

# 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	-	E	1											
<b>Vacant</b>	Mayor/Billings Ward II	-	-	-	-	-	-	-	-	-	-	-	-											
<b>LaVerne Bass</b>	Mayor/Billings Ward III	1	1	1	1	-	1	1	1	E	-	1	1											
<b>Darell Tunncliff</b>	Mayor/Billings Ward IV	1	1	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	-	1	E											
<b>Troy Boucher</b>	YC District 1	-	1	E	E	E	E	1	1	1	-	1	1											
<b>Dennis Cook</b>	YC District 2	-	1	1	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	-	1	1											
<b>Vacant</b>	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-											
<b>Francisco Saldivar</b>	YC District 7	1	1	1	1	1	1	1	1	E	-	1	1											
<b>Clint Peck</b>	Y County Cons. District	1	E	E	E	1	1	1	1	E	-	1	1											
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>		E	E	E	E	1	E	1	A	-	1	E											

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*"Serving Billings, Broadview and Yellowstone County"*

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June 27, 2017

*To be Approved by a motion on August 8, 2017*

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## 1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, June 27, 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; Dave Green, Planner II; Tammy Deines, Planning

**Others in Attendance:** Tammy Saldivar; Marshall Phil, Blueline Engineering; Ed Gulick, BPAC; Kristi Drake, BPAC

**Approval of the June 13, 2017 Agenda:** President Tunncliff requested an additional Agenda Item 9b, Northeast Bypass Project, Scott Walker, Transportation Coordinator

### Motion

**Board member Cook made a motion and Board member Saldivar seconded the motion to approve the June 27, 2017 agenda. The motion carried with a unanimous voice vote.**

## 3. Approval of Minutes: June 13, 2017. (The May 25, 2017 meeting was cancelled).

### Motion

**Board member Saldivar made a motion and Board member Goodridge seconded the motion to approve the meeting minutes of June 13, 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.

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### 7. OLD BUSINESS

#### **7a. Discussion/Update on June 20 PCC North East Billings Bypass Project Agenda Item. Reaffirmation of Planning Board's motion of support for an alternative funding package for a separated Bike/Pedestrian path on the bridge. Darrell Tunncliff, Planning Board President, Wyeth Friday, Director, Planning & Community Services Dept.**

President Tunncliff stated the Planning Board made a motion in support for an alternative funding package for a separate Bike/Pedestrian path on the bridge during the June 13, 2017 meeting. Director Friday gave a brief update and said PCC directed staff to return to the governing bodies and Planning Board to affirm their intent on this item. The Board of County Commissioners acted on June 27, 2017; the City Council will forward a recommendation on July 10, 2017; and PCC will make a decision on July 18, 2018. A copy of the staff memo presented to City Council was distributed to Planning Board members. (City Council Agenda-July 10, 2017, Item 4)

4. **APPROVAL** of the inclusion of a separated pedestrian facility on the new Yellowstone River Bridge as part of the Billings Bypass Project and forward the recommendation to the Policy Coordinating Committee (PCC) through the City's PCC representative. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)  
**APPROVED**

#### **7b. Public Hearing. Motion/Recommendation. Sartorie Subdivision, 2<sup>nd</sup> Filing, Dave Green, Planner II, presenting.**

Dave Green opened it agenda item with the staff report and a PowerPoint presentation.

### 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 conduct a public hearing at this meeting. 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.

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### **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 Rules of the State of Montana.

### **VARIANCES REQUESTED**

No variances from the City Subdivision Regulations have been requested.

### **CONCURRENT APPLICATIONS**

This parcel of land is currently undergoing other processes 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 on July 10<sup>th</sup> for the annexation.

### **Discussion**

President Tunncliff asked the Board for questions and discussion. There was none. President Tunncliff closed the public comment period and called for a motion.

### **Motion**

**Board member Saldivar made a motion and it was seconded by Board member**

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**Goodrich to 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.**

**The motion carried with a unanimous voice vote.**

### **8. NEW BUSINESS**

#### **A. Presentation. Bicycle Pedestrian Committee, (BPAC), Annual Update.**

**Ed Gulick, President, BPAC, presenting. Kristi Drake, BPAC, attending.**

Ed Gulick opened this agenda item and thanked the Board for this opportunity to present to the Board this evening. He opened with a PowerPoint, “Billings Area Bicycle Pedestrian Advisory Committee 2016 Annual Report”. They will also present to the City Council and the BOCC.

**BPAC Composition:** Ed Gulick, President; (Planning Board); Kristi Drake, Vice Chair, (City); DJ Clark, (County); Zachary Hassler, (County); Amber Sunstead, (City); Jane Van Dyk, (City); (1) Vacant-County position to fill

**Main Task:** Identify barriers to safely walking or bicycling; Recommend solutions to City and County Planning and Public Works staff and the governing bodies based on public input and transportation industry standards.

**Bicycle & Pedestrian Facilities Ensure:** Safety; Health; Quality of Life; Economic Vitality

#### **Summary of Biking & Walking Issues that BPAC Sees**

- 1.** Broad support for trails and bikeways for recreation and active transportation, including the general public, health community and business community
- 2.** Significant Opportunities for world-class trails as well as better biking connections within the City and the County.
- 3.** Federal transportation funding dedication to pedestrian and bicycle infrastructure has decreased significantly in the past 4 years.
- 4.** To progress in trails and bikeways, the community will need to either reprioritize some existing transportation funding and/or create new sources of funding.

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**Significant opportunities for better biking connections within the City and the County Marathon Loop- will encompass 26.2 miles when completed.**

### 2. MARATHON LOOP



**Bicycle Boulevards-new way of facilitating bicyclists in commute.** Leverage neighborhood streets that already have low speeds and volumes.

**The Community needs to find new ways to fund trail and bikeway infrastructure.** Estimate that approximately \$1 million/year is needed to fill the federal funding gap. Additionally, funding is needed to maintain infrastructure already in place.

#### **Opportunities for funding streams:**

- CMAQ-Air Quality funds; % of Billings MPO's share of recent gas tax could be allocated for reducing road congestion.
- GO Bond (General Obligation Bond)
- County gas tax

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- Trails District: Acknowledges trails are the #1 priority for our parks system. Similar to Lockwood Pedestrian Safety District.

**2016 Activities:** Bike parking for downtown businesses; BPAC provided input to the Billings Urban Area Bikeway & Trails Master Plan Update Steering Committee

- **Current Discussion Items**  
Working with Planning staff to secure matching grant funding for bike parking “staples” for use in public right-of-way
- Communicating with other downtown interest groups, (DBA and Parking Board), to work together to facilitate downtown bicycle/pedestrian infrastructure
- Investigation how to implement improved trail wayfinding signage

### **Discussion**

President Tunnicliff asked about priorities for the next five years. Kristi Drake explained BPAC advocates for connectivity instead of specific trail projects. Ed Gulick reviewed the Committee Goals:

1. Funding issues and educating the community
2. Implementing bicycle boulevards and interfacing with City staff involved
3. Transportation Plan Update: Advocating for bicycle and pedestrian facilities

He explained that the Committee’s goal is bringing awareness of the changing landscape for funding. This is an advisory committee and they bring forward information to Planning staff and the community. Kristi Drake spoke to opportunities for building off of street trails. She said often times, opportunities are lost due to lack of funding. President Tunnicliff asked about identifying specific projects and costs. Board member Woods explained the process the Lockwood Steering Community used to obtain grant funds. He commented that costs can unexpectedly increase and create a funding gap due to the timeframe needed for construction.

Board member Goodrich commented Billings is on the verge of turning into a bigger city. He would like to see the vested parties culminate and establish a priority list. Kristi Drake concurred and said this is a good point. She invited Board members to attend the Trail Summit June 28-29, 6:00-8:00 pm, at the Billings Public Library.

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### 9. OTHER BUSINESS

#### 9a. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.

1. Zoning Code Ad Hoc Committee, (Wyeth Friday, Director)  
Staff will be working with President Tunnicliff to appoint three Planning Board members to the Zoning Code Ad Hoc Committee. A joint meeting for the City and County Zoning Commissions will be held on July 17, 2017 at 4:00 p.m. to work through the mechanics of separating the City and County zoning codes. Staff received confirmation of the BOCC allocation of \$12,500 for this project and will be discussing funding with City Council in the near future.
2. Discussion. Addressing littering issues in Yellowstone County. President Tunnicliff and Planning Board  
President Tunnicliff said MDT feels this is an expensive issue to our community. Councilman Brewster is leading the charge to review City ordinances dealing with littering. MDT will provide information on cleanup costs for interstate highways. Commissioner Ostlund is supportive of efforts to mitigate the expense of littering. President Tunnicliff suggested this Board find a means of creating public awareness. Possibly a public service announcement? Board member Goodrich stated he feels awareness is a cost effective approach. Suggestions were made to work with local media, Community 7, and PILT funds from the County. Wyeth Friday said staff will return to the Board at future meeting with information from City ordinances. He said potentially this Board could "jump start" this project and voice interest in what can be done. He noted the cleanup work conducted by the Community Code Enforcement Work Crew. It was noted MDT coordinates the Adopt a Highway Program. Board Goodrich dollar amount associated with cleanup?
3. Planning Division Manager  
Monica Plecker will start as the new Planning Division Manager on July 24, 2017. Monica has worked in Laurel, Montana and contracted with CTA. She has experience with County processes and planning processes.
4. July 11 Planning Board meeting: The July 11 Planning Board meeting will be canceled due to a lack of agenda items.

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ADJOURNMENT: 7:10 p.m.

Approved by a motion on August 8, 2017

