



**Stevensville Planning and Zoning Board Meeting
Agenda for
WEDNESDAY, NOVEMBER 12, 2025
5:00 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Discussion on the Following Items
 - [a.](#) Approval of Meeting Minutes for 08/13/2025
 - [b.](#) Approval of Meeting Minutes for 09/10/2025
 - c. Discussion: Growth Policy Draft: Questions, Additions or Removals
 - [d.](#) Discussion/Decision: Approval of Planning & Zoning Bylaws
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. Approval of Meeting Minutes for 08/13/2025

Stevensville Planning and Zoning Board Meeting Minutes
for WEDNESDAY, AUGUST 13, 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, Dwayne Gibson, Tamara Ross and Councilmember Barker were all present. Angela Lyons and Greg Chillcott were absent.

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

Councilmember Barker: made a motion to approve P&Z Meeting minutes for 4/29, 5/14, 6/04, and 7/09.

John Anderson: 2nd.

Tamara Ross: everyone in favor, AYE.

e. Update: Results from the Community Survey Questionnaire

f. Discussion: Comments and Questions of Growth Policy Chapters

Jerry Grebenc: I am happy to jump in, nothing unusual it was good to see that most of the respondents were from in town. The fact that infrastructure and community services were at the top of the list are normal. One thing that was interesting is we have seen a shift in the past few years, but in this survey economic development was not as high as the other items. The other thing was question 4, types of development, the single-family homes and senior housing. We don't see that very often, we usually see apartments and duplex's, that stood out to me, but it was surprising that most of the respondents were for single family homes. The reality is any workforce or housing needs usually follow with apartments.

Councilmember Barker: the biggest problem with the growth is that there really isn't anywhere for the housing to go, so we are at a stand still right now. Twin Creeks phase II is in there, but that is still be worked on.

Jerry Grebenc: it is just surprising that they did not want to see more apartments and duplex's.

Jenelle Berthoud: we are seeing in the water and sewer bills, when houses sell we are doing the payoffs for those and let the title companies know, Andrena said in two months we have done 10 houses in the town limits that have sold, that is a lot and families are moving in again, I think that we are going back to that bedroom community and the houses that are selling are to people that are driving to Missoula for work and they are looking for smaller school districts, smaller town and less taxes.

Jerry Grebenc: I will say this again, infrastructure, streets, water and sewer that is not surprising to me. Parks restrooms, you guys will know this better than we will, the things that you think may not be important are important. Restrooms, trails, swimming pools.

Jenelle Berthoud: the town received \$5,000.00 from Stockman Bank to update and clean up the bathrooms at Lewis & Clark Park and then remaining funds from that are going to go for signage at the park as well.

Jerry Grebenc: tourism grants can be used on infrastructure. Taxation on parks was evenly split on the survey. That is pretty positive, we are seeing tax levies failing all over the state.

Councilmember Barker: we have several parks in town, but Lewis & Clark is the most used.

Jerry Grebenc: downtown, advertising of events that jumped out. What did you guys think about this? Question 10 the majority of people skipped that question. Just from reading the surveys a lot of people filled in what they are already are volunteering to do. I don't know if you got the response that you wanted.

(side conversations about the volunteer question).

Jerry Grebenc: how do you feel about the survey results.

Councilmember Barker: I really think looking through them and we can see the percentage and the breakdown on that. Those that did comment and responded I thought that the questions were answered well.

Jerry Grebenc: you live there, there is one thing outside of this project the town should work on communicating is the water issue. Not much that the town can do, I do not even live there, and I know the answer to that, people are frustrated but it is what it is.

Councilmember Barker: seeing that on there it was about water, why can't we have the lower rates.

Jenelle Berthoud: I shared these with the mayor as they came in and it is giving him a better opportunity to educate why we are at the rate that we are at.

Jerry Grebenc: we run into this all of the time in an engineering perspective. We have these communities with these terrible infrastructures, and the communities are tinny, and it costs millions of dollars to fix them. You have to have skin in the game; I get that people are upset but you do not get things for free.

Councilmember Barker: that is a good point, what I have done for people is letting them know that there is a water bill and a sewer bill, it is \$133.00, and they think that it is just for water and reminding them that it is split.

Jerry Grebenc: yes, I will let you know that \$133.00 is not high I can name many that are higher.

Jenelle Berthoud: Andrena our water clerk put together a spread sheet of almost all of the towns, and we are one of the lowest at \$69.75 for water with 3,000 gallons, some only have 1,000 gallons for their base rate.

Dani Arps: Jenelle you make a great point, this does bring up other issues and education gaps and maybe the people that commented on the survey, they need to come and get involved in meetings especially when they want to learn about the process. Do some outreach and see how other communities are doing it.

Jerry Grebenc: to Dani's point the template that we always use is in there, I think Dani and Kevin will agree that Stevensville is charging X and it is going to cost Y to upgrade the system and due to the input from similar communities we are at a % of Y. We can work on this to put in there. Working with grants and your engineering firm is crucial.

Jenelle Berthoud: HDR engineering is someone that knows our system very well and sewer would be similar to that.

Jerry Grebenc: I would think that HDR would want that in your planning documents.

Dani Arps: when we at the commerce are scoring a grant we can look to see that you are calling that out in your planning document.

Jerry Grebenc: look at the survey results and try to figure out how to distribute this, of course in the open house and the growth policy itself.

Dani Arps: can we put this PDF on the website.

Jenelle Berthoud: can you all give me some wording to put with this on the website.

Dani Arps: yes, state that it is part of the growth policy.

Jerry Grebenc: all you have to say is these are part of the community survey results as part of the update to the growth policy. if you want me to change how it looks, let me know, we wanted to make sure we could get it out to you for tonight.

Jenelle Berthoud: I think it looks good, on Monday I will put it to the news section and the P&Z part of the website.

Dani Arps: if the newspaper is consistently reaching out let them know to reach out to the website for updates.

Jenelle Berthoud: I will reach out to the Ravalli Republic and the Bitterroot Star and let them know.

Tamara Ross: is it worth the money to put out a blurb.

Jerry Grebenc: take some time to look over it and get back to Jenelle. Many years ago, someone did not like the results of the survey and never released the results to the public.

Councilmember Barker: under other there were a lot of responses, and some were derogative responses.

Jerry Grebenc: I will tell you about a community, not going to mention their name, a certain person in charge did not like the comments and was upset and did not feel like it could be released, we get that, but this is a public process. I will defer to you, but you need to share this stuff.

Dwayne Gibson: I think that you need to hear to get a pulse on what is really happening and what people think.

Jerry Grebenc: unfortunately, there will be people that just have an ax to grind and do not have something productive, and they just want to say what they hate.

Councilmember Barker: maybe we can make some changes into a positive thing.

Jerry Grebenc: absolutely, the water bill thing is like one of the biggest things that you can pound down. Next steps in the process would be, we have a whole template that needs to be filled in and what we would like to propose, and we hope that our GIS folks will get the standardized maps. Get you a working draft at you so that you see what it looks like, we are going to need your help in a lot of places. Your engineer HDR should have a lot to help fill in. Kevin and I were

talking that think that it would be really valuable to get to see what this is starting to look like. There is no sense to wait to fill in some of the blanks.

Councilmember Barker: I think that it is a good idea and is important.

Jerry Grebenc: we are going to need your help anyways, a lot of this is not driven by public input, it is your engineer and your fire department and other departments.

Jenelle Berthoud: Dani you reminded me at the last meeting to get those responses from our department heads; I will resend my email back out to them.

Dani Arps: have them look at the old growth policy and check off what has been accomplished. Have them give their feedback as an employee of the town instead of a resident.

Jerry Grebenc: if you have examples of those sample growth polices and show what people have done in the past. Describe their department, what has been done, and what are the goals. Sometime after school starts would be a good time to do an open house. What type of feedback are you looking for, giving them a draft of the new growth plan at the open house.

Dani Arps: we have done the Creamery Picnic and now we can invite them to see what we have been working on. Get some draft stuff together and get the public feedback.

Jerry Grebenc: September might be to soon, so maybe October. Get some maps up, where would you like to go if we had the infrastructure. Example, if we had enough water where would you like to grow. Posters with goals, you do not have to answer tonight keep it in mind.

Dani Arps: something to keep in mind, due to the size of Stevensville there is a one-mile donut around town that you can work from. You can start with what they do not want to see in that one-mile radius. Agriculture, wildlife corridors.

Jerry Grebenc: we like to keep these open houses light, no presentations, people can stay 5 minutes or two hours. If you do a presentation Q&A someone will dominate the conversation. And the folks that do not like to speak will get left in the back, posters and stickers to give their input. They can whip in check it out and head out.

Tamara Ross: is it annoying to have the same survey there, is it easy.

Jerry Grebenc: not at all, you can have the QR code or the link.

Kevin Angland: just keep in mind if that is what you want to do we need to open that back up.

Councilmember Barker: if we do an open house I think that September gets really busy.

Jenelle Berthoud: you are scheduled to have your next meeting on September 10th.

Jerry Grebenc: October is much more realistic, gives you more time to decide on what you want.

Councilmember Barker: how hard would that be to open up that survey and coming in in October and that gives them another month.

Jerry Grebenc: I would say that you only open it for the open house. You might not want to do another month.

Dwayne Gibson: to narrow things down a little bit more.

Dani Arps: some people might look at a section and then educate them on a question of the survey.

Jerry Grebenc: Kevin and I chatted about it, giving you a rough template of what this looks like at this point. You have full control to look at things and move things.

Dani Arps: what these guys are looking at is making sure that the correct information is in the document per MCA. The order that it happens in, the graphics and the pictures is up to you.

Councilmember Barker: Jenelle can we put that on the water bill, about the open house.

Jenelle Berthoud: as long as it is scheduled for October, then I can add it to the water that goes out at the end of September.

Jerry Grebenc: the week of 14-17 is league.

Jerry Grebenc: the week of the 20th is a good idea, if you look at the draft I think that you will be closer than you think you are. Goals, objectives and actions are going to be the hardest part.

Dani Arps: Jenelle you said that the 23rd is your council meeting?

Jenelle Berthoud: I am okay with that week, the 21st or the 22nd.

Jerry Grebenc: I think the 22nd is the best because Ennis is on the 21st.

Jenelle Berthoud: you are going to send out the draft to the P&Z Board and get their comments and then use the September meeting to discuss.

Jerry Grebnec: I think that is good, input from the engineers is a big deal.

Councilmember Barker: Jenelle is there anyway for someone from HDR to be at that meeting.

Jenelle Berthoud: I sure can ask.

Jerry Grebnec: I think that is great, we are working with Ennis and their water and sewer crew met with the Planning Board.

Jenelle Berthoud: in 2021 HDR did a study and since then things have changed our capacity is not what they thought in 2021. Eli and Riley I will ask them to come to that meeting.

Jerry Grebnec: we can help the engineers with goal and objectives; they are great ideas.

Jenelle Berthoud: September 10th at 5:00pm. I will send out an email to Tam for other things on the agenda, and I will start scheduling the October 22nd open house.

Kevin Angland: something to think about is space, where you want it to be.

Jerry Grebnec: how are you feeling about things so far?

Dwayne Gibson: good, the more that we can get from the engineers and articulate to the people of the town, more information is always better.

Jerry Grebnec: it is all about the education process.

Jenelle Berthoud: how would the board think of reaching out to anyone else that may want to be at the meeting on the 10th.

Dani Arps: that is why the list of stakeholders is important to put together, notifying them and letting them know.

Jenelle Berthoud: do you have a suggestion for a time for the open house. Our council meeting start at 6:30 and I might get 3 if John comes.

Jerry Grebnec: I would argue no earlier than 6:00 and no later than 6:30. After 7:00-7:30 they are probably not coming.

Dani Arps: can we double check the calendar and make sure that there is no big football games going on.

Councilmember Barker: Wednesdays are good, no games for Stevensville. There may be some church activities but not sports.

Jerry Grebnec: it feels like folks are on track are there other questions or comments, out next step is to get you a working draft.

Dani Arps: any GIS data from the county yet.

Jerry Grebnec: I got a hold of our GIS folks. Thank you, good meetings, productive and short.

3. Public Comment

PUBLIC COMMENT

Marylin Wolff: I am in Creekside; I thought that there would be more people that would be here to look at the results. I have been on the board of Creekside and for about a year on the town council, this has been on the table a long time to update the 2016 growth policy. Personally, I think that a lot of the towns objectives, and this is my opinion, are related to the infrastructure, the leaks of treated water, I think that there are somethings going on to find that. There is such an outpouring of upset people about the water rates and the amount of time to pay off the bonds, I think if the leaks were fixed to a degree I think that will allow a time to come to have the bills come down because you have stopped the leaks and one of the things that would be great would be to pay down one of the bonds to help people lower their bill, this is my opinion. I think as far as where to develop in the 2016 it was supposed to be south of town, and it went east of town whether Burnt Fork Estates will come to be with over 300 family units will put extreme stress on an already busy area. Stevensville is land locked by state and county roads and we are in the middle of all of this, and I think that one thing is to work with the state on the flow of traffic around town, there needs to be some things that need to be considered to move the traffic. If Burnt Fork Estates goes forward and they have an access on Logan you can imagine what people are going to do, they are going to go crazy. There is going to be some real pushback if these things go through. Congratulations on taking this on and look forward to the final results.

4. Adjournment

Tamara Ross: looking to adjourn.

Councilmember Barker: make a motion.

Dwayne Gibson: 2nd.

File Attachments for Item:

b. Approval of Meeting Minutes for 09/10/2025

Stevensville Planning and Zoning Board Meeting Minutes
for WEDNESDAY, SEPTEMBER 10, 2025, 5:00 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Tamara Ross: called the meeting to order. Angela Lyons, John Anderson, Councilmember Barker.

Jenelle Berthoud: Dwayne Gibson sent an email this afternoon to let us know that he would not be attending due to an emergency at work.

2. Guests

HDR Engineering

Tamara Ross: introduced our guest speaker from HDR.

Riley Lubbers: with HDR engineering as a transportation engineer, transportation is my area and will do my best to get through the water and wastewater that Eli has left me with. We met with the town last week and recapped the items and get things up to date. HDR did a report in 2021 and that set the stage for us and the town, three big projects. Water meters along Mission Street, the leak detection, which was a town wide leak detection, from that there may be some more findings. The third project was the water telemetry system needed to be updated. Two things that did not get accomplished with the ARPA funds were meter pits on Pine Street and the second was the water storage tank. The biggest need on that is going to be replacement, and we did talk with the town on that. We hired Water XYZ to look at possible leaks at the water storage tank.

Dani Arps: would it be for a bigger tank?

Riley Lubbers: I believe it was for a second tank.

Jenelle Berthoud: Dani your question is what are we currently at for size and with a new one, would it be larger than what we are currently using.

Dani Arps: yeah, we are going to prioritize the larger things, or a second goal is fixing the current one.

Riley Lubbers: I think that it is going to be fixing the current.

Jenelle Berthoud: Eli did mention that it is going to come back how much space do we have to put another one, and that will determine if we can put up something larger or go up.

Riley Lubbers: we talked about above ground.

Councilmember Barker: the biggest question is where are we going to put that and feasible.

Riley Lubbers: if we could locate another area in town it will help out.

Councilmember Barker: I know that we talked about the gravity feed system.

Tamara Ross: would that require an easement from a landowner?

Riley Lubbers: it could be, but our plan would be to have our own right away.

Dani Arps: for the planning board a PER gives many options.

Riley Lubbers: one more thing that I would touch on for the water side would be is the town has been having issues with its SCADA system and the operators are constantly having to reboot and that is currently under way to upgrade the system long term goal would be to get everything talking, water and wastewater.

Jenelle Berthoud: wastewater is the one that has to be rebooted every day. And water is the one that is being paid for by ARPA.

Riley Lubbers: yes. Rehabilitation of the old tank at this point.

Dani Arps: Riley, does it say how much it will increase capacity?

Riley Lubbers: it does not but I get that over to you tomorrow, we have all of that capacity.

Dani Arps: I am just thinking if we use the growth policy to look at funding, get that in there and then you will score way higher.

Riley Lubbers: I would say if you have specific data that you need, reach out to us and I am sure that we can provide it to you.

Dani Arps: do you have GIS data?

Riley Lubbers: we should, we are looking for the 2007 zoning map for the town right now.

Dani Arps: you may want to reach out to Ravalli County they may have some.

Tamara Ross: it is Ken Miller.

Riley Lubbers: anything else that you want us to dive into with water and wastewater.

Dani Arps: did you go through the old growth policy and look at the goals and objectives.

Riley Lubbers: I think that ARPA knocked out a lot of them. We can do a quick double check.

Tamara Ross: (reviewed some of the points on the updating) Capital Improvements Plan.

Riley Lubbers: this has been a revolving door; ARPA helped with that. Here are our top five streets and we are getting pretty close on that. Outside of the ARPA projects I think that having that CIP we can benefit from identifying what infrastructure grants we can look at.

Councilmember Barker: I know that Eli mentioned that he and Gina were working on a grant.

Jenelle Berthoud: Kevin and Dani if we find ourselves through out this process as we find things would we just add those to the growth policy.

Dani Arps: it will be situational, use the growth policy to strengthen.

Riley Lubbers: correct me if I am wrong, a lot of time you need to have that initial planning document in place to be successful for these grants.

Dani Arps: over three years can be too long.

Riley Lubbers: that was one thing that I was going to bring up with this group. I don't think we have the next round of studies that would make or identify the needs for us to set up success for future grant opportunities. Something that you need to be thinking about for future grants are what studies need to be done.

Dani Arps: Kevin could put that in the growth policy.

Kevin Angland: sure can, we do have some time to dive into the infrastructure part of the growth plan. We should circle back, and I can work with you guys at HDR.

Riley Lubbers: if you guys want to have a teams call with Eli, myself and Cora we are down for that.

Kevin Angland: if you can get my contact information from Jenelle at the end of the meeting I can set something up.

Tamara Ross: so, the plans don't have to be completed but we do have to have a plan in the growth policy.

Dani Arps: yeah, we can update first.

Riley Lubbers: back to the grants, that is a DNRC grant for PER's no match and that is due September 26th. I believe that Eli and Gina and the mayor are working on that.

Councilmember Barker: it is defiantly going to help out in the growth policy, and with the no match grants. There is a need for water and sewer.

Riley Lubbers: the first one was MMCP grant, and the next one is CBDG grant.

Dani Arps: there are a few grant cycles for those.

Riley Lubbers: I think that those are May of 2026.

Tamara Ross: 13.2 infrastructure. 13.3 Wastewater capacity.

Dani Arps: if you were to look at an annexation map then you can look at areas that may or may not work.

Riley Lubbers: we just updated the models about two years ago. Water pressure issues up at Creekside.

Tamara Ross: continued to go through goals.

Councilmember Barker: that is the annexation of the wye.

Jenelle Berthoud: the study has been done on that, and it is at this point not feasible at this time, crossing of the river.

Tamara Ross: I think that those are the rest of the task goals.

Riley Lubbers: we talked last week about a maintance plan for your infrastructure; example would be painting of street lines. Crosswalks, parking lines. Chip sealing would be another thing; try to extend the lives of the streets that we have already done. same thing for storm water, dry wells being cleaned out. Putting together a plan to take care of our dry wells and inlets. General sidewalk improvement plan, at one point we looked at the primary routes that the kids took to school, looking at meeting standards.

Dani Arps: have you guys heard of Safe Routes to School.

Riley Lubbers: I think that Steve and Brandon wanted to do that and that is why we looked at the sidewalks and the routes to school.

Councilmember Barker: I think that there was something started on that because that played into emergency routing for the school itself.

Dani Arps: if we could look at a maintance plan for your roads and a sidewalk inventory section and those could be goals in the growth policy.

Riley Lubbers: it is something that needs to be looked at, one thing that came up is a lot of adjacent landowners have landscaping and parking in town side ways where we want to put sidewalks.

Dani Arps: Set back enforcement. At some point you have to address the issue on what is the homeowners correct setbacks. We had a boy scout troop do an inventory of all of the sidewalks.

Councilmember Barker: Jenelle made a good point here and I were talking, how much concrete is in that stretch of sidewalk, number of feet and that may give us an idea of how much is out there and for the budgeting process.

Jenelle Berthoud: inventory is so important at this time.

Councilmember Barker: we have a broken piece of sidewalk, and we can then look at the inventory list and see how many feet that is and how much concrete. That was a really good point that she brought up.

Riley Lubbers: that is an awesome idea to have eagle scouts do that, everyone has a phone now and I have done street and sidewalk inventories with my phone, there are different apps and then it hooks up to the GIS.

Dani Arps: good idea, get that inventory done, you can't do it all at once. And then lay out the plan for those sidewalks, that is part of the growth policy plan.

Riley Lubbers: if there are some seniors at the school that need some work.

Dani Arps: community service hours possibly, the school should be helping with that.

Riley Lubbers: I am more than welcome to come down and help out with this.

Tamara Ross: everyone needs experience.

Riley Lubbers: for sure, they can say that they volunteered for the town of Stevensville to do a sidewalk inventory. A development code over the past few years and updating the design standards. Items that we could fall back on to support.

Jenelle Berthoud: it would be great, the town does not have standards for design, we have nothing to follow. Subdivision regulations are there, but not the regulations for example storm water. Thank goodness we have HDR to walk us through that.

Angela Lyons: is that different then the subdivision regulations?

Riley Lubbers: it can be but can also be separate.

Dani Arps: you can write those into subdivision regulations and make them enforceable.

Kevin Angland: we have helped put those into subdivision regulations before.

Jenelle Berthoud: we have really good subdivision regulations so may be these design standards piggybacking.

Riley Lubbers: sometimes it is not the nitty gritty, or what is regulation or code. We can say that it may not be correct or be right but without it being a standard it is hard.

Angela Lyons: would it be like saying two acre lots, having a number of units.

Riley Lubbers: it is more the engineering behind it, we get a set of plans, and part of that is how are we going to move storm water, we will comment with really clear guidelines, we can reference other design standards, but we can say that they are ours because we do not have them.

Dani Arps: you can't make those conditions of approval.

Tamara Ross: it protects the engineer, what we are looking for is backing.

Riley Lubbers: the best way to look at it, water, sewer, hydrants and storm water, we review those and then we can sign off, as soon as we sign off it is the towns responsibilities. The town are the ones that get the calls, the guy next door is flooding, and we approved the storm water.

Tamara Ross: would you prefer an appendix to the subdivision regulations or would the engineering firm want that separate.

Riley Lubbers: I would like to see it in one place, but as long as you have it is good with us.

John Anderson: this is all a learning process.

Riley Lubbers: you guys passed along the ones that we had discussed?

Jenelle Berthoud: yes, and the ones that Stephen had for public works. Dani made some good comments, okay hydrants, but how many? Do they need to be replaced?

Councilmember Barker: like how many hydrants does the town have, a lot of people do not know that. It can be important to them to know how many does the town have and are all of them working.

Dani Arps: good to have on an infrastructure map. Have that inventory of the hydrants, do any of them have to be replaced.

Jenelle Berthoud: they do have a map, recently there is a section of town on South Ave. that needed water and sewer lines. I contacted the fire chief to see if a hydrant or a blowout had to be added at the end of the street, he came back and said that there is a hydrant close enough and I am glad that our fire chief has that knowledge.

Riley Lubbers: going back to the 2016 policy there was asset management and that goes into hydrants, stormwaters, catch basins, dry wells, what conditions are they all in. Any database on any of those will help.

Councilmember Barker: to add to that, can we go over some of the items that our public works team brought up so that the other board members know. These are some of the things that Stephen highlighted on, paving 2nd Street, paving 3rd Street, paving alley behind First Security Bank (there is an area that has not been repaired) sewer line replacement on Riverside there is a belly in the line somewhere, we have new irrigation main line in Maple Wood there are several pipes that leak right now. Replace a couple of old fire hydrants, Smith and Heritage we have some drainage issues, upgrade some of our equipment this was one of the things that the council did not pass, was the jet trailer that was up for bid from Three Folks, we had just purchased a sweeper for the town as well. The town is also needing some new work trucks, we talked about meter pits, striping, sidewalks, epoxy striping to help it last longer. Leak detection, SCADA, and budgeting storm water and clean out areas. Those were some of things that were discussed at the meeting along with Eli from HDR as well. That gives us a break down and we talked about the priorities.

Dani Arps: the alley way repair?

Councilmember Barker: yes, it is one of those, we own this but don't own that area. Right now, they are in a process of remodeling the bank right now.

Riley Lubbers: a question for all of you, we have a lot of these smaller paving projects identified, do we need to be thinking bigger for this growth policy. the last one was done nine years ago; do we need to be thinking what do we want to accomplish in ten years from now.

Kevin Angland: I would make the argument we should still put in some of these smaller ones for sure, sometimes people will say we saw nothing come from this last growth plan. Have some low hanging fruit, we identified it we got it done.

Riley Lubbers: we have a new water tank, and some new streets, those we know we need, but what about three years from now. What is the next thing in line. If you look at the 2016 there were not a lot of projects that we could look at and check off. Streets, most important first, school streets and snowplowing streets.

Look at the streets and see what is needed, chip sealing or full repair. We don't have that here, 3rd Street for example is full of potholes gets used needs to be at the top and we need to plan for how we get this funded. That is one way that we have navigated it in other communities.

Dani Arps: having that inventory will help for down the road.

Kevin Angland: we should be putting those five year down the road items in the policy.

(Side conversations among board members about sidewalks and streets)

Councilmember Barker: sidewalks, some have no sidewalks.

Mayor Michalson: depends on the sections of town.

Jenelle Berthoud: the Geo Smith section of town they put in and never did a single sidewalk or streetlight.

Riely Lubbers: Park Street and 3rd street sidewalks have been like that since I was in high school, it is the main area that the kids walk to and from school and for lunch.

Mayor Michalson: and 5th Street, the sidewalks are here and there.

Tamara Ross: since there is so much knowledge, let's say in five years we have way more sidewalks and like in Missoula, they are having a lot of issues with people that live in front of that sidewalk taking on the repairs.

Mayor Michalson: an updated traffic plan would also help us with grants.

Angela Lyons: parking is another thing in town, hard to find a parking place for shoppers, can the town be looking at a parking area.

Riley Lubbers: all over town?

Angela Lyons: mainly on Main Street, especially when there is an event. Hard to find a place to park to do shopping.

Mayor Michalson: the 2016 growth policy spoke about parking issues. Great idea to put in a parking lot, but it would have to be pretty centralized.

Angela Lyons: there is that parking area lot by 3rd. is that privately owned.

Jenelle Berthoud: yes it is private.

Mayor Michalson: I walk all over town; it is so congested in the afternoon. We have reached out to the state highway department for answers.

Dani Arps: downtown areas needing additional parking could be goal.

Jenelle Berthoud: there are very few business that have additional parking behind them for their employees. A lot of them use Main Street for their employees to park.

Councilmember Barker: I was looking at Thompson Falls growth policy and they have no parking, same situation as we are.

Dani Arps: you can look at districts.

Riley Lubbers: in your experience how have those districts gone.

Dani Arps: pretty well, example is a north business district.

Riley Lubbers: the reason that I ask is it is a good idea I know in Polson they have a lot of street projects and the TIFD district helps with that. We have talked about this in the past; construction companies will call up about the costs to pull permits.

Jenelle Berthoud: we have them, but the dollar amounts are small. We just charge a flat \$150.00 for a street cut. And that is it.

Tamara Ross: but the town council has to set those fees.

Angela Lyons: are you the zoning administrator?

Mayor Michalson: yes, but I don't set the fees, the council does.

Jenelle Berthoud: we updated our IAF about three years ago but that is it.

John Anderson: something that I would like to say about apartments and parking take a trip down Valley View Street, look at the apartments, due to renting and living restraints it takes three to four people to rent then you have cars parked on both sides of the road. Recently we had a problem that the kids who thought that the street was a play area, playing among parked cars. If we are going to look at this, we have to look at protecting the community, old house or empty lot that is turned into multi living it brings down the value of the single resident homes. Another thing is the sidewalks in our area I think that it is typical on all of the streets but because of the grade in the spring, the water is coming over the sidewalks and then into the street. And now it is below the gutter cement, it becomes a tripping hazard. The plowing of snow goes up on the sidewalks, and then it is there till spring.

Riley Lubbers: there is a safety concern, people do not want to walk on the sidewalk because of the ice and so they walk in the street, and then you have a safety hazard.

John Anderson: and the sidewalk is smaller than normal, I am not sure how they got that approved, you can't walk side by side on it.

Jenelle Berthoud: I don't think that yours is 3 feet wide.

Dani Arps: that is something to address in a sidewalk inventory, safety hazards. You do an inventory, and that gives you something to talk about. Put those things in the growth policy as a goal, number one make an inventory, number two assess.

Riley Lubbers: for me to help you guys, what else do you need on infrastructure. You don't have to answer that now; you can send me a bullet list.

Kevin Angland: that would be best, we can set up a time to meet, I will also shoot you a list. For the board some things that I need a little more information on is local services, for those of you on the ground it would be easier to get that information.

Tamara Ross: were we ever able to decide on a place?

Jenelle Berthoud: we are going to talk about that here in a second and I can give you some feedback.

Councilmember Barker: what kind of local services are you looking for, I know that you say the senior center.

Kevin Angland: if it is easier, running it past the town. Dani and I talked about the fire department, that is something that Jenelle can do for me. If there is anything that you can think of for local services, remember it is your document.

Riley Lubbers: Kevin and Dani with a Teams Call and get that information out to you. one more thing, landscaping around town, is that part of the growth policy? trees?

Tamara Ross: yes. Future or current boulevard.

Riley Lubbers: future, here is the plan that we would like to see, also goes into public works maintance. Around the school there are some.

Councilmember Barker: I think that we can identify some of the trees in town through an arborist that came through and there are some of them that are damaged.

Mayor Michalson: yes, they were able to identify damaged trees from the windstorm event. We don't have that money in our budget a tree can cost \$15,000 to take down.

Councilmember Barker: I think that a lot of the trees that are problems are in the right of way of the town.

Mayor Michalson: just like sidewalks, it is in our ordinance that you maintain it, but the towns responsibility if it has to be taken down. Last year we had the disaster and trees falling on cars and MMIA would not cover it because it was a natural disaster.

Tamara Ross: I would like to make a motion to move public comments before the discussion.

3. Public Comments

Jim Kalkofen, I live in Creekside. This is pretty simple; there is a cul-de-sac at the end of Birch Lane it has a public right a way through a gate, in the 2016 growth policy it said that it would be a future bicycle or walking corridor. I just want to make sure that in the new growth policy that same language and intent is continued. The other thing is, I have some information, mainly because when I pull out onto Logan, I don't know if any of you have been by there recently it is sort of a mini-93, people are using it as their cut off and it is back and forth. Traffic counts from Ravalli County 2006; 1,234 vehicles per day on Logan, 2017, all most the same; 1,017 vehicles. When there was talk about the Burnt Fork Estates, PCI hired a company to do a traffic study, when school was in 2,285 vehicles per day. If the BFE was to be fully built out, 2,146 vehicles per day. That traffic report also said that the total traffic on Logan Lane would increase to 10-20%. I talked to the Sherrif's Department and asked them to do a Logan Lane traffic study so we would know. June 24-July 2, 2024. Stevensville schools were not in session, June 24, 2, 986. June 25, 3,3818. June 26, 4,795. June 27, 5,546. June 28, 5,702. June 29, 5,280. June 30, 4,680. July 1, 5,618. July 2, 5,756. Average vehicle 4, 988 daily. 70% increase in three years. Planning & Zoning Board need to consider the amount of traffic that BFE will have. They do have an access that has been granted and one that was granted by the County Board after the road and bridge administrator. P&Z Board should be thinking of a turn lane on Logan Lane if BFE is ever to be. Should only Burnt Fork only have access. Should Logan even be considered. We know that traffic is going to increase even if there is not BFE. I just ask that you take this into consideration. Thank you for your time.

Angela Lyons: is Logan the only way in and out of Creekside.

Jim Kalkofen: yes.

Councilmember Barker: we have asked for these numbers time and time again, and you just brought these numbers to us. Three different discussion have happened, and we have not had these numbers.

Mayor Michalson: I had a meeting with Jeff Cyr with PCI regarding BFE Phase 2 I told him I wanted an updated traffic study, and I told him that they will not be using Creekside for their access they must use Logan. I said that I wanted that in writing, and I have not seen it yet. I think that it has expired. It has come down the pike that there has been talk about vacating that section at the end of Birch Lane.

Continued side discussions about the easement at the end of 2nd Street and Birch Lane inside of Creekside. (Jim, Tamara, Stacie and Riley) A lot of people use it all the time, walkers, bikers and even a red fox. Jim stated that Creekside HOA has been maintaining that property for years.

3. Discussion on the Following Items

a. Discussion: Growth Policy Draft: Questions, Additions or Removals

Tamara Ross: I think that we have done this tonight.

b. Informational: Sharing and Providing Photos of Stevensville

Tamara Ross: photos.

Jenelle Berthoud: Kevin put that on the agenda, any other pictures that you have that you can send my way I will pass them along.

Riley Lubbers: to get pictures of the projects that you have completed, would that work.

c. Update: Open House: Date, Time and Place

Tamara Ross: open house.

Jenelle Berthoud: date is still 10/22 and 6-7:30. If you want it to go different just let us know.

Councilmember Barker: they said that is usually a good amount of time.

Jenelle Berthoud: I have been working on getting some contact with the library, I am not sure if it is the burning of bridges with the library in the past and the meetings and how they went. A lot of tense situations have gone at the library.

My feedback to this is this is where we hold all of our town council meetings, this is where we meet. We might get 3-4 people attend a meeting. my take would be is that I can make this room work, but if you would like me to pursue anywhere else I will continue to do that as well. This area can be pushed back, move the table, and take out the chairs.

Mayor Michalson: what about Ken's church? It could get packed.

Angela Lyons: the odds are slim that it will get packed. I just don't see it getting that busy.

Councilmember Barker: everything is centralized here, our pictures, this is our space.

Angela Lyons: they will trickle in and out.

Tamara Ross: is it just a poster board, going to just go with it?

Jenelle Berthoud: from what I understand Kevin is good about putting together talking points and the posters. Stacie was saying that on the wall he is going to have the topics, sticky notes to make comments.

Tamara Ross: there will be advertisement in the newspaper?

Jenelle Berthoud: I will put that on the website, not in the newspaper.

Councilmember Barker: they were going to open the survey back up for the open house, so maybe mention that to them.

Riley Lubbers: comment cards are a good idea, sometimes people have a hard time posting their comment on a note.

4. Adjournment

Tamara Ross: I move to adjourn this meeting.

ALL: approve.

File Attachments for Item:

d. Discussion/Decision: Approval of Planning & Zoning Bylaws

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, 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.

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
- 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. 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.

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.

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