

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
January 15, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

OLD BUSINESS

Townhomes- Residential Districts Code Amendment

Carpenter read the staff report. He explained that townhomes are currently not permitted in the Manhattan Zoning Code. He compared 18 other towns/cities across the state, twelve of which allowed townhomes. He suggested that the Board define "townhome" and he gave examples of what the definition should include. He recommended that townhomes be located in R-3 and R-T and that the minimum lot size should also be defined. It is also an option for Manhattan to address the building design.

Simser addressed the fact that there is a minimum amount of area that is zoned R-3. Schack explained that there is a gap in the zoning code and that townhomes need to be accommodated. She asked why other towns/cities did not have townhomes in their codes.

Carpenter answered that he sees no reason why a townhome shouldn't be allowed in the zoning code. He explained that townhomes are not prohibited in Manhattan, but they must be developed through a planned unit development.

The Board discussed the different zones where townhomes would be appropriate. Schack requested that Carpenter prepare examples of code and disburse them prior to next meeting.

Carpenter stated that he would include townhouse standards in his proposal.

NEW BUSINESS

Boundary Realignment- 4550 Sales Rd.

Motion-Schack; Second-Wells; Vote- Unanimous: Motion passed to recommend approval of the boundary realignment for the property located at 4550 Sales Rd.

Carpenter read the staff report and a map of the property was presented.

The applicant is requesting a boundary relocation so that the current residential tract is located entirely on the south side of Sales Rd.

Ilene Casey, 5440 Sales Rd: She explained why she is requesting a boundary line

adjustment. She would like to put part of the 40 acre parcel into a conservation easement.

Carpenter explained that he is working on a letter for the conservation easement with the Mayor and Town Attorney's approval.

Staff recommended approval of the boundary realignment.

Planning Board President, Vice-President and Treasurer Nominations

Motion-Logar; Second-Taylor; Vote- Unanimous: Motion passed to elect Lindsay Schack as President, Tom Wells as Vice-President and Jennifer Bowen as Treasurer. The Board discussed the two open county seats on the MCCPB as well as the duties and responsibilities of the officers.

PLANNER'S REPORT

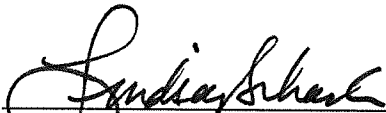
Carpenter stated that the Growth Policy grant recipients may be selected this month. Schack noted that she would like the Board to have a strategic plan in place in order to create a growth policy efficiently. Carpenter asked the Board if they would be open to an orientation/training through the Department of Commerce. The board members agreed that they would like the training. They also discussed getting a TV or projector for the meeting room.

APPROVAL OF MINUTES – November 20, 2019

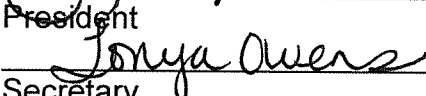
Motion-Logar; Second-Wells; Vote- Unanimous: Motion passed to approve the minutes from November 20, 2019.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
February 19, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

NEW BUSINESS

Boundary Line Relocation- 6370 W. Dry Creek Rd.

Motion-Wells; Second-Taylor; Vote-Unanimous: Motion passed to recommend approval of the boundary realignment for the property located at 6370 W. Dry Creek Rd. Carpenter read the staff report. He explained that the Yadon's would like to transfer .15 acres to Eisenbeis's property located at 6370 W. Dry Creek Rd. No new lots would be created.

Mark Eisenbeis, 6370 W. Dry Creek Rd: He explained that this transaction occurred over 20 years ago but was not recorded properly.

Carpenter stated that he would put the item on the agenda for the County Commission.

OLD BUSINESS

Townhomes- Zoning Code Amendment

Motion-Schack; Second-Simser; Vote-Unanimous: Motion passed to recommend approval of adding "townhouse" to the zoning code according to the staff report and modifications discussed with legal counsel's approval.

Carpenter read the staff report. He recommended addressing a definition, appropriate zoning code location, design standards, and minimum lot size. The Board discussed the location of townhouses in the zoning code and whether they should be permitted or conditional uses. Carpenter recommended adding another chapter to the zoning code for "townhouse design standards". He stated that he has spoken to the Town Attorney about the ordinance.

The Board made modifications to the townhouse proposal.

Growth Policy- Request for Proposals

Motion-Schack; Second-Logar; Vote-Unanimous: Motion passed to present the Request for Proposals to the Town Council.

Carpenter read the Request for Proposals. The budget for the Growth Policy is \$40,000. He explained that the state code has a minimum growth policy requirement.

He discussed the phases of the process. He suggested having meetings in various locations around Town. The Board added that they would like to hold meetings with the School District. Carpenter also explained that Manhattan would need to review the Inter-local Agreement with the County. The Board discussed the appropriate point of contact and whether they would prefer a local or out-of-state consultant.

PLANNER'S REPORT

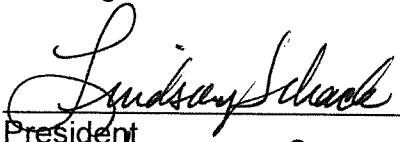
Carpenter explained that the "Seat at the Table" project is moving forward with a countywide concern for affordable housing needs. He explained that Gallatin County would benefit from a housing needs assessment.

APPROVAL OF MINUTES – January 15, 2020


Motion-Logar; Second-Wells; Vote- Unanimous: Motion passed to approve the minutes from January 15, 2020.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING via ZOOM
May 20, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

Excused: Carl Schutter

PUBLIC COMMENT

None

NEW BUSINESS

Subdivision Exemption Claim- 5110 & 5120 High St., Belgrade, MT 59714

Motion-Logar; Second-Wells; Vote-Unanimous: Motion passed to recommend approval of the subdivision exemption claim for the property located at 5110 & 5120 High St., Belgrade, MT 59714.

Carpenter read the staff report. The applicant would like to combine five lots in order to meet requirements for septic system setbacks. All of the lots are all under one ownership. Carpenter supplied images of the plat map.

OLD BUSINESS

Townhomes- Zoning Code Amendment

Public Hearing

Owens read the public hearing notice. There were no written comments. There were no public comments.

Discussion/Decision

Motion-Wells; Second-Simser; Vote-Unanimous: Motion passed to recommend approval to amend the Residential Zoning Districts of R-1 and R-3 to accommodate "townhomes" in the permitted and conditional uses of the Manhattan Town Code. Carpenter presented the proposed zoning code amendment to the Planning Board. The Board discussed the proposed ordinance. There were no changes to the proposed ordinance.

Growth Policy- Proposal Review and Decision

Motion-Wells; Second-Love; Vote-4:2: Motion passed to table a decision on the growth policy proposals until the next meeting.

Carpenter presented the growth policy proposals. Carpenter stressed the importance

of having the public's input and a steering committee for the project. He recommended that the firm have experience working with small towns. The Board discussed the applicants' proposals. Schack reiterated the importance of community outreach. Wells asked the applicants to speak to their firm's abilities, experience level, and planning ideas for Manhattan.

Bruce Meighen & Whitney Brunner, Logan Simpson: Meighen stated that Logan Simpson is a 130 person planning firm and that they are passionate about repositioning communities for appropriate growth. Logan Simpson will meet state statute but also ask the community for its needs. Logan Simpson emphasized the importance of a plan, guidance, and policies that are put into action. Brunner is local resident in Big Sky, MT and just finished a growth policy for the community.

Dave Dixon, Cushing Terrell: Dixon stated that he has spent 3 years in Red Lodge, MT. Cushing Terrell recently finished the growth policy for Belgrade and are also working on Belgrade's zoning code. In recent years, they have completed White Sulphur Springs's growth policy. They have helped communities define main streets, parking & traffic solutions, and infrastructure. Nicole Olmstead is located in Bozeman, MT.

Great West did not attend the meeting. They are located in Helena, MT.

Schack stated that Great West presented a strong ability to promote public outreach. They also seemed like they would provide a large amount of product for the budget.

Logar stated that he appreciated that Great West is based out of Montana and has worked with small towns like Roundup and Twin Bridges.

Love stated that using Cushing Terrell might save Manhattan money because they completed a neighboring city's growth policy. She said that Logan Simpson created a nice product for Big Sky, which also started small.

Simser agreed that Great West would be a good choice because they have worked with small towns.

The Planning Board will hold a special meeting on Thursday, May 28, 2020 at 7:00 pm via ZOOM.

PLANNER'S REPORT

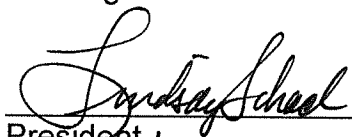
None

APPROVAL OF MINUTES – February 19, 2020

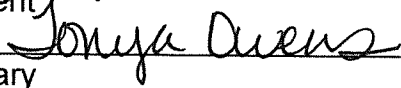
Motion-Logar; Second-Wells; Vote-Unanimous: Motion passed to approve the minutes from February 19, 2020.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
SPECIAL MEETING via ZOOM
May 28, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Lindsay Schack, Dan Simser, Bob Logar, Tom Wells, and Jennifer Love. 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

PUBLIC COMMENT

None

GROWTH POLICY PROPOSALS- REVIEW AND DECISION

Motion-Wells; Second-Simser; Vote-Unanimous: Motion passed to recommend that Logan Simpson prepare the growth policy for the Town of Manhattan.

Schack thanked the applicants for their patience. She explained that the Board put together a list of questions for the applicants via email. They received responses and reviewed them prior to the meeting. She asked the board members if they had any further questions for the applicants.

Love asked Cushing Terrell who the team would consist of for the Manhattan project. Wells shared his references about the applicants.

The Board discussed which applicant they would prefer. Unanimously, each member stated that they would like to have Logan Simpson create the growth policy for Manhattan.

Schack explained that graphics are an important aspect for community outreach and that Logan Simpson had superior graphics in her professional opinion.

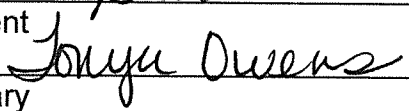
Wells stated that the Board would like to have as much community involvement as possible. Carpenter encouraged the Board to review all the documents received from Logan Simpson.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
July 15, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board members present were Lindsay Schack and Dan Simser. One member of the public was present. Also present were Town Planner Randy Carpenter and Deputy Clerk/Treasurer Tonya Owens.

Excused: Carl Schutter, Cory Taylor, Tom Wells, Jennifer Love, Bob Logar

PUBLIC COMMENT

Alissa Farley, 205 S 5th: She asked if there was another railroad crossing proposed. The Board answered that there had been discussion of one to the east of Manhattan in the past, but currently there are no future plans for a third railroad crossing.

OLD BUSINESS

Growth Policy-Establish Steering Committee

Schack inquired if the contract with Logan Simpson was signed. Owens answered that the contract was signed. Owens stated that Logan Simpson requested GIS locations for the wells and an electronic file of the growth policy map. They have received both. Carpenter asked if the Planning Board would like a separate website for the Growth Policy project and if the Board would like the project to be branded.

Carpenter will ask the Town Attorney how to appoint a Growth Policy Steering Committee. He discussed setting a kickoff meeting date for the Steering Committee once it is established. The Board discussed the importance of diversifying the Steering Committee in order to represent all of Manhattan's different demographics.

Schack stated that she would like to have a separate website for the Growth Policy project.

The Board discussed where to advertise for Steering Committee volunteers. Carpenter stated that the Steering Committee should consist of at least 9 members. Examples of the Growth Policy topics would include downtown growth, railroad crossings, and low income housing.

The Planning Board requested to have a zoom meeting next month.

PLANNER'S REPORT

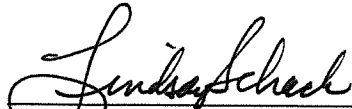
Carpenter asked if the Town has received any applications for subdivisions. Owens replied that the Town has not.

APPROVAL OF MINUTES- May 20, 2020 and May 28, 2020

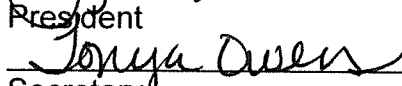
There was no quorum to approve the minutes.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING via ZOOM
August 19, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Alissa Farley, 205 S 5th: She asked if a political flag needed a sign permit to be allowed in Manhattan.

Carpenter responded that he would reach out to the Town Attorney to ask if a flag constitutes as a sign that needs a permit.

NEW BUSINESS

Queen of Hearts Ranch, 248 Manhattan South Rd. - Rezone and Use Options

Carpenter summarized the questions Tonya Queen had concerning the use and zoning of her property located at 248 Manhattan South Rd. He explained that she would like her property to be used as outdoor storage. The property is zoned R-1 (Low Density Residential). Carpenter explained two options that would accommodate her request. The first would be to make a text change to allow outdoor storage in R-1. This option would allow outdoor storage to all properties zoned R-1. The second would be to rezone the easternmost part of the property to L-1 (Light Industrial), which may result in spot zoning.

Tonya Queen stated that she would like to accommodate the excess campers and trailers on Manhattan's streets. She also discussed the idea of using her property for a live/work project.

The Planning Board provided feedback offering different zoning and use options for her property.

The Board discussed the water rights of the property and the sewer capacity needed for a development.

Sign Application- ACE Hardware, 130 E. Wooden Shoe Ln.

Motion-Logar; Second-Wells; Vote- Unanimous: Motion passed to approve the sign application for ACE Hardware at 130 E. Wooden Shoe Ln.

Carpenter read the staff report. The signage requested for two signs totaled 160 sq. ft., which met code requirements. Staff recommended approval of the sign application.

OLD BUSINESS

Growth Policy- Establish Steering Committee & Brand Project

The Board discussed the importance of choosing the appropriate Steering Committee candidates for the Growth Policy. Schack will be drafting a letter and application to send to the Steering Committee volunteers. The Steering Committee's kickoff meeting will be held on September 22nd via Zoom. Logan Simpson will help guide the steering committee with public meetings and interactions.

The Planning Board members were asked to complete a survey in order to decide if and how the Growth Policy should be branded. The Board would like to have a Growth Policy website separate from the Town website. The idea of using the Town logo or license plate design for the brand was mentioned. Schack stressed the importance of community involvement through the process.

PLANNER'S REPORT

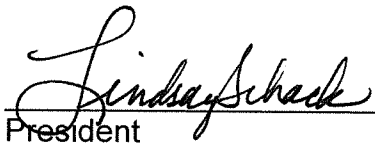
Carpenter does not like the logos offered on the survey.

APPROVAL OF MINUTES- May 20, 2020, May 28, 2020 & July 15, 2020

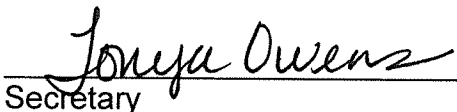
Motion-Wells; Second-Love; Vote- Unanimous: Motion passed to approve the minutes from May 20, 2020, May 28, 2020 & July 15, 2020.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING via ZOOM
September 16, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

Excused: Cory Taylor, Tom Wells

PUBLIC COMMENT

None

NEW BUSINESS

Conditional Use Permit, Accessory Dwelling Unit-116 N. 5th

Motion-Logar; Second-Schutter; Vote-Unanimous: Motion passed to recommend approval of the accessory dwelling unit located at 116 N. 5th St.

Carpenter read staff report. Robert and Brittany Braaskma applied for an accessory dwelling unit (ADU) at 116 N. 5th St. They would like to build the ADU in the loft of their garage. The property is zoned R-1. The owner must occupy either the primary home or the ADU. The application does comply with the criteria required for an ADU in the R-1 zone. Staff recommended approval of the ADU located at 116 N. 5th St.

The Board asked questions concerning the site plan and size of the ADU. Carpenter emailed copies of the site plan and application to the Board members. The Board reviewed the documents. Schack asked if the Board had any more questions for the applicant. Schutter recommended that the ADU not be used for a short-term rental. Schack recommended appropriate lighting and safety requirements.

Northern Rocky Mountain Economic Development District Presentation

Lisa Ledoux introduced herself and Ryan Krueger as Northern Rocky Mountain Economic Development District (NRMEDD) representatives. Ledoux shared documents for the presentation. Ledoux began by explaining that the Community Assessment Team (CAT) consists of representatives across Gallatin County. The CAT team had a meeting about recommendations for Manhattan based on Manhattan's zoning map and resolutions. These recommendations were shared with the Town Council in January 2020.

Krueger read the recommendations that the CAT team had for the Town of Manhattan. He recommended adding more visuals to the code, adding density for residential housing, and to utilize alleys and public space for more efficient public use.

Ledoux explained that the NRMEDD offers economic assistance for smaller communities. They help small businesses write grants. They also help collaborate

economic resources in order to help communities grow.

PLANNER'S REPORT

Carpenter stated that once the Growth Policy is completed, the Board may need to modify or add to Manhattan's Zoning Code.

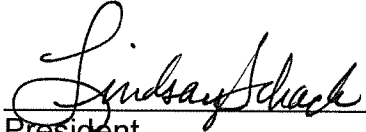
Tonya Queen has submitted a concept drawing to include residential housing, an equestrian center and live/work housing for her property located at 258 S. Manhattan Rd. It will be presented at the October meeting.

APPROVAL OF MINUTES- August 19, 2020

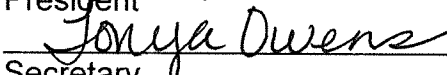
Motion-Simser; Second-Logar; Vote- Unanimous: Motion passed to approve the minutes from August 19, 2020.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING via ZOOM
October 21, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

Excused: Jennifer Love

PUBLIC COMMENT

None

NEW BUSINESS

Auto Inn-Sign Permit Application

Motion-Wells; Second-Taylor; Vote- Unanimous: Motion passed to approve the sign permit application for the Auto Inn.

Schack asked if the Board was able to open the staff report file. Carpenter read the staff report for the Auto Inn located at 114 E. Main St. The sign permit application is for a wall sign in the Central Business District. The proposed signage is 8.12 square feet. The sign is in conformance. Staff recommended approval of the sign permit application.

Logar noted that the sign had been up for a few weeks prior to approval. Carpenter stated that all signs should be approved before erected.

OLD BUSINESS

Queen of Hearts Ranch-Planned Unit Development

Tonya Queen, Queen of Hearts Ranch: She stated that she would like to rezone her property to L-1 in order to develop it.

Carpenter explained that he and Shack have been consulting with Kyle Scarr, the Town Engineer. Carpenter stated that the Town does not have enough water rights to supply for new developments. Each developer would need to supply their own water rights and be issued a change of use certificate from the MTDNRC in order to transfer the rights to the Town. The Town currently does not have the wastewater capacity in order to supply wastewater treatment for new developments. The Town is actively working on a solution but it may be a few years before development can begin again.

Carpenter stated that Kyle Scarr would like to present the water/wastewater capacity situation at the next Planning Board meeting.

The Board discussed possibilities for Queen's property to be rezoned. The Board suggested that Queen be interviewed by the Steering Committee and give input on how her property could better serve the community.

Steering Committee Report

Wells gave the Planning Board an overview of the last two Steering Committee meetings. He explained that the committee discussed how to best interact with the residents of Manhattan. Schack explained that Logan Simpson is in the process of interviewing Manhattan Stakeholders. Wells asked Owens to email the stakeholder interview link to the Planning Board. Schack encouraged the Board members to visit planmanhattan.com, the Growth Policy website.

Simser asked if the political store on Main Street should have applied for a sign permit application for the window signs. Schack explained that the code needs to be updated in order to have jurisdiction over signage within city limits.

PLANNER'S REPORT

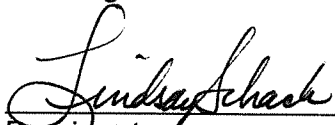
None

APPROVAL OF MINUTES- September 16, 2020

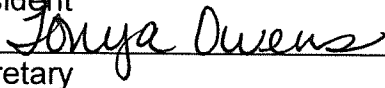
Motion-Wells; Second-Simser; Vote- Unanimous: Motion passed to approve the minutes from September 16, 2020.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING via ZOOM
November 18, 2020
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Dona Gonzalez, 315 E Gallatin: She stated that the Town of Manhattan needs to update signage laws.

NEW BUSINESS

Manhattan Jackpot Casino, 110 S. Broadway- Conditional Use Permit

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

Carpenter read the staff report. The property is located in the Central Business District. A casino is a conditional use in the CBD. Manhattan code section 10-11-2 states that casinos may not be located within 250 ft. of a residential district, church, public park or school. The location of this property is closer than 250 ft. to a residential district and a public park. Staff recommended denial of the conditional use permit for a casino to be located at 110 S. Broadway.

Schack asked the Board for any discussion or questions.

Kathy Bushnell, Jackpot Casino: She explained that she was concerned that the casino did not meet code. She asked if the lot next to the Oasis would be an acceptable location for a casino.

Casey Harte, Jackpot Casino: He explained that Jackpot Casino planned on using this location to serve food and have 20 or less machines. He stated that he was disappointed that the casino did not fit code. He asked if the location may be used for liquor sales.

Carpenter explained that Manhattan Jackpot Casino may apply for a variance through the Board of Adjustments.

Manhattan Mercantile, 125 S. Broadway- Sign Permit Application

Motion-Schack; Second-Love; Vote-Unanimous: Motion passed to approve the sign permit application for the Manhattan Mercantile located at 125 S. Broadway.

Carpenter read the staff report. The property is located in the CBD. This is a free standing sign that may not be located in the sight distance triangle. It is reasonable to conclude that the sign does not affect traffic safety. The sign fits all other sign

regulations. The applicant does need to confirm that the lighting is consistent and does not cause glare.

Joe Depew, Manhattan Mercantile: He stated that the lighting is very dim solar lighting and there is no intermittent illumination.

Simser asked the applicant if he was aware that the sign needed a permit.

Shack explained that the Town could assess a fine if a sign goes up before it is approved.

Logar stated that the sign is not in the vision of oncoming traffic.

Wells asked if a sign permit application could have a 30-day grace period.

Owens suggested that a grace period might be more costly to the business owner in the long run.

Trumptana, 324 E. Main- Sign Permit Application

Motion-Love; Second-Logar; Vote-Unanimous: Motion passed to approve the sign permit application for Trumptana located at 324 E. Main St. with the condition that the sign meets all other local and state regulations.

Carpenter read the staff report. The applicant has applied for a free standing sign, wall sign, and three window signs. The signs meet all sign requirements according to our code. Staff recommended approval of the sign application with the condition that the applicant gets approval from MDT for the free standing sign in the state right-of-way. Owens read a public comment from Sarah Simser, 110 Cedar St., in opposition to the sign application for 324 E. Main St.

Schack explained that the signage is new and are not considered campaign signs.

Schack stated that the application was lacking graphics and information.

Erik Esper, Trumpana: He explained that the sign application was complete. He stated that he has been in contact with MDT. He also clarified that the freestanding sign would be illuminated with non-intermittent rotating lights. He recommended that the sign permit application form be updated.

Sarah Simser, 110 Cedar St: She stated that she was concerned that by approving the sign application, our community would continue to be politically separated.

Water/Sewer Capacity Update- Kyle Scarr, Town Engineer

Kyle Scarr with TD & H presented water and sewer capacity information for the Town of Manhattan. He stated that the original bio-wheels had failed which changed the ability of the plant to work efficiently. He explained that the Town has not met the gallons capacity but is not meeting effluent regulations. The Town will need to meet the discharge permit in Phase I of the plant upgrade. Phase II, for expansion, will not take place until 2024.

Love asked Scarr questions concerning funding for the plant and the advantages for connecting with Amsterdam-Churchill.

Scarr answered that there is not more grant money available for larger projects. The rest of the project would be supplemented with impact fees and base rates. The Amsterdam-Churchill connection helped the plant work better by increasing flow rates plus it helped pay for the project loans.

Logar asked about drilling exempt wells for irrigation use.

Schack asked if new developments would need to supply funding for sewer capacity.

Scarr explained that the Town does not have capacity for any water or sewer at this time. He stated that any new subdivisions would need to supply water rights and apply for a change of use permit in order for the Town to use the water. Manhattan Orchards and Pioneer Crossing could drill exempt wells for potable use and irrigation. New developments could not.

OLD BUSINESS

Steering Committee Report

Logan Simpson is conducting stakeholder interviews at this time. Schack explained that they have conducted nearly 80 interviews. She encouraged as many people as possible to interview with Logan Simpson.

PLANNER'S REPORT

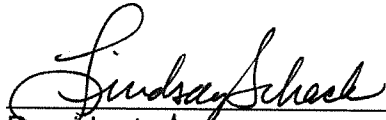
None

APPROVAL OF MINUTES- October 21, 2020

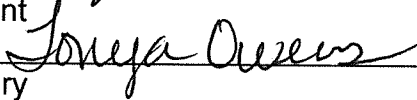
Motion-Love; Second-Wells; Vote-Unanimous: Motion passed to approve the minutes from October 21, 2020.

ADJOURN

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



President



Secretary