



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



AGENDA

Wednesday, October 14, 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. **MOTION. APPROVAL OF THE MEETING MINUTES FOR SEPTEMBER 22, 2015**

Attachments

2015_09_22_PLNMinutes_DRAFT
PlnMinues_2015_09_22_DRAFT

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. Plat Review/Discussion. Majestic Cove Mobile Home and RV Park. Wyeth Friday, Planning Division Manager

Attachments

Preliminary Plan

Subdivision Improvement Agreement

Findings of Fact

Environmental Assessment

- b. **Growth Policy Scenario Planning-Mapping Potential Land use in selected growth areas. Planning Board member Scenarios Due.** Candi Millar, Director, Planning & Community Services and the Planning Board.
8. **OTHER BUSINESS:**
- a. ANNOUNCEMENT: Lynn Zanto, Director, Statewide and Urban Planning, MDT will be giving a presentation, "Roles and Responsibilities of the Policy Coordinating Committee" at the next PCC meeting on Tuesday, November 17, 2105, 12:00 p.m. in the Commissioners Board Room. All Planning Board members are encouraged to attend.
9. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR TUESDAY, OCTOBER 27, 2015

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 I (2nd Tuesday)

3.

Meeting Date: 10/14/2015

Information

Subject

MOTION. APPROVAL OF THE MEETING MINUTES FOR SEPTEMBER 22, 2015

Attachments

2015_09_22_PLNMinutes_DRAFT

PlnMinues_2015_09_22_DRAFT

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 | E | 1 | | | | |
| Patrick Klugman | Mayor/Billings Ward II | 1 | 1 | 1 | - | 1 | 1 | - | 1 | 1 | 1 | 1 | 1 | 1 | 1 | E | 1 | 1 | 1 | | | | |
| Donna Forbes | Mayor/Billings Ward III | 1 | 1 | E | - | 1 | 1 | - | 1 | 1 | 1 | 1 | E | 1 | | 1 | 1 | 1 | 1 | | | | |
| Darell Tunnicliff | Mayor/Billings Ward IV | 1 | 1 | 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 | 1 | 1 | | | | |
| Vacant | YC District 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | | |
| Dennis Cook | YC District 2 | 1 | 1 | 1 | - | - | E | - | 1 | 1 | 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 | 1 | 1 | | | | |
| Vacant | YC District 4 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | | |
| Don Reed | YC District 5 | E | E | 1 | - | - | 1 | - | 1 | E | 1 | 1 | 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 | 1 | 1 | E | | | |
| Al Littler | YC District 7 | 1 | 1 | 1 | - | 1 | E | - | E | E | E | E | 1 | E | 1 | 1 | 1 | 1 | 1 | | | | |
| Clint McFarland | Y County Cons. District | 1 | 1 | 1 | | 1 | 1 | - | E | 1 | 1 | 1 | 1 | E | A | 1 | 1 | E | E | | | | |
| Scott Reiter | Ex-Officio S.D. 2 Facilities Director | E | E | | | 1 | 1 | - | 1 | - | E | E | 1 | E | 1 | E | E | E | 1 | | | | |
| Supt. Terry Bouck | Ex-Officio S.D. 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

September 22, 2015

To be approved by a motion on October 14, 2015

1. Call the Meeting to Order

President Dick Clark called the meeting to order at 6:00 p.m. on Tuesday, September 22, 2015, in the Miller Building 1st Floor conference room, 2825 3rd 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; Tammy Deines, Planning Clerk

Attending: Darin Swenson, Yellowstone County Public Works Department, Forrest Mandeville, Engineering West; Judy Barnes, Kelsey Barnes, Brit Barnes, Travis West, Engineering West, Bill Cole, Kristi Drake, Billings Trail Net

- 2. Approval of the Agenda**-President Clark called for approval of the September 22, 2015 meeting agenda.

3.

Motion

Dennis Cook made a motion and Donna Forbes seconded the motion to approve the September 22, 2015 meeting agenda.

The motion carried with a unanimous voice vote.

4. Meeting Minutes for September 9, 2015

Motion

David Goodrich made a motion and Don Reed seconded the motion to approve the September 9, 2015 meeting minutes as submitted.

The motion carried with a unanimous voice vote.

5. 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.

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. Public Hearing/Motion and Recommendation. 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 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.

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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. Wyeth Friday said there have been discussions about a trail area with the property owner but nothing is planned at this time. He commented on studies for bicycle and pedestrian travel and the Trail Feasibility and said this is a challenging area for expansion at this time. He said the owners have related challenges they experienced with trespass and with Mystic Park which is located to the north of this campground.

Donna Forbes commented she made a site visit and said it is well worth going to see the property as the overhead view is misleading and the area is beautiful and well kept. She asked nearby floodplain could affect the drain field. Wyeth Friday explained that the drain field is located and designed to be away from the floodplain.

Donna Forbes asked if there are County lands between this property and the river. Wyeth Friday clarified by pointing out the private property lines and the riverfront flood area.

David Goodridge asked if there will an easement or deed restriction for the access to the property to the south. Wyeth Friday said both properties are under the same ownership; and easements would have to be created and attached to the development if it is sold. David Goodridge suggested having a discussion with the owners to consider options to have this put in place. Wyeth Friday said there is language in the SIA. Don Reed requested clarification on the contours on the plat map and Wyeth Friday noted the contours to the depression for the storm water detention area.

Public Hearing

President Clark opened the public hearing and asked if there is anyone wanting to speak in favor or against the proposed Yellowstone River Campground and RV Expansion.

Forrest Mandeville, Engineering West, Billings, Montana

Mr. Mandeville is the agent for the Barnes family. He thanked staff and the Board for their time, and said the Board of County Commissioners approved the Special Review for this property last month. He said they are going through DEQ to obtain a permit for the proposed septic system. He explained that the storm water pond drains naturally and is currently dry. There will be language in the final SIA to address the access agreement

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and it will run with the land so future land owners will have to abide with it as well.

Don Reed explained that his concern was with the potential with the detention pond to become an attractive nuisance. To answer David Goodridge’s question, Mr. Mandeville said the SIA contains language to cover the emergency access to the south.

Travis West, Engineering West, Billings, Montana

Mr. West is the engineer for this project. He said the requested DEQ approval included the storm water drainage plans and drain field; and they meet the required setbacks. He said the existing storm water detention pond is large, the storm water runoff from the park will be very shallow, and the soils are fairly permeable. In response to a question by Donna Forbes, Mr. West stated the ground water is not high; they have been monitoring all summer and have not encountered ground water to affect the drain fields.

Bill Cole, 3733 Tommy Armor, Billings, Montana

Mr. Cole is head of the Billings Chamber of Commerce Trails Committee. He said he is in favor of this project. He stressed the importance of establishing trails in this area as part of the Marathon Loop. Mr. Cole stated there are planning documents in place which speak to the routing that is in place and along the river corridor. He said the preferred plan is to route pedestrian and bicycle traffic along Garden Avenue to continue the loop and to allow bicyclists and pedestrians to continue traveling through to River Front Park. He commented on the opportunity for synergy with trails in campgrounds along with the difficulty of users understanding campgrounds are private property. He stated there are specific trespass problems with the termination point going towards Mystic Trail. He said they would like to avoid the dead end and maybe build a berm to block the view and create a loop. He suggested finding funding to work towards mitigation of these issues and said the Chamber of Commerce Trails Committee has interest in helping with this task.

Kristi Drake, Billings TrailNet, P.O. Box 2416, Billings, Montana

Ms. Drake is the Executive Director of Billings Trail Net. She concurred with Mr. Cole’s comments and said they would like to help in the endeavor to keep citizens off of the private trail.

President Clark closed the public hearing and called for a motion.

Motion

Al Littler made a motion and Don Reed seconded the motion to forward a recommendation of conditional approval of the preliminary plat of the Yellowstone River Campground and RV Park Expansion and adopt the Findings of Fact as presented in the Staff Report.

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Discussion

President Clark called for discussion on the motion. There was none.

The motion carried with a unanimous voice vote. This application will come before the Board of County Commissioners on October 13, 2015.

7. OTHER BUSINESS-

a. Follow-up. Growth Policy Scenario Planning-Mapping Potential Land use in selected growth areas. Director Candi Millar explained she is introducing the Board to a Growth 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. She reviewed the instructions on how to use the mapping tool and followed up with the Board members on their progress. Hard copies of the maps will be provided to Donna Forbes, Clint McFarland, and others upon request.

Suggestions:

- Play the introductory video
- Go to Blue Edit Button, and then move the window to the side
- Fill one hexagon at a time. Click on hexagon, move the scroll bar on the bottom over so the land use appears
- The colors are opaque. Use the Layer List, choose the scenario, and choose the option for transparency.
- Close the browser and it will save automatically.
- Board members are asked to finish the scenarios by the next Planning Board meeting on Wednesday, October 14, 2015.**

b. Announcement: Director Millar announced that her husband Roger Millar has been awarded the position of Deputy Secretary, Washington State Transportation Department, He is moving to Olympia and starts his position on October 5, 2015. Ms. Millar stated she plans to remain in Billings and work as Planning & Community Services Director until she retires during the summer of 2016.

FUTURE AGENDA ITEMS: Tuesday, October 14, 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. Planning Board member Scenarios Due. Candi Millar, Director, Planning & Community Services and the Planning Board.

ADJOURNMENT: 7:45 p.m.

ATTEST: DRAFT. To be approved on October 14, 2015

CITY/COUNTY PLANNING BOARD

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Dick Clark, President, Yellowstone County Board of Planning

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

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Board Attendance Roster: Please note: “E” stands for excused absence, “A” stands for un-excused absence, “1” stands for present.

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| 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 | E | 1 | | | | |
| Patrick Klugman | Mayor/Billings Ward II | 1 | 1 | 1 | - | 1 | 1 | - | 1 | 1 | 1 | 1 | 1 | 1 | 1 | E | 1 | 1 | 1 | | | | |
| Donna Forbes | Mayor/Billings Ward III | 1 | 1 | E | - | 1 | 1 | - | 1 | 1 | 1 | 1 | E | 1 | | 1 | 1 | 1 | 1 | | | | |
| Darell Tunnicliff | Mayor/Billings Ward IV | 1 | 1 | 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 | 1 | 1 | | | | |
| Vacant | YC District 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | | |
| Dennis Cook | YC District 2 | 1 | 1 | 1 | - | - | E | - | 1 | 1 | 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 | 1 | 1 | | | | |
| Vacant | YC District 4 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | | |
| Don Reed | YC District 5 | E | E | 1 | - | - | 1 | - | 1 | E | 1 | 1 | 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 | 1 | 1 | E | | | |
| Al Littler | YC District 7 | 1 | 1 | 1 | - | 1 | E | - | E | E | E | E | 1 | E | 1 | 1 | 1 | 1 | 1 | | | | |
| Clint McFarland | Y County Cons. District | 1 | 1 | 1 | | 1 | 1 | - | E | 1 | 1 | 1 | 1 | E | A | 1 | 1 | E | E | | | | |
| Scott Reiter | Ex-Officio S.D. 2 Facilities Director | E | E | | | 1 | 1 | - | 1 | - | E | E | 1 | E | 1 | E | E | E | 1 | | | | |
| Supt. Terry Bouck | Ex-Officio S.D. 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

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Attending: Darin Swenson, Yellowstone County Public Works Department, Forrest Mandeville, Engineering West; Judy Barnes, Kelsey Barnes, Brit Barnes, Travis West, Engineering West, Bill Cole, Kristi Drake, Billings Trail Net

- 2. Approval of the Agenda**-President Clark called for approval of the September 22, 2015 meeting agenda.

3.

Motion

Dennis Cook made a motion and Donna Forbes seconded the motion to approve the September 22, 2015 meeting agenda.

The motion carried with a unanimous voice vote.

4. Meeting Minutes for September 9, 2015

Motion

David Goodrich made a motion and Don Reed seconded the motion to approve the September 9, 2015 meeting minutes as submitted.

The motion carried with a unanimous voice vote.

5. 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.

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. Public Hearing/Motion and Recommendation. Yellowstone River Campground and RV Park Expansion. Wyeth Friday, Planning Division Manager

INTRODUCTION

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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

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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.
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Forrest Mandeville, Engineering West, Billings, Montana

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and it will run with the land so future land owners will have to abide with it as well.

Don Reed explained that his concern was with the potential with the detention pond to become an attractive nuisance. To answer David Goodridge’s question, Mr. Mandeville said the SIA contains language to cover the emergency access to the south.

Travis West, Engineering West, Billings, Montana

Mr. West is the engineer for this project. He said the requested DEQ approval included the storm water drainage plans and drain field; and they meet the required setbacks. He said the existing storm water detention pond is large, the storm water runoff from the park will be very shallow, and the soils are fairly permeable. In response to a question by Donna Forbes, Mr. West stated the ground water is not high; they have been monitoring all summer and have not encountered ground water to affect the drain fields.

Bill Cole, 3733 Tommy Armor, Billings, Montana

Mr. Cole is head of the Billings Chamber of Commerce Trails Committee. He said he is in favor of this project. He stressed the importance of establishing trails in this area as part of the Marathon Loop. Mr. Cole stated there are planning documents in place which speak to the routing that is in place and along the river corridor. He said the preferred plan is to route pedestrian and bicycle traffic along Garden Avenue to continue the loop and to allow bicyclists and pedestrians to continue traveling through to River Front Park. He commented on the opportunity for synergy with trails in campgrounds along with the difficulty of users understanding campgrounds are private property. He stated there are specific trespass problems with the termination point going towards Mystic Trail. He said they would like to avoid the dead end and maybe build a berm to block the view and create a loop. He suggested finding funding to work towards mitigation of these issues and said the Chamber of Commerce Trails Committee has interest in helping with this task.

Kristi Drake, Billings TrailNet, P.O. Box 2416, Billings, Montana

Ms. Drake is the Executive Director of Billings Trail Net. She concurred with Mr. Cole’s comments and said they would like to help in the endeavor to keep citizens off of the private trail.

President Clark closed the public hearing and called for a motion.

Motion

Al Littler made a motion and Don Reed seconded the motion to forward a recommendation of conditional approval of the preliminary plat of the Yellowstone River Campground and RV Park Expansion and adopt the Findings of Fact as presented in the Staff Report.

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

Discussion

President Clark called for discussion on the motion. There was none.

The motion carried with a unanimous voice vote. This application will come before the Board of County Commissioners on October 13, 2015.

7. OTHER BUSINESS-

a. Follow-up. Growth Policy Scenario Planning-Mapping Potential Land use in selected growth areas. Director Candi Millar explained she is introducing the Board to a Growth 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. She reviewed the instructions on how to use the mapping tool and followed up with the Board members on their progress. Hard copies of the maps will be provided to Donna Forbes, Clint McFarland, and others upon request.

Suggestions:

- Play the introductory video
- Go to Blue Edit Button, and then move the window to the side
- Fill one hexagon at a time. Click on hexagon, move the scroll bar on the bottom over so the land use appears
- The colors are opaque. Use the Layer List, choose the scenario, and choose the option for transparency.
- Close the browser and it will save automatically.
- Board members are asked to finish the scenarios by the next Planning Board meeting on Wednesday, October 14, 2015.**

b. Announcement: Director Millar announced that her husband Roger Millar has been awarded the position of Deputy Secretary, Washington State Transportation Department, He is moving to Olympia and starts his position on October 5, 2015. Ms. Millar stated she plans to remain in Billings and work as Planning & Community Services Director until she retires during the summer of 2016.

FUTURE AGENDA ITEMS: Tuesday, October 14, 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. Planning Board member Scenarios Due. Candi Millar, Director, Planning & Community Services and the Planning Board.

ADJOURNMENT: 7:45 p.m.

ATTEST: DRAFT. To be approved on October 14, 2015

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

Dick Clark, President, Yellowstone County Board of Planning

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



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



Planning Board Meeting I (2nd Tuesday)

7. a.

Meeting Date: 10/14/2015

Information

INTRODUCTION

On September 1, 2015, the Planning Division received an application for preliminary plan approval for the Majestic Cove Mobile Home and RV Park. The property is located about 2.25 miles north of the intersection of Johnson Lane and Coulson Road in the Lockwood area. It is outside of zoning and is about 15 acres in size. This project has been in the process of being brought into compliance with State and Yellowstone County regulations for more than 8 years. It is reviewed as a subdivision for rent or lease under Chapter 6 of the County Subdivision Regulations and plans for 17 manufactured home sites and three RV sites. There are 13 existing manufactured home sites and the three RV sites on the property and the proposal is to add four new manufactured home sites and bring the entire property into compliance. 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 October 27, 2015.

RECOMMENDATION

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plan of the Majestic Cove Mobile Home and RV Park 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 Montana Department of Environmental Quality for the proposed onsite water (wells) and multi-user wastewater treatment system.
2. To minimize the effects on public health and safety and to meet County road standards, prior to final plan approval the developer will bring the internal private roads in the development up to County Gravel Road Standards and receive approval from the Yellowstone County Public Works Department.
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.

4. To minimize impacts on local services and agricultural operations, prior to final plan approval a weed management plan must be completed and approved by the Yellowstone County Weed Department.
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.

PROCEDURAL HISTORY

- The Majestic Cove Park Subdivision, 2nd Filing was preliminarily approved on August 9, 2005 (The preliminary approval was never acted upon and it expired).
- A subdivision pre-application meeting was held on September 9, 2010 (No action was taken after this meeting and the pre-application meeting expired).
- A subdivision pre-application meeting was held on October 31, 2013 (No action was taken after this meeting and the pre-application meeting expired).
- A subdivision pre-application meeting was held on May 7, 2015.
- The preliminary plan application was submitted to the Planning Division on September 1, 2015.
- The Yellowstone County Board of Planning will review the plat application on October 14, 2015.
- The Yellowstone County Board of Planning will hold a public hearing on this plat application and make a recommendation to the BOCC at its meeting on October 27, 2015.
- The BOCC will consider the subdivision application at its regular meeting on November 17, 2015.
- The 60-working day review period ends November 25, 2015 for this application.

PLAT INFORMATION

| | |
|--------------------|--|
| General location: | About 2.25 north of the intersection of Johnson Lane and Coulson Road in the Lockwood area |
| Legal Description: | C/S 2807, Parcel 3B, NW1/4 and SW1/4 of Section 8, Township 1N, Range 27 East. |
| Owner/Subdivider: | Rockie McCaffree |
| Surveyor/Engineer: | Engineering West |
| Existing Zoning: | None, Outside Zoning |
| Proposed Zoning: | None, Outside Zoning |
| Existing land use: | Partially developed for manufactured homes and RVs |
| Proposed land use: | Manufactured Home and RV Park |

Gross area: 15 acres

Net area: 13.58 acres

Existing number of manufactured home spaces: 13

Proposed number of manufactured home spaces: 4

Existing (no new proposed) number of RV spaces: 3

Parkland requirements: Parkland dedication is proposed as land in the amount of 1.66 acres, or 11% of the 15-acre development. The park land area is already existing on the property on the east side.

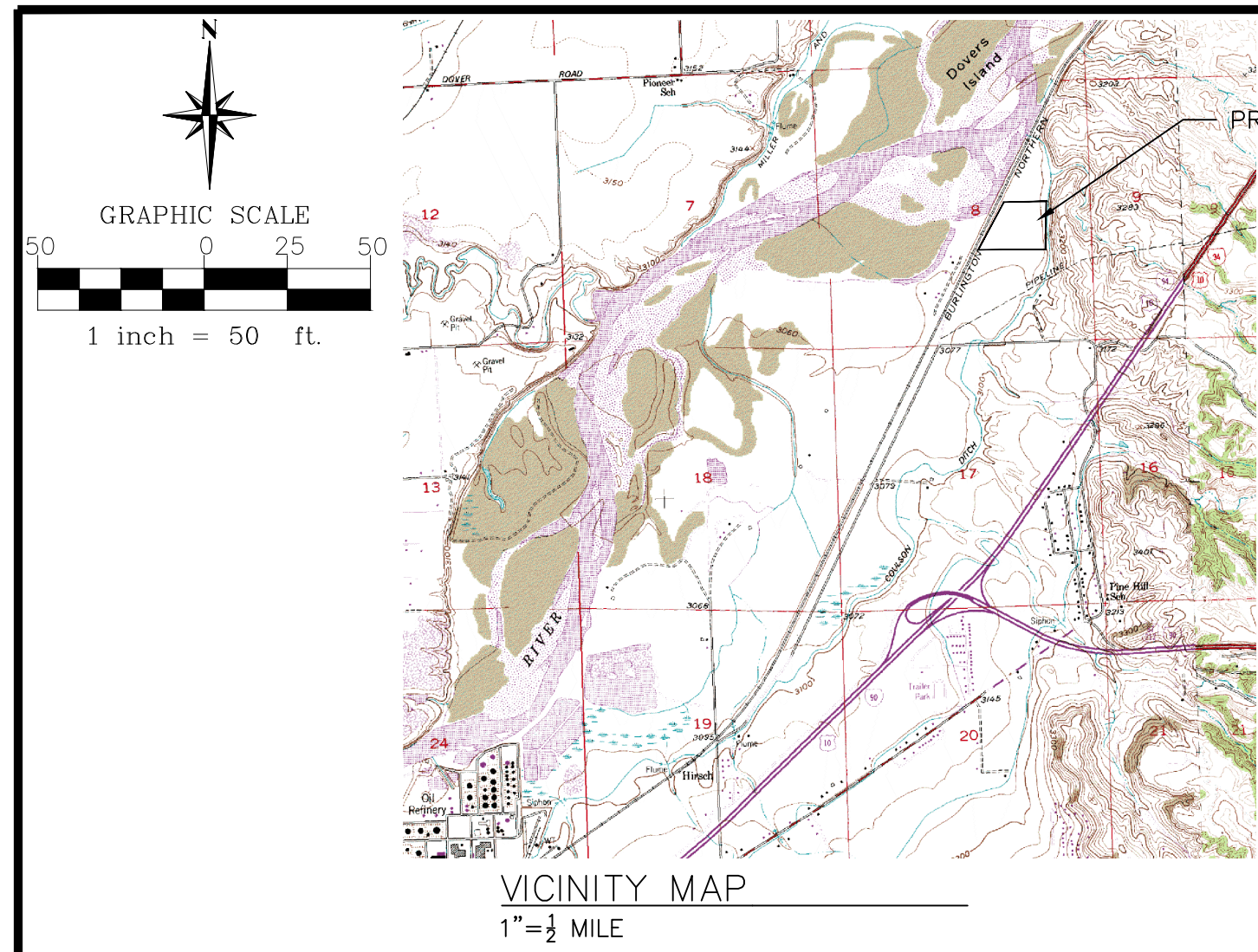
Attachments

Preliminary Plan

Subdivision Improvement Agreement

Findings of Fact

Environmental Assessment

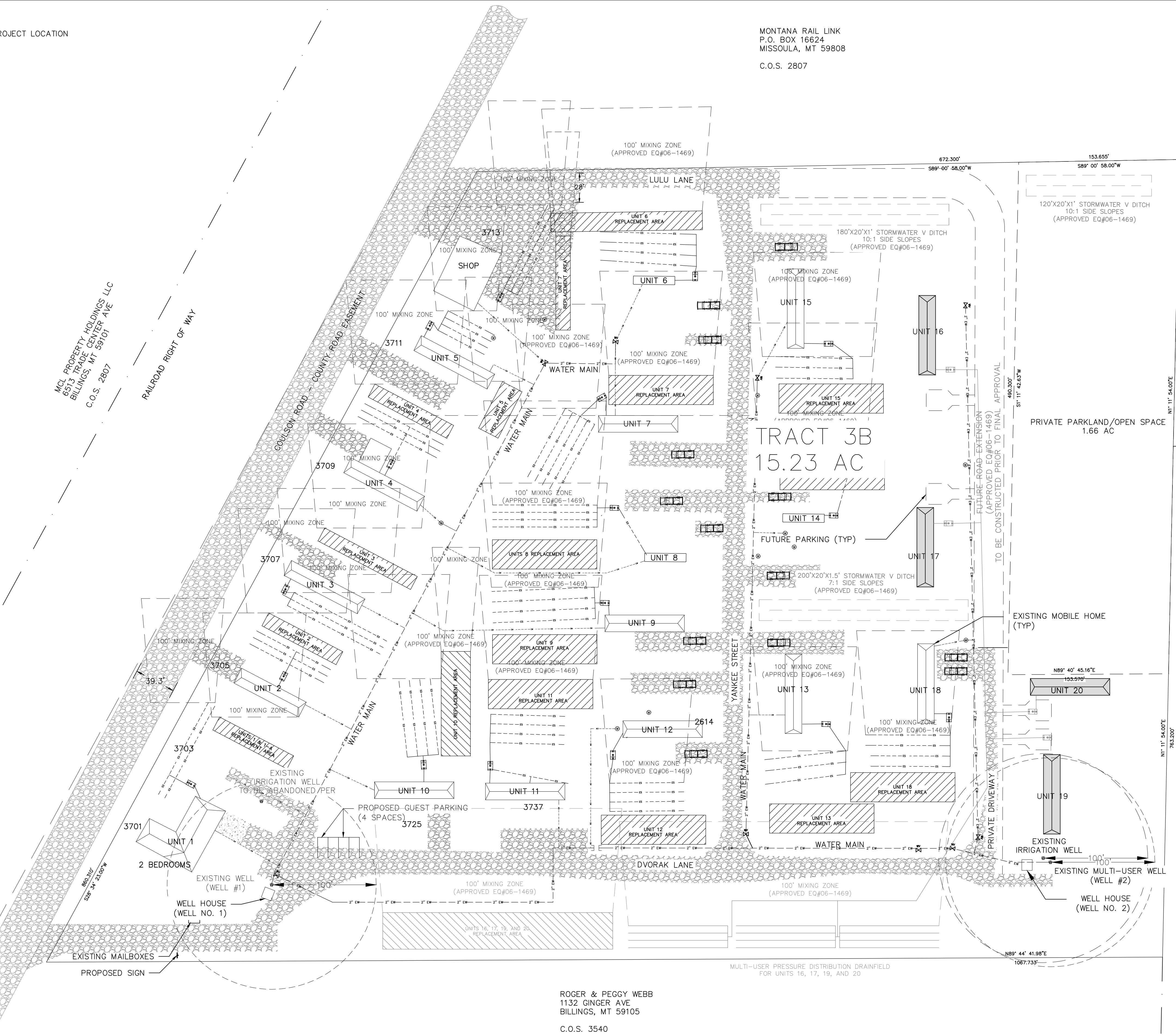


MONTANA RAIL LINK
 P.O. BOX 16624
 MISSOULA, MT 59808
 C.O.S. 2807

LEGEND

| | |
|---|--|
| EXISTING WELL | |
| EXISTING DRAINFIELD | |
| EXISTING SEPTIC TANK | |
| EXISTING WATER LINE | |
| EXISTING WATER SERVICE | |
| PROPOSED REPLACEMENT | |
| EXISTING GRAVEL ROAD | |
| EXISTING MOBILE HOME UNIT (13 UNITS & 1 SHOP) | |
| EXISTING RV UNIT (3 UNITS) | |
| PROPOSED MOBILE HOME UNIT (4 UNITS) | |
| CONTOURS | |

- NOTES:**
- 1) Construct storm water ditches and pond as shown on lot layout and per storm water drainage and road plans.
 - 2) No neighboring water or sewer facilities within 100 linear feet of proposed subdivision.
 - 3) No designated floodplain in area of proposed subdivision.



MCL PROPERTY HOLDINGS LLC
 6513 TRADE CENTER AVE
 BILLINGS, MT 59101
 C.O.S. 2807

ROGER & PEGGY WEBB
 1132 GINGER AVE
 BILLINGS, MT 59105
 C.O.S. 3540

WOODEN LLC
 P.O. BOX 22745
 BILLINGS, MT 59104
 C.O.S. 1225

TODD & TRINA BRESSLER
 2611 WATSON RD
 BILLINGS, MT 59101
 C.O.S. 1225

PREPARED FOR: ROCKIE AND DENA MCCAFFREE
 PREPARED BY: ENGINEERING WEST

SUBDIVISION DETAILS:

| | |
|------------------------|-----------------------|
| GROSS DEVELOPMENT AREA | 15.12 ACRES |
| NET DEVELOPMENT AREA | 13.46 ACRES |
| ROAD AREA | 1.54 ACRES |
| PARKLAND AREA | 1.66 ACRES |
| EXISTING ZONING | N/A |
| PROPOSED ZONING | N/A |
| EXISTING LAND USE | MOBILE HOME & RV PARK |
| PROPOSED LAND USE | MOBILE HOME & RV PARK |
| NUMBER OF UNITS | 20 |
| LINEAR FEET OF STREETS | 1867 LF |

**PRELIMINARY SITE PLAN OF
 MAJESTIC COVE MOBILE HOME & RV PARK**
 Being Tract 3-B of Amended Survey No. 2807
 Situated in the NW 1/4 & SW 1/4 NE 1/4 of Section 8, T1N, R27E, P.M.M.
 Yellowstone County, Montana

P.O. BOX 194
 PHONE 322-1116 FAX 322-8514
 COLUMBUS, MT 59019
 WWW.ENGINEERING-WEST.COM



| | | |
|--------------------|----------------|------------------|
| DRAWN BY: CF | CHECKED BY: MS | SCALE: 1" = 100' |
| DATE: 8/24/2015 | REV. DATE: ... | REVISION: ... |
| YELLOWSTONE COUNTY | | SECTION: 8 |
| TOWNSHIP: 1N | RANGE: 27E | SECTION: 8 |

MAJESTIC COVE MOBILE HOME & RV PARK
 LOT LAYOUT

Return to:
Engineering West
PO Box 194
Columbus, MT 59019

SUBDIVISION IMPROVEMENTS AGREEMENT

Majestic Cove Mobile Home & RV Park

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Engineering West
PO Box 194
Columbus, MT 59019

SUBDIVISION IMPROVEMENTS AGREEMENT

Majestic Cove Mobile Home & RV Park

This agreement is made and entered into this ____ day of _____, 20__, by and between Rockie and Dena McCaffree, whose address for the purpose of this agreement is **838 Countryman Creek Road Columbus, MT 59019**, hereinafter referred to as “Subdivider,” and **YELLOWSTONE COUNTY, Montana**, hereinafter referred to as “County.”

WHEREAS, the plan for Majestic Cove Mobile Home & RV Park, located in Yellowstone County, Montana, was submitted to the Yellowstone County Board of Planning; and

WHEREAS, at a regular meeting conducted on ____ day of _____, 20__, the Board of Planning recommended conditional approval of a preliminary plan of Majestic Cove Mobile Home & RV Park; and

WHEREAS, at a regular meeting conducted on ____ day of _____, 20__, the Yellowstone County Board of County Commissioners conditionally approved a preliminary plan of Majestic Cove Mobile Home & RV Park; and

WHEREAS, a Subdivision Improvements Agreement is required by the County prior to the approval of the final plan.

WHEREAS, the provisions of this agreement shall be effective and applicable to Majestic Cove Mobile Home & RV Park upon the filing of the final plan thereof in the office of the Clerk and Recorder of Yellowstone County, Montana. The Subdivision shall comply with all requirements of the Yellowstone County Subdivision Regulations, the rules, regulations, policies, and resolutions of Yellowstone County, and the laws and administrative rules of the State of Montana.

THEREFORE, THE PARTIES TO THIS AGREEMENT, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

I. VARIANCES

No variances requested.

II. CONDITIONS THAT RUN WITH THE LAND

- A. Renters should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that renters will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.
- B. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners.
- C. There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plan, shall run with the land, and shall constitute the guarantee by the Subdividers and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set forth in this Agreement. The Subdividers specifically agree that they are waiving valuable rights and do so voluntarily.
- D. Culverts and associated drainage swales shall not be filled in or altered by the Subdividers or subsequent owners.
- E. When required by future road improvements, all fences and irrigation ditches in the public right-of-way adjacent to this subdivision shall be removed or relocated outside of the public right-of-way and any relocation outside of the public right-of-way shall be subject to securing easements.
- F. No public improvements are proposed. Future maintenance of all private improvements shall be the responsibility of the owner(s) of the Mobile Home and RV Park.

III. TRANSPORTATION

- A. **Roads.** Coulson Road is a public road located on railroad right-of-way. Dvorak Lane, Yankee Street, and Lulu Lane are existing private roads that shall serve as legal and physical access for the proposed subdivision.
- B. **Traffic Control Devices.** Stop signs at the intersections of Lulu Lane and Coulson Road and Dvorak Lane and Coulson Road will be required.
- C. **Access.** All improvements in the public road right-of-way, including driveways, culverts or valley gutters will be in accordance with the plans and specifications as

approved by the county public works office.

- D. **Billings Area Bikeway & Trail Master Plan (BABTMP).** This development is not within the BABTMP.

IV. **EMERGENCY SERVICE**

Emergency services will be provided by the Yellowstone County Sheriff Department and the Lockwood Fire Department. Access to this development is provided by Coulson Road (existing county road). Emergency service providers will be provided access via Dvorak Lane, Lulu Lane, and Yankee Street (existing private roads). These private roads are 26-foot wide gravel roads. Water storage tanks/dry hydrants are not required of this development. The Lockwood Fire Department has stated that a Water Tender with 3500 gallons of water would serve the subdivision, with a response time of three to five minutes.

V. **STORM DRAINAGE**

All drainage improvements shall comply with the provisions of the Section 4.7 Yellowstone County Subdivision Regulations and a storm water management plan shall be submitted to and approved by the Montana Department of Environmental Quality (MDEQ).

Storm water runoff shall be mitigated through existing landscaping (lawn) and proposed storm water ditches as approved by DEQ. The ditches will be located in the northeast portion of the site (the north side of the private parkland area), the north central part of the site between Yankee Street and the road extension site, and in the central portion of the site south of Unit 17 and north of Units 13 and 18.

VI. **UTILITIES**

A. **Water**

The proposed water supply systems for each space for rent shall consist of a public water supply constructed and maintained by the owner via two on-site wells, as approved by MDEQ.

B. **Septic System**

Existing individual on-site wastewater treatment systems will be utilized for existing mobile homes. Multi-user on-site wastewater treatment systems will be utilized for RV spaces for rent. The property owner will be responsible for the construction and maintenance of the on-site wastewater treatment systems as approved by the MDEQ and County Sanitarian.

C. **Power and Telephone**

Power (overhead) and telephone (underground) are located along Coulson Road. The

property owner shall coordinate installation of electrical power facilities with the various utility companies at time of construction of RV spaces. Electrical power and telephone facilities are already supplied to all existing mobile homes.

VII. PARKS/OPEN SPACE

11% or 1.66 acres of open space is being provided as private parkland for this subdivision. The open space already exists and will be shown on the final lot layout as parkland and open space. Maintenance of the parkland will be the responsibility of the owner(s) of the Mobile Home and RV Park.

VIII. IRRIGATION

No irrigation district is affected by the proposed development.

IX. WEED MANAGEMENT

All noxious weed on the latest Yellowstone County Noxious Weed List shall be controlled throughout the subdivision.

- A. A Weed Management Plan must be filed and updated as needed for approval by the Yellowstone County Weed Department. Said weed management plans shall contain the noxious weeds being addressed and the plan for the control of those weeds. All associated cost for noxious weed control is the responsibility of the owner of record.
- B. A re-vegetation plan shall be submitted as part of the management plan. A seeding recommendation can be obtained from the Yellowstone County Weed Department pursuant to Section 7-22-2152, MCA. The Yellowstone County Weed Department reserves the right to revise these recommendations based on the required site inspection.
- C. Restoration of construction sites
 - 1. Broadcast seed (Pure Live Seed) 14 lbs. per acre
 - 2. Seed type and rate
 - Crested wheat grass 5 lbs. per acre
 - Alfalfa 1 lb per acre
 - Dahurian Wildrye 1 lb per acre
 - 3. Fertilizer 100 lbs. of 0-14-0 phosphate per acre
 - 4. Roller packed a minimum of three times after broadcasting seed to pack seed ¼ inch into soil.
 - 5. Seed November to March or as authorized by the weed district.
 - 6. Seed must be certified noxious weed seed free.

X. FINANCIAL GUARANTEES

Except as otherwise provided, Subdivider shall install and construct said required improvements by private contracts secured by bonds, irrevocable letters of credit, sequential development, or any other method that may be acceptable to the Planning Board and Board of County Commissioners. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said special improvement district or private contract, and the improvements shall be designed by and constructed under the supervision of a professional engineer competent in civil engineering, licensed in the state of Montana. Upon completion of the improvements, the consulting Engineer shall file with the Public Works Department, a statement certifying that the improvements have been completed in accordance with approved, seal stamped, record drawings, along with all required post-construction certification per Section 4.6.C. of the Yellowstone County Subdivision Regulations.

XI. LEGAL PROVISIONS

- A.** Subdividers agree to guarantee all public improvements for a period of one year from the date of final acceptance by Yellowstone County.
- B.** The owners of the property involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C.** The covenants, agreements, and all statements in this agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective parties.
- D.** In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party give any notice shall be entitled to reasonable attorney fees and costs.
- E.** Any amendments or modifications of this agreement or any provision herein shall be made in writing and executed in the same manner as this original document and shall, after execution, become a part of the agreement.
- F.** Subdividers shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdividers acknowledge and agree that nothing contained herein shall relieve or exempt it from such compliance.
- G.** Subdividers agree to create any required (or expansion of existing) RSID(s) for future maintenance of all public (or common) constructed improvements prior to final plan approval.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

“SUBDIVIDER”

Rockie McCaffree and Dena McCaffree

Rockie McCaffree

Dena McCaffree

STATE OF MONTANA)
 : ss
County of Yellowstone)

On this ____ day of _____, 20__, before me, a Notary Public in and for the State of Montana, personally appeared _____ and _____, known to me to be Rockie McCaffree and Dena McCaffree, who executed the foregoing instrument and acknowledged to me that he/she executed the same.

Notary Public in and for the State of Montana
Printed Name: _____
Residing at: _____
My commission expires: _____

Engineering West
PO Box 194
Columbus, MT 59019

Waiver of Right to Protest

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more Rural Special Improvement District (RSID's), which Yellowstone County may require for a period of twenty years from the date of this document's recording.

This Waiver and Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

The real property hereinabove mentioned is more particularly described as follows:
Majestic Cove Mobile Home & RV Park

Being located in SW1/4 of SE 1/4 of Section 8, T01N, R27E, PMM, Yellowstone County, Montana.

Signed and dated this _____ day of _____, 20____.

Subdivider/Owner

Subdivider/Owner

Rockie McCaffree

Dena McCaffree

FINDINGS OF FACT

The City/County Planning staff has prepared the Findings of Fact for the Majestic Cove Mobile Home and RV Park. These findings are based on the preliminary plan application and address the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Yellowstone County Subdivision Regulations (YCSR).

A. What are the effects on agriculture, local services, the natural environment, wildlife, wildlife habitat, and public health and safety (76-3-608(3)(a), MCA) (Section 3.2(H)(2), YCSR)

1. Effect on agriculture and agricultural water users' facilities

The subject property is not currently used for agricultural purposes and does not have water rights. Coulson Ditch is located outside the northeast boundary of the property and this development should not affect Coulson Ditch or any other agriculture or agricultural water users' facilities in the area.

2. Effect on local services

- a. **Water and Sewer** –The property will be served by a two wells for potable water. The wells are being connected together to provide a public water system for the entire development. The water system and delivery was one of the past issues with the permitting of this development by the Montana Department of Environmental Quality. This review and permitting process should bring the entire system and operation into compliance.

The proposed project will utilize both existing individual septic systems for manufactured homes and RV units already on site and a multi-user drain field septic system for the proposed four new manufactured homes to be added to the existing project. The new multi-user drain field will be located on the southern portion of the property just south of Dvorak Lane. The water and wastewater system must be approved by the Montana Department of Environmental Quality prior to final plan approval. The applications for these systems were prepared earlier this year and are under review by MDEQ (**See Condition 1**).

- b. **Streets and roads** – The Majestic Cove Mobile Home and RV Park already has a series of existing internal private roads for access to most of the development. The roads are Dvorak Lane, Lulu Lane, and Yankee Street. An additional road will be built along the eastern edge of the development between new proposed unit 16 and 17 and existing unit 18 prior to final plat approval and the name will be approved by the County GIS Department. The private roads within the development must all be improved to the County Gravel Road Standards as per County Public Works (**See Condition 2**).

Access to the project is from Coulson Road, a County road in a road easement on the Burlington Northern and Santa Fe Railroad Right of Way along the western

side of the development. No additional easement width or road dedication for Coulson Road is being required by County Public Works for this development.

- c. **Fire and Police Services** – The property is within the Lockwood Fire Department’s jurisdiction. It is the subdivider’s responsibility to ensure provisions of a water source and adequate access to the proposed lots for emergency service’s needs. Lockwood Fire Department staff reported that an existing dry hydrant system of 40,000 gallons is available to serve the subject property ¼ of a mile away at the Pacific Steel business also on Coulson Road. The Yellowstone County Subdivision Regulations allow for a development to meet the water supply requirement if “an approved existing underground water storage tank is located within one-half (1/2) road mile from the furthest structure of the proposed subdivision...” Since the existing 40,000 gallon tank is about ¼ mile away, it will meet this distance for service.

The Yellowstone County Sheriff’s Department will provide law enforcement services. The Sheriff’s Office did not have any specific comments regarding this development proposal.

- d. **Solid Waste disposal** – The Billings Landfill has capacity for solid waste disposal. Solid waste will be collected and disposed of by a private garbage collection company. The Manufactured home park owner is responsible for arranging for collection.
- e. **Storm water drainage** – Stormwater will be managed on the site using existing landscaping areas and storm water ditches as approved by MDEQ. The ditches are to be located in the northeast portion of the site in the northern portion of the park land area, the north central portion of the site between Yankee Street and the proposed new road on the eastern side of the property and in the central portion of the property south of Unit 17 and north of Unit 13 and Unit 18. See the proposed site plan for specific locations as described here. The stormwater facilities will satisfy storm water management requirements and specifications of MDEQ (**See Condition 3**).
- f. **School facilities** – The proposed manufactured home and RV park is located in Lockwood School District #26 and students would attend the Lockwood Elementary School, Eileen Johnson Middle School and then Senior High School or Skyview High School in Billings School District #2. These schools all are able to take additional students and it is expected that the impact may be, minimal as only four additional homes are to be added with this project since the remaining units are already in place.
- g. **Parks and recreation** – This campground qualifies for major subdivision review and falls under Section 10.5 of the YCSR for park land dedication. The developer has proposed to provide park land in the form of 1.66 acres of private park

land/open space for the benefit of the residents of the development. The Yellowstone County Park Board staff has approved of this proposal.

- h. **Historic features** – No known historical or cultural assets exist on the site, according to the State Historic Preservation Office (SHPO). However, the SHPO did state that there have been a few previously recorded sites within the area as well as some cultural resource inventories conducted. They were in the area but not on the site of this development.

3. Effects on the natural environment

The development will use noxious weed control measures to prevent the spread of noxious weeds to adjacent developed or agricultural land. A weed management plan must be completed and approved by the Yellowstone County Weed Control and a copy submitted to the Planning Division. Language will be updated in the SIA to reflect the approval and that a weed management plan is on file for this manufactured home and RV park (**See Condition 4**).

There are no apparent or known natural hazards on the property.

4. Effects on wildlife and wildlife habitat

There are no known endangered or threatened species on the property. Montana Fish, Wildlife, and Parks (FWP) responded to a request for review and comment on the proposed subdivision and stated that this mobile home park is being built in proximity to good deer habitat. Some subdivisions in similar habitat report considerable and on-going problems with deer damaging landscaped shrubs, flowers, and gardens. Potential homeowners should be made aware that they may have deer on their properties, and informed that unless they take steps to deter the animals (such as fencing their yards), they may have damage problems. Homeowners should be notified that Montana Fish, Wildlife & Parks (FWP) does not provide direct assistance unless there is damage to commercial agricultural crops in non-residential areas, or a threat to public health and safety such as in the case of nuisance mountain lions or bears. Language has been added to the Conditions That Run With The Land section of the SIA to inform future owners of this wildlife information.

5. Effects on public health and safety

Plans and designs for the on-site waste water systems and the well systems will be reviewed and approved by the MDEQ. Storm water management will be reviewed and approved by MDEQ. Fire and emergency services are provided for this proposed development. The proposed development is outside of a mapped floodplain. Given the reviews and approvals in place for these systems as well as the emergency service providers that serve this property, there should be minimal effects on public health and safety as a result of this development moving forward.

B. Was an environmental assessment required? If yes, what, if any, significant adverse impacts were identified? (76-3-616, MCA) (Chapter 9, YCSR)

Yes, an environmental assessment was required for this subdivision for rent or lease since it is located in an area where a long-range public works development program has not been adopted. The developer did provide an Environmental Assessment as required and provided details as to the conditions of the subject property and how it would impact the natural environment as well as local services. The Assessment did not identify any significant impacts that are not already addressed in the findings.

C. Does the subdivision conform to the Yellowstone County-City of Billings 2008 Growth Policy Update, the 2014 Billings Urban Area Long Range Transportation Plan, and the Billings Area Bikeway and Trail Master Plan? (Section 3.2 (H)(4), YCSR)

1. Yellowstone County – City of Billings 2008 Growth Policy Update

The proposed development conforms to the following goals of the 2008 Growth Policy:

- **Goal: Affordable Housing for all income levels dispersed throughout the City and County. (p. 6)**

The development has been in place for many years and provides more affordable housing in the Lockwood area but in a more rural setting.

- **Goal: More housing and business choices within each neighborhood. (p. 6)**

While this development creates its own small neighborhood in a very rural area, it does provide housing in close proximity to some businesses in the Lockwood area, including gravel mining, composting/landscaping, and heavy truck and equipment businesses.

The proposed and existing development does not conform to the following goal of the 2008 Growth Policy:

- **Goal: Predictable land use decisions that are consistent with neighborhood character and land use patterns. (p. 6)**

This manufactured home and RV park has been in existence for many years. It has had trouble with compliance with local and state regulations but is outside of zoning. The development is in an area that is a mix of agricultural, residential and commercial uses. It is the only significant residential development in the area until you travel a few miles back into Lockwood. It is the kind of more dense development that might be expected where municipal water and sewer services are available.

2. 2014 Billings Urban Area Long Range Transportation Plan

The subject property is within the study area of the Transportation Plan, but the main road in this area, Coulson Road, is not identified as a major street in the

Transportation Plan. Coulson Road in this area is an easement on the Burlington Northern and Santa Fe railroad right-of-way and no additional right-of-way or easement width is being required by the County with this project and no additional improvements are planned at this time.

3. 2011 Billings Area Bikeway and Trail Master Plan (BABTMP)

The subject property is outside of the study area of the BABTMP.

D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? [76-3-608(3)(b), MCA and Section 3.2(3)(a), YCSR]

The proposed and existing development will meet the requirements of the MSPA and the YCSR. The developer and the local government have complied with the subdivision review and approval procedures that are set forth by local and state subdivision regulations.

E. Does the subdivision conform to sanitary requirements? [Section 4.8(C) and 4.9 (C), YCSR]

The developer will need to receive approval from MDEQ for the existing/proposed wastewater systems, storm water management plan and facilities, and water system using two existing wells. All of these systems must be approved by MDEQ prior to final plan approval.

F. Does the proposed subdivision meet any applicable Zoning Requirements? [Section 3.2(H)(3)(e), YCSR]

The subdivision is outside the County's zoning jurisdiction.

G. Does the subdivision provide for necessary planned utilities? [76-3-608(3)(c), MCA and Section 3.2 (H)(3)(b), YCSR]

Utilities will serve the development internally on private property and no easements are planned. Electrical power is available through Yellowstone Valley Electric Cooperative and that utility had no comment on the project. Montana-Dakota Utilities (MDU) commented that natural gas is available but would have to be extended for 2 miles from its current location. No gas service is planned at this time.

H. Does the proposed subdivision provide for legal and physical access to all lots? [76-3-608 (3)(d), MCA and Section 3.2 (H)(3)(c)(d), YCSR]

Legal and physical access will be provided for the development from Coulson Road, a County Road in an easement, and private internal roads in the development. These internal private roads must be brought up to County Gravel Road Standards (See **Condition 2**).

CONCLUSIONS OF FINDINGS OF FACT

- The Majestic Cove Mobile Home and RV Park does not create adverse impacts that warrant denial of the subdivision for rent or lease.
- Impacts to agriculture, agriculture water user facilities, local services, public health and safety, the natural environment, and wildlife should be minimal. Impacts identified can be mitigated by reasonable conditions of final plan approval and information provided in the SIA.
- The development conforms to some of the goals of the 2008 Growth Policy.
- The applicant has complied with the MSPA and YCSR processes and the subdivision conforms to the law requirements.
- This development has been out of local and state compliance with subdivision and water and sewer system requirements for more than 8 years. This review and approval process will finally bring the property into compliance and enable it to operate as a mobile home and RV park in the future.

RECOMMENDATION

Staff recommends the Planning Board recommend to the Board of County Commissioners conditional approval of the preliminary plan of the Majestic Cove Mobile Home and RV Park and adoption of the Findings of Fact as presented in the staff report.

ATTACHMENTS

A: Preliminary Plan and Associated Documents

ENVIRONMENTAL ASSESSMENT

Majestic Cove Mobile Home & RV Park

**Township 1N, Range 27E, Section 8
Yellowstone County, Montana**

June 2015

Performed By:



ENGINEERING WEST

**PO Box 194
Columbus, MT 59019
(406) 322-1116**

INTRODUCTION

Majestic Cove Mobile Home & RV Park is an existing 22-space mobile home subdivision, located approximately 2.25 miles north of the Johnson Lane intersection on Coulson Road in Lockwood. The existing mobile home park will provide for private park land of 1.66 acres. The total gross acreage of the existing mobile home park is 15.12 acres including roads. The owners of this existing mobile home park are Rockie and Dena McCaffree.

Access to Majestic Cove Mobile Home & RV Park is from Coulson Road (County Road) then onto the private roads of Dvorak Lane (south), Lulu Lane (north) and Yankee Street (center).

Each unit is currently shown as one mobile home or one RV. One unit is the maintenance shop and rental office. There are currently only nineteen units and the maintenance shop and rental office on the property. Since the second filing COSA was approved for up to 24 units, planning approval is being requested for the total number of units that have been approved by DEQ minus the two that were approved in the area being designated for parkland.

22 total

I. DESCRIPTION OF ENVIRONMENT

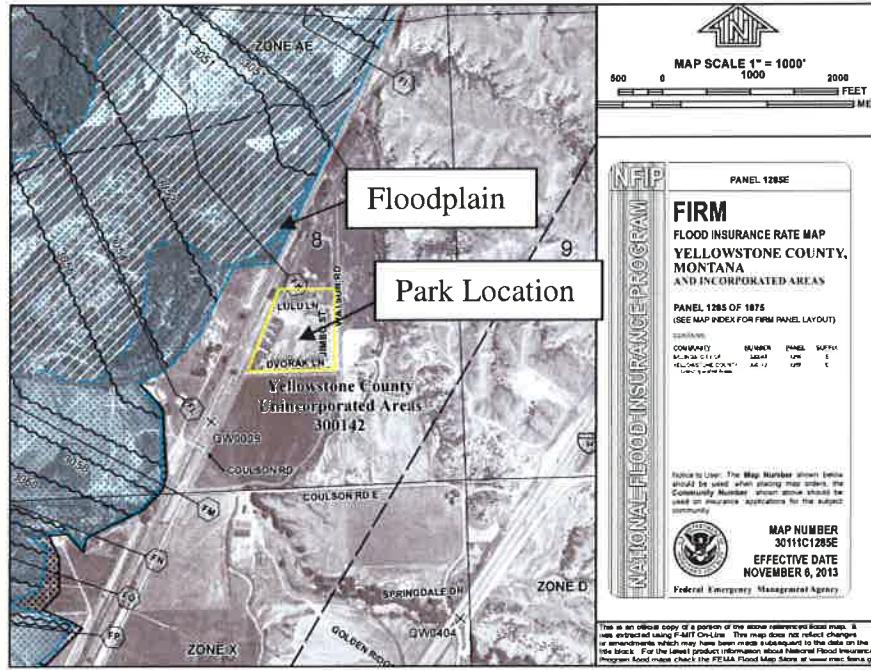
A. Surface Water (see attached maps)

Coulson Ditch irrigation ditch is located near the east boundary line of the existing subdivision. The irrigation ditch does not touch the property. There are no water rights currently assigned to this property.



The mobile home park is currently served by individual on-site wastewater treatment systems. The approved but not installed mobile homes are approved to be served by a multi-user wastewater treatment system. The system is approved to be a minimum of 100 feet from Coulson Ditch.

The mobile home park is not located in a flood prone area according to FEMA's flood plain maps.



B. Groundwater

Three soil test pits were excavated in November 2013 within the southeast portion of the mobile home park to a minimum depth of eight (8) feet. The results of the soil test pits indicated no shallow ground water in the area of the park, but previous engineering work has indicated that there is shallow groundwater (less than 7 feet) in the northeast portion of the park.

There are two existing multi-user wells on the property. Both of these wells were sampled for nitrate, specific conductance, and total coliform. Both wells are between 34 and 36 feet in depth which is a typical depth for neighboring wells in this area. These results indicate that the underlying aquifer is acceptable in terms of nitrate quality and specific conductance with a nitrate background result of 2.24 mg/L and 2.67 mg/L for both wells and a result of 1,530 $\mu\text{mhos/cm}$ @25°C on GWIC Well# 198142 and 1,400 $\mu\text{mhos/cm}$ @25°C on GWIC Well# 216686.

C. Geology, Soils, and Slope: (see attached NRCS Soil Map)

Majestic Cove Mobile Home & RV Park is located in an area of gently sloping topography. The elevation of the mobile home park is approximately 3,096-3,102 feet above sea level. There does not appear to be any areas of slides, including rock falls or land, mud, or snow slides.

There are three (3) predominate soils types located in the area of the mobile home park.

Haverson Clay Loam (Hc) 0-1% Slope

The Haverson clay loam land type consists of well drained soils that formed in terraces and flood plains. The soils are generally fine sandy loam to clay loam in texture.

Haverson Silty Clay Loam (Hd) 0-1% Slope

The Haverson silty clay loam land type consists of well drained soils that formed in terraces and flood plains. Haverson silty clay loam soils are generally sandy loam to clay loam in texture.

Lohmiller Soils, Seeped (Ls) 0-2% Slope

The Lohmiller soils, seeped land type consists of well drained soils that formed in terraces and flood plains. Lohmiller soils, seeped, are generally silty clay to silty clay loam in texture.

D. Vegetation

The area of Majestic Cove Mobile Home & RV Park has been developed as a trailer park since 2004.



Mobile Home Park Entrance

All areas are currently seeded with natural grasses and lawn (sod). The owners will continue to follow historical weed management practices to control weeds. It is recommended that the owners contract with a licensed commercial weed applicator for seasonal maintenance within the mobile home park.

E. Wildlife

Comments received from Montana Department of Fish, Wildlife, and Parks indicates there are no specific impacts to the wildlife or fisheries habitats that will be affected by the mobile home park. The Montana Department of Fish, Wildlife, and Parks also commented that this mobile home park is located near areas of prime deer habitat and will encounter deer problems such as deer damaging landscaped shrubs, flowers, and gardens. The department suggests that property owners implement steps to deter the animals, such as fencing their yards. No waterfowl nesting areas were identified in this mobile home park.

II COMMUNITY IMPACT REPORT

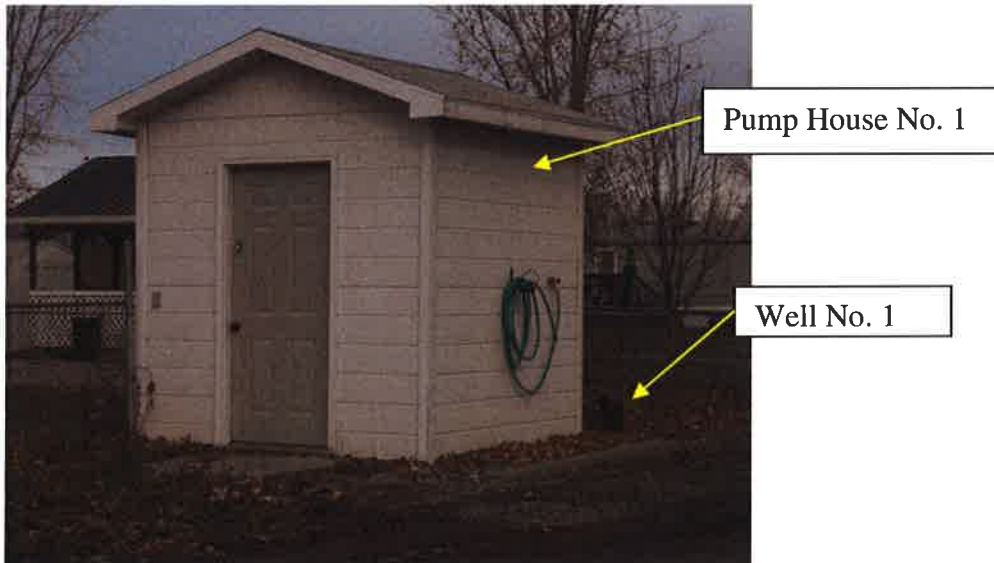
A. Impact on Agriculture/Agricultural Water User Facilities:

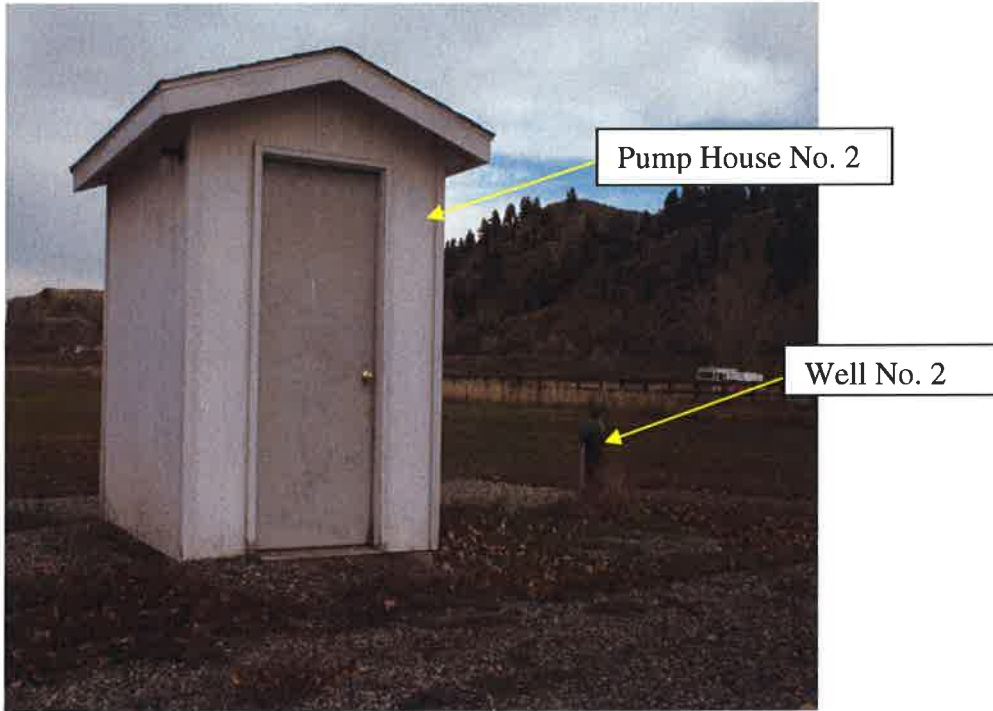
1. All 15.12 acres of Majestic Cove Mobile Home & RV Park is classified as sparse or barren land because it's already developed as a mobile home park. This land is not being held for speculation or for farming potential.
2. The surrounding area is rural residential and agricultural rural land.
3. Majestic Cove Mobile Home & RV Park does not have irrigation water rights to any irrigation ditches.

B. Impact on Local Services and Public Health and Safety:

1. Water

All residential spaces in Majestic Cove Mobile Home & RV Park are currently served by two on-site water wells for domestic potable water supply. The Montana Department of Environmental Quality shall review the well log data within the mobile home park.





2. Sewage Disposal

Residential spaces of Majestic Cove Mobile Home & RV Park are currently served by individual on-site septic systems designed for three-bedroom trailers. The approved but not installed mobile homes are approved to be served by a multi-user wastewater treatment system.



3. Solid Waste Disposal

Using an approximation of 2.4 tons of solid waste generated per full-time residential household per year, it is estimated that Majestic Cove Mobile Home & RV Park is currently generating approximately 43.2 tons of solid waste per year (18 mobile homes/RVs x 2.4 tons). The addition of the 4 approved trailers will add approximately 9.6 more tons per year for a total of 52.8 tons produced. Solid waste is collected and disposed of by Republic Services, a private rubbish collection company.



4. Storm Water

All drainage improvements shall comply with the provisions of Section 4.7, Yellowstone County Subdivision Regulations, and a storm water management plan shall be submitted to and approved by the County Public Works Department and the Montana Department of Environmental Quality. Storm water shall be collected and transported using road drainage swales and stored in a storm water retention pond as shown on the storm water drainage plans.

The topographical area of Majestic Cove Mobile Home & RV Park consists of gently sloping terrain. Refer to the site plan with topographical contour lines for further details.

5. Roads

Majestic Cove Mobile Home & RV Park is serviced by four private roads, Coulson Road to the west, Dvorak Drive on the south, Lulu Lane on the north, and Yankee Street as a central connector street. All roads are currently graveled. The owners will upgrade existing Dvorak Drive, Lulu Lane, and Yankee Street to meet county road standards. Coulson Road is already built to meet county road standards.

All 22 units of Majestic Cove Mobile Home & RV Park will have access from the private roadways.



Existing Lulu Lane Entrance



Existing Dvorak Lane Entrance



Existing Coulson Road

No closure of any roads in the area is proposed.

Dust control will be provided for all roads in the mobile home park.

Maintenance of the roads and provisions of snow removal will be the responsibility of the owners of the mobile home park.

Using trip generation rates of 10 trips per day per residence (source: Bureau of Transportation Statistics – Development & Application of Trip Generation Rates – Final Report, January 1985), it is estimated that Majestic Cove Mobile Home & RV Park will generate approximately 220 trips per day on Coulson Road serving the thirty-seven residential spaces (22 residential spaces x 10 trips).

The current owners will retain ownership of all private roads serving the mobile home park.

6. Utilities

An inquiry was sent to Yellowstone Valley Electric Co-Op regarding electrical supply to the mobile home park. Yellowstone Valley Electric Co-op has provided that they will be able to continue providing service for this mobile home park and can extend the service within the property if necessary.

CenturyLink provides telephone service to the area of the mobile home park. It is anticipated that the phone lines will continue to be available in the park.

An inquiry was sent to Montana-Dakota Utilities regarding gas supply to the mobile home park. Montana-Dakota Utilities has not provided comment at this time but it is anticipated that they will be able to continue providing service for this mobile home park.

7. Emergency Services

The Lockwood Volunteer Fire Department provides fire protection to the area of Majestic Cove Mobile Home & RV Park. An inquiry was sent to Lockwood Volunteer Fire Department to determine if they would need any further requirements with no comment at this time. The owner has stated that Fire Marshall Keith Kober indicated to him no additional fire suppression apparatus would be needed for the mobile home and RV park.

A letter was sent to Yellowstone County Sheriff's Department. The Department replied that they regularly patrol and respond to calls in the area of the mobile home and RV park. Additionally, they replied that expanding the park to the permitted number of mobile homes will not impact current staffing or require any changes to the area.

Medical service can be provided by Billings' area hospitals. It is anticipated that the local hospitals and medical facilities can adequately provide service for the mobile home park.

Legal and physical access to Majestic Cove Mobile Home & RV Park will be from Dvorak Drive on the south or Lulu Lane on the north to Coulson Road.

The mobile home park is not located within the Wildland Urban Interface.

There are no foreseen health hazards associated with this mobile home park. A safety hazard may be associated with the existing Coulson Ditch for small children. Unit renters should be advised that a safety hazard may exist with the existing irrigation ditch located near the east side of the mobile home park.

8. Schools

Majestic Cove Mobile Home & RV Park is located in the Lockwood School District which services kindergarten through eighth grades and in the Billings School District which services ninth through twelfth grades. A letter has been sent to Superintendent Novasio, but no response has been received at this time.

According to Montana Census data, average family size in Montana is 2.99 persons per household. A second statistic gives the average household size of owner-occupied units as 2.55. Using the greater of the two numbers, one can estimate an average of 1-2 school-aged children per lot created. There are 22 residential units; therefore, an estimate can be made that the Lockwood School will have a potential impact of 44 additional children in the school system. Currently there are only two children living in the mobile home park.

9. Parks and Recreation Facilities

The mobile home park is approximately 15.12 net acres. There is park land of 1.66 acres proposed in the northeast corner of the mobile home park. Required parkland of 1.66 acres is required (15.12 acre lots x 11%). The dedicated park land of 1.66 acres meets the required amount of park land.

C. Land Use

Majestic Cove Mobile Home & RV Park is unzoned. The mobile home park is located two miles northeast of the incorporated area of Lockwood.

Majestic Cove Mobile Home & RV Park is not located near any state lands.

This mobile home park is located in an area that is a mixture of rural residential and heavy industrial land uses. No foreseen impact on adjacent land uses.

D. Historical Features

Damon Murdo, Cultural Records Manager of SHPO, stated that according to their records there have been a few previously recorded sites within the designated search locales. There have also been a few previously conducted cultural resource inventories done in the area.

It is SHPO's position that any structure over fifty years of age is considered historic and is potentially eligible for listing of the National Register of Historic Places. If any structures are to be altered and are over fifty years old they would recommend that they be recorded and a determination of their eligibility be made.

Based on previous disturbance in the area SHPO feels that there is a low likelihood cultural properties will be impacted. SHPO feels that a recommendation for a cultural resource inventory is unwarranted at this time. (see attached letter)

E. Visual Impact

Majestic Cove Mobile Home & RV Park is an existing trailer park. The visual impacts of any additional mobile homes shall include the construction of the mobile home pads and the development of underground utilities to serve the mobile homes.

There is no additional proposed landscaping along streets currently planned.



Existing Landscape

III SUMMARY OF PROBABLE IMPACTS

A. Describe the effects the proposed subdivision has on the following:

1. Agriculture

Majestic Cove Mobile Home & RV Park is a currently existing mobile home park. A weed management plan and inspection shall be completed and approved by the Yellowstone County Weed Department prior to final plat approval.

2. Agricultural Water User Facilities

Coulson Ditch is located just outside the northeast boundary of the mobile home park. Majestic Cove Mobile Home & RV Park will not have any adverse effect on the local agricultural water user facilities in the Coulson Ditch area.

3. Local Services

Water Supply and Wastewater Treatment:

The existing water supply systems for Majestic Cove Mobile Home & RV Park are two wells for a potable water supply. Because there will be more than 25 people being served in the mobile home park, the owners plan on connecting the two wells together and creating a public system.

The proposed wastewater treatment system (septic system) for the RVs will be a multi-user system and shall be installed and built as approved by the State of Montana Department of Environmental Quality and permitted by RiverStone Environmental Health Department.

Utilities

All utilities, Yellowstone Valley Electric Co-op, MDU gas, and CenturyLink communication lines, are currently installed on the property. Utility easements shall be created for the existing utilities as necessary.

Fire and Sheriff

Fire protection will be provided by Lockwood Volunteer Fire Department. Sheriff protection will be provided by Yellowstone County Sheriff's Department.

Schools

The mobile home park is located in the Lockwood School District that services kindergarten through eighth grade. Billings School District will serve all students in grades 9 – 12.

Solid Waste

Solid waste will be collected by Republic Services, a private rubbish collection company, and disposed of in the Yellowstone County Landfill.

4. The Natural Environment

The mobile home park currently has primary residences, versus second residences or seasonal homes. Each unit will be restricted to one residence with outbuildings. Since all mobile home units will be occupied year-round, it is assumed all residents will keep their houses in good repair and will quickly bring attention to any major grounds repair issues to the property owners. There are currently lawns installed and maintained by the property owners, which helps keep weeds at a minimum.

5. Wildlife and Wildlife Habitat

There are no known endangered or threatened species in the mobile home park. No response has been received from Montana Natural Heritage Program at this time, but as this is an existing mobile home park there are no foreseen impacts on wildlife or wildlife habitats.

6. Public Health and Safety

No foreseen impact on public health and safety as this mobile home park is existing.

B. Describe how the proposed subdivision complies with the following:

1. Survey Requirements Provided in Part 4 of the MSPA

Since Majestic Cove is a mobile home and RV park, there are no requirements for a survey per Yellowstone County Planning subdivision regulations.

2. These Subdivision Regulations

The owners of Majestic Cove Mobile Home & RV Park will submit a site plan complying with the subdivision regulations of Yellowstone County.

3. The Subdivision Review Process as described in Chapter 3 of These Regulations

Travis West, P.E. of Engineering West, had a pre-application meeting with the County Planner to review Majestic Cove Mobile Home & RV Park plans.

- C. Describe how the proposed subdivision provides for easements for the location and installation of any planned utilities.

A 10-foot wide utility easement will be provided for CenturyLink, MDU, and Yellowstone Valley Electric Co-Op.

- D. Describe how the proposed subdivision provides for legal and physical access to each lot and the required notation of that access on the plat.

Legal and physical access to each lot will be from the internal private streets that have access to Coulson Road. (See site plan for locations.)

Appendix A

Environmental Assessment

LETTERS TO PUBLIC SERVICE PROVIDERS RESPONSES FROM PUBLIC SERVICE PROVIDERS



ENGINEERING WEST

LAND • WATER • SEWER

May 12, 2015

Yellowstone County Sheriff's Department
Attn Lt. O'Donnell
PO Box 35017
Billings, MT 59107

*Sent by email
5/13/15*

Re: Majestic Cove 1st and 2nd filing
Yellowstone County

To Lt. O'Donnell:

My company, Engineering West, has been hired to complete a Yellowstone County Environmental Assessment for Rockie and Dena McCaffree, property owners of Majestic Cove. The legal description for this existing subdivision is Township 1N, Range 27E, Section 08 with an address of 2614 Yankee Street, Billings (approximately 2.25 miles north of the Johnson Lane intersection on Coulson Road in Lockwood).

This subdivision is existing and is comprised of 22 units. Enclosed you will find a vicinity map and layout of the existing subdivision.

In order to complete the portion of the Environmental Assessment concerning the impact on the law enforcement protection services the following information is needed:

- What is the anticipated response time to the proposed subdivision?
- Can adequate law enforcement protection be provided with existing personnel and equipment for the existing subdivision?

A written response of this information as soon as possible would be greatly appreciated. Thank you for your time and if you have any questions please contact me at (406) 322-1116 or e-mail me at shari@engineering-west.com.

Thank you,

Shari Manley

Encl: 1



ENGINEERING WEST

LAND • WATER • SEWER

May 13, 2015

Yellowstone Valley Electric Co-Op
PO Box 249
Huntley, MT 59037

sent by mail 5/13/15

Re: Majestic Cove 1st and 2nd filing
Yellowstone County

To Whom it May Concern:

My company, Engineering West, has been hired to complete a Yellowstone County Environmental Assessment for Rockie and Dena McCaffree, property owners of Majestic Cove. The legal description for this existing subdivision is Township 1N, Range 27E, Section 08 with an address of 2614 Yankee Street, Billings (approximately 2.25 miles north of the Johnson Lane intersection on Coulson Road in Lockwood).

This subdivision is existing and is comprised of 22 units. Enclosed you will find a vicinity map and layout of the existing subdivision.

In order to complete the portion of the Environmental Assessment concerning the impact on utilities, the following information is needed:

- Does Yellowstone Valley Electric currently serve any of the homes in Majestic Cove?
- Will Yellowstone Valley Electric Co-Op continue to provide electricity to the subdivision?

A written response of this information would be appreciated as soon as possible. Thank you for your time and if you have any questions please contact me at (406) 322-1116 or e-mail me at shari@engineering-west.com.

Sincerely,

Shari Manley
Encl: 2

Shari Manley

From: Brandon Wittman <BWittman@YVEC.com>
Sent: Thursday, May 21, 2015 12:09 PM
To: shari@engineering-west.com
Subject: Letters

Shari,

I am in receipt of two letters from you. One in regards to Majestic Cove and the other for Yellowstone River Campground.

Yellowstone Valley Electric Cooperative, Inc. currently serves all of Majestic Cove and will continue to do so in the future.

We do not and will not serve Yellowstone River Campground.

Thanks

BJW
CEO/General Manager
Yellowstone Valley Electric Cooperative, Inc.

This email and any files transmitted with it are confidential and intended solely for the named addressee. If you are not the named addressee you should not disseminate, distribute, copy or alter this email. Any view or opinions presented in this email are solely those of the author and might not represent those of Yellowstone Valley Electric Cooperative, Inc. Warning: Although Yellowstone Valley Electric Cooperative, Inc. has taken reasonable precautions to ensure no viruses are present in this email, the company cannot accept responsibility for any loss or damage arising from the use of this email or attachments. {!}

Date: 10/23/13

Subdivision Name: Majestic Cove 1st and 2nd filing

INFORMATION on the AVAILABILITY of UTILITIES

Name of Entity: Yellowstone Valley Electric Co-Op

Please fill in the blanks and estimate the costs needed. This will help us assess whether the proposed subdivision will require additional services. If you have any questions, please call.

1. Does your company/agency presently provide service to the area being subdivided?
Yes _____ No _____ Pipeline _____

If so, what service: Power _____ Natural Gas _____ Telephone _____ Other _____
1. Overhead _____ 1. Overhead _____
2. Underground _____ 2. Underground _____

2. If not, is it possible to extend utilities/services to the subdivision? Yes _____ No _____
Estimate of cost?

3. Will easements be necessary to extend utilities/services to the subdivision?
Yes _____ No _____ Width desired _____

4. Where would you prefer these easements to be located?

Any comments?

Completed by: _____

Date: _____

Please return to: Engineering West, LLC
P.O. BOX 194
COLUMBUS, MT 59019
(406)322-1116 – FAX (406)322-8514
shari@engineering-west.com



ENGINEERING WEST

LAND • WATER • SEWER

May 12, 2015

*Sent by Mail to
Fire Chief 51315*

Lockwood Fire Department
Attn: Fire Chief
3329 Driftwood Lane
Billings, Montana 59101

Re: Majestic Cove 1st and 2nd filing
Yellowstone County

To Whom it May Concern:

My company, Engineering West, has been hired to complete a Yellowstone County Environmental Assessment for Rockie and Dena McCaffree, property owners of Majestic Cove. The legal description for this existing subdivision is Township 1N, Range 27E, Section 08 with an address of 2614 Yankee Street, Billings (approximately 2.25 miles north of the Johnson Lane intersection on Coulson Road in Lockwood).

This subdivision is existing and is comprised of 22 units. Enclosed you will find a vicinity map and layout of the existing subdivision.

In order to complete the portion of the Environmental Assessment concerning the potential fire risks for this subdivision the following information is needed:

- How long will the response time be for the proposed subdivision?
- What fire suppression measures will be required for the proposed subdivision?

Thank you for your time and if you have any questions please contact me at (406) 322-1116 or e-mail me at shari@engineering-west.com.

Thank you,

Shari Manley

Shari Manley

From: Kober <kkober@bresnan.net>
Sent: Wednesday, May 27, 2015 2:39 PM
To: shari@engineering-west.com
Subject: Majestic cove

Shari,

Lockwood Fire Response time to Majestic Cove is Approx. 3-5 minutes.

We would be responding with a Water Tender with 3500 gal. water, as no hydrants are available.

Keith Kober
Fire Marshal
Lockwood Fire



ENGINEERING WEST

LAND • WATER • SEWER

May 12, 2015

*Sent by mail to D Buck
5/13/15*

Montana-Dakota Utilities
Attn: Dan Farmer or Debbie Buck
5181 Southgate Drive
Billings, MT 59101

Re: Majestic Cove 1st and 2nd filing
Yellowstone County

Dear Mr. Farmer or Ms. Buck:

My company, Engineering West, has been hired to complete a Yellowstone County Environmental Assessment for Rockie and Dena McCaffree, property owners of Majestic Cove. The legal description for this existing subdivision is Township 1N, Range 27E, Section 08 with an address of 2614 Yankee Street, Billings (approximately 2.25 miles north of the Johnson Lane intersection on Coulson Road in Lockwood).

This subdivision is existing and is comprised of 22 units. Enclosed you will find a vicinity map and layout of the existing subdivision.

In order to complete the portion of the Environmental Assessment concerning the impact on utilities, the following information is needed:

- Is the existing subdivision located in an area served by Montana-Dakota Utilities?
- Can Montana-Dakota Utilities provide natural gas to the existing subdivision?
- Will easements be necessary on adjoining properties or roads?
- Where would you prefer these easements to be located and what width is preferred?

A written response of this information would be appreciated as soon as possible. Thank you for your time and if you have any questions please contact me at (406) 322-1116 or e-mail me at shari@engineering-west.com.

Sincerely,

Shari Manley
Encl: 2

Date 5.12.15

Subdivision Name: Majestic Cove 1st and 2nd filing

INFORMATION on the AVAILABILITY of UTILITIES

Name of Entity: ~~Courtyard~~ MDU.

Please fill in the blanks and estimate the costs needed. This will help us assess whether the proposed subdivision will require additional services. If you have any questions, please call.

1. Does your company/agency presently provide service to the area being subdivided?
Yes _____ No Pipeline _____

If so, what service: Power _____ Natural Gas Telephone _____ Other _____
1. Overhead _____ 1. Overhead _____
2. Underground _____ 2. Underground _____

2. If not, is it possible to extend utilities/services to the subdivision? Yes No _____
Estimate of cost?

3. Will easements be necessary to extend utilities/services to the subdivision?
Yes No _____ Width desired _____

4. Where would you prefer these easements to be located?
NEGOTIABLE

Any comments?
WE ARE CURRENTLY 8400' FROM THE AREA

Completed by: Dobbie Buck

Date: 5-15-15

Please return to: Engineering West, LLC
P.O. BOX 194
COLUMBUS, MT 59019
(406)322-1116 – FAX (406)322-8514
shari@engineering-west.com

Shari Manley

From: Brandon Wittman <BWittman@YVEC.com>
Sent: Thursday, May 21, 2015 12:09 PM
To: shari@engineering-west.com
Subject: Letters

Shari,

I am in receipt of two letters from you. One in regards to Majestic Cove and the other for Yellowstone River Campground.

Yellowstone Valley Electric Cooperative, Inc. currently serves all of Majestic Cove and will continue to do so in the future.

We do not and will not serve Yellowstone River Campground.

Thanks

BJW
CEO/General Manager
Yellowstone Valley Electric Cooperative, Inc.

This email and any files transmitted with it are confidential and intended solely for the named addressee. If you are not the named addressee you should not disseminate, distribute, copy or alter this email. Any view or opinions presented in this email are solely those of the author and might not represent those of Yellowstone Valley Electric Cooperative, Inc. Warning: Although Yellowstone Valley Electric Cooperative, Inc. has taken reasonable precautions to ensure no viruses are present in this email, the company cannot accept responsibility for any loss or damage arising from the use of this email or attachments. {!}



ENGINEERING WEST

LAND • WATER • SEWER

May 12, 2015

Montana Fish, Wildlife, and Parks
C/o Ray Mule & Ken Frazer
2300 Lake Elmo Drive
Billings, MT 59105

*Sent by email to Laura
5-12-15*

Re: Majestic Cove 1st and 2nd filing
Yellowstone County

Dear Mr. Mule and Mr. Frazer:

My company, Engineering West, has been hired to complete a Yellowstone County Environmental Assessment for Rockie and Dena McCaffree, property owners of Majestic Cove. The legal description for this existing subdivision is Township 1N, Range 27E, Section 08 with an address of 2614 Yankee Street, Billings (approximately 2.25 miles north of the Johnson Lane intersection on Coulson Road in Lockwood).

This subdivision is existing and is comprised of 22 units. Enclosed you will find a vicinity map and layout of the existing subdivision.

In order to complete the portion of the Environmental Assessment concerning the impact on wildlife habitat and fisheries, the following information is needed:

- Is the existing subdivision located in an area known as a key wildlife area, such as a game range area, waterfowl nesting area, wetland, or habitat for the care of endangered species?
- Will any species of fish and wildlife using the area be affected by the existing subdivision?
- Describe any potential measures to protect wildlife habitat or minimize degradation.

A written response of this information as soon as possible would be greatly appreciated. Thank you for your time and if you have any questions please contact me at (406) 322-1116 or e-mail me at Shari@engineering-west.com.

Thank you,

Shari Manley

Encl: 1



Montana Fish, Wildlife & Parks

2300 Lake Elmo Drive
Billings, MT 59105

Date: 5/21/2015

Engineering West
Attn: Shari Manley
PO Box 194
Columbus, MT 59019

SUBJECT: Majestic Cove 1st & 2nd
Filing

Dear Ms Manley:

Please consider this a response to your request for information on the fisheries and wildlife resources relative to your proposed project.

- Based on a review of the proposed project, the Region 5 Wildlife Staff has no specific comments.
- Review of the proposed project resulted in concerns about impacts to wildlife as summarized in the comment section below.
- Based on a review of the proposed project, the Region 5 Fisheries Staff has no specific comments relating to the potential impacts on fisheries habitat.
- Review of the proposed project resulted in concerns about impacts to fisheries habitat as summarized in the comment section below:

COMMENTS:

See attached wildlife comments

The type of fisheries habitat in the proposed project's vicinity is described in the Montana Interagency Stream Database. Montana Fish, Wildlife & Parks reserves the right to address any impacts to any stream or its banks or tributaries by any type or form of construction when detailed plans are furnished with an application as required by the Stream Protection Act and the Natural Streambed and Land Preservation Act.

Sincerely,

Ray Mule
Wildlife Division

Ken Hays
Fisheries Division

WILDLIFE COMMENTS, MAJESTIC COVE SUBDIVISION 1ST AND 2ND FILINGS

This subdivision is being built in proximity to good deer habitat. Some subdivisions in similar habitat report considerable and on-going problems with deer damaging landscaped shrubs, flowers, and gardens. Potential homeowners should be made aware that they may have deer on their properties, and informed that unless they take steps to deter the animals (such as fencing their yards), they may have damage problems. Wild turkeys may become a nuisance if people attract them to the area by supplemental feeding. It is illegal to feed game animals and homeowners are strongly discouraged from any feeding of wildlife, as such activities may unnaturally concentrate animals. This may result in higher likelihood of damage to property, disease proliferation, and attracting predators such as mountain lions and bears. Homeowners should be notified that Montana Fish, Wildlife & Parks (FWP) does not provide direct assistance unless there is damage to commercial agricultural crops in non-residential areas, or a threat to public health and safety such as in the case of nuisance mountain lions or bears. Homeowners are encouraged to visit the Living With Wildlife section in the FWP internet website at <http://fwp.mt.gov>.

Montana Fish, Wildlife & Parks (FWP) is not the repository for federally threatened/endangered species or Montana species of concern. This type of request should be submitted to the Montana Natural Heritage Program (NHP) website at <http://nhp.nris.state.mt.us/>. Click on the "Request Information" button, and follow the instructions. The turn around time for requests is generally good, and you will get a letter confirming the presence or absence of threatened, endangered, or species of concern in the area. Should a Montana Species of Concern be identified in the area, please notify the FWP Biologist at the Billings office for further review. If federal threatened or endangered species are listed for the area, contact the U.S. Fish and Wildlife Service.



ENGINEERING WEST

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May 12, 2015

Centurylink
c/o Lane Grady or Tammi Baker
219 Calhoun Lane
Billings, MT 59101

*sent by mail to
Tammi Baker
5-13-15*

Re: Majestic Cove 1st and 2nd filing
Yellowstone County

Dear Mr. Grady and Ms. Baker:

My company, Engineering West, has been hired to complete a Yellowstone County Environmental Assessment for Rockie and Dena McCaffree, property owners of Majestic Cove. The legal description for this existing subdivision is Township 1N, Range 27E, Section 08 with an address of 2614 Yankee Street, Billings (approximately 2.25 miles north of the Johnson Lane intersection on Coulson Road in Lockwood).

This subdivision is existing and is comprised of 22 units. Enclosed you will find a vicinity map and layout of the existing subdivision.

In order to complete the portion of the Environmental Assessment concerning the impact on utilities, the following information is needed:

- Does Centurylink currently serve any of the homes in Majestic Cove?
- Will Centurylink continue to provide service to Majestic Cove?

A written response of this information as soon as possible would be greatly appreciated. Thank you for your time and if you have any questions please contact me at (406) 322-1116 or e-mail me at shari@engineering-west.com.

Thank you,

Shari Manley

Shari Manley
Encl: 2



ENGINEERING WEST

LAND • WATER • SEWER

May 12, 2015

Superintendent Novasio
Via Email

*Sent by Email to
novasio@rockie.kuorodlock.org
5/13/15*

Re: Majestic Cove 1st and 2nd filing
Yellowstone County

Dear Superintendent Novasio:

My company, Engineering West, has been hired to complete a Yellowstone County Environmental Assessment for Rockie and Dena McCaffree, property owners of Majestic Cove. The legal description for this existing subdivision is Township 1N, Range 27E, Section 08 with an address of 2614 Yankee Street, Billings (approximately 2.25 miles north of the Johnson Lane intersection on Coulson Road in Lockwood).

This subdivision is existing and is comprised of 22 units. Enclosed you will find a vicinity map and layout of the existing subdivision.

In order to complete the portion of the Environmental Assessment concerning the impact on the school and bus system the following information is needed:

- Can the current school and busing system accommodate the possibility of an increase of 10-15 students per year that is estimated from the development of the proposed subdivision?
- What bus routes would be involved to transport students and where are the bus pick-up/delivery spots be located in this area?

A written response of this information would be appreciated as soon as possible. Thank you for your time and if you have any questions please contact me at (406) 322-1116 or e-mail me at Shari@engineering-west.com.

Thank you,

Shari Manley
Encl: 1

Shari Manley

From: Tobin Novasio <novasiot@lockwoodschoool.org>
Sent: Thursday, May 14, 2015 8:12 AM
To: Shari Manley
Subject: Re: Majestic Cove 1st and 2nd filing.

Shari,

This area is already served by our school buses. The stop is at the corner of Yankee and Dvorak. There are currently five students at this stop. Our buses are running at near capacity and an increase of 10-15 students per year in this area would likely contribute to the need to add an additional route after next year (we added a new route this year and are not planning at this time to add another route for this upcoming school year). Each additional route costs taxpayers approximately \$45,000.

Tobin Novasio

On Wed, May 13, 2015 at 3:52 PM, Shari Manley <shari@engineering-west.com> wrote:

Hi Superintendent Novasio, I am currently working on a subdivision application for Majestic Cove. It is an existing mobile home park and Rockie and Dena McCaffree are the property owners. I have attached for your review a letter, layout of the subdivision and vicinity map. If you could give us your comments that would be great. Thanks and have a great afternoon!

Shari Manley

Engineering West

P.O. Box 194

Columbus, MT 59019

406.322.1116

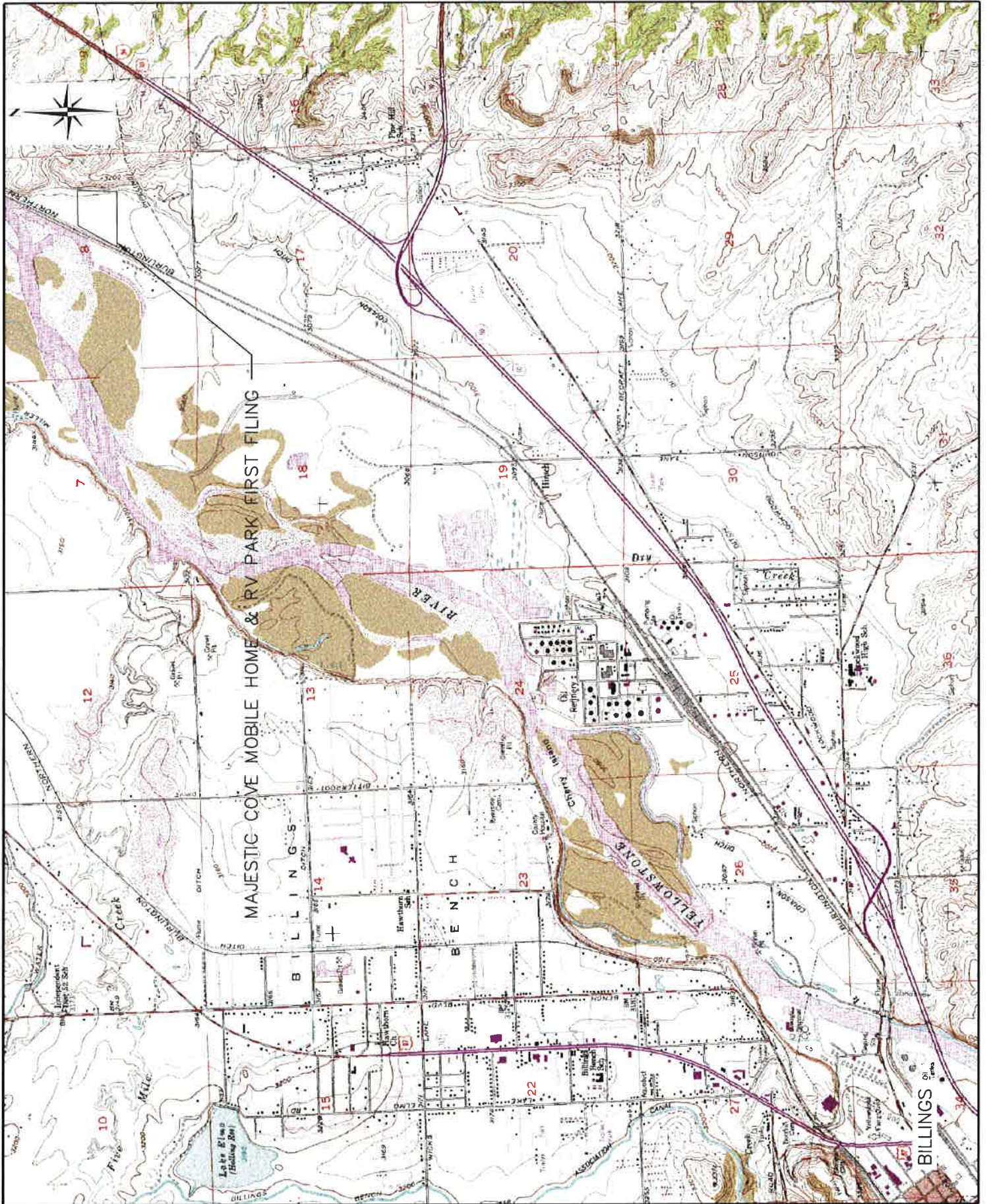
406.322.8514 Fax



Appendix B

Environmental Assessment

**USGS Topo Map
Aerial Photo Masp
Vicinity Map
Preliminary Site Plan**



MAJESTIC COVE MOBILE HOME & RV PARK FIRST FILING

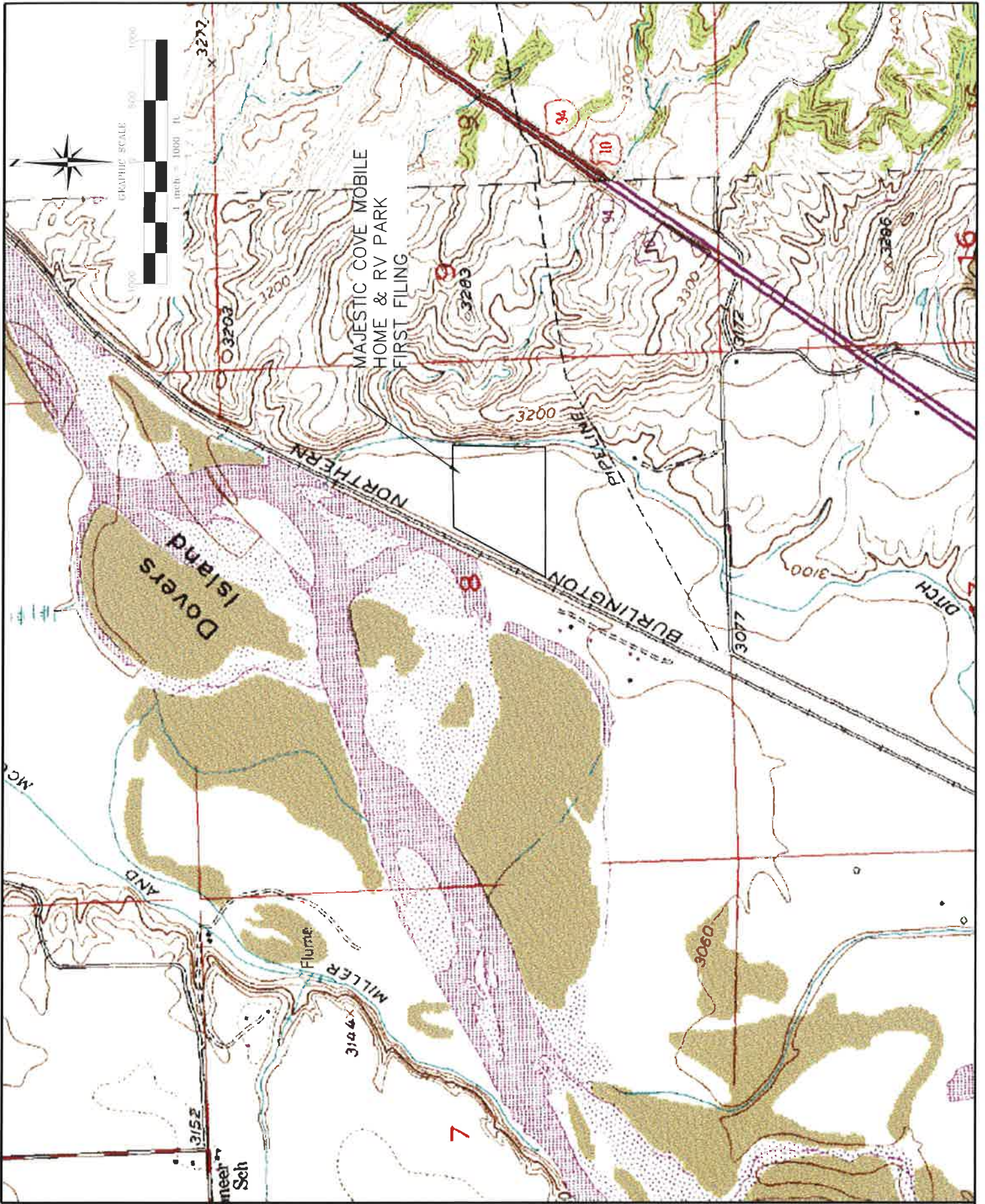
1
3 SHEET

MAJESTIC COVE MOBILE HOME & RV PARK
FIRST FILING
VICINITY MAP

| | |
|---------------------------------|----------------|
| DRAWN BY: CF | CHECKED BY: MS |
| DATE: 4 10 2015 | SCALE: NTS |
| YELLOWSTONE COUNTY | |
| TOWNSHIP 1N RANGE 27E SECTION 8 | |



P.O. BOX 194
PHONE 322-1116 / FAX 322-8514
COLUMBUS, MT 59019
WWW.ENGINEERING-WEST.COM



MAJESTIC COVE MOBILE HOME & RV PARK
FIRST FILING
USGS MAP

| | |
|---------------------------------|-------------------|
| DRAWN BY: CF | CHECKED BY: MS |
| DATE: 4/10/2015 | SCALE: 1" = 1000' |
| YELLOWSTONE COUNTY | |
| TOWNSHIP 1N RANGE 7E SECTION 8E | |



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MAJESTIC COVE MOBILE HOME & RV PARK FIRST FILING



3
SHEET
3

MAJESTIC COVE MOBILE HOME & RV PARK
FIRST FILING
AERIAL MAP

DRAWN BY: CF CHECKED BY: MS
DATE: 4/10/2013 SCALE: NTS
YELLOWSTONE COUNTY
TOWNSHIP: IN RANGE: 27E SECTION: 6



P.O. BOX 194
PHONE 322-1116 / FAX 322-8514
COLUMBUS, MT 59019
WWW.ENGINEERING-WEST.COM

Appendix C

Environmental Assessment

On-Site Well Logs

Driller Certification

All work performed and reported in this well log is in compliance with the Montana well construction standards. This report is true to the best of my knowledge.

Name: MARVIN W. JEWETT

Company: A-1 DRILLING/BILLINGS DRILLING

License No: WWC-532

Date 8/2/2002

Completed:

Driller Certification

All work performed and reported in this well log is in compliance with the Montana well construction standards. This report is true to the best of my knowledge.

Name: CURTIS SCHELLE

Company: AMERICAN DRILLING & SUPPLY

License No: WWC-344

Date 9/17/2004

Completed: