

# 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	01/11/2022	01/25/2022	02/08/2022	02/22/2022	03/08/2022	03/22/2022	04/12/2022	04/26/2022	05/10/2022	05/24/2022	06/14/2022	06/28/2022	07/12/2022	07/26/2022	08/09/2022	08/23/2022	09/13/2022	10/27/2022	10/25/2022	10/26/2022	11/08/2022	11/22/2022	12/13/2022
<b>Teresa Larsen</b>	Mayor/Billings Ward I	1	1	-	-	-	1	E	E	x	x	1	1	E										
<b>Roger Gravgard</b>	Mayor/Billings Ward II	1	1	-	-	-	1	1		x	x	1	1	1										
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1	1	-	-	-	1	1	1	x	x	E	1	1										
<b>Vacant</b>	Mayor/Billings Ward IV	1	1	-	-	-	-	-	-	x	x	x	x		-									
<b>Jon Thompson</b>	Mayor/Billings Ward V	1	E	-	-	-	E	1	1	x	x	E	1	E										
<b>Troy Boucher</b>	YC District 1	1	1	-	-	-	E	A		x	x	A	A	E										
<b>Dennis Cook</b>	YC District 2	1	1	-	-	-	1	1	1	x	x	1	1	1										
<b>Vacant</b>	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Vacant</b>	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Woody Woods</b>	YC District 5	1	1	-	-	-	1	1	1	x	x		1	1										
<b>Vacant</b>	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Jarett Hillius</b>	YC District 7	1	E	-	-	-	1	1	1	x	x	1	1	1										
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Scott Reiter</b>	Ex-Officio SD2	1	E	-	-	-	1	A		x	x	E	-	E										

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## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview, and Yellowstone County"*

**July 12, 2022**

*Approved by a motion on August 23, 2022*

### **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.**

As legally advertised, The Yellowstone County Board of Planning met on July 12, 2022 in the Miller Building 1<sup>st</sup> Floor Conference Room.

Citizens are invited to:

→Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>

→View the meeting live online at Facebook: <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260>

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to Board via email before 10:00 AM on the meeting date. All e-mails received prior to this time will be read into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division, 2825 3rd Ave N 4th Floor, Billings, MT 59101
  - Email: [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov)
- Call in during the Public Comment periods as indicated on the agenda:
  - Citizens may call in during specific Public Comment periods at **406.237.6165**. All callers will be placed 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 limited to 3 minutes of testimony as is customary. Future delivery methods may be explored as best practice is learned.

**Call the Meeting to Order:** President Cook called the meeting to order at 6:00 p.m. on Tuesday, July 12, 2022.

**Approval of Agenda:** Board member Stephenson made a motion and Board member Woods seconded the motion to approve the meeting agenda as submitted. The motion carried with a unanimous voice vote.

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

President Cook called for introductions of the members of the Planning Board and staff.

**Participating Planning staff members:** Monica Plecker, Planning Division Manager; Hunter Kelly, Planner I; Tammy Deines, Planning Clerk

**Others in Attendance:** Kolten Knatterud, IMEG Corp.; Taj Mukadam

**Approval of Minutes:** June 28, 2022- delayed due to a lack of a quorum

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**4. Public Comment:** President Cook 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.

**5- 6. Disclosure of Outside (Ex Parte) Communication or Conflicts of Interest– Board Members and Planning Staff.** There were no disclosures of outside communication or conflicts of interest.

**7. OLD BUSINESS** There is no Old Business

### **8. NEW BUSINESS**

**8a. Presentation. Plat Review, The Meadows Subdivision, Hunter Kelly, Planner I, presenting.** Planner Hunter Kelly opened this agenda item with the staff presentation and report.

### **RECOMMENDATION**

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of The Meadows Subdivision to the Board of County Commissioners, and adopt the Findings of Fact as presented in the staff report and SIA.

### **BACKGROUND** (Consistency with Adopted Plans and Policies, if applicable)

On June 1, 2022, IMEG Engineering Corp., on behalf of M&J Land Co., LLC, applied for preliminary major plat approval for The Meadows Subdivision, formerly known as Lackman Meadows Subdivision. The proposed subdivision creates 39 lots for residential development. The subject property is generally located west of S 64th Street W and north of Hesper Road.

**VARIANCES REQUESTED:** No variances have been requested.

### **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 protect public health and safety and provide for future dry hydrant maintenance, prior to final plat approval, the applicant will provide installation and tank specifications to Billings Fire Department, prior to installation, for review and approval. The subdivision shall install a 30,000-gallon water storage tank with dry hydrant according to the specification of the Billings Fire Department. The 30,000-gallon water storage tank with a dry hydrant shall be constructed by the Developer on Parkland as shown on the preliminary plat. When installed the applicant will have the system tested and signed off by the Billings Fire Department. The applicant will create an RSID for the new dry hydrant system for the

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subdivision. Easements for the dry hydrant shall be shown on the plat and included aforementioned RSID.

3. To protect public health and safety and provide for future road maintenance, prior to final plat approval, the applicant will submit easement documents and a plan demonstrating how the roads will be maintained by the subdivision residents. The easement documents must comment on whether future subdivisions on created lots will be allowed or intended.
4. To protect public health and safety, prior to final plat approval, the applicant shall include provisions to the SIA to include KNOX Gate Switches for all proposed gates for Fire Department access.
5. To minimize the effects on local service prior to final plat approval, the applicant will coordinate with the USPS for preferred mail delivery box type. The applicant will coordinate the locations and provide 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 Cook called for questions and discussion. Board member Stephenson asked questions regarding parkland and future improvements for sidewalks in the subdivision.

### **Kolten Knatterud, IMEG Corp., [kolten.l.knatterud@imegcorp.com](mailto:kolten.l.knatterud@imegcorp.com)**

Mr. Knatterud is the agent for Mr. Taj Mukadam. He said this property will have wells and currently an application is under DEQ review for individual well systems.

### **Taj Mukadam, 6214 Ironwood Drive, Billings, MT**

Mr. Mukadam said there is additional parkland on the north side of the parcel. There is an identified space to allow for future sidewalks or a walking path from the north to the south. No sidewalks will be provided for individual lots. Davison Manager Plecker reminded the Board that County unzone parcels do not have trigger points for sidewalk improvements.

\*\*A public hearing for The Meadows Subdivision will be heard during the Planning Board meeting July 26, 2022.

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## **CITY/COUNTY PLANNING BOARD**

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### **9. OTHER BUSINESS**

**a. (Standing Item). Long Range Strategic Issues and an overview of future City and County issues and projects.**

**1. City Council Land Use presentations** will be given by Planning Staff Monday July 25, 2022 following the regular business work session business meeting to cover subdivision review.

**2. Project ReCode** Planning staff is working on substantive changes based on feedback from the development community. The expectation is to hold public meetings to “roll out” ideas surrounding the proposed changes.

**3. Long Range Transportation Plan Steering Committee** initial meeting Thursday, July 14, 202. Consultant Kittelson and Associates. The Committee is comprised of representatives from MDT, Council, City/County Planning Board, Planning staff and members of the community.

**4. PCC meeting** is scheduled for Tuesday, July 19, 12:00 PM. President Cook will attend as the Planning Board representative.

**ADJOURNMENT 6:21 PM**

**APPROVED BY A MOTION August 23, 2022**

*--Tamara L Deines, Planning Clerk*



# YELLOWSTONE COUNTY BOARD OF PLANNING

CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



## AGENDA

JULY 12, 2022 MEETING TIME: 6:00 p.m.  
1st Floor Large Conference Room, Miller Building  
2825 3rd Avenue North, Billings, Montana 59101

### NOTICE TO THE PUBLIC

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- Mail: City/County Planning Division, 2825 3rd Ave N 4th Floor, Billings, MT 59101  
• Email: [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov)
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  - Citizens may call in during specific Public Comment periods at 406.237.6165.  
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Future delivery methods may be explored as best practice is learned.

**\*\*In the event a quorum of the Council is present, no City-related decisions will be made during this meeting or event.**

- Please direct questions to Tammy Deines, Planning Clerk at [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov) or 406-247-8610. Thank you!

1. **CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members.
2. **APPROVAL OF AGENDA\*** - including any additions or deletions to agenda. The agenda for a regular meeting will be closed at 5:00 p.m. three (3) working days prior to the date of the meeting.
3. **DELAYED. APPROVAL OF MEETING MINUTES: JUNE 28, 2022**
4. **PUBLIC COMMENT PERIOD** -- As required (3 minute maximum per person). *Any member of the public may 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's agenda for discussion.*
  - 4a) **Comments on items not on agenda and requests to add items to future agendas**
  - 4b) **Comments on items on the non-public hearing agenda items**
5. **DISCLOSURE OF CONFLICT OF INTEREST:**
6. **DISCLOSURE OF EX PARTE COMMUNICATION:** Ex Parte Communication Binder is available at the Sign-In and Agenda station.
7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).
  - a. **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.** The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence. By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). Please see the attached guidelines for the criterion. Thank you for participating!

8. **NEW BUSINESS:** (Agenda items new to this meeting).

a. The Meadows Subdivision - County Major Preliminary Plat

**Attachments**

Preliminary Plat

Subdivision Improvement Agreement

Findings of Fact

Conveyance Restrictions

9. **OTHER BUSINESS:**

a. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.

10. **ADJOURNMENT**

**FUTURE AGENDA ITEMS FOR TUESDAY, JULY 12, 2022**

a. Public Hearing. Motion/Recommendation to BOCC. The Meadows (Aka Lackman Meadows) Subdivision. County major Subdivision. Taj Mukadam, owner/developer. Kolten Knatterud, IMEG, agent. Hunter Kelly, Planner I, presenting.

### Public Hearing Participation Guidelines

The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence.

1. Be informed of the process and the requirements of the Board. If you are commenting about a subdivision, please limit your comments to the review criteria.

**By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). These criteria include:**

-Effect on agriculture and agricultural water user facilities

-Effect on local services

-Effect on the natural environment

-Effect on wildlife and wildlife habitat

-Effect on public health and safety

2. Provide specific information about why you are concerned about the pending application, how the decision will impact the review criteria listed above, and provide suggestions on how to minimize or eliminate the impact.

3. Respect the right of others to participate. Wait until the previous speaker has completed their comments before making your own comments. Do not talk over the person commenting or with other people in attendance.

4. The public hearing is not an opportunity to question or accuse the applicant or their agent. If you have questions of the Board, the applicant or the agent, ask the question directly to the Board during the public hearing portion of the meeting. The Board will respond or request the applicant or agent to respond after the public comment portion of the hearing is closed.

5. After the public comment portion of the hearing is closed, no further comments are allowed unless you are addressed directly by a Board member.

6. You should expect the Board to make a balanced recommendation in accordance with its statutory responsibilities. The Board's ability to make reasonable and thoughtful recommendations is dependent on a fair consideration of everyone's interests.

*Thank you for participating.*

*Printed Name*  
TJ MUKADAM  
KOTED KUATRED

*Address/email*  
tjmurkadam@gmail.com  
kotten.l.knatterud@imgcorp.com



City-County Planning Division  
Tuesday, July 12, 2022  
Yellowstone County Board of Planning

