AGENDA

REGULAR MEETING
COLUMBIA FALLS CITY-COUNTY
PLANNING BOARD AND ZONING COMMISSION

Tuesday, April 10, 2018 - Beginning at 6:30 PM
CITY HALL
COUNCIL CHAMBERS

A. CALL TO ORDER
   a. Roll Call
   b. Pledge of Allegiance

B. APPROVAL OF MINUTES: Minutes of the March 13, 2018 Regular Board Meeting

C. VISITOR OR PUBLIC COMMENT: (An opportunity for the Public to comment on any items not on tonight’s agenda)

D. PUBLIC HEARINGS:
   *A. Conditional Use Permit – Drive-through Coffee Shop: A request by Three Byrd’s Properties, LLC (O’Brien and Melanie Byrd) to add a small drive through coffee shop to the existing O’Brien Liquor and Wine Shop. The property is zoned CB-2 General Business which allows restaurants as a permitted use but requires a Conditional Use Permit for drive-ups or drive-throughs. The property is described as Lots 4 & 5 and a portion of the abandoned alley, Block 59 of the Columbia Falls Townsite. All located in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.
      a. Adopt Staff Report CCU-18-02 as findings of fact
      b. Recommend approval of Conditional Use Permit

Persons may testify at the hearings or submit written comments prior to the meetings. Written comment may be sent to Columbia Falls City Hall, Attention: Susan Nicosia, City Manager, 130 6th Street West, Room A, Columbia Falls, MT 59912. For more information call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

E. ADJOURNMENT

Next Meeting – TBD
MINUTES
REGULAR MEETING
COLUMBIA FALLS CITY-COUNTY
PLANNING BOARD AND ZONING COMMISSION
Tuesday, March 13, 2018 - Beginning at 6:30 PM
CITY HALL
COUNCIL CHAMBERS

CALL TO ORDER AND ROLL CALL
Chairman Vukonich called the meeting to order at 6:30 p.m. PRESENT: Vukonich, Shepard, Duffy, Bonitz, Hughes, Kavanagh, Stene arrived at 6:36. ABSENT: None.

Also present were City Planner Eric Mulcahy, City Manager Nicosia, City Attorney Breck and City Clerk Staaland.

Pledge of Allegiance

APPROVAL OF MINUTES: Shepard made a motion to approve the Minutes of the January 9, 2018 Planning Board Meeting, second by Duffy and the motion carried.

VISITOR OR PUBLIC COMMENT: (An opportunity for the Public to comment on any items not on tonight’s agenda) None.

PUBLIC HEARINGS:
Chairman Vukonich noted that there was no one in attendance to comment on the hearings this evening nor were there any written comments for the record so he would dispense with opening and closing each hearing. He asked Planner Eric Mulcahy to present the staff reports.

A. Planned Unit Development Expiration – Columbia Range PUD: The City of Columbia Falls has initiated a request to remove an expired PUD Overlay from the project formerly known as Columbia Range from the zoning map and revert it to the underlying zoning of CR-3 and SAG-5. Columbia Range was a 146 lot development on 72 acres which never proceeded to construction or final PUD/Plat approval. The property is described as Tracts 1, 2, 3, & 4 of COS 20092, in Section 16, Township 30 North, Range 20 West, P.M.M., Flathead County.

City Planner Mulcahy presented staff report CPUD-18-01, noting the project was to be developed on 72 acres. The preliminary plat was approved in 2006 and has long since expired. The recommendation is to revert it back to the underlying zoning of CR-3 and SAG-5.

Shepard motioned to approve Staff Report CPUD-18-01 as findings of fact, second by Hughes with the Board voting as follows. AYES: Shepard, Duffy, Stene, Bonitz, Kavanagh, Hughes and Vukonich. NOES: None. ABSENT: None.
Shepard made motion to approve the zone change, second by Duffy with the Board voting as follows. AYES: Duffy, Stene, Bonitz, Kavanagh, Hughes, Shepard and Vukonich. NOES: None. ABSENT: None.

B. Planned Unit Development Expiration – River Highlands PUD: The City of Columbia Falls has initiated a request to remove an expired PUD Overlay from the project formerly known as River Highlands from the zoning map and revert it to the underlying zoning of CR-3. River Highlands was a 151 unit development on 48 acres which never proceeded to construction or final PUD/Plat approval. The property is described as Lots 1, 2, & 3 of Loeffler Ridge Subdivision and Tracts 2 & 3 of COS 14045, in Section 16, Township 30 North, Range 20 West, P.M.M., Flathead County.

City Planner Mulcahy said this PUD expired in October, 2010. Staff recommends approval of the Staff Report.

Shepard made motion to adopt Staff Report CPUD-18-02 as findings of fact, second by Kavanagh with the Board voting as follows. AYES: Stene, Bonitz, Kavanagh, Hughes, Shepard, Duffy and Vukonich. NOES: None. ABSENT: None.

Shepard motioned to approve the Zone Change (PUD expiration) and revert it to the underlying zoning of CR-3, second by Hughes with voting as follows. AYES: Bonitz, Kavanagh, Hughes, Shepard, Duffy, Stene and Vukonich. NOES: None. ABSENT: None.

C. Planned Unit Development Expiration – Grace Ann PUD: The City of Columbia Falls has initiated a request to remove an expired PUD Overlay from the project formerly known as Grace Ann from the zoning map and revert it to the underlying zoning of CR-4 and CRA-1. Grace Ann was a 16 unit condominium development on two acres which never proceeded to construction or final PUD/Plat approval. The property is described as Parcels 1 & 2 of COS 17116, in Section 17, Township 30 North, Range 20 West, P.M.M., Flathead County.

City Planner Mulcahy said this PUD expired in 2010. Staff is recommending approval of the findings of fact and approval of the zone change.

Duffy motioned to adopt Staff Report CPUD-18-03 as findings of fact, second by Kavanagh with the Board voting as follows. AYES: Kavanagh, Hughes, Shepard, Duffy, Stene, Bonitz and Vukonich. NOES: None. ABSENT: None.

Shepard made motion to approve the Zone Change (PUD expiration) and revert it to the underlying zoning of CR-4 and CRA-1, second by Hughes with voting as follows. AYES: Hughes, Shepard, Duffy, Stene, Bonitz, Kavanagh and Vukonich. NOES: None. ABSENT: None.

D. Planned Unit Development Expiration – Glacier Estates PUD: The City of Columbia Falls has initiated a request to remove an expired PUD Overlay from the project formerly known as Glacier Estates from the zoning map and revert it to the underlying zoning of CR-3. Glacier was a 122 unit development on 14 acres which never proceeded to construction or final PUD/Plat approval. The property is described as Lots 3 & 4 of Williams Estate Subdivision in Section 16, Township 30 North, Range 20 West, P.M.M., Flathead County.
City Planner Mulcahy said this PUD expired in 2010. Staff recommends to adopt Staff Report CPUD-18-04 as findings of fact.

Kavanagh made a motion to adopt Staff Report CPUD-18-04 as findings of fact, second by Shepard with voting as follows. AYES: Shepard, Duffy, Stene, Bonitz, Kavanagh, Hughes and Vukonich.

Stene motioned to approve the Zone Change (PUD expiration) and revert it to the underlying zoning of CR-3, second by Bonitz with the Board voting as follows. AYES: Duffy, Stene, Bonitz, Kavanagh, Hughes, Shepard and Vukonich. NOES: None. ABSENT: None.

E. Columbia Falls Subdivision Regulations – Title 17 (Subdivision Text Amendment): A request by the City of Columbia Falls to amend certain portions of the text of the Columbia Falls Subdivision Regulations (Title 17 of the Columbia Falls Municipal Code). The City proposes to amend Sections 17.12.020 Phasing of plats; 17.12.050(I) (c) and 17.12.060(J) (3) approval periods and extension process for major and minor subdivisions.

City Planner Mulcahy presented Staff Report CSTA-18-01 as findings of fact. Mulcahy reported that the City is proposing to amend the wording on plat phasing due to a court case out of Ravalli County and issues raised during the last legislative session. Kelly Lynch, Legal Counsel for the MLCT provided text amendment recommendations to address the legal issues. Therefore, staff proposes to amend Sections 17.12.020 Phasing of plats; 17.12.050(I) (c) and 17.12.060(J) (3) approval periods and extension process for major and minor subdivisions.

Stene said for clarification is this recommending that letters will not be sent to the neighbors, only public notices in the newspapers. Mulcahy said that was correct, prior to granting a plat extension, the City would publish a hearing notice but would not mail letters to each neighbor. It is not necessary to incur the expense of mailing letters as this is not a new opportunity to approve the plat or change any plat conditions, the hearing is strictly limited to considering an extension to the plat timing as provided in City subdivision regulations. Further, Mulcahy noted that the hearing notice complies with the recommended process from Kelly Lynch.

Hughes motioned to adopt Staff Report CSTA-18-01 as findings of fact, second by Shepard with voting as follows. AYES: Stene, Bonitz, Kavanagh, Hughes, Shepard, Duffy and Vukonich. NOES: None. ABSENT: None.

Kavanagh motioned to amend the proposed text amendments as follows:

1) amend page 2 of 3, Chapter 17-12-050-I d. Prior to granting a second or subsequent extension for a major subdivision.
2) Chapter 17-12-020 4. b. last sentence to read. Failure to meet this time frame will cause the preliminary plat to be voided unless an extension has been granted.

Motion seconded by Shepard with voting as follows. AYES: Bonitz, Kavanagh, Hughes, Shepard, Duffy, Stene and Vukonich. NOES: None. ABSENT: None.

Duffy noted typos in the staff report text on page 1 and page 3. Staff will make the corrections.
NEW BUSINESS:
Growth Policy Schedule: After Board discussion, it was decided that the Growth Policy Review will begin in the fall.

REPORTS:
None

ADJOURNMENT:
Motion by Shepard, second by Duffy meeting adjourned at 7:56 p.m.

__________________________
Chairman

__________________________
City Clerk
CITY OF COLUMBIA FALLS

NOTICE OF PUBLIC HEARING

The Columbia Falls City-County Planning Board will hold a public hearing for the following item at their regular meeting on Tuesday, April 10, 2018 at 6:30 p.m. at the Council Chambers of City Hall, 130 6th Street West, Columbia Falls, Montana. The Columbia Falls City Council will hold a subsequent hearing on April 16, 2018 starting at 7:00 p.m. in the same location.

**Conditional Use Permit – Drive-through Coffee Shop:** A request by Three Byrd’s Properties, LLC (O’Brien and Melanie Byrd) to add a small drive through coffee shop to the existing O’Brien Liquor and Wine Shop. The property is zoned CB-2 General Business which allows restaurants as a permitted use but requires a Conditional Use Permit for drive-ups or drive-throughs. The property is described as Lots 4 & 5 and a portion of the abandoned alley, Block 59 of the Columbia Falls Townsite. All located in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

Persons may testify at the hearing or submit written comments prior to the meetings. Written comment may be sent to Columbia Falls City Hall, Attention: City Clerk, 130 6th Street West, Room A, Columbia Falls, MT 59912 or email: staalandb@cityofcolumbiafalls.com. For more information call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 22nd day of March, 2018.

**Susan Nicosia**

Susan Nicosia, City Manager/Planning and Zoning Administrator
COLUMBIA FALLS CITY-COUNTY PLANNING BOARD

Publish: Daily Interlake: March 25, 2018
STATE OF MONTANA

FLATHEAD COUNTY

AFFIDAVIT OF PUBLICATION

MARY BOOTH BEING DULY SWORN, DEPOSES AND SAYS: THAT SHE IS THE LEGAL CLERK OF THE DAILY INTER LAKE A DAILY NEWSPAPER OF GENERAL CIRCULATION, PRINTED AND PUBLISHED IN THE CITY OF KALISPELL, IN THE COUNTY OF FLATHEAD, STATE OF MONTANA, AND THAT NO. 25259


AND THE RATE CHARGED FOR THE ABOVE PRINTING DOES NOT EXCEED THE MINIMUM GOING RATE CHARGED TO ANY OTHER ADVERTISER FOR THE SAME PUBLICATION, SET IN THE SAME SIZE TYPE AND PUBLISHED FOR THE SAME NUMBER OF INSERTIONS.

Subscribed and sworn to
Before me this March 25, 2018

Dorothy I. Glencross
Notary Public for the State of Montana
Residing in Kalispell
My commission expires 9/12/2021
CONDITIONAL USE PERMIT REQUEST
COLUMBIA FALLS AREA ZONING JURISDICTION

COLUMBIA FALLS PLANNING OFFICE STAFF REPORT #CCU-18-02

Three Byrd’s Properties, LLC, 830 1st Avenue West, described as Lots 4 & 5 and a portion of the abandoned alley, Block 59, Columbia Falls Townsite, Sec. 8, T30N, R20W, P.M.M., Flathead County

April 4, 2018

A report to the Columbia Falls City-County Planning Board and Zoning Commission and the Columbia Falls City Council regarding a request to permit a conditional use for a drive through Espresso Stand within the Columbia Falls Zoning Jurisdiction. The Conditional Use request is scheduled for a public hearing before the Planning Board on April 10, 2018 at 6:30 PM and the City Council on April 16, 2018 at 7:00 p.m.

BACKGROUND INFORMATION

A. PETITIONERS
Three Byrd’s Property, Attn: O’Brien Byrd
P.O. Box 260138
Columbia Falls, MT 59912

B. PETITIONER’S TECHNICAL ASSISTANCE
Same

C. LOCATION/DESCRIPTION

<table>
<thead>
<tr>
<th>Subd:</th>
<th>Columbia Falls Townsite</th>
<th>Block: 59</th>
<th>Lot : 4, 5, and a portion of the abandoned Alley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tract:</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section:</td>
<td>8</td>
<td>Township:</td>
<td>30N</td>
</tr>
<tr>
<td>Address:</td>
<td>830 1st Ave West, Columbia Falls</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. REQUEST
Conditional Use Permit to establish a drive through espresso business located in a portion of the existing O’Brien’s Liquor and Wine Building. The drive through would open on the west side of the building with a looped driveway.
E. **REASON FOR REQUEST**
Drive through espresso businesses are only permitted in this zone as a conditional use. The applicant proposes to lease the location to Copper Mountain Coffee for a new location in Columbia Falls.

F. **EXISTING LAND USE**
Currently the space that will be occupied by the Espresso Drive through is storage and space for a backpack snack program within the O’Brien Liquor and Wine building. If the CUP is approved this space will be remodeled to house the espresso business. (Figure 1)

G. **ADJACENT ZONING AND LAND USE:**

<table>
<thead>
<tr>
<th>North</th>
<th>CB-2</th>
<th>Vacant at present</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>CB-2</td>
<td>Xanterra and Cedar Creek Lodge</td>
</tr>
<tr>
<td>East</td>
<td>CB-2</td>
<td>O’Briens Liquor and Glacier Bank</td>
</tr>
<tr>
<td>West</td>
<td>CB-2</td>
<td>Wild Joes’ Frozen Treats</td>
</tr>
</tbody>
</table>
The current use and other uses in the area are in reasonable compliance with the existing zoning.

Figure 2

Zoning Map – Flathead County GIS

H. **GROWTH POLICY DESIGNATION:**
The subject area is designated as commercial as indicated by the red shading on the Columbia Falls Growth Policy Map (Figure 3) indicated below:
**EVALUATION BASED ON REQUIRED CRITERIA**

**18.210.080** Criteria required for consideration of a Conditional Use Permit:
A Conditional Use Permit may be granted only if the proposal, as submitted, conforms to all of the following general Conditional Use Permit criteria, as well as to all other applicable criteria that may be requested.

a. Site Suitability. (That the site is suitable for the use) This includes:
   i. Adequate Usable Space: The proposed use will be located inside of the existing business, O’Brien’s Liquor and Wine. The applicants will remodel the southwest corner of the building, installing a drive-up window and a “man door” in the area of the current roll-up door. There is adequate room on the vacant lots to the west for the driveway and circulation from 2nd Avenue West.

ii. Adequate Access: Currently there are three approaches to Highway 2 from the abandoned alley and vacant lots west of the building. In communications from James Freyholtz, PE of the Montana Department of Transportation (MDOT), the two western approaches are going to be removed with the Highway overlay project later this summer. As a result, the drawing prepared by the applicant using two of the existing approaches will not work. Instead, the applicant has the option of utilizing Second Street West as shown in Figure 1 to make a circulation pattern work for the drive-through. To address this issue, staff is recommending a
condition of approval that requires the applicant secure an approach permit for the change in use from the MDOT.

iii. Absence of Environmental Constraints: The site is flat and void of wetlands, rivers, or streams. There is no floodplain or other environmental factors that would constrain the development of this site.

b. Appropriateness of Design. The site plan for the proposed use will provide convenient and functional use of the lot. Consideration of design should include:

i. Parking Scheme: Parking is currently provided by perpendicular parking in front of the existing building as well as potential parking to the rear of the building. Only one space would be needed for the drive through espresso business.

ii. Traffic Circulation: See discussion in a.ii) above. The applicant provided a very rough sketch of the proposed use and circulation. In discussions with the MDOT the circulation will need to be modified and this can easily be addressed through the conditions and working with the MDOT and City of Columbia Falls on the new approach.
iii. Open Space: As this is an interior remodel of a structure it does not trigger the open space requirements of the zoning or subdivision code.

iv. Fencing/Screening: None is required.

v. Landscaping: As this is an interior remodel of an existing building, the small building requirements for landscaping do not apply.

vi. Signage: A signage plan was not submitted with the application. This is not an issue as the City has an established signage code and application process that functions independently of the CUP. However any future signage will need to meet the signage standard of the Columbia Falls Zoning Code.

c. Availability of Public Services and Facilities. The following services and facilities are to be available and adequate to serve the needs of the use as designed and proposed:

<table>
<thead>
<tr>
<th>Service</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer</td>
<td>City of Columbia Falls</td>
</tr>
<tr>
<td>Water</td>
<td>City of Columbia Falls</td>
</tr>
<tr>
<td>Storm Water Drainage</td>
<td>Owner</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>City of Columbia Falls</td>
</tr>
<tr>
<td>Police Protection</td>
<td>City of Columbia Falls</td>
</tr>
<tr>
<td>Streets</td>
<td>City of Columbia Falls and Mont. Dept. Transportation</td>
</tr>
</tbody>
</table>

The services required are provided as shown in the table above.

d. Immediate Neighborhood Impact. The proposed use will not be detrimental to abutting properties or the neighborhood in general.
Typical negative impacts which extend beyond the proposed site include, but are not limited to:

i. Excessive Traffic Generation: The property is zoned CB-2 (General Business) and as such anticipates traffic generated by establishments such as the drive-through espresso business. The traffic generated by the business would not be out of character with the neighboring retail, restaurant, service, or hospitality businesses.

ii. Noise or Vibration: Staff anticipates no noise or vibration with the proposed use.

iii. Dust, Glare, Or Heat: The proposed drive through espresso use will not generate dust, glare or heat.

iv. Smoke, Fumes, Gas, or Odors: The proposed use will not generate smoke, fumes, gas, or odors that would be out of character with any food/beverage establishment located along Highway 2. The only difference between the drive-through and a coffee shop without a drive-through is that there will be cars idling in line while waiting to get to the window.

v. Inappropriate Hours of Operation: Owner advises that operating hours will be between 6:00 AM to 5:00 PM. These are completely acceptable hours for a commercial district. Staff is not proposing any limits on the hours of operation.
RECOMMENDATIONS:
Staff recommends that the Planning Board adopt Staff report CCU-18-02 as findings of fact and that the Planning Board recommend approval of the Conditional Use Permit for permitting a drive through espresso stand at 830 1st Avenue West, Columbia Falls should be granted with the following conditions:
1. The applicant shall secure an approach permit from the MDOT for the change in use in utilizing the access to Highway 2.
2. The applicant shall secure a sign permit from the City of Columbia Falls for new signage appropriated to the drive-through espresso stand.
3. Secure a building permit from the City for the remodel.
4. Secure approval from the Columbia Falls Public Works Department for the new approach onto 2nd Avenue West.
5. The driveway and drive-through shall be paved in accordance with the Columbia Falls Air Quality Standards.
APPLICATION FOR CONDITIONAL USE PERMIT

FILING FEE ATTACHED $450 + $150 for County

PROPOSED USE: Remodel South Western Unit @ O'Briens Liquor & Wine & Lease
out space to Copper Mountain Coffee.

(Describe in detail, indicate if continued to attached pages)

OWNER(S) OF RECORD:
Name: O'Brien & Melanie Byrd
Mailing Address: P.O. Box 260138
City/State/Zip: Martin City 5926 Phone: 249-0552

PERSON(S) AUTHORIZED TO REPRESENT THE OWNER(S) AND TO WHOM ALL CORRESPONDENCE IS TO BE SENT:
Name: 
Mailing Address: 
City/State/Zip: Phone:

LEGAL DESCRIPTION OF PROPERTY (Refer to Property Records):
Street Address B30 1st Ave W
Block 59 Lot 5 + 4
Subdivision Name CF Original
Section ____ Township B3020 Range ____

The Applicant is responsible for providing sufficiently complete information (see 18.210.090). Attached is the Required Criteria for Conditional Use Application the Planning Board and Council must use to create a “Finding of Fact” in making a decision. Please review the Criteria carefully before providing the following information and documents.

1. Zoning District and Zoning Classification in which use is proposed: CB2

2. Attach a plan of the affected lot which identifies the following items:
   a. Surrounding land uses.
   b. Dimensions and shape of lot.
   c. Topographic features of lot.

07/2016

The burden of proof for satisfying the aforementioned criteria shall rest with the applicant and not the planning board. The granting of a conditional use permit rests in the discretion of the city council as to whether or not the proposal conforms to the criteria and requirements set forth in Chapter 18.210.080.
3. On a separate sheet of paper, discuss the following topics relative to the proposed use:

a. Traffic flow and control.
b. Access to and circulation within the property.
c. Off-street parking and loading.
d. Refuse and service areas.
e. Utilities.
f. Screening and buffering.
g. Signs, yards and other open spaces.
h. Height, bulk and location of structures.
i. Location of proposed open space uses.
j. Hours and manner of operation.
k. Noise, light, dust, odors, fumes and vibration.
l. If the application is for a home occupation conditional use permit provide the following information:
   1. Number of employees that will work on the premises.
   2. Number of employees that are not family members residing at the premises.
   3. Estimated number and frequency of clients/patrons that will visit the on-site business.
   4. How much area will be used for the business. Compared to the area used for residential purposes.

4. Attach supplemental information for proposed uses that have additional requirements.

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature

Date 3/20/18
Plan for Conditional Use Permit for O’Brien’s Liquor & Wine

2.  a. Land Uses: Two CB2 lots to the west of O’Brien’s Liquor & Wine are only used for 20 nights of the year for the Columbia Falls Community Market. The Coop is used to house special events, concerts, and certain aspects of the Columbia Falls Community Market. O’Brien’s Liquor & Wine is a Montana State Retail Liquor Store and gift shop. Parking for O’Brien’s Liquor & Wine is located on east side of business.

   f. Existing use of Structures: We will be taking out the garage door and framing in a man door for employee access. The drive up window will be directly south (right) of the man door. There will be customer access on the west side of O’Brien’s Liquor & Wine once the liquor store is open for business. It is located exactly in the middle of the western wall.

   g. Proposed Use for Open Space: Entry to Copper Mountain Coffee at furthest western entrance to vacant lot. Asphalt approach from there to drive up window located at south western corner of O’Brien’s Liquor & Wine. Exit will be at the furthest eastern exit point to vacant lot.

3.  a. Traffic flow and control: West bound Hwy 2 traffic can access entrance with simple right hand turn into vacant lot. East bound Hwy 2 traffic can access entrance by merging into turning lane, before taking a left at entrance. The speed limit is 25 mph.

   b. Access: Entry at western most access point to vacant lot on to ONE WAY approach to drive up window. Customers that either park and enter or use the drive up window, will then exit the lot at the eastern most exit point of vacant lot.

   c. Off Street Parking & Loading: Parking will be located against north western corner of O’Brien’s Liquor & Wine or in front of O’Brien’s Liquor & Wine in existing parking lot.

   d. Refuse located on eastern side of The Coop, next to 1st Ave West.

   e. Copper Mountain Coffee will be on their own water, gas, and electrical.

   f. Screening & Buffering:

   g. There will be entry and exit roadside signs next to appropriate access and exit points. There will be a sign above the drive up window.

   h. Heigh/bulk: Aside from signs, three will be no NEW structures.

   i. Location of Proposed open spaces: please see rendition.

   j. 6am – 5pm. There will be a drive up window for to go coffee/beverage services as well as a small coffee shop located in the liquor store/separate from the liquor store. Coffee, energy drinks, snacks, Italian sodas, etc.
k. Impacts: Exhaust from cars driving up approach to drive in and/or parking. Light from cars pulling onto approach in the early morning in winter.
March 22, 2018

Re: Public hearing notice for a Conditional Use Permit (CUP) for a Drive-Through Coffee Shop.

Dear Adjacent Property Owner:

Our records indicate that you are the owner of property owner within 150-feet of the proposed project.

As the Planning Staff for the Columbia Falls Planning Jurisdiction, I am writing to provide you with a notice of a public hearing that involves a request by Three Byrd’s Properties, LLC (O’Brien and Melanie Byrd) to install a drive through Coffee Shop within the existing O’Brien’s Liquor and Wine Shop. The building in question is located at 830 1st Avenue West. The property is zoned CB-2 (General Business) District and the zoning ordinance requires a Conditional Use Permit for drive-through restaurants.

If you have question or comments concerning this matter, please call, visit or write me at City Hall. For written comment to be included in the Planning Board packet, it needs to be submitted to the City Clerk, 130 6th Street West, Columbia Falls, MT 59912 no later than Thursday April 5th, 2018 or by email: staalandb@cityofcolumbiafalls.com. Written or emailed comment may be provided up to 5:00 pm on the day of the hearing, it will just be passed out at the hearing. You are also invited to present verbal or written testimony during the public hearing on April 10, 2018.

Sincerely,

[Signature]

Eric H. Mulcahy, City Planner