

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 | 1 | | | | | | | | | | | | | | | | | | | | | | |
| Vacant | Mayor/Billings Ward II | - | - | | | | | | | | | | | | | | | | | | | | | |
| LaVerne Bass | Mayor/Billings Ward III | 1 | 1 | | | | | | | | | | | | | | | | | | | | | |
| Darell Tunncliff | Mayor/Billings Ward IV | 1 | 1 | | | | | | | | | | | | | | | | | | | | | |
| Patrick Klugman | Mayor/Billings Ward V | 1 | 1 | | | | | | | | | | | | | | | | | | | | | |
| Troy Boucher | YC District 1 | - | 1 | | | | | | | | | | | | | | | | | | | | | |
| Dennis Cook | YC District 2 | - | 1 | | | | | | | | | | | | | | | | | | | | | |
| Vacant | YC District 3 | - | - | | | | | | | | | | | | | | | | | | | | | |
| Vacant | YC District 4 | - | - | | | | | | | | | | | | | | | | | | | | | |
| Vacant | YC District 5 | - | - | | | | | | | | | | | | | | | | | | | | | |
| Vacant | YC District 6 | - | - | | | | | | | | | | | | | | | | | | | | | |
| Francisco Saldivar | YC District 7 | 1 | 1 | | | | | | | | | | | | | | | | | | | | | |
| Clint Peck | Y County Cons. District | 1 | E | | | | | | | | | | | | | | | | | | | | | |
| Scott Reiter | Ex-Officio SD2 | | | | | | | | | | | | | | | | | | | | | | | |

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January 24, 2017

To be approved by a motion on February 14, 2017

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, January 24, 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: Darin Swenson, Yellowstone County Public Works; Mark Jarvis, Park Planner, City of Billings Parks and Recreation Department; Mike Whittaker, Director, City of Billings Parks and Recreation Department; Michael Svez, Consultant; Matthew Colebank; Auzie Blevins; Leif Welhaven, EEC; Chuck Henrichs, EEC

2. Approval of the January 24, 2017 Agenda: President Tunncliff called for approval of the agenda. **Board member Cook made a motion and Board member Saldivar seconded the motion to approve the agenda as submitted. The motion carried with a unanimous voice vote.**

3. Approval of Minutes: January 10, 2017

Board member Bass requested clarification of Board member Peck’s title in the last section of the minutes acknowledging his appointment.

Motion

Board member Boucher made a motion and it was seconded by Board member Saldivar to approve the January 10, 2017 meeting minutes as corrected. The motion carried with a unanimous voice vote.

4. **Public Comment:** President Tunncliff asked if there was anyone wishing to speak during the public comment portion of the meeting. He stated any member of the public may be heard on any subject that is not on the agenda; the Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting agenda for discussion. There were no public comments.

5-6. Disclosure of 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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7. OLD BUSINESS

7a. Public Hearing. 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. Per Board member Bass' request, Dave green clarified the location of the existing building.

Public Hearing

President Tunncliff opened the public hearing and asked if there is anyone present wanting to speak in favor or against the "Put It Here" subdivision.

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

Mr. Henricks asked the Board if they have any additional questions. He stated this proposal for condominiums will allow for purchases instead of leases. He added the structures will be heater.

At 6:08 pm President Tunncliff closed the public hearing and called for a motion.

Motion

Board member Goodridge made a motion and it was seconded by Board member Klugman to forward a recommendation to the Yellowstone County Board of County Commissioners to conditionally approve the preliminary plat of the Put It Here Subdivision and adopt the Findings of Fact as presented in the Staff Report.

The motion carried with a unanimous voice vote.

8. NEW BUSINESS

8a. Presentation/Update/Discussion. Parks and Recreation Comprehensive Plan Key Findings.

Consultant Michael Svetz, presenting. Planner Mark Jarvis and Director Michael Whitaker are attending. Director Whitaker introduced Consultant Mike Svetz, who opened this agenda item with a PowerPoint presentation. Mr. Svetz stated he intends to give an overview of the preliminary findings from the survey and the comments received from the stakeholders' meetings.

City of Billings Comprehensive Parks and Recreation Master Plan Key Findings Presentation-January 2017

Presentation Agenda:

- Demographics
 - **Population and Households.** Planning for future parks is commensurate with knowing where growth will take place. It is necessary to work towards better planning guidance when considering parkland acquisition.

- **Age Segmentation**-consideration for further segmentation in the 55 and older categories to meet needs as people age
- **Population Considerations for Ethnicity**
- **Comparative Household Income Characteristics**
- **Local Market Potential:**
 - General Sports- indications of average participation levels
 - Fitness Activities-indications increase in swimming, walking for exercise, aerobics and weight lifting,
 - Outdoor Recreation- indications show an increase in all outdoor activities. Considerations include locations available for these services.
- **Qualitative Input Summary-** 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.
The level of maintenance effectiveness was varied
The limited number of developed parks leads to a lack of options or organized team practice and game locations
Positive experiences with the Department’s recreation programs-Mixed opinions on the effectiveness of marketing those recreational programs
Participants cited their awareness of a lack of funding as a factor in the themes previously described.

- **Most Important Function**
 - To Provide the Facilities-SAFE, diverse, quality spaces for people to recreate
 - To Encourage Active Citizens
 - Focus on Existing Parks-prioritized making existing lands better over the acquisition of new lands
- **Underserved Segments of Community**
 - **Neighborhoods**-South Side and 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**- Newly developed neighborhoods are being short-changed. Desire to see parks developed up-front with new subdivisions
 - **Legacy Park Development**
 - **Access to the Yellowstone River**
- **Increasing Awareness**
 - **Increased Communication/Marketing**
 - **Strengthen Partnerships with local organizations, recreations groups, the private sector and in the faith-based community**
 - **Program Guide/ Brochure**-increased distribution.
- **Role in Economic Development**
 - **HUGE!**-role in business attraction and the livability/quality of life attributes that community's need; Missed opportunities associated with the Yellowstone River
 - **Reflection of Community Values**
 - **Destination Parks and Facilities**
 - **Statistically Valid Survey Results`**
- **Most Important Issues**
 - **Funding**-maintenance and execution
 - **Quantity and Quality of Parks and Facilities**
 - **Leveraging Community Support**
 - **Changing Demographics**
 - **Better Communication**
 - **User Fees**

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- **Taxes**
- **Private Donations**
- **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**
 - **A total of residents actually completed the survey: 505**
 - **Confidence level: 95%; Margin of error: +/-4.1%**

Discussion

President Tunncliff called for questions and discussion from the members of the Board. Mr. Svetz stated they plan to return to this Board in May to engage in specific planning element discussions. President Tunncliff thanked them for including Board member Saldivar to participate in this process. He commented on this Board's advisory input in subdivision review which has parkland components. He noted the importance of finding a fair and equitable way for development to make contributions to obtain a basic aesthetic for our community.

Board member Goodridge: Noted the survey ratings for an indoor Ice Skating Rink and the comparison of availability versus community desire. He commented on the need to balance home values and developer contributions; understand the challenge to look at service areas instead of individual development; and the need for marriage between County and City park development efforts.

Board member Cook: There is a need for future discussion on the merit of selling of the undeveloped parkland parcels to promote development of larger regional parks.

Board member Klugman: Asked what are the next steps as far as recommendations? He feels it is important to look towards a call to action for specific projects. Consultant Svetz stated this comes down to funding streams. He commented on a 3-tiered CIP to include life cycle replacements; use existing parkland to meet needs; and plan for larger visionary items. Board member Klugman commented on the wealth of information in the study.

Board member Bass: Pointed out the survey points to a demand or need for indoor facilities and indoor activities yet this community does not have these. What vehicles can be used to meet the expectation? Mr. Svetz stated they plan to generate an equity map for

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a multi-generational recreational center. He stressed it is incumbent on the community to look at indoor space to see how to make Billings and the facilities for regional marketing for sports tourism.

Board member Goodridge: Do other communities that have sales tax tap into the revenue stream? Mr. Svetz explained this depends on how the tax is established. He said the Operations and Maintenance component needs to be robust to ensure sustainability in the short and long term. Funding should ensure the facility can be built, maintained, and have the ability for life cycle replacement.

Board member Cook: Commented there are several smaller communities that have multi-use facilities funded by energy related companies. He said an indoor facility will have to be used to its utmost to be successful. Consultant Svetz said a feasibility study would be needed to understand potential risks with particular consideration to the operation and maintenance side of the equation.

President Tunncliff: Commented on developing government regulations for requirements for development of parklands and using design principles in the neighborhood regulations to create minimum expectations. He would like to see consistency with the use of parklands.

Director Whittaker: Commented on possibility of City Council creating a revenue bond from the City Wide District.

Other Business

A. County Subdivision Regulations-Suburban Design Criteria-Board member Goodridge and Director Friday

Director Friday gave a brief explanation of this agenda item. President Tunncliff thanked Board member Goodridge for serving as Chairman of this Committee and Director Friday for his support and for comprising a strong committee. He commented it is good to identify issues but to have solutions. Director Friday said this was presented in a BOCC discussion session and it was well received. He thanked Darin Swenson, Yellowstone County Public Works, for developing the new roadway cross section. Board member Goodridge pointed out the importance of presenting the fact this is a community related concern. Director Friday said staff will send hard copies of the updated regulations with highlighted exerts in the packets for the next meeting. The significant changes deal with “half-right-of ways” versus “full right-of-ways”. The current issue is that road sections cannot be built with “half-

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right-of ways”. This update calls for developers to provide full right-of-way widths whether it is their property or a portion of the adjacent property to ensure the roadway will function properly.

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

Meeting Dates:

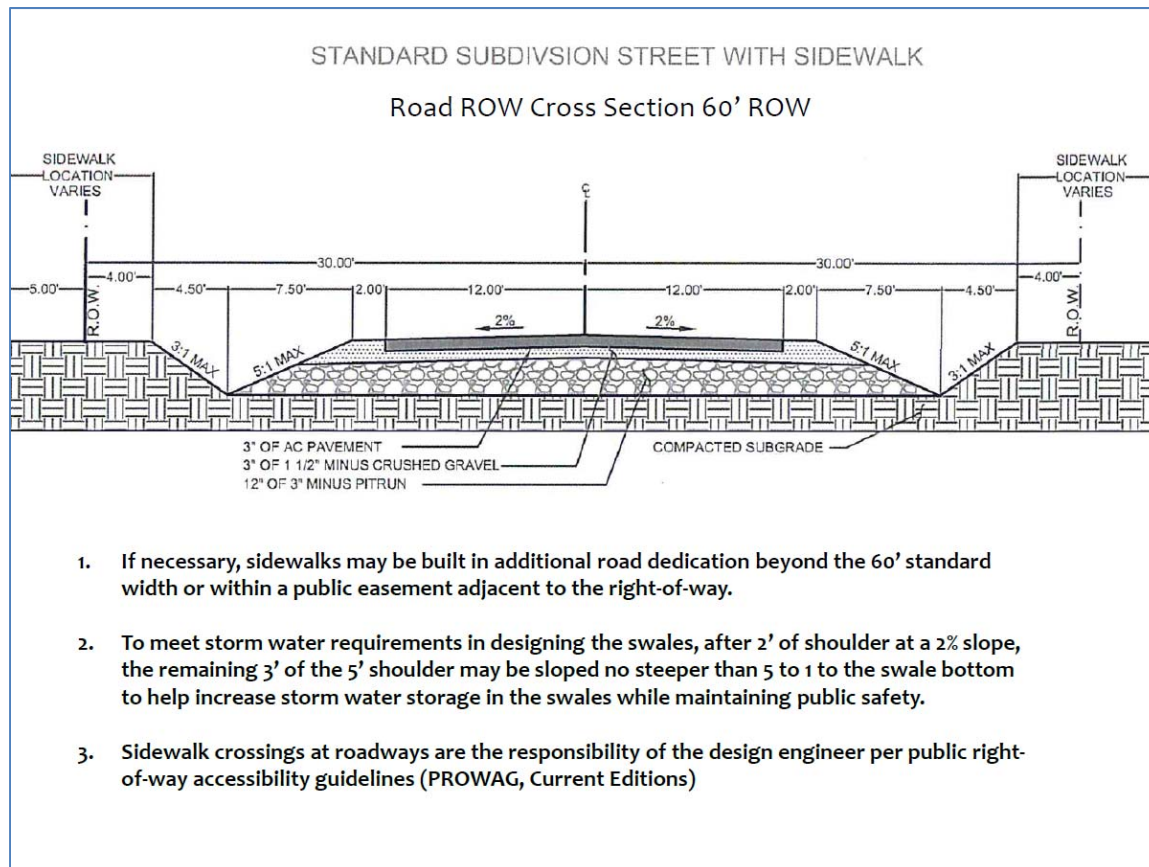
- January 3, 2017 – City Council Work Session Presentation
- January 23, 2017 – BOCC Discussion
- January 24, 2017 – Planning Board Review
- February 14, 2017 – Planning Board Public Hearing and Recommendation to BOCC
- February 28, 2017 – BOCC Resolution of Intent to Amend Regulations, Set Public Hearing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

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

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ADJOURNMENT: 7:48 pm

DRAFT: To be approved by a motion on February 14, 2017