

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
January 19, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Dan Simser, Bob Logar, Tom Wells, William Eide, and Craig Christensen. Six members of the public were present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens.

Excused: Carl Schutter, Lindsay Schack, Cory Taylor

PUBLIC COMMENT

None

PRESIDENT/VICE PRESIDENT ELECTIONS

Motion-Wells; Second-Eide; Vote-Unanimous: Motion passed to elect Bob Logar as President and Lindsay Schack as Vice President.

The Board discussed duties and responsibilities of the positions. The Board made nominations.

ORDINANCE AMENDMENT APPLICATION- Manhattan Jackpot, 110 S. Broadway

Motion-Eide; Second-Logar; Vote-1 in favor (Eide), 4 opposed (Simser, Logar, Wells, Christensen): Motion failed to recommend approval of the Ordinance Amendment Application from Manhattan Jackpot at 110 S. Broadway.

Public Hearing

Clerk read the public hearing notice.

The applicant's representation explained the reasoning for the Ordinance Amendment and presented a case why the application should be approved. She stated that the applicant would like to bring Manhattan's Zoning Ordinance into alignment with the State of Montana.

Kathy, Manhattan Jackpot LLC: She stated that Wheeler's Pies will be serving pizza to the Jackpot Casino customers.

Casey Hart, Manhattan Jackpot LLC: He stated that Manhattan Depot purchased the old casino location at 214 W Main St. The building was torn down and not feasible to rebuild. They purchased the current location and have not been allowed to have a casino. They would like to have a casino at this location. He stated that the park is leased from the Railroad and should not be a factor in the consideration.

Carpenter stated that casinos are allowed in CBD with the exception of close proximity to parks, churches, and residential zoning. He stated that there are few locations within the CBD that casinos could be located.

Nick Schmutz, 401 Fulton: He stated that setbacks should be taken out and that Manhattan Jackpot should be allowed to do business. He supports the Zoning Ordinance Amendment.

Written comment

Clerk read the written public comments allowed.

April Barnes, 315 S Broadway: Opposed

Ed and Glee Dunbar, 202 S 5th: Opposed

Carol an Vernus Albertson, 105 N Broadway: Opposed

Manhattan Bank, 124 S Broadway: Opposed

Eleanor Mest, 317 S Broadway: Opposed

Discussion

The Board discussed the pros and cons of the proposed application. The Town has a more restrictive ordinance than the State. The Board discussed the proximity to residential neighborhoods, parks, and churches.

Carpenter stated that if the ordinance did not change, very few buildings in the CBD would allow for casinos.

The Board reviewed maps and considered the modifications that could be made.

Simser stated that the public and applicant did make valid points for allowing casinos.

Eide stated that he voted for the amendment because there are other casinos on the street. He wants businesses to be encouraged to come to Manhattan.

Wells stated that he appreciates the type of business and clientele that Jackpot Casino attracts. He explained that he is concerned about the future growth of the Town.

Logar stated that he is concerned about the close proximity to the residential neighborhoods.

LOCATION OF BAKERY/LUNCH ESTABLISHMENT IN MANHATTAN

Melanie & Sophie Duffin, 2080 Central Park Rd: Melanie explained that Sophie would like to open a bakery in Manhattan. They are considering opening a “cottage” in the Farmstead. The Farmstead ARC has been approached about the idea. L-1 zoning does not allow for food service. They are asking for support to open a bakery/lunch location in the Farmstead and/or feedback from the Planning Board as to what steps should be made next.

The Board offered ideas and discussed modifying the code. Melanie asked if the Board would be open to a variance. They would like to have a 14'x32' building with no sit down space. It would offer walk-in and drive-in ordering.

Carpenter suggested that the Town review the L-1 zoning code and make modifications. The Town professionals will meet next week and discuss the zoning challenges.

PLANNER'S REPORT

The Steering Committee will have a meeting next week and have an update on the Growth Policy.

APPROVAL OF MINUTES- November 17, 2021

Motion-Logar; Second-Christensen; Vote-Unanimous: Motion passed to approve the

minutes from November 17, 2021.

ADJOURN

Motion-Simser; Second-Eide; Vote-Unanimous: Motion passed to adjourn the meeting.



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
March 16, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Bob Logar, Tom Wells, Lindsay Schack, and Willie Eide. One member of the public was present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens. Excused: Dan Simser, Craig Christensen, Carl Schutter

PUBLIC COMMENT

None

ZONING CODE- LIGHT INDUSTRIAL MODIFICATIONS

Carpenter explained that there are a number of businesses in the Farmstead PUD that are not permitted in the Manhattan Zoning Code. Carpenter recommended adding research and development laboratories, professional offices, physical therapy centers, medical and veterinary clinics, as well as restaurants to the Light Industrial (L-1) zoning district. He proposed that bulk storage of petroleum products, food processing plants, as well as truck and rail terminal facilities be struck from the L-1 zoning district. He suggested that a Heavy Industrial zoning district be added on the south side of the interstate.

Schack stated that the Board needs to find the proper language to distinguish safe, clean industries from heavily trafficked, dirty industries.

Wells stated that he would like to see a live/work use added to the L-1 zoning.

The Board agreed that it would like to modify the code to include the non-conforming uses.

Chris Darnell, SCL Health, explained that SCL Health would like to build a non-profit primary care clinic in Manhattan. He asked for support of the project.

The Board expressed its full support of adding "medical clinic" to the permitted L-1 zoning uses.

GROWTH POLICY PROGRESS UPDATE

Carpenter explained that Logan Simpson is drafting the Growth Policy. Carpenter drafted a Future Land Use Map and presented it to the Planning Board. The Board discussed if more future commercial land use should be added to the map. The idea of a Heavy Industrial zone south of the interstate was not desired amongst the Board. The Board discussed the types of residential housing and density that is desired in Manhattan and where higher density housing would be appropriate.

Carpenter stated the pros and cons of extending the Manhattan Zoning Jurisdiction one

mile past town limits. The extension would have to be a modification to the Inter-local Agreement with the County. This agreement will be discussed once the Growth Policy is complete.

Logar asked when the Growth Policy would be complete. Carpenter stated that Logan Simpson could be finished with their scope of work by April 30, 2022. The Planning Board might want to make edits after this point and hopefully adopt the policy by summer 2022.

PLANNER'S REPORT

The Jacobsen's want to develop their property on Wooden Shoe Ln. They have been working with the Town Attorney to determine the possibility.

APPROVAL OF MINUTES- January 19, 2022

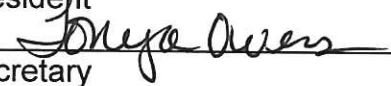
Motion-Wells; Second-Eide; Vote-Unanimous: Motion passed to approve the minutes from January 19, 2022.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
April 20, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Bob Logar, Tom Wells, Craig Christensen, Willie Eide, Carl Schutter, and Kristen Swenson. Five members of the public were present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens.

Excused: Lindsay Schack, Dan Simser

PUBLIC COMMENT

None

L-1 ZONING DISTRICT TEXT AMENDMENTS

Motion-Wells; Second-Eide; Vote-Unanimous: Motion passed to recommend approval of the L-1 Zoning District text amendments as recommended by staff.

Public Hearing

Clerk read the public hearing notice.

No public comments.

Carpenter stated that there are currently approved and operating businesses in the Farmstead PUD that are currently not permitted in the L-1 Zoning District. Carpenter recommended adding the following permitted uses in the L-1 Zoning District: research and development laboratories, professional offices, physical therapy centers, medical and veterinary clinics, and restaurants. He suggested removing the following conditional uses in the L-1 Zoning District: bulk storage of petroleum products, food processing plants, and truck and rail terminals facilities.

The Board discussed the proposed uses that may impact the sewer treatment plant. The topic of live/work was also discussed as a positive addition to the L-1 Zoning District. It is currently a conditional use in L-1 as defined by "caretaker facility".

248 MANHATTAN SOUTH RD- ZONE CHANGE REQUEST

Motion-Swenson; Second-Wells; Vote-Unanimous: Motion passed to recommend approval of the zone change request for 248 Manhattan South Rd from R-1 to L-1.

Public Hearing

Clerk read the public hearing notice.

Stephan Morris, 6370 W Dry Creek Rd: He stated that Go Fast Campers would like to build a facility at 248 Manhattan South Rd to produce their products in Manhattan, providing jobs and internships for the community. He discussed the clean energy and recycling processes that the company focuses on.

Shawn Pringle, 415 Spruce: He explained the value of the type of manufacturing and job experience he has gained through Go Fast Campers.

Maryellen Bailey, 205 N 5th St: She explained the positive job experience she has had with Go Fast Campers.

Carpenter stated that the property is currently zoned R-1 Low Density Residential and the applicant is asking to change it to L-1 Light Industrial.

He reminded the Board that any permitted L-1 use would be allowed at this location.

The Board reviewed the application and asked the applicant questions.

The Board asked if removing the R-1 zone would create a shortage of residential land in Manhattan. Carpenter stated that he thinks this would be a positive land use change for Manhattan. The Board discussed the appropriateness of the L-1 zone at this location and surrounding properties. The L-1 zone change would not affect the water and sewer capacity.

PLANNER'S REPORT


Schack will be setting up a Steering Committee meeting for final community involvement.

APPROVAL OF MINUTES- March 16, 2022

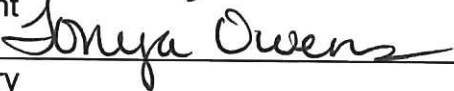
Motion-Eide; Second-Wells; Vote-Unanimous: Motion passed to approve the minutes from March 16, 2022.

ADJOURN

Motion-Christensen; Second-Eide; Vote-Unanimous: Motion passed to adjourn the meeting.



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
June 7, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Tom Wells, Lindsay Schack, William Eide, Carl Schutter, Dan Simser, and Kristen Swenson. Councilman Powell and Councilwoman Mancuso were present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens. Zero members of the public were present. Excused: Bob Logar, Craig Christensen

PUBLIC COMMENT

None

DAIGH'S DIESEL & AUTO REPAIR, 512 E MAIN- SIGN PERMIT APPLICATION

Motion-Wells; Second-Swenson; Vote-Unanimous: Motion passed to approve the sign permit application for Daigh's Diesel & Auto Repair at 512 E Main St.

Carpenter read the staff report. The property is located in the central business district. The application is for a wall sign of 8.75 square feet. The character and size of the sign are in conformance. Staff recommended approval of the application.

Schack recommended that "color print" on the application be replaced with "8 ½" x 11" color image".

MANHATTAN DEPOT, 110 S BROADWAY- CASINO CONDITIONAL USE PERMIT

Motion-Wells; Second-Eide; Vote-Unanimous: Motion passed to recommend approval of the conditional use permit for a casino to be located at 110 S Broadway.

Carpenter read the staff report. He explained the history with the applicant including the recent ordinance change. The application does meet all requirements. The location of the casino will not be detrimental to the health, safety, or welfare of the public. Carpenter stated that the casino does comply with the zoning code. Staff recommended approval of the CUP for a casino at 110 S Broadway.

The Board discussed the parking space for the casino and the ordinance change.

The Board asked questions about the future use of the casino and the signage.

Carpenter stated that the CUP would stay with the property if ownership is transferred.

GROWTH POLICY STEERING COMMITTEE UPDATE

Motion-Schack; Second-Swenson; Vote-Unanimous: Motion passed to request a work session with the Town Council in August 2022 to go over the content of the Growth Policy draft.

Carpenter stated that Logan Simpson has not made the requested changes to the

Growth Policy draft. He would like to organize a joint work session with the Town Council and Planning Board to examine the revised Growth Policy document. Schack explained that it was difficult to get community input in 2020-2021. The Clerk stated that the Growth Policy grant was extended through September 30, 2022. Schack stated that the character of the Growth Policy draft is to encourage density within our current city limits in order to preserve the surrounding agricultural land.

PLANNER'S REPORT

Carpenter stated that a new subdivision west of Town has approached the Town Professionals with a commercial development proposal. The property is currently zoned R-1 and must undergo a zone change. The Town Council must also approve a modification to the Town Code to allow commercial septic systems before the subdivision can proceed.

APPROVAL OF MINUTES- April 20, 2022

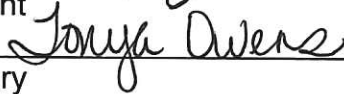
Motion-Schack; Second-Wells; Vote-Unanimous: Motion passed to approve the minutes from April 20, 2022.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
July 20, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Planning Board members present were Bob Logar, Tom Wells, Lindsay Schack, Carl Schutter, Dan Simser, and Kristen Swenson. Town Council members present were Betsy Mancuso, Morgan Taylor, and Josh Powell. Three members of the public were present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens.

Excused: Willie Eide, Craig Christensen

PUBLIC COMMENT

None

SOPHIE'S, 140 E WOODENSHOE- SIGN PERMIT APPLICATION

Motion-Swenson; Second-Wells; Vote-Unanimous: Motion passed to approve the sign permit application for Sophie's located at 140 E Wooden Shoe Ln.

Carpenter read the staff report. The applicant is requesting a free standing sign at 140 E Wooden Shoe Ln. The sign is not located at an intersecting street and is not in a sight triangle. The L-1 zoning district allows one free standing sign on each lot. The sign is 5 sq. ft. which is in compliance. Staff recommended approval of the sign permit application.

Schack asked questions concerning the anchoring system for the sign.

EAGLE POINT & DUTCH BROTHERS- ZONE CHANGE R-1 TO L-1

Carpenter explained where the property is located and presented a google earth illustration. The applicant would like to change the use of the property from residential to light industrial. He explained that the Growth Policy Draft would need to be modified and that this change would generate less traffic than a residential use.

Brent Miller, Gaston Engineering: He presented a zoning map and drawings. He stated that a traffic study has been conducted. He explained that the developer is proposing wells and a private septic system that would tie into city services once available. All systems will meet DEQ and Manhattan standards. The flow rate of industrial use is much less than residential.

Mike DeVries and Jason Holland, Dutch Brothers: The applicants stated that the location of this property for industrial use is a better fit than residential because of the close proximity to the interstate. The subdivision will consist of thirteen, five acres lots. Each lot will most likely have one 10,000 to 50,000 sq. ft. building.

Swenson asked the applicant about the type of traffic change that this zone change

would bring to the area. She would like the buildings and landscape to be esthetically pleasing.

Wells asked about the proposed use for the subdivision.

The Board discussed which county roads would have to be improved to support this subdivision.

Schack asked the Board to consider how the change in development might affect future residential growth.

Schutter asked if this would improve the commercial tax revenue for the town.

GROWTH POLICY WORKSHOP

Carpenter presented the Growth Policy draft. Carpenter explained different sections of the document. He highlighted the agricultural land and conservation easements that surround Manhattan. He discussed the importance of a future land use plan.

Carpenter explained that the Growth Policy draft represents a higher density for residential zoning. The document supports more industrial uses and employment opportunities for the community. Carpenter stated that the Growth Policy will reflect how the zoning code is modified. He suggested that Manhattan implement a design committee for future development.

Schack asked the Planning Board and Town Council about what types of density would be appropriate in the commercial and residential areas of Manhattan.

Mancuso stated that she is concerned about high density development in Manhattan.

Powell would like to make sure that the Growth Policy is not a legally binding document.

The Council asked if they could make modifications to the document.

PLANNER'S REPORT

None

APPROVAL OF MINUTES- June 7, 2022

Motion-Wells; Second-Schack; Vote-Unanimous: Motion passed to approve the minutes from June 7, 2022.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
August 17, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Planning Board members present were Bob Logar, Tom Wells, Lindsay Schack, Carl Schutter, Dan Simser, and Kristen Swenson. Town Council members present were Betsy Mancuso, Morgan Taylor, and Josh Powell. Eleven members of the public were present. Also present were Town Planner Randy Carpenter, Deputy Clerk/Treasurer Tonya Owens and Chief Dennis Hengel.

Excused: Craig Christensen

PUBLIC COMMENT

Tanya Andreasen, One Valley Community Foundation: She stated that she works for a nonprofit for affordable and available housing. She described "A Seat at the Table" forum which presented housing and childcare needs. She stated that she is involved with the Regional Housing Coalition that aids with housing needs. She presented informational documents.

CRASH CHAMPIONS, 15 CULVER PLACE- SIGN PERMIT APPLICATION

Motion-Swenson; Second-Simser; Vote-Unanimous: Motion passed to approve the sign permit application for Crash Champions located at 15 Culver Place.

Carpenter read the staff report. Crash Champions is applying for two free standing signs at 15 Culver Place, which will replace the existing signage. The signs total 145 sq. ft. and they will be illuminated. The signs are in compliance with Manhattan Sign Code. Staff recommended approval of the sign permit application for 15 Culver Place.

NOISE, PARKING & LAWN ORDINANCE DISCUSSION

Chief Hengel presented talking points concerning Manhattan Ordinances. He asked the Planning Board to consider the adoption, penalties and enforcement of noise, parking & lawn ordinances. The Board asked Chief Hengel questions concerning the ordinances. The Board discussed different noise ordinance ideas and reviewed Three Fork's noise code.

Hengel stated that Manhattan does not have a parking code and currently uses state code. He asked the Board to create a 72-hour parking restriction and an unhitched vehicle restriction to keep the streets and right-of-ways uncongested. He stated that this is an important component for emergency vehicles to be able to access homes and businesses. Owens stated that there have been a number of tall grass complaints this fire season from Town residents and business owners. Manhattan currently does not have a lawn ordinance code to enforce.

Hengel volunteered to research more code examples from surrounding communities.

EAGLE POINT & DUTCH BROTHERS SUBDIVISION- ZONE CHANGE R-1 TO L-1

Motion-Wells; Second-Schutter; Vote-Unanimous: Motion passed to recommend approval of the R-1 to L-1 zone change application for Dutch Brothers LLC, S09, T01 N, R03 E, C.O.S. 2544B, PARCEL 2, ACRES 39.462.

Motion-Wells; Second-Schutter; Vote-Unanimous: Motion passed to recommend approval of the R-1 to L-1 zone change application for Limited Partnership, SO9, T01 N, R03 E, C.O.S. 2544B, PARCEL 1, ACRES 20.047.

Public Hearing

Logar opened the public hearing.

Clerk read the public hearing notice.

Brent Miller, Gaston Engineering: He stated that this is a proposed change from 350 residential homes to 13 industrial lots. This will be a smaller impact on Manhattan's infrastructure.

Mike Devries, Developer: He stated that residential zones should not be next to the interstate and that Manhattan does not have the water and sewer capacity for 300 homes.

Randy Carpenter, Town Planner: He read the staff report. He explained that, if approved, this would be a zone change regardless if the subdivision is developed or not. The Light Industrial (L-1) zoning has recently been modified. Carpenter reminded the Board that truck and rail terminal facilities have been struck from the uses in L-1. Carpenter read the Montana Code Annotated list of criteria for zoning regulations. He read that significant road improvements will be required and that any industrial use may not negatively affect residential neighborhoods. Staff recommended rezoning the property from R-1 to L-1.

Callie Hamilton, 505 Milwaukee: She stated the importance of maintaining residential properties in order to keep Manhattan an affordable place to live.

Stuart Jacobsen, 9151 Wooden Shoe Ln: He stated that he is not opposed to the rezoning and that there would be a strong impact on Manhattan's roadways.

No written comments.

Discussion

Swenson asked the Board how the zone change would be compatible with surrounding properties. She talked about lighting, esthetics and road use changes.

Wells asked the Board if this is an appropriate placement for Light Industrial. He asked Carpenter how much land is set aside for residentially zoned land.

Carpenter answered that he is not concerned with the amount of land available for future residential use. He added that in the subdivision review process, impacts will be mitigated and water rights will be reviewed.

Schack stated that she thinks this is an appropriate place for L-1.

GROWTH POLICY WORKSHOP

Logar stated that the requested feedback from the Town Council has been provided. The Growth Policy draft edit recommendations were presented to the Planning Board. Swenson stated that the opinions of the Town Council need to be recognized. She

asked if the current and proposed Growth Policies could be melded together to make a collaborative document.

Carpenter stated that per the State Code, the Planning Board is tasked with creating a Growth Policy document and the Town Council can adopt it or make modifications.

Schack stated that gathering public input was challenging during the pandemic and she would like to keep affordable housing in the document.

Schutter stated that high density is not desired for families nor is it esthetically pleasing. The Board discussed the appropriateness of keeping affordable housing and high density in the Growth Policy.

Councilman Powell asked what the budget was for the Growth Policy document.

Councilwoman Mancuso read the contract with Logan Simpson. She stated that the Growth Policy is a legally binding document. She pointed out that the history of the previous document is comprehensive and should be retained in the newly adopted Growth Policy.

Tony Drypolcher, 208 S 3rd: He asked how municipalities can obtain water rights and how the Town can grow without them. He stated the importance of water conservation. Carpenter stated that the water capacity can be mitigated with additional water treatment capacity. He suggested that a stronger water conservation statement be added to the Growth Policy draft.

Shawna Taylor, 106 N 3rd: She suggested creating a committee to discuss the details of the Growth Policy document.

Logar recommended having a few representatives from the Town Council and Planning Board work together to create an agreeable document.

A committee consisting of 2 Council members and 3 Planning Board members was formed to analyze the document and make edits.

PLANNER'S REPORT


Carpenter stated his resignation following the adjournment of the meeting.

APPROVAL OF MINUTES- July 20, 2022

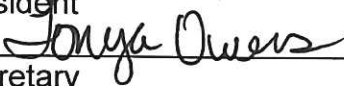
Motion-Wells; Second-Schutter; Vote-Unanimous: Motion passed to approve the minutes from July 20, 2022.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
SPECIAL MEETING
207 S 6th ST
August 31, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Planning Board members present were Bob Logar, Tom Wells, Lindsay Schack, Craig Christensen, and Kristen Swenson. Eight members of the public were present. Also present were Clerk/Treasurer Pam Humphrey and Deputy Clerk/Treasurer Tonya Owens.

Excused: Carl Schutter, Dan Simser

PUBLIC COMMENT

None

GROWTH POLICY DRAFT/EDITS

Motion-Swenson; Second-Wells; Vote-Unanimous: Motion passed to send the Growth Policy draft revisions from the Town Council, Planning Board and Hyalite Engineers to Logan Simpson for edits.

Scott Hazelton, Hyalite Engineers: He stated that he has applied to be the Manhattan Town Planner. He has submitted a request for qualifications proposal today. He also presented a redline comments page of the Growth Policy draft and the information that is missing per MCA 76-1-601. He stated that the Growth Policy draft could be amended after it is adopted and that the current Growth Policy can be referenced as an appendix. The Board discussed the Growth Policy edits deadline and the changes that need to be made. The Clerk stated that Logan Simpson's scope of work needs to complete by September 30, 2022.

Swenson made note of the current Growth Policy plans that have not been completed on pages 44-45. She stated that the proposed Growth Policy draft does not meet state statute. She suggested that the current Growth Policy document is very thorough and it can be copied and edited, however, it does not incorporate density. She would like to add emergency services and agricultural representation to the document.

Schack concentrated the discussion around what needs to be achieved at this meeting. She stated that the Growth Policy document needs to reflect the needs of the entirety of Manhattan.

Pam Humphrey, Clerk/Treasurer: She stated that the Town has spent \$39,600 on the project and Logan Simpson's scope of work needs to be complete by September 30, 2022, and the Growth Policy needs to be adopted by December 30, 2022. The current Growth Policy has been reviewed every five years since 2004. She suggested modifying verbiage in the Growth Policy draft to find a middle ground.

The Clerk stated that the Town Council will choose the Town Planner at the meeting on

September 8, 2022. The Board discussed the possibility of accepting the Growth Policy draft and making amendments. Swenson read an email from the Town Attorney that the Growth Policy is a legally binding document.

Wendy Meier, 385 Northwest Passage: She stated that she would like to see the recommended document edits. She asked if the Town Council can modify the document.

The Clerk made and distributed copies of the recommended Growth Policy draft edits from the Town Council to the public attendees.

Tony Drypolcher, 208 S 3rd: He asked about the committee that was formed to make the Growth Policy draft edits. He discussed the importance of water conservation and well limitations. He discussed the idea of affordable housing and does not believe it exists in Gallatin Valley.

The Board added a stronger water conservation statement to the Growth Policy draft.

Rocky Hamilton, 505 Milwaukee: He stated that he has not seen the Town Council ask the public about the Growth Policy document. He stated that there is a large demand for housing in Manhattan.

Callie Hamilton, 505 Milwaukee: She stated that high density does not take away the ability of a developer to create low density housing. She stated that affordable housing is important to the community.


Leah Miller, 6690 Frontage Rd: She stated that education is important. She also stated that agriculture is an important part of the community and that Manhattan should stay the way it is.

The Board reviewed the specific suggested edits for the Growth Policy draft and made modifications concerning density, emergency services, teacher housing, railroad crossings and green space. The Clerk will send the modifications to Logan Simpson. Schack and Wells stated that the recorded data is not a true representation of the community's needs. There were other platforms of discussion.


The Board discussed the appropriate density and zoning in Manhattan's corridor and the barriers of the conservation easements. The current Growth Policy as well as the recent community data both suggest adding a community swimming pool or splash pad.

ADJOURN

Motion-Swensen; Second-Christensen; Vote-Unanimous: Motion passed to adjourn the meeting.



President



Secretary

**CITY-COUNTY PLANNING BOARD
SPECIAL MEETING
207 S 6th ST
October 4, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Bob Logar, Tom Wells, Lindsay Schack, Dan Simser, Craig Christensen, and Kristen Swenson. Four members of the public were present. Also present were Town Planner Scott Hazelton and Deputy Clerk/Treasurer Tonya Owens.

Excused: Carl Schutter

PUBLIC COMMENT

None

AS REALTY, 125 S BROADWAY- SIGN PERMIT APP

Motion-Swenson; Second-Wells; Vote-Unanimous: Motion passed to approve the sign permit application for AS Realty at 125 S Broadway.

Hazelton summarized the findings of his staff report and presented an electronic map and images of the business and sign. The applicant has applied for one door sign. Staff found that the sign matched all pertinent regulations of the Town of Manhattan Zoning Code. Staff recommended approval of the sign permit application.

EXP REALTY, 125 S BROADWAY- SIGN PERMIT APP

Motion-Schack; Second-Swenson; Vote-Unanimous: Motion passed to approve the sign permit application for eXp Realty at 125 S Broadway.

Hazelton summarized the findings of his staff report and presented an electronic map and images of the building and sign. The applicant has applied for one door sign. Staff found that the sign matched all pertinent regulations of the Town of Manhattan Zoning Code. Staff recommended approval of the sign permit application.

RECHERCHE' ORGANICS, 110 E MAIN- SIGN PERMIT APP

Motion-Wells; Second-Simser; Vote-Unanimous: Motion passed to approve the sign permit application for Recherche' Organics at 110 E Main.

Hazelton summarized the findings of his staff report and presented an electronic map and images of the business and sign. The applicant applied for one wall sign. Staff found that the sign matched all pertinent regulations of the Town of Manhattan Zoning Code. Staff recommended approval of the sign permit application.

STATE FARM, 122 W MAIN- SIGN PERMIT APP

Motion-Wells; Second-Schack; Vote-Unanimous: Motion passed to approve the sign

permit application for State Farm at 122 W Main.

Hazelton summarized the findings of his staff report and presented an electronic map and images of the business and sign. The applicant has applied for one illuminated wall sign, one window sign, and one door sign. Staff found that the signs matched all pertinent regulations of the Town of Manhattan Zoning Code. Staff recommended approval of the sign permit application.

WHEELER'S PIES, 112 S BROADWAY- SIGN PERMIT APP

Motion-Christensen; Second-Schack; Vote-Unanimous: Motion passed to approve the sign permit application for Wheeler's Pies at 112 S Broadway.

Hazelton summarized the findings of his staff report and presented an electronic map and images of the business and sign. The applicant has applied for an illuminated sign and window signs. Staff found that the signs matched all pertinent regulations of the Town of Manhattan Zoning Code. Staff recommended approval of the sign permit application.

THE MANHATTAN SALOON, 204 W MAIN- CASINO CONDITIONAL USE PERMIT

Motion-Wells; Second-Swensen; Vote-5 in favor (Simser, Christensen, Logar, Swenson, Wells) 1 opposed (Schack): Motion passed to recommend approval of the conditional use permit application for the use of a casino at The Manhattan Saloon, 204 W Main.

Hazelton explained that this is the previous location of Sir Scott's Oasis. Hazelton read a letter from the applicant's council. He read the written comment from Manhattan Bank in opposition of the conditional use permit. Staff found that the application matched all pertinent regulations and the Town of Manhattan Zoning Code. Staff is recommending that the Planning Board make a favorable recommendation to the Town Council for The Manhattan Saloon Conditional Use Permit application.

GROWTH POLICY

Hazelton stated that the Town of Manhattan received a final invoice from Logan Simpson. Clerk/Treasurer Pam Humphrey submitted a memo to the Planning Board concerning funding and the future progress of the Growth Policy draft. Hazelton stated he has received the amendable documents from Logan Simpson to continue the project.

Swenson asked if the two growth policies could be melded together and how the Planning Board would be involved in the future process. The Planning Board welcomed the information for proper updates to the Growth Policy according to state statute. The Planning Board discussed whether or not the document is ready for Town Council review and if the Planning Board has the budget to make amendments to the document. Christensen stated that he would like to see more documentation of public opinion in order to create a more accurate Growth Policy document.

The Planning Board discussed the definition of high density within Manhattan Town limits and the importance of getting accurate information for water and sewer capacity. *Alissa Farley, 205 S 5th*: She stated that it was challenging to gain input from the community during the pandemic.

Callie Hamilton, 505 Milwaukee: She stated that there is a housing crisis in Gallatin Valley and asked the Planning Board to add affordable housing to the Manhattan

Growth Policy.

The Planning Board discussed the next steps in the Growth Policy process.

PLANNER'S REPORT

Hazelton presented the AICP code of ethics to the Planning Board. He asked for any feedback about the staff report formatting.

APPROVAL OF MINUTES- AUGUST 17, 2022 & AUGUST 31, 2022


Motion-Wells; Second-Schack; Vote-Unanimous: Motion passed to approve the minutes from August 17, 2022 & August 31, 2022.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
November 16, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Bob Logar, Lindsay Schack, Craig Christensen, Dan Simser, and Kristen Swenson. Three members of the public were present. Also present were Town Planner Scott Hazelton and Deputy Clerk/Treasurer Tonya Owens. Excused: Tom Wells, Carl Schutter

PUBLIC COMMENT

Owens read the written public comment:

Brian Ayers, Manhattan School District: He stated the importance of having affordable housing available for teachers and school staff.

Swenson stated that there is property next to the school that has not been developed. She mentioned that perhaps there are grant programs for this use.

109 N 7TH, ACCESSORY DWELLING UNIT- CONDITIONAL USE PERMIT

Motion-Swenson; Second-Schack; Vote-Unanimous: Motion passed to approve of the accessory dwelling unit at 109 N 7th contingent upon the staff recommended conditions of approval.

Hazelton summarized the conditional use permit application for an ADU at 109 N 7th. He presented a slide show of the application. Hazelton explained that the ADU meets parking requirements as well as town standards and regulations. Staff recommended approval of the conditional use permit for an accessory dwelling unit at 109 N 7th contingent upon impact fees being paid.

NOISE, PARKING & LAWN ORDINANCES

Chief Hengel presented noise, parking and lawns ordinance examples from other cities. He summarized the current process of a parking violation. He would like it to shorten the process and reduce the fine. Hengel would like to discourage long term parking on the streets and make the violations easier to monitor. The Board discussed different parking situations.

Hengel stated that the Town ordinance only prohibits noxious weeds and not nuisance weeds. The Board discussed the importance of definitions to clarify between nuisance weeds and landscape. The Board also discussed the appropriateness of lawn height restrictions.

Hazelton explained the process of creating an ordinance. He presented a draft noise ordinance which was based off the CDC guidelines for appropriate decibel levels. The Board discussed the importance of quiet hours in the noise ordinance. Hengel

suggested that the decibels be read by a certified decibel reading apparatus. The Board will discuss the ordinances at next month's meeting.

PLANNER'S REPORT

Hazelton suggested removing the pre-application meeting for the conditional use permits. The Board discussed the different conditional use permit applications and where it might be appropriate and beneficial.

Hazelton discussed the proposal that was presented to the Town Council for the Growth Policy development.

APPROVAL OF MINUTES- OCTOBER 4, 2022

Motion-Swenson; Second-Simser; Vote-Unanimous: Motion passed to approve the minutes from October 4, 2022.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
December 21, 2022
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Bob Logar, Craig Christensen, Carl Schutter, and Kristen Swenson. One member of the public was present. Also present were Town Planner Scott Hazelton and Deputy Clerk/Treasurer Tonya Owens.

Excused: Tom Wells, Lindsay Schack, Dan Simser

PUBLIC COMMENT

None

110 W MAIN, HARVEST MOON COFFEE SHOPPE- SIGN PERMIT APPLICATION

Motion-Swenson; Second-Schutter; Vote-Unanimous: Motion passed to approve of the sign permit application for Harvest Moon Coffee Shoppe at 110 W Main.

Hazelton summarized the sign permit application. The sign meets all sign regulations in the central business district. Staff recommended approval of the sign permit application for Harvest Moon Coffee Shoppe at 110 W Main.

308 E MAIN, 406 BREWING COMPANY- SIGN PERMIT APPLICATION

Motion-Schutter; Second-Christensen; Vote-Unanimous: Motion passed to approve of the sign permit application for 406 Brewing Company at 308 E Main.

Hazelton summarized the sign permit application. The sign meets all sign regulations for the central business district. Staff recommended approval for the sign at 308 E Main for 406 Brewing Company.

PLANNER'S REPORT

Hazelton stated that he has been working on edits for the most recent Growth Policy draft and that it should be ready to review by February 2023. He has been combining the document with the current Growth Policy to create an updated and legal Growth Policy for Manhattan.

APPROVAL OF MINUTES- November 16, 2022

Motion-Swenson; Second-Christensen; Vote-Unanimous: Motion passed to approve the minutes from November 16, 2022.

ADJOURN

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

Robert Legar

President
Janya Owens

Secretary