



**YELLOWSTONE COUNTY BOARD OF PLANNING**  
CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



**AGENDA**

September 22, 2015 MEETING TIME: 6:00 p.m.  
1st Floor Large Conference Room, Miller Building  
2825 3rd Avenue North, Billings, Montana 59101

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. **MEETING MINUTES:** Motion. September 9, 2015
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 BOCC. Yellowstone River Campground and RV Park Expansion. Wyeth Friday, Planning Division Manager**

8. **OTHER BUSINESS:**

- a. **Discussion. Growth Policy Scenario Planning--Mapping Potential Land use in Selected Growth Areas.** Progress Update. Candi Millar, Director, Planning and Community Services Department and the Planning Board
- b. **ANNOUNCEMENT/INVITATION: CITY BOARD AND COMMISSION RECOGNITION EVENT. THE MAYOR APPOINTED MEMBERS OF THE YELLOWSTONE COUNTY BOARD OF PLANNING ARE INVITED TO ATTEND ON THURSDAY, OCTOBER 22, 2015, BILLINGS COMMUNITY CENTER, 323 N 23RD STREET, 6:00 P.M.-7:00 P.M.**
- c. (Standing Item) Staff update. Long Range Strategic Issues and an overview of future City and County issues and projects.

9. **ADJOURNMENT**

**FUTURE AGENDA ITEMS FOR TUESDAY, OCTOBER 13, 2015**

- a. **Growth Policy Scenario Planning--Mapping Potential Land use in Selected Growth Areas. Final Map Submittals.**  
Candi Millar, Director, Planning and Community Services Department and the Planning Board

### **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.***

**Planning Board Meeting 2 (4th Tuesday)**

**Meeting Date:** 09/22/2015

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**Information**

**Subject**

**MEETING MINUTES:** Motion. September 9, 2015

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**Attachments**

PLNMinutes\_2015\_09\_09

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# 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)

1	Position	01/13/2015	01/27/2015	02/11/2015	02/24/2015	03/10/2015	03/24/2015	04/14/2015	04/28/2015	05/12/2015	05/26/2015	06/09/2015	06/23/2015	07/14/2015	07/28/2015	08/11/2015	08/25/2015	09/08/2015	09/22/2015	10/13/2015	10/27/2015	11/10/2015	
Dave Goodridge	Mayor/Billings Ward I	-	-	-	-	1	1	-	1	E	E	E	1	1	E	1	E						
Patrick Klugman	Mayor/Billings Ward II	1	1	1	-	1	1	-	1	1	1	1	1	1	1	E	1						
Donna Forbes	Mayor/Billings Ward III	1	1	E	-	1	1	-	1	1	1	1	E	1		1	1						
Darell Tunnicliff	Mayor/Billings Ward IV	1	1	1	-	-	1	-	1	1	1	1	1	1		1	1						
Dick Clark (President)	Mayor/Billings Ward V	1	E	1	-	1	1	-	1	1	1	1	1	1	E	E	1						
Vacant	YC District 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Dennis Cook	YC District 2	1	1	1	-	-	E	-	1	1	1	1	1	1	1	1	1						
Lisa Sukut	YC District 3	1	E	E	-	-	E	-	E	1	E	1	1	1	1	E	1						
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Don Reed	YC District 5	E	E	1	-	-	1	-	1	E	1	1	1	1	1	1	1						
Dean Clark	YC District 6	E	E	1	-	1	1	-	1	1	1	1	1	1	E	1	1						
Al Littler	YC District 7	1	1	1	-	1	E	-	E	E	E	E	1	E	1	1	1						
Clint McFarland	Y County Cons. District	1	1	1		1	1	-	E	1	1	1	1	E	A	1	1						
Scott Reiter	Ex-Officio S.D. 2 Facilities Director	E	E			1	1	-	1	-	E	E	1	E	1	E	E						
Supt. Terry Bouck	Ex-Officio S.D. 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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**September 9, 2015**

*To be approved by a motion on September 22, 2015*

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## **1. Call the Meeting to Order**

President Dick Clark called the meeting to order at 6:00 p.m. on Tuesday, September 9, 2015, in the Miller Building 1<sup>st</sup> Floor conference room, 2825 3<sup>rd</sup> Avenue North, Billings, Montana.

### **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 are: Candi Millar, Director, Planning & Community Services Dept.; Wyeth Friday, Planning Division Manager; Karen Husman, Planner I, Tammy Deines, Planning

**Attending:** Darin Swenson, Yellowstone County Public Works Department, Forrest Mandeville, Engineering West; Kristi Drake, Billings Trail Net

## **2. Approval of the Agenda**-President Clark called for approval of the August 11, 2015 meeting agenda.

### **Motion**

**Dennis Cook made a motion and Dean Clark seconded the motion to approve the September 9, 2015 meeting agenda.**

**The motion carried with a unanimous voice vote.**

## **3. Meeting Minutes for August 25, 2015** Donna Forbes asked for correction of a clerical error in the first paragraph to denote President Clark instead of the phrase, “In President Clark’s absence...”

### **Motion**

**David Goodrich made a motion and Don Reed seconded the motion to approve the August 25, 2015 meeting minutes as submitted.**

**The motion carried with a unanimous voice vote.**

**4. 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. There were no Public Comments given during this time.

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

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**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.

### **6. NEW BUSINESS**

#### **6a. Plat Review/Discussion. Yellowstone River Campground and RV Park Expansion. Wyeth Friday, Planning Division Manager**

##### **INTRODUCTION**

On August 3, 2015, the Planning Division received an application for preliminary plan approval for the proposed Yellowstone River Campground and RV Park Expansion. The property is located at 309 Garden Avenue about a half mile south of the intersection of South 27th Street and Garden Avenue. This project is reviewed as a subdivision for rent or lease under Chapter 6 of the County Subdivision Regulations and plans for 36 new RV spaces on 2.8 acres. Since a subdivision for rent or lease does not involve a property survey, a final site plan and subdivision improvement agreement will be recorded when this project completes preliminary and final plan review. Planning Board will review the plan at this meeting and a conduct a public hearing on September 22, 2015.

##### **RECOMMENDATION**

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plan of the Yellowstone River Campground and RV Park Expansion and adopt the Findings of Fact as presented in the staff report.

##### **PROPOSED CONDITIONS OF APPROVAL**

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To minimize effects on local services, the natural environment, and public health and safety, prior to final plan approval the developer will receive approval from the City of Billings Public Works Department for additional connection to the municipal water system, and approval from the Montana Department of Environmental Quality for the proposed onsite wastewater treatment system.
2. To minimize the effects on public health and safety and to ensure compliance with the Yellowstone County Subdivision Regulations, prior to final plan approval the developer will receive written approval from the Billings Fire Department that the 20-foot wide emergency access road has been built, gated, and signed to proper standards.
3. To minimize effects on the natural environment, public health and safety, and to ensure compliance with the Yellowstone County Subdivision Regulations, prior to final plan approval the developer will receive approval from the Montana Department of Environmental Quality to ensure proper storm water management practices, and facility design are followed in the campground expansion.

## **CITY/COUNTY PLANNING BOARD**

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4. To minimize the effects on local services, the developer will coordinate with private utility providers and indicate any utility locations or easements on the final plan for the campground expansion.
5. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
6. The final plan shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

### **Discussion**

President Clark called for discussion. Don Reed noted there are multiple drain fields in the area and asked about the possibility of groundwater pollution on the surrounding properties. Wyeth Friday agreed and said there is no City service in this area, which makes development challenging. Forrest Mandeville, Engineering West, represents property owners Doug and Judy Barnes; and Brit and Kelsey Barnes. He explained that DEQ requires non-degradation calculations to determine there is groundwater pollution.

Donna Forbes commented on the heavy tree planting on Garden Avenue and asked if this property will be enhanced with trees? Wyeth Friday said the larger trees along Garden Avenue may present some issues with right-of-way development. He said here was some concern with the effect on the existing trees should the applicant provide additional right-of-way.

Darrel Tunnicliff asked if there are any floodplain issues. Wyeth Friday referred to a posted map and pointed out the flood fringe and the flood plain boundary. Darrell Tunnicliff commented that the KOA was flooded 30 years ago. Wyeth Friday said there is language in the SIA to alert potential owners of potential for changes in the river.

Dick Clark asked about pedestrian trail easements and Wyeth Friday said there have been some discussions with the property owners about future options. He said there has been some damage from trespass and there is no interest in providing trail easements at this time.

Don Reed asked if there will be any permanent structures. Forrest Mandeville stated there will be no permanent structures other than the drain field and an emergency access. Wyeth Friday pointed out the existing buildings and the pool on the plat map.

\*\* A public hearing for the Yellowstone River Campground and RV Park Expansion will be held at the next Planning Board meeting on Tuesday, September 22, 2015.

### **7. OTHER BUSINESS-**

**a. .Growth Policy Scenario Planning-Mapping Potential Land use in selected growth areas.** Director Candi Millar explained she is introducing the Board to a Growth

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Scenario application that allows users to “paint” land uses on a map. The software has the ability to synthesize all of the input and come up with general agreement. This is the first step in creating the scenarios to reach an estimate of cost of development and determine how it will achieve our goals. She continued and gave a step-by-step explanation of how to use the software.

### **Discussion**

Darell Tunnicliff asked about the survey process logistics. Candi Millar said staff presented this information to task forces, civic groups, and businesses. Staff received over 1,200 comment cards and less than 100 persons went to multiple meetings. She commented there may be a missing sector with those who do not get involved in the community.

Staff will e-mail the URLs and PowerPoint explanation to Board members and will be available for questions if needed. Paper maps will be provided for those who are unable to use the software. Suggestions:

1. Use Internet Explorer or Fire Fox as an internet browser.
2. Choose an area of interest.
3. Start from the City Limits and move outward.
4. If possible, fill out both areas completely.

### **FUTURE AGENDA ITEMS: Tuesday, September 22, 2015**

a. **Public Hearing. Yellowstone River Campground Expansion**, a County Subdivision for Rent or Lease. A 5.96 acre property generally located on Garden Avenue with a proposal to add 36 more sites. Douglas and Judy Barnes, owners. Travis West, Engineering West. Wyeth Friday Planning Division Manager

b. **Growth Policy Scenario Planning-Mapping Potential Land use in selected growth areas**. Scenario mapping follow-up. Candi Millar, Director, Planning & Community Services and the Planning Board.

**ADJOURNMENT:** 7:45 p.m.

**ATTEST: DRAFT. To be approved on September 2, 2015**

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*Dick Clark, President, Yellowstone County Board of Planning*

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*Candi Millar, Planning Board Executive Secretary and Planning and Community Services Department Director*



**YELLOWSTONE COUNTY BOARD OF PLANNING**  
CITY OF BILLINGS AND  
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**Planning Board Meeting 2 (4th Tuesday)**

**Meeting Date:** 09/22/2015

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**Information**

**INTRODUCTION**

On August 3, 2015, the Planning Division received an application for preliminary plan approval for the proposed Yellowstone River Campground and RV Park Expansion. The property is located at 309 Garden Avenue about a half mile south of the intersection of South 27th Street and Garden Avenue. This project is reviewed as a subdivision for rent or lease under Chapter 6 of the County Subdivision Regulations and plans for 36 new RV spaces on 2.8 acres. Since a subdivision for rent or lease does not involve a property survey, a final site plan and subdivision improvement agreement will be recorded when this project completes preliminary and final plan review. Planning Board reviewed the plan at its meeting on September 9 and will conduct a public hearing at this meeting.

**RECOMMENDATION**

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plan of the Yellowstone River Campground and RV Park Expansion and adopt the Findings of Fact as presented in the staff report.

**PROPOSED CONDITIONS OF APPROVAL**

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To minimize effects on local services, the natural environment, and public health and safety, prior to final plan approval the developer will receive approval from the City of Billings Public Works Department for additional connection to the municipal water system, and approval from the Montana Department of Environmental Quality for the proposed onsite wastewater treatment system.
2. To minimize the effects on public health and safety and to ensure compliance with the Yellowstone County Subdivision Regulations, prior to final plan approval the developer will receive written approval from the Billings Fire Department that the 20-foot wide emergency access road has been built, gated, and signed to proper standards.
3. To minimize effects on the natural environment, public health and safety, and to ensure compliance with the Yellowstone County Subdivision Regulations, prior to final plan approval the developer will receive approval from the Montana Department of Environmental Quality to ensure proper storm water management practices, and facility design are followed in the campground expansion.
4. To minimize the effects on local services, the developer will coordinate with private utility providers and indicate any utility locations or easements on the final plan for the campground expansion.
5. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.

6. The final plan shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

## **VARIANCES REQUESTED**

No variances have been requested from the Yellowstone County Subdivision Regulations for this proposal.

## **DISCUSSION/STAKEHOLDERS**

The Planning Board conducted its plat review of the Yellowstone River Campground and RV Park at its meeting on September 9, 2015. The Board had a few questions during its discussion of the preliminary plan regarding new and existing septic drain fields, floodplain location, existing trees, and existing and planned trails in the area.

Planning Board Vice President Don Reed noted there are multiple drain fields in the area and asked about the possibility of groundwater pollution on the surrounding properties. Wyeth Friday agreed this could be a concern as there is no City sewer service in this area, which makes development challenging. Forrest Mandeville, of Engineering West which is the agent for the applicants, explained that MDEQ requires non-degradation calculations to determine that there is no groundwater pollution from the new septic systems and drain fields.

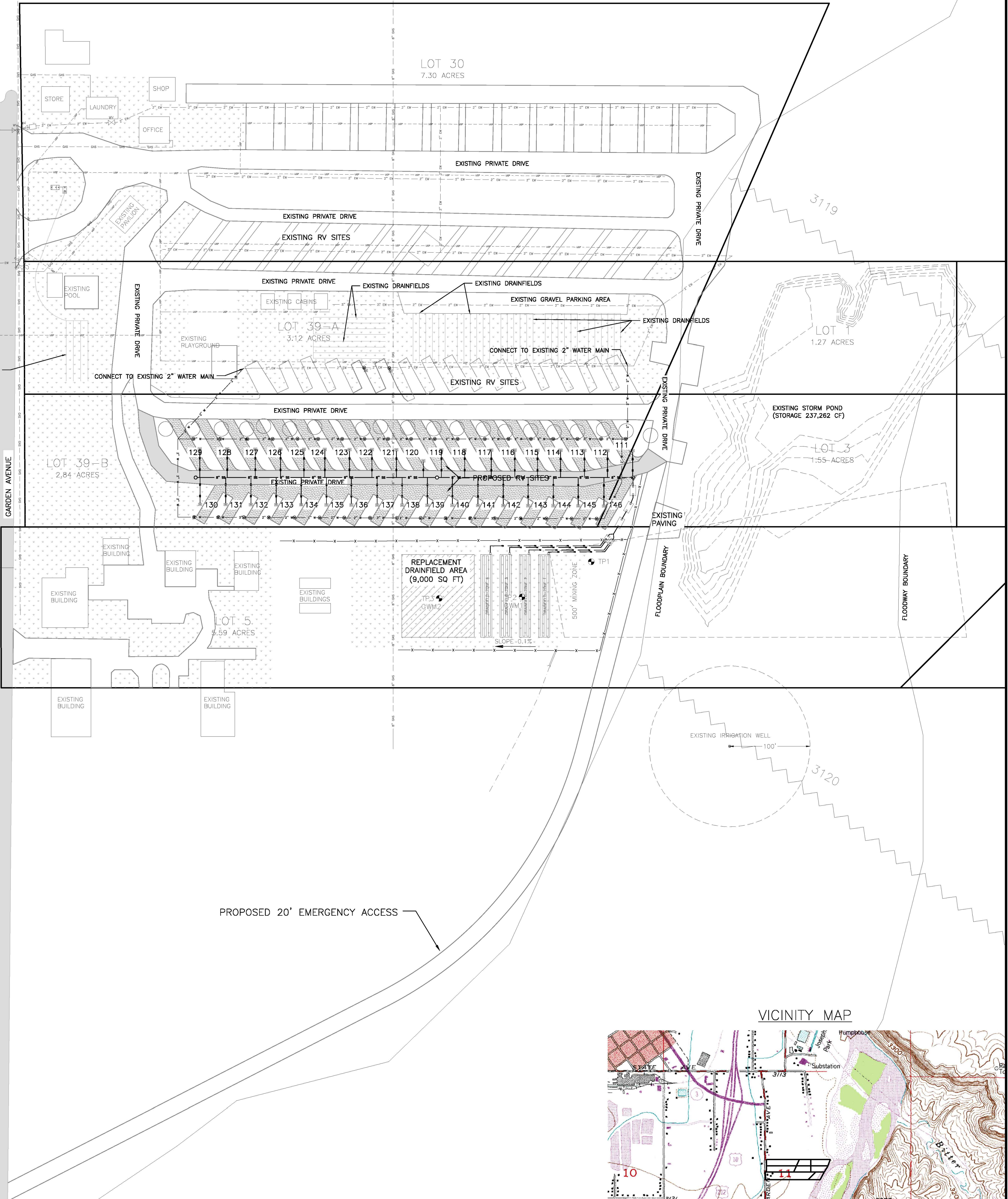
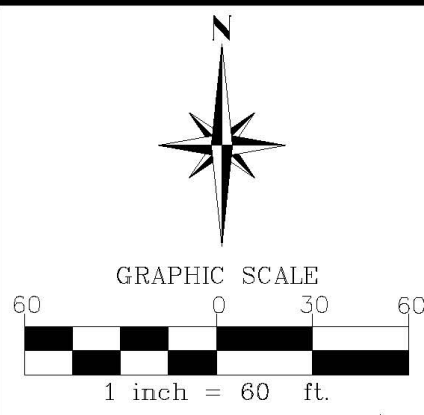
Planning Board Member Donna Forbes commented on the large existing trees along Garden Avenue and asked if this property will be enhanced with trees. Wyeth Friday said the larger trees along Garden Avenue may present some issues with right-of-way development in the future, but that they are remaining in place at this time. He said had been some concern from the applicants of the effect on the existing trees should additional right-of-way be provided for Garden Avenue.

Planning Board Member Darrel Tunnicliff asked if there are any floodplain issues on the property. Wyeth Friday referred to the site plan and pointed out the flood fringe and the flood plain boundary that are just east of the subject property. Darrell Tunnicliff commented that the KOA just down the road from the subject property was flooded 30 years ago. Wyeth Friday added that along with identification of the flood plain on the plan, language is being included in the SIA to alert potential owners of potential for changes in the river based on a Channel Migration Study conducted by the Yellowstone River Conservation District.

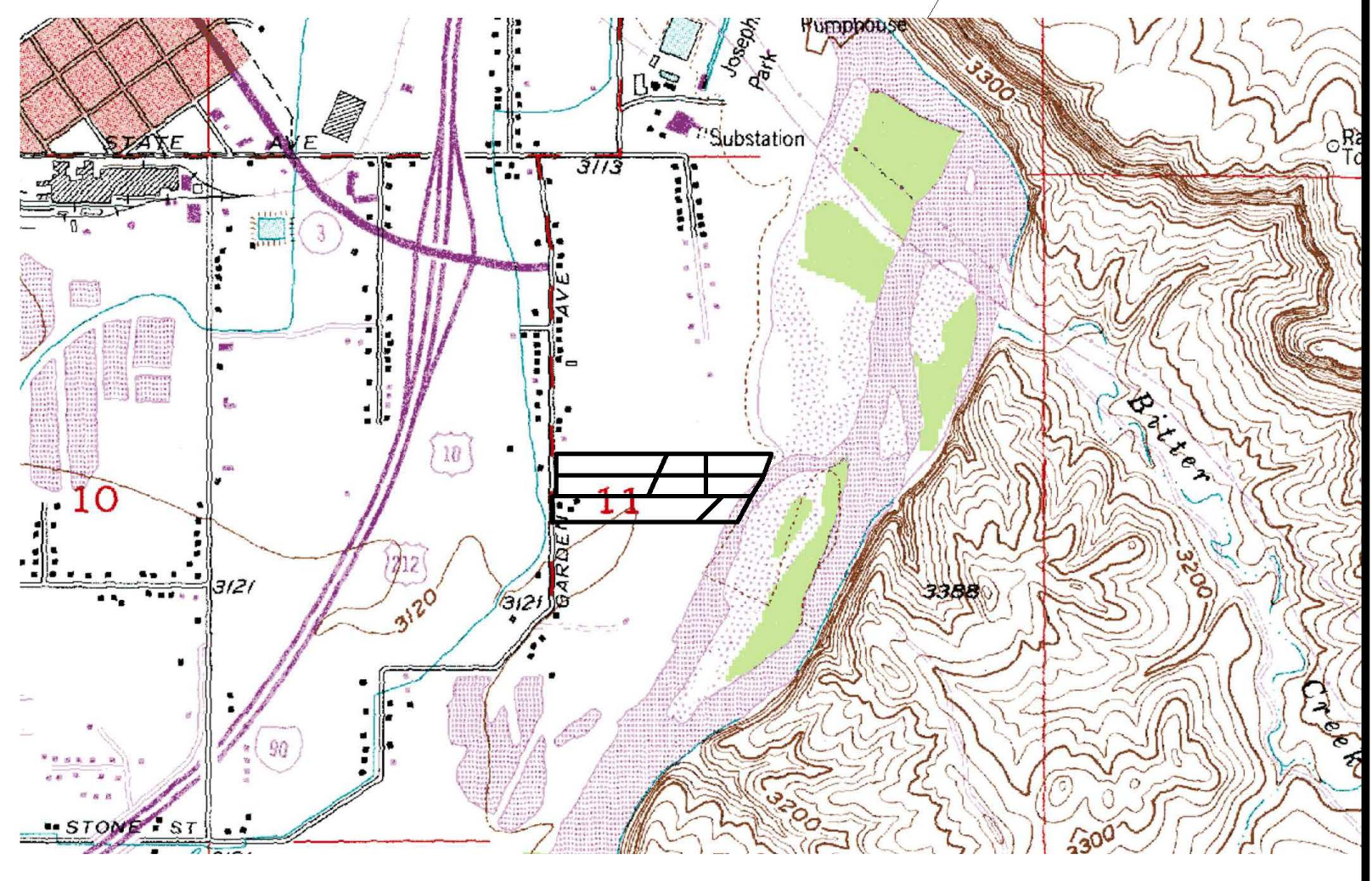
Dick Clark asked about existing and proposed pedestrian trail easements in the area. Wyeth Friday said there have been some discussions with the property owners about future trail options based on the 2012 Yellowstone Riverfront Trail Feasibility Study and 2011 Billings Area Bikeway and Trail Master. He said the property owners shared some concerns about past damage from trespass on their property and they are not interest at this time in providing trail easements. However, Wyeth said discussions are ongoing.

Planning Board Member Don Reed asked if there will be any new permanent structures added to the expanded campground area. Forrest Mandeville stated there will be no permanent structures other than the drain field and an emergency access. Wyeth Friday pointed out the existing buildings and the pool on the plat map.





VICINITY MAP



**LEGEND:**

PRIMARY DRAINFIELD		GRAVEL RV PARKING	
REPLACEMENT DRAINFIELD		PAVED DRIVE	
SOIL TEST PIT		EXISTING STORM POND	
GROUNDWATER MONITORING		BASE FLOOD ELEVATION	
SEPTIC TANK			
DOSING TANK			
EXISTING WATER MAIN			
PROPOSED WATER MAIN			
EXISTING FIRE HYDRANT			
EXISTING IRRIGATION WELL			

- NOTES:**
- 1) ALL STORM WATER SHALL CONTINUE TO SHEET FLOW TO THE EXISTING STORM POND.
  - 2) ALL NEIGHBORING WATER AND SEWER FACILITIES WITHIN 100 LINEAR FEET OF PROPOSED SUBDIVISION ARE SHOWN.
  - 3) DESIGNATED FLOODPLAIN IN AREA OF PROPOSED SUBDIVISION IS SHOWN.