

**MEETING AGENDA**  
**CITY OF EAST HELENA**  
**CITY HALL – 306 EAST MAIN - ROOM 110**  
**COUNCIL MEETING: 6:30 PM**  
**DATE: TUESDAY, JULY 1, 2025**  
**JOIN ZOOM MEETING: <https://us06web.zoom.us/j/3787705872>**  
**CONFERENCE CALL-IN: 1-253-205-0468 MEETING ID: 378 770 5872**

**MEETING CALLED TO ORDER:** Mayor Harris

**PLEDGE OF ALLEGIANCE:** Councilmember Dahl

**PUBLIC HEARING:**

1. Request for Variance to Allow the Change of Use of an Existing Accessory Structure (Garage) to a Primary Structure (Single-Family Residential) – Zoning Officer Fadness  
Action: Information Only
2. Request for Variance to Allow the Change of Use of an Existing Accessory Structure (Garage) to a Primary Structure (Single-Family Residential) – Mayor Harris  
Action: Hear the Public
3. Request for Variance to Allow the Change of Use of an Existing Accessory Structure (Garage) to a Primary Structure (Single-Family Residential) – Mayor Harris  
Action: Approve/Deny/Table

**PUBLIC COMMENTS:** Note: This time is set aside for comments from the public on matters that are not on the meeting agenda. Public comments will be taken on agenda items prior to a motion. All public comments will be limited to a reasonable duration. Prior to your comments, please state your name and address in an audible tone of voice for the record.

**APPROVAL OF MINUTES:** June 17, 2025

**CITY COURT REPORT:** City Judge Dennis Loveless

**DEPARTMENTAL REPORTS:**

Administration – Clerk/Treasurer Amy Thorngren  
Police Department – Police Chief Mike Sanders  
Public Works - Public Works Director Kevin Ore  
Volunteer Fire Department - Fire Chief Roger Campbell

**NEW BUSINESS:**

1. JFK Park Land for New East Helena Branch Library Building – Representatives from the Lewis & Clark Library, Mosaic Architects, and the East Helena Branch Library Site Committee  
Action: Approve/Deny/Table

2. Appointment of Josh Buissereth as Patrol Officer – Police Chief Sanders  
Action: Approve/Deny/Table
3. Resolution of Intent to Modify Existing Lighting District No. 101 – City Attorney Elverum  
Action: Approve/Deny/Table
4. Resolution of Intent to Modify Existing Lighting District No. 201 – City Attorney Elverum  
Action: Approve/Deny/Table
5. Resolution of Intent to Modify Existing Street Maintenance District No. 101 – City Attorney Elverum  
Action: Approve/Deny/Table
6. Resolution of Intent to Modify Existing Street Maintenance District No. 201 – City Attorney Elverum  
Action: Approve/Deny/Table

**MAYOR’S REPORT:** Mayor Harris

**COUNCILMEMBERS’ REPORTS:**

Don Dahl  
Judy Leland  
Wesley Feist  
Suzanne Ferguson

**LEGAL REPORT:** City Attorney Elverum

**PAYMENT OF BILLS:** Action: Approve/Deny/Table

**MEETING SCHEDULE:**

1. East Helena City Council Meeting, Tuesday, July 15, 6:30 p.m., City Hall Room 110
2. East Helena City Council Meeting, Tuesday, August 5, 6:30 p.m., City Hall Room 110

**ADJOURNMENT:** Mayor Harris

**ADA NOTICE**

The City of East Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The city will not exclude people with disabilities from participating in its meetings, or otherwise deny them the City’s services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City’s meetings, services, programs, or activities should contact the City Clerk as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 227-5321 or TTY Relay Service 1-800-253-4091 or 711

[cityclerk@easthelenamt.us](mailto:cityclerk@easthelenamt.us) - 306 East Main Street, P.O. Box 1170, East Helena, MT 59635



## NOTICE OF PUBLIC HEARING FOR ZONING VARIANCE REQUEST IN EAST HELENA

The East Helena City Council will be holding a public hearing on July 1, 2025, at 6:30 p.m. in Council Chambers (Room 110) at City Hall, 306 East Main Street in East Helena. The purpose of the public hearing is to consider a request for variance from the East Helena Municipal Code to allow the change of use of an existing accessory structure, garage, to a primary structure, single family residential.

The property owners are **Dan Manness**. The variance is request for property described as West 28-ft of Lot 13 and the East 22-ft of Lot 14, Block 38, East Helena Townsite. Pursuant to Section 10.050 "Zoning Variances" of the East Helena Zoning Ordinance the property owner has requested the following variances:

**Section 3.2.03.D. (Yards)** – A 10-ft side yard setback is required from side lot lines and 15-ft rear yard setback is required from the rear lot line for principal structures. The applicant is requesting the change of use of an existing accessory structure, garage, to a primary structure, single family residential. The existing structure is 4-ft from the west side lot line and 10-ft, 4-inches from the rear lot line. The change of use to a primary structure does not meet the setback requirements for the Residential District. The applicant is requesting a reduction from the principal building setbacks for the side and the rear in order for the existing structure to be used as a single-family home.

Information regarding this application may be reviewed by contacting Jeremy Fadness, WWC Engineering, 1275 Maple Street, Suite F, Helena, MT 59601, 406-443-3962. Written comments may be directed to the City Clerk, 306 East Main St., mailed to P.O. Box 1170, East Helena, Montana 59635, or emailed to [cityclerk@easthelenamt.us](mailto:cityclerk@easthelenamt.us). Written comments must be received by 4:00 p.m. July 1, 2025. Interested parties are invited to attend a Public Hearing and make known their views and concerns on the proposed Variance application.

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(406) 227-5321

TTY Relay Service 1-800-253-4091 or 711

[cityclerk@easthelenamt.us](mailto:cityclerk@easthelenamt.us)

306 East Main Street, P.O. Box 1170, East Helena, MT 59635

June 14, 28, 2025 ##### MNAXLP





**Adjacent Zoning and Land Uses:**

West, East, and South:	“Residential District”	Single-Family Dwelling
North:	“Public Use”	School

**Review Criteria:**

Variances are a required mechanism to provide a “relief valve” in the rare instances when the application of the zoning ordinance could conceivably create a prohibited taking of interest in property. Variances are intended to protect the zoning ordinance from challenge on constitutional grounds and to protect landowners from extreme harm when the otherwise permissible requirements of the zoning regulation would operate to remove the usability of a parcel of land.

The purposes of variances as specifically stated in Section 10.1.01.A of the East Helena Zoning Ordinance are:

1. To establish procedures for granting relief from the requirements of this title subject to the standards of this chapter in order to preserve equitable implementation of the law, prevent special treatment to particular parties and preserve the various rights established by the Montana and United States constitutions of all persons subject to this title;
3. To provide through zoning variances a procedure for relief from the occasional inequities created by the physical standards of this title relating to zoning when such standards create a substantially unequal burden on a particular parcel of land in a fashion that would otherwise prevent the reasonable use of property, owing to physical circumstances unique to that parcel;
4. To prohibit the granting of variances that would be contrary to the public interest and endanger public health, safety and welfare.

In order to know when such rare circumstances exist, criteria have been established against which all variance requests must be granted. Per Section 10.1.05.C, a variance from the East Helena Zoning Ordinance must be evaluated on specific variance criteria, and may not have the effect of nullifying the intent and purpose of the Zoning Ordinance. The City Council shall not approve variances unless it makes findings based upon the evidence presented in each specific case that:

<b>Staff Analysis:</b>		
	<b>Criteria</b>	<b>Analysis</b>
<b>1.</b>	<i>The granting of the variance will not be contrary to and will serve the public interest.</i>	<b>The lot is an existing lot that has been developed with an existing accessory structure (garage). No other structures existing on the lot. The applicant wants to convert the existing garage into a single family residential dwelling. The structure is located 77-ft from the north (front_ property line. The structure is located 4-ft from the west (side) lot line, 10-ft from the south (rear) lot line, and 22-ft from the east (side) lot line. The structure appears to be an existing non-conforming structure as it does not meet the side yard setback of 5-ft for an accessory</b>

		<p>structure. The change of use to a principal structure as a single family residential structure would increase the degree of non-conformity by decreasing the side yard setback and rear yard setback for a primary structure. A variance is required to allow the change of use since the degree of non-conformity is increasing. There does not appear to be any existing permanent structures on adjacent property that are located close to the existing structure. The change of use does not substantially increase the intensity of the use of the property. It appears that granting the variances will be in harmony with the general purpose and intent of the ordinance.</p>
2.	<p><i>That a literal enforcement of this title will result in unnecessary hardship owing to conditions unique to the property.</i></p>	<p>The lot is an existing lot that has been developed for a long time. The lot currently has an existing accessory structure (garage). The applicant is changing the use of the garage to a single family residential dwelling. Not allowing the variance would not allow the change of use of the structure. This would require the structure to either be moved or a new structure be built meeting the setback requirements of the Ordinance. The non-conformity and the need for the variance was not caused by the applicant. It appears that granting the variance may result in an unnecessary hardship owing conditions unique to the property.</p>
3.	<p><i>The spirit of this title will be observed and substantial justice done.</i></p>	<p>The applicant is proposing a reduction of the 15-ft rear yard setback to 10-ft and a reduction of the 10-ft side yard setback to 4-ft to allow a change of use for the existing structure to a primary structure consisting of a single family residential dwelling. The structure does not appear it will create a nuisance being located as shown. It appears granting the variance will be in the spirit of this title and substantial justice done</p>

### Staff Recommendations:

Staff recommends approval of the variance to allow a change of use of the existing structure from an accessory structure to a primary structure as a single family residential dwelling with a 4-ft side yard setback from the west (side) lot line and 10-ft setback from the south (rear) lot line.

**Public Comment**

No public comment was received by this office.

**Council Actions**

The Board may take the following actions regarding this application.

- 1) Deny the requested variances based on the above findings of fact.
- 2) ***Staff Recommends*** - Approve the requested variance after making a finding of facts that the requested variance meets the required criteria for approval. Such findings need to be in writing and receive four affirmative votes.
- 3) Conditionally approve the requested variance after making a finding of facts that the requested variance meets the required criteria for approval. Such findings need to be in writing and receive four affirmative votes.

The applicant is advised that unmet code provisions, or code provisions that are not specifically listed as conditions of approval, does not, in any way, create a waiver or other relaxation of the lawful requirements of the East Helena Municipal Code or state law.

THE EAST HELENA CITY COUNCIL SHALL MAKE THE FINAL DECISION ON THIS APPLICATION FOR VARIANCE. ANY AGGRIEVED PERSON AS SET FORTH IN SECTION 10.1.06 OF THE ZONING ORDINANCE OF THE EAST HELENA MUNICIPAL CODE MAY APPEAL THE DECISION OF THE CITY COUNCIL.

C41219



**CITY OF EAST HELENA**  
**306 EAST MAIN STREET**  
**PO BOX 1170**  
**EAST HELENA, MT 59635**  
**PHONE: (406) 227-5321**

# DEVELOPMENT REVIEW APPLICATION



**PAID**

RECEIVED

JUN 03 2025

CITY OF  
EAST HELENA, MT

1. Name of Project:			
2. Property Owner Information:			
Name: Dan Maness		Email: Westwinddnk@gmail.com	
Mailing Address: 55 Microwave Hill RD Clancy, MT 59634			
Phone: 406-459-6007		Fax:	
3. Applicant Information:			
Name: Dan Maness		Email: Westwinddnk@gmail.com	
Mailing Address: 55 Microwave Hill RD Clancy, MT 59634			
Phone: 406-459-6007		Fax:	
4. Representative Information:			
Name: Troy Maness		Email: 406ffcyclist@gmail.com	
Mailing Address: PO Box 954 East Helena, MT 59635			
Phone: 406-439-3292		Fax:	
5. Street Address of Project: 215 East Clinton St.			
6. Legal Description: East Helena Townsite, S25, T10 N, R03 W, Block 38, W 28' LOT 13, E 22' LOT 14			
7. Project Description: Convert Accessory structure to a primary structure.			
8. Zoning Designation: Residential			
9. Current Land Use(s): Accessory structure			
10. Gross Area:		Acres	6000 Square Feet
11. Net Areas:		Acres	Square Feet

12. Application Type - (✓)checklist available:			
✓	Sketch Plan (✓)		Zone Map Amendment (ZMA) (✓)
	Site Plan, Preliminary (✓)		Zone Map Amendment Initial (✓)
	CUP, Preliminary (✓)		Zoning Text Amendment (✓)
	Site Plan, Final (✓)		Informal Review
	CUP, Final (✓)		Classification of Use
✓	Variance (✓)		Public Agency Exemption
	Administrative Appeal (✓)		
13. Attachments:			
Yes			
	Checklist for Appropriate Application Type (if available). If a Checklist is not available, enough information must be provided to make a proper decision in the matter. No decisions are made for Public Agency Exemption or Informal Review.		
	Fee (includes both review fee and advertising fee).		
	Copy of most recent paid tax receipt.		
	Copy of the deed for the subject property.		
	Required Number of Sets.		

As indicated by the signature(s) below, the property owner(s), applicant(s) and representative(s) submit this application for review under the terms and provisions of the East Helena Municipal Code. It is further indicated that any work undertaken to complete a development, approved by the City of East Helena shall be in conformance with the requirements of the East Helena Municipal Code and any special conditions established by the approval authority. This development shall be in conformance with building and fire codes including required building and occupancy permits.

I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge.	
Property Owner's Signature: <i>Don Maness</i>	Date: <i>06/05/2025</i>
Property Owner's Signature:	Date:
Property Owner's Signature:	Date:
Property Owner's Signature:	Date:
Applicant's Signature: <i>Don Maness</i>	Date: <i>06/05/2025</i>
Applicant's Signature:	Date:
Representative's Signature: <i>Tony Maness</i>	Date: <i>6-5-2025</i>
Representative's Signature:	Date:

Use additional pages as necessary to provide all required information.



215 East Clinton ST.

Owner: Dan Maness

SITE Plan

LOT SIZE: 50'x120'

6000 FT<sup>2</sup>

NOTES:

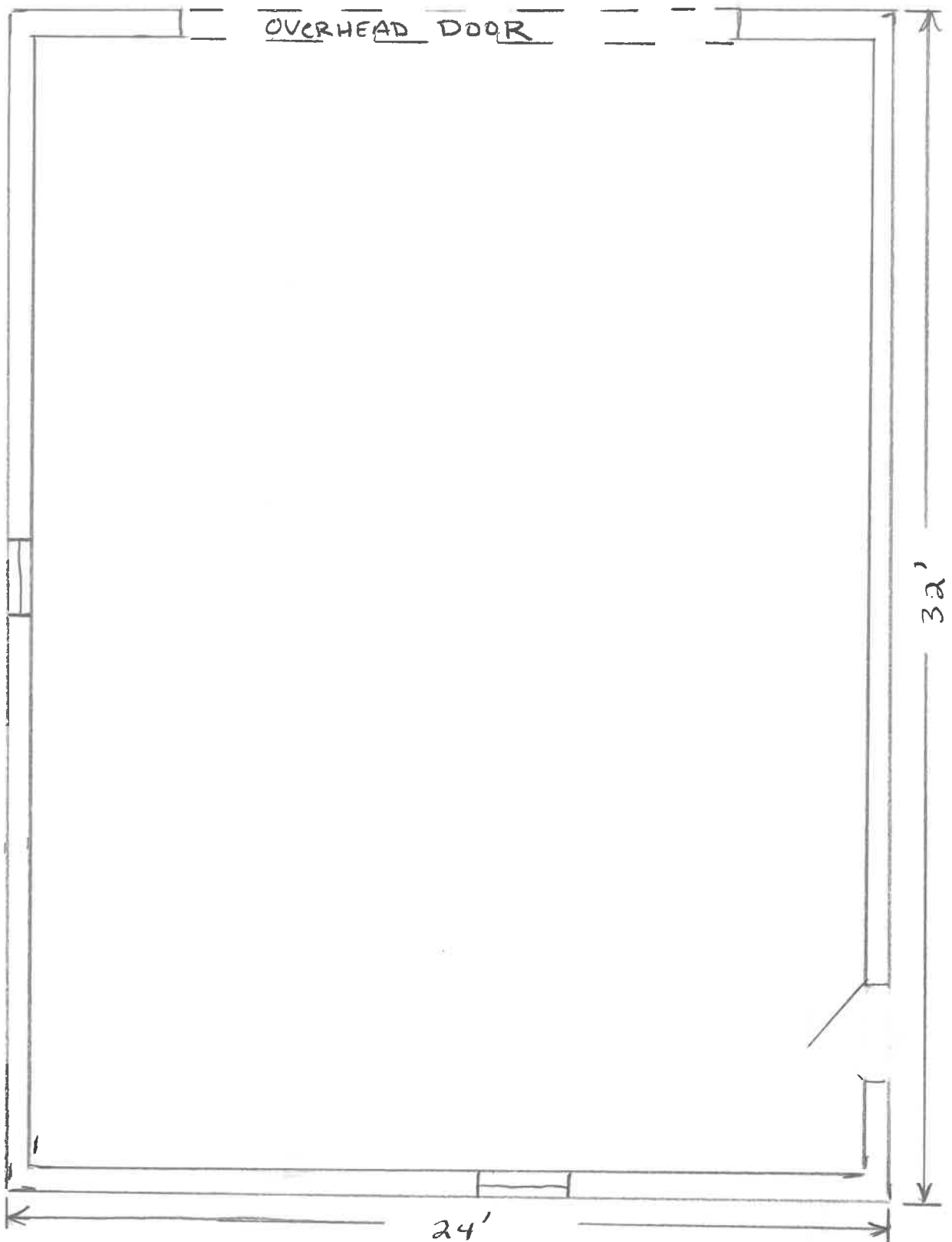
1. NO ALLEY
2. NO easr

Clinton Street

Right of way



↑  
N

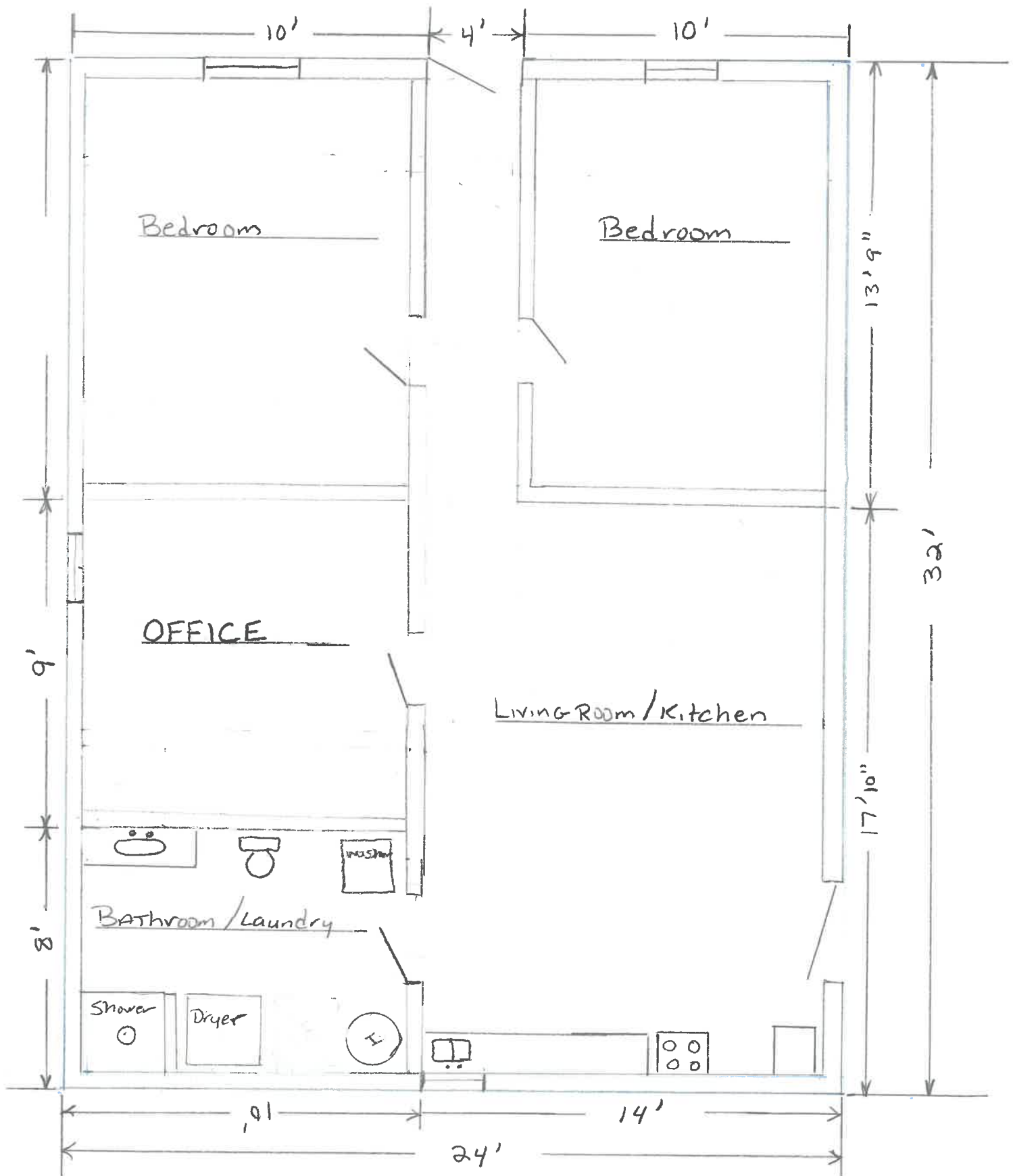


215 East Clinton Street | owner: Dan Maness  
Current use: Accessory Garage



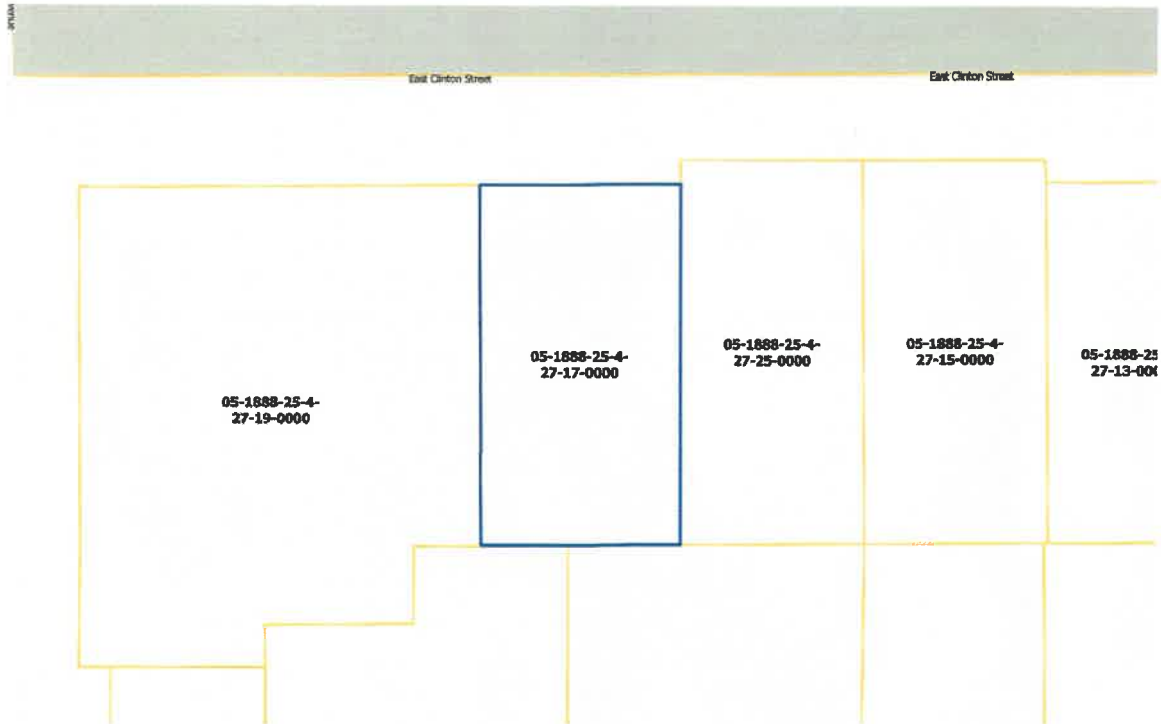
215 East Clinton St. Owner: DAN MANESS

Proposed use: Residential Dwelling



Tax Year: 2025

Scale: 1:547.88 Basemap: Cadastral Application Base Map



## Summary

### Primary Information

Property Category: RP

Subcategory: Residential Property

Geocode: 05-1888-25-4-27-17-0000

Assessment Code: 0000012719

#### Primary Owner:

MANESS DAN  
55 MICROWAVE HILL RD  
CLANCY, MT 59634-9615  
Note: See Owners section for all owners

#### Property Address:

215 E CLINTON ST  
EAST HELENA, MT 59635

Certificate of Survey:

Legal Description: EAST HELENA TOWNSITE, S25, T10 N, R03 W, BLOCK 38,  
W 28' LOT 13, E 22' LOT 14

Last Modified: 5/31/2025 9:18:23 AM

# Cadastral Property Report

Tax Year: 2025

## General Property Information

Neighborhood: 205.329.1	Property Type: Improved Property
Living Units: 0	Levy District: 05-049201-0901
Zoning:	Ownership: 100
LinkedProperty: No linked properties exist for this property	
Exemptions: No exemptions exist for this property	
Condo Ownership:	
General: 0	Limited: 0

## Property Factors

Topography: n/a	Fronting: n/a
Utilities: n/a	Parking Type: n/a
Access: n/a	Parking Quantity: n/a
Location: n/a	Parking Proximity: n/a

## Land Summary

Land Type:	Acres:	Value:
Grazing	0	0
Fallow	0	0
Irrigated	0	0
Continuous Crop		
Wild Hay	0	0
Farmsite	0	0
ROW	0	0
NonQual Land	0	0
Total Ag Land	0	0
Total Forest Land	0	0
Total Market Land	0.138	0

## Deed Information

Deed Date	Book	Page	Recorded Date	Document Number	Document Type
2/27/2009	M39	6643	3/4/2009	3162272	Beneficiary Deed
8/10/1999	M22	4823	N/A		
1/25/1995	M16	4693	N/A		
9/23/1993	M14	7219	N/A		

## Owners

# Cadastral Property Report

Tax Year: 2025

## Party #1

Default Information:	MANESS DAN 55 MICROWAVE HILL RD CLANCY, MT 59634-9615
Ownership %:	100
Primary Owner:	Yes
Interest Type:	Fee Simple
Last Modified:	7/20/2020 14:17:55 PM

## Party #2

Default Information:	MANESS TROY D 55 MICROWAVE HILL RD CLANCY, MT 59634-9615
Ownership %:	100
Primary Owner:	Yes
Interest Type:	Fee Simple
Last Modified:	7/20/2020 14:17:55 PM

## Party #3

Default Information:	OTTOMAN SHAUNA L 55 MICROWAVE HILL RD CLANCY, MT 59634-9615
Ownership %:	100
Primary Owner:	Yes
Interest Type:	Fee Simple
Last Modified:	7/20/2020 14:17:55 PM

## Party #4

Default Information:	NORMAN THERESA A 55 MICROWAVE HILL RD CLANCY, MT 59634-9615
Ownership %:	100
Primary Owner:	Yes
Interest Type:	Fee Simple
Last Modified:	7/20/2020 14:17:55 PM

## Appraisals

# Cadastral Property Report

Tax Year: 2025

## Appraisal History

Tax Year	Land Value	Building Value	Total Value	Method
2024	71200	23090	94290	COST
2023	71200	23090	94290	COST

## Market Land

### Market Land Item #1

Method: Sqft	Type: Primary Site
Width: n/a	Depth: n/a
Square Feet: 6000	Acres: n/a
Class Code: 2201	Value: n/a

## Dwellings

No dwellings exist for this parcel

## Other Buildings

### Outbuilding/Yard Improvement #1

Type: Residential	Description: RRG3 - Garage, frame, detached, unfinished
Quantity: 1	Year Built: 1995
Grade: 5	Condition: Res Average
Functional: n/a	Class Code: 3501

### Dimensions

Width/Diameter: 24	Length: 32
Size/Area: 768	Height: n/a
Bushels: n/a	Circumference: n/a

## Commercial

No commercial buildings exist for this parcel

Tax Year: 2025

## Ag/Forest Land

No ag/forest land exists for this parcel

## Easements

No easements exist for this parcel

## Disclaimer

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**CITY OF EAST HELENA**  
**306 EAST MAIN STREET**  
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**PHONE: (406) 227-5321**

## SKETCH PLAN CHECKLIST

**CLASSIFICATION OF SKETCH PLANS:** Individual single-household and two-household dwellings each on individual lots; fences; signs in compliance with the zoning ordinance; special temporary uses; and accessory structures associated with these uses. Other similar projects may be determined by the City staff to require only sketch plan review. The City staff shall determine all submittal requirements. All other developments within the City shall be subject to site plan review procedures and criteria, and the applicable submittal requirements.

### SKETCH PLAN REVIEW:

1. Separate construction plans are necessary for building permits when the proposal requires such permits.
2. Sketch plans for projects shall be submitted to City staff for a determination of compliance with the requirements of Zoning Ordinance. Once compliance is achieved, the application will be approved for construction or referred to the appropriate permitting authorities.
3. Sketch plans shall be reviewed for compliance with all applicable requirements of the Zoning and the cessation of any current violations of the Zoning, exclusive of any legal nonconforming conditions.
4. This City staff project decision may be appealed filing a notice of appeal with the Clerk of the Council for the City of East Helena, within 4 days after the date of approval as evidenced by the City staff's signature, by following the procedures of Chapter 10, East Helena Zoning Ordinance.

### SKETCH PLAN CHECKLIST

3 SETS REQUIRED	Yes	No	N/A
1. Development Review Application form.	✓		
2. Sketch plan, (no larger than) 11 X 17, north at the top of the page <ul style="list-style-type: none"><li>• site boundaries/property lines, with accurate lot dimensions;</li><li>• streets and alley frontages with names and easements;</li><li>• location of all existing and proposed structures (including decks/porches) with distances to the nearest foot between buildings and from buildings to property lines with accurate building area dimensions; and</li><li>• drawn to scale with setback measurements clearly labeled and in sufficient detail to demonstrate compliance with the requirements of the Zoning Ordinance.</li></ul>	✓		
3. Parking and circulation, driveways.		✓	
4. Drainage patterns and watercourses.		✓	
5. Floor plans, (no larger than) 11 X 17, including garage, basement, and all finished and unfinished spaces (drawn to scale and/or with outside dimensions clearly labeled).	✓		
6. Building elevation plans, (no larger than) 11 X 17 (drawn to scale and/or with measurements clearly labeled).		✓	
7. Plans, sketches, pictures, specifications and other data that will clearly express any proposed building alterations or additions.			
8. Such other information as may be suggested by the City staff.			
9. Clearly marked property corners and proposed building corners with flags, stakes, etc. (including garage and deck/porch).		✓	
10. Length of time since current / previous use: 30 years			
11. Proposed use: Primary structure			



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**PO BOX 1170**  
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**PHONE: (406) 227-5321**

## **ZONING VARIANCE CHECKLIST**



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03 2025

CITY OF  
EAST HELENA, MT

**INTENT OF ZONING VARIANCES:** Requests to modify dimensional or other numerical requirements of the East Helena Zoning Ordinance. The scope and extent of the variance(s) shall be limited to the minimum relief necessary to provide reasonable use of the property. In no case may the City Council grant variances to allow uses not already permitted pursuant to this title or alter administrative requirements of this title. The concurring vote of four members of the Council shall be necessary to effect any variance of this title.

### **ZONING VARIANCE REVIEW:**

1. The Council shall cause to be made such investigation of facts bearing on the application as will provide necessary information to assure that the action on each such application is consistent with the intent and purpose of this title.
2. In acting on an application for a variance, the Council shall designate such lawful conditions as will secure substantial protection for the public health, safety and general welfare, and shall issue written findings setting forth factual evidence that the variance:
  - Will not be contrary to and will serve the public interest;
  - Is necessary, owing to conditions unique to the property, to avoid an unnecessary hardship which would unavoidably result from the enforcement of the literal meaning of this title:
    - a. Hardship does not include difficulties arising from actions, or otherwise be self-imposed, by the applicant or previous predecessors in interest, or potential for greater financial returns; and
    - b. Conditions unique to the property may include, but are not limited to, slope, presence of watercourses, after the fact imposition of additional regulations on previously lawful lots, and governmental actions outside of the owners control;
  - Will observe the spirit of this title, including the adopted growth policy, and do substantial justice;
3. If a building permit or land use permit is not obtained for the subject property within six months from the date of the Council's decision, the variance shall be automatically canceled and become null and void.
4. Any aggrieved person as set forth in Chapter 10 of the East Helena Zoning Ordinance may appeal the decision of the City Council.

### **VARIANCE CHECKLIST**

<b>3 SETS REQUIRED</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Development Review Application form.			
2. Site Plan or Sketch Plan Checklist. The plans shall contain sufficient information for the Council to make a proper decision on the matter.			
3. A clear description of the variance requested and the reasons for the request.			
4. Justification, in writing, of the following:			
• Will not be contrary to and will serve the public interest;			
• Is necessary, owing to conditions unique to the property, to avoid an unnecessary hardship which would unavoidably result from the enforcement of the literal meaning of the East Helena Zoning Ordinance; and			
• Will observe the spirit of the East Helena Zoning Ordinance, including the adopted growth policy, and do substantial justice.			
5. Evidence satisfactory to the City Council of the ability and intention of the applicant to proceed with actual construction work in accordance with said plans within six months after issuance of permit.			

**\*Note: A completed Sketch Plan Checklist or Site Plan Checklist and a Development Review Application must be submitted with this Zoning Variance Checklist.**

Zoning variance request for 215 East Clinton Street, East Helena, Montana

Owner: Dan Maness

55 Microwave Hill Rd.

Clancy, MT 59634

I am requesting that a variance be granted for the current accessory structure located at 215 East Clinton Street. I would like to convert the current accessory structure into a primary structure. I would like to request a variance in the side yard and rear yard requirements. The current accessory structure is 4 feet from the West property line (side) and 10 feet 4 inches from the South property line (rear). The adopted zoning ordinance calls for a side yard of 10 feet and a rear yard of 15 feet. When the accessory structure was constructed in 1995, the City of East Helena did not have any zoning requirements in place.

Justification:

This project will allow the current structure to be converted into a residential dwelling using the current footprint of the structure, the structure will not be increased in size. The subject property is zoned "Residential" which is within the desired use of the structure and property. This project will also provide for the development of city services (water/sewer) to the property. This project will serve the public interest as it will ensure that the property is maintained (structure/landscaping) and provides needed housing. The variance is necessary due to the current structure being built prior to zoning in East Helena and a hardship due to the new proposed use would make it nonconforming and the current structure cannot be moved. No other structures would be able to be constructed on the property due to the lot size (less than 7,500 square feet) and would not meet the intent of the zoning ordinance. I believe that granting this variance will not adversely affect the surrounding properties and is keeping with the spirit of the East Helena growth policy and zoning ordinance. If approved construction would begin once all required permitting was secured.



## **MEETING MINUTES**

### **CITY OF EAST HELENA**

**CITY HALL – 306 EAST MAIN - ROOM 110**

**COUNCIL MEETING: 6:30 PM**

**DATE: TUESDAY, JUNE 17, 2025**

**JOIN ZOOM MEETING: <https://us06web.zoom.us/j/3787705872>**

**CONFERENCE CALL-IN: 1-253-205-0468 MEETING ID: 378 770 5872**

**MEETING CALLED TO ORDER:** Mayor Harris called the meeting to order at 6:30 p.m. Councilmember Feist led the Pledge of Allegiance.

**CITY OFFICIALS & STAFF PRESENT:** Mayor Kelly Harris, Council President Don Dahl, Councilmember Judy Leland, Councilmember Wesley Feist, Councilmember Suzanne Ferguson, Clerk/Treasurer Amy Thorngren, City Attorney Pete Elverum, and Public Works Director Kevin Ore

**PUBLIC PRESENT:** None

**ABSENT/EXCUSED:** City Judge Dennis Loveless, Police Chief Mike Sanders, and Fire Chief Roger Campbell

**PUBLIC COMMENTS:** There were no public comments on any non-agenda items.

**(0:00:35) APPROVAL OF MINUTES:** The draft minutes of the June 3, 2025 meeting were included in the council packet. There was no public comment. Councilmember Leland made a motion to approve the minutes as presented. Councilmember Feist seconded the motion. The motion passed unanimously.

**CITY COURT REPORT:** A written report was included in the council packet. City Judge Dennis Loveless was excused.

### **DEPARTMENTAL REPORTS:**

**(0:01:05) Administration** – Clerk/Treasurer Amy Thorngren reported that the new wastewater improvements project loan had been closed and that the county elections office had cancelled East Helena's primary election.

**Police Department** – A written report was included in the council packet. Police Chief Mike Sanders was excused.

**(0:08:50) Public Works** – A written report was included in the council packet. Public Works Director Kevin Ore reported that there had been problems with the flocculation rake at the wastewater treatment plant; the CIPP lining project is going well; a letter was received from DEQ regarding potential PFA testing; reservation signs have been installed near the park pavilions; and that the preapplication meeting for Prickly Pear Estates had gone well.

**Volunteer Fire Department** - Fire Chief Roger Campbell was excused.

### **NEW BUSINESS:**

1. **(0:21:15) Plant Road Right-of-Way for Vigilante West Subdivision** – copies of the quit claim deed and certificate of survey were included in the council packet. Mayor Harris explained that Plant Road would be extended to reach the new Vigilante West subdivision.

There was no public comment. Councilmember Feist made a motion to approve the right-of-way. Councilmember Dahl seconded the motion. The motion passed unanimously.

2. **(0:22:05) Discussion on Recruitment of Members for the Planning Board, Zoning Commission, & Police Commission** – Relevant Montana code and by-laws for the Planning Board, Zoning Commission, and Police Commission were included in the council packet. Mayor Harris and Council discussed potential board members and methods of recruitment. There was no public comment. This was an information-only item.

**(0:29:15) MAYOR'S REPORT:** Mayor Harris reported that he had met with Councilmember Feist regarding the budget; he had attended the Patrol Officer interviews; had a call with Senator Darling regarding the appointment of METG; attended the State Farm Food Truck Festival; and reported that the pool was up and running well.

**COUNCILMEMBERS' REPORTS:**

**Don Dahl** had nothing to report.

**(0:31:45) Judy Leland** reported that she had attended the Patrol Officer interviews.

**(0:31:55) Wesley Feist** reported that he'd had budget talks with staff; he attended the State Farm Food Truck Festival; he talked to the Montana Jewish Project regarding the Star of David Windows; he attended Coffee with the Chamber; and that he had visited Creative Stitches.

**Suzanne Ferguson** had nothing to report.

**(0:34:20) LEGAL REPORT:** City Attorney Elverum reported that he attended the State Farm Food Truck Festival; court has been going well; and that he is covering a case for the City of Helena.

**(0:34:45) PAYMENT OF BILLS:** Claims 298867 through 298915 were presented for Council's review. Councilmember Leland made a motion to pay the bills. Councilmember Feist seconded the motion. The motion passed unanimously.

**MEETING SCHEDULE:**

1. East Helena City Council Meeting, Tuesday, July 1, 6:30 p.m., City Hall Room 110
2. East Helena City Council Meeting, Tuesday, July 15, 6:30 p.m., City Hall Room 110

**ADJOURNMENT:** Mayor Harris adjourned the meeting at 7:04 p.m.

ATTEST:

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Clerk/Treasurer

---

Mayor



# **Public Works Department**

*Proud to serve our Community*

**July 1st, 2025**

## **1.) WWTP Report**

- Prospect Construction is continuing headworks construction. Still pouring concrete.
- Floc rake is repaired and has been running with out any more failures for the last couple of weeks.
- Working on land scaping around vigilante lift station.
- Vortex has completed slip lining, still have some manhole repairs to complete.

## **2.) Metal Removal Building**

- New reject pump is still on order.

## **3.) Source Water Report**

- Finishing up water main installation on Lewis, pavement repair will be completed with other paving projects in town. (Discuss)

## **4.) Solid Waste Report**

- The garbage truck has been working as designed.
- We have heard that Tri-County Disposal is in a purchase agreement with Republic Waste out of Missoula. More to come on this.

## **5.) Parks**

- Steve and Declan have been busy with parks retention ponds and future park spaces in new subdivisions.
- Parks have been crazy busy.

## **6.) Pool**

- Had Dept. of Health out for our yearly inspection of pool. All went well, some new rule changes on chemical levels.
- Still waiting on est. for roof repair.
- The new pool vacuum is working great.
- A/C is installed in pool house.

## **7.) Streets**

- We received an updated grant agreement template from Federal Highways. Working on getting application completed and will be resubmitting for approval. (Discuss)
- Crews will be repainting crosswalks and curbs in next couple of weeks.

## **8.) Facilities**

- Roof repair at city hall is being completed, once complete we will get all the damaged ceiling tiles replaced.
- Working on getting parking lot seal coating scheduled with cap paving.

## **9.) Resident/City Information and Events**

- Annual Fireworks show Friday the 4<sup>th</sup>.
- Annual Rodeo Parade on Saturday the 12<sup>th</sup> at 1pm.
- Next food truck event is July 10<sup>th</sup>.





CITY OF EAST HELENA  
306 E MAIN ST / PO BOX 1170  
EAST HELENA, MT 59635  
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 07/01/2025

Agenda item:

JFK Park land for new EHB Library Building

From:

Lewis & Clark Library: John Finn and Andrea Eckerson

Initiated by City:     ☐ YES             ☒ NO             (check one)

Department:

County Library

Presented by:

See below

Action requested:

A vote to move forward as proposed.

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Representatives from the Lewis & Clark Library, Mosaic Architects, and the East Helena Branch Library Site Committee will present proposed plans and other details of the new library building on the JFK Park property for further approval from the City Council.

Attachments: Presentation and feasibility study

Requested motion: For the City of East Helena staff to continue working with the Lewis and Clark Library in order to facilitate a transfer of a portion of JFK parkland to be used as a new library branch for the Lewis and Clark Library to serve the residents of East Helena.

Attachments:             ☒ YES             ☐ NO             (check one)

Date submitted:

May 30, 2025

RECOMMENDATIONS:

Initial:

Approve for agenda:

☐ YES

☐ NO

\_\_\_\_\_

Referred to Dept. Head for resolution:

☐ YES

☐ NO

\_\_\_\_\_

Referred to \_\_\_\_\_:

☐ YES

☐ NO

\_\_\_\_\_

Agenda requests must be submitted to East Helena City Hall by noon the Wednesday prior to the Tuesday council meeting.



# Lewis & Clark Library East Helena Branch

Growing for the Future



Integrate a new library into JFK Park, providing a new community hub for East Helena while increasing the usage and enhancing the Park.

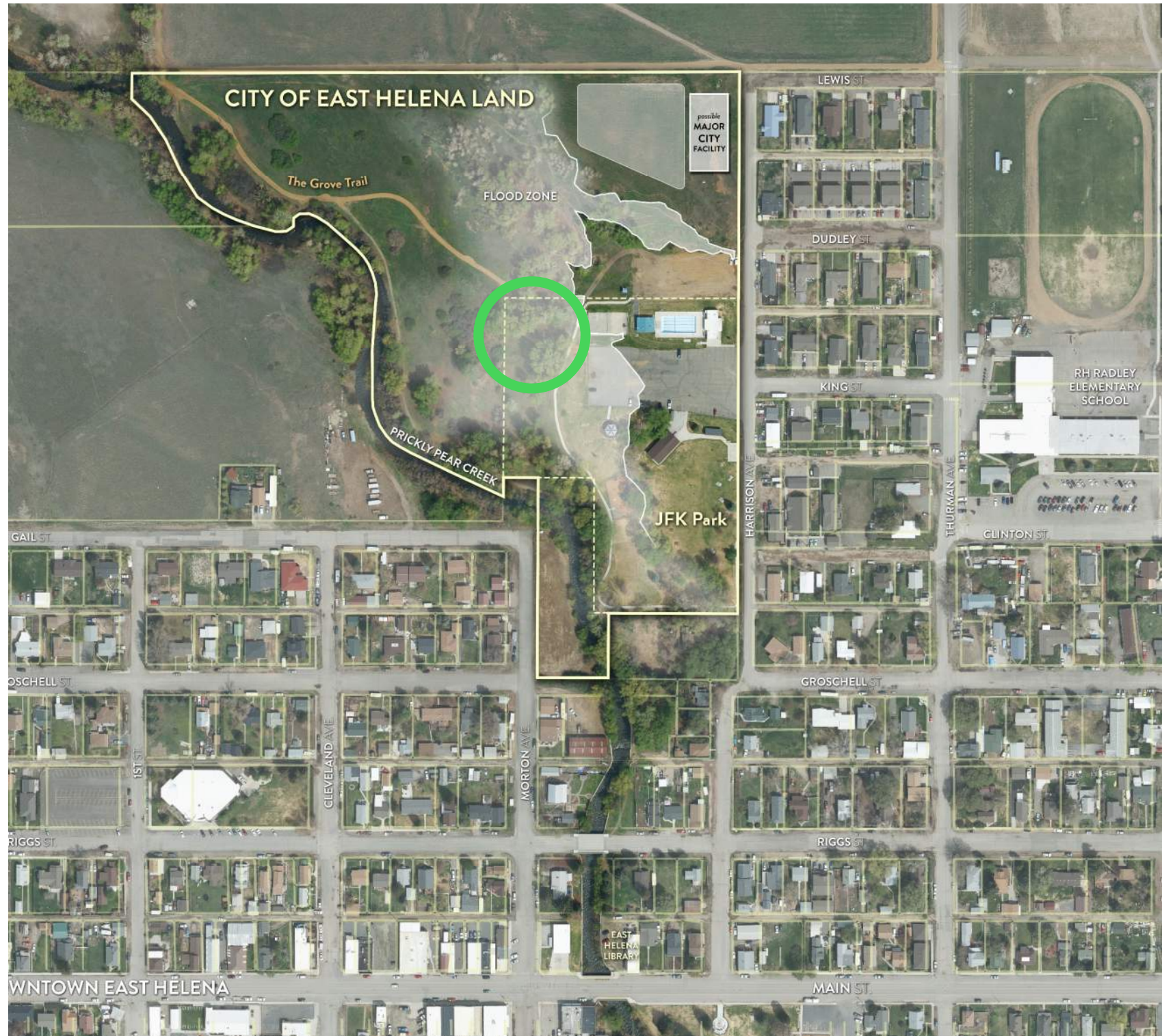


## The Vision



- Central Location - walkable
- Close to Schools
- Synergy with JFK Park
- Connection to trails
- Supports community events

# The Park Site

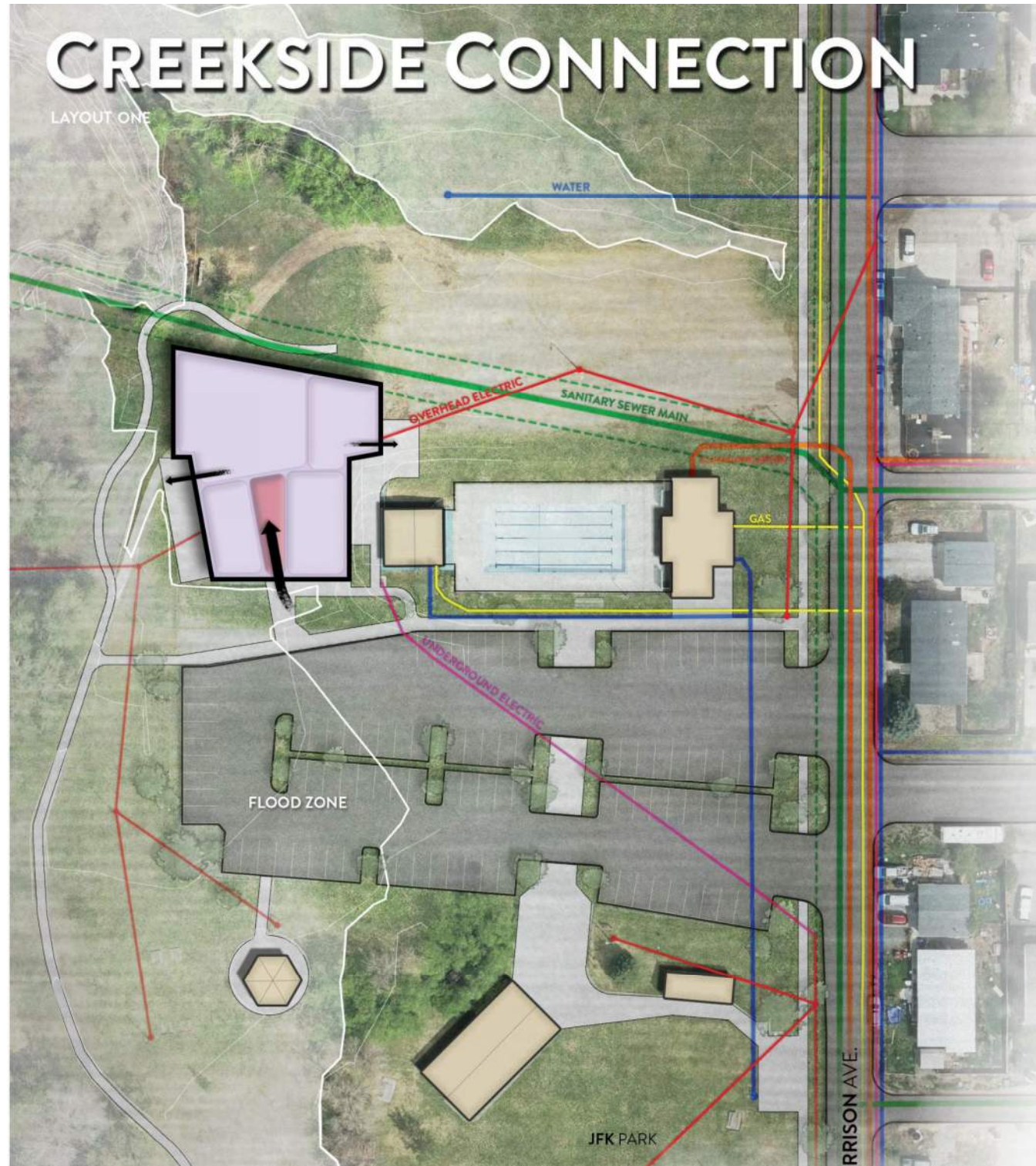




- Located west of pool
- Located on under-used property
- Upgrades to parking lot and sidewalks
- Provides usability of remainder of site
- Provides park presence



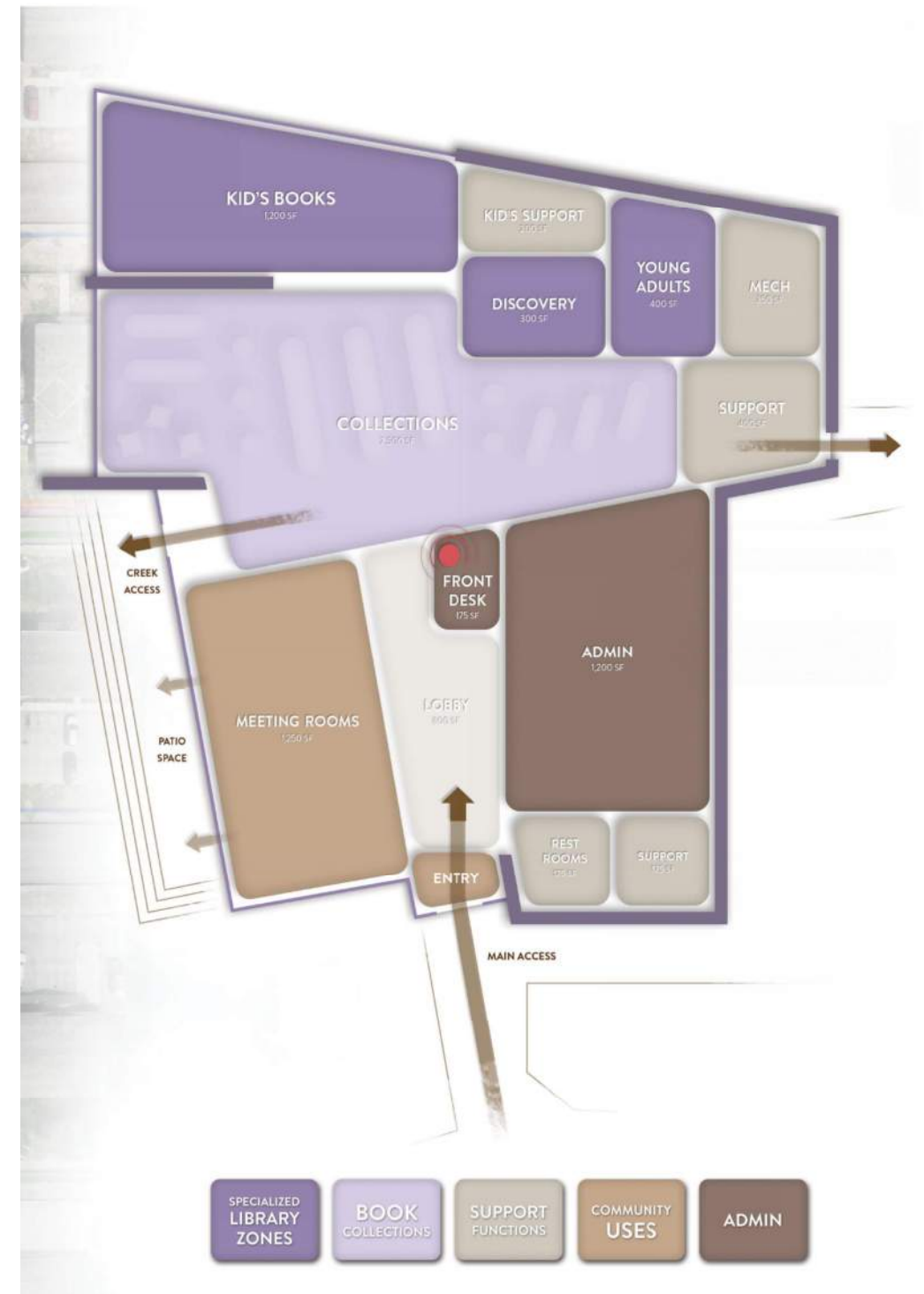
# Site Plan



- Central entry facing south/park
- Large public lobby
- Community meeting rooms as focal point
- Outdoor & indoor space to support park events
- Connection to trails and park
- Upgrades to pool and library service access



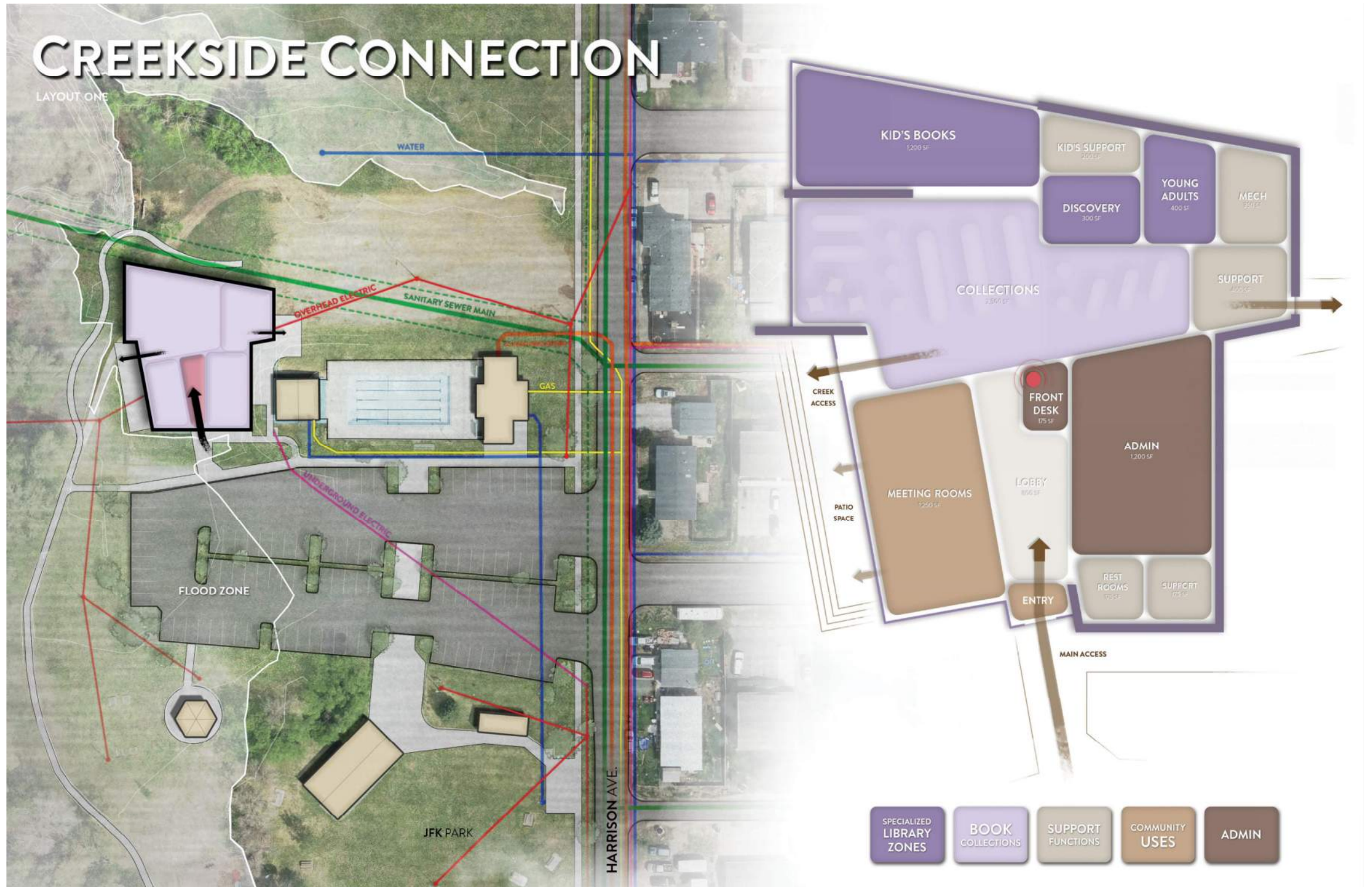
# Design Concept





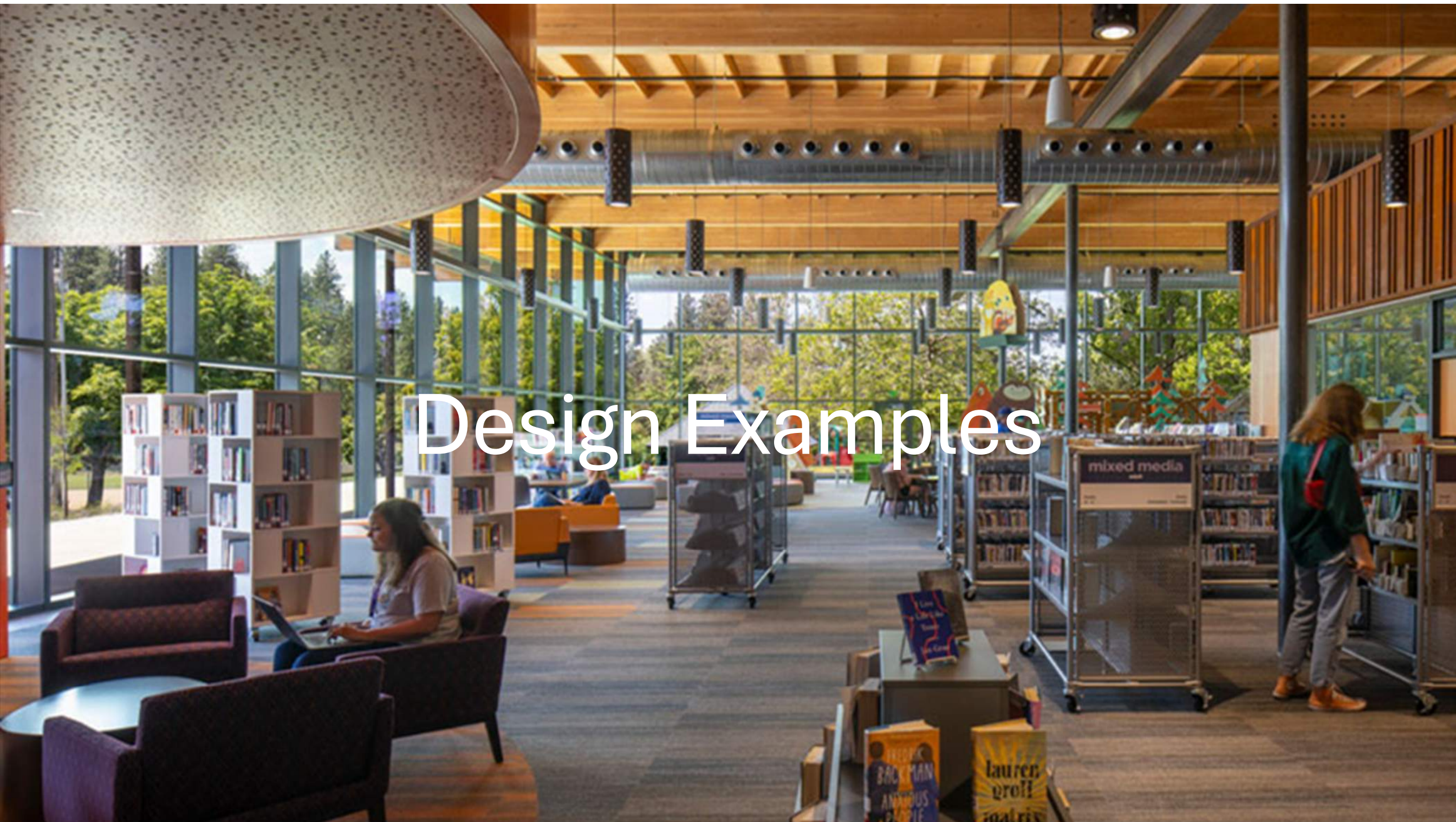
# CREEKSIDE CONNECTION

LAYOUT ONE





# Design Examples







## RECENT & PLANNED MONTANA LIBRARY PROJECTS:

Missoula

Helena

Billings

White Sulphur

Springs

Lewistown

Polson

Troy

Hamilton

Darby

Belgrade

Bozeman

Bigfork

Great Falls



















Motion to direct city staff to work with LC Library to create an agreement for development of the branch library. Agreement to be approved by Commission.

- Subdivision process and site definition
- Site sale to LC Library
- LC Library's commitment to park improvements
- City and Library agreement for responsibilities for maintenance etc.

A wide-angle photograph of a landscape with rolling hills and trees under a clear sky, serving as a background for the title.

# The Proposal





# LC LIBRARY EAST HELENA BRANCH FEASIBILITY

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# PROJECT SUMMARY

## A NEW COMMUNITY LIBRARY FOR EAST HELENA

**THIS REPORT** The Lewis & Clark Library introduced the idea of locating a new East Helena branch library in JFK Park to the City Commission on February 4th, 2025. The Library Building committee and community members gave a presentation and testimony outlining the benefits for both the Library and the City to come together and build a new branch Library in the park.

At that meeting, the Library committee asked the Commission to support the project in concept and give the Library approval to proceed with a feasibility report. Upon completing that report, the Library would present it's finding to the Commission.

Key elements of the project include:

### SCOPE

The Library is planning a 10,000 sf branch library with two community rooms, collections, areas for children and youth, study rooms, and a large public lobby.

### APPROACH

The project would be a partnership between the City of East Helena and the Lewis & Clark Library. The City would provide site for the library via a land-use agreement at minimal cost to the Library. The Library would build and operate the branch library. As part of the project, the library would provide upgrades to the parking, potentially including re-building the parking lot, improving sidewalks, landscaping, and signage. The City and the Library would also enter into a maintenance agreement with the Library taking on some responsibility for site maintenance.

This approach would provide a terrific site for the Library and help the City by eliminating much-needed deferred maintenance on some of the park's infrastructure. In the long-term, sharing maintenance will reduce operating costs for both organizations.

# 1+1 = 3

*An Idea to Benefit Everyone!*

### GOALS

The goal of this report is to determine if the proposed site and partnership is viable. Ideally, the project would:

- Provide an expanded Library and library programs for East Helena
- Improve JFK Park and create a new, vibrant community resource
- Consolidate the park development to "save" much of the park open space for other future city facilities or community amenities
- Fairly share site maintenance between the City and Library

### SCHEDULE

The Lewis & Clark Library feels that expansion of their services needs to be addressed as quickly as possible. They have long since outgrown their current space and continue to see increased demand as East Helena grows. The Library is ready to proceed once the site is deemed feasible and a land-use agreement is in place.

The design and construction of a new library is a complex process. If the process were to start this summer, construction of the new library could begin as early as late spring of 2026. Construction and outfitting a new library would take approximately 15 months. That would result in opening of the new facility in the fall of 2027. This is an aggressive schedule and assumes no significant delays due to technical or funding issues.





Park Site and 1/2 mile (15 minute) walking radius

# PROJECT SUMMARY

## A NEW COMMUNITY LIBRARY FOR EAST HELENA

### **LIBRARIES**

Libraries are a key component of a healthy community. Libraries act as a “third” place for community uses, programs, resources and other activities. Libraries are often the first place people go who are looking to start a business or grow their current business. Libraries are a critical resource for early childhood education, after-school programs, and home-school families. For adults, libraries are often one of the few resources available to provide resources for ongoing educational opportunities.

Libraries also serve as community centers by offering resources and space for a variety of community organizations.

### **NEED**

The current library facility is dramatically undersized for the library programs, collections, staff, and community uses. Additionally, the continued growth of the East Helena community is expected to result in more and more use of the library facility. The LC Library has been planning on expanding or relocating the library for over two years. A new library facility will provide a wealth of benefits to the community.

### **3RD PLACE**

A third place is a place outside of work and home where community members, friends, and family can come together. The library is an ideal 3rd place- it has free admission, it is judgement free, and it is a comfortable place to relax and learn. Additionally, the library has programming, activities, and spaces for people to meet, greet, and learn more about each other and their community.

### **MORE PUBLIC READING AREAS**

The library will have additional dedicated reading and social-

izing areas. Each reading area is to have its own character to appeal to a variety of learners and encourage life long learning.

### **IMPROVED SPACE FOR LIBRARY STAFF**

A great library has great behind-the-scenes spaces. Updated staff work areas will allow the staff to more easily and efficiently provide knowledge, resources, and assistance to the community.

### **A PLACE EVERYONE IS WELCOME & SAFE**

The space will reflect the library’s belief that all are welcome. The library is to be updated with new finishes, more daylight, and lower stacks to allow visibility and a more “open” feel. Additionally, everyone is to feel and be safe in the library. From visitors to staff, the space will follow all contemporary design standards for safety and security.

### **AFTER HOURS MEETING ROOM**

One of the simplest ways the library can support the community is through providing an after hours meeting room. In order to do this, all support spaces for the meeting room must be accessible without traversing through the main library. Additionally, an exterior door into the meeting room is to be provided.

### **SUPPORT S.T.E.A.M.**

The library will support the disciplines/professions of Science, Technology, Engineering, Arts, and Mathematics through new spaces such as a maker space, tech table, and study rooms. The future of STEAM professions lies in our youth. As such, a new young adult space will bring young adults into the library and expose them to STEAM opportunities.





An aerial photograph of a landscape. In the foreground, there's a dirt road or path leading towards a small, dark pond. To the left of the pond, there's a small, light-colored structure, possibly a building or a shed. In the background, there's a town or city with various buildings, and further back, there are mountains under a clear blue sky.

# SITE --- ANALYSIS



# PROCESS

The project team, led by the Lewis & Clark Library East Helena Advisory Committee, began looking for a site for the new public library in January of 2024.

The Committee established SITE CRITERIA for the new branch library to use as a measuring stick for all potential sites. The team identified (7) seven potential sites and analyzed the sites against the site criteria. The JFK Park site rated highly in almost all categories and ranked 1st of all (7) seven sites considered.

## SITE CRITERIA

- City Center Location ★★★★★
- Site Size ★★★★★
- Growth Potential ★★★★★
- Timing of Acquisition ★
- Visibility/exposure to public ★★★★★
- Shared parking ★★★★★
- Utility and Road access ★★
- Drive-up book drop ★★
- Outdoor program space ★★★★★
- Neighborhood appropriateness ★★★★★
- Revitalize downtown and core ★★
- Beneficial adjacencies ★★★★★
- Partnership Opportunities ★★★★★
- Bicycle and pedestrian access ★★★★★
- Safety ★★★★★

In addition to scoring each site by the site criteria, the criteria were also given a weighting factor. City Center Location, Site Size, and Timing of Acquisition were determined to be the most critical factors. Other highly weighted criteria were Safety, Neighborhood Appropriateness, and Utility Access.

After ranking the sites, the JFK site was clearly the most desirable site. Not only was it the most desirable site, it also appeared to be the most viable and beneficial to the entire community. The site provides terrific opportunities for partnership with the City of East Helena.

As the committee investigated all the site options, many were found to be infeasible due to land acquisition timing and potential costs. Others were eliminated due to poor rankings in meeting the desired site criteria. The committee did briefly look at sites south of the highway in the areas of future growth in the Habitat subdivision or on other developing properties. The committee felt those locations may be desirable in the long-term, but wouldn't serve the current East Helena community very well. Viability of those sites is likely over 10 years out.





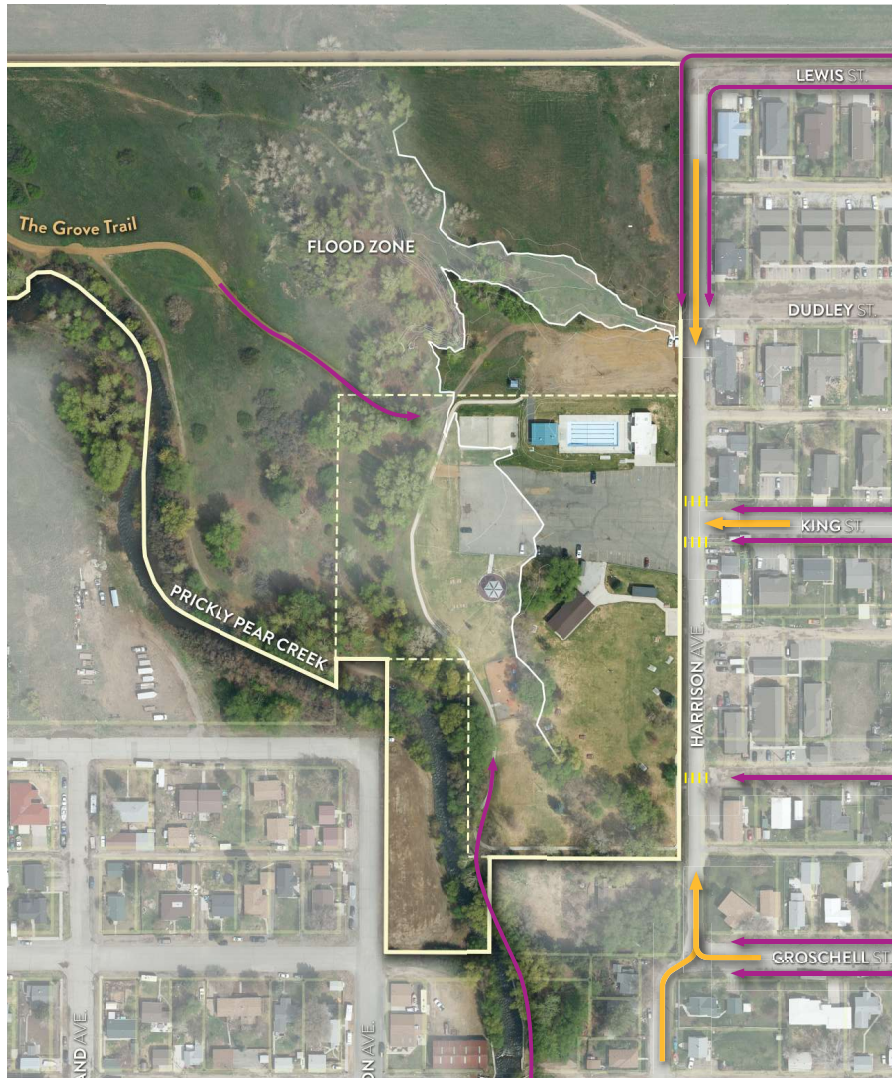


# SITE ANALYSIS





## CIRCULATION



The site will be accessed from Prickly Pear School and residential development to the north, Radley School and neighborhood to the East, and from the City Center to the south. The site also has direct access from the trail system to the west. Pedestrian access from the east and crossings for Harrison Ave. will be important.

## VIEWS



The JFK Park site is set against the creek riparian area. The primary views from the site are wonderful short views into the stream side area and large cottonwood trees. Views to the east street side are not very desirable.

# SITE DESIGN CONSIDERATIONS

## BUILDING LOCATION

The Library building location is driven by several factors:

- The Prickly Pear Creek Flood Zone
- Preservation of existing park resources including parking footprint, pavilions, and trails.
- Preservation of the north portion of site for overflow parking, special events, and future City facilities
- Connection of the Library to other park amenities
- Efficient layout of parking
- Views, sun, and other environmental impacts on design

## PARKING

The existing parking lot is in poor condition and has a layout that leads to very inefficient use of the parking lot. Users tend to park in an ad hoc fashion and limit the capacity of the lot to 50- 60 cars. This tends to work because typical park usage only requires 20 or so parking spots. However, the problem becomes obvious when there is an event in the park that demands more parking. While there are no hard and fast rules on parking, typically parking is based on looking at individual uses and calculating demand. Anticipated need includes:

- General Park Use: 20 cars (based on observation)
- Swimming Pool: the pool has a maximum capacity of about 50 people with another 100 people on the deck. If 75% of users drive at 4/car = 30 parking spaces.
- Pavilion: 100 people = 35 cars
- Library: 40 spaces
- TOTAL 125 cars. Generally, parking numbers would be reduced for mixed use assuming not all uses are maximized at any given time.  $125 \times .75 = 94$ .
- Total on-street spaces: 20
- LOT SPACES: approximately 75 for normal use. Ideally, overflow parking up to 125 would be provided.

The area north of the pool is semi-developed overflow parking. This area could be improved and expanded to allow for larger events.

## ACCESS

The main traffic flow will be from the north and south along Harrison Ave. N. Some traffic will access the site from E. King Street, E. Dudley and E. Clinton Street. These roads are expected to be paved this summer. The main parking lot entry would be defined to two access points along the east boundary. Traffic would be better controlled by curbs, walks, and signage. The sidewalk along N. Harrison runs north to the parking lot and ends there. Pedestrians walk across the parking lot to access swimming pool area from the south.

Pedestrian traffic will come from all directions. A lot of kids will certainly walk from Radley School down E. King Street and from Prickly Pear School down Harrison from the north. A reasonable distance for kids/parent to walk is about 1/2 mile (10-15 minutes).

## DISTANCES TO COMMUNITY LANDMARKS

Radley Elementary	< 2 block or 2 minutes
Prickly Pear School	5 blocks or 7 minutes
City Hall	7 blocks or 10 minutes
Main St Park	5 blocks or 7 minutes
E. Helena High	1 mile or 20 minutes

## CIRCULATION

Walks and paths from the neighborhood and the parking lot to the building entry will be important. All paths should be obvious, accessible and safe. The library and pool entries should also be connected.



## Park Amenities



*The goal of the project is to fit the new library seamlessly into the park. The design should enhance the park, while providing a fitting and beautiful location for the Library!*

### 1 POOL

The pool is open during summer months and gets very heavy use.

### 2 PAVILION

The park pavilion is available for rent and is typically used by large groups

### 3 RESTROOMS

The park restrooms are open seasonally during daylight hours. The restrooms are in poor condition.

### 4 WORKOUT EQUIPMENT SHELTER

The small shelter has workout equipment and sees frequent use.

### 5 POOL EQUIPMENT BUILDING

### 6 TENNIS COURT

Existing tennis court in severe disrepair, unusable

### 7 PLAY STRUCTURE

The play structure is one of the most heavily used park amenities.

### 8 OVERFLOW PARKING

### 9 NATURE PATH

The park has a wonderful nature trail system that runs through the park and along the creek. The trails connect to the Grove Trails to the Northwest.

### 10 PRICKLY PEAR CREEK RIPARIAN AREA

The highlight of the park is the heavily wooded riparian area along the creek.

# SITE POSITIONING OPTIONS

## BUILDING LOCATIONS

Based on the factors outlined above, the best possible positions for the library installation were narrowed down to three options.

- Option 1: Creekside Connection
- Option 2: Corner Park & Plaza
- Option 3: Northern Contour

### Option 1 - Creekside Connection

The first option is located on the far west side of the existing parking lot and directly adjacent to JFK Park and the recently improved Prickly Pear Creek trails. This configuration would likely include elements like patio spaces and expansive glass walls to allow interior spaces to engage directly with the natural elements out the back door.

- Very close to the flood zone
- Size limited by sewer line to the north
- Direct connection to trails and creek features
- Direct short views to the creek and trees
- Front door facing south
- Opportunity for bridging front entry element
- Removes the tennis court the City doesn't want
- Not immediately visible from the street, tucked into the back of parking lot

### Option 2 - Corner Park & Plaza

The second option is located on the southeast corner of the existing parking lot, and conjoins with the existing infrastructure within JFK Park. This configuration would likely engage with the existing plaza and pavilion spaces found in JFK park, conjoining new and old to improve the experience for both park and library users.

- Removed from the flood zone
- Street presence opportunity
- Requires removal and replacement of public restrooms
- Connection with park plaza and pavilion from meeting rooms and kid's space
- Northwest entry should be protected from prevailing wind
- Can still replace tennis court with parking

### Option 3 - The Northern Contour

The third option makes use of a narrow section of land between the existing pool and the flood zone to the north. Because of this location, this configuration would become a longer and more linear layout than the other options, which provides interesting opportunities for daylighting, views, and spatial organization.

- Set apart from the rest of the park
- Very close to the flood zone
- Opportunity for lobby to clearly separate public meeting zones from library
- Street presence opportunity
- North light and views into collections space
- Kid's Space and Collections have views and outdoor space adjacent to the creek
- Can still replace tennis court with parking
- Difficult to create parking right at the front door

## CITY MEETING TAKEAWAYS:

*Creekside Connection* & *Corner Park & Plaza* are the preferred locations. Northern Corridor restricts pool expansion.

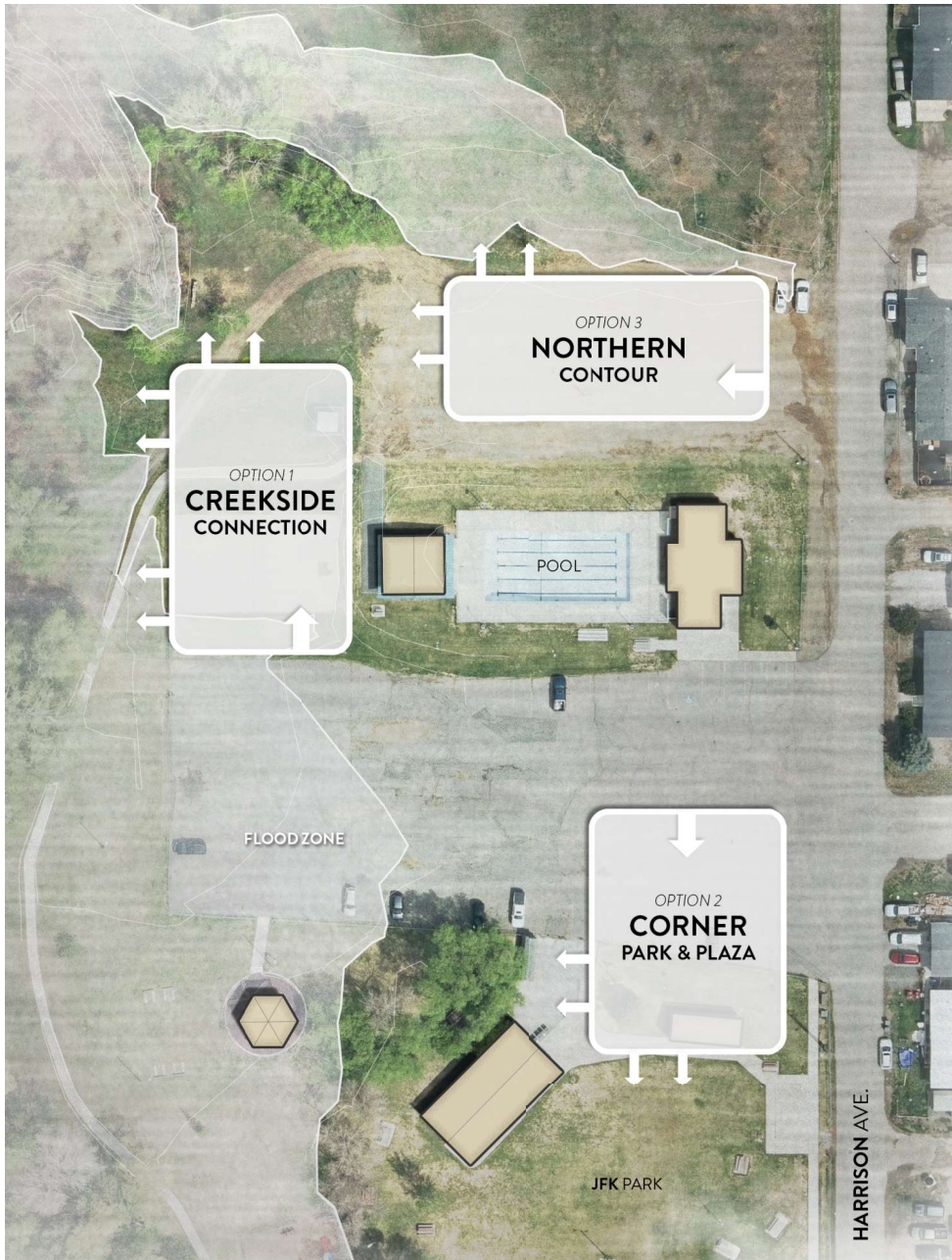
### Why?

Both options offer:

- *Outdoor views*
- *Convenient access to trails & creek*
- *Doesn't impact pool expansion or future use of northern property*



## Building Options



## LIBRARY COMMITTEE SITE SELECTION

### CREEKSIDE CONNECTION

After learning that the city officials felt both the Creekside Connection and Corner Park and Plaza were viable options, Mosaic refined site use diagrams for each site.

Those diagrams were reviewed by the Library site committee and reviewed. Both sites and diagrams were found to be viable, but the Creekside Connection was the preferred site by all committee members at the meeting. Primary reasons for the preference were:

- Plan seemed less complicated and less “crowded”. The Corner Plaza plan was elongated and stretched out along the street. This made for a more complex plan.
- The Creekside Connection provided for a clear public entry on one side and a service entry on the north, providing separation between these two distinctive building entries.
- The Creekside Connection plan was compact and offered great centralized oversight of the library from the service desk.
- The Creekside Connection provides great views and access to the stream side.



## CREEKSIDE CONNECTION - SITE EXPLORATION

### PREFERRED SITE

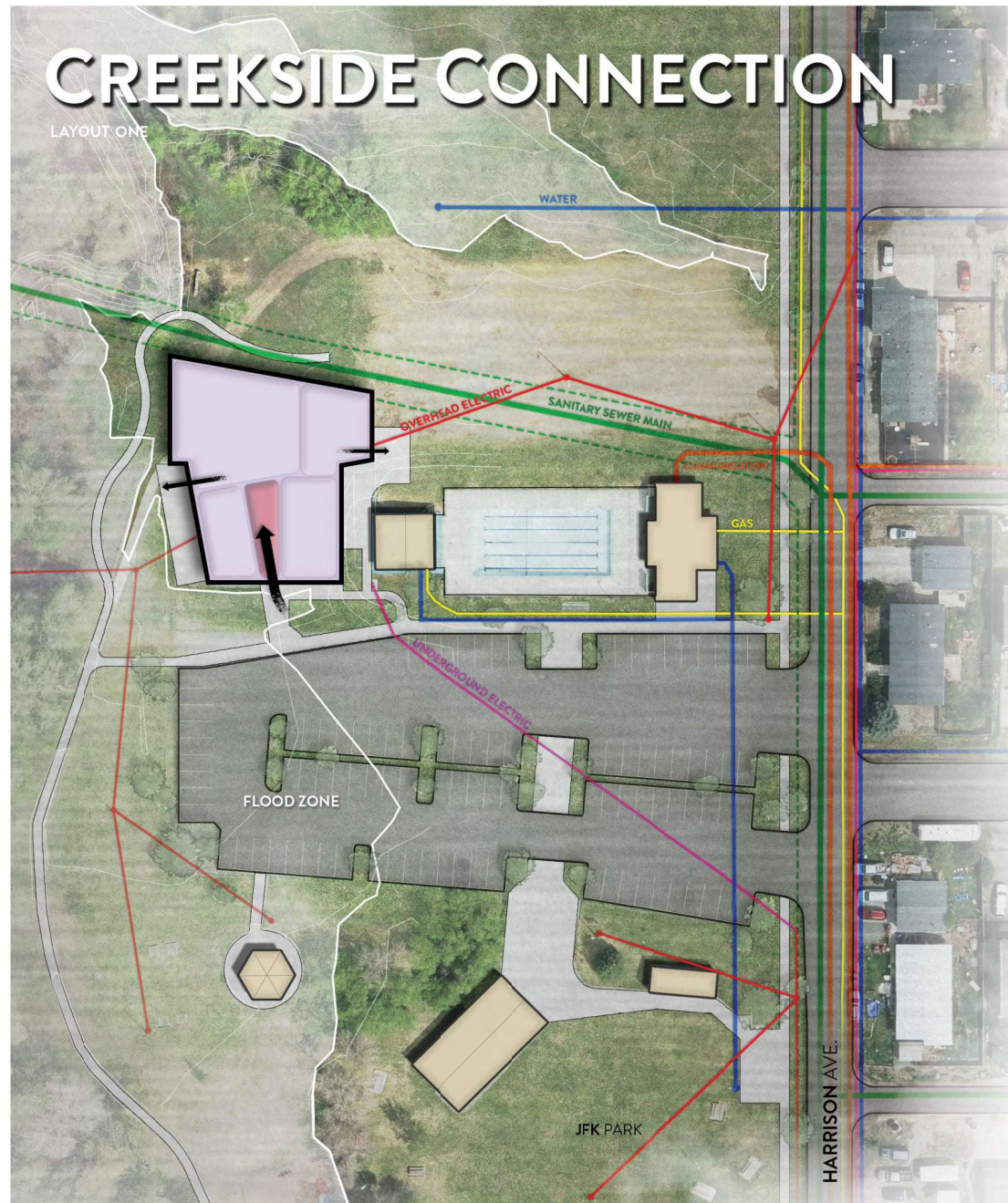
#### SITE DESIGN

The Library building fits in the selected location and would have great park access. This is also the location preferred by the city. Some keys include:

- Direct access to the park, creekside, trails, etc.
- Limited disruption of other park amenities
- Less visible from the street
- Efficient layout of parking
- Views, sun, and other environmental impacts on design

#### PARKING

The parking upgrades would be limited to the existing lot. This should be relatively cost effective. The parking area would hold about 100 cars. If the library did their own parking, it would only need about 30 spaces.



## CREEKSIDE CONNECTION - PLAN EXPLORATION

### BUILDING DESIGN

The Library building would have an entry focused to the southeast. This would be ideal for solar access and views from the street. The public would enter into a central lobby with the community rooms located to the left, fronting the stream corridor, and administration areas located to the right.

The lobby focal point would be the service desk located in the center of the building. The desk would have oversight of the lobby, meeting rooms, and collections.

Other key opportunities include:

- Potential entry "bridge" over the riparian area (planted flood zone area)
- Delivery area on north end of administration with direct access from north parking area
- Kids area with direct park access
- Outdoor gathering and presentation space along the park corridor





## PARK & PLAZA - SITE EXPLORATION

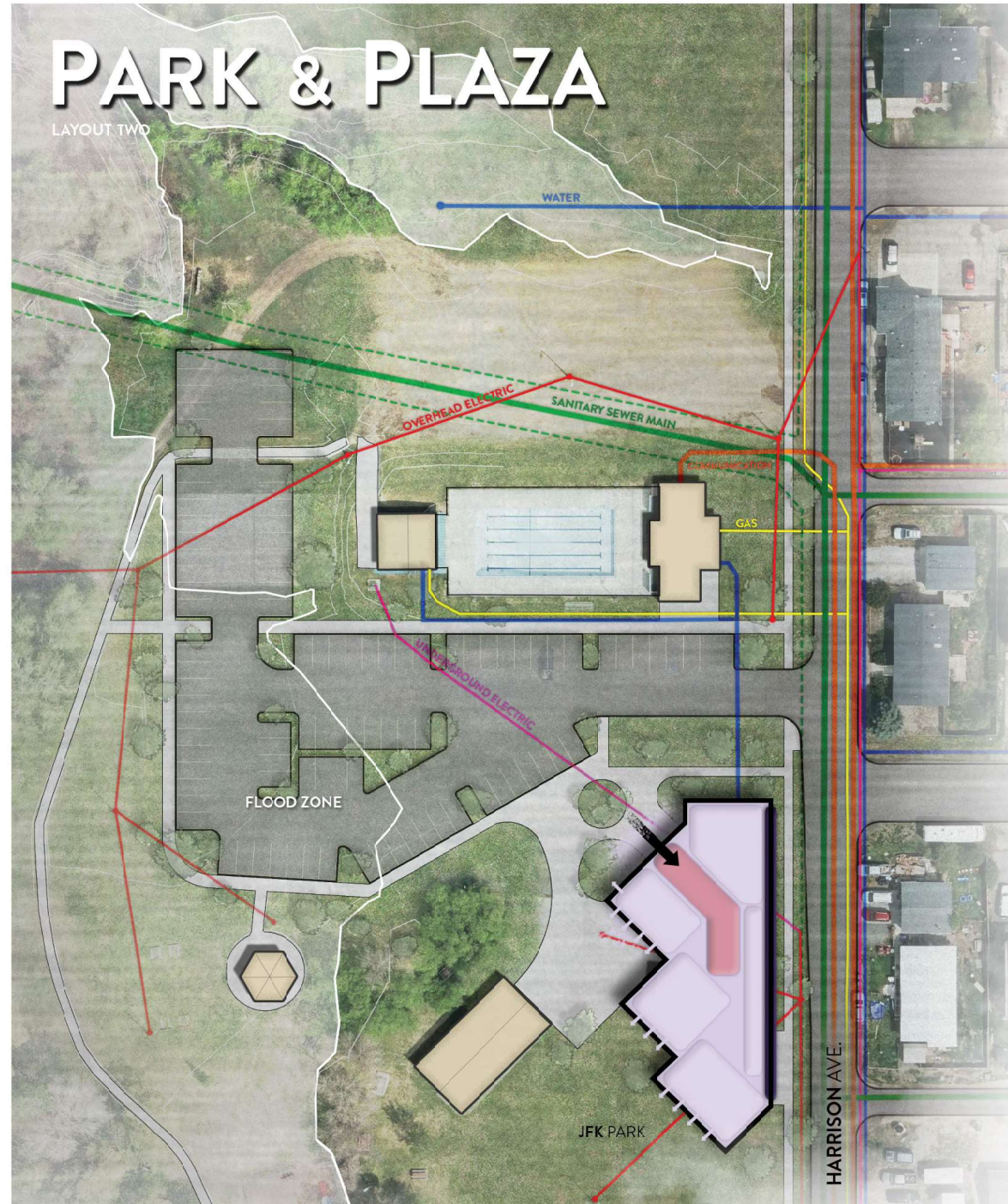
### SITE DESIGN

The Library would be located along Harrison Avenue and become a visually dominant feature of the park. The building would cover a portion of the parking lot, the restroom area and a small portion of the park green space. Some key features include.

- Bathroom replacement would be needed. These would be within the library but accessible from outside. The city would maintain the restrooms.
- The entry would face the parking lot to the northwest
- The building entry and space outside the community rooms would become a public plaza that connects the library, the pavilion, and the parking.

### PARKING

The parking area would be expanded to cover the area of the tennis courts to make up for parking lost at the building footprint.





## PARK & PLAZA- PLAN EXPLORATION

### BUILDING DESIGN

The Library building would have an entry focused to the northwest. The public would enter into a central lobby with the community rooms located to the right fronting the plaza and bathrooms and administration areas located to the left.

The lobby focal point would be the service desk located in the center of the building.

The building would stretch along the street north to south and have extensive access to the parks green space.

Other key opportunities include:

- Visual impact of the library along the street
- Meeting Rooms fronting onto shared public plaza with the pavilion
- Views into the park from Meeting Rooms, Kid's Books, Collections, and Young Adults



# PROGRAMMING

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# SPACE PROGRAMMING

A key part of the planning for a new library is to determine the spaces and amenities needed to serve the community. This process is called space programming and results in a list of spaces and amenities to be included in the new library design. The resulting spaces and amenities are then plugged into site/building planning diagrams that are fit onto the available site.

For this study, Mosaic worked with the LC Library leadership to create a PRELIMINARY space program. This allowed Mosaic to create to-scale plan diagrams to show the design potential and building-space capacity of each site. The programming effort resulted in a total space need of 10,000- 11,000 square feet, with uses as shown below. The current East Helena branch has 2,180 net square feet.

The programming will be refined and updated as a part of the final design process.



## Lewis & Clark Library East Helena Branch

	Space Needs		
	SF	Adjust	Total Space
<b>Library Public Services - front</b>	338		338
<b>Library Admin Area</b>	1361		1,361
<b>MEETING SPACES</b>	1836		1,836
<b>Discovery Room</b>	276		276
<b>ENTRY &amp; COFFEE AREA</b>	780		780
<b>CHILDRENS</b>	1044		1,044
<b>YA</b>	480		480
<b>COMPUTERS</b>	288		288
<b>COLLECTIONS - NON FICTION</b>	528		528
<b>COLLECTIONS - FICTION</b>	825		825
<b>COLLECTIONS DVD/AUDIO BOOKS</b>	330		330
<b>COLLECTIONS - REF/PERIODICALS</b>	286		286
<b>COLLECTIONS - NEW BOOKS &amp; HOLDS</b>	220		220
<b>COLLECTIONS - LARGE TYPE</b>	242		242
<b>BUILDING SERVICES</b>	773		773
<b>NET SPACE NEEDS</b>	<b>9,606</b>		<b>9,606</b>

Non-Assignable Space Factor

120%

PROGRAM: LOBBY

SQ FT: 400 + vestibule

OCCUPANCY: 12

DESCRIPTION: Large open entry with a variety of seating options. Provides a welcoming introduction to the library and helps orient visitors to the services provided.

- ROOM DETAILS:
- A small coffee shop or self-service coffee bar that is easy to secure
  - Accessible from outside (exterior door)
  - Provides access to Meeting Rooms
  - Provides access to public restrooms
  - Access to book drop

- direct exterior access
- Meeting rooms
- bathrooms
- circ desk

- Durable finishes
- Wireless access
- Potential book drop
- Community board
- Auto doors?

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

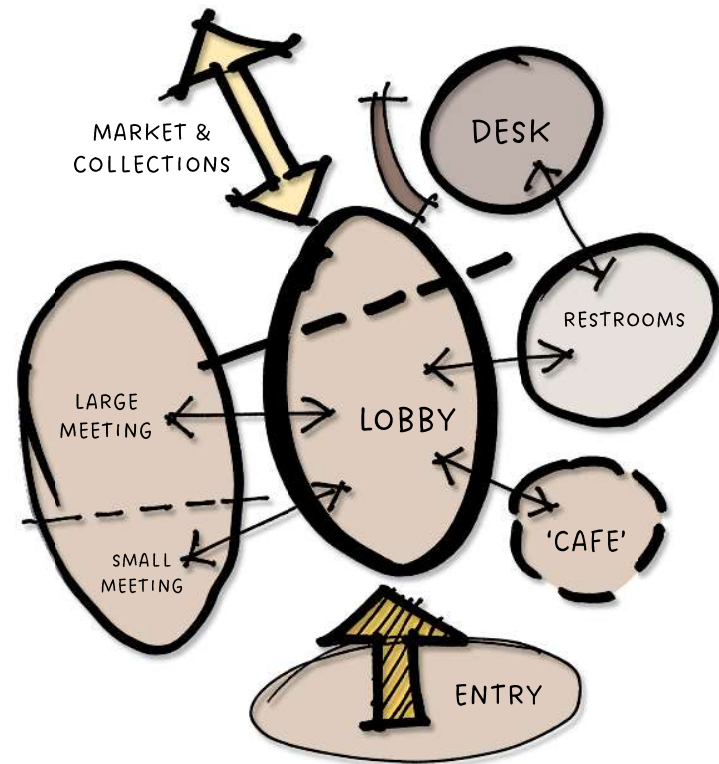
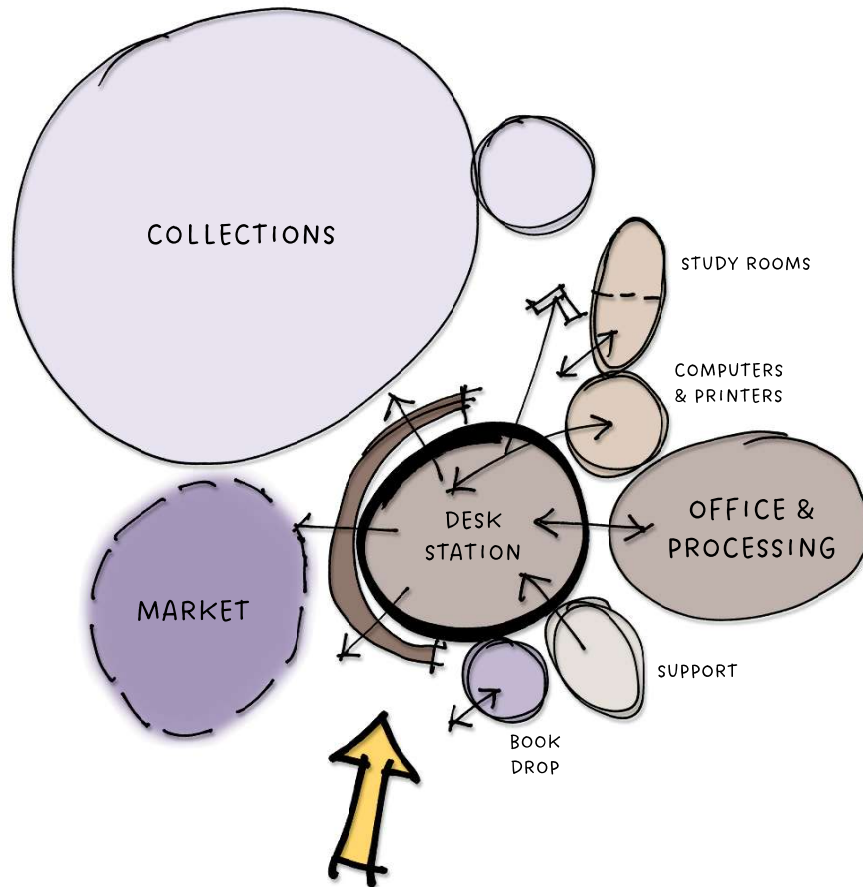
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

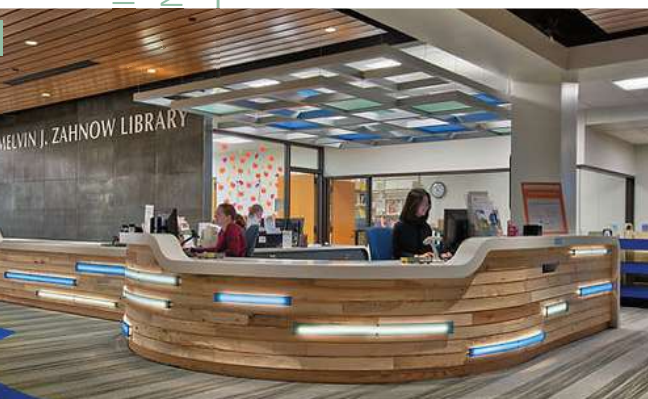
- Community display boards
- Digital display board

- Tables and chairs

SPACE DIAGRAM









PROGRAM: SEATING + READING

SQ FT: NA

OCCUPANCY: mixed - often regular library patrons

DESCRIPTION: Location varies with each location having a slightly unique use/purpose

ROOM  
DETAILS:

- single seats
- variety in lounge, cafe, study seating
- clusters of seating with 2/3/4 chairs per cluster

- visibility from librarian's desk
- views to outside

- special lighting in seating areas
- power by seating clusters for charging devices

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

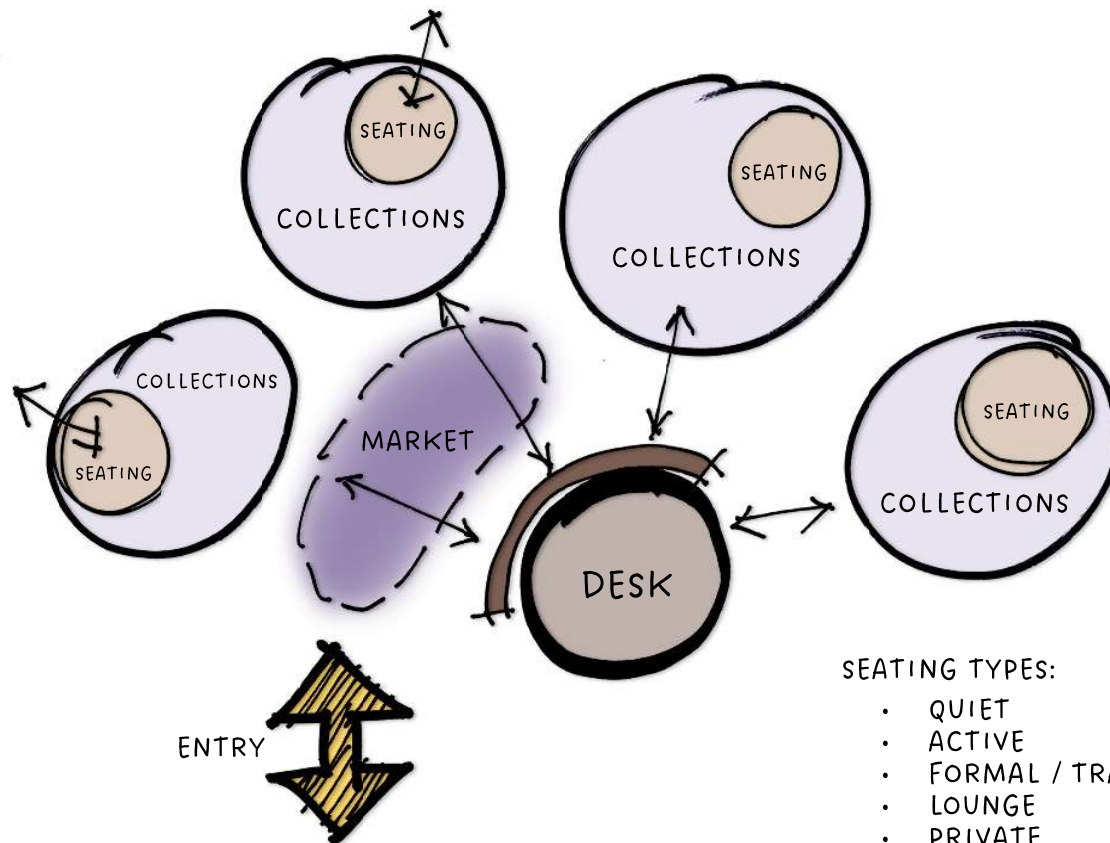
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- fireplace in 1 seating area minimum

- mixed furniture styles
- easily cleanable/durable furniture

SPACE DIAGRAM



SEATING TYPES:

- QUIET
- ACTIVE
- FORMAL / TRADITIONAL
- LOUNGE
- PRIVATE



FURNITURE CONSIDERATIONS:

- flexibility - can/should seating be able to move around the library?
- should all the furniture match or should furniture in each space be different?
- what's the ratio between hard and soft seating? soft seating is more welcoming, but is more difficult to clean







PROGRAM: MEETING ROOMS

SQ FT: 1 – 800 sf, 1 – 400 sf

OCCUPANCY: 25-40 and 12 – 20

DESCRIPTION: Large community meeting room ~40 people in lecture format, 25 people in active format.  
 Small meeting room – 20 people in lecture format, 12 people in active or board room format

- ROOM DETAILS:
- storage contained within the room
  - accessible from outside (exterior door)
  - After-hours access to public restrooms
  - Secured from the rest of the library for after-hours use

- direct exterior or secure lobby access
- bathrooms
- circ desk

- vacuum and cleaning supplies contained within room - need a closet
- floor power?

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

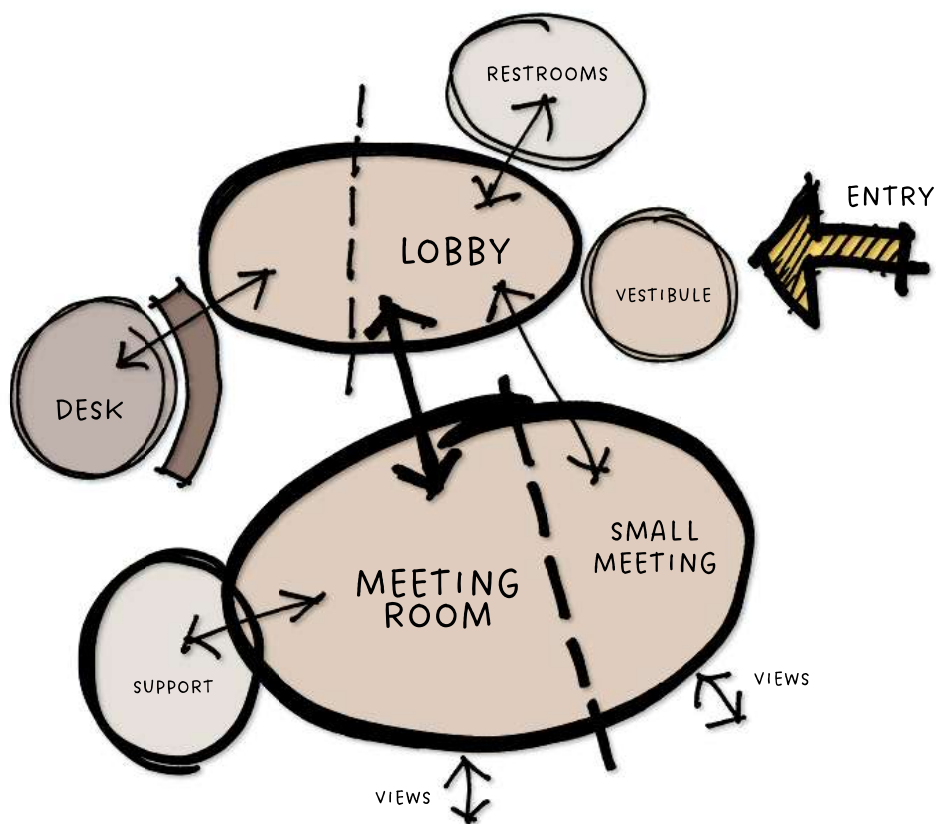
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- tv/monitor/screen mounted on wall
- projector
- av system with mic and speakers
- countertop and sink for catering

- stackable chairs
- tables?

SPACE DIAGRAM



NOTE:

- Expanded storage
- Better presentation technology
- Windows and doors to main library space





PROGRAM: STUDY ROOMS - 2

SQ FT: 80

OCCUPANCY: 2-3 people, perhaps joinable

DESCRIPTION: 2-4 person study spaces. Two study rooms to be connected with a moveable partition/door opening to create one larger study room.

ROOM  
DETAILS:

- windows to be able to look into these rooms

- visibility from circ desk
- easy to access

- transparency! lots of visibility into these spaces
- walls are whiteboard paint/walls?
- acoustics are important for this space
- sound isolation

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

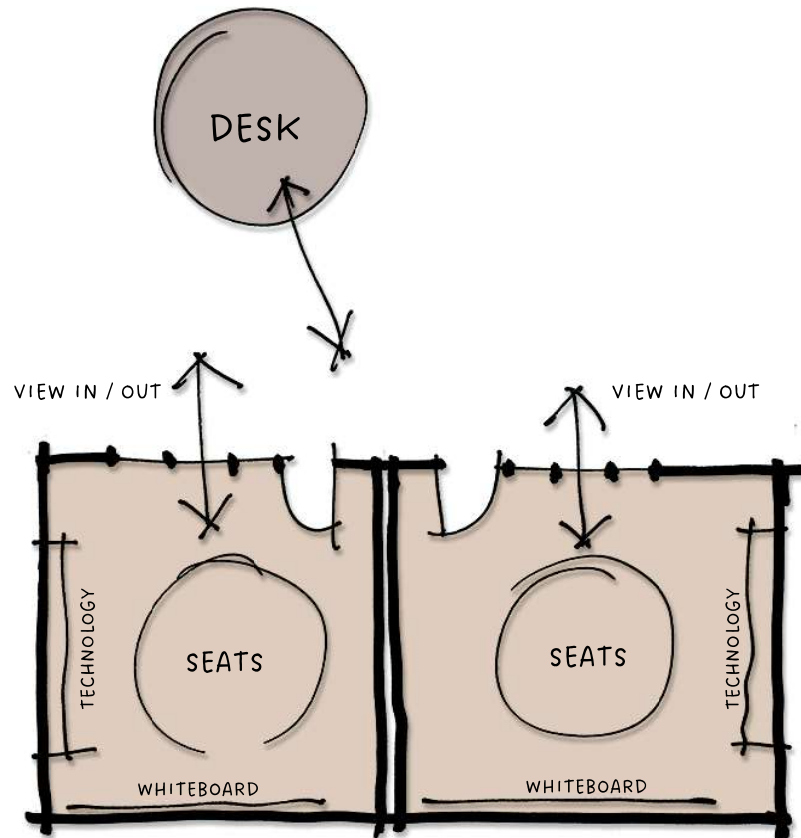
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- tv/monitor mounted on wall

- Table & chairs

SPACE DIAGRAM



NOTE:

- This is a great place for some color!
- Naming opportunities





STUDY ROOMS  
CASE STUDY IMAGES





PROGRAM: LITTLE SHOP

SQ FT: 200

OCCUPANCY: ###

DESCRIPTION: Cafe-like environment with merchandise and free books.

- ROOM DETAILS:
- Cafe window for coffee kiosk
  - seating and display shelving
  - fireplace

- near front entry - Little Shop acts similar to a lobby, but it's contained within the library rather than outside the library

- special lighting

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

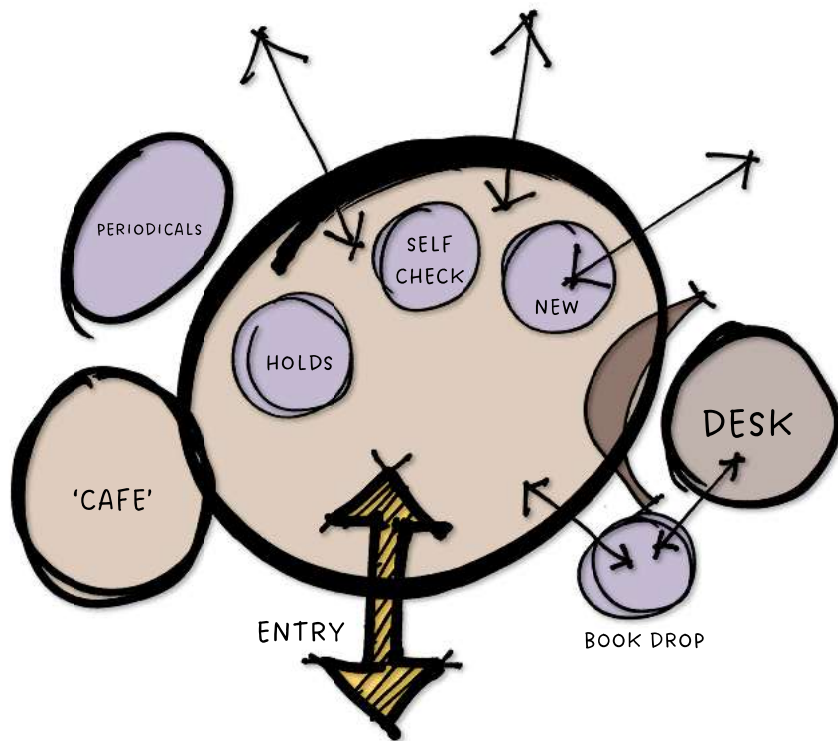
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- built in display shelving

- cafe seating
- lounge seating

SPACE DIAGRAM



NOTE:

- this type of space is ideal for first-time visitors of the library - a welcoming space where they can sit and get familiar with the library.







PROGRAM: **CHILDREN**

SQ FT: 1044

COLLECTION: Current Pict - 195, Target-200  
Current Juv - 307, Target - 320

DESCRIPTION: Space for spontaneous learning for social, physical, and mental development. Area to include collection, passive play opportunities, social interaction opportunities. Goal: learning is fun!

- ROOM DETAILS:
- Windows to let in daylight but screening to hide unsightly views
  - Need an "infant nook."
  - Need adjacent bathroom
  - Need space for story time (10-12 kids)
  - Need kids computer area (4 computers)
  - Need passive play area

- librarian's desk w/oversight and back-up from main desk
- bathroom
- Infant area could have faux "windows" and other details to make it comfy for parents

- collection: board books, picture books, early reader, middle grade/juv

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

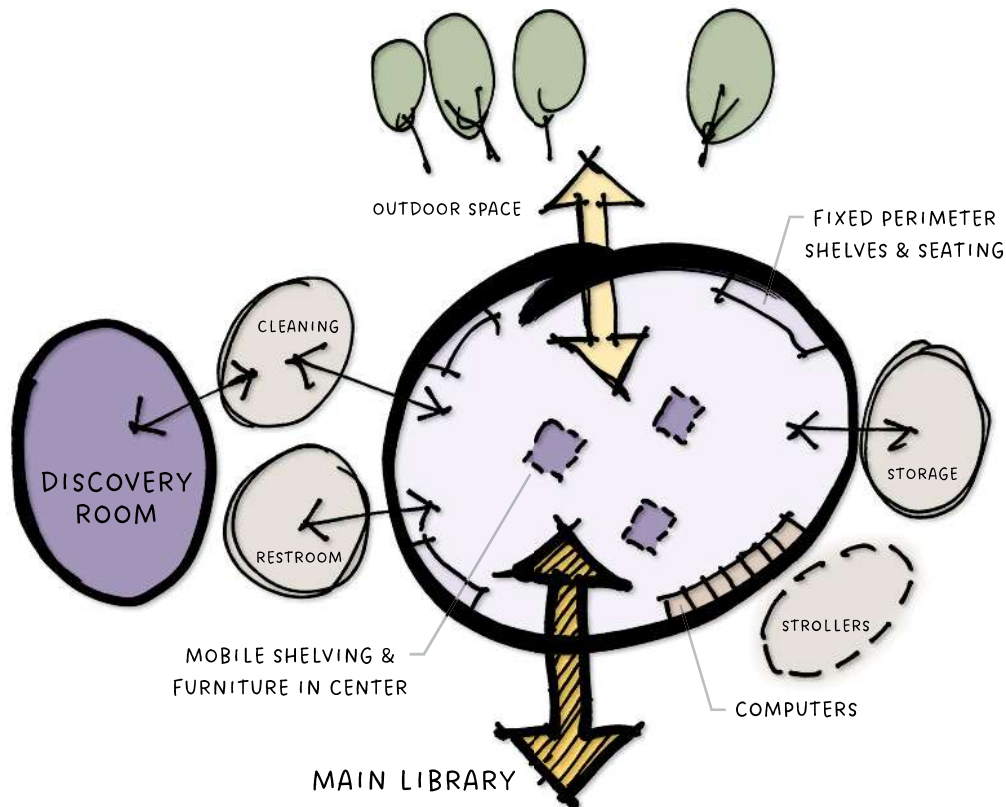
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- storage room
- pirate ship!

- book bins for new & holiday books
- rocking chair(s) in infant nook

SPACE DIAGRAM



CONNECTING PLACE & LEARNING:

- the children's area can connect place and learning through architectural features, furniture, and custom book displays.
- make a community-inspired feature! can be play space & storage
- use the wall to feature elements - display/scenes to be swapped out seasonally







CHILDREN  
CASE STUDY IMAGES





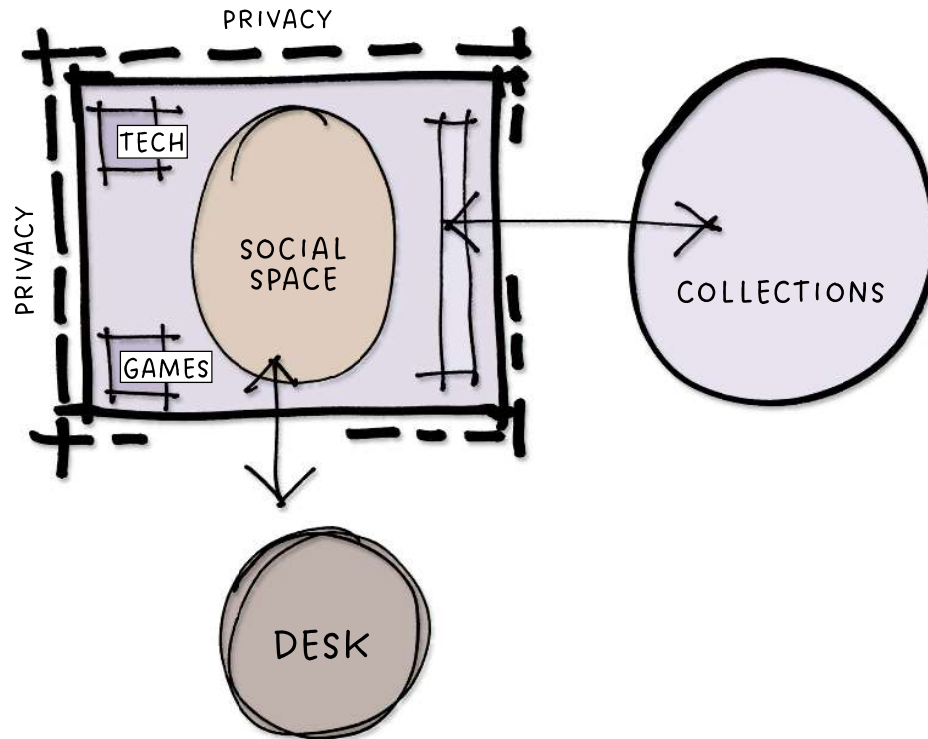
PROGRAM:	YOUNG ADULT
SQ FT:	na
OCCUPANCY:	6-8 teens
COLLECTION:	Current - 105 lin ft Target - 120 lin ft
DESCRIPTION:	Space for gathering and learning for young adults. Space should include young adult collection and comfortable seating. Space to be visible from librarian desks for security and assistance. Space to have its own identity and be welcoming to young adults.
ROOM DETAILS:	<ul style="list-style-type: none"> <li>provide passive oversight with perceived privacy</li> </ul>

- visible from librarians desk

- lots of power/places to charge devices

ADJACENCIES/SHARED SPACE:	SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):
FIXED EQUIPMENT, FIXTURES, CABINETS:	FURNITURE/MOBILE EQUIP:
<ul style="list-style-type: none"> <li>countertop for device charging</li> </ul>	<ul style="list-style-type: none"> <li>lounge seating</li> <li>possibly study seating?</li> </ul>

## SPACE DIAGRAM



## A YOUNG ADULT SPACE:

- is unique to them!
- supports positive peer interactions
- supports positive mentorship opportunities
- encourages mental, physical, and social development







PROGRAM: **LARGE TYPE**

SQ FT: na

COLLECTION: Current - 298 lin ft  
Target - 320 lin ft

DESCRIPTION: Library collection housing large type books.

ROOM DETAILS:

- easy access to/from collection is important
- lower stacks ideal

- near front door for *easy access/short walking distance*
- *Gallery*
- visible from librarians desk
- seating nearby or integrated into space

ADJACENCIES/SHARED SPACE:

FIXED EQUIPMENT, FIXTURES, CABINETS:

- none

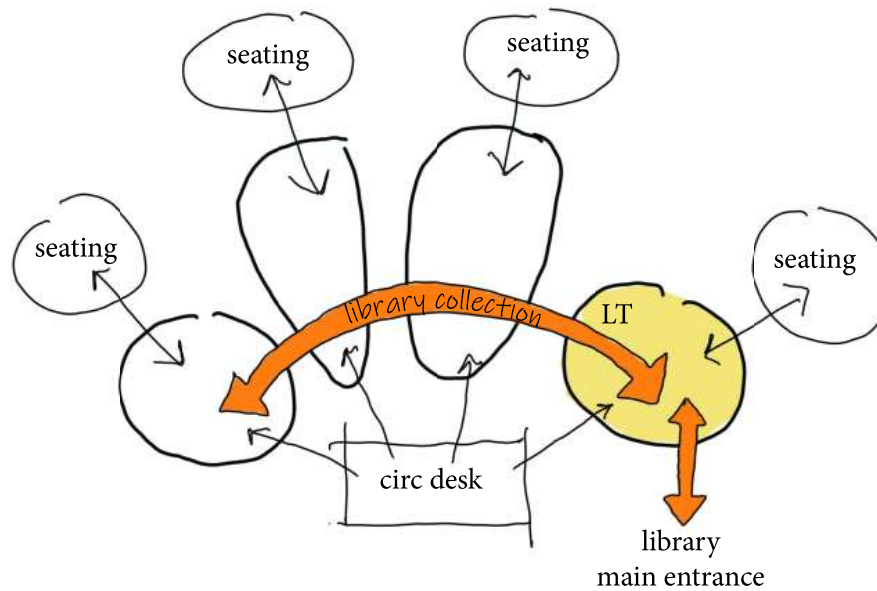
- carpet
- good lighting for *easy readability*

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

FURNITURE/MOBILE EQUIP:

- stacks
- lowest shelf on stacks not *desirable for use*

## SPACE DIAGRAM



## NOTE:

- large type is a great place for forward facing displays when possible



PROGRAM: **NON FICTION**

SQ FT: ###

COLLECTION: Current - 344 lin ft + 93 lin ft (MT)  
Proposed - 400 lin ft + 100 lin ft (MT)

DESCRIPTION: Library collection housing non-fiction books.

ROOM DETAILS: • A component of collections

- visible from librarians desk
- seating nearby or integrated into space

- carpet

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

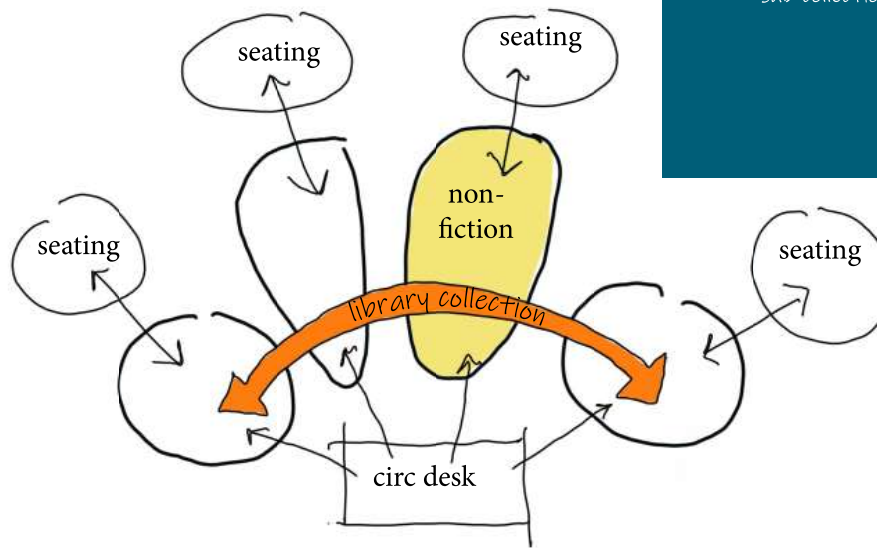
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- none

- stacks

## SPACE DIAGRAM



### NOTE:

- collection also includes "montana collection"
- opportunity for unique/special display for this sub-collection



PROGRAM: MOVIES, AUDIO

SQ FT: na

COLLECTION: Current - 121 lin ft  
Target - 160 lin ft

DESCRIPTION: Area for browsing and displaying movies & audio.  
Shelves can be smaller as movies and audio items do not require as much space as traditional collections.

ROOM DETAILS: • focus on browse-ability

- visible from librarians desk

- non-field lighting

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

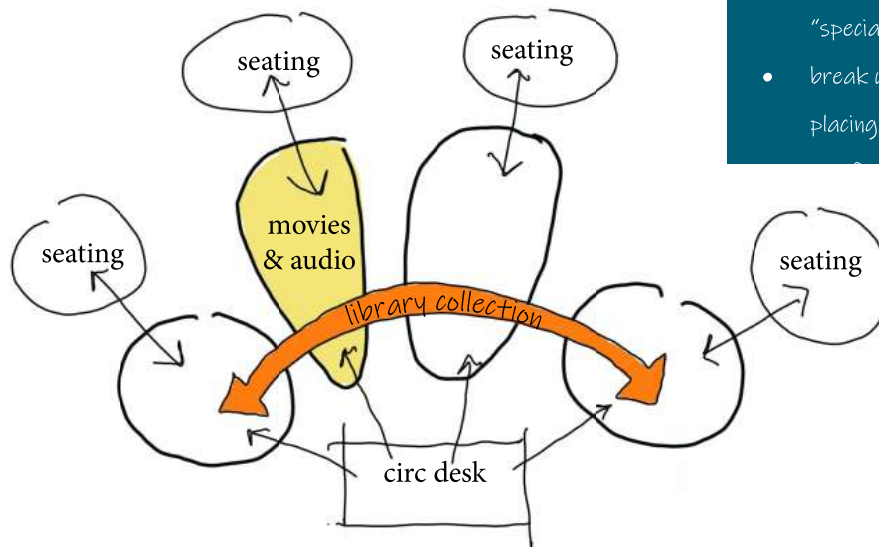
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- none

- curved stacks

## SPACE DIAGRAM



## CREATE UNIQUE SPACES:

- curved stacks define space!
- a smaller collection, such as movies and audio, is a great place to incorporate something "special"
- break up the typical collection stacks by placing a smaller collection between fiction &





PROGRAM: FICTION

SQ FT: ###

COLLECTION: Current - 858 lin ft  
Target - 900 lin ft

DESCRIPTION: Library collection housing fiction books. Fiction is the largest collection and the most popular. Easy navigation and access to fiction required.

ROOM DETAILS: • A component of collections

- visible from librarians desk
- seating nearby or integrated into space

- carpet

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

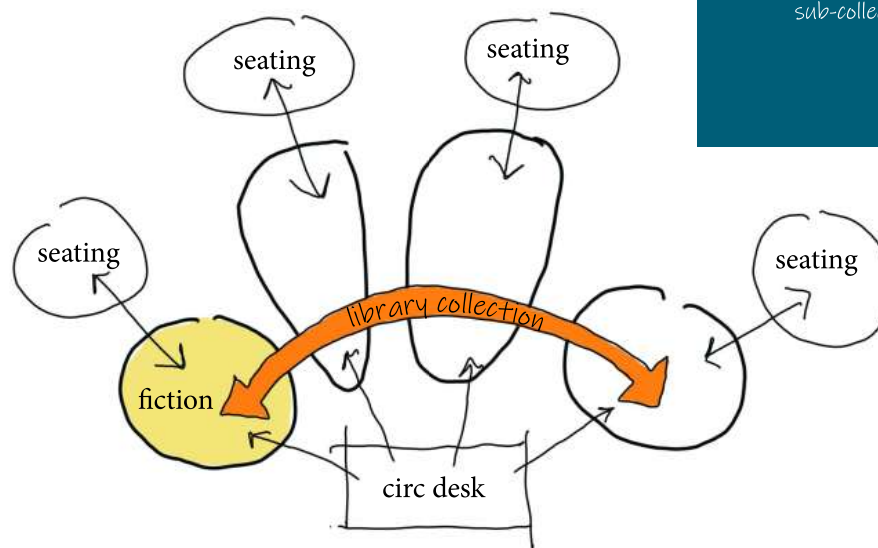
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- none

- stacks

## SPACE DIAGRAM



### NOTE:

- as a large collection, fiction tends to set the tone and rhythm of the collection
- fiction can be broken up with unique fiction sub-collections such as graphic novels



PROGRAM: **COMPUTERS**

SQ FT: 200

OCCUPANCY: 8

DESCRIPTION: 8 computer stations available for public use

- ROOM DETAILS:
- separation between stations desirable
  - oversight of computers required

- near circulation & tech desks for assistance and security
- printing station (copy/fax)

- carpet
- power integrated furniture

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

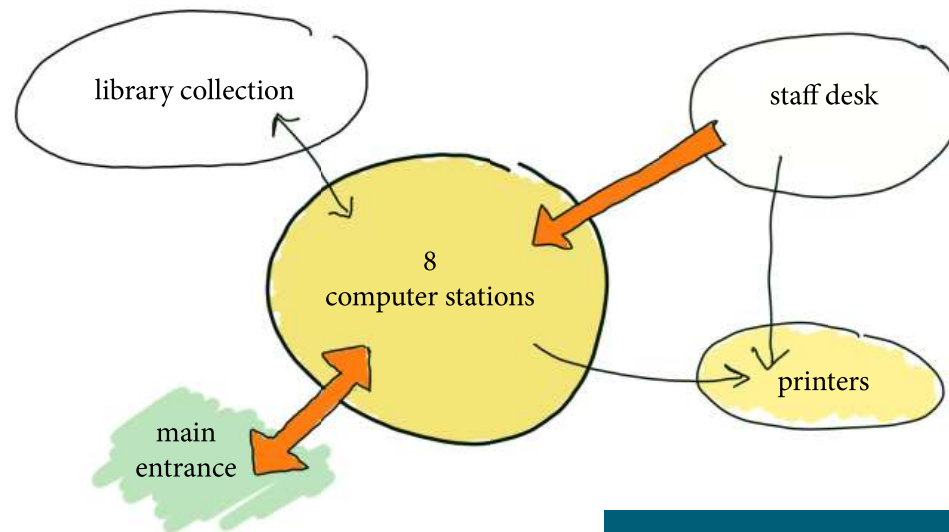
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- computers

- task chairs
- computer stations

SPACE DIAGRAM



NOTE:

- public computers strive to balance privacy and oversight - people should feel comfortable while staff should be able to monitor computer usage





PROGRAM: DESKS (CIRC, LIBRARIAN)  
 SQ FT: 250  
 OCCUPANCY: 2-3  
 DESCRIPTION: 1 public engagement and information desk  
 1 small remote station if required for oversight

ROOM DETAILS:

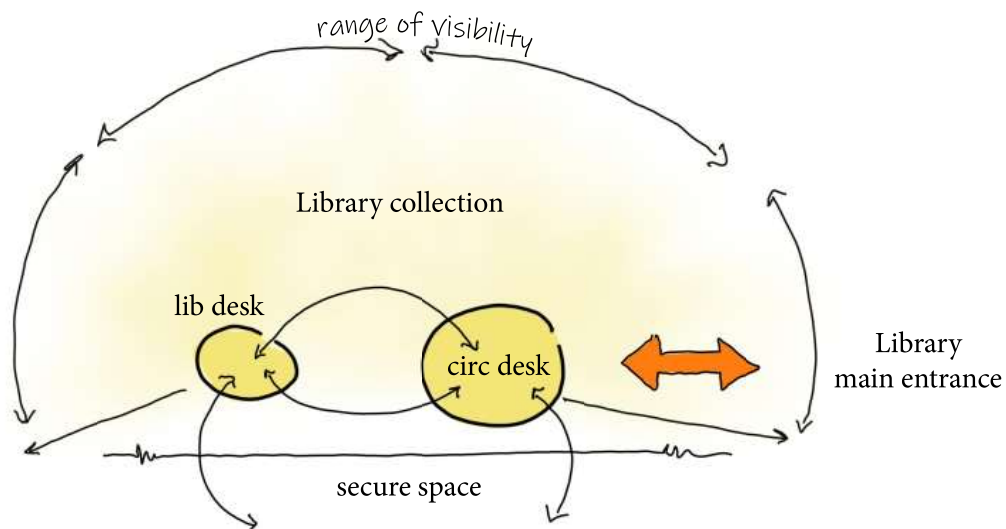
- provide place of retreat for staff safety
- need views to all areas of the library from these two desks

- desks to be within visual sight of each other for security and assistance
- visual oversight over entire library if possible

- power integrated into desks
- lighting above desks

ADJACENCIES/SHARED SPACE:	SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):
FIXED EQUIPMENT, FIXTURES, CABINETS:	FURNITURE/MOBILE EQUIP:
<ul style="list-style-type: none"> <li>• lockable storage for children/teen/tech desk</li> <li>• Hold books at or near desk</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• tasks chairs for staff</li> </ul>

## SPACE DIAGRAM



### CIRC DESK NOTES:

- 2 stations - 1 standing, 1 sitting (ADA)

PROGRAM: **STAFF WORK AREA**

SQ FT: 1,200 sf

OCCUPANCY: 4

DESCRIPTION: Secure work area for librarian activities and staff including 4 full time people + jacketing, processing, binding/mending activities. Staff work area to include staff bathroom, break room, janitorial, 2 offices, 2 open office stations, binding/mending/jacketing area.

- ROOM DETAILS:
- Storage
  - Break room
  - Need counter top w/computer for kits assembly

- secure access to/from circ desk & lib desk

- bathroom - stacked washer dryer
- floor sink for janitorial closet
- private offices to have window to library

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

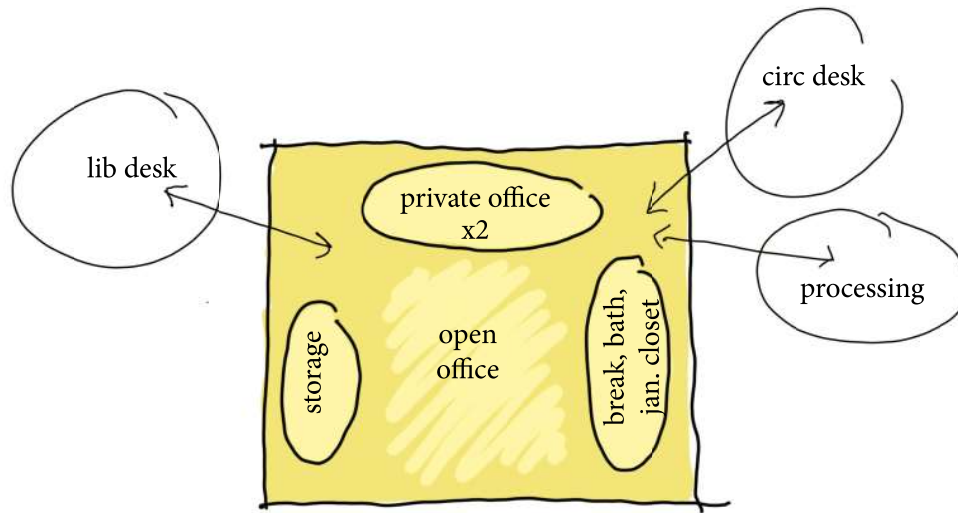
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- break room - 5 tall lockers

- book carts
- office desks (sit/stand) 4

SPACE DIAGRAM



Director's Office - 180 sf, sound isolation

Side table w 3-4 chairs

Assist. Director - 120 sf, sound insulation

U desk w side chairs

Work Area: 2 open work stations

Break Room: 100 sf. Sink, Frig, DW, storage

Processing/Receiving - 180 sf

ILL area - 40 sf

NOTE:

- break room to have door and be lockable



PROGRAM: **PROCESSING ROOM**  
 SQ FT: 180  
 OCCUPANCY: 2-3  
 DESCRIPTION: Room for processing book returns/exchanges

- ROOM DETAILS:
- secure space with processing station
  - space for carts
  - space for crates
  - 2 computers

- outside - exterior door preferred

- heater at exterior door?

ADJACENCIES/SHARED SPACE:

SPECIALTY REQUIREMENTS (POWER, HVAC, FINISHES):

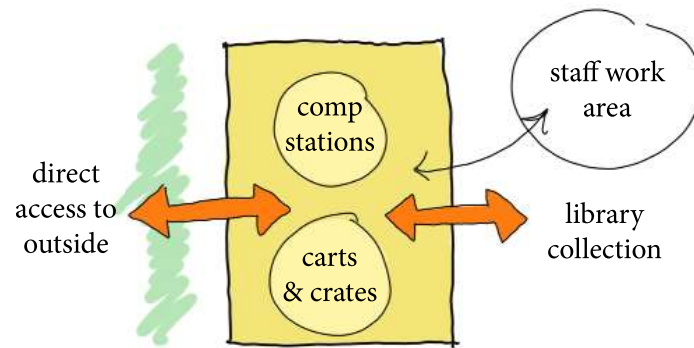
FIXED EQUIPMENT, FIXTURES, CABINETS:

FURNITURE/MOBILE EQUIP:

- lower open cabinets for crates (14h x 21l x 11d)

- sit/stand desk (processing station)

## SPACE DIAGRAM



### NOTE:

- this space is similar to a mail room, but for books!



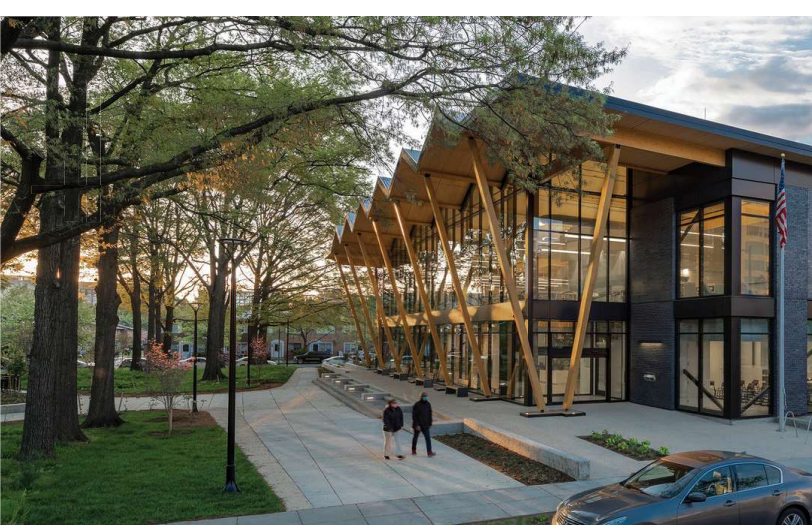
# INSPIRATION

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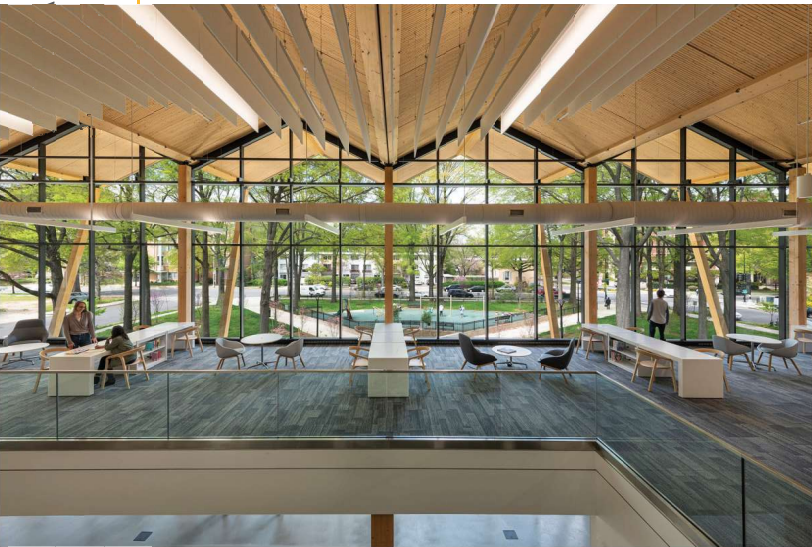




“The design for the Southwest Neighborhood Library knits together a new library and the adjacent Park into one coherent space.”

## **SOUTHWEST NEIGHBORHOOD LIBRARY**

WASHINGTON D.C.  
MKSK





## THE 'LIBRARY IN A PARK' CONCEPT



### SHUTE PARK LIBRARY HILLSBORO, OREGON HENNEBERRY EDDY ARCHITECTS

"A new public plaza and transparent entrance formed a strong, clear connection between the library and its surrounding park."





## THE 'LIBRARY IN A PARK' CONCEPT



### **LIBERTY PARK LIBRARY** SPOKANE, WASHINGTON INTEGRUS ARCHITECTURE

“Library for an underserved area reinvigorating an underutilized public park.”





"The new Cedar Park Public Library is a premier civic destination and catalyst for activity in the developing district."

**CEDAR PARK LIBRARY**  
CEDAR OAK, TEXAS  
LAKE FLATOW ARCHITECTS







## WINTHROP LIBRARY

WINTHROP, WASHINGTON  
JOHNSTON ARCHITECTS

Inspired by agrarian buildings in the region, the massing feels familiar and welcoming, but its simplicity belies its sophistication.

The design for the new Winthrop Library includes broad overhangs, open roof trusses, and visible structure.





# APPENDIX

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# PRELIMINARY CODE ANALYSIS

BASED ON 2021 IBC

**Project Description:** A new public library for E. Helena of approximately 10,000sf

**Occupancy Groups:** A-3 – Libraries  
B – Business (Offices)  
S-2 – Storage/Mechanical

**Nonseparated Occupancies:** No occupancy separations are provided and the allowable area and height of the building is based on the requirements of the most restrictive occupancy.

**Estimated Occupant Load:** 201 occupants

**Construction Type:**

**Option 1:** Type VB (wood framed, nonrated) – requires a sprinkler system

**Option 2:** Type IV HT – does not require fire sprinkler system, 2 HR Exterior Walls

**Allowable Floor Area:**

**Option 1:** A-3, Type VB, sprinklered = 24,000sf (if one story)

**Option 2:** A-3, Type IV HT, nonsprinklered = 15,000sf

**Allowable Number of Stories & Height:**

**Option 1:** Type VB, sprinklered: 60' and 2 stories

**Option 2:** Type IV HT, nonsprinklered: 65' and 3 stories

**Interior Finish Requirements:**

**Option 1 (sprinklered)**

Interior exit stairways, ramps & passageways: B

Corridors, exit access stairways & ramps: B

Rooms and enclosed spaces: C

**Option 2 (nonsprinklered)**

Interior exit stairways, ramps & passageways: A

Corridors, exit access stairways & ramps: A

Rooms and enclosed spaces: C

**Estimated Occupant Load for Egress Design:**

Meeting Rooms: 15 net,  $1836/16 = 123$  occupants (2 exits required)

Library Collections: 100 gross (remainder of all areas),  $6030/100 = 61$  occupants (2 exits required)

Administration: 100 gross,  $1360/100 = 14$  occupants

Storage/Mechanical: 300 gross,  $775/300 = 3$  occupants

Total Estimated Occupancy = 201 occupants

**Plumbing Fixture Count Estimate:**

Water Closet Ratios:

1per 125 for male

1 per 65 for female

\* Using the most conservative ratio for single-user toilet rooms: 4 total toilet rooms required

Lavatories: 1 per 200

Drinking Fountains: 1 per 500

1 service sink required



# PERMITTING AND ADMINISTRATIVE REQUIREMENTS

**The following are permitting and administrative requirements that will be required for the project**

Building Permit

Floodplain Permit: while not in the floodplain, the work will impact the floodplain. The project civil engineer will need to complete applications and reports on the impact on the floodplain and show that the capacity of the floodplain is not negatively impacted.

Storm Water Pollution: the project will require a storm water plan to show how the project will protect against polluting the environment during construction activities

Storm Water Treatment Plan: the project will require a storm water plan to comply with storm-water quality and quantity restrictions.

DEQ utility main approval. If the project impacts utility mains, all design for work on mains will require DEQ review, approval, and inspections.

# PROJECT BUDGET & SCHEDULE

## PRELIMINARY PROJECT SCHEDULE & BUDGET WORKSHEET

This schedule is provided for the library to plan the project and project funding. The schedule shows a project duration of 32-34 months from start to opening. Also included in the schedule is an estimate of project spending. The schedule shows the design phase taking 14-16 months, during which, the Library will expend about \$660,000. This would allow the library to progress a year into the project with an investment of \$660,000 prior to having full funding.

### LC Library - East Helena Conceptual Project Schedule

DESIGN PHASE	DURATION	COST
Architect Selection	2 months	10% of Project Cost
Schematic Design & Programming	3-4 months	
Design Development	2 months	
Construction Documents	4 months	
<b>TOTAL TIME</b>	<b>11-12 months</b>	

BIDDING & PERMITTING	DURATION	COST
Bidding	1-2 months	1% of Project Cost
Bid Review/VE Process	1 month	
Contracting	1 month	
Permitting - concurrent with above		
<b>TOTAL TIME</b>	<b>3-4 months</b>	

CONSTRUCTION	DURATION	COST
Mobilization	1 month	Cost +/- 5% of Project Cost per month
Construction	15 months	
Equipment/Furniture install	1 month	
Move-in	1 month	
<b>TOTAL TIME</b>	<b>18 months</b>	



## Conceptual Project Budget Estimate

A SITE WORK & UTILITIES	Quantity	Units	Cost/Unit	Total
Sewer/Water Service	1	LS @	30,000.00 PER LS =	\$30,000
Parking Lot - redevelopment	44,000	SF @	3.00 PER SF =	\$132,000
Sidewalks	5,000	SF @	12.00 PER SF =	\$60,000
Trail - relocate	2,000	SF @	12.00 PER SF =	\$24,000
Landscaping	1	LS @	60,000.00 PER SF =	\$60,000
Floodplain permitting	1	LS @	10,000.00 PER SF =	\$10,000
Delivery Area	1	SF @	30,000.00 PER SF =	\$30,000
SUB TOTAL (B.)				<b>\$346,000</b>

B NEW CONSTRUCTION	Quantity	Units	Cost/Unit	Priority 1
Entry Plaza	500	SF @	\$150 PER SF =	\$75,000
Branch Library	10000	SF @	\$475 PER SF =	\$4,750,000
Pool Pump Room upgrades	1	LS @	\$10,000 PER SF =	\$10,000
SUB TOTAL C.				<b>\$4,835,000</b>

<b>CONSTRUCTION COST</b>	<b>SUB TOTAL (B.)</b>	<b>\$4,835,000</b>
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D. Development Costs	estimated	Specialty Consultants	1.0%	\$48,350
		PROFESSIONAL FEES	10.0%	\$483,500
		BUILDING CONTINGENCY @	7%	\$314,275
		CIVIL ENGINEERING @		\$25,000
		CONSTRUCTION TESTING @	0.75%	\$36,263
		SURVEYING @		\$0
		SITE SOILS TESTING @		\$12,000
		FURNISHINGS & EQUIPMENT - outlined below		\$268,900

<b>TOTAL INCLUDING CONTINGENCY</b>	<b>\$6,023,288</b>
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CITY OF EAST HELENA  
306 E MAIN ST / PO BOX 1170  
EAST HELENA, MT 59635  
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 07/01/2025

Agenda item:

Appointement of Joshua Buissereth as Patrol Officer

From:

East Helena Police Commission

Initiated by City:     ☐ YES            ☒ NO            (check one)

Department:

Police

Presented by:

Deputy Police Chief Royce

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Attachment:

Relevant MCA

Police Commission Certificate of Applicant

Attachments:            ☒ YES            ☐ NO            (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

Agenda requests must be submitted to East Helena City Hall by noon the Wednesday prior to the Tuesday council meeting.

## **MCA**

**7-32-4111. Examination of applicants for position on police force.** (1) All applicants for positions on the police force whose applications are referred to the police commission must be required to successfully undergo an examination before the police commission and to receive a certificate from the commission that the applicant is qualified for appointment for the probationary period to the police force.

(2) An applicant who makes any false statement to the police commission as to the applicant's age or other required qualifications at an examination before the police commission is subject to suspension or dismissal from the police force after trial.

**7-32-4112. Qualifications of police officers.** A member of a police department on the active list of any city at the time of appointment under this part may not be less than 18 years of age, must be a citizen of the United States, and must meet the minimum qualifying standards for employment promulgated by the Montana public safety officer standards and training council established in 2-15-2029.

**7-32-4151. Police commission required in all cities and some towns.** (1) In all cities and some towns, the mayor, or the manager in those cities operating under the commission-manager plan, shall nominate and, with the consent of the city council or commission, appoint three residents of such city or town who shall have the qualifications required by law to hold a municipal office therein and who shall constitute a board to be known by the name of "police commission".

(2) This section shall apply to organized police departments in every city and town of the state which have three or more full-time law enforcement officials, regardless of the form of government under which said city or town may be operating or may at any time adopt.

**7-32-4154. Role of police commission in examination of applicants for police force.** It shall be the duty of the police commission to examine all applicants whose applications have been referred to the commission as to their age, legal, mental, moral, and physical qualifications and their ability to fill the office as a member of the police force. It shall also be the duty of the police commission, subject to the approval of the mayor, to make such rules regarding such examinations not inconsistent with this part or the laws of the state.



Certificate of Qualification of Applicants Form

BEFORE THE POLICE COMMISSION, CITY OF EAST HELENA

IN THE MATTER OF EXAMINATION OF  
APPLICANTS FOR THE POLICE FORCE

TO: The Chief Executive of the above-named city

At your request and pursuant to section 7-32-4154, MCA, we have examined the applicants for the City Police Force whose names were submitted to us by you. We find the following applicants qualified and certify that each has passed the examination as required by section 7-32-4108, MCA. We further certify that the applicants meet the residency requirements of section 7-32-301, MCA, and meet the standards promulgated by the Board of Crime Control pursuant to section 7-32-303, MCA.

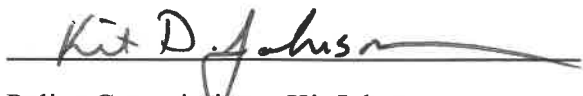
Josh Buissereth, Patrol Officer Candidate

This certificate issued and effective this 27<sup>th</sup> day of June, 2025.

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Police Commissioner Denise Feller



Police Commissioner Kit Johnson





CITY OF EAST HELENA  
306 E MAIN ST / PO BOX 1170  
EAST HELENA, MT 59635  
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 07/01/2025

Agenda item:

Resolution of Intent to Modify Existing Lighting District 101

From:

City Attorney Elverum

Initiated by City:     ☒ YES            ☐ NO            (check one)

Department:

Roads and Streets

Presented by:

City Attorney Elverum

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Highland Meadows Lighting District No. 101

Attachments:            ☐ YES            ☐ NO            (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

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CITY OF EAST HELENA  
306 E MAIN ST / PO BOX 1170  
EAST HELENA, MT 59635  
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 07/01/2025

Agenda item:

Resolution of Intent to Modify Existing Lighting District 201

From:

City Attorney Elverum

Initiated by City:     ☒ YES            ☐ NO            (check one)

Department:

Roads and Streets

Presented by:

City Attorney Elverum

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Vigilante Lighting District No. 201

Attachments:            ☐ YES            ☐ NO            (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

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CITY OF EAST HELENA  
306 E MAIN ST / PO BOX 1170  
EAST HELENA, MT 59635  
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 07/01/2025

Agenda item:

Resolution of Intent to Modify Existing Street Maintenance District 101

From:

City Attorney Elverum

Initiated by City:     ☒ YES            ☐ NO            (check one)

Department:

Roads and Streets

Presented by:

City Attorney Elverum

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Highland Meadows Maintenance District No. 101

Attachments:            ☐ YES            ☐ NO            (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

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CITY OF EAST HELENA  
306 E MAIN ST / PO BOX 1170  
EAST HELENA, MT 59635  
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 07/01/2025

Agenda item:

Resolution of Intent to Modify Existing Street Maintenance District 201

From:

City Attorney Elverum

Initiated by City:     ☒ YES            ☐ NO            (check one)

Department:

Roads and Streets

Presented by:

City Attorney Elverum

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Vigilante Street Maintenance District No. 201

Attachments:            ☐ YES            ☐ NO            (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

Agenda requests must be submitted to East Helena City Hall by noon the Wednesday prior to the Tuesday council meeting.