### **RESOLUTION NO. 3888**

A RESOLUTION ADOPTING FINDINGS OF FACT AND APPROVING SITE PLAN REVIEW FOR SACRED HEART CATHOLIC CHURCH ADDITION ON LOTS 1-6 OF THE MILES ADDITION TO THE CITY OF MILES CITY.

*WHEREAS*, the Roman Catholic Bishop of Great Falls has requested that the City of Miles City approve the site plan review for an addition to be built on Lots 1-6 of the Miles Addition to the City of Miles City, Custer County, Montana;

*AND WHEREAS*, a public hearing was held before the Planning Board on February 16, 2016, and the Planning Board has recommended that the City Council approve the site plan with certain conditions;

AND WHEREAS, the City Council is the final reviewing authority for site plan approval pursuant to Section 24-96 of the Code of Ordinances of the City of Miles City;

**NOW THEREFORE BE IT RESOLVED** by the City Council of Miles City, Montana, as follows:

- 1. The City Council of the City of Miles City does hereby adopt the "City Council Staff Report SPR-2016-01," attached hereto as Exhibit "A," as findings of fact; and
- 2. Based on the findings of fact, the City Council of the City of Miles City hereby **APPROVES WITH CONDITIONS** the site plan submitted by the Roman Catholic Bishop of Great Falls. Said conditions are set forth in Exhibit "A."

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, AT A DULY CALLED MEETING THIS 23RD DAY OF FEBRUARY, 2016.

John Hollowell, Mayor

ATTEST:

Lorrie Pearce, City Clerk

# CITY OF MILES CITY MILES CITY PLANNING BOARD P.O. BOX 910 MILES CITY, MT 59301

February 23, 2016

Mayor John Hollowell City Council Members

#### **RE: Site Plan Review for Sacred Heart Church Addition**

The City Planning Board has reviewed the proposed site plan and recommends to the City Council that the proposal be approved subject to the following conditions:

### **CONDITIONS:**

- Any modification to the approved application and plans that affect building codes, zoning regulations or public facilities shall require additional review by the City of Miles City.
- The owner shall maintain adequate parking spaces as defined in the 2012 International Building/Zoning Codes for an estimated occupancy load of 88 persons.
- The owner shall comply with all applicable codes in the Miles City Code of Ordinances Section 15 concerning Public Nuisances.
- The owner or owner's representative shall apply for a building permit prior to construction.
- The water, sewer and other utilities connections shall be approved by the applicable service providers prior to construction.
- The owner shall submit a letter of review from the Miles City Fire Department indicating adequate fire protection plans have been developed and the department can adequately respond to emergencies at the facility. Any fire department requirements, such as fire hydrants, access plans/improvements, sprinkler systems, firewalls, and other fire code requirements shall be approved by the fire department prior to occupancy.
- The applicant shall follow all floodplain permit procedures and receive approval from the Floodplain Administrator prior to start of construction.
- A Certificate of Occupancy is contingent upon the application meeting all conditions of approval.

Respectfully,

Roxanna Brush, President Miles City Planning Board

#### **EXHIBIT "A"**

# Amended City Council Staff Report SPR-2016-01 Site Plan Review Sacred Heart Church Addition Meeting Date: February 23, 2016

### **PROJECT SUMMARY:**

Stevenson Design, on behalf of the Sacred Heart Catholic Church, has submitted a Site Plan Review application for the construction of a 3,943 sq. ft. addition on the east side of the church building. The property is located at 120 N. Montana St. The legal description is Sec 34, T08N, R47E, Lots 1 through 6 of the Miles Addition. See attached maps for location and site plans.

Significant dates and review items are noted below:

- > The applicant has submitted all the required information per 24-96(e).
- > The applicant was notified that the application was deemed incomplete on Jan 4, 2016 and complete on January 7, 2016.
- The Public Hearing was held February 16, 2016 at 6:00 PM in the City Hall Conference Room. Noticing requirements in 24-96(f)(6) were satisfied.

#### PUBLIC COMMENT

Two comments were received via phone during the comment period. The questions were answered satisfactorily, No persons from the public attended the public hearing.

### **REVIEW CRITERIA**

The project meets the review criteria in 24-96(g). The following information may be considered as Findings of Fact.

- There will be no significant impact on circulation patterns, as this project is not increasing capacity of the church. The addition will be used as a reception area for church events.
- The maximum height of the proposed addition is 14', well within reach of current Fire Department equipment.
- Emergency access and fire prevention measures have been reviewed by the Miles City Fire Department. The
  department still needs the actual square footage and occupancy load to determine if a sprinkler or fire alarm
  is necessary. Alleyways shall be clear to allow emergency access.
- No significant impact on local traffic is expected (less than 400 ADT) as the intent of the addition is not to increase capacity.
- Stormwater will be discharged via a new 6" line to the existing stormwater collection system on Palmer St. Drainage calculations show that an additional 66 cubic feet of water will be added to the City's system. The system has the capacity to handle the additional water.
- The property is located in the flood fringe. The applicant must submit a floodplain permit along with drawings showing the required floodproofing plan. Floodproofing must be no less than 2 feet above BFE. Additional documentation may need to be submitted before, during or after construction.
- Water & Sewer services are readily available. The applicant will be extending the sewer service connection from the Palmer-Pleasant Street Alley to the new addition. Water service will be extended from the existing building. Electrical & communications services are available on site.
- Sacred Heart Church is a significant historic landmark in Miles City, which, although eligible, is not listed on the National Register of Historic Buildings. In reviewing the Site Plan for the new addition to rear of the church, the HPO has determined that the plan does incorporate the applicable design elements specified in the Secretary of Interior's (SOI) Standards for Rehabilitation of Historic Buildings. The design makes minimal impact on the defining architectural characteristics of the building's primary façade and side street view of the building. The new addition will not destroy historic materials that characterize the

Amendment Rev Date: 3/1/16

# Amended City Council Staff Report SPR-2016-01 Site Plan Review Sacred Heart Church Addition Meeting Date: February 23, 2016

property during construction and the choice of brick of a similar color to the facade will subtly differentiate the new construction from the original structure. Overall, the addition is compatible in massing, size, scale, and architectural features of the original building, which will protect the historic integrity of the property and its environment into the future. Should the new addition be removed in the future the primary, architecturally significant historic structure would remain essentially intact.

- The building site currently has a bus barn and two ADA parking spaces. ADA parking will be available on the street, in front of the Palmer Street entrance. The bus barn will be torn down and the busses parked at the Sacred Heart School. On street parking should be sufficient to cover the required 9 parking spaces required for a church with an estimated occupancy load of 88 persons. (IZC 2012 24-14) Four ADA spaces are required, nine are provided. Three ADA parking spaces are located near the Palmer Street entrance. An additional six ADA spaces have been added on the south side of the rectory building, adjacent to the alley.
- The use meets all of the Residential A (RA) zoning code requirements for setbacks, height restrictions, signage, parking standards, and design requirements. The City Building Inspector will review and approve the building design requirements.
- Garbage service is currently provided by MC Sanitation. The applicant has two trash receptacles that are stored near the alley. Standard trash receptacles do not need to be screened from public view.
- The proposed use has no significant impacts to neighboring land uses. The site is bordered the following zones: RA to the north, south, northwest and a small General Commercial zone to the west.
- MCPD has reviewed the application and found there is little to no additional impact for police services as the project area is located within city limits and currently receives these services.
- The use complies with the City Zoning requirements for land use, height, setbacks, signage and other design requirements.
- The use will not be detrimental to or endanger public health, safety or general welfare as the proposed use is surrounded by compatible uses.
- The existing and reasonably anticipated permitted uses in the area will not be substantially impaired or diminished by the establishment of the proposed use as the project is surrounded by compatible uses.
- Adequate utilities, access ways, drainage, and other necessary site improvements will be provided prior to occupancy.
- There are no proposed changes to ingress and egress. The use will not significantly affect traffic congestion on public streets.

### **RECOMMENDATION and APPROVAL:**

The Planning Board recommends approval of the proposed project.

The Council unanimously approved this proposal with the addition of one condition to address parking in the alley.

### **CONDITIONS:**

- Any modification to the approved application and plans that affect building codes, zoning regulations or public facilities shall require additional review by the City of Miles City.
- The owner shall maintain adequate parking spaces as defined in the 2012 International Building/Zoning Codes for an estimated occupancy load of 88 persons.
- The owner shall comply with all applicable codes in the Miles City Code of Ordinances Section 15

# Amended City Council Staff Report SPR-2016-01 Site Plan Review Sacred Heart Church Addition Meeting Date: February 23, 2016

concerning Public Nuisances.

- The owner or owner's representative shall apply for a building permit prior to construction.
- The water, sewer and other utilities connections shall be approved by the applicable service providers prior to construction.
- The owner shall submit a letter of review from the Miles City Fire Department indicating adequate fire protection plans have been developed and the department can adequately respond to emergencies at the facility. Any fire department requirements, such as fire hydrants, access plans/improvements, sprinkler systems, firewalls, and other fire code requirements shall be approved by the fire department prior to occupancy.
- The applicant shall follow all floodplain permit procedures and receive approval from the Floodplain Administrator prior to start of construction.
- A Certificate of Occupancy is contingent upon the application meeting all conditions of approval.
- Visitors to the facility shall not be allowed to park in the alleyway. City may install signs noting that all parking must be in designated areas only.

Amendment Rev Date: 3/1/16 Page 3 of 3



Miles City (partial)

Volume
Detention
Stormwater
Required

Sacred Heart Church Site	Range of Runoff Runoff Coefficient Coefficients Used	= (0.80-0.90) 0.90 = (0.35-0.80) 0.80 = (0.15-0.40) 0.30 = (0.10-0.30) 0.10
	_ ŭ	
	Relative Imperviousness Factors:	Paved Areas/Structures Graveled Areas Unimproved Rangeland Landscaped (lawn, shrubs, trees)

1.41 in/hr 3600 sec/hr

Intensity (I) Time (T)

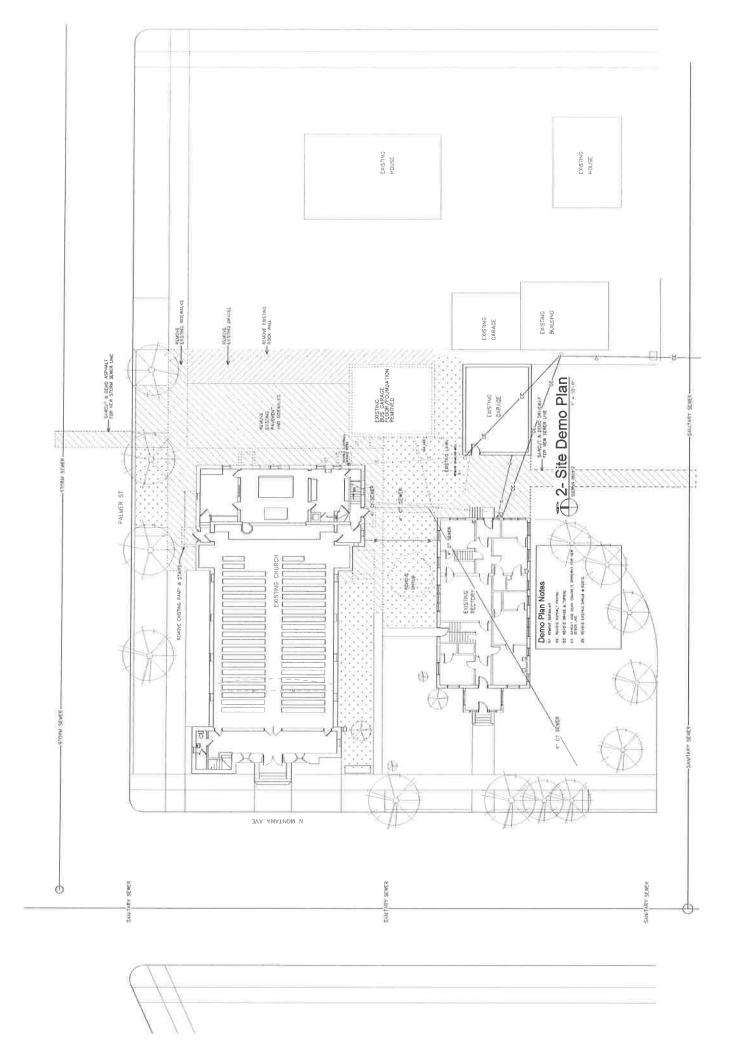
2-Year, 24-Hour Storm Event:

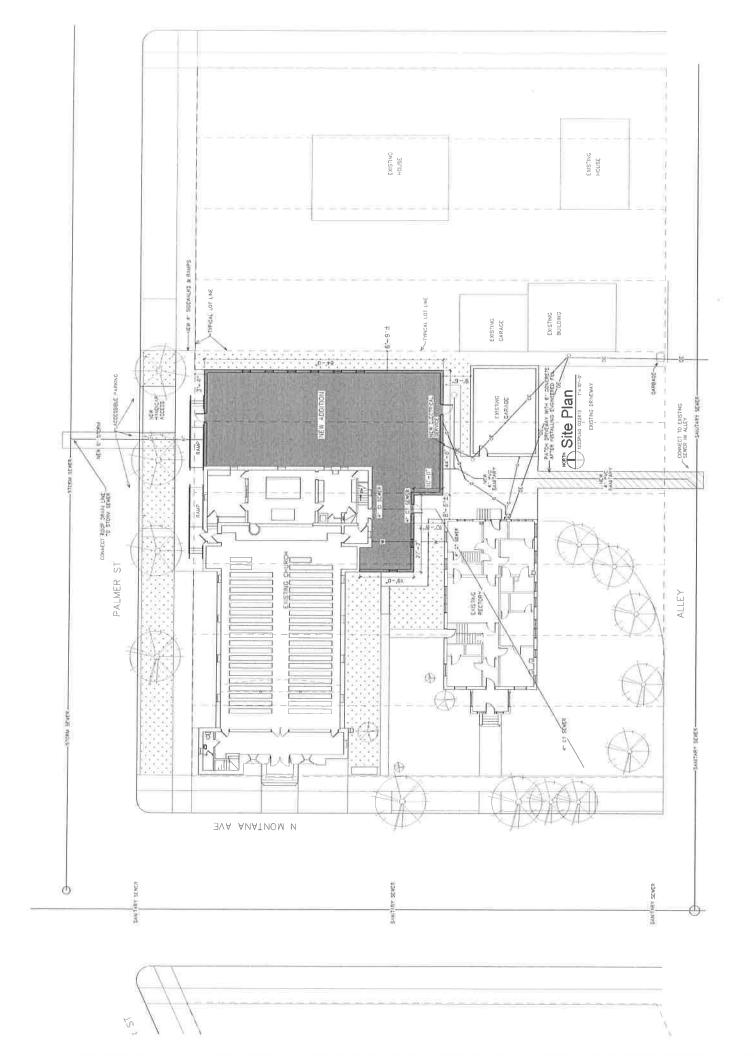
	_	Proposed Si	te Layout	Existing S	Site Layout
Areas:		Area	Area	Area	Area
		$(ft^2)$	(Acres)	$(ft^2)$	(Acres)
Total Area of Watershed	n	16988	0.39	16988	0.39
Paved Areas/Structures	II	12794	0.29	11400	0.26
Graveled Areas	II	527	0.01	1311	0.03
Unimproved Areas	II	0	0.00	0	0.00
Landscaped Areas	11	3581	0.08	4190	0.10
Total Area	" "	16901	0.39	16901	0.39

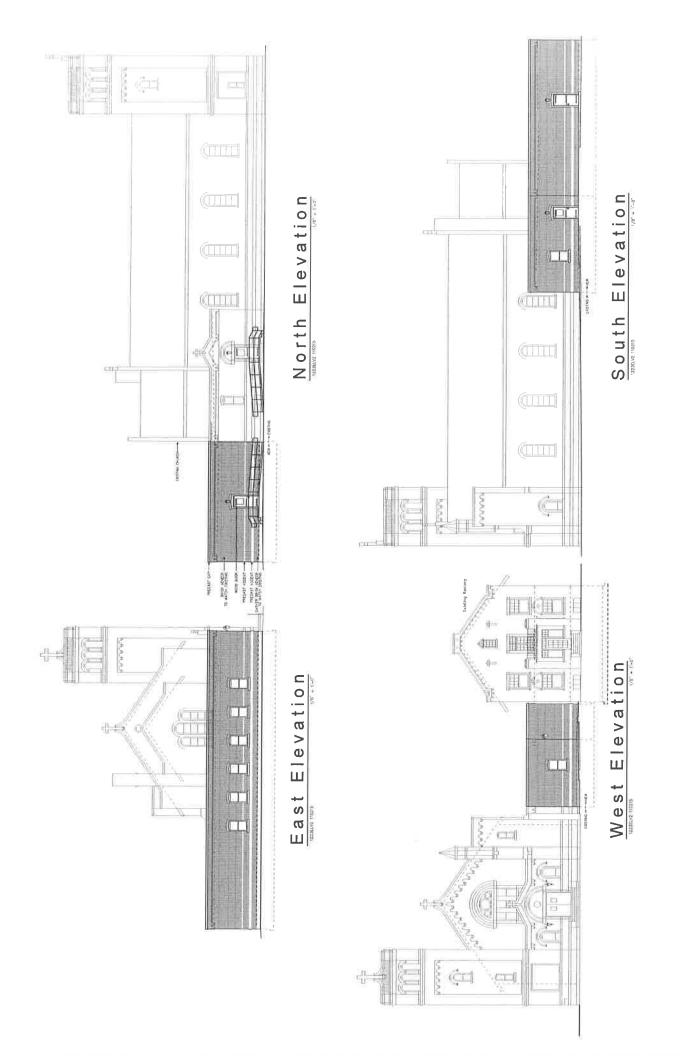
Volume of Runoff = (C\*I\*A)\*T Total Volume Difference = Proposed - Existing

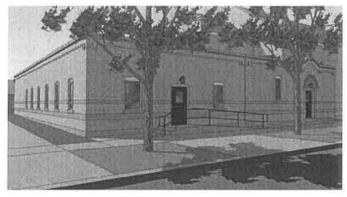
Volumes Required:

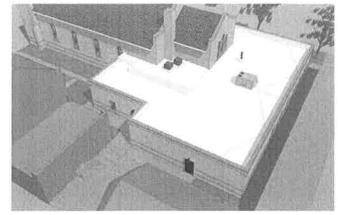
Paved Areas/Structures Graveled Areas Unimproved Areas Landscaped Areas Total Volume Flow (ft³/s)	, , , , , , , , , , , , , , , , , , ,	Volume (ft³) 1341.74 49.14 0.00 41.72 1432.60 0.40	Volume (yd³) 49.69 1.82 0.00 1.55 53.06	Volume (ft³) 1195.55 122.23 0.00 48.83 1366.61 0.38	Volume (yd³) 44.28 4.53 0.00 1.81 50.62
Total Volume Difference	II	0.99	2.44		
Total Flow (ft³/s)	П	0.02			













# Site Plan Review

# SACRED HEART CHURCH ADDITION

Miles City, Montana

Owner:

Roman Catholic Bishop Of Great Falls

PO Box 1399 Great Falls, MT 59403 roswald2@juno.com Architect:

Stevenson Design, Inc.

909 Main Street Miles City, MT 59301 sdesign@midrivers.com Consultant:

Simplicity Consulting, Engineering & Design, LLC

PO Box 51272 Billings, MT 59105

chasiak@simplicityced.com





# SITE PLAN REVIEW APPLICATION

# Community Services & Planning

City of Miles City 17 S. 8" Street, P.O Box 91	0 Miles City, MT 59	301 406-234-3493
Revenue Code: 10000-341071	File	No. SPR-2016-01 (for official use only)
SITE PLAN REVIEW APPLICATION - MILES CITY	Date Received: 12/31/	2015
Development proposals in the following zones are sult 4-plex and greater	Residen Residen Residen Residen Residen General Local Co Industri Historic All Zone Residen Commer	itial Zones B, C tial Zones C tial Zone C I Commercial (GC), ommercial (LC) al (I), Medical Campus (MC) Mixed Use (HMU)
Application Date: January 4, 2015	(AG).	Fee: \$110
Name of Project: <u>Sacred Heart Church Addition</u> Location of Project/Legal Description: MILES A	DDITION, S34, T08 N, R47 E, BL	LOCK 008, Lot 001 – 006
Contacts  Business Owner Name: Roman Catholic Bishop  Please print	Of Great Falls	
Contact Name: <u>Rob Oswald</u> Please print Address: <u>120 N Montana</u> Miles City, MT 59301		

Circle One Architect/Builder/Engineer/Other Applicant Name: Stevenson Design, Inc (If different from owner) Address: 909 Main St Miles City, MT 59301

Phone: <u>(406) 234-1691</u> Cell Phone: <u>Email: roswald2@juno.com</u>

Phone: <u>(406) 234-0777</u> Cell Phone: \_\_\_\_\_ Email: <u>sdesign@midrivers.com</u>



### SITE PLAN REVIEW APPLICATION

## Community Services & Planning

City of Miles City

17 S. 8<sup>th</sup> Street, P.O Box 910

Miles City, MT 59301

406-234-3493

Descriptive Data
Total area in acres:56 Existing Zoning:Residential Zone A
Existing and Proposed Use:
Existing area was used for parking and bus garage; proposed addition is to be a parish hall with accessible
bathrooms and warming kitchen for funeral receptions.
If Residential Number of Units and type of Proposed Units: <u>N/A</u>
If Commercial/Industrial Number of Buildings together with Square Footage and Stories/Height of each:
Building Addition; 3,943 s.f.; One story; low slope roof with parapets @ 14' AFF to match existing.

### Materials/Information to be submitted with this application (minimum requirements)

- \*1 Copy of the following:
  - 1. Application form and site plan review fee
  - 2. Vicinity Map showing location of proposed project (8 ½ x 11)
  - 3. (8 ½ x 11) copy of the Site Plan at a suitable scale (example: 1 inch = 10 feet) with the following information:
    - a. Boundary line of property with dimensions and a north arrow indicator
    - b. Topography contours at a minimum interval of 2 feet or as determined by the planning department
    - c. Water bodies, floodplain, and wetlands
    - d. Adjacent streets and street rights-of-ways to a distance of 150 feet from the subject property, including existing and proposed improvements such as curb, gutter, sidewalks, and bike paths
    - e. Parking facilities, including bicycle racks, landscaping, drainage, lighting, handicap-accessible parking, typical dimensions (including labeling angles for angled parking), traffic flow on-site, ingress and egress points, driveways, and paving details
    - f. All existing and proposed structures, including exterior dimensions and setback distances to the wall line of all structures
    - g. Grading and storm drainage plans and calculations, including any proposed retention walls
    - h. Utilities and utility easements, existing and proposed



### SITE PLAN REVIEW APPLICATION

### Community Services & Planning

City of Miles City

17 S. 8th Street, P.O Box 910

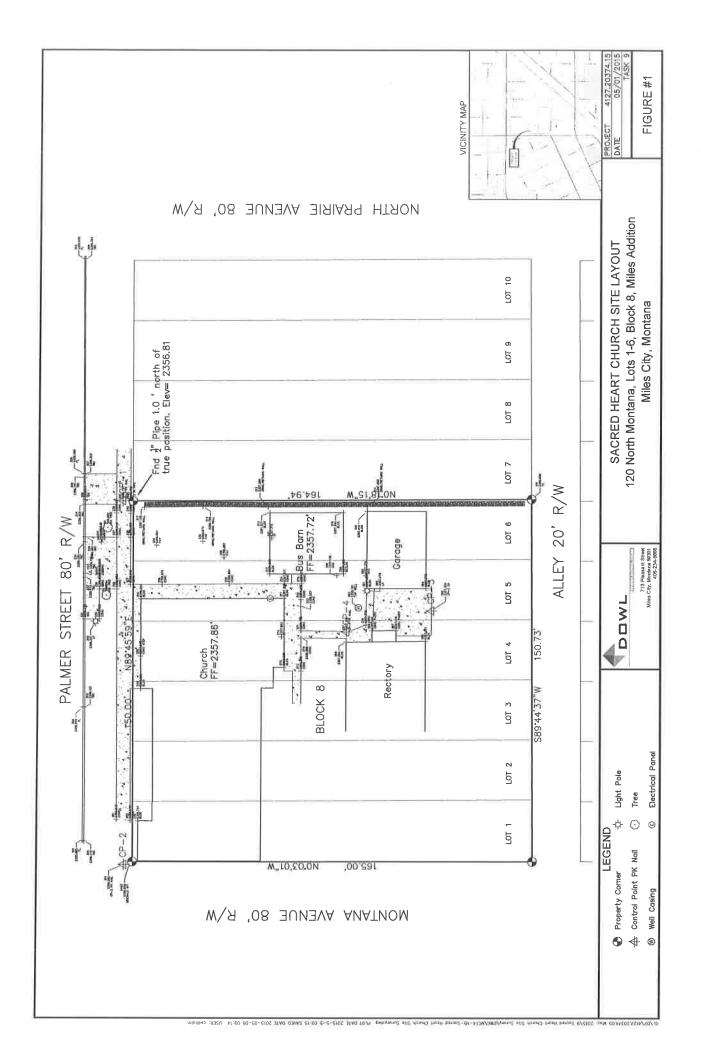
Miles City, MT 59301

406-234-3493

- i. Location of fire hydrants, fire lanes and turnarounds
- j. Exterior refuse collection areas
- k. Signage plans (if any)
- I. Elevation plans or side profiles for structures with dimensions for building heights, including dimension from the top of the roof peak to the average grade at the front of the building.
- m. An analysis of traffic generation, trip distribution and the impacts of the proposed land use on the transportation facilities serving the area if the proposed land use is estimated to generate 400 or more average daily vehicle trips (ADT), or if requested by the administrator.
- 4. (8 ½ x 11) copy of the Landscaping Plan
- 5. Proposed signage at a minimum must Indicate location and size and an indication of what materials and lighting are proposed. (This may be separate or shown on the site plan and/or bldg elevations)

Property Owner Signature: ARHOWAL	Date: 12-31-15
Applicant Signature: Mil Herent Iron owner)	Date: 12-21-2015

<sup>\*</sup>Additional copies of the submittal requirements may be requested by the Zoning Administrator for presentation to the Planning Board members prior to the Public Hearing Meeting.



Revised: 2/16/12 (310 form 270)	AGENCY USE O	NLV: Application #		Date Rece	ived
Form may be downloaded from: www.dnrc.mt.gov/permits/default.asp	Date Accepted	ONLY: Application #	ialsDa	te Forwarded	
This space is for all Department of Project Name	f Transportation and S	SPA 124 permits (govern	nment projects).		
Control Number		Contract letting da			
MEPA/NEPA Compliance	□ Yes	☐ No If yes, #14 of	f this application doe	s not apply.	
Use this form to apply for one or all point of contact unless otherwise design application. To avoid delays, submit the delay of the application process.	AND Il local, state, or federation ignated. "Information t all required information Other laws may apply	other water al permits listed below. a for Applicant" include on, including a project si	BODIES  The applicant is the sagency contacts an ite map and drawin	ne responsible p d instructions fo gs. Incomplete	arty for the project and the completing this applications will result in
The applicant is responsible	for obtaining all	necessary permits a	and landowner p	permission be	efore beginning work
<u>✓ PERMIT</u>			AGENCY		FEE
310 Permit		Local Conservation 1			No fee
SPA 124 Permit		Department of Fish,	Wildlife and Parks	5	No fee
X Floodplain Permit		Local Floodplain Ad	lministrator		Varies by city/county (\$25 - \$500+)
Section 404 Permit, Section 1	0 Permit	U. S. Army Corps of	f Engineers		Varies (\$0 - \$100)
318 Authorization 401 Certification		Department of Envir	onmental Quality		\$250 (318); \$400 - \$20,000 (401)
Navigable Rivers Land Use L	icense or Easement	Department of Nature Conservation, Trust		nt Division	License \$25; Easement \$5 plus annual fee
NAME OF APPLICANT (per Has the landowner consente Mailing Address: Physical Address:	d to this project?		□ No		
Day Phone:	Evening Phon	e:	E-Mail:		
NAME OF LANDOWNER (i					
Physical Address: Day Phone:	Evening Phone	e:	E-Mail:		
NAME OF <b>CONTRACTOR</b> /A	AGENT (if one is	used):			
hysical Address:	Evening Phone	e:	E-Mail:		
		JECT SITE INFOI			
IAME OF <b>STREAM</b> or <b>WAT</b>				Nearest Tou	7 <b>n</b>
ddress/Location:	ER BODT at pro		Geocode (	if available)	:
Address/Location:	4 Section	Township	Range	County	•,———
ongitude	_, Latitude		, Kange	County	
The state owns the beds of If yes, send copy of this ap				_	-

**ATTACH A PROJECT SITE MAP OR A SKETCH** that includes: 1) the water body where the project will take place, roads, tributaries, landmarks; 2) a circled "X" representing the exact project location. IF NOT CLEARLY STATED ON THE MAP OR SKETCH, **PROVIDE WRITTEN DIRECTIONS TO THE SITE.** 

### **C. PROJECT INFORMATION**

1. <b>TYPE OF PROJECT</b> (check all that app	ply)		
☐ Bridge/Culvert/Ford Construction	☐ Fish Habitat		☐ Mining
☐ Bridge/Culvert/Ford Removal	☐ Recreation (	docks, marinas, etc.)	☐ Dredging
☐ Road Construction/Maintenance	☐ New Reside	ntial Structure	☐ Core Drill
☐ Bank Stabilization/Alteration	☐ Manufacture	ed Home	☐ Placement of Fill
☐ Flood Protection	☐ Improvemen	t to Existing Structure	☐ Diversion Dam
☐ Channel Alteration	☐ Commercial	_	☐ Utilities
☐ Irrigation Structure	☐ Wetland Alt		□ Pond
□ Water Well/Cistern		Construction Access	☐ Debris Removal
☐ Excavation/Pit		<del></del>	
2. <u>PLAN OR DRAWING</u> of the proposed	project <u>MUST</u> be at	tached. This plan or d	rawing must include:
• a plan view (looking at the project from al	bove)	• a cross section or pro	file view
• dimensions of the project (height, width, or		• an elevation view	
• location of storage or stockpile materials			ion of fill or excavation sites
• drainage facilities			r proposed structures, such as
• an arrow indicating north		buildings, utilities, ro	
2 IS THE ADDITION FOR	1	'49 ELV	
3. <b>IS THIS APPLICATION FOR</b> an annu (If yes, an annual plan of operation must	_		□ No formation for Applicant'?)
(11 yes, an annual plan of operation must	be attached to this	application see in	officiation for Applicant )
4. <b>PROPOSED CONSTRUCTION DATE</b> Finish date//Is any portion of (If yes, describe the completed work.)			
5. WHAT IS THE PURPOSE of the propo	osed project?		
6. PROVIDE A BRIEF DESCRIPTION of	of the proposed proj	ect.	
7. WHAT IS THE CURRENT CONDITION bank slope, height, nearby structures, and		project site? Describe	the existing bank condition,
8. <b>PROJECT DIMENSIONS</b> . How many project encroach into and extend away fro		_	How far will the proposed

9. <b>VEGETATION.</b> Describe the vegetation present on site. How much vegetation will be disturbed or covered with fill material during project installation? (Agencies require that only vegetation necessary to do the work be removed.) Describe the revegetation plan for all disturbed areas of the project site in detail.							
10	. MATERI	ALS. Describe the	materials to be	used and how	much.		
	Cubic yar	rds/Linear feet	S	ize and Type		Source	
	_	ENT. What equip e stream bank and			or the work? W	here and how will the equipmen	nt
		BE PLANNED EFF ject, even if tempo				S. Consider the impacts of the	
	• Minin	nize erosion, sedin	nentation, or tur	bidity?			
	• Minin	nize stream channe	el alterations?				
	• Minin	nize effects to strea	am flow or wate	er quality cause	ed by materials	used or removal of ground cove	r?
	• Minin	nize effects on fish	and aquatic ha	bitat?			
	• Minin	nize risks of floodi	ng or erosion p	roblems upstre	am and downs	tream?	
	<ul><li>Minin</li></ul>	nize vegetation dis	turbance, prote	ct existing vege	etation, and con	ntrol weeds?	
13.	. WHAT A	RE THE NATURA	AL RESOURCE	BENEFITS of	the proposed p	project?	
14.	LIST ALT	ΓERNATIVES to t	he proposed pro	oject. Why wa	s the proposed	alternative selected?	

If	applying for a Section 404 or Section 10 permit, filestions 3-6. (Additional information is required for	l out questions 1-3. If applying for a	floodplain permit, fill out
1.	Will the project involve placement of fill mat waters of the US? If yes, what is the surface be used? Note: A delineation of the wetland	area to be filled? How many cubi	
2.	Description of avoidance, mitigation, and consheets if necessary.	mpensation (see Information for A	pplicant). Attach additional
3.	List the names and address of landowners adj and across from the project site. (Some flood		
4.	List all applicable local, state, and federal per pending. Note: All required local, state, and issuance of a floodplain permit.	•	
5.	Floodplain Map Number		
6.	Does this project comply with local planning	or zoning regulations? □ Yes	□No
	E. SIGNATURES/AUTHORIZATIONS Ea	ach agency must have original sign	atures signed in blue ink.
	ter completing the form, make the required not not original signatures and additional information	•	
wo gra	e statements contained in this application are true a ork described herein or is acting as the duly authorizanting of a permit does not include landowner permoject site after notice by inspection authorities are h	zed agent of the landowner. The application to access land or construct a property of the construct application.	icant understands that the
	PLICANT (Person responsible for project): nt Name:	LANDOWNER: Print Name:	
*C	gnature of Applicant Date  ONTRACTOR/AGENT:  nt Name:	Signature of Landowner	Date
_	gnature of Contractor/Agent Date	ure is required	