

**MANHATTAN CITY-COUNTY PLANNING BOARD  
REGULAR MEETING  
207 S 6<sup>th</sup> ST  
April 17, 2024  
7:00 PM  
MINUTES**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Board members present were Steffan Simpkins, Lindsay Schack, Kristen Swenson, Bob Logar, Michael Dyk, Pete Oakander, Tom Wells and Ashley Taylor. Three 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

**THE LIFE YOGA STUDIO, 120 W MAIN ST- SIGN PERMIT APPLICATION**

Motion-Logar; Second-Simpkins; Vote-Unanimous: Motion passed to approve the sign permit application for The Life Yoga Studio located at 120 W Main Street.

Hazelton introduced the applicant. He stated that the sign application meets the criteria of the zoning code. It is below the size requirements and will be placed at the proper height.

Hazelton recommended approval of the sign permit application for The Life Yoga Studio at 120 W Main St.

**MANHATTAN CITY-COUNTY PLANNING BOARD BYLAW UPDATE**

Motion-Logar; Second-Dyk; Vote-Unanimous: Motion passed to recommend approval of the Manhattan City-County Planning Board Bylaw Update to an electronic format and add the Gallatin County Liaison position.

Hazelton asked for any comments or proposals to modify the Manhattan City-County Planning Board Bylaws. He recommended adding a Gallatin County Liaison position.

He stated that he will be updating the bylaws to match the state code.

Swenson stated that she agreed with Hazelton's recommendations.

**MANHATTAN TOWN PROFESSIONAL CONTACT POLICY**

Hazelton stated that the Town Council adopted the Town Professional Contact Policy last week. He explained how the policy would be implemented. Town Professional fees will be paid by the inquirer. Town Board members and Council should ask the Mayor prior to consulting with Town Professionals for non-agenda items. There is a form for the public to fill out prior to contacting the Town Professionals.

**TOWN PLANNER REMOTE PROPOSAL UPDATE- WORK SCHEDULE OPTION**

Hazelton stated that he has a few schedule options for remote work and that he does have a backup plan for help from Hyalite Engineers. Hazelton gave the hours that he would be available for planning services.

**TOWN OF MANHATTAN ZONING CODE UPDATE**

The Town is taking applications for the RFP for the zoning code update through April 26<sup>th</sup>, 2024. Hazelton stated that he will be applying for the RFP.

**WEST GALLATIN REGIONAL PLANNING COUNCIL UPDATE**

Hazelton stated that he proposed the West Gallatin Regional Planning Council to the Town Council. The Council was opposed to funding the West Gallatin Regional Planning Council but would encourage volunteers to pursue this option if they desire. He stated that he might be able to find funding elsewhere.

Simpkins asked about the number of volunteers needed and he would be willing to volunteer. Schack asked about the responsibility of the volunteers to report to the Town Council. Swenson recommended asking Gallatin County to fund the WGRPC.

**PLANNER'S REPORT**

Gallatin County signed the resolution of intent to adopt the Manhattan City-County Growth Policy. They will hold a public hearing for a resolution to adopt the policy. Hazelton will be detailing the MOU between Manhattan and Gallatin County. Hazelton displayed the digital zoning map of West Yellowstone. The Mayor has asked for a proposal to create an interactive zoning map for Manhattan that will be linked to the zoning code. The Town Council has approved the Manhattan Orchards Duplex CUP.

**APPROVAL OF MINUTES- MARCH 20, 2024**

Motion-Logar; Second-Wells; Vote-Unanimous: Motion passed to approve the minutes from March 20, 2024.

**ADJOURN**

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

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President

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Secretary