

**ANNUAL REPORT
MADISON COUNTY PLANNING BOARD**

Fiscal Year 2012-13
[July 1, 2012 – June 30, 2013]

Note: The activities listed were accomplished in cooperation with the Madison County Commissioners, County Planning Office and other County staff, town officials and staff, state agency personnel, and other dedicated local citizens.

- Subdivision Proposal Reviews.** The Planning office met with landowners on 12 pre-applications. The Planning Board reviewed two preliminary plats, which were approved with conditions by the Commissioners. Of the 11 pre-application meetings held with the Planning Directors, 8 were reviewed by the Planning Board: 2 were for major subdivisions, 6 were minor subdivisions; only 4 have submitted preliminary plat applications. Two final plats were approved by the Commissioners, who also granted extensions for 1 preliminary plat. One preliminary plat approval was converted to overall development review approval.

		Area			TOTAL	
		Big Sky	Madison Valley	Ruby Valley/ Jefferson/ Beaverhead/ Big Hole		
Approved Preliminary Plats	# and Type of Lots	Single Family	5		5	
		Duplex/Triplex/ Condos	36		36	
		Commercial			5	5
		Total Lots	41			41
	# Acres	161			161	
Other Status	Pre-application	3	3	2	8	
	Final Plat	1	1		2	
	Plat Extension		1		1	
	Expired Approval			1	1	

- Subdivision Site Visits and Work Sessions.** There were three Planning Board development site visits. There were several subcommittee meetings, one work session, and a joint meeting with the Commissioners on the Growth Policy 2012 Update.
- Planning and Subdivision Review Services.** Planning staff assisted review of two subdivisions in Ennis.
- Building Envelope Changes.** Fourteen building envelope changes were reviewed by the Planning Staff during the fiscal year; all were granted.
- Review of Subdivision Exemption Requests.** The Madison County Evasion Review Board (ERB) reviewed 46 exemption requests: 24 boundary adjustments; 4 family conveyances; 4 mortgage exemptions; 1 agriculture exemption; and 1 miscellaneous exemption. Three requests were denied.
- Subdivision Compliance.** Most of the compliance checking this year was related to building envelopes and addressing throughout the county.
- Conservation Easement Reviews.** The Planning Board commented on four Conservation Easements. Approximately 4,182 acres were conserved; 2,471 in the Ruby Valley, 1,711 in the Madison Valley.
- Tower Permit Reviews.** No new tower permit applications were received this year. There were a number of requests for information related to replacing equipment on existing towers.
- Big Hole Conservation Permits.** No Big Hole Conservation permit requests were made.
- Floodplain.** The Planner was designated the lead contact for floodplain management.

- The Planner attended the statewide AMFM conference in Bozeman and floodplain training in Helena.
 - Draft Big Hole floodplain maps were prepared and presented for public review and comment.
11. **Growth Policy.** The Madison County Growth Policy 2012 Update was adopted by the Commission in March, 2013. After a public hearing, the Planning Board recommended adopting the Twin Bridges Growth Policy by reference.
12. **Regulations.** Work on updates and new regulations continued in several areas.
- Madison County Subdivision Regulation review and modification began again.
 - A position description for a person who would work with landowners and others in site development was prepared.
 - Planning and Emergency Services drafted a pre-construction hazard assessment form.
 - Planning Board Standard Operating Procedures were revised.
13. **Education, Training**
- Several webinars on planning related topics, including “Building a Network for Cross-Disciplinary Engagement in Conservation Development”; “About Town: Building Revenues for Communities”; “Reaching the Ones Who Don’t Show Up”; “Reset: Assessing Future Housing Markets in the Rocky Mountain West”.
 - Planning Board members attended Planning 101 workshop (hosted by Madison County) and Community Builders Summit.
 - Several presentations by experts were made during Planning Board meetings, including: Rock Ringling (conservation easements), Lance Craighead (US 287 wildlife corridor), Jen Boyer (Big Hole Watershed Incentive Program).
 - Planning Board members and staff visited the Ennis Big Sky Airport.
 - Staff attended the Montana Association of Planners conference, Southwest Montana Planners Meeting (Deer Lodge), Personnel Training Workshop (Butte), Big Hole Floodplain mapping technical review, Big Hole Watershed Land Use Committee (Divide), Community Building Summit (Bozeman), Planning 101 (Ennis), River Fund meetings (Helena), Trust Montana, Census and Economic Information Center, Data User Workshop and ARCGIS Workshop (Helena).
14. **Road Naming and Addressing**
- Addresses were assigned and verified as needed. Problem areas were corrected as they were discovered. Diligent effort over the past few years reduced the number of problems and problem areas. Working with the Sanitarians office, addresses are now assigned and verified when construction/demolition and/or septic permit applications are made.
 - Five roads were named.
15. **Planning Board Membership (see attached roster).** Richard Meehan was elected as President and Clyde Carroll as Vice President. Don Loyd and Jan Banks were replaced by John Fountain and Kate Schwend, respectively.
16. **Planning Staff.** Charity Fechter remains as Planning Director and Leona Stredwick remains as Planning Technician. Charity Fechter was elected to the Montana Association of Planners Board of Directors.
17. **Summary of Planning Activities**
- ✓ Staff site visits of proposed subdivisions.
 - ✓ Building Envelope changes.
 - ✓ Growth Policy Update document completed and adopted by the Commission.
 - ✓ Parks and Recreation District formation – continued to provided technical assistance
 - ✓ Big Hole River – subcommittees on floodplain/mapping and landowner incentives, public review of floodplain maps.
 - ✓ Development Coordinator position description drafted.

Prepared by: **Leona Stredwick**
September 26, 2013