

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

JUNE 26 2018

Approved by a motion on July 24, 2018

Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, May 22, 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 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; Nicole Cromwell, Zoning Coordinator; Tammy Deines, Planning Clerk

Approval of the June 26, 2018 Agenda

Motion:

Board member Thompson made a motion and it was seconded by Board member Woods to approve the June 12, 2018 meeting agenda as submitted. The agenda was approved with a unanimous voice vote.

Approval of Minutes: June 12, 2018

Motion

Board member Cook made a motion and Board member Macrow seconded the motion to approve the June 12, 2018 meeting minutes with a correction to Board member Thompson’s first name, being “John” instead of “Jon”. The motion carried with a unanimous voice vote.

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.

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

7A1. Public Hearing. Board Discussion. Zimmerman Home Place Subdivision, 2nd filing. A 34.66 acre, 17-lot City major subdivision generally located west of the intersection of Zimmerman Trail and Grand Avenue. Performance Engineering, agent. Billings Opportunities, owner. Dave Green, Planner II presenting. (PZ-18-00054)

CITY/COUNTY PLANNING BOARD

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INTRODUCTION

On May 1, 2018, Performance Engineering, LLC, agent for Billings Opportunities, LLC, owner, applied for preliminary major plat approval for Zimmerman Home Place Subdivision, 2nd Filing, Amended Lots 1, Blocks 4 & 5. The proposed subdivision creates 16 new lots for commercial development. The subject property is generally located on the northwest corner of the intersection of Grand Avenue and Zimmerman Trail. The property is zoned Community Commercial (CC) and Neighborhood Commercial (NC). The Yellowstone County Board of Planning will conduct a public hearing at this meeting and make a recommendation to the City Council for action on this preliminary major plat.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Zimmerman Home Place Subdivision, 2nd Filing, Amended Lots 1, Blocks 4 & 5 to the City Council, and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To minimize effects on local services and enable more useable roadways, prior to final plat approval the applicants submitted TIS will be reviewed and approved by City of Billings Engineering Division outlining any additional requirements the developer needs to be responsible to construct. This review will also confirm or correct the contributions for street improvements from the developer listed in the SIA.
2. 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.
3. To ensure the provision of easements for utilities, prior to final plat approval the subdivider shall provide utility easements on the final plat as requested by the private 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.

Discussion

President Tunncliff asked the Board for questions or discussion. Board member Thompson asked if the irrigation ditch laterals will continue to be used. Dave Green said

CITY/COUNTY PLANNING BOARD

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the ditches will be maintained as long as there are downstream users. Craig Dalton, Performance Engineering, spoke regarding the irrigation ditch. A storm water line will be extended to the north and farmers will be able to tie in. There are no other questions.

Craig Dalton, Performance Engineering, 7100 Commercial Ave, Ste 4, Billings, Montana

Mr. Dalton had no further comments.

Public Hearing: President Tunncliff opened the public hearing and asked if there is anyone wishing to speak in favor or against Zimmerman Home Place Subdivision, 2nd Filing. There was none. President Tunncliff closed the public hearing and called for a motion.

Motion

Board member Woods made a motion and it was seconded by Board member Macrow to forward a recommendation to City Council of conditional approval of the preliminary plat of Zimmerman Home Place Subdivision, 2nd Filing, Amended Lots 1, Blocks 4 & 5 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

8a. Update. Board Discussion. 2018 Transportation Plan, Transportation Project Updates. Scott Walker, Transportation Coordinator, presenting.

Transportation Coordinator Scott Walker presented an overview of the 2018 Billings Urban Area Long Range Transportation Plan, (LRTP); Public Participation Plan, (PPP), a guide to public meeting conduct; and the Billings Travel Demand Model, (TDM), which is used to predict future demand and develop a localized model. Staff is looking towards November as a completion date for all of these plans.

- The LRTP is mandated by a 4-year update. Scott Walker gave an update on status, meetings that have happened and meeting that will be happening in the coming months.
- The PPP final draft will come forward to this board in August and follow with approval during the August PCC meeting.
- The Billings MPO Travel Demand Model, TDM, is projected for completion in November 2018.

Discussion

President Tunncliff asked if the 2014 Transportation Plan is available online. He said he appreciates Staff's update on the plans' development. He encouraged the Board to

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

prepare for the public hearings by reviewing the existing documents. Board member Cook requested a hard copy of the Transportation Plan. Board member Woods expressed interest in a 2-way street study downtown, and asked how the model will play into that scenario. Scott Walker updated the group on a Public Works study on downtown traffic circulation/roadway study. The document will identify the feasibility of two way streets and associated costs. Board member Woods also inquired about reverse angle parking and whether that would be considered as part of that effort. Board member Thompson noted landscaping is included on functional classification map cross sections but there are no aesthetics on new streets undergoing improvements. He voiced concern about retrofitting opportunities. Scott Walker said Planning Staff understands the value of improved boulevards and this plan update will address those needs. President Tunncliff said he would like to see the Planning Board take a position on quality of improvements.

OTHER BUSINESS/ANNOUNCEMENTS

9b. Standing Item. Long Range Strategic Issues and an overview of future City and County issues and projects.

Director Wyeth Friday said YC Attorney Dan Schwarz will hold a training session on subdivision review criteria. There was some discussion. Planning staff will continue to work with County Legal to develop a consistent approach of subdivision review.

Planning Division Manager Plecker updated the group on upcoming activities related to the Lockwood TEDD and the action that would be required in July of the Planning Board in relation to expansion of the zoning boundary.

ADJOURNMENT: 7:09 p.m.

DRAFT: To be approved by a motion on July 10, 2018