

CITY-COUNTY PLANNING BOARD

CITY OF HARDIN/BIG HORN COUNTY

JUN 10 2025

HARDIN MT 59034-0305

CCPB Board Meeting
May 12, 2025

The regular meeting of the City County Planning Board was called to order at 7 PM on May 12, 2025 by Chairperson Kirchenmann-Kuntz. Members present were Carla Colstad, Dan Lowe, Chris Winterrowd, Michael Ebert, Jeff Hooker and Karla Roods. Bill Hodges was excused.

There was no Public Hearing.

Previous minutes for the December meeting were reviewed. Chris Winterrowd moved and Karla Roods seconded acceptance of the minutes. Unanimously approved.

Five financial statements were reviewed. Karla Roods moved and Dan seconded acceptance of the financial statements. Unanimously approved.

There was no old business to transact.

A welcome was extended to new members Karla Roods and Michael Ebert on their appointments to the Board. Discussions ensued regarding contact with Anne Schwinn, State employee, who discussed grants with matching funds that are available for community improvement. She explained there are groups at the University who design products for that purpose. Discussions about some likely improvements were better traffic control around the overpass area because of more accidents, beautification efforts to make the city more welcoming with signage and landscaping. Further discussion of the offer to have the CCPB fund a rewriting of the Variance Codes to assist City Council resulted in a suggestion that this offer be made public by getting on the agenda for a Council Meeting. Discussions regarding the lack of animal control and the lack of Code Enforcement resulted in members indicating they had spoken with Billings entities about their availability for Hardin. Code Enforcement can be contracted. Suggestions that many people have forgotten or never knew that Hardin does have laws regarding weed control, mowing, snow removal and perhaps posting these laws would be beneficial to the community. Beartooth RCD has been beneficial for our community and Dan Lowe is a member. Election results were Corinna Kirschenmann, Chair and Chris Winterrowd, Vice Chair re-elected.

Linda Hill announced that she was leaving as Secretary July 1, 2025.

A reminder that a number of City Council seats as well as the mayor's position are up for re-election. Filing deadlines are April 17 to June 16.

Community Garage is being held June 6 – 7

County Planning Board Meeting June 2

August starts the Farmers Market

Big Horn Funday

406 Greenhouse is open

Government Study Review Meeting

Little Big Horn Days will happen in June

Mason Fundraiser Spaghetti Supper at Fairgrounds

Chris Winterrowd moved and Michael Ebert seconded for adjournment. Unanimously approved at 8:15 pm

CITY-COUNTY PLANNING BOARD

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City County Planning Board Meeting
June 9, 2025

The regular meeting of the City County Planning Board was called to order on June 9, 2025 at 7 pm by Chairperson, Corinna Kirschenmann-Kuntz. Members present were Carla Colstad, Dan Lowe, Bill Hodges, Michael Ebert, Karla Roods. Chris Winterrowd and Jeff Hooker were unable to attend and noticed the Board of their absence.

The Public Hearing was opened and no one from TK Construction got up to speak. An attendee asked what was planned for the construction so City Planner, Forrest Mandeville, read the Staffing Report. Neighbors who reside near the proposed construction shared their concerns regarding some of the activities in neighboring homes, wishing to be reassured that these apartments would not become the same kind of situation. Tom Lind addressed questions about the timeframe of construction, explaining that the owner of the property lives overseas and so there will be delays in closing the deal and beginning remodeling of the property, probably six months. Applicants were reminded that this Conditional Use Permit must be approved by the City Council as well as by this Board. The Public Hearing was closed.

Minutes from the previous meeting were reviewed and Bill Hodges motioned with Carla Colstad seconding approval and the Board unanimously approving minutes.

The Financial Statement was reviewed and Karla Roods motioned with Michael Ebert seconding approval and the Board unanimously approved the financial statement.

Under Old Business the Board was reminded that we need to adopt subdivision regulations and zoning codes, which the Board has discussed previously. It was decided that Forrest Mandeville would write a letter to the City Council offering his services which would be paid for by this Board to update the necessary regulations and codes. Discussion about capitalizing on OneHealth was mentioned. It was also suggested that copies of the Growth Plan be printed and distributed to Board members.

New business brought the proposed TK Construction project before the Board and after brief discussion Bill Hodges motioned and Carla Colstad seconded that the Conditional Use Permit be approved as written. The Board voted unanimously to approve the permit. The Taxable Valuation was brought up and new members were brought up to speed about this yearly requirement. **The issue was put to the vote and the Board voted to leave the amount of the Taxable Valuation the same as in previous years.**

Announcements included reminders that the Stake Holders Meeting was Wednesday the 11th from 3-4:30
City Council Meeting is the 17th

Big Horn Days will be held June 25-29

Early Learning Center will be moving

July 4th Celebrations are planned for downtown

July 7th is Shakespeare In the Park

Mid-August should see the Splash Park

Bill Hodges motioned and Michael Ebert seconded for adjournment at 8:25 pm and all members agreed.

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CITY OF HARDIN/BIG HORN COUNTY

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City County Planning Board Meeting
September 8, 2025

The regular meeting of the City County Planning Board was called to order on September 8, 2025 at 7pm by Chairperson, Corinna Kirschenmann-Kuntz. Members present; Dan Lowe, Michael Ebert, Karla Roods, Jeff Hooker, Larry Vandersloot, Taylor Sidwell, Erin McCleary. Bill Hodges was unable to attend and notified the Board of his absence. New Members of the Board as appointed by Big Horn County were welcomed. These new members are Larry Vandersloot, Taylor Sidwell and Erin McCleary. Corinna Kirschenmann-Kuntz notes the public comments and hearing with recommendations from the Board will be taken to the City Council meeting on September 16th, 2025.

The Public Hearing was opened. Florence and Douglas Stewart presented before the public and board the Stewart Conditional Use Permit for Pole Barn in R1 zone. Douglas would like to have a large garage (pole barn), cold storage (no power) with sliding doors to refrain from obstruction of view. Larry Vandersloot asked will the old garage on the property be taken down to build this new building. Douglas told the board the old garage standing on part of the property will remain. Karla Roods asked will the building, interfere with the ditch. Douglas answered there would be no interference with the ditch. Michael Ebert brought concern of traffic to the building. Douglas noted the enter and exit will be on the south side of the Pole Barn. No further questions were asked of the Stewart Conditional Use Permit for Pole Barn in R1 zone. Michael Ebert as M&R Developing LLC stepped down from the board to present the M&R Developing LLC Variance Application. Location of this request 506 W Railway St. Request for address change to S 1st Street. Request of rear setback to 12 feet instead of 20 feet, front setback of 7 feet instead of 10 feet, and a side setback of 4 feet instead of 5 feet. With no noted obstruction to the alleyway and address change to S 1st Street. Bim Marston (neighboring property) asked, are there plans to develop the alley. Michael Ebert would like to see a separate petition to separate the alley into neighboring properties as the alley is not used. Karla Roods asked if the property is on an easement with a pertinent question from Jeff Hooker are the power poles on an easement. Both were assured the property was not on easement. Jeff Hooker continued with a question about parking for the location. Michael Ebert states there will be no need for off-street parking, the allotted room behind the garage will be enough including 6 to 8 feet. Larry brought a concern of interference with the intersection next to the property. There is no known interference to the intersection. Concern of the fence and/or future fence interfere with the alley traffic and operations. Michael has allotted 12 to 20 feet for the fence. Jodeen Marston raised a concern of the building causing visibility issues from the alley. Michael Ebert assured the public there is 12 to 13 feet from the property line to the curb to ensure enough distance. The building will sit 5 feet out from the existing homes. Loretta Barnes asked where the trash is being collected and where the trash is planned to be collected. Michael was referred to neighboring property as they put the bins to the front of the property for collection as this will continue. Bim Marston assured the board this trash collection method will continue. Michael Ebert suggested moving the location across the street. Karla Roods asked if the existing curb would stay intact along with Jeff and Larry question on drainage. Michael Ebert notes the original curb and drainage will stay. Review of staffing report. Left discussion for the board to grant variance on the odd shaped lot. Letter from neighbor James & Kristi Wedel (neighboring homeowners) in packet for the variance request. Larry asks if there is a protest from neighboring properties. Corinna responds with three neighboring properties not in favor. Corinna welcomes public comment. With no further questions or concerns, Corinna closed the public hearing at 7:23pm, with reminder to applicants that applications and permits must be approved by the City Council as well as this Board.

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Minutes from the June meeting were reviewed and Karla Roods motioned with Michael Ebert second. The Board unanimously approval of minutes from June, as of 7:25pm.

Financial Statements were reviewed and Karla Roods motioned with Michael Ebert second as presented. The Board unanimously approved the financial statements as of 7:27pm.

Old Business:

Variance codes will be done by the City Planner (Mr. Forrest Mandeville). City/County planning board will pay Mr. Mandeville to update all zoning codes and resolutions. Mandeville will get back with board to discuss changes made to codes. He will be updating 11 subdivision regulations. Will bring up to code on all. Hardin Police Department has been working on some of the community decay. A complaint form has been created and posted at all city meetings and website for the public to fill out for city decay. Hardin PD Chief & Hardin Mayor will receive a copy to review. Dan Lowe would like to have a complaint form for posting at a public location for accessibility. Karla suggests going to city office for a paper copy. Board makes note for paper form to be submitted to briefs on where to find it. Animal control is currently enforced by Hardin PD. The PSA under Hardin PD is Martinez. Karla Roods informs these concerns are not of the board. Board concerns are of the growth policy and zoning. Corrina is looking at other areas for board concerns. Maybe something to add to the growth policy. Karla explained the growth policy to public. Examples of the growth policy are housing, the One Health expansion and industrial park. Karla would like to see growth inside of the city. The County is updating their growth policy as well. Updating these codes will help with ordinances and regulations. Public Information regarding city information: Mr. Mandeville will notify CCPB once completed. CCPB will notify public. Jeff asked if there is a timeline for completion. Mr. Mandeville notes that he is working on it but there is no official date set in stone. A draft of Subdivision regulations will hopefully be sent in the next handful of months. He would like to have discussions with the board to assist with the updates.

New Business:

Proposed Douglas & Florence Stewart Conditional Use Permit application to board members; Larry Vandersloot motioned with second approval by Taylor Sidwell. The board unanimously approves as of 7:42pm. Proposed M&R Developing LLC variance application to board members; Larry Vandersloot asks has Mr. Ebert visited with neighbors about this. Taylor Sidwell motioned to deny application with second by Larry Vandersloot. In favor votes count at six with opposed vote at one. The board denies Michael Ebert's M&R Developing LLC variance application as of 7:43pm. The board welcomes new members Larry Vandersloot, Taylor Sidwell and Erin McCleary along with new secretary Alyssa Pitsch. The board opens discussion for a new vice president. Bill Hodges has shown interest. Taylor Sidwell motions to make Bill Hodges Vice Chair of the CCPB with second by Karla Roods. Motion passed as of 7:45pm unanimously. Dan Lowe will advise Bill Hodges.

Announcements:

City Council meeting on 9/16/2025

Dan Lowe term date will move up to two extra months. Corrina will meet with board to extend Dan Lowe another two years.

Larry Vandersloot motioned and Taylor Sidwell seconded for adjournment at 7:49 pm and all members agreed.

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CITY-COUNTY PLANNING BOARD

CITY OF HARDIN/BIG HORN COUNTY

City County Planning Board Meeting

Date: October 14, 2025

Location: City Chambers

Time: Public Hearing opened at 6:59 PM; Regular Meeting called to order at 7:06 PM

1. Roll Call

Present: Chairperson Corinna Kirschenmann-Kuntz , Vice Chairperson-Bill Hodges , Taylor Sidwell , Dan Lowe , Jeff Hooker , Karla Roods

Excused: Michael Ebert , Larry Vandersloot

Staff: Mr. Forrest Mandeville – City Planner

Guests: Luke Gerber, Natasha Morton

2. Call to Order (6:59 PM)

The regular meeting of the City–County Planning Board was called to order at **7:06 PM** by the acting chairperson Corinna Kirschenmann-Kuntz.

3. Public Hearing (Opened 6:59 PM)

Gerber Variance Request

Applicant: Luke Gerber

Request: construction of a new carport on the east side of the property.

- Proposed setback: side setback of 1 ½ feet instead of 5 feet
- Property: Zoned R2, located at 838 W 5th St (Lot 7, Amended Block 2, Egnew Addition, Section 23, Township 1 S, Range 33 E)
- **9 ft** from carport to neighboring house.
- Carport cannot be reduced below **10 ft**
- Neighbor behind applicant also supports (via call to Mandeville)
- Morton noted others have constructed without proper procedure

Additional Notes:

- Corrina reminded the public that the board issues a recommendation for City Council. City Council will review **10/21/25**.
- Bill clarified that Mr. Mandeville reviews all applications and provides staff reports.
- Natasha requests email notification of the final results.

Public Hearing Closed: 7:04 PM

4. Approval of Minutes for 09/08/2025

- Motion: Taylor Sidwell
- Second: Karla Roods
- **Approved unanimously**

5. Financial Statements

- Motion: Bill Hodges
- Second: Taylor Sidwell
- **Approved unanimously**

6. Old Business

6.1 Stewart Project

City Council approved at their last meeting.

6.2 M&R Project

- Council denied and requested modifications.
- Michael Ebert is looking to revise and resubmit.
- Corrina noted possible lot swap discussions due to odd lot shape.
- Jeff asked about post-vote discussion; Bill expressed desire for clarification after voting.
- Karla noted comments were made but no formal discussion occurred; Corrina will document.

6.3 Subdivision Regulations Update (Mandeville Report)

Reference model: 2006 version; county model will be used moving forward.

Decision Items

1. Minor Subdivision Review Requirements

- Discussion around treating all subdivisions as major to ensure public review.
- **Motion:** Require all subdivisions to come before the board.
 - Motion: Taylor Sidwell
 - Second: Jeff Hooker
 - **Approved unanimously**

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2. Traffic Study Threshold

- Residential trips: 8–10 trips/day per home
- 6-lot subdivision ≈ 100 trips/day
- Traffic studies cost ~ \$10,000; identify peak hour flow, off-site needs, etc.
- **Motion:** Set **6 lots** as threshold triggering major subdivision classification.
 - Motion: Taylor Sidwell
 - Second: Karla Roods
 - **Approved unanimously at 7:30 PM**

3. Family Transfer Two-Year Hold

- Discussion on 2-year hold requirement; hardship waiver possible.
- **Motion:** Adopt state cap of **2-year hold** with hardship language written by Mandeville.
 - Motion: Taylor Sidwell
 - Second: Bill Hodges
 - **Approved unanimously at 7:38 PM**

4. Subdivision Fee Schedule

- Fees have state caps; must be reviewed and sent to council.
- **Motion:** Direct Mandeville to draft fee schedule for CCPB review.
 - **Approved unanimously at 7:42 PM**
- CCPB will hold a hearing before forwarding to City Council.

7. New Business

7.1 Gerber Variance (Post-Hearing Review)

- Taylor raised possible fire-spacing concerns. Board reviewed spacing with optional entry point.
- Dan supports as long as neighbors have no objections and wants written documentation.
- Commendation to Karla and Natasha for identifying code issues.
- Karla discussion of boots on the ground code enforcement. Mandeville unsure for when prior violations began; may require new variance for compliance.
- **Motion to Approve Variance:** Bill Hodges
 - **Second:** Jeff Hooker
 - **Passed unanimously at 7:52 PM**
 - Corrina reminds Board; the variance application and CCPB recommendation will be brought to the city council on **10/21/2025**.

7.2 Board Administrative Updates

- Bill Hodges reappointed Vice President.
- Dan Lowe's term extended for another 2-year term.
- New name tag needed for Secretary.
- Member list needs updating. List will be sent to Board members.
- Upcoming dates:
 - **10/26 – FFA Harvest**
 - **11/2 – Daylight Savings**
 - **11/10 – Next CCPB Meeting**
- Linda will provide backup secretary duties.
- County planning update coming soon; county supports new mental health initiatives.

8. Adjournment

- Motion: Bill Hodges
- Second: Taylor Sidwell
- **Adjourned at 8:01 PM**

City County Planning Board Meeting**Date:** December 8th, 2025**Location:** City Chambers**Time:** Public Hearing opened at 7:03 PM; Regular Meeting called to order at 7:16 PM

1. Roll Call

Present: Chairperson Corinna Kirschenmann-Kuntz, Vice Chairperson-Bill Hodges, Taylor Sidwell, Karla Roods, Larry Vandersloot

Absentees: Michael Ebert, Jeff Hooker, Erin McCleary

Staff: Mr. Forrest Mandeville – City Planner

Guests: Sara Somes, Mark Kuntz

2. Call to Order (7:00 PM)

The regular meeting of the City–County Planning Board was called to order at **7:00 PM** by the acting chairperson Corinna Kirschenmann-Kuntz.

3. Public Hearing (Opened 7:03 PM)**Newcombe & Somes Variance Request**

Applicant: Joseph Newcombe and Nicholas Somes. Sara Somes representing brother.

Request: allow the two homes currently on the property to be rebuilt if destroyed.

- Property: Zoned R1. Single Family Residential. 210 E 7th St. Legal description: Lot 1, Block 8, Hardin Fourth Addition, in Section 23, Township 1, South Range 33 East.

Additional Notes:

- Corrina reminded the public that the board issues a recommendation for City Council. City Council will review **12/16/25**.
- Property is a rental.
- Water main will remain as one shut off.

City of Hardin Subdivision Regulations**Presented by: Forrest Mandeville**

- Mandeville reported that the subdivision regulations were adapted from a county model and updated for city use.

- The draft has been reviewed by the city attorney previously and has worked in practice; however, legal review is still ongoing, and feedback has not yet been received.
- The regulations reference the building code and are intended to function as a single, consistent document.
- Updates incorporate 2025 corporations.

Hardship & Family Transfers

- Taylor raised a question regarding previously discussed hardship language for family transfers.
- Mandeville noted a 2-year holding period, consistent with language from the State Attorney General.

Manufactured Homes / Trailer Houses

- Larry asked whether a manufactured home is considered a trailer house.
- Mandeville explained that under state ordinance, the definition is unclear, and the city zoning ordinance does not currently address this language. This may require further board discussion.
- Corrina noted the city is actively working to remove trailer houses with skirting and fifth wheels.
- Mandeville clarified that subdivision regulations are conditional on state law, which states that manufactured homes do not include trailer houses, though the distinction is not well defined.
- Larry expressed support for modular homes.
- Karla emphasized the need for concrete footings or foundations, noting the city is trying to establish clearer codes to address residents living in trailers and mobile homes.

Public Hearing Closed: 7:16 PM

4. Approval of Minutes for 10/14/2025

- Motion: Bill Hodges
- Second: Larry Vandersloot
- **Approved unanimously**

5. Financial Statements

- Motion: Karla Roods
- Second: Taylor Sidwell
- **Approved unanimously**

6. Old Business

6.1 Greber Variance Request

No questions or comments.

6.2 Love's RV Park Final Plan Application Memo

- must meet revisions within 3 years
- conditions are as listed in documents
- all conditions have been met, can be moved to a vote.

6.3 Zoning Code – Discussion Summary

- **Dwelling Units:**
 - Under state law, dwelling units must be allowed; additional regulations will be incorporated to address local requirements.
- **Population Standards:**
 - Regulations applicable to populations over 5,000 were reviewed and listed.
- **Height Limit Conflicts:**
 - Conflicting height limits were discussed. Application remains uncertain and falls under the discretion of the board.
 - The board agreed to apply the **higher standard under IC I2**. Draft language will be prepared and provided as a handout.
- **Nonconforming Uses:**
 - Nonconforming provisions were discussed.
- **Parking Requirements:**
 - Parking standards will consider **community density**, allowing flexibility for increased parking where appropriate.
- **Livestock:**
 - Discussion held on whether livestock should be allowed or excluded within specific zoning districts.
 - The **board expressed support** for the changes made to the Zoning Code to date.

Approval of current changes.

- Motion: Taylor Sidwell
- Second: Bill Hodges
- **Approved unanimously**

7. New Business

7.1 Newcombe & Somes Variance Request

- **Motion:** Larry, with the stipulation that the property must remain under single ownership and may not be split into two separate lots
- **Second:** Taylor
- **Vote:** 1 Nay (Egbert)
- **Time:** 7:34 p.m.
- Corrina reminds Board; the variance application and CCPB recommendation will be brought to the city council on **12/16/2025**.

7.2 Board Openings

- **Open Seats:** Corrina and Jeff
- Jeff stated he has no interest in continuing.
- The **City Council** will make the appointment at its meeting.

7.3 County Growth Policy – Update

- The County has completed its internal review of the Growth Policy.
- Staff are preparing to release the policy to the public and schedule the public process/hearings.

8. Annoucements:

City Council: 12/16/25

City County Planning Board: 1/12/26

8. Adjournment

- Motion: Karla Roods
- Second: Bill Hodges
- **Adjourned at 7:36 PM**

