



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



CANCELLATION NOTICE

December 26, 2017 MEETING TIME: 6:00 p.m.
1st Floor Large Conference Room, Miller Building
2825 3rd Avenue North, Billings, Montana 59101

1. **DUE TO A LACK OF AGENDA ITEMS, THE TUESDAY, DECEMBER 26, 2017 PLANNING BOARD MEETING IS CANCELLED. THE NEXT MEETING WILL BE HELD ON TUESDAY, JANUARY 9, 2018.**
2. **MEETING MINUTES:** APPROVAL OF THE NOVEMBER 28, 2017 MEETING MINUTES IS DELAYED UNTIL THE JANUARY 9, 2018 MEETING.
3. **OTHER BUSINESS:**
 - a. **ANNOUNCEMENT:** The Planning and Community Services Department will be closed on Monday, December 25, 2017 to observe the Christmas Holiday and on Monday, January 1, 2018 to observe the New Year's Day Holiday.

FUTURE AGENDA ITEMS FOR TUESDAY, JANUARY 9, 2018

- a. **Presentation/Discussion. 2017-2021 Transportation Improvement Plan, (TIP), Amendment I.** Scott Walker, Transportation Coordinator, presenting. *(Public Hearing on January 23, 2018).*
- b. **Presentation. Discussion. 2017 Complete Streets Progress Report.** Lora Mattox, Transportation Planner, presenting.
- c. **Plat Review. Discussion. The Nines Subdivision,** a 89-lot County Subdivision, generally located on 64th Street West. PC Coleman LLC, owner, Bryan Alexander, Sanderson Stewart, agent. Dave Green, Planner II, presenting. *(Public Hearing on January 23, 2018).*
- d. **Plat Review. Discussion. Whitehorse Subdivision Lot 2,** a 12-lot County Subdivision generally located on Hesper Road. NEXCO LLC, owner; Scott Aspenlieder, Performance Engineering, Agent. Dave Green, Planner II, presenting. *(Public Hearing on January 23, 2018).*

- e. **Plat Review/Discussion. Southview Sanctuary Estates Subdivision**, a 89-lot County subdivision generally located on 64th Street West. P3 Coleman LLC, owner, Marshall Phil, Blueline Engineering, agent. Monica Plecker, Planning Division Manager, presenting. (*Public Hearing on January 23, 2018*).

- f. **Other Business: Motion. 2018 Planning Board Officer Elections.** Nominations will be taken from the floor and the nomination period closed. A vote will be taken following closing of the Nomination Period. City/County Planning Board.

Planning Board Meeting-Cancellation Notice

Meeting Date: 12/26/2017

Information

Subject

MEETING MINUTES: APPROVAL OF THE NOVEMBER 28, 2017 MEETING MINUTES IS DELAYED UNTIL THE JANUARY 9, 2018 MEETING.

Attachments

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

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NOVEMBER 28, 2017

Approved by a motion on January 9, 2018

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, November 28, 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 members: Wyeth Friday, Director, Planning & Community Services; Dave Green, Planner II; Tammy Deines, Planning Clerk

Others in Attendance: Mac Fogelsong, Sanderson Stewart; Tara Hernaman-Wood; Baylie Redman; Georgia Layzell

Approval of the November 28, 2017 Agenda

Motion: Board member Cook made a motion and it was seconded by Board member Woods to approve the November 28, 2017 meeting agenda as submitted. The agenda was approved with a unanimous voice vote.

Approval of Minutes: November 14, 2017,

Motion Board member Saldivar made a motion and Board member Cook seconded the motion to approve the November 14, 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.

7. OLD BUSINESS:

7b. . Public Hearing. Motion/Recommendation to City Council. Falcon Ridge Subdivision, 3rd Filing. City Major. Dave Green, Planner II, presenting.

Planner Dave Green opened this agenda item with the presentation of the staff report. He stated the parkland dedication requirement was met with the previous filings of the subdivision.

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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 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.

Discussion

President Tunncliff called for discussion and questions from the members of the Board. There was none. President Tunncliff opened the public hearing and called for anyone wishing to speak in favor or against Falcon Ridge Subdivision, 3rd Filing.

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Mac Fogelsong, Sanderson Stewart, 1300 North Transtech Way, Billings, Montana

Mr. Fogelsong offered to answer questions. Board member Saldivar asked about Condition of Approval #2 and locating the postal boxes. Mr. Fogelsong explained that typically the boxes are turned to encourage people to walk to the mailboxes and avoid vehicular conflicts. In response to question by President Tunnicliff, Mr. Fogelsong pointed out the location of the constructed bike path on a plat map and stated a connection will be made to this filing. Board member Saldivar asked what measures will be taken to connect the parkland. Mr. Fogelsong noted an existing pathway that will be extended to connect to the developed parkland and pathway.

8. NEW BUSINESS:

9a. Nomination Committee Recommendation for 2018 planning Board Officers.

The Nomination Committee members are: Board member Goodrich, Board member Woods, and Board member Cook. Board member Woods reported the Nominating Committee’s recommendation is for Darell Tunnicliff to serve another term as Planning Board President and Francisco Saldivar to hold the office of Planning Board Vice President for the 2018 term. Nominations will be open and can be taken from the floor during the January 9, 2017. A vote will be taken following the closing of the nomination period and the newly elected officers will be seated in February 2017.

10. OTHER BUSINESS/ANNOUNCEMENTS

Standing Item. Long Range Strategic Issues and an overview of future City and County issues and projects.

- **Transportation Project Update:** Director Friday said Transportation Staff will present updates to the Board on the “Complete Streets” Progress Report and the results of the “Travel Demand Survey” at the next meeting.
- **Project Recode Meeting Wednesday, November 29, 2017, 3:00 pm, Granite Tower:** The Ad Hoc Steering Committee will meet to review the City and County Zoning Regulations.
- **County Growth Policy:** Planning Staff is working towards development of a schedule for the rural portion of the County Growth Policy, which includes Huntley, Shepherd, and Broadview.
- **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

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these opportunities to represent the Board. City Council will make a decision to fill this position during a December meeting.

- Board member Goodrich stated the Board of County Commissioners approved the Lockwood TEDD Master Plan.
- President Tunnicliff thanked the members of the Board for their support and willingness to address issues and get things done, as “Big deals don't come easy.” He stated the Planning Board has made an impact on subdivision review and has addressed significant issues for the community.
- Announcement: *Due to a lack of agenda items the December 12, 2017 and December 26, 2017 Planning Board meetings are cancelled. The next meeting will be held as legally advertised and announced on Tuesday, January 9, 2017.*

ADJOURNMENT: 6:30 p.m.

DRAFT-To be approved by a motion on January 9, 2018.