

# 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)

1	Position	01/14/2020	01/28/2020	02/11/2020	02/25/2020	03/10/2020	03/24/2020	04/14/2020	04/28/2020	05/12/2020	** 05/27/2020	06/09/2020	06/23/2020	07/14/2020	07/28/2020	08/11/2020	08/25/2020	09/09/2020	09/22/2020	**10/14/2020	10/27/2020	11/10/2020	11/24/2020	12/08/2020
Dave Goodridge	Mayor/Billings Ward I	1	1	E	1	-	-	-	-	1														
Heidi Jensen-Christison	Mayor/Billings Ward II	-	-	-	1	-	-	-	-	1														
Eric Wallace	Mayor/Billings Ward III	1	1	1	1	-	-	-	-	E														
Darell Tunnickliff	Mayor/Billings Ward IV	1	1	1	E	-	-	-	-	1														
Jon Thompson	Mayor/Billings Ward V	1	E	1	1	-	-	-	-	1														
Troy Boucher	YC District 1	1	E	1	1	-	-	-	-	1														
Dennis Cook	YC District 2	1	1	1	1	-	-	-	-	1														
Vacant	YC District 3	-	-	-	-	-	-	-	-	-														
Vacant	YC District 4	-	-	-	-	-	-	-	-	-														
Woody Woods	YC District 5	1	1	1	1	-	-	-	-	1														
Vacant	YC District 6	-	-	-	-	-	-	-	-	-														
Jarett Hillius	YC District 7	1	1	1	1	-	-	-	-	1														
Vacant	Y County Cons. District	-	-	-	-	-	-	-	-	-														
Scott Reiter	Ex-Officio SD2		1	E	1	-	-	-	-	1														

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## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

**May 12, 2020**

### **Virtual Video Conference Format**

*To be approved by a motion on May 27, 2020*

**PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.** Due to the COVID-19 health concerns, the format of the Yellowstone County Board of Planning meeting will be held in a virtual videoconferencing environment. The normal hearing room on the 1st Floor at 2825 3rd Ave North (Miller Building) will be closed during the meeting and no one will be attending this hearing in person. Public comment will be taken only during the Public Comment periods as indicated on the agenda, and during the Public Hearings under the Regular agenda. Comments may be sent to Board via email before 1:00 PM on Tuesday, May 12, 2020. All emails received prior to this time will be read into the record for the public

The Public may call in during specific Public Comment periods at (406) 237-6196. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary. Live coverage can be viewed: <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks>

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

President Woods called the meeting to order at 6:00 p.m. on Tuesday, May 12, 2020.

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

President Woods 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; Dave Green, Planner II; Scott Walker, Transportation Coordinator; Tammy Deines, Planning Clerk

**Participants:** Darin Swenson, Yellowstone County Public Works; Kolten Knatterud, IMEG; Levi Brittan, Developer

**Disclosure of Outside (Ex Parte) Communication or Conflicts of Interest– Board Members and Planning Staff.** There were no declarations of ex parte communications or conflicts of interest.

**Approval of the February 25, 2020 Agenda** A motion was made by Board member Tunnicliff and seconded by Board member Cook to approve the May 12, 2020 meeting agenda as submitted. The motion carried with a unanimous voice vote.

### **Approval of Minutes: February 25, 2020**

President Woods pointed out the Conflict of Interest agenda item on Page 2 is missing.

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## Motion

Board member Cook made a motion and Board member Tunncliff seconded the motion to approve the February 25, 2020 meeting minutes as corrected. The motion carried with a unanimous voice vote.

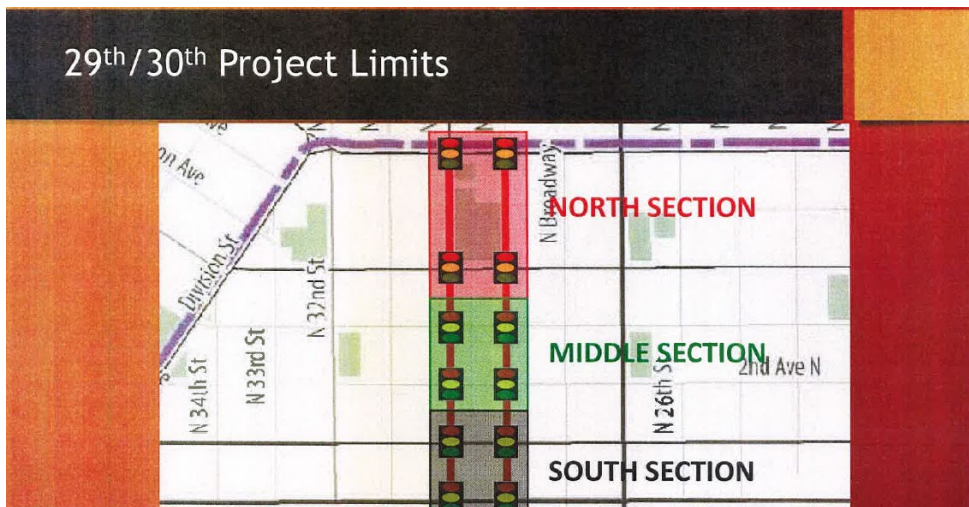
**Public Comment:** President Woods asked if there was anyone wishing to speak during the public comment portion of the meeting. He stated any member of the public might be heard on any subject that is not on the agenda; the Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting agenda for discussion. There were no public comments. President Woods announced the public all in phone number: 406-237-6196

Administrative Assistant Robbin Bartley reported no calls with requests for public comment.

## 7. OLD BUSINESS

**(7-a1). Public Hearing. Motion/Recommendation to PCC. The Billings Metropolitan Planning Organization, (MPO), amendment of the 2019 Billings Urban Long Range Transportation Plan, (LRTP). Scott Walker, Transportation Coordinator, presenting.**

Scott Walker stated that the Transportation Plan is not often amended. The project that triggers this amendment will encompass changing the streets from one-way to two-way from 6<sup>th</sup> Avenue North to Montana Ave. He noted the state routes in the area that will have intersection work. The Transportation Advisory Committee, City Council, and the Board of County Commissioners heard this agenda item. All of the bodies have moved for recommendations of approval. Staff is asking that Planning Board discuss and forward a recommendation during this meeting. Scott Walker explained the City would move forward with a funding package when the amendment to the Transportation Plan is approved.



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### **PROBLEM/ISSUE STATEMENT**

In order to extend the life of the Downtown Urban Renewal District (URD) to maximize the benefits to the City and the community, staff working with the Downtown Billings Partnership identified the conversion of North 29th and North 30th Street from one-way to two way between Montana Avenue and 6th Avenue North. This project was identified in the Downtown Area Traffic and Circulation Study completed in 2019.

Since the Montana Department of Transportation also identifies North 29th Street and North 30th Street as Urban Routes, action by the Montana Transportation Commission is required to approve City construction on these roadways. To complete this approval at the State level, the Billings Metropolitan Planning Organization must amend its Billings Long Range Transportation Plan (LRTP) to ensure these roadway projects are properly identified in the Plan. The MPO is working with Kittelson & Associates to complete the amendment to the plan. Kittelson is completing this edit for no charge to the community. The schedule for review and adoption of the plan amendment includes review by the Technical Advisory Committee, Yellowstone County Planning Board, Board of County Commissioners, City Council and final action by the Policy Coordinating Committee at its meeting scheduled for Tuesday, May 19. The amended LRTP will then be sent to the Montanan Department of Transportation and our State Federal Highway for review and concurrence. From that review, it will be presented to the Transportation Committee on June 25, 2020.

### **FINANCIAL IMPACT**

Approval of the LRTP amendment will be a first step in the local approval process that will lead to review and action by the Transportation Commission in June. Approval by the Planning Board will allow the City to bond for approximately \$1.9 million in TIFD dollars to complete the one-way to two-way conversion. The conversion is tentatively scheduled for later this summer.

### **RECOMMENDATION**

Staff recommends that the Yellowstone County Board of Planning approve the amendment to the LRTP and forward a recommendation of approval to the Policy Coordinating Committee.

### **Discussion**

President Woods called for questions and discussion from the members of the Board. Board member Cook asked about the start date for this project. Scott Walker said the project design phase is scheduled for this summer and construction is projected to start during the spring of 2021. Dave Goodridge asked why staff is asking the Board to hear this item and make a recommendation in one meeting instead of hearing the item and moving on the following meeting per the bylaws. Scott Walker explained he felt the need to act this evening due to timeframe limitations for the amendment's approval. Board member Goodridge asked if the Downtown TIFD has the funding to do this project. Scott Walker said the Downtown Billings Association brought this request forward as the Downtown TIFD is sun setting this year. This project was identified by the Downtown Traffic Study and should be able to move forward as the parameters and project's cost is fitting. He said this project will help the City with further considerations for changing other Downtown streets. It may be funded through the district as a standalone project but also may allow for more upgrades downtown. Director Wyeth Friday said the amendment is request to include the project in the Transportation Plan to receive funding and work on these roadways. President Woods clarified and

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stated this amendment is to add the project to the Transportation Plan and not for funding. Scott Walker concurred, and said this amendment will move the paperwork needed to forward to MDT.

### **Public Hearing:**

At 6:08 p.m., President Woods opened the public hearing, announced the public phone number: (406)-237-6196, and asked if there is anyone wishing to speak in favor or against The Billings Metropolitan Planning Organization, (MPO), amendment of the 2019 Billings Urban Long Range Transportation Plan, (LRTP). Administrative Assistant Robbin Bartley announced she received no calls from the public.

President Woods closed the public hearing and called for a motion.

### **Motion**

**Board member Tunncliff made a motion and it was seconded by Board member Cook that the Planning Board recommend approval of The Billings Metropolitan Planning Organization, (MPO), amendment of the 2019 Billings Urban Long Range Transportation Plan, (LRTP), to PCC for the amendment of the 2018 Transportation Plan that would include the conversion of 29th and 30th streets in downtown Billings from one way to two way traffic from 6th Avenue North to Montana Avenue.**

**Discussion:** There was no discussion on the motion.

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

## **8. NEW BUSINESS**

**8a. Plat Review. Discussion. Homestead Acres Subdivision, a 16-lot County major subdivision. Levi and Barbara Britton, applicants. Kolten Knatterud, IMEG, agent. Dave Green, Planner II, presenting.**

### **INTRODUCTION**

March 2, 2020, the Planning Division received an application for major plat approval for the proposed Homestead Subdivision. The property is generally approximately 1,500 feet south of the intersection of South 80<sup>th</sup> Street West and King Avenue West. This subdivision would create 16 lots from a 71.75-acre parcel of land. The applicant is proposing to develop a residential subdivision; the land is outside of zoning. The land is currently farmland.

The applicant requested a 30-day delay due to a need for the city to arrange to develop a way to have public meetings electronically to meet requirements of separation because of the COVID 19 virus.

### **RECOMMENDATION**

Staff recommends that the Yellowstone County Planning Board recommend to the Board of County Commissioners to conditionally approve the preliminary plat of Homestead Subdivision, grant the variance request and adopt the Findings of Fact as presented in the staff report.

**VARIANCES REQUESTED**



A variance is being requested for this subdivision. The applicant has requested a variance from Yellowstone County Subdivision Regulations Section 4.6.B.1 Relation to Undeveloped Areas. When a proposed subdivision adjoins undeveloped land, streets within the proposed subdivision shall be arranged to allow access to the adjoining undeveloped land.

Staff is recommending denial of the variance requests. The variance application provided by the agent suggest the alternative is that there are many frontages

on the 133 acre parcel that they are able to have more than one way in and out should they develop. They also suggest that the same is true for the 20-acre parcel. While this is true at this time there is no way of knowing how the properties to the south may develop or if they will develop as two large developments or if they will be broken into smaller pieces and sold to multiple developers. The subdivision regulations require connections to undeveloped land to ensure neighborhood connections and not the creation of residential islands. The regulation is looking to the future of possibilities not the immediate condition.

Comments from Yellowstone County Public Works and Yellowstone County Legal departments:

County Public Works: Although we agree, the ditch does run somewhat east and west, it runs a fair bit north and south. We are unable to determine exactly what the hardship is that they are requesting relief from. The ditch appears to be on the other property and they are not being asked to cross-said ditch. It appears that the proposed connection to the south could be situated in an area that the ditch would not be an issue; therefore, we feel that we cannot support this variance.

County Legal: After reviewing the proposed subdivision, we do not think a variance is justified. The ditch only runs parallel to the property line for a short distance. There seems to be ample space to provide an access to a large amount of the adjoining undeveloped land along the southern border without having to deal with the ditch. Further explanation and analysis can be found in Attachment A, *Staff Analysis and Recommendation*.

**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.

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1. To ensure public health and safety, prior to final plat approval, the applicant will receive DEQ approval for the proposed storm water management and for the proposed water and septic systems for each lot.
2. To protect public health and safety, and provide a safe irrigation water delivery system, prior to final plat approval, the applicant will add language in the SIA under the heading VIII Irrigation defining how the irrigation water will be made available to each lot east of the High Ditch.
3. To protect public health and safety and provide for future Dry hydrant maintenance, prior to final plat approval, the applicant will expand the existing RSID for the dry hydrant system in Shop World subdivision for the 14 lots on the east side of High Ditch. They will also expand the Tanglewood RSID for their fire suppression system for the two new lots with frontage of South 84<sup>th</sup> Street West.
4. To minimize the effects on local service 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. 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.
7. 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.

### **PROCEDURAL HISTORY**

- Planning Board public hearing Wednesday May 27, 2020
- Preliminary plat to Yellowstone County Board of County Commissioners June 16, 2020
- 60 working-day preliminary plat review period ends June 26, 2020

### **Discussion**

President Woods called for questions and discussion from the members of the Board. Board member Tunncliff asked if the lots might be subdivided in the future. Dave Green replied that he has not seen the Home Owners Agreements to know but this may be a possibility due to the large size of the lots. He pointed out the easement documents for the private roads would need to specify the ability for the lots to be subdivided and add additional burden to the roads. In response to question by Board member Tunncliff, Dave Green stated sidewalks would not be required for this subdivision. The roads will be built to standards for roadways outside of the County Zoning District. Board member Tunncliff commented on the need to expand the County Zoning district as there are seemingly a proliferation of subdivisions continuing to be developed in the County that are noncompliant with County zoning. President Woods noted the residential use adjacent to a subdivision with “man caves”. He asked about use of the ditch water rights and the need for an irrigation district for maintenance. Dave Green said the SIA outlines how water shares from the High Ditch Company will be used to share water to the lots east of the ditch. Flood irrigation will be

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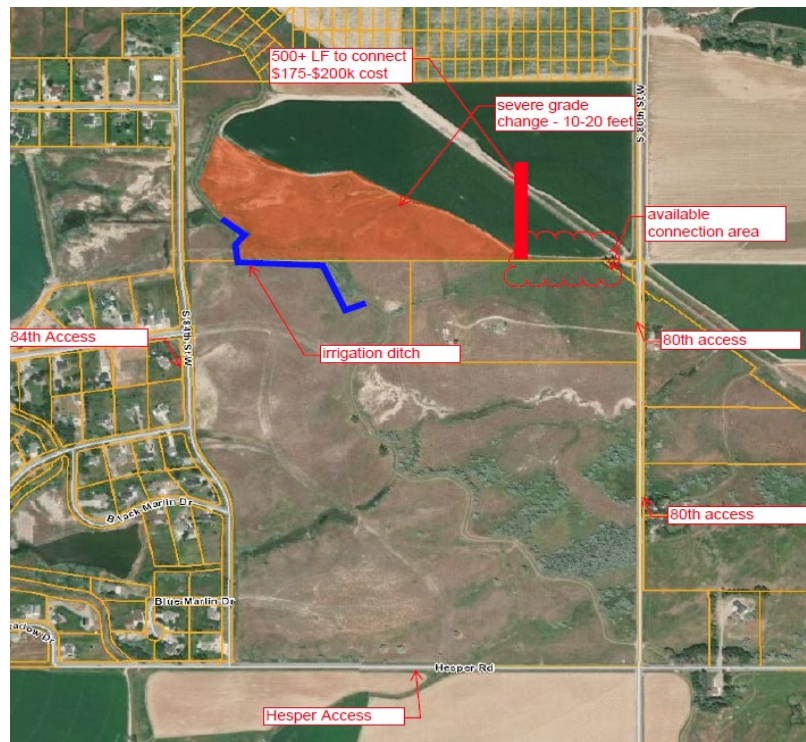
not be allowed but the property owners could use it for spray irrigation. President Woods noted the denotation of an easement for 14-lots in the SIA. Dave Green said the Homeowners' Association would be responsible for maintaining the piping. Board member Hillius asked if the Homeowners' Association covers the costs for storm water maintenance. Dave Green stated capturing the storm water will be part of the DEQ approval of the septic and cistern systems; and the storm water must be maintained onsite. Board member Thompson pointed out the comments in the SIA regarding detention facilities and said he did find not any indications on the proposed plat. Dave Green said this is part of the DEQ approval required to take place prior to final plat approval.

President Woods called for presentation by the applicant.

### **Kolten Knatterud, IMEG, (No address given)**

Mr. Knatterud is the consultant for this project. He introduced the applicant, Levi Brittain. The HOA documents have been submitted and language exists to prevent further subdivision of the lots. There are water shares from the High Ditch and they will provide further details in the SIA. There is an easement from the ditch to the proposed Wisner Avenue and piping will lie in the utility easement. They have submitted to DEQ for review and they have approval pending preliminary plat approval of the proposed subdivision. There will be two detention facilities. He pointed out proposed locations for detention facilities, one located along 80<sup>th</sup> Street and another along Firetank Avenue.

Mr. Knatterud shared slides related to the variance proposal and said he wished to clarify the access to the south. He said his understanding of Appendix A of the staff report is that the 130-acre parcel to the south is not as much of a concern due the frontage along 84<sup>th</sup> Street West and along Hesper Road and the larger concern is the adjacent 20-acre parcel. He pointed out the location of the irrigation ditch. He respectfully argued the topography creates a hardship as the western portion has a 10-12 foot grade change that increases moving further east. He stated due to the topography, the only area to construct an access is the area shown in the graphic. He continued and reviewed the five criterion for approval of a variance.



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Mr. Knatterud presented layout options for the 20-acre parcel and stated they believe one of these options will allow development of the 20-acre parcel. He provided layouts to address public health and safety requirements and different levels of density. Subdivision regulations allow use of a 1,000-foot dead-end road with a Fire Department's approval for a cul-de-sac or hammerhead.



Mr. Knatterud pointed out the depicted road extension on the first slide is 500 feet and the cost of the connection would range from \$175,000 to \$200, 00. He said he does not feel the developer of the twenty acres would decide that the \$200,000 investment is the best use of funds when other layouts are possible. The twenty acres can be developed without the access to the north.

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### **Levi Britton, Applicant/Developer (No Address Given)**

Mr. Britton stated there is a triage of railroad property with an easement that makes development difficult for potential developers. He said it is difficult to sell property with an easement running through it. He asked if he could meet with Planning Staff prior to the next Planning Board meeting.

### **Discussion**

President Woods asked if the topography slopes to the southwest. Mr. Knatterud explained the land slopes to the northeast and is has a higher elevation to the southwest. The irrigation will be gravity fed. Levi Britton said a Homestead Acres Water Users Group would be formed to address the piping and use of irrigation on each lot. Documents with clear information will be provided to purchasers at the time of closing. President Woods asked if pump sizes would be limited. Levi Britton said there would be a limit of a 2" riser, which defines the pump size, and there is plenty of water.

Board member Hillius asked regarding the septic system design. Mr. Knatterud said DEQ standards require digging an 8-ft test pit within all drain field locations. Ground water monitoring is required if water is found. He said the locations cited for drain fields will not have issues and they followed all of the DEQ requirements. Board member Hillius voiced concern with shallow ground water in this area and potential impacts on the septic systems.

Board member Goodridge asked if there are requirements to have the lot sizes at 4.5 acres and the request to mitigate development costs. Kolten Knatterud said the developer's reasoning for larger tracts is due to the market demand for this parcel size. He voiced concern with granting a 60-ft easement affecting salability due to future property owners knowing a road will go through the parcel. Levi Britton spoke to costs for the road access and his costs will be the same with or without the easement. Planner Dave Green said it is unknown how the 133 acres will be developed and the area could be very dense. He stated they need to provide a connection to the undeveloped land to meet the subdivision requirement. Kolten Knatterud said the larger parcel has more topographical barriers than the east half of the 20-acre piece. Director Friday commented the County interpretation is for a built road. Kolten Knatterud replied this is not what he understood during the pre-application meeting. Darin Swenson, Yellowstone County Public Works, spoke to the need for a connection to the south or a right-of-way to the south. He said in the past County policy stated if a connection is needed, the road is constructed by whomever is currently developing. President Woods recommended the applicant meet with Planning Staff and County Public Works. In response to question by Board member Goodridge, Dave Green stated the County Subdivision regulations require a connection to the raw land. Board member Thompson asked if there is a stipulation on the parcel size for the connection requirement. Dave Green said the subdivision regulations do not specify minimum parcel sizes for connection requirements. Clarification was given on the County regulations for sidewalk requirements.

\*\*A public hearing for Homestead Acres Subdivision will be held during the May 27, 2020 Planning Board meeting.

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**(7b-5) Motion/Recommendation. BUILD grant Letter of Support. Scott Walker, Transportation Coordinator, presenting.**

Scott Walker said Active Transportation Planner Elyse Monat is collecting letters of support addressed to the Director of Transportation. The letters of recommendation from the governing bodies will be included in the BUILD grant application packet that is due May 18, 2020.

**Discussion**

The Board forwarded suggestions for Page 1, 2<sup>nd</sup> bullet point on increased connectivity, to include the length of the north cliffs that run 8-9 miles and provide an understanding why a connection is difficult. Scott Walker said the application provides more explanation of the characteristics of the rim face. He said they removed the two southern piece from the request. The request includes the Inner Belt Loop with side path, Skyline trail from Zimmerman to airport, and the Zimmerman trail east side at grade. Scott Walker said there are 25-30 letters of recommendation and he feels this is a good application. Staff will review the letter and include the 9-mile rim face suggestion.

**Motion**

**Board member Cook made a motion and Board member Thompson seconded the motion to forward a letter of support from the Board of Planning to be included in the BUILD grant application packet.**

**Discussion** There is no discussion on the motion.

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

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## YELLOWSTONE COUNTY BOARD OF PLANNING

PLANNING DIVISION  
2825 3<sup>RD</sup> AVENUE NORTH, 4<sup>TH</sup> FLOOR

BILLINGS, MONTANA 59101

PHONE: (406)247-8676 FAX: (406) 657-8327



May 13, 2020

The Honorable Elaine L. Chao  
U.S. Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

RE: Letter of Support for the 2020 BUILD Discretionary Grant: Northwest Billings Connector and Marathon Trail, Billings Montana

Dear Secretary Chao:

I am writing this letter to express our support for the City of Billings Montana Northwest Billings Connector and Marathon Trail request for 2020 DOT BUILD Discretionary grant funds. The Planning Board is an integral part of the Billings Metropolitan Planning Organization, representing the City and County in reviewing and recommending transportation planning and project programming for Billings and the surrounding areas to our elected officials.

The Northwest Billings Connector and Marathon Trail project is a multimodal system of roadway and separated non-motorized parkways located in northwest Billings. The Northwest Connector is a future roadway link to/from the Billings Heights to Billings West End. The two non-motorized parkway segments, located at the terminus of the Northwest Connector, are vital connections to the citywide non-motorized system.

The Planning Board has reviewed and approved multiple studies that identify this program of projects, including the Rims to Valley Bike/Ped Feasibility Study. The Planning Board also approved the 2017 Billings Area Bikeway and Trail Master Plan Update to improve mobility and recreation opportunities in the Billings Community.

Our beautiful Rimrocks create a challenging obstacle to providing safe and connected routes for our community. The Connector will provide the motorized and non-motorized route for a safe connection between the Heights and West End, and the Stagecoach segment will provide the needed route from the top of the Rimrocks to the Valley below. The Skyline segment will feature stunning vistas of the Billings skyline and mountains in the distance. The project is intended to provide the following benefits:

- Vehicle and non-motorized alternatives to the congested artery of 6<sup>th</sup> Avenue N./4<sup>th</sup> Avenue N./3<sup>rd</sup> Avenue N./1<sup>st</sup> Avenue N. that currently provides the primary connectivity between areas of Billings and Billings Heights.
- Increased connectivity that addresses the natural barrier created by the 9-mile face of the Rimrocks, a 400-foot sandstone cliff created by the shoreline of an ancient ocean.

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BILLINGS, MONTANA 59101

PHONE: (406)247-8676 FAX: (406) 657-8327



- Separate facilities to reduce conflicts between motorized and non-motorized modes within the compressed artery that connects Billings and the Billings Heights. Present conflicts are observed in vehicle-pedestrian and/or vehicle-bicycle crashes that result in injuries, including fatalities.
- Dramatically improved access to primary residential and employment areas adjacent to the Billings International Airport.
- Enhanced active transportation and recreation-based economic opportunities.

The City of Billings, non-profit Billings TrailNet, the Billings Chamber of Commerce, and Big Sky Economic Development have made substantial investments totaling more than thirteen million dollars into the Northwest Billings Connector and Marathon Trail over the course of several years. Partners funded planning studies, preliminary engineering, and construction of initial project phases. Funding from the 2020 BUILD Discretionary grant will complete the Northwest Billings Connector and connect existing sections of the Marathon Trail to create nearly 25 miles of continuous parkways.

Construction of the Northwest Billings Connector will greatly benefit the Billings and Yellowstone County and we are writing to express our support.

Please give this 2020 BUILD Discretionary Grant proposal your full attention, and if I can answer anything further, please let me know. I may be reached at [wwoods1945@gmail.com](mailto:wwoods1945@gmail.com).

Sincerely,

Woody Woods  
Planning Board  
Yellowstone County Board of Planning

**9. OTHER BUSINESS**

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

**COVID 19 Update. Director Wyeth Friday**

Director Friday reported staff legally advertised and held six virtual meetings in compliance with the public meeting requirements. This format will continue in June. Offices are closed to customers but there is a pick-up and drop-off area for plats and documents in the 1<sup>st</sup> Floor Conference Room. Planning is offering electronic applications online. To minimize risks, Planning is currently operating with nine staff in the office at one time using social distancing. The remainder of staff are working from home or in the field. The expectation is that customers will be allowed to come to the office during Phase 2. The Planning & Community Services Department is considered an essential service as it conducts building, construction and development.

**Project ReCode Update. Planning Division Manager Monica Plecker.** Project ReCode public hearings were delayed given the COVID-19 situation, as holding public hearings in a traditional format is more conducive to addressing concerns. Final documents are posted on the Project ReCode website. Staff will continue to take public comment and clarify issues. Staff hopes to have the code adopted by late summer. Zoning Coordinator Cromwell is holding electronic meetings with interested parties. Dave Goodridge voiced concern and commented on his experience with changes made by City Council “on the bench”. He asked if the Planning Department could require Council members to attend some of the public meetings and participate in discussions. Monica Plecker replied staff cannot require Council members to attend but staff encourages their participation with avenues currently available to staff.

**County Zoning Jurisdiction Expansion**

President Woods spoke on continuing issues with subdivision developments outside of the zoning jurisdiction. He asked the Board to consider drafting a letter requesting extension of the current zoning boundary to ensure good developments in the future. He noted zone change requests that are not required to install sidewalks even though the parcel is located on a major thoroughfare.

Monica Plecker said this is a complicated issue when discussing City versus County requirements. The City has requirements for site development regulations and Master Site Plan review. Staff is working with Public Works with the expectation of the standards of development are the same. The Master Site Plan mechanism does not exist in the County subdivision regulations With Project ReCode, there will be more requirements for those types of developments in the County than there are currently.

Board member Tunncliff concurred and expressed a need to begin the process of expansion of the County Zoning District, as it has not been expanded since 1974. He advocated for a letter from the Board. President Woods asked Board member Tunncliff to draft a letter. Director Wyeth Friday

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recommended drafting a letter conveying the Planning Board's interest in preliminary analysis to bring to the Commissioners. He said this would allow this Board to discuss this during a meeting and then bring it to the Commissioners. Board member Tunnicliff agreed to draft a letter and work with staff to bring it to the Board. Monica Plecker commented there are areas of need for this consideration and they are likely to experience development pressure. She said she would gather the information from the Growth Policy and forward it to the Board.

**Lockwood TEDD-** President Woods gave an update on the requirement of annexation and waiver of the Lockwood TEDD. There has been some movement and discussions with City Administrator Chris Kukulski, who has offered a possible solution without annexation.

**ADJOURNMENT: 7:51 PM**

**DRAFT—TO BE APPROVED BY A MOTION ON MAY 27, 2020**

*--Tamara L. Deines, Planning Clerk*