



**Stevensville Planning and Zoning Board Meeting  
Agenda for  
WEDNESDAY, MARCH 11, 2026  
6:00 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Discussion on the Following Items
  - a. Appointment of a Planning & Zoning Board Vice-Chairperson  
(Will result in either a formal decision or postponement by the P&Z Board)
  - b. Appointment of a Planning & Zoning Board Secretary  
(Will result in either a formal decision or postponement by the P&Z Board)
  - c. Updates to Planning & Zoning Board Bylaws
  - d. Review of Planning & Zoning Board Application
  - e. Discussion/Decision: Recommendation to the Town Council for Ms. Miller to the Planning & Zoning Board
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. Appointment of a Planning & Zoning Board Vice-Chairperson

(Will result in either a formal decision or postponement by the P&Z Board)



**Town of Stevensville  
Planning and Zoning Board  
Agenda Item Request**

**To be submitted at least 8 days prior to the scheduled meeting**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Tam Ross
<b>Second Person Submitting the Agenda Item:</b>	NA
<b>Submitter Title:</b>	P&Z Chairperson
<b>Submitter Phone:</b>	406-777-5271
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	P&Z Meeting of 03/11/2026
<b>Agenda Topic:</b>	Appointment of a Planning & Zoning Board Vice-Chairperson  (Will result in either a formal decision or postponement by the P&Z Board)
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	Not needed for an appointment, bylaws provided in prior agenda meeting request form for the same meeting.
<b>Approved/Disapproved by the Board Chair?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	03/11/2026
<b>Notes:</b>	

**File Attachments for Item:**

b. Appointment of a Planning & Zoning Board Secretary

(Will result in either a formal decision or postponement by the P&Z Board)



**Town of Stevensville  
Park Board  
Agenda Item Request**

**To be submitted at least 8 days prior to the scheduled meeting**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Tam Ross
<b>Second Person Submitting the Agenda Item:</b>	NA
<b>Submitter Title:</b>	P&Z Chairperson
<b>Submitter Phone:</b>	406-777-5271
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	P&Z Meeting of 03/11/2026
<b>Agenda Topic:</b>	Appointment of a Planning & Zoning Board Secretary  (Will result in either a formal decision or postponement by the P&Z Board)
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	Not needed for an appointment, bylaws provided in prior agenda meeting request form for the same meeting.
<b>Approved/Disapproved by the Board Chair?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	03/11/2026
<b>Notes:</b>	

**File Attachments for Item:**

c. Updates to Planning & Zoning Board Bylaws



**Town of Stevensville  
Planning and Zoning Board  
Agenda Item Request**

**To be submitted at least 8 days prior to the scheduled meeting**

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<b>Person Submitting the Agenda Item:</b>	Tam Ross
<b>Second Person Submitting the Agenda Item:</b>	NA
<b>Submitter Title:</b>	P&Z Chairperson
<b>Submitter Phone:</b>	406-777-5271
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	NA
<b>Agenda Topic:</b>	Updates to Planning & Zoning Board Bylaws
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved by the Board Chair?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	03/11/2026
<b>Notes:</b>	Changes are reflected in attachment.

**BY-LAWS**  
**STEVENSVILLE PLANNING AND ZONING BOARD**

**ARTICLE I - NAME, MEMBERSHIP AND TERMS**

SECTION 1. Name

- a. The official name of the organization shall be "The Stevensville Planning and Zoning Board"

SECTION 2. Membership

- a. Members are appointed by the Mayor of the Town and affirmed by a vote of the Town Council.
- b. Membership shall be as specified in Montana Codes Annotated 76-1-221 consisting of not less than seven members appointed as follows:

- (1) one member from Town Council membership
- (2) one member appointed who may, at the discretion of the Town Council, be an employee or hold public office in the town or county in which the town is located
- (3) one member to be appointed upon the designation by the county commissioners of Ravalli County
- (4) two members who are resident freeholders within the Town limits
- (5) two members who are resident freeholders within the extended zoning jurisdictions of the Town

(6) In addition, when deemed to be in the best interest of the Town, and with input from the Planning and Zoning Board Chair, the following optional members may be appointed to the Board as full members, subject to Town Council approval:

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(a) Up to two (2) additional members who reside within the Town's zoning jurisdictions.

(b) Up to two (2) additional members who reside anywhere within the 59870 zip code that denotes Stevensville, MT.

Under this section, the Planning and Zoning Board may consist of up to eleven (11) voting members, if all optional appointments are utilized.

c. Extended Zoning Jurisdiction means the area outside the Town limits in which the Town of Stevensville exercises zoning authority, defined as the Town's designated Urban Area. This area consists of all land within one (1) mile of the Town limits to the south, extending west to the Bitterroot River and east to the Supply Ditch, as established in Town Resolution 144 and recognized by Ravalli County.

~~(6) in addition, with input from the Planning and Zoning Board Chair, and when deemed to be in the best interest of the Town, up to two additional members from within the Town's zoning jurisdictions may be appointed to the Board as full members~~

### SECTION 3. Terms

a. Terms of membership shall be for three (3) years based upon calendar years and ending in staggered intervals, excepting the Town Council member who shall be appointed by Town Mayor for one year term. Members may be re-appointed to consecutive terms.

## **ARTICLE II – OFFICERS**

### SECTION 1. Officers.

The elective officers of the Planning and Zoning Board shall consist of a Chair, Vice Chair, and Secretary.

SECTION 2. Nomination and election of officers.

Nomination of elective officers shall be made at the annual election meeting which shall be held at the election meeting in January. The election shall follow immediately thereafter. Officers shall be nominated and elected from the appointed members only. A nominee receiving a majority vote of those present at the election meeting shall be declared elected.

SECTION 3. Terms of officers.

The elective officers shall take office immediately upon election in January and shall serve for a term of one year.

SECTION 4. Vacancies in office.

Vacancies in elective offices shall be filled immediately by regular election procedures for the unexpired portion of the term.

SECTION 5. Duties of officers.

a. Chair

The Chair shall preside at all meetings and public hearings of the Planning and Zoning Board and shall call special meetings when he/she deems it necessary or is required to do so. The Chair shall certify the expenditures of the Planning and Zoning Board funds and shall sign the minutes of the board meetings and all official papers and plans involving the authority of the Planning and Zoning Board which are transmitted to the Town Council. The Chair shall have the privilege of discussing all matters before the Board and voting thereon. The Chair shall have all the duties normally conferred by parliamentary usage on such officers and shall perform such other duties as may be ordered by the Board, except as otherwise provided in these by-laws, in other Board resolutions, or in Town Ordinances.

b. Vice-Chair

The Vice-Chair shall assume the duties and powers of the Chair in his/her absence. If the Chair and Vice-Chair are both absent, the board members shall elect a temporary Chair by a majority vote of those present at the regular, recessed, or special meeting, who shall assume the duties and powers of the Chair or Vice-Chair during their absence.

c. Secretary

The Secretary shall keep the minutes of the regular, recessed, and special meetings of the Board. Such minutes shall be approved by the Board and signed by the Chair. The Secretary shall also keep the minutes of the Board committee meetings when requested to do so. He/she shall give notice of all regular and special meetings to Board members, shall prepare the agenda of regular and special meetings, shall serve proper legal notice of all public hearings, and shall serve draft and sign the routine correspondence of the Board. The secretary shall maintain a file of all studies, plans, reports, recommendations, and official records of the Board and shall perform such other duties as the Board may determine.

SECTION 6. Attendance.

The failure to attend three consecutive regular meetings shall be construed as a resignation from the Planning and Zoning Board. The Chair shall notify the appropriate governing body of the vacancy.

SECTION 7. Vacancies.

The Mayor, with Town Council concurrence, shall fill a vacancy occurring on the Planning and Zoning Board within 90 days after notification.

**ARTICLE III – MEETINGS**

SECTION 1. Regular meetings: Time and place.

A regular quarterly meeting shall be held within the following months of January, April, July, and October at a reasonable time in the Town Hall. Legal public notice of time and date shall be posted.

- a. Agenda items and all supporting documentation intended for inclusion in the public meeting packet shall be forwarded to the Town Clerk no later than fourteen (14) calendar days prior to any regular or special meeting. The Town Clerk shall publish the agenda and materials in accordance with Town policy and applicable public notice requirements.
- b. Items submitted after the deadline may be placed on the agenda at the discretion of the Chair, provided that public notice requirements can still be met.

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SECTION 2. Recessed meetings.

Any regular meeting may be recessed to a definite time and place by a majority vote of the Planning and Zoning Board members present at the meeting.

SECTION 3. Special meetings.

The Chair may call special meetings of the Planning and Zoning Board or by any two members upon written request to the secretary. The secretary shall send to all members, at least two days in advance of a special meeting, a written notice fixing the time and place of the meeting.

SECTION 4. Notice of meetings.

Notice of all meetings and special meetings shall be given by the secretary to the members of the Planning and Zoning Board. The notice shall state the date, time, and place of the meeting.

SECTION 5. Order of business - Regular meetings.

- a. Call to order by the Chair
- b. Roll call
- c. Approval of minutes of preceding meeting
- d. Public comments
- e. Regular business

f. Written communications

~~g.~~ Reports from Planning and Zoning Board members and committees

~~g-h.~~ ~~\_\_\_\_\_~~ ~~j.~~ Adjourn

SECTION 6. Public hearing procedure.

a. Chair reviews the application orally. Assigned committee Chair adds related and background information. Planning and Zoning Board members permitted to ask relevant questions on the application. Public hearing opened. Any petitions and data shall be presented at this time.

b. Proponents or opponents in audience given an opportunity to speak in favor or against application. Information submitted should be factual, relevant, and not merely duplication of previous presentation. A reasonable time shall be allowed. Each person speaking shall give name, address, and nature of interest in the matter.

c. Other interested parties allowed to comment or make inquiries. Planning staff presents technical analysis, reviews planning considerations and basic policy, cites possible alternatives, and makes recommendations, if any.

d. Brief rebuttal for proponents and opponents heard separately and consecutively, with presentation limited to their spokesman.

~~e.~~ Public hearing closed. Planning and Zoning Board members voice other significant considerations, pose any relevant questions.

~~f.~~ f. Motion for disposition.

SECTION 7. Quorum.

A majority of the members of the Planning and Zoning Board shall constitute a quorum for the transaction of business and the taking of official action.

SECTION 8. Motions.

The Chair shall restate motions before a vote is taken. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

SECTION 9. Voting.

Any action taken by the majority of those present, when those present constitute a quorum, at any regular, recessed, or special meeting of the Planning and Zoning Board shall be deemed and taken as action of the Board. All matters requiring a public hearing before the Board and all matters referring to the Planning and Zoning Board by the Town Council shall be by roll call vote and the vote of each member shall be recorded in the minutes of the meeting.

SECTION 10. Reports & Materials.

On all matters considered by the Planning and Zoning Board, the report and recommendations, if any, of the board staff or appropriate committees shall be presented to the board and shall be recorded in the minutes of the meeting.

a. Materials or documents submitted to the Planning and Zoning Board during a meeting may be accepted at the discretion of the Chair.

b. Any materials accepted during a meeting shall become part of the official record for the item under consideration. The meeting minutes shall note the materials received.

SECTION 11. Parliamentary procedure.

Parliamentary procedure in Planning and Zoning Board meetings shall be governed by the Roberts Rules of Order, Revised, unless it is specifically provided otherwise in these by-laws, in other Planning and Zoning Board resolutions or in Town Ordinances.

SECTION 12. Public nature of meetings and records.

All regular, recessed, and special meetings, hearings, records, and accounts shall be open to the public.

**ARTICLE IV – COMMITTEES**

SECTION 1. Establishment of committees.

The Board may establish such standing or special committees as it deems advisable and assign each committee specific duties or functions. No standing or special committee shall have the power to commit the Board to the endorsement of any plan or program without its submission to the body of the Board.

SECTION 2. Appointment and terms of committee members.

The Chair of the Planning and Zoning Board shall appoint the members of each standing or special committee and shall name the Chair of each committee. The members of each standing committee shall be appointed at the first regular meeting in January. Special committees may be appointed at such times and for such purposes and terms as the Board approves.

SECTION 3. Committee vacancies.

Vacancies on committees shall be filled immediately by the Chair of the Board.

SECTION 4. Meetings of committees.

All committees shall meet at the call of the committee Chair provided that the Chair of the Board shall also have the opportunity to call a special meeting of any committee at any time and upon such notice as the Chair may specify.

SECTION 5. Quorum and voting.

A majority of the members appointed shall constitute a quorum of all committees. The affirmative vote of a majority of the committee membership shall be required for the adoption of a matter before the committee.

**ARTICLE V – AMENDMENTS**

SECTION 1. Amendments.

- a. These by-laws may be amended at any regular meeting by the affirmative vote of members of the Planning and Zoning Board provided that the proposed amendments have submitted in writing at a previous meeting.

b. Final approval of these amendments is required by a majority vote of the Town Council.

PASSED AND ADOPTED AS AMENDED BY THE STEVENSVILLE PLANNING AND ZONING BOARD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ Signed  
by Planning and Zoning Board Chair

ATTEST: \_\_\_\_\_  
Board Secretary

Approved by Stevensville Town Council this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

ATTEST: \_\_\_\_\_ Town  
Clerk

**File Attachments for Item:**

d. Review of Planning & Zoning Board Application

BOARD APPLICATION FORM  
STEVENSVILLE, MONTANA

\*Disclosure: any information on this application is available for public view

Name: Catana "Cate" Miller

Home Phone: ↓

Address: Trecco Gulch Rd

Work/Cell Phone: ---

City: Stevensville

State: MT Zip: 59870

Email Address: ---

Business or Occupation: owner Origin Market flowers

Board or Committee applying for: Planning

✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

- please see attached

✓ Why do you wish to serve on this Board or Committee?

- please see attached

✓ Additional information which you feel is pertinent:

- please see attached

Signature: Canner

Date: 2/24/20

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

**1. Experience or background which qualifies me for service on the planning board:**

**My background includes extensive work in real estate sales, development, and construction/remodels. I have owned and operated multiple successful businesses, including a restaurant, a flower shop, and a construction company. These ventures required navigating zoning regulations, permitting processes, state and local compliance requirements, and long-term operational planning.**

**I have held liquor licenses in both Montana and Washington, which required thorough regulatory compliance and ongoing oversight. I also successfully navigated the Missoula Health Department approval process for a food truck — a detailed and rigorous regulatory pathway. These experiences have given me firsthand understanding of how policy, public safety, business development, and community standards intersect.**

**Additionally, I have worked extensively in healthcare, and home health, which has strengthened my understanding of community infrastructure needs, accessibility considerations, and responsible service delivery.**

**2. Why I wish to serve on the board:**

**I believe effective planning requires balancing economic vitality with preservation of community identity. My position would be to approach each issue with fairness, practical experience, and a commitment to long-term stewardship of Stevensville.**

**As a lifelong resident and neighbor of Stevensville, I have had the unique privilege of watching our town evolve over the years.**

**3. Additional pertinent information:**

**My ancestors have walked the streets of this town thousands of times. I have prayed over and shed tears for this town at times. I care deeply about preserving its character and heritage, while supporting thoughtful, sustainable growth.**

**With more than 30 years of experience as a business owner, and real estate investor and professional, I believe I bring knowledge that serves this board.**

*Caleb Miller*  
2/22/24



**Town of Stevensville  
Planning and Zoning Board  
Agenda Item Request**

**To be submitted at least 8 days prior to the scheduled meeting**

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<b>Person Submitting the Agenda Item:</b>	Tam Ross
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	P&Z Chairperson
<b>Submitter Phone:</b>	406-777-5271
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	P&Z Meeting of 03/11/2026
<b>Agenda Topic:</b>	Review of Planning & Zoning Board Application
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved by the Board Chair?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	03/11/2026
<b>Notes:</b>	

**File Attachments for Item:**

e. Discussion/Decision: Recommendation to the Town Council for Ms. Miller to the Planning & Zoning Board



**Town of Stevensville  
Planning and Zoning Board  
Agenda Item Request**

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<b>Approved/Disapproved by the Board Chair?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	03/11/2026
<b>Notes:</b>	Application is attached to previous agenda item.