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	E		
Patrick Klugman	Mayor/Billings Ward II	1	1	1	-	1	1	-	1	1	1	1	1	1	1	E	1	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	1		
Darell Tunnicliff	Mayor/Billings Ward IV	1	1	1	-	-	1	-	1	1	1	1	1	1		1	1	1	1	E	1		
Dick Clark (President)	Mayor/Billings Ward V	1	E	1	-	1	1	-	1	1	1	1	1	1	E	E	1	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	A	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	E	1		
Dean Clark	YC District 6	E	E	1	-	1	1	-	1	1	1	1	1	1	E	1	1	1	E	E	E		
Al Littler	YC District 7	1	1	1	-	1	E	-	E	E	E	E	1	E	1	1	1	1	1	E	E		
Clint McFarland	Y County Cons. District	1	1	1		1	1	-	E	1	1	1	1	E	A	1	1	E	E	1	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	E		
Supt. Terry Bouck	Ex-Officio S.D. 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

October 27, 2015
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 27, 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: Vu Pham, Rickie McCaffree, Forrest Mandeville, Engineering West; Noel Eaton, Planner, City of Laurel; Tim Bronk, Superintendent, Laurel Public Schools; Ronald M. Henry

Approval of the Agenda-
Motion
Donna Forbes made a motion and it was seconded by Clint McFarland to approve the October 27, 2015 meeting agenda as submitted. The motion carried with a unanimous voice vote.

2. **Meeting Minutes for September 22, 2015.**
Motion
Dennis Cook made a motion and it was seconded by Patrick Klugman to approve the September 22, 2015 meeting minutes as submitted. The motion carried with a unanimous voice vote.

Meeting Minutes for October 14, 2015
Motion
Dennis Cook made a motion and it was seconded by Patrick Klugman to approve the October 14, 2015

3. 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. ****Board member Patrick Klugman stated he has no personal internal or personal gain or conflict of interest. Even so, he is choosing to abstain from voting today as he is employed by BSEDA, who is involved with the a Targeted Economic Development District (TEDD).

He apologized to Board and applicant and stated he wants to ensure there is no sense 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. Public Hearing/Motion and Recommendation. 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.

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.

RECOMMENDATION

The Yellowstone County Board of Planning recommends 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. To minimize impacts to local services and public health and safety, and to meet the intent of park land use, prior to final plat approval the developer will remove the trailers, boat, and other non-park related materials stored or abandoned on the proposed park land property to ensure it is used as park and open space only.
6. 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.
7. 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 Dick Clark called for discussion. Planning Board Member Don Reed asked for clarification on the difference between a manufactured home and RV park review and a standard subdivision review. Wyeth Friday explained that the review process is similar in regard to the criteria that have to be met, but that a manufactured home park or campground does not have lots that are platted but instead has spaces that are rented or leased for a manufactured home or an RV. Don also asked about the extensive time that this project has been out of compliance or trying to come into compliance and whether it was finally getting compliant and the issues resolved. Wyeth described the history of regarding a previous owner and compliance issues with the septic systems, the time the property was for sale and still not compliant, and the new owner who is bringing the project through the process now to meet requirements and get approvals to operate the park in compliance.

Public Hearing

President Dick Clark opened the public hearing and asked if the applicant or his agent had any testimony. Engineering West's Forrest Mandeville, agent for the owner, stated that the project has been in process for quite some time, with a MDEQ approval for the project dating to 2006 that the new owner has been trying to revisit and meet the requirements of with MDEQ. Forrest also noted that there are two water wells that are not connected but each serve a portion of the units on the property. He stated that the roads as per a proposed condition of approval will be brought up to County Road Standards. Forrest also stated that the owner also has begun the process of removing the trailers and materials from the park land area as per one of the conditions proposed.

Vu Pham, Chief Operating Officer for Weave Management Group, said his firm is based in Lockwood and Weave owns property directly adjacent to the subject property as well

as in the area. He said his firm is a trucking firm primarily and is in the process of looking to expand onto the adjacent and nearby properties, including a trans-load facility in coordination with Montana Rail Link. Vu said his firm is concerned that both traffic and noise issues may occur with this residential development in such close proximity to Weave's property to be used for freight handling. He said Weave is not in support of the Majestic Cove Mobile Home and RV Park. Vu stated that Big Sky Economic Development is working with his firm and other stakeholders to develop a Targeted Economic Development District (TEDD) in the area and the character of the area us changing to a more industrial area from residential.

Planning Board Member Don Reed asked where the proposed TEDD boundary is planned in relation to the subject property. Vu said that it would be in the boundary, however he said the boundaries have not been decided, yet.

Planning Board President Dick Clark stated that the Majestic Cove project, while being brought into compliance, already exists and that people are already living there. He asked Vu what he expects to happen if he is against the project. Vu said he just wanted to make his firms opposition to the project known.

Project owner Rockie McCaffree said that Weave Management Group has tried to buy the property several times but that it is not for sale. McCaffree said there are residents of his development that have lived there for more than 10 years and that it provides a housing option for people with limited income. He said Weave Management Group may try and development around the project but he intends to continue the residential development as it is.

Vu Pham then asked to speak again and clarified that McCaffree had approached him to sell the property. President Clark said this was not going to turn into an argument between the speakers. He closed the public hearing and called for a motion.

Planning Board Patrick Klugman stated that he would have to recuse himself from a vote since the TEDD had been referenced and discussed in relation to the subject property. He said while no TEDD boundary has been established in the area, his employer, Big Sky Economic Development Authority, was working with stakeholders on the feasibility of the TEDD. He said he had not direct personal or professional interest in the TEDD, but given the connection between his employer and the TEDD, he would abstain.

The Board then recognized that with Patrick Klugman's abstention*, the Board would not have a quorum and would have to take action at the next Board meeting. Wyeth Friday said that the project is scheduled to go to the Board of County Commissioners and so the Board could consider the item at its next meeting on November 9 and still enable the item to make the Commission meeting on the 17th.

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 completed scenarios. She emphasized this is not a future land use map. They are looking at growth patterns and hope to formulate some data 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 though each of the scenario results. A link will be provided on the website and this display will be continued as this project moves along.

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 FOR TUESDAY, NOVEMBER 10, 2015

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

B. Presentation/Discussion. Transportation Improvement Program, (TIP), Amendment II. Scott Walker, Transportation Coordinator

C. Plat Review. Duck Creek Condominiums, a County Subsequent Minor review for the creation of a condominium complex of four 3-unit buildings on Bowman Subdivision, Lot 2, Block 1. The 3.9-acre property is on the west side of Duck Creek Road, north of Kautzman Road. The property is outside of zoning, and has one existing three-unit shop on the parcel. MD Yellowstone Properties, Dan Bowman, Applicant. Dave Green, Planner II.

D. Plat Review. Westfield Warehouses, a County Subsequent Minor review for a 13-unit condominium project on 1-acre on the north side of King Ave. West. Quentin Eggart, EEC, applicant. Dave Green, Planner II.

E. Plat Review. Bottrell Subdivision, Lot 1 and Lot 4, Block 1, a County subsequent minor located on the north side of Trade Center Avenue and east of Shackelford Lane. Performance Engineering and Consulting, agent. Bottrell Family Investment, LLP, owner. Dave Green, Planner II

ADJOURNMENT: 7:45 p.m.

ATTEST: DRAFT. To be approved by a motion on November 24, 2015