



# YELLOWSTONE COUNTY BOARD OF PLANNING

CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



## AGENDA

DECEMBER 12, 2023 MEETING TIME: 6:00 p.m.  
1st Floor Large Conference Room, Miller Building  
2825 3rd Avenue North, Billings, Montana 59101

### NOTICE TO THE PUBLIC

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://tinyurl.com/yckr478k>
- 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 the Board via email before 10:00 AM on the meeting date. All emails 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: [bernsb@billingsmt.gov](mailto:bernsb@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.
  - Please direct questions to Brenda J Berns, Planning Clerk at [bernsb@billingsmt.gov](mailto:bernsb@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. **Approval of Meeting Minutes for November 28, 2023**  
**Attachments**  
Minutes of November 28, 2023
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. **Motion. Recommendation. Election of Officers**

8. **NEW BUSINESS:**

- a. Announcement. Welcome new Planning Board Member. Alexis Bonogofsky

**Attachments**

Alexis Bonogofsky Board member

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**

**Planning Board Meeting I (2nd Tuesday)**

3.

**Meeting Date:** 12/12/2023

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**Information**

**Subject**

Approval of Meeting Minutes for November 28, 2023

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**Attachments**

Minutes of November 28, 2023

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# CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

**Tuesday, November 28, 2023 at 6:00pm**

**1 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	1	1	C	C	C	1	A	1	
<b>Roger Gravgaard</b>	Mayor/Billings Ward II	1	1	1	1	1	1	1	1	1	1	V	1	V	V	1	1	C	C	C	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	1	1	C	C	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	1	1	C	C	C	V	A	V	
<b>David Nordel</b>	Mayor/Billings Ward V	1	E	E	1	1	1	1	1	1	1	1	1	1	1	1	1	C	C	C	1	A	1	
<b>Troy Boucher</b>	YC District 1	A	A	A	A	A	1	A	1	1	E	A	A	A	A	A	A	C	C	C	V	A	V	
<b>Dennis Cook</b>	YC District 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	C	C	C	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	1	1	C	C	C	1	1	1	
<b>Vacant</b>	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Morgan Tuss</b>	YC District 7	-	-	-	-	-	-	-	-	-	-	V	1	E	A	1	1	C	C	C	A	A	1	
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	



***Tuesday, November 28, 2023 at 6:00pm***

**Recommendation**

Staff is proposing that after the plat review and public hearing process, the Planning Board recommend to the Board of County Commissioners conditionally approval for the preliminary plat of Serenity Subdivision and adopt the Findings of Fact as presented in the staff report.

**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 road maintenance, prior to final plat approval, the applicant will create an RSID for the maintenance of the new public roads within the subdivision.
3. To protect public health and safety, prior to final plat approval, any information in the TIS that needs to be included in the SIA will be added to the final SIA for the subdivision. Any recommendations for infrastructure County Public Works and the Board of County Commissioners determine need to be built will also be included in the final SIA.
4. To protect public health and safety with proper fire suppression, prior to final plat approval, the applicant will submit construction drawings for the dry hydrant system to Billings Fire Department for review and approval. Once installed the applicant will request Billings Fire Department to test the system to ensure it works correctly and get a sign off from Billings Fire Department. The applicant will also create an RSID for the dry hydrant system maintenance and create a public easement for where the fire tank is located.
5. To provide for future maintenance of the public parkland, prior to final plat approval, the applicant will create an RSID for the maintenance of the public parkland.
6. 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.
7. 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.
8. 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.
9. The final plat shall comply with all requirements of the Yellowstone County Subdivision Regulations, rules, regulations, policies, and resolutions of Yellowstone County, and the laws and Administrative Rules of the State of Montana.
10. To minimize the impacts to local services, prior to final plat approval, the developer is required to contribute a cash contribution based on its proportionate share of use for future improvements on South 50<sup>th</sup> St W. Cost estimates for the proportionate share should include the aspects required to bring the existing road to the standards identified in Section 4.6.C.2 of the Yellowstone County Subdivision Regulations. The developer shall use trip generation data from the Traffic Impact Study submitted with the subdivision application. The methodology for determining proportionate share will all be approved by public works and the funds shall be received by the County prior to final plat approval.

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## CITY/COUNTY PLANNING BOARD

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

**Tuesday, November 28, 2023 at 6:00pm**

### **Discussion**

President Cook called for questions and discussion from the members of the Board. There was discussion regarding plans for improvements to the park other than a grass area, and if there would be playground equipment for children and families to utilize. The response was there is adequate use of the land for a usable park and there would be future discussion regarding the extent of the equipment that would be provided.

President Cook called for a presentation by the applicant's agent; Scott Worthington, InSite Engineering. Scott stated that the project satisfies a demand for this type of development. There was discussion regarding the number of entrances/exits to the project, of which there are 3. Sidewalks are required and will be provided. School buses are controlled exclusively by the school district, therefore pick up and drop off locations are not known currently.

**7b. Public Hearing:** President Cook opened the public hearing and asked if there is anyone present wishing to speak in favor or against the Serenity Subdivision. There was none. President Cook closed the public hearing and called for a motion from the Board.

**Motion:** Board member Woods made a motion to approve Serenity Subdivision as submitted with Sidewalks being an addition to the Subdivision Improvements Agreement, seconded by Board member Ronquillo. The motion was carried with a unanimous voice vote. The application for the Serenity Subdivision will be considered at the December 12, 2023 Board of County Commissioners meeting.

### **8. New Business**

**8a. Establish Board Nominating Committee for the Board Leadership.** President Cook stated he contacted Board members Nordel, Stephenson, Woods, and Gravgaard to be considered for the Board Nominating Committee. The Board accepted the nominees and Recommendations will be forwarded to the Planning Board meeting agenda scheduled for December 12, 2023.

### **9. Other Business**

**9a. Planning Board recommendation to BOCC for County District 6 Board applicant Alexis Bonogofsky.** President Cook stated the Board accepted the application submitted by Alexis Bonogofsky for County District 6.

### **Motion**

President Cook called for a motion. Board member Staley made a motion to accept the application from Alexis Bonogofsky, seconded by Board member Woods. Motion was carried with a unanimous voice vote.

The Board's recommendation will be sent to the Board of County Commissioners for a vote on December 5, 2023.

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### **Discussion**

The Board requested the map of the Yellowstone County Board of Planning Districts.

### **10. Future Business**

President Cook asked if there was any future business for discussion. Wyeth Friday, Planning & Community Services Director gave a brief over of the Bike & Pedestrian Master Plan. The first public meeting will be held at the Billings Public Library on November 29, 2023 at 5:30pm. The Online portal will be available to those who cannot attend in person.

A CEPTED presentation will be coming in January 2024. There will be internal assessments with Police and Parks regarding safety in the parks. The Board will meet on December 12, 2023 to put officers in place.

Monica Plecker, Planning Department Manager, has accepted a position with Yellowstone County as the new Assistant Public Works Director. Monica will be moving to the County effective December 14, 2023. She will be working on some of the larger projects we have in Planning. We will be looking to fill that position, however in the interim I will be assisting with day-to-day management activities.

Wyeth announced Lora Mattox as the Transportation Planning Coordinator, following Scott Walker's retirement.

There was discussion regarding timing of the Bypass Corridor Study and the Heights Neighborhood Plans, both of which are set to kick off in early 2024.

President Cook asked about any direct effect from the Supreme Court's decision on the tax notices and if there will be supplement taxes. Board member Woods expressed that the Commissioners are waiting to see what the Governor is going to do before taking any action.

President Cook asked the Board members if there is any other business. There was none.

### **ADJOURNMENT 6:42PM**

**The next Planning Board meeting will be held Tuesday, November 28, 2023 in the Miller Building 1<sup>st</sup> Floor Conference Room, 2825 3<sup>rd</sup> Ave N at 6:00pm**

**DRAFT—TO BE APPROVED BY A MOTION AT THE NEXT SCHEDULED MEETING**

*-Brenda J Berns, Planning Clerk*

**Planning Board Meeting I (2nd Tuesday)**

8. a.

**Meeting Date:** 12/12/2023

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**Information**

**Subject**

Announcement. Welcome new Planning Board Member. Alexis Bonogofsky

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**Attachments**

Alexis Bonogofsky Board member

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# YELLOWSTONE COUNTY BOARD OF PLANNING

*Serving Yellowstone County, the City of Billings, and the Town of Broadview*

2825, 3<sup>rd</sup> Avenue North

4<sup>th</sup> Floor

Billings, MT 59102

406-247-8676

[www.ci.billings.mt.us/planning](http://www.ci.billings.mt.us/planning)



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November 28, 2023

John Ostlund, Chairman  
Board of County Commissioners  
PO Box 35000  
Billings, MT 59107

Dear Chairman Ostlund,

The Yellowstone County Board of Planning at its regular business meeting on November 28, 2023, reviewed Alexis Bonogofsky's application to the Yellowstone County Planning Board for County District 6. The Board voted unanimously to recommend to the Board of County Commissioners her appointment to the Yellowstone County Board of Planning.

If you have any questions, please contact me at (406) 657-8249.

Sincerely,

A handwritten signature in blue ink, appearing to read "Wyeth Friday".

Wyeth Friday, PCSD Director

Executive Secretary, Yellowstone County Board of Planning