

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	10/14/2015	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	1			
Patrick Klugman	Mayor/Billings Ward II	1	1	1	-	1	1	-	1	1	1	1	1	1	1	E	1	1	1	1			
Donna Forbes	Mayor/Billings Ward III	1	1	E	-	1	1	-	1	1	1	1	E	1		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	E			
Dick Clark (President)	Mayor/Billings Ward V	1	E	1	-	1	1	-	1	1	1	1	1	1	E	E	1	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	1			
Lisa Sukut	YC District 3	1	E	E	-	-	E	-	E	1	E	1	1	1	1	E	1	1	1	1	A		
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Don Reed	YC District 5	E	E	1	-	-	1	-	1	E	1	1	1	1	1	1	1	1	1	1	E		
Dean Clark	YC District 6	E	E	1	-	1	1	-	1	1	1	1	1	1	E	1	1	1	1	E	E		
Al Littler	YC District 7	1	1	1	-	1	E	-	E	E	E	E	1	E	1	1	1	1	1	1	E		
Clint McFarland	Y County Cons. District	1	1	1		1	1	-	E	1	1	1	1	E	A	1	1	E	E	1			
Scott Reiter	Ex-Officio S.D. 2 Facilities Director	E	E			1	1	-	1	-	E	E	1	E	1	E	E	E	1	1			
Supt. Terry Bouck	Ex-Officio S.D. 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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October 14, 2015

To be approved by a motion on October 27, 2015

1. Call the Meeting to Order

President Dick Clark called the meeting to order at 6:00 p.m. on Tuesday, October 14, 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: Forrest Mandeville, Engineering West, Rickie McCaffree, Tim Bronk, Superintendent, Laurel Public Schools

- 2. Approval of the Agenda-** The October 14, 2015 meeting agenda stands as submitted
- 3. Meeting Minutes for September 22, 2015.** Due to a lack of a quorum, the approval of the September 22, 2015 meeting minutes is delayed.
- 4. Public Comment:** President Clark asked if there was anyone wishing to speak during the public comment portion of the meeting. He stated any member of the public may be heard on any subject that is not on the agenda; the Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting agenda for discussion. There were no Public Comments given during this time.
- 5. Disclosure of Conflict of Interest – Board members and Planning Staff.** There were no disclosures of conflict of interest.

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.

NEW BUSINESS

6a. Plat Review/Discussion. Majestic Cove Mobile Home and RV Park. Wyeth Friday, Planning Division Manager

President Clark asked Wyeth Friday to introduce this agenda item. Wyeth Friday opened with a PowerPoint presentation and gave the introduction below.

CITY/COUNTY PLANNING BOARD

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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.

Discussion

President Clark called for discussion. Clint McFarland asked if there is concern with availability of potable water concern and Wyeth Friday said they are in the testing process. David Goodridge asked what changes were made to bring this parcel into

CITY/COUNTY PLANNING BOARD

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compliance. Wyeth Friday explained that the water system was out of compliance and there were issues with the number of units being connected to the same septic system. He said the previous owner had started this process but didn't come into compliance. Donna Forbes asked if a park plan was submitted to the Yellowstone County Park Board. Wyeth Friday said the applicant is not required to do facility improvements but the area has to be maintained for parkland open space. The existing trailers cannot be stored on the park land and will have to be removed.

Forrest Mandeville, Engineering West, forrest@engineering-west.com

Mr. Mandeville represents applicant Mr. McCaffree. He thanked Wyeth for his staff presentation and commended Mr. McCaffree for his efforts to bring this property into compliance. He pointed out a typographical error in the Findings of Fact, Page 1, Item #2, and said it will be corrected prior to final plat submittal.

2. Effect on local services

- a. **Water and Sewer** –The property will be served by a two wells for potable water. The wells are **not** being connected together to provide a public water system for the entire development.

He said DEQ had previously approved 2 wells serving as separate systems and they plan to move forward with this approval. The lots have individual septic systems. They are in agreement with the staff recommendations for conditions and the recommendation to remove the existing trailers from the park land.

Rocky McCaffree, 838 Countryman Creek, Columbus, Montana

Mr. McCaffree is the applicant. He said when he purchased this property there were 36 units which is more than what is allowed. He said there are no shared sewer systems and each well was tested and nothing was found. The water is good for drinking.

**A public hearing for the Majestic Cove Mobile Home and RV Park will be held at the next Planning Board meeting on October 27, 2015.

7. OTHER BUSINESS-

a. Growth Policy Scenario Planning-Mapping Potential Land use in selected growth areas. Director Candi Millar thanked the members of the Board for participating in this exercise. The consultants helped to create a story map to explain the process and illustrate some of the findings based on the scenarios that were done. She emphasized this is not a future land use map. They are looking at growth patterns and hope to formulate some data packed growth policies to be presented and used as a tool for elected officials to make decisions on land use applications and infrastructure. The patterns could be replicated if it is decided it is cost effective and it achieves our goals. She continued and explained that the results are based on the input received. She walked the Board through each of the scenario results. The number of residential units will be estimated and then costs will be assessed to each of these dwelling units, i.e., distance to the land fill or distance to existing water and sewer. A link will be provided on the website and this display will be continued as this project moves along.

CITY/COUNTY PLANNING BOARD

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b. 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.

FUTURE AGENDA ITEMS: Tuesday, October 27, 2015

a. Public Hearing. Motion/Recommendation to Board of County Commissioners. Majestic Cove Mobile Home and RV Park. Wyeth Friday, Planning Division Manager

ADJOURNMENT: 7:45 p.m.

ATTEST: DRAFT. To be approved on October 27, 2015

Dick Clark, President, Yellowstone County Board of Planning

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