

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, “Z” stands for Zoom participation. **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	E								
Roger Gravgard	Mayor/Billings Ward II	1	1	-	-	-	1	1		x	x	1	1	1	1	Z								
Dennie Stephenson	Mayor/Billings Ward III	1	1	-	-	-	1	1	1	x	x	E	1	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	E								
Troy Boucher	YC District 1	1	1	-	-	-	E	A		x	x	A	A	E	1	Z								
Dennis Cook	YC District 2	1	1	-	-	-	1	1	1	x	x	1	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	1								
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jarett Hillius	YC District 7	1	E	-	-	-	1	1	1	x	x	1	1	1	E	1	-	-	-	-	-	-	-	-
Vacant	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scott Reiter	Ex-Officio SD2	1	E	-	-	-	1	A		x	x	E	-	E	A	A								

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

August 9, 2022

DRAFT- To be 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 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, August 9, 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: Monica Plecker, Planning Division Manager; Dave Green, Planner II; Hunter Kelly, Planner I; Scott Walker, Transportation Planning Coordinator; Robbin Bartley, Administrative Assistant

Others in Attendance: Rick Leuthold, John Halvorson, Rusty Logan, Taylor Kasperick and Darin Swenson via Zoom.

2. Approval of Agenda

Motion

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

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3. Approval of Minutes: July 12, July 26, 2022

The approval of these minutes is delayed, they were not attached to the packet for review.

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 - NO OLD BUSINESS

7a. **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

1. Public Hearing. Staff Presentation. Board Discussion. 2023 Unified Planning Work Program, (UPWP). Scott Walker, Transportation Coordinator, presenting.



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Reviewed by Planning Staff


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2023 UPWP Power
Point Presentation.p

Rusty Logan then talked about MET Transit's stake in the UPWP, further development of the system and routes. Board member Woods asked about the route extending into Lockwood. Mr. Logan explained this is the desire, however, there are politics involved in the funding being that Met Transit is a City organization and Lockwood is in the County. He hopes to establish a cooperative agreement between the City and County.




Property Information




- Location: South side of Central Avenue and east of South 52nd Street West
- Legal Description: Certificate of Survey 2713 Parcel 1B
- Owner / Subdivider: Mason and Jami Shanks
- Engineer / Surveyor: PEC Engineering
- Existing Zoning: N4 – Large Lot Neighborhood
- Existing Land Use: Farm land
- Proposed Land Use: Residential
- Gross/Net Area: 7.953 acres / 7.953 acres
- Number of Lots: 15
- Lot sizes: Max 0.793 acres / Min 0.393 acres
- Parkland Required: Parkland dedication required with this subdivision is 0.763 acres, the applicant is proposing 0.957 acres of private parkland.

Planning & Community Services Department



Variance Requests



The applicant has requested a variance from Section 4.6.A.6 of the Yellowstone County Subdivision Regulations, which requires a second means of ingress and egress for major subdivisions.

Staff is recommending approval of the variance request. Further explanation and analysis can be found in Attachment A.

The applicant has requested a variance from Section 4.6.B.1 of the Yellowstone County Subdivision Regulations, which outlines the requirement for a connection to adjacent undeveloped land.

Staff is recommending approval of the variance request. Further explanation and analysis can be found in Attachment B.

Planning & Community Services Department



Recommendation



Staff recommends conditional approval of the subdivision subject to eight conditions of approval. Staff is also recommending approval of the 2 variance requests.

A Public Hearing will be held at the next PB meeting on August 23, 2022.

Board of County Commissioners are scheduled to review and act on the preliminary plat on September 13, 2022.

Planning & Community Services Department

- a. **Preliminary Plat Review. Board Discussion. The Waters Subdivision (AKA Shanks Subdivision). County Major Subdivision. Mason and Jami Shanks, property owner. Taylor Kasperick, Performance Engineering, agent. Dave Green, Planner II, presenting.**

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Taylor Kasperick, Performance Engineering, Agent

Described the subdivision and some pedestrian paths to the east and west for future connectivity. For now, they will stop at the borders of the subdivision. Upon further development, pedestrian paths would connect to them.

Boardmember Woods asked about the required 2nd access for ingress and egress.

Monica Plecker responded fire approved this plat (there can be up to 30 dwellings on a single access), this is a unique situation and is not the standard.

Board member Hillius asked how close public water and sewer are. Currently they are just west of 40th (Shiloh). He then confirmed this would be a private well. Mr. Kasperick spoke about a drinking water well and irrigation wells for watering the lawn. Stating drinking water may need treatment in the future due to the high-water table.

b. Plat Review. Discussion. St. Vincent Healthcare Subdivision, 2nd Filing. City Major Subdivision
St Vincent Healthcare applicant. Doug Pezoldt, Sanderson Stewart, agent. Hunter Kelly, Planner I, presenting.



Property Information

- General Location: Northwest corner of the intersection of King Avenue West and Shiloh Road
- Legal Description: Lots 1A & 2A of Amended St. Vincent Healthcare Subdivision
- Owner/Subdivider: SCL Health - Montana
- Engineer/Surveyor: Sanderson Stewart
- Existing Zoning: PUD - Planned Unit Development
- Existing Land Use: Vacant land
- Proposed Zoning: PUD - Planned Unit Development
- Proposed Land Use: Commercial
- Proposed number of lots: 27
- Gross & Net Area: 60.44 acres / 57.56 acres
- Lot Size:
 - Minimum: 5.68 acres
 - Maximum: 0.48 acres
- Parkland Requirements: N/A for a commercial subdivision, however the applicant is providing 3.25 acres of private parkland.

Planning & Community Services Department



Recommendation

Staff recommends conditional approval subject to 3 conditions of approval.

The Planning Board is scheduled for a Public Hearing on August 23, 2023.

The City Council is scheduled to review and act on the preliminary plat on September 12, 2022.

Planning & Community Services Department

Board member Woods asked if in the straightening of the roads and creating more lots if the roundabouts would be deleted. The roundabouts are existing and will not change.

Rick Leuthold, Sanderson Stewart, Agent

He described the subdivision as being 25 years old. Their desire is to bring it up to current development standards with more buildable lots. They may apply later for a Zone Change making straight zoning. The park is private. And this will clean up the existing slate on this parcel.

There were no questions for Mr. Leuthold.

9. OTHER BUSINESS:

- **Chairman Cook presented Jarrett Hillius with a Certificate of Appreciation for his 4 years on the Planning Board. This is Jarrett's last meeting as he is moving to the Dakotas. Mr. Hillius returned his City device to the clerk.**

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- **Monica Plecker stated City administration has expressed the necessity of one neighborhood plan being completed each year. Application has been submitted for a CDBG grant to further the West End Neighborhood Plan. If awarded, \$50,000.00 will further us along in this endeavor. The City of Billings is considered an entitlement community because we have other low income programs that receive grants. The grant application, as submitted, hopes to point out the needs of our community.**
- **Montana Association of Planners Conference September 27-29, 2022 DoubleTree Hotel, Billings - information forthcoming**

10. ADJOURNMENT

FUTURE AGENDA ITEMS FOR TUESDAY, August 23, 2022

- a. Motion/Recommendation to PCC. 2023 Unified Planning Work Program, (UPWP). Scott Walker, Transportation Coordinator, presenting.
- b. Public Hearing. Motion/Recommendation to BOCC. The Waters Subdivision (AKA Shanks Subdivision). County Major Subdivision. Mason and Jami Shanks, property owner. Taylor Kasperick, Performance Engineering, agent. Dave Green, Planner II, presenting.
- c. Public Hearing. Motion/Recommendation to City Council. St. Vincent Healthcare Subdivision, 2nd Filing. City Major Subdivision. St Vincent Healthcare applicant. Doug Pezoldt, Sanderson Stewart, agent. Hunter Kelly, Planner I, presenting.

Motion

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

ADJOURNMENT 7:10 PM

DRAFT—TO BE APPROVED BY A MOTION August 23, 2022

--Robbin Bartley, Administrative Assistant