



# PLANNING BOARD AGENDA

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

1. **Call meeting to order** | Pledge of Allegiance.
2. **Approval of Minutes:**
  - a. Regular Meeting: September 19, 2022, and October 3, 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. **Continued Business:** - The Board accepts public comment at the end of each item.
  - a. None
7. **New Business:**
  - a. Meet with Great West Engineering to discuss Growth Policy Update Proposal – Jordan
  - b. Dispensary Business Zoning – Jordan
  - c. Other Marijuana Business Type Zoning
8. **Staff or Committee Comments:**
9. **Announcement of the next meeting:**
  - a. December 19, 2022, at 10AM.
10. **Adjournment**

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## Planning Board Mission Statement:

The Planning Board works to protect the health, safety, and welfare of the community of Deer Lodge in a responsible and equitable way. It accomplishes this through the gathering of local input, the desire for community vibrancy, and the knowledge that our decision-making today supports the future of the community.

Note: A plan with no action remains nothing more than a plan!

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

# **PLANNING BOARD MINUTES**

**September 19, 2022 – 10:00 AM | Council Chambers, City Hall.**

<b>Members Present:</b>	Amber Brown, Amanda Cooley, Rick Buck, Rand Dickson, Dick Bauman, Kathy Bair
<b>Member Absent:</b>	Dan Sager
<b>Mayor:</b>	Absent
<b>CAO:</b>	Jordan Green
<b>Council Member:</b>	Curt Fjelstad
<b>Staff:</b>	Cyndi Thompson
<b>Guests:</b>	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 – August 15, 2022

Member Dickson motioned to approve the minutes as presented. Member Bauman seconded the motion. 6 Ayes, 0 Nos, 1 Absent. Motion passed.

**3. Public Comment Non-Agenda Items:**

a. None

**4. Public Hearings:**

a. None

**5. Reports:**

a. Economic Growth & Development – Dick Bauman

Discussed Tourism Magazine, DL license plates, CBDG TIFF, Main St Banners.

b. Downtown Historic Preservation – Kathy Bair  
Meeting cancelled no quorum. 502 Main St repairs complete.

c. Chamber of Commerce – Jordan Green  
Discussed Puzzles, Pub, Pizza, \$10k from County to fund Julie Schroder position.  
Main ST decorations and Christmas Stroll.

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

a. Finalize Mission Statement - Jordan  
Presented finalized Mission Statement to committee.

Member Bauman motioned to approve as presented. Member Cooley seconded the motion. 6 Ayes, 0 Nos, 1 Absent. Motion passed.

**7. New Business:**

a. CDBG Housing Grant Application Discussion- Jordan  
Discussion as we will be having a public hearing at council tonight and next council meeting on October 3<sup>rd</sup>. City planning on applying for a grant for Housing purposes to fund upstart infrastructure improvements to potential development out in the NE corner of city approx. 47 acres next to the highway. Discussed subdividing for housing. Grant application requires public input and that is why there are 2 public hearings. 1<sup>st</sup> hearing is to discuss potential projects that the city might be looking at doing and gather input of needs, wants from the public hearing. 2<sup>nd</sup> public hearing we'll discuss further in depth of the actual projects we are submitting in the application. Discussion only no motion.

b. Growth Policy Proposal Review – Jordan  
4 proposals were presented (*WGM Group, Applied Communications, Hyalite and Great West Engineering*) to the committee along with a staff proposal outlining the reason and steps to update the Growth Policy. Scott Hazelton and Mike Sternberg from Hyalite discussed their proposal.

Member Bauman motioned to table the discussion till next meeting as this will give committee more time to review the 4 proposals. Member Dickson seconded the motion. 4 Ayes, 0 Nos, 3 Absent. Motion passed.

**8. Committee Comments or Concerns:**

- a. Member Dickson asked about getting updated maps.
- b. Chairperson Brown asked about how the zoning changes went at the Council meeting.
- c. Chairperson Brown asked if there were any updates on Hotel DL.
- d. Received Skatepark update.

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

- a. October 17, 2022, at 10:00 AM (if needed)

**10. Adjournment:**

- a. The meeting was adjourned, by consensus at 11:40AM.

Prepared by Cyndi Thompson, City Clerk

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Amber Brown, Chairperson

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Date

# **PLANNING BOARD MINUTES**

**October 3, 2022 – 10:00 AM | Council Chambers, City Hall.**

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

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

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

**2. Approval of Minutes**

- a. Regular Meeting – Deferred till next meeting

**3. Public Comment Non-Agenda Items:**

- a. None

**4. Public Hearings:**

- a. None

**5. Reports:**

- a. None

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

- a. Growth Policy Proposal Review – Jordan

Reviewed the Growth Policy Proposals and the responses received to the questions the committee asked.

Member Cooley motioned a recommendation to City Council that Applied Communications was committees first choice, Great West Engineering second choice, WGM & Hyalite was tied at third choice. Member Sager seconded the motion. 4 Ayes, 1 No, 1 Abstained, 1 Absent. Motion passed.

**8. Committee Comments or Concerns:**

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

- a. October 17, 2022, at 10:00 AM (if needed)

**10. Adjournment:**

- a. The meeting was adjourned, by consensus at 10:42AM.

Prepared by Cyndi Thompson, City Clerk

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Amber Brown, Chairperson

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Date



# Montana Code Annotated 2021

## TITLE 76. LAND RESOURCES AND USE

### CHAPTER 1. PLANNING BOARDS

#### Part 6. Growth Policy

## Growth Policy -- Contents

**76-1-601. Growth policy -- contents.** (1) A growth policy may cover all or part of the jurisdictional area.

(2) The extent to which a growth policy addresses the elements listed in subsection (3) is at the full discretion of the governing body.

(3) A growth policy must include:

(a) community goals and objectives;

(b) maps and text describing an inventory of the existing characteristics and features of the jurisdictional area, including:

(i) land uses;

(ii) population;

(iii) housing needs;

(iv) economic conditions;

(v) local services;

(vi) public facilities;

(vii) natural resources;

(viii) sand and gravel resources; and

(ix) other characteristics and features proposed by the planning board and adopted by the governing bodies;

(c) projected trends for the life of the growth policy for each of the following elements:

(i) land use;

(ii) population;

(iii) housing needs;

(iv) economic conditions;

(v) local services;

(vi) natural resources; and

(vii) other elements proposed by the planning board and adopted by the governing bodies;

(d) a description of policies, regulations, and other measures to be implemented in order to achieve the goals and objectives established pursuant to subsection (3)(a);

(e) a strategy for development, maintenance, and replacement of public infrastructure, including drinking water systems, wastewater treatment facilities, sewer systems, solid waste facilities, fire protection facilities, roads, and bridges;

(f) an implementation strategy that includes:

(i) a timetable for implementing the growth policy;

(ii) a list of conditions that will lead to a revision of the growth policy; and

(iii) a timetable for reviewing the growth policy at least once every 5 years and revising the policy if necessary;

(g) a statement of how the governing bodies will coordinate and cooperate with other jurisdictions that explains:

(i) if a governing body is a city or town, how the governing body will coordinate and cooperate with the county in which the city or town is located on matters related to the growth policy;

(ii) if a governing body is a county, how the governing body will coordinate and cooperate with cities and towns located within the county's boundaries on matters related to the growth policy;

(h) a statement explaining how the governing bodies will:

(i) define the criteria in **76-3-608(3)(a)**; and

(ii) evaluate and make decisions regarding proposed subdivisions with respect to the criteria in **76-3-608(3)(a)**;

(i) a statement explaining how public hearings regarding proposed subdivisions will be conducted; and

(j) an evaluation of the potential for fire and wildland fire in the jurisdictional area, including whether or not there is a need to:

(i) delineate the wildland-urban interface; and

(ii) adopt regulations requiring:

(A) defensible space around structures;

(B) adequate ingress and egress to and from structures and developments to facilitate fire suppression activities; and

(C) adequate water supply for fire protection.

(4) A growth policy may:

(a) include one or more neighborhood plans. A neighborhood plan must be consistent with the growth policy.

(b) establish minimum criteria defining the jurisdictional area for a neighborhood plan;

(c) establish an infrastructure plan that, at a minimum, includes:

(i) projections, in maps and text, of the jurisdiction's growth in population and number of residential, commercial, and industrial units over the next 20 years;

(ii) for a city, a determination regarding if and how much of the city's growth is likely to take place outside of the city's existing jurisdictional area over the next 20 years and a plan of how the city will coordinate infrastructure planning with the county or counties where growth is likely to take place;




- (iii) for a county, a plan of how the county will coordinate infrastructure planning with each of the cities that project growth outside of city boundaries and into the county's jurisdictional area over the next 20 years;
- (iv) for cities, a land use map showing where projected growth will be guided and at what densities within city boundaries;
- (v) for cities and counties, a land use map that designates infrastructure planning areas adjacent to cities showing where projected growth will be guided and at what densities;
- (vi) using maps and text, a description of existing and future public facilities necessary to efficiently serve projected development and densities within infrastructure planning areas, including, whenever feasible, extending interconnected municipal street networks, sidewalks, trail systems, public transit facilities, and other municipal public facilities throughout the infrastructure planning area. For the purposes of this subsection (4)(c)(vi), public facilities include but are not limited to drinking water treatment and distribution facilities, sewer systems, wastewater treatment facilities, solid waste disposal facilities, parks and open space, schools, public access areas, roads, highways, bridges, and facilities for fire protection, law enforcement, and emergency services;
- (vii) a description of proposed land use management techniques and incentives that will be adopted to promote development within cities and in an infrastructure planning area, including land use management techniques and incentives that address issues of housing affordability;
- (viii) a description of how and where projected development inside municipal boundaries for cities and inside designated joint infrastructure planning areas for cities and counties could adversely impact:
  - (A) threatened or endangered wildlife and critical wildlife habitat and corridors;
  - (B) water available to agricultural water users and facilities;
  - (C) the ability of public facilities, including schools, to safely and efficiently service current residents and future growth;
  - (D) a local government's ability to provide adequate local services, including but not limited to emergency, fire, and police protection;
  - (E) the safety of people and property due to threats to public health and safety, including but not limited to wildfire, flooding, erosion, water pollution, hazardous wildlife interactions, and traffic hazards;
  - (F) natural resources, including but not limited to forest lands, mineral resources, sand and gravel resources, streams, rivers, lakes, wetlands, and ground water; and
  - (G) agricultural lands and agricultural production; and
- (ix) a description of measures, including land use management techniques and incentives, that will be adopted to avoid, significantly reduce, or mitigate the adverse impacts identified under subsection (4)(c)(viii).
- (d) include any elements required by a federal land management agency in order for the governing body to establish coordination or cooperating agency status as provided in **76-1-607**.
- (5) The planning board may propose and the governing bodies may adopt additional elements of a growth policy in order to fulfill the purpose of this chapter.

**History:** Ap. p. Sec. 31, Ch. 246, L. 1957; amd. Sec. 12, Ch. 247, L. 1963; amd. Sec. 1, Ch. 156, L. 1973; Sec. 11-3831, R.C.M. 1947; Ap. p. Sec. 3, Ch. 246, L. 1957; amd. Sec. 2, Ch. 247, L. 1963; amd. Sec. 1, Ch. 349, L. 1973; Sec. 11-3803, R.C.M. 1947; R.C.M. 1947, 11-3803(part), 11-3831; amd. Sec. 8, Ch. 582, L.

**1999; amd. Sec. 4, Ch. 599, L. 2003; amd. Sec. 1, Ch. 443, L. 2007; amd. Sec. 2, Ch. 455, L. 2007; amd. Sec. 2, Ch. 446, L. 2009; amd. Sec. 2, Ch. 65, L. 2013.**

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

JULY 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 affect 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 5:00 PM on September 16, 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](mailto:jgreen@cityofdeerlodgemt.gov).

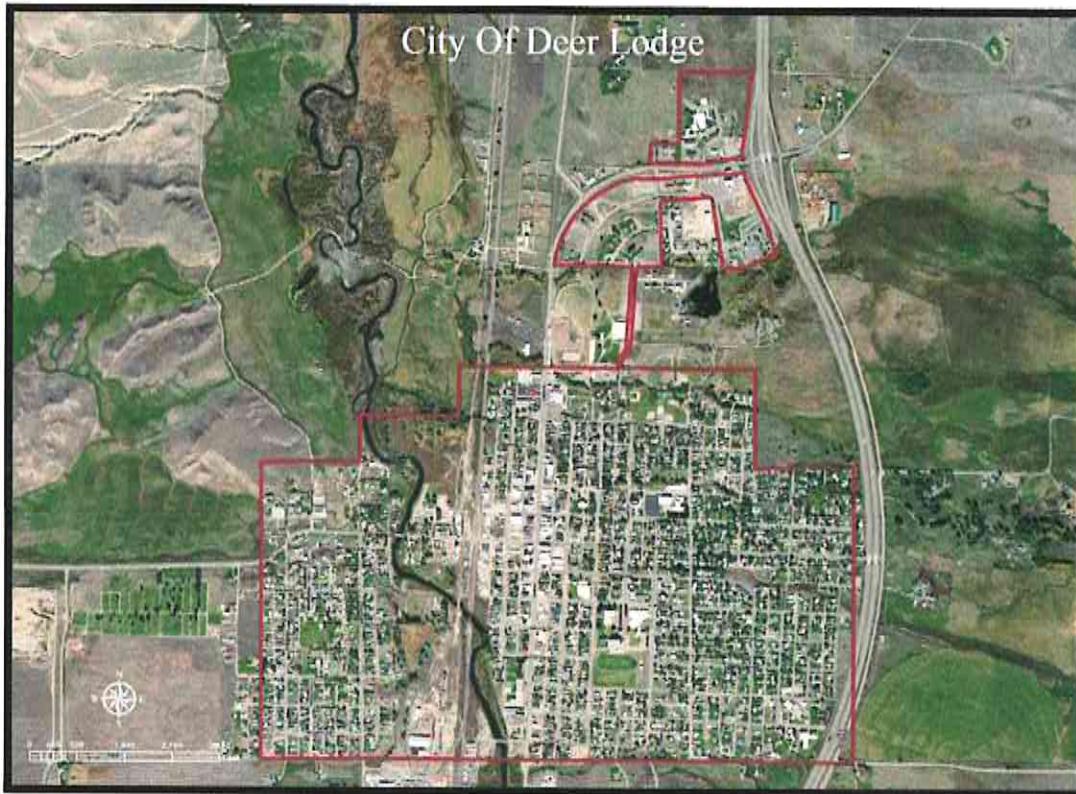




**Outline of Growth Policy Requirements:**

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.
- Create a vision statement or statement of intent for the Growth Policy addressing community goals.
- 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
  - Identify tourism trends and relate to regional and statewide tourism 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.

Also, the timeframe for this project will coincide with Headwaters RC & D's update to the Southwest Montana Comprehensive Economic Development Survey (CEDS). Combining local meetings with this organization to decrease repetition could be possible.

- 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.





*Proposal for the*

# **CITY OF DEER LODGE**

COMPREHENSIVE UPDATE  
TO THE CITY GROWTH POLICY



September 16, 2022



*Client Commitment*



*Empowered Employees*



*Quality Solutions*



See what's possible.

September 16, 2022

Jordan Green, CFM  
Chief Administrative Officer  
City of Deer Lodge  
300 Main St.  
Deer Lodge, MT 59722

**Re: Update of the City Growth Policy**

Dear Mr. Green,

The City of Deer Lodge will benefit by retaining Great West Engineering, a full-service engineering and planning firm, to assist the City with the update of the City's existing Growth Policy. Great West proposes to offer the City a highly experienced and specialized team which will help City residents create a plan that focuses on:

- Effective ways to gather the advice and guidance of residents
- Continued downtown revitalization
- Leveraging tourism to improve the economy and solidify the community's historic identity, and
- Most importantly creating a plan that is realistic and achievable

Great West is a full-service planning/engineering firm that has a long history of working in Powell County and the City. Thus, we have an in-depth understanding of the community and major issues that should play a role in developing a well thought-out and effective growth policy for the City.

Ultimately, our years of experience working on local government planning issues in Montana will provide the City with the experience and staff to complete the project efficiently and cost effectively. We look forward to partnering with the City and its residents on this project.

Sincerely,

Jerry Grebenc, CFM  
Senior Planner  
(406) 495-6153  
[jgrebenc@greatwesteng.com](mailto:jgrebenc@greatwesteng.com)

**HELENA**  
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Ph: (406) 449-8627  
F: (406) 449-8631

**BILLINGS**  
6780 Trade Center  
Avenue  
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Ph: (406) 652-5000  
F: (406) 248-1363

**BOISE**  
3050 N Lakeharbor  
Lane  
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Boise, ID 83703  
Ph: (208) 576-6646

**GREAT FALLS**  
702 2nd Street S, #2  
Great Falls, MT 59405  
Ph: (406) 952-1109

**SPOKANE**  
9221 N Division Street  
Suite F  
Spokane, WA 99218  
Ph: (509) 413-1430



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## Great West Principals

### William Lloyd, President

*Bill has 28 years of transportation engineering experience.*

### Daniel McCauley, President Emeritus

*Dan has 44 years of civil and structural engineering experience.*

### Robert Church, Senior Vice President

*Bob has 34 years of municipal and solid waste engineering experience.*

### Craig Pozega, Vice President

*Craig has 28 years of municipal engineering experience.*

### Chad Hanson, Vice President

*Chad has 25 years of municipal engineering experience.*

### Denice Street, Secretary/Treasurer

*Denice has 27 years of administrative experience.*

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Resumes Appendix

▶ [www.greatwesteng.com](http://www.greatwesteng.com) See What's *Possible*.



**BILLINGS**  
6780 Trade Center Ave.  
Billings, MT 59101  
Phone: (406) 652-5000  
Fax: (406) 263-1363



**BOISE**  
3050 N. Lakeharbor Ln.  
Suite 201  
Boise, ID 83703  
Phone: (208) 576-6646



**GREAT FALLS**  
702 2nd Street South,  
Suite 2  
Great Falls, MT 59405  
Phone: (406) 952-1109



**HELENA**  
2501 Belt View Drive  
Helena, MT 59601  
Phone: (406) 449-8627  
Fax: (406) 449-8631



**SPOKANE**  
9221 N. Division St.,  
Suite F  
Spokane, WA 99218  
Phone: (509) 413-1430

# WHY GREAT WEST



**Specializing in:** Planning Bridges Solid Waste Wastewater Water  
Grant Writing and Administration Natural Resources Transportation

**103**  
Employees

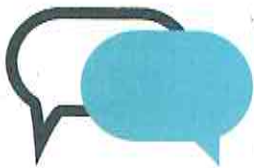
**5,000+**  
Projects since **1984**

**5**  
Offices  
Helena  
Billings  
Great Falls  
Boise  
Spokane



**We Promise** to truly listen to your project goals, be responsive to your needs, and advocate on your behalf.

## PUBLIC OUTREACH EXPERIENCE



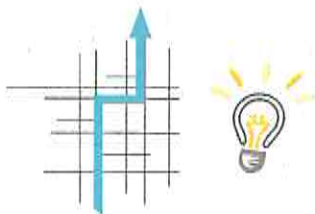
Successful public outreach has always been a challenge for planning projects such as the update of a growth policy and this is even more the case today. Particularly in light of the many distractions people have and the impact of the COVID-19 pandemic. To overcome these challenges, Great West has adopted a very focused, but successful approach to outreach which includes: the in-depth involvement of our clients, the use of community surveys, interactive open houses/workshops, email listservs, social media and web presence as appropriate. We will use our experience to craft an outreach approach that works the best for the City and its residents.

## WE KNOW DEER LODGE



Great West has a long history of working with Powell County and by extension the City of Deer Lodge. Our firm has worked on bridge and floodplain projects in the City, remediation and site design at the historic Milwaukee Railroad Roudhouse property, the Blue Ribbon Pavilion at the Fairgrounds and most recently the development of the Old Yellowstone Trail project from the City to Garrison. These projects have given us a very good understanding of the City's opportunities and issues.

## GROWTH POLICY EXPERIENCE



Great West Engineering provides its clients with a depth of planning experience ranging from growth policies, capital improvements plans, parks and trails and hazard mitigation. Our firm focuses primarily on working with smaller to mid-sized communities in Montana. For example, over the last eight years, we have assisted 22 Montana municipalities and counties with growth policy projects. These communities are located all around the state, ranging from Thompson Falls and Philipsburg in the west, to Scobey in the northeast, Rosebud and Powder River Counties in the southeast, and Roundup and White Sulphur Springs-Meagher County in central Montana.

## REALISTIC/ACHIEVABLE PLAN



The hallmark of successful plans is that they actually achieve results. While a plan containing lofty goals is admirable, unless it provides residents with tangible benefits, it means nothing. At Great West Engineering we work hard to help our clients to create practical, achievable plans that "get things" done for their residents. We would approach the update of the City Growth Policy the same way.



# OUR TEAM



## OUR TEAM

The team at Great West Engineering will provide the residents of Deer Lodge with decades of real-world community development expertise that has been honed over years of assisting Montana communities just like yours. Our team has a deep growth policy resume, ranging from projects such as those recently completed for the Town of Philipsburg and City of White Sulphur Springs and older but still very relevant

projects for the Cities of Thompson Falls and Roundup. In addition, our team not only includes land use planning expertise, but also GIS mapping, graphic design and the critical component of identifying how to fund the implementation of the plan.

*Team has over 30 years of experience assisting Montana Communities with their planning needs!*

## TEAM ORGANIZATION



**PROJECT MANAGER**  
Jerry Grebenc, CFM

**PRINCIPAL IN CHARGE**  
Bill Lloyd, PE



### OUTREACH/ COMMUNICATIONS

Jerry Grebenc, CFM  
Cody Marxer  
Lisa Moisey



### COMMUNITY PLANNING AND LAND USE

Jerry Grebenc, CFM  
Cody Marxer  
Lisa Moisey



### GIS MAPPING/ ANALYSIS AND PUBLIC SPACE/ GRAPHIC DESIGN

Matt Blassic, GIST  
Amy Foust




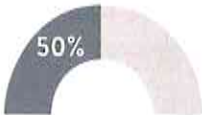

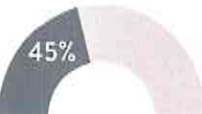

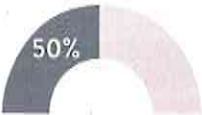


### PROJECT FUNDING STRATEGIES

Craig Erickson, CGW  
LaNette Jones, CGW

# OUR TEAM



## Key Team Members:






Staff and Role	Benefits to City of Deer Lodge	Availability
 <p><b>JERRY GREBENC,</b> CFM Project Manager</p>	<ul style="list-style-type: none"> <li>• One of the most experienced community development specialists in the entire state with 23 years of working on land use and community development projects in the State of Montana</li> <li>• Resume ranges from being a Planning Director for Lewis and Clark County, private consultant, working on conservation projects in the non-profit sector, and serving as the Planning Bureau Chief for the State of Montana</li> <li>• Since 2015, he has facilitated the update and development of 22 growth policies all around the state</li> </ul>	
 <p><b>BILL LLOYD, PE</b> Principal In Charge</p>	<ul style="list-style-type: none"> <li>• President of Great West Engineering</li> <li>• 28 years of experience working with local governments on public infrastructure improvement projects</li> <li>• Familiar with Deer Lodge area having worked on projects throughout the Upper Clark Fork valley</li> <li>• Principal engineer and client champion for 10 on-call engineering contracts serving Montana communities</li> <li>• Detailed knowledge of State and Federal infrastructure funding programs</li> <li>• Directly involved in securing over \$50 million of infrastructure funding for Great West clients</li> </ul>	
 <p><b>CODY MARXER</b> Planner</p>	<ul style="list-style-type: none"> <li>• Planner with four years of planning and land use experience with an emphasis on community development and water conservation</li> <li>• Background includes research, education, facilitation, and permitting</li> <li>• Hailing from an agricultural community, Cody has a practical understanding of the relationship between development, economic growth, resource conservation, and preserving heritage</li> <li>• Since joining Great West Engineering, she has assisted with six growth policies for various communities in Montana</li> </ul>	
 <p><b>LISA MOISEY</b> Grant Writer</p>	<ul style="list-style-type: none"> <li>• Over 22 years of experience assisting local governments with program management, community planning, community development, grant writing and administration</li> <li>• Specific focus on parks and trails program management of a system of 96 parks and 45 miles of shared-use paths and trails throughout seven planning regions located in urban and rural landscapes</li> <li>• Strong background in parks and trails planning in context with comprehensive community planning</li> <li>• Extensive background in public engagement, outreach and community connections</li> </ul>	



# OUR TEAM



## Key Team Members:

Staff and Role	Benefits to City of Deer Lodge	Availability
 <p><b>CRAIG ERICKSON,</b> CGW Funding Specialist</p>	<ul style="list-style-type: none"> <li>• Certified Grant Writer, over the past 23 years, has helped small communities and water and sewer districts win over \$150 million in state and federal funding in Montana and Idaho</li> <li>• Significant experience working with the Montana Department of Commerce's Montana Coal Endowment and Community Development Block Grant Programs, DNRC's Renewable Resource Grant &amp; Loan Program, Army Corps of Engineers' WRDA Program, USDA Rural Development, and Montana's State Revolving Fund programs</li> <li>• Assisted communities in Montana and Idaho fund several community facilities projects</li> <li>• Familiar with the many funding opportunities made available by the Bipartisan Infrastructure Law for Local Governments</li> </ul>	
 <p><b>LANETTE JONES,</b> CGW Funding Specialist</p>	<ul style="list-style-type: none"> <li>• Experience working with the state agencies that fund infrastructure in Montana, including the Department of Commerce, Department of Natural Resources and Conservation, Montana Fish Wildlife and Parks, Montana Department of Transportation, Montana Board of Housing and Department of Environmental Quality</li> <li>• Experience working with small communities in Montana to develop affordable funding options for infrastructure projects, including water systems, wastewater systems, housing, parks, trails, and sidewalks</li> <li>• Experience working with small communities to develop realistic funding packages to submit grant applications for state and federal funding</li> </ul>	
 <p><b>MATT BLASSIC, GIST</b> GIS</p>	<ul style="list-style-type: none"> <li>• GIS Specialist with 4 years of professional experience in spatial analysis and data production</li> <li>• Extensive experience building and maintaining geospatial databases for a number of communities ranging in size from small communities to counties</li> <li>• Extensive knowledge base of the Esri ArcGIS suite of softwares as well as the most efficient ways of communicating maps and data with clients and residents</li> <li>• Dedicated to providing exceptional service and communicating spatial data that may not have been available previously</li> </ul>	
 <p><b>AMY FOUST</b> Graphic Designer</p>	<ul style="list-style-type: none"> <li>• Over 20+ years assisting small local businesses, non-profits and communities with print marketing and advertising</li> <li>• Led sales and design team in development of several community outreach magazines implementing the use of photography, infographics and area maps</li> <li>• Assisted several downtown business owners and non-profits with web development and design of social media marketing campaigns</li> <li>• Accustomed to collaboratively developing pre-defined communication goals and utilizing public outreach efforts to meet them</li> </ul>	

# PROJECT EXPERIENCE



## Town of Philipsburg, Montana

### GROWTH POLICY-TOWN PLAN

Worked with the Town Council and the City/County Planning Board to create the Town's first standalone community plan. The focus of the project ranged from working to preserve the Town's historic character to balancing the impacts of tourism with the need to foster a business-friendly environment, protecting residents' property values and continuous upgrading of the Town's infrastructure. The project was completed in under 9 months.



▲ Philipsburg Historic School Building

### Project Highlights

- Community survey
- Community open house
- Meeting facilitation
- Town Council work sessions
- Research
- Writing
- Project Cost: \$25,000

### Contact

Daniel Reddish  
Mayor  
(406) 859-3821  
406reddish@gmail.com

Project completed in 2022



# PROJECT EXPERIENCE



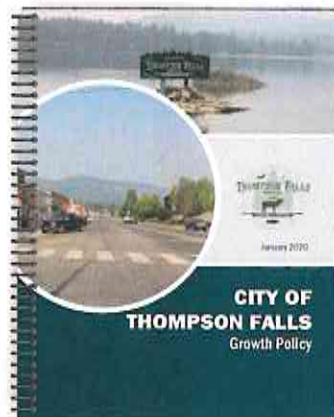
## City of Thompson Falls, Montana

### CITY GROWTH POLICY

Assisted the City in creating its first standalone Growth Policy with a focus on improving and maintaining infrastructure such as water and sewer and encouraging economic development.



▲ City Entrance Sign



▲ Growth Policy



▲ Gallatin Bridge Over the Clark Fork

### Project Highlights

- Created a new Growth Policy
- Focus on maintaining infrastructure and economic development
- Project completed in 7 months
- Project completed under budget
- Project cost: \$30,000

### Contact

Mark Sheets  
Mayor  
(406) 827-3557  
sheetsforsd7@gmail.com

Project completed in 2020

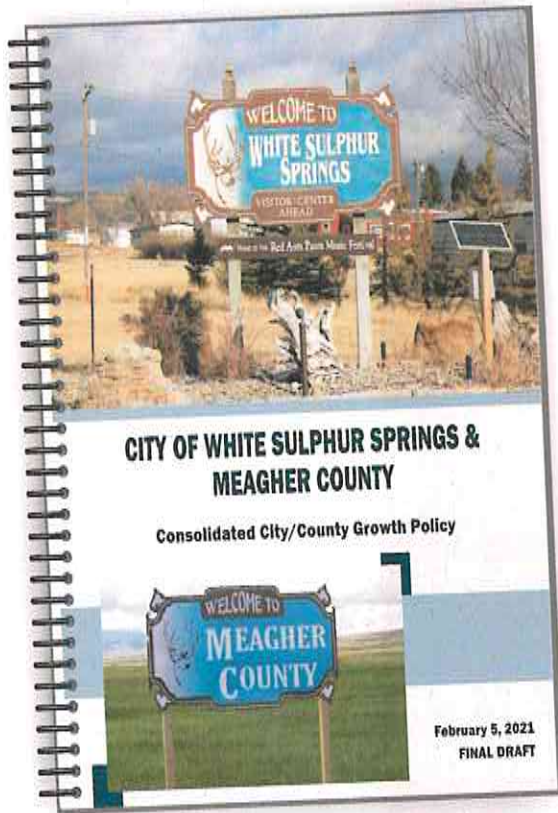
# PROJECT EXPERIENCE



## City of White Sulphur Springs and Meagher County, Montana

### CONSOLIDATION OF CITY AND COUNTY GROWTH POLICY

Assisted the City and County with consolidating their Growth Policies into one document. The new Growth Policy focused on preparing for the anticipated new residential growth from the Black Butte Mine and Gordon Butte Pumped Hydro project.



▲ Growth Policy Cover

### Project Highlights

- Consolidation of the City and County plans into one document
- Completed in five months
- Project website used to share information
- Meetings and hearing done using Zoom
- Project cost: \$10,000

### Contact

Jess Secrest  
Meagher County Planning  
Board Chair  
(406) 799-4576  
secrest@itstriangle.com

Project completed  
in 2021



▲ City Jail



▲ City Hall



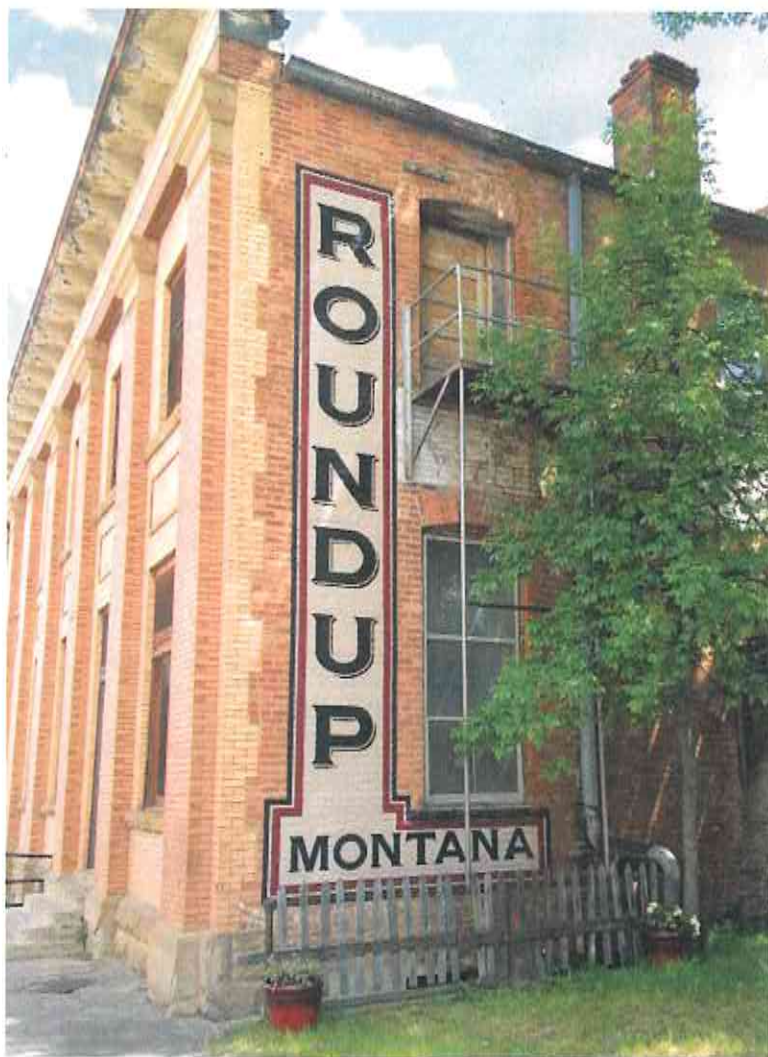
# PROJECT EXPERIENCE



## City of Roundup, Montana

### GROWTH POLICY

The City of Roundup did not have an existing Growth Policy and needed assistance with creating its first standalone Growth Policy. The project focused on helping the City create a vision and implementation plan for how to reinvent and redevelop itself as a residential and commercial center and to revitalize its historic downtown.



▲ Well Known City Entrance Sign

### Project Highlights

- Creation of a standalone Growth Policy
- Project Cost: \$45,000
- Focus on helping the City create a vision and implementation plan for how to reinvent and redevelop itself as a residential and commercial center
- Project completed in 10 months
- Public outreach and engagement
- Meeting facilitation
- Visioning
- Research and writing
- GIS mapping

### Contact

Sandra Jones  
Mayor  
(406) 323-2804  
roundupmayor@yahoo.com

Project completed in 2016

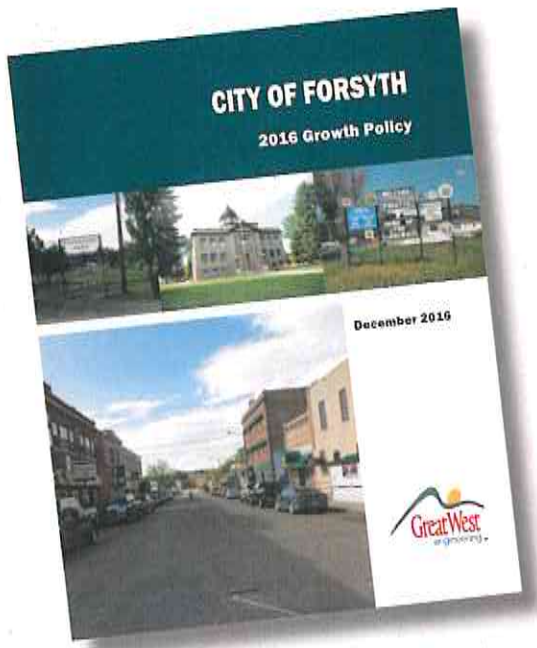
# PROJECT EXPERIENCE



## City of Forsyth, Montana

### UPDATE CITY GROWTH POLICY

Assisting the City with the update of its Growth Policy with a focus on preparing for the pending closure of the power generation plants at the City of Colstrip. This includes identifying needs such as economic development, infrastructure projects, community services and addressing the levee that protects the City from the Yellowstone River.



▲ Growth Policy Cover

### Project Highlights

- Research and writing
- Meeting facilitation
- GIS mapping
- Public input process
- Website developed to increase public participation and awareness
- Project cost \$8,500

### Contact

Dennis Kopitzke  
Mayor  
(406) 346-2521  
[forsythmayor@rangeweb.net](mailto:forsythmayor@rangeweb.net)

Project completed in 2021



▲ Forsyth Fire Department



▲ Main Street Sidewalk



# PROJECT EXPERIENCE



## PAST EXPERIENCE

<i>Growth Policies</i>
City of Cut Bank, Montana (In progress)
City of Wolf Point, Montana (In progress)
Town of Virginia City, Montana (In progress)
City of Miles City, Montana (In progress)
Town of Circle, Montana (In progress)
Beaverhead County, Montana (In progress)
Custer County, Montana (In progress)
Town of Philipsburg, Montana
City of Choteau, Montana
City of Forsyth, Montana
City of Glendive-Dawson County, Montana
City of Roundup, Montana
City of Scobey, Montana
City of Thompson Falls, Montana
Broadwater County, Montana
Lewis and Clark County, Montana
Meagher County, Montana
Prairie County, Montana
Rosebud County, Montana
Powder River County, Montana
City of White Sulphur Springs-Meagher County, Montana (Consolidated plan)
Valley County, Montana
<i>Parks and Trails Plans</i>
Riverside Park Master Plan, City of Laurel, Montana
Old Yellowstone Trail Plan, Powell County, Montana
Deer Lodge Valley Trails Plan, Powell County, Montana
Arrowstone Park Plan, Powell County, Montana
Jefferson County Recreation Park Plan, Jefferson County, Montana
Broadwater County Recreation Plan, Broadwater County, Montana

<i>Capital Improvements Plans</i>
Blaine County, Montana
Custer County, Montana
Broadwater County, Montana
Jefferson County, Montana
Town of Geraldine, Montana
City of Thompson Falls, Montana
Town of Twin Bridges, Montana
Valley County, Montana
Sweet Grass County, Montana (In progress)
City of Shelby, Montana (In progress)
City of Havre, Montana (In progress)
Town of Fairfield, Montana (In progress)
Hill County, Montana (In progress)
Powder River County, Montana (In progress)
<i>Code Updates</i>
Meagher County, Montana, Subdivision Regulations
Broadwater County, Montana, Subdivision Regulations
Jefferson County, Montana, Subdivision Regulations
Prairie County, Montana, Subdivision Regulations
Chouteau County, Montana, Development Regulations
Chouteau County, Montana, Subdivision Regulations
Custer County, Montana, Zoning Regulations
Powell County, Montana, Review of North County Development Regulations
Town of Ennis, Montana, Comprehensive Update
Town of Twin Bridges, Montana, Subdivision Regulations
<i>On-Call Contract Planner</i>
City of Red Lodge, Montana (Current)
Town of Circle, Montana (Current)
City of White Sulphur Springs, Montana (Current)
Madison County, Montana (Current)
Chouteau County, Montana (Current)
Meagher County, Montana (Current)
Powell County, Montana
Jefferson County, Montana

# PROJECT UNDERSTANDING



Montana is undergoing significant changes: high housing prices, transformations in our national and regional economies including remote work; and the COVID-19 pandemic, all of which have led many people to leave crowded, expensive large cities in search of more affordable and safer places to live. All this disruption has created an opportunity for the City of Deer Lodge to take advantage of those changes by building on its incredible assets, attracting new businesses and residents, and planning for change on its own terms.

Successful community growth and revitalization does not happen by accident. It will take a commitment by Deer Lodge's residents and leaders to identify, prioritize and carry out concrete actions that build on the community's assets and create more economic opportunity and growth. We propose to help make that happen through a transparent, fact-informed, community-driven project that identifies and prioritizes immediate, mid-term, and long-term action steps that have support from the community's residents.

It is our understanding that the community desires a growth policy update that will continue the revitalization of the downtown area and leverage tourism to improve the economy and solidify the community's historic identity. We believe a growth policy should be far more than aspirations and lists of potential actions. The plan needs to provide prioritized, concrete, and achievable action steps that include an identification of responsible stakeholders, required resources, and timelines. The plan also needs to monitor progress and build in flexibility for alternative actions when needed.

It is our experience that even if these prerequisites are met, community plans will not be successful unless the plan has buy-in from residents. Buy-in cannot be wished into existence; it requires a thoughtful public engagement plan that goes beyond attempting to raise awareness through public meetings. It requires innovative approaches that meet people where they are and considers the community's culture and unforeseen dynamics, such as the COVID-19 pandemic. Ultimately a growth policy for Deer Lodge must not only help residents look forward, but it must also honor and protect the community's history and traditional way of life.

## PUBLIC ENGAGEMENT METHODOLOGY

We believe that all successful communities have something in common – they make it possible for all of their citizens to be engaged in identifying community challenges and solutions. It's what we call "civic infrastructure", and it's the only way to rise above political and social divides and work together to create a better future. The best community plans happen when residents, nonprofits, businesses, and government come together to find solutions that cannot be achieved alone. This community approach also helps to build public-private partnerships that get things done.



*Plan Goals, Objectives and Action Steps*  
based upon the combined **vision** of the **City Council, Downtown Business Owners, Advisory Committee and Residents.**



# PUBLIC PARTICIPATION



For the update of the City growth policy to be a success, it must be possible for a wide variety of residents to be engaged in identifying the community's opportunities, challenges and solutions. It will require a thoughtful public engagement plan that goes beyond attempting to "raise awareness" through public meetings at City Hall or articles in the newspaper. It requires thoughtful, efficient, and cost-effective approaches that meet people where they

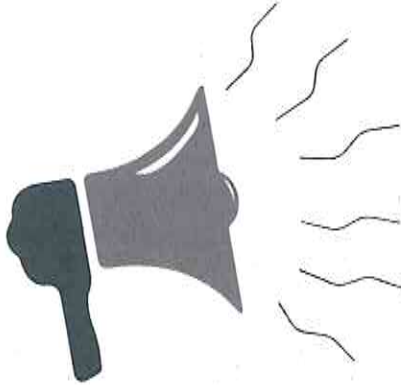
are and considers the community's culture and existing dynamics. That's why our team proposes to make community engagement the key element of this project. Based on other successful public participation efforts our team has completed, we propose the following main steps to ensure the community is able to effectively gather resident input:



Create a central project website that will provide project information, allow for resident feedback, and serve as the host site for things such as resident surveys.



With the City's assistance a project e-mail list to advertise events and participation opportunities.



Survey residents as to the priority, opportunities, and challenges facing the community. Marketing the survey will be critical to its success and will require the City's in-depth assistance.



Facilitate an open house to have in-person discussions with residents about the survey results and identify priorities, opportunities, and challenges.



Social Media: With the limited duration of a project such as a growth policy there is typically not enough time to gain the social media followers necessary to get robust participation. We would suggest instead that we post project updates on the various community Facebook pages such as City, Chamber of Commerce, and Silver State Post.



Use press releases to the Silver State Post and encourage the Post to cover the progress of the project to promote community buy-in.

## Plan goals, objectives and action steps are *based on the combined vision of the advisory committee and residents.*

Great West Engineering will help update the City growth policy using thirteen distinct elements, with the entire project lasting approximately eight to twelve months. Although presented in a linear fashion below there will be significant overlap and/or iteration among each

element. The chart timeline depicts this interplay among the elements. They are designed to build resident and stakeholder support over time while taking into account the community culture, different viewpoints, and local interests. The substantive elements of the project would include:



### **1. Prepare for and Participate in a Kickoff Meeting**

- Will ensure everyone engaged in the process understands their roles, responsibilities, project scope of work, schedule, and expected outcomes

### **2. Develop and Begin a Resident Outreach and Communications Plan**

- Most critical element of the project – resident advice and guidance are essential elements of a successful plan
- Plan will be based upon guidance from the advisory committee and stakeholders, combined with the expertise of our team

### **3. Review the Community's Current Planning Documents and Latest Demographic/Economic Data**

- Our team will gather all of the City's current planning documents
- Provide an analysis of the opportunities and limitations in those existing plans
- Provide an assessment of what the latest demographic and economic data means for the community's future



### **4. Prepare for and Facilitate Resident Outreach and Communications**

- Based upon an agreed upon outreach and communications plan use flexible and innovative communication approaches such as a survey, website, open house, social media and a public hearing



### **5. Land Use Analysis and Mapping**

- Understand land use and ownership in and around the community and how it would influence potential new development within the City
- In combination with an analysis of City infrastructure, identify potential areas for new residential/commercial development and/or redevelopment

### **6. Downtown/Business Core Analysis**

- Use the land use and infrastructure analysis to identify opportunities and challenges with regards to maintaining and improving the downtown/core business area of the City



# WORKPLAN/SCHEDULE



**7. Community Open House to Discuss the Economic, Land Use, Infrastructure Opportunities and Other Issues within the Community**



**8. Create a Draft Growth Policy**

- Create a full working draft of the growth policy and provide electronic and hardcopy drafts to participants

**9. First Work Session with the Planning Board, Advisory Committee, Stakeholders, and Resident**

- Work session to review the first working draft of the growth policy to identify needed additions and edits

**10. Editing of the Draft Growth Policy**

- Based upon the guidance of the Planning Board, advisory committee, stakeholders and resident edit the draft growth policy



**11. Final Work Session with the Planning Board, Advisory Committee, Stakeholders and Residents**

- Final work session to review the second draft of the growth policy to identify needed additions and edits. Provide electronic and hardcopy drafts to meet the review needs of all participants

**12. Planning Board Hearing on the Draft Growth Policy**

- Assist the Planning Board with facilitating its statutorily required public hearing and its recommendation to the City Council



**13. City Council Review and Adoption of the Growth Policy**

- Provide the City Council with advice and guidance on the review and adoption of the Growth Policy

December 2022

February 2023

May 2023

Begin Outreach and Communications Plan

Review Town Documents and Data

Draft Plan Work Session



Kick-off Meeting



Resident Outreach and Communications Kick-off



Infrastructure/ Land Use Analysis and Mapping



Discussions



Create First Draft Plan For Review



Final Collaborative Plan Review



Completion Of Final Plan



# REFERENCES




Town of Philipsburg  
Daniel Reddish - Mayor  
Phone: (406) 859-3821  
Email: 406reddish@gmail.com

Meagher, County  
Jess Secrest - Meagher County  
Planning Board Chair  
Phone: (406) 799-4576  
Email: secrest@itstriangle.com

City of Roundup  
Sandra Jones - Mayor  
Phone: (406) 323-2804  
Email: roundupmayor@yahoo.com

Powell, County  
Amanda Cooley - Powell County  
Planning Director  
Phone: (406) 846-9729  
Mobile: (406) 220-6210  
acooley@powellcountymt.gov

 [www.greatwesteng.com](http://www.greatwesteng.com)

See what's *possible*.



## Jerry Grebenc, CFM

Project Manager

7 years with Great West  
23 years of experience

▶ Jerry has been involved in community development and planning in Montana for over 23 years. He served as the State's Planning Bureau Chief and is very familiar with Montana's land use laws and planning best practices. He has experience in the private, public and non-profit sectors and has managed the development of private lands, reviewed subdivision as a local planner, managed a planning department, and provided practical advice and assistance to local governments on behalf of the State of Montana.

### Education

- » University of Montana, M.A. In Geography, 2002
- » University of Minnesota, Duluth, B.A. in History, 1991

### Professional Certifications

- » Certified Floodplain Manager

### Professional Affiliations

- » Association of State Floodplain Managers
- » Montana Association of Planners

### Awards

- » Governor's Award for Excellence, 2008, State of Montana

## FEATURED EXPERIENCE

### Growth Policy, Town of Philipsburg, Montana

Worked with the Town Council and the City/County Planning Board to create the Town's first standalone growth policy. The focus of the plan ranged from preserving the Town's historic character to balancing the impacts of tourism with need to foster a business-friendly environment, protecting property values and the continued upgrading of the Town's infrastructure. The project was completed in under 9 months.

## RELATED EXPERIENCE

### Growth Policy, City of Cut Bank, Montana

Assisting the City with a full update of its existing growth policy. His work includes coordinating with the project with the City Council, County Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing.

### Growth Policy, City of Wolf Point, Montana

Assisting the City with a full update of its existing growth policy. His work includes coordinating with the project with the City Council, County Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing. The project is focused on addressing infrastructure needs and addressing community decay issues related to abandoned and dilapidated housing.

### Growth Policy, Custer County, Montana

Assisting the County with a full update of its existing growth policy. His work includes coordinating with the project with the County Commission, County Planning Board, facilitating public meetings, assisting with outreach to County residents, providing research and writing.

## **Growth Policy, Beaverhead County, Montana**

In conjunction with the County Planning Board assisting with the update of the County Growth Policy to help the County encourage economic development and to also prepare for a likely increase in residential development due to housing pressures from the Gallatin Valley and Madison County.

## **Growth Policy, City of Forsyth, Montana**

Managed the update of the City's growth policy. His work included coordinating the project with the City mayor and council, facilitating public meetings, providing research and writing and GIS mapping.

## **Growth Policy, Valley County, Montana**

In conjunction with the County Planning Board and County Commission managed the update of the growth policy to help the County work toward improving the County's economy, local services and infrastructure.

## **Growth Policy, City of White Sulphur Springs-Meagher County, Montana**

Worked with the City/County Planning Board to update and consolidate the growth policies of the City and the County into one document to help each jurisdiction prepare for the potential development of a new copper mine, pumped hydroelectric project, and the possible opportunities and issues that might accompany them.

## **Growth Policy, City of Thompson Falls, Montana**

Managed the development of the City's first standalone growth policy. His work included coordinating with the project with the City Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing and GIS mapping.

## **Growth Policy, Broadwater County, Montana**

In conjunction with the County Planning Board managed the update of the growth policy to help the County prepare for a likely increase in residential development due to housing pressures from Bozeman and Helena.

## **Growth Policy, Lewis and Clark County, Montana**

As a member of the County planning staff he assisted in the development of the County's first growth policy. His work included facilitating public meetings, providing research and writing.

## **Growth Policy, Meagher County, Montana**

In conjunction with the County Planning Board managed the update of the growth policy to help the County prepare for the potential development of a new copper mine and pumped hydroelectric project.

## **Growth Policy, Powder River County, Montana**

In conjunction with the County Planning Board managed the update of the growth policy to help the County work toward improving the County's economy, local services and infrastructure.

## **Growth Policy, Prairie County, Montana**

Managed the update of the County's growth policy. His work included coordinating the project with the County Planning Board, facilitating public meetings, providing research and writing and GIS mapping.

## **Growth Policy, Rosebud County, Montana**

In conjunction with the County Planning Board managed the update of the growth policy to help the County prepare for impacts from the closures of the electrical power generating units at Colstrip.

## **Growth Policy, City of Forsyth, Montana**

Managed the update of the City's growth policy. His work included coordinating the project with the City Planning Board, facilitating public meetings, providing research and writing and GIS mapping.





## Bill Lloyd, PE

Principal-in-Charge

22 years with Great West  
28 years of experience

Bill has managed the development of road, bridge, water resource, and structural design and construction projects throughout the western United States. He serves as the On-Call Engineer for 10 Montana counties and offers experience with local government infrastructure funding, public involvement programs, and capital improvement planning. Mr. Lloyd has been involved with state and federal infrastructure funding programs for over 25 years. He has prepared preliminary engineering reports and environmental assessments in support of over 30 infrastructure funding applications for road and bridge projects throughout Montana. Bill has overseen the development of the plans, specifications, and estimate packages for over 200 bridge and culvert replacement projects on local, state, and federal road systems. He has secured federal funding and overseen the design and construction of over 50 miles of local road improvement projects since 2014.

### Education

- » Montana State University, BS, Civil Engineering, 1993

### Professional Registrations

- » Professional Engineer, MT, AZ, ID, ND, NM, SD, TX, WA, WY

### Professional Trainings

- » Safety Inspection of In-service Bridges (NBI)

### Professional Affiliations

- » American Council of Engineering Companies, Past State President and National Board Member, Chair Elect National Small Firms Council
- » National Society of Professional Engineers
- » Montana Contractors Association, Past Board Member
- » Montana State University, Civil Engineering Department Advisory Board
- » Association of Conservation Engineers

## FEATURED EXPERIENCE

### Lewis & Clark County Engineering Services, Montana

Bill served as the Principal In Charge and/or Project Manager for 22 TSEP funded bridge projects over the past 15 years for Lewis and Clark County. His project oversight role has extended to providing inspection, load ratings, SR computations, design, construction administration, and grant administration. Many of these projects involved Construction Engineering and Grant Administration assistance for outside funding agencies beyond TSEP including FEMA and MDT. Mr. Lloyd has developed a strong working relationship with all levels of Public Works Department staff as well as County Administrative personnel.

## RELATED EXPERIENCE

### Old Yellowstone Trail Pedestrian Bridge Rehabilitations, Deer Lodge, Montana

Principal in Charge for the rehabilitation/conversion of 5 historic railroad bridges into pedestrian bridges along a new trail corridor.

### Grant-Kohrs Trail Rehabilitation Design, National Park Service, Deer Lodge, Montana

Principal in Charge responsible for coordinating construction and design efforts with the Contractor and National Park Service for this Design-Build Project. Design a new trail system to meet accessibility standards while matching historic site constraints.

## **Roundhouse Site Cleanup and Trail/Park Plan, Powell County, Montana**

Principal in Charge responsible for assisting DEQ/EPA/Coast Guard with cleanup efforts for this abandoned railroad property now owned by Powell County. Developed a long term concept for trail/park use and submitted an NRDP grant.

## **Conley Avenue Bridge, MDT, Deer Lodge, Montana**

This bridge focused project is ongoing for the Butte District, and Karl is the Project Manager and Lead Bridge Designer. The Conley Avenue Bridge crosses the Clark Fork River just south of the Old Montana Prison in Deer Lodge. Great West analyzed replacement alternatives as part of the TS&L process including a single-span prefabricated steel truss, two-span prestressed beam system, and a three-span prestressed beam system. The preferred alternative was a two-span prestressed concrete beam system with a drilled shaft intermediate bent and driven piling end bents selected due to its minimal structure depth and economics. The project is currently at the plan-in-hand stage within budget and on schedule for completion in early 2020.

## **Deer Lodge River CTEP Pedestrian/Bike Trail Design and Construction, Deer Lodge, Montana**

Project manager and designer for this unique trail project which integrates historic aspects of the community into the proposed trail system under Montana Department of Transportation CTEP funding. Responsible for planning, design, and environmental documentation including permitting of a pedestrian/bike trail consisting of approximately 3,800 lineal feet of new 8-foot wide asphalt paved trail, upgrades to 5,090 lineal feet of trail, grading, signage, fencing, river overlook station, and all associated work.

## **Johnson Creek Trail Design and Construction, Powell County, Montana**

Project manager and designer for this trail project which consists of 6,180 lineal feet of 8-foot wide gravel pedestrian trail, consisting of grading, fencing, gates, new culverts, two new pedestrian bridges, a timber kiosk, and pavement striping.

## **Kessler Elementary School Community Park, Helena School District, Montana**

Principal in Charge to design a community park at the elementary school that includes a ball field capable of handling a variety of sports, walking trail, playground additions, storm drainage improvements, contour grading, picnic shelter, etc. Project is currently on-going and is being financed by the School District, County, and private organizations.

## **Ennis School District Parent Loading Zone and Parking Lot, Ennis, Montana**

Principal in Charge responsible for constructing a new parking lot/parent drop off zone to improve safety at the Ennis Elementary School. Work included a site survey, analysis, design, inspection, and construction management of site improvements.

## **Lewis & Clark Caverns Road Safety Improvements, Montana**

Principal in Charge for the design of signage, guardrail and centerline rumblestrips for the access road leading to the caverns.

## **Front Street Replacement, Cascade, Montana**

Principal in Charge responsible for the reconstruction of one urban city block along Front Street in Cascade, MT. Work included new curb and gutter with sidewalks, handicap access ramps, and rebuilding the asphalt section to improve drainage.

## **Design and Construction for 10th Avenue Roadway and Storm Drain Design, Town of Roundup, Montana**

Principal in Charge for the survey and design of four blocks of city street in response to a need for additional housing resulting from the development of the Signal Peak Coal Mine. The proposed improvements involved the construction of new curb and gutter, paved street, subsurface storm drain, and other associated improvements.





## Cody Marxer

Planner

*<1 year with Great West  
4 years of experience*

▶ Cody is a planner with four years of planning and land use experience with an emphasis on community development and water conservation. Cody is known for her exceptional client communication, task efficiency, responsiveness, and ease to work with. Her background includes research, education, facilitation, and permitting. She also has significant experience with subdivision review and floodplain administration.

### Education

- » Central Washington University, MS, Physiology, 2004

### Professional Affiliations

- » Montana Association of Planners, MT, 2018
- » American Planning Association, 2018
- » The Association of State Floodplain Managers, 2019

## FEATURED EXPERIENCE

### Town of Virginia City Growth Policy, Montana

In conjunction with the City Planning Board and Town Council, currently assisting with the update of the growth policy to help the Town work toward improving infrastructure, housing, and local economy, while keeping historic preservation as the priority. Her work includes facilitating public meetings, providing research, community outreach, and preparing draft documentation.

## RELATED EXPERIENCE

### Growth Policy, City of Cut Bank, Montana

In conjunction with the City Planning Board and Town Council, assisting with the management of the update of the growth policy, including facilitating public meetings, providing research, and preparing draft documentation and GIS mapping.

### Growth Policy, City of Wolf Point, Montana

Assisting with the update of the growth policy, including facilitating public meetings, providing research, and preparing draft documentation.

### Growth Policy, Town of Circle, Montana

Assisting with the update of the Town's growth policy. Her work includes coordinating the project with the City Council and County Planning Board, facilitating public meetings, assisting with outreach to residents, providing research and writing, and GIS mapping.

### Growth Policy, Custer County, Montana

Facilitating the update of the County's growth policy, including coordinating the project with the County Planning Board and City Council, facilitating public meetings, providing research and writing, community outreach, and GIS mapping.

### Growth Policy, Beaverhead County, Montana

In conjunction with the County Planning Board, assisting with the update of the County Growth Policy to help the County encourage economic development and prepare for a likely increase in residential development due to housing pressures from the Gallatin Valley and Madison County.



**Parks and Trails Plan, City of Glendive, Dawson County, Montana**

Development of a Parks and Trails Plan, to accommodate the community's needs. Her work includes coordinating the project with the City Park Board and staff, facilitating public meetings, providing research and writing, and GIS mapping.

**Capital Improvements Plan, City of Three Forks, Montana**

Assisting in the creation of a comprehensive capital improvements plan for the city. Her work includes facilitating public meetings, community outreach, providing research and writing, and GIS mapping.

**Capital Improvements Plan, City of Shelby, Montana**

Assisting in the creation of a comprehensive capital improvements plan for the city, including facilitating public meetings, and providing research and writing.

**Capital Improvements Plan, City of White Sulphur Springs, Montana**

Assisting in the creation of a comprehensive capital improvements plan for the city. Her work includes facilitating public meetings and providing research and writing.

**Capital Improvements Plan, Sweet Grass County, Montana**

Assisting in the creation of a comprehensive capital improvements plan for the County. Her work includes facilitating public meetings and providing research and writing.



## Lisa Moisey

Grant Writer

*>1 year with Great West  
22 years of experience*

### Education

- » University of Minnesota – Twin Cities, BA, Geography
- » University of Montana – Coursework in Geography/  
Small Town Regional Planning

▶ Lisa has over 22-years of experience assisting local governments with program management, community planning, community development, grant writing and administration. Lisa has direct experience managing, maintaining, and developing parks, trails and open space while working as Program Manager for the Missoula County Parks, Trails and Open Lands Program. In her work in community development, Lisa assisted communities in north-central Montana with grant writing and grant administration for public infrastructure, including water, wastewater, and bridge projects. Lisa has experience with state and federal funding programs, including the Montana Department of Commerce Community Development Block Grant (CDBG), Montana Coal Endowment Program (MCEP), Montana Department of Natural Resources and Conservation Renewable Resource Grant and Loan (RRGL) Program, and the Montana Fish Wildlife and Parks Recreational Trail Program and Montana Stewardship Trail Program. Lisa has also worked with the USDA Rural Development Water and Wastewater Disposal Loan and Grant Program; Montana Board of Investments (INTERCAP Loan Program); and Montana Department of Environmental Quality's State Revolving Fund (SRF) Loan Program.

### FEATURED EXPERIENCE

#### **\*2012 Missoula County Parks & Trails Master Plan, Missoula, Montana**

Project Manager on a multi-year project to develop the 2012 Missoula County Parks & Trails Master Plan. Lisa's role included oversight of consulting team, contract management, public process and plan development. The planning process included working with unincorporated communities in seven planning regions to develop and define parks and trails needs for each unique area in the county. Project included inventory, needs assessment, recommendations and strategic action plan for implementation and funding. Public outreach to support the process included public meetings, stakeholder group discussions and a comprehensive statistically valid survey of county residents.

## RELATED EXPERIENCE

### **\*Fort Missoula Regional Park, Montana**

County liaison on interlocal team with City, Federal, State, consulting, and public partners to develop a \$38 million, 156-acre city-county regional park, in a state-designated historic district, funded through voter-approved general obligation bonds.

### **\*Missoula to Lolo Shared-use path, Montana**

County liaison on a team with City, Federal, State, consulting, and public partners to secure a \$4.5 million federal TIGER (Transportation Initiatives Generating Economic Recovery) discretionary grant to construct a 7-mile shared-use path, which filled a gap in a 50-mile path connecting Missoula to Hamilton, MT.

### **\*County Trails Bond, Montana**

Program Manager of \$3M Bond for County trails development and maintenance.

### **\*Capital and Maintenance Matching Grant, Montana**

Program Manager for the County's Parks & Trails Matching Grant Program. Worked with local communities to develop park and trail enhancement projects.

### **\*County Open Land Program, Montana**

Program Manager of \$10M County Open Space Bond Program that leveraged public and private funding to purchase conservation easements on working farms and ranches.

### **\*Kona Ranch Fishing Access Site (FAS) development, Montana**

County liaison on interlocal team with MT FWP and citizen partners to secure, design and develop a public fishing access site on a busy section of the Clark Fork River.

### **\*New Meadows County Park Master Plan, Montana**

Project Manager on a project to work with area residents on a master plan for a five-acre, undeveloped parcel designated as a community park, located in a suburban, low-density setting.

### **\*Big Sandy Capital Improvements Plan, Montana**

Assisted the Town Council to develop a Capital Improvements Plan for the Community. Guided the Council on process and outreach goals.

\*Projects completed prior to employment at Great West Engineering





## Craig Erickson, CGW

### Funding Specialist

*13 years with Great West  
23 years of experience*

#### Education

- » Broadcast Communications, Brown College, Minneapolis, Minnesota, 1983-84
- » High School, Moorhead Senior High School, Moorhead, Minnesota, 1977-80

#### Professional Certifications and Training

- » American Grant Writer's Association Certified Grant Writer®
- » National Development Council Economic Development Finance Professional Certification
- » Advanced Facilitation Training through Leadership Strategies Institute
- » Workplace Mediation Training through the University of North Dakota's Conflict Resolution Center
- » Montana Economic Developers Association/PPL Montana Economic Development Course
- » U.S. Department of Housing and Urban Development (HUD) Art and Science of Grant Writing Train-the-Grant-Writers'-Training
- » ACCRA Research Methods for Economic Developers Training
- » HUD Environmental Review Training
- » FHWA Contract Administration Training

▶ Craig has over 23 years of grant-writing and grant administration experience. In 2016, the American Grant Writers Association awarded Craig its Certified Grant Writer® credential. The Certified Grant Writer® (CGW) credential is the industry standard for professionals in the field of grant writing. The CGW credential documents that Craig has demonstrated proficiency in grant researching, proposal writing, budgeting and professional ethics.

Craig also has extensive experience preparing federal, state, and private funding programs. Craig and the Great West team have helped our clients in Idaho and Montana win over \$245 million grant funding federal and state programs, as well as private foundations. Craig thoroughly understands HUD's Community Development Block Grant Program, as well as USDA Rural Development's Water and Waste Disposal Loan & Grant, Community Facilities, and Rural Business Development Grant programs. Craig also has significant experience with the EPA's State Revolving Fund (SRF) and Army Corps of Engineer's Water Resource Development Act (WRDA) programs.

### FEATURED EXPERIENCE

#### Central Montana Regional Water Authority (CMRWA) – Phase 1 Musselshell Judith Rural Water Project – Grant Writing, and Grant Administration, Montana

Prepared the CMRWA's application for funding from USDA Rural Development to fund the construction of a 24 mile pipeline from the Ubet wellfield in southern Judith Basin County to the City of Harlowton. With Craig' assistance, the CMRWA received a \$7.3 million grant with a \$3.9 million loan to help Phase 1 of the project. The project includes the construction of the pipeline, as well as treatment facilities, improvements to Well #3, 40 services line to rural users, and various appurtenances. Construction of the project is expected to being in April or May 2022.

### RELATED EXPERIENCE

#### Thompson Falls Phase 1 & 2 Wastewater System Construction Project - Project Planning, Grant Writing, and Administration, Thompson Falls, Montana

Prepared the City's applications that resulted in the award of a \$750,000 Treasure State Endowment Program (TSEP) grants, a \$125,000 DNRC Renewable Resource grant, and three grants from USDA Rural Development totaling \$9.4 million to finance the construction of Phase 1 and Phase 2 of the \$30-million project. Construction of the Phase 1 & Phase 2 project began in January 2021.

**Thompson Falls Phase 3 Wastewater System Construction Project - Project Planning, Grant Writing, and Administration - Thompson Falls, Montana**

Prepared the City's applications that resulted in the award of a \$750,000 Montana Coal Endowment Program (MCEP) grants, a \$450,000 Community Development Block Grant (CDBG), a \$125,000 DNRC Renewable Resource grant, and a funding package from USDA Rural Development that includes a \$4.4 million grant with a \$1.7 million loan. Construction of the Phase 3 project scheduled to begin in September 2022.

**City of Cut Bank Phase 4 Drinking Water System Project - Grant Writing and Administration - Cut Bank, Montana**

Prepared the City's applications that resulted in the award of a \$750,000 Treasure State Endowment Program (TSEP) grants, a \$125,000 DNRC Renewable Resource grant, and \$500,000 in principal forgiveness along with a \$2-million loan from the Drinking Water State Revolving Fund for the \$3.7-million project. Craig also helped the City secure similar funding packages for Phase 1, Phase 2, and Phase 3. Construction of Phase 4 will begin this spring.

**Cascade Phase 4 Water System Improvements Project - Project Planning, Grant Writing, and Administration - Cascade, Montana**

Assisted with preparing the City's applications that resulted in the award of a \$500,000 Treasure State Endowment Program (TSEP) grant, a \$125,000 DNRC Renewable Resource grant, and \$495,000 in principal forgiveness from Montana's SRF program. With assistance from Great West, Cascade secured similar funding packages for Phase 1 - 3.

**Central City Park Restroom Construction - Project Planning and Grant Writing - City of Roundup, Montana**

Assisted the City with preparing a Land & Water Conservation Fund (LWCF) to fund the construction of a 1,250 sq. ft. restroom facility in Central City Park. In 2020, Montana State Parks awarded the project a \$174,500 LWCF grant, and Craig continues to assist the City with obtaining other grants to match the LWCF funding. The new restroom facility will serve trail and park users, guests and performers for the nearby City concert stage, and users of the baseball fields, soccer fields, and tennis courts.

**Blue Ribbon Pavilion Renovation - Project Development, Grant Writing, and Grant Administration- Deer Lodge, Montana**

Assisted the Powell County Commissioner with project planning and prepared the County's application for a \$185,075 Tourism Infrastructure Grant to add a handicap-accessible kitchen, bathroom, and shower facilities to the Blue Ribbon Pavilion on the Powell County Fairgrounds. The Montana Department of Commerce awarded the Tourism grant in 2015. Construction was completed in March 2017.

**Twin Bridges' Senior Center Construction Project- Project Development, Grant Writing, and Grant Administration - Twin Bridges, Montana**

Assisted the Town of Twin Bridges planning and prepared the winning application for a \$404,901 Community Development Block Grant (CDBG) to construct the new senior center. The Montana Department of Commerce awarded the grant in 2013, and the Town completed construction of its new senior center in the new facility opened to the public in May 2016. Craig assisted the Town with preparing requests for funds, Davis-Bacon Act compliance, project closeout, and audit support.

**Homedale Public Library Construction Project - Project Planning, Grant Writing, and Grant Administration - Homedale, Idaho**

Assisted the City of Homedale, located approximately 35 miles southwest of Boise, with planning, funding, and managing the \$667,000 project. In April 2018, the Idaho Department of Commerce awarded the City a \$492,874 CDBG grant to construct the new 3,600 sq. ft. library. Construction was substantially complete in November 2019. Craig assisted the City with preparing requests for funds, Davis-Bacon Act compliance, and project closeout.





## LaNette Jones, CGW

### Funding Specialist

*2 years with Great West  
17 years of experience*

#### Education

- » University of Montana, BA, Social Work, 2000
- » University of Montana, MA, Social Work, 2004
- » University of Montana, Minor in Non-Profit Management, 2004

▶ LaNette has over 17-years of experience in non-profit management, grant administration, and grant writing. She has direct experience working in affordable housing and housing development. She also has direct experience funding wastewater, water, trail, levee, and park projects. LaNette has facilitated the funding and administration of housing and infrastructure projects and has overseen the asset management of three affordable housing projects while working at Homeward, Inc. LaNette has experience with state and federal funding programs, including the Montana and Idaho Department of Commerce Community Development Block Grant (CDBG), Treasure State Endowment (TSEP), HOME program, and Montana Board of Housing Low-Income Housing Tax Credit Program. LaNette also has experience with state and federal funding programs, including USDA Rural Development Water and Waste Water Disposal Loan and Grant Program (WEP); Montana Department of Natural Resources and Conservation Renewable Resource Grant and Loan (RRGL) Program; Montana Board of Investments (INTERCAP Loan Program); Montana Department of Environmental Quality's State Revolving Fund (SRF) Loan Program, and Montana Fish Wildlife and Parks Recreational Trail Program and Montana Stewardship Trail Program.

### FEATURED EXPERIENCE

#### **Water System Preliminary Engineering Report (PER) Funding – Project Planning, Grant Writing, Town of Twin Bridges, Montana**

Worked with Project Engineer to develop a realistic funding package that maximizes grant funding to reduce the Town's contribution for a Water System PER. Assisted with writing the application for USDA Rural Development SEARCH Grant. SEARCH grant awarded in the amount of \$30,000. Once planning grants were completed assisted the Town with grant applications from MCEP (\$750,000), DNRC (\$125,000), CDBG (\$750,000), ARPA (\$72,000) and SRF funding (\$343,000) to fund a water improvement project

### RELATED EXPERIENCE

#### **\*Affordable Housing Project – Project Lease-Up, Project Asset Management, Project Grant Administration, 2004 Billings Affordable Housing Project, Montana**

Worked to assist housing developer with project completion and project lease-up under the regulations of the Montana Board of Housing Low-Income Housing Tax Credit Program and Montana Department of Commerce Home Program. Developed strategic plans and goals for the housing development and ensured regulatory compliance.



**\*Affordable Housing Project – Project Grant Writing, Project Lease-Up, Project Asset Management, Project Grant Administration, 2006 Missoula Affordable Housing Project, Montana**

Worked to assist housing developer with grant application of HOME program funds of \$244,965 and CDBG Housing program funds of \$193,700, both of which were awarded. Assisted with project completion and project lease-up under the regulations of the Montana Board of Housing Low-Income Housing Tax Credit Program and Montana Department of Commerce Home and CDBG Program. Developed strategic plans and goals for the housing development and ensured regulatory compliance.

**Water Distribution System Improvements – Project Planning, Grant Writing, Design and Construction, City of Choteau, Montana**

Worked with the Project Engineer to develop a realistic funding package that maximizes grant funding to help keep user rates affordable. Also assisted with writing the applications for Treasure State Endowment Program (TSEP), DNRC-Renewable Resource Grant, USDA Rural Development Funding, and ARPA Competitive Grant. TSEP grant awarded in the amount of \$625,000, DRNC grant awarded in the amount of \$125,000, ARPA Competitive Grant awarded in the amount of \$2,000,000. Assisting with grant administration of project funds.

**Water Distribution System Improvements – Project Planning, Grant Writing, Design and Construction, Loma Chouteau County Water & Sewer District, Montana**

Worked with the Project Engineer to develop a realistic funding package that maximizes grant funding to help keep user rates affordable. Also assisted with writing the applications for Treasure State Endowment Program (TSEP) and State Revolving Loan Funding (SRF). TSEP grant awarded in the amount of \$455,800. Assisting with grant administration of project funds.

**Water Distribution System Improvements – Project Planning, USDA Application, City of Roundup, Montana**

Worked with the Project Engineer to develop a realistic funding package that maximizes grant funding to help keep user rates affordable. Also assisted with submitting the loan/grant application for USDA Rural Development Funding in the amount of \$2.3M.

**Water Supply, Transmission, and Distribution Improvements – Project Planning, ARPA Competitive and ARPA Minimum Allocation Grant, City of Three Forks, Montana**

Worked with the Project Engineering to develop a realisting funding package that maximizes grant funding to help keep user rates affordable. Assisted with writing and submitting the grant applications for ARPA funding in the amount of \$3M. ARPA Minimum Allocations from the City and Gallatin County awarded in the amount of \$1M. Assisting with grant administration of the project funds.

**Wastewater Distribution System Improvements –Grant Writing Ten Mile Creek Estates/Pleasant Valley Water & Sewer District, Montana**

Assisted with writing the applications for DNRC-Renewable Resource Grant. DNRC grant awarded in the amount of \$125,000. Assisting with grant administration of project funds.

**Wastewater Distribution System Improvements –Grant Writing, City of Wolf Point, Montana**

Assisted with writing the application for Community Development Block Grant Program (CDBG). CDBG awarded in the amount of \$450,000. Assisting in grant administration of CDBG award. Submitted the USDA RD loan/grant application in the amount of \$3.8M.

**Wastewater Distribution System Improvements – Project Planning, USDA Application, Fergus County-Roy Water & Sewer District, Montana**

Worked with the Project Engineer to develop a realistic funding package that maximizes grant funding to help keep user rates affordable. Also assisted with submitting the loan/grant application for USDA Rural Development Funding for \$1M.

\*Projects completed prior to employment at Great West Engineering



## Matt Blassic, GIST

### GIS Technician

*1 year with Great West  
3 years of experience*

▶ Matt is a Geographic Information System (GIS) Technician with two years of professional experience working in a multitude of settings and software. His experience includes data management, data acquisition and collection, remote sensing & natural resource monitoring, as well as work to build reliable databases, produce high quality GIS analysis and cartographic products.

#### Education

- » University of Montana College of Forestry and Conservation  
-BS Geography with focus on GIS

#### Professional Certifications

- » GIS Technologies Certification
- » FAA Part 107

### FEATURED EXPERIENCE

#### Growth Policy, Town of Philipsburg, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report. Specialized outputs and datasets included historic structures and districting.

### RELATED EXPERIENCE

#### Growth Policy, City of Wolf Point, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

#### Growth Policy, Virginia City, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

#### Growth Policy, Miles City, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

#### Growth Policy, City of Choteau Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

#### Growth Policy, Custer County, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

#### Growth Policy & Capital Improvement Plan, Valley County, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

#### Growth Policy, White Sulphur Springs, Montana

Produced high quality report exhibits for use within the town's updated growth policy. Responsibilities also included researching appropriate datasets as well as producing necessary datasets.



## **Capital Improvements Plan, Jefferson County, Montana**

Produced a series of maps for Jefferson County Fire Assessment outputs based on network analysis. Cataloged and mapped Montana City District of Jefferson County's Road inventories completed by Great West in June of 2020. Project involved cataloging collected data, as well as data configuration to create high quality exhibits for Road Inventories report as well as exhibits for the Jefferson County Fire Assessment.

## **Capital Improvements Plan Update, Stillwater County, Montana**

Generated mapped road inventories using the PASER rating scales for road improvements and conditions, then produced cartographic map series displaying classified road network of inventoried paved and gravel roads. Was also responsible for creating all map figures for solid waste facilities, collector roads, county-maintained bridges, cattle guards, as well as other related figures for the report. Also packaged road inventory dataset to hand to the county.

## **Capital Improvements Plan, City of Shelby, Montana**

Generated mapped road inventories using the PASER rating scales for road improvements and conditions, then produced cartographic map series displaying classified road network of inventoried paved and gravel roads. Also responsible for enhancing their GIS system to include maintenance and web application for the city.

## **Capital Improvements Plan, City of Havre, Montana**

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

## **Capital Improvements Plan, Hill County, Montana**

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

## **Capital Improvements Plan, City of Three Forks, Montana**

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.





## Amy Foust

Graphic Designer

*>1 year with Great West  
23 years of experience*

▶ Amy is a graphic designer with over 20+ years of experience specializing in creating print, digital, web design and multimedia marketing. Professionally trained and competent in a wide range of design software including Adobe Creative Suite, content management systems, social media and photography. A long history of creating impactful visual communication.

### Education

- » Northwest College, Powell, WY, AAS Graphic Design w/emphasis in Prepress, 1999

### Awards

- » Multiple Montana Newspaper Association-Better Newspaper Awards

## FEATURED EXPERIENCE

### **\*The Official Red Lodge Chamber of Commerce Community Guide and Directory, Red Lodge, Montana**

Worked with Red Lodge Area Chamber of Commerce Board Members to create a highly informative glossy marketing magazine aimed less at tourism and more towards new residents wanting to relocate to the area. Highlighting chamber business members and area demographics with the use of infographics and maps to relay figures, statistics, and details of interest.

## RELATED EXPERIENCE

### **\*Production & Sales Manager, Graphic Design, Sales & Marketing**

#### **Carbon County News and Yellowstone Newspaper Group, Red Lodge, Montana**

Designed weekly layouts and advertising for multiple newspapers. Developed marketing and social media campaigns, web and print advertisements within customer budget restrictions for hundreds of various clients. Worked cooperatively with the sales and editorial team on developing print & marketing projects. Collaborated with print shop on estimates, scheduling, and specifics for custom projects and supervised design team of 4+ for multiple newspapers.

### **\*Owner and Operator of Allusive Designs, Red Lodge, Montana**

Worked as a freelancer developing responsive and functional websites for several clients, providing hosting services, web management, and redesigns when needed. Delivered a wide range of web services such as web editing and updates, virtual newsletter services and social media services. Provided branding and logo designs for several local businesses along with web and print materials.

**\*Stillwater Community Guide and Directory, Stillwater County, Montana**

Collaborated with Stillwater County Chamber of Commerce board members to create an informative area visitor's guide. The magazine highlighted county's towns, area businesses and recreational opportunities with professional photography and area maps.

**\*Go Red Lodge Magazine & Website, Red Lodge, Montana**

Led design team in collaboration with editorial department on the creation of monthly magazine featuring area's entertainment, events and local businesses.

**\*Annual Home of Champions Rodeo & Parade Magazine, Red Lodge, Montana**

Worked together with the Red Lodge Rodeo Association to create a yearly magazine, sold as the official keepsake during the 4th of July Annual PRCA Pro Rodeo & Parade.

**\*Red Lodge MLS Real Estate Guide, Carbon County, Montana**

Coordinated with real estate agencies in the Carbon County area to produce up-to-date high gloss listing magazines on a quarterly basis. Was responsible for design and layout, organizing information, scheduling deadlines and budgeting project cost for the area's MLS group.

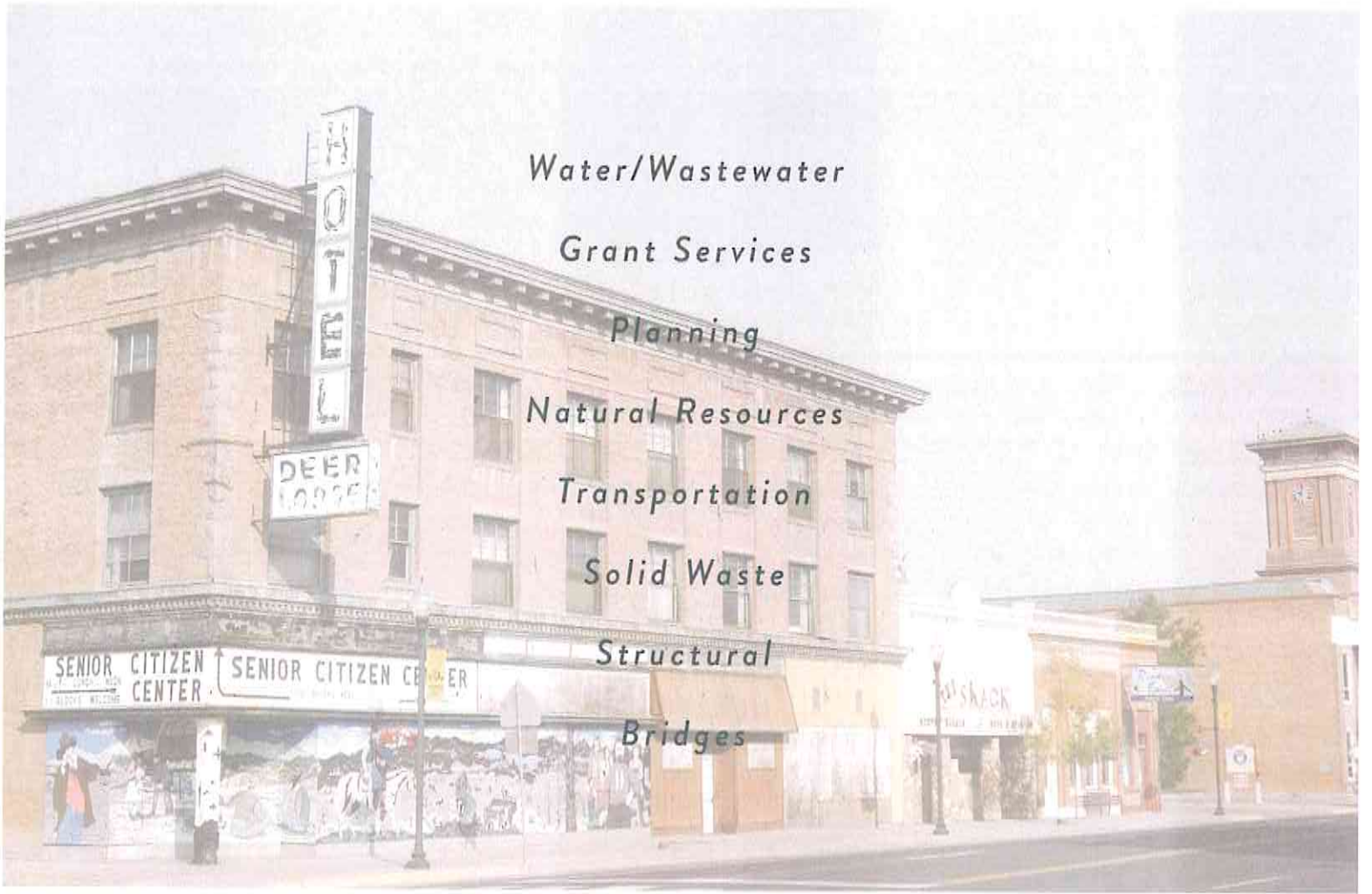
**\*Billboard Design – Georgetown, Inc. Travel Media Consultants, George Beudet, Red Lodge, Montana**

Created billboard designs for travel agencies in Los Angeles, California, and various local Montana clients through Georgetown Inc.

**\*Betsy Scanlin for MT House of Representatives, District 58 Campaign, Carbon County, Montana**

Designed multiple advertising campaign materials for newly running local politician – Direct mailers, brochures and newspapers, web and social media advertising.

\*Projects completed prior to employment at Great West Engineering



*Water/Wastewater*  
*Grant Services*  
*Planning*  
*Natural Resources*  
*Transportation*  
*Solid Waste*  
*Structural*  
*Bridges*

[www.greatwesteng.com](http://www.greatwesteng.com)

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Phone: (509) 413-1430





**ORDINANCE 2022-1**

**AN INTERIM ZONING ORDINANCE BY THE DEER LODGE CITY COUNCIL TO PLACE MARIJUANA BUSINESSES AS CONDITIONAL USES IN THE B-1, CENTRAL BUSINESS DISTRICT AND B-2, HIGHWAY BUSINESS DISTRICT, AS WELL AS PROVIDE LOCAL REQUIREMENTS FOR LICENSING OF SAID BUSINESSES PURSUANT TO 16-12-207, MCA.**

**IT IS ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER LODGE, MONTANA:**

WHEREAS, the citizens of the State of Montana voted to approve Constitutional Initiative 118 and Initiative No. 190 (I-190) in November 2020, which became effective January 1, 2021 and legalized recreational marijuana use and limited possession for adults over the age of 21 and provided a framework for commercial licensing, taxation, decriminalization, and expungement of criminal convictions related to marijuana amongst other provisions; and

WHEREAS, the Montana Legislature passed, and Governor Gianforte signed into law, House Bill 701 ("HB 701") which revised, amended, and supplemented the text of I-190 and established the Montana Regulation and Taxation Act (16-12-101, MCA et seq. (the "Act")); and

WHEREAS, a codified purpose of the Act pursuant to Section 37 amending Section 16-12-101(2j), MCA is to provide local governments authority to allow for the operation of marijuana businesses in their community and establish standards for the sale of marijuana that protect the public health, safety, and welfare of residents within their jurisdictions; and

WHEREAS, Section 59 of the Act pursuant to Section 16-12-301, MCA, provides that to protect the public health, safety, or welfare, a local government may by ordinance or otherwise regulate a marijuana business that operates within the local government's jurisdictional area; and

WHEREAS Section 54 of the Act pursuant to Section 16-12-207, MCA, provides a locality may require marijuana businesses be a greater distance from schools and places of worship than required by state law; and

WHEREAS, Section Two, Part Three 76-2-301 et. Seq. of the Montana Code Annotated (MCA) authorizes the City of Deer Lodge to adopt and enforce local zoning regulations to promote the public health, safety, morals, and the general welfare of the community; and

WHEREAS, 76-2-306, MCA authorizes the City of Deer Lodge to adopt Interim Zoning Ordinances to protect the public safety, health, and welfare without following the procedures otherwise required prior to the adoption of a zoning ordinance as an urgency measure while the legislative body is considering additional or alternative regulation. FURTHER, an interim zoning ordinance is effective for up to six months after its effective date; and

WHEREAS, the City of Deer Lodge Planning Board has the responsibility to review zoning regulations for the City of Deer Lodge; and

WHEREAS, the Planning Board identified the need to determine the most adequate locations and local regulations of medical and adult-use marijuana dispensaries to protect the health, safety, and general welfare of the City of Deer Lodge; and

WHEREAS, on December 5, 2011, the City of Deer Lodge City Council passed and adopted Ordinance #144, which provided restrictions so that the proximity of growing, processing, distribution, and/or any other commercial activity related to medical marijuana must be greater than 1,000 feet from certain uses within the City of Deer Lodge City Limits; and

WHEREAS, the Planning Board saw that Ordinance #144 contained language that referenced vacated MCA regulations related to medical marijuana, and saw the need to supersede this Ordinance and provide an update to the City of Deer Lodge regulations regarding marijuana facilities. FURTHER, after public input, the Planning Board recognized the value of adopting parts of the regulations of Ordinance #144 into the new regulations contained in this ordinance; and

WHEREAS, the Planning Board discussed the proposed regulations and zoning amendments at their September 20, 2021 meeting, and determined through a vote of four to zero with two absent to hold a public hearing to gather comments regarding the proposed regulations.

WHEREAS, the Planning Board held a duly noticed public hearing on October 18, 2021 to consider the proposed regulations and zoning amendment. FURTHER, the Planning Board after receiving a summary from the City Administrator/Planner, elected to forward the propositions to the City Council through a vote of five to zero with none absent; and

WHEREAS, the Deer Lodge City Council conducted a duly noticed public hearing at their regularly scheduled Council meeting on November 1, 2021 at 6:00 PM to accept comments regarding the proposed regulations; and

WHEREAS, the Deer Lodge City Council, after receiving public comments, elected to table the recommended ordinance in favor of a revised ordinance with altered land use requirements. FURTHER, the City Council recognized the importance of adopting such an Ordinance as an Interim Zoning Ordinance to provide interim regulations while the City Council puts to an election by qualified electors in the municipality on whether to opt-out of approving marijuana businesses in accordance with 16-12-301, MCA.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER LODGE MONTANA:

- The City of Deer Lodge Zoning Ordinance is amended to place marijuana businesses as identified in 16-12-301(1(d) as conditional uses in the B-1, Central Business District and B-2, Highway Business District.
- A Zoning Permit is required for the issuance of a conditional use permit in order to obtain approval by local building, health, and fire officials.
- Marijuana businesses must be located at least 1,000 feet from parks, day-cares, schools, postsecondary schools, and buildings used exclusively as a church, synagogue, or other place of worship. This distance will be measured in a straight line from property line to property line.

- A copy of this interim zoning ordinance shall be delivered to the Department of Revenue for the purposes of providing the department the local approval criteria for dispensary licenses.
- Ordinance #144 of the City of Deer Lodge is repealed in its entirety.

SEVERABILITY. If any selection, subsection, sentence, clause, phrase, or word of Ordinance 2022-1 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance 2022-1 and each section, subsection, sentence, clause, phrase, and words thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or words have been declared invalid or unconstitutional, then the remaining ordinance provisions will be in full force and effect.

Passed and approved by the City Council of the City of Deer Lodge, Montana on first and final reading at a regular Council meeting this 3<sup>rd</sup> day of January, 2022.



The effective date of Ordinance 2022-1 is January 3, 2022.


**Ordinance 2022-1 is effective for six months after its effective date unless otherwise repealed or extended by the City of Deer Lodge City Council according to 76-2-306(3), MCA.**

Council Member	Yea	Nay	Abstain/Present	Absent
Dick Bauman   Council President	X			
Curt Fjelstad	X			
Jackie Greenwood	X			
John Henderson	X			
Robert Kersch	X			
John Molendyke	X			
John Skibsrud	X			
Vacant				
James Jess   Mayor				

  
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James Jess, Mayor



Attest:

  
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Cyndi Thompson, City Clerk