



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, SEPTEMBER 28, 2023  
6:30 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
  - [a.](#) Town Council Meeting Minutes 8/24/2023
  - [b.](#) Board of Adjustments Meeting Minutes 09/14/2023
  - [c.](#) Town Council Meeting Minutes 9/14/2023
5. Approval of Bi-Weekly Claims
  - [a.](#) Claims #18589, #18594-#18604
6. Unfinished Business
  - [a.](#) Discussion/Decision: Petition for Variance at 218 W 3rd St. Adjusting the Minimum Lot Area and Minimum Dwelling Size
  - [b.](#) Discussion/Decision: Approve Letter to Montana Department of Transportation Regarding Traffic Safety Concerns
7. New Business
  - [a.](#) Informational: Scarecrow Festival Additional Street Closure, W 3rd. Street
  - [b.](#) Discussion/Decision: Resolution No. 512a, a Resolution Amending the Time of Town Council Meetings for the Stevensville Town Council
8. Board Reports
9. Town Council Comments
10. Executive Report
11. Adjournment

## **Welcome to Stevensville Town Council Chambers**

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect.

We expect that participants will:

- ✓ Engage in active listening
- ✓ Make concise statements
- ✓ Observe any applicable time limit

We further expect that participants will refrain from disrespectful displays:

- ✗ Profanity
- ✗ Personal Attacks
- ✗ Signs
- ✗ Heckling and applause

## **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 any public comment period should come forward to the podium and state their name and address for the record. Comment may be time limited, as determined by the chair, to allow as many people as possible to comment. Comment prior to a decision-making vote must remain on the motion before the council.

**Thank you for observing these guidelines.**

**File Attachments for Item:**

- a. Town Council Meeting Minutes 8/24/2023

## Stevensville Town Council Meeting Minutes

for THURSDAY, AUGUST 24, 2023, 6:00 PM 206 Buck Street, Town Hall

### CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order. Councilmembers Barker, Brown, Lowell and Michalson were all present.

2. Pledge of Allegiance

3. Public Comments (Public comment from citizens on items that are not on the agenda)

Chief Mac Sosa: gave public comment about the comments made by the library director at the last meeting, and Lewis & Clark Park not being a safe place for kids. I wanted to address this appropriately and do my research. Chief Sosa gave stats for 2021 and 2022. Calls at the park ranged from ordinance violations, disorderly conduct or property damage. Chief Sosa provided additional calls for service related to Lewis & Clark Park. Chief Sosa can assure the town that no one has brought anything to the police department.

Tonya Eickert: home school kids use the park, that gets used a lot for the home school kids and people walking dogs. The other night I was driving around and there are still teams using the park. The library has a building that they can remodel if they have to.

4. Approval of Minutes

a. Town Council Meeting Minutes 08/10/2023

Mayor Gibson: introduced approval of meeting minutes for 08/10/2023.

Councilmember Michalson: make a motion to approve town council meeting for 08/10/2023.

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

Mayor Gibson: motion and a 2<sup>nd</sup>. Public comment? Seeing none, any further comment? Seeing none, Jenelle please call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

5. Approval of Bi-Weekly Claims

a. Claims #18523-#18531, #18533, #18535-#18550 (additional claims were added those numbers are #18551-#18560.)

Mayor Gibson: introduced approval of bi-weekly claims.

Councilmember Michalson: make a motion to approve claims #18523-#18531, #18533, #18535-#18550 and #18551-#18560.

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

Mayor Gibson: motion and a 2<sup>nd</sup>. Public comment? Council discussion?

Councilmember Michalson: page 3 of 11, Home Depot membership for Melanie for \$200.00.

Gina Crowe, Finance Officer: membership for her training.

Councilmember Michalson: so, she got the app through Home Depot?

Gina Crowe: no just below that, National Bookkeeping.

Councilmember Barker: #18523, Concrete cutting tool for the pool. I see that it is coming out of the Jenne Thomas fund, I asked how much is left in that fund, and they seem to keep depleting it, and then there is not going to be anything left.

Mayor Gibson: this is part of the first \$10,000.

Gina Crowe: Robert made some changes to this, and you passed a resolution to use \$10,000.

Councilmember Barker: correct part of it was for a grant from the Rapp Foundation.

Mayor Gibson: it ended up costing more.

Councilmember Barker: it just seems like we just keep using and using.

Councilmember Barker: go daddy, thought we were done with them. Interest and late fee, \$240.41, why is there a late fee?

Gina Crowe: last credit card bill.

Councilmember Barker: page 3 interest and late fee.

Gina Crowe: that is not for go daddy it is actually for, this is the claim, this is the visa payment that I had to get caught up on, and you will not see any more late fees.

Councilmember Barker: it is very hard to figure out.

Gina Crowe: anything that you see with a CC on it is a credit card claim. 18523, all belongs to the credit card. Godaddy is part of that claim. Page 4 will give you the total. (Gave an explanation to how the claims are listed).

Councilmember Barker: so, is that the reason #18535, Madix Land Holdings, rent I see a couple different ones.

Gina Crowe: I just received this, there were questions on the lease, this is the last two month

Councilmember Barker: I just saw two

Gina Crowe: one for July and one for August.

Councilmember Brown: there is a second claim for the same amount.

Gina Crowe: I will delete that second claim. Thank you.

Councilmember Michalson: HDR, information question. Where is this water main replacement at.

Mayor Gibson: we met with them this week, they have started the design phase and have started some work and hope to have the bids out soon.

Councilmember Brown: is that the same as the one below.

Gina Crowe: two claims came through, I needed to talk with HDR and the state on the grant funding.

Mayor Gibson: between the match it is close to 1.4 million. Any others? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

## 6. New Business

a. Discussion/Decision: Selection of New HR and Payroll Vendor for the Town of Stevensville

Mayor Gibson: introduced new business item a.

Councilmember Lowell: make a motion to allow Gina to purchase the new vendor.

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

Mayor Gibson: motion and a 2<sup>nd</sup>. You can see in the packet, there were three quotes, public comment? Seeing none, council?

Councilmember Michalson: it says 15 employees, what if we add an employee? Does the cost go up and down as you add or take away employees?

Gina Crowe: it could be an increase of \$5.00 per month per employee. It is such a great program it is just so much more than just payroll. It does HR employee files. Doing payroll through them is simple, doing payroll here is very long. Gina gave an explanation of what Net Checks can do for us. The company takes away the possibility of errors. The employees can pick their own deductions for federal and state. Now it is on me, trying to keep things more secure and safe.

Mayor Gibson: Gina has done a great job at this. Coming into the budget you will see that we will not be adding employees.

Councilmember Barker: I see that Black Mountain is already locked in. is there a way to get a reimbursement.

Gina Crowe: I am working on that with them. Normally it is for a year, I don't see us going live with Net Checks until January, because there is a lot of work to do.

Mayor Gibson: any other questions, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

b. Discussion/Decision: Resolution No. 521, A Resolution Establishing Mill Levies for Fiscal Year 23/24

Mayor Gibson: introduced new business item b.

Councilmember Michalson: make a motion to approve Resolution No. 521, A Resolution Establishing Mill Levies for Fiscal Year 23/24.

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

Mayor Gibson: Motion and a 2<sup>nd</sup>. I will give you a brief overview. The mills went down. This is not a time to raise taxes. Public comment? Any other discussion?

Councilmember Michalson: last year, this year we are putting it all in the general fund and last year we were putting it in the capital improvement fund.

Jenelle Berthoud: Robert and I did some research and found that it was done incorrectly, we found a few years in a row that it was done that way.

Mayor Gibson: any further discussion, seeing none Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0.

c. Discussion/Decision: Letter to Montana Department of Transportation from the Mayor's Office, Councilmembers and the Chief of Police Regarding Traffic Concerns

Mayor Gibson: introduced new business item c.

Councilmember Michalson: I make a motion to draft a letter to Montana Department of Transportation from the Mayor's Office, Councilmembers and the Chief of Police Regarding Traffic Concerns.

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

Mayor Gibson: motion and a 2<sup>nd</sup>. I met with the regional person about a year ago, there is a real concern at 2<sup>nd</sup> and Main. Real concern with east side highway and Main. You will see a draft of the letter. Any public comment? I have gotten a lot of complaints on this.

Councilmember Barker: just sitting here tonight to come across, you can tell that they are not even stopping at the 4 way stop.

Mayor Gibson: we will draft the letter and you will see it before.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

7. Board Reports

NONE

8. Town Council Comments

NONE

9. Executive Report

Mayor Gibson: we are having some problems with how things are posted, so we are working through this.

Gina Crowe: sometimes there are deposits in the bank, and we do not know what they are for, we are tracking down the monies and finding out what they are for.

Mayor Gibson: Mac will be leaving on the 14<sup>th</sup> of September, we plan on moving over here next week, before the 14<sup>th</sup> we will have a tour of the new police department and a goodbye to Mac.

Councilmember Lowell: thank you for being here, it has been appreciated.

10. Adjournment

**APPROVE:**

**ATTEST:**

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**Steve Gibson, Mayor**

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**Jenelle S. Berthoud, Town Clerk**



**File Attachments for Item:**

b. Board of Adjustments Meeting Minutes 09/14/2023

**Stevensville Board of Adjustment Meeting Minutes for  
THURSDAY, SEPTEMBER 14, 2023, 5:00 PM 206 Buck Street, Town Hall**

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order, Board of Adjustment Members, Barker, Brown, and Michalson were all present. Lowell has an excused absence.

2. Discussion on the Following Items

a. Public Hearing

Discussion/Decision: Petition for Variance at 218 W 3rd St. Adjusting the Minimum Lot Area and Minimum Dwelling Size

Mayor Gibson: introduced public hearing agenda item, Petition for Variance at 218 W 3rd St. Adjusting the Minimum Lot Area and Minimum Dwelling Size.

Jenelle Berthoud, Town Clerk: read letter from Public Works Director Steve Kruse. (letter included in the minutes of this meeting.)

Jim Cloud: owner of 218 W 3<sup>rd</sup> Street. Mr. Cloud explained why he is asking for the variance at his property and the variance for the size of dwelling unit. Met a family that moved to the area thinking that they would be able to move onto a piece of family land and now that has follow through. I have this property on West 3<sup>rd</sup> so I started to look at what I could do to help this family out. I found out that this property was two pieces of ground and now it is one. I would like to run the property line north and south to provide more room to each of them, or we could go east and west. The other homeowner is here tonight, and he is for this project. We would go either way, the second issue is the square footage, young families are having difficulties. This structure would be on a slab but would be under the 1000 square foot minimum. We are asking for 640 square foot for this home. We are trying to get these people into a home and help them out.

Mayor Gibson: I believe that we sent out letters to everyone.

Jenelle Berthoud: yes, within a 500-foot radius.

Brad Pollman, Turnkey Construction. I own a lot just down the street from this address. I have built 4 or 5 homes on this street. Is the current home on the lot line?

Jim Cloud: no, this house is there and at some time the lots were put into one.

Brad Pollman: that is pretty common. A lot of the town sights in Stevensville were 42 feet wide. Mr. Pollman gave comment to lot sizes in town. Find the old markers and then work on getting them as close to the original size.

Mayor Gibson: this is not a subdivision request.

Brad Pollman: Jim is right, there is no affordable housing. I am a little concerned about putting anything over the sewer line, I was concerned about vacating the alley.

Councilmember Brown: Brad or Jim can answer it. I think that the confusion is where is the original lot line. The lot line is not really erased. It is just one tax bill. Where the house is sitting on the lot is the question. You get one tax bill, but the lot lines are still there.

Mayor Gibson: you may want to meet with the public works supervisor about placing a home over a sewer line.

Jim Cloud: I would think that we would never be able to build on a sewer line. With it being 11,000 square feet and the house being approximately 1,000 I think that there is enough room for a 640 square foot structure with your flexibility.

Councilmember Barker: with that being said we are also here asking for a little more leeway, has this gone in front of the planning and zoning board?

Mayor Gibson: first off, they do not have a chair secondly even if it did it still has to come here.

Jenelle Berthoud: following other similar requests those did not go to the P&Z Board they came to this board. So, we were following that.

Councilmember Barker: when I was on council there was a variance on Mission Street.

Councilmember Michalson: I think that we need to do some more research on this. I think that we need to take this to the Planning & Zoning Board get their input and then bring back to the council.

Jim Cloud: I will do whatever you need me to do, I just want to get this family into a home.

Councilmember Barker: I think that this is the best way to do this, and you have a direct. Where your lines are.

Mayor Gibson: I think that is a good idea.

Councilmember Barker: make a motion to refer the variance to our Planning & Zoning Board

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

### 3. Adjournment

**APPROVE:**

**ATTEST:**

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Steve Gibson, Mayor

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Jenelle S. Berthoud, Town Clerk

## Jenelle Berthoud

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**From:** Steve Kruse  
**Sent:** Thursday, September 14, 2023 9:17 AM  
**To:** Jenelle Berthoud  
**Cc:** Steve Gibson  
**Subject:** 218 W 3rd Variance

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

In regards to the variance request for 218 W 3rd, please ensure that the Board of Adjustments is aware that the sewer main for that area runs under the eastern side of the property. If the variance is granted, the size of the divided lot may not be large enough to avoid building a structure over the main or allow for the proper lateral angle if a sewer connection is proposed in the future, SK

**File Attachments for Item:**

c. Town Council Meeting Minutes 9/14/2023

**Stevensville Town Council Meeting Minutes for THURSDAY, SEPTEMBER 14, 2023,  
6:00 PM 206 Buck Street, Town Hall**

**CONDENSED MINTUES**

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order, Councilmembers Barker, Brown, and Michalson were all present. Lowell has an excused absence tonight.

2. Pledge of Allegiance

3. Public Comments (Public comment from citizens on items that are not on the agenda)

NONE.

4. Approval of Minutes

Jenelle Berthoud: very busy in the past week, you will have those minutes with the next set of minutes at the next meeting.

5. Approval of Bi-Weekly Claims

a. Claims #18561-#18583 (18584-18592) additional.

Mayor Gibson: introduced approval of bi-weekly claims.

Councilmember Michalson: make a motion to approve #18561-#18583 (18584-18592) additional.

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2<sup>nd</sup>. Public Comment? Seeing none, discussion on the claims, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

6. Administrative Reports

a. Airport

b. Building Department

c. Finance

d. Fire Department

Chief Motley: you have in your packet the August report. Chief Motley introduced new members to the fire department. Pretty basic.

Councilmember Barker: how many members on the fire department?

Chief Motley: about 18. Full roster would be 28.

f. Public Works

Councilmember Brown: thank you for cleaning up Father Ravalli Park.

Steve Kruse: it is not done yet but thank you.

e. Police Department

Chief Sosa: you do not have your normal report tonight due to technical difficulties. Tonight, I am going to address the council, mayor, and the citizens. It has been an honor and a privilege. Chief Sosa gave a run down of all of the items that he and his officers have been able to work on over the past two years. Built relationships with the Sheriffs Department, worked on traffic concerns, threat assessments at the school, shop with a cop and the chili cook off. We have been creative with our funding. The police department has saved tens of thousands of dollars with in-kind donations and volunteers. Thank you for allowing me to serve.

Mayor Gibson: with the permission of the council, I would like to say a few things about Mac Sosa. Mac turned this culture around, enhanced our relationships with other law enforcement agencies. Went door to door when he got here, not many complaints about Mac. I have been reopenable for over 250 employees in my time in Montana, I can honestly say that Mac is in the top two.

7. Public Hearings

a. Resolution No. 522 a Resolution Providing for the Amendments of the Budget for FY 22/23

Mayor Gibson: introduced public hearing, Amendments of the Budget for FY 22/23.

Public Comment: None

8. New Business

a. Discussion/Decision: Resolution No. 522, a Resolution Providing for the Amendments of the Budget for FY 22/23

Mayor Gibson: introduced new business item a.

Councilmember Michalson: make a motion to approve Resolution No. 522, a Resolution Providing for the Amendments of the Budget for FY 22/23

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

Mayor Gibson: motion and a 2<sup>nd</sup>. It is a small increase for audit purposes, electricity has gone up and we underestimated. Any discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

b. Discussion/Decision: Resolution No. 523 a Resolution to Authorize the Cancellation of the Town Council General Election for 2023

Mayor Gibson: introduced new business item b. spoke with the clerk and we will save about \$800 to not hold the election.

Councilmember Michalson: make a motion to approve Resolution No. 523 a Resolution to Authorize the Cancellation of the Town Council General Election for 2023.

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

Mayor Gibson: motion and a 2<sup>nd</sup>. Any further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

c. Introduction: Airport Manager William Rowe

Mayor Gibson: introduced new airport manager Will, asking him to introduce what he is doing already and his plans.

Will Rowe, Airport Manager: spoke about what he has accomplished since September 1<sup>st</sup>. I have been on the board and could see that I could serve the airport better as the airport manager. Sat the first few days just going over everything. Jenelle helped quite a bit. Between the two years of missed lease payments is over \$25,000.00. there is a lot of paperwork issues, previous airport manager, things that had gone on before, we are cleaning all of this up. Lights have been fixed, moving has been an issue, but the Stevensville Airport Association has been helping out. AWOS system has not been working for years, this is one of the things that I have tackled. That is just a few things that I have done in the past 14 days. I would like to see all of the lease payments caught up by the end of October.

Mayor Gibson: thank you, I have been amazed, this is going to be a real breath of fresh air for the airport.

d. Discussion/Decision: Consent to the Mayors Appointment of Joshua W. Brock as a Volunteer Firefighter

Mayor Gibson: introduced new business item d.



Councilmember Michalson: make a motion to approve the Mayors Appointment of Joshua W. Brock as a Volunteer Firefighter.

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

Mayor Gibson: motion and a 2<sup>nd</sup>. Further discussion?

Chief Motley: he is actually next-door doing truck checks. Josh comes to us from Hawaii, he is a certified fuel truck driver, certified in CPR and first aid.

Mayor Gibson: Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

e. Discussion/Decision: Consent to the Mayor's Appointment of Todd Schafer as Interim Police Chief

Mayor Gibson: introduced new business item e.

Councilmember Barker: make a motion to the consent of the mayor's appointment of Todd Schafer as Interim Police Chief

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

Mayor Gibson: motion and a 2<sup>nd</sup>. Public comment?

#### PUBLIC COMMENT

Sean Doyle, President Stevensville Civic Club: just wanted to verbalize an endorsement from the Civic Club and the Scarecrow Festival. With all of the four events held in Stevensville, we have worked along side Todd, Mac leaves some pretty big shoes to fill I think that Todd is going to fill those very well. He is professional and courteous. I have watched him at the school, my kids love him.

Todd Schafer: it has been an honor and a pleasure. I also want to say that he was not the only one for the last two years, I only missed out a few months, and every decision that he has made has been a joint venture. Don't expect any changes everything he has chosen I have agreed with so the police department will function as you have seen.

Mayor Gibson: thank you Todd, any further discussion?

Councilmember Michalson: I would like to say Todd and I have met many times on my walks and have had good discussion. looking forward to working with you, because I will be here awhile.

Mayor Gibson: Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson:

Mayor Gibson: Passes 3-0

f. Discussion/Decision: To Allow Hookups to Water and Sewer Services from the Town of Stevensville for Two Additional Dwelling Units

Mayor Gibson: introduced new business item f.

Jenelle Berthoud: I do have Kelly Arnold on email from public health.

Mayor Gibson: you have everything in your packet, is there any public comment, I do not see Mr. Reeves here. He knew about the meeting

Councilmember Michalson: make a motion to allow Hookups to Water and Sewer Services from the Town of Stevensville for Two Additional Dwelling Units for Mr. Reeves.

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2<sup>nd</sup>.

Councilmember Michalson: reviewing the minutes I too have been through this as you too Mr. Mayor. It stated in 2019 he came before the council, Mr. Reeves purchased the property and wanted to be annexed. He was not annexed but was allowed to hook up to water and sewer. I was under the understanding then that it was just for one not for three. And now it has morphed into three, I have issues with the ground water and the grey water, I was out there today and walked around the pound, there is machinery out there, things have not been taken care of out there. He had assured the town that he was going to take care of it, if he was here, I would say that Mr. Reeves did not take care of it for the town.

Councilmember Brown: has the town been out there to see what is going on.

Steve Kruse: no.

Mayor Gibson: no. it is not the towns, it is the county. He mentioned that he wanted to build two cabins, those cabins were built over two years. The complaint came from a resident to the county and the county contacted.

Councilmember Brown: I was just wondering if anyone was out there to inspect the water line.

Mayor Gibson: no, the county has inspected it heavily after they received the complaint. The county has had a hearing. Whether it is Mr. Reeves or anyone else, while I have been here there have been numerous "I want to hook up, but I do not want to be annexed". This sets a precedence.

Councilmember Michalson: I agree with Mr. Mayor this sets a precedence; the town of Stevensville does not have to grant this. I think that I will open up a can of worms, I do not want to be a part of it.

Councilmember Barker: I have to agree with Mr. Michalson. We have had several people come, and we have not even finished building what is behind Twin Creeks, and we are still dealing with that. If we were to go in and supply him a line, we are then a part of a mess that he has gotten himself into.

Mayor Gibson: with that, Jenelle please take the vote.

Councilmember Barker: no.

Councilmember Brown: no.

Councilmember Michalson: no.

Mayor Gibson: fails 3-0

g. Discussion/Decision-The Town of Stevensville's regular Town Council meetings to be moved from 6:00 pm to 7:00 pm.

Mayor Gibson: introduced new business item g.

Councilmember Barker: make a motion to move The Town of Stevensville's regular Town Council meetings to be moved from 6:00 pm to 7:00 pm.

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

Mayor Gibson: there is a motion and a 2<sup>nd</sup>. Public comment?

#### PUBLIC COMMENT

Vicky Motley: I would agree to moving it back to 7:00 pm.

Mayor Gibson: I have a few things to say, and it is your decision, we have gone through this twice and I have had two complaints about the time change. Councilmember Michalson went to a county commissioner meeting with me at 10:00 am and there were about 10-15 people there. No time is ideal but also as we sit here right now there are citizens in our town that work in grocery stores, restaurants, gas stations, there is never a perfect time. Most important it is about budget, staff and efficiency. We have a situation right now where we have two people, we have to leave the office open until 5:00 a couple of times we have had to close at 4:00. It is up to you, and I am not going to be here for much longer, so it is not for me, it is in consideration of the staff, overtime, today these two people were here before 8:00 and then until 5:00, until 6:00 and then until this is over. These people do not live in town, to make them clock out, go home and then come back and clock back in. When these meetings were at 7:00 it was mostly the same people that came at 7:00 came at 6:00. This is your decision, but I just don't think that it is an efficient use of staff time or budget.

#### PUBLIC COMMENT

Leslie Tadvick: 509 Mission Street, I guess I would ask what the girls want, coming into winter, the roads getting bad, do these girls want to come home and then come back on the roads, has anyone asked them what they want to do.

Mayor Gibson: are you comfortable council with Jenelle making comments.

Jenelle Berthoud: if it is okay with the council. Meeting times yes, they are only twice a month, but when we have a long week or there are only two of us here, getting off at 5:00 and clocking out because of budget restraints and staff issues combined and then having to be back here at 5:30 for a 6:00 meeting or if it is a 7:00 meeting we have to be back here at least by 6:15 to open town hall. Winter, I thank you for thinking of us in that sense, I don't think that any of us like to drive on any of these roads in the wintertime, especially when it gets dark earlier. For me I greatly appreciate when you, the council passed the resolution for meetings to be at 6:00 pm. It gives us the opportunity to get a few things wrapped up and get ready for the meeting, having town hall open by 5:15 and then ready by 5:30 to let people in. I like 6:00 but of course it is up to you.

Gina Crowe: thank you Mrs. Tadvick for bringing that up I really appreciate it. I really love working here, it is very challenging and rewarding. Know that I do not live in town but know that I have a lot of responsibility outside of work. One thing I would like to see is 5:30, I know that when you get home you have to make dinner and then have to come back, I would like to keep it at 6:00 if we can, it is easier on both Jenelle and I when we are trying to get things done and represent the town as we should.

Mayor Gibson: I did go through the league of towns book and about 75% meet before 7:00.

Councilmember Brown: I would like to make a comment if you move the meetings to 5:30, I know that we are a bedroom community a lot of us travel from Hamilton or Missoula. I get back at 5:23 to my house, almost every night.

Mayor Gibson: I would agree with that, they would like to leave this at 6:00.

Councilmember Barker: the reason that I brought this forward is that there are people that have asked to have this changed. It is for all of us to come to a conclusion. I understand that you work long hours, it is for us to all come together for what is the best.

Councilmember Michalson: what if we met in the middle and made it 6:30. It would give the public more time to get here and yes it would take a half hour of your time but then we would be meeting in the middle.

Mayor Gibson: it is up to you.

Councilmember Michalson: make a motion to amend it to 6:30.

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

Mayor Gibson: motion and a 2<sup>nd</sup> to change it to 6:30. Any further discussion on that to vote on the amendment to move it to 6:30. Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0.

Councilmember barker: we still have a motion on the first one.

Mayor Gibson: to vote on the amendment.

Councilmember Michalson: we voted on that.

Jenelle Berthoud: you had a motion and a 2<sup>nd</sup> on the original time change. Councilmember Michalson made a motion to amend that, so we need to go back and vote on the original. Voting on your first approval and 2<sup>nd</sup> to go from 6:00- 7:00pm.

Councilmember Barker: no.

Councilmember Brown: no.

Councilmember Michalson: no.

Mayor Gibson: motion fails.

9. Board Reports

Councilmember Brown: Airport Board report, you introduced the new airport manager Will Rowe, thank you for stepping up. Lights and windsock are being taken care of. Stevensville Airport Association has a lounge up and running. On the claims about the radio, it has been returned and is being used.

Councilmember Barker: Park Board meets next Tuesday.

10. Town Council Comments

Councilmember Michalson: Mr. Kruse, if we could have the fall leaf pick up back that would be nice.

Steve Kruse: that is the intent

11. Executive Report

Mayor Gibson: this is one of the bad days, there are a lot of rumors about when I am leaving. I am going to stay through the budget, I don't feel that it is fair to leave you or the staff. We have met with the department heads to look at the budgets. Our goal is possibly to have a preliminary budget meeting. My intent is the end of October or my birthday in November.

12. Adjournment

**APPROVE:**

**ATTEST:**

---

**Steve Gibson, Mayor**

---

**Jenelle S. Berthoud, Town Clerk**

**File Attachments for Item:**

a. Claims #18589, #18594-#18600

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 8/23) ****								
18589	C	1787 Valli Information Systems, Inc.	564.44					
		BDS Svcs for UB						
		90390 09/13/23 UB Billing Svcs	564.44			5210 430510	350	101000
18594	E	33 NORTHWESTERN ENERGY	19,396.32					
		Northwester Energy 37 different accounts						
		Sept 23 09/06/23 721275-6 Light Dist 3	299.86			2430 430263	340	101000
		Sept 23 09/06/23 722451-2 206 Buck 90% TH	329.19			1000 411201	340	101000
		Sept 23 09/06/23 722451-2 206 Buck 10% Bldg De	36.60			2394 420531	340	101000
		Sept 23 09/06/23 723606-0 Peterson Add'n Light	225.78			2420 430263	340	101000
		Sept 23 09/06/23 723607-8 Dayton Add'n Lightin	310.44			2410 430263	340	101000
		Sept 23 09/06/23 724186-2 Maplewood Cemetery	12.60			1000 430900	340	101000
		Sept 23 09/06/23 724187-0 Main St seasonal Lig	4.91			1000 430263	340	101000
		Sept 23 09/06/23 724206-8 Orig Town Street Lig	297.97			1000 430263	340	101000
		Sept 23 09/06/23 724207-6 ESH - 5th St. Light	544.60			1000 430263	340	101000
		Sept 23 09/06/23 724208-4 5th St to Lange Par	20.48			1000 430263	340	101000
		Sept 23 09/06/23 724209-2 Add'l Town lighting	185.33			1000 430263	340	101000
		Sept 23 09/06/23 724515-2 MBF H2O plant	47.94			5210 430520	340	101000
		Sept 23 09/06/23 724518-6 102 Main St pump #1	27.37			5210 430520	340	101000
		Sept 23 09/06/23 724755-4 Riverside Cemetery I	183.29			1000 430900	340	101000
		Sept 23 09/06/23 724756-2 Maplewood Cemetery	107.75			1000 430900	340	101000
		Sept 23 09/06/23 724942-8 Sewer lift station W	10.43			5310 430620	340	101000
		Sept 23 09/06/23 724944-4 Sewer trtmnt plant	3,211.61			5310 430620	340	101000
		Sept 23 09/06/23 724971-7 Truck garage South	52.49			5210 430520	340	101000
		Sept 23 09/06/23 725036-8 L&C Yard Light	12.60			1000 460430	340	101000
		Sept 23 09/06/23 725041-8 L&C Park 5hp IRR	79.03			1000 460430	340	101000
		Sept 23 09/06/23 725042-6 L&C Park Parking Lot	6.00			1000 460430	340	101000
		Sept 23 09/06/23 725084-8 L&C Park Rest/Field	691.25			1000 460430	340	101000
		Sept 23 09/06/23 78218-9 214 Buck St. - H2O 25	8.47			5210 430520	340	101000
		Sept 23 09/06/23 78218-9 214 Buck St. - WW 25%	8.47			5310 430620	340	101000
		Sept 23 09/06/23 78218-9 214 Buck St. - PD 50	16.94			1000 420100	340	101000
		Sept 23 09/06/23 1447753-3 3rd & Park	15.10			1000 430263	340	101000
		Sept 23 09/06/23 158216-1 421 Airport Rd - SRE	39.18			5610 430300	340	101000
		Sept 23 09/06/23 158216-1 421 Airport Rd - FD	39.18			1000 420422	340	101000
		Sept 23 09/06/23 1685436-6 Crksde Mdws Ph 1	312.38			2440 430263	340	101000
		Sept 23 09/06/23 1685994-4 Crksde Mdws ph 2	166.76			2440 430263	340	101000
		Sept 23 09/06/23 2057364-8 Pool	671.91			1000 460445	340	101000
		Sept 23 09/06/23 2079637-1 MBF Well Field 305	10,449.59			5210 430520	340	101000
		Sept 23 09/06/23 2079645-4 MBF booster statio	155.88			5210 430520	340	101000
		Sept 23 09/06/23 3148944-6 Twin Creeks Lightin	537.95			2450 430263	340	101000
		Sept 23 09/06/23 3218493-9 223 Main St	56.20			1000 460430	340	101000
		Sept 23 09/06/23 3672984-6 300 Main Street	6.31			1000 460430	340	101000
		Sept 23 09/06/23 3672985-3 Stevensville Cutof	6.00			1000 430263	340	101000
		Sept 23 09/06/23 3691677-3 157 Sewer Work Rd	1.14			5210 430520	340	101000

09/26/23  
16:03:44

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 9/23

Page: 2 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		Sept 23 09/06/23 Sewer 157 Sewer Works Rd Depo	1.14			5310 430620	340	101000
		Sept 23 09/06/23 Streets 157 Sewer Works Rd De	2.25*			1000 430200	340	101000
		Sept 23 09/06/23 3763580-2 Dickerson Park	7.73			1000 460430	340	101000
		Sept 23 09/06/23 3795194-4 206 Buck St Light	82.03			1000 411201	340	101000
		Sept 23 09/06/23 3818100-4 102 Main St Ste D	114.19			1000 420100	340	101000
18595	C	728 HDR ENGINEERING, INC.	10,974.98					
HDR Invoice 1200556127 and 1200556117. Prelim ddsign of water main replacement project. Amount due \$7,395 (Project mgnt =\$103.07 & preliminary engineering design = \$3,509.55 and \$3782.38 Final Design) The total budget for this project is \$292,694, budget remaining is \$160,024.41.								
		1200556117 09/12/23 HDR - ARPA Water Repair Pr	7,395.00			5230 430550	900	2 101000
		1200556127 09/12/23 HDR - ARPA Water Repair Pr	3,579.98			5230 430550	900	2 101000
18596		1884 Montana Department of Labor & Building Codes Program. TOS Building Permit Revenues from July 1st 2022 to June 30th 2023 were \$18,698.10. Our assessment fee is \$93.49.	93.49					
		24.301.211 09/12/23 MT DOL Building Codes Prog	93.49*			2394 420531	540	101000
18597		108 BITTERROOT STAR	106.50					
Public Hearing Notice for Preliminary Budget Hearing for FY 23-24								
		2811 09/12/23 Bitterroot Star	106.50			1000 410550	330	101000
18598		23 VALLEY DRUG AND VARIETY	3.80					
Postage(mail jury returns and escusals to Ravalli County Jury Commissioner)								
		17961 09/14/23 Postage	3.80			1000 410360	311	101000
18599		1780 Tear It Up LLC	95.80					
Shredding services on as needed basis								
		64359 09/19/23 Shredding Admin	9.58*			1000 410550	390	101000
		64359 09/19/23 Shredding PD	9.58*			1000 420100	390	101000
		64359 09/19/23 Shredding Court	4.79*			1000 410360	390	101000
		64359 09/19/23 Shredding Bldg Dept	4.79*			2394 420531	390	101000
		64359 09/19/23 Shredding FD	4.79*			1000 420410	390	101000
		64359 09/19/23 Shredding Sewer	28.74*			5310 430610	390	101000
		64359 09/19/23 Shredding Water	28.74*			5210 430510	390	101000
		64359 09/19/23 Shredding Airport	4.79*			5610 430300	390	101000
18600	C	1448 Bitter Root Laundry & Cleaners	42.29					
Cleaning rugs for the pool. This should be the last until next year.								
		0134269 09/11/23 Rugs for pool	42.29*			1000 460445	360	101000



09/26/23  
16:03:44

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 9/23

Page: 3 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18601		690 Core & Main LP	1,132.02					
		Water Repair and Plumbing Parts						
	T482297	08/29/23 H2O Repari & Plumbing Parts	114.98			5210 430550	230	101000
	T596866	09/18/23 H2O Repari & Plumbing Parts	108.78			5210 430550	230	101000
	T499077	09/08/23 H2O Repari & Plumbing Parts	666.30			5210 430550	230	101000
	T518084	09/08/23 H2O Repari & Plumbing Parts	241.96			5210 430550	230	101000
18602		1929 MISSOULA MOTOR PARTS CO.	343.39					
		Invoices 8/3/23 755161. 8/16/23 - 757626. 8/24/23 - 758860.						
		CC-58 08/03/23 Hydraulic Filter	232.93			1000 202200		101000
		755161						
		MISSOULA MOTOR PARTS CO.						
		CC-59 08/16/23 Repl Hydraulic Line WWTP	82.71			5310 202200		101000
		757626						
		MISSOULA MOTOR PARTS CO.						
		CC-63 08/24/23 Supplies	27.75			5310 202200		101000
		758860						
		MISSOULA MOTOR PARTS CO.						
18603		74 STEVENSVILLE RURAL FIRE DISTRICT	65.67					
		Meal Split with Stevensville Rural Fire District. Invoice 137						
		137 09/06/23 Meal Split-SRFD	47.39			1000 420410	229	101000
		137 09/07/23 Meal Split -SRFD	14.99			1000 420410	229	101000
		137 09/06/23 Meal Split -SRFD	3.29			1000 420410	229	101000
18604		345 POOL & POND SUPPLY	178.00					
		Freight in from Paragon.						
		964601 01/24/23 Freight in from Paragon	178.00*			2987 460430	930	101000
		<b># of Claims 12</b>	<b>Total: 32,996.70</b>					
		<b>Total Electronic Claims</b>	<b>30,978.03</b>	<b>Total Non-Electronic Claims</b>		<b>2018.67</b>		

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<b>Fund/Account</b>	<b>Amount</b>
1000 GENERAL	
101000 Cash - Operating	\$3,972.77
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$134.88
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$310.44
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$225.78
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$299.86
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$479.14
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$537.95
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	
101000 Cash - Operating	\$178.00
5210 WATER	
101000 Cash - Operating	\$12,468.08
5230 ARPA Water Leak Repair Grant	
101000 Cash - Operating	\$10,974.98
5310 SEWER	
101000 Cash - Operating	\$3,370.85
5610 AIRPORT	
101000 Cash - Operating	\$43.97
<b>Total:</b>	<b>\$32,996.70</b>

09/26/23  
16:03:45

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 9 / 23

Page: 5 of 5  
Report ID: AP100A

ORDERED that the Director of Finance draw a check/warrant on the Town of Stevensville.

\_\_\_\_\_  
Stacie Barker, Councilmember

\_\_\_\_\_  
Bob Michalson, Councilmember

\_\_\_\_\_  
Cindy Brown, Councilmember

\_\_\_\_\_  
Nancy Lowell, Councilmember

\_\_\_\_\_  
Steve Gibson, Mayor

Date Approved \_\_\_\_\_

**File Attachments for Item:**

a. Discussion/Decision: Petition for Variance at 218 W 3rd St. Adjusting the Minimum Lot Area and Minimum Dwelling Size

## NOTICE OF PUBLIC HEARING

Thursday, September 14, 2023, 5:00 p.m.

NOTICE IS HEREBY GIVEN that the Town of Stevensville Board of Adjustments will hold a public hearing on Thursday, September 14, 2023, at 5:00 p.m. at Town Hall, 206 Buck Street, for the purpose of considering a Petition for Variance from Jim Cloud/Ridgeway Investments, owner of 218 W. 3<sup>rd</sup> Street.

The Petition for Variance requests the Board to approve a variance of the following local zoning regulations:

### Developmental Code, Section 10-224-Dimensional Requirements Chart

a. The minimum lot area in square feet in an R-2 zone is 10,000 square feet. The applicant is requesting a variance to divide the current 11,760 square foot lot into 2 lots. One lot that currently has a home on it would measure 6,080 square feet and the new proposed lot would measure 5,700 square feet.

### Developmental Code, Section 10-230-Residential Chart, and Section 10-231-Residential Chart Footnotes

a. R-2 Residential single-family dwelling (9) are permitted in an R-2 zone.

b. Footnote (9) minimum dwelling size is 1,000 square feet of habitable space. The applicant is requesting a variance to reduce the square feet of habitable space to 640 square feet.

Additional information, including the application for variance can be obtained by contacting Jenelle Berthoud, Town Clerk, 406-777-5271 ext. 102 or coming by Town Hall, 206 Buck Street, Stevensville, MT Monday-Friday's 8:00-5:00. Written comments may be mailed to the Town Clerk, Town of Stevensville, 206 Buck Street or PO Box 30, Stevensville, MT 59870 on or before 5:00 pm September 14, 2023, or emailed to [jenelle@townofstevensville.com](mailto:jenelle@townofstevensville.com).





- 1) APPLICATION FOR VARIANCE MUST USE THIS FORM.
- 2) AN APPLICATION FEE OF \$750.00 MUST BE PAID TO THE TOWN CLERK BEFORE THE TOWN WILL PROCESS THE APPLICATION.

TOWN STAFF RESERVE THE RIGHT TO RETURN MATERIALS THAT ARE DEEMED INCOMPLETE OR LACK SUFFICIENT SUPPORTING DOCUMENTATION. THIS MAY ALSO DELAY THE SCHEDULING TO PRESENT A VARIANCE REQUEST.

**(Part A) PLEASE PROVIDE THE INFORMATION REQUESTED BELOW.**

1. 1 copy of a scaled site plan and supporting data/documents. The site plan must clearly show the existing standard and the proposed variance to the standard.

**2. APPLICANT/REPRESENTATIVE:**

Name:	<u>Jim Cloud</u>	Cell Phone Number:	<u>406-531-6655</u>
Address:	<u>139 Juniper, Stevi, MT</u>	Other Phone Number:	<u>406-642-3633</u>
Email:	<u>jcloud@ridgewayrx.com</u>		

**3. PROPERTY OWNER (If different from applicant):**

Name:	<u>Ridgeway Investments</u>	Cell Phone Number:	<u>406+-531-6655</u>
Address:	<u>2824 US Hwy 93N, Victor, MT, 59875</u>	Other Phone Number:	<u>406-642-3633</u>
Email:	<u>jcloud@ridgewayrx.com</u>		

**4. ADDRESS OF PROPERTY:**

218 W. 3rd Street, Stevensville, MT, 59870

**5. LEGAL DESCRIPTION OF PROPERTY (Block & Lots, Subdivision/Addition):**

STEVENSVILLE ORIGINAL TOWNSITE, S27, T09 N, R20 W, 11760 SQUARE FEET, LOTS 11 & 12 BLK 17 20' ST REDUCED PF #7117 ALSO PT VACATED ALLEY #739708

**6. LOT OR PARCEL SIZE (Square feet):**

11,760

**7. CURRENT AND PROPOSED USE OF STRUCTURE OR PROPERTY:**

Currently one house on two combined city lots, Separate the two lots and put a 640 square foot house on 2nd lot.

**8. ZONING DISTRICT: R-2 Residential**



Town of Stevensville  
**BOARD OF ADJUSTMENT**  
APPLICATION FOR VARIANCE

(Part B) INDICATE WHICH VARIANCE(S) IS (ARE) BEING REQUESTED AND THE EXTENT OF THE VARIANCE.

EXAMPLE: [X] Reduce Front Lot Line Setback: *From the required 10 feet to 3 feet.*

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**Dimensional Criteria:**

- Reduce front lot line setback: \_\_\_\_\_
- Front lot line setback #2 (corner lot): \_\_\_\_\_
- Reduce garage entrance setback: \_\_\_\_\_
- Reduce side lot line setback: \_\_\_\_\_
- Reduce rear lot line setback: \_\_\_\_\_
- Exceed building height limitation: \_\_\_\_\_

**Lot Coverage/Area Criteria:**

- Lot coverage percentage: 10.66%
- Front porch lot coverage percentage: \_\_\_\_\_
- Lot area per dwelling unit: \_\_\_\_\_

**Landscaping Criteria:**

- Reduce or eliminate landscaping area: \_\_\_\_\_
- Reduce or eliminate screening area: \_\_\_\_\_

**Parking Criteria:**

- Exceed the maximum parking spaces allowed: \_\_\_\_\_
- Reduce the amount of required on-site parking spaces: \_\_\_\_\_
- Reduce or eliminate loading berths: \_\_\_\_\_
- Reduce or eliminate required bicycle spaces: \_\_\_\_\_

**Sign Criteria:**

- Sign area (square footage): \_\_\_\_\_
- Sign height: \_\_\_\_\_
- Sign location: \_\_\_\_\_
- Number of signs: \_\_\_\_\_



Town of Stevensville  
**BOARD OF ADJUSTMENT**  
**APPLICATION FOR VARIANCE**

**(Part C) BOARD OF ADJUSTMENTS VARIANCE REVIEW CRITERIA.** To approve a requested variance for a new building or portion thereof, the Board of Adjustment shall consider the following standards in section 11-114 of the Stevensville Town Code and find as follows:

1. The variance will not create a significant risk to the public health, safety, or general welfare;
2. The variance will not significantly reduce or impair the peaceful use of existing property or improvements in the vicinity and the zoning district in which the subject property is located; and
3. Excluding monetary hardship, strict compliance with the provisions of this title would create unnecessary hardship or practical difficulty.

It is the applicant's burden of proof to show that a variance should be granted. As part of your application, you are required to provide information for each of the following factors including all alternatives considered. Failure to provide adequate responses or requested documentation may result in a returned application.

1. Are there special conditions and circumstances that are unique to the applicant's site, including the size of the property, unusual or extreme topography, or unusual shape of the property? If so, state the specific factors and provide supporting documentation. For example, if the variance request is due to an abnormal lot configuration, provide a survey of the lot that specifically demonstrates the issue.

The site was originally two separate lots, at some undetermined time in the past, it was combined into one lot. The alley was also abandoned.

2. How is the proposed variance compatible with the other structures located on the site or in the vicinity of the site? Provide a site plan that accurately and to scale represents the height, location, and dimensions of existing structures.

We are only seeking a variance that is actually more conservative than the one granted to the property next door, the setbacks this property will be much larger, and the lot will actually be larger.

3. Describe whether there is a prevalence of nonconformities in the vicinity of the applicant's site that are similar to the variance requested. If so, what are those nonconformities and provide supporting documentation.

The lot directly next door to the North does not conform to the town size requirements.

4. Is the need for a variance request a result of government action? For example, the front yard setbacks were increased after construction of the structure, there fore creating the non-conformity. Explain.

No

5. Would a literal interpretation of the provisions in this title deprive the property owner of rights commonly enjoyed by other similar properties in the same zoning district? For example, would the denial of the variance deny the property owner the right to safe placement of a garage where garages are typical. If so, explain.

Yes, the property next door was granted a variance.





Town of Stevensville  
**BOARD OF ADJUSTMENT**  
**APPLICATION FOR VARIANCE**

(Part C Continued...)

6. Explain the extent of the circumstances that are creating hardship or difficulty in compliance with the Town Code and list alternatives and options considered by the applicant. Provide supporting documentation.

The minimum lot size requirement. The minimum home size.

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7. Describe whether or not granting the variance requested will confer an unreasonable special privilege to the subject property that is not available to other similar properties located in the same zoning district and provide supporting documentation.

No

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8. Do you think a rebuttable presumption, should apply to your property, yes or no? For example, do you have an existing non-conforming structure that you wish to rebuild in the same location? If yes, show the original footprint of the building. Provide documentation that proves the existence of the prior nonconformity. Document that the nonconformity can be in compliance with building and fire codes.

No

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9. Provide any additional information you would like the Board to consider.


No

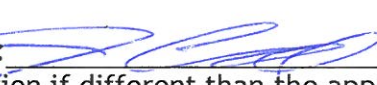
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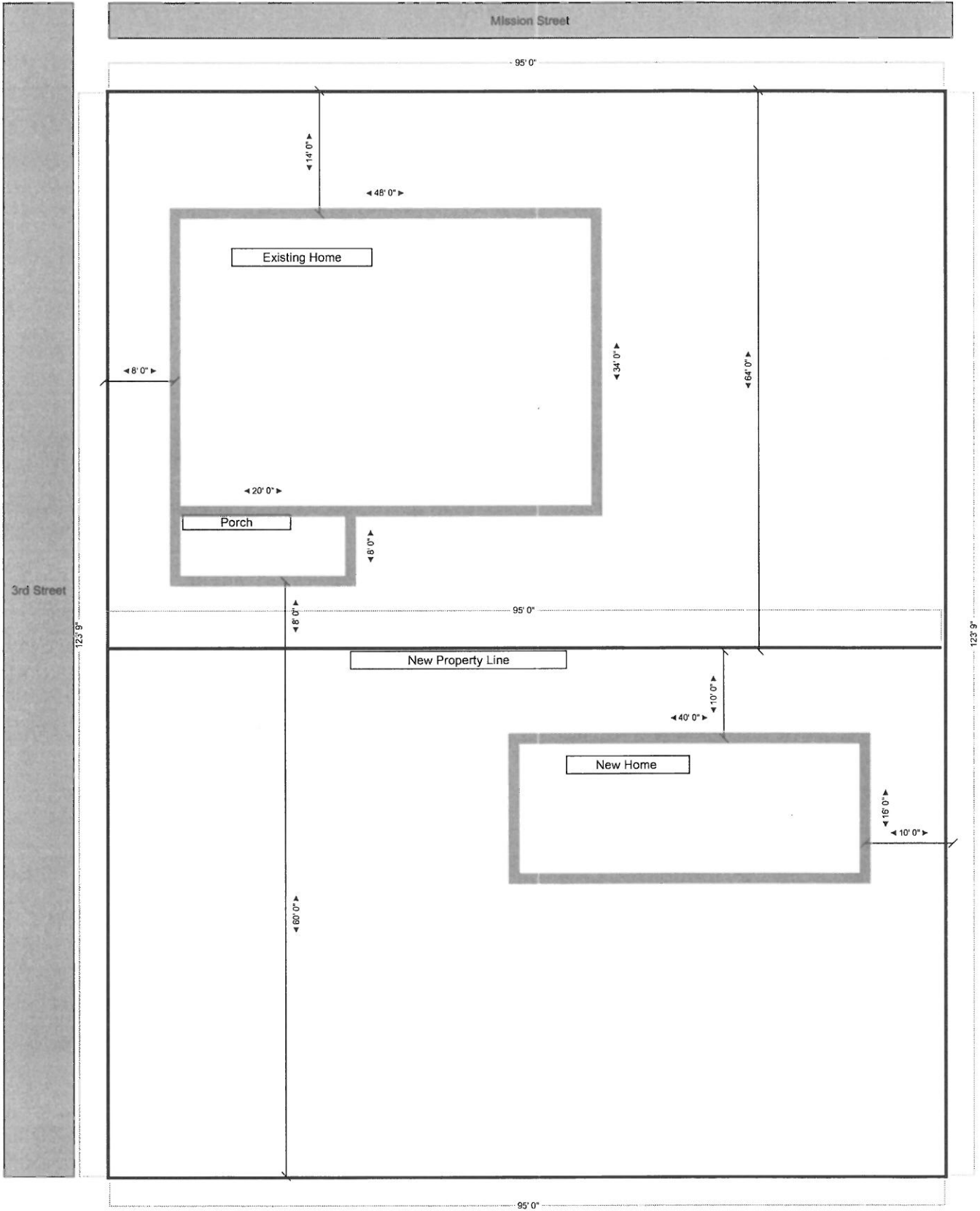
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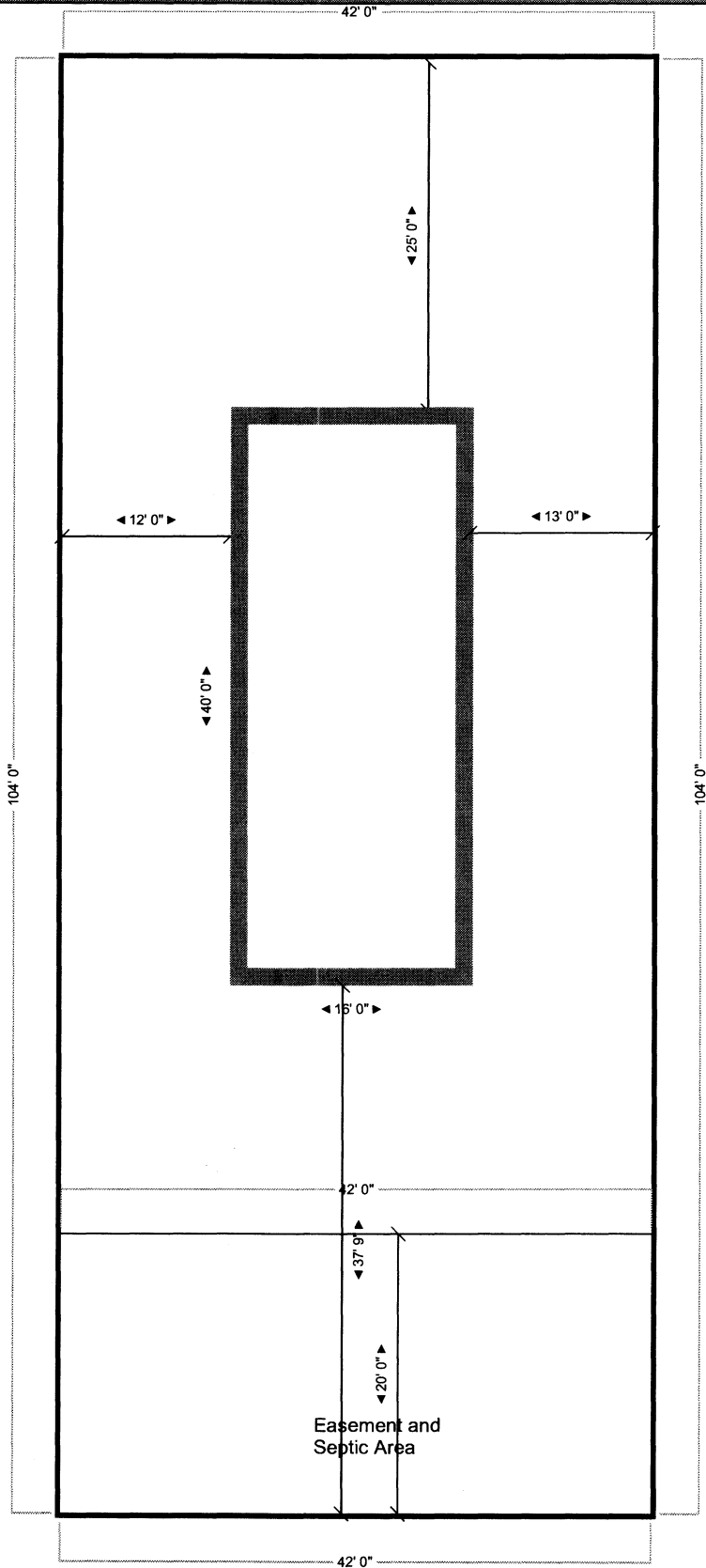
**IT IS THE POLICY OF THE TOWN OF STEVENSVILLE'S BOARD OF ADJUSTMENT TO NOT ACT ON A PROPOSAL IF THE APPLICANT/PROPERTY OWNER OR REPRESENTATIVE IS NOT PRESENT AT THE BOARD OF ADJUSTMENTS HEARING. TOWN STAFF REPRESENT THE TOWN AND CANNOT ANSWER QUESTIONS ON BEHALF OF THE APPLICANT AT THE BOARD OF ADJUSTMENT HEARINGS.**

**I HEREBY CERTIFY THE ABOVE STATEMENTS AND ANY ATTACHED INFORMATION ARE TRUE AND CORRECT.**

**APPLICANT'S SIGNATURE:**  **DATE:** 7/6/23

**PROPERTY OWNER'S SIGNATURE:**  **DATE:** 7/6/23  
(Property owner must sign application if different than the applicant)









## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<b>Second Person Submitting the Agenda Item:</b>	Planning & Zoning Board
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	09/28/2023
<b>Agenda Topic:</b>	Discussion/Decision: Petition for Variance at 218 W 3rd St. Adjusting the Minimum Lot Area and Minimum Dwelling Size
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	09/28/2023
<b>Notes:</b>	<p>The Planning &amp; Zoning Board met on 9/25/2023 to discuss the proposed variance at 218 W 3<sup>rd</sup> Street. The following statement is from the P&amp;Z Board:</p> <p>“On Monday, September 25, 2023, the Stevensville Planning and Zoning Board unanimously approved a motion to recommend that the Stevensville Town Council approve the variance requested by Jim Cloud/Ridgeway Investments for 218 West 3rd Street, Stevensville.”</p> <p>Mayor Gibson has approved their decision to be placed on this week’s regularly scheduled town council meeting.</p>

**File Attachments for Item:**

b. Discussion/Decision: Approve Letter to Montana Department of Transportation Regarding Traffic Safety Concerns





## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	09/28/2023
<b>Agenda Topic:</b>	Discussion/Decision: Approve Letter to Montana Department of Transportation Regarding Traffic Safety Concerns
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	09/28/2023
<b>Notes:</b>	At the August 24, 2023, Town Council meeting the council voted on drafting a letter to Montana Department of Transportation regarding traffic concerns and safety at Main Street and 2 <sup>nd</sup> Street and at Eastside Highway and Main Street. The drafted letter is included with this agenda item.

Steve Gibson  
Mayor of Stevensville



Stevensville Town Hall  
206 Buck Street  
Stevensville, MT 59870  
Phone: 406-777-5271  
Fax: 406-777-4284

September 28, 2023

Dear, Malcom Long, Director of Montana Department of Transportation,

We are writing this letter in regards to two particular concerns in relationship to traffic safety on Main Street in Stevensville, MT.

We as representatives of the town citizens have personally witnessed and received complaints from a number of citizens regarding two intersections, 2<sup>nd</sup> Street and Main Street, which is a state highway that runs through downtown and Eastside Highway and Main Street.

Last August of 2022 I met with Bob Vosen and two others regarding traffic concerns and other concerns. As of this date we have received no response.

At the very least we are requesting that a four-way stop be placed at the intersection of 2<sup>nd</sup> Street and Main Street and future recommendations in relationship to Eastside Highway and Main Street. Traffic has increased greatly in the last few years due to growth both inside and outside the city limits and this has had a prominent impact on traffic downtown. Currently there is only one four-way stop on all of Main Street, which impacts traffic, safety and congestion.

Please let us know who to contact regarding these issues. Thank you for your time and consideration.

Steve Gibson  
Mayor

Councilmembers Barker, Brown, Lowell and Michalson

Todd Schafer  
Chief of Police



**File Attachments for Item:**

a. Informational: Scarecrow Festival Additional Street Closure, W 3rd. Street



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Loey Knapp, Scarecrow Festival
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Citizen
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	09/28/2023
<b>Agenda Topic:</b>	Informational: Scarecrow Festival Additional Street Closure, W 3rd. Street
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	09/28/2023
<b>Notes:</b>	Scarecrow Festival has had a change of location for their stage placement. Originally it would have been located at the Rocky Mountain Bank parking lot, due to an additional event using that space the committee is moving the stage to the corner of Main Street and W 3 <sup>rd</sup> Street. Street closure will be W 3 <sup>rd</sup> Street from Buck Street to Main Street. Friday 10/6/23 from 3:00 pm-9:00 pm and Saturday 10/7/23 from 9:00 am-9:00 pm.

TOWN OF STEVENSVILLE  
APPLICATION FOR SPECIAL EVENT PERMIT

Received  
5/25/23

APPLICATION DATE: April 19 23 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Scarecrow Festival (Project 59870)

CONTACT PERSON: Loey Knapp TELEPHONE: 406 529 9715

ACTIVITY: Scarecrow Festival (no Brewfest)

LOCATION REQUESTING: Main Street, 3rd Street to Church, Veterans Park

DATE: Oct 6-7 STARTING TIME: 3pm Friday ENDING TIME: 9pm Friday  
9am Saturday 9pm Saturday

ESTIMATED NUMBER OF PEOPLE ATTENDING: 4000

W 3rd Buckle to  
Main Street  
F. 3-9  
S. 9-9

ALCOHOL USE? YES  NO  If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES  NO  If yes, please attach MDOT Street Closure Permit  
Main Street From Church to 3rd Street

REQUEST FOR BONFIRE? YES  NO  If yes, please attach Town Burn Permit  
1 at corner of Main at Rocky MT Bank

IS OVERNIGHT CAMPING REQUESTED? YES  NO

DO YOU HAVE INSURANCE? YES  NO

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana Statute M.C.A. 2-9-108.

WILL SECURITY BE REQUIRED? YES  NO

IF YES, PLANS FOR SECURITY: \_\_\_\_\_

PLANS FOR CLEAN UP: COMMITTEE CLEANUP

FEE: \$ 315 Friday night / Saturday night / Sunday 2-3

\*\*If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. \*\* If Council approval, a representative must attend the council meeting.

**File Attachments for Item:**

b. Discussion/Decision: Resolution No. 512a, a Resolution Amending the Time of Town Council Meetings for the Stevensville Town Council



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	09/28/2023
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 512a, a Resolution Amending the Time of Town Council Meetings for the Stevensville Town Council
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	09/28/2023
<b>Notes:</b>	At the September 14, 2023, Town Council meeting the council approved a time change to regular town council meetings. The new time change is reflected in Resolution No. 512a.

**RESOLUTION NO. 512a**

**A RESOLUTION AMENDING THE TIME OF TOWN COUNCIL MEETINGS FOR THE STEVENSVILLE TOWN COUNCIL**

**WHEREAS**, the Town of Stevensville Town Council will hold Town Council Meetings starting at 6:30 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month.

**THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Stevensville approved the time change of Town Council Meetings from 6:00 p.m. to 6:30 p.m. at the September 14, 2023 regularly scheduled meeting.

Passed and Adopted by the Town Council of the Town of Stevensville dated this 28<sup>th</sup> day of September 2023.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

**Steve Gibson, Mayor**

**Jenelle S. Berthoud, Town Clerk**