

COMMITTEE OF THE WHOLE

APRIL 3, 2023

6:00 PM

1. Presentation by the Lewistown Downtown Association
2. Discussion on Phillips 66 property located south of Brewery Flats

NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION, CITY OF LEWISTOWN, APRIL 3, 2023 AT 7:00 P.M. AT THE CENTRAL MONTANA COMMUNITY CENTER LOCATED AT 307 W WATSON

To participate virtually the options are as follows:

To join by zoom:

<https://zoom.us/j/8486275925?pwd=dTVGbndDK253ZUJLMjRuZXU5QVpMdz09>

Meeting ID: 848 627 5925 Passcode: 59457

To participate by phone: dial (253) 215-8782 Meeting ID: 848 627 5925 Passcode: 59457

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES – March 6, 2023 & March 20, 2023

COURTESIES

PROCLAMATIONS

BOARD AND COMMISSION REPORTS

CITY MANAGER REPORT

PUBLIC COMMENT – non agenda items

CONSENT AGENDA

Acknowledgment of the claims that have been paid from March 17, 2023 to March 31, 2023 for a total of \$145,516.20

***REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:**

1. Discussion and action on approving a conditional use for Deanna Stevenson at 712 W Water (Action: approve, disapprove or amend conditional use) City Manager Holly Phelps
2. Discussion and action on an appointment to the Fergus County City of Lewistown Health Board (Action: approve, disapprove or amend appointment to board) City Manager Holly Phelps

CITIZENS' REQUESTS

COMMISSIONER'S MINUTE

ADJOURNMENT

* All citizens are invited to make comment on any agenda item prior to action being taken by the Commission

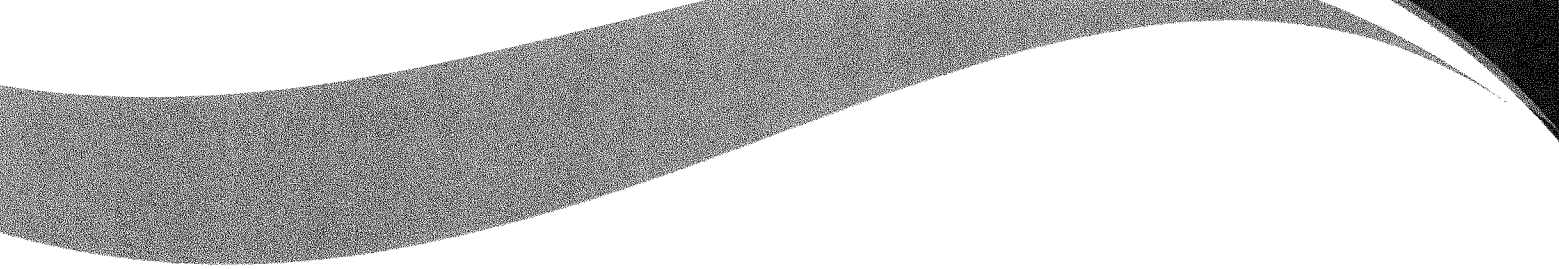


2023

LEWISTOWN DOWNTOWN ASSOCIATION

General Information &
'23-'26 Strategic Plan





At the Lewistown Downtown Association (LDA), we work to promote and celebrate a Central Montana downtown that is:

...walkable, beautiful, and green! We look forward to a vibrant downtown framed by a stunning mountain backdrop with festive flags, flowers, and trees.

... thriving and growing! We celebrate historic restoration and ongoing renovation. We support occupied storefronts offering a rich variety of goods, services, and experiences!

... welcoming, friendly, and well-organized! Our downtown should be easy to navigate, friendly to residents and visitors, and accessible to all!

...filled with community and partnership! Lewistown's downtown is a hub of Central Montana, with a diverse set of stakeholders and neighbors invested in its success.





ABOUT US

The Lewistown Downtown Association is delighted to work for and with Central Montana, looking to our past successes as a launching point for the next three years in a thriving downtown.

The LDA seeks to clarify its structure, responsibilities, projects, and goals, and hopes this document will serve as a firm foundation for future partnerships and endeavors.

LEWISTOWN DOWNTOWN ASSOCIATION (LDA)

Founded in 2009, reorganized in 2014, the LDA is a 501(c)3 nonprofit that works in coordination with the City of Lewistown to promote and enhance Lewistown's Downtown Business District.

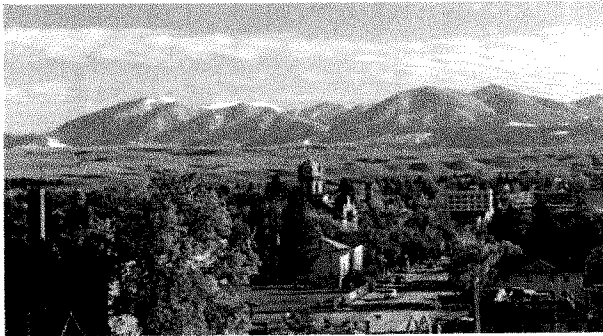
The LDA is responsible for a number of projects and annual events in Lewistown, including Hot Summer Nights and Crazy Days in recent years. The LDA is responsible for overseeing the parklet, creating and installing banners on downtown lightpoles, creating the community 'brand,' downtown clean up initiatives, and so much more!

The LDA hosts the "Enjoy Lewistown" and several other websites, creating funding from the advertising income in recent years.

WHAT'S THE DIFFERENCE?

... between the LDA and the Lewistown Area Chamber of Commerce (LACC)? A few things! The LDA focuses primarily on the downtown core, is NOT a membership organization (unlike the LACC), and does NOT operate the Charlie Russell Chew Choo. The LDA serves to celebrate and promote all of downtown, was created through a City Resolution, and sometimes partners with the LACC on events like the Christmas Stroll.

Board & Mission



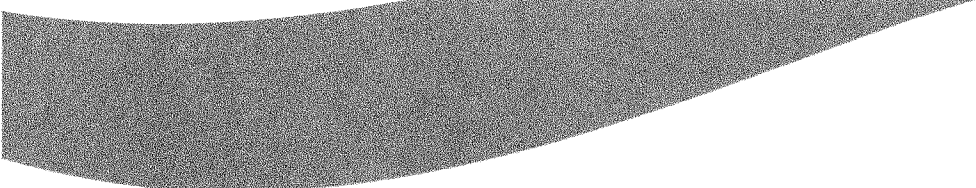
Mission

The Mission of the Lewistown Downtown Association is to celebrate, promote, and enhance the Lewistown Downtown District, the boundaries of which are 1st Ave to 7th Ave between Janeaux and Broadway.

Board of Directors

The LDA Board currently consists of eight members including: Abby Franks (Chair), Laura Tucek (Vice Chair), McKenzie Salka (Secretary), Mary Callahan Baumstark (Treasurer), Chris Cooler, Jennifer Saunders, Karen Kuhlmann & Stephanie Prater.





LDA & the City of Lewistown

The LDA was initially formed in a resolution passed by the City of Lewistown, although it operates independently. The LDA serves to advise and support the City Commission on matters relating to the Lewistown Downtown District.

Some of these matters include:

The Main Street Program Designation, the Main Street Tree Project, Wayfinding Signage, Billboards, the Arts and Entertainment District (Parklet), and Community Branding.

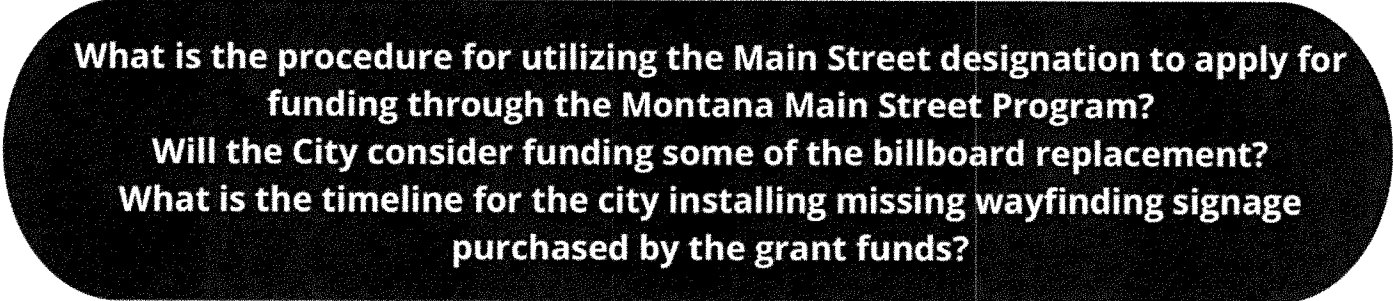
What follows is an abbreviated history of some of these issues. For more information, please contact a member of the LDA Board.

MONTANA MAIN STREET COMMUNITY DESIGNATION

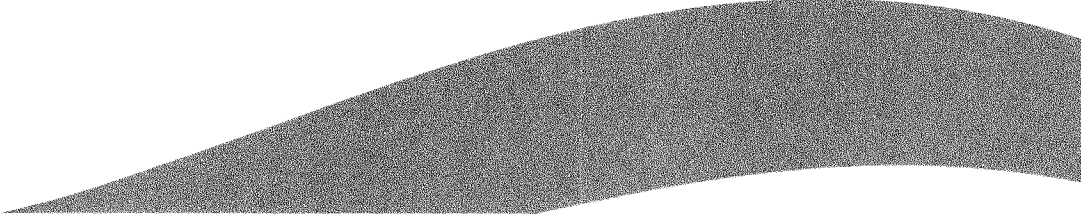
"Main Street Community" is a designation from the State of Montana that connects our downtown to the Montana Main Street Program, which is a part of the Community Development Division and the Montana Office of Tourism at the Montana Department of Commerce. As an affiliate community, we can apply for both Planning and Impact grants in the fall. Duane Ferdinand got the original designation, which the City of Lewistown holds.

Previously, the LDA received a grant for its first wayfinding project from the Montana Main St. Program. The project ended up with extra funding because signage was more affordable than expected. Remaining funds were used to build billboards that the LDA continues to fund.

Some of the wayfinding signage was never installed (believed to be in the Public Works department), and one of the billboards, west of town, has blown over in recent years.



What is the procedure for utilizing the Main Street designation to apply for funding through the Montana Main Street Program?
Will the City consider funding some of the billboard replacement?
What is the timeline for the city installing missing wayfinding signage purchased by the grant funds?



MAIN STREET TREES

Trees are owned by and are a liability of the City of Lewistown, but the LDA has been involved in conversations around pruning, dead trees, grates, watering schedules, and tree guards prior to sidewalk construction in 2020.

As of 2022-23, the LDA has partnered with SMDC and DNRC with involvement from City Manager, Holly Phelps, to replace 20 of the 34 damaged/dead trees. Kiwanis has agreed to a 3-year volunteer watering schedule. Thus far, 3 grants for approximately \$26,000 have been secured, and a sponsorship program has been created to recruit the last monies needed to:

- Replace the trees
- Implement a watering program
- Purchase and install custom, locally-made tree guards for all 34 Main Street Trees

Total cost of project is \$44,999, and includes: a sinking maintenance fund for future replacement/pruning of trees. The LDA manages that money.

The LDA requires the City's collaboration to determine appropriate insurance for the trees, to implement a 3-year watering plan and to develop a process through which the city may request tree replacement funds.

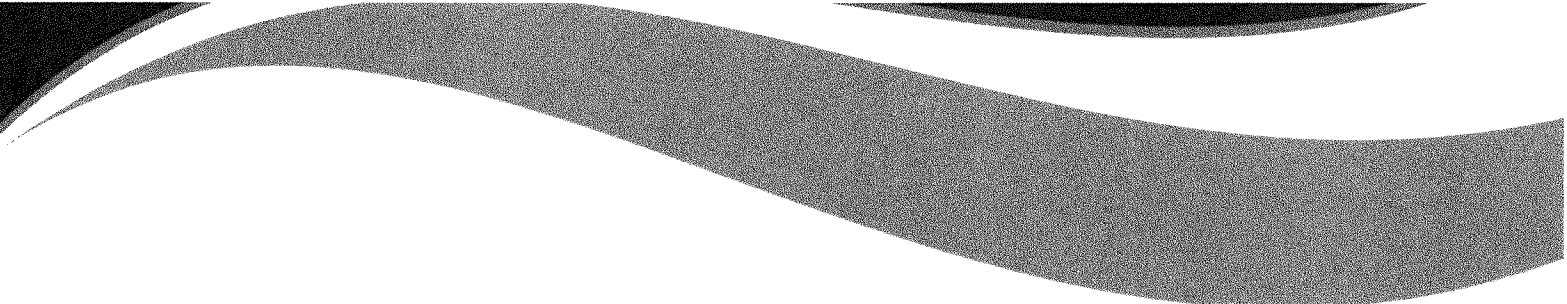
COMMUNITY BRAND

The Lewistown Branding committee was formed in 2019, and underwent a rigorous process to develop the Lewistown Brand, with the tagline "Find Your Center." The committee included Holly Phelps as City Manager, and various stakeholders and community members.

The Brand imagery and tagline are frequently used in City marketing, publication, and signage, as well as by TBID, the former Port Authority, the LDA, the Chamber of Commerce, and other community organizations.



**Holly had previously mentioned registering the "Find Your Center" brand, is the City still interested in this?
Are there any upcoming opportunities to use the brand in City business?**



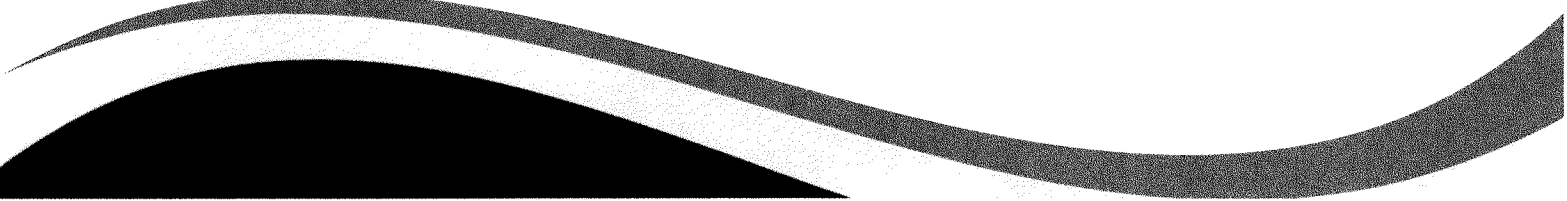
ARTS & ENTERTAINMENT DISTRICT (PARKLET)

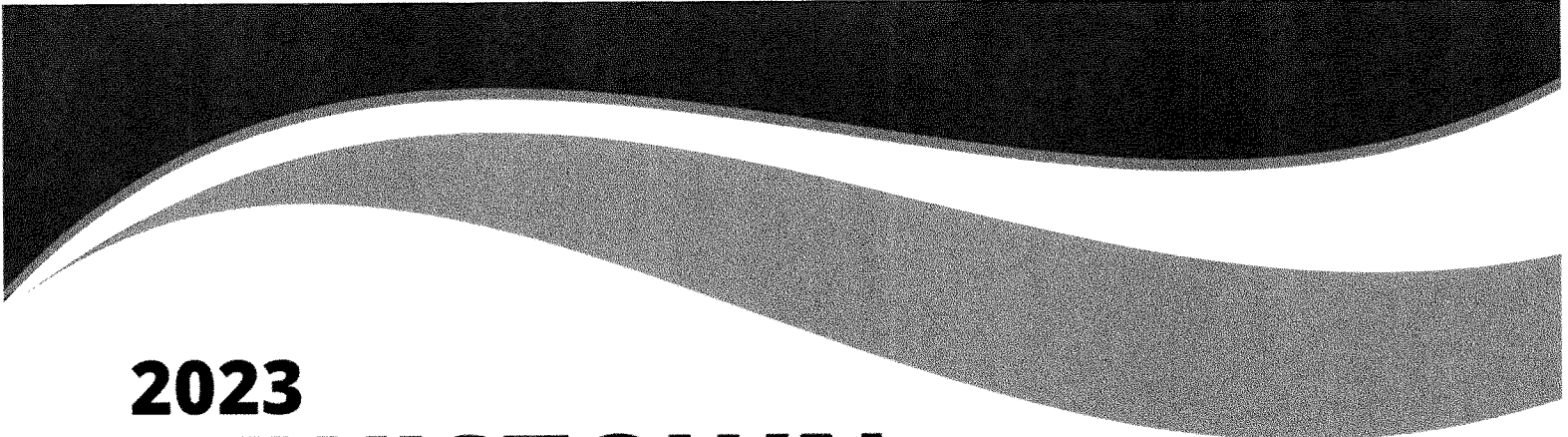
On May 2, 2018, the City of Lewistown and the Lewistown Arts & Entertainment District Association entered into an MOU which states the following:

- The City is the owner of the "Parklet" and responsible for its Insurance; Structural Maintenance; Movement; Off-season storage; and Proper Usage.
- The A&EDA contributes to the effective use of the Parklet by: holding the drawing for Parklet hosts; coordinating placement and movement; working with hosts for maintenance; activities to enhance appearance and effectiveness.
- By May 1 annually, the A&EDA should provide the city with a plan to receive proposals, hold a drawing, sign agreements, and place the Parklet. The City should review and approve the plan. Prospective Parklet hosts in the drawing must be in compliance with the City and must sign a "hold harmless/indemnity" agreement.
- The A&EDA will advise the City Manager or Public Works Director of selected host and the City will review location for safety and code requirements before placing the Parklet using city equipment.
- While the City is responsible for structural and off-season maintenance, the A&EDA is responsible for working with hosts to ensure safety and maintenance during season. Neither the A&EDA nor host may make alterations without written approval from city.
- Either party can terminate at any time or after 5 days if a party fails to meet its obligations and it has not been corrected. The City Manager will act as a liaison.

In May of 2019, the LDA agreed to take over the A&EDA's duties as the organization dissolved, including: "Enhance the visibility of the District by establishing marketable tourism assets that highlight the District identity." The LDA understood this to include the A&EDA's responsibility for the Parklet.

**Did the dissolution of the A&EDA void the Parklet MOU?
What has the process been for selecting the Parklet location since
2019? Has it met the requirements of the MOU?**





2023 LEWISTOWN DOWNTOWN ASSOCIATION

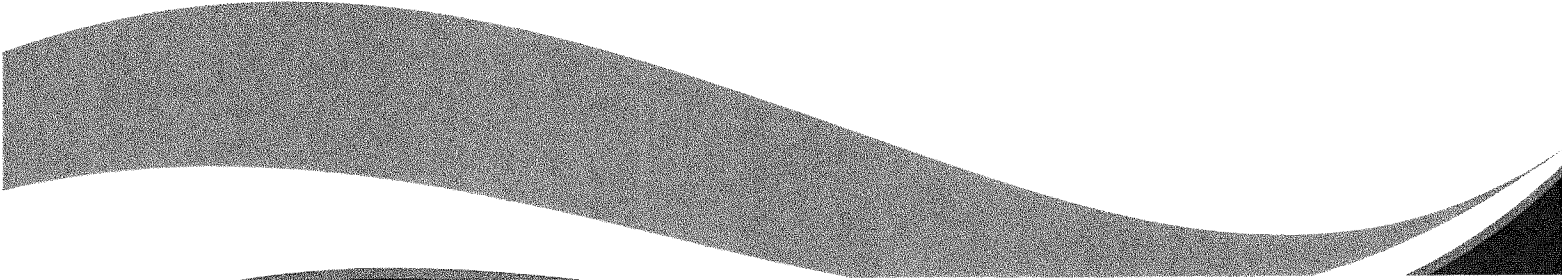
The Lewistown Downtown Association (LDA) updated its strategic plan in February of 2023. This is a working document intended to outline the LDA's role and responsibility in Central Montana, to clarify and present the LDA's strategic plan, and to make specific recommendations.

From our Chair, Abby Franks:

The Lewistown Downtown Association is proud of the work and achievements accomplished in our short existence. Price of our downtown is evident in each of our Board members who spend many volunteer hours in reaching the LDA's goals. The LDA sees the opportunity for much more to be accomplished and looks forward to seeing our goals achieved through collaboration and partnership with others.

Together, we are stronger.

We look forward to the next three years and to, together, achieving great things! We encourage you to review the enclosed strategic plan. We ask you to bring your own perspective to this, as a business owner, as a part of a community organization, or as a citizen of Central Montana, and consider how you might contribute and get involved!



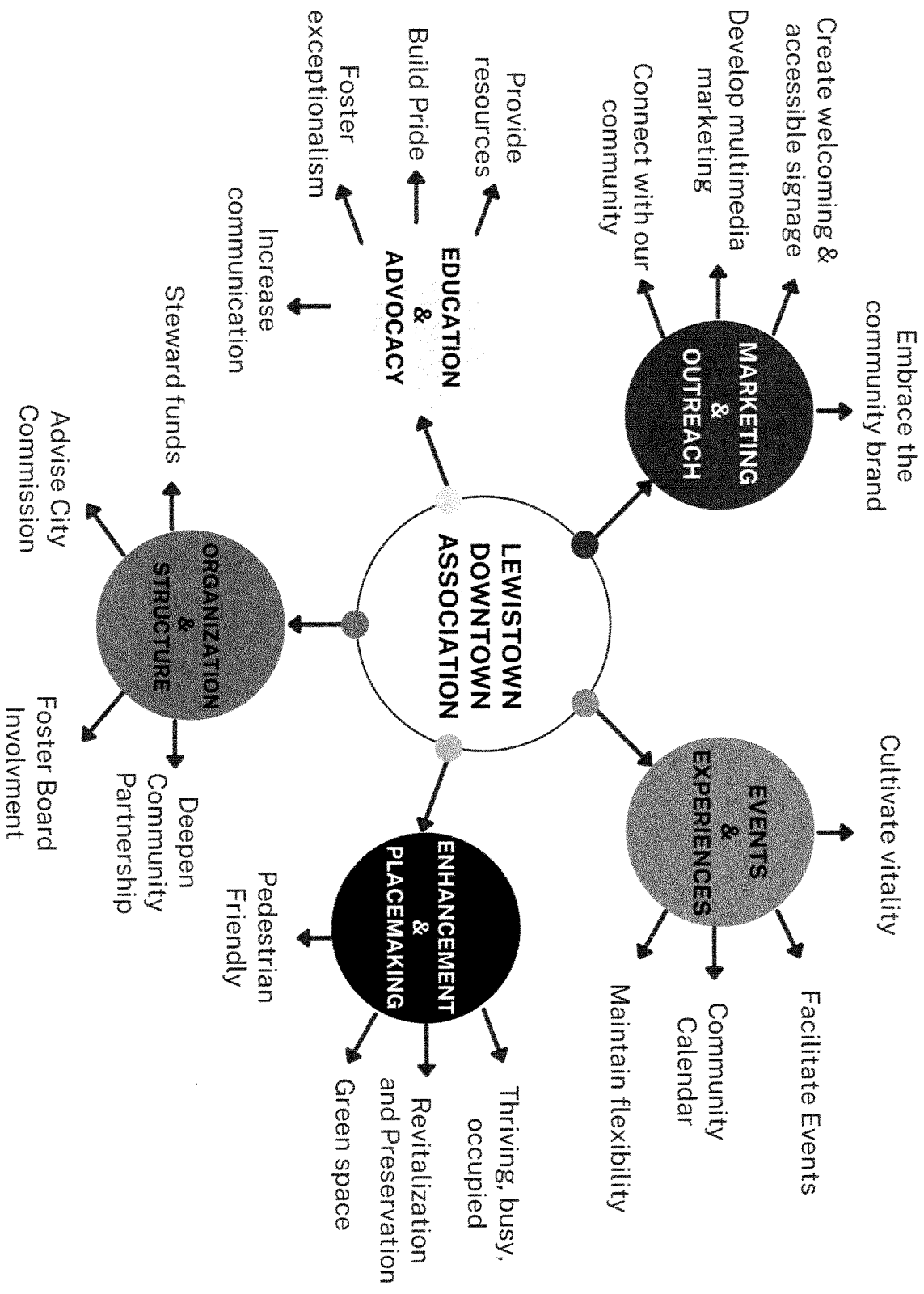


PRIORITIES

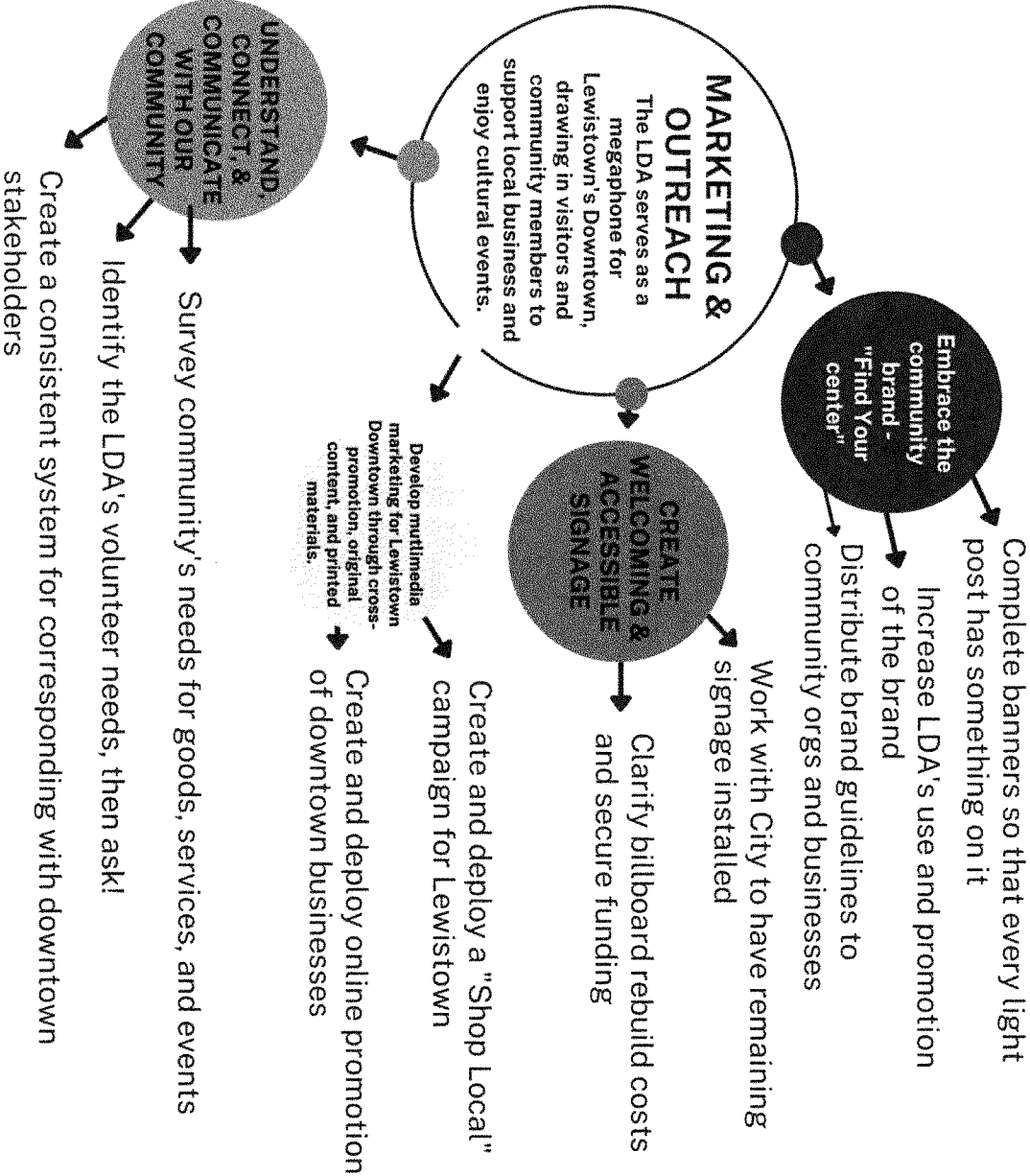
Three primary recommendations emerged from our strategic planning; the immediate need for a Downtown Master Plan, a desire to increase communication and education with downtown stakeholders, and a goal to cultivate positive economic growth in Lewistown's Downtown in the coming years.

These recommendations require the LDA (and its volunteer board) to tackle new challenges with increased stakes and community collaboration and communication, particularly with the City of Lewistown, Snowy Mountain Development Corporation, and the Chamber of Commerce. The LDA is dedicated to increasing communication with downtown stakeholders on a monthly basis, and seeking outside education and advise on a quarterly basis.

- The LDA will, with the assistance of the City of Lewistown and SMDC, hire an external consultant to create a Downtown Master Plan and will serve as steering committee for this effort.
- The LDA will collect and effectively disseminate information about itself, as well as development and funding opportunities (like TIF and TBID grants), to downtown stakeholders, including building and business owners.
- The LDA will invite downtown stakeholders for short presentations during their monthly Board meeting. The LDA will invite experts to speak to the LDA Board on a quarterly basis, in order to stay abreast of upcoming opportunities and challenges.
- The LDA will develop publicity campaigns that focus on promoting local business and increasing online visibility for Central Montana.



**THE MISSION OF THE LEWISTOWN DOWNTOWN ASSOCIATION IS TO
CELEBRATE, PROMOTE, AND ENHANCE THE LEWISTOWN DOWNTOWN DISTRICT**



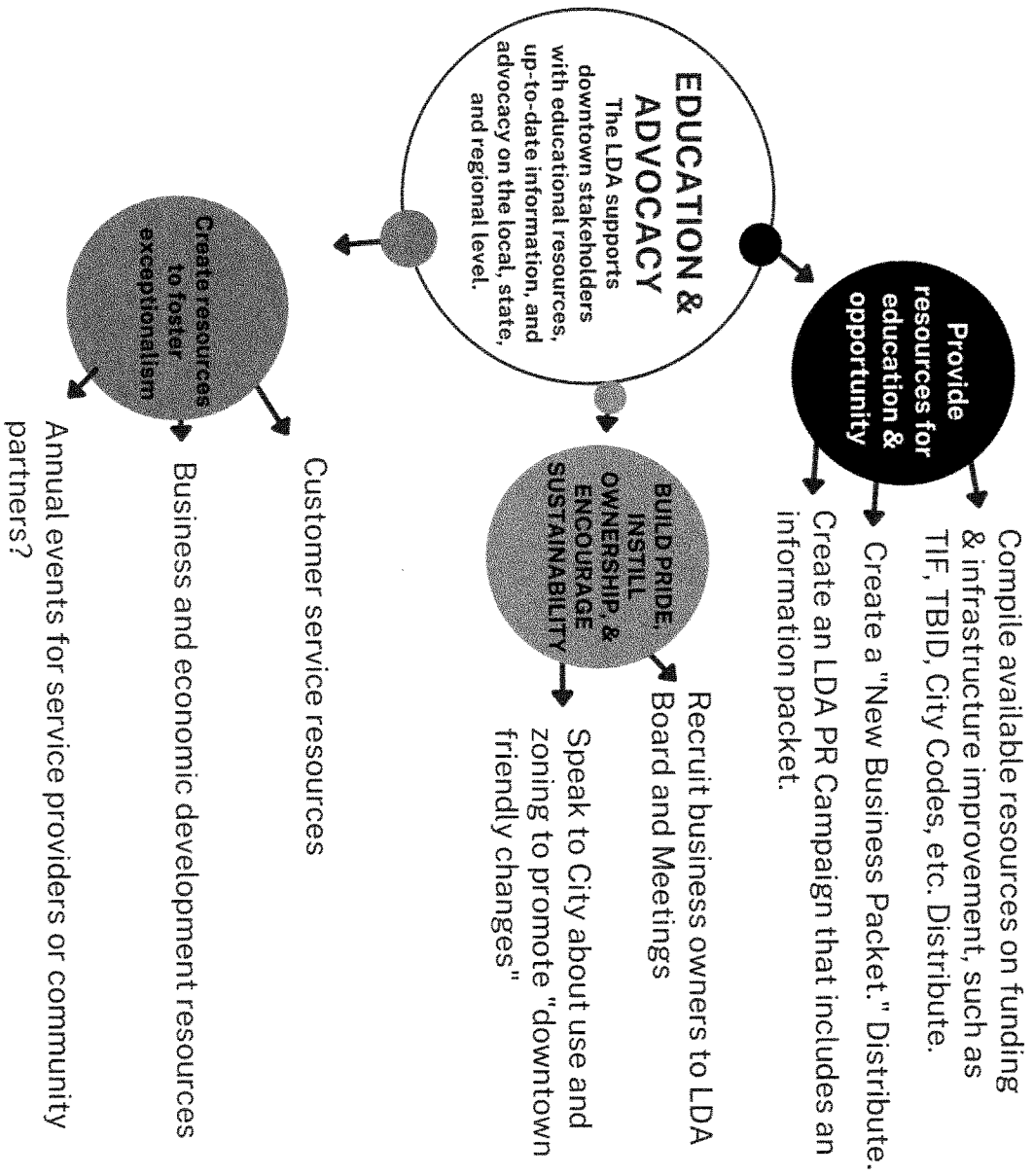
ACCOMPLISHMENTS

- Community Branding has been embraced by several organizations
- LDA completed the first round of "Find Your Center" banners on Main St.
- Fundraised/grant funded city-wide wayfinding and billboards
- Repome the Enjoy Lewistown Suite and advertisers to the LDA
- Cultivate an active social media and online marketing presence.

TASKS & DEADLINES

NOTES & IDEAS

ACCOMPLISHMENTS

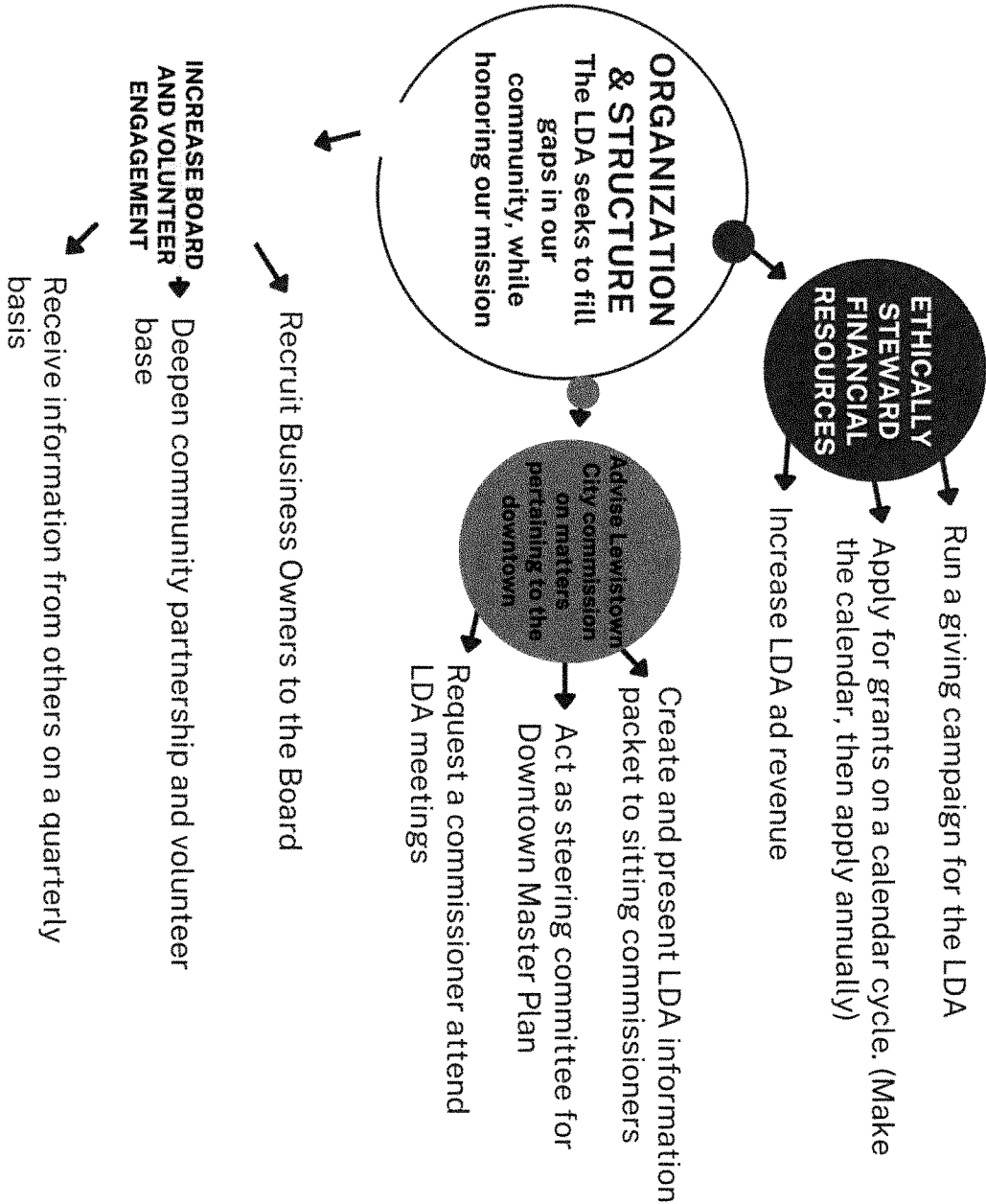


TASKS & DEADLINES

NOTES & IDEAS

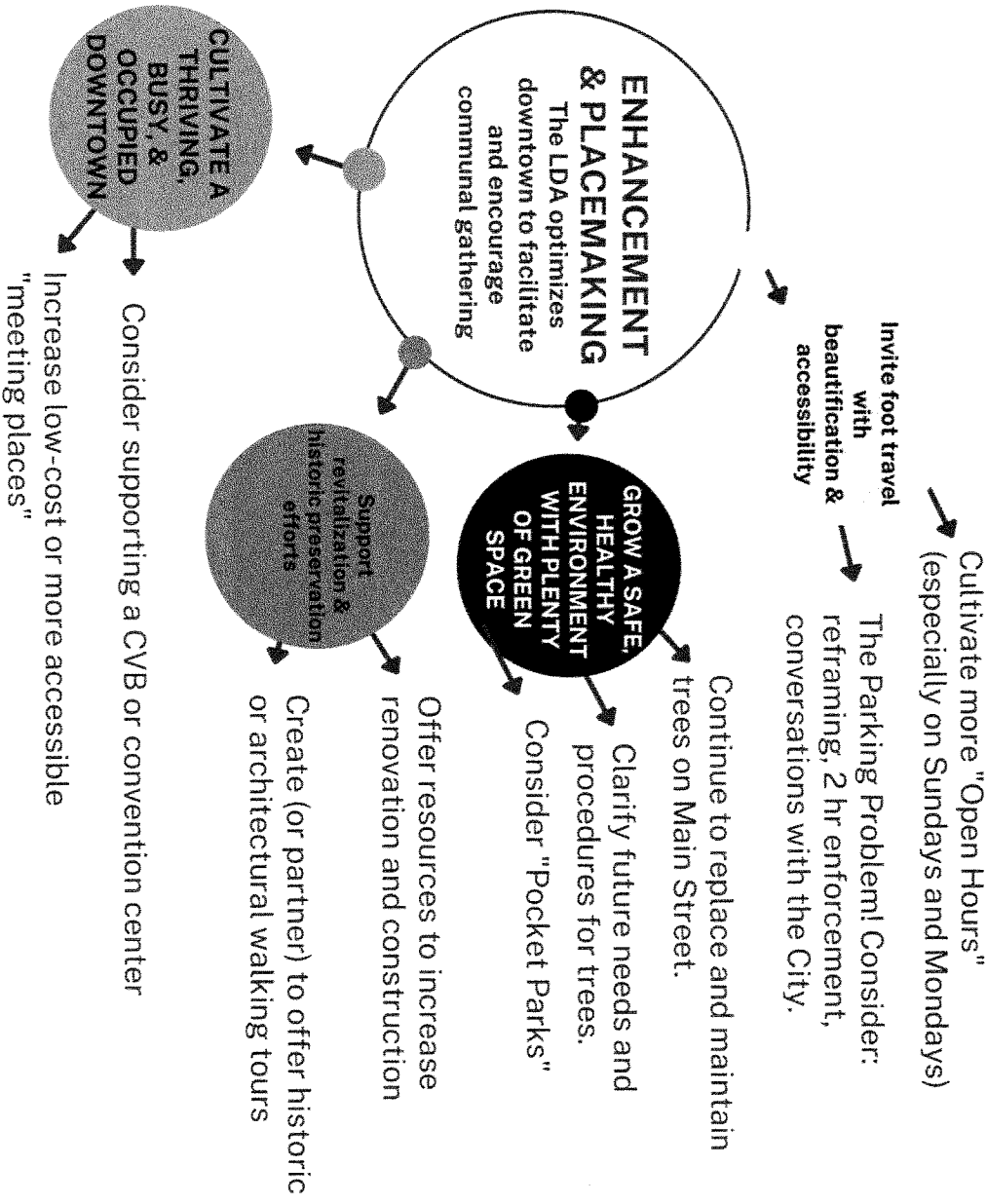
ACCOMPLISHMENTS

- Updated and approved new Bylaws, and Policies and Procedures in 2021
- Transferred ownership of "Enjoy Lewistown Suite" to LDA



TASKS & DEADLINES

NOTES & IDEAS



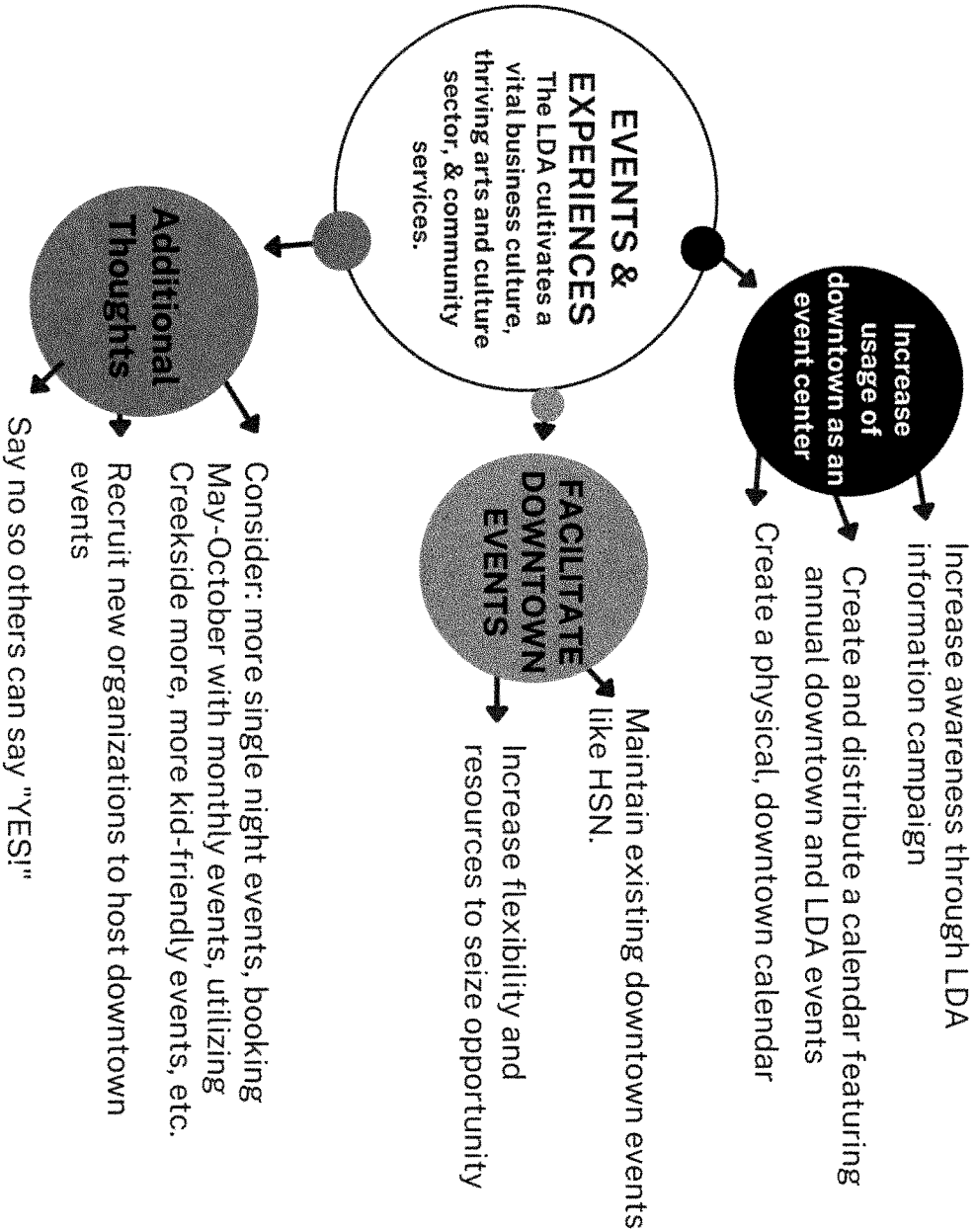
ACCOMPLISHMENTS

- Banners on Main Street light posts
- Jump started the tree replacement process, secured several grants
- Sold 6 "Dedications" for the trees

TASKS & DEADLINES

NOTES & IDEAS

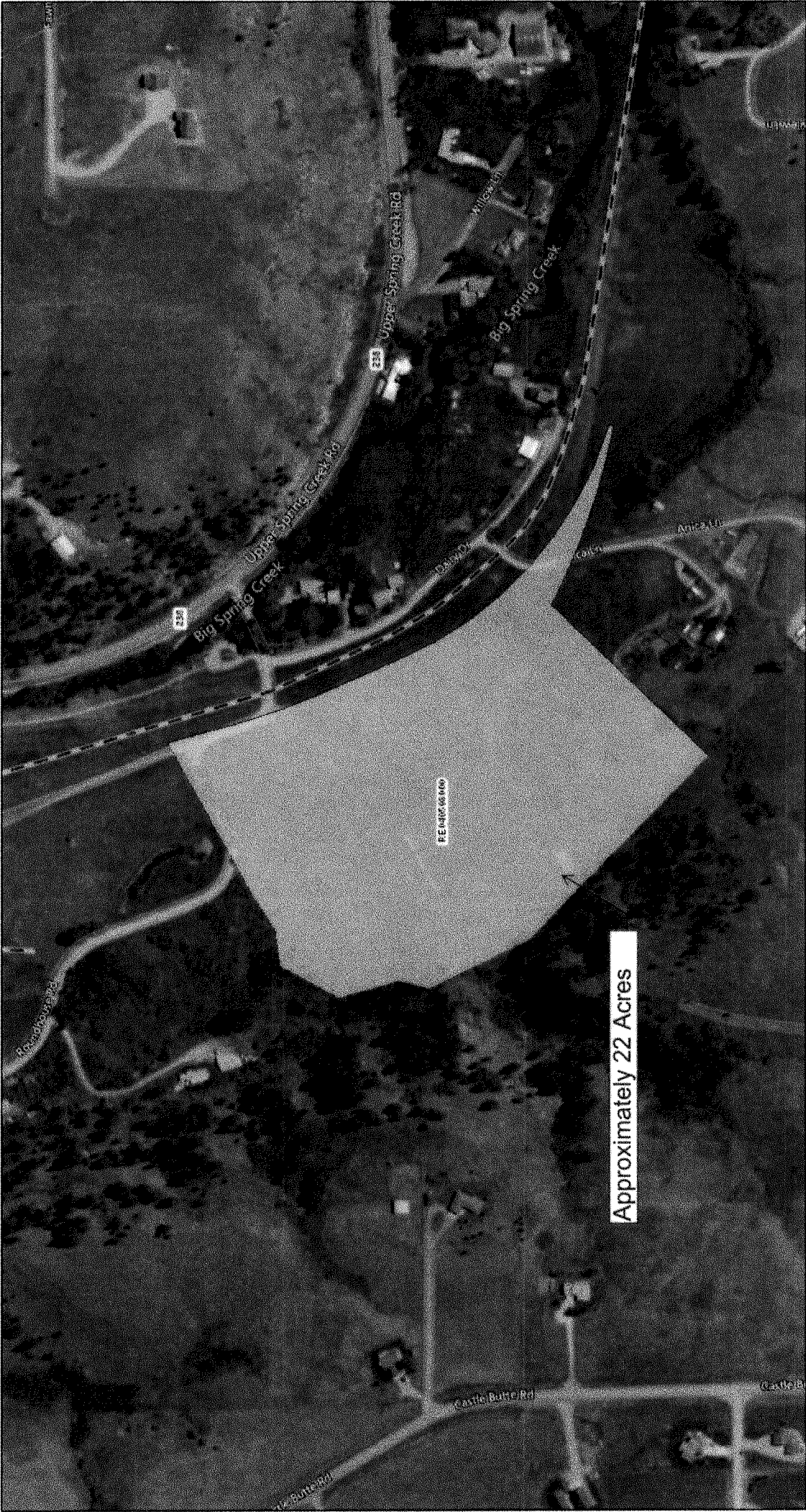
- ACCOMPLISHMENTS**
- Successfully implemented and executed Hot Summer Nights in collaboration with the Chamber of Commerce (2019, 2021, 2022)
 - Successfully transitioned the Halloween Fun Fest to the Haunted Charlie Russell Chew Choo (2020) to the Farm in the Dell Fall Festival (2021, 2022)
 - Successfully partnered with the Chamber to support the Christmas Stroll (through 2022)



TASKS & DEADLINES

NOTES & IDEAS

ArcGIS Web Map

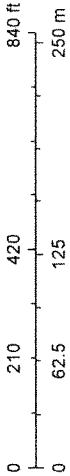


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PIPELINES

- ACTIVE
- IDLED/IN-SERVICE
- IDLED/OUT OF SERVICE
- Real Estate
- Right of Way

1:4,514



Contact Mapping Group for more information . © 2021 Microsoft Corporation © 2021 Maxar ©CNES (2021) Distribution Airbus DS © 2021 TomTom

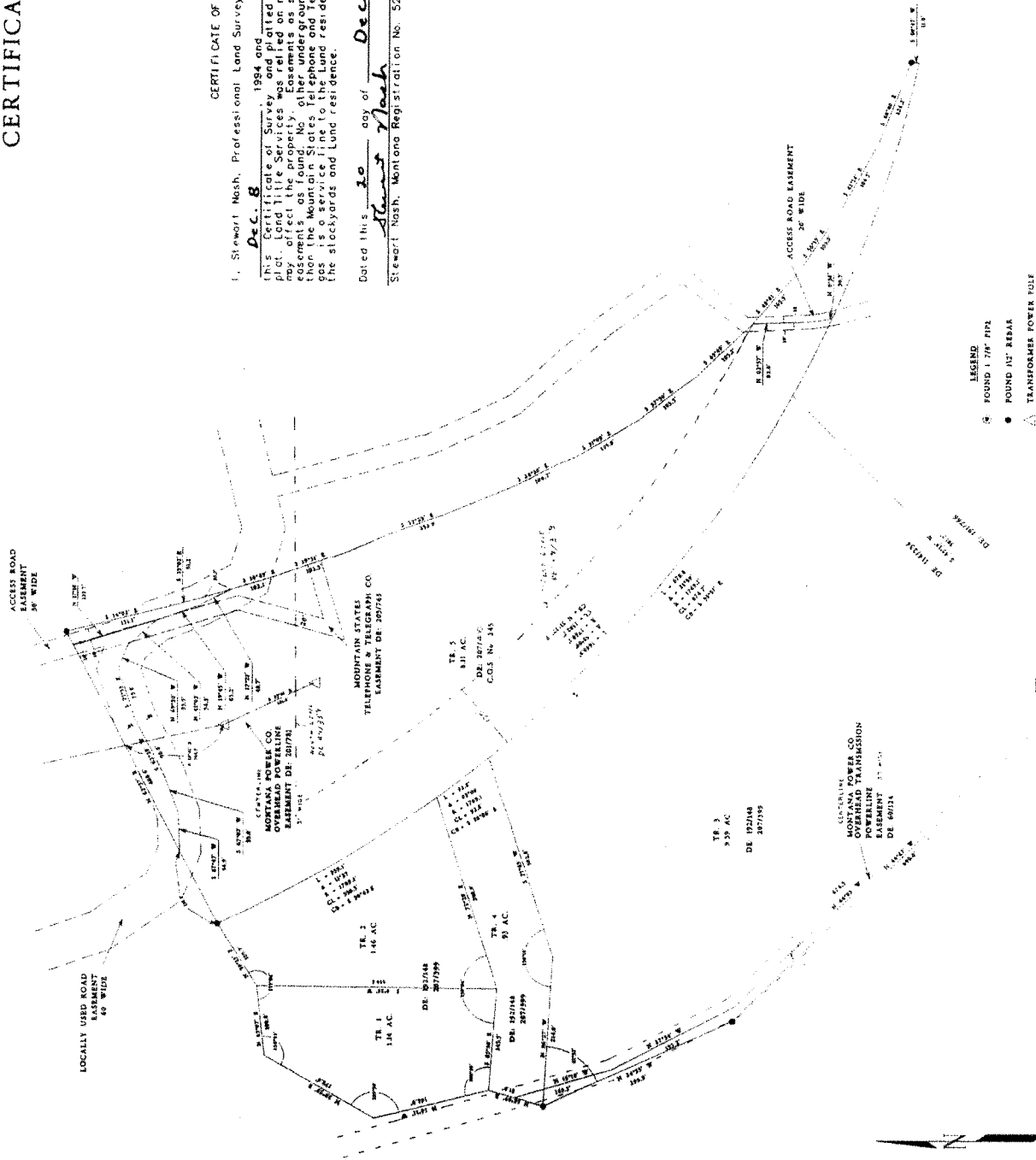
CERTIFICATE OF SURVEY

CERTIFICATE OF SURVEYOR

I, Stewart Nash, Professional Land Surveyor do hereby certify that between Dec. 8, 1984 and Dec. 30, 1984 I surveyed this Certificate of Survey and plotted same as shown on the accompanying plat. Land title Services was relied on regarding easements of record which may affect the property. Easements as shown hereon are existing physical easements of record. Easements as shown hereon were determined other than the Mountain States Telephone and Telegraph Company. Other than the Mountain States Telephone and Telegraph Company. Other than the stockyards and land residence.

Dated this 30 day of Dec., A.D. 1984

Stewart Nash
Stewart Nash, Montana Registration No. 52105



SCALE 1"=40'

NASH
SURVEYING
LEWISTOWN, MT

50.00	8.00
100.00	16.00
150.00	24.00
200.00	32.00
250.00	40.00
300.00	48.00
350.00	56.00
400.00	64.00
450.00	72.00
500.00	80.00
550.00	88.00
600.00	96.00
650.00	104.00
700.00	112.00
750.00	120.00
800.00	128.00
850.00	136.00
900.00	144.00
950.00	152.00
1000.00	160.00

STAFF REPORT
CONDITIONAL USE PERMIT APPLICATION 23-01-CU

GENERAL INFORMATION

APPLICANT:

Deanna Stevenson
For 712 W. Water St.
Lewistown, MT 59457

PUBLIC NOTICE:

Notice was sent via first class mail to surrounding property owners within 350 feet of the property line on March 15, 2023. Nineteen (19) letters were mailed. Notice was also posted in City Hall at 305 West Watson Street.

PROPERTY DESCRIPTION:

712 West Water Street. The property is located in Section 15, Township 15 N, Range 18 E, Block 008, Lot 008 and southwesterly 10 feet of Lot 009 of the Morase Addition to the City of Lewistown located in an area zoned Residential Two-Family (R-2).



Figure 1: Picture of the front of the house from W. Water Street

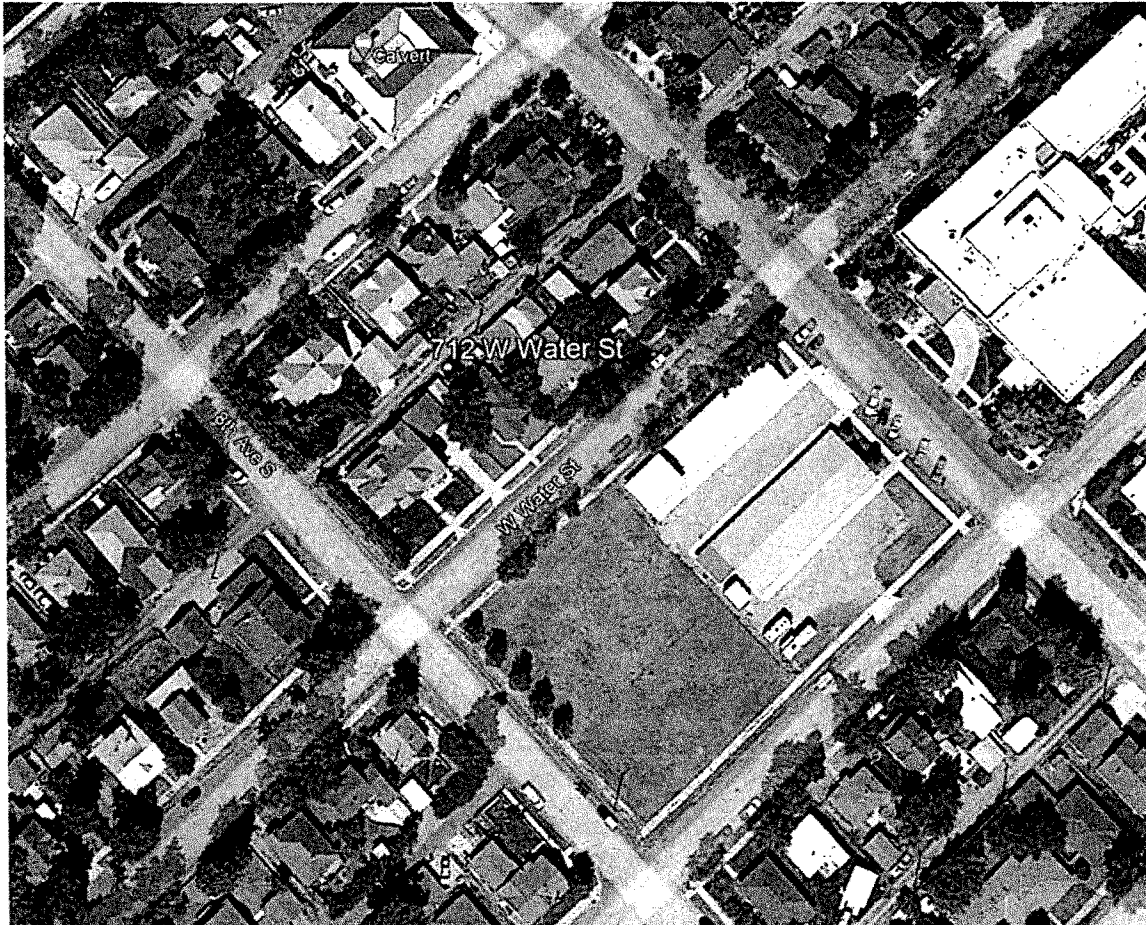


Figure 2: Aerial Picture of the area

EXISTING ZONING DESIGNATION:

The property has a zoning designation of Residential Two-Family (R-2). The intent of R-2 is primarily to accommodate single-family and two-family dwelling units.

OVERVIEW AND BACKGROUND:

The property is located in a primarily residential area that lies north of Frog Ponds and the Esplanade's garage units are directly across the street from the property. There are two buildings on the lot, a one-story residential building and garage which sits behind the residence.

SURROUNDING LAND USE AND ZONING

The surrounding area is zoned primarily Residential, R-1 (Residential One-Family), R-2 (Residential Two-Family), and R-3 (Residential Multi-Family).

APPLICABLE REGULATIONS

11-6-1(A): Conditional Use Permits provide for specific uses that may be appropriate in the district under certain conditions. No structure or land

may be used for any purpose in any district where such use is not a permitted use or a conditional use. However, a proposed use may be considered as a conditional use if the Lewistown Zoning Commission recommends and the Lewistown City Commission determines that the use will have no adverse impact on the public health, safety or general welfare.

11-6-5 through 11-6-7: The Lewistown Zoning Commission is empowered to consider the Conditional Use Permit request and provide a written recommendation to the Lewistown City Commission specifying the facts relied upon in making its decision and in establishing conditions.

11-6-1(B): The Lewistown Zoning Commission may recommend approval of the conditional use permit request after considering the facts presented in the application and it is concluded that:

1. The proposed use will not be detrimental to the public health, safety, or general well-being of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.

Any new occupancy shall be approved prior to operation by the City's Building, Fire and Planning Departments to ensure they comply with fire and building code requirements.

2. The granting of the conditional use permit will be in general compliance with the Lewistown Comprehensive Plan and the Growth Policy.

The Comprehensive plan designates the subject property as Low-Density Residential. The intended use for the subject property upon approving the modification of the Conditional Use Permit is to allow for a mental health counseling office to be operated out of this property.

The Lewistown Comprehensive Plan (1971) goals include "develop residential areas with density patterns that are related to existing and proposed public facilities and services".

Lewistown Growth Policy (2006) goals include the encouragement of infill development to avoid urban sprawl; protect residential areas from the encroachment of incompatible or unrelated uses; and to design "walkable" neighborhoods that combine commercial and residential amenities and features.

3. The proposed use will comply with the regulations and standards specified in the Lewistown Zoning Ordinance.

Any new occupancy shall be approved prior to operation by the City's Building, Fire and Planning Departments to ensure they comply with zoning requirements.

4. The proposed use conforms to the zoning district standards including but not limited to density, lot coverage, yards, height limitations, and off-street parking and is compatible with surrounding land use or sufficiently screened so as to minimize adverse effects.

The zoning district standards for R-2 Residential One-Family Districts are:

- Lot Area and Width: The lot area for any use in this district shall not be less than six thousand (6,000) square feet, except lots of record.
- Lot Coverage: In the R-2 district, not more than thirty percent (40%) of the lot area shall be occupied by the principal and accessory buildings.
- Yards: Every lot in the R-2 district shall have the following minimum yard requirements:

Front yard	20 feet
Rear yard	20 feet
Side yards	5 feet on each side
Side yards adjacent to street	10 feet
- Building Height: Maximum residential building height shall be twenty-five feet (25'). All other structures may exceed this height upon special review.
- Off Street Parking:
 - (A) In the R-2 district, off street parking is required on the same building site with the building it is required to serve.
 - (B) For any use other than residential, off-street parking shall be provided in accordance with the requirements for off street parking in chapter 8 of this title. (Ord. 1576, 5-1-1989, eff. 6-15-1989)

11-6-1 (C): The Lewistown Zoning Commission may recommend conditions including, but not limited to:

1. Setbacks, open space, and landscaping;
2. Building height;
3. Fencing and buffering;
4. Signs;
5. Lighting;
6. Vehicular ingress and egress;
7. Off-street parking;
8. Environmental impacts such as noise, dust, odors, smoke, and others;



Planning Department
305 West Watson Street, Lewistown, MT 59457
(406) 535-1775

9. Extent of the use and length of time such use may be permitted.

RECOMMENDATION

The City-County Planning Board considered the facts presented and through public comment recommend approval Conditional Use Permit to allow Ms. Stevenson to relocate her counseling business to this property.

Prepared by: Holly Phelps

**FERGUS COUNTY
BOARD / COMMISSION APPLICATION**

The Board of County Commissioners very much appreciates your interest in serving on a Board or Commission. The information provided in this application will allow us to determine the best possible candidate for appointment to fill the current vacancy. Please review MCA 7-1(2) for more information regarding serving on a Board or Commission in the state of Montana.

BOARD OR COMMISSION APPLYING FOR: Health Board

NAME: Courtney Moline PHONE:

ADDRESS: 101 Carroll Trail, Lewistown MT 59457

EMAIL: Courtney-trafton@hotmail.com

ARE YOU CURRENTLY SERVING ON ANY OTHER BOARD(S)? ☒ YES ☐ NO
If yes, please list: SART, Foster Care Review Board, Juvenile Probation Board

ARE YOU A FERGUS COUNTY RESIDENT? ☒ YES ☐ NO

Please describe any experience or background you believe qualifies you for service on this Board or Commission I have been a nurse for 12 years and currently working at Central Montana Medical Center as the Infection Control Preventionist. I love public health and always looking for trainings to broaden my knowledge. I have a Master's in Nursing Education and teach Nursing Students in a clinical & didactic setting.
Why do you wish to serve on this Board or Commission? I love Lewistown and surrounding areas, I would be honored to be a part of a board that is looking out for the best for our community.

Please provide additional comments or information you feel is appropriate. I am eager to learn, build relationships, outgoing, & self-motivated to build & develop programs starting at ground level.

SIGNATURE: Courtney Moline DATE: 1-7-2022

RETURN TO: Fergus County Commissioners
712 W. Main Street - Suite 210
Lewistown, MT 59457
(406) 535-5119

Revised: 8/1/2019 bw

FOR OFFICE USE ONLY: ☐ ELECTED DATE:
☐ APPOINTED DATE:

