

# 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 | 10/11/17 | 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         | -          | -         | E        | 1        | E        | 1        | E        | 1        | 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         | -          | -         | 1        | 1        | 1        | A        | 1        | E        | 1        |          |          |
| <b>Darell Tunncliff</b>   | Mayor/Billings Ward IV  | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 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         | -          | -         | E        | 1        | 1        | 1        | 1        | 1        | R        | -        | -        |
| <b>Troy Boucher</b>       | YC District 1           | -          | 1          | E          | E          | E          | E          | 1          | 1          | 1          | -          | 1          | 1         | -          | -         | E        | 1        | E        | 1        | E        | E        | 1        |          |          |
| <b>Dennis Cook</b>        | YC District 2           | -          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 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         | -          | -         | 1        | 1        | E        | 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         | -          | -         | E        | E        | 1        | 1        | 1        | 1        | 1        |          |          |
| <b>Clint Peck</b>         | Y County Cons. District | 1          | E          | E          | E          | 1          | 1          | 1          | 1          | E          | -          | 1          | 1         | -          | -         | E        | 1        | E        | E        | 1        | E        | E        |          |          |
| <b>Scott Reiter</b>       | <b>Ex-Officio SD2</b>   |            | E          | E          | E          | E          | 1          | E          | 1          | A          | -          | 1          | E         | -          | -         | 1        | E        | E        | 1        | E        | E        | 1        |          |          |

# CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

**NOVEMBER 14, 2017**

*To be approved by a motion on November 28 2017*

## **1. Call the Meeting to Order**

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, November 14, 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 members:** Wyeth Friday, Director, Planning & Community Services; Monica Plecker, Planning Division Manager; Dave Green, Planner II; Tammy Deines, Planning Clerk

**Others in Attendance:** Mac Fogelsong, Sanderson Stewart; Gary Owen, Sanderson Stewart; Trent Buscher; Dennis Buscher; Bridget Baugh; Jorden Martinez

**Approval of the November 14, 2017 Agenda.** The agenda was approved with a unanimous voice vote.

### **Approval of Minutes: October 19, 2017, Special Joint Meeting with the Billings Park Department, (Parks Comprehensive Plan)**

**Motion** Board member Saldivar made a motion and Board member Cook seconded the motion to approve the October 19, 2017 special joint meeting minutes as submitted. The motion carried with a unanimous voice vote.

### **Approval of Minutes: October 24, 2017**

**Motion** Board member Bass made a motion and Board member Woods seconded the motion to approve the October 24, 2017 meeting minutes as submitted. The motion carried with a unanimous voice vote.

3. **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. NEW BUSINESS:**

#### **7b. Plat Review/Discussion. Falcon Ridge Subdivision Major. Dave Green, Planner II, presenting.**

Planner Dave Green opened this agenda item with the presentation of the staff report. He pointed out a correction in the staff report and stated the zoning for this development will allow single family homes, duplexes, and patio homes. He pointed out the parkland dedicated to the City with the first filing of the subdivision and explained the Park Department's determination for the parkland dedication requirement for this filing.

### **INTRODUCTION**

On October 2, 2017, Sanderson Stewart, agent for Falcon Ridge I, LLC, owners, applied for preliminary major plat approval for Falcon Ridge Subdivision, 3rd Filing. The proposed subdivision creates 35 new lots for single-family residential development. The subject property is generally located on the south side of Masters Boulevard, east of Golden Acres Drive. The property is zoned Residential Multi-Family-Restricted (RMF-R). The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on November 28, 2017.

### **RECOMMENDATION**

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Falcon Ridge Estates Subdivision, 3rd 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 and ensure public safety, prior to final plat approval the applicant will submit a final storm water report to City Engineering for review and approval.
2. To minimize the effects on local service prior to final plat approval, the applicant will coordinate with the USPS to determine what type of delivery system is preferred and to locate and provide the correct amount of space for safely delivering the mail to the residents.
3. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
4. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

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### **Discussion**

President Tunncliff called for discussion and questions from the members of the Board. President Tunncliff asked if potential storm water flows moving southward towards Rimrock Road have been addressed. Dave Green stated the storm water for this filing will be detained onsite. The City Engineering Division did not mention in their review comments using the new detention facility which will be constructed at a location at 62nd Street West and Rimrock Road. Discussion followed on the City Engineering Department's efforts to develop a long term stormwater plan for the west end of the Billings to capture the storm water flows from the north towards Rimrock Road.

### **Gary Owen, Sanderson Stewart, 1300 North Transtech Way, Billings, Montana**

Mr. Owen commended Planner Dave Green for his presentation. He stated the developers dedicated and developed parkland with the previous filings of the subdivision and this project will provide a trail connection between the filings.

**\*\*A public hearing for Falcon Ridge Subdivision, 3<sup>rd</sup> Filing will be held during the next Planning Board meeting on November 28, 2017.**

## **9. OTHER BUSINESS/ANNOUNCEMENTS**

### **9a. Nomination Committee for the 2018 planning Board Officers.**

President Tunncliff stated he has enjoyed working as President of this Board and engaging with committees and the community. He has asked Board member Goodrich, Board member Woods, and Board member Cook to serve as members of the Nominating Committee. The Nominating Committee will forward their recommendation for the 2018 Planning Board officers during the December 12, 2017 meeting.

### **9b. Discussion. Community Outreach for Board Representatives.**

President Tunncliff stressed the importance of the Planning Board "telling our story" as an outreach to encourage citizens to participate in this process. Currently this Board has two City openings and 3 County openings. Division Manager Monica Plecker asked members of the Board to advocate to fill these openings and she offered her contact information for interested persons. She is working on using public outlets to notify the public of the need for applicants. Director Friday stated he has had discussions with Community 7 about potentially streaming Planning Board meetings in the future. Board member Bass asked staff to encourage City Council members to find people for the vacant wards. President Tunncliff suggested creating a PowerPoint presentation for Board members to take to Community service clubs and the Task Forces, and Division Manager Monica agreed to build the presentation. Board member Goodridge offered to attend a Heights Task Force meeting. Director Friday responded and said he will make the arrangements with Jason Lilly, the current Chairman. President Tunncliff offered to

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Reviewed by Planning Staff

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attend a West End Task Force meeting. Director Friday will send the Planning Board Task Force Meeting schedules.

### 9c. Updates and Announcements

- **Parks Department Master Plan:** City Council adopted the City Parks Master Plan at their meeting on November 13, 2017. The primary focus of the discussion was doing further analysis from a budget standpoint on implementation of the plan. Director Friday noted a portion of this plan ties into the subdivision regulations, and he said staff will address this in the future.
- **Recognition for MAP Award for the YC Subdivision Regulations Amendment project, Planning Division Manager Monica Plecker**  
Division Manager Plecker presented the award to the BOCC today and some of the committee members were presented. Staff also submitted a press release to announce this award.
- **Project Recode Meeting Wednesday, November 29, 2017:** The Ad Hoc Committee will meet to review the City and County Zoning Regulations. The focus will be on developing guiding principles. Consideration will be given to forming subcommittees and drafting a scope for this project and writing a request for proposal to hire a consultant. In response to a question by Board member Goodridge, staff stated they have received no feedback from the previous meeting. President Tunnicliff commended staff for this effort as it is a challenging task that involves a large committee with varied representation.
- **City of Billings City Administrator search:** Director Friday said there will be public opportunities to meet the candidates on November 30, 2017 and December 1, 2017. President Tunnicliff asked that a Planning Board member attend one of these opportunities to represent the Board. City Council will make a decision to fill this position during a December meeting. Director Friday mentioned that Planning staff will be conducting training with the newly elected City Council members and the mayor. He plans to call out this Board during the training session so they are aware of the Planning Board and its activities in the community as the MPO.

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- **November 29, 2017 Lockwood Community meeting:** Board member Woods said this is a community input meeting to assess what has happened in Lockwood in the last four years and discuss how to move Lockwood forward in the future. He will report the meeting results to this Board at a future meeting.

**ADJOURNMENT:** 7:05 p.m.

DRAFT- To be approved by a motion on November 28, 2017