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	E															
Matt Macrow	Mayor/Billings Ward II	1	1	1	1	1	E	1	E															
Eric Wallace	Mayor/Billings Ward III	1	1	1	E	E	E	1	1															
Darell Tunnicliff	Mayor/Billings Ward IV	1	1	1	E	1	1	E	1															
Jon Thompson	Mayor/Billings Ward V	1	E	1	E	1	1	1	1															
Troy Boucher	YC District 1	1	E	E	1	1	1	1	1															
Dennis Cook	YC District 2	1	1	1	1	1	1	1	E															
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Woody Woods	YC District 5	1	1	1	1	1	1	1	E															
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jarett Hillius	YC District 7	1	1	1	1	1	1	1	E															
Jerry Williams	Y County Cons. District	1	1		1	1	1	1	1															
Scott Reiter	**Ex-Officio SD2**	A	A	A	A	A	A	A	A															

April 23, 2019

DRAFT- To be approved by a motion on May 14, 2019

Call the Meeting to Order

President Tunnicliff called the meeting to order at 6:00 p.m. on Tuesday, April 9, 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, Tammy Deines, Planning Clerk

In Attendance: Darin Swenson, Yellowstone County Public Works**;** Craig Dalton, Performance Engineering; Kurt & Wenday Velmar, Jay Nichols

Approval of the April 9, 2019 Agenda – President Tunnicliff announced that the Board will not take action on agenda items due to a lack of a quorum of member in attendance this evening.

Approval of Minutes: March 26, 2019: No action due to a lack of a quorum of members in attendance.

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 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 declarations of ex parte communications or conflicts of interest.

7. OLD BUSINESS

7a. Public Hearing. Motion/Recommendation to BOCC. Bar 11 Estates Subdivision, County Major Subdivision, Production Consulting, LLC, owner. Performance Engineering, Agent. Dave Green, Planner II.
Dave Green introduced this agenda item and gave a brief presentation.

INTRODUCTION

On March 1, 2019, the Planning Division received an application for major plat approval for the proposed Bar Eleven Estates Subdivision. The property is generally located on the South side of Plateau Road approximately .25 miles west of Bitterroot Drive. This subdivision would create 7 lots from a 17.55-acre parcel of land. Lots 5 and 6 are proposed to be developed as a condominium type development, multiple single family dwelling units on a single lot. The proposed lots will be developed as single family residential. The land is currently dry land grass and is zoned Residential 9600 (R-96).

RECOMMENDATION

Staff recommends that the Yellowstone County Planning Board recommend to the Board of County Commissioners to conditionally approve the preliminary plat of Bar Eleven Estates Subdivision 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:

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 protect public health and safety, prior to final plat approval the applicant will receive approval from the MDEQ for the proposed water systems, septic systems and the proposed storm water management.

2. To ensure compliance with requirements of subdivision regulations, prior to final plat

approval the applicant will add a paragraph in the SIA under the heading Conditions That Run With The Land to notify future homeowners of their responsibility to install sidewalk along their street frontage.

3. To ensure access to the public to the public park within the subdivision, prior to final plat approval the applicant will provide easement documents that allow the public to drive up the access along the eastern edge of the public park at Lot 7.

4. To minimize the effects on local services, prior to final plat approval, the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.

5. To minimize effects on the natural environment, prior to final plat approval a weed management plan and property inspection shall be completed by the County Weed Department.

6. To ensure the placement of easements for private utility providers, prior to final plat approval the applicant will coordinate with private utility companies to provide needed easements within the proposed subdivision.

7. Minor changes may be made in the SIA and final documents, as requested by the Planning and/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 County Subdivision regulations, rules, regulations, policies, and resolutions of the Yellowstone County, including laws regarding moving houses onto or off the property, and the laws and Administrative Rules of the State of Montana.

Dave Green stated no action would be taken this evening. The public hearing will be continued to May14, 2019. The preliminary plat will be presented and considered by the Board of County Commissioners on May 21, 2019.

Discussion

President Tunnicliff called for questions and discussion from the members of the Board. In response to question by Board member Thompson Dave Green stated the County Parks Department does not require remuneration for the easements. President Tunnicliff expressed concern regarding lack of responses and comments from the School District. Division Manager Plecker said in most cases the school districts respond but in this case, the district showed indication of concern long term about the growth in the area. President Tunnicliff called for presentation by the applicant.

Applicant

Craig Dalton, Performance Engineering, (no address given)
Mr. Dalton is the agent for applicant/owner, Production Consulting. Mr. Dalton thanked Dave Green for his staff presentation and said he has no further comments.

Public Hearing
At 6:15 pm President Tunnicliff opened the public hearing and asked if there is anyone wishing to speak in favor or against the Bar 11 Estates Subdivision preliminary application.

Jay Nichols, 4015 Chara Lane, Billings, Montana
Mr. Nichols stated he is concerned with storm water runoff from this subdivision to Plateau Road and to Chara Lane. He said the new grade on Plateau Road has generated instances of property owners on Chara Lana experiencing two feet of storm water runoff in their garages. He asked what would happen in the future when the retainage ponds fill with mud or the developer leaves and there is no one to correct ongoing issues. He stated the property owners are concerned with potential degradation of property values due to the storm water runoff.

Rebuttal

Craig Dalton, Performance Engineering, (no address given)
Mr. Dalton stated he will visit the site and forward Mr. Nichols concerns with the storm water runoff to the developer. He explained that the downstream impacts would be evaluated as part of the DEQ review. He advised Mr. Nichols to work with County Public Works to address adjusting the grade of Plateau Road to alleviate the runoff towards Chara Lane.

Discussion
Board member Wallace asked staff to bring photos of the site depicting the storm water issues to the next meeting. President Tunnicliff encouraged Board members to make site visits for preliminary subdivision applications.

***The public hearing is continued to the May 14, 2019 Planning Board meeting. The Board will forward a recommendation to the BOCC at that time.*

8. New Business

8a. Presentation. Discussion. MPO Updates. Scott Walker Transportation Coordinator.
Scott Walker opened this agenda item with a staff presentation.

1. **MET Transit Bus Tracker App:** http://met.doublemap.com/map/. This application presents a live mapping of transit buses moving through the system. This application works with digital devices and will help "jump start" the transit system and promote ridership.

2. **Build Grant-FHWA**-This is a grant opportunity benefitting community transportation systems. Billings' grant application includes projects to construct the Inner Belt Loop project, build the bike and pedestrian path along Zimmerman Trail, and complete the Skyline Trail and the trail connection from Zoo Drive southeast to Riverfront Park. Staff feels the application will be competitive. The City Public Works Department is supportive of this grant effort. In response to question by President Tunnicliff, Scott Walker said trail maintenance would be coordinated with the State, the Public Works Department and the Parks Department. President Tunnicliff commented on other community needs including pedestrian access from the south side of Billings across the railroad tracks to 5th Avenue. He asked why these projects were included in the grant application. Scott Walker commented on a past proposal for a pedestrian bridge to cross the tracks. He stated if granted, this proposal would complete the 26-mile Marathon Loop Trail project. Division Manager Plecker said staff met to identify projects to include in the Build Grant application and tried to put together a comprehensive project package to meet the $25 million threshold. Discussion followed on addressing the concerns of the West End Task Force to alleviate traffic from Rimrock Road on Zimmerman Trail to the Highway and the need for City Council prioritization of projects. The Build Grant Application will be submitted mid-July with an anticipated response in the fall. The grant consultant is *SRF Consulting Group*, Minneapolis, Minnesota.

3. **Inner Belt Loop Study**: Sanderson Stewart Engineering is under contract with for a visioning study. This study will consider bike pedestrian accessibility, land use, access management, and consideration of past plans for consistency. Staff's intent is to get "in front of the project" in order to further identify benefits to help the corridor grow in an organized fashion. Scott Walker stated staff hopes to have a good foundational document for future growth. Discussion followed by the Board on potential connection points, including Molt Road.

4. **Wayfinding Study**: This study will recommend development of a Wayfinding Signage Plan for pedestrians and bicyclists. The goal is having uniformity and a recognizable format in the City of Billings, including signage on the trail segments and in

the parks. The Parks and Recreation Department and the Public Works Department are involved as members of the RFP selection committee for this study.

5. "**KIDS in Motion":** Elyse Monat, Active Transportation Planner coordinates this program through the Planning Division office. This program works in conjunction with School District #2 to hold bike repair clinics for students on the school grounds and provide educational curriculum materials related to bicycles and bicycle safety. Last year this program served 88 students. Two events were held this spring that serviced 43 students. Two more events are scheduled this for this school year. Scott encouraged Board members to support the Lucky's Community Support Program for "Kids in Motion".

6**. Bike Racks**: There is a new design for downtown bike racks. A local busines, "Atomic Industries", is producing racks for downtown Billings businesses. Funding for this project was procured through the Tourism Grant along with several local entities.

7. "**Map and APP"**: This project will update the Billings Area Bikeways & Trails Tour Map and develop a new corresponding application which will point out safe places to ride and walk, identify historic areas, and track healthy living statistics.

8. **FHWA-MPO Review**-May 8-9, 2019. This is a thorough review of the Billings Metropolitan Planning Organization Program. Staff will forward invitations to the Board for a luncheon meeting with FHWA staff in the near future. President Tunnicliff stated he appreciates these opportunities and he emphasized the economic impacts the transportation grant has on the community.

9. **Project RECODE**: The County Commissioners approved the landscaping section of the County zoning code with two small amendments that addressed the requirement for a landscape architect for parcels of 1.5 acres or greater, and chose not to specifically name the grass species. Discussion followed pointing out that Project Recode is a high priority for City Council and the Board of County Commissioners.

10. **Planning portion of the Capital Improvement Plan, (CIP)-**projects and studies

9. OTHER BUSINESS

➔ The next meeting will be held as legally advertised on Tuesday, April 23. 2019, 6:00 PM in the Miller Building 1st Floor Conference Room, 2825 3rd Ave. North. Board member Thompson will not be able to attend due to a schedule conflict.

ADJOURNMENT: **7:20 P.M**.

Future Agenda Items: Tuesday May 14, 2019

A. **Continued Public Hearing. Motion/Recommendation. Bar 11 Estates Subdivision**, County major, Production Consulting LLC owner. Performance Engineering, agent. Dave Green Planner II, presenting.

DRAFT-TO BE APPROVED BY A MOTION ON MAY 14, 2019

--Tamara L. Deines, Planning Clerk