

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

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SEPTEMBER 12, 2017

To be approved by a motion on September 26, 2017

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, September 26, 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; Monica Plecker, Planning Division Manager; Dave Green, Planner II; Tammy Deines, Planning Clerk

Others in Attendance: Jason Burke; Mac Fogelsong, Sanderson Stewart; Gary Owen, Sanderson Stewart; Gary Oakland; Tyler Kerns, EEC; Quentin Egg art, EEC

Approval of the September 11, 2017 Agenda

Motion

Board member Klugman made a motion and Board member Saldivar seconded the motion to approve the September 11, 2017 agenda. The motion carried with a unanimous voice vote.

3. Approval of Minutes: August 8, 2017, August 12, 2017

Motion

Board member Klugman made a motion and Board member Saldivar seconded the motion to approve the August 8, 2017 and the August 12, 2017 meeting minutes 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: There is no Old Business.

8. NEW BUSINESS

7a. Plat Review/Discussion. Copper Ridge Subdivision, 7th Filing. County Major. Dave Green, Planner II, presenting.

INTRODUCTION

On August 1, 2017, Sanderson Stewart, agent for Gary Oakland and Marvin Hessler, owners, applied for preliminary major plat approval for Copper Ridge Subdivision, 7th Filing. The proposed subdivision creates 58 new lots for single-family residential development. The subject property is generally located on the north side of Rimrock Road, east of 70th Street West, and west of the existing Copper Ridge Subdivision. Four large parcels of this filing are west of 70th Street West. The property is zoned Residential-7000 (R-70) and Residential-5000 (R-50). The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on September 26, 2017.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Copper Ridge Subdivision, 7th 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 effects on local services and to ensure understanding of the use of an easement prior to final plat approval, the applicant will include an easement document for the temporary cul-de-sac at the north end of 70th Street west as shown on the proposed plat.*
- 2. To ensure correct procedure for providing a cash in lieu contribution prior to final plat approval, the applicant will follow the Billings Subdivision Regulations Section 23-1006 to determine the correct procedure and amount of the contribution to the City for park land cash contribution.*
- 3. To minimize the effects on local service prior to final plat approval, the applicant will coordinate with the USPS to determine what type of deliver system is preferred and to locate and provide the correct amount of space for safely delivering the mail to the residents.*
- 4. To ensure the placement of easements for private utility providers prior to final plat approval, the applicant will coordinate with private utility companies to provide needed easements within the proposed subdivision.*

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5. *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.*
6. *The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.*

Discussion

President Tunnickliff called for discussion and questions from the members of the Board.

Board member Klugman asked for clarification on the detention facility. Dave Green said the singular detention area will serve the subdivision. In the future, the storm water will be moved to the City detention facility. He pointed out the detention basins located along Rimrock Road and stated this subdivision will contribute to the construction of the City’s detention facility.

Gary Oakland, 127 N 27th Street, Billings, Montana

Mr. Oakland is the property owner and developer. He said Copper Ridge Subdivision has been built out in the last 7 years and they hope to begin the 7th filing this winter. They have donated parkland and developed parks and trails throughout the development. A 4.5-acre Park Master Plan will be presented to the Planning Board at the next meeting. He clarified the drainage flows and pointed out the location of the drainage pond. He acknowledged agents Mac Fogelsong and Gary Owen, Sanderson Stewart, who are attending this evening.

***A public hearing will be held for Copper Ridge Subdivision, 7th Filing will be held during the September 26, 2017 Planning Board meeting.*

7b. Plat Review/Discussion. West King Commercial Park. County Major. West King Commercial Park LLC, Owner. EEC, agent. Monica Plecker, Planning Division Manager, presenting.

Monica Plecker opened this agenda item with the staff report and a PowerPoint presentation.

INTRODUCTION

On August 1, 2017, the Planning Division received a preliminary plat application for major for Northfield Warehouses, a major subdivision contemplating condominiums. The development is described as Lots 20, 21, 22 & 23, Block1, West King Commercial Park Subdivision. The property is not within the County zoning jurisdiction and condominium development was not originally contemplated with the subdivision, therefore, in accordance with Chapter 8 of the County Subdivision Regulations, this condominium development must be reviewed as a Major Subdivision. The proposed plat creates 24 commercial storage units consisting of 6 units per lot.

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The subject property is generally located north of King Avenue West and West of South 64th Street West. Access will be provided by Western Way and Black Hawk Drive. A 30,000-gallon dry hydrant is located within ½ road mile from the proposed development. The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on Tuesday, September 26, 2017. The Board of County Commissioners will act on the proposal on October 17, 2017.

RECOMMENDATION

Staff recommends, the Planning Board recommend, the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Northfield Warehouses, being Lots, 20, 21, 22 & 23, Block 1, West King Commercial Park Subdivision, and adopt the Findings of Fact as presented in the staff report.

Planning staff recommends the following conditions of approval:

1. To minimize the effects on the natural environment, prior to final plat approval the applicant will obtain approval from the MDEQ for the proposed wells, septic systems and storm water management.
2. To ensure the placement of easements for private utility providers, prior to final plat approval the applicant will coordinate with private utility companies to provide needed easements within the proposed subdivision.
3. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
4. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

Discussion

President Tunncliff asked the Board for questions and discussion. Clarification was given by Ms. Plecker to Board member Klugman on the ½ mile requirement for fire suppression for nearby developments. President Tunncliff inquired as to whether new DEQ reviews were required when condominium developments weren't contemplated with the initial subdivision. Staff responded that DEQ will provide a new Certificate of Subdivision Approval, (COSA), prior to final plat approval for this subdivision review.

Quentin Eggart, 720 Lohwest Lane, Billings, Montana

Mr. Eggart is the owner/agent for this property. He stated this proposed development is similar to the previous four phases. He said the storage units have been a popular product.

**A public hearing will be held for the Northfield Warehouse Subdivision during the September 26, 2017 Planning Board meeting.

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9. OTHER BUSINESS

- **September 26, 2017-September 28, 2017-MAP Conference, Miles City, MT, Staff Training.** Several Planning staff members are attending and presenting during this conference. Director Friday will present the staff reports for the September 26 Planning Board public hearings. Board member David Goodrich plans to attend the MAP conference and speak in behalf of the Subdivision Regulations Committee.
- **City Administrator Tina Volek's Retirement Party, September 26, 2017, 2:00 pm-5:00 pm,** Billings Public Library Community Room
- **"Project Re-Code", Zoning Code Update Steering Committee Meeting- 3:00 pm-5:00 pm, September 27, 2017, Granite Tower, 1st Floor Conference Room, 222 N 32nd Street-**City Council completed the second reading of the separation of the code and will take effect in 30 days. The BOCC will act on Friday, September 22, 2017, and the action will take effect immediately. President Tunncliff complimented Staff for their work in compiling a strong committee makeup for this project.
- **Re-scheduled Special Joint meeting with Parks Board Wednesday, October 11, 2017.** Draft Comprehensive Parks Plan. 11:30 a.m. City Parks Department conference room. This will be advertised as a special meeting. Board members voiced concern that the appointed Planning Board representative was not included more in the review process for this plan.
- **Special Meeting. Ethics Training for Boards and Commissions. Wednesday, October 18, 2017, 4:00-6:00 pm Billings Community Center** This is a training session for members of City and County Board and Commission members. City Council members and the YC Commissioners will be invited to attend. The Local Government Center will be presenting along with City and County Legal staff.
- **2018 Board Openings and Appointments:** The Planning Board positions below are open or up for reappointment for 2018. Board members are encouraged to submit their applications to reapply for the next term.

City Ward II-Vacant; BOCC District 3-Vacant; BOCC District 4-Vacant; BOCC District 5, Woody Woods; BOCC District 7, Francisco Saldivar; YC Conservation District, Clint Peck

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- **Election of Officers.** President Tunnickliff remind staff to include a future agenda item for election of officers.
Planning Board Bylaws, Article VII, Board Officer, Terms, and Duties: Section 2. Election of Officers
The President and Vice President shall be elected by a majority of the Board members present and voting at the first regular scheduled meeting in January. The terms of office of the President and Vice President shall commence on February.
- **Nominating Committee:** President Tunnickliff reminded staff to include a future agenda item to create a Nominating Committee for the 2018 Planning Board Officers.
Planning Board Bylaws, Section 1. Committees
The President shall at the first regular meeting in November appoint three (3) members who will present their recommendations for new officers at the first meeting in December as the first order of business following the approval of the minutes. Nominations from the floor may be made at this time. The President shall not be a member of the Nominating Committee.
- **Subdivision Regulations Legislative Changes** Monica Plecker said Planning staff is working to identify the recent legislative changes to the subdivision regulations. Staff met with the YC Legal Department to discuss bringing forward amendments for approval in the spring.

ADJOURNMENT: 6:45 p.m.

DRAFT-To be approved by a motion on September 26, 2017