



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
MONDAY, DECEMBER 22, 2025  
6:30 PM  
COUNCIL CHAMBERS**

**WELCOME . . .** By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified times for citizen comments on its agenda -- once following the Consent Agenda, at which time citizens may address the Council concerning any brief community announcement not to exceed one minute in duration for any speaker; and again following Items Removed from the Consent Agenda, at which time citizens may address the Council on any matter of City business that is not on tonight's agenda. Each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. Citizens may also comment on any item removed from the consent agenda prior to council action, with each speaker limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. If a citizen would like to comment on an agenda item, we ask that you wait until the agenda item is presented to the Council by the Mayor and the public is asked to comment by the Mayor.

Any person who has any question concerning any agenda item may call the City Clerk-Treasurer's office to make an inquiry concerning the nature of the item described on the agenda. Your City government welcomes your interest and hopes you will attend the Laurel City Council meetings often.

**Pledge of Allegiance**

**Roll Call of the Council**

**Approval of Minutes**

- [1.](#) Approval of Minutes of December 9, 2025.

**Correspondence**

- [2.](#) Fire Monthly Report - November 2025
- [3.](#) Sparks Resignation Letter from Beartooth RC&D.

**Council Disclosure of Ex Parte Communications**

**Public Hearing**

**Consent Items**

**NOTICE TO THE PUBLIC**

*The Consent Calendar adopting the printed Recommended Council Action will be enacted with one vote. **The Mayor will first ask the Council members if any Council member wishes to remove any item from the Consent Calendar for discussion and consideration.** The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." (See Section 12.) The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.*

4. Claims entered through December 19, 2025.
5. Approval of Payroll Register for PPE 12/05/2025 totaling \$309,075.15.
- [6.](#) Council Workshop Minutes of December 2, 2025.
- [7.](#) Council Workshop Minutes of December 16, 2025.

**Ceremonial Calendar**

8. Swearing in of newly Elected Officials.
- [9.](#) Arbor Day Proclamation 2026.

**Reports of Boards and Commissions**

- [10.](#) Budget/Finance Committee Minutes of December 9, 2025.
- [11.](#) Tree/Park Board Minutes of December 4, 2025.

[12.](#) Laurel Urban Renewal Agency Minutes of December 8, 2025.

[13.](#) Public Works Committee Minutes of November 17, 2025.

### **Audience Participation (Three-Minute Limit)**

*Citizens may address the Council regarding any item of City business that is not on tonight's agenda. Comments regarding tonight's agenda items will be accepted under Scheduled Matters. The duration for an individual speaking under Audience Participation is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda.*

### **Scheduled Matters**

[14.](#) Appointment of Peggy Pollock to the Laurel Urban Renewal Agency for a four-year term ending December 31, 2029.

[15.](#) Appointment of Cheryl Hill to the Laurel Urban Renewal Agency - Advisory of a four-year term ending December 31, 2029.

[16.](#) Ordinance O25-02: An Ordinance Amending Title 20, Chapter 02 Of The Laurel Municipal Code Related To The Laurel Urban Renewal Agency.

[17.](#) Resolution No. R25-103: A Resolution Of The City Council Approving The Variance Requested By Love's Travel Stops & Country Stores To Allow Signage Exceeding The Maximum Signage Limit For On-Premises Signage In The Laurel Highway Commercial (HC) Zoning District.

### **Items Removed From the Consent Agenda**

### **Community Announcements (One-Minute Limit)**

*This portion of the meeting is to provide an opportunity for citizens to address the Council regarding community announcements. The duration for an individual speaking under Community Announcements is limited to one minute. While all comments are welcome, the Council will not take action on any item not on the agenda.*

### **Council Discussion**

*Council members may give the City Council a brief report regarding committees or groups in which they are involved.*

### **Mayor Updates**

### **Unscheduled Matters**

### **Adjournment**

*The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.*

**File Attachments for Item:**

1. Approval of Minutes of December 9, 2025.

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# MINUTES OF THE CITY COUNCIL OF LAUREL

December 9, 2025

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on December 9, 2025.

COUNCIL MEMBERS PRESENT: Thomas Canape  
Michelle Mize  
Casey Wheeler Irv Wilke  
Richard Klose

COUNCIL MEMBERS ABSENT: Heidi Sparks Jessica Banks  
Jodi Mackay

OTHER STAFF PRESENT: Michele, Braukmann, Civil City Attorney  
Brittney Harakal, Administrative Assistant  
Kelly Strecker, Clerk/Treasurer  
JW Hopper, Fire Chief  
Vince Ricci, Senator  
Charlie Breerton, Director MT DPHHS (via phone)  
Dan Villa, MT BOI (via phone)

Mayor Waggoner led the Pledge of Allegiance to the American flag.

## MINUTES:

Motion by Council Member Wilke to approve the minutes of the regular meeting of November 25, 2025, as presented, seconded by Council Member Mize. There was no public comment or Council discussion. A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

## CORRESPONDENCE:

- Police Monthly Report – November 2025

**COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:** None.

## PUBLIC HEARING:

- Budget Amendment FY 2025-2026

Mayor Waggoner opened the public hearing and asked Staff to present the item.

Mayor Waggoner opened the floor for public comment and stated that copies of the rules governing the public hearing were posted in the Council chambers.

The Clerk/Treasurer reviewed the attached budget amendments.

Mayor Waggoner asked three (3) times if there were any proponents. There were none.

Mayor Waggoner asked three (3) times if there were any opponents. There were none.

Mayor Waggoner stated that he would not have Staff respond to questions as there were none.

## CONSENT ITEMS:

- **Claims entered through December 5, 2025.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 11/23/2025 totaling \$282,499.82.**
- **Clerk/Treasurer Financial Statements for the month of November 2025.**

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The Mayor asked if there was any separation of consent items. There was none.

Motion by Council Member Klose to approve the consent items as presented, seconded by Council Member Canape. There was no public comment or Council discussion. A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

**CEREMONIAL CALENDAR:** None.

**REPORTS OF BOARDS AND COMMISSIONS:**

- Budget/Finance Committee Minutes of November 28, 2025.
- Laurel Urban Renewal Agency Minutes of November 24, 2025.
- Laurel Airport Authority Minutes of November 12, 2025.

**AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):**

Charlie Brereton, Director of the Department of Public Health and Human Services, see attached statement.

Dan Villa, Montana Board of Investments, see attached statement.

**SCHEDULED MATTERS:**

- **Resolution No. R25-100: Resolution Approving A Memorandum Of Understanding By And Between The City Of Laurel And Beartooth Resource Conservation & Development Area, Inc.**

Motion by Council Member Canape to approve Resolution No. R25-100, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

- **Resolution No. R25-101: A Resolution Of The City Council Approving Amendments To Appropriations And Revenues For The City Of Laurel's Fiscal Year 2025-2026 Budget.**

Motion by Council Member Wheeler to approve Resolution No. R25-101, seconded by Council Member Mize. There was no public comment or Council discussion. A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

- **Resolution No. R25-102: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Donahue Roofing & Siding LLC.**

Motion by Council Member Mize to approve Resolution No. R25-102, seconded by Council Member Wilke. There was no public comment.

Council requested clarification on this item. It was clarified that this was included in the original quote and was needed to meet building codes. This project was budgeted for this year.

A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None.

**COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):**

At 10 a.m. on Saturday, they will begin placing wreaths at Yellowstone National Cemetery.

**COUNCIL DISCUSSION:**

Some LURA board members reached out to a Council Member with concerns about whether their ordinance change would be processed to allow for more members and whether this would be done by the first of the year. It was clarified that the ordinance will be before Council during the next Council cycle; however, it will not be completed before the first of the year.

**MAYOR UPDATES:** None.

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**UNSCHEDULED MATTERS:** None.

**ADJOURNMENT:**

Motion by Council Member Wheeler to adjourn the Council meeting, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

There being no further business to come before the Council at this time, the meeting was adjourned at 6:50 p.m.

  
Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 22<sup>nd</sup> day of December 2025.

\_\_\_\_\_  
Dave Waggoner, Mayor

Attest:

\_\_\_\_\_  
Kelly Strecker, Clerk/Treasurer

Good evening, Mayor and Council Members. I'm Charlie Brereton, Director of the Department of Public Health and Human Services. Thank you for the opportunity to speak and provide additional information to the Laurel community.

Many of you may know that Montana needs more secure, clinically appropriate care for individuals in the justice system with serious mental illness.

The demand for forensic restoration services within DPHHS facilities is ever-growing and exceeds our current bed capacity, as demonstrated by the current statewide waitlist of 103 individuals. Our proposed forensic mental health facility near Laurel is part of the State's multi-year effort to improve Montana's behavioral health system and ensure public safety.

I deeply understand the community concerns about this facility, which deserve meaningful attention. It's important to note that patients admitted to this facility in the future – many of whom will be from your region – will ultimately be there on a temporary basis, receiving court-mandated evaluation and restoration services to determine their fitness to proceed to trial, and cared for 24/7 by clinical staff.

Forensic facilities have significant security requirements and features, including 24/7 interior and exterior live video monitoring, double-layer security fences around all outdoor areas, 'sally port' doors, which ensure one door is closed before the other to prevent patient elopement, and an always-staffed central command station that controls facility access and manages patient and staff movements.

It may surprise you that this facility is part of a closed loop system for forensic patients. In other words, patients will be securely transported to the facility under court order and will return to their county detention facility of origin, the Montana State Hospital, or the Montana State Prison or Montana Women's Prison after treatment without ever leaving the campus.

I want to be clear that patients cannot leave the facility. In the highly unlikely event that a court decides the patient should be discharged into the community, DPHHS would coordinate with the judicial system to return the patient to their home community and provide wraparound services.

We are deeply committed to working with Laurel's leaders and residents to ensure transparency, safety, and shared benefits associated with this project.

I encourage you and your constituents to visit [hb5.mt.gov](http://hb5.mt.gov) for additional information on this project and pay special attention to the DPHHS FAQs document.

I appreciate your time and partnership.

Thank you, again.

**Mr. Mayor, and members of the Laurel City Commission:**

**Thank you for the opportunity to address you this evening. I am Dan Villa, Executive Director of the Montana Board of Investments. I appreciate the professionalism and patience you've demonstrated during a period of uncertainty, and I want to speak directly and plainly about BOI's role as the real estate development partner for the proposed forensic behavioral health facility.**

**Let me begin with the facts on the ground. No land has been purchased. No offers have been made to any property owner. I understand that uncertainty breeds concern in any community, and I want you to hear directly from me that BOI is conducting preliminary discussions regarding potential sites—nothing more. We are evaluating feasibility, infrastructure compatibility, and the practical requirements of building a 32-bed forensic facility that will serve central and eastern Montana's most vulnerable patients and the law enforcement professionals who care for them.**

**Now to the commitment I'm here to make on behalf of BOI: When—and if—BOI enters into a contingent Buy/Sell agreement with a property owner, the City Council will hear about it first. You will hear about it during the public comment period of a regular city commission meeting. You will not read about it in a press release. You will not see it covered by news media before you have been informed directly. BOI will share that information with you and your city staff in an open, public meeting. That is my personal and professional commitment to you. This is your community. You deserve transparency from the state before the public learns of material developments.**

**Third, BOI will follow every existing city resolution, ordinance, and process that governs land use in Laurel. If annexation is required—and it likely will be—we will file an annexation request through proper channels. If zoning considerations arise, we will work through those processes as well. We understand that you have established procedures for evaluating land use proposals, and we respect them. BOI does not intend to circumvent city governance. We intend to work within it.**

**I also understand that some of you learned of this announcement from the press rather than from the state directly. That process could have been—should have been—handled better. Going forward, you can expect a different sort of state partnership that is grounded in transparency, is respectful of local process, and genuinely interested in the wellbeing of your community.**

**I look forward to hearing your questions and concerns at the appropriate time. I am here to assure you that BOI acts as a prudent investor and developer—we do not move forward without careful analysis, we do not make commitments lightly, and we do not circumvent the communities we serve. I believe that when we work together through proper channels, with honesty and respect for each other's roles, good outcomes follow.**

**I thank you for your time and your consideration of this important project.”**

**DAN VILLA**

EXECUTIVE DIRECTOR

**MONTANA**

BOARD OF INVESTMENTS

406.444.0001

[INVESTMENTMT.COM](http://INVESTMENTMT.COM) [[investmentmt.com](http://investmentmt.com)]



**File Attachments for Item:**

2. Fire Monthly Report - November 2025



# Laurel Fire Department

For the Month of:

November

Call Type
Structure Fire
Wildland Fire
Extrication
Other Rescue
Alarm
Public Assist
Medical Assist.
Other Calls
Severity Staffing

Number of Calls
2
3
13
8
3
1
0
12
0

Number of Hours

<b>Total</b>
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42
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563
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<b>Other Activities</b>
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<b>Training</b>

218.5

<b>Total Hours for the Month</b>
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781.5
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## Announcements:

**These numbers include assist with PD.**

**Recived new lockers for the fire station.**

**Weater was mild for the month not a lot of MVAs due to weather.**

### DEFINITIONS

#### Structure Firefighting

A structure fire is a fire involving the structural components of various types of residential, commercial or industrial buildings. We carry out all levels of Structure Firefighting, including entry and attack, ventilation, salvage, overhaul, and investigations.

#### Wildland Firefighting

Wildfire, brush fire, bush fire, desert fire, forest fire, grass fire, hill fire, peat fire, vegetation fire, etc..

#### Extrications

Rescue victims entrapped in automobiles, machinery, farm equipment, buildings, and trenches, etc..

#### Other Rescues

Rope Rescue, Water Rescue, Ice Rescue.

#### Alarms

Respond to any false alarms or malfunctions.

#### Other Calls

EMS assist, industrial or aircraft firefighting, vehicle fires, hazmat, spills, public safety, investigations, gas leaks, carbon monoxide problems, etc..

**Severity Staffing-** Montana DNRC pays up to 8 firefighters to staff the station each day and respond as a Task Force to wildland fires within Yellowstone, Stillwater and Carbon Counties, as and when needed. They can also be called up to respond to fires anywhere in the Southern Zone areas. The 2 State-owned type 5 wildland engines assigned to Laurel are the ones primarily used for these calls. This has proven to be beneficial to Laurel as a means for a quick response to all incidents.

**File Attachments for Item:**

3. Sparks Resignation Letter from Beartooth RC&D.

## **Brittney Harakal**

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**From:** Ward 1A  
**Sent:** Thursday, November 20, 2025 6:06 AM  
**To:** Myrna Lastusky  
**Cc:** City Mayor; Brittney Harakal  
**Subject:** RE: Beartooth RC&D Board Meeting - Nov. 20th

Myrna-

Unfortunately, I won't be able to attend the meeting today. I have a few conflicts with work.

I also wanted to let you know that I am resigning from the Beartooth RC&D board. My term on Laurel City Council is up the end of next month and I was serving on this board as the Laurel representative. I have included Mayor Waggoner on this as well, so he is aware of my resignation.

It has been my honor and privilege to serve on this board. I appreciate all that you do for our communities.

Thank you!

Heidi Sparks- Council Member  
City of Laurel- Ward 1  
406-671-0911  
Ward1a@laurel.mt.gov

**File Attachments for Item:**

6. Council Workshop Minutes of December 2, 2025.

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, DECEMBER 02, 2025**

A Council Workshop was held in Council Chambers and called to order by Council Vice President Wilke at 6:30 p.m. on December 2, 2025.

**COUNCIL MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Tom Canape	<input type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Michelle Mize	<input type="checkbox"/> Jessica Banks
<input checked="" type="checkbox"/> Casey Wheeler	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Jodi Mackay

**OTHERS PRESENT:**

Brittney Harakal, Administrative Assistant  
Kurt Markegard, CAO  
JW Hopper, Fire Chief  
Kelly Strecker, Clerk/Treasurer

**Public Input:**

There were none.

**General Items**

**Executive Review**

**1. Mayor:** Resolution - Beartooth RC&D MOU

Myrna Latusky with Beartooth RC&D introduced Nan Knight and Brad Eik. Together, they briefly reviewed what they have done within Laurel this past year and the programs they offer. One big project they are working on is a sight selector tool, so when a business is coming into the area, they have a database with information that can narrow down areas to look at that meet their needs.

Council requested periodic newsletters throughout the year on their activities.

Council questioned which businesses can apply for a revolving loan fund. It was clarified that as long as they are a registered business with the Secretary of State, they can apply. If they are in agriculture, they also have to meet the value chain requirements.

One project worked on this past year was a funding research project on the Bozeman Trail. It is the most accurate research to date.

## **2. Finance: Resolution - Budget Amendment**

This budget amendment makes changes to the budget passed in September. The first item covers the bid for the new Ambulance. The second item is to allow the Fire Department to purchase new extrication equipment and reimburse the General Fund with the grant they have received from CHS over the next three years.

The Fire Chief noted that the grant is to update their extrication equipment. One set of extrication equipment went down this past weekend. The new set will come with a lifetime warranty. They will need to be serviced every 5 to 6 years. The City does pay for the routine services.

### **Council Issues**

Council questioned the recent announcement from the State regarding the Mental Health Facility coming to Laurel.

Chief Administrative Officer Markegard reminded Council that it is the State's decision to choose the facility's location. As he had previously briefed Council, the City cannot be considered under their process because we do not have property within our jurisdiction to propose. At this time, the City has not received a request for annexation.

City Attorney Braukmann stated that the City will need to preserve all feedback it receives on this matter. She reiterated that there is nothing before the Council at the moment.

Council asked how they should convey verbal comments they receive. If those statements need to be written down and submitted or stated during a public meeting. It was clarified that they should be stated during a public meeting.

Council and the public were reminded that the State is a separate governmental entity. The City does not control what the State does. The public was further reminded that just because the Council may not respond does not mean it lacks care. All information on the project can be found at <https://hb5.mt.gov/>.

Council noted that they had received some phone calls and voicemails regarding this matter. It was questioned if those need to be preserved, too. It was clarified that both text and voicemails are discoverable and need to be preserved.

### **Other Items**

A seminar will be held at the Laurel Senior Center from 5:30 to 6:30 on Aging Thinking Behavior. Is it just normal aging, or is it something more?

The next Tree/Park Board meeting will be on Thursday at 5:30 p.m. in Council Chambers.

Rotary is selling Christmas trees from 12 to 6 in the Ace Parking Lot.

Sunday is Pearl Harbor Day. There will be a ceremony at the Yellowstone National Cemetery at noon and the City Cemetery at 2 p.m. They will be placing Wreaths Across America starting at 10 a.m.

Sunday is the Laurel Christmas Stroll. Reminder, there will be fireworks.

### **Attendance at Upcoming Council Meeting**


Council Member Mackay will be absent from next week's meeting—all other Council Members plan to attend.

### **Announcements**

No additional announcements.

The Council Workshop adjourned at 7:42 p.m.

Respectfully submitted,



Brittney Harakal  
Administrative Assistant

**NOTE:** This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.





# MONTANA FOOD & AGRICULTURE DEVELOPMENT NETWORK



**1,101**

offered 1:1 TA and  
business consulting to  
1,101 businesses and  
individuals.

**\$28.5**

MILLION

**in secured funds for producers  
& agricultural businesses  
through private, state, or  
federal funding.**



**134**

trainings ranging from food  
safety regulations and  
understanding local food  
laws to federal grant  
application strategies and  
value-added ag  
opportunities.

**“The mission of the FADC network is to create stronger, more educated, agriculture focused businesses that are better positioned to access capital. By building stronger businesses we are improving the economic viability of our Montana communities.”**



Funded by and in  
partnership with:

MONTANA DEPARTMENT OF  
**AGRICULTURE**



# Beartooth RC&D

**MISSION** - TO CULTIVATE RESPONSIBLE REGIONAL ECONOMIC DEVELOPMENT AND RESOURCE CONSERVATION.

**VISION** - CONNECTING BUSINESSES WITH OPPORTUNITIES TO GROW OUR REGIONAL ECONOMY.

## IMPACT HIGHLIGHTS

### 1 Economic Investment



Facilitated a total of \$408,264 in funding (loans, grants, and technical support) for businesses and projects in the City of Laurel & \$1,320,980 within Yellowstone County.

### 2 Job Creation & Retention



Our clients were responsible for creating and retaining 18 jobs, contributing directly to the vitality of the local workforce.

### 3 Local Reach



Provided hands-on support and technical assistance to 21 unique clients in Laurel, including small businesses, value-added ag producers, LURA, and non-profits, ensuring our resources reached communities across the entire County.

## COMMUNITY & REGIONAL INITIATIVES

### 1 Community & Regional Initiatives



5 RLF Loans Totaling \$377,264 plus a \$210K loan pending.

Business Enhancement Program grants supporting businesses with technical training and consulting (4 training events held this year - \$10K value).

### 2 Food & Ag: Cultivating Local Growth



Cultivating Growth: Our F&A support provided \$31,000 in direct funding and technical assistance to stabilize and expand the City of Laurel's food supply chain.

### 3 Regional Ripple Effect



Rural Success Fuels Urban Growth: Beartooth's support for businesses throughout our region directly creates demand for commercial and financial services in Laurel, strengthening the region as a whole.

## BEARTOOTH RC&D: YOUR PARTNERS IN PROSPERITY

Beartooth RC&D, a State-designated Certified Regional Development Corporation and Federally-funded Economic Development District, partners with the City of Laurel through an MOU that multiplies local contributions many times over. These funds help attract state and federal dollars that support business growth, foster job creation and retention, and strengthen the City's economy through targeted technical assistance and regional collaboration.



### 1 Business Site Selector Tool

An online platform being developed to showcase available sites and attract new business investment across Laurel, Yellowstone County and the region.

*\*More info on the back*



### 2 Rural Energy for America Program

Bringing State Resources Home: By leading the Eastern Montana REAP effort, Beartooth ensures that City of Laurel businesses have priority access to vital rural energy grants and technical expertise.



### 3 Brownfields Program

Beartooth RC&D now controls \$1.46 Million (\$460K Assessment Grant + \$1M RLF) in dedicated funding to clean up and redevelop neglected properties throughout our region. Brownfield cleanup projects create business opportunities & healthier communities.



**Showcasing  
Our Region.  
Attracting  
Business.  
Creating  
Growth.**



## Beartooth RC&D's Site Selector Tool initiative



### What is the Site Selector Tool?

The Site Selector Tool is an online platform designed to showcase available properties, workforce data, and community assets across our five-county region. It connects businesses, investors, and developers with the information they need to make location decisions quickly and confidently.



### Key Features

- Interactive property search by size, zoning, and readiness.
- Workforce and demographic data to highlight talent pipelines.
- Infrastructure and transportation mapping (utilities, highways, broadband).
- Incentive overlays (Opportunity Zones, TIF districts, tax incentives).
- Exportable, presentation-ready reports with maps and charts.
- Integration with local and regional data sources.



### Brownfields Redevelopment

A unique feature of our Site Selector Tool will be a Brownfields layer, highlighting redevelopment-ready sites across the region. With available funding support for cleanup and reuse, these sites represent new opportunities for growth and community revitalization.

## Get Involved

Be part of shaping the Site Selector Tool for our region. Attend a stakeholder meeting, share local property data, and help highlight the unique strengths of your community.

## HOW IT BENEFITS THE REGION

- Promotes business attraction, retention, and expansion.
- Creates a unified regional platform for property marketing.
- Ensures local communities are represented in site selection decisions.
- Supports strategic redevelopment of underutilized properties.
- Strengthens economic resilience across Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties.



## EXHIBIT A

### Budget Amendment Fiscal Year 2025-2026

#### Fund 1000 – General Fund- Transfer

Original Appropriation	180,074.00
Amended Appropriation	<u>\$ 460,750.00</u>
Increase in Appropriation:	\$ 280,676.00

**Increase Appropriations to the Interfund Operating Transfers Out, due to purchase of a new Ambulance made through donations and the purchase of extrication gear for the Fire Department through a grant from CHS over a 3-year period.**

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#### Fund 4000 – Capital Projects- Ambulance

Original Appropriation	\$ .00
Amended Appropriation	<u>\$ 250,676.00</u>
Increase in Appropriation:	\$ 250,676.00

**Increase Appropriation in the Capital Projects account for the Ambulance Department due to unanticipated purchase of a new Ambulance.**

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#### Fund 4000 – Capital Projects- Fire Department

Original Appropriation	\$ 427,883.00
Amended Appropriation	<u>\$ 457,883.00</u>
Increase in Appropriation:	\$ 30,000.00

**Increase Appropriations due to receiving a CHS grant for the purchase of extrication gear. This grant will receive \$10,000 each year for the next three consecutive years with the city receiving the first payment in November of 2025.**

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#### Fund 4000 – Capital Projects

Original Revenues	\$ 180,074.00
Amended Revenues	<u>\$ 280,676.00</u>
Increase in Revenue:	\$ 460,750.00

**Increase Revenues to the Capital Interfund Operating from the General Fund, for the purchase of a new Ambulance and Extrication Gear.**





PO Box 909  
Laurel, MT 59044

October 21, 2025

Laurel Volunteer Fire Department  
215 W 1<sup>st</sup> Street  
Laurel, Montana 59044

Dear LVFD,

On behalf of the CHS Energy Division, we are pleased to inform you of our commitment of support to the Laurel Volunteer Fire Department in the amount of \$30,000.00 over a three-year period. Please find enclosed the first of three installments for \$10,000.00. The remaining installments will be made in the Fall of each calendar year. We appreciate all that you do for our community and wish you continued success in all your endeavors.

We have also enclosed an Acknowledgment of Gift form for you to review, sign, and return in the self-addressed stamped envelope. This is a requirement of our corporate reporting policy. Please feel free to reach out if you have any questions or concerns regarding the form.

Sincerely,

*Shane LaCasse*

Shane Lacasse  
Vice President of Refining

Enclosures

**File Attachments for Item:**

7. Council Workshop Minutes of December 16, 2025.

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, DECEMBER 16, 2025**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on December 16, 2025.

**COUNCIL MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Tom Canape	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Michelle Mize	<input checked="" type="checkbox"/> Jessica Banks
<input checked="" type="checkbox"/> Casey Wheeler	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Jodi Mackay

**OTHERS PRESENT:**

Brittney Harakal, Administrative Assistant  
Kurt Markegard, CAO  
Forrest Sanderson, LURA Coordinator

**Public Input:**

There were none.

**General Items**

1. Appointment of Peggy Pollock to the Laurel Urban Renewal Agency for a four-year term ending December 31, 2029.

The 2025 Legislature made changes to the organizational makeup of urban renewal and TIF districts. Both the school district and the county are to have representation. As a term becomes available, it will be filled with one of those members. It is required to replace Cheryl, whose term is expiring, with Peggy, who is a representative of the school district.

2. Appointment of Cheryl Hill to the Laurel Urban Renewal Agency - Advisory of a four-year term ending December 31, 2029.

Cheryl has served on the board for several years and has been key in moving projects forward. She makes the meetings and takes the minutes. She is willing to serve as an advisory member while the ordinance is being processed to change the number of voting members.

Cheryl Hill commented that she is disheartened to need to step down to an advisory role; however, she still wants to continue to see these projects through. When the ordinance is passed, she wants to return to a voting role.

**Executive Review**

3. **Mayor:** Ordinance - An Ordinance Amending Title 20, Chapter 02 Of The Laurel Municipal Code Related To The Laurel Urban Renewal Agency.

SB3 drives this ordinance change, see attached. The proposal is to increase the board from 5 to 7 voting members. A County representative must fill the following vacancy.

Cami Story, LURA Chair, thanked the Staff for getting this item on the agenda. She is disheartened that Cheryl has to step down to an advisory role, as LURA has been working on this since September.

**Council Issues**

Reminder that next week, both the Budget/Finance Committee and City Council will meet on Monday at 5:30 p.m. and 6:30 p.m., respectively.

The Emergency Services Committee has been cancelled for December.

**Other Items**

**Attendance at Upcoming Council Meeting**

All Council Members plan to attend next week's meeting.

**Announcements**

4. Swearing in of newly elected officials on December 22, 2025, City Council Meeting.

An additional announcement was made regarding the Boards/Committees/Commissions that Council Members sit on. It was requested that Council Members submit to the Mayor which ones they would like to sit on. There will need to be a special meeting on January 6<sup>th</sup> for the Mayor to appoint to the Boards/Committees/Commissions so that Budget/Finance can review the claims and payroll prior to the following City Council meeting on January 13<sup>th</sup>.

The council workshop adjourned at 6:45 p.m.

Respectfully submitted,

  
Brittney Harakal



Administrative Assistant

**NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.**



AN ACT REQUIRING A DISTRICT THAT USES TAX INCREMENT FINANCING TO CREATE AN ADVISORY COMMITTEE; AND AMENDING SECTIONS 7-15-4234 AND 7-15-4282, MCA.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

**Section 1.** Section 7-15-4234, MCA, is amended to read:

**"7-15-4234. Urban renewal agency to be administered by appointed board of commissioners.**

(1) If the urban renewal agency is authorized to transact business and exercise powers under this part, the mayor, by and with the advice and consent of the local governing body, shall appoint a board of commissioners of the urban renewal agency consisting of no fewer than five commissioners, including one representative from the county or consolidated city-county government and one representative from a school district with boundaries that overlap with the urban renewal area.

(2) The initial membership ~~shall~~ must consist, at a minimum, of one commissioner appointed for 1 year, one for 2 years, one for 3 years, and two for 4 years. Each subsequent appointment must be for 4 years. A certificate of the appointment or reappointment of a commissioner must be filed with the clerk of the municipality, and the certificate is conclusive evidence of the proper appointment of the commissioner.

(3) Each commissioner shall hold office until a successor has been appointed and has qualified.

(4) A commissioner may not receive compensation for services but is entitled to the necessary expenses, including traveling expenses, incurred in the discharge of duties.

(5) Any persons may be appointed as commissioners if they reside within the municipality.

(6) A commissioner may be removed for inefficiency, neglect of duty, or misconduct in office."

**Section 2.** Section 7-15-4282, MCA, is amended to read:

**"7-15-4282. Authorization for tax increment financing -- advisory committee.** (1) An urban

renewal plan as defined in 7-15-4206 or a targeted economic development district comprehensive development plan created as provided in 7-15-4279 may contain a provision or be amended to contain a tax increment provision as provided in 7-15-4282 through 7-15-4294. The local governing body shall approve the adoption of a tax increment provision included in an urban renewal plan. The legislative body of a local government shall approve the adoption of a tax increment provision included in a targeted economic development district comprehensive development plan.

(2) (a) Before adopting a tax increment financing provision as part of an urban renewal plan or a comprehensive development plan, a municipality shall provide notice to the county and the school district in which the urban renewal district or targeted economic development district is located and provide the county and school district with the opportunity to meet and consult in a public meeting with the opportunity for public comment regarding the proposed tax increment financing provision and its effect on the county or school district.

(b) Before adopting a tax increment financing provision as part of a comprehensive development plan, a county shall provide notice to the school district in which the targeted economic development district is located and provide the school district with the opportunity to meet and consult in a public meeting with the opportunity for public comment regarding the proposed tax increment financing provision and its effect on the school district.

(3) The tax increment financing provision must take into account the effect on the county and school districts that include local government territory.

(4) (a) Except as provided in subsection (4)(b), the legislative body of a local government that adopts a tax increment financing provision shall appoint an advisory committee to advise the local government about the administration of the urban renewal area or targeted economic development district. The committee must include at least one representative from each incorporated city or town, county, or school district with boundaries that overlap with the urban renewal area or targeted economic development district. The committee may include representatives of other taxing bodies with boundaries that overlap with the urban renewal area or targeted economic development district.

(b) An urban renewal area administered by an urban renewal agency created under 7-15-4232(2) is not required to appoint an advisory committee as provided in subsection (4)(a)."

**Section 3. Transition.** If the urban renewal agency provided for in 7-15-4234 is composed of five commissioners on [the effective date of this act], in the event of a vacancy or on the next appointment the mayor, by and with the advice and consent of the local governing body, shall appoint commissioners consisting of one representative from the county or consolidated city-county followed by one representative from a school district with boundaries that overlap with the urban renewal area.

- END -

I hereby certify that the within bill,  
SB 3, originated in the Senate.

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Secretary of the Senate

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President of the Senate

Signed this \_\_\_\_\_ day  
of \_\_\_\_\_, 2025.

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Speaker of the House

Signed this \_\_\_\_\_ day  
of \_\_\_\_\_, 2025.

SENATE BILL NO. 3

INTRODUCED BY J. TREBAS

BY REQUEST OF THE REVENUE INTERIM COMMITTEE

AN ACT REQUIRING A DISTRICT THAT USES TAX INCREMENT FINANCING TO CREATE AN ADVISORY  
COMMITTEE; AND AMENDING SECTION SECTIONS 7-15-4234 AND 7-15-4282, MCA.

**File Attachments for Item:**

9. Arbor Day Proclamation 2026.



*Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas,* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas,* Arbor Day is now observed throughout the nation and the world, and

*Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas,* trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal.

*Now, Therefore, I,* Dave Waggoner, Mayor of the City of Laurel, do hereby proclaim October 6, 2026 as

# Arbor Day

In the City of Laurel, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further,* I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

*Dated this* 22nd day of December 2025  
Mayor \_\_\_\_\_



**File Attachments for Item:**

10. Budget/Finance Committee Minutes of December 9, 2025.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, December 09, 2025**

**Members' Present:** Michelle Mize, Casey Wheeler, Richard Klose

**Others Present:** Kelly Strecker, David Waggoner, Kelly Gauslow

The meeting was called to order by the Committee Chair at 5:40 pm.

**Public Input:** There was no public comment.

**General Items –**

1. Review and approve November 25, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of November 25, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of November 25, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through December 5, 2025. Casey Wheeler moved to approve the claims and check register for claims entered through December 5, 2025. Michelle Mize seconded the motion. With no objection, the claims and check register of December 5, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending November 23, 2025, totaling \$282,499.82. Michelle Mize motioned to approve the payroll register for the pay period ending November 23, 2025, totaling \$282,499.82. Casey Wheeler seconded the motion. With no objection, the payroll register for November 23, 2025, was approved. There was no public comment.
5. Review and approve the November 2025 Utility Billing Adjustments. Casey Wheeler moved to approve November 2025 Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the November 2025 Utility Billing Adjustments were approved. There was no public comment or Committee discussion.
6. Review and approve November 2025 monthly financial statement. Michelle Mize motioned to approve the November 2025 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the November 2025 monthly financial statement was approved. There was no public comment.

**New Business – None**

**Old Business –** Richard Klose mentioned that when he was at Riverside Park earlier this week, he noticed that the dead trees were in the process of being cut down.

**Other Items –**

1. Review Comp/OT reports for the pay period ending November 23, 2025.
2. Mayor Update – The mayor stated that Love's is coming along quickly. He thinks they are going to meet their March 2026 deadline. The mayor stated that the water and sewer lines going out to Love's are almost completed.
3. Clerk/Treasurer Financial Update-Kelly stated that the Annual Financial Report has been completed with the help of one of the auditors and she is finishing up the Management Discussion and Analysis page that goes with the Annual Financial Report which is due on December 31, 2025. Kelly also mentioned that the November taxes have come in and totaled about 2.4 million.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on Monday December 22, 2025, at 5:30 pm. The committee was not aware that the council meeting had been moved from December 23, 2025, to December 22, 2025. After the meeting concluded, Kelly was able to discuss briefly with the committee members about moving the meeting to December 22, 2025. They all agreed.
2. Michelle Mize is scheduled to review the claims for the next meeting.

Meeting Adjourned at 5:50 p.m.

Respectfully submitted,



Kelly Strecker

**NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.**

**File Attachments for Item:**

11. Tree/Park Board Minutes of December 4, 2025.

## **Laurel Park Board Minutes for December 4, 2025**

The meeting was called to order at 5:27

In attendance were Irv Wilke, Phyllis Bromgard, Tom Canape, Paul Kober, Richard Klose, and Jon Rutt. Matt Wheeler for the City.

Guests – Joe Holzwarth, 921 4<sup>th</sup> Ave, Laurel, MT 59044, 406-281-4406,  
[joe.holzwarth@gmail.com](mailto:joe.holzwarth@gmail.com) – Possible new member

**Public input** – Joe Holzwarth voiced his interest in being on the board.

### **General Items**

1. LPB Minutes for November 6, 2025 – Richard Klose moved to approve and Phyllis 2<sup>nd</sup> the motion. Approved
2. LPB Minutes for October 2, 2025, corrected – Tom Canape moved and Richard Klose 2<sup>nd</sup> the corrected minutes. Approved

### **New Business**

3. Board members and positions for the New Year – After the New Year, some discussion followed of the new appointments and swearing in.
4. Laurel Music and Food Festival – A permit needs to be generated to move forward with any action.

### **Old Business**

5. Renting Riverside Park in August 2026 - Discussed
6. Other Parks – Vacant position in the Cemetery and Parks crew. Dylan Ceasar is hired to take that over.
7. Billie Riddle Splash Park Toilets – Nothing New
8. Riverside Park Campground/Other items – Phyllis Bromgard spoke of the American Legion Auxiliary requesting better reflectors to delineate the entrance and the roads in the park. Discussion followed on how it was and how it needed to be. Matt Wheeler said he will investigate it. Paul Kober stressed a master plan for colors, roofs, and keeping the same theme for all the buildings.
9. American Legion Building at Riverside Park – No Change, tree still standing.
10. Riverside Hall/Lions Club – Paul Kober has been coordinating the replacement of the ceiling, insulation, and maybe some lighting. Possibly in late January or early February. The Rod and Gun Club wish to keep using the building. The shooting groups need to consider other options for future practice.

11. Laurel Rod and Gun Club Building – The future use has not been brought to City Council yet. Rod and Gun Club is aware of the need to clean out their property and prepare it for use.
12. Tree Board Business – The timesheets we use for volunteering need to be turned in to keep track of for grants.

### **Other Items**

Next month's meeting will be January 6, 2026.

Christmas to Remember and Pearl Harbor Day is Sunday December 7, 2025

Adjourn 6:12

Submitted Jon Rutt

**File Attachments for Item:**

12. Laurel Urban Renewal Agency Minutes of December 8, 2025.



**MINUTES  
CITY OF LAUREL  
LAUREL URBAN RENEWAL AGENCY  
MONDAY, DECEMBER 8TH , 2025  
11:00 AM  
CITY BOARDROOM**

A LAUREL URBAN RENEWAL AGENCY meeting was held in City Boardroom and called to order by Cami Story at 10:00 p.m. on December 8th, 2025

**COMMITTEE MEMBERS PRESENT:**

x	Judy Goldsby	x	Dean Rankin
x	Cami Story	x	Daniel Klein
x	Cheryl Hill	x	Peggy Pollock

**OTHERS PRESENT:**

x	CM Advisory&/or Myrna Beartooth RC&D
x	Forrest Sanderson
x	Doug Whitney
x	Steve Soleburg
x	Diane Lehm &/or Advisory
x	Matt Wheeler

**General Items:**

Roll Call

Approval of Minutes – All minutes were approved Judy and 2<sup>nd</sup> by Dean – all in favor

**New Business:**

**Update on Bi-Laws and Board Positions:** Cami spoke to members of the Laurel City to request information as to why the bi-laws have not yet been placed on the agenda. It was requested from the LURA committee the 1<sup>st</sup> part of Sept 2026. The committee requested to have the number of committee members increased from 5 to 7 member to stay in compliance with the state and have both a county and school voting member. The committee have requested to increase the number to allow the current board committee to stay active to see the project completed, they have been working on for the past several years and include the state required positions.

Cami received an email from the city attorney that she received this bi-law change on Friday 12/5/25 and responded that she sent over the needed changes to the city mayor on Sunday 12/7/25.

Cami also sent over another email requesting LURA be put on the agenda for Dec 16<sup>th</sup> to approve Peggy as a voting member. No response has been given.

**Ditch Covering:** This following week 12/8/25 it is expected that all insurance and paper work will be finalized from contractor. Triple Tree confirms the project is still on schedule.

**SE 4<sup>th</sup> Lighting:** Forrest will send out an invitation and zoom information to all landowners and invite them to a meeting. The meeting and zoom have been set for Jan 14<sup>th</sup> at The Front Porch located at 109 W. 1<sup>st</sup> street Laurel Mt for all committee members and landowners to view and ask about the project.

Street lighting district still needs to be finalized and approved.

**Update on Sidewalk 7 Lighting Project #1:** We have gotten approval from MDT. Triple Tree has a plan to go to bid by Jan 2026.

**Future Projects:** Committee discussed several projects both big and small to move forward with.

Dean was able to reach out to Fox lumber and they are interested in working with committee once we have more designs and project details. Triple Tree is working is in the works to put together task orders of the projects.

**Old Business:**

**Some ideas but not in any particular order:**

- RR crossing repair on East Railroad
- 1<sup>st</sup> Ave Lighting & continue lighting on Main St.
- Parking lot on RR property (southside of Main St. & possibly SW corner)



**Other updates:**

**Big Sky EDA**– There will be training for any businesses that have foreign ownership.

**Beartooth RC&D** – Myrna talked more the grant application that was put in for the OR grant.

**Announcements:** Next meeting will be Dec 22nd, 2025

**Adjourn Meeting:** Cheryl made a motion to adjourn the meeting Dec 2<sup>nd</sup> at 12:00

Respectfully submitted,

Cheryl Hill

Cheryl Hill - LURA Secretary

*The city makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.*

TRIPLE TREE ENGINEERING



**Task Order #5 – LURA Project #2 Design, Permitting, Bidding, and Construction Administration  
(Bernhardt Ditches)**

- Design Updates:
  - Completed 95% Design and submitted for review 09/15/2025.
  - Working through structural details.
- Schedule:
  - 95% Design – Submitted September 15, 2025
  - 100% Design – October 1, 2025
  - Bidding – October 2025
  - Construction – Begin November 2025
- Budget:
  - Contracted - \$40,000
  - Billed to Date - \$4,387.50

**Task Order #6 – SID Lighting Cost Analysis**

- Study report in progress.
- Finishing up final numbers on the project estimates.
- Schedule:
  - Submit 99% Report & Estimates for client review by end of day 09/16/2025
  - Will make any updates as necessary pending comments from client.
- Budget:
  - Contracted - \$3,900
  - Billed – None to Date.

Thank you again, and please call me anytime at (406) 461-7856 if you have any questions or need additional information.

Sincerely,  
**Triple Tree Engineering, Inc.**

**File Attachments for Item:**

13. Public Works Committee Minutes of November 17, 2025.



**MINUTES  
CITY OF LAUREL  
PUBLIC WORKS COMMITTEE  
MONDAY, NOVEMBER 17, 2025**

The Public Works Committee meeting was called to order at 6:00pm on Monday, October 20, 2025, by Chair Heidi Sparks.

**Members Present:** Heidi Sparks- Chair, Jodi Mackay - Vice Chair, Irv Wilke, Jessica Banks, Richard Herr

**Others Present:** Matt Wheeler- Public Works Director

**Public Input:** None

**General Items:**

1. Approval of Minutes from October 20, 2025. Irv made a motion to approve the minutes of October 20, 2025. Motion was seconded by Jodi. Motion carried 5-0 to approve the minutes.
2. Emergency Call Out Report- Report attached
  - i. Elm lift station- the pump was plugged up
3. KLJ Report
  - i. Work has been completed on the existing tank and it is looking good for a period of time.
  - ii. Love's Travel Station is coming along. They are now talking about adding an RV park, but need to evaluate the utilities
  - iii. Cherry Hills 4<sup>th</sup> filing is also moving along. Almost all lots in the 3<sup>rd</sup> filing have been sold. Anticipate a conversation regarding the need for a bridge will need to take place to connect into Maryland

**New Business:**

**Old Business:**

4. Committee Bylaws- Not ready yet, so this will be moved to December meeting

**Other Items:**

5. There will be an item coming before the council to discuss a group that would like to rent out all of Riverside Park for a music festival event this summer. It has gone before Park/Tree Board. This would be a 3-day event at the end of July.

**Announcements**

Next Meeting will be Monday, December 15, 2025, at 6:00 pm in Council Chambers.

Meeting adjourned at 6:21pm.

# Emergency Overtime Callout List

1-1-25

TO

7-1-25

Maintenance Shop 406-628-4773

City Dispatch 406-628-8737

Response Code	X In Column Not accepting Overtime / NA = Not Available / Y = Responding / B=Phone Busy															
Employee Name	Telephone															
<b>Shop Callout</b>		9-24	9-24	10-6												
Kevin Budge		NA1	NA1	NA1												
Jay Hatton		NA2	NA2	NA2												
Keith Guy		Y8	Y10	9												
Wade Spalinger		NA3	NA3	NA3												
Brandon Gonzales		NA4	NA4	Y10												
Aaron Fox		Y9	7	6												
Joel Barnhardt		NA5	N5	4												
Bridger Fornier		Y10	8	7												
krista gauslow		6	NA6	5												
Anthony Woodard		7	Y9	8												
Distribution		7-4	7-13	7-25	8-19	9-7	9-10	9-24	9-24	9-26	10-2	10-12	10-13	10-25	11-8	11-16
Justin Baker		y3	2	Y3	y3	2	NA2	NA1	NA1	y3	2	1	2	1	1	
Kevin Hoffman		1	na1	1	na1	Y3	Y3	Y3	2	1	y3	2	1	Y3	y3	
Daniel Nauman		2	y3	2	na2	1	NA1	Y2	Y3	2	1	y3	3	2	2	

Elm Lift Station 628-7773 Village Lift Station 628-5918 Dial 9 after tone to acknowledge alarm

## Wastewater Treatment Plant-628-6474

Autodailer- 628-4866

Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding															
Employee	Telephone	7-20	7-28	9-10	9-24											
Thomas Henry		y4	3	2	Y4											
Cindy Caswell		1	Y4	3	2											
Corey Nicholson		3	1	Y4	3											
Norman Stamper		3	2	1	NA1											

## Water Treatment Plant 628-4410

Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding															
Employee	Telephone															
HP Nuernberger																
Dylan Ceaser																
Josh Sawyer																
Sam Waggoner																
Joe Waggoner																
TJ Worbel																
Daniel Waggoner																

<b>Matt Wheeler</b>	Cell# 208-1885 8	One Call Locate - 1-800-424-5555 (City Job # 25663)
<b>Kurt Markegard</b>	Cell# 860-5785 Hm 208-2356	SCHESSLER 628-4221 HESTON 281-0811
<b>Mayor 406 633 3809</b>		<b>Dwight Ace Electric 406 697 2037</b>
		Travis Ace Electric 406 850 0612
		Pace Construction 252-5559 (sewer backups)
MDU 1-800-638-3278 / MDT 252-4138		<b>SanitarySystemOverflows call DEQ withing 24 hours at406-444-3080</b>

## Call Out - Date and Incident Location

11-8 H2O SHUTOFF	7-20 alarms sewer plant	9-24 SEWER BACKUP
11-16 H2O shutoff	7-25 h2o shutoff	9-24 UNLOCK SEWER PLANT
	7-28 STORM DAMAGE SEWER PLANT	9-26 EMERGENCY LOCATE
	8-19 LEAK FIRE DEPT	10-2 village lift fail
	9-7 emergency locate	10-6 CLEAN UP CAR WRECK
	9-25 SEWER PLANT POWER OUT	10-12 h2o leak
	9-25 LIFT STATION POWER OUT	10-13 h2o shutoff
	9-24 WATER BREAK	10-25 elm lift



## **City of Laurel Project Status Update** November 17<sup>th</sup>, 2025



### **Laurel Water Tank Funding Project**

**(KLJ # 2304-01608)**

Reason for Project: Existing City water Tank needs to be recoated on the inside and can't happen until City has a backup storage supply. They also have needs for upgrades to their upper pressure zones. See previously approved Water System PER and City of Laurel CIP. This project looks at funding opportunities and provides grant writing services from multiple sources

Project Scope: To research funding alternatives, create packages for submittal, and assist City in finding monies for completing the future water tank and upper pressure zone improvements for the City of Laurel

#### **Current Status:**

- Task Order Signed by City on 12/13/23
- Met with EDA to discuss Funding on 1/9/24
- Letter of Support from CHS Received
- Letter of Support from Wood's Powergrip
- Submittal uploaded to EDA on 7.11.24.
- Multiple calls back/forth with EDA to clarify information including need for the project, priority for the city, provision of procurement documents, and verification of budget.
- EDA reviewed mid October and are waiting for notice of award - All grants must be awarded (or declined) and contracted/obligated by 12/31/2024.
- As of 12/13/24, EDA is still telling us they don't have an update.
- Notified of EDA denial of funding on 1/7/2025
- KLJ reviewing other opportunities for funding
- Meeting between City and KLJ reviewing denial and other funding sources on 1/16/2025
- As of January 2025 City has spent \$16,917.76 of the \$56,000 budget for funding applications.
- WWC has submitted this project for a BRIC grant
- KLJ has submitted an Application for consideration of Congressionally Directed Spending on behalf of the City on 3/26/25
- Public Disclosure Form completed and sent onto Senator Sheehy's office on 5/5/25. Awaiting response.
- Tank Inspection found tank to be in operational order.

### **Laurel Planning Services (KLJ #1804-00554)**

Reason for Project: KLJ has been retained to provide City of Laurel planning services as needed.

Project Scope: Planning services may include; subdivision, zoning, development, floodplain hazard management, miscellaneous reviews and other related work. KLJ will prepare staff reports, recommendations, and attend meetings upon request.



## City of Laurel Project Status Update November 17<sup>th</sup>, 2025



### Current Status:

- Zoning Regulations Update.
  - Draft regulations sent to City April 11<sup>th</sup>, 2023
  - Zoning Map approved by Commission on August 16<sup>th</sup>, 2023
  - Staff Recommendation to Zoning Commission to occur on December 20<sup>th</sup>, 2023
  - Back to Planning Board Meeting on 1/17/23
  - City to publish advertisement for Public Hearing
  - To be presented at Workshop on 5/7/24
  - Adoption occurred at Council on 5/14/24
  - 2<sup>nd</sup> Reading and Public Hearing on 5/28/24.
  - Regulations adopted by Council. Minor wording and numbering corrections needed.
  - Wording and numbering corrections made and submitted to Kurt 7/3/24
  - Waiting on final comments from Kurt
- Love's Annexation
  - Annexation Application received 3/25/24
  - Revised Package received by City on 5/2/24
  - City requested KLJ to review on 7/12/24
  - KLJ's review sent back to City on 7/18/24
  - Love's submitted design for review on 12.10.2024
  - Engineering review and comments sent back on 1.10.25
  - Love's addressing comments
  - Love's 2<sup>nd</sup> package received 2.10.25 (still awaiting updated reports)
  - Love's 2<sup>nd</sup> package reviewed and sent back on 2/21/25
  - Love's has been approved by the City on 3/20/25
  - Love's Water & Sewer Extensions were approved by DEQ on 4/10/25
  - In process of installing water and sewer extension
- Cherry Hills 4<sup>th</sup> Filing
  - City has received notice that Cherry Hills 4<sup>th</sup> Filing is requesting a Pre-Application Meeting
  - Pre-Application meeting was held on April 16<sup>th</sup> at City Hall.
  - Package submitted to City on 9/5/25
  - Review comments sent on 10/8/2025



***City of Laurel Project Status Update***  
***November 17<sup>th</sup>, 2025***



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***Other Notes and Information***

Other potential projects have been identified during recent conversations between City staff and KLJ. City Public Works staff and KLJ task leaders meet monthly to discuss current and future projects. As these are tentative, the timing and extent of KLJ's services are TBD, unless noted otherwise.

**Anticipated FY26 Projects**

- KLJ's MSA with City of Laurel ends on 12/5/2025.



**File Attachments for Item:**

14. Appointment of Peggy Pollock to the Laurel Urban Renewal Agency for a four-year term ending December 31, 2029.

## **Laurel Public Schools**

Peggy Pollock, Director of Human Resources & Title IX Coordinator  
School District No. 7 & 7-70  
410 Colorado Avenue  
Laurel, Montana 59044

Office (406) 628-3360, ext. 3352 • Website: [www.laurel.k12.mt.us](http://www.laurel.k12.mt.us)  
Fax (406) 628-3375 • Email: [peggy\\_pollock@laurel.k12.mt.us](mailto:peggy_pollock@laurel.k12.mt.us)

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September 26, 2025

Dear Committee Members,

I am writing to formally express my interest in serving on the Laurel Urban Renewal Agency Advisory Board as a representative for the schools. I am honored to have been recommended by Matt Torix and welcome the opportunity to be considered for this role.

In my capacity as Director of Human Resources and Title IX Coordinator for Laurel Public Schools, I oversee critical initiatives that shape policy, ensure regulatory compliance, and support the success of students and staff across the district. My responsibilities require a high level of collaboration with administrators, educators, and community stakeholders, equipping me with a comprehensive understanding of the interconnection between strong schools and a thriving community.

I am particularly drawn to the Advisory Board's mission of guiding revitalization and development within the Urban Renewal District. I believe my professional experience in strategic planning, policy development, and organizational leadership, combined with my personal commitment to the Laurel community, would allow me to contribute meaningfully to this important work.

Thank you for considering my application. I would be honored to serve on the Laurel Urban Renewal Agency Advisory Board and to support its efforts in advancing growth, sustainability, and opportunity for our community. I also look forward to attending the upcoming meeting on October 6th at 11:00 a.m. at City Hall.

Sincerely,

A handwritten signature in black ink, which appears to read "P. Pollock". The signature is written in a cursive, flowing style.

Peggy Pollock

**File Attachments for Item:**

15. Appointment of Cheryl Hill to the Laurel Urban Renewal Agency - Advisory of a four-year ending December 31, 2029.

## **Brittney Harakal**

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**From:** The Front Porch <thefrontporchmt@gmail.com>  
**Sent:** Wednesday, December 3, 2025 8:55 AM  
**To:** Brittney Harakal; City Mayor; Laurel Chamber of Commerce  
**Subject:** Cheryl Hill's letter of intent to stay on LURA

Dear mayor and city Council

This is my letter of an intent to stay on the LURA Board !

I have enjoyed being part of this committee and looking forward to continue with more projects !

Thank you

The Front Porch MT  
Cheryl Hill  
406.696.7678  
[thefrontporch.info](http://thefrontporch.info)

**File Attachments for Item:**

16. Ordinance O25-02: An Ordinance Amending Title 20, Chapter 02 Of The Laurel Municipal Code Related To The Laurel Urban Renewal Agency.

**ORDINANCE NO. 025-02**

**AN ORDINANCE AMENDING TITLE 20, CHAPTER 02 OF THE LAUREL MUNICIPAL CODE RELATED TO THE LAUREL URBAN RENEWAL AGENCY.**

WHEREAS, the City Council desires to keep the Laurel Municipal Code current by modifying and updating Titles, Chapters, Sections, and Subsections to address situations and problems within the City and to remain in accordance with Montana law;

WHEREAS, City Staff prepared, reviewed, and approved the following amendments to the existing LMC Title 20, Chapter 02, as noted herein and on the attached, and hereby recommends the same to the City Council for its full approval; and

WHEREAS, the proposed changes to the existing LMC are attached hereto and hereby fully incorporated herein. *See* attached revised LMC Title 20, Chapter 02.

This Ordinance shall become effective thirty (30) days after final passage by the City Council and approved by the Mayor.

Introduced and passed on first reading at a regular meeting of the City Council on the 22<sup>nd</sup> day of December, 2025, upon Motion by Council Member \_\_\_\_\_.

PASSED and ADOPTED by the Laurel City Council on second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, upon Motion by Council Member \_\_\_\_\_.

APPROVED BY THE MAYOR on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF LAUREL

\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

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Michele L. Braukmann, Civil City Attorney

#### 20.02.020 Agency composition and term of offices.

The board shall constitute ~~seven~~ **five** voting commissioners, all of whom, **with the exception of the Yellowstone County and Laurel Schools commissioners**, must maintain residency in the city limits. For purposes of this chapter, residency is defined as either owning property, a business, or maintaining permanent employment within the city limits. The initial voting membership shall consist of one member appointed for one year, one member for two years, one member for three years, and two members for four years. Each appointment thereafter shall be for four years. In addition to the ~~seven~~ **five** commissioners, the mayor, with approval of the city council, shall appoint four advisory members, as provided herein, who shall not vote but shall provide advice and counsel to the voting commissioners.

(Ord. No. O09-04, 4-21-09; Ord. No. O12-01, 3-6-12; Ord. No. O13-01, 8-20-2013)

#### 20.02.030 Commissioners.

A. Each commissioner shall hold office until his/her successor is appointed and has qualified.

B. A commissioner shall receive no compensation for his/her service but is entitled to authorized necessary expenses, including traveling expenses, incurred in the discharge of his/her duties.

C. **With the exception of the Yellowstone County and Laurel Schools commissioners**, any person may be appointed as a commissioner if he/she maintains residency within the city limits. If possible, the preferred composition of the agency should include two residents of the district, two city resident business owners in the district, and one member city resident at large.

D. A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. Misconduct in office is defined by MCA § 7-15-4240.

E. A majority of the commissioners shall not hold any other public office under the city other than their membership or office with respect to the agency.

F. The powers and responsibilities of the agency shall be exercised by the commissioners according to adopted bylaws approved by the city council. A majority of the commissioners shall constitute a quorum for the purpose of conducting business and exercising the powers and responsibilities of the agency and for all other purposes. Action may be taken by the agency upon a vote of a majority of the commissioners (**four** ~~three~~) unless the bylaws shall require a larger number.

(Ord. No. O09-04, 4-21-09; Ord. No. O13-01, 8-20-2013)



20.02.040 Advisory members.

A. In addition to the ~~seven~~ five voting commissioners, the agency shall include a non-voting advisory membership of not more than four individuals. The initial membership shall consist of one member appointed for one year, one for two years, one for three years, and one for four years. Each appointment thereafter shall be for four years. Advisory members must possess a demonstrated interest in the district, specific expertise and/or other qualifications necessary to help the agency implement the renewal plan.

1. Each advisory member shall hold office until his/her successor has been appointed and has qualified.

2. An advisory member shall receive no compensation for his/her services but may be entitled to authorized necessary expenses, including traveling expenses, incurred in the discharge of his/her duties in the discretion of the mayor.

3. An advisory member may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. Misconduct in office is defined by MCA § 7-15-4240.

B. City staff shall perform the agency's administrative duties as assigned, until other funding becomes available from alternate sources to hire and pay for permanent staff, if requested by the Agency and approved by the city council.

(Ord. No. O09-04, 4-21-09; Ord. No. O13-01, 8-20-2013)

**File Attachments for Item:**

17. Resolution No. R25-103: A Resolution Of The City Council Approving The Variance Requested By Love's Travel Stops & Country Stores To Allow Signage Exceeding The Maximum Signage Limit For On-Premises Signage In The Laurel Highway Commercial (HC) Zoning District.

## **RESOLUTION NO. R25-103**

### **A RESOLUTION OF THE CITY COUNCIL APPROVING THE VARIANCE REQUESTED BY LOVE’S TRAVEL STOPS & COUNTRY STORES TO ALLOW SIGNAGE EXCEEDING THE MAXIMUM SIGNAGE LIMIT FOR ON-PREMISES SIGNAGE IN THE LAUREL HIGHWAY COMMERCIAL (HC) ZONING DISTRICT.**

WHEREAS, the City of Laurel has adopted zoning regulations pursuant to §76-2-301 et seq., MCA, which establish standards for height, bulk, and location of structures including outdoor advertising signs;

WHEREAS, Love’s Travel Stops & Country Stores, the Applicant, requested a variance from the maximum signage limit for on-premises signage in the Laurel Highway Commercial (HC) Zoning District;

WHEREAS, the subject property is located at 415 19<sup>th</sup> Avenue West, Laurel MT (the West Laurel Interchange), more particularly described as Westbrooks Subdivision, Lot 7A1, Amended Tract 6A and 7A and a portion of Tract 5 less Highway Right-of-Way in Section 17, Township 02 South, Range 24 East P.M.M.;

WHEREAS, the request is to install signage that will exceed the maximum allowed by the regulations by approximately 410 square feet;

WHEREAS, the application was duly submitted by the Applicant on November 25, 2025, and the Laurel Zoning Commission held a public hearing on December 18, 2025, to consider the variance request;

WHEREAS, the Zoning Commission reviewed the application, supporting documentation, and testimony presented at the public hearing;

WHEREAS, the Zoning Commission, based upon its findings of fact, determined that the variance request met the applicable standards of review for approval of a variance under the City’s zoning ordinance;

WHEREAS, on December 18, 2025, the Zoning Commission voted 6-0 to recommend approval of the variance request by Love’s Travel Stops & Country Stores to the City Council;

WHEREAS, the City Council considered this matter on December 22, 2025 at 6:30 p.m.; and

WHEREAS, the City Council has reviewed the Zoning Commission’s recommendation, findings of fact, and supporting documentation, and determined that the variance request meets the applicable standards of review for approval of a variance under the City’s zoning ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, as follows:

1. The City Council hereby approves the variance request submitted by Love's Travel Stops & Country Stores to allow signage that will exceed the maximum allowed by the regulations by approximately 440 square feet.
2. The variance approval is granted based upon the findings of fact and recommendation of the Laurel Zoning Commission.
3. The variance shall expire one (1) year from the date of approval if the next logical step in the development process is not commenced, including but not limited to applying for a building permit, commencing the use, or applying for a Development Permit.

Introduced at a regular meeting of the City Council on the 22<sup>nd</sup> day of December 2025 by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 22<sup>nd</sup> day of December 2025.

APPROVED by the Mayor on the 22<sup>nd</sup> day of December 2025.

CITY OF LAUREL

\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Michele L. Braukmann, Civil City Attorney

CITY HALL  
115 W. 1<sup>ST</sup> ST.  
PLANNING: 628-4796  
WATER OFC.: 628-7431  
COURT: 628-1964  
FAX 628-2241

# City Of Laurel

P.O. Box 10  
Laurel, Montana 59044



Office of the City Planner

## **VARIANCE REPORT VAR-25-03 Love's Travel Stops & Country Stores Maximum Outdoor Advertising December 19, 2025**

### **BACKGROUND:**

The City of Laurel has had zoning since the early 1970's as authorized by §76-2-301 et. seq MCA. These regulations set minimum and maximum standards for all lands located within the jurisdiction of the City of Laurel. These regulations establish standards for the height, bulk, and location of structures (including outdoor advertising signs).

The subject property was recently annexed into the City of Laurel and was assigned the initial zoning of Highway Commercial (HC). The HC District imposes a maximum signage allowance that was intended to mirror the maximum allocations under the prior zoning regulations via an easier to interpret and apply standard.

The owner submitted a comprehensive sign package that was believed to comply with the prevailing zoning regulations. Unfortunately, the submittal used the prior regulations formula rather than what is currently adopted. The difference between the two methodologies is 408.53 square feet. The advertising analysis done by the Building Inspector is attached to and incorporated into this report by reference.

### **LEGAL DESCRIPTION:**

Westbrook Subdivision, Lot 7A1, Amended Tract 6A and 7A and a portion of Tract 5 less Highway right-of-way in Section 17, Township 02 South, Range 24 East, P.M.M., City of Laurel, Yellowstone County, Montana.

### **APPLICANT(S):**

Love's Travel Stops & Community Stores, Corporate Office  
10601 N Pennsylvania Ave  
Oklahoma City, OK 73120

AGENT:

Effective Images, Inc  
Kevin Keup  
1027 5<sup>th</sup> Ave NW  
Watertown, SD 57201

EXISTING CONDITION:

The subject property is a platted subdivision within the City of Laurel. The property is undeveloped and is intended to be served by public water, sewer, streets, and solid waste collection. The property is 34.239 acres in size.

PROCESS:

- The application for a Variance was submitted on November 25, 2025, and is scheduled for a public hearing on December 18, 2025 by the Laurel Zoning Commission.
- The Zoning Commission following the Public Hearing must adopt findings of fact and issue a formal recommendation to the City Council on the requested variance. The Zoning Commission may propose conditions or modifications to the request so long as the findings of fact support the condition(s).
- Those findings of fact and conclusions as well as the record minutes of the public hearing will be submitted to the City Council for consideration, hearing and final decision.
- The City Council will consider the Zoning Commission's Recommendation to approve the variance on December 22, 2025.

ZONES INVOLVED: Existing and Proposed

- HC – Highway Commercial District.
  - The maximum on premise advertising to exceed maximum by 408.53 square feet.

RATIONAL BASIS FOR VARIANCE:

“Variance” **means an adjustment in the application of the specific regulations of this title to a particular piece of property which property, because of special circumstances applicable to it, is deprived of privileges commonly enjoyed by other properties in the same vicinity or zone.**

Findings of Fact: Standard of Review

A recommendation for Approval or Conditional Approval of a Variance shall require the Board of Adjustment making each of the following Findings of Fact:

1. Special Conditions

There are special circumstances or conditions that are peculiar to the land or building for which the Variance is sought that do not apply generally to land or buildings in the neighborhood; and

2. Not Result of Applicant

The special circumstances or conditions have not resulted from an act of the applicant or been established to circumvent this Ordinance; and

3. Strict Application Unreasonable

Due to the special circumstances or conditions, the strict application of this Ordinance would deprive the applicant of reasonable use of the land or building or create an undue hardship on the landowner; and

4. Necessary to Provide Reasonable Use

Granting the Variance is necessary to provide a reasonable use of the land or building; and

5. Minimum Variance

The Variance is the minimum variance necessary to allow a reasonable use of the land or building; and

6. Not Injurious

Granting the Variance will not be injurious to the neighborhood or detrimental to the public welfare; and

7. Consistent with Ordinance

Granting the Variance is consistent with the purposes and intent of this Ordinance. A variance to the Allowed Uses of a zoning district is prohibited.

## CONDITIONS

Conditions or restrictions may be placed on the approval of a Variance.

## EXPIRATION

A Variance shall expire one (1) year from the date of approval if the next logical step in the development process is not commenced. The next step in the development process includes but is not limited to applying for a building permit, commencing the use, or applying for a Development Permit.

Findings of Fact:

## RECOMMENDATION:

The Zoning Commission (on a 6-0 Vote) recommends that the City Council APPROVE the variance request to exceed the maximum outdoor signage in the Highway Commercial Zone for the Love's Travel Stops & Community Stores as presented in the sign permit application.

## Jason Gonzales

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**From:** Jason Gonzales  
**Sent:** Wednesday, December 17, 2025 9:41 AM  
**To:** Kevin Keup  
**Subject:** FW: Love's Annexation and Initial Zoning Staff Report  
**Attachments:** 20251201102320.pdf

Thank You

Jason Gonzales  
Building Inspector  
**City of Laurel**  
406-628-4796 ext. 5304

**From:** Jason Gonzales  
**Sent:** Monday, December 1, 2025 10:26 AM  
**To:** Forrest Sanderson <[ForrestSanderson@PeaksPlanning.onmicrosoft.com](mailto:ForrestSanderson@PeaksPlanning.onmicrosoft.com)>  
**Subject:** RE: Love's Annexation and Initial Zoning Staff Report

Forrest,

I have attached the whole scope of the sign package from Love's. If we separate the signage for the Hi-rise, Arby's and the CAT scale. We end up with a total of 708.53 square feet. We are allowed 300 square feet by zoning. Our overage is 408.53 square feet.

Jason Gonzales  
Building Inspector  
**City of Laurel**  
406-628-4796 ext. 5304

**From:** Forrest Sanderson <[ForrestSanderson@PeaksPlanning.onmicrosoft.com](mailto:ForrestSanderson@PeaksPlanning.onmicrosoft.com)>  
**Sent:** Friday, November 28, 2025 1:31 PM  
**To:** Kurt Markegard <[kmarkegard@laurel.mt.gov](mailto:kmarkegard@laurel.mt.gov)>; Jason Gonzales <[jGonzales@laurel.mt.gov](mailto:jGonzales@laurel.mt.gov)>  
**Subject:** Love's Annexation and Initial Zoning Staff Report

Kurt and Jason:

Attached is the Report for the Love's Annexation and Initial Zoning request.





# LOVE'S SIGN PACKAGE - LAUREL, MT #1043

		SIGN SQ. FT.	
HI-RISE SIGN:	130' OAH	52.41	
	6' 6" x 8' 1/2" Heart - LED	131.39	
	7' 4" x 17' 11" Love's	182.66	
	12' 10 1/2" x 14' 2 1/2" Arby's (B-16)	456.50	
	11' x 41' 6" Price Sign - 89" Numeral	144.00	
	6' x 24' Casino	966.96	
	TOTAL HI-RISE SQUARE FEET:		
STREET SIGN:	25' OAH	40.00	
	13' 10" x 10' Loves / Price Sign / Arby's	138.33	98.33
	TOTAL STREET SIGN SQUARE FEET:	138.33	
DIRECTIONAL SIGNS:	8' OAH	32.00	
	4' x 8' Love's Directional	32.00	
	4' x 8' Love's Directional		
	4' OAH	3.90	
	1' 3" x 3' 1" Arby's Directional	3.90	
	1' 3" x 3' 1" Arby's Directional	71.80	64
	TOTAL DIRECTIONAL SQUARE FEET:		
BUILDING SIGNS:			
	SOUTH ELEVATION:		
	5' x 6' 3 1/2" Heart	31.46	
	3' 6" x 11' 8" Love's	40.84	
	8' x 10' Heart	80.00	
	10" It's the love that drives us.	12.08	
	58" x 64" Arby's logo	25.78	189.38
	30" Casino	25.00	
	TOTAL SOUTH ELEVATION SQUARE FEET:	215.16	
	EAST ELEVATION:		
	5' x 6' 3 1/2" Heart	31.46	
	3' 6" x 11' 8" Love's	40.84	
	8' x 10' Heart	80.00	
	12-5/8" Driven by love, fueled by you.	17.45	
	TOTAL EAST ELEVATION SQUARE FEET:	169.75	169.75
	WEST ELEVATION:		
	2' 7-5/8" x 9' 10 1/2" Arby's Letters	35.67	
	TOTAL WEST ELEVATION SQUARE FEET:	35.67	
	TOTAL BUILDING SIGN SQUARE FEET:	420.58	
FUEL CANOPIES:			
	GAS CANOPY LOGOS:		
	2' 3 1/2" x 10' 2 1/2" Vinyl Logo - North Elevation	23.39	
	2' 3 1/2" x 10' 2 1/2" Vinyl Logo - East Elevation	23.39	
	2' 3 1/2" x 10' 2 1/2" Vinyl Logo - South Elevation	23.39	
	2' 3 1/2" x 10' 2 1/2" Vinyl Logo - West Elevation	23.39	
	DIESEL CANOPY LOGOS:		
	2' 3 1/2" x 10' 2 1/2" Vinyl Logo - North Elevation	23.39	
	2' 3 1/2" x 10' 2 1/2" Vinyl Logo - East Elevation	23.39	
	2' 3 1/2" x 10' 2 1/2" Vinyl Logo - South Elevation	23.39	
	2' 3 1/2" x 10' 2 1/2" Vinyl Logo - West Elevation	23.39	
	TOTAL FUEL CANOPY LOGO SQUARE FEET:	187.12	187.12
CAT SCALE SIGNS:			
	5' 4 1/2" x 20' Cat Scale Sign	107.50	
	2' 5 1/4" x 3' 1/4" Cat Scale Sign	7.48	
	TOTAL CAT SCALE SQUARE FEET:	114.98	
	TOTAL SQUARE FOOTAGE:	1899.77	

Less than 64  
17.19.37

189.38

169.75

187.12

Arbys 101.45

Cat Scales 114.98



effective images inc.

1027 5th Avenue NW Watertown, SD 57201 605.753.9700

DATE:	REV.	DATE:	BY:	DATE:	BY:
*2/12/25	REV #1	2/12/25	JLW	REV #5:	2/12/25
	REV #2	2/12/25	JLW	REV #6:	2/12/25
	REV #3	2/12/25	JLW	REV #7:	2/12/25
	REV #4	2/12/25	JLW	REV #8:	2/12/25

## LOVE'S SIGN PACKAGE - LAUREL, MT #1043

		SIGN SQ. FT.	
HI-RISE SIGN:	145' OAH		
	8' x 10' Heart - LED	80.00	
	9' x 22' Love's	198.00	
	15' x 16' 6½" Arby's (B-18)	248.13	
	11' x 41' 6" Price Sign - 89" Numeral	456.50	
TOTAL HI-RISE SQUARE FEET:		982.63	
STREET SIGN:	25' OAH		
	13' 10" x 10' Loves / Price Sign / Arby's	138.33	
TOTAL STREET SIGN SQUARE FEET:		138.33	
DIRECTIONAL SIGNS:	8' OAH		
	4' x 8' Love's Directional	32.00	
	4' x 8' Love's Directional	32.00	
	4' OAH		
	1' 3" x 3' 1" Arby's Directional	3.90	
	1' 3" x 3' 1" Arby's Directional	3.90	
TOTAL DIRECTIONAL SQUARE FEET:		71.80	
BUILDING SIGNS:	SOUTH ELEVATION:		
	5' x 6' 3½" Heart	31.46	
	3' 6" x 11' 8" Love's	40.84	
	5' 11½" x 7' 6" Heart	44.69	
	10" It's the love that drives us.	12.08	
	58" x 64" Arby's logo	25.78	
	30" Casino	25.00	
TOTAL SOUTH ELEVATION SQUARE FEET:		179.85	
EAST ELEVATION:	5' x 6' 3½" Heart	31.46	
	3' 6" x 11' 8" Love's	40.84	
	5' 11½" x 7' 6" Heart	44.69	
	12-5/8" Driven by love, fueled by you.	17.45	
	TOTAL EAST ELEVATION SQUARE FEET:		134.44
	WEST ELEVATION:	2' 7-5/8" x 9' 10¼" Arby's Letters	35.67
TOTAL WEST ELEVATION SQUARE FEET:		35.67	
TOTAL BUILDING SIGN SQUARE FEET:		349.96	
FUEL CANOPIES:	GAS CANOPY LOGOS:		
	2' 3½" x 10' 2½" Vinyl Logo - North Elevation	23.39	
	2' 3½" x 10' 2½" Vinyl Logo - East Elevation	23.39	
	2' 3½" x 10' 2½" Vinyl Logo - South Elevation	23.39	
	2' 3½" x 10' 2½" Vinyl Logo - West Elevation	23.39	
DIESEL CANOPY LOGOS:	2' 3½" x 10' 2½" Vinyl Logo - North Elevation	23.39	
	2' 3½" x 10' 2½" Vinyl Logo - East Elevation	23.39	
	2' 3½" x 10' 2½" Vinyl Logo - South Elevation	23.39	
	2' 3½" x 10' 2½" Vinyl Logo - West Elevation	23.39	
	TOTAL FUEL CANOPY LOGO SQUARE FEET:		187.12
	CAT SCALE SIGNS:	5' 4½" x 20' Cat Scale Sign	107.50
2' 5 ½ x 3' ½ Cat Scale Sign		7.48	
TOTAL CAT SCALE SQUARE FEET:		114.98	
TOTAL SQUARE FOOTAGE:		1844.82	



effective images, Inc.  
1027 5th Avenue NW Watertown, SD 57201 605.753.9700

DATE:	REV. #1	DATE:	BY:	REV. #5:	DATE:	BY:
*2/12/25	REV. #2	5/12/25	JLW	REV. #6:		
DRAWN BY:	REV. #3			REV. #7:		
JLW	REV. #4			REV. #8:		

# HI-RISE SIGN ~ LAUREL, MT #1043

OVERALL HEIGHT: 145'

TOTAL SQ. FT.: 982.63

8' X 10' LED HEART = 80 SQ. FT.

9' X 22' LOVE'S = 198 SQ. FT.

11' X 41' 6" PRICE SIGN = 456.5 SQ. FT.

- 89" NUMERALS

15' X 16' 6 1/2" ARBY'S B-18 = 248.13 SQ. FT.

111' FROM BOTTOM OF PRICE SIGN TO GRADE

LOVE'S & DIESEL INSTALLED TOWARDS  
INTERSTATE / HIGHWAY



SIDE B  
\* NOT TO SCALE



\*\* NOTE: PRODUCT PANEL COPY AND NUMERAL DETAILS TO BE CONFIRMED BY OTHERS.

ALL SIGN GRAPHICS ARE FOR REPRESENTATION PURPOSES ONLY. MANUFACTURER IS RESPONSIBLE FOR WRITTEN FRANCHISE APPROVAL TO VERIFY SIGN LAYOUTS AND MANUFACTURE SPECIFICATIONS.

LOCATION:	DATE:	DRAWING #:	REVISION # / DATE:	SCALE:	DRAWN BY:	effective image PHONE: 605.753.9700
LAUREL, MT #1043	2/12/25	EI82502-1201	0	3/32" = 1'	JLW	



# STREET SIGN ~ LAUREL, MT #1043

OVERALL HEIGHT: 25'

TOTAL SQ. FT.: 138.33

13' 10" X 10' LOVE'S / PRICE SIGN / ARBY'S

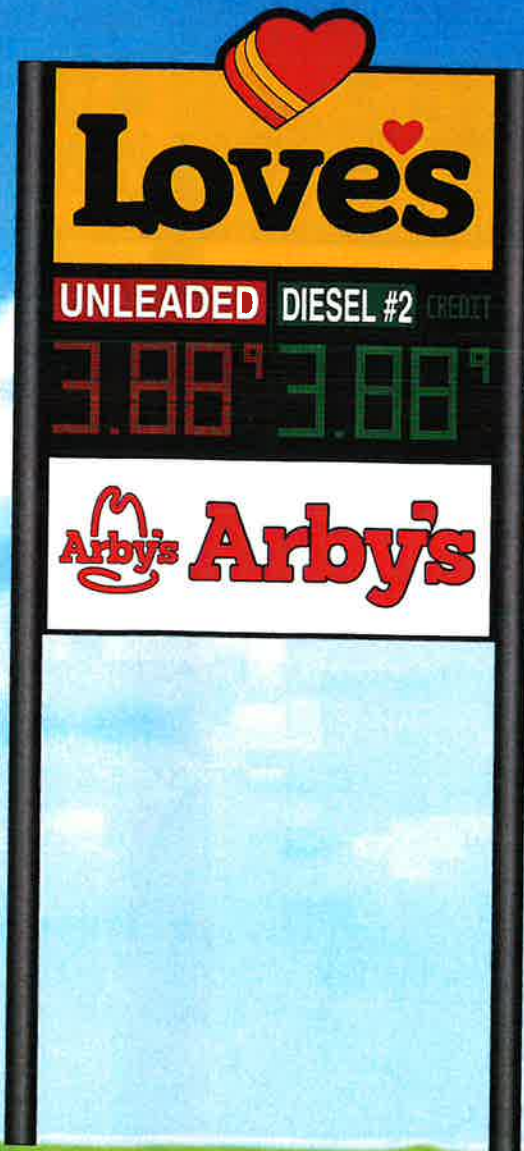
5' 10" X 10' LOVE'S

4' X 10' PRICE SIGN - 24" NUMERALS

4' X 10' ARBY'S

11' 2" FROM BOTTOM OF ARBY'S TO GRADE

UNLEADED INSTALLED TOWARDS ROAD



SIDE B  
\* SCALE: 1/8" = 1'

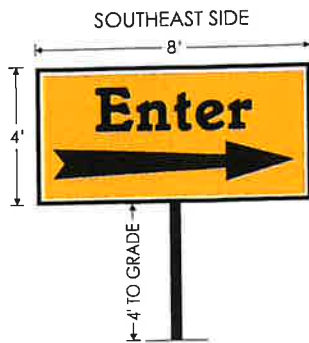


\*\* NOTE: PRODUCT PANEL COPY AND NUMERAL DETAILS TO BE CONFIRMED BY OTHERS.

ALL SIGN GRAPHICS ARE FOR REPRESENTATION PURPOSES ONLY. MANUFACTURER IS RESPONSIBLE FOR WRITTEN FRANCHISE APPROVAL TO VERIFY SIGN LAYOUTS AND MANUFACTURE SPECIFICATIONS.

LOCATION:	DATE:	DRAWING #:	REVISION # / DATE:	SCALE:	DRAWN BY:	
LAUREL, MT #1043	2/12/25	EI82502-1202	1 - 5/12/25 JLW	1/4" = 1'	JLW	effective image 24 PHONE: 605.753.9700

# DIRECTIONAL SIGNS ~ LAUREL, MT #1043



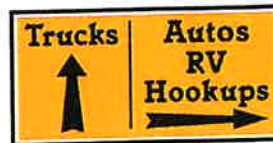
NORTHWEST SIDE



Love's Directional Sign C  
at Main Entrance  
LED Illuminated  
(32 Sq. ft./sign)



SOUTHWEST SIDE



Love's Directional Sign D  
at Auto Entrance  
LED Illuminated  
(32 Sq. ft./sign)



NORTHWEST SIDE



Arby's Directional Sign E  
at Drive-Thru Entrance  
LED Illuminated  
(3.9 sq. ft./sign)



SOUTHWEST SIDE

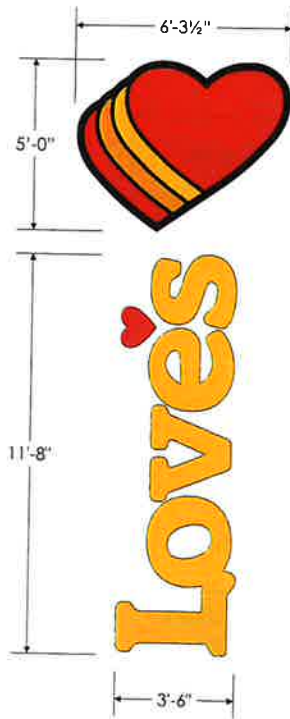


Arby's Directional Sign F  
at Drive-Thru Exit  
LED Illuminated  
(3.9 sq. ft./sign)

\*\* ALL SIGN GRAPHICS ARE FOR REPRESENTATION PURPOSES ONLY. MANUFACTURER IS RESPONSIBLE FOR WRITTEN FRANCHISE APPROVAL TO VERIFY SIGN LAYOUTS AND MANUFACTURE SPECIFICATIONS.

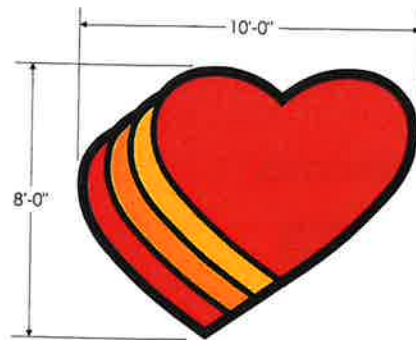
LOCATION:	DATE:	DRAWING #:	REVISION # / DATE:	SCALE:	DRAWN BY:	effective image 25 PHONE: 605.753.970
LAUREL, MT #1043	2/12/25	EI82502-1203	1 - 5/12/25 JLW	3/16" = 1'	JLW	

# BUILDING SIGNS ~ LAUREL, MT #1043

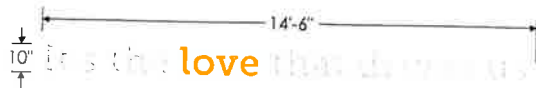


Qty (1) South elevation  
Qty (1) East elevation  
LED Illuminated  
(31.46 Sq. ft./sign)

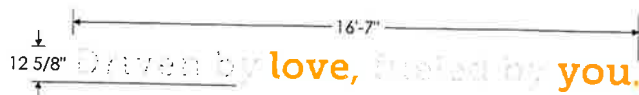
Qty (1) South elevation  
Qty (1) East elevation  
LED Illuminated  
(40.84 Sq. ft./sign)



Qty (1) South elevation  
Qty (1) East elevation  
LED Illuminated  
(80 Sq. ft./sign)




Qty (1) South elevation  
(12.08 Sq. ft./sign)



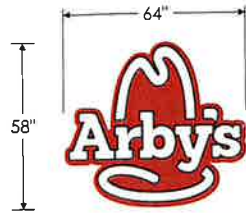
Qty (1) East elevation  
(17.45 Sq. ft./sign)

\*\* ALL SIGN GRAPHICS ARE FOR REPRESENTATION PURPOSES ONLY. MANUFACTURER IS RESPONSIBLE FOR WRITTEN FRANCHISE APPROVAL TO VERIFY SIGN LAYOUTS AND MANUFACTURE SPECIFICATIONS.

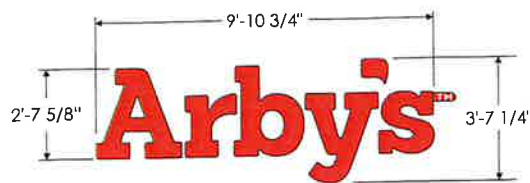
LOCATION:	DATE:	DRAWING #:	REVISION # / DATE:	SCALE:	DRAWN BY:	
LAUREL, MT #1043	2/12/25	EI82502-1204	1 - 5/12/25	3/16" = 1'	JLW	
			JLW			

PHONE: 605.753.9700

# BUILDING SIGNS ~ LAUREL, MT #1043



Qty (1) South elevation  
LED Illuminated  
(25.78 sq. ft./sign)




Qty (1) West elevation  
LED Illuminated  
(35.67 Sq. ft./sign)



Qty (1) South elevation  
LED Illuminated  
(25 Sq. ft./sign)

\*\* ALL SIGN GRAPHICS ARE FOR REPRESENTATION PURPOSES ONLY. MANUFACTURER IS RESPONSIBLE FOR WRITTEN FRANCHISE APPROVAL TO VERIFY SIGN LAYOUTS AND MANUFACTURE SPECIFICATIONS.

LOCATION:	DATE:	DRAWING #:	REVISION # / DATE:	SCALE:	DRAWN BY:	 PHONE: 605.753.9700
LAUREL, MT #1043	2/12/25	EI82502-1205	1 - 5/12/25 JLW	3/16" = 1'	JLW	



# FUEL CANOPY LOGOS ~ LAUREL, MT #1043

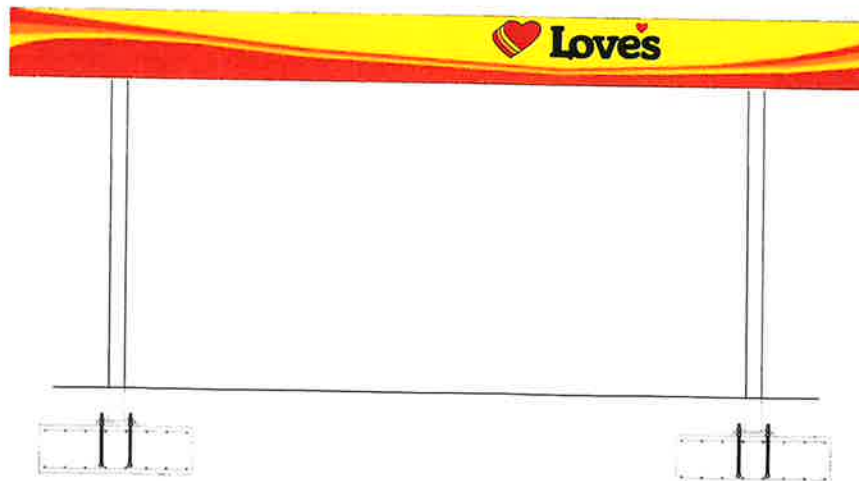


Qty (4) Gas Canopy Logos  
(23.39 Sq. ft./sign)



Qty (4) Diesel Canopy Logos  
(23.39 Sq. ft./sign)

Gas / Diesel Canopy illustration



LOCATION:	DATE:	DRAWING #:	REVISION # / DATE:	SCALE:	DRAWN BY:	effective image 28
LAUREL, MT #1043	2/12/25	EI82502-1206	0	3/16" = 1'	JLW	PHONE: 605.753.9700

# CAT SCALE SIGNS ~ LAUREL, MT #1043

OVERALL HEIGHT: 21' 5 3/4"

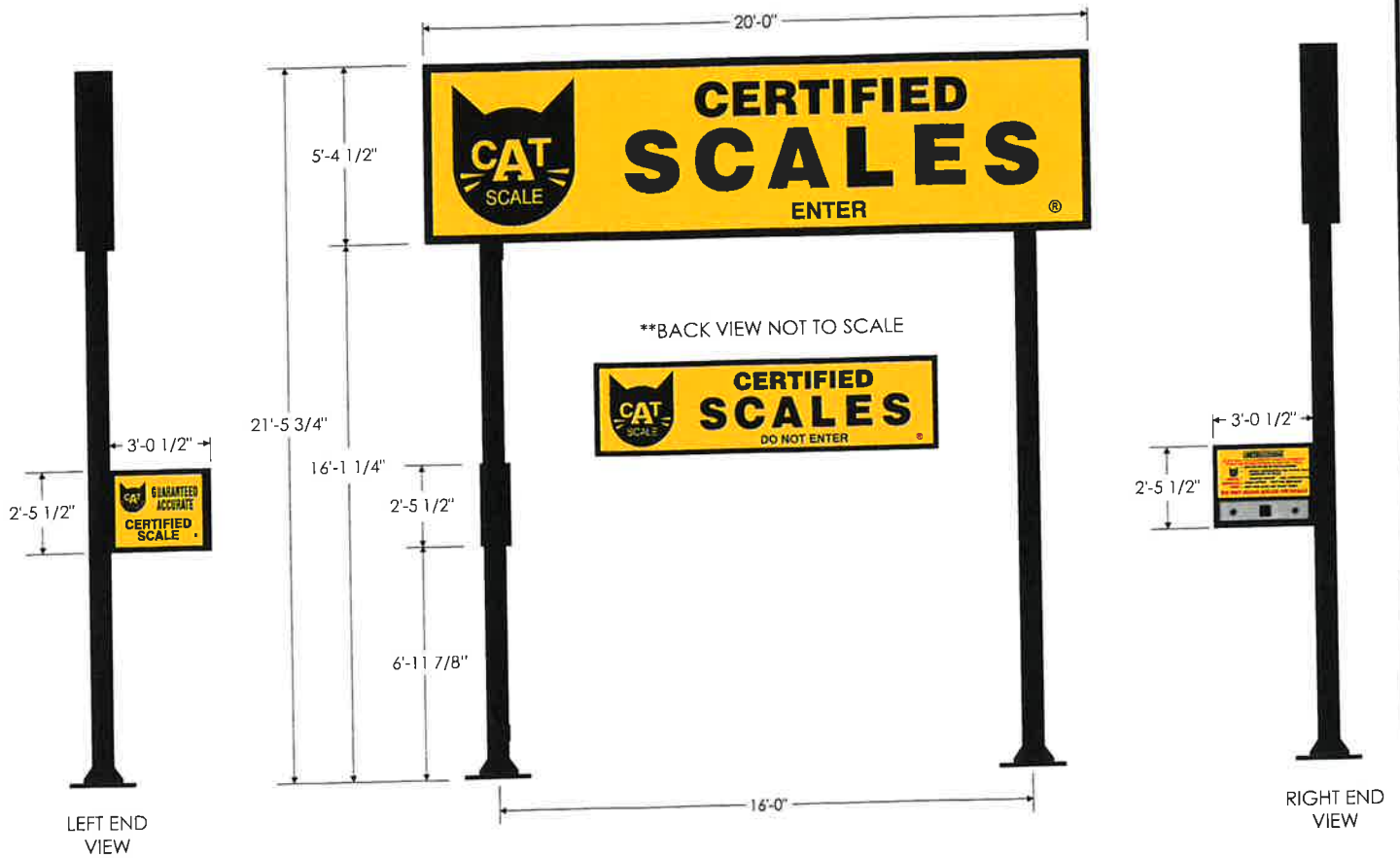
TOTAL SQ. FT.: 114.98

5' 4 1/2" X 20' CAT SCALE SIGN = 107.5 SQ. FT.

2' 5 1/2" X 3' 1/2" SPEAKER POST SIGN = 7.48 SQ. FT.

16' 1 1/4" FROM GRADE TO BOTTOM OF CAT SCALE

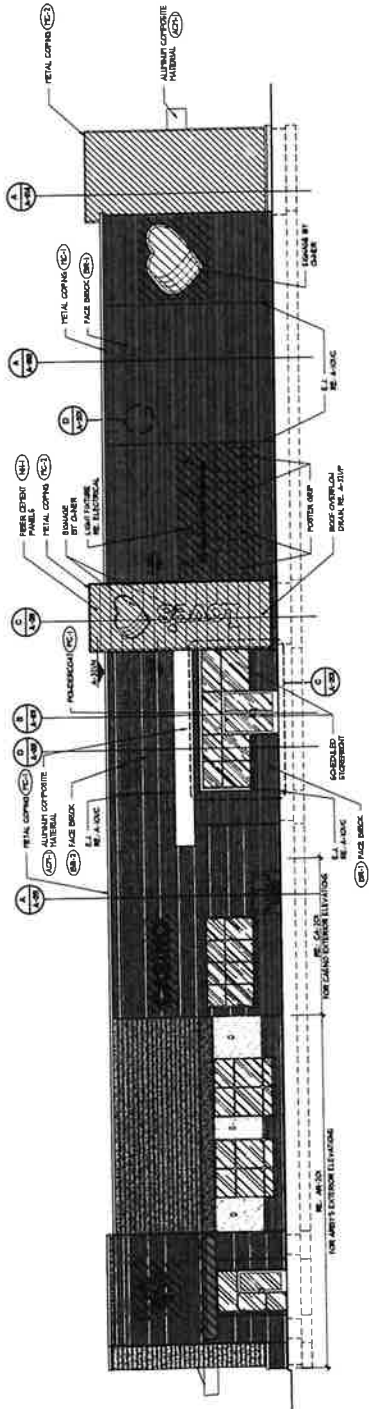
FRONT VIEW



LOCATION:	DATE:	DRAWING #:	REVISION # / DATE:	SCALE:	DRAWN BY:	effective image
LAUREL, MT #1043	2/12/25	EI82502-1207	0	3/16" = 1'	JLW	PHONE: 605.753.9700

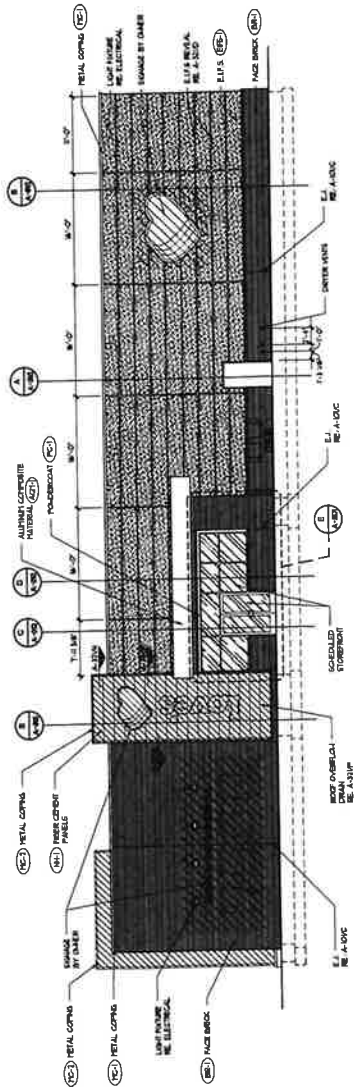
75

75



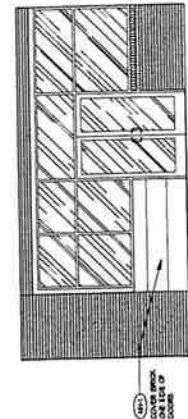
**SOUTH ELEVATION**  
SCALE 1/8" = 1'-0"

PROVIDE 1/4" COP PLYWOOD  
SEALING ALL ELEVATIONS  
FOR ATTACHMENT OF SIGNAGE/PAINTING

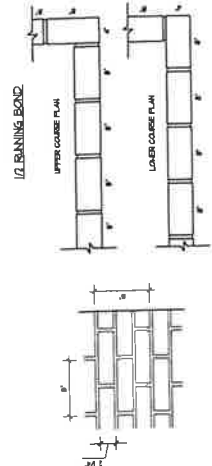


**B** EAST ELEVATION  
SCALE: 1/8" = 1'-0"

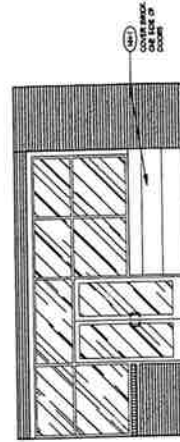
PROVIDE S&P CON. PLATFLOOD  
SHEATHING ALL ELEVATIONS  
FOR ATTACHMENT OF SQUARE GUARDS



**C** PARTIAL ELEVATION  
SCALE 1/8" = 1'-0"



**BRICK COURSING DETAILS**  
SCALE 1/2" = 1'-0"



**E** PARTIAL ELEVATION  
SCALE 1/8" = 1'-0"



Pascal Aughtry & Associates, PC

401-461-2400  
441-407-461-2400  
222 East Main Street  
Laurel, CT 06044



**Love's**  
A NEW TRAVEL STOP  
STORE NO. 1043  
LAUREL, MT

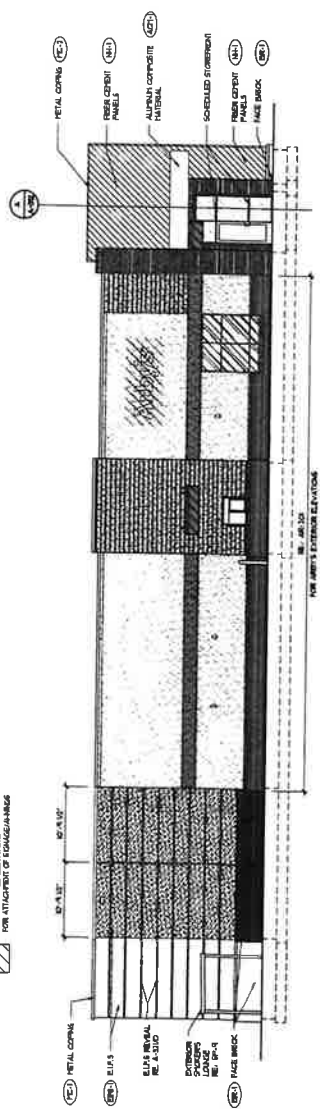
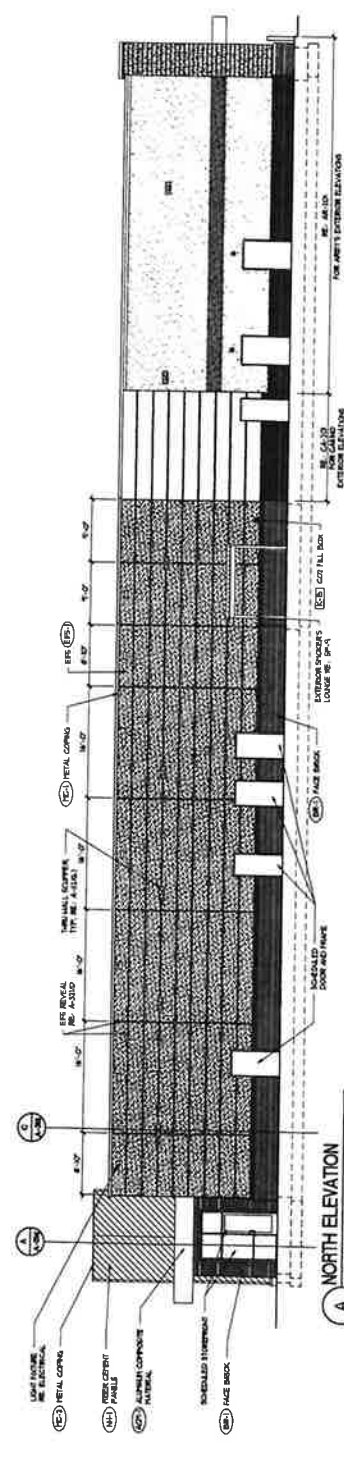
Drawn By	_____
Check By	_____
Date	_____

PROJECT NO. 100-000001  
SHEET NO. 100-000001  
DATE 10/1/11

**A-202**

32

EXTERIOR FINISH SCHEDULE				
CODE	MATERIAL	FINISH	PRODUCT	REMARKS
EXT-1	ALUMINUM COMPOSITE MATERIAL	ALUMINUM	EXT-1 ALUMINUM	ALUMINUM COMPOSITE MATERIAL
BR-1	BRICK	BRICK	BRICK	BRICK
BR-2	BRICK	BRICK	BRICK	BRICK
EXT-2	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-3	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-4	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-5	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-6	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-7	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-8	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-9	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-10	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-11	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-12	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-13	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-14	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-15	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-16	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-17	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-18	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-19	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE
EXT-20	EXTERIOR WALLING	CONCRETE	CONCRETE	CONCRETE



CITY HALL  
115 W. 1<sup>ST</sup> ST.  
PLANNING: 628-4796  
WATER OFC.: 628-7431  
COURT: 628-1964  
FAX 628-2241

# City Of Laurel

P.O. Box 10  
Laurel, Montana 59044



Office of the City Planner

## **VARIANCE REPORT VAR-25-02 Love's Travel Stops & Country Stores Maximum Outdoor Advertising December 2, 2025**

### BACKGROUND:

The City of Laurel has had zoning since the early 1970's as authorized by §76-2-301 et. seq MCA. These regulations set minimum and maximum standards for all lands located with the jurisdiction of the City of Laurel. These regulations establish standards for the height, bulk, and location of structures (including outdoor advertising signs).

The subject property was recently annexed into the City of Laurel and was assigned the initial zoning of Highway Commercial (HC). The HC District imposes a maximum signage allowance that were intended to mirror the maximum allocations under the prior zoning regulations via an easier to interpret and apply standard.

The owner submitted a comprehensive sign package that was believed to comply with the prevailing zoning regulations. Unfortunately, the submittal used the prior regulations formula rather than what is currently adopted. The difference between the two methodologies is 408.53 square feet. The advertising analysis done by the Building Inspector is attached to and incorporated into this report by reference.

### LEGAL DESCRIPTION:

Westbrook Subdivision, Lot 7A1, Amended Tract 6A and 7A and a portion of Tract 5 less Highway right-of-way in Section 17, Township 02 South, Range 24 East, P.M.M., City of Laurel, Yellowstone County, Montana.

### APPLICANT(S):

Love's Travel Stops & Community Stores, Corporate Office  
10601 N Pennsylvania Ave  
Oklahoma City, OK 73120



AGENT:

Effective Images, Inc  
Kevin Keup  
1027 5<sup>th</sup> Ave NW  
Watertown, SD 57201

EXISTING CONDITION:

The subject property is a platted subdivision within the City of Laurel. The property is undeveloped and is intended to be served by public water, sewer, streets, and solid waste collection. The property is 34.239 acres in size.

PROCESS:

- The application for a Variance was submitted on November 25, 2025, and is scheduled for a public hearing on December 18, 2025 by the Laurel Zoning Commission.
- The Zoning Commission following the Public Hearing must adopt findings of fact and issue a formal recommendation to the City Council on the requested variance. The Zoning Commission may propose conditions or modifications to the request so long as the findings of fact support the condition(s).
- Those findings of fact and conclusions as well as the record minutes of the public hearing will be submitted to the City Council for consideration, hearing and final decision.
- The City Council will conduct a duly noticed Public Hearing on the Zoning Commission recommendation, findings of fact, and any conditions mitigating the impacts associated with the request if needed.

ZONES INVOLVED: Existing and Proposed

- HC – Highway Commercial District.
  - The maximum on premise advertising to exceed maximum by 408.53 square feet.

RATIONAL BASIS FOR VARIANCE:

“Variance” **means an adjustment in the application of the specific regulations of this title to a particular piece of property which property, because of special circumstances applicable to it, is deprived of privileges commonly enjoyed by other properties in the same vicinity or zone.**

Findings of Fact: Standard of Review

A recommendation for Approval or Conditional Approval of a Variance shall require the Board of Adjustment making each of the following Findings of Fact:

1. Special Conditions

There are special circumstances or conditions that are peculiar to the land or building for which the Variance is sought that do not apply generally to land or buildings in the neighborhood; and

2. Not Result of Applicant

The special circumstances or conditions have not resulted from an act of the applicant or been established to circumvent this Ordinance; and

3. Strict Application Unreasonable

Due to the special circumstances or conditions, the strict application of this Ordinance would deprive the applicant of reasonable use of the land or building or create an undue hardship on the landowner; and

4. Necessary to Provide Reasonable Use

Granting the Variance is necessary to provide a reasonable use of the land or building; and

5. Minimum Variance

The Variance is the minimum variance necessary to allow a reasonable use of the land or building; and

6. Not Injurious

Granting the Variance will not be injurious to the neighborhood or detrimental to the public welfare; and

7. Consistent with Ordinance

Granting the Variance is consistent with the purposes and intent of this Ordinance. A variance to the Allowed Uses of a zoning district is prohibited.

### CONDITIONS

Conditions or restrictions may be placed on the approval of a Variance.

### EXPIRATION

A Variance shall expire one (1) year from the date of approval if the next logical step in the development process is not commenced. The next step in the development process includes but is not limited to applying for a building permit, commencing the use, or applying for a Development Permit.

Findings of Fact:

### RECOMMENDATION:

Staff Recommends that the Zoning Commission consider each of the seven (7) criteria individually adopt findings related to each criterion and then based on the findings issue a recommendation to the City Council for final action.



## PUBLIC HEARING NOTICE

The Laurel Yellowstone City-County Planning Board will conduct a public hearing on Thursday December 18, 2025, on the following application. The meeting will begin at 6:00 p.m. in the City Council Chambers at City Hall, 115 West First Street, Laurel, Montana.

1. A variance request submitted by Love's Travel Stops & Country Stores Inc. to the maximum signage limit for an on-premises signage in the Laurel Highway Commercial (HC) Zoning District. The request is to install signage that will exceed the maximum allowed by the regulations by approximately 440 square feet. The subject property is located at 415 19<sup>th</sup> Avenue West Laurel (the West Laurel Interchange). The property may be described as Westbrooks Subdivision, Lot 7A1, Amended Tract 6A and 7A and a portion of Track 5 less Highway Right-of-Way in Section 17, Township 02 South, Range 24 East 4156

Public comment is encouraged and can be provided in person at the public hearing at the Planning Board meeting on December 18, 2025. Public comment can also be made via email to the Planning Director, or via letter to the Planning Department office at 115 West 1<sup>st</sup> Street Laurel, MT 59044. A copy of the applications and supporting documentation is available for review upon request at the Planning Department office. Questions regarding this public hearing may be directed to the Planning Director at 406.628.4796 ext. 5305, or via email at [cityplanner@laurel.mt.gov](mailto:cityplanner@laurel.mt.gov).

The maximum amount of sign area allowed in a residential zoning district is six (6) square feet per lot, parcel or tract of land. Notwithstanding, the size of sign area announcing the name of a development is one (1) square foot of sign area per one (1) linear foot of street frontage of the lot containing the sign, not to exceed forty (40) square feet.

## B. NON-RESIDENTIAL DISTRICTS

The total amount of sign area allowed in non-residential zoning districts shall not exceed three hundred (300) total square feet. Total signage and sign area is calculated by measuring the surface area of one face of the sign.

### 17.19.62 NUMBER, TYPE

There is no maximum number of signs permitted on a property and no restriction on the types of signs provided the total sign area of all signs does not exceed the amount permitted in Section 11.19.61 Size.

### 17.19.63 HEIGHT

The maximum height of all freestanding signs, including all embellishments, shall not exceed the maximum height for primary buildings in the given zoning district.

### 17.19.64 ON SITE/OFF SITE

Off-site signs are permitted however those signs count toward the overall sign area for that specific property and use.

### 17.19.65 CONSTRUCTION, ELECTRICAL CODES

Signs and other advertising devices shall comply with applicable construction and electrical codes.

## 17.19.70 PROHIBITED SIGNS

The following signs shall be prohibited:

### 17.19.71 INTERNALLY ILLUMINATED

Internally illuminated signs are prohibited in all residential districts and are subject to 11.19.80 Internally Illuminated Signs.

### 17.19.72 FLASHING AND BLINKING SIGNS

Flashing, blinking or, signs with rotating light beams, holograms, and similar devices.

## 17.19.80 INTERNALLY ILLUMINATED SIGNS

Internally illuminated signs are only allowed inside Commercially and Industrially Zoned Districts.

## 17.19.90 NONCONFORMING SIGNS



Type of Sign	Requires Permit**	Illumination	Maximum Height	Maximum Sign Area	Setbacks	Maximum Number of Signs*	Maximum Permitted Sign Use
Projecting Sign	Y						
Roof Sign, Integral	Y		Cannot exceed roofline	20% of wall area			
Shopping Center Signs (cannot be used if common signage plan is used.)	Y			150 sq.ft. plus 5% per tenant. Maximum sign not to exceed 350 sq.ft.		1 Freestanding Pole per frontage	
Temporary Sign	Y						
Wall Sign	Y			20% of wall area			
Window Sign	Y			Up to 30% of window area			
*The total square footage of all signs located on the property shall not exceed 2 square feet in sign area for each lineal foot of local street frontage (Does not include interstates).							
**See 17.42.040							

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

#### 17.42.150 Common signage plan.

A. If the owners of two or more contiguous or adjacent (disregarding intervening streets and alleys) lots or the owner of a single lot with more than one building (excluding accessory buildings) or multiple use buildings file with the director for such lot(s) a common signage plan conforming with the provisions of this section, a twenty-five percent increase in the maximum total sign area shall be allowed for each included lot. This bonus shall be allocated within each lot as the owner(s) elects.

B. Provisions of Common Signage Plan. The common signage plan shall contain all of the following information:

1. An accurate plot plan of the lot, at such scale as the director may reasonably require;
2. Location of buildings, parking lots, driveways, clear vision triangles and landscaped areas on such lot;
3. Computation of the maximum total sign area, the maximum area for individual signs, the height of signs and the number of freestanding signs allowed on the lot(s) included in the plan under this chapter;

4. An accurate indication on the plot plans of the proposed location of each present and future sign of any type, whether requiring a permit or not;

5. Window signs may simply indicate the areas of the windows to be covered by window signs and the general type of the window signs (e.g., paper affixed to window, painted, etched on glass, or some other material hung inside the window) and need not specify the exact dimension or nature of every window sign.

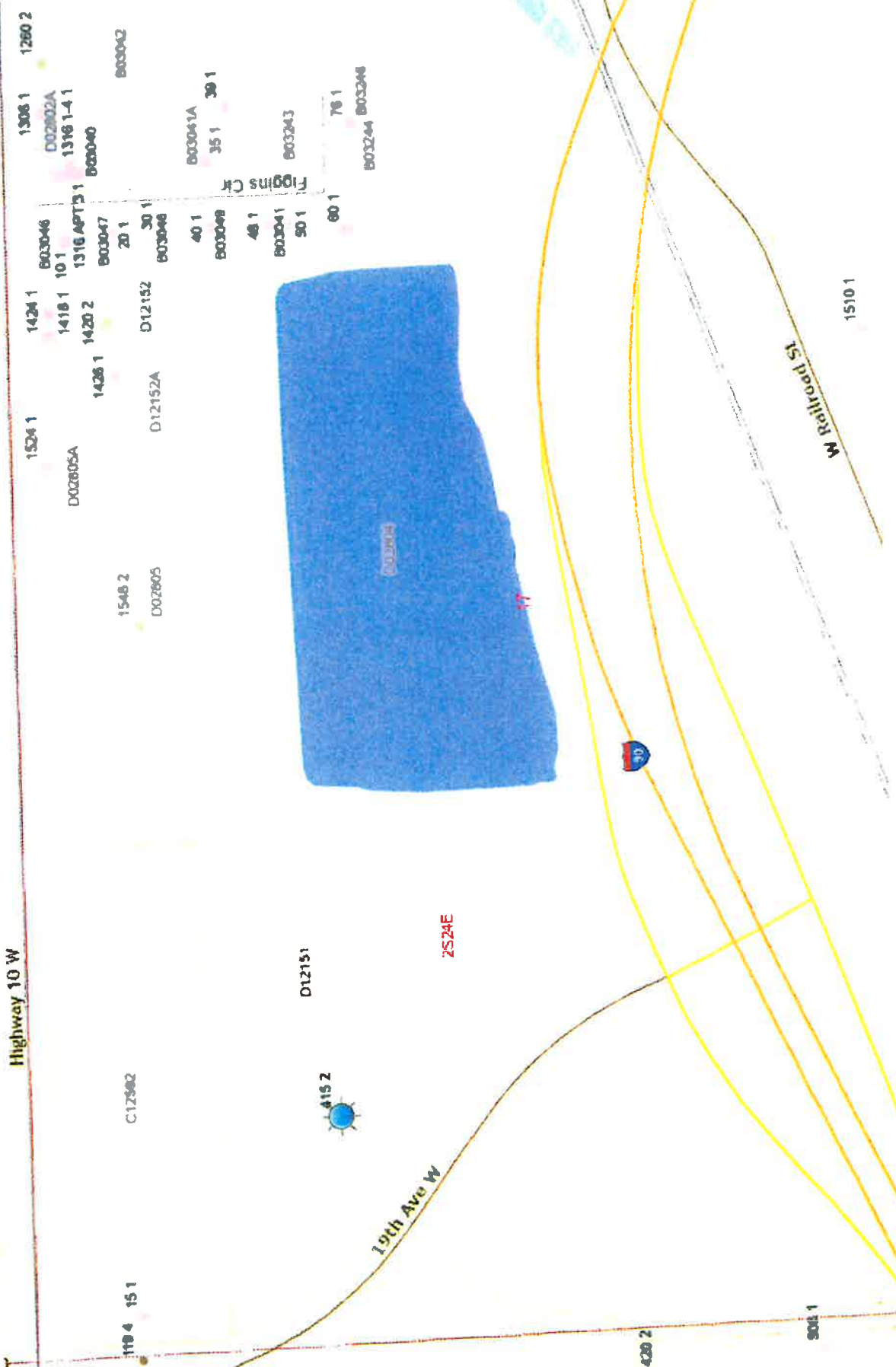
The common signage plan shall also specify standards of consistency among all signs on the lots affected by the plan with regard to:

1. Color scheme;
2. Letter or graphic style;
3. Lighting;
4. Location of each sign on the building(s);
5. Material; and
6. Sign proportions.

C. Limit on Number of Freestanding Signs Under Common Signage Plan. The common signage plan, for all lots with mul-



Highway 10 W





Parcel data will not be updated November 1 - January 20, 2026

Physical address Property owner Road name

8

Highway 10 W

Golf Course

119 4 15 1

C12592

415 2

253451

Length 1,239.288 feet

19th Ave W

18

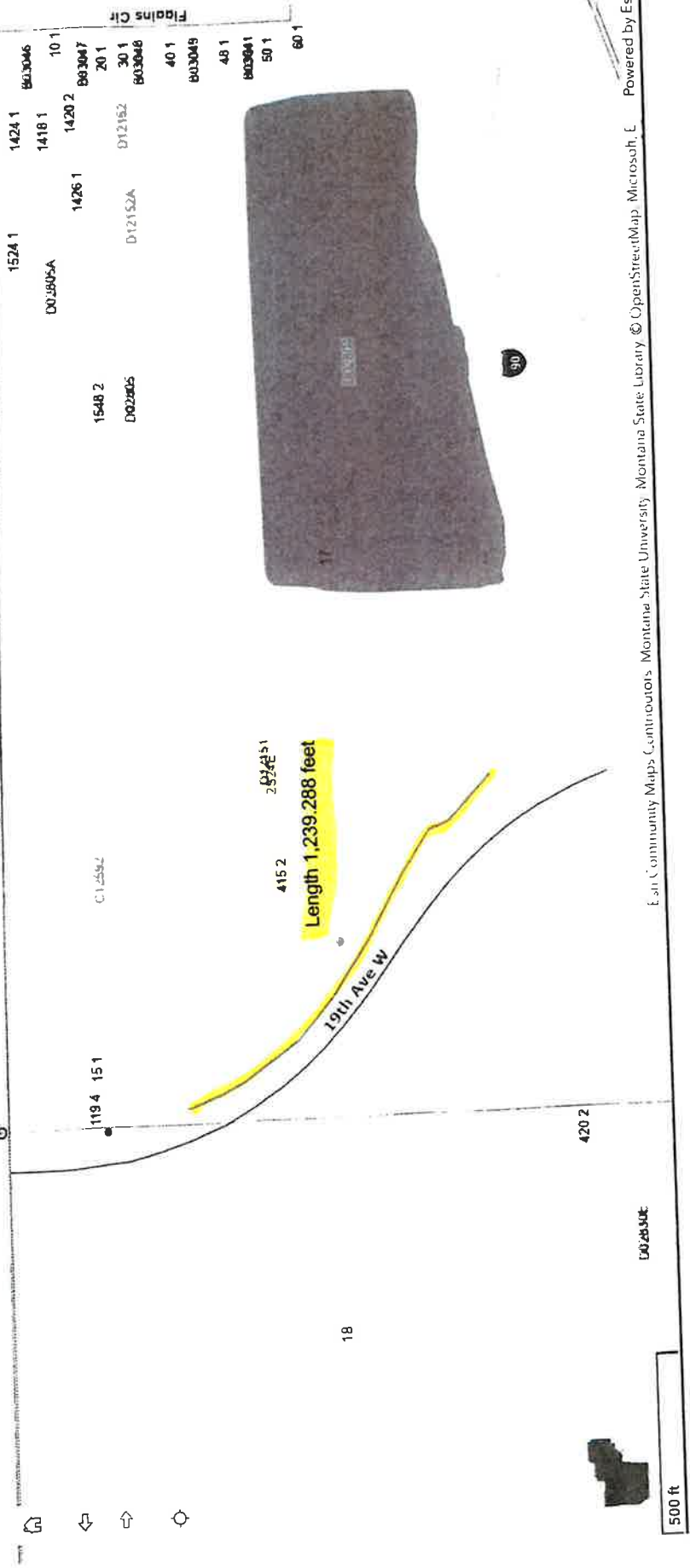
420 2

100 28 50 E

500 ft

4.2

mm



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