

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	1	1	E	E	E																
Matt Macrow	Mayor/Billings Ward II	1	1	1	1	1	1	1																
Eric Wallace	Mayor/Billings Ward III	1	1	1	E	E	E	E																
Darell Tunnickliff	Mayor/Billings Ward IV	1	1	1	E	1	1	1																
Jon Thompson	Mayor/Billings Ward V	1	E	1	E	1	1	1																
Troy Boucher	YC District 1	1	E	E	1	1	1	1																
Dennis Cook	YC District 2	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																
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jarett Hillius	YC District 7	1	1	1	1	1	1	1																
Jerry Williams	Y County Cons. District	1	1		1	1	1	1																
Scott Reiter	Ex-Officio SD2	A	A	A	A	A	A	A																

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March 26, 2019

Draft- To be approved by a motion on April 9, 2019

Call the Meeting to Order

President Tunnicliff called the meeting to order at 6:00 p.m. on Tuesday, March 26, 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 Tunnicliff 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, Robbin Bartley, Administrative Assistant

In Attendance: Gary Owen, Sanderson Stewart; Brad McCall, McCall Development, Leroy Walter, Norma J. Walter, Gary Armstrong

Approval of the March 26, 2019 Agenda

Motion:

Board member Thompson made a motion and it was seconded by Board member Woods to approve the March 26, 2019 meeting agenda. The motion was approved with a unanimous voice vote.

Approval of Minutes: March 12, 2019

Motion, Correction-Woody Woods was attending

Motion was made by Board member Cook and seconded by Board member Goodridge to approve the March 12, 2019 meeting minutes as corrected. The motion carried with a unanimous voice vote.

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 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. There were as 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.

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7. OLD BUSINESS-PUBLIC HEARING

7a. Motion/Recommendation to City Council. Annafeld Subdivision, 2nd Filing. City Major Subdivision, McCall Development, owner. Dave Green, Planner II.

Dave Green introduced this agenda item and gave a brief presentation.

INTRODUCTION

On February 1, 2019, Sanderson Stewart, agent for McCall Development, Inc., applied for preliminary major plat approval for Annafeld Subdivision, 2nd Filing. The proposed subdivision creates 101 new lots for development. The subject property is generally located south of Elysian Road and west of the Hogan Slough. The property is in the process of annexation and that process will be completed when this application is acted upon by City Council. The property is zoned Planned Development (PD) and the proposed lots will be developed in substantial compliance with the approved Planned Development Master Plan.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Annafeld Subdivision, 2nd Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

VARIANCES REQUESTED

No variances from the City Subdivision Regulations have been requested.

PROPOSED CONDITIONS OF APPROVAL

Staff recommends the following conditions of approval:

1. To minimize impacts on storm water detention facilities and ensure proper maintenance of the proposed system, prior to final plat approval, the applicant will provide an HOA Storm Water Facility Maintenance Agreement for review by City of Billings Engineering Division. This agreement shall outline the maintenance responsibilities of the storm water facilities.
2. To minimize the impact of future road infrastructure and to ensure any impacts the subdivision may have on the existing roads are mitigated, prior to final plat approval the applicant, with input from City Engineering, will determine dollar amounts of the required contributions to the existing roads. The applicant will also have all of the streets named in the subdivision.
3. To ensure the public park associated with this subdivision can be constructed and maintained correctly, prior to final plat approval the applicant has been asked to replace the second and third paragraph wording in the SIA under the heading VII. Parks/Open

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Space with wording provided by the City of Billings PRPL Division, this wording might further be discussed between the applicant and the Parks Department:

In addition, the lots within Annafeld Subdivision, Second Filing (not already participating in the park SID 1404 from Annafeld Subdivision, First Filing) shall provide additional funding to complete the park improvements for the previously created public parkland by SID. The park improvements shall be in accordance with the Council approved Annafeld Parks Master Plan. The Subdivider shall prepare all SID documents necessary for creation, and coordinate with the City of Billings Parks and Recreation Department for review and approval. If all park improvements as defined in the Annafeld Parks Master Plan have been completed prior to the creation of this park SID, then this park SID will no longer be required. The current park maintenance district (PMD 4041) for Annafeld Subdivision, First Filing shall be expanded to include lots within Annafeld Subdivision, Second Filing for the perpetual maintenance of the public parkland. The Subdivider shall prepare all park maintenance district documents necessary for its expansion and coordinate with the City of Billings Parks and Recreation Department for review and approval.

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 called for questions and discussion from the members of the Board.

Board member Thompson asked about the minor changes referred to in the conditions of approval. What happens if an agreement is not reached regarding “3? To ensure the public park associated with this subdivision can be constructed and maintained correctly, prior to final plat approval the applicant has been asked to replace the second and third paragraph wording in the SIA under the heading VII. Parks/Open Space with wording provided by the City of Billings PRPL Division, this wording may further be discussed between the applicant and the Parks Department”

Dave Green stated the applicant would be unable to complete the final plat.

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Public Hearing

President Tunncliff opened the public hearing and asked for anyone wishing to speak in favor or against Annafeld Subdivision 2nd Filing.

Gary Owen, PE, Sanderson Stewart, 1300 N. Transtech Way, Billings, Montana

Mr. Owen represents the owner/developer McCall Development.

Mr. Owen and the developer have met with the Parks Department and the language has been agreed upon.

Brad McCall, McCall Development, 1536 Mallowney Lane, Suite 100, Billings, Montana

Mr. McCall is the owner/developer of the proposed subdivision. The SIA will not be changed. The necessary wording has been referenced in the Master Plan as well.

President Tunncliff asked if there is anyone else wishing to speak in favor or against Annafeld Subdivision 2nd Filing. There was none. President Tunncliff closed the public hearing and called for a motion.

Motion

Board member Goodridge made a motion and Board member Williams seconded the motion to recommend conditional approval of the preliminary plat of Annafeld Subdivision, 2nd Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

Discussion

President Tunncliff called for discussion on the motion. There was none.

The motion carried with a unanimous voice vote.

7b. Motion/Recommendation to City Council. Annafeld Subdivision, 3rd Filing. City Major Subdivision, McCall Development, owner. Dave Green, Planner II.

Dave Green introduced this agenda item and gave a brief presentation.

INTRODUCTION

On February 1, 2019, Sanderson Stewart, agent for McCall Development, Inc., applied for preliminary major plat approval for Annafeld Subdivision, 3rd Filing. The proposed subdivision creates 100 new lots for development. The subject property is generally located south of Elysian Road and west of the Hogan Slough. The property is currently proceeding through the annexation process. The annexation will be completed when this application is acted upon by City Council. The property is zoned Planned Development (PD) and the proposed lots will be developed in substantial compliance with the approved Planned Development Master Plan.

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RECOMMENDATION

Staff recommends the Planning Board recommend conditional approval of the preliminary plat of Annafeld Subdivision, 3rd Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

VARIANCES REQUESTED

No variances from the City Subdivision Regulations have been requested.

1. To minimize impacts on storm water detention facilities and ensure proper maintenance of the proposed system, prior to final plat approval, the applicant will provide an HOA Storm Water Facility Maintenance Agreement for review by the City of Billings Engineering Division. This agreement shall outline the maintenance responsibilities of the storm water facilities.
2. To minimize the impact of future road infrastructure and to ensure any impacts the subdivision may have on the existing roads are mitigated, prior to final plat approval the applicant will determine dollars amounts of the required contributions to the existing roads. The applicant will also have all of the streets named in the subdivision.
3. To ensure the public park associated with this subdivision can be constructed and maintained correctly, prior to final plat approval the applicant has been asked to replace the second and third paragraph wording in the SIA under the heading VII. Parks/Open Space with wording provided by the City of Billings PRPL Division, this wording might further be discussed between the applicant and the Parks Department:

In addition, the lots within Annafeld Subdivision, Third Filing (not already participating in the park SID 1404 from Annafeld Subdivision, First Filing) shall provide additional funding to complete the park improvements for the previously created public parkland by SID. The park improvements shall be in accordance with the Council approved Annafeld Parks Master Plan. The Subdivider shall prepare all SID documents necessary for creation, and coordinate with the City of Billings Parks and Recreation Department for review and approval. If all park improvements as defined in the Annafeld Parks Master Plan have been completed prior to the creation of this park SID, then this park SID will no longer be required.

The current park maintenance district (PMD 4041) for Annafeld Subdivision, First Filing shall be expanded to include lots within Annafeld Subdivision, Third Filing for the perpetual maintenance of the public parkland. The Subdivider shall prepare all park maintenance district documents necessary for its expansion and coordinate with the City of Billings Parks and Recreation Department for review and approval.

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.

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Discussion

President Tunncliff called for questions and discussion from the members of the Board. There were no questions or discussion from the Board.

Public Hearing

President Tunncliff opened the public hearing and asked for anyone wishing to speak in favor or against Annafeld Subdivision 3rd Filing.

Brad McCall, McCall Development, 1536 Mallowney Lane, Suite 100, Billings, Montana

Mr. McCall addressed the pictures sent to Planning as examples of what the neighborhood build out would look like. An explanation was made about the center 130 foot median and parking in the back. The full Master Plan, HOA ideas and Concept drawings were explained.

President Tunncliff asked if there is anyone else wishing to speak in favor or against Annafeld Subdivision 3rd Filing. There was none. President Tunncliff closed the public hearing and called for a motion.

Motion

Board member Thompson made a motion and Board member Woods seconded the motion to recommend conditional approval of the preliminary plat of Annafeld Subdivision, 3rd Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

Discussion

President Tunncliff called for discussion on the motion. There was none.

The motion carried with a unanimous voice vote.

8. **NEW BUSINESS:** There is no New Business. One Subdivision will be heard April 9, 2019. Also MPO information,

9. OTHER BUSINESS

- The next meeting will be held as legally advertised on Tuesday, April 9 2019, 6:00 PM in the Miller Building 1st Floor Conference Room, 2825 3rd Ave. North.
- President Tunncliff will not be attending the next meeting, April 9, 2019.

ADJOURNMENT: **6:26 P.M.**

DRAFT. TO BE APPROVED BY A MOTION ON April 9, 2019

Robbin Bartley, Administrative Assistant