



PLANNING BOARD AGENDA

August 15, 2022 – 10AM | Council Chambers, City Hall

1. **Call meeting to order** | Pledge of Allegiance.
2. **Approval of Minutes:**
 - a. Regular Meeting: June 21, 2022, and July 18, 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: Accept report as presented in packet.**
 - 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. None
7. **Continued Business:**
 - a. Mission Statement Approval- Jordan
 - b. Title 11 Amendments - Jordan
8. **Staff or Committee Comments:**
9. **Announcement of the next meeting:**
 - a. September 19, 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
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CITY OF DEER LODGE

PLANNING BOARD MINUTES

June 21, 2022 – 10:00 AM | Council Chambers, City Hall.

Members Present:	Amber Brown, Dan Sager, Dick Bauman, Rick Buck, Kathy Bair, Rand Dickson (Rand left early)
Member Absent:	Amanda Cooley
Mayor:	Absent
CAO:	Jordan Green
Council Member:	None
Staff:	Cyndi Thompson
Guests:	See sign in sheet

1. Call Meeting to Order | Pledge of Allegiance

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

2. Approval of Minutes

a. Regular Meeting – April 18, 2022, and May 16, 2022

Member Bauman motioned to approve both sets of minutes as presented. Member Sager seconded the motion. 6 Ayes, 1 Absent. Motion passed.

3. Public Comment Non-Agenda Items:

a. None

4. Public Hearings:

a. 819 2nd St Rezoning Request – Jordan

i. Action Item: Vote on Recommendation of Rezoning Request

Kimberly Fisk submitted a Rezoning Application on May 23, 2022 to request a rezoning of her property at 819 2nd Street in Deer Lodge to the R-2, Single Family and Manufactured Home District to accommodate the placement of a 1980 double-wide manufactured home to be

operated as a rental. The property is currently zoned as R-3, High Density Residential, which does not allow any type of mobile or manufactured home. The property is located in Section 04, Township 07 North, Range 09 West, Block 48 and the west 84 feet of Lots 9 and 10. Directly to the east of the property at the address 207 Pennsylvania Avenue is the Mountain Sage Herbal Tea Shop, a business operated by Ms. Fisk. To the south is the Old Montana Prison Museum. To the north and west are more residential properties in the R-3, High Density Residential District.

Recommendation –

City Administration recommends the Planning Board recommend to City Council the rezoning of the subject property from the R-3 High Density Residential District to the R-2, Single Family and Manufactured Home District to accommodate the placement of a 1980 double-wide manufactured home.

Public Comment opens at: 10:08AM

Public Comment: Jesse and Lily Kostoff were present with questions about the potential of this opening up allowing future trailer courts. Jordan explained this is not allowing trailer courts, this is allowing one manufactured home. The Kostoff's did say they had no problem with the manufactured home being place there. Kim Fisk responded to the Kostoff's stating she'd love to get together with the Kostoff's so she could choose an appropriate color that won't be an eye sore to the Kostoff's. Ms. Fisk stated the manufactured home will be on a permanent foundation, without skirting or trailer attached. At the end of the public hearing the Kostoff's stated, we trust you and we just want the neighborhood to look nice and that they were ok with the 819 2nd Street Rezoning request.

Public Comments Closed at 10:19AM

Member Bauman motioned to approve 819 2nd St Rezoning Request and recommend it to Council. Member Buck second the motion. 5 Ayes, 0 Nos, 2 Absent. Motion passed.

5. Reports:

a. Economic Growth & Development – Dick Bauman

- New Business – Gary Chilcott is interested in leasing land on city property on Emery Road to be used for construction company. This created discussion on future expansion on the property. The committee moved to recommend it to council.
- Continued Business - Jesse Mullen gave an update on Discover Deer Lodge and shared preliminary results of a survey system which may help future businesses in Deer Lodge. Visions and Mission statements will be held off for the next meeting as Jordan did not have time to work on it.
- Committee Comments or Concerns – Dick Bauman talked about how beneficial the conference him and Jordan attended. John Henderson asked about welcome to Deer Lodge signs, a flag that Mr. Bauman is working on and asked Jordan about creating a presentation on a Main Street Improvement District.
- Next meeting is scheduled for July 6th at 4:00 PM

b. Downtown Historic Preservation – Kathy Bair

New Business:

- a. None

Old Business:

- a. Grants
- b. Masonic Temple Awning: We cannot use our grant money for this, it's considered maintenance.
 - i. Steve suggested we use our own money, cost is \$2,250.00.
- c. Robworth historic listing:
 - i. Kirby heard back from Jeannine Kalin. Cost around \$4,000-\$5,000. She would not be able to start until the fall.
 - ii. Jacque - update on owners of the Robworth and are they willing to be listed.
- d. 502 Main - SHPO says this is an allowable grant. Kate will push forward and might be able to do before May 31, our extension deadline. Otherwise, we could extend the deadline.
 - i. Emailed project summary descriptions that were sent to Kate.
- e. Yellowstone Trail education update.
- f. Conley Street Bridge sign update.
- g. Mission Statement
- h. Sent draft of HP Ordinance we were working on to Jordan.

c. Chamber of Commerce – Jordan Green

Discussed 501c3, Territorial Days, Track & Field Complex and the committee is attending Economic Growth & Development meetings.

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

- a. None

7. Continued Business:

a. 805 West Missouri Avenue Major Home Occupation Request – Jordan

This is an update from the last public hearing on the request from the Haven's. The Planning Board tabled this last meeting as the Haven's need to complete three items. 1) Locating the property boundaries. 2) Construct a privacy fence to hold the vehicles in. 3) Clean up the junk vehicles that were on the property. Updated pics provided to show the completion of the three items. They did not complete the privacy fence; they did their due diligence on the other items, and they will need to follow the considerations required in the staff report.

Dene' Havens provided the committee an overall update on the property and business plan.

Member Bauman motioned to approve the Major Home Occupation including following the city staff report and should salvage vehicles or vehicle parts become an abundance and visible on the property the homeowners would need to construct a privacy fence, or the Major Home Occupation could be revoked. This recommendation will be forwarded to Council. Member Buck seconded the motion. 4 Ayes, 1 No, 2 Absent. Motion passed.

b. Mission Statement Discussion - Jordan

Jordan provided some mission statement ideas and drafts discussed in Economic Growth & Development. Member Bauman provided samples and ideas.

8. Committee Comments or Concerns:

- a. Skatepark update was provided
- b. Discussion of prison structure, staying open and the impact on the town was discussed.

9. Announcement of the next meeting:

- a. July 18, 2022, at 10:00 AM (if needed)

10. Adjournment:

- a. The meeting was adjourned, by consensus at 11:35AM.

Prepared by Cyndi Thompson, City Clerk

Amber Brown, Chairperson

Date

CITY OF DEER LODGE

PLANNING BOARD MINUTES

July 18, 2022 – 10:00 AM | Council Chambers, City Hall.

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

1. Call Meeting to Order | Pledge of Allegiance

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, 2022 – Deferred till next meeting

3. Public Comment Non-Agenda Items:

- a. None

4. Public Hearings:

- a. 312 Missouri Conditional Use Permit Application – Jordan

Action Item: Vote on Recommendation of CUP Application – Jordan

Jesse and Sasha Mullen of 312 Missouri Avenue submitted a Conditional Use Permit application on June 28, 2022. The petitioners are seeking permission to live in the Silver State Post building, located at 312 Missouri Avenue, for approximately 18-24 months while they remodel the building to be suitable as an office and café. Currently, the structure is unfit for office use without new electric and updated plumbing. Living in the structure during renovation will reduce the time the business is vacant and save costs during the remodel.

The parcel is in Deer Lodge in the Original Addition, Section 33, Township 08N, Range 09W, Block 18, and the west 36.3 feet of the east 70 feet of lots 17 through 20. The parcel is located in the B-1, Central Business District of the City of Deer Lodge Zoning Ordinance. The location of the parcel is identified on the attached map. The City of Deer Lodge Zoning Ordinance requires the issuance of a Conditional Use Permit for residential and lodging uses in the Central Business District.

Recommendation –

The City Administration recommends the Planning Board send a favorable recommendation of the CUP application subject to the following considerations:

- The applicants are required to abide by all testimony as presented in the public hearings before the Planning Board and City Council.
- The applicants make every effort to restrict noise after business hours to decrease the adverse effect on the adjacent residential properties.
- The applicants receive all necessary permits for commercial buildings from the State Department of Labor and Industry and follow all applicable building codes and local zoning codes.
- Additional deviations from the zoning code must receive the prior approval of the City Council.
- The applicants cease using the property as a residence immediately following the completion of renovations. Use of the property as a residence is not to exceed 24 months.
- If the applicants expect renovations to take longer than 24 months, they should alert the City Administrator in writing at least 30 days in advance to request an extension.
- The applicants abide by all conditions the Planning Board and City Council attach to the approval of the Conditional Use Permit and, if not, relinquish the right to use the property as a residence until they regain approval from the City Council.

Public Hearing opened at: 10:07AM – No public comments

Public Hearing closed at: 10:08AM

Member Sager motioned to approve the 312 Missouri Conditional Use Permit Application with recommendation to council. Member Cooley seconded the motion. 4 Ayes, 0 Nos. 3 Absent. Motion passed.

5. Reports:

a. Economic Growth & Development – Dick Bauman

Present: Commission members Kathy Bair, Cole Neubauer, Steve Owens, and Melanie Sanchez, Preservation Officer Jacque Lavelle, and City Council Rep. Curt Fjelstad. Kathy called the meeting to order at 6pm.

Financial report: The balance is unchanged from last month, \$4,389.50.

Old Business: The \$2,250.00 allocation from our funds for the work on the Masonic Temple awning is being processed.

Robworth: Kathy will reach out to Kirby about contacting Janene Caywood about writing the National Register nomination. Kathy will check on the preferred payment method, whether SHPO pays her directly or we pay her.

502 Main: Work on the brick repairs on the south side is allowable. Kathy will contact Sarni Thomas for the paperwork.

New Business: Montana Main St. reports are due soon.

Community Resource forms: Amanda, Jordan, and the Chamber are compiling information on all the organizations in the area to have a shared resource database.

Hillcrest: Ellen Baumler wrote an article for SIG magazine about Hillcrest Cemetery, which Jacque forwarded, and Steve printed and shared.

b. Downtown Historic Preservation – Kathy Bair

Preliminary contract with Gary Chilcott land leasing of City Property was covered. Jordan introduced a combined Visions and Mission statement. It was tabled for further study. John Henderson brought up the idea of creating a Deer Lodge City license plate. Next meeting is scheduled for August 3rd at 4:00 PM.

c. Chamber of Commerce – Jordan Green

Discussed 501c3 status, Pizza-Puzzles-Pubs Event, Cow Bums event & ARPA Applications.

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

- a. None

7. Continued Business:

- a. Mission Statement - Jordan

Draft mission statements provided and discussed changes to the draft. This will be brought back to the committee at the next meeting.

8. Committee Comments or Concerns:

9. Announcement of the next meeting:

- a. August 15, 2022, at 10:00 AM (if needed)

10. Adjournment:

- a. The meeting was adjourned, by consensus at 10:53AM.

Prepared by Cyndi Thompson, City Clerk

Amber Brown, Chairperson

Date



JULY 2022 REPORTS

ECONOMIC GROWTH & DEVELOPMENT

Preliminary contract with Gary Chilcott on leasing of City Property was covered. Jordan introduced a combined Vision/Mission Statements. Tabled for further study. Member Henderson brought up idea of creating a Deer Lodge City license plate.

HISTORIC PRESERVATION

- Grants
- Masonic Temple Awning: Invoice has been paid; news article in SSP on July 13
- 502 Main - New extension contract has been signed with SHPO - effective date July 18 to September 9, 2022. I have spoken to Dave Lowry, the contractor who will be doing the work and he understands the time frame and the amount to charge. Copy of the Agreement was mailed to Sami Thomas with Discover Deer Lodge.
- Historic Preservation Ordinance - Jordan
- Mission Statement - Amanda
- Need to contact Jeannine Caywood regarding Robworth nomination.

CHAMBER OF COMMERCE

Discussed Main Street decorations, meeting with the County Commissioners for additional funding.