



# PLANNING BOARD AGENDA

**Monday, August 16, 2021 – 10AM | Council Chambers, City Hall**

1. **Call meeting to order** | Pledge of Allegiance.
2. **Approval of Minutes:**
  - a. Regular Meeting: July 19, 2021
3. **Public Comment Non-Agenda Items** – Members of the audience may comment on any non-agenda item. State Statute prohibits the City Council from discussing any introduced item. The Council limits each person to three minutes to ensure there is sufficient time for all comments. The Council respects all comments and will have staff follow up any questions.
4. **Public Hearing:(s)**
  - a. None
5. **Reports:**
  - a. Economic Growth and Development:
  - b. Downtown Historic Preservation:
  - c. Chamber of Commerce:
6. **New Business:** - The Board accepts public comment at the end of each item.
  - a. THC Stores – Mayor Solle
7. **Continued Business:**
  - a. R-5 Zoning update – CAO Green
8. **Staff or Committee Comments:**
9. **Announcement of the next meeting:**
  - a. September 20, 2021, at 10AM. (if needed)
10. **Adjournment**

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**Planning Board for the City of Deer Lodge meets in the Council Chambers.  
300 Main Street, Deer Lodge, MT 59722**

**For Further Information Contact**

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## CITY OF DEER LODGE

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# PLANNING BOARD MINUTES

**Monday, July 19, 2021 – 10:00 AM | Council Chambers, City Hall.**

**Members Present:** Amber Brown, Rand Dickson, Dan Sager, Kathy Bair, Scott Hazelton,

**Member Absent:** Rick Buck, Dick Bauman

**Mayor:** Absent

**CAO:** Jordan Green

**Council Member:** Absent

**Staff:** Cyndi Thompson

**Guests:** None

### **1. Call Meeting to Order | Pledge of Allegiance**

Vice Chairperson Brown called the meeting to order at 10:00AM, all present recited the Pledge of Allegiance.

### **2. Approval of Minutes**

a. Regular Meeting – June 21, 2021

Corrections to 3a (recommendation to Council not Public Health & Safety), approved with corrections unanimously.

### **3. Public Hearings:**

a. Business Districts Allowed Uses – CAO Green  
Action Item: Vote on recommendation to Council

Member Dickson motioned to approve the changes and move to Council for final approval. Member Hazelton seconded the motion. Vote passed unanimously.

**4. Public Comment:** None, no public in attendance.

**5. Reports:**

a. Economic Growth & Development – CAO Green

CAO Green updated the committee with continued business on the N. Gateway Sign, Tourism Grant, Big Sky Rail Transit Authority Co. and ARPA funding.

b. Downtown Historic Preservation – Kathy Bair

No Report.

c. Chamber of Commerce -

No Report.

**6. New Business |** The Board accepts public comment at the end of each item.

a. None

**7. Old Business:**

a. Short Term Rentals – CAO Green

We did bring this to Public Health & Safety about doing some type of registry for the short-term rentals and some type of permit that gets reviewed from the Building Inspector, Fire Chief, and Sanitarian. We made the recommendation to bring it back to the Planning Board and that we would go forward with the registry without any type of permitting, then as we look at the trends of the short-term rental market over the next 6 months – 2 years that’s something we might want to bring in if we see this is going to be a problem.

PH&S recommend it back to the Planning Board to recommend to council to update our ordinances or hold a public hearing.

Member Hazelton motioned to approve short-term rental registry to public hearing. Member Dickson seconded the motion. Voted unanimously.

**8. City Planner & Staff Comments:**

a. Trees on Main Street. We do have a claim with MMIA to get those trees trimmed or replaced. We do have an arborer that will give us a quote. Work is in the progress. I will update after we receive more information.

**9. Announcement of the next meeting:**

a. August 16, 2021, at 10:00 AM

**10. Adjournment:**

The meeting was adjourned, by consensus at 10:13AM.

Prepared by Cyndi Thompson, City Clerk

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Amber Brown, Chairperson

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Date

# PLANNING BOARD MINUTES

Tuesday, January 28, 2020 - 3:30 PM | Council Chambers, City Hall.

<b>Members Present:</b>	Kathy Bair, Dan Sager, & Julie Schroder
<b>Members Absent:</b>	Tim Heiydt
<b>Mayor:</b>	Absent
<b>CAO:</b>	Brian Bender
<b>Council Member:</b>	None
<b>Staff:</b>	Kimberly Hughes
<b>Guests:</b>	Bruce Straughn

## 1. Call Meeting to Order | Pledge of Allegiance

Member Sager called the meeting to order at 3:35 PM and all present recited the Pledge of Allegiance.

## 2. Approval of Minutes

### a. Regular Meeting – November 26th

A motion to approve the minutes was moved by Member Bair, seconded by Member Schroder, and a unanimous vote passed.

## 3. Reports

### a. Economic Growth & Development

Mr. Bender updated the Board on Committee activities, including its' list of goals for 2020.

### b. Downtown Historic Preservation

Member Bair stated the Board will meet on February 12<sup>th</sup> and will be working on an informational memo, as well as the MT Main Street quarterly report.

c. Chamber of Commerce

Member Schroder summarized Chamber activities, noting that there will be a renewed focus on economic development. She noted that there will be some upcoming changes to her job description.

**4. Old Business**

- a. None.

**5. Public Hearings**

- a. None.

**6. New Business | The Board accepts public comment at the end of each item.**

a. Continued Review of the Proposed R-5 Northside Residential District.

CAO Bender summarized this item and reviewed the proposed zoning district. He noted that this district follows the existing R-2 and R-3 Districts but does allow for single-wide mobile homes.

Guest, Bruce Straughn, inquired about "grandfathering" existing properties and it was discussed.

Mr. Bender stated that any properties with "questionable standards" would be evaluated on a case by case basis.

A motion to proceed with a Public Hearing was moved by Ms. Schroder. It was seconded by Member Bair, and a vote passed unanimously.

b. Review/Discussion of Mayor Solle's 2020 Goals

Mr. Bender reviewed the list of Mayor's goals for 2020, as stated, and explained the need and process of codification.

He also summarized the Mayor's wish for development of "incubator space" for local talent.

**7. Public Comment**

- a. None.

**8. City Planner & Staff Comments**

Mr. Bender gave updates to the Board regarding City activities from November and December. He also offered a review of City projects and grant opportunities. He advised the Board of a CDBG grant award for a Parks and Trails Master Plan.

**9. Announcement of the next meeting**

- a. February 25<sup>th</sup> at 3:30 PM was confirmed as the next Board meeting.

**10. Adjournment**

The meeting was adjourned, by consensus at 4:30 PM.

Prepared by Kimberly Hughes, City Clerk

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, Acting Chairperson

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Date

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**Planning Board**

**Members**

Kathy Bair | Dick Bauman | Dan Sager | Julie Schroder



**Chapter Nineteen - R-5, Northside Residential District**

**Section 1. Intent**

The intent of this district is to accommodate a variety housing types on smaller lots having access to municipal services. The R-5 District maintains the well-established, neighborhood character of the northside of the City and serves as a transition to adjacent community facilities and commercial properties.

**Section 2. Permitted Uses**

- (1) Accessory uses.
- (2) Conditional uses provided in Chapter Nineteen, Section 10 of this Ordinance and subject to the provisions as prescribed.
- (3) Newly constructed one-family dwellings.
- (4) Manufactured Homes, subject to the following restrictions:
  - (a) Manufactured homes up to the size of a triple wide.
  - (b) The area beneath the manufactured home structure shall be enclosed with materials that are aesthetically consistent with concrete or masonry foundations.
  - (c) All towing apparatus, wheels, axles and transporting lights must be removed.
  - (d) The front of the home must face the street with exterior facades consisting of vinyl or wood siding, stone, brick, or other non-metallic material.
  - (e) The pitch of the roof must be at least 3:12 with a minimum of six inches of overhang and be finished with a type of shingle that is commonly used in standard residential construction.
  - (f) The home must have a properly constructed porch of at least three-square feet outside each door with attached stairs.
  - (g) The home must have been manufactured after June 15, 1976 and have a HUD seal showing compliance with federal standards.
  - (h) If a property owner seeks to replace an existing manufactured home on the same lot with another manufactured home, the proposed new manufactured home must be both newer and at least as large as the previous home in living space. The proposed new manufactured home must also comply with all other applicable standards (12.05.16).
- (5) Minor Home Occupations.
- (6) Open Space.
- (7) Temporary buildings for and during construction only.
- (8) Private and public childcare facilities.
- (9) Government facilities and uses.

**Section 3. Lot Area and Width**

*Any newly created lots* for this area in this district shall be no less than 5,000 square feet and no lot width shall be less than 50 feet.

**Section 4. Lot Coverage and Floor Area**

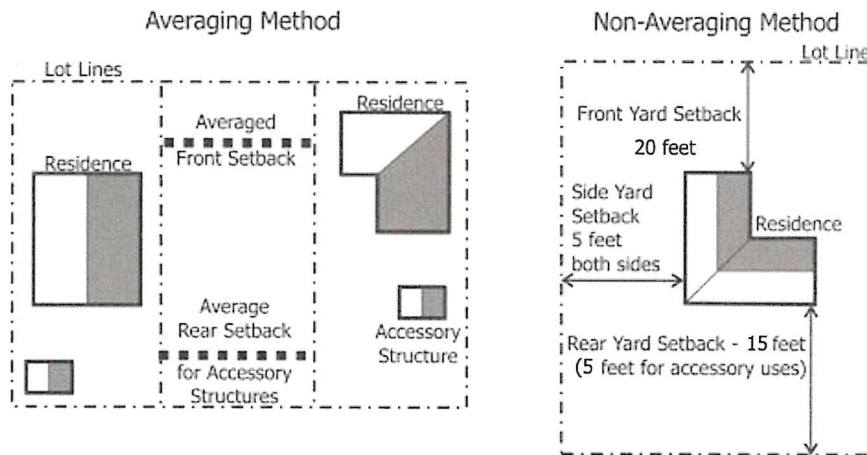
Not more than 50-percent of the lot area shall be occupied by the principal and accessory buildings. Each newly constructed dwelling, and each manufactured home shall have a minimum of 700 square feet of floor area.

**Section 5. Property Line Setbacks**

The average of the existing setbacks of the lots on both sides and to the rear of the subject property will determine the property line setbacks. The following rules apply in calculating the average:

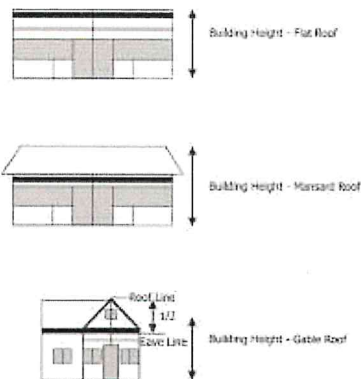
- (1) The setbacks used for the calculations must be for the same type of structure that is being averaged.

- (2) Only the setbacks on the lots that abut each side of the subject property and are on the same street may be used. The rear setbacks directly opposite the subject property are applicable to determine the rear setbacks. Setbacks across the street or along a different street are unacceptable (05.07.18).
- (i) The following minimum setbacks are required when the use of averaging method is not applicable:
- (a) Front *Setback*: 20 feet
  - (b) Rear *Setback*, principal structure: 15 feet
  - (c) Rear *Setback*, accessory structure: 5 feet
  - (d) Side *Setbacks*: 5 feet each side



**Section 6. Building Height**

Maximum building height in this district shall be 24 feet.



**Section 7. Off-Street Parking**

Off-street parking shall be provided.

**Section 8. Off-Street Loading**

*Reserved.*

**Section 9. Manufactured Home Installation Standards**

Manufactured homes will be installed as per the requirements set forth in Chapter Six of this Code.



**Section 10. Permitted Conditional Uses**

The following uses may be permitted as conditional uses in the R-5, Northside Residential District:

- (1) Bed and Breakfast Inn.
- (2) Duplexes.
- (3) Major Home Occupations.
- (4) Place of Worship.
- (5) Private and Public Schools, Junior High.
- (6) Private and Public Parks.
- (7) Private and Public Playgrounds.
- (8) Professional Offices.

