

**CITY/COUNTY PLANNING BOARD**  
**TUESDAY, MARCH 24, 2026 at 4:30pm**

Members	Position	01/13/2026	01/27/2026	02/10/2026	02/24/2026	03/10/2026	03/24/2026	04/14/2026	04/28/2026	05/12/2026	05/26/2026	06/09/2026	06/23/2026	07/14/2026	07/28/2026	08/11/2026	08/25/2026	09/08/2026	09/22/2026	10/13/2026	10/27/2026	11/10/2026	11/24/2026	12/08/2026	12/22/2026
		Jim Ronquillo	Billings Ward I	1	C	C	C	1	1																
Roger Gravgaard	Billings Ward II	1	C	C	C	1	1																		
Dennie Stephenson	Billings Ward III	1	C	C	C	1	1																		
John Staley <b>PRESIDENT</b>	Billings Ward IV	1	C	C	C	1	1																		
David Nordel	Billings Ward V	V	C	C	C	A	A																		
Troy Boucher	YC District 1	1	C	C	C	A	V																		
Dennis Cook, <b>VICE PRESIDENT</b>	YC District 2	1	C	C	C	1	1																		
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vacant	YC District 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Alexis Bonogofsky	YC District 6	1	C	C	C	A	A																		
Vacant	YC District 7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scott Reiter	Ex-Officio SD2	1	C	C	C	1	1																		
Megan Trevino		A	C	C	C	A	A																		

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

**Call the Meeting to Order:** President Staley called the meeting to order at 4:30 PM

**Introduction of Planning Board Members and Planning Department Staff**

President Staley called for introductions of the members of the Planning Board and staff.

**Attending Staff:** Anna Vickers, Planning Division Manager; Brenda Berns, Planning Clerk

**2. Approval of Agenda**

**Motion**

Motion by Board member Dennie Stephenson to approve the agenda as submitted, second by Board member Cook. Motion passed unanimously.

**3. Approval of Minutes:** March 10, 2026

**Motion**

Motion by Board member Ronquillo to approve the March 10, 2026 meeting minutes, second by Board Member Stephenson. Motion passed unanimously.

**4. Public Comment:** None were received

**5. Disclosure of Outside (Ex-Parte) Communication** – None disclosed

**6. Disclosure of Conflicts of Interest** – None disclosed

**7. Old Business** – None

**8. New Business**

**a. Trailhead City Major Subdivision – Preliminary Plat. Public Hearing and Action**

Anna Vickers, Planning Division Manager

Ms. Vickers provided an overview of the proposed Trailhead City Major Subdivision and its general location, noting that the site is the former Holiday Inn property. The subdivision is proposed to consist of seven lots at .85 acres min to 3.32 acres max. Parkland dedication not required.

The site is currently served by existing infrastructure, with water and sewer lines available along Midland Road, as well as two established access points. Shared access splits lot 4 & 5

A traffic impact study was conducted evaluating four major roadways. Based on the findings, financial contributions for roadway improvements are not required, as the development does not meet the threshold of at least a 2% impact on critical traffic volumes. There were two intersections identified that this development would cause an additional impact of over 2%.

It was noted that only one of the evaluated intersections—South Billings Boulevard and Midland Road—falls under the jurisdiction of the City of Billings. The developer must coordinate with MDT.

### **Recommendation**

- Staff recommend conditional approval subject to 4 conditions of approval.
- City Council is scheduled to review and act on the preliminary plat on April 27, 2026.

### **Conditions of Approval**

1. To meet requirements of intersection contributions and for traffic safety, prior to final plat approval, the applicant will have MDT determination based on the TIS the agent provides to MDT, on any contributions required for the intersection of Midland Rd. and Mallowney Lane.
2. To provide locations and safe delivery and retrieval of individual mail, prior to final plat approval, the applicant will coordinate with the USPS to determine location of Central Box Units and provide the correct amount of space for safely delivering the mail to the businesses.
3. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable
4. The final plat shall comply with all requirements of the City of Billings Subdivision regulations, rules, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

### **Board Questions**

The Board discussed the status of the existing building (former convention center), including whether it will remain and its relationship to the proposed subdivision. The applicant’s representative clarified that their current involvement is limited to the subdivision process, with a future master site plan to address access, internal circulation, and parking, including parking in front of the existing building.

The Board noted that fire department connections (FDCs) and fire hydrant accessibility will be important considerations. Staff advised that fire department approval will be required as part of the master site plan review.

Questions were raised regarding potential future uses of the existing building. The applicant indicated that ownership representatives were available for questions.

### **Applicant: Tanner Gummingsall**

Mr. Gummingsall stated that the property is being marketed as flexible space, with specific end users not yet determined.

### **Applicant’s Agent: Craig Dalton, Performance Engineering**

Mr. Dalton explained that the CMU2 zoning district allows for a broad range of commercial uses, including larger-scale commercial businesses such as grocery stores or big-box retail.

### **Public Hearing**

President Staley opened the public hearing. No public comment was received. The public hearing was closed.

**Motion**

Motion by Board Member Ronquillo to recommend approval of the subdivision, subject to the four (4) conditions of approval as outlined in the Staff Report. Seconded by Board Member Cook.

Vote: 6-0 – Motion carried; recommendation for approval.

**Other Business**

Ms. Vickers announced that the Billings2045 Plan will be presented during Billings Planning Week, April 6-8.

She noted that an Interim Planning Commission meeting originally scheduled for April 2 may be rescheduled due to multiple meetings that week, with a new date to be determined.

Discussion will include next steps in the planning process. Additional information and opportunities for public involvement are available at Billings2045.com.

**Board Discussion**

The Board discussed the status and availability of the Heights Plan. Staff indicated the plan will be made public prior to the April meeting and noted an upcoming public meeting scheduled for April 9. It was also noted that the Billings2045 Plan incorporates the Heights Plan, West End Plan, and annexation considerations.

Discussion included questions regarding potential development near MetraPark involving both City and County land. Staff clarified that the City is not proposing changes to County land uses or requiring annexation, and that future decisions by County Commissioners cannot be speculated upon.

The Board also discussed long-term connectivity opportunities, including potential connections along the 4th Avenue corridor. Staff noted that connectivity will be an important consideration in future transportation planning efforts.

The next Planning Board meeting will be Tuesday, April 14, 2026

**Adjournment** 4:50 PM

*Brenda J Berns, Planning Clerk*