

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.

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.
- 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. Schedule: (** denotes a Wednesday meeting)

Board Members	Position	01/13/15	01/27/15	02/11/15	02/24/15	03/10/2015	03/24/2015	04/15/2015	4/28/2015	05/12/2015	05/26/15	06/09/2015	06/23/2015	07/15/2015	07/28/2015	08/11/2015	08/25/2015	09/08/2015	09/22/2015	10/13/2015	10/27/2015	11/10/2015
Vacant	Mayor/Billings Ward I	-	-	-																		
Patrick Klugman	Mayor/Billings Ward II	1	1	1																		
Donna Forbes	Mayor/Billings Ward III	1	1	E																		
Darell Tunnicliff	Mayor/Billings Ward IV	1	1	1																		
Dick Clark (President)	Mayor/Billings Ward V	1	E	1																		
Vacant	YC District 1	-	-	-																		
Dennis Cook	YC District 2	1	1	1																		
Lisa Sukut	YC District 3	1	E	E																		
Vacant	YC District 4	-	-	-																		
Don Reed	YC District 5	E	E	1																		
Dean Clark	YC District 6	E	E	1																		
Al Littler	YC District 7	1	1	1																		
Clint McFarland	Y County Cons. District	1	1	1																		
Scott Reiter	Ex-Officio S.D. 2 Facilities Director	E	E																			
Supt. Terry Bouck	Ex-Officio S.D. 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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February 10, 2015

To be approved by a motion on March 10, 2015

1. Call the Meeting to Order

President Dick Clark called the meeting to order at 6:00 p.m. on Tuesday, February 10, 2015, in the Miller Building 1st Floor conference room, 2825 3rd Avenue North, Billings, Montana.

2. Approval of the Agenda-President Clark called for approval of the February 10, 2015 meeting agenda. Candi Millar asked to strike 7a. “Planning Board recommendation for Planning Board Vice President”

Motion

Dennis Cook made a motion and it was seconded by Clint McFarland to approve the February 10, 2015, meeting agenda with the strikeout for Agenda item 7a.

The motion carried with a unanimous voice vote.

Introduction of Planning Board Members and Planning Department Staff

President Clark called for introductions of the members of the Planning Board and staff. Attending Planning staff members were: Candi Millar, Director, Planning & Community Services Department; Lora Mattox, Transportation Planner; Tammy Deines, Planning Clerk

Meeting Minutes:

President Clark called for approval of the January 27, 2015 meeting minutes.

Motion

Dennis Cook made a motion and Dean Clark seconded the motion to approve the January 27, 2015 minutes.

The motion carried with a unanimous voice vote.

2. Public Comment: President Clark asked if there was anyone wishing to speak during the public comment portion of the meeting. He stated 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 agenda for discussion.

5. Disclosure of Conflict of Interest – Board members and Planning Staff. There were no disclosures of conflict of interest.

6. Disclosure of Outside (Ex Parte) Communication– Board Members and Planning Staff. The Ex Parte Communication Binder is available at the Sign-In and Agenda station. There was none.

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7. NEW BUSINESS

7a. Discussion. Lockwood Targeted Economic Development District, (TEDD), conformance with the Growth Policy, Candi Millar, Director, Planning and Community Services.

President Clark asked Candi Millar to open this informational agenda item.

BACKGROUND

As one of the required steps to creating the Lockwood Targeted Economic Development District (TEDD), the Planning Board must make a determination that the proposed TEDD is supported by the existing City/County Growth Policy. A map showing the general area of the proposed TEDD is below. The Board must review the Growth Policy and recommend the Growth Policy supports the creation of the TEDD for the following reasons:

- Existing conditions and future trends address economic well-being
- Goals and objectives support the development of secondary value-adding industries
- Tax Increment Financing is identified as an implementation strategy, and
- Land use maps support zoning designations.

The existing 2008 Growth Policy covers these items in the following sections:

- **Chapter 4.1 Land Use, page 37** references the Lockwood Community Plan that outlines the preferred land uses for industrial purposes in Lockwood: **Lockwood Community Plan, Community Background section, page 6**: “Lockwood’s location as the eastern gateway to the City of Billings, its significant commercial and industrial business presence and its community-oriented residence make the community a place where continued growth and change is expected to occur. The Lockwood Community Plan and its specific Community Focus Areas and Action Steps will help Lockwood prepare for its future and continue to foster its individuality and community atmosphere.”
- **Chapter 3 Community Goals and Objectives, Economic Development Element, page 7**, Goal 1: “Coordinated economic development efforts that target business recruitment, retention, and expansion” and Goal 7: “Preserve and sustain the rural community centers throughout the County.”
- **Chapter 5.1 Implementation Tools and Strategies, page 202**, lists Urban Renewal Districts and tax increment funds as a tool to redevelop and rehabilitate “blighted” areas. The Targeted Economic Development District had not been authorized at the time the 2008 Growth Policy was adopted, but is now part of the Urban Renewal Law that is cited in this section.
- **Map 4.1.3 City/County Planning Board Growth Map, page 45**, shows the projected industrial land uses north of the Interstate along the rail corridor within the vicinity of the proposed TEDD.

Discussion

President Clark called for discussion. Al Littler asked regarding Weave Management’s position. Candi Millar explained the TEDD would be both private and public as the BOCC have to approve the expenditure. She noted there are other businesses in the area and other parcels that would be encompassed and benefit from the district. She said the bypass project is funded, and Weave Management has been in discussions with MDT to have direct access. Per request of Dick Clark, Candi Millar noted the bypass project design alignment and said it includes an overpass. Don Reed commented on the improvements that will be done at the Johnson Interchange through the bypass project.

Darell Tunnicliff asked how this project will be different from the Transtech development. Candi Millar said Transtech did not have the benefit of a TIFD and is not

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industrial in the sense that they do not produce value adding goods. Darell Tunnicliff pointed out that Transtech did not move forward until it was transferred to private ownership. Candi Millar commented BSEDA developed the park and the infrastructure for Transtech; at this point this is more of a joint private public enterprise and the public will administer the mechanism for funding. She said Weave Management has come forward and will build an industrial park; they are marketing their property and have been approached by interested entities. She stressed it is critical that businesses come in to get the improvements extended. Darell Tunnicliff asked if there is a demand for this type of property in the community. Candi Millar commented on the feasibility study conducted by BSEDA which demonstrated a demand for shovel ready properties that can be used for oil and gas company equipment manufacturing to a trans loading facility for distribution. She said it is uncertain what the future will hold and the economy will have an impact.

Dick Clark asked about sewer and water costs. Candi Millar said initially they will use individual septic systems and wells or a package plant to serve multiple buildings but Weave Management cannot achieve their vision of the intense land uses without public water and sewer.

Darell Tunnicliff asked about wetlands mitigation. Candi Millar said about half of the area depicted will be restricted as there are limits on development in the flood plain area. They will have to demonstrate the flood elevations are unaffected; necessary permits will be obtained; and the engineering must be done to not disturb the existing boundaries. She gave a brief overview of the differences between floodway and the flood fringe. She stated there will be no development within the floodway, and the riparian area will be protected through the environmental permitting process. She said at this point, the Growth Policy is not conflicting with this proposal; and this Board will be asked to make a determination at a future date. Don Reed stated it is his understanding the Lockwood Water and Sewer District would be able to accommodate this district with the appropriate amount of funds. Candi Millar said there are discussions with the City and the Lockwood Water and Sewer District as to how these services could be extended. Candi Millar said this item will return to the Board with more specific information on infrastructure, proposed land uses, and environmental impacts. Don Reed commented on concern with the potential impacts on adjacent communities, and stressed the importance of having this district developed in conjunction with the surrounding area. Candi Millar noted an upcoming meeting with the Lockwood Steering Committee on February 26, 2015 to discuss the Growth Policy update as to growth and projecting where land uses should go. She pointed out the Transportation Plan is in place that recognizes the limits of the transportation network in this area. She said it is a matter of funding and hopefully it will be a priority for the County. In response to a question by Dick Clark, Don Reed said some of the impetus for incorporation is that Lockwood would deal with the distribution of tax revenue instead of the County.

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7b. Discussion. Community Transportation Plan Grant, Lora Mattox, Transportation Planner

President Clark asked Lora Mattox to open this agenda item. She explained this is an opportunity to expand the Traffic Safety Plan within the MPO.

INTRODUCTION: The Planning Division is presenting to the Planning Board a request for the Metropolitan Planning Organization (MPO) to apply for a Community Transportation Safety Grant. The Montana Department of Transportation (MDT) is offering planning assistance to communities to develop local transportation safety plans. This plan would complement the recently completed 2014 Billings Urban Long Range Transportation Plan.

BACKGROUND

The grant offered by MDT is intended to assist communities an opportunity to establish a Community Transportation Safety plan tailored to the communities transportation safety needs. The plan will be in collaboration with other agencies and local jurisdictions with roles in transportation safety. Safety plans are data driven, address transportation safety with the 4E approach (Education, Enforcement, Engineering and Emergency Medical Services), focus on community specific safety issues, and are community led with MDT support.

The safety plan through data collection will assist in the identification of local transportation safety emphasis areas. Emphasis areas may include but are not limited to intersection crashes, occupant protection and impaired/distracted driving. Once local issues are identified, programs and strategies can be identified to address the issues. In addition to strategies, performance measures will be included in the study to help track progress of the strategies.

MDT is offering technical and financial transportation safety planning assistance that requires no local match. However, the MPO would act as the local plan sponsor and staff would commit to coordinate the process with stakeholders, implement strategies, and tract and report progress. It is anticipated that the planning process could take one-year to complete. Transportation planning staff has the ability to guide this process in addition with other Transportation Planning Studies scheduled for 2015.

FINANCIAL IMPACT: There will be no direct financial impact from applying for and receiving the funds. However, there would be local staff time involved in the development of the plan. The plan will establishes quantifiable safety-related goals, objectives, and performance measures relevant to the local transportation system.

RECOMMENDATION

Staff recommends that the Planning Board initiate the process to submit an application to MDT for the Transportation Safety Plan. This action will direct staff to meet with the local governing bodies and solicit coordination on this project and grant application.

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Discussion

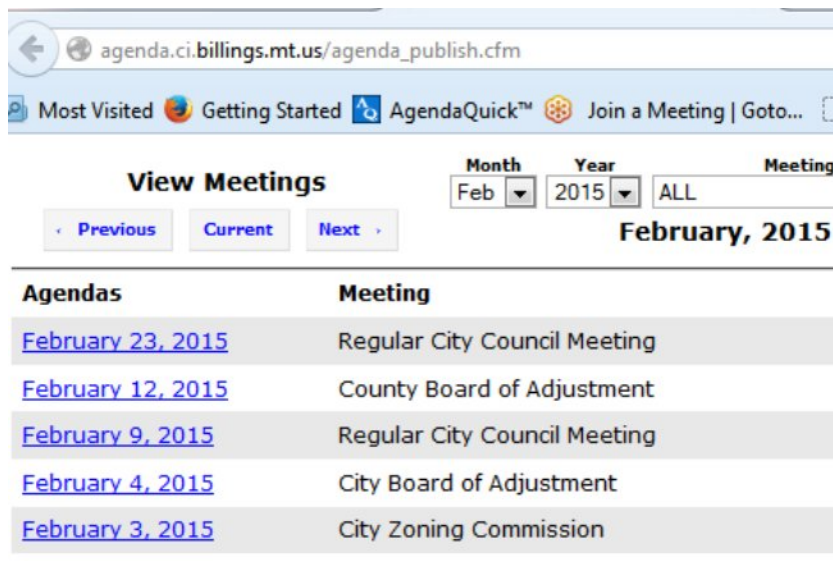
President Clark called for questions and discussion. The Board and Staff discussed the role of MPO with this grant and Lora Mattox explained that this Board is responsible for the implementation of the Safety Plan. Candi Millar stated it will be the consultant's responsibility to ensure the plan conforms to Federal Regulations; there will be no funds expended other than staff time. Al Littler commented insurance companies should act as a partner on these types of studies and Lora Mattox said this was discussed during the State meetings. She said she will approach the Board of County Commissioners; City Council and the Policy Coordinating Committee to work as partners in the process.

****This item will come before the Board for action at the March 10, 2015 meeting.**

8. OTHER BUSINESS

8b. Announcements:

1. The February 24, 2015 meeting will be cancelled due to a lack of agenda items.
2. Planning Division Staff is migrating towards using an electronic agenda and packet software similar to the system used for City Council and will be bringing forward more information at a future meeting. Board members are encouraged to go to the link below and look at the forward for the listed Zoning Commissions and City Council meetings. http://agenda.ci.billings.mt.us/agenda_publish.cfm



The screenshot shows a web browser window with the URL agenda.ci.billings.mt.us/agenda_publish.cfm. The page has a navigation bar with "View Meetings" and filters for "Month" (Feb), "Year" (2015), and "Meeting" (ALL). Below the filters are "Previous", "Current", and "Next" buttons. The main content is a table with two columns: "Agendas" and "Meeting".

Agendas	Meeting
February 23, 2015	Regular City Council Meeting
February 12, 2015	County Board of Adjustment
February 9, 2015	Regular City Council Meeting
February 4, 2015	City Board of Adjustment
February 3, 2015	City Zoning Commission

ADJOURNMENT: 7:00 p.m.

ATTEST: DRAFT. To be approved on February 10, 2015

Richard Clark, President, Yellowstone County Board of Planning

Candi Millar, Director, Planning and Community Services Department