

**COMMITTEE OF THE WHOLE**

**MARCH 3, 2025**

**6:00 PM**

1. Review of the Lewistown City Commission Rules of Procedure
2. 2025 Goal setting

**NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION, CITY OF LEWISTOWN, MARCH 3, 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 – February 18, 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 February 14, 2025 to February 28, 2025 for a total of \$332,149.13

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

1. Public hearing to hear comments on a request from Logan and Whitney Potts for a conditional use permit to locate and operate a small animal veterinary clinic in M-1 zone
2. Discussion and action on approving the conditional use permit application request from Logan and Whitney Potts to locate and operate a small animal veterinary clinic in M-1 zone (**Action: approve, disapprove or amend the conditional use permit**) City Manager Holly Phelps
3. Discussion and action on reappointing Mary Messina to the City County Planning Board/Zoning Commission for an additional two-year term (**Action: approve, disapprove or amend reappointing Mary Messina to the City County Planning Board/Zoning Commission**) 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



Planning Department  
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## STAFF REPORT CONDITIONAL USE PERMIT APPLICATION 25-02-CUP

### GENERAL INFORMATION

**APPLICANT:** Logan and Whitney Potts, 407 Wendell Avenue, Lewistown, MT 59457

**PUBLIC NOTICE:** Legal notice of the application and public hearing was published in the News-Argus on February 12, 15, and 26, 2025. On February 10, 2025, 47 notices were mailed to property owners within 400 feet of the center point of the property at 406 1st Ave S. The notice was pinned to the official city posting site on February 10, 2025.

**PROPERTY DESCRIPTION:** Lots 002-008 of Block 4 of the Lewistown Land Company

**REQUEST:** The Zoning District in which a small animal veterinary clinic is proposed to be located is Light Industrial, M-1. The Lewistown Zoning Code is silent on small animal veterinary clinics. Per Chapter 6 of the Municipal Code, 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 condition. *Uses that have not been designated as conditional by this title may be reviewed conditional if the Lewistown Zoning Commission determines that the use will not adversely affect public health, safety or general welfare.*

**Zoning Commission Recommendation:** The Zoning Commission held a public hearing on the CUP application on Thursday, February 20, 2025. No public comment was provided (and no written comments were submitted to the Zoning Commission). The Zoning Commission identified no adverse effects on the public health, safety, and welfare by permitting the small animal veterinary clinic in the M-1 zone as conditioned by the following:

- Except for temporary outdoor walking of small animals, the care and keeping of any animals must be within the building; animals may not be cared for or kept outdoors
  - Off-street parking is required on the site.
  - The permit is permanent and may be transferred to new owners of the business and property.
- The Zoning Commission recommends that the City Commission approve the Conditional Use Permit to locate and operate a small animal veterinary clinic in the M-1 Zone as conditioned above.

**Prepared by:** Doug Osterman, Planning Department