

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th St and ZOOM
January 20, 2021
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Lindsay Schack, Bob Logar, Cory Taylor, Tom Wells and Jennifer Love. Zero members of the public were present in person and one via Zoom. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens and Clerk/Treasurer Pam Humphrey.
Excused: Dan Simser, Carl Schutter

PUBLIC COMMENT

NEW BUSINESS

Manhattan Walking Trails- Buck Buchanan

Motion-Love; Second-Wells; Vote-Unanimous: Motion passed to support and recommend the Manhattan Trails System to the Town Council.

Buck Buchanan shared a document that proposed language for the Manhattan Trails System. He explained that donations can be made at manhattantrailssystem.com to establish and maintain the trail. Buck shared a map of the proposed trail. He explained that the trail will run along the highway, cross the railroad, cross private property, and cross state land. The Montana Equine Center has granted permission for the trail system to cross their land. There will be no culverts, only bridges. He requested that the Town ask for easements for the trail system.

Schack asked question about specifics of the trail. Buck explained that the trail would be a dedicated paved walking/biking path. It will connect the Gallatin River to Headwater's State Park. There will be an aerial survey done this week, which is the first step. This will cost approximately \$25,000. He listed the people who have volunteered on the trails committee.

Love stated that her concern would be for the residents of Logan to allow the trail to go through town. She asked when the completion date would be. Buck answered that he is not sure when it would be completed. It is a multi-million dollar project.

Rocksolid, 265 E Wooden Shoe Ln- Sign Permit Application

Motion-Wells; Second-Taylor; Vote-Unanimous: Motion passed to approve the sign permit application for Rocksolid located at 265 E Wooden Shoe Ln.

Carpenter read the staff report. The sign is already installed at 265 E Wooden Shoe Ln. It is in the L-1 zoning district. The sign projects 5" from the wall which is permitted.

The proposed area of the sign is in compliance with 32 square feet. The sign is LED illuminated which is permitted. Staff recommends approval of the sign permit

application.

Election of Planning Board Officers

Motion-Schack; Second-Taylor; Vote-Unanimous: Motion passed to elect Tom Wells as President and Jennifer Love as Vice President.

Schack recommended Wells to be President. Schack recommended Logar to be Vice-President.

OLD BUSINESS

Steering Committee Report

Schack stated that next meeting is on January 27th to collaborate interview and survey information. Carpenter stated that is has been challenging to get public engagement this year. He has also asked Town Engineer Kyle Scarr to draft a write-up concerning water and wastewater capacity for the growth policy.

PLANNER'S REPORT

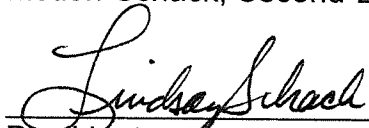
None

APPROVAL OF MINUTES- November 18, 2020

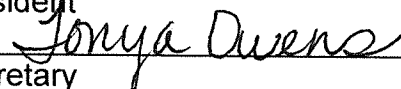
Motion-Love; Second-Wells; Vote-Unanimous: Motion passed to approve the minutes from November 18, 2020.

ADJOURN

Motion-Schack; Second-Love; Vote-Unanimous: Motion passed to adjourn the meeting.



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th St and ZOOM
February 17, 2021
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Lindsay Schack, Bob Logar, Cory Taylor, and Tom Wells. One member of the public was present in person and two via Zoom. Also present were Town Planner Randy Carpenter, Deputy Clerk/Treasurer Tonya Owens, and Clerk/Treasurer Pam Humphrey. Excused: Jennifer Love, Dan Simser, Carl Schutter

PUBLIC COMMENT

None

NEW BUSINESS

Sign Code Update

Carpenter read the staff report concerning possible sign code updates. He stated that he reviewed the sign permit application. He commented that other communities rely on staff and residents to help monitor sign violations. He suggested adding more details to the sign code concerning prohibited signs, window signs, nonconforming signs, damaged signs and abandoned signs. He discussed monitoring the construction and maintenance of signs. Carpenter stated that the sign code cannot regulate signs based on content per a Supreme Court ruling.

Wells asked if the Board had any comments on the staff report's suggestions.

Schack recommended having a separate application for window signs. She would like to add language to the code which would encourage businesses to apply for a sign permit prior to putting up signs. Schack requested that the sign application and sign code are emailed to the Board members for review prior to the next meeting. She also commented on nonconforming signs. She suggested that signs be updated when property is improved or changes ownership.

Wells asked Carpenter to gather examples of sign code from other communities. He suggested that government insignia, including flags and banners, be updated in the code.

Logar suggested that the building official might be able to help with business licenses and sign permit applications. He commented on the inconsistency of signs over the state right-of-way.

Carpenter stated that some communities allow nonconforming signs of historical significance. He stated that he will address right-of-way signs at the next meeting.

Wells stated that he would like all verbiage of the sign code to be changed at the same time.

Alissa Farley, Manhattan Resident: She asked the Planning Board to consider

reviewing signs over the state right-of-way. She asked the Board to consider ADA accessibility for sidewalk signs as well as more regulations for vinyl window signs, flags and banners.

Growth Policy Extension

Carpenter stated that he asked the Department of Commerce for an extension of the Growth Policy Grant. The DOC replied that the extension would be allowed.

OLD BUSINESS

Steering Committee Report

Schack stated that the Steering Committee and Logan Simpson have put together promotional documents to support feedback from the community. It has been posted on Facebook. She mentioned that in-person meetings would be more successful. The Steering Committee is in the 2nd phase of outreach. Schack stated that there may be funding to send out promotional postcards. She commented that the Growth Policy document should be produced by summer or fall 2021.

PLANNER'S REPORT

None

APPROVAL OF MINUTES- January 20, 2021

No quorum.

ADJOURN

No quorum. President Wells adjourned the meeting.

President

Secretary

The image shows two handwritten signatures in black ink. The top signature is for the President and the bottom signature is for the Secretary. Both signatures are written over horizontal lines that serve as baselines for the text labels.

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th St and ZOOM
March 17, 2021
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Lindsay Schack, Dan Simser, Bob Logar, Tom Wells and Jennifer Love. One member of the public was present in person and three via zoom. Also present were Town Planner Randy Carpenter, Clerk/Treasurer Pam Humphrey and Deputy Clerk/Treasurer Tonya Owens.
Excused: Carl Schutter, Cory Taylor

PUBLIC COMMENT

None

107 COTTONWOOD ST- CONDITIONAL USE PERMIT, ACCESSORY DWELLING UNIT

Motion-Logar; Second-Love; Vote- Unanimous: Motion passed to recommend approval of the accessory dwelling unit at 107 Cottonwood St.

Carpenter read the staff report. The ADU will be located in the side yard of a R-1 zoning district. The property is located on the eastern edge of town limits. The application met all requirements and zoning regulations. The proposed use is appropriate and does not affect the health, safety and general welfare of the public. The ADU meets all setbacks from the primary residential property and the neighboring property. Carpenter shared the site plan and elevation drawings of the proposed ADU. The driveway would supply adequate off-street parking. Staff recommended approval for the accessory dwelling unit at 107 Cottonwood St.

Schack asked what the approval process of the conditional use permit involved. She also asked about access to the ADU.

CAMP CREEK COFFEE, 110 W MAIN-- SIGN APPLICATION

Motion-Shack; Second-Love; Vote- Unanimous: Motion passed to approve the sign permit application as submitted at 110 W Main St with the condition that the lighting be consistent with the 10-15-4 sign code.

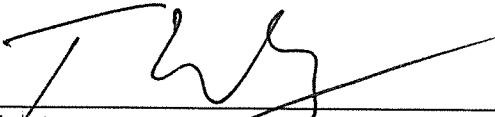
Carpenter read the staff report. The maximum total area of a window sign may cover no more than 25% of the window surface area. The total signage of the property is 14.8 square feet. Staff recommended approval of the sign permit application.

The Board discussed the lights around the window and asked if they were allowed. Wells referenced code 10-15-4, which states that all signs need to be a consistent illumination.


minutes from January 20, 2021 and February 17, 2021.

ADJOURN

Motion-Love; Second-Logar; Vote- Unanimous: Motion passed to adjourn the meeting.



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th St and ZOOM
April 28, 2021
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Lindsay Schack, Dan Simser, Bob Logar, Tom Wells, Jennifer Love, and William Eide. Five members of the public were present in person and two via Zoom. Also present were Town Planner Randy Carpenter, Clerk/Treasurer Pam Humphrey and Deputy Clerk/Treasurer Tonya Owens. Excused: Carl Schutter, Cory Taylor

PUBLIC COMMENT

6659 W. DRY CREEK RD- BOUNDARY LINE RELOCATION

Motion-Logar; Second-Eide; Vote-Unanimous: Motion passed to recommend approval of the Subdivision Exemption Claim at 6617 W. Dry Creek Rd. Carpenter read the staff report. The applicants have requested to move a common boundary line and have applied for a Subdivision Exemption Claim. The applicant has met all requirements. Staff recommended approval of the Subdivision Exemption Claim for the property located at 6617 W. Dry Creek Rd.

MILLER MINOR SUBDIVISION- PRELIMINARY PLAT

Motion-Logar; Second-Simser; Vote-Unanimous: Motion passed to recommend preliminary plat approval of the Miller Minor Subdivision located at 175 Bostana Rd. with the recommended conditions. Carpenter read the staff report. The applicant has requested preliminary plat for the 5-lot minor subdivision on 16.9 acres. The property is not zoned. It does fall into the Manhattan Planning Jurisdiction. The properties would be accessed by Gravel Pit Rd., Bostana Rd., and Connerton Lane. The subdivision would have private wells and septic systems. The Manhattan Fire Department has approved the fire protection plan. The covenants of the minor subdivision would allow ADUs but not allow further subdividing. The Gallatin County Weed Control District has approved the Weed Management Plan for the subdivision. The subdivision will not have an impact on local services or the natural environment. The subdivision does not meet all Gallatin County Subdivision Regulations and must obtain a variance to the Road Design Standards. Staff recommended preliminary plat approval of the Miller Minor Subdivision with the recommended conditions of the road variance.

BLACK DOG VET CLINIC- L-1 USE

The current zoning code does not allow a vet clinic as a permitted or conditional use in L-1. Central Business District and Neighborhood Highway Business District do allow

veterinary clinics. Logar recommended that vet clinics be included in L-1. The Board agreed that vet clinics would be reviewed after the Growth Policy is completed.

STEERING COMMITTEE REPORT

Schack stated that 154 surveys have been completed for the Growth Policy data. There will be a new survey coming out that would collect data including building styles and types.

Logan Simpson will be at the local Manhattan Farmer's Market to encourage community engagement. Logan Simpson has been communicating with the Town Engineer to include water rights and housing inventory considerations into the Growth Policy document.

PLANNER'S REPORT

None

APPROVAL OF MINUTES- MARCH 17, 2021

Motion-Love; Second-Logar; Vote-Unanimous: Motion passed to approve the minutes from March 17, 2021.

ADJOURN

Motion-Love; Second-Simsen; Vote-Unanimous: Motion passed to adjourn the meeting.

President

Secretary

The image shows two handwritten signatures in black ink. The top signature is written over a horizontal line and is positioned above the 'President' label. The bottom signature is written over another horizontal line and is positioned above the 'Secretary' label. The signatures are cursive and somewhat stylized.

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
July 21, 2021
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Dan Simser, Bob Logar, Tom Wells, Jennifer Love, and Carl Schutter. One member of the public was present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens. Excused: Lindsay Schack, Cory Taylor, William Eide

PUBLIC COMMENT

None

112 S BROADWAY, MANHATTAN DEPOT- SIGN PERMIT APPLICATION

Motion-Logar; Second-Schutter; Vote-Unanimous: Motion passed to recommend approval of the deviation for Manhattan Depot at 112 S Broadway to approve the vertical clearance of the sign.

Motion-Logar; Second-Schutter; Vote-Unanimous: Motion passed to recommend approval of the deviation for the window signs for Manhattan Depot at 112 S Broadway to approve the 100% window coverage.

Motion-Logar; Second-Schutter; Vote-Unanimous: Motion passed to recommend approval of the sign permit application for Manhattan Depot at 112 S Broadway. Carpenter read the staff report. He explained that the projecting sign has a clearance of 7' 10 ½" and the code requires 8'. The two window signs have 100% window coverage and the code only allows 25% coverage. The signs need a deviation from the code. Maximum signage for the building is 200 square feet. Total signage requested is 70.5 square feet.

Kathy Bushnell, Manhattan Depot: She explained that the Department of Revenue encouraged a large sign. Also, the community of Manhattan expressed that it did not want to be able to see into the windows.

The Board discussed the authority it has for a sign code deviation. The Board discussed the pros and cons of the deviations. The Board moved to recommend approval of the deviations. The Town Council will hold a public hearing for the deviations.

324 E MAIN, AC BOUTIQUE- SIGN PERMIT APPLICATION

Motion-Love; Second-Simser; Vote-Unanimous: Motion passed to approve the sign permit application for AC Boutique at 324 E Main.

Carpenter read the staff report. The applicant is applying for two signs. The proposed window sign is 7 square feet and the proposed wall sign is 7 square feet. The signs are in compliance with the sign code. Staff recommended approval.

15 CULVER PLACE, RAISIN AUTO BODY- SIGN PERMIT APPLICATION

Motion-Love; Second-Simser; Vote-Unanimous: Motion passed to approve the sign permit application for Raisin Auto Body at 15 Culver Place.

Carpenter read the staff report. This sign is 66 square feet and illuminated. The sign is in compliance with the sign code. The applicant will remove the existing signage. Staff recommended approval.

102 W MAIN, KEYSTONE CHURCH- SIGN PERMIT APPLICATION

Motion-Logar; Second-Love; Vote-Unanimous: Motion passed to approve the sign permit application for Keystone Church at 102 W Main.

Carpenter read the staff report. There is 38 square feet of existing signage. The applicant is applying for an additional wall sign of 29 square feet, totaling 67 square feet. The maximum signage for the building is 68.25 square feet. The sign is in compliance. Staff recommended approval.

STEERING COMMITTEE REPORT

Logan Simpson has recently finished collecting public input for the Growth Policy and is in the process of completing the document.

PLANNER'S REPORT

Carpenter explained that the zoning code should be updated and recommended that it be hired out. Carpenter stated that it might cost \$30,000. He stated that he is researching grants to help with the cost.

APPROVAL OF MINUTES- April 28, 2021

Motion-Logar; Second-Schutter; Vote-Unanimous: Motion passed to approve the minutes from April 28, 2021.

ADJOURN

Motion-Wells; Second-Schutter; Vote-Unanimous: Motion passed to adjourn the meeting.

President

Secretary

The image shows two handwritten signatures. The top signature is for the President and the bottom signature is for the Secretary. The signatures are written in black ink over horizontal lines.

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
October 20, 2021
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Dan Simser, Bob Logar, Jennifer Love, Lindsay Schack, and William Eide. Five members of the public were present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens.

Excused: Carl Schutter, Cory Taylor, Tom Wells

PUBLIC COMMENT

None

REGIONAL HOUSING STUDY PRESENTATION- RANDY CARPENTER

Carpenter presented the Gallatin County Regional Housing Study which focused on the housing crisis in Gallatin County. He explained that the demand for housing is higher than the housing supply which is increasing prices. Housing sale prices are growing at 9.5% per year and wages are increasing at 4% per year. To keep up with demand, Gallatin County needs to build 7,000 housing units per year. Affordable median housing for the county is \$338,200 and the cost to buy that home is \$798,500. Subsidized housing is very limited as well. He explained that this issue can be remedied through a variety of strategies including accessory dwelling units and multi-family housing. Schack stated that local governments need to get involved and help fund these projects.

BIRCH STONE TOWNHOUSES- FINAL PLAT APPLICATION

Carpenter stated that the final plat for Birch Stone Townhouses does not need a decision; the final plat only needs to be reviewed by the Town Council. He stated that the subdivision is ready to develop. The use of exempt wells was discussed and required due to water capacity limitations.

POTENTIAL REZONING- 248 MANHATTAN SOUTH RD.

Carpenter explained that the owners of 248 Manhattan South Rd. are considering rezoning the property to allow manufacturing. The potential buyers of the property stated that they would like to bring their business to Manhattan. The size of the building would be around 50,000 sq ft. It would be used for building products and material storage. They have just purchased The Garden Café location for a showroom. The Board discussed the future of the property, water rights, and live-work building potential.

ZONING CODE UPDATE

Carpenter explained the process of updating the zoning code. He stated that, by state statute, once the growth policy is completed, the zoning code must be modified according to it. He recommended that the Town apply for a grant to update the zoning code through an independent consultant. The Board asked Carpenter to look into a possible grant for the zoning code update.

PLANNER'S REPORT

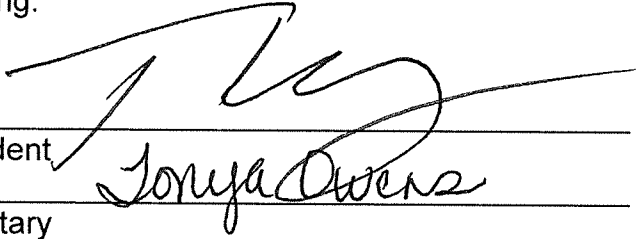
Logan Simpson is wrapping up the information on the Growth Policy update. Schack explained that the pandemic hindered the community input which has prolonged the process.

APPROVAL OF MINUTES- July 21, 2021

Motion-Schack; Second-Logar; Vote-Unanimous: Motion passed to approve the minutes from July 21, 2021.

ADJOURN

Motion-Logar; Second-Schack; Vote-Unanimous: Motion passed to adjourn the meeting.



President

Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
November 17, 2021
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Bob Logar, Tom Wells, Jennifer Love, Lindsay Schack, Carl Schutter and Cory Taylor. Six members of the public were present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens.
Excused: William Eide, Dan Simser

PUBLIC COMMENT

The clerk read the public comment aloud.

Alissa Farley, 205 S 5th: She wrote that she would like to implement higher standards for landscaping and shade trees for subdivision regulations.

The Planning Board discussed how this idea would be implemented. Schack stated that this was included in the Steering Committee discussions. The Board will review this further when the zoning code is updated.

ZONING AMENDMENT APPLICATION- Manhattan Jackpot, 110 S. Broadway

Motion-Logar; Second-Schack; Vote-Unanimous: Motion failed to recommend approval of the Zoning Amendment Application by Manhattan Jackpot at 110 S. Broadway. Carpenter read the staff report. He explained the exact changes that the applicant would like to make. The applicant would like to establish a casino at 110 S. Broadway and the changes would allow for that. The Board discussed the history of this property and requested use. The Board discussed the pros and cons of changing the code. Carpenter suggested that the Board make a motion to recommend approval of the zoning amendment application.

CONDITIONAL USE PERMIT- Daycare Center, 115 E. Gallatin

Motion-Logar; Second-Taylor; Vote-Unanimous: Motion passed to recommend approval of the Conditional Use Permit for a Daycare Center located at 115 E. Gallatin Ave. Carpenter read the staff report. He explained that Daycare Centers are a conditional use in the Central Business District. The applicant met all submittal requirements. The proposed use does comply with the standards set forth in the zoning code.

Jennifer Strelnik, Applicant: She stated that her business was recognized as "Gallatin's Greatest 2021". She stated that she would like to bring a Daycare Center to Manhattan. She has heard that the need for childcare is substantial for Manhattan.

DRAFT LAND USE MAP- Growth Policy

Carpenter presented the draft Land Use Map for the Growth Policy. He explained the

map designations. Schack stated that the Steering Committee would like to include more information on the map such as roadways, trails, and railroad right of way land use designations. She explained that the community supported higher density neighborhoods which were included on the Land Use Map. She stated that final edits and recommendations are encouraged. The Manhattan Growth Policy will be formally adopted in March 2022.

PLANNER'S REPORT

Carpenter explained that the ARPA funds will speed up the process of increasing sewer capacity. Carpenter stated that in his opinion the density for "high density housing" should be 12-20 units per acre.


Wayne Thompson, 211 Northwest Passage: He stated that he moved here from Southern California and that having a high density residential neighborhood is not ideal and is why he moved away from California.

APPROVAL OF MINUTES- October 21, 2021

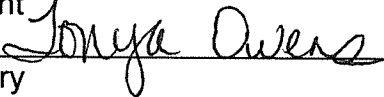
Motion-Logar; Second-Schutter; Vote-Unanimous: Motion passed to approve the minutes from October 21, 2021.

ADJOURN

Motion-Taylor; Second-Schack; Vote-Unanimous: Motion passed to adjourn the meeting.



President



Secretary