



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



**AGENDA-CANCELLATION NOTICE**

May 23, 2017 MEETING TIME: 6:00 p.m.  
1st Floor Large Conference Room, Miller Building  
2825 3rd Avenue North, Billings, Montana 59101

1. **CANCELLATION NOTICE**-The Tuesday May 23, 2017 Planning Board meeting is cancelled due to a lack of agenda items. The June 13, 2017 meeting will be held as legally advertised and announced.
2. **DELAYED. APPROVAL OF THE MAY 9, 2017 MEETING MINUTES**

**FUTURE AGENDA ITEMS FOR TUESDAY, JUNE 13, 2017**

- a. **Plat review/Discussion. Sartorie Subdivision.** Blueline Engineering, Dave Green, Planner II.
- b. **Motion/Recommendation. Initiation of the Separation of the County Zoning Code and City Zoning Code.** Discussion on the proposed project schedule.
- c. **Discussion/Staff Presentation: Lockwood Transportation Overview.** Scott Walker, Transportation Coordinator; and Planning Board members.

**Planning Board Meeting-Cancellation Notice**

**Meeting Date:** 05/23/2017

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**Information**

**Subject**

**DELAYED. APPROVAL OF THE MAY 9, 2017 MEETING MINUTES**

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

# CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

May 9, 2017

*To Be approved by a motion on May 16, 2017*

## 1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, May 16, 2017, in the Miller Building 1<sup>st</sup> Floor conference room, 2825 3<sup>rd</sup> Avenue North, Billings, Montana.

## Introduction of Planning Board Members and Planning Department Staff

President Tunncliff called for introductions of the members of the Planning Board and staff. Attending Planning staff member: Wyeth Friday, Director, Planning & Community Services Dept.; Tammy Deines, Planning Clerk; Damon Combs, Application Development, City IT Dept.

**Others in Attendance:** There were none.

2. **Approval of the May 9, 2017 Agenda:** President Tunncliff called for approval of the agenda. **Board member Cook made a motion and Board member Klugman seconded the motion to approve the May 9, 2017 agenda. The motion carried with a unanimous voice vote.**

3. **Approval of Minutes: April 25, 2017**

### Motion

**Board member Boucher made a motion and Board member Cook seconded the motion to approve the meeting minutes of April 25, 2017 as submitted. 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 reported by the Board.

7. **OLD BUSINESS:** There is no Old Business.

## 8. NEW BUSINESS

### A. Discussion. City and County Zoning Code Update-Wyeth Friday, Director; and Nicole Cromwell, Zoning Coordinator

Director Friday introduced Zoning Coordinator Nicole Cromwell. Ms. Cromwell

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provided the Planning Board with an overview of the discussions and processes of updating the Unified Zoning Code. She stated in April, Staff presented the “kick off” of the Unified Zoning Code update project to the Board of County Commissioners and the City Council; and explained the need to mechanically separate the City and County codes for the purpose of working through them and dealing with the amendment. City Council wished to ensure that areas that may overlap between the City and County will not be lost in an oversight. The Planning Board had expressed interest in establishing an oversight committee for this purpose and both the City council and the Board of County Commissioners are in agreement with this offer. Staff will seek outside help from a consultant to get expertise and provide perspectives from outside communities. The RFQ will establish the contract and time period needed for this project. Staff is suggesting extending the project funding as a 2-year fiscal process, ranging from \$60,000-\$120,000. The Planning Division has \$35,000 available per fiscal year through the obligated reserve process. City Council and the Board of County Commissioners has Staff’s request for the additional funding needed, and their responses will come following culmination of their respective budget processes. Both governing bodies are in favor with starting this project. Zoning Coordinator Cromwell said the Planning Board will be asked to initiate a zoning text amendment. The goal is to update the Zoning Code to agree with the adopted 2014 Growth Policy. She explained she has worked through drafts of the City and County codes, which is purely a procedural process managed by staff. The consultant will assist the Steering Committee in writing the code in a clear manner for public consumption. Staff will note best practices from other communities. The current code is 450 pages and staff is hoping for a significant reduction to make it user friendly. The zoning districts will be compared to actual land uses on the ground. The consultant will work towards providing a community outreach piece that will include social media and online options. The reunification process can be started when the agreement is received from the Planning Board and the Steering Committee members are appointed, (having a proposed 8-15 members).

President Tunnicliff commented on the importance of establishing a project timeline with some latitude for flexibility to ensure the project reaches completion. He asked about the proposed subcommittees to review landscaping and signage codes. Nicole explained that Staff will bring suggestions to the Steering Committee for members to work on subcommittees to focus on these

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sections. Discussion followed on the benefit of having a user friendly code to allow more options and more choices for uses in neighborhoods. Ms. Cromwell said the thought is to keep an open mind and let the processes create the result. Board member Cook commented on the need for a masterplan for the area going westward to Laurel. Board member Klugman noted opportunities to leverage additional funding for this project, such as the Big Sky Trust Fund. Board members commented on the importance of having the governing bodies’ financial commitment to the process.

Wyeth Friday said staff will prepare to propose initiation of the separation of the code at the June 13, 2017 Planning Board meeting, and said a tentative schedule outline with a definitive ending will be provided.

Board member Boucher stated he feels this process is long overdue as there are conflicts in the code. He said in general, he has received positive feedback. Board member Cook said the key to success in this type of project is the approach. Board member Klugman said this is an opportunity to educate and inform, and update the code to today’s standards. He stated he fully supports this project. Board member Woods concurred and said things have changed in the community in the last 45 years. He said the zoning process needs to be understandable instead of having to be interpreted. Board member Cook suggested using a map to overlay the area from the Interstate to Laurel as a public education piece. The Board also suggested using bullet points to point out why this process is needed. Wyeth Friday commented on the funding piece for the MPO, and Board member Cook commented on the importance of having a City/County Planning Board instead of separate entities. President Tunncliff applauded Wyeth Friday and Nicole Cromwell for their professionalism in taking the initiative for this project. Board member Klugman noted Kolten Knatterud, Branch Manager, Territorial Land Works, expressed interest in participating as a Steering Committee member.

- B.** Apple iPad Training Session: Touch ID, Bookmarks, pdf reader, Agenda Quick meeting packets: Damon Combs, Tammy Deines, and Wyeth Friday aided the Planning Board members to complete these tasks.

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ADJOURNMENT: 7:20 p.m.

**To Approved by a motion on May 9, 2017**