

# 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			
<b>Dave Goodridge</b>	Mayor/Billings Ward I	1		E	1	1	E	E	1	1	1	E	1	1	1	-	1	1	1	E	1			
<b>Vacant</b>	Mayor/Billings Ward II																-	-	-	-	-			
<b>LaVerne Bass</b>	Mayor/Billings Ward III	-	-	-	-	-	-	-	-	-	-	1	1	1	1	-	E	E	E	1	E			
<b>Darell Tunncliff</b>	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1	1	E	1	1	1	1	-	1	1	1	1	1			
<b>Patrick Klugman</b>	Mayor/Billings Ward V	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	E	E	1	E	1			
<b>Troy Boucher</b>	YC District 1	-	1	1	1	1	1	1	1	E	1	1	1	1	1	-	A	A	1	1	1			
<b>Dennis Cook</b>	YC District 2	1		1	1	1	1	1	1	E	1	E	1	1	1	-	1	1	1	1	1			
<b>Lisa Sukut</b>	YC District 3	1	E	1	E	1	1	A	E		E	1	E	E	A	-	A	A	A	E	A			
<b>Vacant</b>	YC District 4															-	-	-	-	-	-			
<b>Don Reed</b>	YC District 5	E	E	1	1	E	E	1	1		1	E	E	1	A	-	1	1	1	1	1			
<b>Vacant</b>	YC District 6															-	-	-	-	-	-			
<b>Francisco Saldivar</b>	YC District 7	1	1	1	1	E	1	1	1	1	E	1	1	E	1	-	1	1	1	1	1			
<b>Clint McFarland</b>	Y County Cons. District	1	E	E	E	1	1	A	E	1	A	E	E	E	E	-	A	A	A	1	-	-		
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>	E	1	E	1	E	E		A	A	E	E	1	A	A	-	1	E	E	E	1			

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**November 22, 2016**

*To be approved by a motion on December 13, 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, November 22, 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: Wyeth Friday, Director, Planning & Community Services Department; Dave Green, Planner II, Tammy Deines, Planning Clerk

**Others in Attendance:** Craig Dalton, Darin Swenson, Yellowstone County Public Works Department; Boyce Smith

**Approval of the November 22, 2016 Agenda:** President Tunncliff called for approval of the agenda. **Board member Cook made a motion and Board member Saldivar seconded the motion to approve the agenda as submitted. The motion carried with a unanimous voice vote.**

**2. Approval of Minutes: The approval of the November 9, 2016 meeting minutes is delayed.**

**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. Public Hearing. Silver Fox Subdivision. County Major, Dave Green, Planner II, presenting.**

Planner Green opened this agenda item with a PowerPoint presentation. He pointed out that water and sewer services are available to this parcel and will include a fire hydrant located at the end of the cul de sac.

## **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

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Reviewed by Planning Staff

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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 Board of County Commissioners will act on the proposal on December 13, 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.

### **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 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.

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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.

### **Public Hearing**

President Tunncliff opened the public hearing and asked if there is anyone present wanting to speak in favor or against the Silver Fox Subdivision.

### **Craig Dalton, 7100 Commercial Ave., Suite 4, Billings, Montana**

Mr. Dalton is the applicant. He thanked staff for their help with this application and offered to answer questions. There was none.

President Tunncliff asked if there is anyone else wanting to speak in favor of the Silver Fox Subdivision. There was none. President Tunncliff closed the public hearing at 6:07 p.m. and called for a motion.

### **Motion**

**Board member Reed made a motion and Board member Cook seconded the motion to 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.**

### **Discussion**

Board member Reed asked about the approved storm water treatment plan for this parcel. Planner Dave Green said the storm water will be detained on site as required by DEQ.

**The motion carried with a unanimous voice vote.**

## **9. Other Business**

**9a. Motion. Planning Board Nomination Committee for recommendation of 2017 Planning Board officers.** Board member Klugman and Board member Goodrich forwarded a recommendation to the Board to re-elect Board member Darryl Tunncliff to serve as Planning Board President, and to elect Board member Patrick Klugman to serve as Planning Board Vice President for the 2017 term. President Tunncliff called for other nominations from the floor. There was none.

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### **Motion**

Board member Saldivar made a motion and Board member Cook seconded the motion to close the nominations for the 2017 Planning Board officers. The motion carried with a unanimous voice vote.

### **Motion**

Board member Goodrich made a motion and Board member Reed seconded the motion to re-elect Board member Darryl Tunnicliff to serve as Planning Board President, and to elect Board member Patrick Klugman to serve as Planning Board Vice President for the 2017 term. The motion carried with a unanimous voice vote.

9b. Staff Update: Wyeth Friday, Director, Planning & Community Services

**Bicycle Pedestrian Master Plan:** A public meeting is scheduled for December 15, 2016 at the Billings Parmlly Library. This public meeting will bring out the initial draft recommendations for this plan for public response. Staff will forward the meeting information to the Board.

**Traffic Demand Survey:** Staff has sent out RFPs for a consultant to conduct a survey on how the model will be developed. The overall goal is for Billings to have its own traffic modeling system with local input.

**Transportation Plan update:** Staff will be working on this during the Fall of 2017, and bring it forward for Planning Board review and recommendations. Discussion followed by staff and members of the Board regarding the need for the 27<sup>th</sup> Street Railroad crossing emergency access. Director Friday offered to have staff bring a recap of the studies to the Board at a future date.

**Suburban Subdivision Design Criterion:** Director Friday gave a brief update. Staff will give an overview presentation to City Council on Monday, December 5, 2016. Planning Board members are encouraged to attend. Staff projects a February timeframe for a hearing before the Yellowstone County Board of County Commissioners.

**Billings Park Master Plan-**The consultant plans to speak to the Planning Board in January, 2017.

**Good & Welfare:** Board member Klugman formally congratulated Wyeth Friday as Planning & Community Services Director and Darryl Tunnicliff as Planning Board President and stated he is excited to be a part of the continued success of this Board.

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President Tunncliff asked Board members to consider future projects that may be integrated with current staff activities and engage the community.

**Planning Board Vacancies:** Staff will forward an update to the Board for the City and County vacancies along with a description of City and Ward Districts.

**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

Four vacancies:

- County District 3
- County District 4
- County District 6
- City Ward II

**ADJOURNMENT: 6:38 p.m.**

To be approved by a motion on December 13, 2016.