



**AGENDA
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
WEDNESDAY, JANUARY 21, 2026
6:00 PM
COUNCIL CHAMBERS**

Public Input: *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

Disclosure of Ex Parte Communication

Public Hearing

General Items

- [1.](#) Minutes from December 18, 2025
2. Nomination and Election of President
3. Nomination and Election of Vice President

New Business

- [4.](#) Review and Amend Bylaws

Old Business

Other Items

Announcements

5. Next meeting will be announced.

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 5100, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

File Attachments for Item:

1. Minutes from December 18, 2025

**MINUTES
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
THURSDAY, DECEMBER 18, 2025**

A City/County Planning board meeting was held in Council Chambers and called to order by County chair Judy Goldsby at 6:00 pm on December 18, 2025.

Board Members Present:

<u> X </u> Tom Canape	<u> X </u> Richard Herr	<u> X </u> Paul Thomae
<u> X </u> Ron Benner	<u> X </u> Richard Klose	
<u> X </u> Judy Goldsby	<u> X </u> Jonathan Klasna (left at 6:30)	

Others Present:

Amber Hatton – Deputy Clerk Treasurer
Kurt Markegard – CAO
Kevin Keup – Effective Image Inc
Jason Gonzales – Building Official
Shawn Baker
Charlie Severs

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Disclosure of Ex Parte Communication - None

Public Hearing

-Love's Annexation and Zoning

Chair Goldsby opened the public hearing, and Kurt presented the item provided by JSA CIVIL LLC.

Kurt Markegard explained that the land was one parcel at one time. When the highway Department of Transportation went through the property, they acquired easements or a right away through one parcel. At the beginning of this summer, Loves Country Stores annexed a portion of everything east of the interchange and left out this land on the other side. They went through the annexation process, and they've extended water and sewer out the old highway to

that property. They wanted to bring in the other portion of the land on the other side of the highway severed when they put in that land. When we annexed last summer we annexed a portion of their lot, not the entire lot. Loves is now requesting the other part that is on the other side of the lot that is towards the interstate to be annexed.

Chair Goldsby opened the floor for public comment.

Chair Goldsby asked three (3) times if there were any proponents. There were none.

Chair Goldsby asked three (3) times if there were any opponents who would like to speak. There were no opponents.

Love's Travel Stops & Country Store maximum signage variance request

Chair Goldsby opened the public hearing for Loves Travel Stops & Country Store Signage variance request.

Kurt Markegard presented for the public hearing the Loves Travel Stop and Country Stores variance request.

There was some confusion last summer when they were discussing the height of the sign, they didn't discuss the overall signage of the entire site according to the new zoning code that was adopted by zoning commission in 2024. That zoning code allowed a 300 square foot area for any site within the zoning district within the city. With having that change from the old code to adopting the new code, there were 16 pages of signed code that we eliminated the entryway zoning the overlay district for S 4th district and realized that most large facilities, large land would never be able to meet the 300 square footage.

The city is asking the zoning commission to review the criteria for variance to see if it is in the best interest to essentially give them a variance from the code, the 300 square foot code that was adopted for the entire city and allows them to go and build essentially what has normally been allowed in the past.

Kurt presented the Variance Report VAR-25-02 to the board.

Staff Recommends that Zoning Commission consider each of the 7 criteria individually adopt findings related to each criterion then based on the findings issue a recommendation to the City council for final action.

Chair Goldsby opened the floor for public comment.

Chair Goldsby asked two (2) times if there were any proponents who would like to speak to the issue.

Kevin Keup with Effective Images was present on behalf of Loves to help answer any questions.

Chair Goldsby asked again if there were any proponents who would like to speak, which there were none.

Chair Goldsby asked if there were any opponents who would like to speak.

Gloria Allwin, 185 Golf Course Rd, asked “What do you mean by 300 square feet.” How high are you still talking about this sign. What size are you looking for?” Staff responded 700 square feet. Gloria asked what the height of the sign was. Staff responded that the height of the pole was already established and approved by City Council. Gloria was concerned that there was now a precedence for anybody else to come into the area and decide to raise their signs. Staff explained that there wasn’t a precedence they would have to go through the variance process so there would still be potential for a public hearing and council approval. That’s a process for anyone that wants to do land development.

Chair Goldsby asked if there were any opponents who would like to speak.

Bill Tiefenthaler, 2331 Highway 10 W, voiced his concern for signs lower in the sky verses the ones that are on the banner area, they seem quite large. He had concerns for the safety of people who see it and distractions for the drivers.

Chair Goldsby asked if there were any other opponents who would like to see. There were none.

Chair Goldsby closed the public hearing.

General Items

1. Minutes from October 15, 2025 –
Motion by Richard Klose to approve October 15, 2025, minutes, seconded by Ron Benner. There was no public comment. Motion passed 6-0.

New Business

2. Loves Annexation & Zoning Request

CAO Markegard is asking the Planning board to evaluate if the highway commercial is appropriate zoning. Right now, it was County highway zoning. Prior to the county adopting zoning, it was highway commercial City of Laurel extraterritorial. The county commissioners extended zoning around us and disallowed the City to do it. They’re requesting the same zoning that has been on the books for 20-30 years, so it’s the same code we previously had.

Loves originally annexed the portion of land that they were going to develop on due to tax implications. At the time that they were annexing, there was no discussion about what they were going to do with the land across from the other side of the highway, so they divided up

the lot. There were other discussions with the developer that they wanted to consider if they wanted a pole sign on the other property.

CAO Markegard asked if the staff provided enough information for the board to recommend the application of annexation to the City council. If the Council does choose to annex them, they would then come to an annexation agreement, development agreement, and move through the process of how they were going to serve water and sewer.

Motion by Ronald Benner to approved to present to the City council Loves Annexation & Highway Commercial Zoning Request, seconded by Richard Klose. There was no public comment. Motion passed 6-0.

3. Love's Sign Package

CAO Markegard is asking the Zoning commission to consider looking through the sign package to see if the current zoning code is appropriate for this applicant. Our current zoning code is so restrictive that it doesn't allow what other is for highway coming with the limitations of not to exceed 300 square feet. Building Official Jason Gonzales brought up his evaluation is the current code is the total amount of sign area allowed in the non-residential zoning district shall not exceed 300 square feet, total signage and sign area is calculated by measuring the surface area of one side of the face of the sign. The report also states, per the old zoning code, that highway commercial signs located on the property shall not exceed 2 square feet in sign area for each lineal foot of local street frontage and it doesn't include interstate. It is adjacent to the interstate so we can't count on that frontage but if you count the frontage coming up the side of it, it's 1200 square feet of frontage that would allow if you did two square feet per street frontage 2400 square feet of signage that was the prior code. Loves is only asking for half of that and original code, they were looking at on our website. When they were developing this sign package they could see 2000 feet, they thought they were 100% in compliance.

The board mentioned their concerns over the updating of the City's websites when codes are updated. The current code is very vague. CAO Markegard mentioned they will work on correcting the website and found there were multiple issues with the old code and new code and that they had to get the city attorney to get an ordinance change.

Motion made by Ronald Benner to approve to present to the City council, Love's Sign package Variance. seconded by Richard Klose. There was no public comment. Motion passed 6-0.

Chair asked if there was any other public comment. – there was none.

Old Business - none

Other Items - none

Announcements

4: Next Meeting: January 21, 2026, at 6:00 pm

As of December 5, 2025, KLJ and Forrest Sanderson is no longer representing the City for planning items.

Adjournment:

Motion by Richard Klose to adjourn the meeting, seconded by Ronald Benner. There was no public comment. Motion passed 6-0.

There being no further business to come before the Board at this time, the meeting was adjourned at 7:16 PM.

Amber Hatton

Deputy Clerk Treasurer

File Attachments for Item:

4. Review and Amend Bylaws

ARTICLE 1

NAME AND LOCATION

Section 1. Name

The name of this Board shall be the Laurel City-County Planning Board (hereinafter referred to as the Board).

Section 2. Location

The Board offices are located on the second floor of Laurel City Hall, 115 West First Street, Laurel, Montana.

ARTICLE II

DEFINITION OF TERMS

As used in these by-laws.

1. Board: Laurel City-County Planning Board
2. City: City of Laurel
3. City Council: The governing body of the City of Laurel
4. County: Yellowstone County, Montana
5. County Commissioners: The governing body of Yellowstone County
6. Planning Director: The individual so designated by the City of Laurel
7. Plat: A subdivision of land into lots, streets and areas marked upon the earth and represented on paper, and includes re-plats and amended plats.

ARTICLE III

AUTHORITY, POWERS AND DUTIES

Section 1. Authority

The Laurel City-County Planning Board is authorized under Section 76-1-112 Montana Code Annotated and the Interlocal Agreement dated 1978.

Section 2. Powers and Duties

A. Role of the Board

1. To assure the promotion of public health, safety, convenience, order, the general welfare and for the sake of efficiency and economy in the process of community development, the Planning Board shall prepare a Growth Policy and shall serve in an advisory capacity to the local governing bodies establishing the Planning Board.
2. The role of the Board shall be to recommend planning policy to the County and City of Laurel.

3. The Board shall prepare a Growth Policy for the jurisdictional area, as defined in Section 76-1-601 Montana Code Annotated.
4. The Board shall perform other planning related functions as requested by the parties hereto.
 - a. Prescribe uniform rules pertaining to hearings
 - b. Adopt by-laws, which set forth the Board's policies and procedures.
 - c. Keep an accurate and complete record of all proceedings.
5. The Board may, from time to time, comment upon plans and planning related policies subject to review or adoption by Federal or State agencies, and/or may recommend that the County and City make appropriate comment on the same.

ARTICLE IV

JURISDICTIONAL AREA

The jurisdictional area of the Board will include the City of Laurel and the jurisdictional area identified in Exhibit A.

ARTICLE V

OBJECTIVES AND POLICIES

The objectives of the Board, as established by State Law, are to enable units of local government to cooperate in promoting the orderly development of those units and their environs by planning for the improvement of the present health, safety, convenience, and welfare of their citizens and the future development of their communities to the end that highway systems be carefully planned, that new community centers grow only with adequate highway, utility, health, educational and recreational facilities; that the needs of agriculture, industry and business be recognized in future growth; that residential areas provide healthy surroundings for family life; and that the growth of the community be commensurate with the promotion of the efficient and economic use of public funds.

ARTICLE VI

MEMBERSHIP AND TERMS OF APPOINTMENT

Section 1. Composition

The Board shall consist of citizen members and may include elected officials.

Section 2. Membership

The Board shall consist of nine (9) members as stated in Section 76-1-201.

Two official members, who reside outside the city limits but within the jurisdictional area of the City-County Planning Board, to be appointed by the Board of County Commissioners, who may in the discretion of the Board of County Commissioners be employed by or hold public office in the County;

Two official members who reside within the city limits to be appointed by the City Council, who may in the discretion of the City Council be employed by or hold public office in the city;

Two citizen members who reside within the city limits to be appointed by the mayor of the city;

Two citizen members who reside within the jurisdictional area of the City-County Planning Board to be appointed by the Board of County Commissioners;

The ninth member to be appointed by the board of supervisors of a conservation district provided for in 76-15-311 MCA.

Section 3. Terms

Members of the Board shall be appointed to 2-year terms pursuant to Section 76-1-203 Montana Code Annotated.

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.
- B. 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.

Section 5. Vacancies

Vacancies occurring on the Board shall be filled by the governing body having appointed them for the unexpired term.

ARTICLE VII

BOARD OFFICER, TERMS, AND DUTIES

Section 1. Officers

The officers of the Board shall consist of a President and Vice-President.

Section 2. Election of Officers

The President and Vice-President shall be elected by a majority of the Board members present and voting at the first regular scheduled meeting in January. The terms of office of the President and Vice-President shall commence on February 1.

Section 3. Board President

The President shall preside over all regular and special meetings of the Board and may vote in the case of a tie or to create a tie. The President shall also sign such documents and communications on behalf of the Board, as the Board may authorize and are of such a nature as to require the signature of the President. The President may in absence delegate such responsibility to the Vice-President. The President shall have the authority to appoint in ARTICLE IX Committees. The President shall be an "ex-officio" member of all committees except the nominating committee, shall retain voting rights on these committees, and shall be counted as a member for purposes of comprising a quorum.

Section 4. Board Vice-President

The Vice-President, in the absence of the President, shall preside over any regular or special meeting of the Board and, at the direction of the President, shall sign such documents and communications on behalf of the Board, as the Board may have authorized the President to sign.

Section 5. Office Vacancy

If the office of the President becomes vacant, then the Vice-President shall fill the unexpired term. On assuming this office, the President shall appoint a nominating committee to present their nomination for Vice-President.

Section 6. Removal of Officers

If the Board votes no confidence in an officer, a motion to remove said officer shall be brought before the Board at its next meeting. Should the motion pass, a new officer shall be elected to serve the remainder of the term of office.

Section 7. Terms of Office

All officers shall serve a term of one (1) year. Any officer may serve for successive terms.

Section 8. The Director of Planning

The Director of Planning duties may include:

- A. Keeping true and correct copies of the minutes of all regular and special Board meetings, and the minutes of any committee meetings.
- B. Administering the affairs of the Board in accordance with adopted Board policies and policies of the County.
- C. Recommending policies, ordinances and resolutions which may be necessary to accomplish the objectives of the Board and implement the goals of the Growth Policy.
- D. Representing the Board before any other board, commission or committee, or citizen's organization.
- E. Preparing official notices and agendas in the name of the Board.

- F. Signing all plats and affixing the official seal of the Board thereon, only after such plat has been approved in accordance with the requirements of the Subdivision Regulations, adopted policies and procedures of the Board, and only after all requirements have been satisfied.

ARTICLE VIII

MEETINGS, QUORUMS AND PROCEDURES

Section 1. Regular Meetings

Regular meetings of the Board shall be held on the first Thursday of each month at 10:00 am in the Laurel City Council Chambers or such other place and time as shall be advertised in a conspicuous location in the designated posting area at Laurel City Hall on the day of the regular meeting. Regular meetings of the Board and its committees are open to the public and testimony or correspondence may be received from any citizen at any public meeting. Regular and special meetings shall be recorded and all records shall be available for public inspection during normal business hours at the Planning Office on the second floor of Laurel City Hall.

Section 2. Quorums

- A. A majority of voting members shall constitute a quorum.
- B. No action of the Board is official, however, unless authorized by a majority of voting Board members in attendance at a regular or properly called special meeting. Official action can only be conducted when there is a quorum present at any meeting.

Section 3. Special Meetings

Special meetings of the Board may be called by the President or by any two members upon request to the Planning Director three (3) working days prior to the date of the special meeting. The Planning Director shall then notify all members of the special meeting and the topic(s) to be considered.

Section 4. Agendas

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. Each agenda shall contain the following standing items:

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PREVIOUS MEETING MINUTES
4. PUBLIC COMMENT PERIOD
5. DISCLOSURE OF CONFLICT OF INTEREST
6. DISCLOSURE OF EX PARTE COMMUNICATION
7. OLD BUSINESS
8. AGENDA ITEMS FOR NEXT BOARD MEETING
9. ADJOURNMENT

Agendas and copies of the minutes of all regular meetings shall be distributed to each member of the Board no later than the Thursday preceding the meeting date. In addition, all agencies, organizations and individuals that may have an interest before the Board shall be notified of the upcoming meeting. At the beginning of each meeting, the public shall be given the opportunity to address the Board on any item that is not on the current agenda. The Board will not take action on the item at that time, but could choose to add the item to the next regular meeting's agenda for discussion.

Section 5. Public Hearings

The Board shall cause to be published a Notice of Public Hearing containing the date, time, location and purpose, pursuant to statutory requirements, in a newspaper of general circulation for each hearing held by the Board.

A. Public Hearings for Subdivision

1. When a preliminary plat application is set for a public hearing pursuant to a public notice, the matter shall be heard even though no one in favor or in opposition to the application appears at the hearing. If the Board receives a written request from the subdivider 24 hours prior to the public hearing, to continue such hearing at a later time or to withdraw or to postpone the application, the Board may choose to do so.
2. Each person who speaks at the public hearing shall stand and furnish his/her name and address to the Board and shall thereby become a party of the record.
3. Each preliminary plat application shall be heard in the following order:
 - a. A Planning Department staff member shall summarize pertinent data and present or amplify the recommendations of staff and department heads.
 - b. The applicant, or his representative, shall present the application to the Board, and summarize the proposed subdivision and, if applicable, the following criteria of public interests:
 - i. Effects on Agriculture
 - ii. Effects on Local Services
 - iii. Effects on the Natural Environment
 - iv. Effects on Wildlife and Habitat
 - v. Effects on Public Health and Safety
 - vi. Effects on Agricultural User Facilities
 - c. Persons in favor or opposed to the application shall be heard or written comments received until the close of the public hearing.

B. Other Public Hearings

1. All other public hearings shall be conducted in accordance with the following procedure:
 - a. Chairman introduction
 - b. Staff presentation of item
 - c. Applicant presentation of item
 - d. Open the floor for written or oral comment (Proponents and Opponents will be called for three (3) times.)

- e. Staff and applicants may respond, only if necessary
- f. Close the public hearing

ARTICLE IX

COMMITTEES AND ADVISORY COMMITTEES

Section 1. Committees

The President is responsible for selecting the chairman and individual members of the committee.

Special Committees for any purpose may be appointed by the President or created by motion of the Board to create and direct the President to appoint its members.

Section 2. Committee Action

In no case shall a committee take official action unless a quorum is present.

ARTICLE X

LEGAL ASSISTANCE

The Board shall seek legal assistance from the attorneys for the appropriate governing body.

ARTICLE XI

MISCELLANEOUS

Section 1. Conflict of Interest

Any member(s) having a financial or personal interest in a matter before the Board for discussion or vote shall publicly disclose the nature and extent of such interest and absent himself from the meeting until discussion on the matter has ended and a vote, if any, is taken. In such circumstance, the secretary shall note in the minutes that a conflict of interest was acknowledged and the board member(s) was absent during the discussion and voting.