

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	01/08/2019	01/22/2019	02/12/2019	02/26/2019	03/12/2019	03/26/2019	04/09/2019	04/23/2019	05/14/2019	** 05/29/2019	06/11/2019	06/25/2019	07/09/2019	07/23/2019	08/13/2019	08/27/2019	09/10/2019	09/29/2019	10/08/2019	10/22/2019	11/12/2019	11/26/2019	12/10/2019
Dave Goodridge	Mayor/Billings Ward I	E	1																					
Matt Macrow	Mayor/Billings Ward II	1	1																					
Eric Wallace	Mayor/Billings Ward III	1	1																					
Darell Tunnickliff	Mayor/Billings Ward IV	1	1																					
John Thompson	Mayor/Billings Ward V	1	E																					
Troy Boucher	YC District 1	1	E																					
Dennis Cook	YC District 2	1	1																					
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Woody Woods	YC District 5	1	1																					
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jarett Hillius	YC District 7	1	1																					
Jerry Williams	Y County Cons. District	1	1																					
Scott Reiter	Ex-Officio SD2	A	A																					

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JANUARY 8, 2019

DRAFT-To be approved by a motion on January 22, 2019

Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, January 22, 2019 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 Department; Monica Plecker, Planning Division Manager; Dave Green, Planner II; Tammy Deines, Planning Clerk

Others in Attendance: Karen Tait; Bill Morgan, Sanderson Stewart; Leo Vonne, Jim Woolyhand, Habitat for Humanity

Approval of the January 22, 2019 Agenda

Motion:

Board member Cook made a motion and it was seconded by Board member Macrow to approve the January 22, 2019 meeting agenda. The motion was approved with a unanimous voice vote.

Approval of Minutes: January 8, 2019

Motion

Motion was made by Board member Woods and seconded by Board member Hillius to approve the January 8, 2019 meeting minutes as submitted. 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 might 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. Board member Goodridge disclosed a conflict of interest on agenda item #7a.

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Reviewed by Planning Staff

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Founders Park Subdivision as he works with Habitat for Humanity. President Tunncliff said he attended the West End Task Force meeting and Project ReCode was discussed.

7. OLD BUSINESS

8a. Public Hearing. Motion/Recommendation. Founders Park Subdivision. Dave Green, Planner II, presenting.

Planner Dave Green opened this agenda items with an overview of the parcel and gave the presentation below.

INTRODUCTION

On December 1, 2018, Sanderson Stewart, agent for Habitat for Humanity, applied for preliminary major plat approval for Founders Park Subdivision. The proposed subdivision creates 22 lots for residential development on a 5-acre parcel of land. The subject property is generally located approximately 340 feet south of Wicks Lane and on the east side of Hawthorne Lane in the Billings Heights. The property is zoned Residential-7,000 (R-70).

RECOMMENDATION

Staff recommends the Planning Board recommend conditional approval of the preliminary plat of Founders Park Subdivision 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 provide for the safe delivery of mail to the subdivision, prior to final plat approval the applicant will provide a letter from the USPS to show they have coordinated with the USPS and provided the correct and safe mail delivery system.
2. 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.
3. 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 questions and discussion from the members of the Board. Board member Cook asked if the intersection alignment on Hawthorne and Wicks Lane has been considered for improvements and Planner Dave Green explained the traffic study results did not trigger improvements for the intersection.

President Tunncliff called for presentation by the Applicant

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Jim Woolyhand, Executive Director, Habitat for Humanity, (no address given)

Mr. Woolyhand said Habitat for Humanity has been active in Yellowstone County since 1992 and has constructed 81 homes. He said he is excited to start a new subdivision and give families hope for the future while living in a safe environment. Applicants must pass criminal background checks, and qualify for 30-year loans for the purchase of their home. He estimates seven years of building at the rate of three homes per year. In response to Board member Woods, Mr. Woolyhand stated sidewalks would be financed and installed by the property owners.

Bill Morgan, Sanderson Stewart, 1300 N Transtech Way, Billings, Montana 59102

Mr. Morgan stated the sidewalks would be constructed at the time of the building permit. The upfront private contractor will install the sidewalk along Hawthorne Lane along with the wrap around on Lot 1.

Public Hearing

At 6:14 p.m., President Tunnickliff opened the public hearing and asked for anyone wishing to speak in favor or against Founders Park Subdivision.

Karen Tait, 1526 Hawthorne Lane, Billings, Montana 59105

Ms. Tait asked if there would be street development. Bill Morgan said development would take place on the side of the subdivision. No sidewalk will be constructed from Wicks Lane to Victory as it is not under this plan.

At 6:16 p.m., President Tunnickliff asked if there is anyone else wishing to speak in favor or against Founders Park Subdivision. There was none. President Tunnickliff closed the Public Hearing and called for a motion.

Motion

Board member Woods made a motion and Board member Macrow seconded the motion conditional approval of the preliminary plat of Founders Park Subdivision 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: There is no New Business.

9. OTHER BUSINESS

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

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→ **Project Recode Cochairman Appointment.** President Tunnicliff announced he is appointing Board member Woods to serve as Cochairman of the Project ReCode Committee as Board member Goodridge has resigned due to scheduling conflicts.

→ **Project ReCode County Zoning Landscaping Regulations.** Division Manager Plecker announced a Planning Board agenda item on February 12, 2019 to discuss the Planning Board formally initiating regulations in relation to the County landscaping code. This will be followed on February 26, 2019 with a Planning Board motion and recommendation for formal initiation with the intent of Board of County Commissioners consideration and approval in April. She explained the thought is to ensure the ideas for revisions are included at 70% and then seeing if revisions are needed with more discussion. Ms. Plecker stated the consultants feel tomorrow's meeting will provide consensus on outstanding issues. A draft will be available for the Working Group to comment and submit revisions during the week of February 16, 2019. The County Zoning Commission will consider the draft document during the April 8, 2019 Zoning Commission meeting and forward recommendations to Board of County Commissioners.

Board member Goodridge voiced concern with the need for additional public outreach and input on landscaping issues and stressed the importance of this taking place prior to adoption of the regulation amendments.

Director Friday said a working session in front of the Commissioners will take place but it is not scheduled yet. He said Staff is hearing from the Commissioners of the need to bring this forward and keep it on schedule. Board member Goodridge suggested meeting with engineering companies and stated he is concerned with public relations if the outreach is not done. President Tunnicliff respectfully disagreed with Board member Goodridge. He stated there has been some outreach and he has confidence the consultants will provide the document. Board member Woods commented there is concern with the intermingling of signage and landscaping and there have been no conversations regarding this. Director Friday spoke to the opportunities for public outreach in the County and commented on challenges in the interface area. He said when there may be some adjustments when the City addresses their landscape process. He noted that trying to keep the broader view is a challenge and there are tenuous issues with corridors and entryways. Staff is trying to move forward without having to fix language later. President Tunnicliff spoke to the need for enforcement. Board member Goodridge stated staff should move it forward if it is ready but if there are undecideds, it is harmful to the entire project if it is moved forward "just because".

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→**One Big Sky Project.** Director Friday said the expectation is later this week the development plan for the One Big Sky project will be brought out for the public and City Council. The roadmap Staff will provide information to the Board as it becomes available.

ANNOUNCEMENTS: The next Planning Board meeting is scheduled for **Tuesday, February 12, 2019, 6:00 pm in the Miller Building 1st Floor Conference Room.**

ADJOURNMENT 6:36 PM

DRAFT- TO APPROVED BY A MOTION ON FEBRUARY 12, 2019