



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



AGENDA

January 24, 2017 MEETING TIME: 6:00 p.m.
1st Floor Large Conference Room, Miller Building
2825 3rd Avenue North, Billings, Montana 59101

1. **CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members.

2. **APPROVAL OF AGENDA*** - including any additions or deletions to agenda. The agenda for a regular meeting will be closed at 5:00 p.m. three (3) working days prior to the date of the meeting.

3. **MOTION. MEETING MINUTES:** January 10, 2017

4. **PUBLIC COMMENT PERIOD** – As required (3 minute maximum per person). *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’s agenda for discussion.*
 - 4a) **Comments on items not on agenda and requests to add items to future agendas**
 - 4b) **Comments on items on the non-public hearing agenda items**

5. **DISCLOSURE OF CONFLICT OF INTEREST:**

6. **DISCLOSURE OF EX PARTE COMMUNICATION:** Ex Parte Communication Binder is available at the Sign-In and Agenda station.

7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).

- a. **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.** The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence. By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). Please see the attached guidelines for the criterion. Thank you for participating!

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1. **PUBLIC HEARING. MOTION/RECOMMENDATION TO BOCC. AN 87-UNIT COUNTY MAJOR CONDOMINIUM SUBDIVISION.** DAVE GREEN, PLANNER II, PRESENTING.

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8. **NEW BUSINESS:** (Agenda items new to this meeting).

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- a. **PRESENTATION/DISCUSSION. PARKS AND RECREATION COMPREHENSIVE PLAN KEY FINDINGS. CITY OF BILLINGS PARKS AND RECREATION DEPARTMENT**

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9. **OTHER BUSINESS:**

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- a. (Standing Item) Staff update. Long Range Strategic Issues and an overview of future City and County issues and projects.

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1. **PRESENTATION/DISCUSSION. SUBURBAN SUBDIVISION DESIGN STANDARDS COMMITTEE. WYETH FRIDAY, DIRECTOR, PLANNING & COMMUNITY SERVICES, DIRECTOR.**

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10. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR TUESDAY, FEBRUARY 14, 2017

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- a. **PLAT REVIEW/DISCUSSION. LAKE HILLS SUBDIVISION 35TH FILING, A 14-LOT CITY MAJOR SUBDIVISION. DAVE GREEN, PLANNER II, PRESENTING.**

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- b. **PLAT REVIEW/DISCUSSION. COAL CREEK SUBDIVISION, A 14 LOT CITY SUBDIVISION, DAVE GREEN, PLANNER II, PRESENTING.**
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Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 01/24/2017

Information

Subject

MOTION. MEETING MINUTES: January 10, 2017

Attachments

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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	01/10/2017	01/24/2017	02/14/2017	02/28/2017	03/14/2017	03/28/2017	04/11/2017	04/25/2017	05/09/2017	05/23/2017	06/13/2017	6/27/2017	07/11/2017	7/25/2017	08/08/17	08/22/17	09/12/17	09/26/17	10/10/17	10/24/17	11/14/17	11/28/17	12/12/17
Dave Goodridge	Mayor/Billings Ward I																							
Vacant	Mayor/Billings Ward II																							
LaVerne Bass	Mayor/Billings Ward III																							
Darell Tunncliff	Mayor/Billings Ward IV																							
Patrick Klugman	Mayor/Billings Ward V																							
Troy Boucher	YC District 1																							
Dennis Cook	YC District 2																							
Vacant	YC District 3																							
Vacant	YC District 4																							
Vacant	YC District 5																							
Vacant	YC District 6																							
Francisco Saldivar	YC District 7																							
Clint Peck	Y County Cons. District																							
Scott Reiter	Ex-Officio SD2																							

CITY/COUNTY PLANNING BOARD

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January 10, 2017

To be approved by a motion on January 24, 2017

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, January 10, 2017, 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

Others in Attendance: Marshall Phil, Blueline Engineering, Mike Black, Yellowstone County Public Works Department;; Lauran M. Gayner; Randal K Poyser; Carolyn J Poyser; Leif Welhaven; Chuck Henrichs Joe Soueidi

Approval of the December 13, 2017 Agenda: President Tunncliff called for approval of the agenda. **Board member Klugman made a motion and Board member Bass seconded the motion to reorder the agenda to hear Item 8a, New Business prior to hearing the Old Business. The motion carried with a unanimous voice vote.**

2. Approval of Minutes: December 13, 2016

Board member Klugman called for a correction on the motion under Item 7a. Election of Officers, to reflect Board member Goodridge seconding the motion instead of Board member Klugman.

Motion

Board member Cook made a motion and it was seconded by Board member Saldivar to approve the December 13, 2106 meeting minutes as corrected. 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.

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8. OLD BUSINESS

8a. Plat Review. Discussion. Put It Here Condominiums. A 1-lot, 97-Unit, County Condominium Storage project. Dave Green, Planner II, presenting.

Dave Green opened this agenda item with a PowerPoint presentation and the introduction below.

INTRODUCTION

On December 1, 2016, the Planning Division received an application for review and preliminary approval of an 87-unit condominium subdivision on Tract 3 of Certificate of Survey (COS) 2771. The property is located on the south west corner of the intersection of South 32nd Street West and Hesper Road. The property is within the County zoning jurisdiction and is zoned Controlled Industrial (CI), in accordance with Chapter 8 of the County Subdivision Regulations, this condominium development must be reviewed as a Major Subdivision. The Planning Board will conduct a plat review at this meeting and a public hearing 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 the Put It Here Subdivision, and adopt the Findings of Fact as presented in the staff report.

VARIANCE REQUESTED

No variances were requested.

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 public health and safety, before final plat approval, the subdivider shall receive approval from the MDEQ the proposed well and storm water management.
2. To ensure proper easements for private utility companies prior to final plat approval, the applicant will coordinate with the utility companies and provide needed easements, show them on the plat, and provide easement documents with the final plat.
3. 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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4. 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 from the members of the Board. In response to a question by Board member Saldivar, Dave Green stated there is no identifying Ditch Company, and a maintenance plan will be required by DEQ. Board member Bass asked about the unit ownership. Dave Green explained that the storage units may be purchased. Covenants & Restrictions and a Homeowners' Association will be in place to address maintenance. Board Member Clint Peck commented on the access point off of the Ditch and Dave Green said there is an existing culvert in the ditch at the proposed access point off of Hesper Road.

Chuck Henricks, Eggart Enterprises, 720 Lohwest Lane, Billings, Montana

Mr. Henricks stated the plans located the buildings a distance away from the ditch to allow for ditch maintenance. The entire lot will be paved and the storage units will be heated. A small HOA fee will cover expenses for gas, electric, and snow removal. The applicant is trying to provide an economical means to meet the need for storage and off street parking for trailers, campers, and boats. President Tunncliff inquired about future maintenance costs. Mr. Henricks said a fund will be in place with fees collected by the HOA. He responded to a question by Board Member Bass, and stated they are using direct and indirect marketing to promote this property in the community.

**The public hearing for Put It Here Condominiums will be held during the next Planning Board meeting on Tuesday, January 24, 2017.

NEW BUSINESS

7a. Public Hearing. Motion/Recommendation to BOCC. Sanctuary Canyon Subdivision, 1st Filing. A 20-lot County major subdivision. Dave Green, Planner II

Dave Green 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 20 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 Board of Planning will conduct a public hearing on at this meeting. The Board of County Commissioners are scheduled to 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

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report.

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 prior to final plat approval and a copy of the approved storm drain plan provided to the Yellowstone County Public Works Department.
2. To minimize effects on local services, prior to final plat approval the applicant will expand existing RSID's on roads that it will connect to in the Twin Coulee Subdivision to the west 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 that any fences being built must be installed a minimum of 12.5 feet back 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.
6. To minimize the effects on the local environment, prior to final plat approval the applicant is required to obtain approval of a weed management plan and complete a property inspection 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.

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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.

Discussion

President Tunncliff called for questions and discussion from the members of the Board. Board member Goodridge noted former Planning Board member Don Reed’s concerns with transportation connections that were voiced during the last Planning Board meeting. Director Friday referred to the posted aerial map and pointed out future connections to Noblewood, Ford Road, and San Marino Drive, along with internal future connections. Board member Goodridge commented the development of several small subdivisions in the area and he asked about the need for a traffic study. Director Friday explained that typically, the trigger for a traffic study is when a proposed subdivision has an anticipated 500 trips per day. Board member Saldivar voiced concern with the fact a study will not be conducted due to the development of small subdivisions. Director Friday commented as developments occur arterials will be built to handle the contributing interior traffic levels. President Tunncliff asked that this discussion be continued by the Board at another time as it goes beyond this subdivision review. He called for presentation by the applicant.

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

Mr. Phil is the agent for this application, representing Superior Builders. He commented on Condition of Approval #3 and the two options to address widening of the trail easements. He said the developer’s thought is to place the fences at the beginning of the bank of the drainage ditch, and they are requesting an amendment to the Condition of Approval. Board member Goodridge stated placing the fencing on the edge may be a safety factor for pedestrians during a storm event. Marshal Phil retorted the amount of drainage is well below the bank elevation and there should be plenty of space for pedestrians if it is placed at the top of the bank.

Public Hearing

At 6:42 p.m., President Tunncliff opened the public hearing and called for anyone wishing to speak in favor or against Sanctuary Canyon Subdivision, 1st Filing.

Gerald Seymour, 502 Lacey Drive, Billings, Montana

Mr. Seymour stated they have water pressure issues and they have been told a booster may be added. He voiced concern with the potential effects with the additional proposed 20 homes. He stated Noblewood is not a feasible access point at this time. He stated he

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feels the 500 trip per day trigger point should already be met with the existing homes. He also voiced concern with the drainage and runoff as most of the existing homes have experienced flooding and the soil type is not conducive to storm water runoff.

Mr. Seymour stated his property extends beyond where the road is platted and his property pin is located on the opposite site of the planned roadway.

Joe Soueidi, 27 N. 27th Street, Suite 1900, Billings, Montana

Mr. Soueidi represents Michael and Michelle Gomez. He reported to the Board there is ongoing litigation concerning the proposed subdivision. Depending on the determination, it could be a matter of public concern if the Lacy Road access is not allowed. He asked the Board to consider a delay until this matter is addressed.

Randal K. Poyser, 4356 Trailmaster Drive, Billings, Montana

Mr. Poyser noted the area south of this parcel has always been deemed as a conservation sanctuary.

Rebuttal

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

Mr. Phil said Lockwood Water can service this subdivision at lease at the minimum standards required by DEQ. There are booster stations located on Noblewood Drive and there have been discussions on adding more. Parcels not meeting the pressure levels will require installation of a cistern. As to the access concerns, the Board of County Commissioners will not approve the subdivision unless there is adequate access. Mr. Phil noted the location of the conservation area as being the adjacent southerly parcel.

President Tunncliff asked if there is anyone else wanting to speak in favor or against the Sanctuary Canyon Subdivision, 1st Filing. There was none. President Tunncliff closed the public hearing at 6:57 p.m.

Discussion

President Tunncliff called for questions and discussion from members of the Board and expressed concerns about the Lacey Road litigation. Planner Green explained this is a preliminary plat application and the applicant has 3 years to meet the Conditions of Approval and to work out any issues that go with this proposal. When they meet the conditions and have all details worked out they can then apply for final plat review. If the requirements cannot be met, the final plat cannot be approved and recorded. He asked Dave Green if there are safety concerns with the fence placement and the ditch. Dave Green stated he met with the Yellowstone County Attorney's office who provided

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the language for the condition of approval. President Tunnicliff asked for further clarification on the subdivision review process in light of the litigation on the access. Director Friday clarified the review process and explained this application and plat will return to the Board of County Commissioners for a determination when the applicant applies for final plat review and recording.

Motion

Board member Goodridge made a motion and Board member Bass seconded the motion to 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.

Discussion

President Tunnicliff encouraged the Board to schedule an agenda item to take a more global look at the transportation needs in the Lockwood area. Director Friday commented on this Board's initiation of the West End Transportation Study. He suggested inviting Transportation Planning Coordinator Scott Walker to a future meeting to give an overview of the Transportation Plan, and Lockwood Transportation Study. Board member Saldivar commented he can see potential safety issues with the drainage given the topography of this parcel.

The motion carried with a unanimous voice vote.

Other Business

- A. Suburban Subdivision Design Committee:** President Tunnicliff thanked Board member Goodridge for chairing this committee and presenting to City Council. This will be heard as an agenda item at the January 24, 2017 Planning Board meeting.
- B. Welcome!** to Board member Clint Peck who is the new Planning Board representative.

ADJOURNMENT: 7:06 p.m.

DRAFT-To be approved by a motion on January 24, 2017.



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 01/24/2017

Information

INTRODUCTION

On December 1, 2016, the Planning Division received an application for review and preliminary approval of an 87-unit condominium subdivision on Tract 3 of Certificate of Survey (COS) 2771. The property is located on the southwest corner of the intersection of South 32nd Street West and Hesper Road. The property is within the County zoning jurisdiction and is zoned Controlled Industrial (CI). In accordance with Chapter 8 of the County Subdivision Regulations, this condominium development must be reviewed as a Major Subdivision. The Yellowstone Board of County Commissioners will hear this application on February 14, 2017.

RECOMMENDATION

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plan for the Put It Here Subdivision Condominium Development, 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 public health and safety, prior to final plat approval, the subdivider shall receive approval from the MDEQ for the proposed well and storm water management plans.
2. To ensure proper easements for private utility companies, prior to final plat approval the applicant will coordinate with the utility companies and provide needed easements, show them on the plat, and provide easement documents with the final plat.
3. 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.
4. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the rules, regulations, policies, and resolutions of the

PROCEDURAL HISTORY

- A pre-application meeting was held on October 27, 2016 for this proposal. It was determined that this is a major subdivision for condominium use which follows the major subdivision review process.
- The preliminary application was submitted to the Planning Division on December 1, 2016.
- A Department Review Meeting was held on December 15, 2016 for this application.

- The Yellowstone County Board of Planning held a plat plan review for this application at its January 10, 2017, meeting.
- The Yellowstone County Board of Planning will conduct a public hearing on this application at this meeting, January 24, 2017.
- The Yellowstone County Board of County Commissioners will be considering the application at its regular meeting on February 14, 2017.

PLAT INFORMATION

General location:	Southwest corner of the intersection of South 32nd Street West and Hesper Rd.
Legal Description:	Tract 3 of COS 2771
Subdivider and Owner:	EEC Inc.
Engineer and Surveyor:	Eggart Engineering Company
Existing Zoning:	Controlled Industrial
Existing land use:	Vacant
Proposed land use:	Commercial uses
Gross area:	2.69 acres
Net area:	2.69 acres
Proposed number of lots:	87 condominium units
Lot size:	2.69 acres
Parkland requirements:	Not required for commercial subdivisions

VARIANCES REQUESTED

No variance has been requested.

DISCUSSION/STAKEHOLDERS

Staff gave a brief presentation to the Planning Board about the proposed condominium subdivision. After the presentation, President Tunnicliff called for questions and discussion from the members of the Board. Board Member Saldivar asked about the ditch running along Hesper Road and that the staff report stated the owner of the ditch could not be determined. Staff responded that there is not a ditch company that claims ownership of the ditch. It is a lateral ditch used by someone to the east of the subject property, not a main ditch.

The public hearing was opened and Mr. Chuck Henricks from Eggart Engineering stood to speak about the proposed plan. He stated they will be paving the entire internal driving area for the proposed storage units. The units will have heated floors and lighting in each one and be smaller so someone can use it as a heated storage garage. President Tunnicliff inquired about future maintenance costs, Mr. Henricks said a fund will be in place with fees collected by the Property Owners Association.

There were no other questions from the public or the Planning Board.

Attachments

Findings of Fact

Proposed Plan

FINDINGS OF FACT

The Findings of Fact for the preliminary plat of Put It Here Subdivision have been prepared by the City-County Planning Division staff. These findings are based on the preliminary plat application and address the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Yellowstone County Subdivision Regulations (YCSR).

A. What are the effects on agriculture and agricultural water user facilities, local services, the natural environment, wildlife, wildlife habitat, and public health and safety? (76-3-608(3)(a), MCA) (Section 3.2.H.2., YCSR)

1. Effect on agriculture and agricultural water user facilities

There is a ditch that runs along the north frontage of the property. It is a service ditch for the benefit of others to the east. There are no water rights or shares connected with the subject property. The ditch borders the edge of the property and the road right-of-way. Neither the developer or Planning Division staff was able to locate any ownership information on the ditch, but the developer will leave it as is and unobstructed so water may continue to flow to the east.

2. Effect on local services

a. Utilities – This subdivision will not have any septic facilities as the buildings are condominiums for storage purposes. The applicant is proposing to drill a well for irrigation of landscape only. Any proposed onsite water systems must comply with the State of Montana Department of Environmental Quality (MDEQ). Water well information must be review by MDEQ. **(Condition #1)**

MDU and Northwest Energy will provide gas and electrical utilities as necessary. The applicant will coordinate with the private utility companies for placement of utility easements. **(Condition #2)**

b. Storm water – Storm water will be retained onsite and will be in compliance with Section 4.7, YCSR. A storm water management plan will be submitted and approved by MDEQ prior to final plat approval. **(Condition #1)**

c. Solid Waste – Solid waste disposal will be provided through a private hauler. The Billings landfill has the capacity to accommodate waste from this subdivision.

d. Streets – Access to the subdivision is from Hesper Road. No additional street right-of-way is necessary. Hesper Road is built to County Road Standards with a 24-foot asphalt top and 2-foot gravel shoulders on each side. It is in an 80 foot right of way with drainage ditches on both sides. South 32nd Street is also paved to County Road Standards within a 60 foot right of way. Hesper Road and South 32nd Street West are County dedicated roads and do not have an RSID-M currently on them so this property will not have to expand the district.

Any culvert installed in the drainage swale will be a minimum of 15 inches in diameter. There will be a gated emergency access provided onto South 32nd Street West from the proposed storage facility. The developer will be paving the access from Hesper Road into the development and the interior driveways and areas between the storage buildings. Since the emergency access is not for normal use, it may remain gravel between 32nd Street West and the paved interior of the development.

- e. Emergency Services** – The subject property is within the jurisdiction of the Billings Urban Fire Service Area (BUFSA) and the Yellowstone County Sheriff’s Department. The two main concerns of the fire department are having adequate access to any structures and an adequate water supply for fighting fires. The proposed condos will be serviced by internal drive accesses that are proposed to be just over 66 feet wide and constructed to meet the fire department needs. Also, in accordance with Section 4.14.C.1 of the County Subdivision Regulations, which describes requirements for fire suppression facilities for commercial subdivisions, there are two pressurized fire hydrants on the north side of Hesper Road across from the subject property. Additional fire hydrants may be required with construction of the condo development but that will be determined with BUFSA input upon development.

The Sheriff’s Department will provide law enforcement services for the subdivision and does not have any concerns.

- f. Mail Delivery** - The United States Postal Service will service the property. A centralized mail delivery area has been requested by the USPS. Since these are not proposed to be residential or retail in nature there will most likely be no need for USPS delivery service.

3. Effects on the natural environment

No alteration of any stream will occur with this subdivision.

The development will use noxious weed control measures to prevent the spread of noxious weeds to adjacent developed. In accordance with state law, the developer will be required to have a weed control plan in place and will revise recommendations based on required site visits.

There are no apparent or known natural hazards on the property.

4. Effects on wildlife and wildlife habitat

There are no known endangered or threatened species on the property. Montana Fish, Wildlife and Parks (FWP) was provided information about the proposed subdivision and indicated that they had no concerns with the proposed development and it is not prime deer, antelope or turkey habitat.

5. Effects on public health and safety

There are no known manmade public safety hazards that would affect this subdivision. Plans and designs for a well will be reviewed and approved by MDEQ prior to final plat approval. Fire and emergency services are provided for this proposed subdivision, including a water supply for firefighting purposes.

B. Was an Environmental Assessment required? (76-3-603, MCA)(Section 9.2.C.1, YCSR)

An environmental assessment was not required for this subdivision as per Section 9.2.C.3., YCSR, it is within zoning and a Growth Policy area.

C. Conformance with the Yellowstone County – City of Billings 2008 Growth Policy Update, the 2011 Billings Area Bikeway and Trail Master Plan, and the 2014 Billings Urban Area Long Range Transportation Plan (Section 3.2.H.4., YCSR)

1. Yellowstone County – City of Billings 2008 Growth Policy Update

The proposed subdivision is consistent with the following goals of the growth policy:

- Goal: Controlled weed populations. (p. 9)
The developer will have a weed control plan and will modify it as needed based on required site visits by the County Weed Department.
- Goal: Predictable land use decisions that are consistent with neighborhood character and land use patterns. (p. 6)
The proposed subdivision is within the County zoning jurisdiction. It is located in an area of the county that has developed into a commercial area. Therefore, it is consistent with the neighborhood character in this area.
- Goal: More housing and business choices within each neighborhood (p.6).
The proposed subdivision would allow for additional business development at this location.

2. 2014 Billings Urban Area Long Range Transportation Plan

Neither Hesper Road or South 32nd Street West at the location of the subject subdivision is identified on the Transportation Functional Class Map. No additional right-of-way is required from this subdivision.

3. Billings Area Bikeway and Trail Master Plan

Neither Hesper Road or South 32nd Street West at the location of the subject subdivision identifies any bike trails on the Billings Area Bikeway and Trail Master Plan. However, the Master Plan does show a proposed bike trail just west of the subject property along Hesper Road to Gabel Road. The 80-foot right of way of Hesper Road in this area may facilitate a future multi-use trail

along Hesper Road in this area. The subdivisions to the west and north across Hesper Road also either have sidewalk constructed or identify future sidewalk easements, indicating that pedestrian facilities will be constructed in this area as further development occurs in the City. While not required at this time, proposed amendments to the County Subdivision Regulations currently moving through the review process are designed to increase pedestrian safety in residential and commercial developments within the Unified Zoning Jurisdiction in the County and would require sidewalk to be built for this development. The area of the project is mixed in terms of property that is in the City and County, with the expectation that more urban style commercial development will occur over time, making more consistent transportation corridors for all users an important long range goal.

D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? (76-3-608(3)(b), MCA) (Section 3.2.H.3.a., YCSR)

The subdivision, with the proposed conditions, satisfies the requirements of the Montana Subdivision and Platting Act and conforms to the design standards specified in the Yellowstone County Subdivision Regulations. The subdivider and the local government have complied with the subdivision review and approval procedures set forth in the local and state subdivision regulations.

E. Does the proposed subdivision conform to all requirements of the zoning in effect? (Section 3.2.H.3.e., YCSR)

The subject property is zoned Controlled Industrial in the County zoning jurisdiction area. The proposed structures on site will conform to the required setbacks and lot coverage.

F. Does the proposed plat provide easements for the location and installation of any utilities? (76-3-608(3)(c), MCA) (Section 3.2.H.3.b., YCSR)

Utility easements will be provided on the face of the plat for both electric and natural gas, as requested by MDU and Northwest Energy. (**Condition #2**)

G. Does the proposed plat provide legal and physical access to each parcel within the subdivision and notation of that access on the plat? (76-3-608(3)(d), MCA) Section 3.2.H.3.c., YCSR)

Access to the subdivision lots will be from an existing access off of Hesper Road.

CONCLUSIONS OF FINDINGS OF FACT

- The preliminary plat of Put It Here Subdivision does not create any adverse impacts that warrant denial of the subdivision.

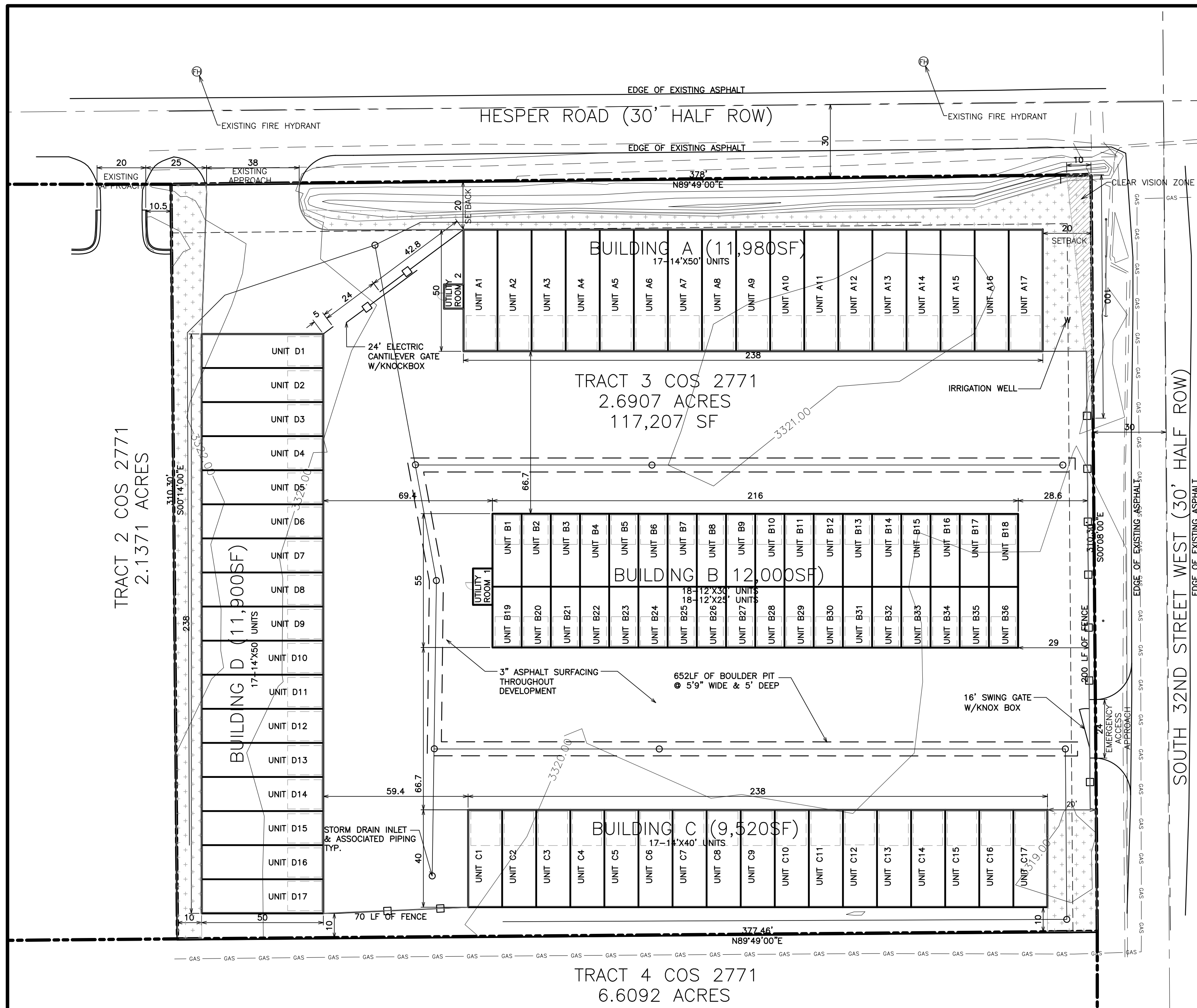
- With the proposed conditions, Put It Here Subdivision, is in compliance with the Montana Subdivision and Platting Act and the Yellowstone County Subdivision Regulations.
- New water facilities will be approved through the Montana Department of Environmental Quality.

CONCEPTUAL SITE PLAN OF PUT IT HERE STORAGE CONDOS

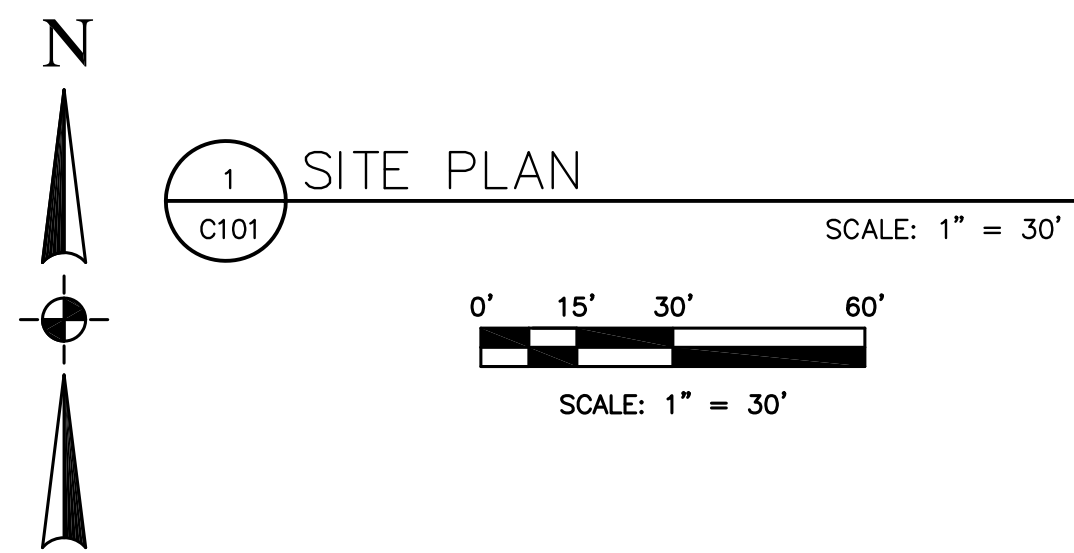
BEING TRACT 3 OF COS 2771
LOCATED IN THE NE 1/4 OF SECTION 23, TOWNSHIP 1 SOUTH, RANGE 25
EAST, P.M.M., YELLOWSTONE COUNTY, STATE OF MONTANA

AREA CALCULATIONS FOR PUT IT HERE STORAGE

BUILDING A			BUILDING C		
UNIT A1	700	SQ. FT.	UNIT C1	560	SQ. FT.
UNIT A2	700	SQ. FT.	UNIT C2	560	SQ. FT.
UNIT A3	700	SQ. FT.	UNIT C3	560	SQ. FT.
UNIT A4	700	SQ. FT.	UNIT C4	560	SQ. FT.
UNIT A5	700	SQ. FT.	UNIT C5	560	SQ. FT.
UNIT A6	700	SQ. FT.	UNIT C6	560	SQ. FT.
UNIT A7	700	SQ. FT.	UNIT C7	560	SQ. FT.
UNIT A8	700	SQ. FT.	UNIT C8	560	SQ. FT.
UNIT A9	700	SQ. FT.	UNIT C9	560	SQ. FT.
UNIT A10	700	SQ. FT.	UNIT C10	560	SQ. FT.
UNIT A11	700	SQ. FT.	UNIT C11	560	SQ. FT.
UNIT A12	700	SQ. FT.	UNIT C12	560	SQ. FT.
UNIT A13	700	SQ. FT.	UNIT C13	560	SQ. FT.
UNIT A14	700	SQ. FT.	UNIT C14	560	SQ. FT.
UNIT A15	700	SQ. FT.	UNIT C15	560	SQ. FT.
UNIT A16	700	SQ. FT.	UNIT C16	560	SQ. FT.
UNIT A17	700	SQ. FT.	UNIT C17	560	SQ. FT.
BUILDING B			BUILDING D		
UNIT B1	300	SQ. FT.	UNIT D1	700	SQ. FT.
UNIT B2	300	SQ. FT.	UNIT D2	700	SQ. FT.
UNIT B3	300	SQ. FT.	UNIT D3	700	SQ. FT.
UNIT B4	300	SQ. FT.	UNIT D4	700	SQ. FT.
UNIT B5	300	SQ. FT.	UNIT D5	700	SQ. FT.
UNIT B6	300	SQ. FT.	UNIT D6	700	SQ. FT.
UNIT B7	300	SQ. FT.	UNIT D7	700	SQ. FT.
UNIT B8	300	SQ. FT.	UNIT D8	700	SQ. FT.
UNIT B9	300	SQ. FT.	UNIT D9	700	SQ. FT.
UNIT B10	300	SQ. FT.	UNIT D10	700	SQ. FT.
UNIT B11	300	SQ. FT.	UNIT D11	700	SQ. FT.
UNIT B12	300	SQ. FT.	UNIT D12	700	SQ. FT.
UNIT B13	300	SQ. FT.	UNIT D13	700	SQ. FT.
UNIT B14	300	SQ. FT.	UNIT D14	700	SQ. FT.
UNIT B15	300	SQ. FT.	UNIT D15	700	SQ. FT.
UNIT B16	300	SQ. FT.	UNIT D16	700	SQ. FT.
UNIT B17	300	SQ. FT.	UNIT D17	700	SQ. FT.
UNIT B18	300	SQ. FT.	LIMITED BUILDING COMMONS		
UNIT B19	360	SQ. FT.	UTILITY ROOM 1	120	SQ. FT.
UNIT B20	360	SQ. FT.	UTILITY ROOM 2	80	SQ. FT.
UNIT B21	360	SQ. FT.	ALL UNITS:	45,400	SQ. FT.
UNIT B22	360	SQ. FT.	GENERAL COMMON AREA	71,807	SQ. FT.
UNIT B23	360	SQ. FT.	TOTAL:	117,207	SQ. FT.
UNIT B24	360	SQ. FT.			
UNIT B25	360	SQ. FT.			
UNIT B26	360	SQ. FT.			
UNIT B27	360	SQ. FT.			
UNIT B28	360	SQ. FT.			
UNIT B29	360	SQ. FT.			
UNIT B30	360	SQ. FT.			
UNIT B31	360	SQ. FT.			
UNIT B32	360	SQ. FT.			
UNIT B33	360	SQ. FT.			
UNIT B34	360	SQ. FT.			
UNIT B35	360	SQ. FT.			
UNIT B36	360	SQ. FT.			



- NOTES:
--- EGGART ENGINEERING AND CONSTRUCTION IS RESPONSIBLE FOR MAINTAINING THE STORM DRAINAGE IMPROVEMENTS
- ZONING:
--- EXISTING: CONTROLLED INDUSTRIAL
--- SETBACKS FOR CI
FRONT 20
SIDE 0
SIDE ADJACENT STREET 10 (20' FOR CONDO'S)
REAR 0
--- MAXIMUM HEIGHT 70'
--- LOT SIZE 2.6907 ACRES(117,207SF)
--- ACTUAL BUILDING FOOTPRINT 45,400 SF
--- MAX LOT COVERAGE FOR CI 75%
ACTUAL LOT COVERAGE: 38.7%
- ONSITE LANDSCAPING:
- REQUIRED LANDSCAPING
(10% OF LOT LESS BUILDING AREA)=(117,207-45,400)X.1=7,180SF
- ACTUAL LANDSCAPING: 7,435 SF
- WATER & SEWER:
--- NO WATER OR SEWER FACILITIES ARE PROPOSED



11-29-2016
SHEET#: **C101**

STORMWATER LAYOUT
PUT IT HERE STORAGE
TRACT 3
COS 2771
BILLINGS, MT

EGGART ENGINEERING COMPANY
720 LOHWEST LANE
BILLINGS, MT 59106
OFFICE: 406-839-9151
FAX: 406-839-9150
www.eccmt.com

Drawn By: CH
Checked By: CH
Date: 11/29/2016
Project #: PIHS
Cadd file:



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 01/24/2017

Information

PROBLEM/ISSUE STATEMENT

PRESENTATION/UPDATE/DISCUSSION. PARKS AND RECREATION COMPREHENSIVE PLAN KEY FINDINGS. MARK JARVIS, CITY OF BILLINGS PARK AND RECREATION PARK PLANNER; MIKE SVETZ, CONSULTANT; MICHAEL WHITAKER, DIRECTOR, PARKS AND RECREATION DEPARTMENT

BACKGROUND

PRESENTATION AGENDA:

1. DEMOGRAPHICS
2. LOCAL MARKET POTENTIAL
3. QUALITATIVE INPUT SUMMARY
4. STATISTICALLY VALED SURVEY RESULTS
5. PRELIMINARY NEEDS PRIORITIZATION
6. NEXT STEPS
7. QUESTIONS AND DISCUSSION

FINANCIAL IMPACT

RECOMMENDATION

DISCUSSION ONLY. NO RECOMMENDATION WILL BE MADE AT THIS TIME.

Attachments

Parks & Rec Comprehensive Plan Key Findings



CITY OF BILLINGS
COMPREHENSIVE PARKS AND RECREATION MASTER PLAN
KEY FINDINGS PRESENTATION - JANUARY 2017

Nationally Recognized, Uniquely Local



Presentation Agenda

- ❑ Demographics
- ❑ Local Market Potential
- ❑ Qualitative Input Summary
- ❑ Statistically Valid Survey Results
- ❑ Preliminary Needs Prioritization
- ❑ Next Steps
- ❑ Questions



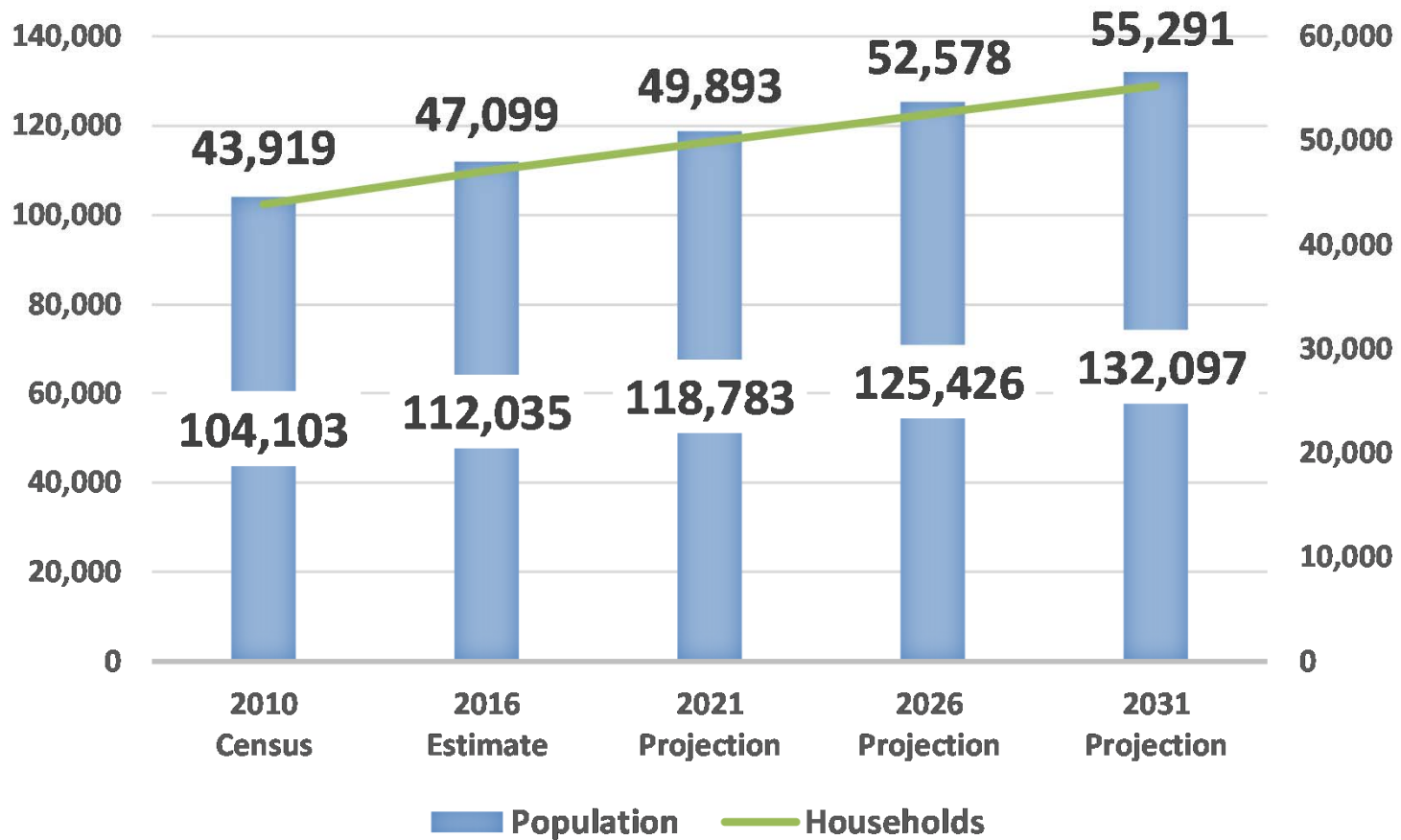
Demographics



Population



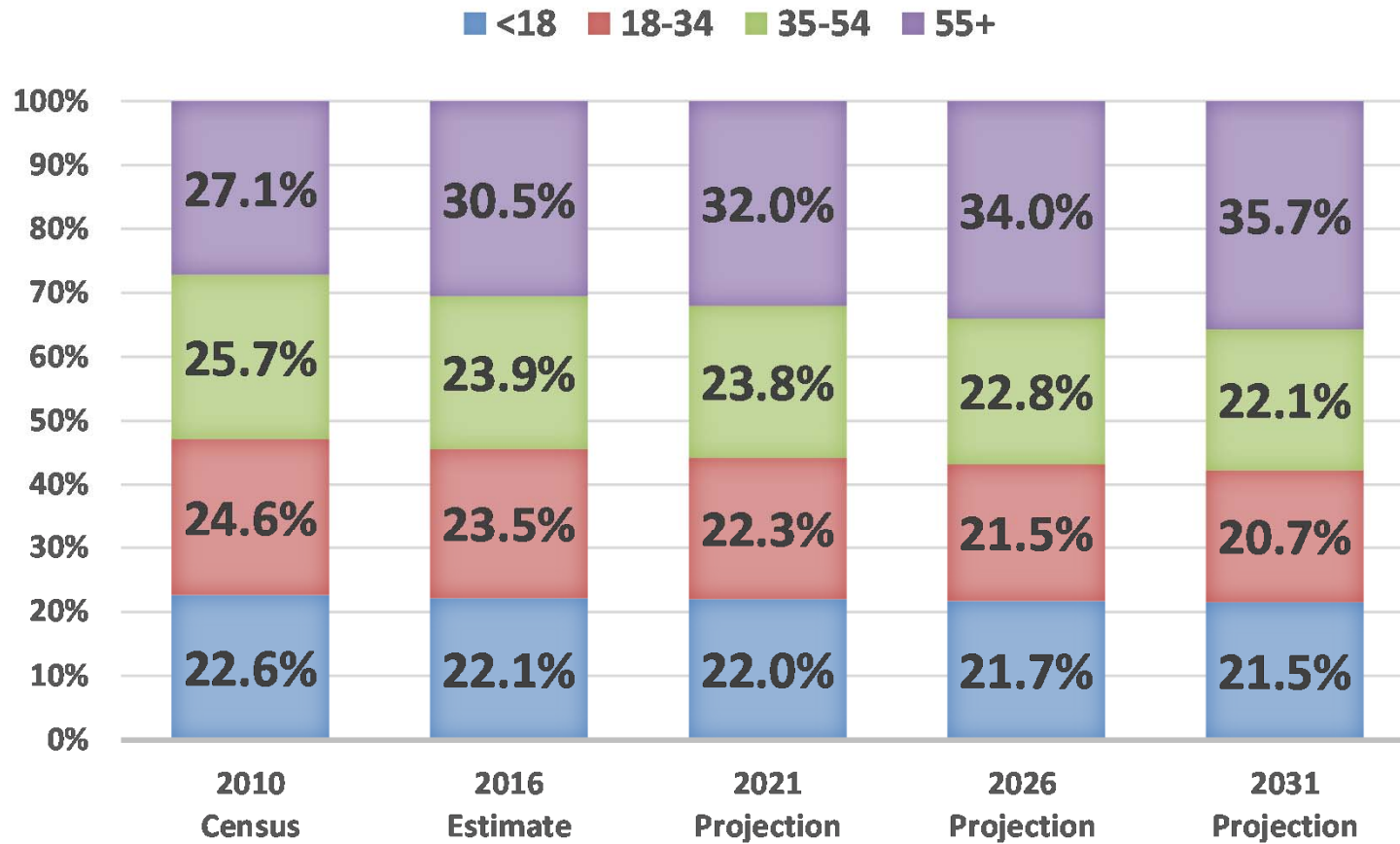
POPULATION AND HOUSEHOLDS



Age Segmentation



POPULATION BY AGE SEGMENT

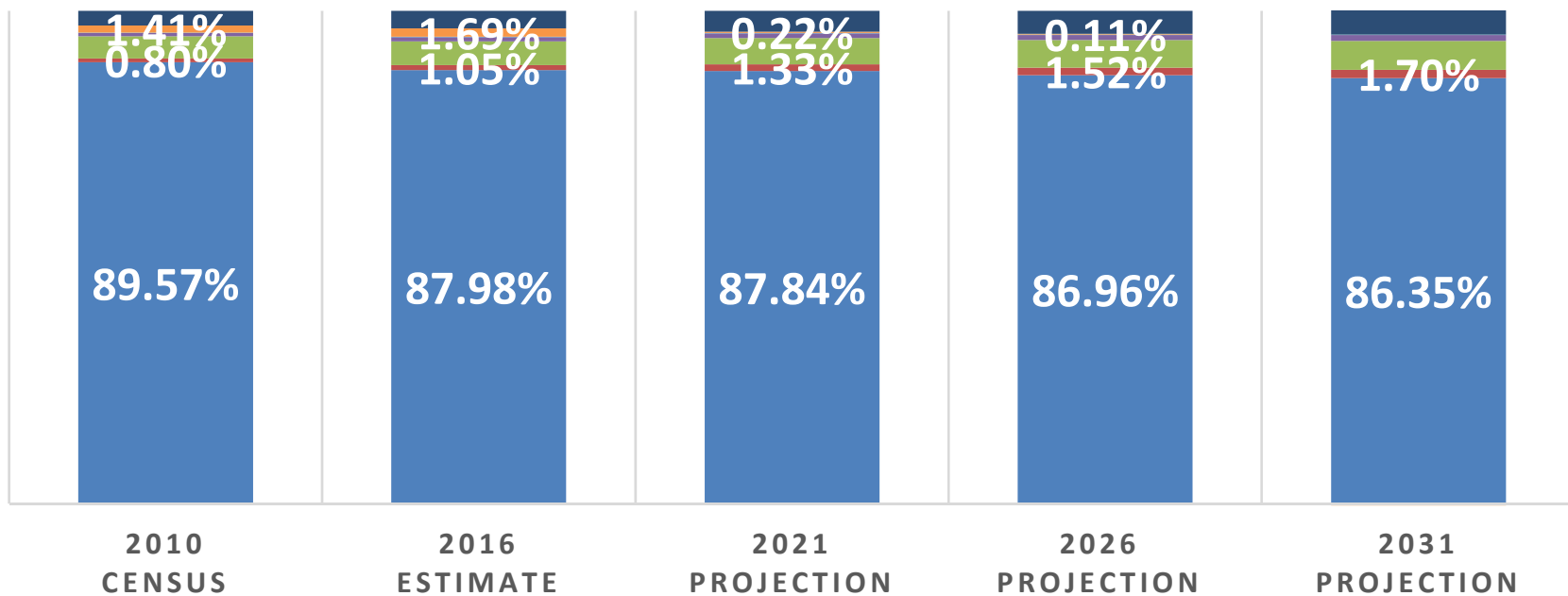


Ethnicity



POPULATION BY RACE

- White Alone
- Black Alone
- American Indian
- Asian
- Pacific Islander
- Some Other Race
- Two or More Races

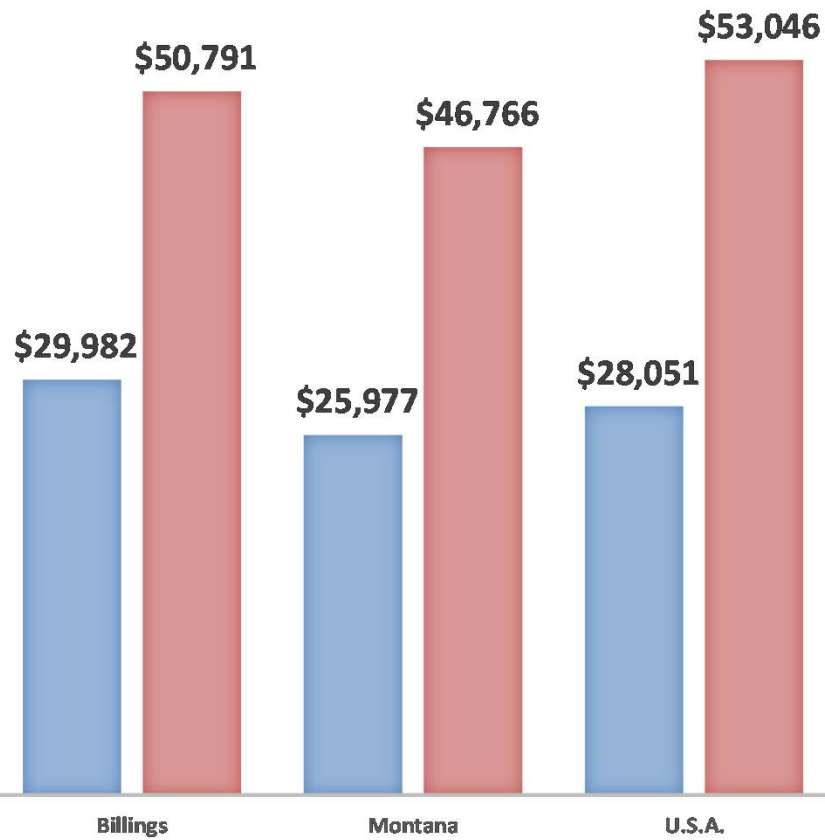


Income



COMPARATIVE INCOME CHARACTERISTICS

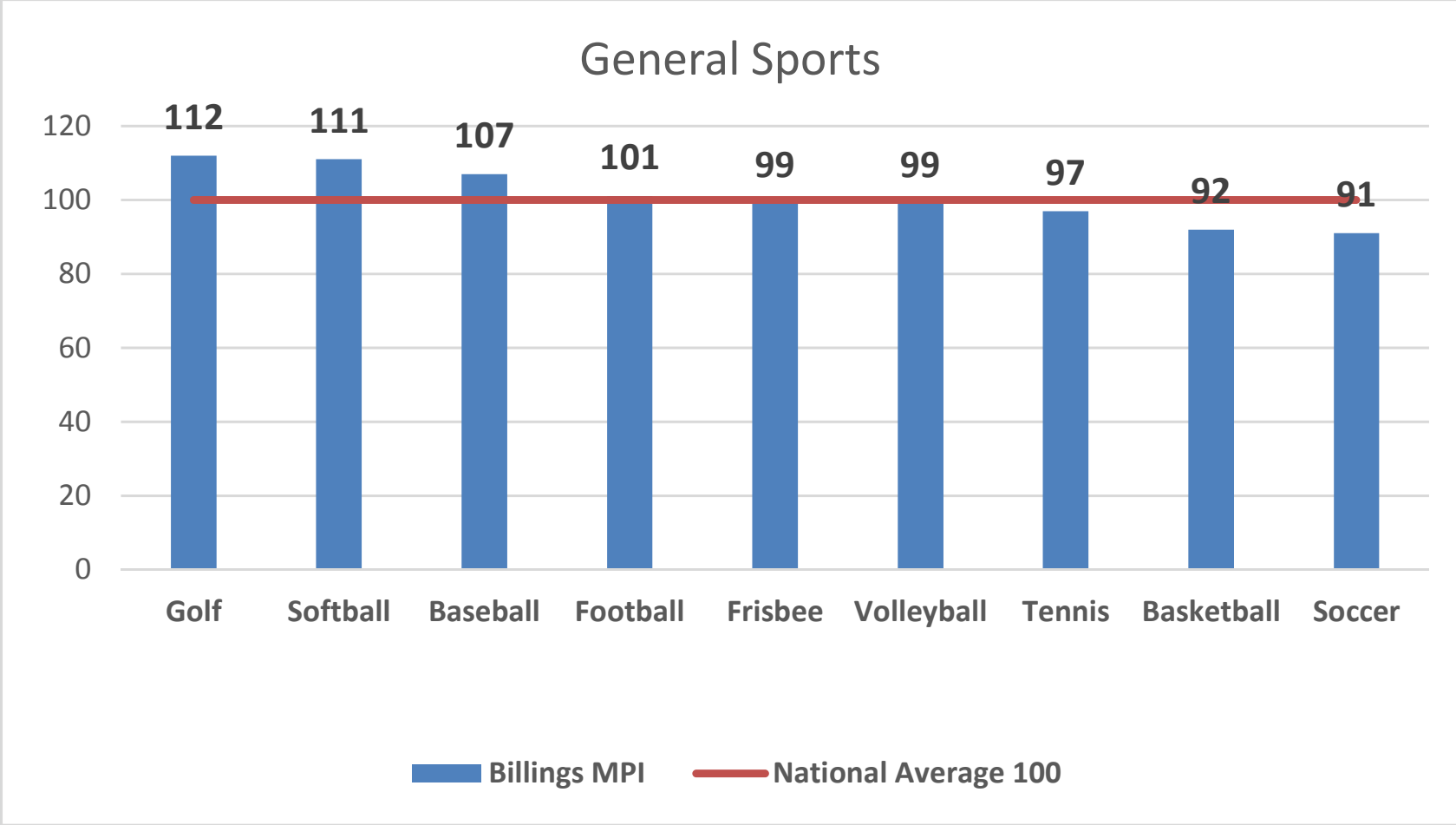
■ Per Capita Income ■ Median Household Income



Local Market Potential



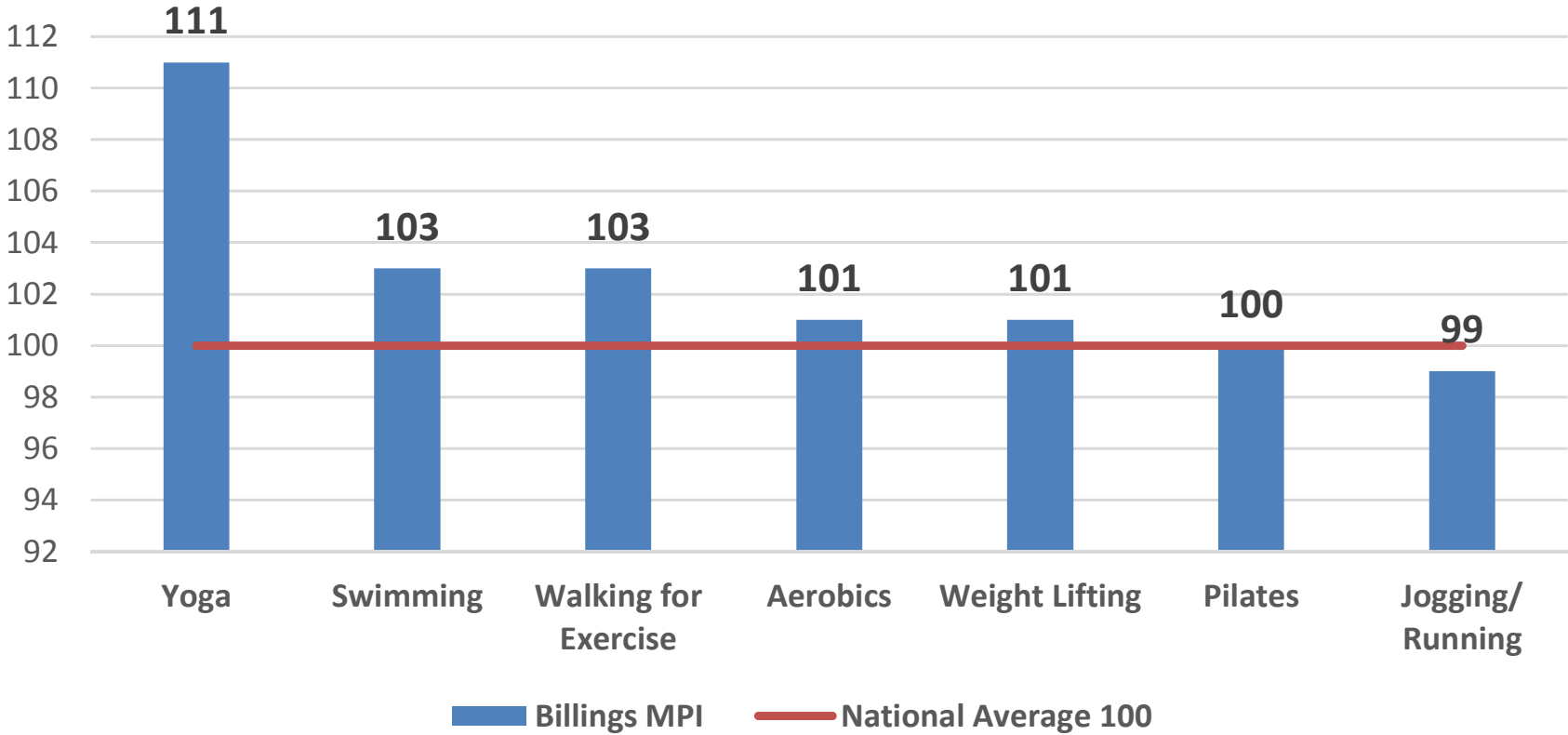
General Sports



Fitness



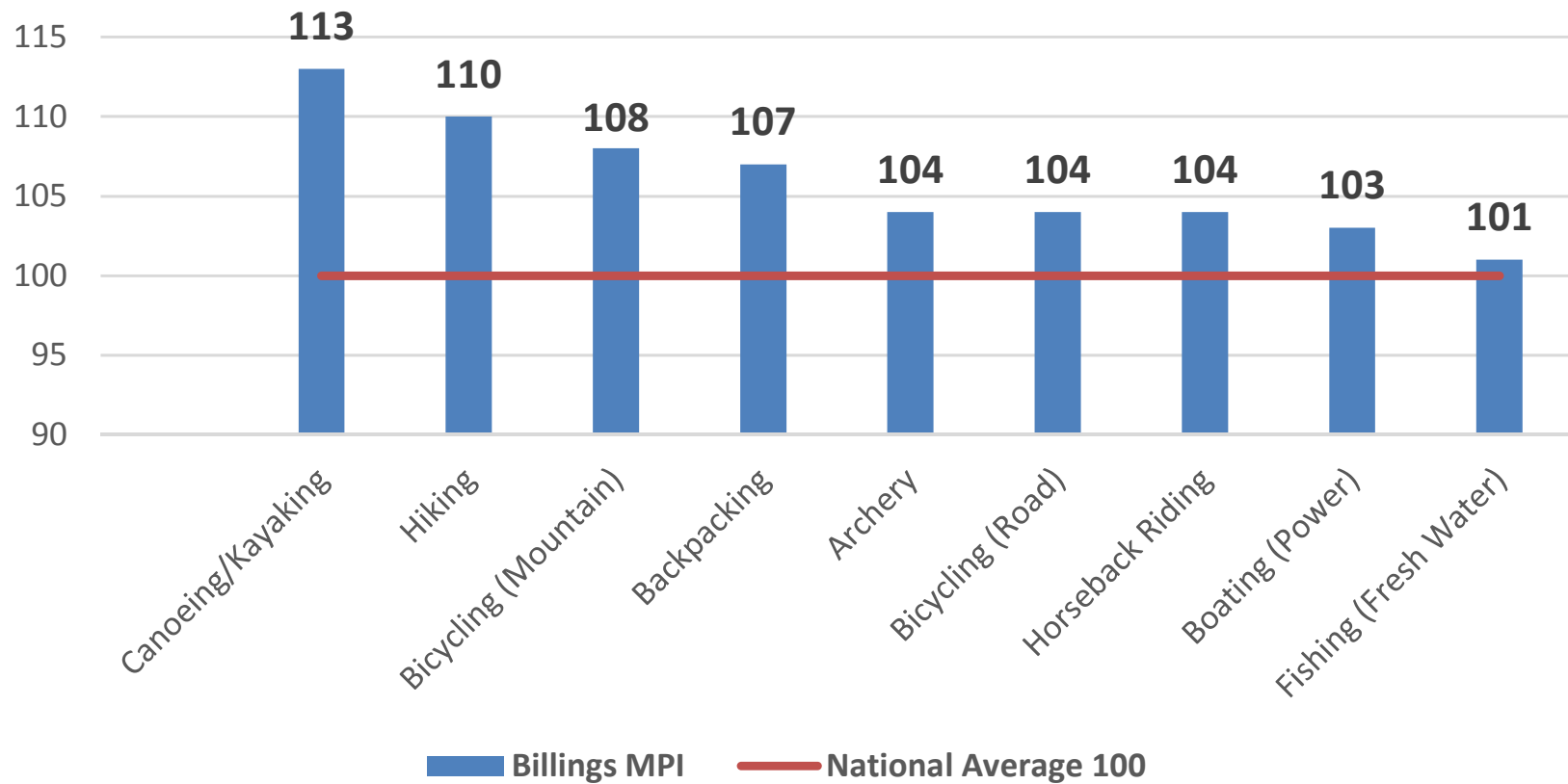
Fitness



Outdoor Recreation



Outdoor Activity



Qualitative Input



Rating of the System



- Ranked the quality of the system as a 3 or a 2.
- Generally acknowledge the limited staff available to the Department.
- Knowledgeable about the abundance of undeveloped park lands.
 - Frustration surrounding the length of time it takes to bring these lands into developed and useful status.
- Appreciated the recent investments in the legacy parks.
 - This targeted investment also concentrates use, which increases maintenance requirements.
 - Vacant park lands never become a priority because all resources are focused on concentrated use areas.



Rating of the System



- **The level of maintenance effectiveness was varied.**
 - PMD was a good thing to help with maintenance.
 - Lack of attention to vacant lands seemed to skew people's perceptions of maintenance down
- **The limited number of developed parks leads to a lack of options for organized team practice and game locations.**
 - Baseball fields in particular were questioned.
- **Positive experiences with the Department's recreation programs.**
 - Mixed opinions on the effectiveness of marketing those recreational programs.



Rating of the System



- Participants cited their awareness of a lack of funding as a factor in the themes previously described.



Most Important Function



- To Provide the Facilities
 - Participants felt that the most important role was to provide ***SAFE***, diverse, quality spaces for people to recreate
 - Participants valued the diversity of the facilities, which allows for multiple activities without duplication, which keeps them coming back.
- To Encourage Active Citizens
 - By providing diverse parks and facilities, this encourages people to be active.
 - The ability to connect with nature was important
 - Participants valued access to green spaces
- Focus on Existing Parks
 - Prioritized making existing lands better over the acquisition of new lands



Underserved Segments of Community



- **Neighborhoods**
 - The South Side Neighborhood was the most frequently mentioned area along with the West End.
- **Types of Facilities and Programs**
 - Indoor facilities, soccer fields in the Heights and skate parks and disc golf on the West End
- **New Development**
 - Participants cited many times that they felt that newly developed neighborhoods were being short-changed. Desire to see parks developed up-front with new subdivisions
 - Others cited a shortfall in being visionary with identifying locations for new legacy parks
 - Access to the Yellowstone River



Increasing Awareness



- **Increased Communication/Marketing**
- **Strengthen Partnerships**
 - Partnerships with local organizations, recreation groups, the private sector and in the faith-based community
- **The Program Guide/Brochure**
 - Positive Feedback but many had never seen it before, so increased distribution is requested



Role in Economic Development



- **HUGE!!**
 - The role of parks in business attraction and the livability/quality of life attributes that communities need
 - Missed opportunities associated with Yellowstone River
- **Reflection of Community Values**
 - Affirmative investment in parks will reflect a community's value set and attitudes towards the investment in the community itself
 - Other like cities cited including: Missoula (riverfront and soccer complex); Gillette (recreation center); Great Falls (riverfront); Bozeman (regional park); Boise (sports tourism); and Cody (aquatics)
- **Destination Parks and Facilities**



Most Important Issues



- **Funding**
 - Funding to keep up with maintenance and the ability to have enough staff to execute a plan.
 - People felt that the current user fee (i.e. field rental) structure is not logical.
- **Quantity and Quality of Parks and Facilities**
 - Current quality and quantity of existing parks and facilities is underserved
- **Leveraging Community Support**
 - Better relationship with outside partners could increase the awareness of the Department's needs
 - Many cited appreciation for this planning process



Most Important Issues



- **Changing Demographics**
 - Concerned that the reactive planning only focuses on the demographics of the now versus the demographics of the future
 - People also noted a greater need to address several safety concerns in the parks as several people noted instances with transients that made them uncomfortable
- **Better Communication**
 - People again discussed the need for improved communication between the Department and the community



Most Important Funding Issues



- **User Fees**
 - current user fee schedule (for sports fields, particularly), is not logical and the fees are too low
- **Taxes**
 - The most strongly supported tax mechanism is the local option sales tax, with a portion dedicated to park projects.
 - However, they had mixed opinions on the effectiveness of property-tax based funding options
- **Private Donations**
 - Greater utilization of the Billings Parks and Recreation Foundation
- **Development-Related Funds**
 - the use of impact fees, system development fees and the requirement to make developers pay for parks as a part of the initial subdivision development



Statistically Valid Survey Results



Methodology

24

❑ Survey Description

- ❑ The survey was 7 pages long
- ❑ Each survey took 10-15 minutes to complete

❑ Method of Administration

- ❑ Could be completed by mail.

❑ Goal was to complete 350 surveys

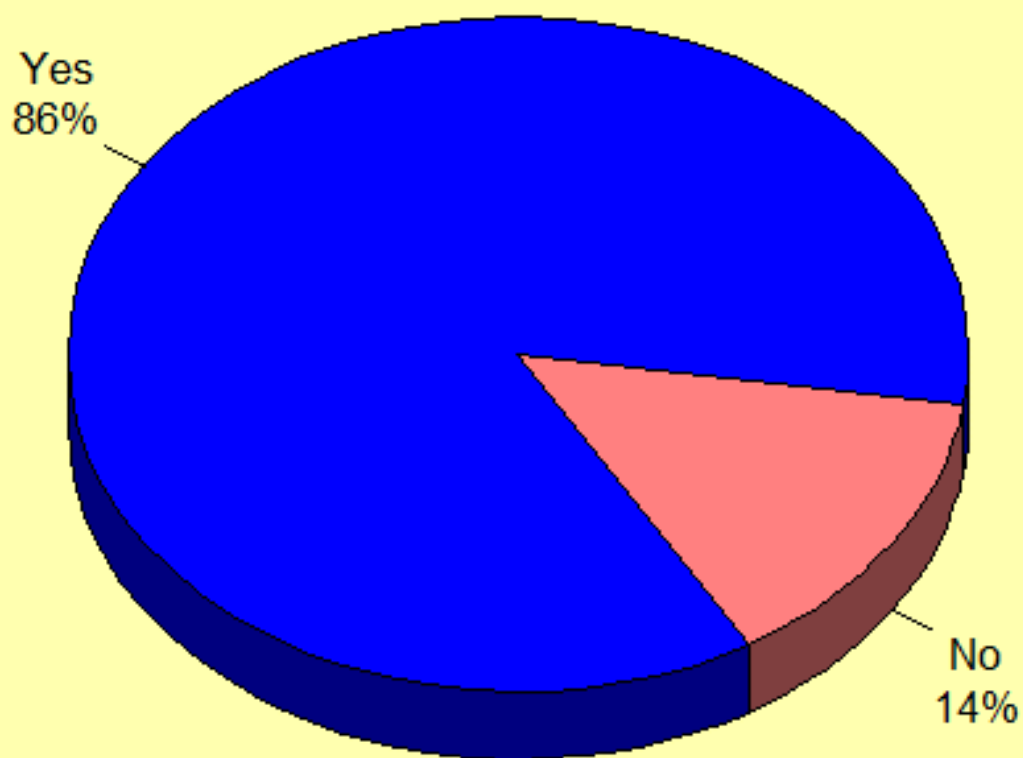
❑ A total of residents actually completed the survey: 505

❑ Confidence level: 95%, Margin of error: +/- 4.1%



Q1. Has Your Household Used Any Parks Operated by the City of Billings Parks During the Past 12 Months?

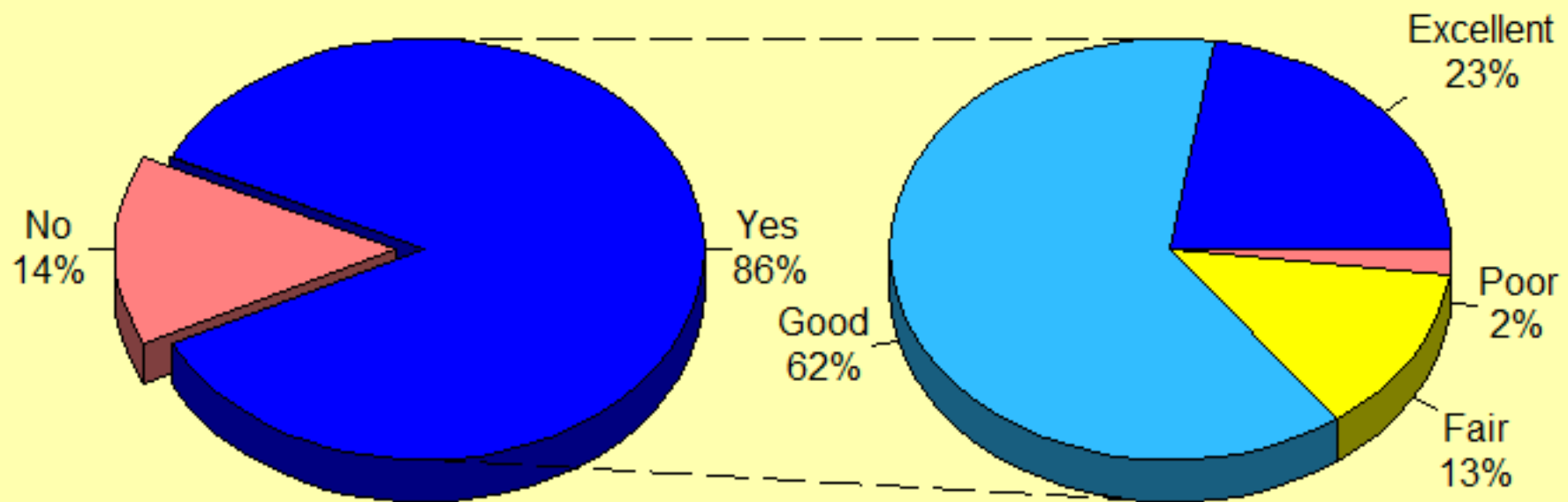
by percentage of respondents



Q1. Has Your Household Used Any Parks Operated by the City of Billings During the Past 12 Months?

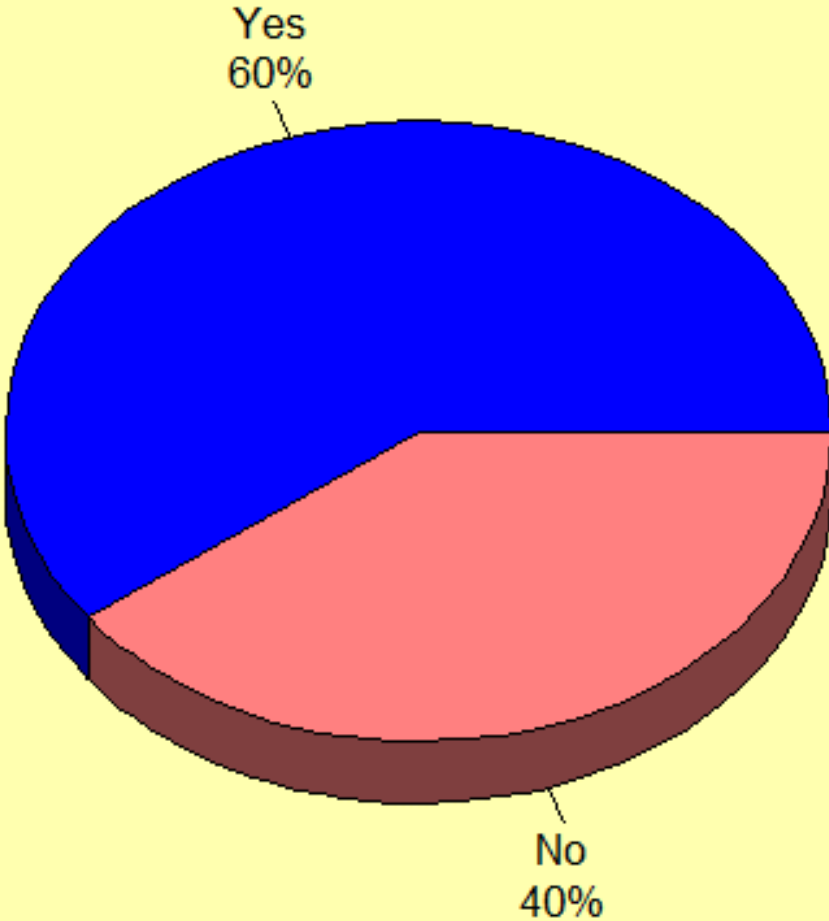
by percentage of respondents

Q1a. How Would You Rate the Overall Condition of the City of Billings Parks You and Your Household Have Used During the Past 12 Months?



Q2. Has Your Household Used Any Trails Operated by the City of Billings During the Past 12 Months?

by percentage of respondents

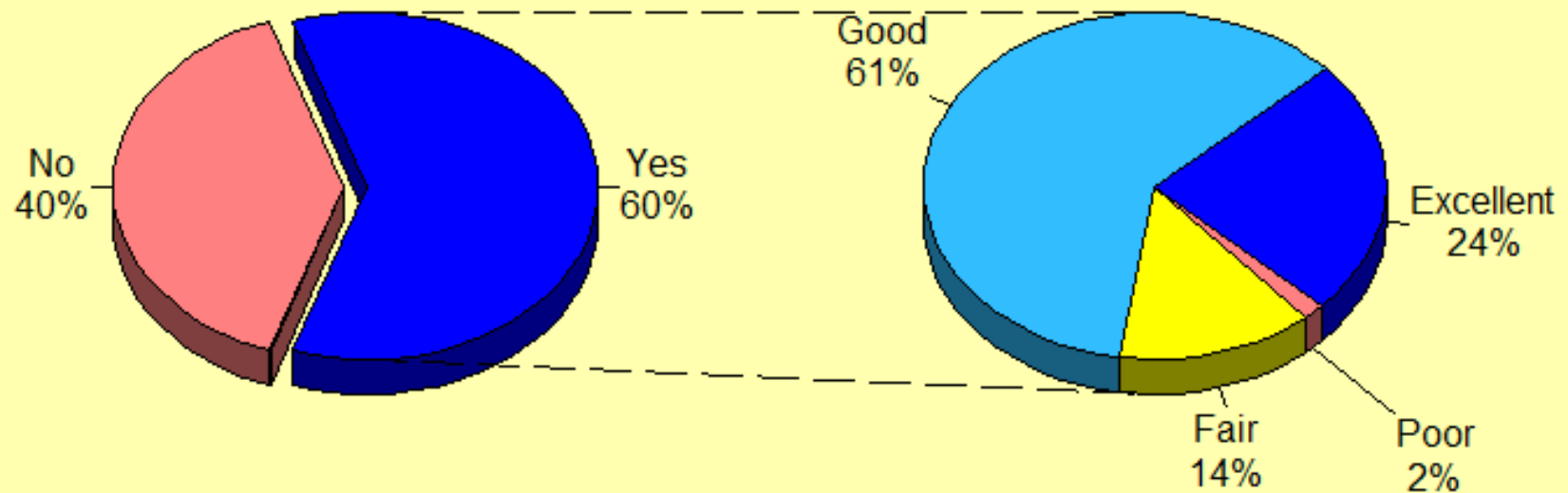


Source: ETC Institute (2016)

Q2. Has Your Household Used Any Trails Operated by the City of Billings During the Past 12 Months?

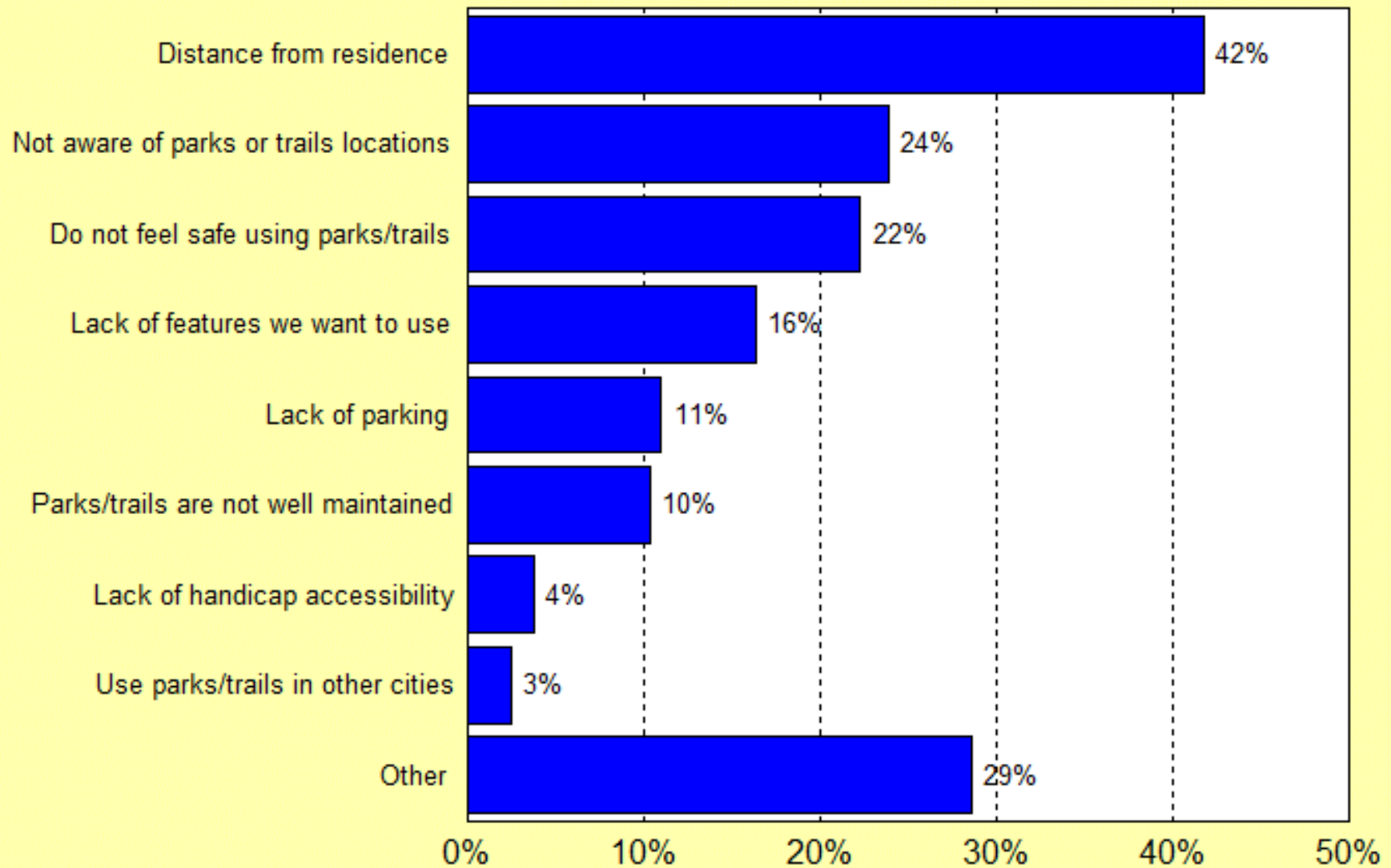
by percentage of respondents

Q2a. How Would You Rate the Overall Condition of the City of Billings Trails You and Your Household Have Used During the Past 12 Months?



Q3. Reasons Keeping Households From Visiting City Parks and Trails More Often

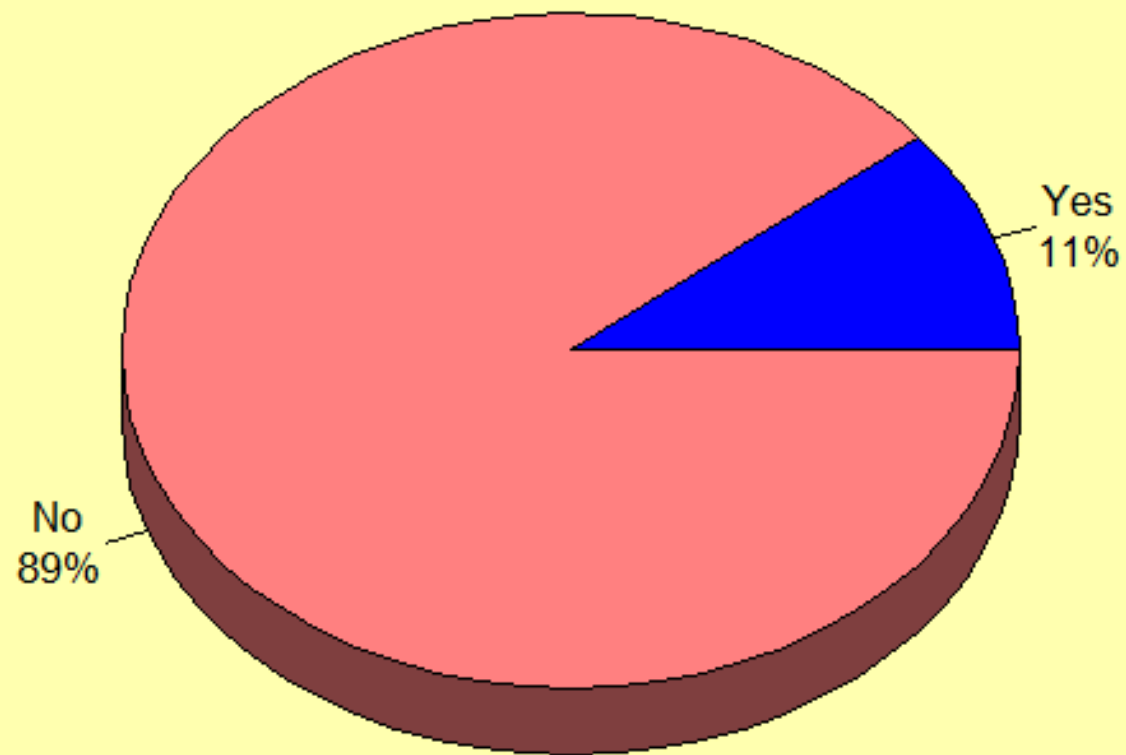
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2016)

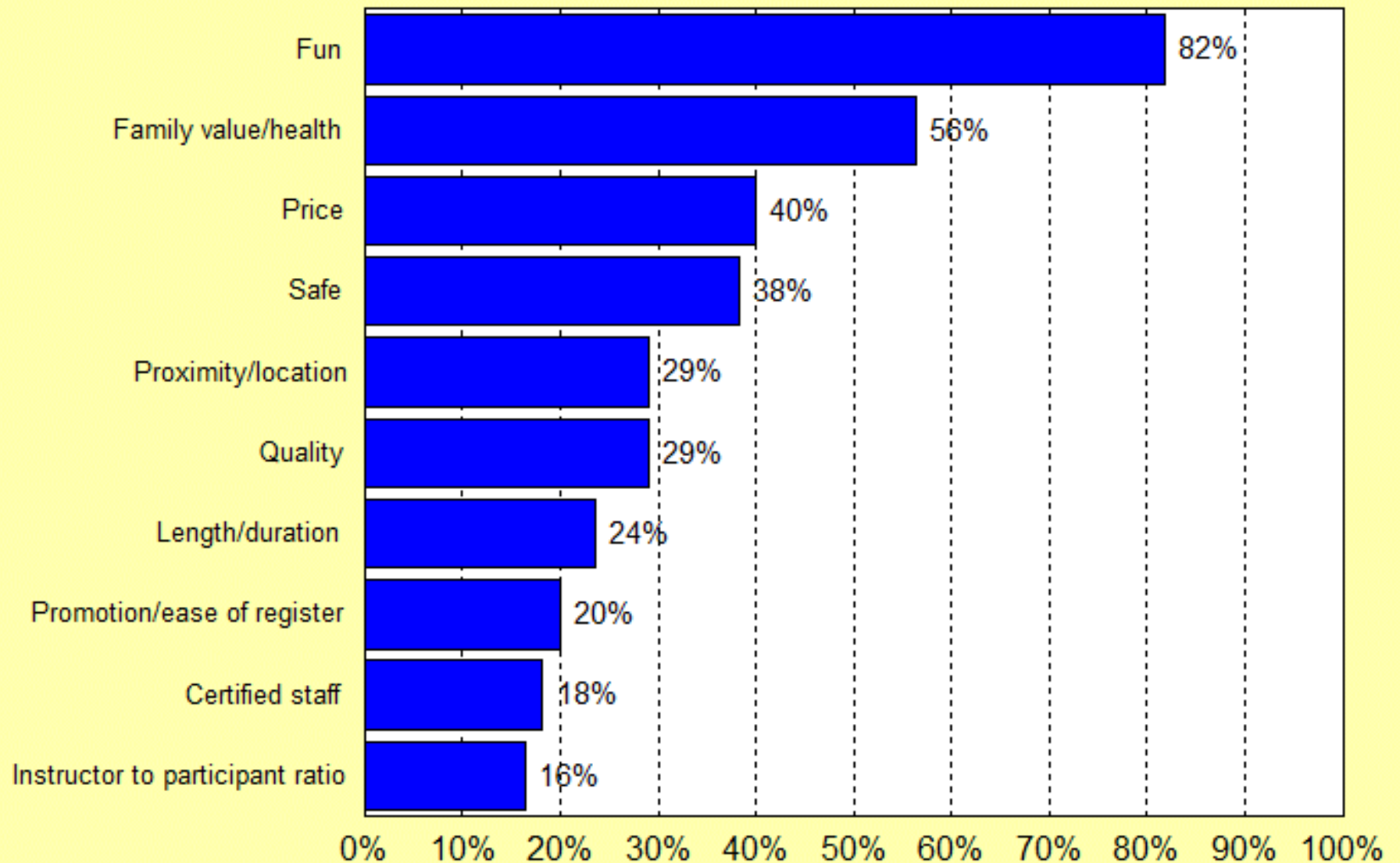
Q4. Has Your Household Participated in any Recreation Programs Offered by the City of Billings During the Past 12 Months?

by percentage of respondents



Q4a. Reasons Households Have Participated in City of Billings Recreation Programs During the Past 12 Months

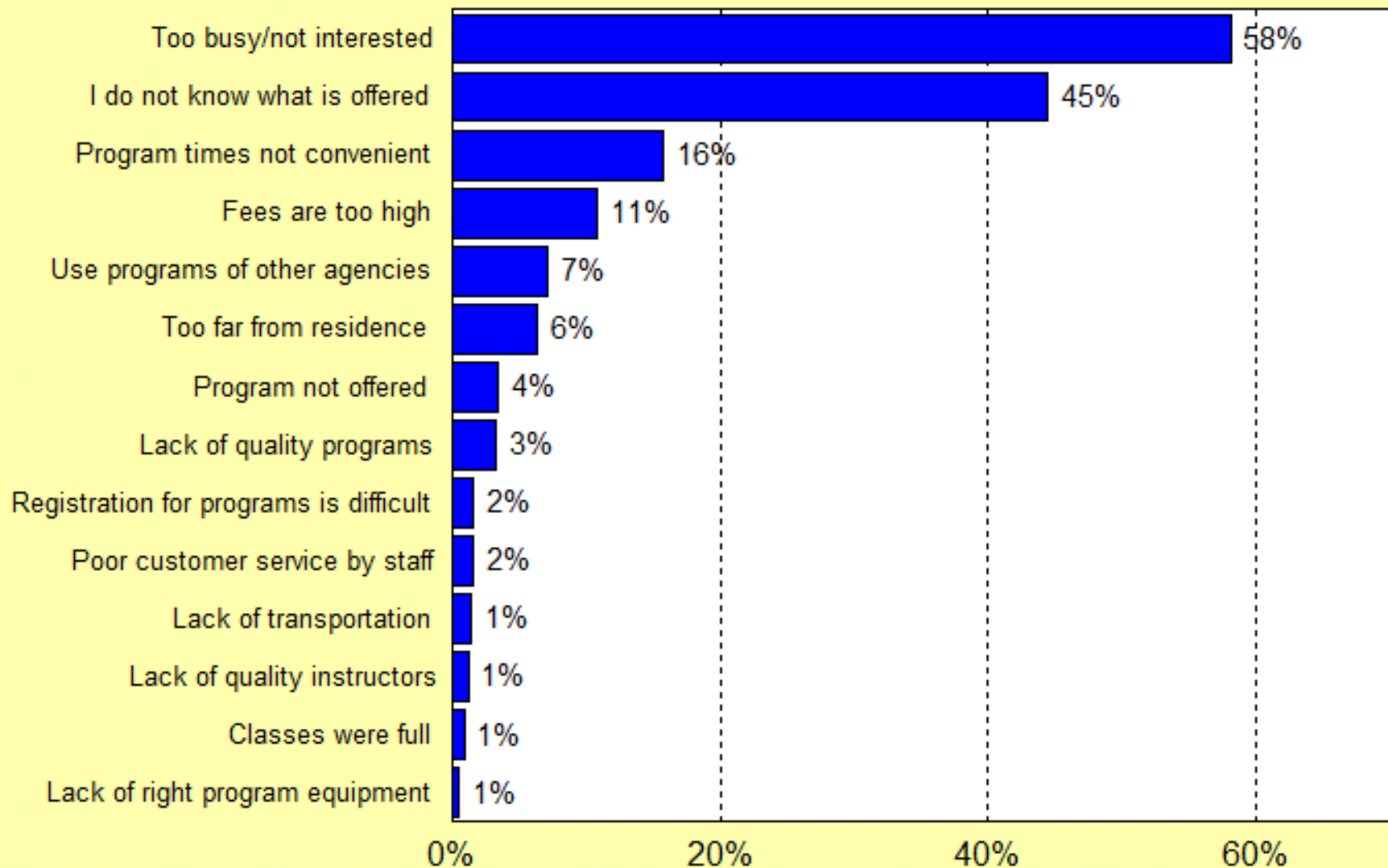
by percentage of respondents who have participated (multiple choices could be made)



Source: ETC Institute (2016)

Q4b. Reasons Households Have Not Participated in City of Billings Recreation Programs During the Past 12 Months

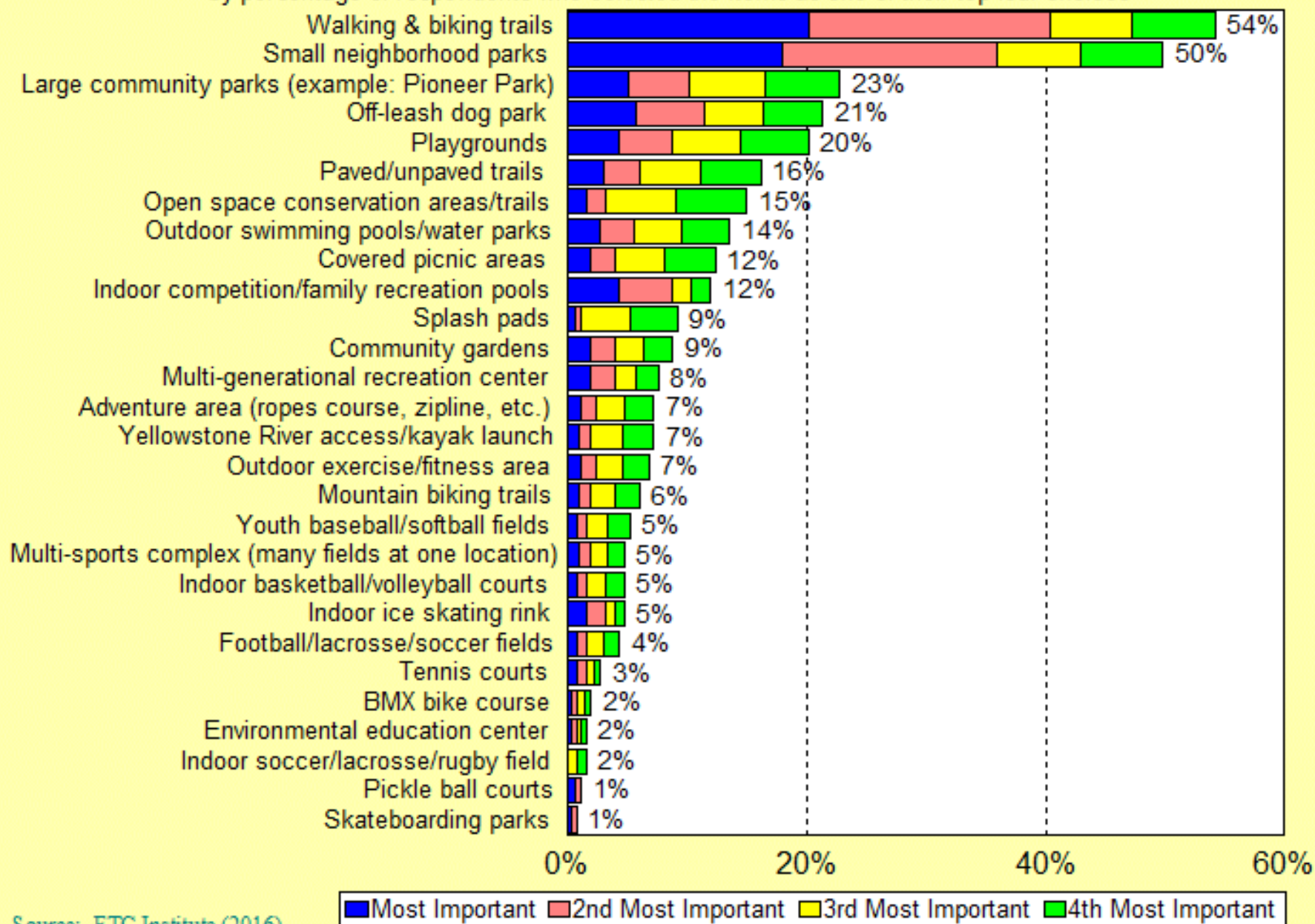
by percentage of respondents who have not participated (multiple choices could be made)



Source: ETC Institute (2016)

Q6. Facilities That Are Most Important to Households

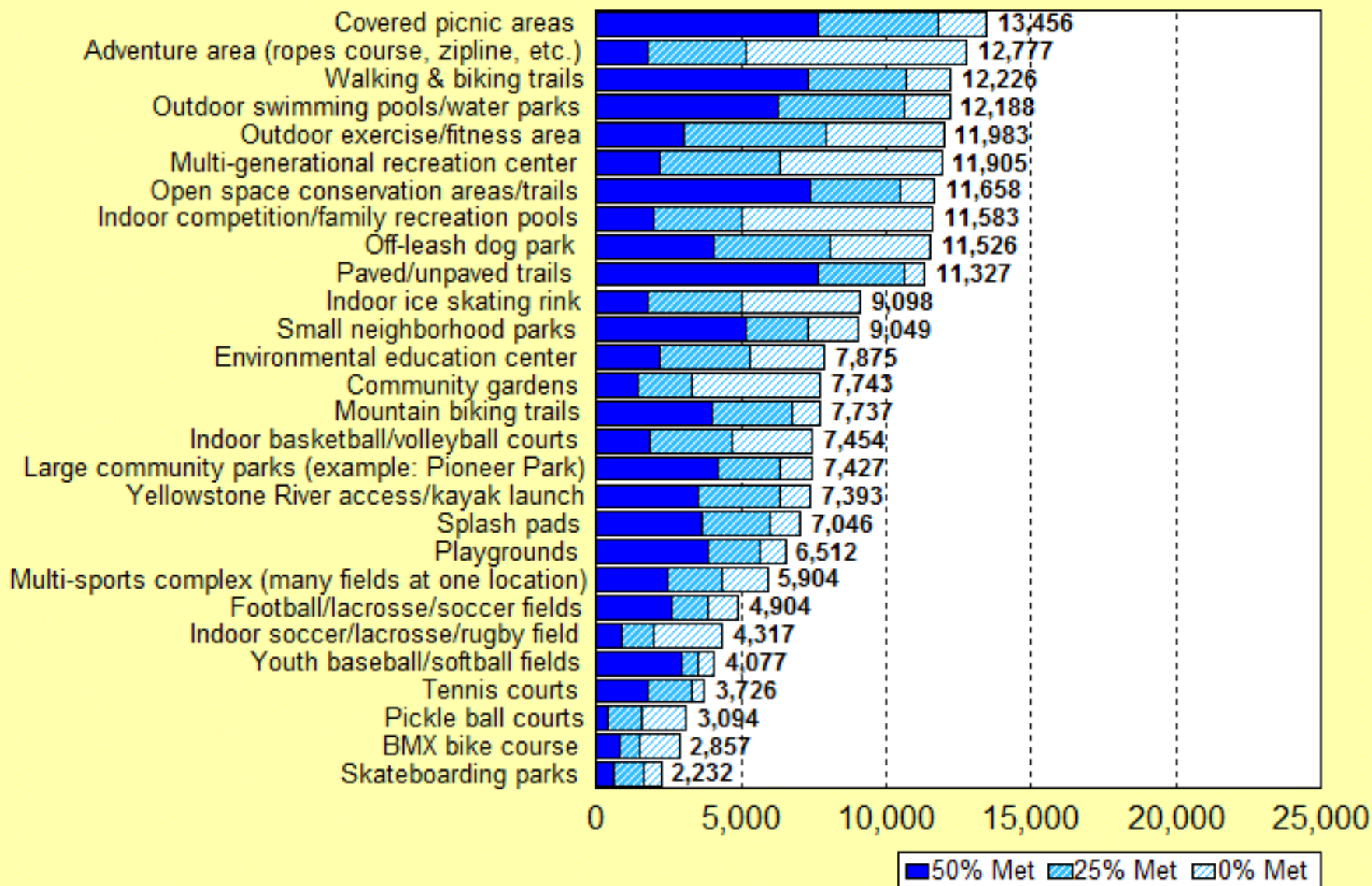
by percentage of respondents who selected the items as one of their top four choices



Source: ETC Institute (2016)

Q5-3. Estimated Number of Households in the City of Billings Whose Needs for Facilities Are Being Met 50% or Less

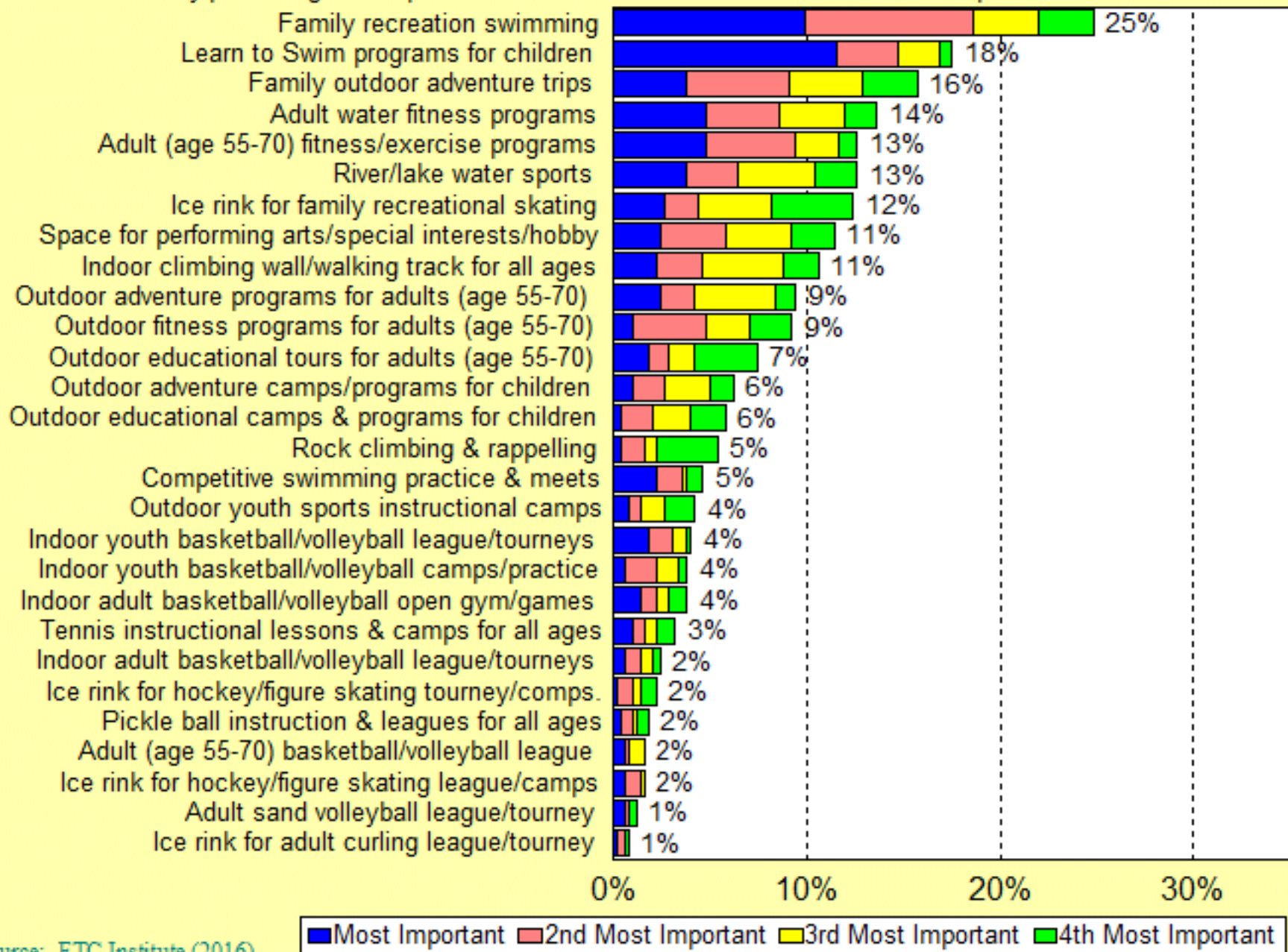
by number of households based on 46,674 households in the City of Billings



Source: ETC Institute (2016)

Q9. Programs That Are Most Important to Households

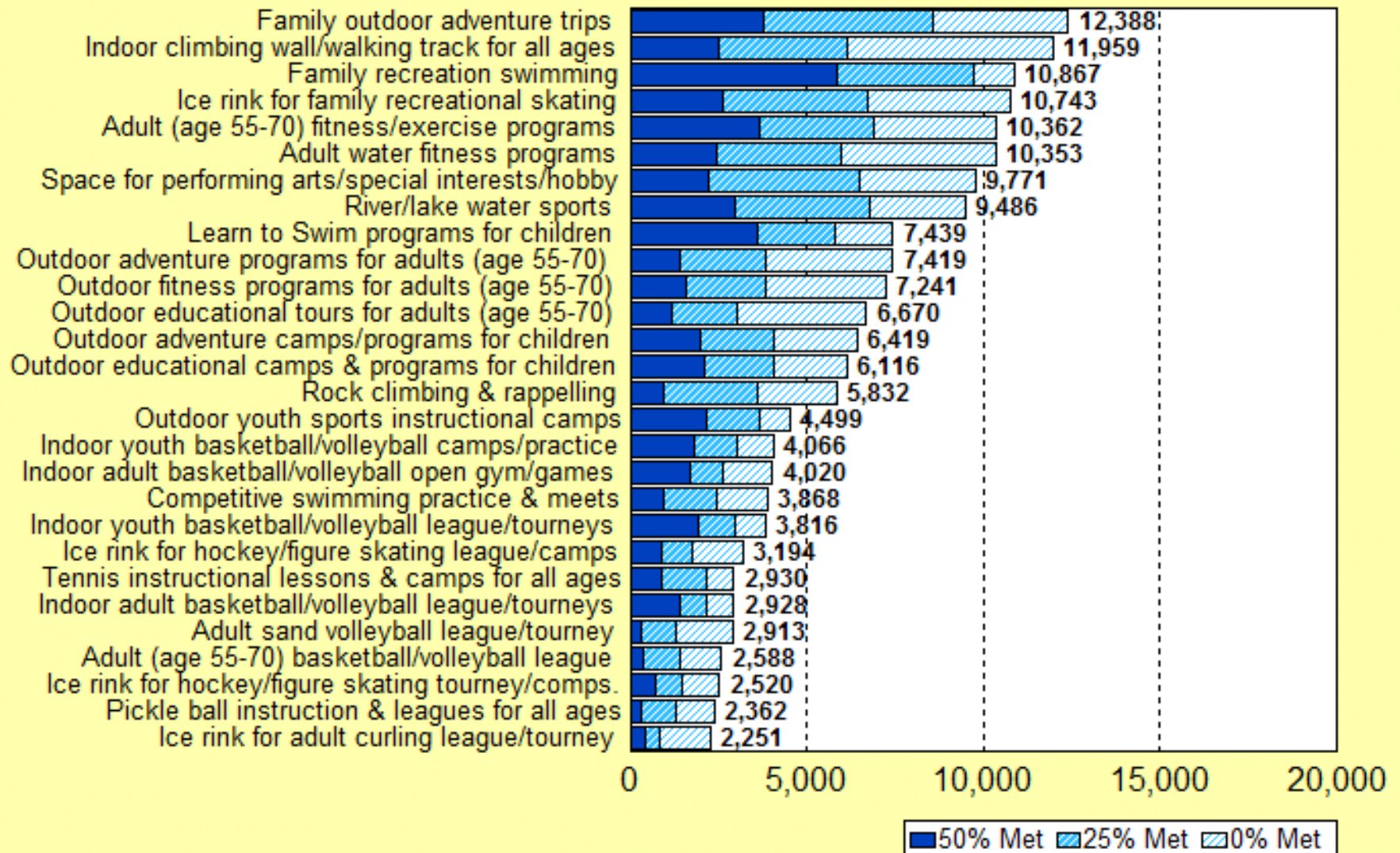
by percentage of respondents who selected the items as one of their top four choices



Source: ETC Institute (2016)

Q8-3. Estimated Number of Households in the City of Billings Whose Needs for Programs Are Being Met 50% or Less

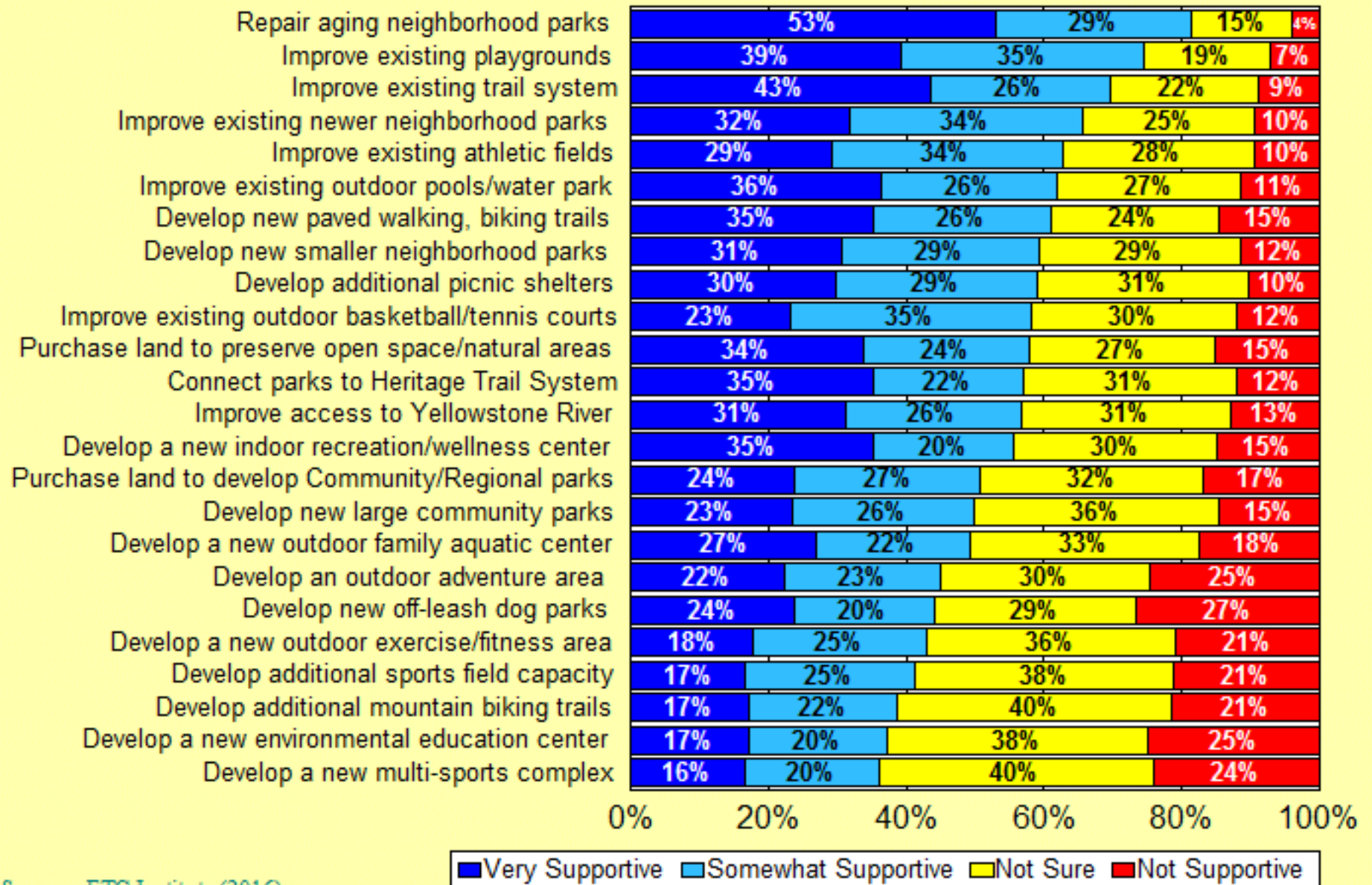
by number of households based on 46,674 households in the City of Billings



Source: ETC Institute (2016)

Q11. Support of Various Actions the City of Billings Could Take to Improve the Parks, Trails and Recreation System

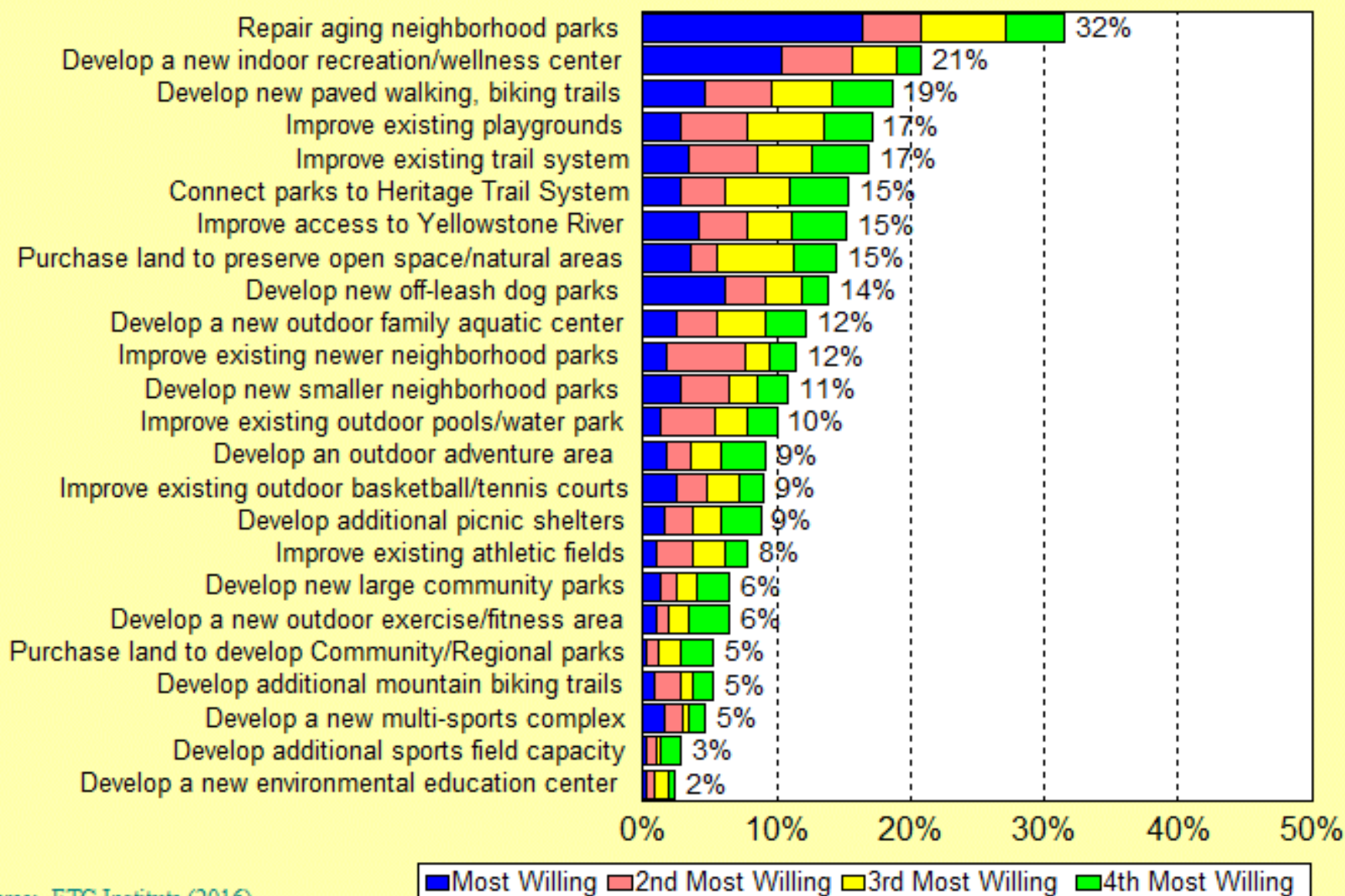
by percentage of respondents



Source: ETC Institute (2016)

Q12. Potential Actions Respondents Would be Most Willing to Fund

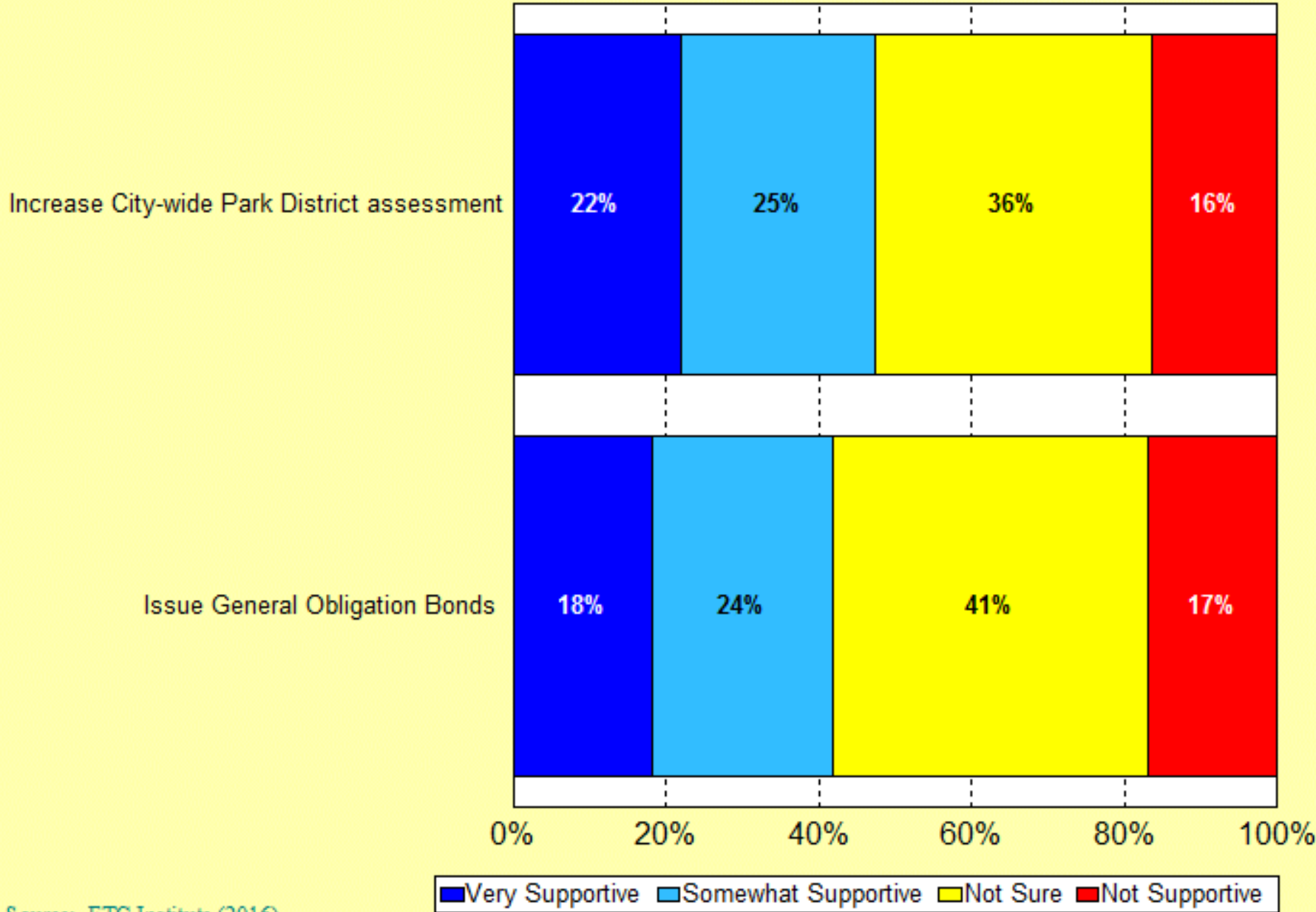
by percentage of respondent households that selected the item as one of their top four choices



Source: ETC Institute (2016)

Q13. Level of Support of Various Sources of Funding

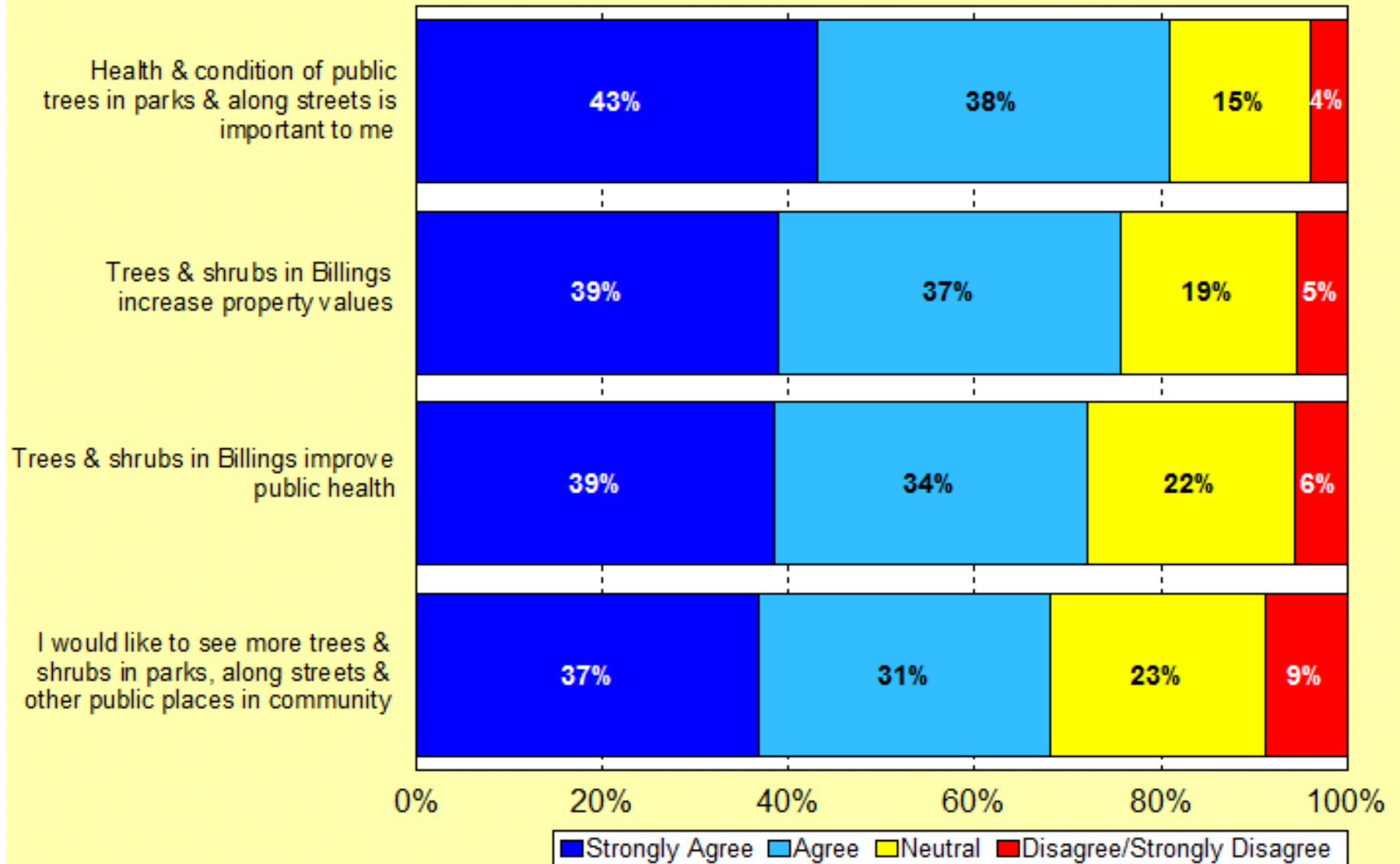
by percentage of respondents



Source: ETC Institute (2016)

Q14. Level of Agreement With Statements About Trees in Billings

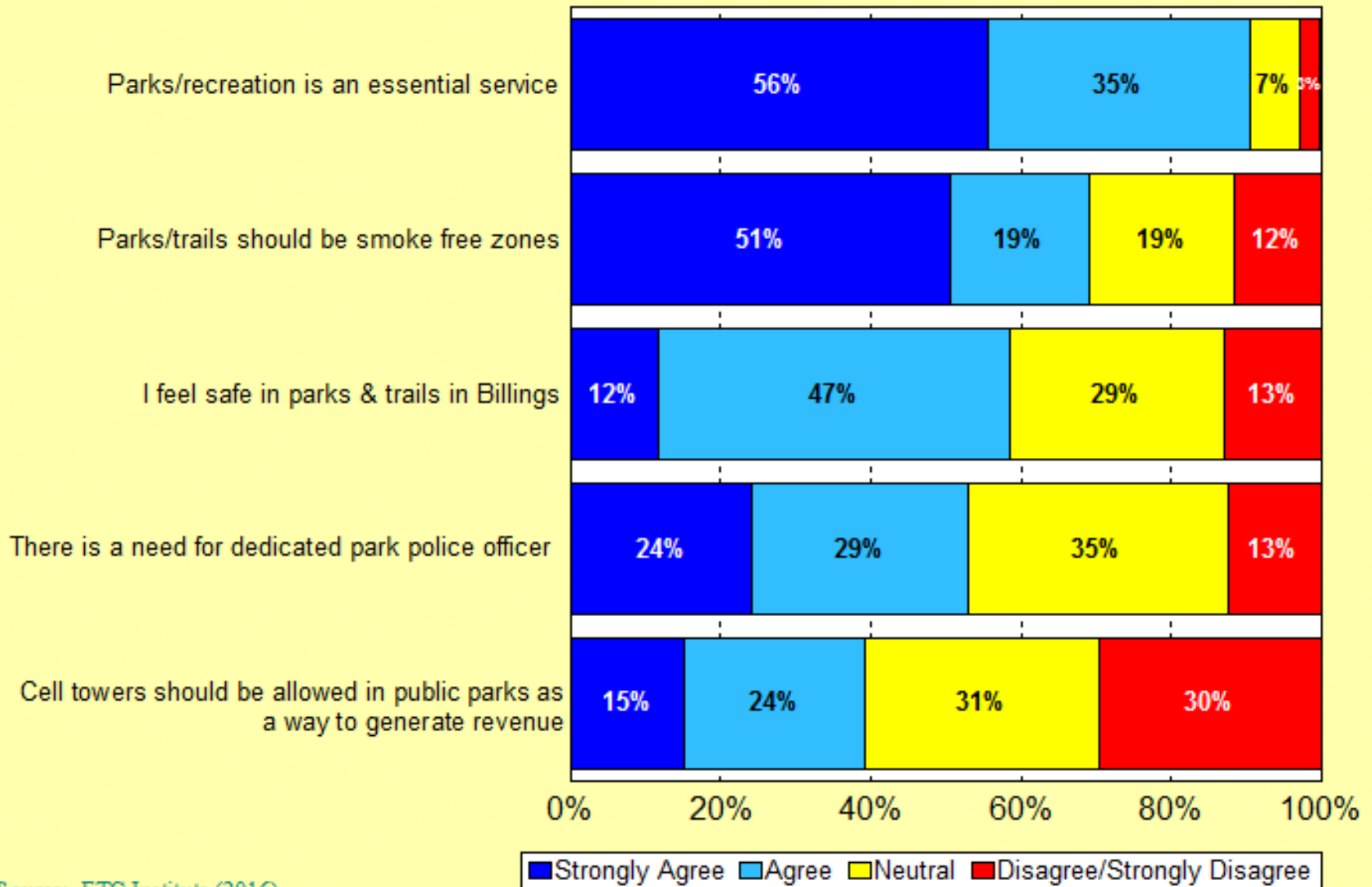
by percentage of respondents



Source: ETC Institute (2016)

Q15. Level of Agreement With Various Statements About Issues in Billings

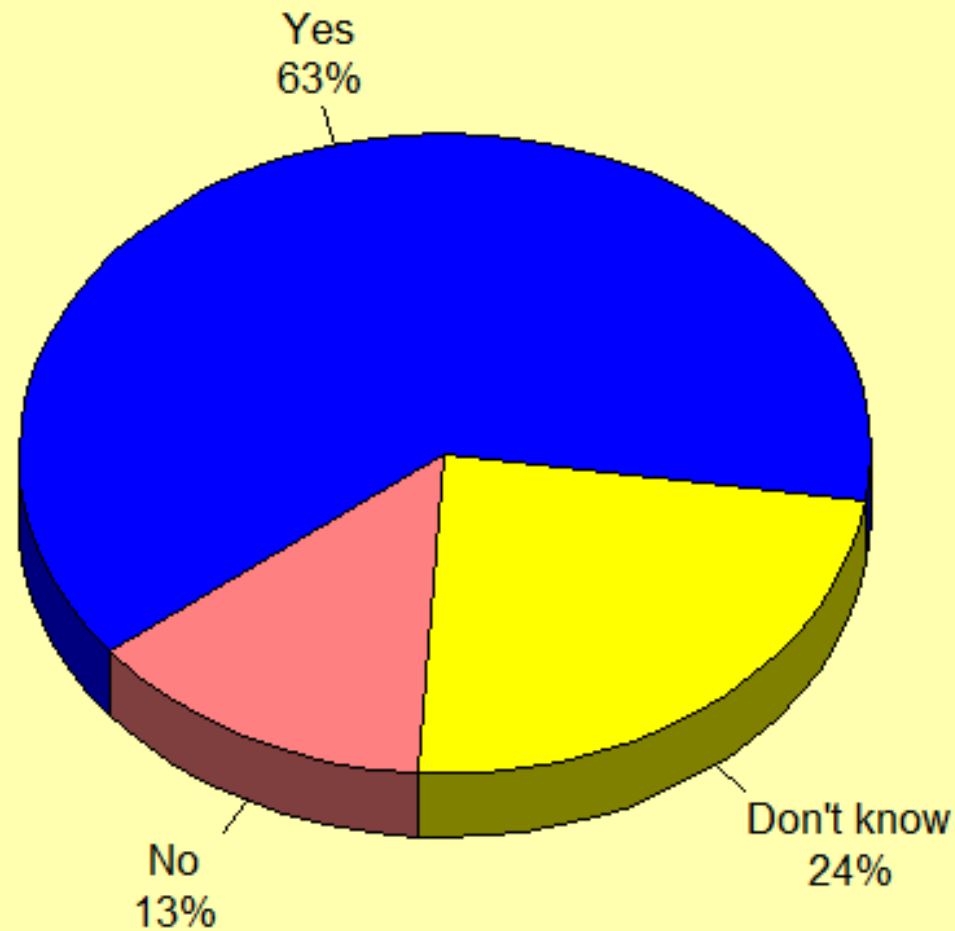
by percentage of respondents



Source: ETC Institute (2016)

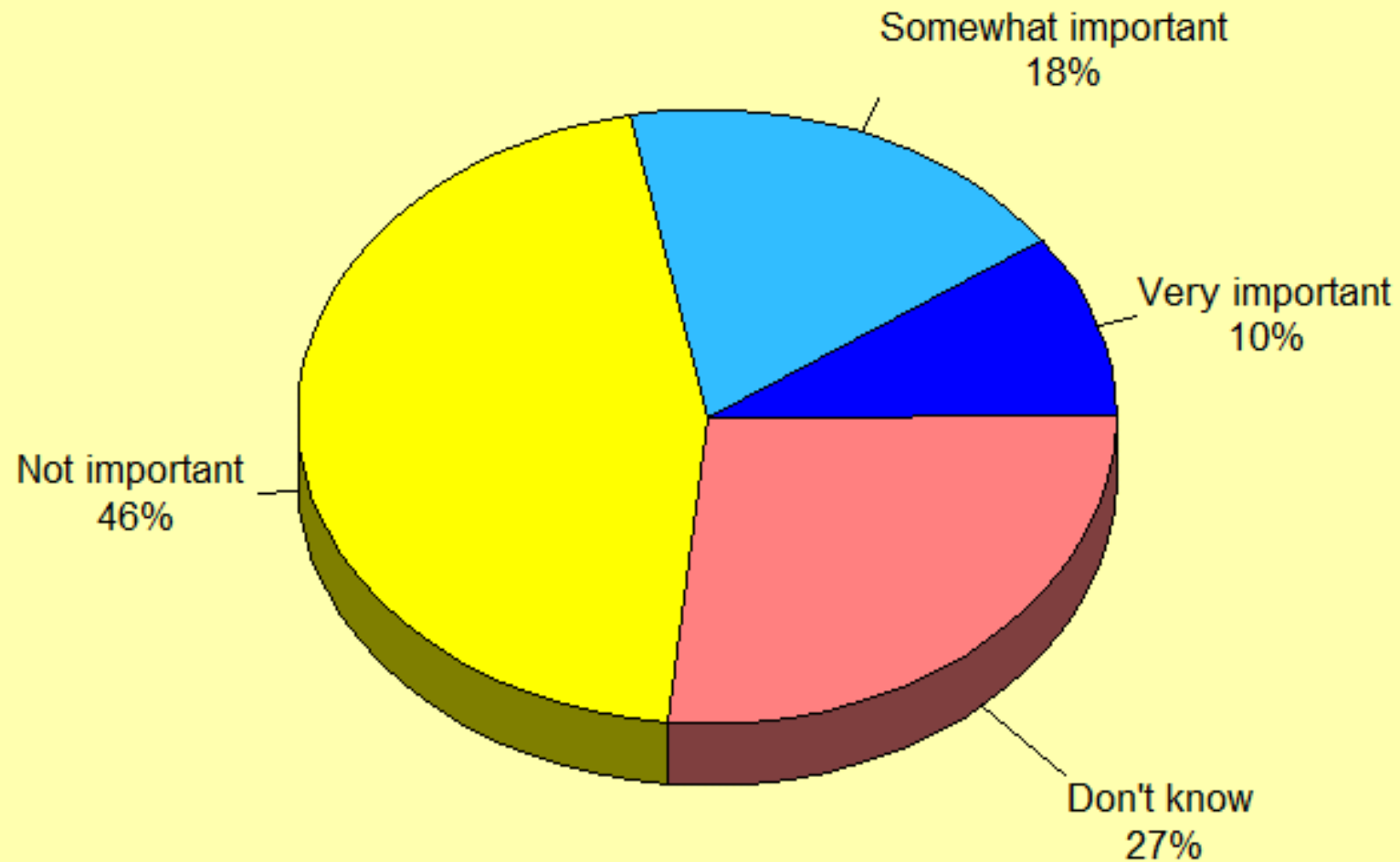
Q16. Should Developers Also be Required to Improve the Parkland to a Minimum Standard

by percentage of respondents



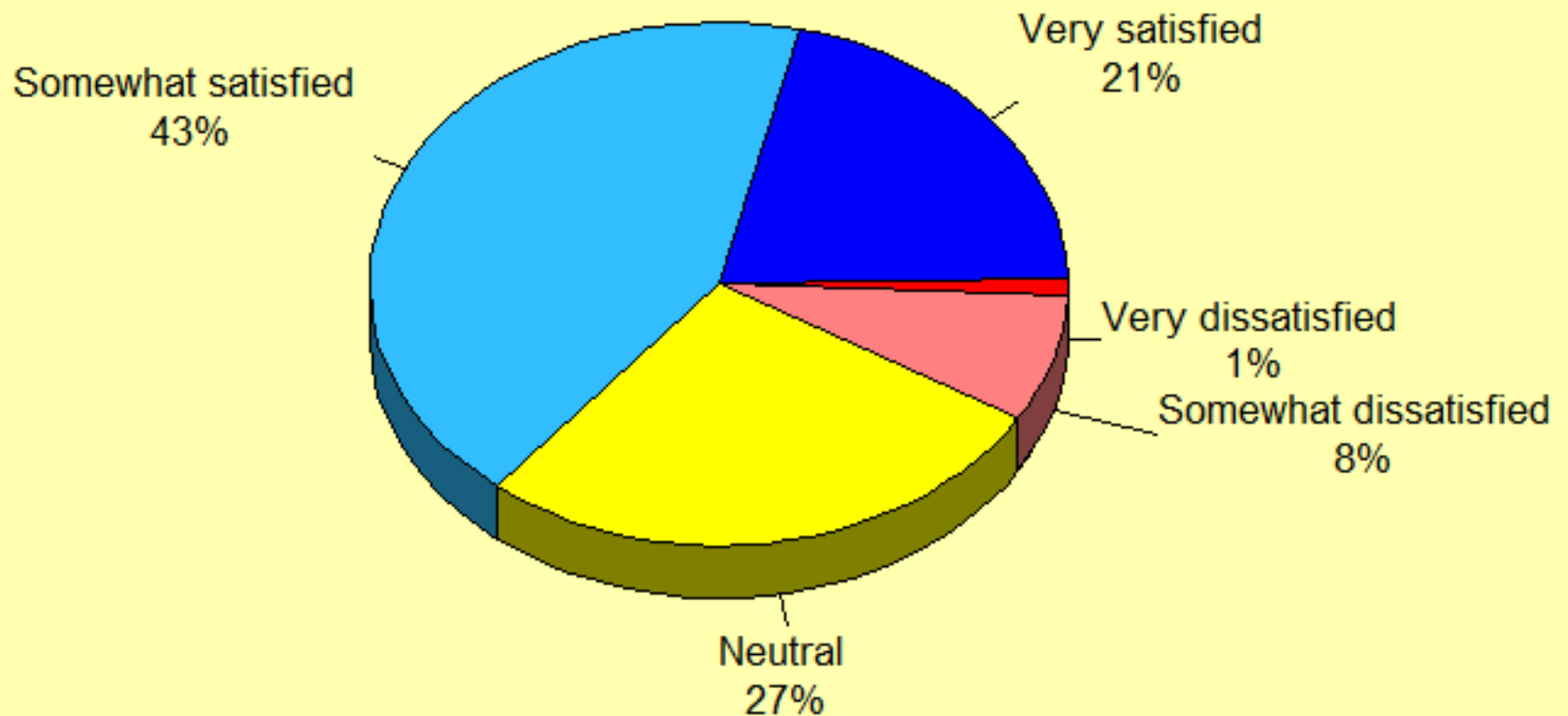
Q17. How Important is it to be Able to Visit Mountview Cemetery and/or Your Family's Graves

by percentage of respondents



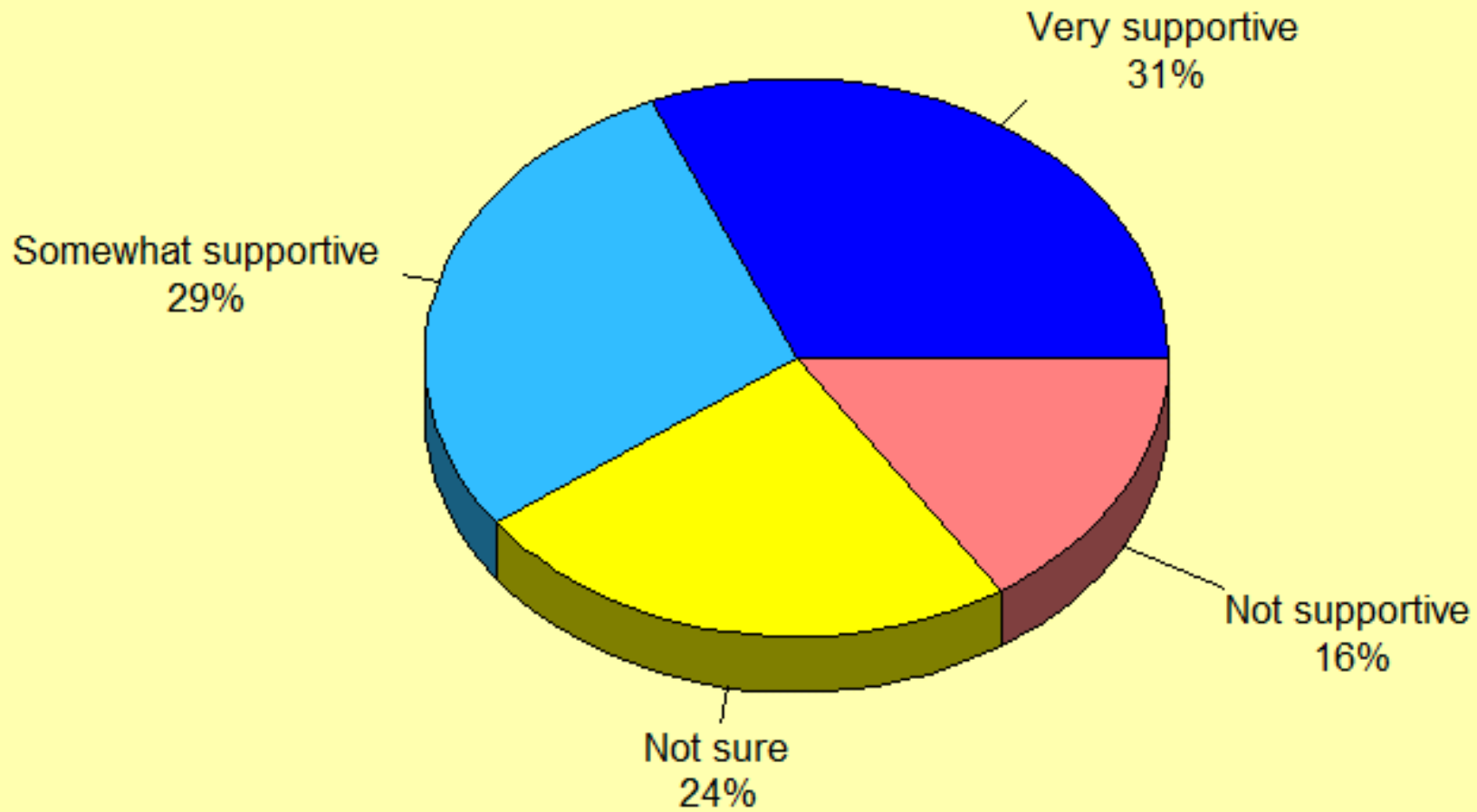
Q18. Level of Satisfaction with the Overall Value Households Receive From the City of Billings Parks & Recreation Department

by percentage of respondents



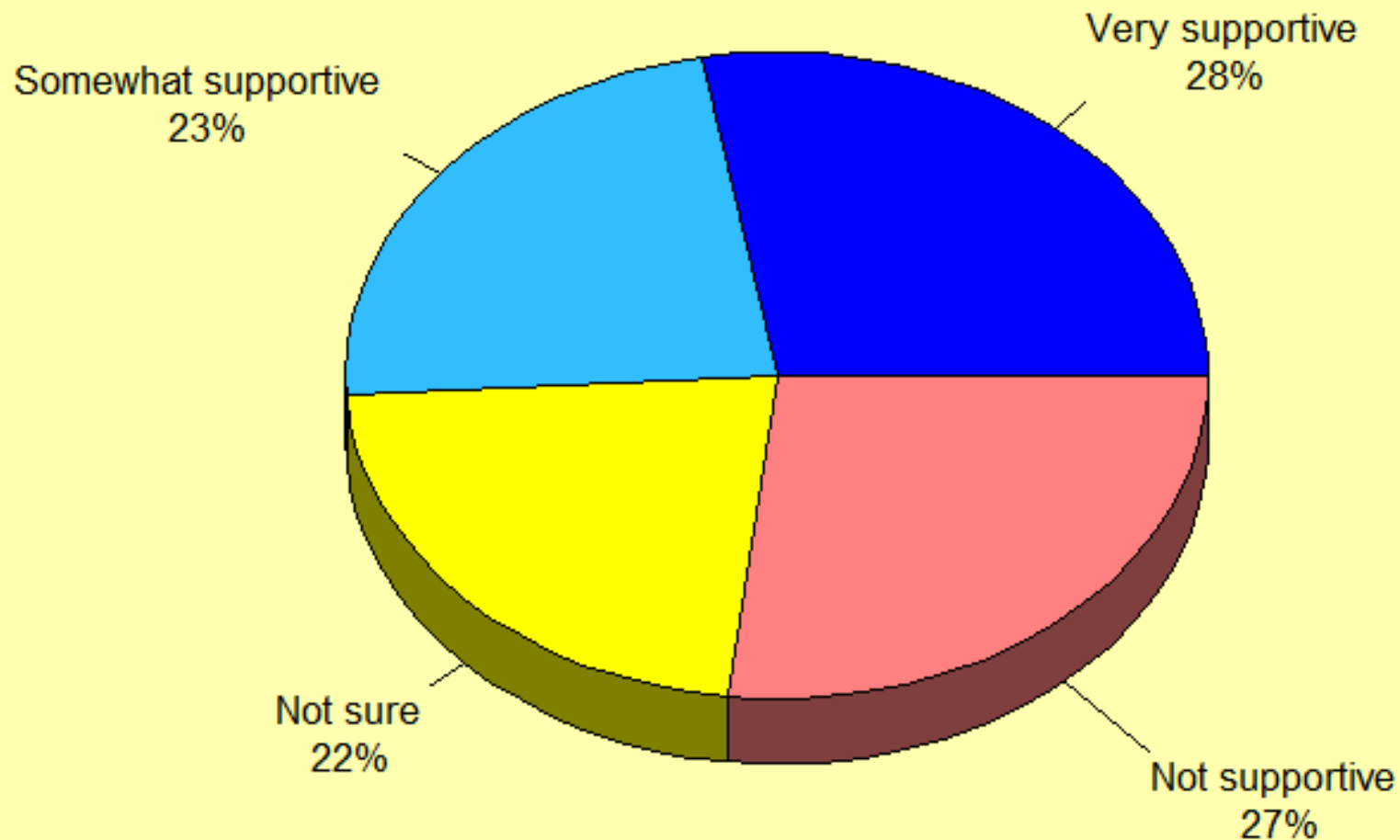
Q19. Support of Using City-wide Park District 1 Funds to Develop Community/Regional Parks

by percentage of respondents



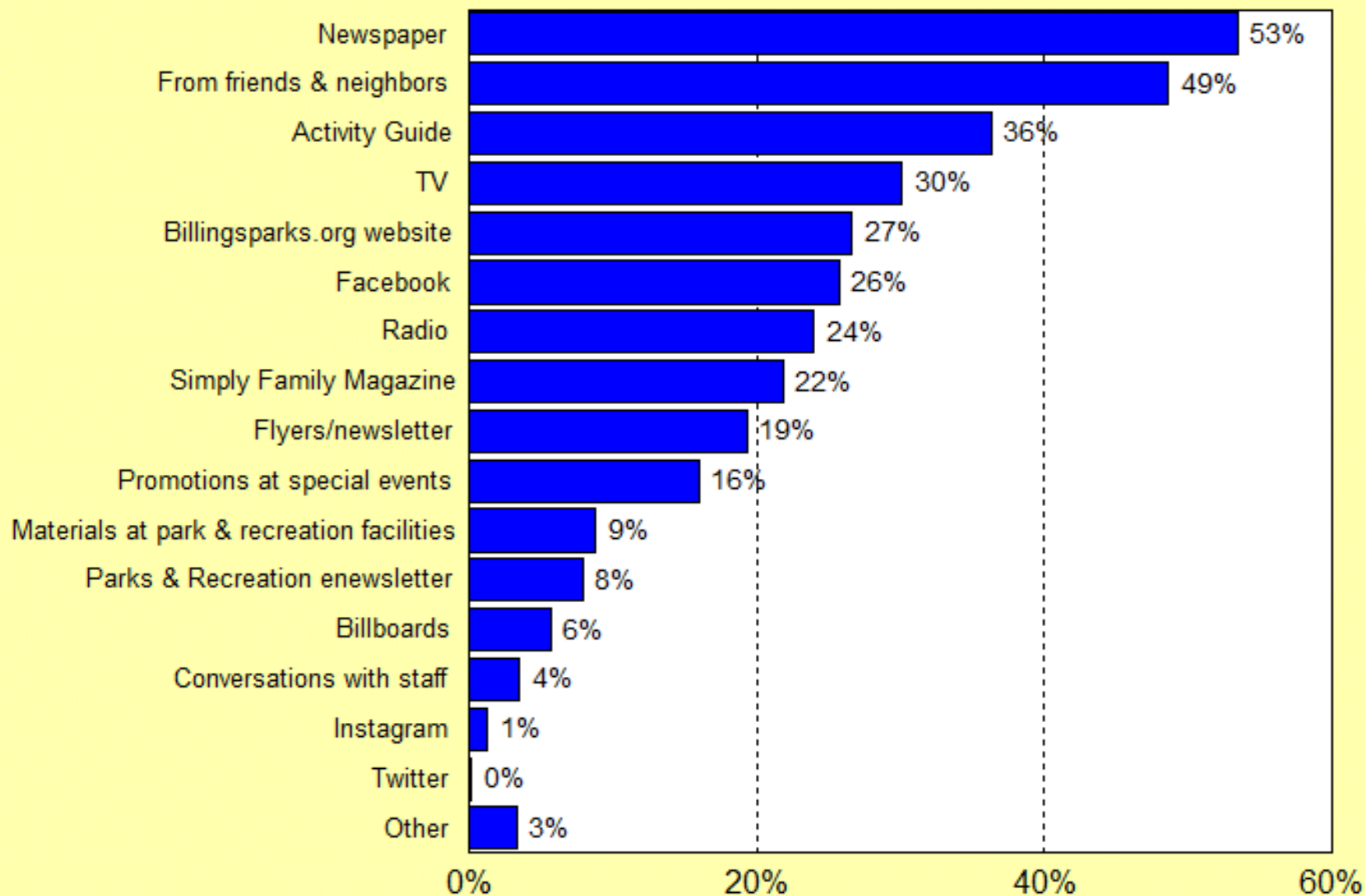
Q20. Support of Dedicating a Certain Percentage of the Sales Tax to Fund Park Improvements

by percentage of respondents



Q21. How Respondent Households Learn About Recreation Programs & Activities

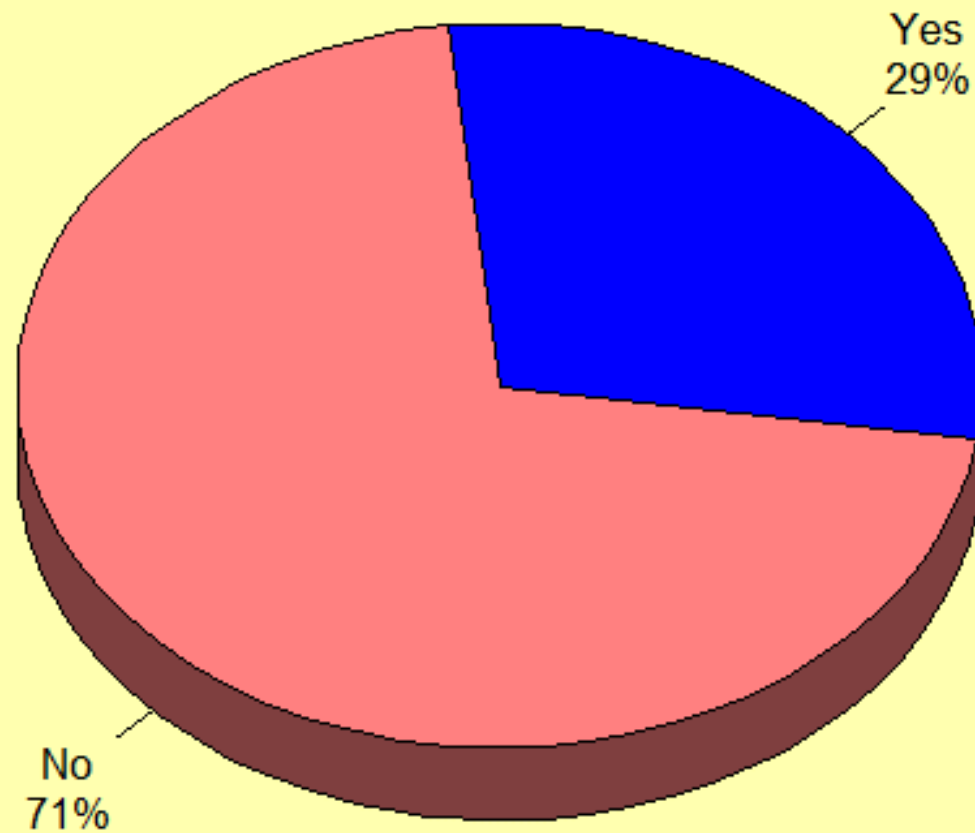
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2016)

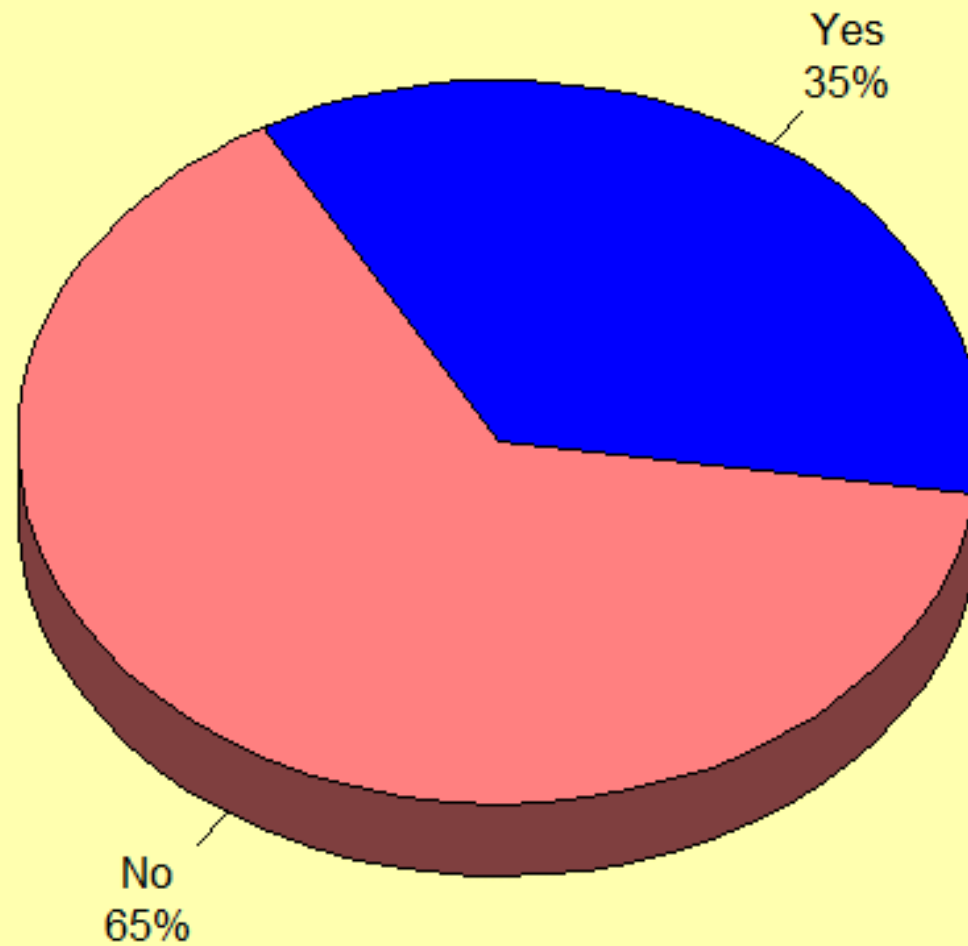
Q22. Were You Aware the Billings Parks & Recreation Has a Volunteer Program?

by percentage of respondents



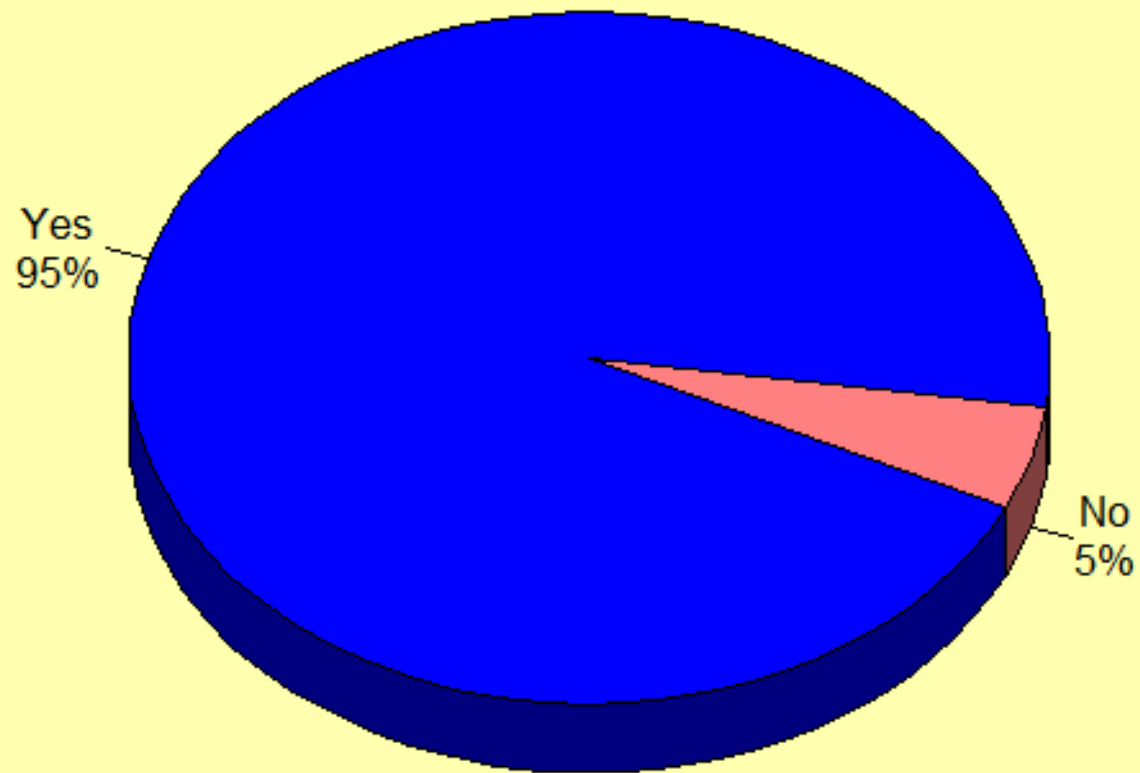
Q23. Would You Consider Volunteering for Billings Parks & Recreation?

by percentage of respondents



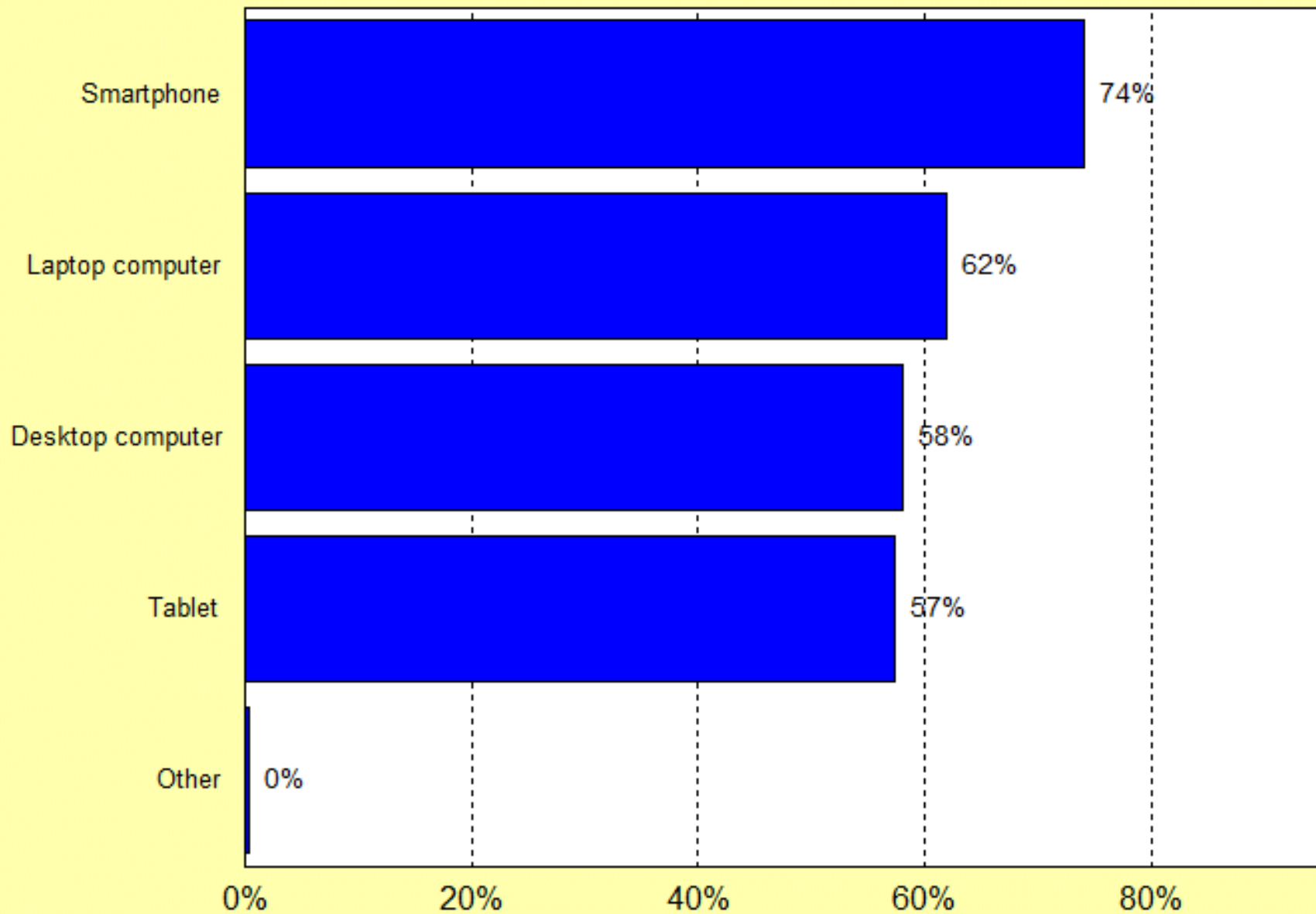
Q29. Demographics: Do you have access to the Internet?

by percentage of respondents



Q29a. Demographics: How do you access the internet?

by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2016)

Preliminary Needs Analysis



Methodology



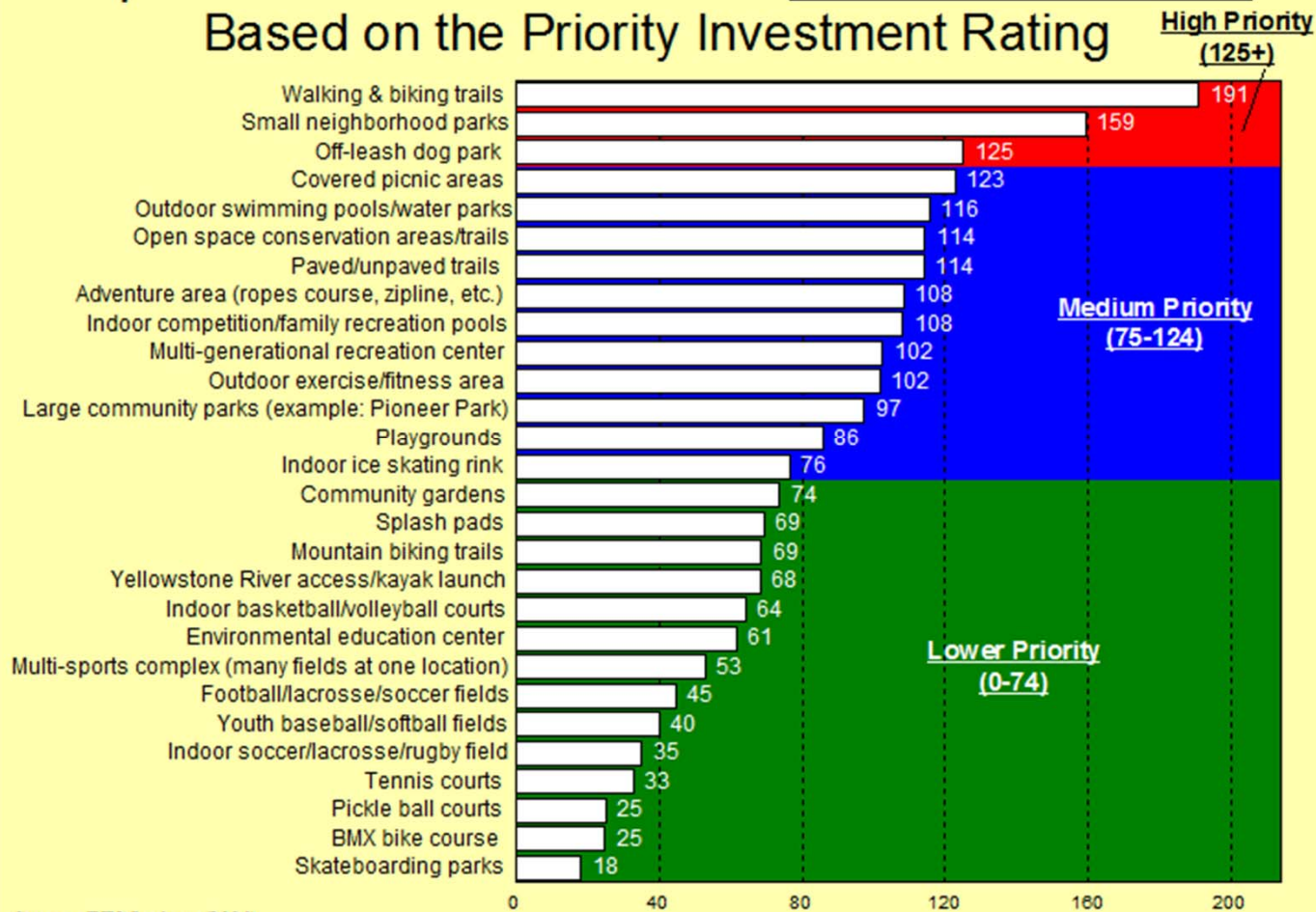
- ❑ Prioritizing needs provides a tool for evaluating the priority for parks and recreation investments.
- ❑ Priority needs reflects the importance and the unmet needs for each facility/program
- ❑ The priority needs rating weights each of these components equally
- ❑ A quantitative value is calculated for each facility and program.
- ❑ Values are then classified as high medium or low



Priority Investment Rating - Facilities

54

Top Priorities for Investment for Recreation Facilities Based on the Priority Investment Rating

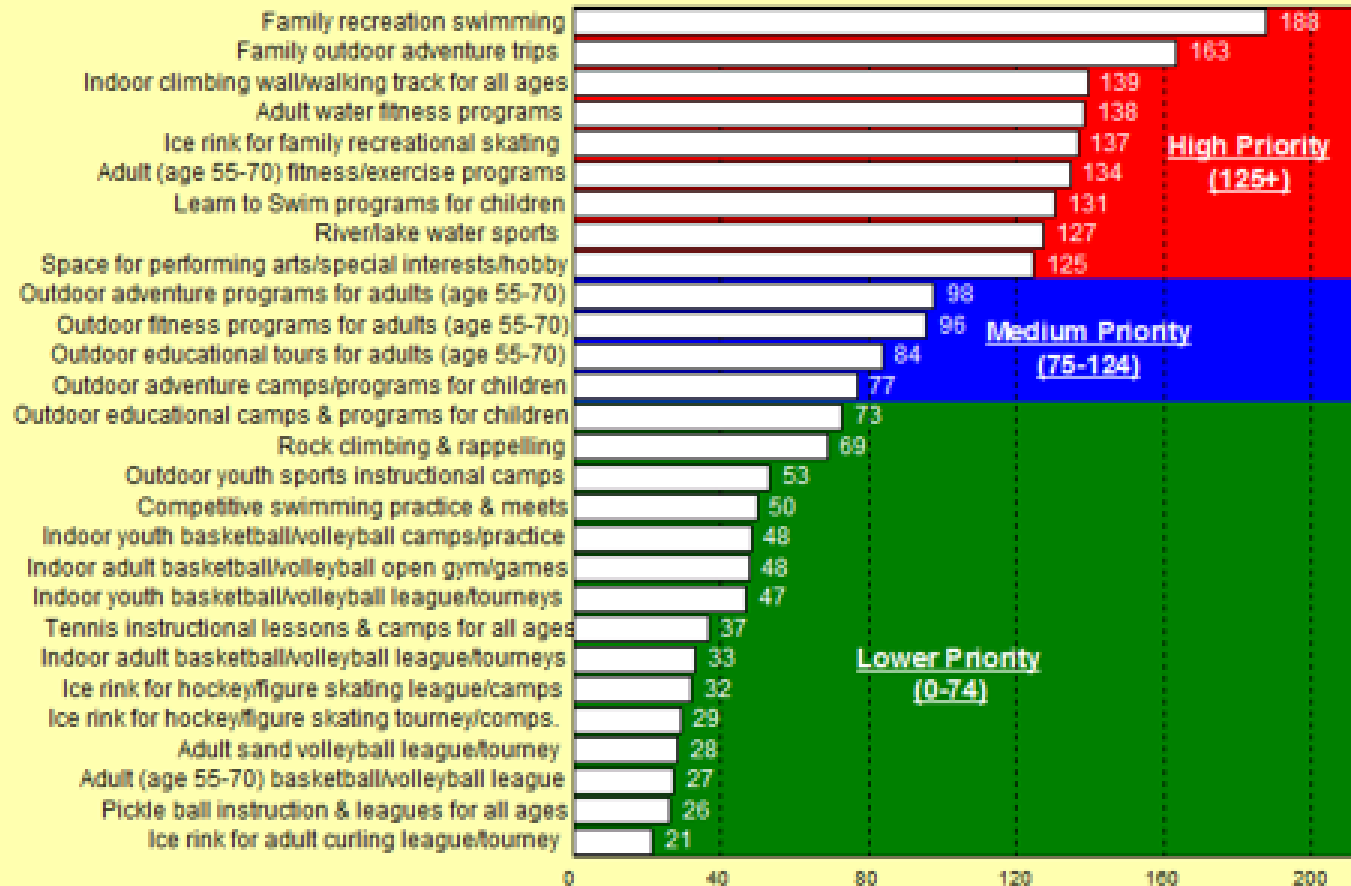


Source: ETC Institute (2016)



Priority Investment Rating Programs

Top Priorities for Investment for Recreation Programs Based on the Priority Investment Rating



Source: ETC Institute (2016)



Next Steps



Next Steps



- **Key Findings Presentations**
 - Public - January 18
 - Planning Board – January 24
- **Facility Assessment Workshop – January 18**
- **Levels of Service & Equity Mapping – January 24**



Questions



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 01/24/2017

Information

PROBLEM/ISSUE STATEMENT

The Yellowstone County Board of Planning established the Suburban Subdivision Design Standards Committee in early 2016 to draft enhanced subdivision development requirements suitable to the suburban areas around Billings in the County. The Committee has met 8 times and has had participation from Planning Board Members, private consultants and developers, a Council Member, a County Commissioner, and staff from both the City and County. The Committee is bringing the proposed regulation changes to the Planning Board at this meeting for review. A public hearing will be scheduled for the February 14 Planning Board Meeting so that the Board may take public comment and make a recommendation to the Board of County Commissioners for action on these amendments.

BACKGROUND

The Planning Board had found that the current County Subdivision Regulations do not adequately address impacts created by higher density subdivisions including, but not limited to, increased traffic, storm water runoff and pedestrian safety. Further, the current County regulations have created situations where County subdivision development close to the City of Billings is built to standards that require significant reconstruction of infrastructure if annexed into the City, making the costs to property owners significant and the retrofitting projects complicated. Further, Lockwood is developing with water and sewer infrastructure to a more urban community and these changes to the regulations will help the Lockwood community gradually develop and redevelop with consistent road and pedestrian infrastructure that serves its residence and makes installation of utilities easier in existing road rights-of-way.

Suburban areas, such as Lockwood and the west end of Billings on the City/County fringe, impact the motorized and non-motorized transportation network, surface water quality and public health and safety more than rural subdivisions. However, the County has only one level of development requirements for all development in the County. The developer is held to these requirements at time of subdivision, but the purchasers of lots are responsible for future subdivision improvements and maintenance. Further, some developers choose to make added improvements for pedestrian access that are not completed in adjacent developments and so inconsistent street design makes neighborhoods disconnected and pedestrian travel safer in some areas than in others.

Enhanced subdivision development requirements for the suburban areas of the County would ensure these subdivisions are initially constructed to reduce the cost burden of future lot owners, alleviate the County's share of providing certain improvements, and protect public health and safety. The proposed regulations would be incorporated into the County Subdivision Regulations and apply to property within the Unified Zoning Jurisdiction.

SUBURBAN SUBDIVISION DESIGN CRITERIA PROCESS

This Special Committee of the Planning Board is comprised of members of the public, developers and consulting engineers, Lockwood Steering Committee representatives, and both City and County governing bodies and staff. The Committee has met eight times since March 2016 and has also conducted four outreach presentations and provided information to the Lockwood Steering Committee, Lockwood Pedestrian Safety District, Billings Association of Realtors, Billings Home Builders Association, and local engineers and surveyors involved in development in the County.

The Committee is now preparing to bring the proposed County Subdivision Regulation amendments back to the Planning Board for review and public hearing before forwarding a recommendation to the Yellowstone County Board of County Commissioners for consideration. The Committee expects the process to be complete in March 2017. Here is the proposed schedule for review and action on the regulation amendments:

- January 3, 2017 – City Council Work Session Presentation
- January 23, 2017 – BOCC Discussion
- January 24, 2017 – Planning Board Review
- February 14, 2017 – Planning Board Public Hearing and Recommendation to BOCC
- February 28, 2017 – BOCC Resolution of Intent to Amend Regulations, Set Public Hearing
- March 21, 2017 – BOCC Public Hearing and Resolution to Adopt

FINANCIAL IMPACT

There is no direct financial impact to the County if these regulations are adopted. Staff will continue to administer the regulations as subdivisions are reviewed and approved. There will be some limited staff time in the City-County Planning Division and County Public Works Department to ensure the new regulations are distributed for the public and to make sure that the new road cross-section information and the sidewalk construction standards are available for developers to utilize during construction. The main cost will be on the development side for the installation of sidewalks in the areas where these regulations apply. It has been estimated by developers that have participated on the Special Committee that these changes could add about \$4,000 per lot (depending on lot sizes) for the design and construction of sidewalks.

RECOMMENDATION

The Suburban Subdivision Design Criteria Committee recommends that the Planning Board review the recommendations at this meeting and then conduct a public hearing on February 14 and forward a recommendation of approval to the Yellowstone County Board of County Commissioners to adopt these changes to the County Subdivision Regulations.

Attachments

Review Schedule

Power Point Presentation

Draft Subdivision Regulation Amendments

County Subdivision Regulations
Proposed schedule for review and adoption of 2017 amendments
Suburban Subdivision Design Criteria

Meeting Dates:

- January 3, 2017 – City Council Work Session Presentation
- January 23, 2017 – BOCC Discussion
- January 24, 2017 – Planning Board Review
- February 14, 2017 – Planning Board Public Hearing and Recommendation to BOCC
- February 28, 2017 – BOCC Resolution of Intent to Amend Regulations, Set Public Hearing
- March 21, 2017 – BOCC Public Hearing and Resolution to Adopt

Staff Process Dates:

- January 2, 2017 – Post draft amendments on City and County websites this week
- January 17, 2017 – Memo for PB review due
- January 26, 2017 – Legal Notice due for PB Public Hearing on 2/14/17 (Planning)
- February 7, 2017 – PB memo for PH due
- February 23, 2017 – Memo due for BOCC Resolution of Intent
- March 2 & 9, 2017 – Legal Notices BOCC Public Hearing (BOCC Clerk)

Proposed Suburban Subdivision Design Standards

Presented by the
Suburban Subdivision Design Standards Committee
Planning Board Meeting
January 24, 2017

Committee Purpose and Goals

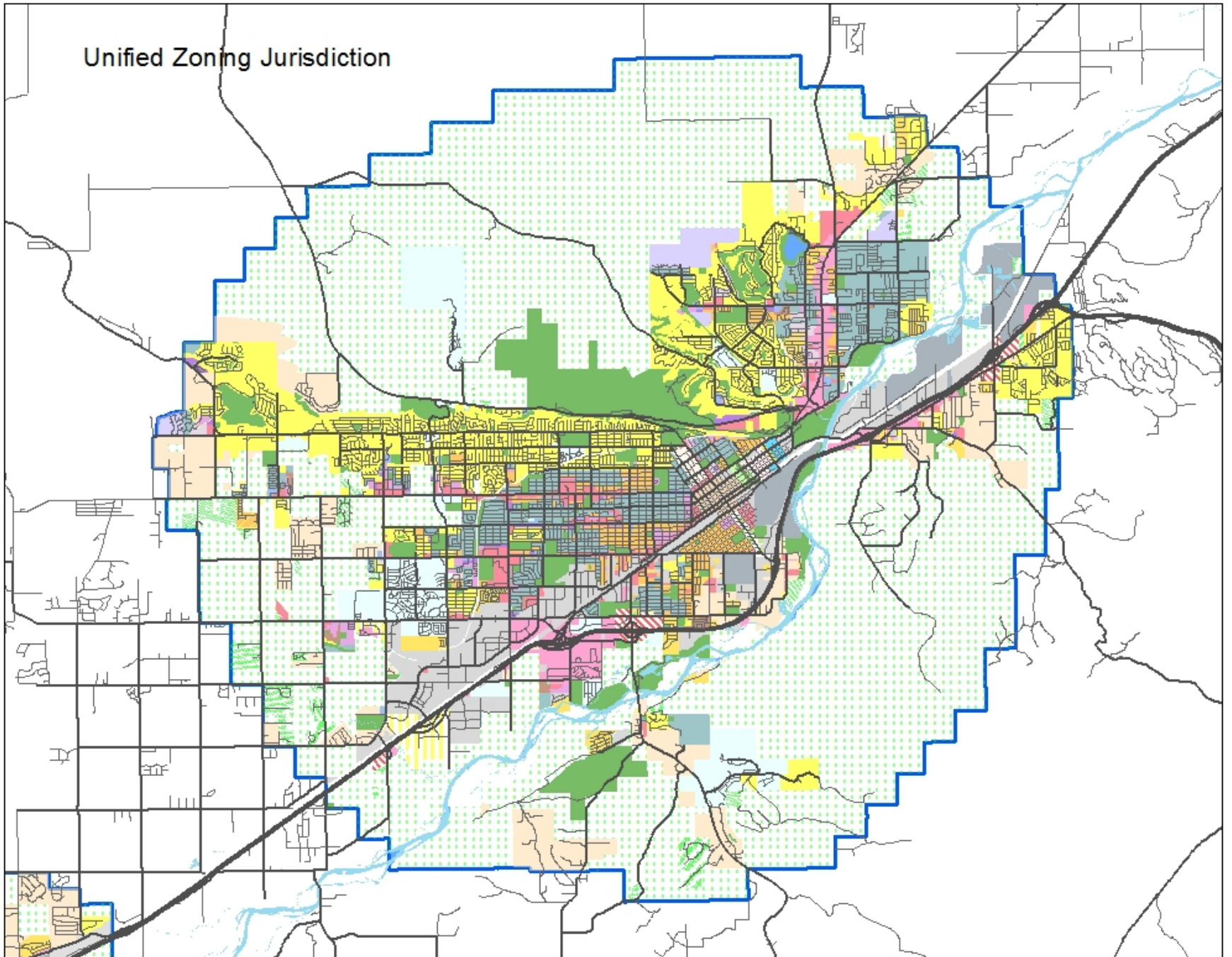
Committee was formed by the Yellowstone County Board of Planning in February 2016. Committee has met 8 times

- * Address safety and consistency of County subdivision development in suburban areas of the County within the Zoning Jurisdiction
- * Address subdivision development that may be annexed into the City or see future public services and improvements that will require additional improvements
- * Focus on road and pedestrian facility standards
- * Committee Goals:
 - * Safety in county neighborhoods
 - * Consistency of neighborhood design

Where Standards Would Apply

- * Only within the Unified Zoning Jurisdiction
- * Not on land zoned **Agricultural Open Space (A-O)** or **Agricultural Suburban (A-1)**
- * On all other land in the Zoning Jurisdiction zoned residential or commercial

Unified Zoning Jurisdiction



Committee Recommendations

* Streets

- * 60' ROW minimum in all subdivisions
- * Minimum 28' between swales (ditches)
- * Gravel shoulders and swale areas to accommodate future retrofitting of water and sewer, more City style street improvements

* Sidewalks

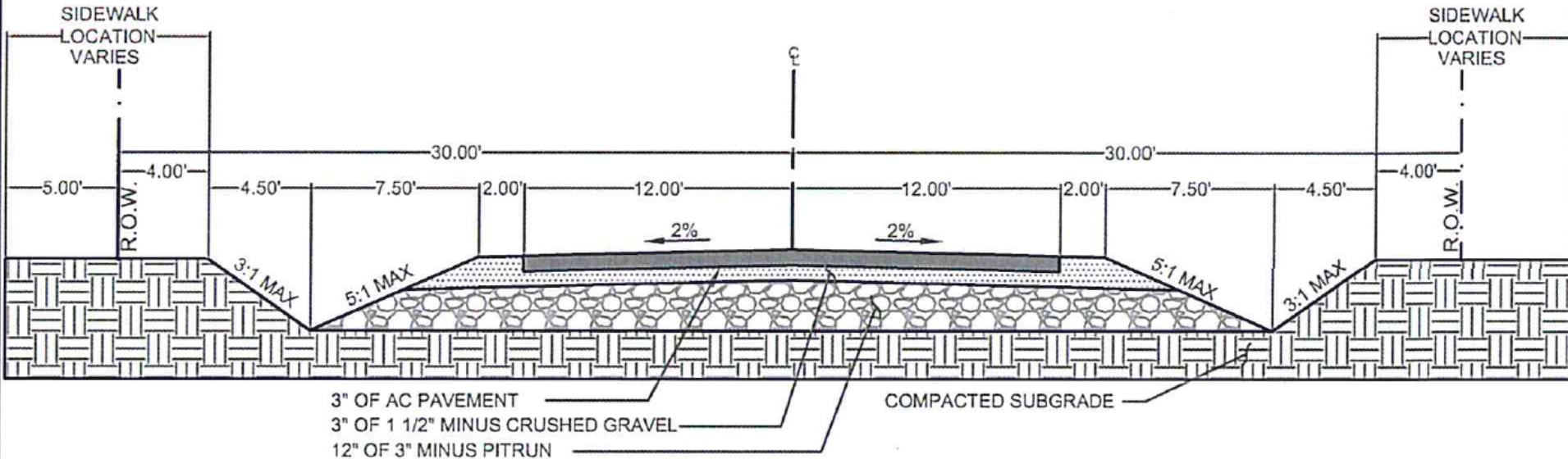
- * Sidewalks installed in ROW or public easements outside swales
- * Sidewalks built to 5' width as per County Public Works standards (concrete)

* Storm Water

- * No changes proposed – MDEQ requirements in place

STANDARD SUBDIVISION STREET WITH SIDEWALK

Road ROW Cross Section 60' ROW



1. If necessary, sidewalks may be built in additional road dedication beyond the 60' standard width or within a public easement adjacent to the right-of-way.
2. To meet storm water requirements in designing the swales, after 2' of shoulder at a 2% slope, the remaining 3' of the 5' shoulder may be sloped no steeper than 5 to 1 to the swale bottom to help increase storm water storage in the swales while maintaining public safety.
3. Sidewalk crossings at roadways are the responsibility of the design engineer per public right-of-way accessibility guidelines (PROWAG, Current Editions)

Safety

- * **Committee Goal: Safety of neighborhoods**

- * Few sidewalks in County subdivisions but many families and residents need safe ways to enjoy their neighborhoods
- * Sidewalks help connect neighborhoods together and to other services and amenities – schools, parks, etc.
- * Providing sidewalks in suburban areas of the County make connections to City development safer and future annexation less costly for residents

Consistency of Design

- * **Committee Goal: Consistency in neighborhood design**
 - * Neighborhood roads and sidewalks connect and match in design
 - * Residence know they can move safely and freely within and between neighborhoods
 - * Suburban area of the County is different than rural areas and residence and travelers expect a suburban design
 - * Developers know that everyone is meeting same requirements and standards in design

Overall Benefits

- * **Short and long term benefits of these proposed changes**
 - * Increased safety for subdivision residents and visitors
 - * Consistent storm water management for all development
 - * Improvements installed, or planned for, up front make it less expensive than retrofitting later (road widths, space for future public water and/or sewer systems, etc.)
 - * All development is meeting the same standards – consistency of cost for developers and builders, and expectations of buyers
 - * Anticipation of future well water challenges in some areas of the County

Committee Outreach

- * Billings Association of Realtors
- * Lockwood Steering Committee
- * Engineers, Surveyors, Development Consultants
- * Lockwood Pedestrian Safety District
- * Provided Information to Billings Home Builders Association



Questions and Comments?

Suburban Subdivision Design Standards Committee

Infrastructure Standards Draft Language

January 17, 2017

Yellowstone County Subdivision Regulations

Chapter 2.0 DEFINITIONS.....

Chapter 4.0 DEVELOPMENT REQUIREMENTS.....

Section 4.1 General.....

Section 4.2 Conformance with Zoning.....

Section 4.3 Improvement Design.....

Section 4.4 Lots.....

Section 4.5 Blocks.....

Section 4.6 Streets and Roads.....

Section 4.7 Storm Drainage Facilities.....

Section 4.8 Sanitary Sewer Systems.....

Section 4.9 Water Supply Systems.....

Section 4.10 Solid Waste Disposal.....

Section 4.11 Utilities.....

Comment [FW1]: Changes have been proposed in these sections of the YCSR.

Yellowstone County Subdivision Regulations

[Chapter 2.0 DEFINITIONS.](#)

[SIDEWALK: A minimum 5 foot wide concrete walkway for non-motorized traffic only built to Yellowstone County standards and provided within a road right-of-way, an easement, or within park land, as applicable.](#)

Chapter 4.0 DEVELOPMENT REQUIREMENTS.

Section 4.1 General.

All subdivisions approved by the governing body must comply with the provisions of this Chapter, except where granted a variance pursuant to Section 11.1, Variances, of these Regulations. The requirements contained in this Chapter apply to subdivisions within areas of Yellowstone County as outlined in Section 1.4 of these Regulations, except when otherwise separately specified.

Section 4.2 Conformance with Zoning.

In addition to the standards outlined in this Chapter, the design and development of a subdivision must conform to any applicable zoning regulations as found in the Unified Zoning Regulations (Article 27, BMCC).

Section 4.3 Improvement Design.

Engineering and survey plans, specifications, and reports required in connection with public improvements and other elements of the subdivision required by the governing body must be prepared by a professional engineer or professional land surveyor as their respective licensing laws allow in accordance with the Montana Subdivision and Platting Act (MSPA) and these regulations.

Section 4.4 Lots.

- A. **Regulation of Lots:** Each lot must contain a building site that conforms to Yellowstone City-County Health Department regulations, the Unified Zoning Regulations where applicable, the regulations of this Chapter and other applicable State or local regulations.

- B. **Dimensions, Orientation and Topography:** The lot size, depth, shape and orientation shall be appropriate for the location, contemplated use of the subdivision and the zoning of the property. Flag lots shall be discouraged except in cases where they are necessary due to topography or other physical constraints on the property. Areas of lots with more than 25% grade for building sites shall be subject to a geotechnical analysis. Areas within the subdivision with a slope of 25% or greater shall be identified on the face of the preliminary and final plats.

- C. **Frontage:** Residential lots shall have a minimum of thirty-two (32) feet of frontage on a public right of way, public road easement, private access easement, or private driveway easement. Lots in commercial and industrial districts shall have a minimum lot width frontage of forty-four (44) feet on a public right of way, public road easement, private easement, or private driveway easement, or through a reciprocal access easement.

- D. **Division by Rights-of-Way:** No single lot may be divided by a public road, alley, or access easement.

- E. **Rural Lot Limitations:** Residential or commercial lots not served by public sewer or public water systems shall not be less in area than what is required by Montana Department of Environmental Quality regulations. There is nothing contained in this Chapter that shall be construed as preventing the MDEQ or the County environmental health regulatory agency from requiring that all or any portion of a subdivision shall not be built upon, or that the proposed lot sizes must be increased to ensure protection of public health.

Subdivisions that are developing in the County but are within the City of Billings Annexation Petition Area or Long Range Urban Planning Area on its Limits of Annexation Map, or in close proximity to a public water or sewer system, should consider in designing water and/or sewer systems the future connection to the public systems. Designing the systems to connect to a public system is not a requirement but may better facilitate future annexation of existing development or extension of services to a development from a public system.

- F. **Corner Lots:** Design of corner lots must meet the following requirements:
 - 1. Corner lots must be of sufficient size to provide a building site while meeting the clear vision requirements specified in the most current American Association of State Highway and Transportation Officials (AASHTO) Manual guidelines.

2. Residential corner lots adjacent to a street identified as a Principal or Minor Arterial must have vehicular access only to an internal street in the subdivision identified as a Collector or Residential street, except when limited by topography or other physical constraints of the property.

G. **Double Frontage Lots:** Double frontage lots (See Figure 2.1) are allowable when they are necessary due to topography and when a one (1) foot wide no-access easement is provided for separation of residential development from railroad or major street rights-of-way.

1. Residential Areas: For any residential subdivision where an arterial street abuts or runs through any portion of the subdivision, the subdivision plan shall provide for lots to back up to the arterial street and provide a one (1) foot wide no-access easement to prevent vehicle access to the arterial street.
2. Commercial Areas: For any commercial subdivision where an arterial street abuts or runs through any portion of the subdivision, the subdivision plan shall provide for shared accesses to the arterial street or access via internal roads with a one (1) foot wide no-access easement to prevent uncontrolled vehicle access to the arterial street.

Section 4.5 **Blocks.**

A. **Size and Orientation:** Length, width and shape of blocks shall be determined with consideration of the following:

1. Provision of adequate building sites suitable to the needs of the type of use contemplated;
2. Needs for convenient and necessary access, circulation, traffic control and traffic safety, and public safety;
3. Limitations or opportunities created by the topography.

B. **Rights-Of-Way for Internal Non-motorized Connections:** Public rights-of-way for internal non-motorized connections within blocks will be required when ~~needed~~essential to provide circulation or safe access to schools, parks, playgrounds, shopping, transportation and other community facilities. Pathways or sidewalks shall also be installed ~~from~~ the end of cul-de-sacs or dead ends to the property boundary of the subdivision to make connections to other cul-de-sacs or streets in adjacent neighborhoods, where deemed appropriate by the Board of County Commissioners.

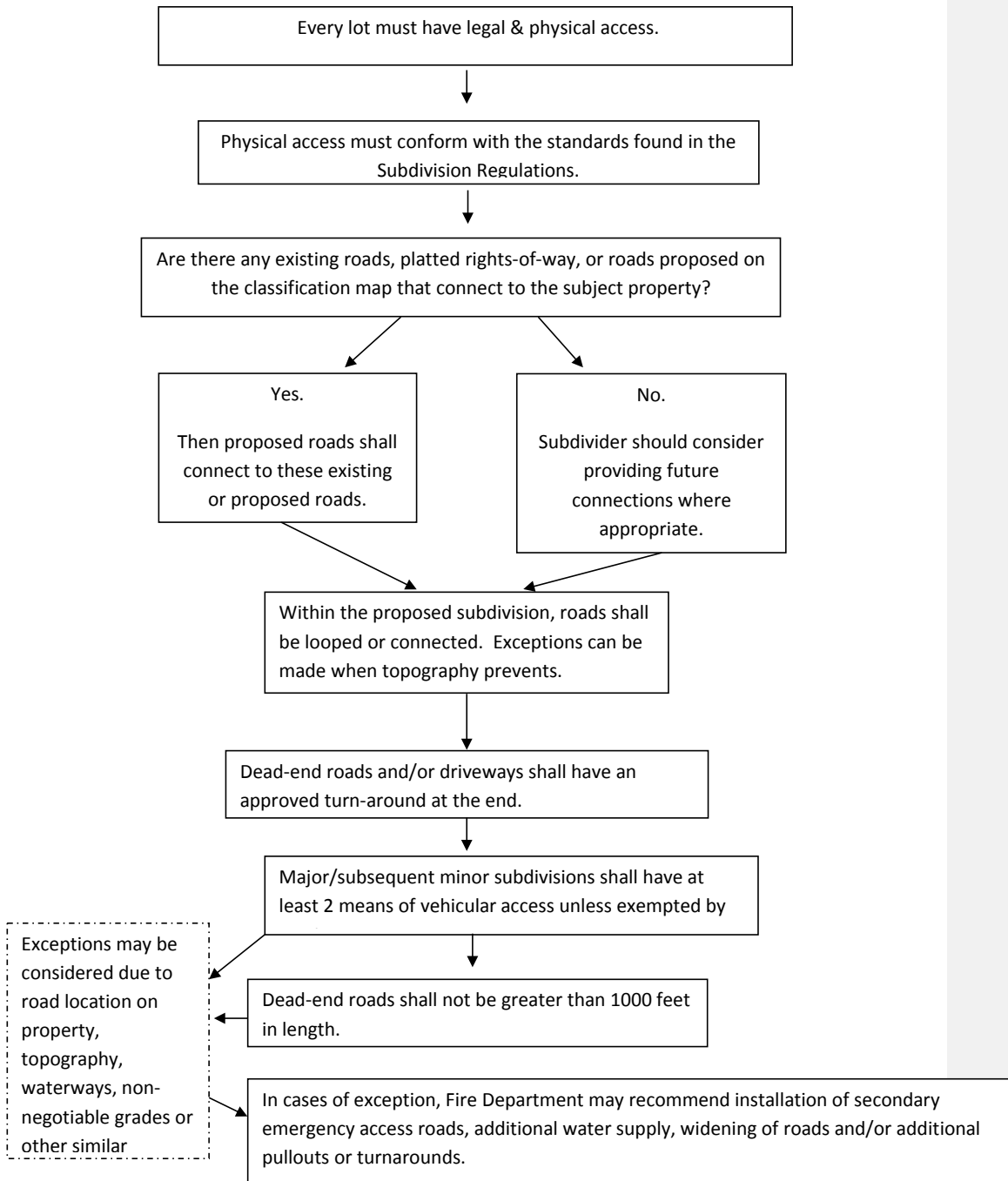
C. **Block Numbering:** All blocks shall be identified with Arabic numerals.

Section 4.6 Streets and Roads.

A. **Road Network Performance Standards:** When evaluating a subdivision's road network, subdividers and reviewing agencies shall take into consideration the following criteria. These criteria were developed to ensure that all new lots are provided access that is safe, convenient and effective for future lot owners. The proposed road network shall also enable emergency service providers to protect life and property under severe emergency situations.

1. Every lot shall have documented legal and physical access.
2. Physical access shall be provided in conformance to the standards found in the subdivision regulations.
3. There shall be right-of-way and road connections made when existing roads or platted roads outside of the subdivision connect to the subject parcel.
4. Proposed roads shall be looped or connected to other roads whenever possible. Exceptions can be made when there are topographic features that prevent connections or when the legal status of the road prevents connection.
5. Dead end roads and/or driveways greater than 150 feet in length must have an approved turn-around at their terminus.
6. Major and subsequent minor subdivisions shall have at least two means of vehicular access unless exempted in Section 4.6.B.5.
7. Dead end roads shall not be more than 1000 feet in length.
8. When access roads cannot be installed as required above in #6 & #7 due to location on property, topography, waterways, nonnegotiable grades or other similar conditions, the fire department having authority may recommend additional fire protection measures, including, but not limited to, the installation of a secondary fire apparatus access road, additional water supply, widening of roads, and/or additional pullouts or turnarounds.

Figure 4.6.A.1. Road Network Evaluation Flowchart



B. Streets and Roads, General:

The arrangement, type, extent, width, grade, and location of all streets shall be designed with consideration to any adopted area plans including, but not limited to, the Growth Policy and Transportation Plan, and must be considered in their relation to existing and planned streets, topographical conditions, public convenience and safety, and the proposed uses of the land to be served by them.

1. Relation to Undeveloped Areas: When a proposed subdivision adjoins undeveloped land, streets within the proposed subdivision shall be arranged to allow access to the adjoining undeveloped land. Street right-of-way within the proposed subdivision shall be provided to the boundary lines of the tract to be developed, unless prevented by topography or other physical conditions.
2. Relation to Developed Areas: The subdivider shall arrange the streets to provide for the continuation of streets between adjacent developed properties when such continuation is necessary for the convenient movement of traffic, effective provision of emergency services and efficient provision of utilities. Such provision may be waived where the adjacent land use is incompatible with the proposed subdivision, or when prevented by topography or other physical conditions.
3. Separation of Through and Local Traffic: Whenever a subdivision abuts or contains an existing or proposed highway, Arterial street or Collector street, the subdivider may be required to provide frontage roads, reverse frontage lots with a no-access strip preventing access along the rear property lines, planting or fencing screens, shared accesses, or other treatment as may be necessary to adequately protect residential properties and to separate through and local traffic.
4. Distance between Parallel Right-of-Way: Where a subdivision borders on or contains a railroad, limited access highway, canal, stream or ditch right-of-way, the subdivider may be required to provide a street or easement approximately parallel to and on each side of the right-of-way at a distance sufficient to allow for the operations and maintenance of the intervening land. Such distances shall also be determined with regard for the requirements of approach grades and future grade separation.
5. Second Access: To facilitate traffic movement, the provision of emergency services, and the placement of utility easements, all major subdivisions and subsequent minor subdivisions shall provide at least two means of vehicular access built to the standards of this Chapter and designed to ensure public health and safety.

Exceptions to the requirement to provide at least two means of vehicular access may be made for major and minor subdivisions that meet all of the following criteria:

- Access is provided by a cul-de-sac with an approved turnaround that is 1,000 feet or less in length; and
- The subject cul-de-sac is served by a local, collector, or arterial road that is not classified as a dead end road; and
- The subject cul-de-sac serves no more than 12 lots, or no more than 20 lots that are zoned residential.

Provision of a second means of vehicular access may be required for any subdivision when deemed necessary for public health, safety and welfare.

When not otherwise exempt, if a second means of vehicular access built to County road standards cannot be provided for reasons of topography or other physical conditions, the subdivider shall provide an emergency secondary access road, built to the standards detailed in Section 4.14 of these Regulations.

6. Dead-end Roads: Dead-end access roads in excess of one hundred fifty (150) feet shall not be permitted without an approved turn around at the terminus. Where such roads terminate, the subdivider shall provide a “cul-de-sac” or “hammerhead-T” turnaround conforming to the design standards outlined in Figure 4.6.C.4. In cases where a dead-end road may be extended in the future, a right-of-way easement or dedication may be required to be provided.

7. Right-of-Way and Half Street Developments: A minimum 60-foot right-of-way or road easement must always be provided when developing. If the property is being developed on only one side of an existing or proposed road corridor and dedicated right-of-way or a road easement is required, the property owner developing must secure the additional 30-foot half right-of-way or easement from the adjacent property owner. If the additional 30-foot half right-of-way or easement is not able to be secured, the property owner developing shall provide a full 60-foot right-of-way on the subject property.

~~7. The property developing must build the sidewalk, swale, and portion of the shoulder and roadway as determined by the County Public Works Department to meet the applicable road design standards. The additional improvements on the remaining portion of the right-of-way or road easement will be constructed at the time the adjacent property develops. Half streets are allowed when they are essential to the subdivision, are beneficial to the County, or when the County Public Works Department is satisfied that the other half of the street will be dedicated to the public when the adjoining property is subdivided. When an existing half street is adjacent to a tract to be subdivided, the other half of the street must be platted within the new subdivision.~~

8. Street Continuity: Streets that are a continuation of streets in contiguous territory shall be so aligned as to assure that their centerlines shall coincide and shall have matching names. In cases where straight continuations are not physically possible, such

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centerline shall be continued by a centerline offset of not less than one hundred twenty-five (125) feet.

9. Tangent for Reverse Curves: A tangent shall be introduced where necessary between reverse curves on Arterial and Collector streets as determined by a Professional Engineer licensed in the State of Montana.
10. Deflected Street Lines to be Curved: When continuing street lines deflect from each other at any one point by more than five (5) degrees, they shall be connected by a curve with a radius adequate to ensure stopping sight distance at the center line of a street in accordance with the most current American Association of State Highway and Transportation Officials (AASHTO) Manual guidelines.
11. Intersections: Local streets shall be laid out so as to intersect as nearly as possible at right angles and no local street shall intersect any other local street at less than eight (80) degrees. Such angle of 80 degrees or greater shall be retained for at least fifty (50) feet back from the intersection. Any street intersection involving an arterial and/or collector streets shall intersect at ninety (90) degrees, shall be retained for at least one hundred (100) feet back from the intersection. Not more than two (2) streets shall intersect at any one point unless warranted by design by a Professional Engineer licensed in the State of Montana and reviewed by the County Public Works Department.
12. Lot Corners at intersections: Lot corners at all street intersections shall be rounded with a minimum radius of ten (10) feet.
13. Sight distance: The alignment of all streets and roads must provide adequate sight distances in accordance with the most current American Association of State Highway and Transportation Officials (AASHTO) Manual guidelines. Intersections must be designed to provide adequate visibility for traffic safety based on the designed operating speeds of the intersecting roadways.
14. Approach Permits: The subdivider shall obtain the applicable approach or access permits for all new accesses to County roads. For any new vehicular access onto a state controlled road or highway, the subdivider shall obtain an approach permit approved by the Montana Department of Transportation (MDT).
15. Street/Road Names and Addressing: New streets/roads aligned with existing streets/roads shall have the same name as the existing street/road. All new street/road names shall be approved by the Yellowstone County GIS Department prior to final plat approval in order to avoid duplication and confusion with names of existing roads. County lot addresses are assigned by County GIS in conjunction with issuance of an approach permit by County Public Works.
16. Street/Road Signs and Traffic Control Devices: Street or road signs and traffic control devices of the size, shape, and height in conformance with the standards contained in the *Manual on Uniform Traffic Control Devices* must be placed at all intersections.

17. Central Mail Delivery: When required by the United States Postal Service, the developer must provide a cluster/gang mailbox for mail delivery.
18. Road Design and Improvement Standards: All streets and roads, existing or proposed, within and adjacent to a proposed County subdivision shall meet the design and improvement standards outlined in Section 4.6.C. of this Chapter, as well as the design specifications required by the County Public Works Department.
19. Street/Road Maintenance: The subdivider shall establish a new Rural Special Improvement District (RSID) or expand an existing adjacent RSID prior to final plat approval to provide funds for ongoing maintenance for all new public improvements associated with the subdivision. These improvements may include, but not be limited to, new roads, bridges, culverts, street signs, [sidewalks](#), [pathways](#) and any other public improvements resulting from the subdivision.

C. Road and Street Performance Standards for Subdivisions

1. General: The design and improvement standards contained in this section shall apply to all construction and reconstruction of streets and roads within subdivisions in Yellowstone County.
2. Improvement Design: All street improvements shall be designed by and constructed under the supervision of a professional engineer, competent in civil engineering, licensed in the State of Montana. All improvements shall meet or exceed the right-of-way and construction standards for the type of street to be constructed found within these Regulations, the adopted transportation plan, and adopted policies of the County Public Works Department.
3. Plans and Specifications: Plans and specifications for all public or private streets shall be prepared by a professional engineer, competent in civil engineering, licensed in the State of Montana. A complete set of plans and specifications certified with the responsible Professional Engineer's embossed seal shall be provided to the County Public Works Department prior to initiation of any street improvement construction. The subdivider shall provide professional engineering services for construction inspections, and post-construction certifications. Record drawings shall be submitted to the County Public Works Department upon completion of construction. Post Construction Certifications shall include, but not be limited to, the following:
 1. Compaction test results;
 2. Certification that all required improvements are complete;
 3. Certification that the subdivider knows of no defects from any cause in those improvements;

4. Certification that these improvements are free and clear of any encumbrance or lien;
5. The method by which the one year guarantee is to be provided;
6. A schedule of actual construction costs shall be filed with the Public Works Department.

4. Road and Traffic Studies (see Figure 4.6.C.1)

- A. Road Evaluation Study for Unpaved Roads: If existing or proposed roads leading to and/or within the proposed subdivision are unpaved, prior to preliminary plat review, a Road Evaluation Study (RES) shall be done by a licensed engineer to determine the viability of roads serving a proposed subdivision. Roads serving a subdivision are defined as the primary road or roads leading to the subdivision, and any on-site or proposed new roads serving the subdivision. Expedited plats are exempt from the RES requirement.

The RES should determine the probable impact the proposed subdivision will have on the existing and proposed road network by describing the following characteristics of the existing roads leading to the subdivision and any on site or proposed new roads serving the subdivision.

- Road surface, section thickness, base type and thickness
- Existing type of traffic and traffic loads; expected type and load from proposed subdivision
- Topography
- Stormwater provisions—existing and possible impacts to roads
- Maintenance records for existing roads – grading, dust control, etc.
- Accident data for existing roads
- Sight distances for existing and proposed roads
- Grades of existing and proposed roads

Probable impacts from the subdivision shall be mitigated and a mitigation plan shall be proposed. If there significant impacts to existing and proposed roads identified in the RES or as determined by County Public Works Department, a more detailed Traffic Impact Study shall be completed as described below in B.

- B. Traffic Impact Study: A Traffic Impact Study (TIS) shall be prepared by a licensed engineer specializing in traffic applications and submitted with the preliminary plat application for any new residential, institutional, commercial or industrial development which will generate five hundred (500) or more vehicular trips per day, as referenced in the most current edition of the Trip Generation manual of the Institute of Transportation Engineers. A vehicular trip is defined as a one-way journey of a person in an automobile or a transit vehicle. A TIS may also be

required when significant impacts are identified by the RES.

If the study indicates a need for road surface improvements, installation of traffic signals, intersection improvements, or other on or off-site road improvements to facilitate traffic loads or flow generated by the entire proposed development, the subdivider shall be responsible for his/her proportional share of those improvements. The study shall include, but not be limited to the following:

- a. Trip generation, using the Institute of Transportation Engineers Trip Generation Manual;
 - b. Trip distribution;
 - c. Traffic assignment;
 - d. Capacity analysis;
 - e. Evaluation; and
 - f. Recommended access plan, including access points, modifications and any mitigation techniques.
 - g. Land use and trip generation in the form of a table of each type of land use, the number of units or square footage, as appropriate, the trip rates used (daily and peak) and resulting trip generation.
 - h. Traffic graphics, which show:
 - AM peak hour site traffic;
 - PM peak hour site traffic;
 - AM peak hour total traffic;
 - PM peak hour total traffic;
 - Total daily traffic (with site generated traffic shown separately).
 - i. AM and PM capacity analysis with an AM and PM peak hour capacity analysis provided for:
 - All major drive accesses that intersect collector or arterial streets or roads; and
 - All arterial-arterial, collector-collector and arterial-collector intersections within one mile of the site.
 - j. Capacity. Indicate the levels of service (before and after development) of existing and proposed streets and roads, including appropriate intersections, to safely handle any increased traffic. Describe any anticipated increased maintenance that will be necessary due to increased traffic and who will pay the cost of maintenance.
 - k. Bicycle and Pedestrian Pathways, Lanes and Routes. Describe bicycle and pedestrian pathways, lanes or routes to be developed with the development.
 - l. Traffic Calming. Detailed drawings of any proposed traffic calming installations, including locations and turning radius templates.
5. Street and Road Right-of-Way Dedication: All streets or alleys within, or providing access to, the proposed subdivision shall be dedicated to the public and accepted by the County except when an approved public access easement or private road is provided in accordance with these Regulations.

6. Access easements: Where access to or within a subdivision is proposed using access easements the subdivider must obtain or provide proper easements of sufficient width to satisfy the requirements of Table 4.6.C.1. The easement shall meet the following:
- a. Easements must be granted by all property owners whose land the easement(s) cross in a signed and notarized document to be recorded with the final plat.
 - b. The location of any road easement must be shown on the plat if it is within the subdivision or on a supplemental exhibit if it is off site. The existence of easements must be noted on the face of the final plat and on any deeds or other instruments conveying lots within the subdivision.
 - c. All newly created easements shall be written so that they are easements appurtenant that run with the benefited land.
7. Private Roads: Private roads may be allowed within a subdivision if access is restricted with a permanent gate or some other acceptable means at the subdivision entrance. A private road easement shall be provided meeting the criteria listed under Section 4.6.C.6 above. A mechanism for maintenance of any private roads shall be established prior to final plat approval and referenced in the Subdivision Improvement Agreement.

8. Right-of-Way and Street Widths: Street right-of-way and surface widths for all roads, public or private, within the Unified Zoning Jurisdiction with the exception of property in Agricultural Open Space (A-O) and Agricultural Suburban (A-1) Zoning Districts, shall be provided as shown in Table 4.6.C.1., ~~below~~.

Street right-of-way and surface widths for all roads, public or private, on property in the Agricultural Open Space (A-O) and Agricultural Suburban (A-1) Zoning Districts or outside of the Unified Zoning Jurisdiction shall be provided as shown in Table 4.6.C.1 &

9. Shoulders: Shoulders shall be required on both sides of all roads where no curb and gutter ~~or parking lanes are~~ required. ~~The S~~shoulders within the Unified Zoning Jurisdiction with the exception of property in Agricultural Open Space (A-O) and Agricultural Suburban (A-1) Zoning Districts, shall be a minimum two feet wide as per the applicable stormwater requirements, and graveled, and must meet the specifications of County Public Works. Refer to cross sections in Figure 4.6.C.1., Figure 4.6.C.2. and See Figure 4.6.C.1. as applicable for shoulder requirements.

Shoulders on roads in the Agricultural Open Space (A-O) and Agricultural Suburban (A-1) Zoning Districts or outside of the Unified Zoning Jurisdiction shall be two (2)

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[feet wide and graveled, and must meet the specifications of County Public Works.](#) (See Figure 4.6.C.2. or Figure 4.6.C.2.)

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10. Alleys: Proposed alleys in both residential and commercial subdivision shall meet the following standards:
 - a. The width of an alley shall be a minimum of twenty (20) feet.
 - b. Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall be designed to permit single unit truck movement.
 - c. Dead-end alleys shall be avoided where possible, but if unavoidable, shall be provided with adequate turnaround facilities at the end.
11. Grading/Cut and Fill: All streets and alleys within or adjacent to the subdivision shall be excavated or filled to the grade established by these Regulations.
12. Base Construction: The type of base required will vary depending on the nature of the existing material and with the particular type of traffic to be accommodated, and shall be reviewed by County Public Works according to County specifications unless otherwise warranted by Engineering design. (See Figures 4.6.C.2. and 3.)
13. Street surfacing: All roads within or adjacent to the subdivision shall be paved if they connect to an existing paved road (See Figure 4.6.C.2.). Also, paving shall be required on all subdivision streets [within the Unified Zoning Jurisdiction, except for those in the Agricultural Open Space or Agricultural Suburban Zoning Districts](#) (See Figure 4.6.C.1.). Standards for such paved surfacing shall be according to County specifications unless otherwise warranted by Engineering design.

Standards for gravel surfaced roads shall be according to County specifications unless otherwise warranted by Engineering design. (See Figure 4.6.C.3.)

14. Street Grades: All street grades shall conform to the requirements of the County. Street grades shall not exceed the following, with due allowance for reasonable vertical curves and intersection treatment.

<u>Street Type</u>	<u>Percent Grade</u>
Arterial	4
Collector	7

Table 4.6.C.1. Required Dedications and Street Improvements for Subdivisions

Street Type	Right-of-Way	Road Width	Lane Width	Parking Width	Turn lane width	Median Width	Sidewalk/Pathway Minimum Width
Principal Arterial							
• 6 lanes w/center turn-lane	120'	92'*	12'/14'**	---	14'	---	5'
• 4 lanes w/center turn-lane	120'	92'*	12'/14'**	---	14'	---	5'
Minor Arterial							
• 4 lanes w/median	100'	68'*	12'	---	---	14'	5'
• 2 lanes w/median	100'	52'*	12'	---	---	14'	5'
Commercial Collector							
• 2 lane	80'	44'*	14'	8'	---	---	5'
• 2 lanes w/center turn lane	80'	42'*	14'	---	14'	---	5'
Residential Collector							
• 2 lane	70'	40'*	12'	8'	---	---	5'
• 2 lanes w/center turn lane	80'	50'*	12'	8'	14'	---	5'
Commercial Local Access	60'	28'****	12	n/s	---	---	5'
Residential Local Access	56'/60'***	28'****	12	n/s	---	---	5'
Cul-de-Sac 100-1000 feet	56'/60'***	28'****	12	n/s	---	---	5'
Cul-de-Sac <100 feet	40'	24' min.	10	n/s	---	---	---

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* Widths to be provided if warranted by a RES or TIS.

** Interior lane(s) is 12 feet and the outside lane is 14 feet.

*** ~~56-60~~ feet minimum is required for all subdivisions, unless otherwise specified in Table 4.6.C.1 for the Street Type, ~~within the zoning jurisdiction. 60 feet is required for subdivisions outside the zoning jurisdiction.~~

*** Roads in the Agricultural Open Space or Agricultural Suburban Zoning Districts, or roads outside of the Unified Zoning Jurisdiction will be built 28' wide to include a 24' paved or gravel driving surfaces, 2' shoulders, and drainage swales (See Figure 4.6.C.2. or (See Figure 4.6.C.3.)). All roads within the Unified Zoning Jurisdiction, except for those in the Agricultural Open Space or Agricultural Suburban Zoning Districts, will be built 28' wide to include 24' paved driving surfaces, 2' minimum shoulders, drainage swales, and a 5' sidewalk outside of the drainage swales (See Figure 4.6.C.1.).

Comment [FW3]: Check for correct number after street cross section updates

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Comment [FW5]: Check for correct number after street cross section updates

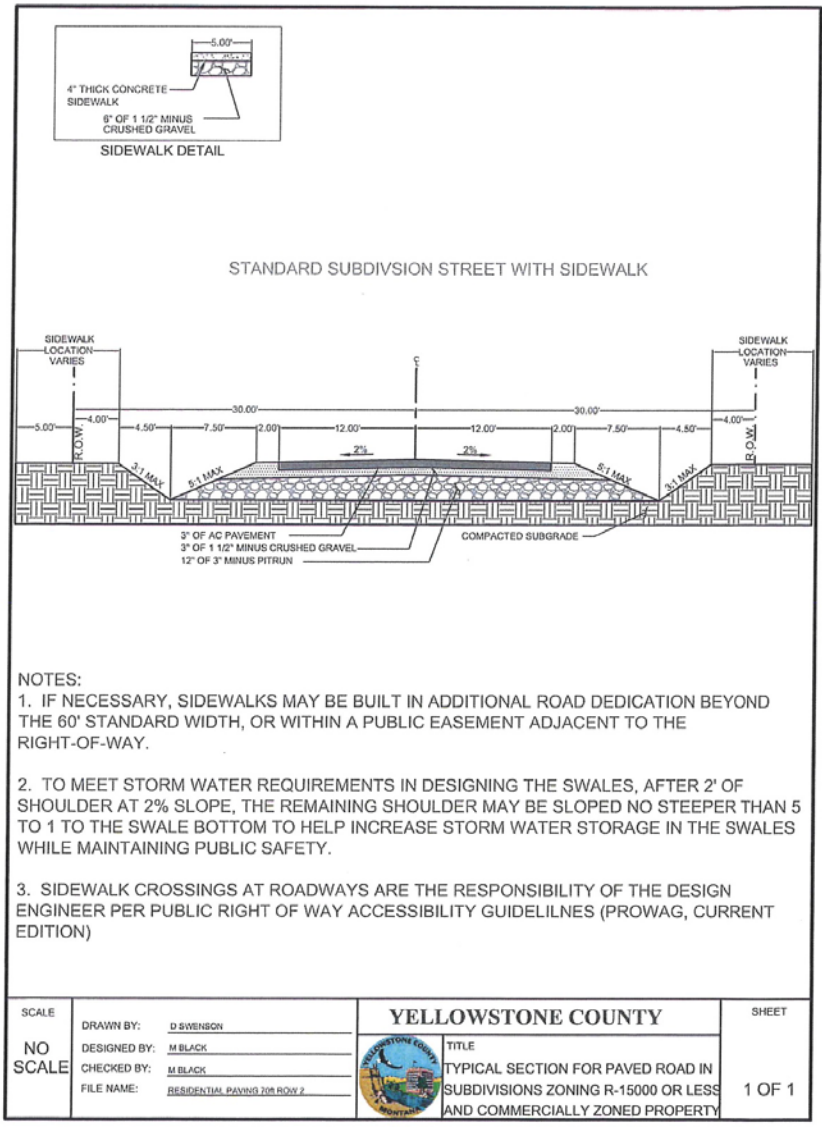
15. Sidewalks and Pedestrian Pathways/Connections: Pedestrian Sidewalks pathways shall be installed with all streets within the Unified Zoning Jurisdiction with the exception of property zoned Agricultural Open Space or Agricultural Suburban, where a majority of the lots are less than 25,000 square feet in area. In lieu of, or in combination with, the required pathways, the subdivider may construct an approved multi-use bicycle/pedestrian path or trail that is connected and accessible to all lots. Required pathway Sidewalk widths shall follow those listed in Table 4.6.C.1. and meet Yellowstone County Public Works design standards. It is recommended that pathway, multi-use path, or trail designs follow the standards provided in the adopted Heritage Trail Plan.

16. Access Driveways: Access driveways are defined as an access serving one or two lots and not more than five dwellings. Accesses serving more than two lots or five dwellings shall be considered a road, and shall be built to the road standards outlined in these Regulations. An approach permit is required for all new access driveways. New driveways shall meet the following standards:

- a. In residential subdivisions, the maximum driveway width shall be thirty (30) feet. The minimum distance between driveways shall be twenty-five (25) feet.
- b. In commercial and industrial subdivisions, the maximum driveway width may be up to fifty (50) feet when approved by the County. The minimum distance between driveways shall be twenty-five (25) feet.
- c. In any allowable location, no driveway width shall be less than twelve (12) feet wide.

- d. Only one driveway shall be provided to any single residential lot unless otherwise approved by the Board of County Commissioners or designee. Additionally, in cases where a lot fronts on a collector or arterial road currently carrying or projected to carry more than 500 vehicles trips per day or where site distances warrant, the County may require shared access drives among lots. The County may permit more than one driveway for commercial lots.

- e. In cases where an access driveway is in excess of 150 feet in length, it shall have a minimum unobstructed width of twenty (20) feet, and shall have an approved turn-around at its terminus (See Figure 4.6.C.5 for acceptable design standards for driveway turn-arounds).



DRAFT Figure 4.6.C.1.

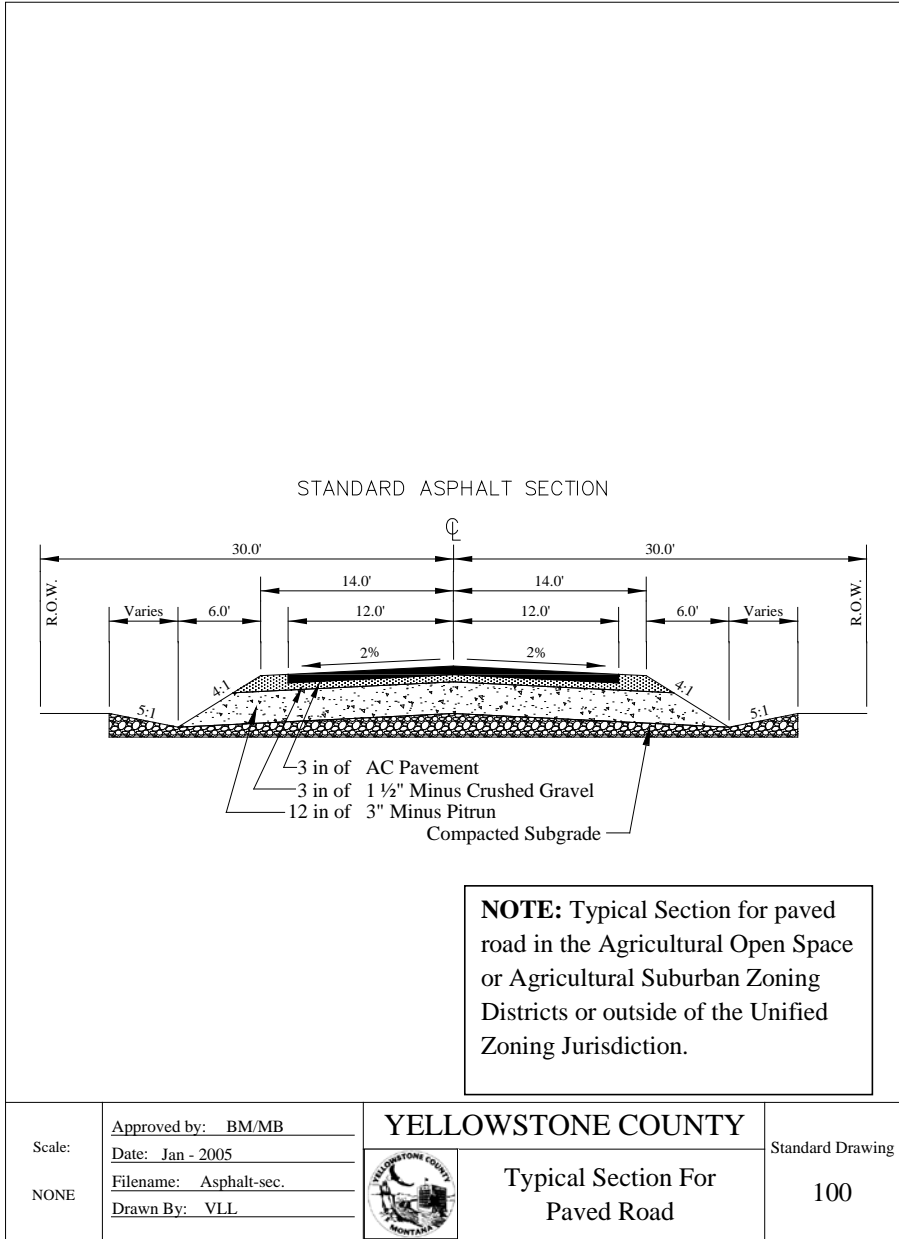


Figure 4.6.C.2.

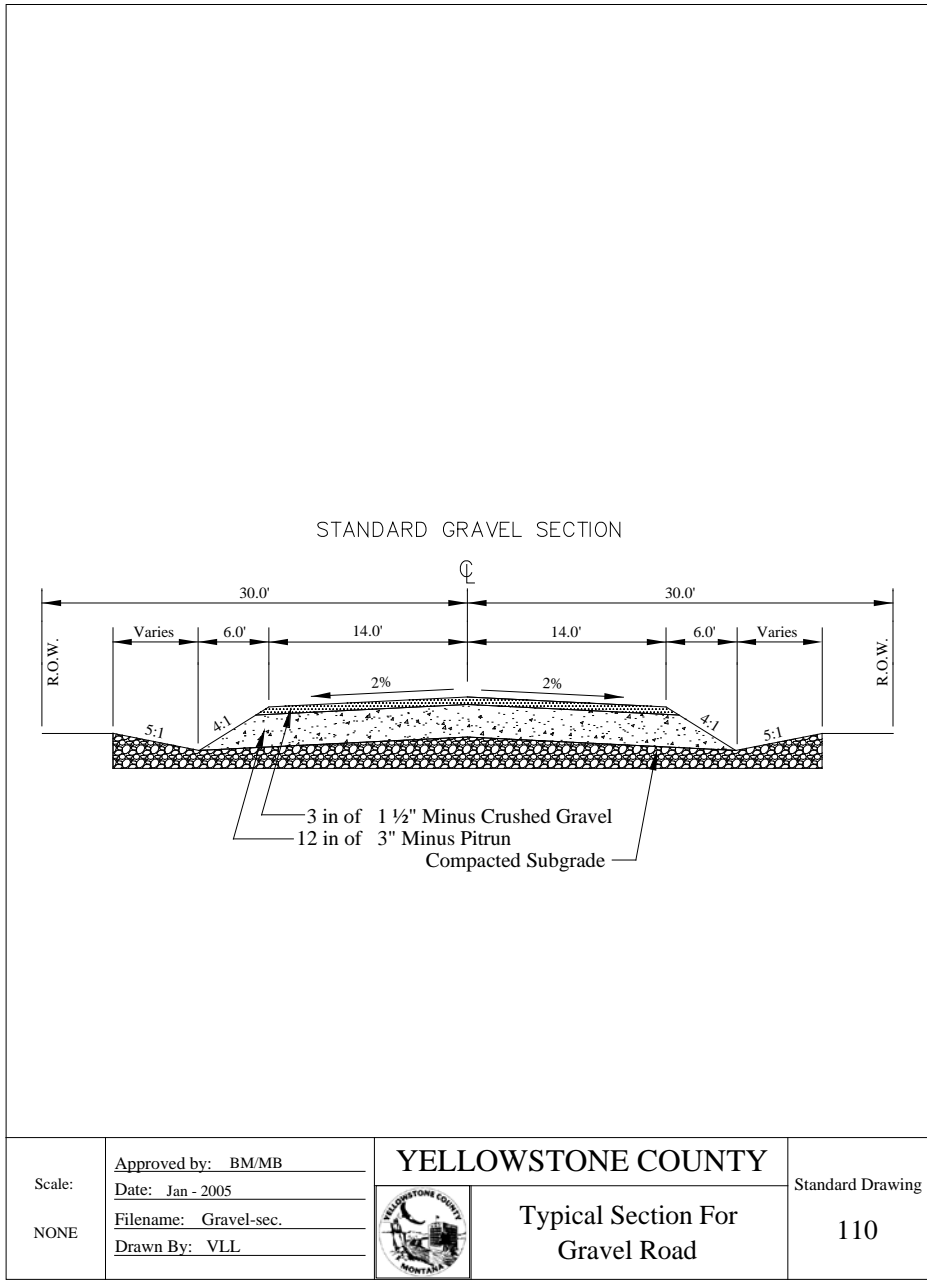


Figure 4.6.C.3.

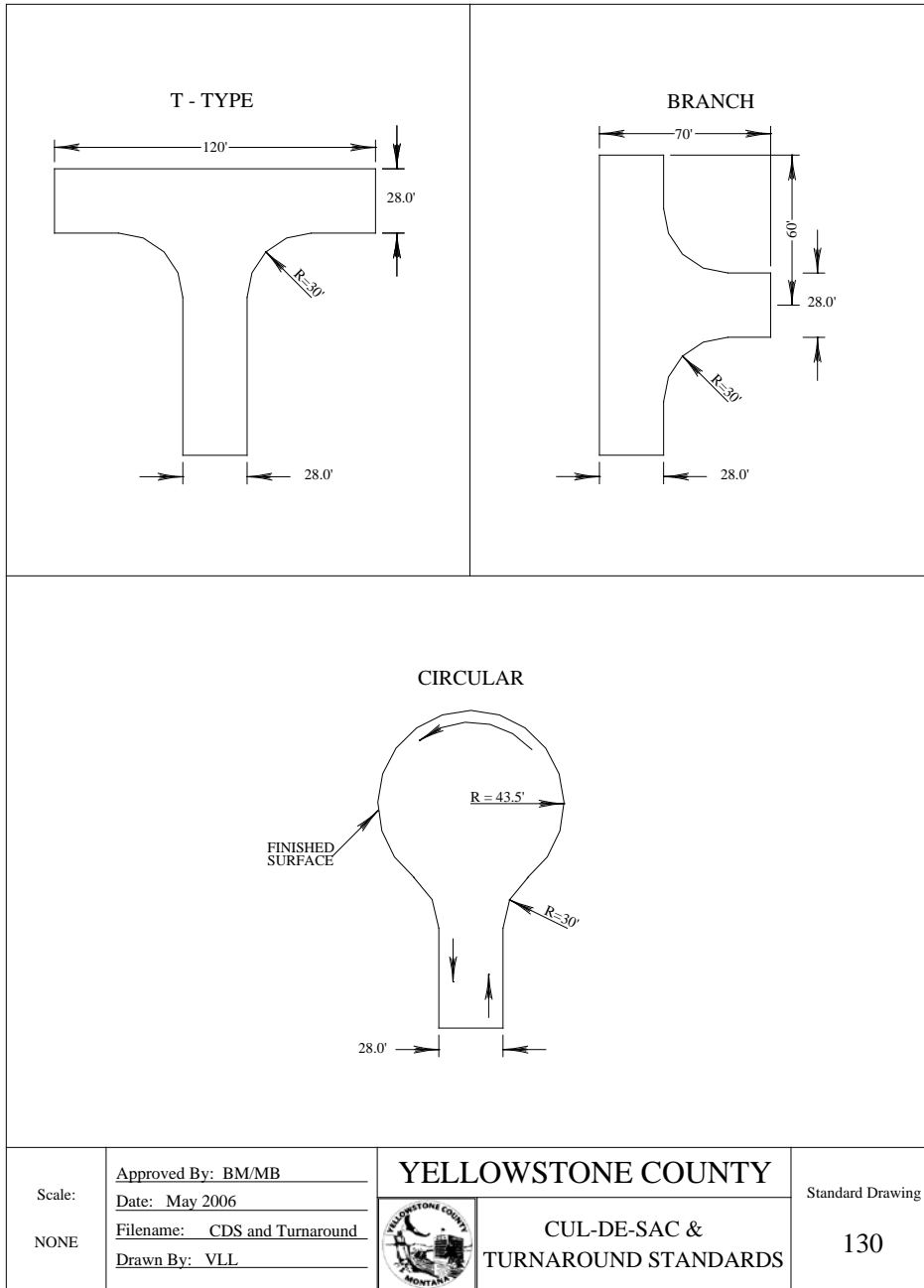
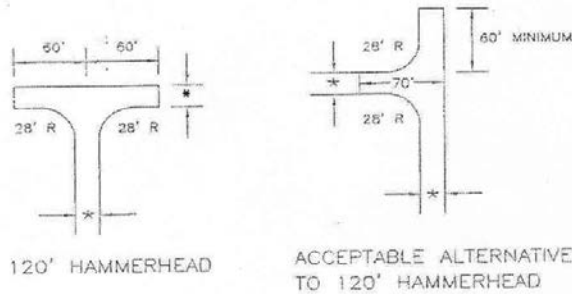


Figure 4.6.C.4. Turn-around standards for Roads

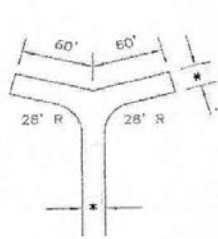
D. **Multi-Use Trails, General:** When applicable, subdivisions shall be reviewed for consistency with the currently adopted Billings Area Bikeway and Trail Master to provide multi-use trail routes for safe, convenient non-motorized transportation routes throughout the County.

1. It is recommended that all new subdivisions provide a 20-foot-wide multi-use trail easement across the property if the Heritage Trail Plan indicates that a proposed multi-use trail route crosses the subdivision property.
2. If the Heritage Trail Plan indicates that a proposed trail route crosses the subdivision property, and a segment of the corridor has already been provided on adjacent property, then it is recommended that the subdivision provide a 20-foot wide trail easement to connect to the trail segments at the property lines to provide for a continuous trail route.
3. When parkland dedication is required and the Heritage Trail Plan indicates that a proposed trail route crosses the subdivision property, dedication of linear park land including a trail easement may be considered as all, or a portion of, the required parkland dedication (See Sections 10.2 and 10.4 of these Regulations).

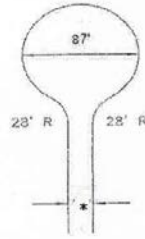


120' HAMMERHEAD

ACCEPTABLE ALTERNATIVE TO 120' HAMMERHEAD



ACCEPTABLE ALTERNATIVE TO 120' HAMMERHEAD



87' CUL-DE-SAC

* = Twenty (20) feet minimum
unless otherwise required.

Figure 4.6.C.5. Turn-around Standards for Access Driveways

Section 4.7 Storm Drainage Facilities.

A. **General:** Facilities and design for storm water drainage shall be provided in accordance with standards set by the Montana Department of Environmental Quality (MDEQ). The subdivider shall provide a storm water collection and conveyance system which is designed and constructed in accordance with MDEQ standards and which may be connected to an existing storm drainage system. If there is no existing storm drainage system in the area or if the existing system has insufficient capacity to carry the additional discharge, the subdivider shall provide an onsite area for retention or detention with controlled outlet capacity, if needed. Such on-site retention or detention and controlled outlet shall be utilized only if specifically approved by the MDEQ.

B. **Drainage Discharge:** Discharge of storm drainage is subject to the following:

1. Storm drain systems shall not discharge into sanitary sewer facilities.
 2. Storm drain systems shall not discharge into agricultural water user's facilities without the written permission of the appropriate irrigation district.
 3. Stormwater detention or retention ponds may be located within public park land at the discretion of the County Park Board. Such areas shall not count toward the park land dedication requirement unless they are approved by the County Park Board, designed to serve as an amenity to the park, and fit into the planned uses and improvements to the park (See Chapter 10 of these Regulations).
- C. **Easements:** Easements may be required between lots and along public rights-of-way to manage storm drainage in subdivisions.
- D. **Location of Facilities:** If any onsite retention or detention facility is used it shall be included as part of the lots, public right-of-way or parkland. No separate parcels shall be created exclusively for such facilities.
- E. **System Maintenance:** If any onsite retention or detention facilities are utilized, unless otherwise provided, a special maintenance district shall be created prior to filing the final subdivision plat in order to provide funds for the maintenance of such facilities.
- F. **Future Improvements:** If any onsite retention or detention facility is used, a waiver of right to protest the creation of a future storm drain system special improvement district shall be executed by the subdivider and recorded and filed with the final plat.
- G. **Municipal Separate Storm Sewer System (MS4):** Yellowstone County is part of a program to reduce pollutants in storm water runoff from construction activities that result in a land disturbance of greater than or equal to one (1) acre, within the MS4 boundary and outside the city limits in Billings. A map of the MS4 boundary is available in the Public Works Department. Development inside the MS4 boundary may be required to follow the procedures described below.

Any person or person that perform(s) construction activities within the MS4 boundary that result in a land disturbance of greater than or equal to one (1) acre, shall obtain a permit or permission from MDEQ and abide by all of their rules, requirements, and conditions. This shall include construction plan submittal to MDEQ. A copy of the submittal, along with any responses or replies from MDDEQ shall also be submitted to the Yellowstone County Public Works Department. [The final DEQ approved storm water management plan for all subdivisions shall be provided with the final plat and recorded as part of the final DEQ documents when the final plat is recorded.](#)

Section 4.8 Sanitary Sewer System.

- A. If the subdivision is within the service area of a public sanitary sewer system, and sanitary sewer services are within 500 feet of the boundary of the subdivision, the subdivider shall install complete sanitary sewer system facilities in accordance with the requirements of the sewer district involved and the Montana Department of Environmental Quality (MDEQ). If the boundary of the subdivision is more than 500 feet from sanitary sewer services, the subdivider will sign a waiver of right to protest future sanitary sewer infrastructure improvements and assessments.

The subdivider shall submit an application for extension of sanitary sewer services and plans and specifications for the proposed facilities to the sewer district involved and to the Montana Department of Environmental Quality (MDEQ) and shall obtain necessary approvals prior to final plat approval.

- B. If any boundary of the subdivision is within 500 feet of a public sanitary sewer system, the subdivider must connect to the sewer district and install sanitary sewer system facilities.

The governing body may grant a waiver of the requirement to connect to a public system if the subdivider demonstrates that connection to the public system is physically or economically impractical, or if the district or utility refuses to provide service. For purposes of this Section, a connection is economically practical if the cost is less than or equal to three times the cost of installation of an approvable system on the site.

Subdivisions that are developing in the County but are within the City of Billings Annexation Petition Area or Long Range Urban Planning Area on its Limits of Annexation Map, or in close proximity to a public sewer system, should consider in designing sewer systems the future connection to the public systems. Designing the systems to connect to a public system is not a requirement but may better facilitate future annexation of existing development or extension of services to a development from a public system.

- C. Where individual septic systems are proposed, the systems must, at a minimum, meet the standards set forth in Montana Administrative Rules, Title 17, Chapter 36 (Subdivisions/Onsite Subsurface Wastewater Treatment), and obtain approval by the Montana Department of Environmental Quality and/or the Yellowstone County Environmental Health Department, as required below.

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1. For lots less than 20 acres, MDEQ approval shall be obtained prior to the submittal of the final plat application.
2. For lots equal to or greater than 20 acres, Yellowstone City-County Health Department approval is required prior to the submittal of the final plat application.

D. Where the subdivision may reasonable expect sanitary sewer service from the City of Billings public sewer system or other public sanitary sewer system at a future date, as determined by the Yellowstone County Board of Planning, a waiver of right to protest the creation of a future sanitary sewer system special improvement district shall be executed by the subdivider and filed and recorded with the final plat. However, subdivisions that are developing in the County but are within the City of Billings Annexation Petition Area or Long Range Urban Planning Area on its Limits of Annexation Map, or in close proximity to a public sewer system, should consider in designing sewer systems the future connection to the public systems. Designing the systems to connect to a public system is not a requirement but may better facilitate future annexation of existing development or extension of services to a development from a public system.

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Section 4.9 Water Supply System.

- A. If the subdivision is within the service area of a public water supply system, the subdivider shall install complete water system facilities in accordance with the requirements of the water district involved and the Montana Department of Environmental Quality (MDEQ).

The subdivider shall submit an application for extension of water services and plans and specifications for the proposed facilities to the water district involved and to the Montana Department of Environmental Quality (MDEQ) and shall obtain necessary approvals prior to final plat approval.

- B. If any boundary of the subdivision is within 500 feet of a public water supply system, the subdivider must connect to the water district and install water supply system facilities.

The governing body may grant a variance from the requirement to connect to a public system if the subdivider demonstrates that connection to the public system is physically or economically impractical, or if the district or utility refuses to provide service. For purposes of this Section, a connection is economically practical if the cost is less than or equal to three times the cost of installation of an approvable system on the site.

Subdivisions that are developing in the County but are within the City of Billings Annexation Petition Area or Long Range Urban Planning Area on its Limits of Annexation Map, or in close proximity to a public water system, should consider in designing water systems the future connection to the public systems. Designing the systems to connect to a

public system is not a requirement but may better facilitate future annexation of existing development or extension of services to a development from a public system.

- C. Where individual water supply systems are proposed, the systems must, at a minimum, meet the standards set forth in Montana Administrative Rules, Title 17, Chapter 36 (Subdivisions/Onsite Subsurface Wastewater Treatment), and obtain approval by the Montana Department of Environmental Quality and/or the Yellowstone County Environmental Health Department, as required below.
1. For lots less than 20 acres, MDEQ approval shall be obtained prior to the submittal of the final plat application.
 2. For lots equal to or greater than 20 acres, Yellowstone City-County Health Department approval is required prior to the submittal of the final plat application.

D. Where the subdivision may reasonably expect water supply service from the City of Billings public water system or other public water system at a future date, as determined by the Yellowstone County Board of Planning, a waiver of right to protest the creation of a future water system special improvement district shall be executed by the subdivider and filed and recorded with the final plat. However, subdivisions that are developing in the County but are within the City of Billings Annexation Petition Area or Long Range Urban Planning Area on its Limits of Annexation Map, or in close proximity to a public water system, should consider in designing water systems the future connection to the public systems. Designing the systems to connect to a public system is not a requirement but may better facilitate future annexation of existing development or extension of services to a development from a public system.

Section 4.10 Utilities.

- A. All new utilities serving the subdivision including electricity, cable television, and telephone shall be placed underground, with the exception of fire hydrants, cable closures, alignment markers, etc. Easements for utilities shall be clearly indicated on the plat.
1. Easements across lots or centered on common rear or common side lot lines shall be provided for public utilities and shall be at least 16 feet wide; easements located along perimeter lot lines shall be at least 8 feet in width. The width of an easement may vary depending upon the utility company serving the subdivision.
 2. Utility facilities shall be designed by utility firms in cooperation with the subdivider, subject to applicable laws and rules and regulations of any appropriate regulatory authority having jurisdiction over such facilities.

B. Where a subdivision is proposed partially or wholly within an airport influence area and noise zone, as defined in Article 5-400, Billings Montana City Code, or as identified by the City of Laurel, a perpetual air rights easement shall be executed. Maps depicting the various zones can be found on file with the County Planning Board.