

# 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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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**September 22, 2015**

*To be approved by a motion on October 14, 2015*

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

President Dick Clark called the meeting to order at 6:00 p.m. on Tuesday, September 22, 2015, in the Miller Building 1<sup>st</sup> Floor conference room, 2825 3<sup>rd</sup> Avenue North, Billings, Montana.

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

President Clark called for introductions of the members of the Planning Board and staff. Attending Planning staff members are: Candi Millar, Director, Planning & Community Services Dept.; Wyeth Friday, Planning Division Manager; 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**

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

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