

## MEMO

TO: Three Forks Planning Board, Staff  
FROM: Lee Nellis, FAICP  
DATE: February 23, 2025

### **RE: Upcoming Hearing**

Thanks to all for a good meeting on the 20<sup>th</sup>. The purpose of this memo is to be clear about the public hearing coming up on March 24<sup>th</sup>.

The hearing drafts will be what you received before the meeting on the 20<sup>th</sup>. The possible changes we discussed will be made after the hearing. A list of possible changes is appended. Please let me know if I missed anything.

One change is necessary: The draft of the landscaping chapter was not numbered. Since you may propose that the Council adopt it sometime soon, it will be added at the end of the current Title 11 of the city code. That will make it Chapter 23. I will send a re-numbered version to Kelly. There will be no other changes.

Hearing procedure is up to you, but I have some suggestions. First, take statements about the chapters separately. Second, before taking statements, I would ask for questions, making it clear that these questions are not to be, even obliquely, comments, but genuine requests for clarification or facts. Taking questions first helps clarify the record of the hearing.

### **Next Steps**

The next steps following the hearing will be, first, to agree on changes and what, if anything, to send on to Council. After that, we should review Chapter 7, which is straightforward, but important because it sets up the routine administration of zoning permits. I will also be sending you the parking chapter.

We can talk about which zoning district you would like to work on after that. It could be the NW residential district (Buttleman), for which there is a rough draft. Or it might be time to work on the existing residential neighborhoods. Or we can go downtown and talk about that zoning district. We have to hit them all, eventually, so we should follow the Board's interests.

I will continue to draft procedural chapters as I have time. Chapter 6 will set up the procedures for conditional use permits and be one of the last I send you because we need to work through the zoning districts to determine what will be conditional before I can complete it. Chapter 5 will set up procedures for subdivision review. The state micro-manages that, limiting your choices. Chapter 8 will deal with appeals, including variances, and I will suggest that you invite the Board of Adjustment to join you in discussing that one. Chapter 9 will address enforcement. Chapter 10 will address amendments, including annexation, which always requires a zoning map amendment and may require text amendments.

## **Appendix - Possible Changes to Draft Chapters 22 & 23**

- 22- Clarify policy on provision of RV/boat storage.
- 22- Provide for the extension of steps into yards.
- 23 - Clarify responsibilities for the provision of buffers.