

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
Teresa Larsen	Mayor/Billings Ward I	1	1	-	-	-	1	E	E	x	x	1	1	E	1									
Roger Gravggaard	Mayor/Billings Ward II	1	1	-	-	-	1	1		x	x	1	1	1	1									
Dennie Stephenson	Mayor/Billings Ward III	1	1	-	-	-	1	1	1	x	x	E	1	1	1									
Vacant	Mayor/Billings Ward IV	1	1	-	-	-	-	-	-	x	x	x	x		-									
Jon Thompson	Mayor/Billings Ward V	1	E	-	-	-	E	1	1	x	x	E	1	E	1									
Troy Boucher	YC District 1	1	1	-	-	-	E	A		x	x	A	A	E	1									
Dennis Cook	YC District 2	1	1	-	-	-	1	1	1	x	x	1	1	1	1									
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Woody Woods	YC District 5	1	1	-	-	-	1	1	1	x	x		1	1	1									
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jarett Hillius	YC District 7	1	E	-	-	-	1	1	1	x	x	1	1	1	E									
Vacant	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scott Reiter	Ex-Officio SD2	1	E	-	-	-	1	A		x	x	E	-	E	A									

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"Serving Billings, Broadview, and Yellowstone County"

July 26, 2022

DRAFT- To be approved by a motion on August 9, 2022

PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.

As legally advertised, The Yellowstone County Board of Planning met on July 26, 2022 in the Miller Building 1st 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
- 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.

1. Call the Meeting to Order: President Cook called the meeting to order at 6:00 p.m. on Tuesday, July 26, 2022.

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: Wyeth Friday, Director, Planning and Community Services Department; Hunter Kelly, Planner I; Tammy Deines, Planning Clerk

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

2. Approval of Agenda

Motion

Board member Gravgaard made a motion and Board member Stephenson seconded the motion to approve the meeting agenda as submitted. The motion carried with a unanimous voice vote.

3. Approval of Minutes: April 26, 2022, June 14, 2022

Motion was made by Board member Stephenson and seconded by Board member Gravgaard

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to approve the April 26, 2022 meeting minutes as submitted. The motion carried with a unanimous voice vote.

Motion was made by Board member Gravgaard and seconded by Board member Stephenson to approve the June 14, 2022 meeting minutes as submitted. The motion carried with a unanimous voice vote.

Approval of the July 12, 2022 meeting minutes is delayed.

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

7a. Public Hearing. Motion/Recommendation to BOCC, The Meadows Subdivision (aka Lackman Meadows), Hunter Kelly, Planner I, presenting.

Planner Hunter Kelly opened this agenda item with the staff presentation and report. Since the plat review occurred, Yellowstone County Public Works requested three additional Conditions of Approval, which are now included in this staff report as conditions 9-11.

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

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 West 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

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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 subdivision.
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.
9. To protect public health and safety and ensure access to public facilities, the applicant shall create a public access easement on Wildflower parallel to the frontage of Lot 16 & the parkland. The applicant shall create an RSID for the maintenance of the aforementioned easement.
10. To minimize the effects on local services and ensure public health and safety, the applicant shall dedicate the entire 60' right of way for South 68th Street West, a public road, and amend the SIA in Section III: Transportation to reflect the public status of 68th street west and the requirement for the developer to provide the entire right of way in accordance with Yellowstone County Subdivision Regulations.
11. To protect public health and safety and provide maintenance for South 68th Street West, prior to

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final plat approval, the applicant will be required to create an RSID for the maintenance of the aforementioned street.

Discussion

President Cook called for questions and discussion. There was none.

Public Hearing

President Cook opened the public hearing and called for anyone wishing to speak in favor or against The Meadows Subdivision.

Kolten Knatterud, IMEG Corp., kolten.l.knatterud@imegcorp.com

Mr. Knatterud is the agent for Mr. Taj Mukadam. He thanked Planner Hunter Kelly for his summary report. He has had conversations with YC Public Works regarding the right-of-way and intends to have further discussions prior to the Board of County Commissioners' hearing. In response to question by Board member Woods, the intention is for a multi-use path to further access the school from the lots.

President Cook asked if there is anyone else wishing to speak in favor or against The Meadows Subdivision. There were none. At 6:20 pm, President Cook closed the public hearing and called for a motion.

Motion

Board member Thompson made a motion and Board member Woods seconded the motion 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.

Discussion

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

The motion carried with a unanimous voice vote. The Board of County Commissioners will hold a hearing on August 16, 2022.

8. NEW BUSINESS: There is no New Business.

9. OTHER BUSINESS

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

a1. Montana Association of Planners conference September 27-29, 2022 DoubleTree Hotel, Billings - information forthcoming

a2. Update. Federal highway Administration BUILD Grant agreement for the Inner Belt Loop has been approved and will be forwarded to City Council for signature and start the process to find a consultant.

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Motion

**Motion to adjourn by Board member Woods and seconded by Board member Gravgaard.
Motion carried with a unanimous voice vote.**

ADJOURNMENT 6:31 PM

DRAFT—TO BE APPROVED BY A MOTION August 9, 2022

--Tamara L Deines, Planning Clerk