



# CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

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**June 14, 2016**

*Approved by a motion on July 12, 2016*

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

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, June 14, 2016, 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 Tunncliff called for introductions of the members of the Planning Board and staff. Attending Planning staff members were: Candi Millar, Director, Planning & Community Services Department; Wyeth Friday, Planning Division Manager, Dave Green, Planner II, Tammy Deines, Planning Clerk

President Tunncliff welcomed new Board member LaVerne Bass, who will serve as Planning Board Representative for City Ward III.

**Others in attendance:** Tobias Liechti, Blueline Engineering; Mac Fogelsong, Sanderson Stewart; Robby Carmody

## **2. Approval of the June 14, 2016 Agenda:** President Tunncliff called for approval of the agenda.

### **Motion**

**Board member Klugman made a motion and Board member Cook seconded the motion to approve the June 14, 2016 agenda. The motion carried with a unanimous voice vote.**

## **3. Approval of the May 24, 2016 meeting minutes.**

### **Motion**

**Board member Cook made a motion and Board member Klugman seconded to approve the May 24, 2016 meeting minutes were approved as submitted. The motion carried with a unanimous voice vote.**

## **4. Public Comment:** President Tunncliff 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.

## **5-6. Disclosure of Conflict of Interest – Board members and Planning Staff**

**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 were no disclosures of Conflict of Interest or Ex Parte Communications.

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### **7. OLD BUSINESS: There is no Old Business.**

### **8. NEW BUSINESS**

**8a. PLAT REVIEW. Lipp subdivision, 2<sup>nd</sup> filing. Dave Green, Planner II, presenting.** President Tunnickliff asked Dave Green to open this agenda item. Dave Green opened with a PowerPoint presentation.

### **INTRODUCTION**

On May 2, 2016, the Planning Division received an application for preliminary plat approval for the proposed Lipp Subdivision 2<sup>nd</sup> Filing. The property is generally located south of Lipp Road and west of South 88<sup>th</sup> Street West. The applicant is proposing to create 10 lots for commercial use. The proposed lots range in size from 41.875 acres to 1.488 acres. This parcel of land is outside of zoning and is surrounded by various uses that include commercial, residential and farming. Planning Board will review the plat at this meeting and a conduct a public hearing on June 28, 2016.

### **RECOMMENDATION**

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Lipp Subdivision, 2<sup>nd</sup> Filing and adopt the Findings of Fact and approve the variance as presented in the staff report.

### **VARIANCE REQUESTED**

The applicant has requested a variance from Section 4.14.C.2. of the Yellowstone County Subdivision Regulations, which outlines the requirement for a 30,000-gallon dry hydrant in a major subdivision.

Staff is recommending approval of the variance request. Further explanation and analysis can be found in Attachment A.

### **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 the effects on the natural environment, prior to final plat approval the applicant will obtain approval from the MDEQ for their proposed cistern and septic system placement. They will also receive approval for the storm water systems from the MDEQ and meet the requirements of Yellowstone County Storm Water Management.
2. To minimize the effects on local services, prior to final plat approval a Rural Special Improvement District (RSID) will be created to provide maintenance of the interior roads of this subdivision.

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3. To minimize the effects on the local environment, prior to final plat approval the applicant is required to obtain a weed management plan and a property inspection shall be done by the County Weed Department.
4. To ensure equitable use of the existing fire suppression systems in the neighborhood, prior to final plat approval the applicant will pay their proportional share of cost of installation of the existing dry hydrant system to the developer that installed the system.
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 plat 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 Tunncliff called for discussion from the members of the Board. Member Patrick Klugman asked about the variance and is there any timeline on when the applicant would be required to install a 30,000-gallon dry hydrant system. Staff responded that there is no time limit on when there would be a 30,000-gallon dry hydrant system installed, only when there is more subdividing on the property would trigger the need. Also the Laurel Fire Department is in support of the proposed 10 lots use of the existing 20,000-gallon dry hydrant system in the subdivision to the north. Should the current applicant not do any additional filings and sell the remaining property to another individual the next person to subdivide will be required to install the 30,000-gallon dry hydrant system.

President Tunncliff asked for presentation by the application.

### **Tobias Liechti, Blueline Engineering, 2110 Overland Ave, Suite 119B, Billings, Montana**

Mr. Liechti is the applicant's agent. He added the fact that the developer is open to providing connectivity to the adjacent parcel.

\*\*The public hearing for Lipp Subdivision, 2nd Filing, will be held on June, 28, 2016 and will be heard by the BOCC on July 12, 2016.

## **9. OTHER BUSINESS**

**9a. DISCUSSION. PRE-PRESENTATION. “BILLINSBEYOND” 2016 GROWTH POLICY. Candi Millar, Director, Planning & Community Services Department, presenting.**

President Tunncliff asked Candi Millar to open this agenda item.

### **INTRODUCTION**

The Growth Policy applies only to the City of Billings and those parcels annexed to the

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City of Billings. Therefore this document will be moved for City Council approval.

There were 60 public meetings, and 1200 public comments were received.

- A. Seven categories are the essence of the goals for this policy: Essential Investments, (relating public and private expenditures to public values); Place Making, (enhance, maintain, preserve, and improve existing public places); Community Fabric, (attractive, aesthetically pleasing, uniquely Billings); Strong Neighborhoods, (livable, safe, sociable, and resilient neighborhoods); Home Base (healthy, safe and diverse housing options); Mobility and Access (transportation choices in places where goods and services are accessible to all); Prosperity, (promoting equal opportunity and economic advancement)

### **B. Growth Policy Statement**

This is not a prescriptive plan. Instead, it forwards recommendations for growth to be used as a guiding document. Performance measures are included for each goal. Unique to this growth policy is a process called Scenario Planning to create cost indicators for cost effective growth. The patterns indicate the most cost effective growth should occur within the City or within the limits of annexation. The 1.5% growth rate was used for calculations.

#### **City of Billings Growth Policy Statement**

**In the next 20 years, Billings will manage its growth by encouraging development within and adjacent to the existing City limits, but preference will be given to areas where City infrastructure exists or can be extended within a fiscally constrained budget and with consideration given to increased tax revenue from development. The City will prosper with strong neighborhoods with their own unique character that are clean, safe, and provide a choice of housing and transportation options.**

- C. **Growth Guidelines:** Candi Millar asked the Board to review the City of Billings Growth Guidelines below. A draft document will be available next week. The Board will hold a public hearing during the June 28, 2016 and forward a recommendation to City Council.

**Essential Investments** (relating public and private expenditures to public values)

- The safety of all users and the connectivity of the transportation system are important criteria to consider in roadway designs and transportation plans
- Public transit and commercial air service are critical to ensure access to and around the City

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- Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings
- Developed parks that provide recreation, special amenities (community gardens, dog parks, viewing areas), and active living opportunities are desirable for an attractive and healthy community
- Natural landscapes are important because they define the uniqueness of Billings and help protect the environment
- Landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors
- Public health and safety and emergency service response are critical to the well-being of Billings’ residents, businesses, and visitors
- Infill development and development near existing City infrastructure is most cost effective
- Accessible, friendly and cost-effective government are important public values
- The history and heritage of Billings are cornerstones of our community
- Neighborhoods that are safe and attractive and provide essential services are much desired
- Infrastructure and service investments that stabilize or improve property values, secure future utility costs, consider maintenance costs, and improve our environmental quality far into the future (ie energy efficiency and renewable energy) are desirable.
- It is important to factor in maintenance costs when programming public spaces and infrastructure
- Integrated, long range water planning that better utilizes existing resources and treatment options, and when necessary acquires new ones, is vital. Water conservation can assist in mitigating the need for expansion
- Regulatory compliant water and wastewater treatment plants that provide sufficient capacity will help sustain community growth
- A supportive school system that inspires, motivates, and prepares students for meaningful employment is important for ensuring a high quality, competitive community
- A cost/benefit study is important to make cost effective land use decisions

### **Place Making** (Enhance, maintain, preserve, and improve existing public places)

- A multi-use community recreation facility is desirable
- Enhancement and maintenance of public spaces and buildings through City stewardship is integral to a vibrant community
- Park master plans and transportation plans are important to facilitate the preservation and improved public access to the Yellowstone River and the Rims

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- Public and private partnerships are valuable for creating enhanced entryways into Billings
- The preservation of prime agricultural farmland through public programs and/or public/private partnerships will help sustain agriculture and locally grown food
- The history and heritage of Billings are cornerstones of our community
- Natural landscapes are important because they define the uniqueness of Billings and help protect the environment and beautify neighborhoods
- Encouraging the installation of art in public spaces enhances the places and showcases the talents and diversity of the community
- Enhancing public buildings and spaces to be more efficient in their uses of energy, money, and space is important to having a vibrant and livable City
- Improve the aesthetic appearance of the city entryways and streetscapes in order to complement the Yellowstone Valley’s natural beauty

### **Community Fabric** (attractive, aesthetically pleasing, uniquely Billings)

- Developed landscape areas in commercial areas encourage more pedestrian activity and vibrant commercial activity
- Attractive streetscapes provide a pleasant and calming travel experience in urban and suburban neighborhoods
- Outdoor public spaces provide casual and relaxing gathering areas for people
- Planning and construction of interconnected sidewalks and trails are important to the livability of Billings
- Developed parks that provide recreation, special amenities, and active living opportunities are desirable for an attractive and healthy community
- Natural landscapes and parks are important because they define the uniqueness of Billings and help protect the environment
- Landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors

### **Strong Neighborhoods** (livable, safe, sociable and resilient neighborhoods)

- Zoning regulations that allow a mixture of housing types support diverse neighborhoods
- Walkable neighborhoods that permit convenient destinations such as neighborhood services, open space, parks, schools and public gathering spaces foster health, good will and social interaction
- Safe and livable neighborhoods can be achieved through subdivision design that focuses on complete streets, pedestrian-scale street lights, street trees and walkable access to public spaces
- Neighborhoods that are safe and attractive and provide essential services are much desired

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- Zoning and subdivision regulations that utilize Crime Prevention Through Environmental Design (CPTED) strategies result in safer neighborhoods
- Implementation of the Infill Policy is important to encourage development of underutilized properties
- Public safety and emergency service response are critical to the well-being of Billings’ residents and businesses

### **Home Base** (healthy, safe and diverse housing options)

- A mix of housing types that meet the needs of a diverse population is important
- Implementation of the Infill Policy is important to encourage development of underutilized properties
- The Housing Needs Assessment is an important tool to ensure Billings recognizes and meets the demands of future development
- Common to all types of housing choices is the desire to live in surroundings that are affordable, healthy and safe
- Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings
- Public safety and emergency service response are critical to the well-being of Billings’ residents
- Homes that are safe and sound support a healthy community
- Accessory Dwellings provide an important type of affordable housing options
- Energy efficient housing can reduce energy consumption

### **Mobility and Access** (transportation choices in places where goods and services are accessible to all)

- Connecting people to places with transportation choices is vital to the well-being of Billings’ residents, businesses and visitors
- Safe and accessible transportation systems benefit everyone’s quality of life
- Transit routes to popular destinations and extended route hours are much desired
- Development oriented to transit routes will provide more transportation choices and is preferred
- “Safe Routes to Schools” promotes physical health and reduces vehicle trips, earning parents more time and less costs for transportation
- Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings
- On-street bike facilities promote predictability for all users
- Expanded air service ensures that Billings remains a competitive and an accessible destination
- Technology can reduce congestion and facilitate emergency vehicle travel at railroad crossings

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### **Prosperity** (promoting equal opportunity and economic advancement)

- Predictable, equitable City taxes and assessments are important to Billings’ taxpayers
- A diversity of available jobs can ensure a strong Billings’ economy
- Successful businesses that balance living wages with economic growth benefit the community
- Community investments that attract and retain a strong, skilled and diverse workforce also attracts businesses
- Retaining and supporting existing businesses helps sustain a healthy economy
- Continued workforce training benefits the community and helps attract and retain businesses
- Strategically placed industrial parks will encourage a more diverse city economy, reduce pollutants and preserve air quality

### **Discussion**

President Tunnicliff thanked Director Millar and Planning Division staff for the many hours of work put into this document and commended her for a job well done. Board member Goodrich asked for examples of Infrastructure and service investments that stabilize or improve property values. Candi Millar commented on the essential investment statement and said consideration is needed on prioritization of expenditures. She said this policy brings to light public values for consideration. Board member Goodrich asked about other City Departments’ commitment to this policy. Candi Millar said the policy was vetted through the departments. She commented on some of the initial concerns and said they are comfortable with the non-prescriptive language in the plan. She stated no negative responses were received from internal departments.

Mac Fogelsong, Sanderson Stewart,-asked if there is time to massage the document language if there are areas that didn't become immediately apparent. Candi Millar explained that the growth scenarios may be used to make changes to the annexation policy. Additional comments will be taken at the next public hearing.

Board member Saldivar asked if this is policy is similar to a strategic plan. Candi Millar said the scenarios are embodied in the guidelines but this policy does not have action items. This growth policy will be used as a reference tool for subdivision review.

\*\*The “BILLINGSBEYOND” Growth Policy public hearing will be held during the next Planning Board meeting on July 12, 2016/

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### 8. OTHER BUSINESS

**8a. Standing Item. Staff update. Long Range Strategic Issues and an overview of future City and County issues and projects. –**

The next Planning Board meeting will be held on July 12, 2106.

**ADJOURNMENT: 8:00 p.m.**

### FUTURE AGENDA ITEMS:

**A. PUBLIC HEARING. MOTION/RECOMMENDATION TO BOCC. LIPP SUBDIVISION, 2<sup>ND</sup> FILING.** Dave Green, Planner II presenting.

**B. PUBLIC HEARING. MOTION/RECOMMENDATION TO CITY COUNCIL. “BILLINGSBEYOND” 2016 GROWTH POLICY,** Candi Millar, Director, Planning & Community Services, presenting.

**ATTEST: Approved by a motion on July 12, 2016**

