

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

MARCH 13, 2018

Approved by a motion on March 27, 2018

1. Call the Meeting to Order

An Orientation Meeting for new Planning Board members Matt Macrow, Ward II; and Jerry Williams, YC Conservations District; was held with President Tunnicliff, Vice President Woods, and Planning Staff prior to this meeting.

President Tunnicliff called the meeting to order at 6:00 p.m. on Tuesday, March 13, 2018, in the Miller Building 1st Floor Conference Room, 2825 3rd Avenue North, Billings, Montana.

Introduction of Planning Board Members and Planning Department Staff

President Tunnicliff called for introductions of the members of the Planning Board and staff.

Attending Planning staff members: Monica Plecker, Planning Division Manager; Dave Green, Planner II; Tammy Deines, Planning Clerk

Others in Attendance: Forrest Sanderson, KLJ Engineering; Travis Copper, KLJ Engineering

Approval of the March 13, 2018 Agenda

Motion:

Board member Cook made a motion and it was seconded by Board member Woods to approve the March 13, 2018 meeting agenda as submitted. The agenda was approved with a unanimous voice vote.

Approval of Minutes: February 27, 2018.

Motion

Planning Clerk Deines noted corrections needed to update sections of the minutes as Vice President Woods conducted this meeting. Board member Cook made a motion and Board member Woods seconded the motion to approve the February 13, 2018 meeting minutes as corrected. The motion carried with a unanimous voice vote.

3. **Public Comment:** President Tunnicliff 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:**

8a. Plat Review/Discussion. Silver Creek Estates, 2nd Filing. City Major Subdivision. Dave Green, Planner II, presenting.

Planner Dave Green opened this agenda item with an overview of the staff report.

INTRODUCTION

On February 1, 2018, KLJ Engineering for Boyer Land, LLC, applied for preliminary major plat approval for Silver Creek Estates Subdivision, 2nd Filing. The proposed subdivision would create 68 lots from a single lot. The subject property is generally located on the east side of 50th Street West and south of Rimrock Road. The property is zoned Residential 7000, (R-70), and Residential 6000 (R-60). The land is farmland at this time. The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on March 27, 2018.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Silver Creek Estates 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 and ensure public safety, prior to final plat approval and prior to installation of any infrastructure the applicant will provide the City of Billings Engineering Division with installation and maintenance plans for the water, sewer and storm water systems for review and approval.
2. To provide for the installation of private utilities, prior to final plat approval the applicant will coordinate with private utility providers for any needed easements and show them on the final plat as requested by the private utility companies.
3. To provide for proper addressing, prior to final plat approval the applicant will provide street names for the two streets running north and south between Silver Creek Trail and Blue Mountain Trail on the proposed plat.
4. To ensure public health and safety and provide for the maintenance and continued use of the High Ditch by the City of Billings for drainage purposes, prior to final plat approval a ditch easement agreement between Boyer Land LLC and High Ditch Company (District) shall name the City of Billings as a third party. The easement agreement shall: State the District grants the City first right of refusal to accept transfer of

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ownership of the District’s facilities and title, if applicable. Include language pertaining to the property owners within the subdivision to continue to meet the Subdivision Improvements Agreement pertaining to the ditch. Allow the City to utilize the easement for the public good and not restrict it to storm water collection and discharge. Include easement boundaries as approved by the District. The easement document must be either written or reviewed by an attorney familiar with property law and transfers.

5. To ensure understanding of the use of the High Ditch easement, prior to final plat approval the applicant in the SIA under the heading VIII. Irrigation shall outline the requirements of the easement document for the High Ditch and how it is used and the City of Billings involvement with the ditch.

6. To minimize impacts on local services, prior to final plat approval centralized mail delivery site(s) shall be coordinated and identified and a letter from USPS shall be provided for verification.

7. 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.

8. 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 Woods noted and Planner Green concurred that the SIA states sidewalks will be put in at the time of individual lot development. President Tunnickliff asked what the plan is for connection from Rimrock Road to 50th Street West. Planner Green said currently 50th Street West is not identified on the Functional Classification Map but may be developed as discerned by the City Public Works Department in the future. President Tunnickliff pointed out the existing connections from Rimrock Road to Grand are Shiloh Road and Country Club Road. He commented future traffic from this subdivision will exit through Poly Drive to go southward on Shiloh Road and said traffic has increased on Rimrock Road with the new developments. Planner Green said a Traffic Improvement Study, (TIS), will be done to make recommendations for future intersection improvements. President Tunnickliff voiced concern with increasing traffic without upgrading the traffic control located at Poly Drive and Shiloh Road, especially with the students traversing to Arrowhead School.

Applicant

President Tunnickliff called for presentation by the applicant.

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Forrest Sanderson, KLJ Engineering, (forrest.sanderson@kljeng.com)

Mr. Sanderson is representing applicant, Jim Boyer. He stated is available this evening to listen to concerns. President Tunncliff reiterated his concern with the limited access from new subdivisions to Grand Avenue and the potential for increased traffic flows with further development. Director Friday explained the Traffic Improvement Study will identify specifics to address impacts at the intersection at Poly Drive, Shiloh Road, and others.

OTHER BUSINESS/ANNOUNCEMENTS

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

Director Wyeth Friday commented staff plans to give an overview of the City and County Subdivision Review Process and Procedures during a future Board meeting.

ADJOURNMENT: 6:25 p.m.

Approved by a motion on March 27, 2018

