

# Memorandum

**REPORT TO:** Community Development Board

**FROM:** Bailey Minnich, Development Review Planner  
Brian Krueger, Development Review Manager  
Erin George, Community Development Director

**SUBJECT:** Parklands Amended Subdivision Preliminary Plat application to subdivide one parcel zoned R-4 into a major subdivision for residential use. The proposed subdivision includes 8 buildable lots on a total of 1.201 acres. The project is proposed to be completed in one phase. Generally located west of Village Downtown Boulevard, east of Audubon Way, and south of Audubon Way. Application 25273 (Quasi-Judicial)

**MEETING DATE:** September 8, 2025

**AGENDA ITEM TYPE:** Community Development - Quasi-Judicial

**RECOMMENDATION:** Having reviewed and considered the application materials, public comment, and all the information presented, I hereby adopt the findings presented in the staff report for application 25273 and move for the Community Development Board in its capacity as the Planning Board to recommend approval of the subdivision with conditions and subject to all applicable code provisions.

**STRATEGIC PLAN:** 4.2 High Quality Urban Approach: Continue to support high-quality planning, ranging from building design to neighborhood layouts, while pursuing urban approaches to issues such as multimodal transportation, infill, density, connected trails and parks, and walkable neighborhoods.

**BACKGROUND:** The Department of Community Development received a Preliminary Plat Application on May 23, 2025, requesting to subdivide 1.201 acres to create 8 buildable lots. The subject property is zoned R-4 (Residential High Density District).

On July 16, 2025, the Development Review Committee (DRC) found the application sufficient for continued review and recommends the conditions and code provisions identified in this report. The subdivider requested waivers with this application as it is a further subdivision of property

previously reviewed as a major subdivision. The requested waivers were approved by the Development Review Committee (DRC) on June 11, 2025 and included BMC 38.220.060.A.1 Surface Water, BMC 38.220.060.A.2 Floodplain, BMC 38.220.060.A.3 Groundwater, BMC 38.220.060.A.4 Geology, BMC 38.220.060.A.5 Vegetation, BMC 38.220.060.A.6 Wildlife, BMC 38.220.060.A.7 Agriculture, BMC 38.220.060.A.8 Agricultural water user facilities, BMC 38.220.060.A.9 Water and Sewer, BMC 38.220.060.A.10 Stormwater, BMC 38.220.060.A.11 Streets, BMC 38.220.060.A.12 Utilities, BMC 38.220.060.A.13 Land use, BMC 38.220.060.A.14 Parks and recreation facilities, BMC 38.220.060.A.15 Neighborhood Center, BMC 38.220.060.A.16 Lighting Plan, BMC 38.220.060.A.17 Miscellaneous, and BMC 38.220.060.A.18 Affordable Housing. Please see the staff report for analysis of the review criteria.

This subdivision meets the criteria for review under 76-3-616 Montana Code Annotated (MCA) - Exemption for Certain Subdivisions. This statute exempts this subdivision from the public hearing requirement. Per BMC 38.240.100 the final decision for this preliminary plat must be made within 60 working days from sufficiency, or by October 8, 2025. The City Commission meeting regarding this subdivision is scheduled for September 9, 2025.

Materials in the submittal relevant to the Planning Board's duties include:  
[External Link]

- [Application Documents](#) [External Link]
- [Application Drawings](#) [External Link]

The application documents folder will contain the infrastructure reports including water, sewer, stormwater, and traffic impacts, as well as documentation to demonstrate compliance with Chapter 38 including compliance with adopted standards required in BMC 38.220.060.

The application drawings folder will contain the full plat set sheet, and the application documents folder will contain the project narrative, supplemental application materials, water and sewer design report, and stormwater design report.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As recommended by the board

**FISCAL EFFECTS:** Fiscal impacts are undetermined at this time, but will include increased property tax revenues from new development, along with increased costs to deliver municipal services to the property. Impact fees will be collected at the time of building permit issuance for individual buildings along with City sewer and water connection fees.

Attachments:

[25273 Parklands Amended PP\\_CDB Staff Report\\_Final.pdf](#)

Report compiled on: August 12, 2025