

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. 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)

	Position	01/12/2016	01/26/2016	02/09/2016	02/23/2016	03/08/2016	03/22/2016	04/12/2016	04/26/2016	05/10/2016	05/24/2016	06/14/2016	6/28/2016	07/12/2016	08/09/2016	09/13/16	09/27/16	10/12/16	10/25/16	11/09/16				
Dave Goodridge	Mayor/Billings Ward I	1		E	1	1	E	E	1	1	1	E	1	1	1	-	1	1	1	E				
Vacant	Mayor/Billings Ward II																-	-	-	-				
LaVerne Bass	Mayor/Billings Ward III	-	-	-	-	-	-	-	-	-	-	1	1	1	1	-	E	E	E	1				
Darell Tunnickliff	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1	1	E	1	1	1	1	-	1	1	1	1				
Patrick Klugman	Mayor/Billings Ward V	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	E	E	1	E				
Troy Boucher	YC District 1	-	1	1	1	1	1	1	1	E	1	1	1	1	1	-	A	A	1	1				
Dennis Cook	YC District 2	1		1	1	1	1	1	1	E	1	E	1	1	1	-	1	1	1	1				
Lisa Sukut	YC District 3	1	E	1	E	1	1	A	E		E	1	E	E	A	-	A	A	A	E				
Vacant	YC District 4															-	-	-	-	-				
Don Reed	YC District 5	E	E	1	1	E	E	1	1		1	E	E	1	A	-	1	1	1	1				
Vacant	YC District 6															-		-	-	-				
Francisco Saldivar	YC District 7	1	1	1	1	E	1	1	1	1	E	1	1	E	1	-	1	1	1	1				
Clint McFarland	Y County Cons. District	1	E	E	E	1	1	A	E	1	A	E	E	E	E	-	A	A	A	1				
Scott Reiter	Ex-Officio SD2	E	1	E	1	E	E		A	A	E	E	1	A	A	-	1	E	E	E				

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

November 9, 2016

Approved by a motion on December 13, 2016

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, November 9, 2016, in the Miller Building 1st Floor conference room, 2825 3rd 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: Wyeth Friday, Director, Planning & Community Services Department; Dave Green, Planner II, Tammy Deines, Planning Clerk

Board member McFarland announced this will be his last meeting as he is resigning as the Yellowstone County Conservation District representative. He thanked the Board for their cordial reception and said Mr. Clint Peck has been chosen by the Conservation District Board to be his replacement. The Board thanked Mr. McFarland for his many years of service, his contribution of wisdom and historical information, and commitment to this community.

Board member Reed announced he will be resigning as the representative for Yellowstone County District 5 at the end of this year. His last meeting will be December 13, 2016. The Board thanked Mr. Reed for his years of service as a valued advocate for the Lockwood area; and for sharing his knowledge.

2. Approval of the November 9, 2016 Agenda: President Tunncliff called for approval of the agenda. **Board member Saldivar made a motion and it was seconded by Board member Goodrich to approved the agenda as submitted. The motion carried with a unanimous voice vote.**

3. Approval of Minutes: (due to lack of meeting quorums): July 12, 2016; August 23, 2016; October 12, 2016; October 25, 2016.

Motion

Board member Saldivar made a motion and it was seconded by Board member Cook to approved the minutes listed in this agenda item 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.

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

5-6. 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 Conflicts of Interest and no Ex Parte Communications.

7. OLD BUSINESS

7a. Public Hearing. Motion/Recommendation to PCC. Billings Community Transportation Safety Plan. Lora Mattox, Transportation Planner, presenting.

Ms. Mattox opened this agenda items and said this item was initiated last year in consideration of obtaining safety funds from MDT to look at a local Community Transportation Safety Plan.

Local Transportation Safety Plan

- Community led with MDT support
- Determine transportation safety issues in Billings using a data-driven approach
- Transportation safety from the 4E’s approach:
 - Education
 - Enforcement
 - Engineering
 - Emergency Medical Services

Billings CTSP History-Applied/Received MDT assistance in 2015

Dowl selected as Consulting team, under MDT contract
Transportation Safety Advisory Committee developed
Crash data reviewed/Emphasis Areas Developed
Community Safety Summit – May
Review/Adoption

Vision Statement and Emphasis Areas

Vision: “The Billings community will achieve zero fatalities and serious injuries through a culture of safety for all travelers.”

Emphasis Areas

Speed and Inattentive Driving
Unrestrained Occupants
Impaired Driving

Billings CTSP Review Schedule

TAC – October 20th *Recommends Approval*
Planning Board Review – October 25th
Planning Board Action – November 9th
City Council Work Session – November 7th
City Council Meeting – November 28th

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

Commissioner Review – November 21st

Commission Action – November 29th

PCC – December 20th

Discussion

Board member Reed noted some of items in the plan may require legislative action. Ms. Mattox explained some of the work on the primary seat belt law will be brought forward by the health and law enforcement agencies in order to point out the economics of loss of life.

Chairman Tunnichliff asked there was anyone present wishing to speak in favor or against the Billings Community Transportation Safety Plan. There was none. Chairman Tunnichliff closed the public hearing and called for a motion.

Motion

Board member Reed made a motion and it was seconded by Board member Bass to forward a recommendation to the Policy Coordinating Committee to approve the Billings Community Transportation Safety Plan as presented by staff. The motion carried with a unanimous voice vote.

8. New Business

8a. Plat Review. Silver Fox Subdivision. County Major, Dave Green, Planner II, presenting.

Planner Green opened this agenda item with a PowerPoint presentation.

INTRODUCTION

On October 3, 2016, the Planning Division received an application for preliminary plat approval for the proposed Silver Fox Subdivision. The property is generally located at 1680 Lockwood Drive on the south side of Lockwood Road. Approximately one mile east of the intersection of Highway 87 East and Lockwood Road. The applicant is proposing to create 5 lots for commercial use. The proposed lots range in size from 2.05 acres to 0.84 acres. This parcel of land is zoned Controlled Industrial and is surrounded by industrial uses. The Planning Board will review the plat at this meeting and conduct a public hearing on November 22, 2016.

RECOMMENDATION

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Silver Fox Subdivision and adopt the Findings of Fact as presented in the staff report.

VARIANCE REQUESTED

None

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.

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

1. To minimize the effects on the natural environment, prior to final plat approval the applicant will obtain approval from Lockwood Water and Sewer District for their proposed connections to the water and sewer systems. 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.
3. To minimize the effects on local services, prior to final plat approval the subdivider shall provide written verification that the US Postal Service has approved the mail facilities and its location for this subdivision.
4. 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.
5. To provide for the installation of the needed private utilities within the subdivision, prior to final plat approval the applicant will coordinate with private utility companies and provide easements on the plat, if needed, and easement documents for those easements.
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 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 questions and discussion. Board member Saldivar asked regarding compliance with the Lockwood Growth Policy. Planner Green explained that this area is required to build a road to a higher standard than what is currently in place, and the developer is doing more than what has historically been done. Board member Reed commend he likes the concept of the infill development and he appreciates the plat design.

9. Other Business

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

9a. Motion. Planning Board Nomination Committee for recommendation of 2017 Planning Board officers. Board member Klugman and Board member Goodrich will serve on the Planning Board Nomination Committee.

9b. Announcement: President Tunnick announced that following an extensive national applicant search, Wyeth Friday has been awarded the Planning and Community Services Director position. The members of the Board offered their congratulations. Board member McFarland stated the Conservation Board of Supervisors is very pleased with this choice.

Discussion. Suburban Subdivision Design Standards. Wyeth Friday, Interim Planning Director

Wyeth Friday said the committee has received comments from developers and Engineering regarding challenges with retrofitting to meet storm water management requirements. Due to the need to retooling this cross section of the Suburban Subdivision Design Standards, the committee has decided to back off the current review schedule, and restart the review process with the corrected language. The feedback has been generally supportive and positive. Woody Woods commented on the need to involve the Public Works Department prior to moving forward. Discussion followed how to address sidewalk easements.

8b. Nominating Committee: The Board will consider members for the Nominating Committee at the November 9, 2016 Planning Board meeting. The Nominating Committee will forward a recommendation for the 2017 Planning Board officers in December.

ADJOURNMENT: 7:50 p.m.

Approved by a motion on December 13, 2016.

