

**STILLWATER COUNTY PLANNING BOARD  
MINUTES OF MEETING**

Wednesday, August 5th, 2020 at 7:00 p.m.  
Stillwater County Pavilion,  
328 5<sup>th</sup> Avenue N., Columbus, MT

**BOARD MEMBERS PRESENT:** Jerry Edwards, Carolyn Hutson, Ray Karls, Dan Sayer, Bob VanOosten, Gary Enstrom and Curtis Jacobs

**BOARD MEMBERS NOT PRESENT:** Steve Arnold, Karen Heyneman

**STAFF:** Forrest Mandeville, Stephanie Ray, and Christine Baker

**OTHERS:** Fiona Nave

**I. CALL TO ORDER.** Curtis Jacobs as the senior member of the board called the meeting to order at 7:00 p.m.

**A. Public Comments.** Nothing at this time

**B. Disclosures of Conflicts of Interest and Ex-Parte Communications.** Nothing at this time.

**II. MINUTES:**

**A. Minutes:** Motion to approve Jerry, second Ray; motion passed.

**III. NEW BUSINESS:**

**Planning Updates:** Nothing at this time.

**IV. OLD BUSINESS.**

**A. County Wide Zoning Discussion and Permit Process.**

Forrest reviewed the draft Zoning and Development Permit Flowchart. Forrest provided an overview of the proposed permitting, explaining that if it is agricultural, accessory use or home occupation no permit required. Single family residence would require a Coordinated Permitting process that would be facilitated through the Planning Office. The county currently requires permitting for Road & Bridge, Rural Addressing, Weeds, and Septic, and the process to obtain all necessary permits is not streamlined, often bouncing residents from department to department which can be burdensome and confusing. Providing a packet and checklist of required permits with guidance from the Planning Department would increase a level of service for applicants and also for staff. Forrest discussed the flowchart for Conditional Use Permit for commercial, industrial

and multi-family use, including definitions, approval criteria and the addition of a possible code enforcement officer when necessary.

Scenic Corridor signage was discussed as it relates to Highway 78 from the Yellowstone River Bridge to between Absarokee and Roscoe with criteria applying to all off premise signs such as a maximum height, lighting, and location. Existing signage would be grandfathered in. Any sign advertising a business and located on the site in which the business is conducted would be excluded. Applications would be submitted to the Planning Department and would be administratively reviewed and approved or denied by staff in 30 days. Summary of variance requests, enforcement and the appellate process concluded Forrest's summary of the draft regulations.

Discussion on the Coordinated Permitting process included why having a checklist for the public would be helpful. Examples were provided from staff on the frustration expressed by the public on not understanding what they needed to do or all the permits required. Staff recommended that the Coordinated Permitting Process be adopted into draft regulations so that they were more likely to be followed. Curtis expressed concern about making it a requirement versus just a level of service. Staff recommended that the Coordinated Permitting Process be codified implemented for single family residential permits. Discussion ensued regarding moving forward with purposed regulations and the Coordinated Permitting process. Jerry made a motion that the single-family residential zoning and the coordinated permit process with "no additional fee" language be included. Ray seconded; motion passed with Curtis and Bob opposed. Staff was directed to provide a sample of Coordinated Permit Package and the draft regulations, with 'no additional fee' language included. These items will be on the agenda for further discussion at the September 2<sup>nd</sup> meeting.

**V. ADJOURN:** Bob made a motion to adjourn the meeting at 8:35pm. Ray seconded; motion passed.

The next meeting will be on September 2, 2020 at 7:00 p.m. at the Pavilion.

Christine Baker, Planning