



**Planning Advisory Board/Zoning Commission
March 28, 2023 Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
3:00 PM**

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

- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.
- Public participation is welcome in the following ways:
- Attend in person. Please refrain from attending in person if you are not feeling well.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, March 28, 2023 to: jnygard@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the Planning Advisory Board/Zoning Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

OPENING MEETING

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

Dave Bertelsen - Chair

Tory Mills - Vice Chair

Julie Essex

Lindsey Gray

Pat Green

Samantha Kaupish

3. Staff Recognition
4. Approval of Meeting Minutes - February 28, 2023

BOARD ACTIONS REQUIRING PUBLIC HEARING

5. Conditional Use Permit for a "Two-family residence" land use upon the property addressed as 727 4th Avenue North

BOARD ACTIONS NOT REQUIRING PUBLIC HEARING

6. Board Recommendation for new Board member Jake Schneiderhan

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
February 28, 2023

CALL TO ORDER

The regular meeting of the Great Falls Planning Advisory Board/Zoning Commission was called to order by Chair Dave Bertelsen at 3:03 p.m. in the Commission Chambers at the Civic Center

ROLL CALL & ATTENDANCE

UPDATES CONCERNING PROCESS OF MEETINGS

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:

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Planning Board Members present:

Dave Bertelsen, Chair

Tory Mills, Vice Chair

Julie Essex

Lindsey Gray

Pat Green

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Planning Board Members absent:

Samantha Kaupish

Planning Staff Members present:

Craig Raymond, Director Planning and Community Development

Tom Micuda, Deputy Director Planning and Community Development

Sara Doermann, Planner I

Lonnie Hill, Planner II

Jamie Nygard, Sr. Administrative Assistant

Other Staff present:

David Dennis, City Attorney

Rachel Taylor, Deputy City Attorney

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

MINUTES

Chair Bertelsen asked if there were any comments or corrections to the minutes of the meeting held on January 24, 2023. Seeing none, the minutes were approved.

COMMISSION ACTIONS REQUIRING A PUBLIC HEARING

Subsequent Minor Subdivision of the property addressed as 1329 Dixie Lane and legally described as Lot 8A of Amended Plat of Lots 8 and 9, Block 1, South Park Addition Phase II, Section 22, Township 20 North, Range 3 East, P.M.M., Cascade County, Montana.

Ms. Doermann, Planner I, presented to the Board and gave some background on the subject property. She stated that the applicant, KIB Homes, is requesting a subsequent minor subdivision to create two lots. The parcel was originally two lots in 2008 until they were aggregated in 2019 to make one lot. She stated that the subject property is 0.41 acres and is

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located on the northeast corner of Dixie Lane and Flood Road. The subject property is zoned R-3, Single-family High Density. If the subsequent minor subdivision is approved, the applicant is wanting to construct two single-family residences.

Ms. Doermann presented an Aerial Map, Zoning Map, Draft Amended Plat, and Site Photos.

Ms. Doermann presented a few of the Findings of Fact for Subdivision.

1. Effects on Local Services:
 - Services are existing
2. Effect on Natural Environment:
 - Existing utility and street infrastructure are already available
 - Experienced builder understands requirements for single-family home construction in poor clay soil conditions
3. Effect on Public Health and Safety:
 - No negative effect

Ms. Doermann stated that Neighborhood Council #1 had a meeting scheduled for February 14, 2023 that was postponed until March 14, 2023. She stated that Neighborhood Council notification is not required for minor subdivisions. The application packet was shared with the council members with no response from them. She stated that Staff will present the request at the March 14, 2023 meeting.

APPLICANTS PRESENTATION

Saul Gompert, KIB Homes, south of Cascade, MT, stated that the lots will be a great area to put two 1,430 square foot residences with attached garages. They will meet the covenants set forth by the subdivision.

BOARD QUESTIONS

None.

PUBLIC QUESTIONS

None.

PROPONENTS

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None.

OPPONENTS

None.

BOARD DISCUSSION AND ACTION

MOTION: That the Planning Advisory Board recommend the City Commission approve the subsequent minor subdivision as legally described in the Staff Report, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicants.

Made by: Mr. Mills

Second by: Ms. Essex

Vote: All in favor, the motion passed 6-0

Subsequent Minor Subdivision of the property addressed as 17 3rd St NW and legally described as 4A of Amended Plat No. P-2011-39, Section 2 & Section 11, T20N, R3E, P.M.M., Great Falls, Cascade County, Montana

Mr. Hill, Planner II, presented to the Board and gave some background on the subject property. He stated that the applicant, Talcott Properties LLC, is requesting a two lot minor subdivision within the West Bank One development, right behind the Kobe Steak and Seafood restaurant. The property is Zoned M-2 Mixed-use Transitional and is approximately 1.79 acres. The subdivision would create two lots. Lot 4B would be approximately 1.07 acres, and will have a Highway 55 Burgers, Shakes & Fries constructed on it. Lot 4C would be approximately 0.72 acres and will be for a future development.

Mr., Hill presented a Location Map, Aerial Map, Zoning Map, Draft Amended Plat, and Site Photos.

Mr. Hill presented a few of the Findings of Fact for Subdivision.

1. Effect on Agriculture:
 - The development is within the existing West Bank One and will not interfere with agricultural activities.
2. Effect of Local Services:
 - West Bank One is currently served by City services.
3. Effect on Natural Environment:
 - The development will connect to the existing storm infrastructure.
4. Legal and Physical Access:
 - Access is provided through the reciprocal access easement that connects the subject property to the remainder of the West Bank One development.

Mr. Hill stated that Neighborhood Council #2 has a meeting scheduled for March 8, 2023. The Neighborhood Council notification is not required for minor subdivisions but the application packet was shared with them. There were no responses from them. He stated that Staff will present the request to the Council at the March 8, 2023 meeting.

APPLICANTS PRESENTATION

Brad Talcott, 2801 4th Avenue North, gave some background on the subject property and stated that the property is very visible, as there is a high traffic count in the area. He stated that the proposed development will help fill out West Bank. He thanked City Staff for their hard work.

BOARD QUESTIONS

None.

PUBLIC QUESTIONS

None.

PROPONENTS

None.

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OPPONENTS

None.

BOARD DISCUSSION AND ACTION

MOTION: That the Planning Advisory Board recommend the City Commission approve the subsequent minor subdivision as legally described in the Staff Report, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicants.

Made by: Ms. Gray

Second by: Mr. Mills

Vote: All in favor, the motion passed 6-0

COMMISSION ACTIONS NOT REQUIRING A PUBLIC HEARING

Board recommendation on applications received for opening on Planning Advisory Board/Zoning Commission – Bruner, Goodover, Schneiderhan, Taggart

Mr. Micuda stated that there is an opening on the Planning Advisory Board/Zoning Commission, as Kelly Buschmeyer will not be able to fulfill her term on the Board, due to work commitments. He stated that it is unusual to have so many applicants for an open position. Mr. Micuda stated that the task at hand for the Board is to make whatever recommendation that they think is appropriate.

Mr. Micuda did mention that the applicant, Jake Schneiderhan, was in attendance at the meeting and thanked him for attending.

Ms. Essex recommended that Tom Micuda interview the applicants and make a recommendation.

After Board discussion, upon advice from Mr. Raymond, it was decided that Dave Bertelsen, Julie Essex, and Pat Green would interview the applicants at a later date, and make a recommendation at the next Planning Advisory Board/Zoning Commission meeting.

COMMUNICATIONS

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Mr. Raymond stated that there will not be a meeting on March 14, 2023.

Mr. Raymond stated that he gave his resignation with the City effective March 7, 2023, so the meeting was going to be his last. He thanked the Board for their time and service to the community.

Chair Bertelsen thanked Mr. Raymond for his twelve years of leading the department.

PUBLIC COMMENTS

None.

ADJOURNMENT

There being no further business, Chair Bertelsen adjourned the meeting at 3:37 p.m.

CHAIRMAN

SECRETARY



Meeting Date: March 28, 2023

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

Item:	Conditional Use Permit for a “Two-family residence” land use upon the property addressed as 727 4 th Avenue North
Initiated By:	Ramona Ramadas, Owner
Presented By:	Tom Micuda, Interim Director, Planning and Community Development
Action Requested:	Recommendation to the City Commission

Public Hearing:

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

Suggested Motion:

1. Commission Member moves:

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

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

Background:

The applicant, Ramona Ramadas, has submitted an application to request a Conditional Use Permit to allow for the legalization of a “two-family residence” land use upon the property addressed as 727 4th Avenue North and legally described as Lot 8 and the East 37.5 feet of Lot 9, Block 194, Great Falls Original Townsite, Sec. 1, T20N, R3E, P.M., Cascade County, Montana. The subject property is zoned R-9, Mixed Residential, where a two-family residence land use is permitted upon receiving approval of a Conditional Use Permit and fulfillment of any required conditions.

The subject property has a primary building that is used as the applicant’s home. Behind the primary building is an old carriage house that has been converted into a two-car garage. At some point in the property’s history, a second floor was added to the garage. This second story has been used as an office, and anecdotally, as a living space. Currently it is not being used but the applicant has been working to have the space ready for a second living unit. The garage was built prior to the current zoning setback codes so that the building is built right on the rear property line. Because the carriage house is existing, it is allowed to remain in its current location with a legal, non-conforming status. The Conditional Use Permit will require the applicant to provide four off-street parking spaces. The applicant is proposing to

build a parking pad off of the adjoining alley to the west of the garage. The garage is built for two stalls, which, when combined with the new parking pad, will allow the applicant to meet the four off-street parking space requirement. The applicant will also be required to conform to any building permit requirements that may apply to the project.

The subject property is larger than the typical lot found in the heart of the City which allows it to better accommodate the two living units.

The basis for a decision for a Conditional Use Permit is listed in OCCGF §17.16.36.040. The Zoning Commission's recommendation and the City Commission's decision to approve, conditionally approve, or deny an application shall be based on whether the application, staff report, public hearing, and additional information demonstrates that the criteria which are attached as Findings of Fact - Conditional Use have been met.

Impacts:

Increasing the residential density of the lot from one unit to two units will not adversely impact the area. There are several properties in the vicinity that have a similar land use or higher density. A more detailed analysis can be found in the attached Basis of Decision.

Improvements:

The City is not recommending any improvements to the subject property at this time. The property already has sidewalks, a well-maintained boulevard, and a beautifully maintained yard area.

Neighborhood Council Input:

On March 13, 2023, Neighborhood Council #7 made a motion to unanimously support the proposed land use. The City received written communication from Great Falls Public Schools that stated that the CUP would not adversely impact the schools in the area. Whittier Elementary, East Middle School, and Great Falls High School would be able to handle any additional students this project would potentially bring to the district.

Concurrences:

Representatives of the City's Public Works Department have reviewed the proposal and have no objections to the issuance of the Conditional Use Permit.

Fiscal Impact:

Approval of the CUP would have no adverse financial impact upon the City of Great Falls. Approval of the CUP would result in the legal use of the second unit on the parcel, which would increase the the property's taxable value.

Staff Recommendation:

Staff recommends approval of the Conditional Use Permit, subject to the conditions stated within the agenda report.

Conditions of Approval:

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted

for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

2. **Expiration:** The Conditional Use Permit shall expire one year after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one year if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one year if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **General Code Compliance:** The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
5. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.

Alternatives:

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

Attachments/Exhibits:

Basis of Decision
 Site Layout
 Aerial Map
 Zoning Map
 Applicant Narrative

CONDITIONAL USE PERMIT - BASIS OF DECISION

The applicant is requesting the approval of a Conditional Use Permit (CUP) for a Two-Family Residence located at 727 4th Avenue North in the R-9 district.

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

The proposed two-family residence provides housing diversity and increased density within the City and also takes advantage of existing street and utility infrastructure. More specifically, it is consistent with the following policies in the City's Growth Policy:

Phy4.1 – Encourage a balanced mix of land uses through-out the City.

Phy4.3 – Optimize the efficiency and use of the City's Public facilities and utilities.

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.

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

The CUP will have no detrimental impact upon the health, safety, morals, comfort or general welfare. The subject property has been inspected by Planning and Building staff. Because the property is larger than the average property in the area, increasing the density will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare of the surrounding properties.

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

The residential uses in the neighborhood are generally mixed in density. While the majority of uses in the area are single-family, there are a number of area properties with residential densities of two-family or higher. The property directly to the east, across 8th Street, is a large multi-family building.

The height, scale and design of the existing carriage house structure being used for the proposed second unit will not change. Parking is proposed to be contained within attached and detached garages. The property already contains a nicely landscaped yard. With this design, and with the proximity of the high-density residential development adjoining to the northeast, this conditional use will not adversely impact the use, enjoyment or property value of any property in the immediate vicinity.

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

The project will not impede the normal and ordinary development and improvement of surrounding properties. All of the surrounding nearby lots are already developed. Adjacent property owners have been notified about the project and City staff has received no questions regarding project specifics. City Staff did receive a letter from Great Falls Public Schools that

the increased density would not affect the schools in the district in a negative way.

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

Adequate services and infrastructure are available to serve the two family dwelling. Water, sewer and roads already exist adjacent to the subject parcel. Any utility services needed for the duplex will need to be permitted through the City.

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

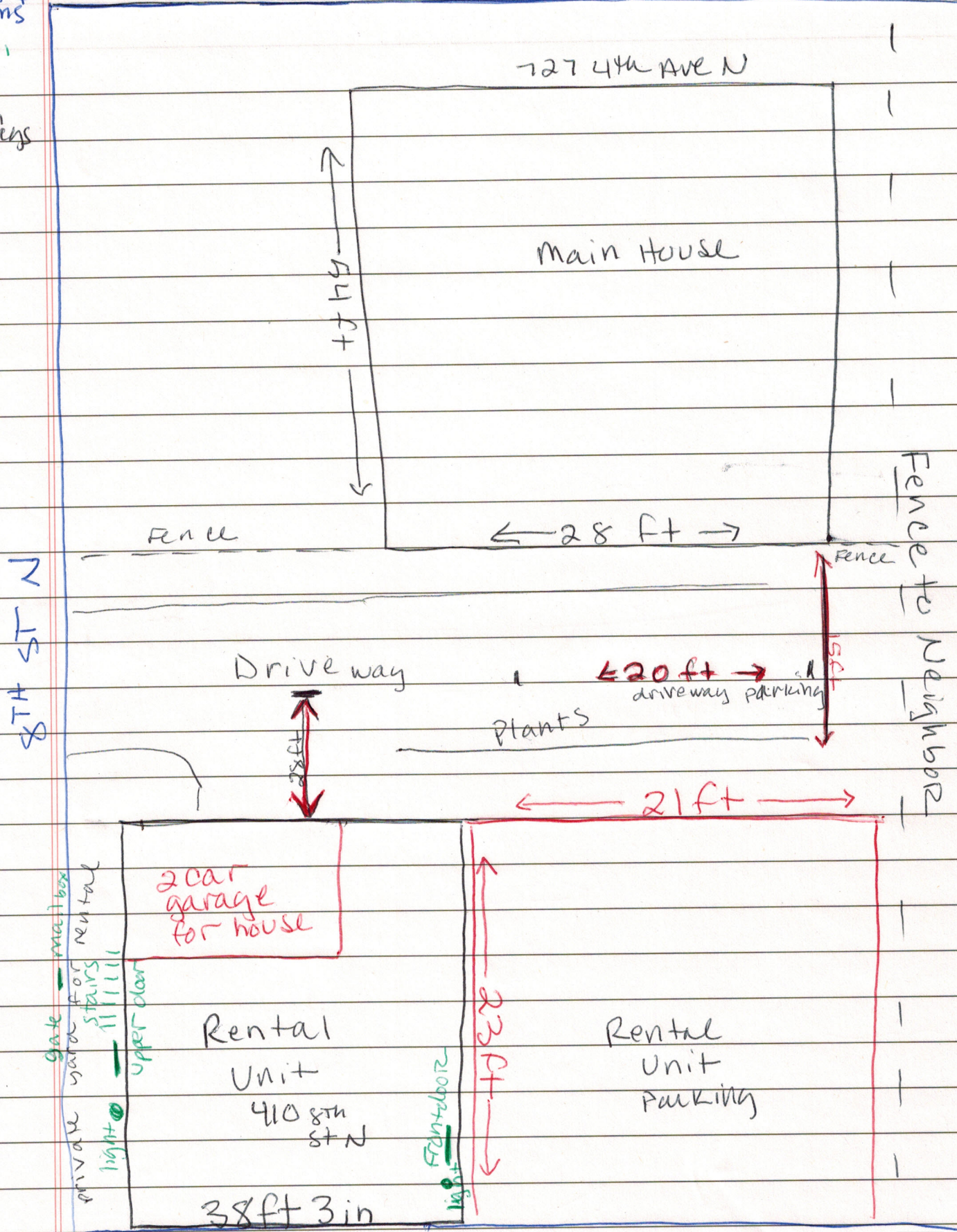
The project will generate little daily traffic, and will have no discernible impact upon the area road network. Driveway access is off 8th Street North and a parking pad will be accessed off of 5th Alley North. Local traffic in this area is minimal and the second residential unit would not congest the area further.

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

The lot is of sufficient size for the proposed two-family use to comply with all applicable regulations in the City's Land Development Code and, more specifically, the R-9 Zoning District.

4th Ave N

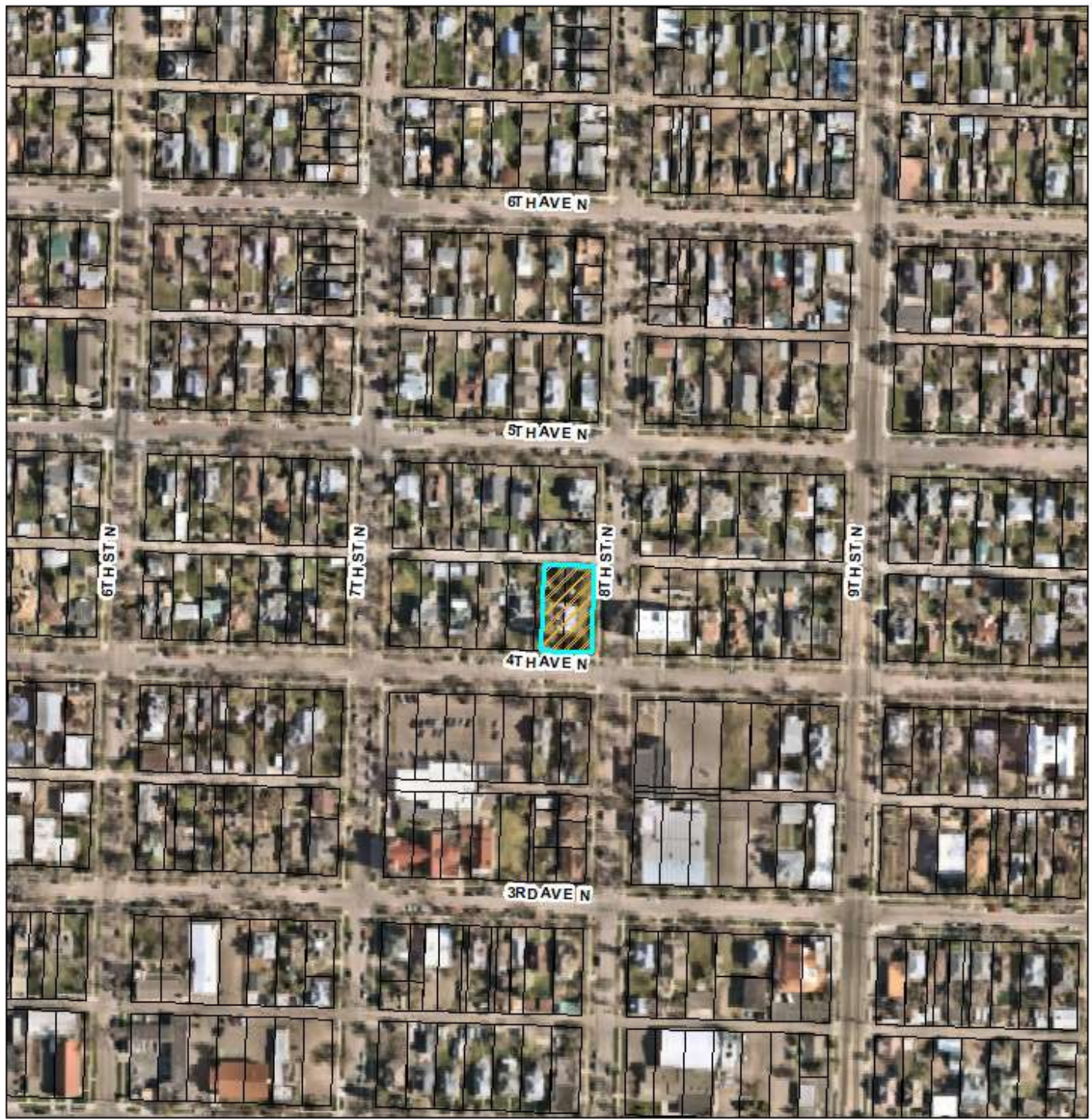
- Legend:
- Parking
 - Street + directions
 - Lights, doors, stairs
 - Bldgs, walkways





Conditional Use Permit - RN Housing
 Ramona Ramadas
 727 4th Ave N

Alley

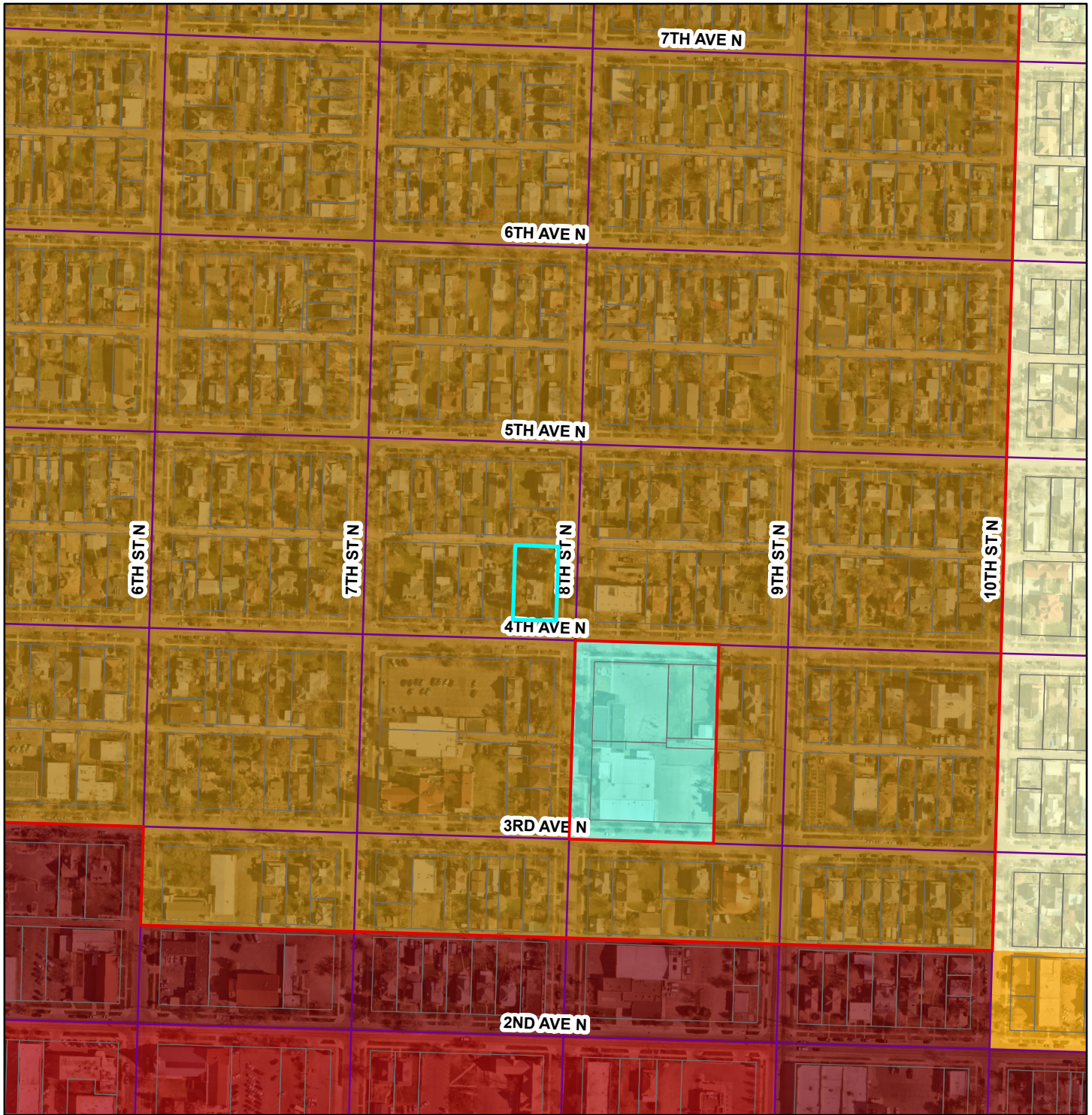
Aerial Map



-  Parcel selection
-  City Limits

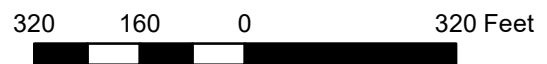


ZONING MAP



Legend

- R-3 Single-family High Density
- R-6 Multi-family High Density
- R-9 Mixed Residential
- C-4 Central Business Core
- C-5 Central Business Periphery
- PLI Public Lands and Institutional



City of Great Falls

Planning and Community Development Dept.

PO Box 5021

Great Falls, MT 59403 -5021

Re: Narrative for Conditional Use Permit Application at 727 4th Ave N/410 8th St N

Dear City Planning,

727 4th Ave N and the “Carriage House” located at 410 8th St N have a special place in the history of the city’s development. It is our understanding that the home was originally built by an investor in the city’s innovative roots in electricity. Innovation has continued as the backbone of the home – as the owners of the property for just under a year, we’ve learned of a prominent Great Falls lawyer, an architect, and had visits by the students and families of several music students that learned within the walls of the home under its most recent owner.

In this spirit, we have been working to restore the home, honoring the architecture, craftsmanship, and innovation of those that came before us. More importantly, we have brought the “carriage house” (a true carriage house, we learned from our neighbor) back to life. Our vision is to support one of the most important needs facing every community today, the nursing shortage. Investments in University of Providence and Great Falls College will help address this growing concern within Great Falls and beyond. With these investments, nurse educators and travel nurses wishing to be part of this wave of change will want to be part of the community for short, and perhaps long periods of time.

As an actively licensed RN, I am well positioned to create a space that meets the needs of a healthcare worker, and my family and I are excited to give back to the industry and community in this way. We believe we can provide a safe and friendly haven at the end of the shift for this rewarding but incredibly demanding role. Simultaneously, the income we receive will allow us to continue making investments into the home, the arts community in Great Falls, and my continued contributions to nursing innovation.

The specific activities we have undertaken to prepare a safe and comfortable space include:

- Upgraded electrical panel and fixtures
- Upgraded plumbing
- Refinished wood floors
- New high-efficiency furnace
- New hot water tank
- Updated bathroom
- Upgraded insulation
- New paint and appliances

We hope that you’ll support our vision and this project. Thank you for your consideration!

Ramona Ramadas



Great Falls Public Schools

District Offices • 1100 4th Street South • P.O. Box 2429 • Great Falls,
MT 59403 • 406.268.6000 • www.gfps.k12.mt.us

March 16, 2023

Cascade County Planning Department
121 4th Street North STE 2/H1
Great Falls, MT 59401

To Whom It May Concern;

Great Falls Public Schools received correspondence requesting input on a Conditional Use Permit (CUP) from Ramona Ramadas for a two-family residence in an R-9 Mixed Residential zoning district, located at 727 4th Avenue N and legally described as Lot 8 & E37 ½ of Lot 9, Block 194, Great Falls Original Townsite. This land is located within our school district boundaries. The schools impacted by potential additional students include Whittier, East Middle School, and Great Falls High School. All these schools would be able to handle additional students. The Great Falls Public School District has no problems or concerns with this zoning request change.

Sincerely,

A handwritten signature in blue ink that reads "Brian Patrick".

Brian Patrick
Director of Business Operations
Great Falls Public Schools



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

RECEIVED
FEB 9 2023
CITY MANAGER

Agenda #6.

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

Board/Commission Applying For: <i>G.F. planning Board</i>		Date of Application: <i>2/3/2023</i>
Name: <i>Jake Schneiderhan</i>		
Home Address: <i>1428 29th AVE South Great Falls, MT 59405</i>		Email address: <i>SSSBHC@gmail.com</i>
Home Phone:	Work Phone:	Cell Phone: <i>406-788-4753</i>
Occupation: <i>Own HVAC Company</i>		Employer: <i>Schneiderhan Brothers H/C</i>
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: <i>-17 Years Construction -HVAC License - OSHA 10 & 30 -Gas License</i>		
Educational Background: <i>4 year Union Apprenticeship Program MT State SATC</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities:		
Previous and current public experience (elective or appointive):		
Membership in other community organizations: <i>Home Builders Newberry</i>		

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

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

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

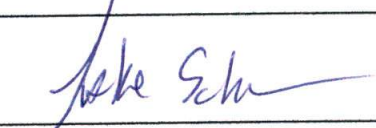
Are you currently serving on a Board? Yes No If yes, which board?

Are you a Qualified Elector? Yes No
(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

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

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

Additional comments:

Signature  Date: 2/3/2023

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

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

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

Email:
kartis@greatfallsmt.net