



City of Helena
Pre-Application Information Form

DATE RECEIVED:

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By April Sparks at 1:20 pm, Jan 23, 2023

Please fill out this form as best you can and return to the City Planning Office **five (5) days prior** to your pre-application meeting. If you have any problems filling out this form, please call the City Planning Office at 447-8490 and we will be happy to assist you.

PLEASE CHECK ONE: **SUBDIVISION** **NON-SUBDIVISION**

1. Name of Applicant: Bruce Day
Name of Property Owner (if different): Helena Food Share
Address/City/State/Zip: 1616 Lewis St.; Helena MT 59601
Email: bruceD@helenafoodshare.org Primary Phone: (406) 443-3663
Secondary Phone: _____

2. Contact person: Gretchen Krumm Primary Phone: (406) 449-2013
Email: gretchen@mosaicarch.com Secondary Phone: (406)594-4566

3. Legal Description and general location: NORTHERN PACIFIC ADDN, S29, T10 N, R03 W, BLOCK 5, 57750 SQUARE FEET, LOTS 9-14 & LOTS 17-24 & PT CLOSED ALLEY

Please provide a general vicinity map, showing existing streets, north arrow and the proposed location of the site.

4. Describe land use proposal (CUP, zone change, etc.): No zoning change. Proposed use - new home for Helena Food Share
Pantry, Administration, Community meeting room, Commercial Kitchen, and Warehouse

5. What, if any, is the existing zoning? B-2

6. Do you plan to hire an engineer? Yes No Do you plan to hire a surveyor? Yes No

7. Are you aware of any site conditions that may affect development? No. Shared access to be coordinated with property to the west.

8. Describe proposed water and sewer system: New water and sewer service connections to existing mains in Boulder Ave.

9. Describe proposed streets/access: New boulevard curb drive approaches on Boulder Ave. and E. Lyndale Ave.

10. Do you intend to apply for a variance? If needed for 3 curb cuts on Boulder and curb cut on E. Lyndale closer than 10' from property line.

11. Describe drainage provisions (if applicable): Onsite underground storm water retention

For Subdivision Pre-Application Conference, please complete the following additional information:

12. Name of proposed subdivision: _____

13. Number and size of lots: _____ approximate size of subdivision: _____

14. How do you intend to meet the park dedication requirement? cash donation park dedication
 Combination n/a

Please include a sketch of the proposed subdivision showing the layout of the existing streets in relation to the site.

SUBDIVISION PRE-APPLICATION CONFERENCE

- A. Prior to submitting a preliminary plat application, a subdivider for a subdivision must consult with the Planning division of the Community Development Department to become familiar with the City's subdivision application requirements and review process. The subdivider must attend a pre-application meeting prior to submitting a subdivision application or resubmitting a previously submitted subdivision application that has material changes or amendments made by the subdivider after the original application has been determined by the City to contain required elements and sufficient information.
- B. The pre-application meeting will be scheduled within thirty (30) days after the subdivider submits a written request for a pre-application consultation and submits the pre-application materials to the City.
- C. To be considered for review, a subdivision application must be submitted within one hundred eighty (180) days of the pre-application meeting consultation. If an application is not submitted within that time frame, the subdivider must request a new pre-application consultation prior to submitting the subdivision application.
- D. In order to make the pre-application consultation productive, the subdivider should provide as much of the following information as possible:
- 1. Names and addresses of the subdivider and the owner of the property proposed to be subdivided;
 - 2. Name of proposed subdivision;
 - 3. Location of the property to be subdivided;
 - 4. Existing zoning of the property to be subdivided;
 - 5. Number and size of proposed subdivided lots;
 - 6. Size of the proposed subdivision;
 - 7. Name and contact information for any engineer or surveyor that have been retained;
 - 8. Proposed water and wastewater systems;
 - 9. Nearest existing water and wastewater mains to the property and type, size, and location of existing wastewater treatment facilities, including septic systems;
 - 10. Proposed streets;
 - 11. Whether the subdivider intends to apply for a zone change, zoning variance, or subdivision regulation variance;
 - 12. Description of any physical and environmental site conditions on the property;
 - 13. Stormwater drainage system;
 - 14. Proposed special improvement or maintenance districts;
 - 15. Proposed park land dedication;
 - 16. Legible drawing of the proposed subdivision showing layout of existing streets in relationship to proposed improvements and topography of the tract, if possible (drawing does not need to be to scale);
 - 17. A general vicinity map showing existing streets and north arrow;
 - 18. Existing structures on the property;
 - 19. Existing easements and right-of-ways on the property;
 - 20. Existing and proposed covenants or deed restrictions;
 - 21. Water rights, including the name of owner(s), amount of water by flow rate or volume, date of priority of the right, purpose of use, place of use, and place and means of diversion;
 - 22. Types and locations of agricultural water facilities; and
 - 23. Analysis on how the proposed subdivision complies with the City Growth Policy.

Applicable Laws and Regulations

The following are state laws, local regulations, Growth Policy provisions and other documents that may apply to the subdivision review process; this is for informational purposes only per MCA 76-3-504 (1)(q)(ii):

- Montana Code Annotated: including but not limited to Title 76 – Chapter 3
- Administrative Rules of Montana: including but not limited to Title 8, Chapter 94, Sub-chapter 30
- City of Helena City Code: including but not limited to Title 6 Public Utilities
Title 7 Public
Ways Title 11
Zoning, and
Title 12 Subdivision Regulations
- 2011 City of Helena Growth Policy
- Greater Helena Area Transportation Plan – 2004 Update
- 2011 City of Helena Comprehensive Parks, Recreation, and Open Space Plan
- City of Helena Engineering Standards
- South Hills Planning Study – 1985
- Helena West Side Infrastructure Study – 2001

Comment Contact List

The following entities may be contacted for comments on proposed subdivisions per MCA 76-3-504 (1)(q)(iii). The City requests these entities respond within two (2) weeks of receiving the City's "Request for Comment." Although the City requests that these entities respond within two (2) weeks, they may comment at any time during the subdivision review process. Applications for subdivision review will not be delayed if these entities do not respond within the review period.

- ADA Compliance Committee
- City of East Helena
- City of Helena
- East Helena Public Schools
- Fort Harrison
- Helena Citizen's Council (HCC)
- Helena Regional Airport
- Helena School District
- Helena Valley Irrigation District
- Jefferson County
- Lewis and Clark County
- Lewis and Clark County Water Quality Protection District
- Lewis and Clark County Soil Conservation District
- Montana Department of Environmental Quality
- Montana Department of Fish, Wildlife, and Parks
- Montana Department of Natural Resources and Conservation
- Montana Department of Transportation
- Montana Land Reliance
- Montana Natural Heritage Program
- Non-motorized Transportation Advisory Council
- NorthWestern Energy
- St. Peter's Hospital and Ambulance Service
- State Historic Preservation Office
- City-County Heritage Tourism Council
- Three Rivers Communications

- U.S. Army Corps of Engineers
- U.S. Bureau of Land Management
- U.S. Environmental Protection Agency
- U.S. Fish and Wildlife Service
- U.S. Forest Service
- U.S. Geological Survey, Water Resources Division
- U.S. Post Office
- Utility companies including those providing electrical, communication, fiber optic, gas, or other services
- Yellowstone Pipe Line Company



Callahan Ave

N Cooke St

N Cooke St

Helena Food Share
Property

E Lyndale Ave

Boulder Ave

N Montana Ave

Dodge Ave

12W

N Montana Ave

National Ave

Bedford St

N Dakota St

HELENA FOOD SHARE

Facility Size - 19,000sf

Lot A Property Size - 58,102sf

Zoning: B-2

Parking Req.

Admin/Grocery = 41 spaces

Warehouse = 4 spaces

Parking Required - 45 spaces

50 on-site spaces provided

6 on-street spaces provided

56 total spaces provided

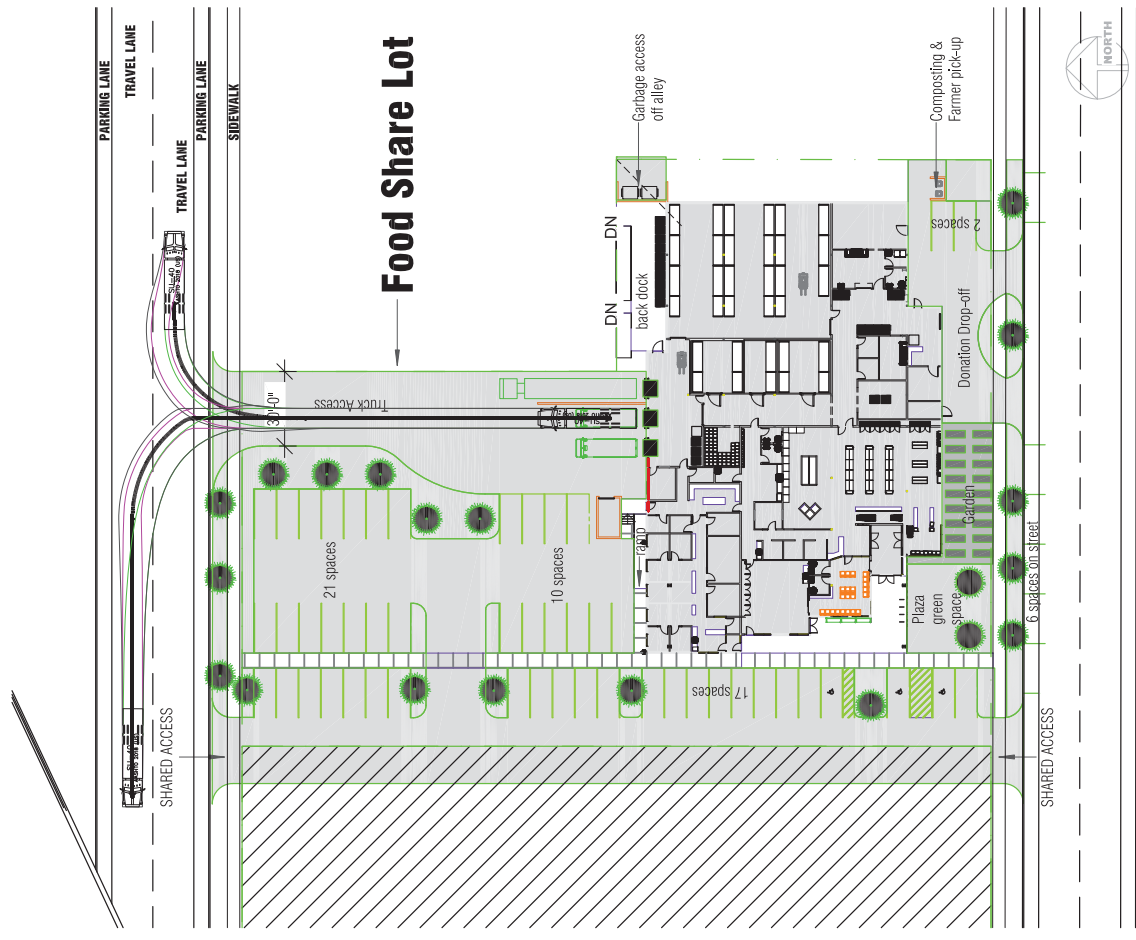
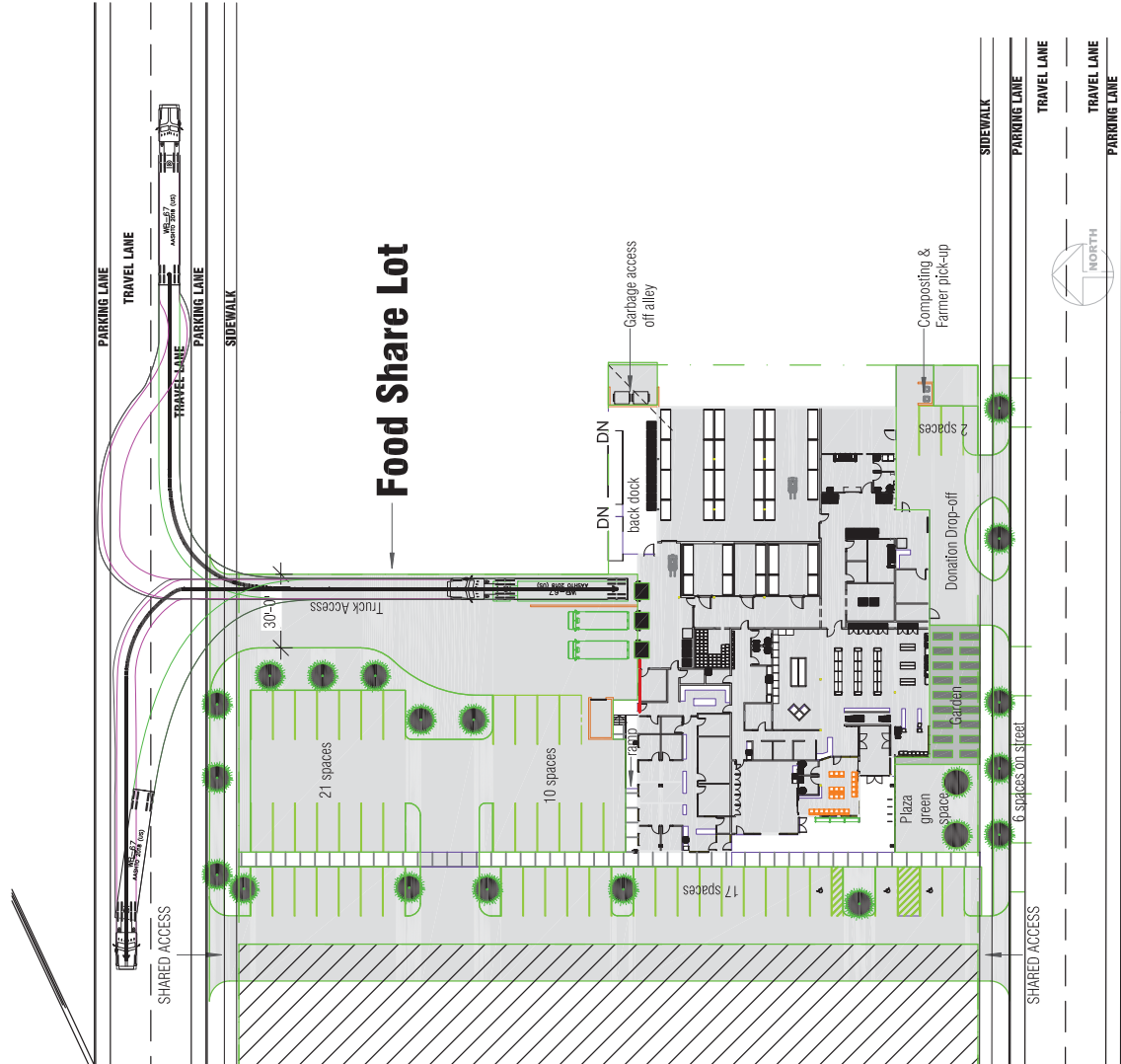
3 accessible spaces

SD-100
mosaic
architecture | planning | design
405-445-2013
www.mosaicfirm.com

SITE PLAN
HELENA FOOD SHARE
1/24/2023



1 SITE PLAN
1" = 50'-0"



SD-100

SITE PLAN
HELENA FOOD SHARE

408-445-2013
www.helenafoodshare.com

428 N. Lee Chance Bulch
Helena, Montana 59601

12/21/2022

1 **SITE PLAN**
1" = 50'-0"



SD-103
HELENA FOOD SHARE

MOSaIC PLAN
architecture | planning | design
405-449-2013
www.mosaicplan.com

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