

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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February 14, 2017

To be approved by a motion on February 28, 2017

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, February 14, 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 are: Wyeth Friday, Director, Planning & Community Services Department; Dave Green, Planner II, Jeffery Butts, Bicycle and Pedestrian Coordinator; Tammy Deines, Planning Clerk

Others in Attendance: Bob Riehl; Woody Woods; Blaine Poppler; Robbie Neihart, Performance Engineering; Sara Channell, AmeriCorps Vista Volunteer; Tim Miller, Director, Yellowstone County Public Works; Dan Schwarz, Yellowstone County Attorney; Craig Dalton; Jolene Rieck, Peaks to Plains

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

3. Approval of Minutes: January 24 2017

Board member Goodrich and Board member Saldivar requested corrections to the attendance list.

Motion

Board member Saldivar made a motion and it was seconded by Board member Goodrich to approve the January 24, 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. Motion. Planning Board Endorsement of AmeriCorps Vista Active Transportation Volunteer-Planning Division, Extending the program through July 2018. Jeffery Butts, Bicycle and Pedestrian Coordinator

Mr. Butts thanked the Board for this opportunity. Planning has hosted a volunteer within the Planning Office for 3 years. He introduced Sara Channel, who is the VISTA volunteer working in the Planning Division this year. Mr. Butts said the “Kids in Motion” Program obtained a \$30, 0000 grant, repaired 600 bicycles, and piloted educational programs for School District #2. Ms. Channel is working on a fundraising program to obtaining a bicycle fleet. Going forward the goals include development of the “Kids in Motion” program and curriculum development in conjunction with School District #2. In response to question by Board member Klugman, Mr. Butts said there is Board from St. Vincent Health Care, and this will be extended due to a donation from the Spoke Shop. He asked this Board for a motion of endorsement to extend this program through July 2018.

Board member Saldivar made a motion and Board member Bass seconded the motion to endorse extension of the AmeriCorps Vista Active Transportation Volunteer-Planning program through July 2018. The motion carried with a unanimous voice vote.

7b. Public Hearing. Motion/Recommendation to Board of County Commissioners. Adoption of the Suburban Design Standards. Wyeth Friday, Director, Planning & Community Services Department; Board member David Goodridge

Director Friday stated the Board of County Commissioners will consider a Resolution of Intent; a public comment period will ensue; and a public hearing will be held on March 28, 2017. Board member Goodrich opened this agenda item with a PowerPoint presentation and presented background information on how the committee was formed to generate ideas and changes to the subdivision designs in communities outside the city. He listed the committee members who were representatives from the building, engineering, and development communities, Yellowstone County Commissioners; Lockwood, Peaks to Plains, Yellowstone County Public Works; Yellowstone County Attorney’s office; City Engineering; RiverStone Health Environmental Services; Planning Staff, and Planning Board members. The primary committee goal is to promote safety in County neighborhoods and consistency of neighborhood design. Board member Goodridge said the recommendations were made to apply a design that will allow for

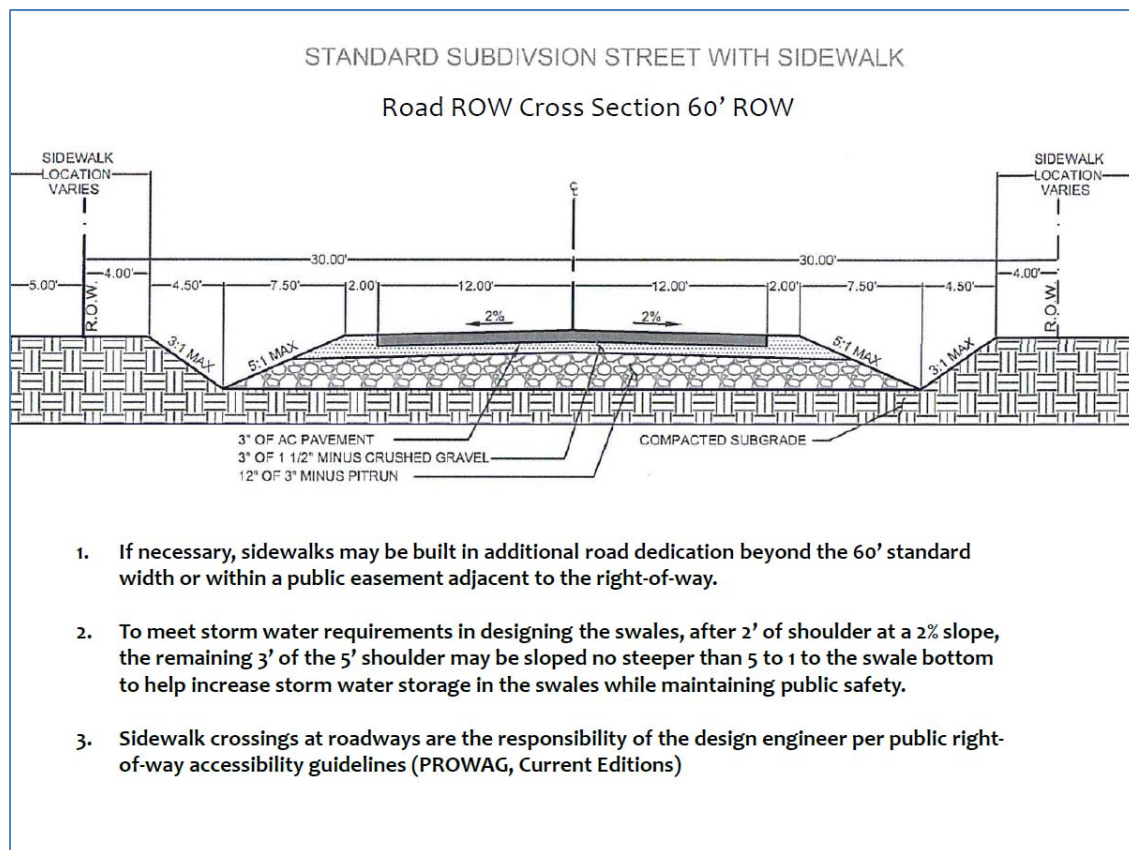
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future annexations to the city and hopefully lessen some of the burden on property owners.

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



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)

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Discussion

President Tunncliff stated this speaks well of the Planning Board's ability to proactively identify and address issues. He commended Board member Goodrich for chairing the committee and Director Friday for organizing and identifying quality committee members. Board member Klugman echoed President Tunncliff's comments and stated these regulations will benefit the community for the future. He asked if there is a recommended thickness for concrete sidewalks. Yellowstone County Public Works Director Miller stated it is 5" thickness and there should be a reference to the County Public Works Department.

Public Hearing

President Tunncliff opened the public hearing and asked for anyone wishing to speak in favor or against the County Subdivision Regulations-Suburban Design Criteria.

Woody Woods, Lockwood Safety District, 129 Rolling Meadows Billings, Montana

Mr. Woods stated the Lockwood Safety District Advisory Board is recommending approval of this document as it addresses issues and provides solutions; and helps Lockwood create safe corridors with sidewalk installations as parcels are developed.

Bob Riehl, Lockwood Steering Committee, 126 Rolling Meadow Drive, Billings, Montana

Mr. Riehl serves as the Chairman of the Lockwood Steering Committee. Mr. Riehl stated the Lockwood Steering Committee supports this effort.

President Tunncliff closed the Public Hearing at 6:27 p.m. and called for discussion and a motion.

Discussion

Director Friday provided clarification on the sidewalk thickness. Discussion ensued by Tim Miller and Staff to discern if the 4" width listed in the draft document is a scrivener's error. Board member Bass voiced concern with potential breakage with a 4" width. Board member Saldivar suggested that more strength is gained with the 5" width and the cost versus labor aspect is almost identical between 4" and 5". Director Miller agreed with this perspective. It was the consensus that the Board is comfortable with correcting this error to a 5" sidewalk depth.

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Motion

Board member Saldivar made a motion and it was seconded the motion to recommend to the Board of County Commissioners approval of the County Subdivision Regulations-Suburban Design Criteria as presented with the correction of the scrivener's error to change the sidewalk depth from 4" to 5".

Discussion

Director Friday noted the half-width right of way language in this document. 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.

8. NEW BUSINESS

8a. Plat Review/Discusiion. Lake Hills Subdivision, 35th Filing. A 14-Lot City Major Subdivision. Dave Green, Planner II, presenting.

INTRODUCTION

On January 1, 2017, Performance Engineering and Consulting for Trenton Parks, applied for preliminary major plat approval for Lake Hills Subdivision, 35th Filing. The proposed subdivision re-plats 8 lots originally platted in the Lake Hills Subdivision, 15th and 33rd Filings, into 14 lots. The subject property is located on both sides of Gleneagles Boulevard, between Cherry Hills Road and Annandale Road, north west of the Lake Hills Golf Course in the Heights. The property is zoned Residential-5000 (R-50) and twin homes are proposed. The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on February 28, 2017.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Lake Hill Subdivision, 35th Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

VARIANCES REQUESTED None.

PROPOSED CONDITIONS OF APPROVAL

Planning staff recommends the following conditions of approval:

1. To provide for the installation of private utilities, prior to final plat approval the applicant will coordinate with private utility providers for any needed easements and show them on the final plat as requested by the private utility companies.
2. To minimize impacts on local services, centralized mail delivery site(s) shall be coordinated and identified prior to final plat approval. A letter from USPS shall be provided for verification.

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3. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal 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 City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Discussion

A brief presentation was given to the Planning Board about the proposed subdivision. Board President Darrell Tunnicliff asked if there were any questions from the board, there was no discussion from the board or from the applicants' agent.

****A public hearing for Lake Hills Subdivision 35th Filing will be held at the Planning Board meeting on Tuesday, February 28, 2017.**

8b. Plat Review/Discussion. Coal Creek Subdivision. Dave Green, Planner II, presenting.

INTRODUCTION

On December 1, 2016, Performance Engineering, agent for Magnus Land Development, LLC, owner, applied for preliminary major plat approval for Coal Creek Subdivision. The proposed subdivision creates 14 new lots for multi-family residential, commercial and residential professional development. The subject property is generally located on the north west corner of the intersection of Rimrock Road and 62nd Street West. The property is zoned Residential Multi-Family (RMF), Community Commercial (CC) and Residential Professional (RP).

On December 16, 2016 that applicants' agent requested a 30-day delay to work out some storm drainage details and phasing. That is why the proposed subdivision is coming to the Planning Board in February and not in January.

The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on February 28, 2017.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Coal Creek Subdivision to the City Council, and adopt the Findings of Fact as presented in the staff report.

VARIANCES REQUESTED

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No variances from the City Subdivision Regulations have been requested.

PROPOSED CONDITIONS OF APPROVAL

Planning staff recommends the following conditions of approval:

1. To minimize effects on local services, prior to final plat approval storm drain calculations must be submitted to the City Engineer's Office for review and approval. Cost participation into the regional storm drain facility will be determined from the calculations.
2. To ensure the proposed drainage system can be used as outlined, prior to final plat approval an agreement with Birley Drain for storm water discharge must be in place and a copy submitted to the City Engineering Department.
3. To ensure the storm water system is properly maintained, prior to final plat approval the applicant will add the following to the storm drain section of the SIA. The stormwater retention areas and associated improvements will be privately owned and maintained by the HOA. O&M requirements and HOA responsibilities shall be as outlined within the City of Billing Stormwater Management Manual (SWMM), appendices E and F. Retention areas shall be covered with a blanket easement, allowing access by the City. If the HOA fails to maintain the stormwater retention facilities, the City reserves the right to create a maintenance district in the subdivision to maintain the stormwater retention facilities.
4. To minimize effects on local services and ensure proper parkland dedication requirements, prior to final plat approval, the subdivider will meet with the City Parks Department and determine where parkland will be provided through smaller park areas within the proposed residential lots in the subdivision. These private park parcels shall be dedicated to a legal entity such as a Homeowners Association (HOA) and maintained by that entity.
5. To minimize the effects on local services, prior to final plat approval the subdivider will provide a letter from the United States Postal Service acknowledging its agreement with the placement of mail delivery facilities in the subdivision.
6. To ensure pedestrian/bike connection from this subdivision to the trail along the north side of Cove Ditch, prior to final plat approval the applicant will more specifically identify the location of the proposed ditch crossings and who is paying for their installation referred to in the SIA under the heading **F. Billings Area Bikeway and Trails Master Plan.**
7. To ensure pedestrian/bike connection between residentially zoned land and the commercially zoned land within this subdivision, prior to final plat approval the applicant will include language that future development in the subdivision will encourage interconnectedness for pedestrians and bikes between the residential and commercial areas of the development.

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8. To ensure the provision of easements for utilities, prior to final plat approval the subdivider shall provide utility easements on the final plat as requested by the private utility companies.
9. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
10. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Discussion

Board President Darrell Tunnicliff opened the floor for board members to ask questions. Board members asked some questions regarding parkland, centralized mail boxes and height limits in RMF zoning. Staff responded that the parkland would be dispersed throughout the residential development in smaller parks near the housing units. The USPS now requests centralized mailboxes to be more efficient with delivery of mail. Mr. Blaine Poppler responded that RMF zoning does not have a height limit.

Craig Dalton, Performance Engineering, (no address given)

Mr. Craig Dalton from Performance Engineering, representing the applicant, stood to speak for the proposed subdivision. Board members asked questions that mostly revolved around the proposed park land within the housing area. Several board members expressed concern with the parkland being nothing more than front lawn space but not an area large enough for actual outdoor activity. There was also concern raised about if there should be open space along Rimrock Road it wouldn't be a very safe area. Mr. Dalton stated he would provide a proposed layout for the housing and parkland at the public hearing on February 28th. Some board members also asked for greater detail about the proposed drainage system for the proposed subdivision. Mr. Dalton explained the proposed city catch basin to the south to collect storm water for the area. It is proposed that this developer contribute a proportional share of the cost of construction of the detention area to be able to use it for drainage from this proposed subdivision.

Blaine Poppler, Coldwell Banker Commercial Real Estate, (no address given)

Mr. Blaine Poppler stood to speak about the proposed subdivision. He stated the applicant was proposing to build apartments on the land that is zoned residential multi-

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family at half the allowed density. This will leave larger areas available for the interspersed parkland areas and make it a desirable area to live in.

****A public hearing for Coal Creek Subdivision 35th Filing will be held at the Planning Board meeting on Tuesday, February 28, 2017.**

OTHER BUSINESS

A. Update: Bike-Pedestrian Master Plan Review Schedule; TIP, Transportation Improvement Plan, Review Schedule.

- a. **Bike Pedestrian Master Plan Review:** March 14 Planning Board presentation; March 28 Planning Board Public Hearing. Motion/Recommendation.
- b. **Transportaiton Improvement Plan:** March 14 Planning Board presentation; March 28 Planning Board Public Hearing, Motion/Recommendation.
- c. **Transportation Demand Survey.**

B. Vacant Planning Division Manager position: The position will be posted and advertised starting Friday, February 17, and will remain open for 3 weeks.

ADJOURNMENT: 7:38 pm

DRAFT: To be approved by a motion on February 28, 2017