



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



AGENDA

June 13, 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:** MAY 9, 2017. (The MAY 23, 2017 MEETING WAS CANCELED DUE TO A LACK OF AGENDA ITEMS).

Attachments

PlnBMinutes_2017_05_09_DRAFT

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:** PLANNING BOARD MEMBERS
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. **Plat Review/Discussion. Sartorie Subdivision, 2nd Filing.** Dave Green, Planner II, presenting.

Attachments

Finding of Fact

Proposed Plat

Subdivision Improvement Agreement

- b. **Motion/Recommendations: 1) Initiate the zoning amendment to separate the City and County zoning code;**
2) Initiate the overhaul of the City and County zoning codes. Discussion. Creation of an Ad Hoc Steering Committee; Wyeth Friday, Director; Nicole Cromwell, Zoning Coordinator, presenting.

Attachments

Draft Timeline

- 8. **NEW BUSINESS:** (Agenda items new to this meeting).
 - a. **Presentation and Update. Billings Parks & Recreation Comprehensive Plan.** Mike Svez, Pros Consulting; Mark Jarvis, Parks & Recreation Dept; Mike Whittaker, Director, Parks and Recreation Department; presenting.

9. **OTHER BUSINESS:**

- a. **Discussion/Staff Presentation: Lockwood Transportation Overview.** Scott Walker, Planning Transportation Coordinator, presenting.

Attachments

Lockwood Presentation-2017 PB

- b. **Discussion. Addressing littering in the City of Billings and Yellowstone County.** Planning Board members.
- c. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.

10. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR TUESDAY, JUNE 27, 2017

- a. **PUBLIC HEARING. SARTORIE SUBDIVISION, 2ND FILING.** Richard Jr. & Mae Sartorie, owners. Blueline Engineering, agent. Dave Green, Planner II, presenting.

Planning Board Meeting I (2nd Tuesday)

3.

Meeting Date: 06/13/2017

Information

Subject

MOTION. MEETING MINUTES: MAY 9, 2017. (The MAY 23, 2017 MEETING WAS CANCELED DUE TO A LACK OF AGENDA ITEMS).

Attachments

PlnBMinutes_2017_05_09_DRAFT

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

CITY/COUNTY PLANNING BOARD

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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

CITY/COUNTY PLANNING BOARD

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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.

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

ADJOURNMENT: 7:20 p.m.

To Approved by a motion on May 9, 2017



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



Planning Board Meeting I (2nd Tuesday)

7. a.

Meeting Date: 06/13/2017

Information

INTRODUCTION

On April 3, 2017, Blueline Engineering, the agent for the owners, Richard and Mae Sartorie, applied for preliminary major plat approval for Sartorie Subdivision, 2nd Filing. The proposed subdivision creates 9 new lots for residential development. The subject property is generally located at 1880 Hawthorne Lane on the northwest corner of Hawthorne Lane and Kyhl Lane in the Billings Heights. The property is zoned Residential-7000 (R-70). This property is in the County and is going through the annexation process. The City Council will consider the annexation before it acts on this preliminary plat. The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on June 27, 2017. On May 3, 2017 the agent, on behalf of the property owner, requested a 30-day delay of the application, which has placed it on the June schedule for Planning Board review and public hearing.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Sartorie Subdivision, 2nd Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Planning staff recommends the following conditions of approval:

1. 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.
2. To ensure all local and state regulations have been met regarding the plat, prior to final plat approval the applicant shall lift the agricultural restriction that was placed on the parcel when it was created.
3. To reduce the effect on local services and ensure utility companies are able to install utilities for the proposed subdivision, the applicant shall show utility easements on the face of the final plat as requested and approved by the utility companies.
4. 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.
5. 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

VARIANCES REQUESTED

No variances from the City Subdivision Regulations have been requested.

CONCURRENT APPLICATIONS - Annexation

This parcel of land is currently undergoing the annexation petition process that will need to be completed before City Council consideration of the preliminary plat, or recording of the final plat. The parcel being subdivided is in the County and will need to be annexed by the City before the City Council may take action on the preliminary plat. The annexation process in moving forward and will be scheduled to take place prior to preliminary plat action by the Council. The council will hold a public hearing at its meeting on July 10th for the annexation.

PROCEDURAL HISTORY

- A pre-application meeting was held on November 10, 2016 to discuss the proposal.
- The preliminary plat application was submitted to the Planning Division on April 3, 2017.
- A departmental review meeting was conducted on April 20, 2017.
- On May 3, 2017 the agent for the property owner requested a 30-day delay.
- The preliminary plat was resubmitted with revisions, based on department reviews, on May 25, 2017.
- The Planning Board will review the plat on June 13, 2017.
- The Planning Board will conduct a public hearing on June 27, 2017, and forward a recommendation to the City Council.
- The City Council will consider the preliminary plat on July 24, 2017.
- The 60 working-day preliminary plat review period ends July 26, 2017.

PLAT INFORMATION

General location: 1880 Hawthorne Lane on the northwest corner of Hawthorne Lane and Kyhl Lane

Legal Description: Certificate of Survey 840, Parcel 2B-2, Amended; Section 14, Township 1N, and Range 24E

Owner/Subdivider: Richard Jr. & Mae Sartorie

Engineer and Surveyor: Blueline Engineering

Existing Zoning: R-70

Existing land use: Vacant/Farm

Proposed land use: Single-family residential

Gross area: 2.33 acres

Proposed number of lots: 9

Lot size: Max: 10,040 square feet

Min.: 7,296 square feet

Parkland requirements:
dedication.

Parkland requirements for the 2nd Filing: 0.19 acres
The applicant is proposing to make a cash contribution for parkland

Variance requested:

No variances have been requested.

Attachments

Finding of Fact

Proposed Plat

Subdivision Improvement Agreement

FINDINGS OF FACT

The Planning staff has prepared the Findings of Fact for the preliminary plat of Sartorie Subdivision, 2nd Filing. These findings are based on the preliminary plat application and supplemental documents and address the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Billings Subdivision Regulations (Section 23-303(H), BMCC).

A. What are the effects on agriculture, local services, the natural environment, wildlife, wildlife habitat, and public health, safety and welfare? [MCA 76-3-608(3) (a) and BMCC 23-302(H)(2)]

1. Effect on agriculture and agricultural water user facilities

The subject property is farmland currently located outside the City limits. The owners are currently going through the process of annexation to bring the property into the City Limits. The BBWA Ditch runs along the eastern edge of the property. According to the BBWA, the ditch is within an easement alongside Hawthorn Lane (Recorded ditch easement Volume U of Deeds on page 551 Plat Book 45). As the ditch travels north, it angles to the west through the property north of the subject property and then again turns north to Barrett Road. There will be not water rights transferred to the new subdivision and the BBWA ditch will remain intact for users downstream.

Though this subdivision will not have water rights or shares from the ditch, there is property to the north east that does. This subdivision will not alter the course of the BBWA ditch.

2. Effect on local services

- a. **Utilities** – Water service will be provided by the County Water District of Billings Heights (CWDBH). The developer will connect to lines installed in Sartorie Road with the 1st Filing, those line connect to water main in Kyhl Lane. New individual services to all of the lots, and new fire hydrants will be provided in accordance with design standards, specifications, rules and regulations of the CWDBH, Billings Fire Department, and the Montana Department of Environmental Quality (MDEQ).

Sanitary sewer service will be provided by connecting to the existing sewer lines in Sartorie Subdivision 1st Filing which is connected to the City of Billings' sewer main in Kyhl Lane. The subdivider will install new sewer mains in the local streets and individual services for each lot in accordance with design standards, specifications, rules and regulations of the City of Billings Public Works Department and MDEQ.

MDU will provide gas services and Northwestern Energy will provide electric services to the subdivision. Easements are shown on the face of the plat for these utilities. The utility companies have requested an 8-foot-wide utility easement on the front lot lines.

- b. **Storm water** – Storm water drainage for the public streets is proposed to be provided by curb and gutters that discharge into storm water pipes and eventually to the detention pond on the south west corner of the Sartorie Subdivision 1st Filing. That water will then discharge through a storm drain pipe that is connected to a

manhole in Kyhl Lane. There is proposed to be a temporary detention pond on the north end of Sartorie Road to collect runoff from Sartorie Road north of Jordyn Circle. A permanent detention facility will be created with future filings of the subdivision. These and all other drainage improvements shall also satisfy the criteria set forth by the *City of Billings Stormwater Management Manual* and will be subject to review and approval by the City Engineering Department.

- c. **Solid waste** – The City of Billings will provide solid waste collection and disposal. The City’s landfill has adequate capacity for this waste.
- d. **Streets** – This filing will construct new roads to meet all City of Billings road standards. There will be a continuation of Sartorie Road and a new cul-de-sac, Jordyn Circle, constructed. Sartorie Road connects to Kyhl Lane, a city public right-of-way, that is not completely built to City standards. This filing will pave a portion of Kyhl Lane right-of-way from the west edge of Sartorie Road to Brewington Drive. All streets shall be built to city standards and approved by City Engineering before construction. The future plan for this subdivision is to ultimately connect to Barrett Road with future filings as well as make a connection to the west should future development occur on the property to the west.
- e. **Emergency services** – The Billings Police and Fire Departments will respond to emergencies within the proposed subdivision. The subdivider will be required to install fire hydrants in the locations required by the City Fire Department. The nearest fire station is located at 1601 St Andrews Drive. (Station #6). The subdivision is located within the ambulance service area of American Medical Response (AMR).
- f. **Schools** – School District #2 provides educational services to elementary through high school students. Schools serving these students are Bitterroot Elementary, Medicine Crow Middle School, and Skyview High School. Staff did not receive any comments from the schools but in the previous filing a response from School District 2 stated that there is capacity for more students and the school has an established bus route in the area.
- g. **Parks and Recreation** – Residential subdivisions creating lots with housing densities less than one dwelling unit per ½-acre are required by State and local laws to dedicate 11% of the net land area (or provide an equivalent cash contribution) for parkland. In this filing, the 11% requirement is 0.19 acre. The applicant will be making a cash contribution for park land dedication. The Parks, Recreation and Public Lands Department is in agreement with the cash contribution proposal.
- h. **Mail Delivery** - The United States Postal Service will provide postal service to the subdivision, staff did not receive any comments back from the USPS. It would be anticipated that the USPS would require the same as the previous filing which was individual mailboxes at each home. The applicant will need to consult with the USPS to determine what will be required. **(Condition #1)**

3. Effect on the natural environment

The subject property is in an area that will most likely experience an increase in development with the new middle school nearby. The property has been used for farming for many years with suburban and urban development slowly occurring around it. The farming that has taken place on the property for years changed the natural environment that was once there. During development a stormwater pollution prevention plan is required to be used and monitored to prevent erosion on exposed ground. These provisions should help balance any impacts on the natural environment.

4. Effect on wildlife and wildlife habitat

There are no known endangered or threatened species on the property. Because of the farming activity, wildlife habitat would be limited to the perimeter near the ditches and in the trees scattered about the property, although the farm activity may have provided grazing for deer in the area. There is a note in the SIA that warns future lot owners of the presence of deer in the area, which may cause damage to their landscaping. This subdivision should have a minimal effect on wildlife and wildlife habitat.

5. Effect on the public health, safety and welfare

Based on the provision for emergency services, as discussed above, there are no anticipated effects on public health, safety and welfare resulting from this subdivision. Individual geotechnical surveys will be completed prior to home construction to ensure that foundations are built to accommodate for expanding soils and any other concerns. The SIA include a statement in the Conditions That Run with The Land that caution about the possibility of high ground water and the need to include water table information in the Geotechnical study.

B. Was an Environmental Assessment required? [(MCA 76-3-616 and BMCC 23-302(H)(1)]

The proposed subdivision is exempt from the requirement for an Environmental Assessment pursuant to Section 76-3-616, MCA.

C. Does the subdivision conform to the City of Billings 2016 Growth Policy, the Urban Area Transportation Plan 2014 Update and the Billings Area Bikeways and Trail Master Plan? [BMCC 23-302(H)(4)]

1. City of Billings 2016 Growth Policy

The proposed subdivision is consistent with the following goals of the Growth Policy:

- a. **Essential Investments (relating public and private expenditures to public values):** Infill development and development near existing City infrastructure may be the most cost effective. (p.6) Neighborhoods that are safe and attractive and provide essential services are much desired (p. 7).

- b. **Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods):** Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels. Neighborhoods that are safe and attractive and provide essential services are much desired (p.8). Implementation of the Infill Policy is important to encourage development of underutilized properties. (p.8)
- c. **Home Base (healthy, safe and diverse housing options)** A mix of housing types that meet the needs of a diverse population is important. (p.9)

2. Urban Area Transportation Plan 2014 Update

The proposed subdivision adheres to the goals and objectives of the 2014 Transportation Plan Update and preserves the street network and street hierarchy specified in the plan.

3. Billings Area Bikeways and Trail Master Plan

The proposed subdivision lies within the jurisdiction of the Billings Area Bikeway and Trail Master Plan. There is a trail corridor to the west of the subdivision along the Holling Drain called the Kiwanis Trail. Hawthorne Lane is planned to have bike lanes and the Kiwanis Trail extends from Mary Street to Lake Elmo Drive, connecting homes to businesses and schools. The Kiwanis Trail is planned for further extension north. Providing multi-use trail connectivity between Hawthorne, the proposed subdivision, and the Kiwanis Trail would aid in safe travel for people riding bicycles or walking. Trail connections can also provide an amenity for home-owners and residents of this new neighborhood. Future development of this subdivision to the north opens an opportunity to participate in creating trail corridors for the neighborhood. No trail improvements are planned within the subdivision at this time.

4. Billings Heights Neighborhood Plan

The proposed subdivision does meet some goals of this plan, specifically ‘To encourage infill development and housing development that meets residents’ desire to have similar housing within their neighborhood’. Also ‘To provide safe, good quality and affordable housing in the Heights’.

D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? [MCA 76-3-608(3)(b) and BMCC 23-302(H)(3)(a)]

The proposed subdivision satisfies the requirements of the Montana Subdivision and Platting Act and the design standards specified in the local 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. Proposed conditions of approval will ensure compliance with local and state regulations, including the requirement to lift the ag-restriction on the property prior to final plat approval. (**Condition #2**)

E. Does the proposed subdivision conform to all requirements of the zoning in effect? [BMCC 23-302(H)(3)(e)]

The subject property is zoned Residential-7000 (R-70). The lot sizes within this filing conform to the requirements of zoning. Further setbacks and structure specific requirements will be reviewed for compliance at the time of building permit review.

F. Does the proposed plat provide easements for the location and installation of any utilities? [MCA 76-3-608(3)(c) and BMCC 23-302(H)(3)(b)]

The subdivider is required to provide utility easements as requested by MDU and NW Energy on the face of the plat. (**Condition #3**)

G. Does the proposed plat provide legal and physical access to each parcel within the subdivision and notation of that access on the plat? [MCA 76-3-608(3)(d) and BMCC 23-302(H)(3)(c)]

Legal and physical access is provided to the proposed lots from Sartorie Road that connects to Kyhl Lane.

CONCLUSIONS OF FINDINGS OF FACT

- The preliminary plat of Sartorie Subdivision 2nd Filing does not create any adverse impacts that warrant denial of the subdivision.
- The proposed subdivision conforms to several of the goals and policies of the 2016 Growth Policy Update. It does not conflict with the Transportation or Bikeway/Trail Plans and does meet some goals of The Billings Heights Neighborhood Plan.
- The proposed subdivision complies with state and local subdivision regulations, local zoning, and sanitary requirements and provides legal and physical access to each lot.
- Any potential negative or adverse impacts will be mitigated with the proposed conditions of approval.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Sartorie Subdivision 2nd Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

Return to:
BlueLine Engineering
2110 Overland Avenue, Suite 119B
Billings, MT 59102

SUBDIVISION IMPROVEMENTS AGREEMENT

Sartorie Subdivision, 2nd Filing

This agreement is made and entered into this ____ day of _____, 2017, by and between **RICHARD JR & MAE SARTORIE**, whose address for the purpose of this agreement is 1938 Hawthorne Lane; Billings, MT 59105, hereinafter referred to as “Subdivider,” and the **CITY OF BILLINGS**, Billings, Montana, hereinafter referred to as “City.”

WITNESSETH:

WHEREAS, at a regular meeting conducted on the _____ day of _____, 2017, the Board of Planning recommended conditional approval of a preliminary plat of Sartorie Subdivision, 2nd Filing; and

WHEREAS, at a regular meeting conducted on the _____ day of _____, 2017, the City Council conditionally approved a preliminary plat of Sartorie Subdivision, 2nd Filing; and

WHEREAS, a Subdivision Improvements Agreement is required by the City prior to the approval of the final plat; and

WHEREAS, the provisions of this agreement shall be effective and applicable to Sartorie Subdivision, 2nd Filing. The Subdivision shall comply with all requirements of the City of Billings Subdivision Regulations, the rules, regulations, policies, and resolutions of the City of Billings, and the laws and administrative rules of the State of Montana.

THEREFORE, THE PARTIES TO THIS AGREEMENT, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

I. VARIANCES

- A. There are no variances requested for the Subdivision.

II. CONDITIONS THAT RUN WITH THE LAND

- A. Lot owners will be required to construct that segment of the required sidewalk that fronts their property at the time of lot development.
- B. Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.
- C. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.
- D. Lot owners should be aware that there is a possibility of high water table on lots, especially along the east edge by the ditch. An investigation of water table levels shall be conducted and be submitted with the building permit.
- E. Lot owners should be aware of the limitation to the sanitary sewer depth and what they are able to build on the lots.
- F. No water rights have been transferred to the lot owners. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners.
- G. The Developer and subsequent contractors/builders acknowledge that there is a Stormwater Pollution Prevention Plan (SWPPP) filed with the City and the State Department of Environmental Quality (DEQ). This SWPPP shall be adhered to during all phases of construction and shall be updated as required by DEQ under the General Permit for Stormwater Discharges Associated with Construction Activity, Chapter 28, BMCC and Billings Stormwater Management Manual.
- H. Individual lot owners should be aware that Best Management Practices for stormwater control shall be required for and new construction on lots. Best Management Practices are defined within Section 28-201, BMCC and detailed in the Billings Stormwater Management Manual.

- I. There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set forth in this Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.

III. TRANSPORTATION

A. Streets

1. All dedicated streets and site improvements within the subdivision will be in accordance with the City of Billings Site Development Ordinance, City Zoning Ordinance, Uniform Building Code the *Stormwater Management Manual*, and other applicable City codes, rules and regulations.
2. Sartorie Road and Jordyn Circle within the subdivision shall be built to grade with a satisfactory subbase, base course, curb and gutter and asphalt surface. The cross-section shall be a 34-foot back-to-back curb width street. The design cross-sections of said streets shall be submitted to, and approved by, the City of Billings Public Works and Fire Departments.
3. No improvements to Hawthorne Lane shall be required at this time, but said improvements shall be included in the Waiver for construction of same in the future. Future improvements to Hawthorne Lane will include sidewalk, curb and gutter, and street widening.

The curb and gutter on the north side of Kyhl Lane east from the intersection of Sartorie Lane to the intersection of Kyhl Lane and Hawthorne Lane will be constructed during future phases of the subdivision and will be included in the waiver. Kyhl Lane improvements west of the Sartorie Lane intersection to the edge of the subdivision will be completed with Sartorie Subdivision, 2nd Filing. A 5-foot wide boulevard sidewalk will be constructed on the north side of Kyhl Lane. Curb and gutter shall be installed, as well as the northern half of the street widening to make for a 34-foot street section.

B. Sidewalks

The Subdivider will install handicap access ramps where necessary as part of improvements of construction. Sidewalks along lot frontages shall be 5-foot wide walks with a 5-foot grassy boulevard and shall be installed by the lot owner at the time of lot development.

C. Street Lighting

Street lights shall not be installed along the residential streets, but said lights shall be included in the Waiver for construction of same in the future. The Subdivider shall install utility conduits with the private contracts to aid future street light installation. Said Waiver shall also include a maintenance district for street light energy and the maintenance of future street lights.

D. Traffic Control Devices

1. Street name and stop signs for streets within the subdivision, or located immediately adjacent thereto, shall be furnished and installed in accordance with the specifications of the City of Billings Public Works and Fire Departments.
2. No traffic signals are anticipated within this subdivision.
3. The Subdivider shall furnish and install all necessary traffic control devices in accordance with the Manual of Uniform Traffic Control Devices and approved by the City of Billings Public Works Department.

E. Access

Access to the subdivision will be provided from the Sartorie Road intersection with Kyhl Lane. No secondary access is required as this is a major subdivision with less than 20 lots and a cul-de-sac with a length less than 600 feet.

F. Billings Area Bikeways & Trail Master Plan (BABTMP)

The BABTMP does not show a corridor adjacent to the subdivision.

G. Public Transit

The Met Transit System provides public transportation services throughout the City of Billings. There is a bus line that runs along Hawthorne Lane, which borders Sartorie Subdivision to the east. This system is already in place and will not require any improvements.

IV. EMERGENCY SERVICE

Construction of buildings made of combustible materials shall have adequate fire apparatus access roads and water supply (fire hydrants) in place to allow for fire suppression requirements. Prior to the issuance of a building permit for construction using combustible materials (i.e. lumber, plywood, wood trusses, etc.), fire apparatus access roads and water supply requirements shall be provided in accordance with the International Fire Code as adopted by the City of Billings. At a minimum, the following is required:

1. An unobstructed gravel road or gravel road base must be within 150 feet of the furthest portion of a building under construction as measured along an approved route.
2. The access roads are required to support fire apparatus vehicle loading (40 tons) during all weather conditions and shall be a minimum of 20 feet wide.
3. An operational fire hydrant shall be located within 600 feet of the furthest portion of a residence under construction or within 400 feet of the furthest portion of a commercial building under construction as measured along the access roads to the site.
4. The above requirements do not alter or effect the current minimum subdivision requirements for fire apparatus access and water supply.

V. STORM DRAINAGE

There is a storm water detention pond on the southern end of the property. The subdivision will drain to said pond and discharge through a storm drain pipe that was installed in Sartorie Subdivision 1st Filing.

An inlet will be installed in the Jordyn Circle cul-de-sac that will discharge to a drainage swale on the western boundary of the subdivision. The swale will flow south to the existing stormwater pond.

The 0.265 acres of land containing the on-site detention pond was dedicated to the City of Billings. Mowing and weeding of the pond area will be performed by the subdivisions homeowners association. Maintenance of the stormwater structures will be performed by the City of Billings.

All drainage improvements will be subject to review and approval by the engineering department and in conformance with the *Stormwater Management Manual* and Section 23-706, BMCC.

VI. UTILITIES

The Subdivision Improvements Agreement does not constitute an approval for extension of or connection to water mains and sanitary sewers. The property owner shall make application for extension/connection of water mains and

sanitary sewers to the County Water District of Billings Heights (CWDBH) and the Public Works Department – Engineering Division. The extension/connection of/to water mains and sanitary sewers is subject to the approval of the applications and the conditions of approval. Applications shall be submitted for processing prior to the start of any construction and prior to review and approval of any project plans and specifications.

The Developer/Owner acknowledges that the subdivision shall be subject to the applicable System Development and Franchise Fees in effect at the time new water and/or sanitary sewer service connections are made.

The design/installation of sanitary sewers and appurtenances, and water mains and appurtenances (fire hydrants, etc) shall be in accordance with design standards, specifications, rules, regulations of and as approved by the City of Billings Public Works Department (sewer), the CWDBH, Billings Fire Department and the Montana Department of Environmental Quality (MDEQ).

A. Water

An 8-inch water main and services shall be installed in Sartorie Road and Jordyn Circle. Said main and services will be approved by the CWDBH and shall be installed in conformance with the design standards, specification, rules and regulations of the CWDBH and MDEQ.

Improvements noted herein shall include, but not be limited to, any and all interim improvements that may be deemed necessary due to phased or partial construction.

B. Sanitary Sewer

An 8-inch sewer main and services shall be installed in Sartorie Road and Jordyn Circle. Said main and services will be approved by the Public Works Director and shall be installed in conformance with the design standards, specifications, rules and regulations of the City of Billings and MDEQ.

Improvements noted herein shall include, but not be limited to, any and all interim improvements that may be deemed necessary due to phased or partial construction.

C. Power, Telephone, Gas, and Cable Television

All telephone, gas, electrical power and cable television lines shall be placed in the right-of-way or in designated easements outside of the right-of-way and shall be installed underground prior to surface improvements. The width and location of required utility easements upon lots vary in width in the locations shown on the final plat.

VII. PARKS/OPEN SPACE

- A. Section 76-3-621 of the Montana Code Annotated covers the park dedication requirement. Paragraph (1) calls for park area to be 11 percent of the land proposed to be subdivided into parcels of one-half acre or smaller. The net lot area subject to the 11 percent calculation is 1.706 acres, requiring 0.188 acres of park land dedication. A cash contribution will be made in lieu of park land dedication.
- B. The existing Park Maintenance District will be expanded to include the lots in Sartorie Subdivision, 2nd Filing.

VIII. IRRIGATION

The BBWA irrigation district has a main canal facility adjacent to the East of this subdivision, within its own right-of-way. A 10.5-foot easement will be placed along the eastern boundary of the subdivision for the canal. No water rights are being transferred to lots in this subdivision.

IX. SOILS/GEOTECHNICAL STUDY

A geotechnical analysis was performed for the lots in this subdivision. According to the geotechnical analysis, the soils found are capable of supporting house construction. With these soils, conventional spread and continuous footings should be used to support the structures that are to be built on this land. Shallow foundations or concrete floor slabs should have a minimum thickness of four inches on top of a minimum of four inches of crushed base aggregate to provide uniform support.

X. FINANCIAL GUARANTEES

Except as otherwise provided, Subdivider shall install and construct said required improvements with cash or by utilizing the mechanics of a private contract secured by letters of credit or a letter of commitment to lend funds from a commercial lender. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said private contract, and the improvements shall be installed as approved by the city engineers, the CWDBH and the City of Billings Public Works – Engineering Division.

XI. LEGAL PROVISIONS

- A. Subdivider agrees to guarantee all public improvements for a period of one year from the date of final acceptance by the City of Billings and the CWDBH.

- B.** The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C.** The covenants, agreements, and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective parties.
- D.** In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.
- E.** Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
- F.** Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.



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



Planning Board Meeting I (2nd Tuesday)

7. b.

Meeting Date: 06/13/2017

Information

PROBLEM/ISSUE STATEMENT

The current zoning regulations adopted for the City date from May of 1972 – 45 years ago, and the County zoning regulations were adopted in November of 1973. In 1997, the City and County joined these separate but very similar zoning codes to create a single set of unified zoning regulations. Over the past several decades, the code has been amended, added to, and the City & County have not always agreed to adopt the same amendments to the zoning code. This has opened up fractures in the existing code. The document now spans more than 450 pages and represents volume-wise at least 1/3 of the entire current City Code.

Over the decades, the policies and goals of the City and County have changed considerably but the essential tools the community uses to implement new goals and policies have remained essentially un-changed. It is time to address revising the zoning code to reflect where Billings and the zoning jurisdiction of Yellowstone County is now and where it is going. Staff believes this entire code update process will take between 1.5 years and 2.5 years to be completed. Planning staff as well as the development community and the residents of Billings and Yellowstone County have identified several weaknesses in the current unified zoning regulations:

- Eleven residential zoning districts, not including any Planned Development zones or the agricultural zones. Many of these districts vary only slightly from one another because of minor lot size differences or allowances for one or two units.
- Lot size, lot coverage, and setback requirements that have resulted in the need for many variances for existing development in some of the most stable neighborhoods in Billings.
- Overly restrictive setback requirements for commercial development that sacrifices buildable space for new or expanding businesses.
- Lack of consistency of commercial sign requirements across multiple commercial zoning districts and issues of scale, height, and separation in relation to neighborhoods, and motorized and pedestrian traffic.
- Landscaping regulations that are not consistent across zoning districts and do not adequately address the public realm or the differences in city and county development context.
- The code does not address the aesthetical and architectural elements of residential and commercial construction to support infill as well as new development that fits into existing neighborhoods.

BACKGROUND

The Planning Division staff is requesting the Yellowstone County Board of Planning take 3 action steps to begin the process of updating the zoning code for the City of Billings and Yellowstone County:

- First, initiate an amendment to separate the City from the County zoning regulations. This will facilitate a smoother updating process since not all of the existing code applies in both jurisdictions. In addition, the County and City may need to address wholly separate issues in regard to land use, e.g. agricultural land and low density development is a primary concern for the County. It is likely some of the overarching amendments to the zoning code will be adopted by both jurisdictions. The committee and the governing bodies will consider re-unification at the end of the 2-year update process.

- Second, staff is requesting the Planning Board initiate the overhaul of both the City and County zoning regulations. Staff, in consultation with the development community, neighborhoods and residents, is proposing the new zoning code should:

- Be easy to use, administer, and enforce
- Be well-organized, indexed, and cross-referenced
- Use clear, precise, and contemporary language
- Be internally consistent
- Produce predictable, desired results
- Balance flexibility and predictability
- Support the vision and goals expressed in the *Billings' 2016 Growth Policy, the 2016 Lockwood Growth Policy and the 2008 Yellowstone County Growth Policy (updated)*

- Third, the Planning staff is requesting the Board create an ad hoc Steering Committee to consist of 11 to 15 members with 2 or 3 of those members appointed from the ranks of the Board membership. One of the Board appointees should serve as the chairperson and be the primary liaison with Planning staff. Other members of the ad hoc committee should be chosen from the following list of stakeholder groups. The Board may discuss committee membership at this meeting and may make final recommendations at its meeting on June 27:

- Board of County Commissioners - request the BOCC to nominate 1
- City Council – Request the Council to nominate 1
- County Zoning Commission and Board of Adjustment – choose 1 or 2
- City Zoning Commission and Board of Adjustment – choose 1 or 2
- Development Professionals – choose 2 or 3 - Engineers, Architects, Landscape Architects, Realtors, Contractors, Home Builders
- Neighborhood Task Forces, Healthy by Design Coalition (RiverStone Health), TrailNet, Business owners, residents of the City & County - choose 2 or 3
- Other?

FINANCIAL IMPACT

The proposed revisions to the zoning code will take Planning staff and the Steering Committee approximately 2 years to complete. In addition, Planning staff will work with the committee to recruit and hire planning consultant(s) to assist in areas where additional professional support is needed, including legal drafting, graphic design, public outreach and other areas. The total cost of consultant fees throughout the 2 year process could be approximately \$120,000.

RECOMMENDATION

Planning staff recommends the Planning Board:

- 1) Initiate the zoning amendment to separate the City and County zoning code;
- 2) Initiate the overhaul of the City and County zoning codes; and
- 3) Discuss and consider action at this meeting to create an ad hoc steering committee and appoint 2-3 Board members to the new committee and appoint one of these as the chairperson. The Board may wish to discuss its Board appointments at this meeting, as well as consider other committee members from the community, and take formal action on this item at this meeting or its June 27 meeting.

The chairperson of the new steering committee can work with Planning staff to set a regular ad hoc committee meeting date & time, contact the proposed slate of members, and generally direct and assist the committee with its ambitious work load. The proposed time line for the zoning code update is attached to this memo.

Attachments

Draft Timeline

DRAFT TIMELINE ZONING CODE AMENDMENTS	Key Dates / Notes
---------------------------------------	-------------------

Phase/Task 1 Unified Code Separation

PB Initiates Code Separation	Week of June 12
Draft Code Documents	
Final draft of Separate County & City Codes	
Legal Ad for Joint City/County Zoning Comm hearing	Week of June 19
Joint City/County Zoning Comm hearing	Week of July 17
City Council and County Comm. hearings	Week of August 14
Final adoptions of Code Separations	Last 2 weeks of Sept

Phase/Task 2: Ad Hoc Committee Organization

PB Initiates Ad Hoc Comm & designates Chair	Week of June 12
PB finalizes ad hoc committee members	Week of June 26
Zoning Coord. Prepares Committee Resource Books	Week of June 19
First Meeting of Ad Hoc Committee	Week of July 10
Ad Hoc Comm meets monthly throughout	August 2017 through August 2019

Phase/Task 3: Cracking the Code

Finalize Agreement on Major Elements (4-5) and Appoint Subcomms for Signs & Landscape code revisions	Week of August 7
Subcomms first meetings	Week of August 14

Phase/Task 4: Ad Hoc Comm - First Major Element revision

Zoning Coord prepares background and draft for consideration at Ad Hoc meeting	Week of August 21
Ad Hoc Comm meeting to review draft	Week of Sept 11
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Oct review	Week of Sept 18
Ad Hoc Comm meeting to review 2nd draft	Week of Oct 9
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Nov review	Week of Oct 16
Ad Hoc Comm meeting to review 3rd draft	Week of Nov 6
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc & Public for Dec review	Week of Nov 13
30 day public comment period	Month of December
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Jan review	Week of January 1
Ad Hoc Comm approves final draft to forward to City Council & BOCC	Week of January 8
Contract legal drafting engaged to finalize drafts	Week of January 8

Phase/Task 4.5: Sign and Landscape Subcomm

Zoning Coord prepares background info for Sign & L/S subcomms	Week of August 7
Subcomms meet to discuss consolidation drafting	Week of August 21
Zoning Coord prepares first draft of consolidated Sign & L/S code sections	Week of Sept 11
Subcomms meet to review 1st draft of code sections	Week of Sept 25
Zoning Coord prepares 2nd draft of consolidated Sign & L/S code sections	Week of Oct 9
Subcomms meet to review 2nd draft of code sections	Week of Oct 23
Zoning Coord prepares 3rd draft of consolidated Sign & L/S code sections	Week of Nov 6
Subcomms meet to review 3rd draft of code sections	Week of Nov 27
Zoning Coord assembles comments/edits of revision - sends out to Sub comms & Public for 30-day review	Month of December
30 day public comment period	Month of January
Subcomms meet to discuss public comments	Week of Feb 5
Zoning Coord prepares new round of drafts	Weeks of Feb 12 and Feb 19
Subcomms meet to review 4th drafts	Week of March 5
Sub comms continue drafting and meeting to next 3rd draft - then public comment period	March through July 2018
Contract legal drafting engaged to finalize drafts	April 2018 through July 2018
Final drafts of sign code and L/S code complete	Week of August 6
Sub comms send final drafts to City Council and BOCC	Week of August 13

Phase/Task 5: Ad Hoc Comm - Second Major Element revision

Zoning Coord prepares background and draft for consideration at Ad Hoc meeting	Week of December 4
Ad Hoc Comm meeting to review draft	Week of January 8
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Feb review	Last 3 weeks January 2018
Ad Hoc Comm meeting to review 2nd draft	Week of Feb 12
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for March review	Last 2 weeks of February
Ad Hoc Comm meeting to review 3rd draft	Week of March 12
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc & Public for April review	Last 2 weeks of March
30 day public comment period	Month of April
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for May review	Week of April 30/May 1
Ad Hoc Comm approves final draft to forward to City Council & BOCC	Week of May 7
Contract legal drafting engaged to finalize drafts	Week of May 7

Phase/Task 6: Ad Hoc Comm - Third Major Element revision

Zoning Coord prepares background and draft for consideration at Ad Hoc meeting	First week of April 2018
Ad Hoc Comm meeting to review draft	First week of May 2018
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for May review	last 3 weeks of May 2018
Ad Hoc Comm meeting to review 2nd draft	First week of June 2018
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for July review	Last 2 weeks of June 2018
Ad Hoc Comm meeting to review 3rd draft	First/second week of July 2018
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc & Public for August review	Last 2 weeks of July
30 day public comment period	Month of August 2018
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Sept review	Last week of August 2018
Ad Hoc Comm approves final draft to forward to City Council & BOCC	First week of Sept 2018
Contract legal drafting engaged to finalize drafts	First week of Sept 2018

Phase/Task 7: Ad Hoc Comm - Fourth Major Element revision

Zoning Coord prepares background and draft for consideration at Ad Hoc meeting	First week of August 2018
Ad Hoc Comm meeting to review draft	First week of Sept 2018
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Oct review	last 3 weeks of Sept 2018
Ad Hoc Comm meeting to review 2nd draft	First week of October 2018
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Nov review	Last 2 weeks of October 2018
Ad Hoc Comm meeting to review 3rd draft	First/second week of Nov 2018
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc & Public for December review	Last 2 weeks of November 2018
30 day public comment period	Month of December 2018
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for January review	First week of January 2019
Ad Hoc Comm approves final draft to forward to City Council & BOCC	First week of January 2019
Contract legal drafting engaged to finalize drafts	First week of January 2019

Phase/Task 8: Ad Hoc Comm - Fifth Major Element revision

Zoning Coord prepares background and draft for consideration at Ad Hoc meeting	First week of December 2018
Ad Hoc Comm meeting to review draft	First week of January 2019
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Feb review	last 3 weeks of January 2019
Ad Hoc Comm meeting to review 2nd draft	First week of Feb 2019
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for Nov review	Last 2 weeks of Feb 2019
Ad Hoc Comm meeting to review 3rd draft	First week of March 2019
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc & Public for April review	Last 2 weeks of March 2019
30 day public comment period	Month of April 2019
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for May review	First week of May 2019
Ad Hoc Comm approves final draft to forward to City Council & BOCC	First week of May 2019
Contract legal drafting engaged to finalize drafts	First week of May 2019

Phase/Task 9: Ad Hoc Comm - Final Major Element revision - Definitions

Zoning Coord prepares background and draft for consideration at Ad Hoc meeting	First week of April 2019
Ad Hoc Comm meeting to review draft	First week of May 2019
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for June review	last 3 weeks of May 2019
Ad Hoc Comm meeting to review 2nd draft	First week of June 2019
Zoning Coord assembles comments/edits of revision - sends out to Ad Hoc for FINAL review	Last 2 weeks of June 2019
Ad Hoc Comm meeting to review Final draft	Second week of July 2019
30 day public comment period	Month of July/August 2019
Ad Hoc Comm approves final draft to forward to City Council & BOCC	Third week of August 2019
Contract legal drafting engaged to finalize and consolidate all code amendments	Sept/Oct 2019



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



Planning Board Meeting I (2nd Tuesday)

9. a.

Meeting Date: 06/13/2017

Information

PROBLEM/ISSUE STATEMENT

Per the Yellowstone County Board of Planning's request earlier this spring to bring this informational item to a meeting for discussion, please find below an outline of the Power Point Presentation which staff will make at the June 13th meeting.

Staff has understood through development activity in Lockwood that the community has challenges with the non-connectivity of streets and roads and how these transportation issues effect the subdivision and development process. With these connectivity challenges as a place to begin discussion, staff will review and outline the Transportation Planning Process and how this works through the Metropolitan Planning Organization (MPO).

BACKGROUND

The presentation will consist of the following:

- What/Who is the Metropolitan Planning Organization (MPO)
- MPO Boundary
- [Functional Classification of Streets in Lockwood](#)
- [Billings Area Transportation Plan – 2014](#)
- [Lockwood Transportation Study – 2008](#)
- Billings Area Bikeway & Trail Master Plan
- [Lockwood Pedestrian Safety Non-Motorized Transportation Plan – 2015](#)
- [Billings Area I-90 Corridor Planning Study – 2012](#)
- [North Bypass Project](#)
- [Lockwood Growth Policy – 2016](#)
- [Lockwood TEDD – 2017](#)

FINANCIAL IMPACT

Not Applicable.

RECOMMENDATION

Presentation Only. From a transportation planning standpoint, all of these plans and studies build on one another to provide a comprehensive analysis of past, present and future conditions in Lockwood and direct both short-term and long term transportation options for the Lockwood area. Staff looks forward to review and discussion with the Board on this topic at its June 13th meeting.

Attachments

Lockwood Presentation-2017 PB

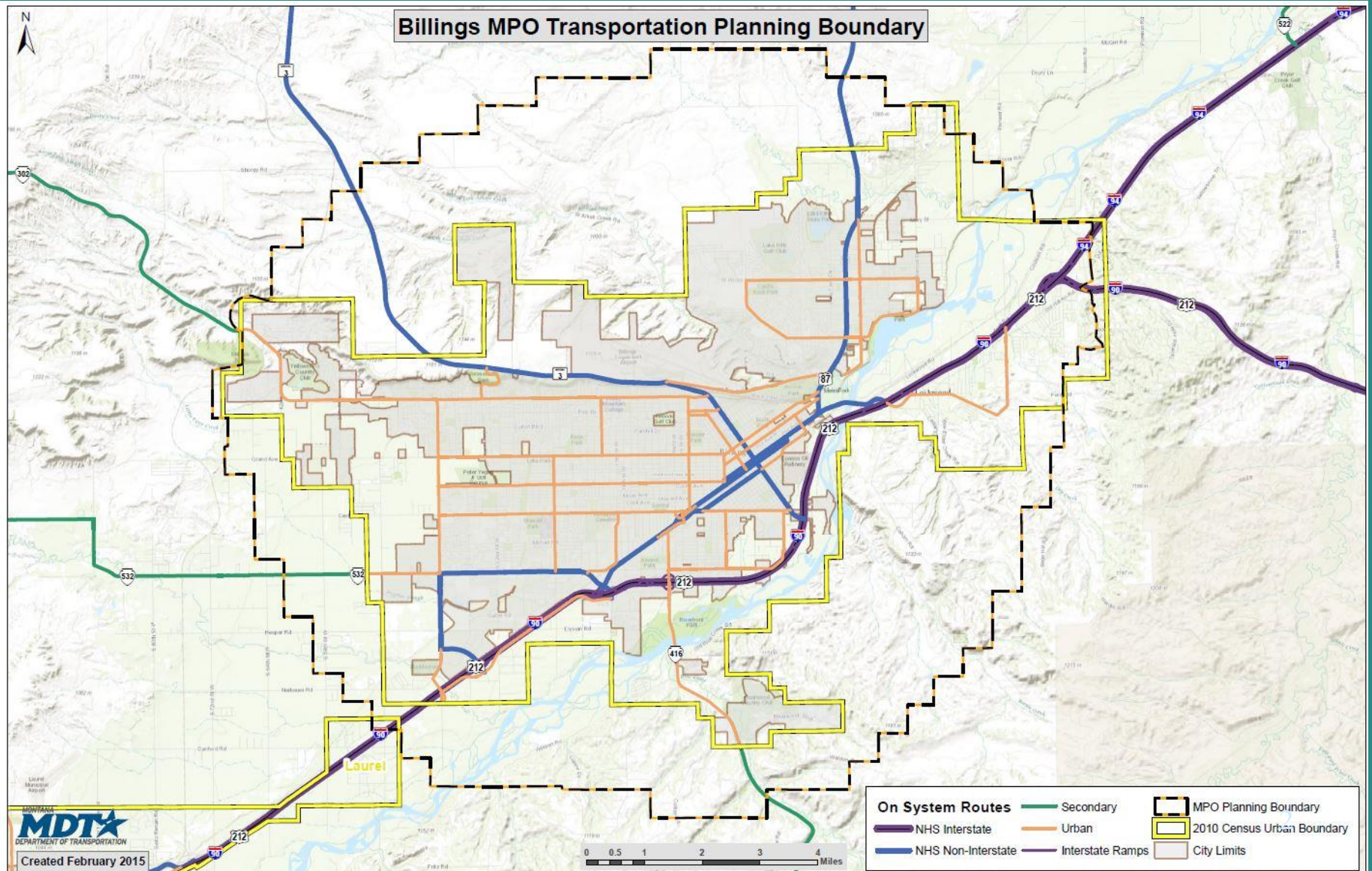
Planning Board

Transportation

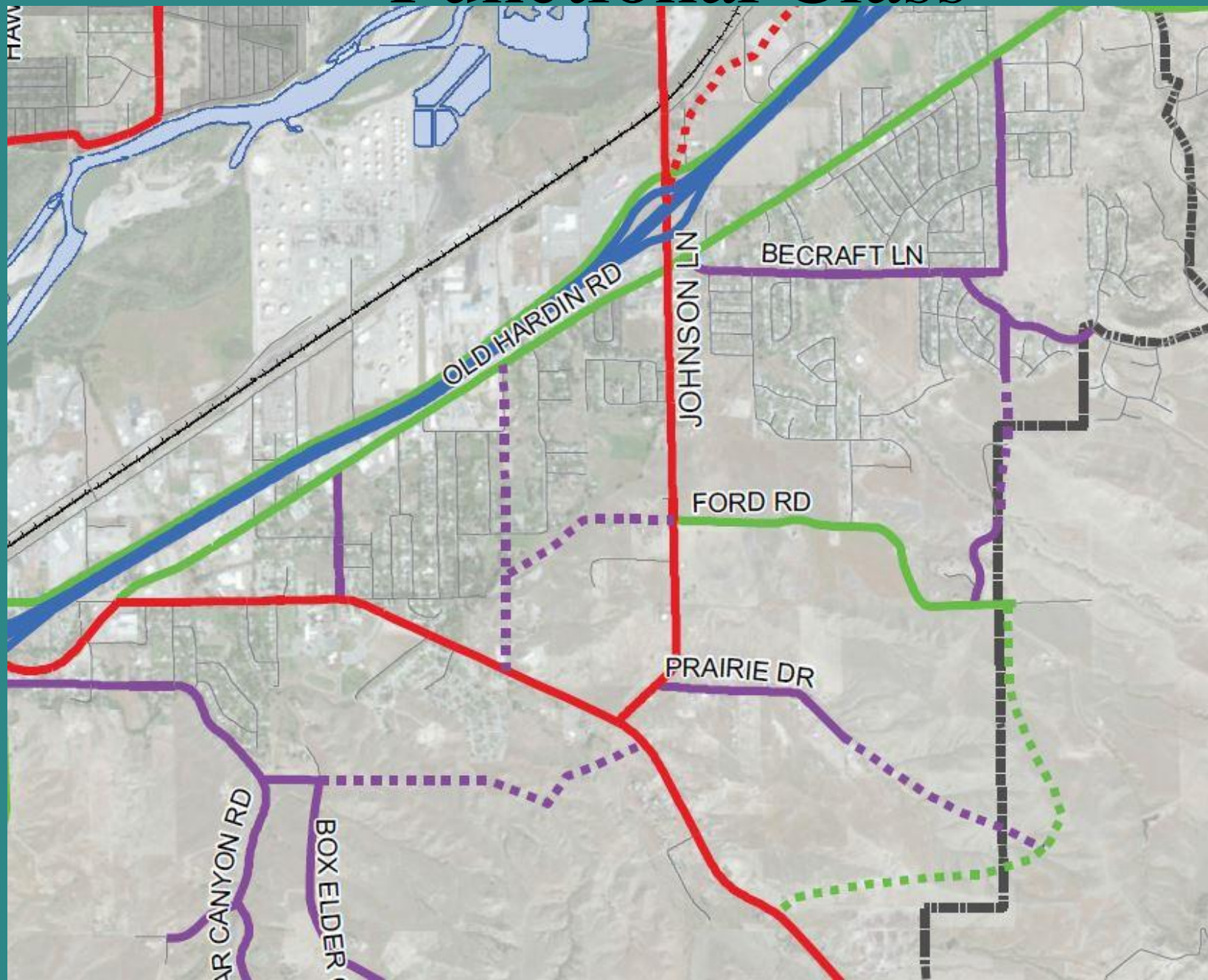
Planning:

**The Community of
Lockwood**

MPO Boundary



Functional Class





2014 BILLINGS URBAN AREA LONG RANGE TRANSPORTATION PLAN

Yellowstone County Planning Board
February 10, 2014





LOCKWOOD
TRANSPORTATION
STUDY

FINAL DRAFT REPORT
8/15/08

Prepared for

Billings – Yellowstone
County Planning

Prepared by



ENGINEERING, INC.
Consulting Engineers and Land Surveyors

GOALS & OBJECTIVES

Lockwood Transportation Study

1. Document existing conditions and identify existing deficiencies
2. Forecast future traffic demands and develop a future street system plan
3. Evaluate pedestrian and bicycle corridors and provide a priority listing
4. Evaluate the role of transit in serving future transportation demands
5. Develop both short term and long term improvement concepts
6. Provide a project priority list with jurisdictional funding sources identified



**LOCKWOOD
PEDESTRIAN SAFETY
DISTRICT**



Non-Motorized Transportation Plan



**Peaks to Plains Design**
LANDSCAPE ARCHITECTURE / PLANNING / CIVIL ENGINEERING

June 2015





DRAFT

BILLINGS AREA

BIKEWAY + TRAILS

MASTER PLAN UPDATE



WINTER 2017



BILLINGS AREA I-90 CORRIDOR PLANNING STUDY

APPENDIX B EXISTING AND PROJECTED CONDITIONS REPORT

PREPARED FOR:



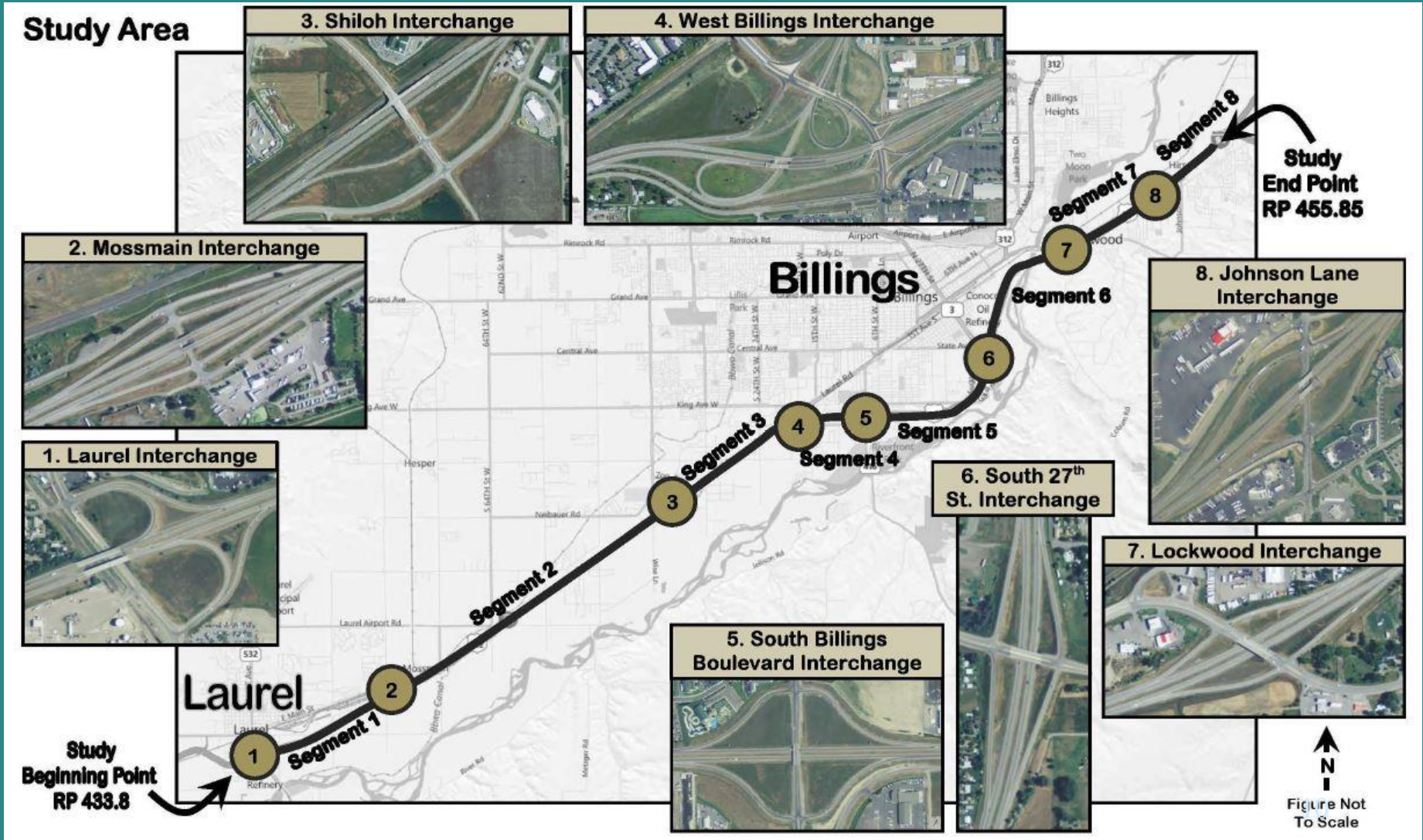
PREPARED BY:



104 East Broadway, Suite G-1
P.O. Box 1009
Helena, Montana 59624
(406) 442-0370

March 2012

I-90 Corridor Study



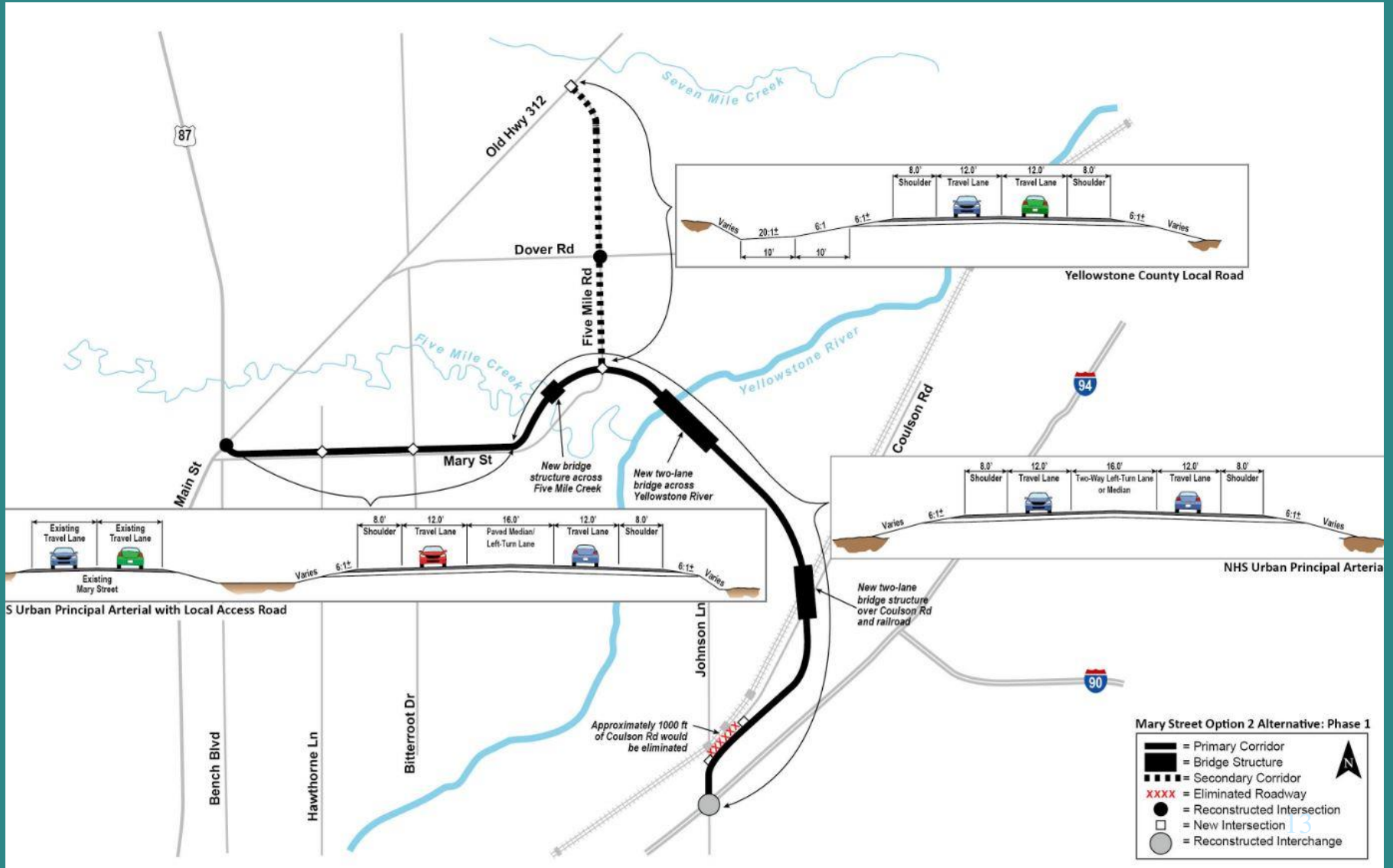
Lockwood Interchange



Johnson Lane Interchange



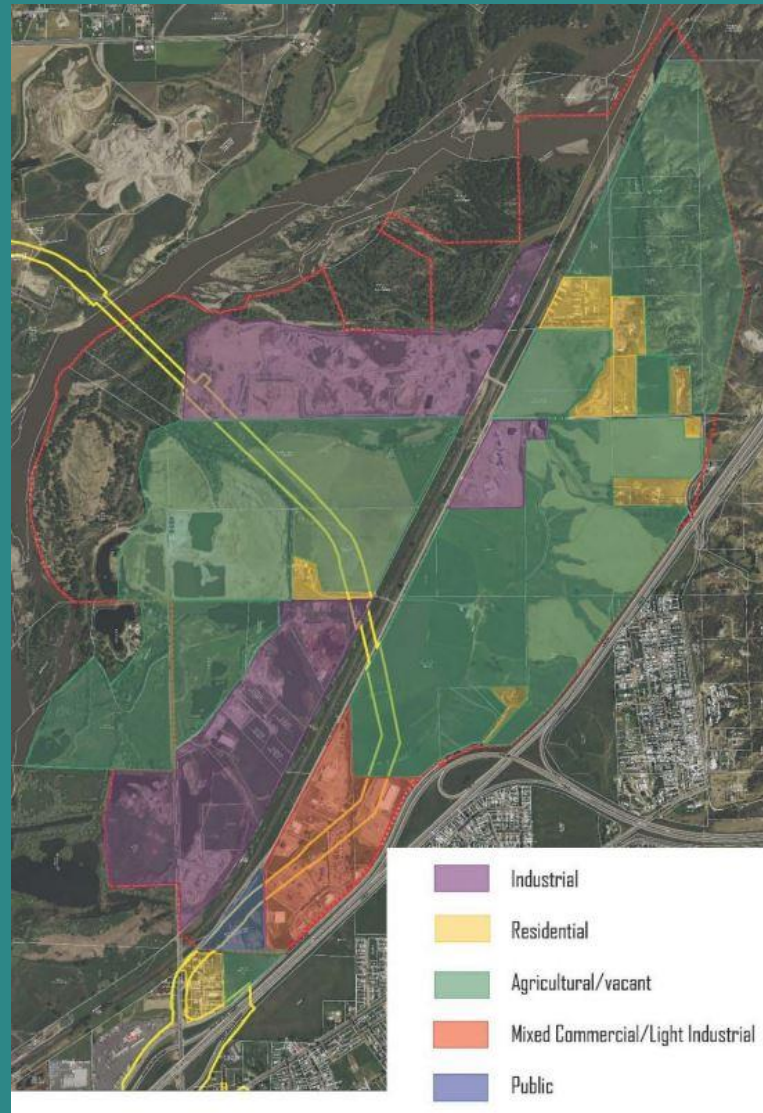
North Bypass



2016 LOCKWOOD GROWTH POLICY



Lockwood TEDD



Questions?