



PLANNING BOARD AGENDA

March 21, 2022 – 10AM | Council Chambers, City Hall

1. **Call meeting to order** | Pledge of Allegiance.
2. **Approval of Minutes:**
 - a. Regular Meeting: February 22, 2022
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.
7. **Continued Business:**
 - a. Approve Growth Policy Request for Proposals – Jordan
 - b. Goal discussion – Jordan
8. **Staff or Committee Comments:**
9. **Announcement of the next meeting:**
 - a. April 18, 2022, at 10AM. (if needed)
10. **Adjournment**

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

For Further Information Contact

CAO | Jordan Green
jgreen@cityofdeerlodgemt.gov | 406.846.2238

CITY OF DEER LODGE

PLANNING BOARD MINUTES

February 22, 2022 – 10:00 AM | Council Chambers, City Hall.

Members Present:	Amber Brown, Dan Sager, Dick Bauman, Rick Buck & Amanda Cooley
Member Absent:	Rand Dickson, Kathy Bair
Mayor:	None
CAO:	Jordan Green
Council Member:	None
Staff:	Cyndi Thompson
Guests:	None

1. Call Meeting to Order | Pledge of Allegiance

Chairperson Brown called the meeting to order at 10:01AM, all present recited the Pledge of Allegiance.

2. Approval of Minutes

a. Regular Meeting – November 15, 2021 - No Dec 2021 or Jan 2022 meeting
Member Sager motioned to approve the minutes as presented. Member Brown seconded the motion. 2 Ayes, 0 Nos, 3 abstained, 2 Absent. Motion passed.

3. Public Comment Non-Agenda Items:

a. None

4. Public Hearings:

a. None

5. Reports:

a. Economic Growth & Development – Dick Bauman

John Molendyke elected as Chairman. Bylaws were approved. Jordan informed the committee of the billboard south end of town the city will use. Discussed advantages and disadvantages of

Charter Government. Discussed pros and cons of annexation. Growth Policy need its 5-year update. Skate Park to be constructed this spring.

b. Downtown Historic Preservation – Kathy Bair absent – Jordan Green

Discussed yearly funding cycle and the funds that need to be used. Discussed expanding the downtown Historic District and what those methods would be. Toured Trask Hall and looking at different funding options for refurbishment. Discussed getting the cemetery on the registrar and doing research history of who is buried there.

c. Chamber of Commerce – Jordan Green

Discussed different events for the year and the leprechaun event going on now. Discussed looking at becoming a Federal Recognized 501c3 which could open them up for more grant funding. Switched after hours meeting to quarterly meetings instead of monthly. Expansion to the Auto Museum.

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

a. Committee Chair Appointment – Jordan

Member Sager motioned Amber Brown to continue as chairperson. Member Bauman seconded the motion. 5 Ayes, 0 Nos, 2 Absent. Motion passed.

b. Committee Vice Chair Appointment – Jordan

Member Sager motioned Rand Dickson to continue as vice chairperson. Member Bauman seconded the motion. 5 Ayes, 0 Nos, 2 Absent. Motion passed.

c. Review Bylaws and Meeting Time and Approve Bylaws – Jordan

Member Bauman submitted in writing and motioned that date and time of Planning Board meetings, article VIII, section 1. Regular meeting be changed to Monday of the third week of each month at 10AM. And page 19 of the Bylaws Amendments, the words "in writing" be deleted. Member Dickson seconded the motion. 5 Ayes, 0 Nos, 2 Absent. Motion passed.

d. Conflict of Interest Forms – Jordan

Each member filled out the conflict-of-interest forms to keep on file with the City Clerk. No motion required.

e. Prior Project Update – Jordan

This discussion will also help with any future committee goals and refresh memories of past members and bring new members up to date of past projects. Past projects were discussed, no motion required. Community Profile document from Future West was presented that provides documentation of housing challenges and downtown revitalization. Update on the growth policy grant was provided.

f. Committee Goals – Jordan

Committee to set some goals for 6 months, one year & long term. Member Bauman provided a few suggested goals and encouraged other members to do the same. This topic can be readdressed at the next meeting for further discussion. The suggested goals from member Bauman

- a. Six months goals
 - i. Discuss and write a Mission Statement for the Planning Board.
 - ii. Conduct a survey of all Businesses: what are their wants and needs. What has the City done right? Done wrong? Suggestions?
- b. One-year goals
 - i. Merge Mission Statements from Chamber of Commerce, Discover DL, SW MT Country, Powell County Museum of Arts and Grant Kohrs into one Mission Statement that reflects Deer Lodge.
 - ii. Actively seek information on an Industrial Park.
- c. Long term goals
 - i. Have a design in place for an Industrial Park.
 - ii. Recognize City Council's role as an Economic Development facilitator.

Member Cooley suggested goals: Housing; more incentives for housing growth.
Jordan suggested establishing the Council's Goals and a Mission Statement.

7. Continued Business:

- a. None

8. Committee Comments or Concerns:

- a. Member Dickson suggested doing the Bylaws and goals in January of the new year.

9. Announcement of the next meeting:

- a. March 21, 2022, at 10:00 AM (if needed)

10. Adjournment:

- a. The meeting was adjourned, by consensus at 11:29AM.

Prepared by Cyndi Thompson, City Clerk

Amber Brown, Chairperson

Date



Montana's Undiscovered Treasure

CITY OF DEER LODGE, MONTANA

REQUEST FOR PROPOSALS FOR A COMPREHENSIVE
UPDATE TO THE CITY GROWTH POLICY

MARCH 2022

300 MAIN STREET
DEER LODGE, MT 59722
(406) 846-2238

Request for Proposals Overview:

The City of Deer Lodge is soliciting proposals for services to complete a comprehensive update to its Growth Policy. The City has received a federal Community Development Block Grant (CDBG) award in the amount of \$30,000 by the Montana Department of Commerce (MDOC) to assist in the completion of an update to the City’s Growth Policy. The total project is budgeted at \$40,000.

Located in the heart of the Deer Lodge Valley, the City of Deer Lodge is surrounded by abundant natural beauty and a wealth of outdoor recreation activities. Within the City itself are unique attractions that draw visitors from across the region and country, such as the Grant-Kohrs Ranch National Historic Site and the Old Prison and Auto Museums. In fact, Deer Lodge boasts the largest collection of historic museums out of any town in the Northwest. Downtown Deer Lodge also houses many historic buildings, unique businesses, and a local historic theater.

However, Deer Lodge has in past years struggled with many of the same issues that effect small towns throughout Montana, such as vacant storefronts, population loss, aging housing stock and commercial buildings, and a general lack of investment in businesses and new growth. Despite these challenges, Deer Lodge has recently focused intentionally on revitalization efforts in its community. Housing projects, tourism-focused grants, and partnering with local economic development agencies have helped the city immensely. So to has the creation of a wealth of planning documents in the past five years that have aided the City government and investors in capitalizing on Deer Lodge’s strengths and addressing its challenges.

One such document, last updated in 2015, is the City’s Growth Policy. Due to recent demographic and workforce changes felt across Montana, the City desires a new update to its Growth Policy that can address these new challenges, identify new goals and objectives, and provide a strategic path for the City to see further revitalization. Therefore, Deer Lodge seeks bid offers from qualified and competent planning agencies for an update to its 2015 Growth Policy.

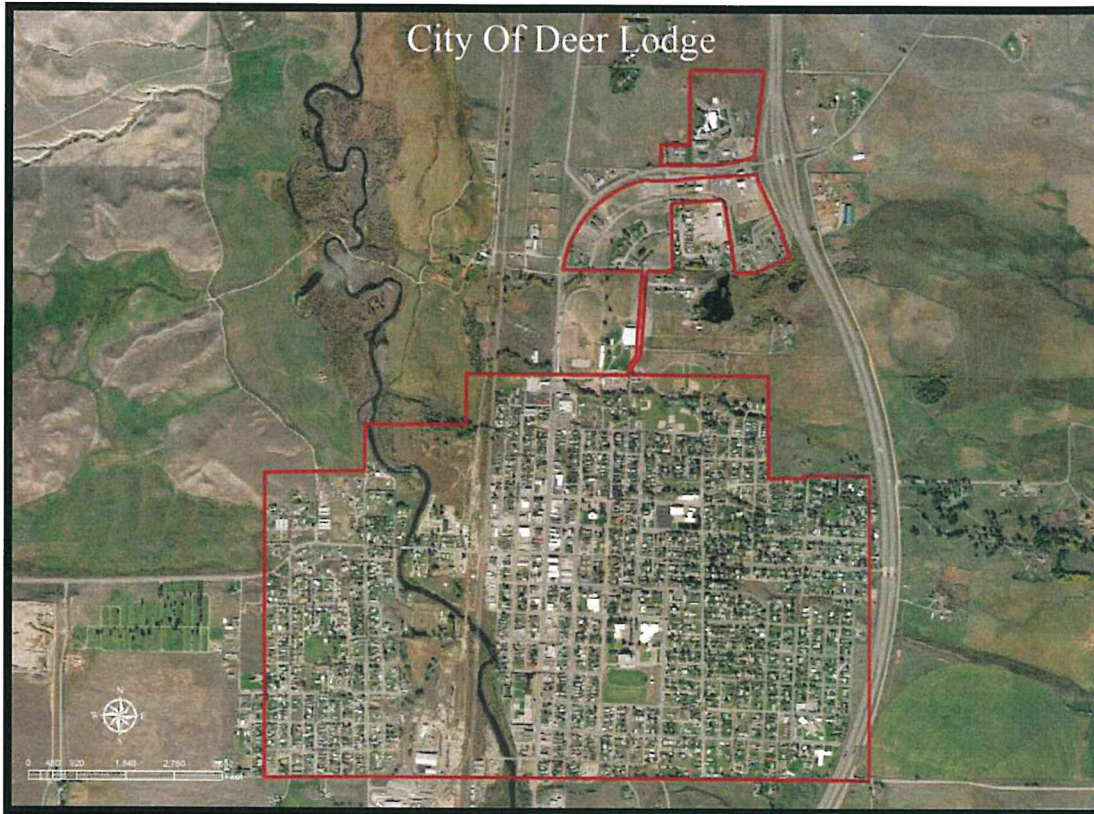
The deadline for receipt of bid offers is X:XX on XXXXX, 2022. Please submit all materials to City Hall, 300 Main Street, Deer Lodge, MT 59722. If you desire further information, please contact the City’s Chief Administrative Officer at (406) 594-1896 or jgreen@cityofdeerlodgemt.gov.



Outline of Growth Policy Requirements:

The final work must meet the required contents of a growth policy outlined in Section 76-1-601, Montana Code Annotated and those optional elements selected by the City. The services and products to be provided will include, but are not limited to, the following:

- Lead the public and stakeholder engagement process with support from the City's Steering Committee. The City expects public engagement and outreach for the project to take place through a combination of traditional public meetings and open houses, facilitated discussions with small groups, and internet-based engagement mechanisms (e.g. online surveys, wikimaps, website, etc.).
- Create maps and text describing an inventory of existing characteristics and features and projected trends for the life of the growth policy for land uses, population, housing, economic conditions, local services, public facilities and natural/cultural resources.
- Assist the City's Steering Committee and staff with the development of community goals and objectives.
- Identify existing development regulations and City policies that need to be revised or updated to be consistent with those goals and State of Montana regulations/requirements.
- Create a future land use map for the City's extraterritorial jurisdiction that identifies areas intended for future residential, commercial, mixed-use, and industrial land uses.
- Incorporate the City's existing capital improvement plans into the Growth Policy and identify other public infrastructure strategies as necessary to meet identified goals and objectives.
- Incorporate the City's existing planning documents such as the Parks and Trails Master Plan, Downtown Master Plan, Housing and Downtown Community Profile, Subdivision and Annexation Regulations, and Flood Mitigation Plan into the Growth Policy and consider the goals and objectives in each document and how they will be included in the goals and objectives of the Growth Policy.
- Develop a strategy for cooperation in planning with Powell County.
- Develop an overall implementation strategy, including a timetable, for the Growth Policy.
- Design metrics for measuring accomplishment of the desired outcomes.
- Create a written summary suitable for public distribution of the material described herein. A presentation, together with appropriate visual/graphic displays for use at an open public meeting will also be prepared. The contractor should plan to participate in several public meetings and make presentations as needed.
- Utilizing the guidance received from the City's Steering Committee and staff, the contractor shall prepare a final document outlining the recommended Growth Policy and an appropriate implementation strategy. The Growth Policy document shall be in a professional format and layout, with high-quality illustrations and graphics.
- 10 copies of the draft final study plus one unbound, reproducible document, in addition to public presentation graphics, will be submitted to the City for its final approval. One copy of all text and graphics will be submitted to the City in electronic format.



General Outline of Project:

While the specific approach, methodology, and timeframe proposed by the consultant should be detailed in the written proposal, the City generally anticipates that the development of the Growth Policy being completed in three phases over an approximately 18-month period. Please provide a proposed calendar. Below is a sample schedule, based on an 18-month timeline, which should be used as a guideline but is meant to be tailored to reflect the skills and expertise and proposed schedule of the consultants.

Phase I

The first phase of the project is envisioned to consist of fact gathering and updating economic, demographic, and land use information found in the current Growth Policy and other supporting planning documents. Where appropriate, the contractor should analyze trends related to these data to provide greater context to the goals and objectives of the Growth Policy. At a minimum, the data collection and analysis should cover the information listed in Section 76-1-601 MCA. The consultant will assemble and summarize such information in a written report that will be delivered to the City's Steering Committee, Planning Board, and City Council. This phase is anticipated to occur over the first three months of the project.

- a. Phase I kickoff meeting with Growth Policy Steering Committee to discuss approach and desired outcomes.
- b. Data gathering and trend analysis: obtain the most current data available needed for the update including but not limited to:

- Population projections
 - Future housing needs
 - Existing infrastructure
 - Existing residential land uses and projected needs for future residential land uses
 - Existing commercial land uses and projected needs for future commercial land uses
 - Existing industrial land uses and projected needs for future industrial land uses
 - Existing zoning regulations
 - Existing inter-governmental agreements
 - Identification and analysis of growth and development trends
 - Summary of relevant data and trends
 - Existing City planning documents
- c. Preparation and presentation of data report:
- Provide draft data report to the Growth Policy Steering Committee for review and comment.
 - Generate final report and publish on project website.
 - Present report to the City Council and City Planning Board, preferably in a joint public meeting.

Phase II

The second phase of the project is envisioned to consist of outreach efforts to the general public and specific stakeholder groups to identify topics and issues of concern that should be addressed in the Growth Policy. The City expects public engagement and outreach to take place through a combination of traditional public meetings, facilitated discussions with small groups, and internet-based engagement mechanisms (e.g. online surveys, wikimaps, website, etc.). Information will be summarized by the consultant in a written report and presented to the City Council and City Planning Board. This phase is anticipated to occur during months four through eight of the project.

- a. Phase II kickoff meeting with Growth Policy Steering Committee to discuss the approach and desired outcomes.
- b. General Citizen Engagement:
- Hold meetings in various locations around the City as well as deploy online platform to solicit input from City residents.
- c. Engagement of Stakeholder Groups:
- Deploy online platform to solicit input and hold meetings with stakeholder groups (including but not limited to):
 - Development/Builder/Realtor groups
 - Business groups and large employers
 - Representatives of Powell County governance
- d. Summary Report:
- Provide a summary report of the information gathered in Phase II outreach, including but not limited to:
 - Creation of a Vision Statement.
 - Draft of overarching goals identified by the community.
 - Publish report on project website or Deer Lodge website.
 - Present summary report to the City Council and City Planning Board, preferably in a joint public meeting.

- Deliver additional public presentations of summary report as necessary to solicit comments.

Phase III

The third phase of the project will rely on the information gathered in the first two phases of the project and will consist of drafting an updated Growth Policy. In addition to drafting the update, the consultant will be responsible for conducting public outreach on the draft, facilitating a public comment period, identifying how public comments have been addressed and incorporated into the document, and ushering the document through the adoption process with the City Planning Board and City Council. This phase of the project is anticipated to commence during month nine of the project and be completed prior to or during month 18.

- a. Phase III kickoff meeting with Growth Policy Steering Committee to discuss the approach and desired outcomes.
- b. Draft and Document Assembly and Delivery:
 - An outline of the document will be provided to the Growth Policy Steering Committee for review, edits, and comment.
 - An outline of the maps, figures and charts will be provided to the Growth Policy Steering Committee for review, edits, and comment.
 - As each section or chapter is drafted, each will be presented to the Growth Policy Steering Committee for review, edits, and comment.
 - The layout of the draft final document will be presented to the Growth Policy Steering Committee for review, edits, and comment.
 - The public presentations will be presented to the Growth Policy Steering Committee for review, edits, and comment.
 - The final document, layout, format and data will be presented to the Growth Policy Steering Committee for review, edits, and approval.
 - Delivery of the draft document shall include:
 - Digital/editable Word Document
 - Digital/editable PDF Document
 - 10 hard copies in an 8.5x11 format with extendable maps and diagrams
- c. Public Presentations and Public Hearings:
 - Public Meetings: presentation of roll out draft document to City Council and City Planning Board (joint meeting if possible).
 - Stakeholder Meetings: Reconnect with stakeholder groups identified in Phase II of the project and conduct meetings with those groups as necessary.
 - Public Workshops: a minimum of two public workshops around the City and County are anticipated to elicit feedback on draft Growth Policy from the general public.
 - Public Hearings: a minimum of one public hearing is anticipated before each the City Council and City Planning Board on adoption of the growth policy.
- d. Delivery of Final Document:
 - The final document will be provided in the following formats:
 - Digital/editable Word Document
 - Digital/editable PDF Document
 - 10 hard copies in an 8.5X11 format with extendable maps and diagrams

Project Guidance:

Based on the requirements of Title 76-1-106, MCA, the City Planning Board is tasked with making a recommendation on a proposed Growth Policy to the City Council, which has the authority of final approval in adoption of the document. Primary contact with the consultant will be the City's Chief Administrative Officer, Jordan Green, who will manage the contract on behalf of the City; however, a Growth Policy Steering Committee (expected to consist of three members of the City Planning Board, one City staff member, and a City Council member) will work with the consultant to guide the project. Monthly conference calls or video conferences are anticipated to be conducted between the Steering Committee and the consultant and are in addition to meetings described above for each phase of the project.

Staff Assistance:

City staff will be available on a limited basis to support this project. Proposals should identify any specific areas where staff assistance is anticipated and the number of hours of staff assistance per month anticipated.

Progress Reports:

The Consultant is expected to submit monthly progress reports via email to the Steering Committee outlining the following: recently performed work; upcoming tasks; upcoming milestones; scope, budget and schedule issues; and other issues to be aware of.

Notice of Work Opportunity for Disadvantaged Business Enterprise (DBE) Firms: The City of Deer Lodge encourages all eligible Disadvantaged Business Enterprise (DBE) Firms, according to the most recent listing provided by the Montana Department of Transportation, to offer bids on the project herein.

Notice of SECTION 3: Economic Opportunities for Low and Moderate Income Persons: The City of Deer Lodge has received notice of the award of Community Development Block Grant funds from the Montana Department of Commerce (CDBG). CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized. For more information, please contact the City's Chief Administrative Officer, Jordan Green.

