

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	01/14/2020	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	1	E												
Heidi Jensen-Christison	Mayor/Billings Ward II	-	-	-	1	-	-	-	-	1	1	1												
Eric Wallace	Mayor/Billings Ward III	1	1	1	1	-	-	-	-	E	1	1												
Darell Tunnickliff	Mayor/Billings Ward IV	1	1	1	E	-	-	-	-	1	1	1												
Jon Thompson	Mayor/Billings Ward V	1	E	1	1	-	-	-	-	1	E	1												
Troy Boucher	YC District 1	1	E	1	1	-	-	-	-	1	-	1												
Dennis Cook	YC District 2	1	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												
Vacant	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-												
Scott Reiter	Ex-Officio SD2		1	E	1	-	-	-	-	1	-	1												

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June 9, 2020

Virtual Video Conference Format

Approved by a motion on June 23, 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 Monday, June 8, 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) 237-6165. 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, June 9, 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, YC Public Works Dept; Forrest Mandeville

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 June 9, 2020 Agenda

A motion was made by Board member Cook and seconded by Board member Hillius to approve the June 9, 2020 meeting agenda with the addition of continuing the zoning boundary discussion. The motion carried with a unanimous voice vote.

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Approval of Minutes: May 27, 2020

Motion

Board member Jensen-Christison made a motion and Board member Cook seconded the motion to approve the May 27, 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: 406-247-8607

Planning Clerk reported no calls with requests for public comment.

7. OLD BUSINESS:

(7-a1). Motion/Recommendation to PCC. 2020-2024 Transportation Improvement Plan, TIP, Scott Walker, Transportation Coordinator, presenting.

BACKGROUND

Federal regulations require that Metropolitan Planning Organizations (MPOs) review and update their Transportation Improvement Program (TIP) periodically. This TIP amendment is required since funding adjustments have been made to several transportation projects listed in the plan. Nevertheless, it is also an opportunity to reformat the document to provide a clearer understanding and flow of the content and align better with other TIPs in Montana per State and Federal requirements.

The Transportation Improvement Program (TIP) is a short-range program of highway and transit projects in the Billings MPO area and is prepared by City-County Planning Division staff in cooperation with the Montana Department of Transportation (MDT) and local agencies. The purpose of the TIP is to provide the mechanism for scheduling federal funds for surface transportation projects, indicate regional priorities, and demonstrate a short-range transportation vision for the area. A secondary purpose of the TIP is to provide information about other transportation projects in the urbanized area that are exempt from the TIP approval process, such as projects that do not utilize federal funds.

This TIP is being presented to the Planning Board for review due to cost updates to several projects and transportation planning staff will provide a presentation with a detailed overview of the changes during the meeting. Additionally, a TIP Tracking Sheet with an overview of changes has been attached along with the TIP document. The projects listed in the TIP that have cost updates include The North Bypass, 1st Avenue N., I-90 Yellowstone River Bridges, and MET Bus Operating funds. The format of the entire TIP document also has been revised to make it more accessible to the public and staff, and to provide for a better display of the key funding information included in the document. On May 27th the Planning Board received a presentation from staff and held a public hearing. No comments were received. The Board may ask further questions of staff. The

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expectation is for the Board to take formal action to recommend approval of the TIP to the Policy Coordinating Committee.

Recommendation

Staff recommends that the Yellowstone County Board of Planning forward a recommendation of approval of the 2020-2024 TIP to PCC through its designee. The PCC is scheduled to meet on June 16, 2020 for action on this item.

Presentation

Scott Walker opened this agenda item with a brief overview of the TIP. A detailed presentation of the projects below was given during the last Planning Board meeting.

NH Funding Tab:

UPN 9022 1st Ave North – Billings (NEW)

- Project Split for 1ST AVENUE NORTH - BILLINGS (UPN 9022). The original project (from Division Street to N. 9th Street) has been split into three segments.
 - SOW remains the same for all segments – major reconstruction to address poor pavement conditions and substandard curb, gutter, and sidewalk.
 - Excess lane widths eliminated from the travel lanes will be used to create additional sidewalk width and/or boulevard width
 - Bulb outs are proposed at numerous intersections to provide traffic calming and shorten the distance pedestrians must navigate to cross 1st Ave.
- Project 9022 has been shortened to the intersection of N. 9th St. to the RR Xing located between N. 22nd and N. 20th.
- \$14 million (all phases)

UPN 9880 1st Ave N – RR xing To Broadway

- Reconstruction Project on 1st Ave. N between the railroad crossing (near N 20th Street) and Broadway.
- \$7.8 million (all phases)

UPN 9881 1st Ave N – Broadway to Division

- Reconstruction Project on 1st Ave N. between Division Street and Broadway.
- \$7.2 million (all phases)

National Highway Freight Program Funding Tab:

Scott Walker mentioned this is a newer line item and noted the total project amount of \$19.8 million
UPN 7972 Yellowstone River Bridges

- A new funding source added to this project
- \$19.8 million

Railroad Crossing Funding Tab:

UPN 9827 Steffes Rd – Billings

- New project added to program
- Upgrade of existing highway-rail grade crossing signal equipment

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- \$225,000

Highway Safety Improvement Program Funding Tab:

UPN 9383 Rimrock & 62nd St W (Roundabout)

- Project transitioned from the OT Study into the PE phase

Bridge Program Funding Tab:

UPN 9720 Shiloh Rd/I-90 Bridge

- New project added to program
- Bridge rehabilitation project for a structure on Shiloh Rd. over Interstate 90. Rehab work is necessary on the deck, superstructure, and substructure
- \$3.0 million

Montana Air Quality Congestion Funding Tab:

UPN 8717 Main Street Billings

- New funding source added to the CN phase of the project
- \$1.1 million

UPN 9198 Mossmain Intch – West Billings Inch (the limits of this project are not all within the MPO Planning Boundary)

- New funding source added to the CN phase of the project
- \$400,000

Discussion

President Woods called for questions and discussion from the members of the Board. There was none. Scott Walker reviewed the schedule below and closed the presentation.

Review Body	Date	Notes/Result
Technical Advisory Committee	Thursday, May 14	Recommendation to Governing Bodies
Planning Board with PH Planning Board MTG/Action	Wednesday, May 27 Tuesday, June 9	Presentation, Public Hearing and Action
City Council	Monday, June 8	Recommendation to PCC
Board of Commissioners Discussion	Monday, June 8	Introduction
Board of Commissioners	Tuesday, June 9	Recommendation to PCC
Policy Coordinating Committee	Tuesday, June 16	Final Action

MOTION

Board member Jensen-Christison moved and Board member Cook seconded the motion for the Yellowstone County Board of Planning to forward a recommendation of approval of the 2020-2024 TIP to PCC through its designee. The PCC is scheduled to meet on June 16, 2020 for action on this item.

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Discussion

Board member Thompson as Scot Walker how much Planning has to do with the execution of these projects? He voiced concern with the way the landscaping and tree pruning was handled on the 27th Street project as the pruning was poorly done. Scott Walker said Planning might comment on the projects at any time. He said staff reached out to Rod Nelson, MDT/PCC representative and voiced concern with the tree pruning. Mr. Nelson was apologetic and said he hoped this would not happen again. Concerns may be brought forward to Planning staff, who will contact the pertinent parties for the project. Board member Thompson said it is common for professional arborist to be hired to handle tree trimming for projects like these. Scott Walker suggested it might be helpful to for the Planning Board to compose and submit a letter to MDT expressing concerns with the tree trimming. Board member Thompson said it is not unusual to include tree specifications and these types of contracts have been done in Great Falls, Missoula, and other cities. Director Friday added staff might check to see if this is in place with other MDT projects.

Motion

Board member Thompson made a motion and Board member Jenson-Christison to amend the motion of approval of the 2020-2024 TIP to PCC with the addition of a letter from the Planning Board expressing concern that contacts be in place with professionals to handle trees and landscaping in MDT Projects.

The motion carried with a unanimous voice vote.

8. NEW BUSINESS

8a. Plat Review. Discussion. Yellowstone Trail Subdivision. A County Major Subdivision. A 38.55-acre parcel of land into 18 lots for residential development. J 7J homes, Applicant. Engineering West/Forrest Mandeville Consulting/Performance Engineering. Dave Green, Planner II, presenting.

INTRODUCTION

May 1, 2020, the Planning Division received an application for major plat approval for the proposed Yellowstone Trail Subdivision. The property is generally located south of Yellowstone Trail and west of Darrah Drive, west of Pryor Creek golf course. This subdivision would create 18 lots from a 36.687-acre parcel of land. The applicant is proposing to develop a residential subdivision; the land is outside of zoning. The land is currently dryland grass and shrub.

RECOMMENDATION

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

VARIANCES REQUESTED

No variance is being requested for this subdivision.

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 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 clarify road dedication, prior to final plat approval, the applicant will add language in the SIA under the heading III Transportation A. Streets, add language stating ‘dedicated to the public’ in the first sentence. An RSID needs to be created to maintain those public streets.
3. To protect public health and safety and provide for future Dry hydrant maintenance, prior to final plat approval, the applicant will provide drawings to the Worden Fire Department for review and approval prior to any construction. The tank will be tested once it is installed and signed off by the Fire Department. An RSID for the dry hydrant system will be created for maintenance of the system.
4. To protect the public health and safety and to maintain the new park, prior to final plat approval the applicant will create an RSID for maintenance of the park.
5. 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.
6. 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.
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.

Discussion

President Woods called for questions and discussion. Board member Thompson asked if access would be provided to the parkland from Yellowstone Road. Consultant Forrest Mandeville said the accesses provided will all be internal and granted through easements. Board members voiced concern as the parkland is landlocked and it may not be used due to the access. Mr. Mandeville stated the grades are such that connections cannot be made to the park from Yellowstone Road. The grades in the park may be used for sledding during the winter. An RSID will be created for maintenance. Planner Dave Green said the applicant is counting the trail itself as a part of the parkland dedication so the Park Maintenance District will have to cover the trail as well. President Woods asked if the communal systems need to be enlarged or if there is sufficient capacity with both systems. Forrest Mandeville stated they met with the engineers. The sewer system does not have capacity so separate septic and drainfields will be installed on each lot. A cistern system for the

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subdivision will be installed to supplement the existing water system. President Woods commented he is aware of some problems experienced with the existing sewer system.

9. OTHER BUSINESS

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

9a-1. Zoning Boundary Jurisdiction. President Woods and Planning Division Manager Plecker compiled information on expansion of the zoning jurisdictional boundary and will forward it to the Board in the near future. Monica Plecker said she would like the Board to consider the clusters of development and uses. The Board may identify critical areas of unpredictability of scattered arrays. A link to an online map that allows for layering to help identify critical areas will be provided.

9a-2. HDR/Yellowstone County MS4 Storm water Permitting Requirements- Board member Hillius said HDR and Yellowstone County are working on recommendations to move forward with compliance, including the addition of subdivision regulation language and processes. Monica Plecker stated it is likely proposed regulation amendments will be forwarded for the Planning Board's consideration.

9a-3. Downtown Traffic and Safety Study, Director Friday This study considers traffic flows and improvements throughout downtown from East Billings to 6th Avenue North to Montana Avenue. The goal is approved project prioritization and an outreach effort to look at funding options. The consultant firm DOWL is conducting a survey and staff will send to Planning Board members.

9a-4 COVID 19 Update. Director Wyeth Friday

Director Friday said the COVID-19 statewide transition will be in Phase 2. Virtual meetings are planned through June. He said the challenge to holding public meetings is related to space in the first floor conference room and accounting for social distancing. Staff is considering ways to coordinate future meetings and considering possible meeting spaces. The Planning Division office is opening tomorrow as part of the Phase 2 directive. Counter shielding and directional floor stickers are in place for social distancing.

9a-5 Project ReCode Staff is hoping to schedule public meetings in July, depending on the availability of meeting spaces.

ADJOURNMENT: 7:15 PM

APPROVED BY A MOTION ON JUNE 23, 2020



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FUTURE AGENDA ITEMS FOR TUESDAY, JUNE 23, 2020

a. **Presentation/Discussion. Public Hearing. Inner Belt Loop Corridor Study** with the intent to have the Planning Board make a recommendation to the Policy Coordinating Committee (PCC). The Planning Board will receive information regarding this plan and conduct a Public Hearing to collect any public comment. The Planning Board will make a recommendation to the Policy Coordinating Committee at the next regular meeting scheduled for Tuesday, July 14, 2020.

b. **Public Hearing. Motion/Recommendation to BOCC. Yellowstone Trail Subdivision.** A County Major Subdivision. A

38.55-acre parcel of land into 18 lots for residential development. J 7J homes, Applicant.

Engineering West/Forrest Mandeville Consulting/Performance Engineering. The general location of the subject property is on the south side of Yellowstone Trail, approximately .75 miles west of Pryor Creek Road. The property is outside of zoning, the land is vacant grassland.

c. **Presentation. Discussion. Yellowstone County Growth Policy Land Use Chapter.** Monica Plecker, Planning Division Manager, presenting.