



**Town of Sheridan Zoning Commission**  
**Location: Madison County Public Health (401 S. Main St.)**  
**Friday, June 6, 2025, at 10:00 am**

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## **AGENDA**

**WORK SESSION – Zoning commission will be working on the rough draft of the zoning plan on June 6, 2025, at 10:00 a.m. at the Madison County Public Health Building.**

## **Policy on Public Hearings and Conduct at Public Meetings**

### **Public Hearing/Public Meeting**

A public hearing is a formal opportunity for citizens to give their views to the Zoning Commission for consideration in its decision-making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

### **Oral Communication**

It is the Zoning Commission's goal that citizens resolve their complaints about zoning. Accordingly, the Zoning Commission expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all people attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Commission taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to **three (3) minutes** unless prior approval by the presiding officer. Citizens requesting to speak shall limit him or herself to **matters of fact** regarding the issue of concern.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Commission is requested by the speaker and cannot be made verbally at the Zoning meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any Zoning Board member are not allowed.

Any member of the public interrupting the Zoning Commission proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedures in addressing the Zoning Commission, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by the Police Department personnel or other agent designated by the Zoning Commission.

### **General Town Council Meeting Information**

- Zoning Commission meetings are held at 6:00 pm on the First, Monday of each month at the Sheridan Senior Citizen Center, 210 Crofoot St., Sheridan, MT 59749
- The schedule of the Zoning Commission meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the meeting.
- Agendas are published at least 48 hours prior to the Zoning Commission meetings and work sessions. Agendas are posted at the Town Office, the Library, the Post Office, Walter IGA, McLeod Mercantile, and Opportunity Bank of Montana.
- Questions about the agenda may be directed to the Zoning Commission
- Any items that need to be placed on the agenda for consideration must be provided to the Zoning Commission on Thursday, prior to the meeting, no later than 3:00 pm.
- Official minutes of the Zoning meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Zoning Commission. Copies of the approved minutes are available at the Town Clerk's office.

*The Zoning Commission reserves the right to amend these rules of procedure as deemed necessary.*