

# 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	01/09/2018	01/23/2018	02/13/2018	02/27/2018	03/13/2018	03/27/2018	04/10/2018	04/24/2018	05/08/2018	05/22/2018	06/12/2018	06/26/1208	07/10/2018	07/24/2018	08/14/2018	08/28/2018	09/11/2018	09/25/2018	10/10/2018	10/23/2018	11/13/2018	11/27/2018	12/11/2018
<b>Dave Goodridge</b>	Mayor/Billings Ward I	1	1	1	1	E	E	-	E	E	E	1	E	1	1	1	-	E	1	1	E	-	-	1
<b>Matt Macrow</b>	Mayor/Billings Ward II	E	1	1	1	1	1	-	E	1	1	1	1	1	1	E	-	1	1	1	1	-	-	E
<b>LaVerne Bass</b>	Mayor/Billings Ward III	1	1	1	E	E	E	-	1	E	E	E	A	A	E	1	-	1	E	1	E	-	-	1
<b>Darell Tunnickliff</b>	Mayor/Billings Ward IV	1	1	1	E	1	E	-	1	1	1	1	1	1	1	1	-	1	1	1	1	-	-	E
<b>John Thompson</b>	Mayor/Billings Ward V	-	-	-	-	-	-	-	1	1	1	1	1	1	E	1	-	E	1	1	1	-	-	1
<b>Troy Boucher</b>	YC District 1	1	1	1	1	1	-	E	E	1	1	1	-	E	A	E	-	-	1	1	1	-	-	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	1	-	-	1
<b>Vacant</b>	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Vacant</b>	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Woody Woods</b>	YC District 5	1	E	1	1	1	1	-	1	1	1	1	1	1	1	1	-	1	1	1	1	-	-	1
<b>Vacant</b>	YC District 6	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Jarett Hillius</b>	YC District 7	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
<b>Jerry Williams</b>	Y County Cons. District	-	1	-	1	1	1	-	1	E	1	1	1	E	E	E	-	1	1	1	1	-	-	E
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>	E	A	A	E	A	-	E	E	-	-	E	E	A	A	-	-	-	A	A	1	-	-	A

## CITY/COUNTY PLANNING BOARD

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**DECEMBER 11, 2018**

*DRAFT-To be approved by a motion on January 8, 2019*

### **Call the Meeting to Order**

Vice President Woods called the meeting to order at 6:00 p.m. on Tuesday, December 11, 2018, in the Miller Building 1<sup>st</sup> Floor Conference Room, 2825 3<sup>rd</sup> Avenue North, Billings, Montana.

Vice President Woods recognized Board member LaVerne Bass, Planning Board City Ward III for his years of service on the Board with a certificate of appreciation as he is retiring from service on this Board.

Vice President Woods introduced Jarrett Hillius who is the Commissioners' appointee to serve as the Planning Board representative for Planning Board BOCC District #7.

### **Introduction of Planning Board Members and Planning Department Staff**

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

**Attending Planning staff members:** Wyeth Friday, Director, Planning & Community Services Department; Monica Plecker, Planning Division Manager; Scott Walker, Transportation Coordinator; Tammy Deines, Planning Clerk

**Others in Attendance:** Darin Swenson, Yellowstone County Public Works Dept; Cari Olson, Billings Association of Realtors

### **Approval of the December 11, 2018 Agenda**

#### **Motion:**

**Board member Cook made a motion and it was seconded by Board member Thompson to approve the December 11, 2018 meeting agenda. The motion was approved with a unanimous voice vote.**

**Approval of Minutes: October 23, 2018. The November 14, 2018 and the November 27, 2018 Planning Board meetings were canceled due to a lack of agenda items.**

#### **Motion**

**Motion was made by Board member Bass and seconded by Board member Cook to approve the October 23, 2018 meeting minutes as submitted. The motion carried with a unanimous voice vote.**

## CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

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**Public Comment:** Vice President Woods 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

**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 disclosures of Outside Communications by the Board members or Planning Staff.

**7. OLD BUSINESS:** There is no Old Business.

### 8. NEW BUSINESS

**8a. Presentation Discussion. 2017-2021 Transportation Improvement Plan, (TIP). Scott Walker, Transportation Coordinator, presenting.**

Scott Walker opened the agenda item with a brief introduction. He pointed out to the Committee that this is the second amendment of the 2011-2021 TIP and continued with an overview of the project update highlights below.

#### **Highlights:**

- **West Billings Interchange – Pinehills Interchange:** Engineering zzzz (Re-Surface)
- **Zoo Drive: Signal Upgrades and Striping** – New Project to improve traffic operations and safety along the Zoo Drive corridor in Billings. Work will include intersection improvements, striping modifications, signal upgrades, median work and/or any other operational modifications necessary to improve traffic flows and safety in the area. Anticipated Let Date = December of 2020. Estimate PE Phase End Date = December of 2022.
- **Billings Bypass: Five Mile Road** - Construction Cost Update
- **I-90 Yellowstone River Bridges:** Update Construction Cost
- **Laurel Road Signals: Update Signals and add ADA Ramps** – New Project

## CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

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- **Lockwood Interchange Study** – New Project. Other (OT) phase study to evaluate interchange improvement options on I-90 at the Lockwood Interchange in Billings. This evaluation will consider traffic patterns (current and future), ramp functionality, operational issues on I-90 (and connecting routes), proposed Interstate modifications (additional lanes, etc.), intersection improvement options, safety considerations, bridge construction options, environmental issues, right-of-way, utilities, geometrics and/or any other factors necessary to determine a preferred improvement alternative at this location. The end result of the study will be a project recommendation (outlining the preferred alternative and costs associated with this alternative).
- **South Frontage Road: Pavement Preservation** – New Project (Mullowney Lane to Wise Lane).
- **Blue Creek Road: Pavement Preservation** – New Project. Interstate Bridge to 3-mile section to Robindale Road. Construction letting-Spring of 2019. This project was identified in the Blue Creek Transportation Plan.
- **N. 27<sup>th</sup> Street R.R. Study** – Cost Adjustment. Scott Walker noted the previous placeholder for this study in the original TIP was \$300,000 and the new allocation is for \$1.2 million. It is his understanding that only will the previous studies be considered but this will include some of the newer technologies and innovations. The consultants are HDR, Kittelson, DOWL, Land Design and Etho Science. this study came out of the Statewide Crossing study. The difference is the benefit of being in an OT phase allows engineering details, and should a feasible solution come forward, a lot of the preliminary studies will be done. Scott Walker said the MDT Scope of Services for this project is comprehensive.
- **MET Transit Funds Added to the 5339 Program-** MET was awarded a grant and a transfer of about \$195,000 has to be included into this document for approval.

### **Adoption Schedule**

Planning Board	January 8 <sup>th</sup>
City Council	December 10 <sup>th</sup>
County Commission	December 13 <sup>th</sup>
PCC	January 15 <sup>th</sup>

## CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

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### **Discussion**

Vice President Woods called for discussion from the Board members. Per Board member Thompson’s request, Scott Walker clarified and said annual programs include the paver program and various striping projects.

### **Motion**

**Debra Hagel made a motion and Tim Miller seconded the motion to forward a recommendation of approval of the 2017-2021 Transportation Improvement Plan, (TIP), Amendment 2 as presented by staff.**

**The motion carried with a unanimous voice vote.**

### **8b. Presentation/Discussion. Yellowstone County Subdivision Regulation Amendment. Monica Plecker, Planning Division Manager, presenting.**

Ms. Plecker gave the background below and followed with an explanation of the updates.

### **Background**

Over the course of the last year, Planning Division staff along with County Legal, County Public Works and Billings Urban Fire Service Area (BUFSA) staff have been working to prepare County subdivision regulation amendments. First and foremost, the purpose of amending the regulations is to be in compliance with legislative changes that occurred in the 2017 Legislative Session. Staff also took this opportunity to coordinate with county departments on a handful of other proposed changes to provide more clarification and consistency with already adopted practices and regulations. They are described in the Background section below. The Planning Board is scheduled to discuss these proposed amendments at this meeting and is scheduled to consider the amendments and hold a public hearing before making a recommendation to the Board of County Commissioners on January 8, 2019.

A summary of proposed changes is provided below:

- Defining proportionate reimbursement of hydrants (both dry and pressurized). The proposed regulations now establish a formula for proportional reimbursement for those new developments who utilize an already existing hydrant system within one half road mile. Generally speaking, all subdivisions that utilize a hydrant will contribute equally towards the cost of the system. (Page 69)
- Clarify that the use of a secondary emergency access will require a variance request. (Page 45)

## CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

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- Clarify allowable dwelling units on dead-end roads to meet and be consistent with International Fire Code (IFC). The IFC allows for 30 single family dwellings to be located on a dead-end road or 100 multi-family units. Dead-end roads cannot exceed 1,000 feet per our existing regulations. (Page 43)
- Clarify language for access/site plan requirements for approach permits, including adding language in the Subdivision Improvement Agreement. (Page 145)
- Lowering traffic study threshold changes based on type of subdivision (residential, commercial, industrial) and based on type of access (gravel or paved). (Page 49)
- Clarify how long bonds are in place and when they are required to be updated. (Page 74-75)
- Minor changes, then clean up or clarify but do not have substantive impact on the existing regulations
- Removal of application and fee schedules from regulations. (See appendices)

### **Proposed Process for Adoption**

- December 10th – Board of County Commissioner Discussion
- December 11th – Planning Board Introduction & Discussion
- January 8th – Planning Board Public Hearing
- January 29th – BOCC Hearing and Adoption

### **RECOMMENDATION**

**Staff recommends that the Board of Planning review the proposed changes, provide feedback, and set a public hearing date for January 8, 2019.**

### **Discussion**

Vice President Woods called for questions and discussion. Per the Board’s request, Planning Division Manager Monica Plecker agreed to e-mail the digital version with the tracked changes to the members of the Board.

**\*\*A public hearing will be held during the January 8, 2019 Planning Board meeting.**

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

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### 9. OTHER BUSINESS

**9a. Nominating Committee:** Vice President Woods announced the Nomination Committee members for the 2019 Planning Board officers: Board member Dennis Cook; Board member Troy Boucher; and Board member Matt Macrow. The committee nominated Darryl Tunnicliff to serve as Planning Board President and Woody Woods to serve as Planning Board Vice President for the 2019 term. Nominations will remain open and will close during the January 8, 2019 meeting. Election of the 2019 officers will take place at the January 8, 2019 meeting with the new officers taking their seats on February 12, 2019.

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

→ **Appointment and Recommendation Process for City/ County Planning Board members. Wyeth Friday, Director, Planning & Community Service Department**  
Director Friday said President Tunnicliff would like to discuss a process for active recruiting of applicants but was unable to attend this evening. He said the Commissioners value Planning Board recommendations for County seats but are open to the Board interview or meet applicants prior to appointments. He noted that City Council appointed Eric Wallace to serve as the representative for City Ward III.

Vice President Woods, thanked Jarrett Williams, County District 7, for his willingness to serve on this Board. He commented on the ongoing need for representatives to provide input from the outlying County Planning Districts.

→ **Annual Report Newsletter-** The Planning & Community Services Department is nearing completion of the department wide annual report. Staff is reformatiing the report to to bring forward more interest and a "big picture" feel. The report will be distributed in the coming weeks.

→ **ANNOUNCEMENTS:** The Tuesday, December 25, 2018 meeting is canceled to observe the Christmas Day Holiday. The next Planning Board meeting is scheduled for **Tuesday, January 8, 2019, 6:00 pm in the Miller Building 1<sup>st</sup> Floor Conference Room.**

**ADJOURNMENT 6:50 PM**

**DRAFT- TO APPROVED BY A MOTION ON JANUARY 8, 2019**