

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	11/22/16	12/13/16	12/27/16
Dave Goodridge	Mayor/Billings Ward I	1		E	1	1	E	E	1	1	1	E	1	1	1	-	1	1	1	E	1	1	-
Vacant	Mayor/Billings Ward II																-	-	-	-	-	-	-
LaVerne Bass	Mayor/Billings Ward III	-	-	-	-	-	-	-	-	-	-	1	1	1	1	-	E	E	E	1	E	E	-
Darell Tunncliff	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1	1	E	1	1	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	1	1	-
Troy Boucher	YC District 1	-	1	1	1	1	1	1	1	E	1	1	1	1	1	-	A	A	1	1	1		-
Dennis Cook	YC District 2	1		1	1	1	1	1	1	E	1	E	1	1	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	A	-	R
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	1	1	R
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	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	-	R	-
Scott Reiter	Ex-Officio SD2	E	1	E	1	E	E		A	A	E	E	1	A	A	-	1	E	E	E	1	1	

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December 13, 2016

Corrected and Approved by a motion on January 10, 2017

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, January 10, 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; Tammy Deines, Planning Clerk

Others in Attendance: Marshall Phil, Blueline Engineering, Darin Swenson, Yellowstone County Public Works Department

Approval of the December 13, 2016 Agenda: President Tunncliff called for approval of the agenda. **Board member Cook made a motion and Board member Klugman seconded the motion to approve the agenda as submitted. The motion carried with a unanimous voice vote.**

2. Approval of Minutes: November 9, 2016; November 22, 2016

Motion

Board member Saldivar made a motion and it was seconded by Board member Cook to approve the November 9, 2016 and the November 22, 2016 meeting minutes as submitted. The motion carried with a unanimous voice vote.

3. 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 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. Motion. Election of 2017 Planning Board Officers. Planning Board President: Darryl Tunncliff; Planning Board Vice President, Patrick Klugman. Planning Board members.

Motion

Board member Saldivar made a motion and Board member Goodrich seconded the motion

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to close the nominations for the 2017 Planning Board officers. The motion carried with a unanimous voice vote.

Motion

Board member Cook made a motion and it was seconded by Board member Goodman to re-elect Board member Darrell Tunncliff to serve as Planning Board President for the 2017 term; and elect Board member Patrick Klugman to serve as Planning Board Vice President for the 2017 term. The motion carried with a unanimous voice vote.

8. New Business

8a. 8A. Motion. Planning Board Bicycle and Pedestrian Advisory Committee representative.

Planning Director Wyeth Friday opened this agenda item and noted the memo that was included in the Planning Board packets. Ed Guilick would like to continue serving as the Planning Board representative. Mr. Guilick is also currently the chairman of this committee.

Motion

Board member Cook made a motion and Board member Saldivar seconded the motion to nominate Ed Guilick for a second term as Planning Board advisory on the Bicycle and Pedestrian Advisory Committee.

Discussion

President Tunncliff asked Director Friday to thank Mr. Guilick for his continued service and work with this Committee. Wyeth Friday said the Bicycle and Pedestrian Advisory Committee will present their annual report to the Planning Board after the first part of the new year.

The motion carried with a unanimous voice vote.

8b. Plat Review. Sanctuary Canyon Subdivision, 1st Filing. A 20-lot County major subdivision. Wyeth Friday, Director, Planning & Community Services Department Wyeth Friday opened this agenda item with a PowerPoint presentation.

INTRODUCTION

On November 1, 2016, the Planning Division received an application for preliminary major plat approval for Sanctuary Canyon Subdivision, 1st Filing. The proposed plat creates 22 lots for residential development and 1 large remaining lot for future development from a 77.917-acre parcel of land. The subject property is generally located in Lockwood, on the south side of Trailmaster Drive, east of Hailee Street in the Twin Coulee Subdivision. The property is outside of zoning. The Yellowstone County

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Board of Planning will review the plat at this meeting and conduct a public hearing on Tuesday, January 10, 2017. The Board of County Commissioners will act on the proposal on January 24, 2017.

RECOMMENDATION

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Sanctuary Canyon Subdivision, 1st Filing, and adopt the Findings of Fact as presented in the staff report.

VARIANCES REQUESTED

No variances have been requested from the Yellowstone County Subdivision Regulations for this proposal.

PROPOSED CONDITIONS OF APPROVAL

Planning staff recommends the following conditions of approval:

1. To ensure correct location and installation of septic systems in Sanctuary Canyon Subdivision prior to final plat approval, the applicant will submit drawings and obtain approval from MDEQ for their proposed septic systems with the subdivision. Also all storm drainage must be approved by MDEQ.
2. To minimize effects on local services prior to final plat approval, the applicant will expand existing RSID's on roads or create new RSID's for maintenance of roads for this subdivision.
3. To ensure public safety and prevent storm drainage problems prior to final plat approval, the applicant will either increase the '20' wide Park / Trail Easement' on the plat to 45 feet wide, 22.5 feet on each side of the property line. Or in the SIA under Conditions that run with the land insert a paragraph requiring any fences being built must be installed a minimum of 12.5 feet from the edge of the '20' wide Park / Trail Easement' shown on the plat. Either option would be for Lots 3 and 4 of Block 2 continuing under Sanctuary Canyon Road then between Lots 6 and 7 of Block 1 and Lots 8 through 11, Block 3 and future lots on the north and south of the drainage in future filings.
4. To minimize the effects on local services prior to final plat approval, the applicant will create a Park Maintenance District for the proposed park land within Sanctuary Canyon Subdivision.
5. To minimize the effects on local service prior to final plat approval, the applicant will coordinate with the USPS for locating and provided the correct amount of space for safely delivering the mail to the residents.

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6. 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.
7. 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.
8. 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.

Director Friday noted in the staff report comments on some legal challenges regarding Lacy Road as it goes into this development. There is some discussion as to whether the intention is for a future connection and some discrepancies on the plat drawing. He explained that the current property owners were under the impression the cul-de-sac is permanent and have decided to move forward with legal action against the County. County staff is confident this issue may be resolved without going to court. He pointed out the need for connectivity when adjacent subdivisions are developed. He said staff expects public comment during the upcoming public hearing. Staff will bring visuals of the Twin Coulee Subdivision to provide at that time. The developer and his agent are present.

Discussion

Board member Saldivar asked why the cul-de-sac was created instead of a straightaway connection. Wyeth Friday said this is often done on a temporary basis. He pointed out that a developer would have lots surrounding the cul-de-sac if it was not intended to be temporary, Darin Swenson, Yellowstone County Public Works, concurred with this deduction. Board member Goodrich asked for clarification on the property pins and Wyeth Friday pointed out the locations of the pins on the posted plat. Board member Goodrich asked if the same builder built the houses in the current development. Board member Klugman asked about the width of the paved road. Director Friday stated the road right-of-way would be 60-feet. Board member Klugman asked when this will be determined as this is an awkward entrance into the subdivision. Wyeth Friday replied he is unsure of the timeline but it is under discussion. Board member Reed asked how the people from this subdivision as well as the subdivision further south going to use these thoroughfares without becoming collector streets. He noted no sidewalks intended. He commented that the problem with this proposed subdivision is what surrounds it. He

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anticipates concern with the residents with the right-of-way and stated the entire area should be under consideration.

Marshal Phil, Blueline Engineering, 2110 Overland Ave, Billings, MT 59102

Mr. Phil pointed out the property's topography on the posted map and said there is a lot of unbuildable ground which will generate more parkland. He noted the plan for the phases of development and stated the cul-de-sac was dedicated. In response to a question by Board member Goodrich, Mr. Phil noted some of the neighbor's landscaping may be in the area in question. He gave further explanation of the property lines to Board member Reed, who asked if Staff can provide a map that is more inclusive. President Tunnickliff voiced concern with the fact the owner relied on the survey when the parcel was purchased; and the plat indicated the lot larger than it should have been. The property owners' request is for no access. President Tunnickliff asked Staff to have an explanation during the public hearing process. Board member Goodrich asked for a clear staff presentation for the public hearing that points out the legal access issues are outside of the Board's scope of authority. Board member Reed said the connectivity is narrow and winding and needs to be addressed. It was noted this parcel is in the Pedestrian Safety District. Board member Klugman asked if there is trail connectivity to the east and to the west. Marshall Phil stated there is no access to the east due to the substantial rim line and conservation area but there may be a parking area to provide access.

****The public hearing for Sanctuary Canyon Subdivision, 1st Filing will be held on Tuesday, January 10, 2017.**

9. Other Business

A. Announcement: Due to the Christmas Holiday, the Planning Board meeting scheduled for December 28, 2016 is canceled. The next meeting will be held as legally advertised on Tuesday, January 10, 2017.

B. Announcement: The Planning and Community Service Offices will be closed on Monday, December 26, 2016 to observe the Christmas Holiday and Monday, January 2, 2017, to observe the New Year's Day Holiday.

C. Planning Board Vacancies:

Yellowstone County Board of Planning, 15 Members, 7 County, 5 City, 1 Yellowstone Conservation District, Ex-Officio Non-Voting: 1 Billings Public Schools, 1 County Superintendent of Schools

Director Friday said City Council approved the re-appointments for Laverne Bass, City Ward III; Darell Tunnickliff, City Ward IV; and Patrick Klugman, City Ward V; and they

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will be receiving confirmation letters. He said he will verify the new Conservation District appointee, Mr. Clint Peck. There are four vacancies:

- County District 3
- County District 4
- County District 6
- City Ward II-Board member Klugman suggested contacting the Heights Task Force to see if there is any interest.

ADJOURNMENT: 7:18 p.m.

Corrected and approved by a motion on January 10, 2017.

