

CITY OF LIBBY

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REGULAR COUNCIL MEETING #1650

APRIL 1, 2024 @ 7:00 PM

COUNCIL CHAMBERS – CITY HALL

CALL TO ORDER:

- Pledge of Allegiance
- Prayer by Bill Sonntag
- Roll Call
- Welcome
- Approve minutes of City Council meeting #1647 held February 20, 2024, meeting #1648 held March 4, 2024, and meeting #1649 held March 18, 2024.

ANNOUNCEMENTS:

COMMITTEE REPORTS:

- City Administrators Report
- Fire
- Police
- Ordinances
- Lights/Streets/Sidewalks
- Building
- Water/Sewer
- Zoning Commission
- Cemetery/Parks
- Finance
- Wildlife
- City-County Board of Health
- Park District Manager of Projects

PUBLIC COMMENT ON NON-AGENDA ITEMS: This is an opportunity for the public to offer comments related to issues that are not currently on the agenda that the council has jurisdiction over. Public comment is limited to 3 minutes.

OLD BUSINESS: Each previous agenda item will be introduced by the mayor with a description of the item and explanation for the recommended action to be taken. Following council discussion on each item there will be an opportunity for public comment. Public comment is limited to 3 minutes concerning the agenda item being discussed only.

NEW BUSINESS: The mayor will introduce each new agenda item with a description of the item and an explanation for the recommended action to be taken. Following council discussion on each item, there will be an opportunity for public comment. Public comment is limited to 3 minutes concerning the agenda item being discussed only.

1. Review Ordinance Committee recommendation of Title 14, Chapter.
2. Approve all claims received to date.
3. Approve all business license applications received to date.
 - a.) Bubblegum Buffalo, 513 Mineral Avenue, Individual, Paint & Art Studio, art gallery.
 - b.) Kootenai Float Company LLC, 203 Mineral Avenue, LLC., Recreational rental and retail.
 - c.) Ridgeback Enterprises Co., 599 Reserve Rd., Corporation, Asbestos inspection.

UNFINISHED BUSINESS: Each item will be introduced by the mayor (or assigned liaison) with a description of the item. Following council discussion on each item, there will be an opportunity for public comment. No action will be taken. Public comment is limited to 3 minutes concerning each item.

Discussion to amend Libby Development Fund Policy and application process.

GENERAL COMMENTS FROM COUNCIL: Public comment will not be taken during this portion of the meeting

ADJOURNMENT:

The manner of Addressing Council:

- Each person, not a Council member, shall address the Council at the time designated in the agenda or as directed by the Council, by stepping to the podium or microphone, giving that person's name and address in an audible tone of voice for the record, unless further time is granted by the Council, shall limit the address to the Council to three minutes.
- All remarks shall be addressed to the Council as a body and not to any member of the Council or Staff with no personal remarks allowed.
- No person, other than the Council and the person having the floor, shall be permitted to enter any discussion either directly or through a member of the Council, without the permission of the Presiding Officer.
- Any person making personal, impertinent, or slanderous remarks or who shall become boisterous or disruptive during the council meeting shall be forthwith barred from further presentation to the council by the presiding officer unless permission to continue is granted by a majority vote of the council.

ATTENTION:

To access this meeting electronically with **ZOOM**,
Dial: 253-215-8782
Meeting ID: **4042719951**
Password: **151041**
Posted: 3/28/24

UNAPPROVED MINUTES

The City Council held Council Meeting #1647 on Monday, February 20, 2024, in the Council Chambers at City Hall.

Call to Order:

The meeting was called to order at 7:00 pm by Mayor Peggy Williams.

The Pledge of Allegiance was completed, prayer was by Jeff O'Connell, and roll call commenced. Present were Mayor Williams, Councilors Gary Beach, Melissa Berke, Ian Smith, Kristin Smith, Hugh Taylor, Brian Zimmerman, Administrator Sam Sikes, Clerk/Treasurer Leann Monigold, and (via Zoom) City Attorney Dean Chisholm.

Mayor Williams welcomed all those present.

Announcements: None

Committee Reports:

Fire: Councilor Zimmerman reported the 2023 Annual Fire Report. LVFD had a total of 103 calls submitted, average dispatched time was 5 minutes 48 seconds, average response time was 12 minutes 15 seconds, and average time on scene was 43 minutes 21 seconds, and average personnel responding was 15.5 members. 2423 hours total training for all members were, 644.16 hours spent to clear scenes, 3553 hours total for incident and training at \$30 per hour was \$106,590 donated to the City of Libby.

Ordinance: Councilor K. Smith announced the Ordinance Committee meets at noon on February 21st to continue discussions on title 14, auto trailers.

Water/Sewer: Councilor Zimmerman reported the committee met to discuss the Just and Reasonable based on Montana Rural water regulations for base rates. Sam will be meeting with the State what was reviewed, then over the next couple of months will mail out notices, run public notices in the newspaper to set a Public Hearing and Resolution to have it resolved before the new fiscal year.

Zoning: Councilor Smith reported the Planning board and Zoning Commission both met on January 26th. The planning board reviewed changes to the Land Use Map and updates to the Subdivision Regulations, those will come forward for a Public Hearing for the Planning Board and City council. The Zoning Commission wrapped work on Residential Districts and will begin reviewing Business Residential District.

City-County Board of Health: Mayor Williams announced the next board meeting would be March 12.

Park District Manager of Parks: Mayor Willaims announced she received an email from Tony Petrusha, he is continuing to work on trying to get the grant paperwork in place to continue the Balsam Street sidewalk.

Public Comment on Non-Agenda Items:

DC Orr, 1117 Nevada Ave., commented on the IP Settlement and had concerns about a possible lack of water this year.

Old Business:

Mr. Zimmerman stated after speaking with the other Council members, everyone agrees to postpone Libby Lofts and the Historic Hotels requests until the policy gets resolved.

New Business:

Approve Jennifer Nelson to Planning Board/Zoning Board term ending 1-26:

Mayor Williams stated the County appointed Ms. Nelson as a representative to the Planning Board and the minutes have been provided showing they did approve her reappointment.

Councilor Smith **MADE A MOTION** to reappoint Jennifer Nelson to the Planning Board, Councilor Beach **SECONDED**.

Councilor Smith commented she is invaluable to the board.

Mayor Williams explained three people have been long term members and have provided great stability.

DC Orr, 1117 Nevada Ave., commented the Zoning Board has long-term members focusing on their own interests and not considering the needs of the people they serve and seem to have no new ideas coming out.

Councilors Beach, Berke, I. Smith, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Approve Roberta McCause to Planning Board/Zoning Board term ending 3-26:

Councilor Smith **MADE A MOTION** to reappoint Roberta McCause to Planning Board, Councilor Berke **SECONDED**.

Councilors Beach, Berke, I. Smith, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Approve Christian Montgomery to Planning Board/Zoning Board term ending 1-25:

Mayor Williams explained Christian was on the Planning Board a couple of years ago and has applied to fill the vacancy for a member from inside the city limits filling the position that was held by Christin Anderson.

Christian Montgomery, 209 W 2nd St., had previously stepped down due to health issues, those have been worked through and he enjoyed his time on the boards. He felt like he spoke to people in the community and could bring something to the table with thoughts and ideas members of the community shared with him to better suit the people in need of guidelines.

Councilor Smith **MADE A MOTION** to appoint Christian Montgomery to Planning Board, Councilor Zimmerman **SECONDED**.

Councilors Beach, Berke, I. Smith, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Mayor Williams explained there was still one vacancy for a member from within the planning area boundary that resides outside the city, the position has been advertised and no applications have been received yet for that position.

Approve Ordinance #2010, an ordinance to amend Title 10, Chapter 52, Section 35-General Parking Regulations-Second Reading:

Mayor Williams read the second reading of Ordinance #2010.

Councilor Zimmerman **MADE A MOTION** to approve Ordinance #2010, Councilor Berke **SECONDED**.

Councilors Beach, Berke, I. Smith, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Approve Neely Electric, Inc. Bid for WWTP I&C Improvements project:

Mayor Williams announced Mike Fraser has asked to postpone the approval until March 4th to have time to get the signature of the state agent who had been out of the office.

Approve all claims received to date:

Councilor Zimmerman **MADE A MOTION** to approve all claims received to date, Councilor Berke **SECONDED**.

Councilors Beach, Berke, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Unfinished Business:

Update to Libby Development Fund Policy and application process:

Mayor Williams explained the handout presented with highlights were comments from Attorney Dean Chisholm that he talked about at the Special Council meeting February 13th and would be a good place to start the discussion. Dean noted there were some long-term issues that needed to be decided. First, what do we want the fund to do? Do we want it to

fund public private projects? Only nonprofit organizations? What is it, we want it to do? The policy gives the City Council unrivaled latitude, but the policy doesn't have strict guidelines that must be adhered to any given situation. Finding out over the last few weeks that latitude is somewhat problematic, in that it is subjective, and if we were to get sued, we would not have any way to defend ourselves. The criteria listed aren't very instructive as to what can and can't be approved, being they are very simple guidelines. Mr. Chisholm commented on the front page of the reference related to city projects with the question, does that mean city projects undertaken only by the city or within the city, or how was that intended?

Councilor K. Smith stated it should be projects within the city limits, within city jurisdiction, not city public projects or city-initiated projects.

The council agreed.

The council discussed the proper wording and phrasing for the bullet points on how the fund could be used within the City and discussed different views on the meaning of infrastructure, whether it is strictly the MCA definition or can it be elaborated on.

Mr. Chisholm said there are different meanings to the word infrastructure it would be best to decide what they wanted the money to be used for and not worry about the word infrastructure. Starting by focusing and resolving the big questions it is then easy to go back and fix the language of the policy to meet what you want. Reminding the Council, the policy is freely amendable in the future. So, as the needs of the city change the policy can be amended at any time to focus on a different part of Libby's needs for the present or future.

Mayor Williams stated one of the big questions was, what do we want the fund to do? Do we want it to fund public private projects? Only nonprofit organizations, only our own projects?

The council discussed what they perceive to be community development projects and activities by giving examples.

Councilor K. Smith suggested first looking at how they want the application and how they want applications coming to the Council. To request information from people who are going to be asking for money. What is your business plan? Do you have plans? Do you have resources that can vouch for you? Having a vetting process would be very important.

Councilor Zimmerman suggested picking a group that would do the vetting and then provide recommendations to the Council for approval.

The council discussed possible groups.

Councilor Beach suggested establishing criteria before deciding on the application and process it will be received.

Councilor K. Smith commented in her experience, no grant would be awarded as reimbursement of monies already spent before applying for a grant. She talked about personal experiences.

Council discussed postponing the conversation until the next Council meeting to have a chance to write down any changes they would like to see to present to Council.

Chris Desorsy, 811 California Ave., thanked Council for the job they do and had concerns if Council would be able to oversee how the money was spent, if it was granted and the project fell through, would the city get the money back. Suggested researching other cities, states, or towns that receive similar gifts to learn how it was spent and urged Council to utilize the funds left to the best of their ability to ensure the funds never run out and can be granted to people each year.

DC Orr, 1117 Nevada, emphasized the importance of transparency and urged Council to keep the money in house so it could be easier to track, and the public would be able to see how it was being handled, stressing the need to tighten the strings on how the money is spent and to rebuild community trust.

Gail Burger, 302 California Ave., commented there are reimbursement grants for money already spent and asked Council if any of them sat on the KRDC board because she had concerns about turning the funds over to another group. Ms. Burger did not believe it was appropriate to have two live applications on the table and put them on hold to change the criteria of the policy, because those applications may not fall under the criteria any longer and suggested denying both application to give Council time to update the policy before opening it up for grants, but not to set them aside while the policy is reworked to see if they fit.

General Comments from the Council:

Councilor Smith agreed with Ms. Burger that changing the rules in the middle of the process was not cool and wanted to remind Council, two and a half years ago a \$550,000 grant was given to the golf course.

Councilor Zimmerman commented he sent out an email with his thoughts for Council to consider to hopefully decide, but with no decision being made he agreed it was not good to change the policy in the middle of having two applications in front of them.

Adjournment:

Councilor Berke **MADE A MOTION** to adjourn, Councilor Taylor **SECONDED**.

Councilors Beach, Berke, I. Smith, K. Smith, Taylor, and Zimmerman voted **FOR**.

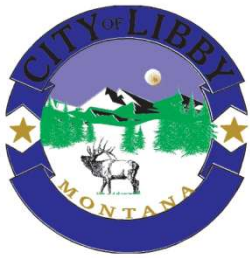
MOTION PASSED.

Mayor Williams adjourned the meeting at 7:49 PM.

Mayor Peggy Williams

Attest: _____

Clerk/Treasurer Leann Monigold



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MEMO

DATE: March 25, 2024
TO: Council Members
FROM: Kristin Smith, Chair, Ordinance Committee
RE: Recommended changes to Title 14, Chapter 28 – Trailers and Trailer Parks

At the direction of the mayor, the Ordinance Committee took up review of the above-referenced code and has made recommendations to modernize, clarify and simplify the chapter.

The Ordinance Committee met on January 26th, February 21st & March 20th and received a few public comments. The committee unanimously recommends the changes detailed in the attached draft.

Attachment: Recommended draft changes to 14.28 of the Libby Municipal Code

Chapter ~~14.28?~~ TRAILERS AND TRAILER PARKS RECREATIONAL VEHICLES

Sections:

~~14.28.010 Auto-trailer defined~~ **Recreational Vehicle defined.**

~~"Auto trailer" includes the words "house car" or "camp car" and is defined as any building or structure designed or used for living or sleeping purposes and equipped with wheels to facilitate movement from place to place and automobiles used for living or sleeping purposes.~~ **"Recreational camping vehicle" means a vehicular unit designed primarily as temporary living quarters for recreational, camping, travel, or seasonal use, and that either has its own power or is mounted on, or towed by, another vehicle. The basic types of RVs are camping trailer, fifth wheel trailer, motor home, park trailer, travel trailer, and truck camper (per Montana ARM 17.36.101(45)).**

~~(Ord. 611 § 1 (part), 1966)~~

~~14.28.020 Auto-trailer park defined.~~

~~"Auto trailer park" includes the words "auto trailer camp" and is defined as any lot or parcel of land used or intended to be used for the accommodation of one or more auto trailers.~~

~~(Ord. 611 § 1 (part), 1966)~~

~~14.28.030 Auto-trailer unit defined.~~

~~"Auto trailer unit" includes the words "auto trailer site" and shall be defined as a plot of land in an auto trailer park used or intended to be used for the accommodation of not more than one trailer and not more than two motor vehicles which are not auto trailers.~~

~~(Ord. 611 § 1 (part), 1966)~~

~~14.28.040 Building defined.~~

~~"Building" means any structure built for the support, shelter or enclosure of persons, animals, chattels or property of any kind.~~

~~(Ord. 611 § 1 (part), 1966)~~

~~14.28.050 Building department defined.~~

~~"Building department" means the officer, department or agency of the city who is charged with the enforcement of the provisions pertaining to the erection, construction, reconstruction, alteration, conversion, movement, arrangement or use of building or structure and the use of property within the city.~~

~~(Ord. 611 § 1 (part), 1966)~~

~~14.28.060 Building inspector defined.~~

~~"Building inspector" means the chief building inspector or any regularly authorized deputy.
(Ord. 611 § 1 (part), 1966)~~

~~14.28.070 Electrical inspector defined.~~

~~"Electrical inspector" means the chief electrical inspector or any regularly authorized deputy.
(Ord. 611 § 1 (part), 1966)~~

~~14.28.080 Health department defined.~~

~~"Health department" means the department created or established by authority of the city and entrusted with the regulation, control or supervision of all matters pertaining to the general health of the citizens of the city.
(Ord. 611 § 1 (part), 1966)~~

~~14.28.090 Park sewer defined.~~

~~"Park sewer" means a sewer constructed in any auto trailer park for the service of auto trailers and connected to the city sewer, or in case there is no city sewer, in any street on which such auto trailer park abuts, to a septic tank as required by the plumbing code of the city.
(Ord. 611 § 1 (part), 1966)~~

~~14.28.100 Plumbing inspector defined.~~

~~"Plumbing inspector" means the chief plumbing inspector or any regularly authorized deputy.
(Ord. 611 § 1 (part), 1966)~~

~~14.28.110 Purpose—Scope.~~

~~The purpose of this chapter is to provide certain minimum standards, provisions, requirements and arrangements for sanitation, safety and use of materials for all auto trailer parks and auto trailers on private property.
(Ord. 611 § 2, 1966)~~

~~14.28.120-020 Auto trailers~~Recreational Vehicles (RV) on private property.

~~It is unlawful for any person to place, keep or maintain any auto trailerRV on any land within the city without the express permission of the owner of such land and no person shall allow, suffer or permit any auto trailerRV to be placed, kept or maintained on any land owned or controlled by him except in an auto trailerRV park for which a permit to construct and establish has been issued by the building inspector and a license to operate has been issued by the city treasurerState Department of Health & Human Services. It is unlawful for the owner, occupant or other person having charge or control of any lot or tract of land in the city, other than an RV-trailer park as herein defined, to permit any person to occupy for living or sleeping quarters ~~or business purposes~~ any trailer-RV parked thereon; provided, that nothing in this section shall be construed to prohibit any owner of a lot or tract of land~~

from parking his own trailer RV for not more than one year thereon and living therein while constructing a house, if proper sanitary facilities are provided as regulated by law. Additional time may be requested in 6-month increments up to 1 additional year. A fee to be set by the city will be incurred with each request.

Nothing in this chapter shall be deemed to prohibit the storage of one auto trailer recreational vehicle on the home premises of its owner for any length of time when not used for living, sleeping or business purposes temporary occupancy; provided, that the owner of the trailer will call at the office of the city health department and sign a form to that effect.

(Ord. 611 § 3, 1966)

14.28.130 Supervision.

- A. — Generally. The owner or operator of every auto trailer park before allowing any auto trailers therein, shall file with the health department the name of the person who will be in continuous responsible charge of such park, and who is authorized to act for him. Any change in such person in charge shall be immediately reported to the health department.
- B. — Office—Register. In every auto trailer park there shall be an office building in which shall be located the office of the person in charge of the park. The park register shall at all times be kept in the office.
- C. — Duties of person in charge. It shall be the duty of the owner, operator or person in charge of any auto trailer park:
1. — To keep at all times a register of all persons staying in his park, which register shall be at all times open to inspection by city, state and federal officers. The register shall record the names and home addresses of all persons staying in the auto trailer park, the date of their arrival, date of their departure, the license number of all auto trailers and automobiles in the park, the name of the state and county in which they are registered and the trailer unit on which each is located;
 2. — To maintain the park in a clean, orderly and sanitary condition at all times;
 3. — To require that all auto trailers and automobiles be located in their respective trailer units as required by the terms of this chapter;
 4. — To require all toilets in every auto trailer in the park to be sealed so that they cannot be used during the total time it shall remain in the park, unless through trap to an approved sanitary sewer;
 5. — To require every plumbing fixture in any auto trailer in the park to be connected to the park sewer during its entire stay in the park;
 6. — To see that all required lights are kept lighted as provided for in this chapter;
 7. — To see that garbage is drained and wrapped as required, deposited in the garbage cans required by Section 14.28.270, and see that all such garbage cans are collected, cleaned and redistributed;
 8. — Not to permit any domestic animal in the park unless it meets the requirements of this code or any other ordinance pertaining to such animals;
 9. — To report promptly to the proper authorities any violation of law which may come to his attention.

(Ord. 611 § 4, 1966)

14.28.140 License application—Issuance—Transfer—Fee.

Applications for a permit to obtain a license for a trailer park shall be filed with the health department. Applications shall be in writing, signed by the applicant and shall contain the following:

- A. — The name and address of the applicant;

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- B. ~~The location and legal description of the trailer park;~~
 - C. ~~The complete plan of the park showing compliance with this chapter;~~
 - D. ~~Plans and specifications of all buildings and other improvements constructed or to be constructed with the trailer park;~~
 - E. ~~Such further information as may be required by the health department to enable it to determine if the proposed park will comply with legal requirements. The application and all accompanying plans and specifications shall be filed in triplicate. The health department, the inspector of buildings and any other proper agencies shall investigate the applicant and inspect the proposed plans and specifications. If the applicant is found to be of good moral character and the proposed trailer park will be in compliance with all provisions of this chapter and all other applicable ordinances or statutes, the health department shall approve the application and upon completion of the park according to plans, shall permit the license to be issued by the city treasurer. Upon application for a transfer of the license, the health department shall issue a permit to transfer if the proper enforcing agencies report that the transferee is of good moral character.~~
 - F. ~~All trailer parks shall pay a set license fee for the first ten (10) trailer spaces or fraction thereof, and an additional fee for each additional trailer spaces exceeding ten (10) spaces. Such license shall be issued by and license fee paid to the city treasurer, the license expiring on December 31st of each year. The amount of the fees shall be set by resolution of the city council.~~

(Ord. 1594 § 107, 2002; Ord. 611 § 5, 1966)

14.28.150 Rights under permits.

~~Permits issued under the terms of this chapter convey no right to erect any building, other than the accessory buildings designated on the plot plan for the auto trailer park, or to do any electrical work or to do any plumbing work. Regular building, electrical, plumbing or other permits, as required by this code or other ordinances of the city shall be secured for all such work. Where no work is done under a permit within sixty days after its issuance, it shall become null and void.~~

(Ord. 611 § 6, 1966)

14.28.160 Permit application—Contents.

~~An applicant for a building permit to construct and establish an auto trailer park shall file an application therefor with the building department, on a form to be furnished by the department and filled in by the applicant. Complete information shall be filled in on the building permit application and such other information as the building inspector may reasonably require. A plot plan in duplicate of such property shall be filed by the applicant with his application, drawn to a scale of not less than one eighth of an inch per foot, showing the location and dimensions of all the auto trailer units, roads, yard areas, all offices and accessory buildings, sewer connections, electrical outlets, toilets, showers and other essential requirements of this chapter and any other applicable ordinances of the city.~~

(Ord. 611 § 7, 1966)

14.28.170-030 Trailer RV requirements—Generally.

Trailers Recreational Vehicles shall have the following requirements:

- A. A state license for motor vehicles and attached state license plates, issued to the owner within the last current year.

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- B. Wheels shall be maintained permanently in place on the auto-trailerRV axles for its immediate movement.

(Ord. 611 § 8, 1966)

14.28.190 Area required per auto trailer unit—Boundaries.

Each auto trailer unit in every auto trailer park shall contain not less than six hundred and twenty five square feet of ground area and shall not be less than twenty feet in minimum width measured at right angles to the side lines thereof. The boundary lines of every auto trailer unit shall be plainly and permanently marked, or otherwise indicated.

(Ord. 611 § 10, 1966)

14.28.200-040 Clearances designated — Setback.

There shall be a clearance of not less than ten feet between auto trailersRVs or auto trailersRVs and other buildings. Where trailers are placed on the same lot with a residential building, the yard area of the residential building shall be maintained as provided in the zoning requirements carried in this code. There shall be a clearance of not less than five feet between auto trailers and the interior property lines of an auto trailer court, and not less than three feet from any driveway. There shall be a setback clearance from the property lines of not less than five (5) feet from the RV.

(Ord. 611 § 11, 1966)

14.28.210 Street access—Roadway maintenance.

Every auto trailer park shall have access to a public street either by abutting directly on the street or by means of a private road not less than twenty feet wide, exclusive of parking areas. The road shall be surfaced and so located that each and every auto trailer unit shall have direct access thereto. The entire area of every auto trailer park, excluding roadways, shall be thoroughly graveled, blacktopped or concreted, except those areas maintained with lawns and plants.

(Ord. 611 § 12, 1966)

14.28.220 Areaways.

There shall be an unobstructed, graveled or paved surface areaway, not less than four feet wide, adjoining and surrounding any buildings, except those areas maintained with lawns and plants.

(Ord. 611 § 13, 1966)

14.28.230 Sewers.

On every auto trailer unit there shall be a connection to the auto park sewer, arranged so that the sinks or lavatories in any auto trailer may be readily connected thereto. Such connection shall be an arrangement approved by the plumbing inspector. Immediately after being placed in any auto trailer park every auto trailer shall have its sink or lavatory connected to the city sewer system or other approved sewage disposal system by an approved airtight and gastight connection. All sewers other than a city sanitary sewer must be approved by the health department. Every trailer park shall have a cast iron, or other approved equivalent main which shall comply with this chapter, and which shall not be less than four inches in diameter.

(Ord. 611 § 14, 1966)

14.28.240 Water requirements.

On every auto-trailer unit there shall be an ample supply of water, as approved by the plumbing code, from an approved water service for the use of the occupants thereof. There shall be not less than one water outlet for each auto-trailer unit. All such water outlets shall be adapted for hose connections. Where water is obtained from other than an approved pipe line, the trailer park operator shall be required to submit one water sample per month to the health department for bacteriological examination.

(Ord. 611 § 15, 1966)

14.28.250 Floor drains.

An approved type of floor drain shall be installed in all concrete floors in all rooms containing sanitary plumbing fixtures. Such floor drains shall be connected to the auto-trailer park sewer. One outlet for water at or near each floor drain shall be installed.

(Ord. 611 § 16, 1966)

14.28.260 Plumbing fixtures—Laundry facilities.

In every auto-trailer park the following facilities shall be installed except in a single trailer unit which has independent sanitary facilities and has access to laundry facilities in an adjacent building:

- A. —One public toilet and one stall shower for each sex, for every eight auto-trailer units or fraction thereof;
- B. —One public urinal may be substituted to the extent of twenty five percent in men's section for every eight auto-trailer units or fraction thereof;
- C. —One public lavatory for each sex for every eight auto-trailer units or fraction thereof;
- D. —One double-compartment laundry tray and one slop sink for every thirty five auto-trailer units or fraction thereof; except where automatic machines are provided. Laundry yards may be established and their location shall be adjoining the accessory buildings. The laundry yards shall be constructed so that they meet the requirements of the building department. No laundry lines shall be allowed in the auto-trailer units.

(Ord. 611 § 17, 1966)

14.28.270 Garbage cans required.

Every auto-trailer park shall be provided with one substantial covered galvanized metal garbage can for each trailer unit, centrally located on the alley in an approved garbage can rack.

(Ord. 611 § 18, 1966)

14.28.280 Distance of units from accessory buildings or sanitary fixtures.

No auto-trailer unit shall be more than two hundred feet from an accessory building or sanitary fixtures required by this chapter to serve such auto-trailer unit except trailers with self-contained sanitary facilities.

(Ord. 611 § 19, 1966)

~~14.28.290 Washracks.~~

~~In every auto trailer park of fifteen sites or more where auto trailers or automobiles are washed or are to be washed, there shall be installed a washrack, and no washing shall be done except on the washrack. All washracks shall be paved with a continuous concrete floor slab not less than fifteen feet by twenty-five feet, by four inches thick, and all parts thereof shall slope towards an approved sand trap. For parks of less than fifteen sites, the construction of a washrack shall be approved by the building department.~~

~~(Ord. 611 § 20, 1966)~~

~~14.28.300 Park drainage.~~

~~Every auto trailer park shall be located and constructed on a well-drained area. The premises shall be properly graded so as to prevent the accumulation of storm or casual water.~~

~~(Ord. 611 § 21, 1966)~~

~~14.28.310 Sanitary, fire prevention and building regulations for office rooms and accessory buildings.~~

~~Office rooms for the keeping of the required records and accessory buildings for toilets, urinals, showers, slop sinks, laundries and garbage enclosures shall be constructed according to the general requirements, relative to buildings, the zoning ordinance, relative to fire prevention, relative to garbage, trash, etc.~~

~~(Ord. 611 § 22, 1966)~~

~~14.28.320 Fire extinguishers.~~

~~Every auto trailer park shall be provided with not less than one suitable fire extinguisher approved by the department having jurisdiction as to location, type and number, and where there are more than two trailers, there shall be one additional fire extinguisher.~~

~~(Ord. 611 § 23, 1966)~~

~~14.28.330 Tents prohibited when.~~

~~No tents or other habitable enclosures shall be allowed within any auto trailer park unless they comply with the provisions of this code and other city ordinances except that fireproof canvas roofs only may be installed with one side or end fastened to one auto trailer.~~

~~(Ord. 611 § 24, 1966)~~

~~14.28.340 Wheels—Removal prohibited.~~

~~It is unlawful for any person owning, operating or occupying for living quarters any auto trailer within the city to remove or cause to have removed the wheels or any similar transporting device from the auto trailer, or to otherwise permanently fix it to the ground in a manner that would prevent the ready removal of such auto trailer.~~

~~(Ord. 611 § 25, 1966)~~

14.28.350 Animals.

Dogs or other animals shall meet the requirements of the chapters of this code pertaining to animals.
(Ord. 611 § 26, 1966)

14.28.360-050 Renting or leasing trailers outside licensed park Temporary Occupancy of an RV.

1. In all residential zoning districts, the temporary use of a recreational vehicle for landowners' guests shall be permitted for a time not to exceed 14 days without obtaining a zoning conformance permit. Such temporary recreational vehicles shall be parked on the landowners' property and shall not be hooked up to city water and sewer services.
2. Permitted uses, seasonal recreational accommodations: The number of seasonal recreational vehicles shall not exceed one per lot. The recreational vehicles may not be rented. These structures must meet all specification standards of the zoning district in which the property is located including setback distances, and other applicable performance standards of these regulations. The recreational vehicle may be stored on the property in compliance with the outdoor storage specification defined for each zoning district while not in use. All RVs shall have sewage disposal facilities that meet local and state sanitation requirements. No RV structures shall be used as permanent (year-round) dwellings.
3. No recreational vehicle shall be parked or permitted to stand on any public street, highway, road, alley or other such right-of-way for more than 5 days. It shall be parallel to the edge of the right-of-way, safely out of the flow of moving traffic.

It is unlawful for any person to rent or lease or cause to be rented or leased any auto-trailer to any person to be used as living quarters within the city except within a licensed trailer park.

(Ord. 611 § 27, 1966)

14.28.370 Electrical work generally.

All electrical service in trailer parks shall be governed by and conform with any chapter of this code relative to electricity.

(Ord. 611 § 28, 1966)

14.28.380 Electric lighting.

Every public toilet and every public urinal room shall be lighted from sunset to sunrise of the succeeding day. Such lighting shall be provided in an amount not less than one-half watt per square foot of floor area in any such room. Every public bath, laundry, room, sink and slop sink shall be supplied with lights which may be turned on by the person using the room.

Every required roadway in any auto-trailer park shall be adequately lighted from sunset to sunrise of the succeeding day. The lighting equipment shall be such that not less than one-hundred-watt lamps shall be provided for each one hundred feet, linear of roadway, or major fraction thereof, or as otherwise directed by the city electrical inspector.

(Ord. 611 § 29, 1966)

~~14.28.390 Gas heaters.~~

~~Every gas water heater or appliance used for the purpose of heating shall be an approved vented type appliance and shall comply with all applicable provisions of health and safety and this code.~~

~~(Ord. 611 § 30, 1966)~~

City of Libby

POLICY FOR USE OF COMMUNITY DEVELOPMENT FUNDS

BACKGROUND

In 2001 the City of Libby received \$8 million from a federal earmark to assist in economic stimulation following the demise of the timber industry and the discovery of asbestos in the community. The Libby Area Development Company (LADC) was formed and distributed money in the form of grants and loans without many guidelines. Several large and important distributions were made such as to help create the Libby Memorial Events Center; development of an additional nine holes and Club House at Cabinet View Golf Course. LADC dissolved in 2015 though the City took control over the funds in 2005. The City desires to have a clearly defined purpose for expending the remaining funds and metrics by which to evaluate their use and any necessary repayments.

PURPOSE

The city believes that other organizations are better equipped with staff and knowledge to review and administer grants for projects that fall under the criteria of gap financing for the purpose of job creation, expansion, or capital investments. The city should pursue activities that help create the environment for businesses to succeed through community development and investment. To that end, the Fund will hereby be used to leverage other monies related to projects located within the city limits that can be demonstrated to be in support of community development activities. **The city may develop a revolving loan fund for entities with revenue streams available to repay for the purposes of replenishing the Community Development Fund.**

1. POLICY OBJECTIVES

The objective of this policy is to guide and assist in fostering community development initiatives to become an attractive, viable and sustainable place for Libby's citizens, new and existing businesses and visitors. **The availability of funds will be determined by the previous year's accrued interest and shall not deplete the current fund of (\$\$\$\$\$) to assure funds will be available in the future.**

*****Possible interest breakdown - \$40,000 interest for the year, create the following:**

2* \$10,000 Grant administered by local agencies.

2* \$5,000 Grant administered by local agencies.

City retains \$10,000 to use for future projects, such as wayfinding, playgrounds, little league bleacher repair.

Any interest funds that have not been awarded by end of calendar year will be added to the principle of the fund.

Interest fund availability will be reviewed by City Council the first meeting of the year and the council will determine the breakdown for that following "grant" cycle.

To complement the policy, the City of Libby will vigorously maintain relationships with local agencies and private industry so that public/private partnerships are cultivated for the deployment of the Funds on eligible projects. It is expected that a description of any anticipated return on investment (i.e., value received) will be prepared with each

proposed use of funds.

2. USE OF FUNDS

Funds may be used for projects that meet one or more of the following objectives:

- (a) Enhance the City's recreational and tourist opportunities.
- (b) Enhance the City's appearance and functionality;
- (c) Acquiring land, building or real estate with the express goal of re-investment for purposes stated above.

The Fund may **not** be used for the following purposes...:

- Equipment Purchases
- General Fund Operating Expenses
- Reimbursements for already completed projects, **or expenses already incurred.**

3. PROJECT ELIGIBILITY AND REVIEW

Selected agencies will provide an application process (approved by City Council) for potential projects to use the Community Development Fund (CDF) for that cycle year and will evaluate each expenditure based on the completion of a Grant Request Application. Projects that request grant funds as a match to part of a larger financing package will score higher in the evaluation. The CDF shall not be used for more than 50% of the match of any project. If the matching grant is not awarded from other matching sources, the grant from the CDF will not be awarded and will remain with the awarding agency for further distribution. **Once the application has been approved, the City will award the funds to the recipient.**

The policies stated herein are adopted and are, at the Council's discretion, revised from time-to-time as needed. Said policies affect decisions made by the City of Libby regarding use of the Community Development Funds made on or after the effective date. No grants or loans existing prior to the effective date will be affected except where collection or liquidation processes are necessary to be enacted.