

# CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview, and Yellowstone County”*

**Board Attendance Roster:** Please note: “E” stands for excused absence, “A” stands for un-excused absence, “1” stands for present, “Z” stands for Zoom participation. **BYLAWS, YELLOWSTONE COUNTY BOARD OF PLANNING, (Amended. May 25, 2004) Section 4. Absences and Removal** A. Each member shall inform the Planning Director at least one day before the meeting of his/her inability to attend a Board or Committee meeting. Such an absence shall be considered an excused absence. If any Board member accrues three (3) or more consecutive unexcused absences from regular meetings, notice of which has been given at his/her usual place of work or residence, or by announcement at a meeting attended by him/her, the President may call such absences to the attention of the Board which may then recommend to the appointing authority that such member be asked to resign and that another person be appointed to serve out the unexpired term. Schedule: (\*\* denotes a Wednesday meeting)

	Position	01/10/2023	01/24/2023	02/14/2023	02/28/2023	03/14/2023	03/28/2023	04/11/2023	04/25/2023	05/09/2023	05/23/2023	06/13/2023	06/27/2023	07/11/2023	07/25/2023	08/08/2023	08/22/2023	09/12/2023	09/26/2023	10/10/2023	10/24/2023	11/14/2023	11/28/2023	12/12/2023
<b>Jim Ronquillo</b>	Mayor/Billings Ward I	1	1	1	1	1	1	E	1															
<b>Roger Gravgaard</b>	Mayor/Billings Ward II	1	1	1	1	1	1	1	1															
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1	1	1	1	1	1	1	1															
<b>John Staley</b>	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1															
<b>David Nordel</b>	Mayor/Billings Ward V	1	E	E	1	1	1	1	1															
<b>Troy Boucher</b>	YC District 1	A	A	A	A	A	1	A	1															
<b>Dennis Cook</b>	YC District 2	1	1	1	1	1	1	1	1															
<b>Vacant</b>	YC District 3	-	-	-	-	-	-	-	-															
<b>Vacant</b>	YC District 4	-	-	-	-	-	-	-	-															
<b>Woody Woods</b>	YC District 5	1	1	1	1	1	1	1	1															
<b>Vacant</b>	YC District 6	-	-	-	-	-	-	-	-															
<b>Vacant</b>	YC District 7	-	-	-	-	-	-	-	-															
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-															
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>	E	E	E	E	A	1	E																

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## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview, and Yellowstone County"*

**APRIL 25, 2023**

*Approved by a motion on May 9, 2023*

### **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES**

As legally advertised, The Yellowstone County Board of Planning met on April 25, 2023 in the Miller Building 1<sup>st</sup> Floor Conference Room.

Citizens are invited to:

→Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>

→View the meeting live online at Facebook: <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260>

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to Board via email before 10:00 AM on the meeting date. All e-mails received prior to this time will be read into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division, 2825 3rd Ave N 4th Floor, Billings, MT 59101
  - Email: [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov)
- Call in during the Public Comment periods as indicated on the agenda:
  - Citizens may call in during specific Public Comment periods at **406.237.6165**. All callers will be placed in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be limited to 3 minutes of testimony as is customary. Future delivery methods may be explored as best practice is learned.

**1. Call the Meeting to Order:** President Cook called the meeting to order at 6:00 p.m. on Tuesday, April 11, 2023.

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

President Cook called for introductions of the members of the Planning Board and staff. Board member Staley is participating virtually this evening.

**Participating Planning staff members:** Monica Plecker, Planning Division Manager; Hunter Kelly, Planner II, Tammy Deines, Planning Clerk; Mike Pigg, Superintendent of Parks, City of Billings Parks and Recreation Department

**Others in Attendance:** John Bruckner, WWC Engineering; Travis Copper, KLJ, Steve Grabill, KLJ; Michael Christensen, applicant; Maya Burton, Floberg Realty

**2. Approval of Agenda – Board member Woods made a motion and it was seconded by Board member Ronquillo to approve the agenda as submitted. The motion carried with a unanimous voice vote.**

**3. Approval of Minutes: April 11, 2023**

**Motion by Board member Stephenson and seconded by Board member Woods to approve the April 11, 2023 meeting minutes as submitted. The motion carried with a unanimous voice vote.**

**4. Public Comment:** President Cook asked if there was anyone wishing to speak during the public comment portion of the meeting. He stated any member of the public might be heard on any subject that is not on the agenda; the Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting agenda for discussion. There is no public comment.

**5- 6. Disclosure of Outside (Ex Parte) Communication or Conflicts of Interest– Board Members and Planning Staff.** There were no disclosures of outside communication or conflicts of interest. There was none.

**7. OLD BUSINESS**

**7a. Public Hearing. Motion/Recommendation City Council. Discussion. Lake Hills Subdivision, 40th Filing. City Major Subdivision. Ron Hill, applicant. John Bruckner, WWC Engineering, agent. Hunter Kelly, Planner I, presenting.**

Hunter Kelly opened this agenda item with the staff presentation.

**RECOMMENDATION**

Staff proposes the Planning Board recommend to City Council that the preliminary plat of Lake Hills Subdivision, 40<sup>th</sup> Filing be conditionally approved and the Findings of Fact adopted as presented in the staff report.

**BACKGROUND**

On March 1, 2023, WWC Engineering, on behalf of Ron S. Hill, applied for preliminary subsequent Major plat approval for Lake Hills Subdivision, 40th Filing. The proposed subdivision creates 13 lots for development. The subject property is generally located

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## CITY/COUNTY PLANNING BOARD

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South of Greenbriar Road and East of Clubhouse Way. The property is zoned N3 – Suburban Neighborhood Residential. The land is currently vacant.

**VARIANCES** No variances are requested.

### **PROPOSED CONDITIONS OF APPROVAL**

1. To minimize the effects on local service prior to final plat approval, the applicant will coordinate with the USPS to determine what type of delivery system is preferred and to locate and provide the correct amount of space for safely delivering the mail to the residents.
2. 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 format.
3. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

### **Discussion**

President Cook called for questions and discussion from the members of the Board. There was no discussion or questions.

President Cook opened the public hearing and asked if there is anyone present wishing to speak in favor or against Lake Hills Subdivision, 40<sup>th</sup> Filing. There was none. President Cook closed the public hearing and called for a motion.

### **Motion**

**Board member Ronquillo made a motion and Board member seconded the motion that Planning Board recommend to City Council that the preliminary plat of Lake Hills Subdivision, 40th Filing be conditionally approved and the Findings of Fact adopted as presented in the staff report.**

### **Discussion**

President Cook called for questions and discussion from the members of the Board. There was none.

**The motion carries with a unanimous voice vote. This project will be considered by City Council on April 22, 2023.**

**7b. Public Hearing. Motion/Recommendation to City Council. 54 West Subdivision. City Major. Mike Christensen, applicant. Ryan Welsh, KLJ Engineering. Travis Copper, KLJ Engineering, agents. Hunter Kelly, Planner I, presenting.**

Planner Hunter Kelly opened this agenda item with a staff presentation. Members of the City of Billings Parks Department are in attendance this evening to clarify the parkland requirements for this project.

**RECOMMENDATION**

Staff proposes the Planning Board recommend to City Council that the preliminary plat of Fifty Four West Subdivision be conditionally approved and the Findings of Fact adopted as presented in the staff report.

**BACKGROUND** (On March 1, 2023, KLJ Engineering, on behalf of Michael Christensen , applied for preliminary subsequent Major plat approval for Fifty Four West Subdivision. The Proposed subdivision creates 66 lots for residential development. The subject property is generally located North of Rimrock Road and East of 54th Street West. The property is currently zoned N3. Per the zoning code, the property will need to be rezoned to a Planned Neighborhood Development. Additionally, in order for this land to develop in the City, annexation is required. Both an annexation and zone change are being reviewed by staff and will be considered concurrently with this application. The land is currently vacant.

**VARIANCES** No variances are requested.

Note: Staff has further revised the staff recommended conditions of approval since the plat review meeting after further researching outcomes related easements and their impact on the concurrent zoning application and possible outcomes. These referenced conditions are supported in the attached Findings of Fact.

**PROPOSED CONDITIONS OF APPROVAL**

1. To minimize the effects on local service prior to final plat approval, the applicant will coordinate with the USPS to determine what type of delivery system is preferred and to locate and provide the correct amount of space for safely delivering the mail to the residents.

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2. To minimize the effect on local services, to be compliant with Planned Neighborhood Development zoning regulations, and because of the location in proximity to Cottonwood Park, the subdivider shall provide a combination of 2% (.33 acres) developed park and 9% (1.46 acres) cash-in-lieu. The dollar value shall be determined based on methods outlined in Section 23-1007 of the City of Billings Subdivision Regulations. The payment shall be made prior to final plat approval.

3. In order to protect public health and safety and provide for future park maintenance, all required parkland shall be privately owned and maintained. Prior to final plat approval, the subdivider shall submit for review and comment, documents outlining how the maintenance will occur.

4. 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 format.

5. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

6. In order to protect public health and safety and adhere to Crime Prevention Through Environmental Design (CPTED) principles; fences within the rear yard setback of Lots 1-7, Block 8, and Lot 9, Block 7 and side yard fences adjacent to the 30' wide ROW for the shared used path shall be limited to 4 feet in height. The Covenants, Codes, and Restrictions (CC&Rs) filed with the final plat shall include this language. In addition, the following language shall be placed into the Subdivision Improvements Agreement under Section II. Titled Property Conditions and Information for Lot Purchasers F. Rear yard fences of Lots 1-7, Block 8, and Lot 9, Block 7 and side yard fences adjacent to the 30' wide ROW for the shared used path shall be limited to 4 feet in height. The aforementioned fences may be constructed up to the maximum height allowable by zoning, if the fence is constructed of materials that are permitted by the zoning code and allows for transparency.

7. In order to protect public health and safety and adhere to Crime Prevention Through Environmental Design (CPTED) principles and per the City of Billings Subdivision Regulations Section 23-406 A. 3. The subdivider shall install plantings within the open space area and future easements adjacent to the shared use path. The landscaping shall include at least 1 tree and 6 shrubs or ornamental grasses every 40'. The trees should be of a variety included in the City's preferred tree planting list.

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### **Discussion**

President Cook called for questions and discussion from the members of the Board. Board member Woods asked about Condition of Approval #8 which was struck from the record, and Planner Kelly and Division Manager Plecker provided an explanation. In response to question by Board member Staley staff said Cottonwood Park is located across Rimrock road, south of this parcel.

President Cook called for presentation by the applicant.

### **Steve Grabel, KLJ Engineering, 2611 Gabel Road, Billings, MT**

Mr. Grabel represents applicant, Michael Christensen. He spoke regarding Condition of Approval #2 requiring the developer to provide a combination of 2% (.33 acres) developed park and 9% (1.46 acres) cash-in-lieu. and fencing in the private area. He said that question was asked during the last Planning Board meeting as to whether fencing would be provided along the Cove Ditch and the detention area. Mr. Grabel stated that the subdividor agrees to install a 4-foot tall ditch adjacent to the proposed private park along the north side of the Cove Ditch. The detention pond will be designed and constructed to comply with all City of Billings storm water regulations. Additionally, consideration will be given to flattening the embankment slopes.

He continued regarding Condition of Approval 6: "...Design (CPTED) principles; fences within the rear yard setback of Lots 1-7, Block 8, and Lot 9, Block 7 and side yard fences adjacent to the 30' wide ROW for the shared used path shall be limited to 4 feet in height..." The developer agrees with this condition with the exception of the back lot lines of the lots located along Rimrock Road. The developer is requesting a 6-ft fence height which would be in concur with CPTED guidelines for natural surveillance between homes and neighborhood streets and meeting the criterion for secure backyards. In addition, this would provide noise attenuation and give the landowners the feel of a more secure backyard. Mr. Grabel said that the criterion for a 4-ft fence does not apply in this instance as opposite this subdivision is a 6-ft fence following along the south side of Rimrock Road. They are asking that the requirement either be removed or changed from a 4-foot to a 6-foot fence height. Other than that, the applicant concurs with the stipulations and the Conditions of Approval.

President Cook asked the Boards if they have questions for Mr. Grabel. Board member Gravgaard asked if the 6-ft fencing would apply to the walkway between Lot 7 and Lot 9.

**Mike Christensen, 3936 Avenue B, Billings, MT**

Mr. Christensen is the applicant/developer. He said they are open to suggestions for the pathway but he doesn't feel it would be gated. He said having the 6-ft fence would create privacy on the back yard of the lots. Board member Ronquillo asked about material fencing. Mr. Christensen said it would be a contiguous fence and he is considering using cinder block, very similar to the fence located on the opposite site of the road. Board member Woods asked about fencing along Cove Ditch to provide a separation for children who tend to wander. Mr. Christensen said the developer plans to install a fence on the north side of the Cove Ditch on the 30-ft easement line.

President Cook opened the public hearing and asked if there is anyone present wishing to speak in favor or against the 54 West Subdivision. President Cook closed the public hearing and called for a motion from the Board.

**Motion**

**Board member Ronquillo made a motion and Board member Nordel seconded the motion that the Planning Board recommend to City Council that the preliminary plat of Fifty Four West Subdivision be conditionally approved and the Findings of Fact adopted as presented in the staff report, and amend Condition of Approval #6 to require a 6-ft fence instead of the 4-foot fence.**

**Discussion**

President Cook called for discussion on the motion. Board member Stephenson asked Staff for background information on the CPTED Conditions of Approval.

Division Manager Plecker said this started with a City Council initiative that was passed last year. This initiative is making it a priority for staff to consider insertion of CPTED language for recommendations for subdivisions, especially for public walking paths to avoid a tunnel effect. She noted the Boards' discussion on the need to balance the safety of the residents and safety of the public using infrastructure. Board member Stephenson pointed out that in this case, the walking path is adjacent to Rimrock Road and fronts the rear yards. Division Manager Plecker said a CPTED training for staff is scheduled for staff in May and this can be discussed more holistically during a future Planning Board meeting. Planner Hunter Kelly provided clarification on Condition of Approval #6 and said the under current zoning code, the maximum rear yard fencing height is 6 feet and the proposed amendment would strike Condition of Approval #6 as a whole. Division Manager Plecker clarified and said instead of striking the condition, updates to the statistics and the Findings of Fact would be acceptable. Board member Woods

commented it would be beneficial if Council would make Boards and Commissions aware of these types of initiatives so they can make informed decisions. He is in favor of a 6-ft fence along the lots for a number of reasons especially along Rimrock Road, and it meets present zoning code.

Board member Staley asked why the applicant's proposed internal parkland is not sufficient and the City is asking the applicant to pay for a Cottonwood Park instead, which requires children walking across a very busy street to get there. Ms. Plecker said there is a City resolution stating if parks are located within ½ mile of Cottonwood Parks there should be cash-in lieu dedication.

**Mike Pigg, 7335 Whitetail Run, Shepherd, MT**

Mr. Pigg is the City of Billings Parks Superintendent. He said the parkland dedication is a state statute. Ms. Plecker said the parkland requirements in the subdivision regulations are percentage based on the size of lots. There is separate City resolution stating that any time parks are located within either ½ mile or 1 mile, contributions would have to be made to Cottonwood Park. Mr. Pigg provided clarification on the City policy and stated this parcel this is within a 1-mile radius of a public park and the cash-in-lieu funds for this subdivision will be required to go to fund Cottonwood Park. He pointed out there is a stop light with a crosswalk on Rimrock Road, and a paved path down 54<sup>th</sup> Street West to Cottonwood Park which is designed to be a community park for this area.

Board member Staley said there is no sidewalk on the south side of Rimrock Road. He asked if a variance could be given to allow use of the available ground within the subdivision for parkland. Division Manager Plecker said parkland serving as storm water retention or detention does not count towards the required percentage for contribution of parkland; and the City can express its preference for cash-in lieu of parkland. Board member Staley voiced concern that the only option for children living in this subdivision wanting to access the park is to cross a very busy street and put themselves in harm's way. He said he is having difficulty recommending this as the applicant is having to pay for a park he isn't going to use and it is unsafe for children to access the public parkland. Division Manager Plecker clarified and said there is an existing avenue for pedestrians when crossing 54<sup>th</sup> Street West on the north side of Grand and traveling south. After exiting the crosswalk, there is a shared use path that will take pedestrians down to Cottonwood Park. Per request of Board member Gravgaard, Division Manager Plecker clarified the location of the shared use path and the way of using existing infrastructure to stay on crosswalks and sidewalks in order to access Cottonwood Park.

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**CITY/COUNTY PLANNING BOARD**

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President Cook called for a vote on the motion.

**The motion carried with a unanimous voice vote. This application will be considered during the May 22, 2023 City Council meeting.**

**9a. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects. Planning Division Manager Monica Plecker**

**9a1. Zoning Code Amendments:** Staff is moving three bundles of zoning code amendments through the review process. The City Council initiated requests for amendments will address language for garage entries, NX zoning, changes for multi-tenant buildings and signing, fence materials, PND requirements for open space, rebuilding residential and community mixed zones, building set back requirements in multi-family developments, and landscape plan language. Staff will send the Planning Board a summary of the amendments. The City Zoning Commission hold a hearing on the first set of amendments during the May 2, 2023 meeting.

**9a2. Follow-up on Peila Subdivision.** Peila Subdivision will return to the Planning Board for action during the May 9, 2023 Planning Board meeting. Yellowstone County Public Works Director Tim Miller has been invited to speak to the Planning Board regarding maintenance of County roadways and Traffic Impact Studies.

**9a3. Announcement:** The May 9, 2023 meeting will be held as legally announced and advertised.

**ADJOURNMENT: 6:54 PM**

**APPROVED BY A MOTION May 9, 2023**

Tamara L. Deines, Planning Clerk



# YELLOWSTONE COUNTY BOARD OF PLANNING

CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



## AGENDA

APRIL 25, 2023 MEETING TIME: 6:00 p.m.  
1st Floor Large Conference Room, Miller Building  
2825 3rd Avenue North, Billings, Montana 59101

### NOTICE TO THE PUBLIC

\*\*\*In the event a quorum of the Council is present, no City-related decisions will be made during this meeting or event.

Citizens are invited to:

- Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>
- View the meeting live online at Facebook: <https://tinyurl.com/yckr478k>

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to Board via email before 10:00 AM on the meeting date. All emails received prior to this time will be read into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division, 2825 3rd Ave N 4th Floor, Billings, MT 59101
  - Email: [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov)
- Call in during the Public Comment periods as indicated on the agenda:
  - Citizens may call in during specific Public Comment periods at 406.237.6165.  
All callers will be placed in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be limited to 3 minutes of testimony as is customary.  
Future delivery methods may be explored as best practice is learned.

Please direct questions to Tammy Deines, Planning Clerk at [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov) or 406-247-8610. Thank you!

1. **CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members.
2. **APPROVAL OF AGENDA\*** - including any additions or deletions to agenda. The agenda for a regular meeting will be closed at 5:00 p.m. three (3) working days prior to the date of the meeting.
3. **APPROVAL OF MEETING MINUTES: APRIL 11, 2023**
4. **PUBLIC COMMENT PERIOD** -- As required (3 minute maximum per person). *Any member of the public may be heard on any subject that is not on the agenda. The Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting's agenda for discussion.*
  - 4a) **Comments on items not on agenda and requests to add items to future agendas**
  - 4b) **Comments on items on the non-public hearing agenda items**
5. **DISCLOSURE OF CONFLICT OF INTEREST:**
6. **DISCLOSURE OF EX PARTE COMMUNICATION:** Ex Parte Communication Binder is available at the Sign-In and Agenda station.
7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).
  - a. **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.** The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence. By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). Please see the attached guidelines for the criterion. Thank you for participating!
    1. **Public Hearing. Motion/Recommendation to City Council.** Lake Hills 40th Filing. A 17-lot City Major Subdivision. Ron Hill, Applicant, John Bruckner, WWC Engineering, agent. Hunter Kelly, Planner I, presenting.
    2. **Public Hearing. Motion and Recommendation to City Council.** 54 West AKA Fifty-Four West Subdivision Being C/S 1834, PARCEL 2B. A 68-lot City Major Subdivision. Mike Christensen, Christensen

Homes, applicant. Travis Copper, KLJ Engineering, agent. Hunter Kelly, Planner I, presenting.

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8. **NEW BUSINESS:** There is no New Business.
9. **OTHER BUSINESS:**
  - a. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.
10. **ADJOURNMENT**

**FUTURE AGENDA ITEMS FOR TUESDAY, MAY 9, 2023**

- a. **Plat Review. Discussion Amended Highlands Ranch Subdivision, Lots 4-5, (PZX-23-00006) County Major Subdivision, Tom and Kim Troop, Applicants. Aaron Redland, WWC Engineering, Agent. Dave Green, Planner II, presenting.**

### Public Hearing Participation Guidelines

The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence.

1. Be informed of the process and the requirements of the Board. If you are commenting about a subdivision, please limit your comments to the review criteria.

By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). These criteria include:

- Effect on agriculture and agricultural water user facilities
- Effect on local services
- Effect on the natural environment
- Effect on wildlife and wildlife habitat
- Effect on public health and safety

2. Provide specific information about why you are concerned about the pending application, how the decision will impact the review criteria listed above, and provide suggestions on how to minimize or eliminate the impact.
3. Respect the right of others to participate. Wait until the previous speaker has completed their comments before making your own comments. Do not talk over the person commenting or with other people in attendance.
4. The public hearing is not an opportunity to question or accuse the applicant or their agent. If you have questions of the Board, the applicant or the agent, ask the question directly to the Board during the public hearing portion of the meeting. The Board will respond or request the applicant or agent to respond after the public comment portion of the hearing is closed.
5. After the public comment portion of the hearing is closed, no further comments are allowed unless you are addressed directly by a Board member.
6. You should expect the Board to make a balanced recommendation in accordance with its statutory responsibilities. The Board's ability to make reasonable and thoughtful recommendations is dependent on a fair consideration of everyone's interests.

*Thank you for participating.*

