

City Board of Adjustment

WEDNESDAY, May 7, 2025 AT 6:00pm

Board members		01/08/2025	02/05/2025	03/05/2025	04/02/2025	05/07/2025	06/04/2025	07/02/2025	08/06/2025	09/03/2025	10/01/2025	11/05/2025	12/03/2025	
Josh Sayer	Chairman	1	1	-	-	1								
Oscar Heinrich	Vice Chair	1	1	-	-	A								
George Warmer	Member	1	1	-	-	1								
Michael Bruschwein	Member	1	A	-	-	1								
Chris Hayes	Member	1	1	-	-	1								
Dave Hagstrom	Member	1	1	-	-	1								
Brian Roush	Member	1	1	-	-	1								
TOTAL NUMBER OF APPLICATIONS 2024		01/08/2025	02/05/2025	03/05/2025	04/02/2025	05/07/2025	06/04/2025	07/02/2025	08/06/2025	09/03/2025	10/01/2025	11/05/2025	12/03/2025	TOTAL
Variance		1	1	-	-	1								3
Appeal		-	-	-	-									

Please note: "A" stands for excused absence, "1" stands for present, "V" stands for Zoom participation

Call the Meeting to Order: Chairman Sayer called the meeting to order at 6:00 PM.

Attending Staff:

Nicole Cromwell, Zoning Coordinator; Anna Vickers, Planning Division Manager; Brenda Berns, Planning Clerk

Participants: Meghan Chachra

Public Comment

Chairman Sayer opened the public comment period and asked if there was anyone wishing to speak during the public comment portion of the meeting. There were no comments from the public.

Approval of Meeting Minutes - February 5, 2025

The board voted unanimously to approve the meeting minutes of February 5, 2025.

Disclosure of Ex Parte Communication – Board members and Staff

Disclosure of ExParte Communications - No

Disclosure of Site Visits – Yes; Board member’s Warmer and Sayer

Disclosure of Conflict of Interest – No

Public Hearing:

Chairman Sayer opened the Public Hearing.

City Variance 1379 – 403 Main Street – One additional wall sign - A variance from 27-1407.C -Table of Allowed Attached Signs allowing only one wall sign on a single tenant structure to allow a second wall sign in a Corridor Mixed Use 2 (CMU2) zone, on Lot 2, Block 1 of Heights Town Center Sub., a 12-acre parcel of land. The purpose of the variance is to allow replacement of existing wall signs with new signs. Tax ID: A17029A

Nicole Cromwell provided an overview of the variance request, noting that this is a second submission due to the original timeline not being met. The variance is sought to permit the replacement of existing wall signage with new signage, specifically to support a designated drive-up area in the parking lot. This area is intended to facilitate online order pickups without requiring customers to enter the retail store. The subject property is the Target retail location, where the updated signage features a reversed color scheme—white lettering on a dark background.

Recommendation

Planning staff are recommending conditional approval based on draft findings of the review criteria for variances. In granting the variance the BOA may impose conditions. Planning staff recommends the following conditions:

1. The variance is for one additional wall sign.
2. The variance is limited to this legally described lot.
3. Substantial conformance to the submitted site plans
4. Apply for a sign permit within 6 months of BOA approval.
5. Complete the second sign installation within 1 year of BOA approval.
6. Failure to begin or complete within time periods will void the variance.
7. These conditions of variance approval shall run with the land

Board Questions

There was a question regarding the location of the second sign. Staff clarified that the large Target sign located at the far north end of the building is classified as a canopy sign under the current code, as it is mounted on a canopy rather than directly on the wall. The first wall sign is positioned just south of the canopy and features the drive-up logo. The second wall sign is located at the southernmost end of the building and displays the brand name.

Applicant's Agent

Meghan Chachra, applicant's agent expressed appreciation for the clarification regarding the three signs and indicated availability to answer any further questions from the board. There were no further questions from the board.

Chairman Sayer closed the Public Hearing.

Motion

Board member Bruschwein made a motion with staff recommendations to approve Zone Change 1379, seconded by Board member Warmer. The board voted unanimously, motion passes.

Other Business

Ms. Cromwell informed the board of the two variance requests scheduled for review in June—one within the East Billings Urban Renewal District and the other in the North Elevation neighborhood.

Board Comments:

Board member Warmer recused himself from participation in the review of the June EBURD variance.

ADJOURNMENT: The meeting adjourned at 6:17PM.

Brenda J Berns, Planning Clerk