



What can we
help you create?

Meeting Minutes

A&E Design
124 N 29th ST, Suite 100
Billings, MT 59101

Project: Energy Labs Addition

Project Number: 24167

Meeting Location: Beartooth Conference Room

Meeting Date/Time: 06-17-2025 4:00 – 5:00 p.m.

Meeting Subject: Pre-Application - Parking Lot

Attending: Karen Husman, Hunter Kelly, Kristi Langdon, Chris Hertz, Stephanie Donovan, Ric Heldt, Scott Osteen, Trevor Anderson

Agenda: Review parking lot layout, special review process, and initial building addition questions.

Parcels:

- SD: Do we need to combine properties?
- KS: No need to merge the separate properties for the parking lot.

Engineering Questions:

- Engineering typically reviews the set of plans, storm report, look at existing sidewalk, photos, identify trippers, etc
- 25 ft between curb cuts is allowed.
- 30-40 ft wide curb cuts, 3 ft wings,

Building Addition:

- SO: Does the new addition need to be 2 stories?
- KS/HK: Let us get back to you on that.
- Will the addition have the same address?
- KS: Yes.

Required Landscaping:

- Street Frontage: 1 tree every 40 ft, landscaping should be 10 ft deep or 6ft if drip for whole boulevard
- SE prop and SW prop line, identical zoning, use B bufferyard, 1 tree per 70ft and has to be drip
- NW prop line requires B2 bufferyard – point requirement – mixture of trees trees and shrubs, visuals
- Landscape islands at end of parking – 4 ft shorter than parking stall, planting to be 132 ft in distance of stalls, 1 tree per island, 75% organic coverage
- Snow storage – 5% of parking area
- Fence is optional for the B2 Bufferyard and get count towards point total– Fence permit required, max 6 ft high



What can we help you create?

- Please also list counts for landscaping

Special review:

- Neighborhood meeting: notice to include what you're proposing, site plan. You should take meeting minutes, list who was present, and turn in with application.
- Karen provided list and map. Letters must be certified – verify names with mt dept of revenue. Upload online. Application does need to be signed by prop owner.
- Application to be submitted 1st working day of the month – check deadline
- Complete application, fee paid
- The following week, there will be a public hearing notice, orange sign on property
- City Zoning meeting would be first Tues of following month after the application
- City council 4th Monday month
- Expect a 2 month process after you submit the application
- Simultaneous permit and special review process

Parking Counts:

- 1 per 400 GFA for laboratories
- 1 per 350 GFA for office
- 1 per 1000 GFA for indoor storage/warehouse
- Could also be 1 per employee on largest shift

Item #1	Description	Lead	Due Date
Building Story Question	Planning to respond to A&E about whether addition can be one or two stories.	Karen / Hunter	TBD
Build-To-Zone	Does the build-to-zone start at sidewalk, or property line?		TBD

Sign In Sheet

Energy Labs Neighborhood Meeting, Billings Public Library

July 21, 2025, 6-7pm

Print Name	Address	Phone	Email
1. Cindy Rohrer	1040 Lost View Dr	406 670 4665	crohrer@energylabs.com
2. Tracy A. Dangerfield	2917 Doreen Blvd	406 698 0388	tdangerfield@energylabs.com
3. Ken Brae	4631 Morocco Blvd	406-866-9254	kbrae@energylabs.com
4. Stephanie Donovan	824 Parkhill Dr Billings	513-288-7553	sdonovan@ae.design
5. Ric Heldt	2750 Torrey Pines Dr.	406-860-3590	rheldt@ae.design
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Energy Laboratory Staff (Owner)
 A&E Design Staff (Agent)

Confirmation for Use of Billings Public Library Meeting Rooms



For use of:

- Community Room
- Computer Classroom
- Large Conference Room
- Study Room # _____
- Teen Study # _____

Room costs:

Additional costs will apply for use outside Library service hours and/or for cleaning costs incurred by the Library

Nonprofit, educational & community groups:

Free

For-profit organizations

Community Room: \$50/hour w/2-hour min.

Computer Classroom: \$25/hour

Large Conference Room: \$25/hour

PLEASE READ:

I have read and agree to comply by the Library Meeting Room Policy. I understand that it is my responsibility to set up and put away all tables and chairs, and to place all trash into the appropriate containers. I will not hang or affix any materials to Library meeting room walls, furniture or equipment without prior staff approval. I understand that no equipment is to be operated by minors. **I agree to notify Library staff when meetings are completed and provide final attendance numbers. If staff find the room has NOT been left in satisfactory condition, I agree to pay for actual damages and costs incurred, and understand my ability to use the meeting rooms in the future may be restricted.**

SIGNATURE Steph C.D. DATE July 21, 2025

Contact Name (Please print) Stephanie Donoran

Phone Number 513-288-7553

Name of Organization (Please print) A3E Design

Address of Organization (Please print) 124 N. 29th St. STE 100
Billings MT 59102

FOR STAFF USE ONLY:

Date of use: 7/21/25

Staff Initials OR

Staff Initials _____

Time: In 5:45 Out: 7:00pm

Pre-Usage inspection:

- Carpet
- Chairs
- Equipment
- Kitchen
- Tables
- Trash
- Walls

Post-Usage inspection:

- Carpet
- Chairs
- Equipment
- Kitchen
- Tables
- Trash
- Walls

Security: Keys ID Other: _____

Comments:



What can we
help you create?



A&E Design

124 N 29th ST, Suite 100

Billings, MT 59101

406.248.2633

sdonovan@ae.design

July 11, 2025

Subject: Invitation to Neighborhood Meeting Regarding Proposed Parking Lot Development

Dear Neighbor,

We hope this letter finds you well. As part of our efforts to improve accessibility and infrastructure within our neighborhood for Energy Laboratories Incorporated, we are writing to inform you about a proposed development project involving the construction of a new parking lot located at 1108 and 1110 S 28th St.

Because your property is located within 300 feet of the proposed site, we are reaching out to invite you to a **Neighborhood Meeting** where we will share details about the project, including the proposed design and its anticipated benefits to the community. This meeting will provide an opportunity to ask questions, provide feedback, and discuss any concerns you may have.

Neighborhood Meeting Details:

Date: Monday, July 21, 2025

Time: 6:00-7:00pm

Location: Community Room, Billings Library, 510 N Broadway, Billings, MT 59101

Enclosed with this letter is a preliminary **site plan** showing the design of the proposed parking lot. During the meeting, we will walk through proposed site improvements including landscaping, fencing, and maintenance in more detail and discuss how we intend to minimize impacts on the surrounding neighborhood, including before, during, and after construction.

Your input is valuable to us, and we encourage your participation. If you are unable to attend the meeting but would still like to provide feedback, please feel free to contact us at 406.248.2633 or sdonovan@ae.design.

Thank you for your time and attention to this matter. We look forward to hearing from you.

Sincerely,

Stephanie Donovan

Landscape Architect

A&E Design

Enclosure: Proposed Parking Lot Design

PARKING LOT FOR ENERGY LABORATORIES



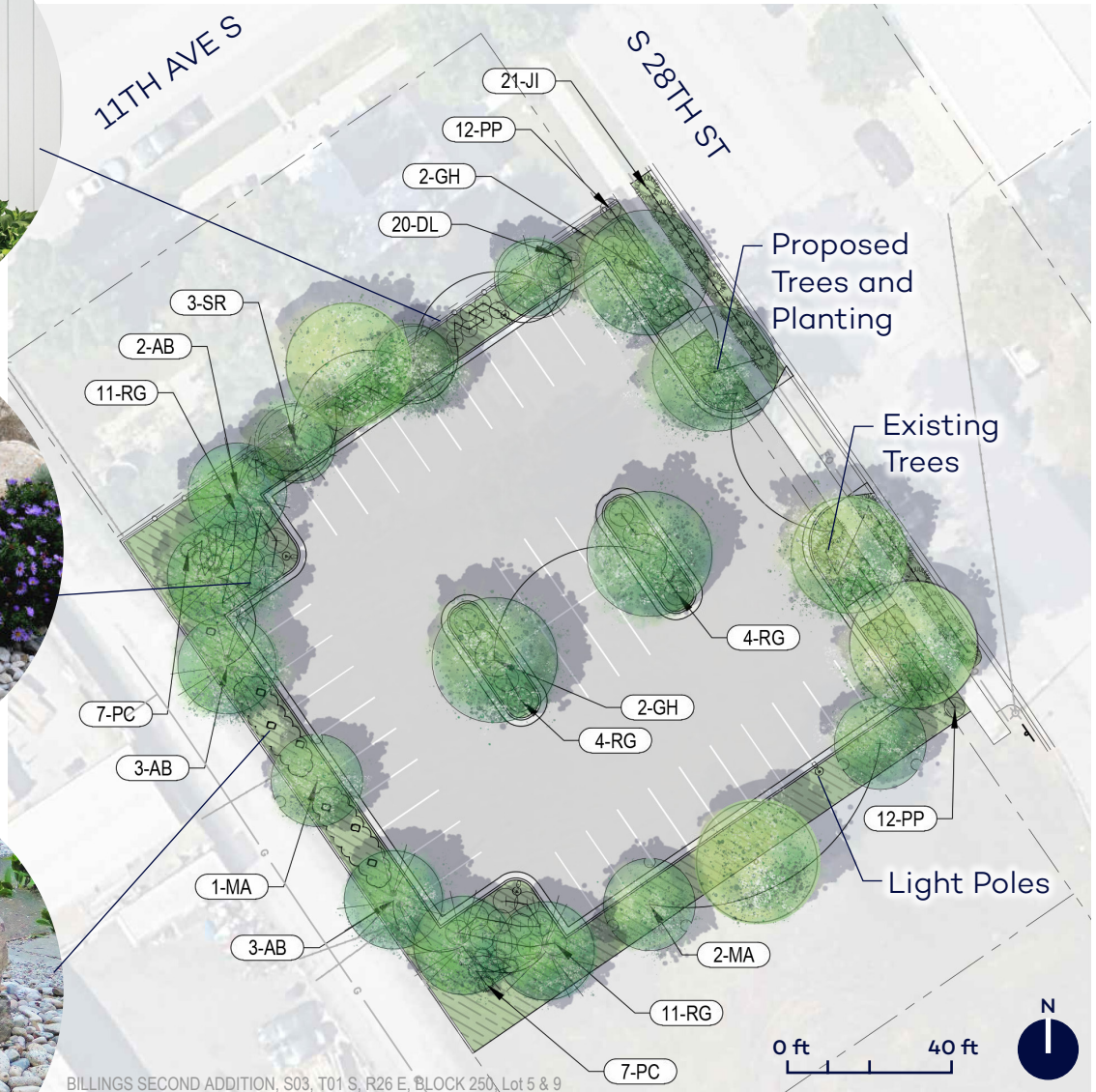
Vinyl Fence



Planting



Boulders

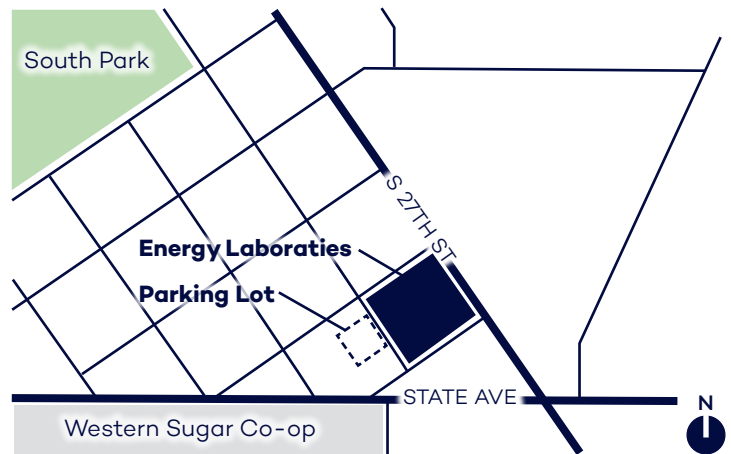


PLANT SCHEDULE

AB AUTUMN BRILLIANCE APPLE SERVICEBERRY
 GH NORTHERN ACCLAIM HONEY LOCUST
 MA MAACNIFICENT MAACKIA
 SR JAPANESE TREE LILAC

DL YELLOW GEM BUSH CINQUEFOIL
 PP PAWNEE BUTTES SAND CHERRY
 RG GRO-LOW FRAGRANT SUMAC
 JI ICEE BLUE CREEPING JUNIPER
 PC VALLEY CUSHION MUGO PINE

CONTEXT MAP





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Meeting Minutes

A&E Design
124 N 29th ST, Suite 100
Billings, MT 59101

Project: Parking Lot for Energy Laboratories, Inc

Project Number: 24167

Meeting Location: Community Room, Billings Library

Meeting Date/Time: 2025-07-21, 6pm

Meeting Subject: Neighborhood Meeting for Special Review

Attending: Ken Braun (ELI), Tracy Dangerfield (ELI), Cindy Rohrer (ELI), Ric Heldt (A&E), Stephanie Donovan (A&E)

Energy Laboratories, Inc (ELI) staff members and A&E Design representatives arrived at approximately 5:45pm to set up the room (photo below). No neighbors attended. Put tables back and left the room due to non-attendance around 6:30pm. Checked out of the room with library staff at approximately 7pm.

