

ZONING AND PLANNING BOARD MEETING MINUTES

October 19, 2023, Zoning & Planning Board meeting was called to order at 7:00PM at City Hall at 206 Main Street, Three Forks, MT 59752.

Chairman George Chancellor, Members Matt Jones, Kelly Smith, Amy Laban and Niki Griffis were present at City Hall. City Planner Randy Carpenter was also present at City Hall, no one attended via Zoom.

Public Present: newly-recommended appointment by the County Commission (pending the Mayor's confirmation at the 11/14/2023 City Council meeting) Rachael Tollison attended at City Hall.

Chairman Chancellor reminded everyone the meeting was being recorded.

PUBLIC COMMENT (items not on the agenda): There were no public comments on items not on the agenda.

CONSENT AGENDA

Minutes from the meetings held on 7/20/2023

The minutes had not been sent out to the Board so will be reviewed and ready for approval at the next meeting.

NEW BUSINESS

Continued Discussion to Work on Recommendation to Zoning Regulation Updates due to Growth Policy and now 2023 Legislative Changes

Lee Nellis and Randy Carpenter would like to start the process of rewriting the zoning codes, so they match the new Growth Policy and conform to the changes passed by the 2023 Legislature. This could be costly as the zoning codes (Title 11 in the City of Three Forks Ordinances) have had very little updating since the 1980's when they were first implemented. It could be charged by the hour or a flat fee, but input from the Zoning and Planning and then the City Council would be needed.

The Zoning and Planning Board would like to know if any grants are available. Randy Carpenter stated there should be grants coming up through the Montana Department of Commerce, similar to the one the City received for the Growth Policy and is currently utilizing for the Capital Improvement Plan.

Randy Carpenter presented a memo and sample Ordinance that he and Lee Nellis (Impact Fee consultant) had drafted with regards to Senate Bill 528, Accessory Dwelling Units. Kelly Smith also presented a bullet points review of SB528, prepared from the actual bill and additional information from Kelly Lynch of the Montana League of Cities and Towns. Amy Laban questioned if the City needed to pass an ordinance or could just use the State's law since it was already on the books? Randy C. feels if the Zoning and Planning Board and the City Council were to approve the ordinance mirroring the newly signed state law, it would show some cohesiveness with the State Legislators. It was discussed pros and cons of the City having an ordinance or not, and it was decided to leave it up to the City Council.

Once the Capital Improvement Plan (CIP) is completed by Great West Engineering, hopefully by the end of the year, then a Resolution adopting it by the City Council would happen. Then there would be monthly meetings to continue the discussion on updating the zoning ordinances until complete. Discussions would include the

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Impact Fee Advisory Committee also to have all involved provide input. The Zoning and Planning Board should be involved or updated on the progress and details of the Impact Fee Advisory Committee. Joint meetings and reports will try to be arranged.

Lee and Randy would like to have a parking study done by City Staff, to determine if more or less off street parking is really needed in the Central Business District. Matt suggested a parking study might be more accurate if it were done during the peak summer months and not in the less traveled winter months. Parking to be further discussed at the November 16th meeting, if there is a November meeting.

Then at the December 21st meeting, there will be discussion regarding Impact Fee needed for funding items in the CIP. We are hopeful the CIP will be completed by the end of the year. If not, it should be done in January. Then the next step for the Zoning and Planning Board would be to review a draft updated impact fee ordinance.

PUBLIC HEARINGS

There were no public hearings.

OLD BUSINESS

Review of Last Discussion on After-the-face Zoning Permit Fee and Recommendation to Council if Any Increase is Agreed

Postponed until the December meeting. The Board would like a copy of last year's minutes when this was discussed. It was also remembered that the Zoning and Planning board had a question out to the City Attorney regarding if 10X the fee could be charged and what would the appeal process be?

Amy Laban moved to adjourn. Matt Jones seconded the motion.

Motion Passed Unanimously.

Meeting was adjourned at 7:38PM.