for planning resources. Attended general transit-related meetings. Improved data-keeping methodologies. Performed general grant oversight. Updated the UPWP work elements for FY23. Updated the Coordinated Transportation Plan. Worked on Transit Asset Management Plan. Continued activities undertaken in FY2021.

Methodology (FY23): All administrative functions necessary in support of transit planning activities will be performed. Quarterly progress and expenditure reports will be prepared and transmitted to the Planning Advisory Board to maintain federal funding support. Furthermore, this UPWP will be revised when deemed necessary. The FY2023 UPWP for transit planning activities will also be developed under this line item. Maintain coordination with 5310 providers and as the lead agency, develop and apply for capital grants for new vehicles as decided by the Great Falls Transportation Advisory Committee. The Coordinated Transportation Plan will be updated via the Great Falls Transportation Advisory Committee (GFTAC), and a Transit Development Plan will be developed through the services of a consultant (expected to be in the range of \$225,000). Continuation of activities undertaken in FY2022.

The General Manager will participate in recognized and approved training programs in order to improve skills and capabilities. General Manager will assimilate regulations and codes to keep abreast of federal, state, and local requirements as they relate to the transit planning process. This will include review of Federal provisions and development of strategies to comply with same. To maintain interaction and feedback with appropriate citizen and professional groups, the General Manager will participate with the TAC, PCC, GFTAC, citizen advisory boards, and others as needed. Grant administration functions will be performed.

Staffing: The staff hours for this project will be charged to this program with monthly verifiable time sheets for actual measurable work completed.

	General Manager:		560 hrs. = 14 weeks		
<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>	
GFTD (FY22)	0	15,244	3,811	19,055	
GFTD (FY23)	0	195,244	48,811	244,055	

Functional Agency Responsibilities: The Great Falls Transit District will be responsible for all work.

Products:

- 1) An ongoing administrative program to carry out the transit planning function, including quarterly progress and expenditure reports
- 2) FFY2023 UPWP work elements
- 3) Coordinated Public Transportation Plan, Transit Asset Management Plan, Federal Safety Plan, Transit Development Plan



D - TRANSIT TRANSPORTATION PLANNING

WORK ELEMENT:

401 Transit Service Planning and Assessment

Objectives: To provide the citizens of Great Falls with acceptable transportation alternatives to single-occupancy private vehicles in the future. To continually assess transportation needs in both developed and developing areas. To provide intermodal options (e.g., bike and bus, park and ride, etc.). To afford viable public transportation during times of constrained financial resources.

Previous Work (FY22): Maintained performance-indicator reports. Considered required service modifications for a more effective system. Assessed the effects of the downtown transfer center; researched possible improvements for the transfer center and for the transfer center's general management. Performed general planning for system improvements including route changes, schedule changes, and locations for amenities such as bus shelters. Performed general transit planning. Continued activities undertaken in FY2021.

Methodology (FY23): Continuation of activities undertaken in FY2022 including research to determine if there is the possibility additional service hours or routes could be added to the system in the future. Develop a plan for integrating items from the Transit Development Plan, when funding allows for expansion. Study where fixed bus stops should be, should GFTD move to a fixed stop system.

Staffing: The staff hours for this project will be charged to this program with monthly verifiable time sheets for actual measurable work completed.

	Transit Staff:	1644 hrs. = 41 weeks		
<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
GFTD (FY22)	0	35,518	8,879	44,397
GFTD (FY23)	0	35,518	8,879	44,397

Functional Agency Responsibilities: The Great Falls Transit District will be responsible for all work.

Products:

- 1) Monthly summary showing financial position and ridership summary by month
- 2) On-going ridership tracking by route
- 3) Grant applications and revisions
- 4) System assessment documentation (e.g., survey results, locational needs, etc.)
- 5) Update of Transfer Center - interior repairs and painting
- 6) Current National Transit Database passenger count

D - TRANSIT TRANSPORTATION PLANNING

WORK ELEMENT:

402 Transit Service Enhancement

Objectives: To improve service and ridership in existing transit system.

Previous Work (FY22): Made beneficial changes to GFTD Internet site. Revised historical ridership data and current data for increased accuracy in analysis. Prepared National Transit Database reports. Provided monthly ridership analysis. Gathered information from public for planning purposes. Identified groups in the community for stakeholder outreach efforts. Continued activities undertaken in FY21.

Methodology (FY23): Continue to identify groups in the community for outreach efforts to increase ridership. Assess public reaction to routes, schedules, public outreach tools, and alterations of such. Complete National Transit Database reports. Upkeep monthly ridership figures and summary figures for effective decision-making. Innovate in establishing new reports and figures to better shed light on important decisions for Great Falls Transit. Assess overall system functioning. Develop a more robust Internet site. Produce general flyers and signs for maximum public awareness of system and system changes. Continuation of activities undertaken in FY22.

Staffing: The staff hours for this project will be charged to this program with monthly verifiable time sheets for actual measurable work completed.

Transit Staff:	485 hrs. = 12 weeks			
<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
GFTD (FY22)	0	10,712	2,678	13,390
GFTD (FY23)	0	10,712	2,678	13,390

Functional Agency Responsibilities: The Great Falls Transit District will be responsible for all work.

Products:

- 1) Transit ridership by month (i.e., including inter-modal)
- 2) Performance indicators by month
- 3) Ridership comparisons by month
- 4) Educational outreach methods and products

D - TRANSIT TRANSPORTATION PLANNING

WORK ELEMENT:

403 Transit ADA Implementation

Objectives: To ensure optimal use of Great Falls Transit District funds in meeting elderly and disabled transportation needs for both specialized and fixed-route transportation in accordance with Federal Americans with Disabilities Act (ADA) regulations.

Previous Work (FY22): Continued activities undertaken in FY21. Maintained an open communication for planning purposes with elderly and disabled people in the community through the ADA Advisory Committee. Identified means to address transit and special transportation needs including efforts to assess both short and long-term paratransit needs of the community and efforts to evaluate organizational and fiscal means to address transportation needs. Closely monitored ACCESS service. Revised and improved ACCESS data reporting. Explored the possibility of expanding coordinated transportation with other agencies and 5310 providers in the Great Falls area.

Methodology (FY23): Continuation of activities undertaken in FY22. Plan additional sensitivity training for GFTD operators and other employees. Continue general administration of ACCESS program as well as records maintenance for future decision making. Research alternative means of serving seniors and people with disabilities through cost-effective programs. Study the consequences for seniors, people with disabilities, and for the ACCESS program of implementing fixed stops on the fixed route system. Localize and plan for wheelchair pads at necessary locations. Devise plans to attract seniors and passengers with disabilities to GFTD's fixed routes.

Staffing: The staff hours for this project will be charged to this program with monthly verifiable time sheets for actual measurable work completed.

ADA Coordinator:	1708 hrs. = 43 weeks
Transit Staff:	<u>1340 hrs. = 34 weeks</u>
	3048 hrs. = 77 weeks

<u>Funding:</u>	<u>PL</u>	<u>FTA</u>	Local	<u>Total</u>
GFTD (FY22)	0	38,728	9,682	48,410
GFTD (FY23)	0	38,728	9,682	48,410

Functional Agency Responsibilities: The Great Falls Transit District will be responsible for all work.

Products:

- 1) Elderly and disabled transportation service database
- 2) Elderly and disabled transportation service certification
- 3) Elderly and disabled transportation service contract maintenance
- 4) Elderly and disabled transportation service financial statement
- 5) Elderly and disabled transportation service ridership (i.e., monthly)
- 6) ADA Advisory Committee minutes

E - TRANSPORTATION IMPROVEMENT PROGRAM

WORK ELEMENT:

600 Transportation Improvement Program (TIP)

Objective: To maintain a Transportation Improvement Program (TIP), which reflects the current implementation status of the transportation plan and transit development program, and conforms to Federal TIP guidance.

Previous Work: The Great Falls TIP was first adopted by the PCC during FY 1976, and has been updated on a regular basis, as needed. As well, the Administrative Modification and Amendment processes were used for minor changes. A full update to a new format was completed in FFY2022.

Methodology: The TIP will be updated and/or amended. During the program period of the adopted TIP, revisions will be conducted as needed in response to changes in the transportation plan, project priorities, funding, etc., and in response to requests to include and modify transit funded programs and projects.

Modifications necessary for compliance with Federal TIP regulations will be made.

Air quality conformity determinations of the TIP will be conducted as appropriate and in accordance with the Clean Air Act Amendments of 1990 and the latest transportation funding act. Interagency consultation procedures will be followed, as appropriate.

<u>Staffing:</u>	<u>Administrative</u>		<u>Technical</u>		<u>Clerical</u>
(Weeks)	0		2		0
<u>Funding:</u>	<u>PL</u>	<u>State</u>	<u>FTA</u>	<u>Local</u>	<u>Total</u>
PCD (FY22)	4,329	671	0	0	5,000
PCD (FY23)	4,329	671	0	0	5,000

Functional Agency Responsibility: PCD will be responsible for all work.

Product: A current, compliant Transportation Improvement Program.

**TABLE 1  
FEDERAL FISCAL YEAR 2023 FUNDING SUMMARY  
(OCTOBER 1, 2022 - SEPTEMBER 30, 2023)**

WORK ELEMENT	FFY 2022	FFY 2022	FFY 2023	FFY 2023	FFY 2023	SOURCES					DISBURSEMENT		
	ESTIMATED ACTUAL COSTS*	ESTIMATED COSTS	ESTIMATED DIRECT COSTS	ESTIMATED SALARY COSTS	ESTIMATED TOTAL COSTS	PL	State	FTA 5303	SHPO	LOCAL	PCD	MDT	GFTD
41.11.00-PROGRAM SUPPORT & ADMIN													
<b>100</b> PROG ADMIN & PARTICIPATION	117700	128000	2000	117000	119000	98701	15299	0	0	5000	119000	0	0
<b>101</b> SERVICE	43200	71000	0	70000	70000	56277	8723	0	0	5000	70000	0	0
41.12.00-GEN DEV & COMP PLANNING													
<b>200</b> INFO & DATABASE PROGRAM	35500	27000	15000	12000	27000	19048	2952	0	0	5000	27000	0	0
<b>202</b> LAND USE & DEVELOPMENT REVIEW	694000	525000	0	525000	525000	0	0	0	0	525000	525000	0	0
<b>203</b> GROWTH POLICY DEV & IMP	91500	72000	0	72000	72000	0	0	0	0	72000	72000	0	0
<b>204</b> HISTORIC PRESERVATION	44900	101000	0	101000	101000	0	0	0	6000	95000	101000	0	0
<b>205</b> CODE ENFORCEMENT	91600	82000	0	82000	82000	0	0	0	0	82000	82000	0	0
41.13.01-LR TRANS PLNNG-SYS LEVEL													
<b>300</b> TRANS PLAN IMPL & PROJ DEV	106800	139600	51600	88000	139600	120866	18734	0	0	0	139600	0	0
<b>301</b> TRANS SYSTEM DATA BASE PROG	8800	13400	8500	4900	13400	11602	1798	0	0	0	13400	0	0
<b>302</b> TRANS PLANS, ANALYSIS, ETC	105900	292000	250000	42000	292000	252814	39186	0	0	0	292000	0	0
41.14.00-SHORT RANGE TRANS PLNNG													
<b>400</b> TRANSIT PROGRAM ADMIN.	25000	19055	0	19055	244055	0	0	195244	0	48811	0	0	244055
<b>401</b> TRANSIT SERV PLNNG & ASSESS	55800	44397	0	44397	44397	0	0	35518	0	8879	0	0	44397
<b>402</b> TRANSIT SERVICE ENHANCEMENT	9300	13390	0	13390	13390	0	0	10712	0	2678	0	0	13390
<b>403</b> TRANSIT ADA IMPLEMENTATION	57900	48410	0	48410	48410	0	0	38728	0	9682	0	0	48410
41.15.00-TRANS IMPROVEMENT PROG.													
<b>600</b> TRANS IMPROVEMENT PROGRAM	9600	5000	0	5000	5000	4329	671	0	0	0	5000	0	0
<b>TOTALS</b>	--	--	--	--	1796252	563636	87364	280202	6000	859050	1446000	0	350252

\* estimated utilizing 4th quarter of FFY2022

TABLE 2  
 FUNDING PRORATION  
 (OCTOBER 1, 2022 - SEPTEMBER 30, 2023)

WORK ELEMENT	RECIPIENT	FUNDING PRORATION PERCENTAGES				TOTALS
		PL*	FTA 5303	SHPO	LOCAL	
100 PROG ADMINISTRATION & PARTICIPATION	Planning	96%	0%	0%	4%	100%
101 SERVICE	Planning	93%	0%	0%	7%	100%
200 INFO. & DATABASE PROGRAM	Planning	58%	0%	0%	42%	100%
204 HISTORIC PRESERVATION	Planning	0%	0%	6%	94%	100%
400 TRANSIT PROGRAM ADMINISTRATION	GFTD	0%	80%	0%	20%	100%
401 TRANSIT SERV PLNG & ASSESSMENT	GFTD	0%	80%	0%	20%	100%
402 TRANSIT SERVICE ENHANCEMENT	GFTD	0%	80%	0%	20%	100%
403 TRANSIT ADA IMPLEMENTATION	GFTD	0%	80%	0%	20%	100%

\* Includes State match of 13.42%.

Note: As this table applies to salary reimbursement rates, this table does not include direct-reimbursement items such as consultant services



COST ALLOCATION PLAN

INTRODUCTION:

The following plan provides a procedure for preparing reimbursement requisitions for PL-104 (f), FTA Section 5303 and other planning funds received by the Great Falls Planning & Community Development Department in performance of its duties as staff for the MPO.

IDENTIFICATION OF COSTS

The costs encountered in conducting this work program are delineated below by type:

<u>Direct</u>	<u>Indirect</u>	<u>Fringe Benefits</u>
Salaries	Financial & HR services	FICA
Mileage	Computer & IT costs	PERS
Advertising	Vehicle costs	Workers Compensation
Travel	Office Supplies	Unemployment Insurance
Interview & Moving	Recruitment	Sick Leave
Printing & Publication	Postage	Vacation
Staff Training Costs	Dues & Subscriptions	Paid Holidays
Consultants	Telephone	Employee Health Insurance
Other	Office Equipment & Maintenance	Life Insurance
	Rent	

ALLOCATION OF COSTS

Direct costs will be charged to the work program line items to which they apply. A record of staff time and expenditures will be kept to document expenses incurred against each line item.

Based upon a recommendation by the Audit Unit of the Montana Department of Transportation, the indirect rate is based upon eligible indirect costs from the previous year. Due to inconsistent staff levels, this rate fluctuates from year-to-year. This rate is supported by an indirect cost allocation plan submitted to the Montana Department of Transportation and the Federal cognizant agency. From the calculations in the Indirect Cost Allocation Plan, a rate of 35% of direct salary expenditures for indirect costs will be used. The calculated rate will be applied to the Unified Planning Work Program fiscal year of October 1 through September 30, and is a predetermined, fixed rate that is not subject to change during the stated period.

Fringe benefits will be calculated at a rate of 96% of the direct salaries charged to each line item. This rate is supported by documentation submitted to and approved by the Montana Department of Transportation. The calculated rate will be applied to the Unified Planning Work Program fiscal year of October 1 through September 30, and is a predetermined, fixed rate that is not subject to change during the stated period.

The degree of participation by each funding agency is based on the participation percentages that have been determined for each line item. Each funding agency will provide their share of the total charges made against each line item according to the percentages indicated in the Funding Proration Table. However, approved, eligible direct line items that are chargeable to PL will be reimbursed on a 100% basis, and will not be part of the percentage calculations in the Funding Proration Table.