

# Memorandum

**REPORT TO:** City Commission

**FROM:** Danielle Garber, Senior Planner  
Brian Krueger, Development Review Manager  
Rebecca Harbage, Deputy Director of Community Development  
Erin George, Director of Community Development

**SUBJECT:** Approve the Gran Cielo Block 4 Subsequent Minor Subdivision Preliminary Plat application to further subdivide 5 lots in Block 4 of Gran Cielo Subdivision into a 7 lot subdivision for residential single household uses. The subject property is zoned R-3 (Residential Medium Density District) and contains 0.69 acres of buildable lots. Generally located Northeast of the corner of Cielo Way and South 31<sup>st</sup> Avenue, Application 25157 (Quasi-Judicial)

**MEETING DATE:** August 12, 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 25157 and move to approve 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 April 24, 2025 requesting a subsequent minor subdivision to further subdivide Lots 1-5, Block 4 of Gran Cielo Subdivision Phase 2 into 7 lots. The subject property is zoned R-3 (Residential Medium Density District).

This land was previously reviewed under the following applications:

- [17522 Gran Cielo Major Subdivision Preliminary Plat](#) (external link to the Finding of Facts and Order signed July 16, 2018)

- [19219 Gran Cielo Major Subdivision Preliminary Plat](#) (external link to the online document repository for this project)

All required infrastructure has been constructed or financially guaranteed and subsequent final plat applications have been reviewed and recorded for all existing lots in the subdivision. This subsequent minor subdivision is located in Phase 2 and the recorded Phase 2 Final Plat may be viewed in the city's online document repository under [Document 003 – Existing Recorded Plat](#). No phasing is proposed. No new infrastructure, streets, lighting, or city parks are proposed. The site does not contain surface water or wetlands, existing vegetation, or public lands.

Preapplication review was completed on February 24, 2025. BMC 38.220.060.A requires documentation of compliance with adopted standards unless waivers have been granted during the pre-application process. Waivers were granted from the following documentation requirements: Surface Water; Floodplains; Groundwater; Geology Soils, Slopes; Vegetation; Wildlife; Agriculture; Agricultural Water User Facilities; Park and Recreation Facilities; Neighborhood Center Plan; Lighting Plan; Miscellaneous; And Affordable Housing. Partial waivers were granted for the required engineering reports for water and sewer, stormwater management, and streets, roads and alleys with supplemental memos prepared by a professional engineer licensed in the State of Montana indicating capacity exists to accommodate the 2 additional homes.

On June 12, 2025 the Development Review Committee (DRC) found the application sufficient for continued review and recommends the conditions and code provisions identified in the staff report. The subdivider did not request any variances with this application. The City did not receive any written public comment on the application as of the writing of this report. Please see the staff report for analysis of the review criteria.

On July 21, 2025 the Community Development Board (CDB) acting in its capacity as the Planning Board considered the application and provided a unanimous recommendation for approval. There were no questions to staff and no discussions regarding the proposed subdivision. No public comment was received during review of the agenda item; however, a public comment was received during the general public comment following the vote. The comment was related to this application as well as the general UDC update. A summary of the public comment, and the staff response can be found in the attached staff report on page 18.

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 September 9, 2025. The City Commission meeting regarding this subdivision is scheduled for August 12, 2025.

Materials in the submittal relevant to the Planning Board's duties include:

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

The application documents folder will contain the cover letter, water and sewer memo and report, stormwater management memo and report, and the streets, roads and alleys memo and traffic impact study waiver, as well as documentation to demonstrate compliance with Chapter 38 including compliance with adopted standards required in BMC 38.220.060 where waivers were not granted.

The application drawings folder will contain the draft plat, as well as the overall site plan and proposed services layout.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As recommended by the City Commission

**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:  
[25157 Staff Report CC.pdf](#)

Report compiled on: July 31, 2025