

COMMITTEE OF THE WHOLE

January 21, 2025

6:00 PM

1. Presentation by Houseal Lavigne on the digital twin project for the City of Lewistown.

Citizen Participation

The Lewistown City Commission welcomes you to its public meeting. The Commission appreciates your participation and values your input in our decision-making process. Your input and suggestions are important to the Commission as we discuss important issues affecting all of us in Lewistown.

We ask that you silence your cell phone before the meeting begins and please refrain from using your cell phone during the meeting. Thank you.

The City Commission thanks public members for respectfully and courteously providing constructive and valuable information.

The Public is invited to speak on any issue under discussion by the Commission, after recognition by the presiding officer.

Public members who are recognized by the presiding officer shall:

- ***Stand***
- ***Give his/her name and address for the record***
- ***If applicable give the person, firm, or organization he/she represents***
- ***Address comments to the presiding officer and not to individual members or staff***
- ***Limit comments to the matter of fact listed on the agenda unless recognized in the 'Citizen Requests' portions***
- ***Keep comments brief to ensure adequate time for additional comment and commission business***
- ***Prepared statements are welcome and should be given to the Clerk of the Commission. Prepared statements that are also read, however, may be deemed unduly repetitious if they are lengthy. All prepared statements shall become part of the official record.***

In the event that there is a large number of people wanting to comment in a meeting or hearing, the presiding officer reserves the right to impose a time limit on comments to ensure adequate time for public comment and Commission business.

Impertinent or slanderous remarks towards city officials, staff or other members of the public, or other boisterous, disorderly or disruptive behavior during a Commission meeting are not permitted. Swearing, derogatory language, threats, personal attacks, heckling or similar behavior may be considered impertinent and/or disruptive. Any person exhibiting such behavior during the Commission meeting may be admonished to cease that behavior or risk being asked to vacate the Commission chambers. If such behavior continues after the admonishment, the presiding officer may request that person to vacate the Commission chambers, unless permission to remain is granted by vote of the Commission.

NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION, CITY OF LEWISTOWN, JANUARY 21, 2025 AT 7:00 P.M. AT THE CENTRAL MONTANA COMMUNITY CENTER LOCATED AT 307 W WATSON

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES –January 6, 2025

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 January 1, 2025 to January 17, 2025 for a total of \$223,536.56

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

1. Discussion and action on approving the buy sell agreement from Fiddleback Ridge, LLC for the purchase of the Berg Lumber property and authorizing the City Manager to sign the agreement (**Action: approve, disapprove or amend approving the buy sell agreement and authorizing the City Manager to sign the agreement**) City Manager Holly Phelps
2. Presentation by the Snowy Mountain Development Corporation (SMDC) regarding the Tax Increment Finance District and the Tax Economic Development District
3. Discussion and action on approving the administrative agreement with Snowy Mountain Development Corporation for the management of the Lewistown Urban Renewal District also referred to as the Tax Increment Financing District (**Action: approve, disapprove or amend the administrative agreement**) City Manager Holly Phelps
4. Discussion and action on approving the administrative agreement with Snowy Mountain Development Corporation for the management of the Lewistown Targeted Economic Development District (**Action: approve, disapprove or amend the administrative agreement**) City Manager Holly Phelps
5. Discussion and action on Resolution No. 4188, a resolution approving an application from Brandon Overland for TIF funds made to the Lewistown Tax Increment Financing District Board (**Action: approve, disapprove or amend Resolution No. 4188**) City Manager Holly Phelps
6. Public hearing to hear comments on a conditional use permit application from Rayce Townsend to locate a modular home with an accessory office at 420 1st Ave S

7. Discussion and action on approving the conditional use permit application from Rayce Townsend to locate a modular home with an accessory office at 420 1st Ave S (**Action: approve, disapprove or amend approval of conditional use permit application**) City Manager Holly Phelps

8. Discussion and action on approving the purchase of pool covers for the Lewistown Pool (**Action: approve, disapprove or amend the purchase of pool covers**) 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

AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of January, 2025, between Snowy Mountain Development Corporation with offices at 507 W Main St, hereinafter referred to as "SMDC" and the City of Lewistown Urban Renewal District, hereinafter referred to as "Lewistown TIF District".

WITNESSETH

Recitals:

WHEREAS, SMDC, in order to actively pursue the administration and marketing of the Lewistown TIF District requires some funding assistance from the Lewistown TIF District, to supplement the funds of SMDC staff dedicated to the effort;

NOW, THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the parties hereby agree to the following:

1. TERM.

This agreement shall, upon signing and approval, be made effective on the date of signing. It is the non-binding intention of both SMDC and Lewistown TIF District to continue their financial relationship as outlined in this Agreement beyond the specific term of this contract, should the respective activities be continuing and viewed as fruitful by both parties.

2. FUNDING.

In consideration of the timely performance by SMDC of its obligations under this Agreement toward the shared and mutual goals of the Lewistown TIF District and SMDC, the City of Lewistown agrees to pay SMDC at a base level of five thousand one hundred forty-five dollars (\$5145) annually, payable on or before January 1st of each calendar year. Invoiceable administrative activities, in compliance with MCA 7.15.42 *et seq*, include:
Meeting facilitation and logistics including use of SMDC software and subscriptions,
Scheduling and board communication,
District marketing and outreach in partnership with The City of Lewistown representatives,
Reporting, record keeping and management,
Business technical assistance and support for application process,
Advocacy and support for the tax increment financing tool,
Application intake & review,
Relationship management, and
Information and support for accounting and auditing firms as directed by the City of Lewistown.

3. ACCOUNTABILITY & TRANSPARENCY

SMDC shall report all activities to the Lewistown TIF District advisory board, the City of Lewistown's appointed board that reports to the Lewistown City Commission. This board recommends grant approvals/denials to the Lewistown City Commission.

4. ENTIRE AGREEMENT

This Agreement, signed by both parties, constitutes a final written expression of all the terms of the Agreement and is a complete and exclusive statement of those terms.

5. MODIFICATION AND ENFORCEMENT

Insofar as is legally permissible, the provisions of this Agreement may not be modified by any court or by the parties unless in writing and executed by both parties with the same formality of this Agreement. Failure of either party to insist upon the strict performance of any of the provisions of this Agreement shall not be construed as a waiver of any subsequent default of the same or similar provisions.

6. CHOICE OF LAW

This agreement has been made and executed in the State of Montana and shall therefore be construed and governed in accordance with the laws of the State of Montana.

7. ATTORNEY FEES

In any action brought by either party to enforce any provision of this Agreement, the prevailing party shall be entitled to recover from the other party a reasonable attorney's fee to be fixed and determined by the court.

8. LEGAL CONSIDERATIONS

SMDC shall comply with all State laws applicable to the work and goals to be achieved under this Agreement.

9. SEVERABILITY

The invalidity, in whole or in part, of any term of this Agreement does not affect the validity of the remainder of the Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands on the day and year first written.

City of Lewistown

Snowy Mountain Development Corp.

Date:_____

Date:_____

Attest: _____

Attest: _____

AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of January, 2025, between Snowy Mountain Development Corporation with offices at 507 W Main St, hereinafter referred to as "SMDC" and the City of Lewistown Targeted Economic Development District, hereinafter referred to as "Lewistown TED District".

WITNESSETH

Recitals:

WHEREAS, SMDC, in order to actively pursue the administration and marketing of the Lewistown TED District requires some funding assistance from the Lewistown TED District, to supplement the funds of SMDC dedicated to the effort;

NOW, THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the parties hereby agree to the following:

1. TERM.

This agreement shall, upon signing and approval, be made effective on the date of signing. It is the non-binding intention of both SMDC and Lewistown TED District to continue their financial relationship as outlined in this Agreement beyond the specific term of this contract, should the respective activities be continuing and viewed as fruitful by both parties.

2. FUNDING.

In consideration of the timely performance by SMDC of its obligations under this Agreement toward the shared and mutual goals of the Lewistown TED District and SMDC, the City of Lewistown agrees to pay SMDC at a base level of two thousand two hundred five dollars (\$2205) annually, payable on or before January 1st of each calendar year. Invoiceable administrative activities, in compliance with MCA 7.15.42 *et seq*, include:

Meeting facilitation and logistics including use of SMDC software and subscriptions,
Scheduling and board communication,
District marketing and outreach in partnership with The City of Lewistown representatives
Reporting, record keeping and management,
Business technical assistance and support for application process,
Advocacy and support for the tax increment financing tool,
Application intake & review,
Relationship management, and
Information and support for accounting and auditing firms as directed by the City of Lewistown.

3. ACCOUNTABILITY & TRANSPARENCY

SMDC shall report all activities to the Lewistown TED District advisory board, the City of Lewistown's appointed board that reports to the Lewistown City Commission. This board recommends grant and loan approvals to the Lewistown City Commission.

4. ENTIRE AGREEMENT

This Agreement, signed by both parties, constitutes a final written expression of all the terms of the Agreement and is a complete and exclusive statement of those terms.

5. MODIFICATION AND ENFORCEMENT

Insofar as is legally permissible, the provisions of this Agreement may not be modified by any court or by the parties unless in writing and executed by both parties with the same formality of this Agreement. Failure of either party to insist upon the strict performance of any of the provisions of this Agreement shall not be construed as a waiver of any subsequent default of the same or similar provisions.

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8. LEGAL CONSIDERATIONS

SMDC shall comply with all State laws applicable to the work and goals to be achieved under this Agreement.

9. SEVERABILITY

The invalidity, in whole or in part, of any term of this Agreement does not affect the validity of the remainder of the Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands on the day and year first written.

City of Lewistown

Snowy Mountain Development Corp.

Date: _____

Date: _____

Attest: _____

Attest: _____

RESOLUTION NO. 4188

**A RESOLUTION APPROVING AN APPLICATION
FROM BRANDON OVERLAND FOR TIF FUNDS
MADE TO THE LEWISTOWN TAX INCREMENT
FINANCING DISTRICT BOARD**

WHEREAS, the Lewistown City Commission has adopted Ordinance No. 1748 – An Ordinance establishing the Lewistown Urban Renewal Area, creating the Lewistown Urban Renewal District and adopting the Lewistown Urban Renewal District Plan; and

WHEREAS, by Resolution number 3903 the City created an Urban Renewal Agency per 7-15-4232 Montana Codes Annotated (MCA), which was designated as the “Lewistown Improvement District Board” to engage in activities authorized in 7-15-4234 MCA and provide administrative functions; and

WHEREAS, the Commission re-designated the “Lewistown Improvement District Board” as the “Lewistown Tax Increment Financing District Board” by Resolution 3923; and,

WHEREAS, the Commission appointed a Lewistown Tax Increment Financing District Board (hereafter, the “TIF Board”) in order to manage the Lewistown Urban Renewal District created by Ordinance 1748; and,

WHEREAS, the TIF Board oversees the operation of the Lewistown Urban Renewal District, including public purpose activities; promotional activities; façade building conservation and loan programs; and administrative functions; and,

WHEREAS, the TIF Board exercises those powers authorized by law as specified in Resolution 3923; and,

WHEREAS, the TIF Board has developed the Lewistown TIF District (LTD) Program whereby qualified applicants may apply for TIF District Program Funds for assistance in redevelopment or rehabilitation of properties within the Urban Renewal District; and,

WHEREAS, through its LTD Program the TIF Board has received numerous applications for TIF District Program Funds, has reviewed the same and, has recommended approval of several applicants for those funds; and,

WHEREAS, the City Commission has retained final budgetary authority for TIF program activities.

NOW, THEREFORE, BE IT RESOLVED, that the Lewistown City Commission hereby approves the following applications for TIF District Program Funds as recommended by the TIF Board:

1. Brandon Overland, DBA Overland Main Flats, LLC, for façade improvements and utility upgrades, 101 W. Main St, \$20,000 grant

BE IT FURTHER RESOLVED, that prior to disbursement of any TIF funds, all applicants shall enter into such Development Agreements as established and approved by the TIF Board.

PASSED AND APPROVED this 21st day of January, 2025.

KellyAnne Terry, Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

City of Lewistown
Application
Tax Increment Financing District (TIF)

Project Name: 101 W. Main Date Submitted: 12/3/24

A) Applicant Information:

Name: Brandon Overland
Address: 522 W. Erie St
City/ST/Zip: Lewistown MT 59457
Telephone Number(s): [REDACTED]
Email: [REDACTED]

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of:

- ☐ A Corporation
☐ A nonprofit or charitable institution or corporation
☐ A partnership known as
☒ Other (explain) LLC Overland Main Flats, LLC

B) Project Information:

Building Address: 101 W. & Main St
Legal Description: S15, T15N, R18E Block U15 Lot 006
Lot & Block Location: + Janewx Add #1 Block 012 Lot 002
+ tract to complete lots 6+2
Existing/Proposed Business: _____
Business Description: (attached email)

City of Lewistown
Application
Tax Increment Financing District (TIF)

Property Ownership:

Do you own the property or are you currently purchasing it? ☒ Y ☐ N

Property Owner (If property is not owned by Applicant, list leasehold interests)

Name of Owner(s): Brandon & Willa Overland

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

Project Architectural Firm: _____

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

Project Contractor(s): Central Electric / Top Shelf Painting

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

Project Financial Lending Institution: _____

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

City of Lewistown
Application
Tax Increment Financing District (TIF)

Job Creation: Will there be any new permanent or part-time jobs created as a result of this project excluding construction jobs associated with the development of the project? If so, how many? _____

Project Completion: What is the expected completion date of the project?

8/1/25

Property Taxes:

How much are the annual property taxes including any improvements? \$6600/year

Are the taxes current? _____

Do you intend to apply for tax abatement? No

Has tax abatement been awarded on the property prior to your ownership? No

Project Financing: Briefly describe how the project will be financed:

Self and TIF

Description of Project: Please provide a full written description of your project, including type of use, square footage, number of stories, number of parking spaces, general building materials, etc. (Attach to application)

Project Renderings: Please submit design schematic and/or site and landscaping plans for the project. (Attach to application)

- Electrical Upgrades to exterior of Building. This upgrade will allow to upgrade units and allow more rental space in Lewistown.
- Also, exterior painting for all windows. This will upgrade the exterior appearance of the building and cosmetically upgrade downtown Lewistown.

City of Lewistown
Application
Tax Increment Financing District (TIF)

Eligible Improvements Cost Worksheet Under TIF Program

List eligible items that pertain to the project that falls under TIF Program Policies (list beginning on page 1). If in doubt about an item's eligibility, include it, the board will review items and help determine eligibility. Please include formal contractor bids to establish costs. *There is no guarantee that additional costs beyond what is listed here will be covered.*

1. <u>Central Electric</u>	\$ <u>32,920</u>
2. <u>Top Shelf Painting</u>	\$ <u>37,600</u>
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
11. _____	\$ _____
12. _____	\$ _____
13. _____	\$ _____
14. Permitting Fees _____	\$ <u>1,500</u>
15. Other Fees _____	\$ _____
Total Lewistown TIF District Program Request	\$ _____

TIF District Program Award (to be filled out by TIF Administrator)

\$ 71,600

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct. The signature attests to my having read, understand and agree to all terms in the Lewistown Tax Increment Financing District Investment Plan.

Signature of Applicant: Brenda Chubb

Date: 12/3/24

Signature of TIF Board Chair: _____

Date: _____

305 W. Watson St.
Lewistown, Mt 59457

Description of the goods and/or services:		
Custom SR Smith Thermal Pool		
Cover Energy Saver - Q70772		
Tarps	18,868.	24
Shipping	3,780	=
	22,648.	

Vendor #1:	Pool Supply Unlimited	Quoted Price
Address:		
Phone:		
Notes:		

Vendor #2:	Pool Web		
Address:			
Phone:			
Notes:			\$210,834.99

Vendor #3:	Pool Warehouse		
Address:			
Phone:		\$19,900. ⁰⁰	
Notes:		plus shipping ≈ 4,500	
		<u>≈</u>	<u>24,400.⁰⁰</u>

Approved Vendor Pool Supply Unlimited

Authorization to purchase through vendor noted above _____

City Manager

*Note- These blanks are furnished by the City Clerk.
*Note- "per attached" is not an acceptable description.

From: Pool Supply Unlimited <sales@poolsupplyunlimited.com>
Date: December 5, 2024 at 8:06:03 AM MST
To: kmkepler@gmail.com
Subject: Quote from PoolSupplyUnlimited.com

If you have any questions please feel free to contact me directly and I will be happy to assist. Thank you for the opportunity.



Quotation

Shawna Mercado
(888) 836-6025 office
(888) 648-5677 fax
poolsupplyunlimited.com

30327236 Date: December 05, 2024

Customer: Kevin Kepler, City of Lewistown - Friends of Pool

Destination Zip Code: 59457-2961

Quote Expires: 01/04/2025

Quantity	Item Description	Unit Price	TOTAL
1	Custom SR Smith Thermal Pool Cover Energy Saver Standard Q70772 City of Lewistown	\$18,868.24	\$18,868.24

Original Subtotal:	\$18,868.24
Subtotal:	\$18,868.24
Tax:	\$0.00
Shipping:	\$3,780.00
Total:	\$22,648.24

[Click here to View Your Quote](#)

Checkout



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

**STAFF REPORT
CONDITIONAL USE PERMIT APPLICATION 25-01-CU**

GENERAL INFORMATION

APPLICANT: Rayce Townsend, 420 1st Avenue S, Lewistown, MT 59457

PUBLIC NOTICE: Legal notice of the application and public hearing was published in the News-Argus on January 1 and 11, 2025. On December 24, 2024, 41 notices were mailed to property owners within 350 feet of the center point of the property at 420 1st Ave S. The notice was pinned to the official city posting site on December 24, 2024. One comment letter was received (included in the attached packet).

PROPERTY DESCRIPTION: Lots 9 and 10 of Block 4 of the Lewistown Land Company

REQUEST: The Zoning District in which the home and office are proposed to be located is Light Industrial, M-1. Dwellings, single-family, two-family, and multi-family, are uses that *may be permitted* as conditional uses in the M-1 Zone. By code, the office is considered an accessory use to the primary residential use.

Staff Recommendation: Approve Permit and recommend that the City Commission approve the permit with the following conditions:

- A 20-foot front yard setback is required. Side- and rear-yard setbacks are not required. (If the property's side yard was adjacent to the street, a 10-foot setback would be required.)
- Plant and maintain a minimum of four ornamental trees in the 20-foot front yard setback pursuant to the ***Downtown Lewistown Tree Planting Specifications, June 2017***. Tree species shall be selected from the ***Lewistown Recommended Shade and Ornamental Trees for Planting along Public Right of Ways***. The location of the trees depends on the mature size of the trees selected; smaller growing trees should be planted closer to the public right away/sidewalk of 1st Ave S while larger growing trees should be planted further from the sidewalk.
- Off-street parking is required on the site.
- Lot coverage shall not exceed 75% of the lot area occupied by the principal and accessory building(s).
- The extent of the residential use and length of time such use is permitted coincides with the ownership of the property at the time of this permit.

Prepared by: Doug Osterman, Planning Director

**NOTICE OF PUBLIC HEARING
(Conditional Use Permit – CUP 25-1)**

The Lewistown Zoning Commission and City Commission will hold public hearings to consider a request by Rayce Townsend to locate a modular residential home with an accessory office at 420 1st Ave S. The Zoning District in which the home and office are proposed to be located is Light Industrial, M-1. Dwellings, Single-family, two-family, and multi-family, are uses that may be permitted as conditional uses in the M-1 Zone. By code, the office is considered an accessory use to the primary residential use.

The property is further described as Lewistown Land Company, Section 15, T15N, R18E, Block 004, Lot 9-10.

A hearing will be held before the Lewistown Zoning Commission on Thursday, January 16, 2025, at 5:30 p.m. and before the Lewistown City Commission on Tuesday, January 21, 2025, at 7:00 p.m. Both hearings will be held at the Council on Aging/Lewistown Community Center located at 307 West Watson Street.

At the public hearings all interested people will be given an opportunity to comment. Written comments may be sent to Doug Osterman, Planning Director, City Planning Office, 305 West Watson Street, Lewistown, MT 59457. Comments may also be made by calling the Planning Office during normal business hours; 8:00 am to 5:00 pm Monday through Thursday at (406) 535-1775 or by email to planning@ci.lewistown.mt.us.

City of Lewistown

Posted December 24, 2024

To be published in the Lewistown News-Argus on January 1, 2025, and January 11, 2025

December 30, 2024

From: Harold V. Anderson
315 Second Ave. So.
Lewistown, Mt. 59457

To: Lewistown Zoning Commission
City Commission
Lewistown, Mt. 59457

Subject: Rayce Townsend zoning request

Dear Sirs,

My property is directly behind Mr. Townsend's property. In the past few years I have watched Mr. Townsend steadily improve his and the adjacent property. What was once overgrown and delapidating is now clean and attractive.

I am sure that what Mr. Townsend wants to do on his property will be still another improvement. I have No Objections to Mr. Townsend's request and urge you to grant his request.

Thank you for your time.

Respectfully,

A handwritten signature in cursive script, appearing to read "Harold V. Anderson".

Harold V. Anderson

Lewistown Board of Adjustment

Sign in Sheet

Date: 1-16-25 Time: 5:30

Location: Council on Aging

Name

Representing

1	Jay Martin	Conservation District
2	Mary Messina	City
3	Ryan Dick	City
4	Sue Johnston	CCPB
5	Doug Helmer	Staff
6	Steve Hankins	City/County
7	Carol U. Jorgensen	City
8	Bill W. Lower	County
9		CCPB
10		SELF
11		SELF
12	Nancy Hill	City Commission
13	Holly Phelps	Staff
14		
15	★ All Zoning Commissioners present ★	
16		
17		
18		
19		
20		
21		
22		
23		



CONDITIONAL USE APPLICATION No. _____

CONDITIONAL USE PERMIT

The applicant listed below is applying for a conditional use permit. The intent of conditional use permits is to provide for specific uses, other than those specifically permitted in each district, which may be appropriate in the district under certain safeguards or conditions. She/he certifies that information contained in the application and attachments are valid. In addition to the application, the landowner must submit required exhibits, plans, and data as noted in Section 11-6-4 of the Lewistown Zoning Ordinance.

NAME OF APPLICANT/OWNER: RAYCE A. TOWNSEND DATE: 11-21-24
MAILING ADDRESS: 420 1ST AVE S BUSINESS PHONE: 801 547 7391

HOME PHONE: _____

PROPERTY LOCATION (PHYSICAL ADDRESS): 420 1ST AVE S.

LEGAL DESCRIPTION: LEWISTOWN LAND COMPANY S15, T15N, R18E
LOT # 9-10 BLOCK # 004 _____ SUBDIVISION

ZONING DISTRICT: M1 LIGHT INDUSTRIAL

INTENT OF CONDITIONAL USE: TO DEMOLISH EXISTING 420 BUILDING AND REPLACE

WITH A MODERN MODULAR RESIDENTIAL/OFFICE BUILDING

TYPE OF STRUCTURE: _____ EXISTING ☒ PROPOSED

WILL STRUCTURAL ALTERATIONS BE MADE TO EXISTING STRUCTURE?

_____ YES ☒ NO IF "YES", PLEASE ATTACH PLANS

ANY RESTRICTIVE COVENANTS APPLICABLE TO PROPERTY?

_____ YES ☒ NO IF "YES", PLEASE ATTACH COPY

STATEMENT OF UNDERSTANDING

I understand that the Lewistown Zoning Commission will review my application and make a recommendation to the City Commission. If the Commission approves my request, I must utilize the conditional use permit privileges within either the six (6) month or eighteen (18) month time periods noted in Section 11-6-10 of the Lewistown Zoning Ordinance, with the exception of extensions or the permit will automatically become void. The property covered by an approved conditional use permit will not be used for any purpose other than that authorized by the permit unless modified as provided in Section 11-6-11 of the Lewistown Zoning Ordinance. I certify that the information contained in this application and attachments are valid.

[Signature]
Signature

11-21-24
Date



CONDITIONAL USE APPLICATION No. _____

CONDITIONAL USE PERMIT APPROVAL CHECKLIST

TO BE COMPLETED BY THE APPLICANT

Hours business will be opened: By APPT. only Days business will be opened: M-F

Estimate number of customers per day: 01

Will goods/materials be delivered to house? ☒ YES ☐ NO

If yes, how often and by what means: MONTHLY USPS

Will this business create any type of odor or noise (i.e. equipment usage):

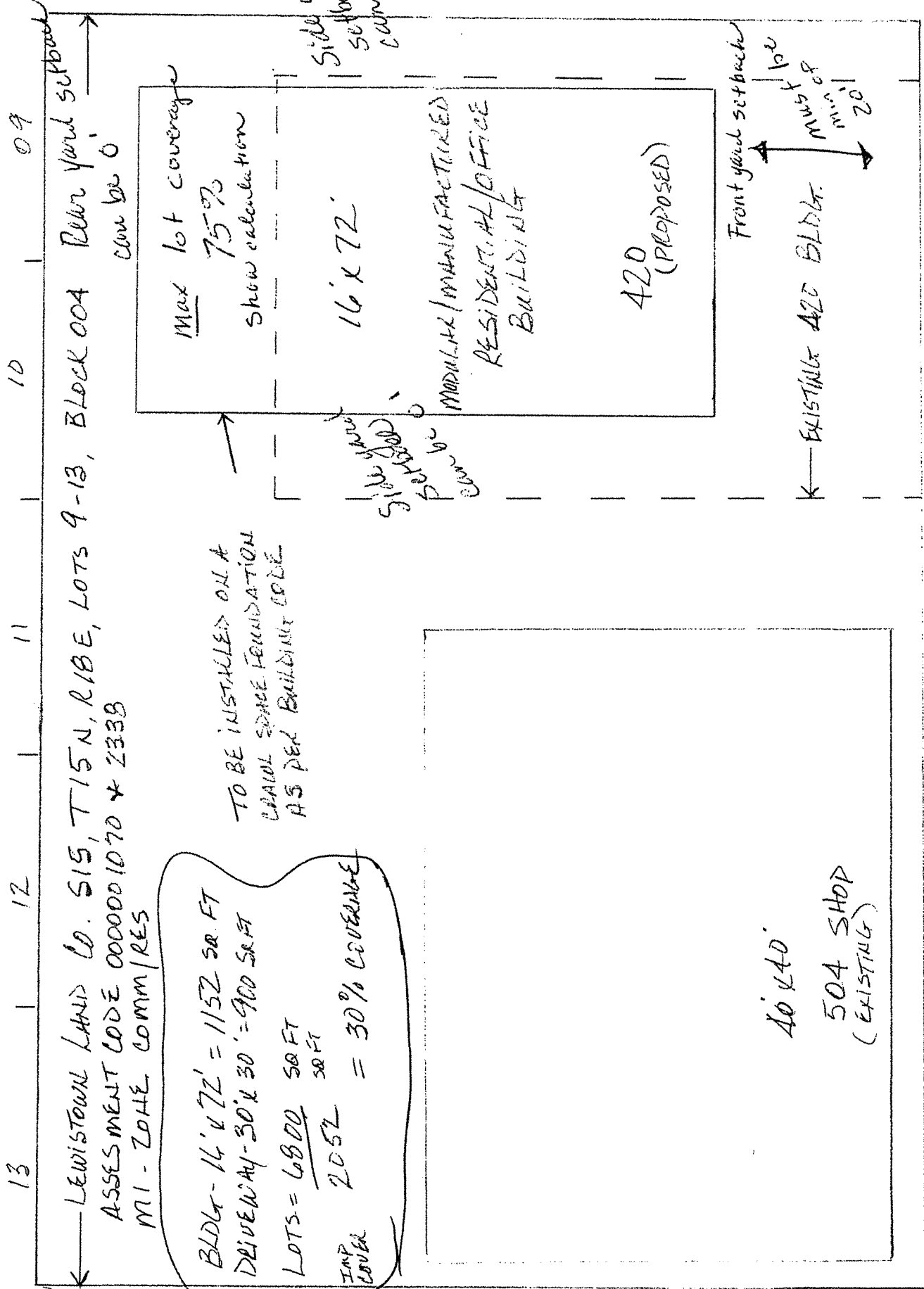
☐ YES ☒ NO If yes, please explain: _____

Are there any off-street parking spaces available? ☒ YES ☐ NO

If yes, how many: 2

Do you plan on putting a sign up advertising the business? ☐ YES ☒ NO

If yes, please provide a rough sketch below and refer to #5 on next page outlining Lewistown Sign Regulations.



BLDG - 16' x 72' = 1152 SQ. FT.
 DRIVEWAY - 30' x 30' = 900 SQ. FT.
 LOTS = 6800 SQ. FT.
 IMP. COVER 2052 = 30% COVERAGE

TO BE INSTALLED ON A
 CANAL SPACE FOUNDATION
 AS PER BUILDING CODE

40' x 40'
 504 SHOP
 (EXISTING)

What are the lot dimensions?
 EXIST LOT IS 25' x 136' = 3400 SQ. FT.

