

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
January 18, 2023
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Excused: Craig Christensen

Pete Oakander introduced himself as the new Planning Board member.

PUBLIC COMMENT

Alyssa Farley, 205 S 5th: She would like for zoom to be available for all public meetings.

PLANNING BOARD PRESIDENT & VICE PRESIDENT ELECTIONS

Motion-Swenson; Second-Simser; Vote-Unanimous: Motion passed to appoint Bob Logar as President.

Motion-Logar; Second-Wells; Vote-Unanimous: Motion passed to appoint Lindsay Schack as Vice President.

GROWTH POLICY DRAFT

Hazelton explained the modifications he made to the Growth Policy draft.

Schack, 302 N Broadway: He stated that affordable housing needs to be available.

Alyssa Farley, 205 S 5th: She would like to see the survey data that was collected from the Logan Simpson surveys. She requested that “splash pad” be removed from the draft and replaced with “outdoor recreation”. She would also like the trees in Town to be taken care of.

The Board discussed affordable housing options and what adding “affordable housing” to the Growth Policy would mean for Manhattan. The Board discussed the density of Manhattan, zoning, and mixed use developments.

Swensen asked about giving developers incentives to develop public lands for affordable housing. She emphasized discussion around the school owned land.

Hazelton explained the public hearing process of the Growth Policy adoption.

PLANNER’S REPORT

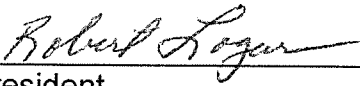
None

APPROVAL OF MINUTES- December 21, 2022

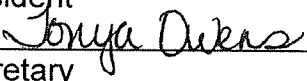
Motion-Swenson; Second-Schack; Vote-Unanimous: Motion passed to approve the minutes from December 21, 2022.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
February 15, 2023
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Bob Logar, Carl Schutter, Dan Simser, Tom Wells, Lindsay Schack(via zoom), Kristen Swenson, Craig Christensen, and Pete Oakander. Five members of the public were present. Also present were Town Planner Scott Hazelton and Deputy Clerk/Treasurer Tonya Owens. Chief Hengel and Councilman Engbretson were also present.

PUBLIC COMMENT

None

GROWTH POLICY DRAFT

Clerk read the public hearing notice.

Hazelton stated that he made the maps clearer on the draft and he added strengthening language for agricultural land use and water conservation.

Public Comment

James Short, 210 Spruce: He stated that he supports the draft presented and was on the steering committee.

Alissa Farley, 205 S 5th: She stated that supported the current draft and that she was a steering committee member.

Gretchen Engbretson, 206 S 5th: She stated that she supported the draft and was a steering committee member.

Written Comment

Hazelton read the written comment.

Callie Hamilton, 505 Milwaukee: She wrote that she supported to the proposed growth policy draft.

Logar closed the public hearing.

Discussion/Decision

Motion-Wells; Second-Swenson; Vote-Unanimous: Motion passed to recommend the approval of the Growth Policy Draft proposal dated March 9th, 2023.

Swenson voiced her strong support for additional language in the Growth Policy for water and agriculture land conservation. She read aloud the additions to the Growth Policy. She read the MCA 76-2-901 regarding agriculture.

The Board discussed the definition of affordable housing and referenced it in the growth policy. Hazelton explained that 30% of the medium gross monthly income spent on housing is defined as affordable housing. Christensen stated that he would like the definition of affordable housing to be added to the Growth Policy. The Board agreed

that the definition of affordable housing would be added to the Town Code.

PLANNER'S REPORT

Motion-Swenson; Second-Wells; Vote-Unanimous: Motion passed to allow Logar to sign a letter of recommendation to the Town Council for the RAISE grant for a transportation plan.

Hazelton explained that he would like to apply for a RAISE grant for a Town transportation plan.


He discussed the bills presented to the Montana legislature. He encouraged the public to visit the Montana Association of Planner's website and view the legislative bills. MAP supports maintaining local control rather than allowing the state to monitor land use.

APPROVAL OF MINUTES- January 18, 2023

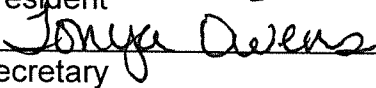
Motion-Wells; Second-Simsler; Vote-Unanimous: Motion passed to approve the minutes from January 18, 2023.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
April 19, 2023
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Bob Logar, Carl Schutter, Dan Simser, Tom Wells, Kristen Swenson, Craig Christensen, Pete Oakander, Lindsay Schack and Michael Dyk. Five members of the public were present. Police Chief Dennis Hengel was present. Also present were Town Planner Scott Hazelton and Deputy Clerk/Treasurer Tonya Owens.

Excused: Craig Christensen

PUBLIC COMMENT

None

207 FABRICK, CONDITIONAL USE PERMIT- ACCESSORY DWELLING UNIT

Motion-Swenson; Second-Wells; Vote-Unanimous: Motion passed to recommend approval of the accessory dwelling unit located at 207 Fabrick St contingent on staff recommended conditions of approval.

Hazelton presented and discussed the project. He explained that the Town Engineer will need to approve the water and sewer capacity needs for the ADU, which is a condition of approval. The applicants are transferring the property to their children which is also a condition of approval.

The Board asked the applicant questions about the specifics of the project.

Public Comment

Lane Ryerson, 207 Fabrick St: He stated that he is available for questions.

Garrett Ryerson, 207 Fabrick St: He stated that his main goal is to beautify the Town and to keep up the large lot.

N 2ND ST & W MANHATTAN AVE, PRE-APPLICATION- 2 FOURPLEX UNITS

Hazelton presented the project and stated that the applicant would like to build one fourplex on each of his two lots. He explained that he has had conversations with the Town Engineer concerning water and sewer capacity. Hazelton added that the property is zoned R-3 and that there are concerns with density and lot size as well.

Jeff Creagan, Property Owner: He stated that he would like to create rentals for teachers in the area and keep costs down. He would possibly contract with the school on this property.

Swenson asked the applicant if the project follows the equal housing opportunity laws or section eight housing. She added that she would like to see a more traditional look to the buildings and keep with the community character.

Logar asked the applicant about off-street parking.

The Board asked questions concerning the specifics of the unit sizes.

Norbert Hackl, Alpine Surveying & Engineering: He stated that the Town Engineer has said that as long as the project is an allowed use, the capacity would not be a concern. Hackl is looking for clarification as to what the property owner can build.

Hazelton mentioned that the property owner could potentially aggregate the lots or apply for a planned unit development.

ORDINANCE TO DEFINE PUBLIC NUISANCE- VEGETATION & NOISE

Chief Hengel asked about the determination of the decibel level and vegetation below eight feet and grass above six inches. He stated that the Police Department and Town Hall get calls about unkept lawns. He recommended taking advice from the Conservation District.

Schack stated that she is concerned with height restrictions for grass. She would also like the code to allow zeroscape landscaping. She asked Hengel about the proper use of accurate decibel readers and enforceability.

Owens mentioned the timeliness of the enforcement of nuisance vegetation. Schutter stated that vacant lots might have different standards than residential properties.

Hazelton took notes and will make modifications with Chief Hengel and the Town Attorney.

ORDINANCE TO PROHIBIT EXTENDED PARKING & TO PROVIDE REMOVAL OF SUCH VEHICLES

Hazelton read aloud the state code for parking and towing of vehicles.

Chief Hengel stated that he would like to modify the definition of vehicle and keep parking to three days. He would like to make a simpler ordinance to enforce.

Schack stated that narrower streets can create a parking hazard while wider streets are safer. Hengel replied that parking standards need to be the same throughout Town and the process needs to be streamlined.

Hazelton took notes and will make modifications with Chief Hengel and the Town Attorney.

Public Comment

Anthony Drypolcher, 208 S 3rd St: He wrote in support of the ordinance due to traffic and pedestrian safety. He explained that some vehicles in his neighborhood have not moved in four to five years.

MONTANA MAIN STREET PROGRAM

Hazelton presented the Montana Main Street Program Program information to the Board. He stated that it is a way to obtain grant money for historical preservation. He gave examples of how the money could be used. The Planning Board voiced its support for the involvement in the Montana Main Street Program.

MSU BOARD TRAINING DISCUSSION

The Board discussed the training through MSU Local Government Center concerning open meeting laws, quorums, and conflicts of interest. Schack requested that the training be made available yearly.

PLANNER'S REPORT


Hazelton stated that he is planning to attend law school this fall. He is collaborating options with Hyalite Engineering as far as continuing to offer planning services to the Town. He also stated that he would like the Board to address the grey areas of the code. He recommended hiring the process out and possibly getting the funds through grants.

APPROVAL OF MINUTES- FEBRUARY 15, 2023


Motion-Swenson; Second-Wells; Vote-Unanimous: Motion passed to approve the minutes from February 15, 2023.

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
June 21, 2023
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC COMMENT

Les Oldenburger, 9385 Oldenburger Ln: He asked about the adoption of the Growth Policy by Gallatin County.

202 S 5TH, CONDITIONAL USE PERMIT- ACCESSORY DWELLING UNIT

Motion-Swensen; Second-Dyk; Vote-Unanimous: Motion passed to recommend approval of the accessory dwelling unit expansion located at 202 S 5th St.

Hazelton read the staff report. He explained that the ADU is a non-conforming pre-existing structure. The ADU is being modified and must be reviewed. He stated that the applicant rearranged the structure layout to meet proper setbacks from the alley. The proposed structure closest to the alley is semi-detached and will be used for cold storage. He would like the Board to determine whether the semi-detached structure is acceptable.

Schack asked if there were any public comments.

Lexton Moy, Applicant: He stated that the cold storage will have the same siding as the ADU. He added that the cold storage sits off the alley 17 feet.

110 S 3RD, CONDITIONAL USE PERMIT- ACCESSORY DWELLING UNIT

Motion-Schack; Second-Swenson; Vote-Unanimous: Motion passed to make no recommendation to the Town Council.

Hazelton read the staff report. The structure has been built in the previous garage's footprint, utilizing the existing foundation. The building consists of a garage at ground level with an ADU above it. He explained that the square footage on the building permit did not match the CUP. Hazelton stated that he measured the structure to confirm that the application is accurate. The applicant has applied for a variance to allow for the non-compliant setback on the alley. Staff recommended to remove condition five. The Town Engineer has confirmed that the ADU may be connected to the water and sewer lines of the primary structure on the property, but the applicant may need to prove capacity. Hazelton encouraged the Board to consider the precedence that this project would set if approved.

Swenson and Dyk stated that the precedence set by recommending approval could be a negative situation. The applicant did not apply for the proper permits prior to building the structure.

The Board asked questions to clarify the situation. The clerk explained the history of the project.

Swensen stated that the application does not comply with the Manhattan Growth Policy. The Board asked about the repercussions of a code violation.

Schack asked for public comment.

James Fox, Applicant: He explained that he was not trying to be non-compliant. He stated that he intended on using it for an ADU in the future and thought he could change the use at that time. He decided to start the process sooner. He stated that he was told he could rebuild the structure in the original footprint by a town employee.

Schack closed public comment.

The Board discussed the pros and cons of the integrity and use of the structure.

The Board of Adjustment will review the setbacks of the structure.

EAGLE POINT, MINOR SUBDIVISION- PRELIMINARY PLAT APPLICATION

Motion-Swenson; Second-Simsler; Vote-Unanimous: Motion passed to recommend approval of the Preliminary Plat Application for Eagle Point Minor Subdivision with staff conditions listed as well as confirmation of screening neighbors.

Hazelton read the staff report. He stated the history of the property pertaining to zone change, wells and septic infrastructure. The Town Planner and Engineer have reviewed the project. Hazelton noted the location of the property.

Brent Miller, Gaston Engineering: He presented the project. He discussed modifying the road paving standards to 22 feet. He stated that the ditches also create a problem with meeting current road standards.

Dyk stated that streets are too narrow to drive commercial truck and that the ditches should be moved so that the road can meet town standards.

Hazelton stated that the project engineers are required to provide a traffic study.

Mike Devries, Applicant: He stated that he will drill two wells that would create a net gain of water for the Town. He discussed landscaping and fencing options.

Schack opened public comment.

Public Comment

Les Oldenburger, 3845 Kuipers Rd: He asked the Board to consider road standards, sidewalks, ditches and water runoff.

Cliff Schutter, 8930 Frontage Rd: He stated that the land owners might be open to widening the ditch easement.

Hazelton stated that a ditch agreement with the land owners is a condition of approval. He also suggested that he could pay cash in lieu of sidewalks.

Schack closed public comment.

DUTCH BROTHERS, MAJOR SUBDIVISION- PRELIMINARY PLAT APPLICATION

Motion-Schack; Second-Swenson; Vote-Unanimous: Motion passed to recommend approval of the Preliminary Plat Application for Dutch Brothers Major Subdivision with staff conditions.

Schack opened the public hearing.

Hazelton read the public hearing.

Hazelton read the staff report.

The applicants asked about the progress of the current sewer updates. Miller stated that the sewer line would be connected at Fabrick St.

Public Comment

Cliff Schutter, 8930 Frontage Rd: He asked about the well depths for the subdivisions. Miller stated that they would be 400 ft deep.

Georgia Macke, 204 Fabrick St: She asked about the effect the wells would have on the water in that area.

Miller stated that DEQ must approve the wells and that there would be little effect on the water.

Schack closed public comment.

PLANNER'S REPORT

Hazelton stated that he should know by next week if the RAISE grant for a transportation plan was approved.

Two subdivision exemptions were passed by the Town Council and will be going to the County Commission.

The Growth Policy will be presented to Gallatin County next week. After a 30 day public hearing period, the policy can be adopted.

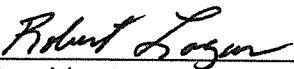
Hazelton will be attending the Planning Board meeting remotely next month.

APPROVAL OF MINUTES- APRIL 19, 2023

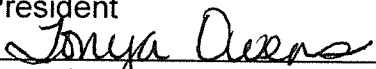
Motion-Schack; Second-Swenson; Vote-Unanimous: Motion passed to approve the minutes from April 19, 2023.

ADJOURN

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



President



Secretary

**CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
July 19, 2023
7:00 PM
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Carl Schutter, Lindsay Schack, Kristen Swenson, Pete Oakander, Bob Logar, and Michael Dyk. Thirty-five members of the public were present. Also present were Town Planner Scott Hazelton, Deputy Clerk/Treasurer Tonya Owens, and Chief Hengel.

Excused: Craig Christensen, Dan Simser, Tom Wells

PUBLIC COMMENT

None

WILD ROOTS PRESCHOOL, 206 N 5TH- CONDITIONAL USE PERMIT

Motion-Swensen; Second-Oakander; Vote-Unanimous: Motion passed to recommend approval of the conditional use permit for a preschool at 206 N 5th with the stated conditions recommended by the Town Planner.

Danielle Daulton, Applicant: She stated that she will be hosting 8 preschoolers at her home for 2.5 hours per day.

Hazelton summarized the staff report. Staff recommended approval based on the conditions that the applicant provides an approved license from the State of Montana and an approved Certificate of Occupancy from the Manhattan Building Department.

Public Comment

Angela Pitsch, 209 N 5th: She stated that she would like the street parking to be addressed for the proposed use.

Hazelton stated that the parking requirements have been met for this use.

Spencer Kreikemeier, 109 Nellie Court: He is supportive of the conditional use permit.

Public comment was closed.

Discussion/Decision

Oakander asked about the latch on the front gate.

Daulton responded that a proper latch has been installed. She stated that drop-off is usually staggered and will start at 9 am after public school traffic subsides.

MANHATTAN MEADOWS, MAJOR SUBDIVISION- FINAL PLAT APPLICATION

Motion-Logar; Second-Oakander; Vote- 2 in favor (Oakander, Logar), 3 opposed (Swenson, Dyk, Schack), 1 abstained (Schutter): Motion failed to recommend approval of the Manhattan Meadows Phases I & II major subdivision final plat application.

Owens read the public hearing notice.

Jennifer Farve, Applicant's Attorney: She stated that she represented the applicant. Hazelton summarized the staff report and recommended approval. Staff has received and reviewed all information required for final plat.

Public Hearing

Corrie Lucier, 292 Northwest Passage: She asked about the ditch violation. Hazelton explained that the ditch violation has been resolved and that the Town has received notice from the attorneys.

Spencer Kreikemeier, 109 Nellie Court: He is opposed to the subdivision. He would like more information on the water capacity issues.

Public hearing was closed.

Discussion/Decision

Swenson asked about the length of time it would take for the homes to be tied into Town water.

Casey Bennett, Applicant: He stated that there will be 22 wells drilled in the subdivision. Dyk asked about the depth of the wells and weed control of the property.

The applicant stated that the weeds have been sprayed and that they have maintained compliance with the MOU.

ORDINANCE TO DEFINE PUBLIC NUISANCE- VEGETATION & NOISE

Motion-Swensen; Second-Dyk; Vote-Unanimous: Motion passed to recommend approval of the vegetation & noise ordinances with the modifications recommended by Hengel and request that the Town Council define the height of nuisance grasses. Hazelton summarized the staff report. The vegetation would allow xeriscape landscape and a grass and weed height restriction of 6-8 inches. The noise ordinance is in accordance with CDC recommendations.

Public Comment

Jennifer Carr, 200 Lund Ln: She stated that she is for the vegetation ordinance.

Shawwna Longie, 311 Pine St: She asked if Manhattan currently has a vegetation ordinance.

Public comment was closed.

Discussion/Decision

Hengel would like the ordinance modified to say "non-native plant species".

Swensen asked about the enforcement of the ordinance.

ORDINANCE TO PROHIBIT EXTENDED PARKING & TO PROVIDE REMOVAL OF SUCH VEHICLES

Motion-Schutter; Second-Swenson; Vote-Unanimous: Motion passed to table the prohibited extended parking and removal of vehicles ordinance.

Hazelton summarized the staff report. He explained that Mersen drafted the vehicle ordinance. The Ninth Circuit Court has recently ruled on vehicle living and the Town Attorney would like to add an exception to vehicle living to include the "involuntarily homeless".

Public Comment

Kelly Barbao, 107 S 5th: He stated that he is opposed to the ordinance that the homeowner has to move the vehicle in 5 days.

Tina Smith, 192 Traveler's Way: She asked about the changes to the Ninth Circuit Court

and how it would impact our school.

Darlene Schoon, 307 Spaulding: She commented that vehicle living is already happening in Manhattan.

Jennifer Carr, 200 Lund Ln: She stated that she strongly opposes the part of the ordinance that states “an exception to this provision may exist if the occupant of the vehicle is involuntarily homeless”.

Spencer Kreikemeier, 109 Nellie Court: He stated that he strongly opposes Section C of the ordinance.

Shawna Longie, 311 Pine: She strongly opposes Section C of the ordinance. She commented that this will increase drugs and litter in our town. She would like to keep Manhattan safe for kids.

Steve Harrison, 84 Pioneer Crossing Blvd: He is opposed to Section C of the ordinance. He stated that he does not want Manhattan to look like Bozeman.

Will Smith, 605 E Manhattan: He opposes Section C of the ordinance.

Tim Kanuch, 1107 Lay Pass Rd: He stated that the HRDC in Bozeman is doing many things to give the homeless places to go and the homeless living is still out of control. “Involuntarily homeless” is indefinable which would make this code hard to regulate.

Shania VanDyken, 1185 Woodside: She strongly opposes this ordinance. She stated that this ordinance will bring in more crime and drugs.

Tony Drypolcher, 208 S 3rd: He stated that he supports the ordinance. He said that the big issue is long-term parking. He filed a complaint last year about an abandoned vehicle that is still there. Whistle Stop Storage has offered to store vehicles and he suggested that the Town might offer residents a voucher to store vehicles.

Angela Pitsch, 209 N 5th: She asked if this would create a vehicle hopping situation.

James Jutzy, 442 Northwest Passage: He stated that the issue with the homeless population is the trash and other problems.

Steve Knobel, 212 Fabrick: He asked if the homeless can be in the parks. He is against Section C of the ordinance.

Shannon Cameron, 1990 Central Park Rd: She asked about the language “involuntary homeless”.

Written Comment

Deb Wheaton, 385 Lay Pass Rd: Opposed to 6-14-13: Section C of the ordinance.

Ed & Lauri Klotz, 1061 Lookabout Ln: Opposed to 6-14-13: Section C of the ordinance.

Brian Dunaetz: Opposed to adding the “involuntarily homeless” verbiage.

Maria Fraser, 353 Horseshoe Gulch Rd: Opposed to creating a homeless sanctuary.

Public comment was closed.

Discussion/Decision

The Board discussed the pros and cons of the “involuntarily homeless” verbiage. The Board agreed that they would like the Town Attorney to review and rephrase this section of the ordinance.

Schack stated that she is not supportive of a 5-day parking restriction.

Hengel gave his professional opinion on the ordinance.

ZONING PERMIT REVIEW & PROCESS

Hazelton explained that a zoning application would aid in the process of simplifying a building permit. He recommended that one is created and utilized.

Public Comment

Tina Smith, 192 Pioneer Crossing: She asked if this would be for the whole town. The public comment was closed.

Discussion/Decision

Swenson and Schutter agreed that a zoning application should accompany building permits.

GROWTH POLICY DISCUSSION- GALLATIN COUNTY RECOMMENDATIONS

Hazelton explained that the Manhattan City-County Planning Board has a Planning Jurisdictional Area of 4.5 miles that was created in 1978. He explained that the Gallatin County Commission is not comfortable with the size of the PJA and are not willing to adopt the most recently drafted Growth Policy. The Commission recommended one of three solutions:

1. Adopt the Growth Policy within the Planning Jurisdictional Area.
2. Revise the recently drafted Growth Policy.
3. Re-adopt the 2005 Growth Policy with updates.

Public Comment

Jennifer Carr, 200 Lund Ln: She stated that she supports the 4.5-mile donut in order to protect agricultural land.

Shannon Cameron, 1990 Cameron Bridge Rd: She asked about how this would affect her property on the other side of the river.

Jaclyn Machado, 113 N 7th: She asked for clarification on if the Town approached the county or vice versa.

Public comment closed.

Discussion/Decision

The Board discussed the history of the 4.5-mile PJA, as well as the neighboring cities' PJA sizes. Swenson stated that agriculture is vital to the 4.5-mile PJA. Schack asked where the funding would come from to revise the Growth Policy. Oakander would like more wildlife and livestock mapping.

PLANNER'S REPORT


The raise grant was unsuccessful. Hazelton will be remote next month.

APPROVAL OF MINUTES- JUNE 21, 2023

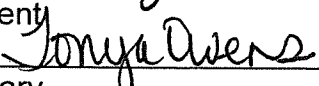
Motion-Swenson; Second-Dyk; Vote-Unanimous: Motion passed to approve the minutes from June 21, 2023.

ADJOURN

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



President



Secretary

**MANHATTAN CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
August 16, 2023
7:00 PM
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC COMMENT

None

RECOMMENDATION TO THE TOWN COUNCIL AMENDMENT TO ADDRESS THE PLANNING JURISDICTIONAL AREA FOR THE TOWN OF MANHATTAN

Motion-Dyk; Second-Schutter; Vote-Unanimous: Motion passed to recommend the first option to the Town Council to Amend the 2023 Manhattan City-County Growth Policy Update with portions of the Gallatin County Growth Policy and additional information regarding the Planning Jurisdictional Area.

Hazelton presented a scope of work to amend the goals and policies of the Planning Jurisdictional Area in the Manhattan City-County Growth Policy. He presented three options to the Board which included an amended growth policy, creating an addition to cover the Planning Jurisdictional Area, or to rewrite the Manhattan City-County Growth Policy. Hazelton stated that all of the content discussed will be in the new Growth Policy.

The Board discussed the price of the options and what they would prefer to see in the amended Growth Policy.

Swenson stated that she would like the 2005 and 2023 growth policies be combined. She also mentioned that she would like to see more maps of wetlands and agricultural land. She stated that residential wells in our area have been contaminated from the Logan landfill.

Dyk stated that the Commissioners would like the Manhattan City-County Growth Policy to be explained better and to blend nicely with the Gallatin County Growth Policy.

Public Comment

Public comment was opened.

No public comment was made.

**DISCUSSION REGARDING THE INTENT AND CONTENT OF THE FUTURE
MANHATTAN LANDSCAPING POLICY**

Hazelton explained that he would like to create a document to guide future subdivisions and developments in regards to landscaping. The Board agreed to start creating the Manhattan Landscaping Policy in November 2023.

Public Comment

Public comment was opened.
No public comment was made.

**BOARD PROCEDURES, REVIEW PROCESS & BOARD RESPONSIBILITIES
DISCUSSION**

Hazelton answered a list of questions that the Planning Board had written. He explained that the Planning Board can make recommendations on Town Code, Subdivision Regulations, and the Growth Policy. The Board currently has access to the Town Code, Subdivision Regulations and the Growth Policy through the Town of Manhattan website and physical copies.

The Board discussed the difference between Preliminary Plat and Final Plat. Hazelton explained that there are more negotiations during Preliminary Plat which outline conditions of approval. Water agreements will be added to the Preliminary Plat requirements in the Subdivision Regulations when the Town Code is updated.

Swenson stated that the Town Council would like the Planning Board to review each item thoroughly and completely. The Board would like to go through each condition of approval during the review process.

Public Comment

Public comment was opened.

Wendy Dyk, 218 Lund Ln: She asked if the future phases of Manhattan Orchards would follow the same preliminary plat as Phases 1 & 2.

Public comment was closed.

PLANNER'S REPORT

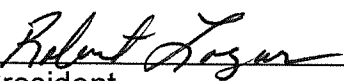
None

APPROVAL OF MINUTES- JULY 19, 2023

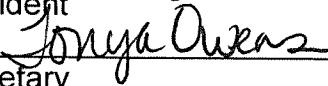
Motion-Swenson; Second-Schutter; Vote-Unanimous: Motion passed to approve the minutes from July 19, 2023.

ADJOURN

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



President



Secretary

**MANHATTAN CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
November 15, 2023
7:00 PM
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Carl Schutter, Dan Simser, Lindsay Schack, Kristen Swenson, Pete Oakander, Bob Logar and Michael Dyk. Zero members of the public were present. Also present were Town Planner Scott Hazelton, Deputy Clerk/Treasurer Tonya Owens, Mayor Traig Howells and Chief Dennis Hengel.
Excused: Tom Wells, Craig Christensen

PUBLIC COMMENT

None

MANHATTAN SEWER POLICY

Motion-Swensen; Second-Oakander; Vote-Unanimous: Motion passed to recommend approval of the proposed Manhattan Sewer Policy.

Hazelton presented and summarized the Manhattan Sewer Policy document. He explained that the Town Professionals had a meeting to discuss the water and sewer capacity issues concerning conditional use permits. They determined how to quantify sewer usage to conclude if a conditional use could be permitted.

Swenson asked about the abandonment of a septic system. Hazelton and Mersen explained that the DEQ would regulate the abandoned septic system and the Town would require documentation.

GROWTH POLICY UPDATE & ENGAGEMENT STRATEGY

Hazelton explained that the Town Council voted to move forward with the proposal of following the Gallatin County Growth Policy for the Planning Jurisdictional Area. He introduced an updated draft and discussed the strategies to encourage public engagement. He suggested having a Town Hall meeting and creating a mailing or online survey. He asked the Board for any public engagement ideas.

Swensen said that she would like to put together an introductory document and go door to door. Dyk suggested a mailer. Schack asked Hazelton about an anticipated schedule. He would like to hold the first Town Hall meeting in January or February 2024. Schack suggested an online option to attend the meeting and Oakander recommended putting it in the newspaper.

SENSITIVE LANDS DOCUMENT

Hazelton summarized the project and Sensitive Lands Document draft created by

Gallatin County. The goal of the document is to adopt it into the Gallatin County Growth Policy. He displayed an interactive map to the Board. The Board discussed the wildlife corridors, how they follow the waterways, and how they are not necessarily accurate. Hazelton explained that the map represents a model result using combined data from other sources. He emailed Jon Henderson today to ask the purpose of the document. The list of meetings are located on the sensitive lands document website. Hazelton stated that the document is designed to protect sensitive lands from development. He asked the Board if it would like this document to be adopted into the Manhattan City-County Growth Policy.

MANHATTAN ZONING CODE & SUBDIVISION REGULATIONS UPDATE

Hazelton stated that Community Development Block Grant has been sent to the state. The next step would be to submit requests for proposals and then hire a consultant to update the zoning and subdivision regulations and landscaping plan. He would like the modifications to be easy to understand and eliminate “grey” areas.

PARKING ORDINANCE

Motion-Dyk; Second-Swensen; Vote-Unanimous: Motion passed to recommend approval of the Parking Ordinance with the modifications Mersen and Hengel suggested, not to include big rig truck parking.

Hazelton presented the modified Parking Ordinance. He explained that the only modification to this code was 6-4-13:C, where “involuntary homeless” was removed and now referenced to an addendum.

Chief Hengel explained that the streets are not made for storage and that most vehicles move on a daily basis. The Board asked Chief Hengel about situations where the five-day parking rule might be enforced. He explained that the issue with parking is the restriction of emergency vehicle access. Mersen recommended an edit and a definition clarification. Hengel would like to add language to prohibit big rig trucks from parking and running at night and disrupting the neighbors.

URBAN CAMPING ORDINANCE

Motion-Swensen; Second-Schutter; Vote-Unanimous: Motion passed to recommend approval of the Urban Camping Ordinance and to include “only on paved or hard surfaces”.

Hazelton presented the Urban Camping Ordinance. He explained that urban camping can only be limited to time, place, and manner. He listed the limitations on urban camping. The Board discussed the ordinance details. Hazelton stated that he and the Mayor drove the Town to discuss potential urban camping locations. The Board discussed concerns of propane tanks and potential hazards to the community.

PLANNER’S REPORT

The Gallatin County Conservation District will attend the January meeting to discuss the Landscaping Plan with the Board.


APPROVAL OF MINUTES- AUGUST 16, 2023

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

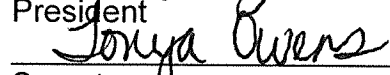
minutes from August 16, 2023.

ADJOURN

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



President



Secretary

**MANHATTAN CITY-COUNTY PLANNING BOARD
REGULAR MEETING
207 S 6th ST
December 20, 2023
7:00 PM
MINUTES**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members present were Lindsay Schack, Kristen Swenson, Tom Wells, Pete Oakander, Bob Logar, Carl Schutter and Michael Dyk. Three members of the public were present. Also present were Town Planner Scott Hazelton and Deputy Clerk/Treasurer Tonya Owens. Mayor Traig Howells was present.

Excused: Craig Christensen, Dan Simser

PUBLIC COMMENT

None

BRIDGER MOUNTAIN FIREPLACES, 502 E MAIN- SIGN PERMIT APPLICATION

Motion-Swenson; Second-Wells; Vote-Unanimous: Motion passed to approve the sign permit application for Bridger Mountain Fireplaces located at 502 E Main St.

Hazelton summarized the staff report. The current sign will be replaced. The sign meets height requirements. Hazelton referenced the images on the application. Staff recommended approval of the sign permit application.

Schack and Swenson stated that they would like the sign permitting process to be more streamlined.

POTENTIAL AMSTERDAM/CHURCHILL, THREE FORKS, GALLATIN COUNTY, AND MANHATTAN REGIONAL PLANNING COUNCIL

Hazelton summarized the staff report. He stated that he and Oakander attended the Regional Planning Board meeting, which mostly focused on Bozeman and Belgrade. Oakander suggested developing a west end Regional Planning Board to create an information sharing forum. Hazelton asked for general Board support to request other communities to attend next month's Board meeting.

Swenson stated that there has been discussion about countywide zoning and it would be wise to be proactive and stay informed. She also stated that she would like to have a Manhattan representative at the Commissioner meetings.

PLANNER'S REPORT

Hazelton discussed the adoption of the Sensitive Lands document by Bozeman. He stated that SB130 allowed for consolidation of the Planning Board and Board of Adjustment. The Board discussed the possible conflict with combining the two entities. Hazelton presented and described the current land use map that will help create a


future land use map. The Board discussed tax increases with zoning changes. Hazelton will share the current land use map with the Board via email. Logar stated that he will be stepping down as Chair of the Planning Board.

APPROVAL OF MINUTES- NOVEMBER 15, 2023

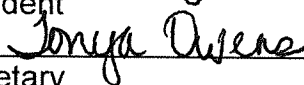
Motion-Swenson; Second-Oakander; Vote-Unanimous: Motion passed to approve the minutes from November 15, 2023.

ADJOURN

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



President



Secretary