

# 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	01/10/2023	01/24/2023	02/14/2023	02/28/2023	03/14/2023	03/28/2023	04/11/2023	04/25/2023	05/09/2023	05/23/2023	06/13/2023	06/27/2023	07/11/2023	07/25/2023	08/08/2023	08/22/2023	09/12/2023	09/26/2023	10/10/2023	10/24/2023	11/14/2023	11/28/2023	12/12/2023
<b>Jim Ronquillo</b>	Mayor/Billings Ward I	1	1	1	1	1	1	E	1	1	1	1	A	1	1									
<b>Roger Gravgaard</b>	Mayor/Billings Ward II	1	1	1	1	1	1	1	1	1	1	V	1	V	V									
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
<b>John Staley</b>	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1	1	E	V	V	1	1									
<b>David Nordel</b>	Mayor/Billings Ward V	1	E	E	1	1	1	1	1	1	1	1	1	1	1									
<b>Troy Boucher</b>	YC District 1	A	A	A	A	A	1	A	1	1	E	A	A	A	A									
<b>Dennis Cook</b>	YC District 2	1	1	1	1	1	1	1	1	1	1	1	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	1	1	1	1	1	1	1	1	1									
<b>Vacant</b>	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
<b>Morgan Tuss</b>	YC District 7	-	-	-	-	-	-	-	-	-	-	V	1	E	A									
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-									



---

## CITY/COUNTY PLANNING BOARD

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

**2. Approval of Agenda – Board member Dennie Stephenson made a motion, and it was seconded by Board member Jim Ronquillo to approve the agenda as submitted. The motion carried with a unanimous voice vote.**

### **3. Approval of Minutes: July 11, 2023**

**Motion by Board member John Staley and seconded by Board member David Nordel to approve the July 11, 2023 meeting minutes as submitted. The motion carried with a unanimous voice vote.**

**4. Public Comment:** President Dennis 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 questions from the public.

### **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.1 Public Hearing/Motion Recommendation to BOCC. Yellowstone River Ranch (36 Space RV Development). Cameron Jones, applicant. Anna Vickers, IMEG, agent. Dave Green, Planner II, presenting.**

Planner Dave Green opened the agenda item and gave an overview of the staff report.

#### **RECOMMENDATION**

Staff proposes the Planning Board recommend to the Board of County Commissioners conditional approval for the preliminary plan of Yellowstone River Ranch RV Park, and adoption of the Findings of Fact as presented in the staff report.

**BACKGROUND** (Consistency with Adopted Plans and Policies, if applicable) On June 1, 2023, IMEG agent for Cameron Jones, applied for preliminary major plan approval of Yellowstone River Ranch RV Park. The subject property is generally located on the north side of Highway 312 and east of Nibbe. This parcel of land is outside of zoning and surrounded by farmland with few residential properties. The proposed land use is a RV park with 36 spaces on 43.7 acres.

**VARIANCES REQUESTED** No variance has been requested from the County Subdivision Regulations.

---

## CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview, and Yellowstone County”*

**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 plan approval, the applicant will receive approval from the MDEQ for the proposed water systems, septic systems, and the proposed storm water management.
2. To provide future funding for the maintenance of public road within the proposed subdivision, prior to final plan, the applicant will create an RSID for the public road section that provides access to the dry hydrant system.
3. To protect public health and safety with proper fire suppression, prior to final plan approval, the applicant will submit drawings to Worden Fire Department for review and approval of the proposed design and location of the dry hydrant and create an RSID for its maintenance.
4. To minimize effects on the natural environment, prior to final plan approval a weed management plan and property inspection shall be completed by the County Weed Department.
5. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
6. The final plan shall comply with all requirements of the Yellowstone County Subdivision Regulations and depict compliance with section 6.4. The final plan shall comply with all rules, policies, and resolutions of Yellowstone County, and the laws and Administrative Rules of the State of Montana.

### **DISCUSSION**

President Cook asked the Board Members for questions and discussion. There were no questions.

### **PUBLIC HEARING**

President Cook opened the public hearing and asked if there is anyone wishing to speak in favor or against the Yellowstone River Ranch RV Park.

### **APPLICANT PRESENTATION**

**Anna Vickers, IMEG, 175 N 27<sup>th</sup> Street Ste 1312, Billings, MT**

Ms. Vickers represents the applicant, Cameron Jones proposing 36 short-term RV spaces providing recreational use. Limitations would be placed within the covenants to prohibit people from using it over 16 days, which is the same as what it is for State law whenever you are using any sort of public land in general, so the intention is to follow it as well.

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

### **MOTION**

**Motion by Board Member Dennie Stephenson and seconded by Board Member Woody Woods that the Planning Board recommend to the Board of County Commissioners conditional**

---

## CITY/COUNTY PLANNING BOARD

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

**approval for the preliminary plan of Yellowstone River Ranch RV Park, and adoption of the Findings of Fact as presented in the staff report.**

### **DISCUSSION**

**President Cook called for discussion on the motion. There was none. Motion carried with a unanimous voice vote.**

**7a.2 Public Hearing. Staff Presentation. Billings Urban Area Unified Planning Work Program, (UPWP), 2024-Highway and Transit DRAFT.** Scott Walker, Transportation Coordinator presenting.

### **RECOMMENDATION**

Staff recommends the Planning Board review the Draft 2024 UPWP and hold a Public Hearing at this meeting.

### **BACKGROUND**

The City-County Planning Division is presenting the 2024 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization (MPO) for Planning Board review and eventual recommendation to the Billings Policy Coordinating Committee (PCC). At this meeting, the Board is scheduled to review the document and make any comments that they may have. The Board is also scheduled to conduct a public hearing and take comment on the UPWP at this meeting. The UPWP is primarily for the purpose of programming the federal dollars that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation planning activities are included in the UPWP so that it represents a comprehensive document for the urban transportation planning program. This UPWP proposes planning activities for Federal Fiscal Year 2024, which runs from October 1, 2023, through September 30, 2024. This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include completion of the 2024 Bike and Pedestrian Plan, the Feasibility Study for the 21st Street Underpass, and transportation specific analysis and updates to two neighborhood plans. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format. There are 12 work elements in the MPO Work Program and the staff activity that is reimbursed to the MPO must be defined in those elements.

### **DISCUSSION**

President Cook asked the Board Members for questions and discussion.

Monica asked about contingency funds being left over due to the lack of revenue to utilize all the funds we've been given. Scott said that is correct, the Work Element 700 Un-Programmed Funds have been held back and are not lost. It returns in 2026 after two year waiting period before there's a return of funds. Board member John Staley asked about the definition of Work Element 102 Citizen Involvement. Scott Walker said it involves meetings with the general public or any interaction with the general public. Board member David Nordel asked about any causes that may present a problem that can put stress on our fiscal responsibility. Scott Walker said not really, we control our own future, and

---

## CITY/COUNTY PLANNING BOARD

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

the planning studies are very fluid. Board member Woody Woods asked if any of the other MPO's are in line to receive funds. Scott said it is based on the 50k census, which east Helena is close but bringing in Laurel would increase our funding share.

Rusty Logan presented the Transit Section of the UPWP. The Transit section of the UPWP is also structured into separate elements with specific activities and functions outlined within each element. Transit 2023 requires plan updates, PTASP, DBE, TAM, and significant facility related capital planning and environmental review. Transit 2024 includes ongoing capital and equipment planning, and assessment and development of a solution to centralize public facing technology issues. There are four proposed electric buses scheduled for the end of 2024.

Scott Walker, Transportation Coordinator provided the review schedule targeting PCC adoption or recommendation for adoption by September 30, 2023.

### **PUBLIC HEARING**

President Cook opened the public hearing and asked if there is anyone wishing to speak in favor or against the Draft 2024 UPWP. There were no members of the public.

President Cook closed the public hearing. Planning Board will forward a recommendation to PCC during the August 8, 2023 meeting.

### **8. NEW BUSINESS**

**8a. Conservation Easement (Duck Creek Area). Staff Presentation. Board Discussion.** Planning staff recommends the Board review and provide comment on the proposed conservation easement in accordance with Montana Code Annotated (MCA) 76-6-206. There is no formal action required other than to consider the item and provide comment, if any. Monica Plecker, Planning Division Manager opened this agenda item.

### **RECOMMENDATION**

Planning staff recommends the Board review and provide comment on the proposed conservation easement in accordance with Montana Code Annotated (MCA) 76-6-206. There is no formal action required other than to consider the item and provide comment, if any.

**BACKGROUND** (Consistency with Adopted Plans and Policies, if applicable) Betty, Karen, and Peggy Glantz of Big Spring Ranch, working with Montana Land Reliance, would like to place a conservation easement on their 2,316-acre property in Yellowstone County located approximately 7 miles southeast of Laurel along Duck Creek Road. The property is currently 18 parcels. The property is predominately rangeland with limited areas of historic crop production. A significant portion of the ranch is currently enrolled in the Conservation Reserve Program (CRP). Species common to the area include mule deer, white-tailed deer, sharp-tailed grouse, and prairie birds. The grazing is currently leased. The family is excluding from the conservation easement approximately 10 acres where the ranch headquarters are located. MCA 76-2-206 states: "In order to minimize conflict with local comprehensive planning, all conservation easements shall be subject to review prior to recording by the appropriate local planning authority for the county within which the land

---

## CITY/COUNTY PLANNING BOARD

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

lies. It shall be the responsibility of the entity acquiring the conservation easement to present the proposed conveyance of the conservation easement to the appropriate local planning authority. The local planning authority shall have 90 days from receipt of the proposed conveyance within which to review and to comment upon the relationship of the proposed conveyance to comprehensive planning for the area. Such comments will not be binding on the proposed grantor or grantee but shall be merely advisory in nature. The proposed conveyance may be recorded after comments have been received from the local planning authority or the local planning authority has indicated in writing it will have no comments or 90 days have elapsed, whichever occurs first." This area is located within a remote and undeveloped part of the county and there are no area specific plans that impact this property. The County Growth Policy does recognize agricultural uses as being important to the economy of Yellowstone County and has been a dominating economic driver for the County. Some of the land in the proposed easement is in Special Zone District (SZD) 14 and 16. These districts are rural in nature and contemplate very little development and are intended to preserve the rural landscape and most land is zoned agricultural. The Planning Board should review the proposal and provide comment, if any.

### **DISCUSSION**

President Cook asked the Board Members for questions and discussion. There were no questions.

**ADJOURNMENT 6:44 pm**

**DRAFT—TO BE APPROVED BY A MOTION August 8, 2023**

Brenda Berns, Planning Clerk