



**Stevensville Planning and Zoning Board Meeting  
Agenda for  
WEDNESDAY, AUGUST 13, 2025  
5:00 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Discussion on the Following Items
  - [a.](#) Discussion/Decision: P&Z Meeting Minutes 04/29/2025
  - [b.](#) Discussion/Decision: P&Z Meeting Minutes 05/14/2025
  - [c.](#) Discussion/Decision: P&Z Meeting Minutes 06/04/2025
  - [d.](#) Discussion/Decision: P&Z Meeting Minutes for 07/09/2025
  - e. Update: Results from the Community Survey Questionnaire
  - f. Discussion: Comments and Questions of Growth Policy Chapters
3. Public Comment
4. Adjournment

**Guidelines for Public Comment**

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time maybe time limited, as determined by the chair, to allow as many people as possible to comment. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

**File Attachments for Item:**

a. Discussion/Decision: P&Z Meeting Minutes 04/29/2025

## Stevensville Planning and Zoning Board Meeting Minutes

for TUESDAY, APRIL 29, 2025, 5:00 PM 206 Buck Street, Town Hall

### 1. Call to Order and Roll Call

Mayor Michalson called the meeting to order; the following P&Z Board members were present. John Anderson, (Greg Chilcott, absent unexcused), Tamara Ross, Angela Lyons, Dwayne Gibson, Councilmember Barker.

### 2. Discussion on the Following Items

#### a. Discussion/Decision: Appointment of Tamara Ross as the Planning & Zoning Board Chairperson

Angela Lyons: I make a motion to appoint Tamara.

Dwayne Gibson: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>, discussion? Discussion from the public? Seeing none, Jenelle please take the vote.

Angela Lyons: aye.

John Anderson: aye.

Tamara Ross: abstain.

Dwayne Gibson: aye.

Councilmember Barker: aye.

Mayor Michalson: Passes 4, 1 abstain. With that I will turn it over to you Tamara.

#### b. Discussion/Decision: Appointment of a Planning & Zoning Board Vice-Chairperson

Angela Lyons volunteered.

Councilmember Barker: I make a motion to appoint Angela as Vice-chair.

Angela Lyons: abstain.

John Anderson: aye.

Tamara Ross: aye.

Dwayne Gibson: aye.

Councilmember Barker: aye.

Motion Passes 4-0, 1 abstain.

c. Discussion/Decision: Town Clerk, Jenelle Berthoud to Take the Minutes of the Planning & Zoning Board Meetings During the Growth Policy Update

Councilmember Barker: I move that we approve Town Clerk, Jenelle Berthoud to take the minutes of the P&Z Board during the growth policy update.

Dwayne Gibson: 2<sup>nd</sup>.

Tamara Ross: motion and a 2<sup>nd</sup>, discussion?

Angela Lyons: basically, if we have Jenelle take the minutes, which I am totally in favor of, will that mean we will appoint her secretary?

Mayor Michalson: I think you can say no; she is just doing this for the growth policy.

Jenelle Berthoud: I can say at this time, there is nothing on the docket to come in front of you, like a variance of that nature.

Angela Lyons: I wish that I would have had the bylaws to look into this.

Councilmember barker: I do believe that we have to have a secretary. We should just do that.

Jenelle Berthoud: I found the ones from 2012.

Angela Lyons: it does state that we need a secretary.

Dwayne Gibson: what is the role of the secretary?

Angela Lyons: they would normally take the minutes of the meeting.

Tamara Ross: public comment?

Angela Lyons: aye.

John Anderson: aye.

Tamara Ross: aye.

Dwayne Gibson: aye.

Councilmember Barker: aye.

Motion Passes 5-0

d. Discussion: Growth Policy Update for the Town of Stevensville

Mayor Michalson: did everyone get a chance to look at the surveys one line, the examples.

Jenelle Berthoud: they did not send them out to you guys; I will send that out as a blanket email.

The board continued with discussions about reviewing the samples and when would be a good time meet back up and discuss.

Mayor, Councilmember Barker and Jenelle will be out the first week of May for a training.

Mayor Michalson: good homework item would be going over the samples and giving feedback.

Angela Lyons: will be out of town through the 6<sup>th</sup> of June.

Tamara Ross: I was hearing that May 14<sup>th</sup> was a good time.

Jenelle Berthoud: you can let the mayor, and I know of things that you want passed onto Dani and Jerry.

The board discussed how to discuss ideas about the growth policy between each other on the board. Councilmember Barker reminded about having to have a quorum to have a meeting and Mayor discussed the sharing of ideas is okay.

Discussion around the survey examples.

Continued discussion around growth policy needs and wants, important issues and the areas of the current growth policy that are needed or need to be removed.

Discussed how to schedule future meetings and setting a set date and time and including Dani and Jerry.

Talked about business involvement in the update of the growth policy.

3. Public Comment
4. Adjournment

**File Attachments for Item:**

b. Discussion/Decision: P&Z Meeting Minutes 05/14/2025

## Stevensville Planning and Zoning Board Meeting Minutes

for WEDNESDAY, MAY 14, 2025, 5:00 PM 206 Buck Street, Town Hall

### 1. Call to Order and Roll Call

Tamara Ross called the meeting to order, John Anderson, tamara Ross, Dwayne Gibson and Councilmember Barker were all present.

### 2. Discussion on the Following Items

#### a. Discussion/Decision: Appointment of a Planning & Zoning Secretary

Councilmember Barker: make a motion to appoint Angela Lyons as the secretary.

Dwayne Gibson: 2<sup>nd</sup>.

Tamara Ross: motion and a 2<sup>nd</sup>, discussion? Public comment?

All in favor: Aye.

#### b. Discussion/Decision: Survey Questions for Growth Policy Update

Councilmember Barker: make a motion for approval of survey questions.

John Anderson: 2<sup>nd</sup>.

Tamara Ross: I feel like we were all good with the survey questions.

Councilmember Barker: one thing that we learned at conference was that we are violating quorum by talking back and forth, but for us to stay open to the public.

Jenelle Berthoud: example would be if John wants to get something out to everyone he would send it to me, and I will send it out to the whole board.

Mayor Michalson: when I was on the board we had our secretary send out the emails.

Councilmember Barker: it was one of the big discussions at trainings on how to send out and if we would be in violation of open meeting laws.

Dani Arps: can I add to that, if you are out in public and somebody tries to approach you and have a conversation pertinent to an agenda item let them know the appropriate way to do that is to attend a meeting or send an email so that it can get forwarded to everyone or bring in a letter. Follow that up with an email and put what was discussed and let Jenelle and your secretary get that for public record. Did you guys decide if you want two surveys one for the youth or just one.

Tamara Ross: some of them were going to be geared toward the youth.

Councilmember Barker: it was left open so that maybe we could take it to the government classes, some of the younger youth it may be an issue getting it out to them.

Dani Arps: you could include instructions with the survey to have discussions with their family.

Councilmember Barker: school will be ending very soon, Lone Rock May 20<sup>th</sup> and Stevi June 6<sup>th</sup>.

Dani Arps: it is a busy time of year. We could ask for the family discussion part.

Jenelle Berthoud: Dani, if we were to do next month or July first that our survey goes out, is it wrong or mess anything up if we do that coloring contest when the school starts back up again. Coloring a picture of what they see our town as with some family topic questions.

Dani Arps: the only thing is that we would run out of time, the first thing that you do in the process of updating is the survey questions.

Councilmember Barker: maybe we put like five questions on there for the youth. I think that Tam put our questions together quiet well, can you send those out Jenelle to Dani and Jerry.

Tamara Ross: when do we want those done.

Dani Arps: I will get with Jerry, and I am sure we can get those pulled together by the end of the month, we generally want them to be out for about a month. Just so you are aware we usually only see about 20% return and that is pretty good. I think that there are other ways to get the information out, I did an interview with the Bitterroot Star, and I will talk with Jerry about it. Jerry will put that online for us, survey monkey.

Dwayne Gibson: I am still thinking of questions and the wording for the youth.

Dani Arps: ask questions about what would you like to have in town.

Dwayne Gibson: my granddaughter would like to see a community center.

Dani Arps: we have had funding for that before.

Tamara Ross: when you and Jerry look over the survey questions have you ever had town gear the questions towards support for grants?

Dani Arps: yeah, anytime you have goals in your growth policy we are going to have a funding source attached to that. Jerry is good at that. Identifying the sources for those projects.



Tamara Ross: public comment?

Jenelle Berthoud: suggestion to table at this time and send over to Dani and Jerry to add.

Councilmember Barker: I make a motion to table the survey questions for the growth policy until our next meeting, June 4<sup>th</sup> at 5:00 pm.

Dwayne Gibson: 2<sup>nd</sup>.

Tamara Ross: public comment?

All in favor: aye.

Dani Arps: that is a good amount of time, and then we could have it completed by the end of May.

c. Discussion: Posters for Outreach

Tamara Ross: I looked at a few examples, I did not have any major input, I think that simplest is the best. I think that we have discussed where we want to see those, major events, town hall.

Dani Arps: have we identified some of those stakeholders and events.

Councilmember Barker: we have a duck stamp at Lee Metcalf, farmers market in town has kicked off.

Jenelle Berthoud: our biggest event is Creamery Picnic first weekend in August.

Dani Arps: Farmers Market, check in table with the poster. We might be able to list out some of the events. Jenelle can we put that on the towns website?

Jenelle Berthoud: yes I can in the news section of the website.

Tamara Ross: we talked about a school newsletter.

Dani Arps: do you have a chamber location?

Councilmember Barker: in Hamilton.

The board discussed additional events in Stevensville.

Jenelle Berthoud: we have a Scarecrow Festival the first weekend in October almost 10,000 people attended.

Dani Arps: dates of Creamery?

Councilmember Barker: Creamery fist weekend in August, Scarecrow first weekend in October.

Jenelle Berthoud: country Christmas first weekend in December.

Board discussed other events, 4<sup>th</sup> of July and possible first Fridays.

Dani Arps: paper copies of the posters, QR code and then we will publish the survey answers. And have additional topics to speak about at future meetings.

d. Discussion: Growth Policy Update for the Town of Stevensville

Tamara Ross: email to Jenelle the list of events.

Dani Arps: I just want to let you know where we are at, our contract is still being looked over, Jerry is going to bill on the beginning work, we will take care of expenses. Keep track of the time that like Jenelle is doing so that we can include that in the report.

Jenelle Berthoud: the printing of posters, do we do that?

Dani Arps: Jerry is going to be doing those, they will print and pay for that, even if we wanted to have snacks at an event Jerry will pay for that. I do want to mention that if the newspaper reaches out again I am pretty limited on my responses, but the town can.

### 3. Adjournment

Councilmember Barker: motion to adjourn.

Dwayne Gibson: 2<sup>nd</sup>.

**File Attachments for Item:**

c. Discussion/Decision: P&Z Meeting Minutes 06/04/2025

**Stevensville Planning and Zoning Board Meeting Minutes**  
**for WEDNESDAY, JUNE 04, 2025, 5:00 PM 206 Buck Street, Town Hall**

**1. Call to Order and Roll Call**

Tamara Ross: called the meeting to order. Councilmember Barker, John Anderson, Dwayne Gibson, Tamara Ross, (Angela Lyons, dismissed, Greg Chilcott, unsure)

**2. Discussion on the Following Items**

**a. Discussion: Finalizing a List of Community Groups, Assets, Companies**

Councilmember Barker: I am not sure if Jerry is aware of this list, some of them are outdated. Tam put together a list of businesses and volunteer organizations. There are a couple that we do not have anymore, #10, #11, you have Black Smith listed but there are other establishments.

Tamara Ross: Mission Bistro is missing.

Councilmember Barker: John made a good point about the banks that we have in town.

Tamara Ross: Trapper Peak and the business next door are missing.

Jenelle Berthoud: would it help if I just took everyone off of my business license list and I can add to it.

Tamara Ross: what about town departments.

Jerry Grebnec: I recommend that you include all of the town services, any nonprofits, having that narrative in the growth policy will not only help the town with grant funding but also the nonprofits with grant funding. Best example is in Ennis the board brought the business leaders together and the medical center asked if they could discuss what they do and their needs, one of the requirements for a grant for the medical center was do you have planning documents, and they did not. This go around; it is a community service.

The board discussed additional business in the town.

Jenelle Berthoud: Jerry you say that you get these responses, concerns and needs from like business. Do you group that into the growth policy?

Jerry Grebnec: what I would say is do not dive super deep into, what do the business community need in a common theme setting. You do not want the growth policy to pick certain business but what is the common need.

Councilmember Barker: getting their input.

Jenelle Berthoud: we could have a majority of them come back and say that they want lines painted on our side streets and that is something that we want in our growth policy.

Tamara Ross: when would you like this list?

Jerry Grebnec: what ever works the best, can be done hand in hand with the survey.

b. Discussion: Demographic/Economic Data

Tamara Ross: I am just following the call outs, and this is #4 on page 8.

Jerry Grebnec: when it comes to the population we will try to round that up for you, we use census data and use a company out of Bozeman. With that said we are running into all types of problems with the census. The 202 census was junk especially for the small communities. A lot of the data is just bad. We will round up the data for you and share with you any issues.

Councilmember Barker: that is interesting.

c. Discussion/Decision: Set a Monthly Monitoring Meeting, Date and Time to Discuss Progress, Goals and Opportunities

Tamara Ross: #3 in the growth policy schedule.

Jerry Grebnec: pick the date that works for you. for us at Great West we will just figure it out.

Councilmember Barker: I think that first Wednesday of the month is best, Jenelle.

Jenelle Berthoud: I think Wednesday is pretty sparse, so should be good. In July I do not think that July 2<sup>nd</sup> is a good day but that one could be moved to the 9<sup>th</sup>.

Tamara Ross: first Wednesday at 5:00.

Councilmember Barker: I would like to make a motion to set a time for monitoring meetings, date and time. The second Wednesday of the month at 5:00 pm.

Dwayne Gibson: 2<sup>nd</sup>.

Tamara Ross: discussion? Public comment?

All in favor: aye.

Jenelle Berthoud: I will schedule these out a few months on the website.

d. Discussion: Growth Policy Update for the Town of Stevensville

Jerry Grebnec: I sent my suggested comments to Jenelle on the survey, and she will get those out, think about when you want to launch the survey, just like Jenelle pointed out avoid the 4<sup>th</sup>. I will need to have a main contact; I am going to assume that will be Jenelle. A couple of nice photos for the poster.

The board discussed tour season in Stevensville and how that kicks off in July.

Councilmember Barker: farmers market is a good place to get the word out.

Jerry Grebnec: survey is out for about two weeks; you will get your best response in the first five days.

Jenelle Berthoud: Jerry can you please remind me, survey questions are put together and will those be by internet or by paper copies.

Jerry Grebnec: we will do an online survey, link and QR code, and then we will develop a survey hard copy and a poster with the QR code.

Jenelle Berthoud: the mayor has already said that he will put hard copies on all doorsteps.

Jerry Grebnec: the beauty of 8 ½ x11 is that you can print in house.

The board discussed places to put posters.

Jerry Grebnec: it is a little tight if you are thinking about the time of the 4<sup>th</sup>.

Jenelle Berthoud: the mayor does all of the houses and I do all of the businesses. That usually takes about 2-3 days. Run it for two weeks?

Jerry Grebnec: you do not want to feel like you should rush this.

Councilmember Barker: lets try by our next meeting.

Tamara Ross: you going to get us some big posters Jerry?

Jerry Grebnec: use a local printing company to do that. Do you feel that you need to meet to approve the surveys?

Tamara Ross: our goal is to inform Jenelle on our approval of the survey questions and the poster.

Jerry Grebnec: start going through the growth policy and look at the goals that you feel have been met, and also the things that you should think should be carried over. Include pictures of the areas that are good and not good.

Jenelle Berthoud: like out sidewalks.

Jerry Grebnec: photos and graphics tell a story. That is all that I have.

Dwayne Gibson: requested a hard copy of the current growth policy.

The board continued discussions about the current growth policy.

3. Public Comment

4. Adjournment

Councilmember Barker: motion to adjourn.

Dwayne Gibson: 2<sup>nd</sup>.

**File Attachments for Item:**

d. Discussion/Decision: P&Z Meeting Minutes for 07/09/2025



## Stevensville Planning and Zoning Board Meeting Minutes

for WEDNESDAY, JULY 09, 2025, 5:00 PM 206 Buck Street, Town Hall

### 1. Call to Order and Roll Call

Angela Lyons: called the meeting to order. Councilmember Barker, John Anderson and Angela Lyons. (Greg Chilcott, Tamara Ross and Dwayne Gibson absent).

### 2. Discussion on the Following Items

#### a. Update: Growth Policy Survey

Angela Lyons: I believe that the survey was sent out to all of us for review.

Councilmember Barker: I know that we talked about adding questions for the youth.

Jerry Grebnec: as soon as you are comfortable with the content we can put together an online version for your review.

Angela Lyons: is that something that we need to do as a group.

Dani Arps: most of those things just come together, you do not have to meet and vote on all of these things. You don't want to draw this out to long.

Angela Lyons: tomorrow I will send out an email and ask for any final comments.

Jerry Grebnec: two questions for the board would be when do you want it run and when do you want it to end, thank about that.

Angela Lyons: just to be clear, are we going to hand these out at events and then hand out a QR code.

Jerry Grebnec: you will have a QR code, a hard copy and a marketing poster. The poster will give out general information.

Angela Lyons: how long is usual?

Dani Arps: around 3-4 weeks. Might want to make sure that the old growth policy is available to review.

Angela Lyons: I think that we should go longer, are there issues with it going out six weeks.

Jerry Grebnec: you get the most responses in the first five days, if you have an event to have it at and help push it.

Angela Lyons: I noticed in the old growth policy there was not a lot of feed back and I would like to see more. Creamery Picnic is the first weekend in August.

Dani Arps: you could do it until August 9<sup>th</sup> .

Councilmember Barker: I think we pretty well wrapped up our survey and I think that we should not wait to long. Go ahead and send the draft.

Angela Lyons: I will have some feedback.

Jerry Grebnec: you want to see the narrative.

Angela Lyons: we will use the 9<sup>th</sup> of August and get that out to the bitterroot star.

Dani Arps: get the QR code out, walk around town, Jenelle how about on the water bill?

Jenelle Berthoud: we can look at it for sure.

Dani Arps: for the creamery picnic I can swing up for one day.

Jenelle Berthoud: farmers market is on Saturday; I am sure that we can get permission from Sean and the Stevensville Civic Club for a spot.

Jerry Grebnec: a good photo that I can use for the poster.

Jenelle Berthoud: I tried, and it was stormy, and they were ugly.

Councilmember Barker: I will go through my photos.

#### b. Discussion: Comments and Questions of Growth Policy Chapters

Angela Lyons: I am not sure what this is referring to.

Dani Arps: going through the chapters and reading through them.

John Anderson: one thing that we talked about at the last meeting are the things that were met and those that were not, but some that for sure need to stay and continue with them. The park has had some great strides, skate park.

Jenelle Berthoud: Dani and Jerry, we have received some donations for our parks, Stockman's Bank just gave us \$5,000 to renovate our bathrooms. First Security Bank has done almost \$2,500 for shade and seating at the pool, and a local business donated the painting of our pool.

John Anderson: the handicap access on Main Street was done, and then there were other things like bicycle lanes around town and River Park. There are other parts like water, sewer, annexation and I think the survey will answer some of those questions.

Councilmember Barker: I explained to John how the 2016 growth policy came about and when it was facilitated and how worked on it, that is how we got all of the graphs. When I look at the growth policy, it could be simplified.

Dani Arps: Ravalli County will have theirs done soon and you could reference those. Jenelle has the public works department had a chance to look over the growth policy.

Jenelle Berthoud: Stephen is aware and said that he will be looking that over, I will make sure that police and fire are reminded as well.

Jerry Grebnec: soon I will have the town of Ennis narrative for you to look at. Meeting with the library, senior center, civic clubs.

Dani Arps: remember doing this in the growth policy and then putting in for funding, you will reference back to your growth policy as a need and then you will score higher.

Angela Lyons: regarding the chapters, are we supposed to be coming up with a draft.

Jerry Grebnec: we have actually put together a template for you that we will back fill with information from you and others and we have already started on the items that we can do for you. then you will have a template to look through so that way you do not have to worry about specific chapters.

Dani Arps: Jerry has this down to a science and he just plugs it in. if you don't like something cross it out, ask questions.

Jerry Grebnec: and also, what is missing in your minds.

Jenelle Berthoud: can you have those far-fetched goals, especially a town our size with a limited and tight budget and we know that we need to be worrying about parking or fixing sidewalks. Is there a point that those items are just way too far out there.

Jerry Grebnec: the bottom line is, you are hitting the nail on the head Jenelle, this thing needs to be tailored to you, you can include the pie in the sky goals but with the understanding that it is going to take a long time, and the focus should be on those 5–8-year projects that you really need to know need to get down.

Dani Arps: those goals will be tied to a funding source within the document.

Councilmember Barker: Dani and Jerry one thing that I have done some research on is websites and what other communities have listed as events or businesses, is that something that we can take from other websites and put that

into the growth policy. There are some cool websites out there and then I look at ours and oh man.

Dani Arps: can you include those things, and they are probably ways to put those into the current website right now. You can look at linking outside things to the current website.

Jerry Grebnec: if you are not happy with the towns website and you want to do better, one way to say that is, we want to work and find a better way to communicate with our residents and one of the goals or actions could be to update.

Jenelle Berthoud: our website is about five years old and there are areas that things can be added, but I just do not have the time.

Councilmember Barker: there are some websites where the event Calander is the first thing that pops up.

Dani Arps: you could look at a student from the high school that needs a project.

Councilmember Barker: how often do we need to meet.

Dani Arps: we have a meeting every Thursday morning at 10:00 and you are welcome to join, and Jenelle has that teams invite.

Angela Lyons: so, before we meet again, going through the old growth policy, get some photos.

Dani Arps: the survey. Using some social media to share and turn off the comments.

The board and additional members discussed the dispersing of surveys and posters.

### 3. Public Comment

### 4. Adjournment

Angela Lyons: move to adjourn the meeting.

Councilmember Barker: 2<sup>nd</sup>.