COMMISSIONER MEETINGS

All meetings take place in the Commissioners Conference Room (3107) located in the Stillwater Building @ 316 North 26th Street (3rd Floor) and are open to the public unless otherwise noted

THURSDAY- September 8, 2022

2:00 COMMISSIONERS DISCUSSION

DEPARTMENTS

1. Planning Department -
   a. Jones Pryor Creek Minor Subdivision - Preliminary Minor Plat
   b. The Waters Subdivision - Preliminary Major Plat

2. Clerk & Recorder - Jeff Martin - Blue Creek School District Purchase of a Portion of Falcon Heights Park

COMMISSIONERS

1. HRDC Community Services Block Grant Work Plan for FY22-23

PUBLIC COMMENTS ON COUNTY BUSINESS
B.O.C.C Thursday Discussion

Meeting Date: 09/08/2022

SUBJECT: Jones Pryor Creek Minor Subdivision - Preliminary Minor Plat - Discussion

THROUGH: Monica Plecker  FROM: Hunter Kelly

TOPIC
Jones Pryor Creek Minor Subdivision - Preliminary Minor Plat

INTRODUCTION
On August 1, 2022, IMEG Engineering, on behalf of Mark Jones, applied for preliminary minor plat approval for Pryor Creek Subdivision. The Proposed subdivision creates four (4) lots for development. The subject property is generally located West of Pryor Creek Road and North of Shadow Canyon Road. The property is unzoned. The land is currently used as Vacant Land.

RECOMMENDATION
Staff recommends to the Board of County Commissioners that the preliminary plat of Pryor Creek Subdivision be conditionally approved and the Findings of Fact adopted as presented in the staff report.

VARIANCE REQUESTED
No variances are requested.

PROPOSED CONDITIONS OF APPROVAL
1. To protect public health and safety, prior to final plat approval, the applicant will receive approval from Montana Department of Environmental Quality (MDEQ) for all parcels less than 20 acres in size and the Yellowstone County Health Department for all parcels equal to or greater than 20 acres in size.
2. To minimize the effects on local service prior to final plat approval, the applicant will coordinate with the USPS to determine what type of delivery system is preferred and to locate and provide the correct amount of space for safely delivering the mail to the residents.
3. 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.
4. 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.
5. 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.
6. To ensure public health and safety, as part of final plat approval, the applicant shall submit easement documents and explicitly state in the documents if the subdivision will allow for further division of the land.
7. To protect public health and safety and provide for future dry hydrant maintenance, prior to final plat approval, the applicant shall establish a separate easement for the 10,000 gallon dry hydrant storage tank.

PROCEDURAL HISTORY
Pre-Application Meeting: May 12, 2022
Preliminary Plat application submitted to Planning Division: August 1, 2022
Preliminary Plat to Board of County Commissioners: September 13, 2022
35 Working-Day Preliminary Plat Review period ends: September 19, 2022

PLAT INFORMATION

General Location: West of Pryor Creek Road and North of Shadow Canyon Road
General Location: West of Pryor Creek Road and North of Shadow Canyon Road
Legal Description: Section 7, Township 1 North, Range 28 East, Fraction of Northwest ¼ , West of Road
Owner/Subdivider: Mark Jones
Engineer/Surveyor: IMEG Engineering
Existing Zoning: None
Existing Land Use: Vacant Land
Proposed Zoning: None
Proposed Land Use: Residential
Gross & Net Area: 63.88 acres / 62.69
Lot Size:
  Minimum: 11.59 acres
  Maximum: 23.1 acres
Parkland Requirements: None

PLANNING BOARD PUBLIC HEARING DISCUSSION
A public hearing is not required for minor subdivisions; however nearby property owners may attend the Board of County Commissioners meeting to provide public comment. The Planning Division has received no public comments or questions regarding the proposed subdivision.

YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS FINDINGS OF FACT
See attachment Findings of Fact

CONCLUSIONS OF FINDINGS OF FACT
See attachment Findings of Fact

RECOMMENDATION
Staff recommends to the Board of County Commissioners that the preliminary plat of Pryor Creek Subdivision be conditionally approved and the Findings of Fact adopted as presented in the staff report.

Attachments
Preliminary Plat
Subdivision Improvement Agreement
Findings of Fact
### Preliminary Plat of Pryor Creek Subdivision

Located in the NW1/4 of Section 7, Township 1 North, Range 28 East, P.M.M., Yellowstone County, Montana

#### Site Data

<table>
<thead>
<tr>
<th>Number of Lots</th>
<th>Minimum Lot Area</th>
<th>Gross Acreage</th>
<th>Net Acreage</th>
<th>Maximum Lot Area</th>
<th>Existing Zoning</th>
<th>Area of Parkland</th>
<th>Linear Feet of Streets</th>
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<td>N/A</td>
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<tr>
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<td>14.91 acres</td>
<td>14.91 acres</td>
<td>N/A</td>
<td>Residential</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Subject Property

- **Lot 1**: 14.28 acres
- **Lot 2**: 11.59 acres (gross), 11.11 acres (net)
- **Lot 3**: 23.10 acres (gross), 22.68 acres (net)
- **Lot 4**: 14.91 acres (gross), 14.62 acres (net)

#### Basis of Bearing

- **Record Owner:** [Name]
- **Subdivider:** [Name]
- **Date:** [Date]

#### Total Subdivision Area:

- 143.53 acres (gross)
- 143.39 acres (net)

#### Subject Property Description

- **Tract 1:**
  - **Lot 1**: 14.28 acres
  - **Lot 2**: 11.59 acres
- **Tract 2:**
  - **Lot 3**: 23.10 acres
  - **Lot 4**: 14.91 acres

#### Legend

- **X**: Surveyed Point
- **Y**: Reference Point
- **Z**: Control Point

#### Legal Description

- **Perimeter Legal Description**

#### Site Data

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    B. Traffic Control Devices ......................................................................................
    C. Access .................................................................................................................
    D. Billings Area Bikeway and Trail Master Plan (BABTMP) ..............................
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    B. Sanitary Sewer ....................................................................................................
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SUBDIVISION IMPROVEMENTS AGREEMENT
YELLOWSTONE COUNTY
Pryor Creek Subdivision

This agreement is made and entered into this ____ day of ____________, 20___, by and between Mark S. Jones and Michaela R. Jones, whose address for the purpose of this agreement is 969 Pryor Creek Road, Huntley, Montana 59037 hereinafter referred to as “Subdivider,” and YELLOWSTONE COUNTY, Montana, hereinafter referred to as “County.”

WITNESSETH:

WHEREAS, the plat of Pryor Creek Subdivision, located in Yellowstone County, Montana, was submitted to the Yellowstone County Board of Planning; and

WHEREAS, at a regular meeting conducted on ____ day of ________________, 20____, the Yellowstone County Board of County Commissioners conditionally approved a preliminary plat of Pryor Creek Subdivision, and

WHEREAS, a Subdivision Improvements Agreement is required by the County prior to the approval of the final plat.

WHEREAS, the provisions of this agreement shall be effective and applicable to Pryor Creek Subdivision upon the filing of the final plat thereof in the office of the Clerk and Recorder of Yellowstone County, Montana. The Subdivision shall comply with all requirements of the Yellowstone County Subdivision Regulations, the rules, regulations, policies, and resolutions of Yellowstone County, and the laws and administrative rules of the State of Montana.

THEREFORE, THE PARTIES TO THIS AGREEMENT, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

I. VARIANCES

The subdivider has requested no variances from the Yellowstone County Subdivision Regulations.

II. CONDITIONS THAT RUN WITH THE LAND

A. Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.

B. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.

C. No water rights have been transferred to the lot owners. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners.

D. There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The
Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set forth in this Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.

E. Culverts and associated drainage swales shall not be filled in or altered by the subdivider or subsequent lot owners.

F. When required by road improvements, all fences and irrigation ditches in the public right-of-way adjacent to this subdivision shall be removed or relocated outside of the public right-of-way and any relocation outside of the public right-of-way shall be subject to securing and recording easements.

G. Future maintenance of all public (or common) improvements shall be done through one (1) or more RSID(s) created as part of the SIA for this subdivision.

H. Lot owners or their agent of Lots 2 and 4 will obtain an Access Permit from County Public Works prior to any construction on any lot within the subdivision. The application will include a site plan showing the desired location of the access and show that it meets the requirements outlined by the DEQ storm water requirements for the subdivision. Failure to do so will result in the lot owner or their agent removing what has been installed and locating the access in an approved location at the lot owners expense.

The Subdivider shall file a private access easement document for the shared access of Lots 1 and 2. The Subdivider shall file a private access easement document for the shared access of Lots 3 and 4.

III. TRANSPORTATION

The subdivider agrees to guarantee all public improvements for a period of one (1) year from the date of final acceptance by Yellowstone County.

A. Streets

Pryor Creek Subdivision is adjacent to Yellowstone County maintained Pryor Creek Road. The proposed subdivision will dedicate 20’ of public right-of-way to Pryor Creek Road. This additional public right-of-way will bring Pryor Creek Road’s right-of-way width to 100’.

B. Traffic Control Devices

• There are no proposed traffic control devices.

C. Access

• Lots 3 and 4 will have a shared access easement from Pryor Creek Road.
• Lots 1 and 2 will have a shared access easement from Pryor Creek Road.
• Lots within the subdivision are not to be accessed from other locations than shared access easements. Jones Creek Subdivision will have a 1’ no access strip running adjacent to the right-of-way easement for Pryor Creek Road. This access strip will encumber lot frontages of Lots 2, 3, and 4 adjacent to Pryor Creek Road with the exception of the shared access easement on Lot 4, for the use and benefit of both Lots 3 and 4; the shared access easement on Lot 2, for the use and benefit of both Lots 1 and 2; and the dry hydrant pull off located on Lot 3.
• All driveways over 150’ are required to have an approved fire turnaround.
D. Billings Area Bikeways and Trail Master Plan (BABTMP)
   - The nearest proposed BABTMP is at Pryor Creek Road and I90 W. This would be an arterial bike route.

IV. EMERGENCY SERVICE
    Pryor Creek Subdivision proposes to have a 10,000-gallon dry hydrant on Lot 3. This dry hydrant is within a public access easement. The dry hydrant shall be maintained by an RSID. Pryor Creek Subdivision is within the Huntley Fire Service Area. The nearest fire station is the Worden Fire Department. The dry hydrant will be built to the specifications of the Worden Fire Department. All driveways over 150’ are required to have an approved fire turnaround. Pryor Creek Subdivision will be served by the Yellowstone County Sheriff’s Department.

V. STORM DRAINAGE
    Lots 1, 2, and 4 will use storm water detention ponds of varying sizes. Lot 3 will have sanitation restrictions regarding development. Lot 3 will have to undergo a separate sanitation review should it be developed and prior to building on the lot.

VI. UTILITIES
    A. Water
       Lots 1, 2, and 4 will all have a 50’ cistern. Lot 3 will have sanitation restrictions regarding development. Lot 3 will have to undergo a separate sanitation review should it be developed and prior to building on the lot.
    
    B. Septic System
       Lot 1 will have a pressurized drainfield. Lots 2 and 4 will have gravity drainfields. Lot 3 will have sanitation restrictions regarding development. Lot 3 will have to undergo a separate sanitation review should it be developed and prior to building on the lot as Lot 3 will not be included within sanitation submittal for Pryor Creek Road. Solid Waste Removal in the area will be used by individual lot owners through service providers in the area.
    
    C. Power, Telephone, Gas, and Cable Television
       - Lots 2 and 4 will receive utilities directly from services within Pryor Creek Road. Lot 1 will receive utility services within the private access easement through Lot 2. Lot 3 will receive any utility services in the future within the private access and utility easement located through Lot 4.

VII. PARKS/OPEN SPACE
    There is no parkland requirement for proposed Pryor Creek Subdivision, as this is a minor subdivision [MCA 76-3-617(3) (a)].

VIII. IRRIGATION
    There will be no irrigation within Pryor Creek Subdivision.

IX. WEED MANAGEMENT
    All noxious weeds on the latest Yellowstone County Noxious Weed List shall be controlled on all properties in the subdivision.

    The weed plan shall include the following and shall be referenced in this SIA:
• A Weed Management Plan must be filed and updated as needed for approval by the Yellowstone County Weed Department. Said weed management plan shall contain the noxious weeds being addressed and the plan for the control of those weeds. All associated cost for noxious weed control is the responsibility of the owner of record.

• A revegetation plan shall be submitted as part of the management plan. A seeding recommendation can be obtained from the Yellowstone County Weed Department pursuant to Section 7-22-2152, MCA. The Yellowstone County Weed Department reserves the right to revise these recommendations based on the required site inspection.

X. **SOILS/GEOTECHNICAL STUDY**

A geotechnical study has not been completed on this property. Lot owners are encouraged to complete a geotechnical study before building on lots.

XI. **FINANCIAL GUARANTEES**

Except as otherwise provided, Subdivider shall install and construct said required improvements by private contracts secured by bonds, irrevocable letters of credit, sequential development, or any other method that may be acceptable to the Planning Board and Board of County Commissioners. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said special improvement district or private contract, and the improvements shall be designed by and constructed under the supervision of a professional engineer competent in civil engineering, licensed in the state of Montana. Upon completion of the improvements, the consulting Engineer shall file with the Public Works Department, a statement certifying that the improvements have been completed in accordance with approved, seal stamped, record drawings, along with all required post-construction certification per Section 4.6.C. of the Yellowstone County Subdivision Regulations.

(In the event that all required improvements are not installed and constructed prior to final plat approval, the Subdivider shall provide a monetary security guarantee in the amount of 125% of the estimated total cost by one (1) of the methods listed in Chapter 5 of the Yellowstone County Subdivision Regulations. If using a security, describe the method in this section)

XII. **LEGAL PROVISIONS**

A. Subdivider agrees to guarantee all public improvements for a period of one year from the date of final acceptance by Yellowstone County.

B. The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.

C. The covenants, agreements, and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective parties.

D. In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.

E. Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
F. Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.

G. Subdivider agrees to create any required (or expansion of existing) RSID(s) for future maintenance of all public (or common) constructed improvements prior to final plat approval.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

“SUBDIVIDERS”

___________________________________________  ____________________________________________
Mark S. Jones                           Michaela R. Jones

STATE OF MONTANA             )
                           : ss
County of Yellowstone         )

This record was signed before me on __ day of ______________________, 20___, by Mark S. Jones and Michaela R. Jones the Subdividers of Pryor Creek Subdivision.

                           _________________________
This agreement is hereby approved and accepted by Yellowstone County, this_____day of _____________, 20______.

“COUNTY”  
COUNTY OF YELLOWSTONE  
MONTANA

County of Yellowstone  
Board of County Commissioners

By:______________________________  
Chairman

______________________________  
Commissioner

______________________________  
Commissioner

Attest:__________________________  
County Clerk and Recorder

STATE OF MONTANA  )
     : ss  
County of Yellowstone  )

On this_____day of_________________, 20____, before me, a Notary Public in and for the State of Montana, personally appeared _____________________________ known to me to be the Board of County Commissioners and the County Clerk and Recorder, respectively, of Yellowstone County, Montana, whose names are subscribed to the foregoing instrument in such capacity and acknowledged to me that they executed the same on behalf of Yellowstone County, Montana.

______________________________  
Notary Public in and for the State of Montana  
Printed Name: ________________________  
Residing at: ________________________  
My commission expires: _______________
Waiver of Right to Protest

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more Rural Special Improvement Districts (RSID’s), for a period of no more than twenty years from the recording of this waiver, which Yellowstone County may require.

This Waiver and Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

The real property hereinabove mentioned is more particularly described as follows:

Pryor Creek Subdivision

Signed and dated this ________ day of ________________, 20__.

“SUBDIVIDERS”

_________________________________________  __________________________________________
Mark S. Jones                               Michaela R. Jones

STATE OF MONTANA  )  
: ss
County of Yellowstone  )

This record was signed before me on ________ day of ____________________________, 20____, by Mark S. Jones and Michaela R. Jones the Subdividers of Pryor Creek Subdivision.

SS________________________________________
FINDINGS OF FACT

The City-County Planning Division Staff has prepared the Findings of Fact for the preliminary plat of Pryor Creek Subdivision. These findings are based on the preliminary plat application and supplemental documents addressing the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Yellowstone County Subdivision Regulations (YCSR).

A. What are the effects on agriculture, local services, the natural environment, wildlife and wildlife habitat and public health and safety (76-3-608 (3) (a) MCA) (Section 3.2 (H) (2) YCSR)

1. Effect on agriculture and agricultural water users’ facilities

The subject property is not used for farming purposes. No ditch runs through the proposed subdivision. According to the SIA under the heading VIII, Irrigation “be no irrigation within Pryor Creek Subdivision.” There will be no affect on water user facilities with this subdivision.

2. Effect on local services

a. Water and Septic – The proposed subdivision is not located within any public water district. It is proposed that each lot will have cisterns on it for domestic water use. The proposed cisterns in the subdivision will be reviewed and receive approval from Montana Department of Environmental Quality (MDEQ) for all parcels less than 20 acres in size and the Yellowstone County Health Department for all parcels equal to or greater than 20 acres in size. The applicant will provide a copy of the MDEQ & Yellowstone County Health Department approvals for the septic systems at the time of final plat. (Condition #1) Maintenance of the individual cisterns will be the responsibility of the home owner.

It is proposed that each lot, within the proposed subdivision, will have a septic system. The proposed septic systems will need to be reviewed and installed in accordance with Section 4.9 of the Yellowstone County Subdivision Regulations and will need to have MDEQ approval for all parcels less than 20 acres in size and Yellowstone County Health Department approval for all parcels equal to or greater than 20 acres in size. The applicant will provide a copy of the MDEQ and Yellowstone County Health Department approvals for the septic systems at the time of final plat. (Condition #1) Maintenance of the individual septic systems will be the responsibility of the home owner.

b. Streets and roads – There will be no new roads within the proposed subdivision.

All created lots have street frontage to Pryor Creek Road, a State Highway.

A TIS was not necessary for this subdivision.

c. Fire and Police services – The property is within the Worden Volunteer Fire Department. The applicant will be installing a 10,000-gallon dry hydrant system as required by Yellowstone County Subdivision Regulations. The location, access and construction drawings for the dry hydrant system are to be reviewed and approved by
Worden Fire Department prior to installation.

The Yellowstone County Sheriff’s Department will provide law enforcement services to this subdivision.

d. **Solid Waste disposal** – The Billings Landfill has capacity for solid waste disposal. Solid waste will be collected and disposed of by a private garbage collection company. Each lot owner will be responsible for arranging for collection.

e. **Storm water drainage** – Storm water drainage shall satisfy Yellowstone County Storm Water Management requirements and MDEQ. A storm water plan will have to be reviewed and approved by MDEQ for all parcels less than 20 acres in size and Yellowstone County Health Department approval for all parcels equal to or greater than 20 acres in size to ensure the proposed stormwater management is feasible and will work satisfactorily. *(Condition #1)*

f. **School facilities** – The proposed subdivision is located within the Huntley Project School District for K-8 and High School students. Huntley Project School district did not comment on capacity for additional students.

g. **Parks and recreation** – This proposed subdivision is not required to provide parkland.

h. **Postal Service** – The USPS did not respond to request for comments; The applicant will be required to coordinate with the USPS to ensure they are providing what has been requested. *(Condition #2)*

i. **Historic features** – No known historic or cultural assets exist on the site.

j. **Phasing of Development** - The applicant is not proposing to phase this subdivision.

3. **Effects on the natural environment**
The development will use noxious weed control measures to prevent the spread of noxious weeds to adjacent developed or agricultural land. Prior to final plat approval, the applicant will apply for and obtain a weed management plan with the County Weed Department. That plan will be submitted with final plat approval. *(Condition #5)*

There are no apparent or known natural hazards on the property.

4. **Effects on wildlife and wildlife habitat**
There are no known endangered or threatened species on the property. A paragraph in the ‘Conditions that Run with the Land’ section of the SIA warns future lot owners of the likely presence of wildlife in the area and their potential to damage residential landscaping.

5. **Effects on public health and safety**
Plans and designs for the water and septic system will be reviewed and approved by
MDEQ and Yellowstone County Health Department prior to final plat approval to ensure public health and safety.

Fire and emergency services are provided for this proposed subdivision from Worden Volunteer Fire Department and the Yellowstone County Sheriff’s department.

B. Was an environmental assessment required? If yes, what, if any, significant adverse impacts were identified? (76-3-603 MCA) (Chapter 9, YCSR)

An environmental assessment was not required for this subdivision pursuant Section 9.2 C of the County Subdivision Regulations. There are no known endangered species on the land.

C. Does the subdivision conform to the Yellowstone County 2008 Growth Policy, the 2018 Urban Area Transportation Plan and the Billings Area Bikeway and Trail Master Plan Update? [BMCC 23-302.H.4.]

1. Yellowstone County - 2008 Growth Policy
The subdivision is consistent with the following goals of the Growth Policy:

- Goal: Predictable land use decisions that are consistent with neighborhood character and land use patterns. (p. 6)
  The subdivision is consistent with the type of residential development in the surrounding area.

- Goal: New developments that are sensitive and compatible with the character of adjacent County town sites. (p. 6)
  There is residential development directly adjacent to the subject property.

- Goal: Controlled weed populations. (p. 9)
  The developer shall complete a weed management plan and shall provide a re-vegetation plan for any ground disturbed by development.

2. 2018 Urban Area Transportation Plan

The subject property maintains the road the study area of the Transportation Plan. As proposed, there are only neighborhood streets associated with this subdivision.

3. Billings Area Bikeway and Trail Master Plan Update (BBTMP)

The subject property is not within the Billings Area Bikeway and Trail Master Plan Update.

D. Does the subdivision conform to the Montana Subdivision and Platting Act (MSPA) and to local subdivision regulations? [MCA 76-3-608 (3) (b) and Section 3.2 (3) (a) YCSR]

The proposed subdivision meets the requirements of the MSPA and the YCSR. The subdivider and the local government have complied with the subdivision review and approval procedures that are set forth by local and state subdivision regulations.
E. Does the subdivision conform to sanitary requirements? [Section 4.8 (C) and 4.9 (C), YCSR]

The subdivider must receive approval from the MDEQ prior to final approval. New parcels are subject to DEQ review.

F. Does the proposed subdivision meet any applicable Zoning Requirements? [Section 3.2 (H) (3) (e), YCSR]

The proposed subdivision is not within a zoned area of Yellowstone County.

G. Does the subdivision provide for necessary planned utilities? [MCA 76-3-608 (3) (c) and Section 3.2 (H) (3) (b), YCSR]

Private utilities are to be installed in the private road right-of-way or utility easement. Should the private utility companies require easements the applicant will be required to coordinate the easements needed with the private utility companies.

H. Does the proposed subdivision provide for Legal and Physical Access to all lots? [MCA 76-3-608 (3) (d) and Section 3.2 (H) (3) (c) (d), YCSR]

Legal and physical access for lots 2, and 4 will be provided from Pryor Creek Road. Legal and physical access for lot 1 will be provided by a shared private access easement through lot 2. Legal and physical access for lot 3 will be provided by a shared private access easement through lot 4. Easement documents must state whether further subdivision will be allowed. (Condition #6)

CONCLUSIONS OF FINDINGS OF FACT

- This subdivision does not create adverse impacts that warrant denial of the subdivision.
- Impacts to agriculture, agriculture water user facilities, local services, public health and safety, the natural environment, and wildlife should be minimal, and can be mitigated by reasonable conditions of final plat approval.
- The subdivision conforms to some of the goals of the Growth Policy.
- The applicant has complied with the MSPA and YCSR processes and the subdivision conforms to the law requirements.

RECOMMENDATION

Staff recommends the Board of County Commissioners conditionally approve the preliminary plat of Pryor Creek Subdivision and adopt the Findings of Fact as presented in the staff report, the SIA and Waiver.
TOPIC:
The Waters Subdivision - Preliminary Major Plat

BACKGROUND:
On July 1, 2022, PEC Engineering, agent for Mason and Jami Shanks, applied for preliminary major plat approval for The Waters Subdivision. The proposed subdivision creates 15 lots for residential development. The subject property is generally located on the south side of Central Avenue and east of South 52nd Street West. This parcel is zoned N4 -- Large Lot Neighborhood.

VARIANCES REQUESTED
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.

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 to clearly outline those allowed to use the proposed driveway, prior to final plat approval, the applicant will add language outlining only lots 6 and 7 are allowed to use the shared drive at the end of the dead-end cul-de-sac.

3. To protect public health and safety and provide for future road maintenance, prior to final plat approval, the applicant will include language in the SIA under the heading III Transportation A Streets, clearly outlining the private street will be maintained by the Home Owner Association (HOA).
4. To protect public health and safety and outline maintenance of proposed pedestrian/bicycle trails to the east and west in the subdivision, prior to final plat approval, should the variance request be approved to not have vehicle connections, the applicant will build a 10-foot-wide hard surface trail within the 20-foot-wide easement for both proposed connections. The applicant will add language in the SIA under the heading III Transportation B Sidewalks, the HOA will be responsible for the maintenance of the two trails to the east and west.

5. 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.

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, Legal 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 City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

**PLANNING BOARD DISCUSSION**

A presentation was given to the planning board and those present from the public.

After the presentation, President Cook called for questions and discussion by the Board. In response to a question by President Cook, staff further clarified the variances requested. The applicant is proposing to develop a subdivision that is a single dead-end cul-de-sac private road that is a maximum of 1,000 feet long. This is allowed in Yellowstone County subdivision regulations. This regulation does allow subdivisions to have dead end cul-de-sacs that are a maximum of 1,000 feet long within a larger development. There can be areas where a cul-de-sac is the only feasible option when taking topography, water and other obstacles into consideration that may not allow a standard street layout. This developer is proposing to have a single road, a dead end cul-de-sac, as the only road for this major subdivision. The land is currently used for farming and is generally flat. There is a 60-foot private access on the east border of the proposed subdivision.

The applicant is asking for a variance from the requirement of providing future connections to undeveloped land adjacent to this proposed subdivision. Staff has reviewed the proposed subdivision and the variance request for no connection to adjoining undeveloped land. As an alternative, the applicant has proposed to provide walking paths to undeveloped adjacent land. Staff feels this is a workable option, although not the best option.

There was another question about fire suppression. Staff explained that this parcel lies within the BUFSA service area. The Billings Fire Department is in agreement with the proposed variance as it allows for a dead-end street with up to 30 single family lots and this project will have 15 lots.

President Cook asked for more information on the irrigation ditch and water shares. Board member Woods asked if an agreement should be obtained to use the easement. Staff said it is recommended to fence the easement until the adjacent parcels are
developed. City services will not be extended due to cost. The driveway easement serves the two lots and is not considered a roadway.

PUBLIC HEARING
President Cook opened the public hearing and asked if there was anyone wishing to speak in favor or against The Waters Subdivision.

Scott Aspenlieder, Performance Engineering, 609 N 29th, Billings, MT. Mr. Aspenlieder said this is a difficult parcel to develop and there is no other option for this parcel other than the variance for one access point. The private road is intended to be gated. They are open to discussion as to how to improve the interconnectivity under the subdivision regulations. Board member Gravgaard asked regarding the potential easement on the east side. Mr. Aspenlieder said the developers had conversations with the property owners but they had no interest in an easement agreement.

Luke Lackman, 1105 Back Bay Drive, Billings, MT. Mr. Lackman said they own the ground surrounding this property. They would encourage using the option to fence the easement until further development occurs. He voiced concern about groundwater issues and stressed the need for shallow basements. He said the design for the storm water retention uses roadside ditches which do not provide a place for storm water overflows to go and it can return into basements. Board member Thompson asked about liability issues. Mr. Lackman said, generally speaking, the hydrologist findings are that it is a regional issue and not related to localized irrigation. He said piping the ditch may mitigate some overflows.

President Cook asked if there was anyone else wishing to speak in favor or against The Waters Subdivision. There were none. President Cook closed the public hearing and called for a motion.

A motion was made to recommend conditional approval of the proposed subdivision, the findings of fact and SIA. Also to recommend approval of the requested variances.

Discussion
In response to a question by President Cook, the lots will be served by individual Level 2 Septic Systems for advanced nitrate removal. Has there been discussion with DEQ. Scott Aspenlieder said their highest concern is to maintain proper separation for groundwater. They have conducted groundwater tests and are confident this parcel will be approved. The motion carried with a unanimous voice vote.

RECOMMENDED ACTION:
The Planning Board recommends to the Board of County Commissioners conditional approval of the preliminary plat of The Waters Subdivision, adopt the Findings of Fact as presented in the staff report and approval of the variances requested.

Attachments
Findings of Fact
Proposed Plat
SIA Draft
Attachment A Variance
Attachment B Variance
FINDINGS OF FACT

The City-County Planning Division Staff has prepared the Findings of Fact for The Waters Subdivision. These findings are based on the preliminary plat application and supplemental documents addressing the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Yellowstone County Subdivision Regulations (YCSR).

A. What are the effects on agriculture, local services, the natural environment, wildlife and wildlife habitat and public health and safety (76-3-608 (3) (a) MCA) (Section 3.2 (H) (2) YCSR)

1. Effect on agriculture and agricultural water users’ facilities
The subject property is currently used for farming purposes. Historically it has been irrigated from the Cove Ditch. There are no water rights or shares that will be available for the future property owners in this subdivision. Any surrounding ditches will be left in place with access to them for maintenance purposes. This proposed subdivision will have minimal impact on water users’ facilities.

2. Effect on local services

a. Water – The applicant is proposing this subdivision will have wells in the parkland with a distribution system through the subdivision. They will be installed meeting the requirements outlined in Section 4.9 of the Yellowstone County Subdivision Regulations and the DEQ. The operation and maintenance of the system will be the responsibility of the Home Owners Association (HOA). Individual lot irrigation shall be done with individual or shared wells drilled by lot owners. It is to be separate from the subdivision water supply system.

b. Septic - The applicant is proposing each lot will have its own septic system. They will be built in compliance with the requirements outlined in Section 4.8 of the Yellowstone County Subdivision Regulations and the DEQ. Each system will be maintained by the individual lot owner.

Both the proposed water and septic systems will be reviewed and approved by MDEQ with a copy of the approval provided with the final plat. (Condition #1)

All private utilities, power, telephone, gas and cable television, if available to the subdivision will be installed in the public right of way or easements identified on the plat.

c. Streets and roads – Roads within the subdivision will be built in 60-foot-wide private right of ways with a 24-foot paved surface and 2-foot-wide shoulders on each side. Drainage ditches will be installed along the sides as required by MDEQ for stormwater management. The private road will be a 1,000-foot-long dead-end cul-de-sac with a shared driveway to lots 6 and 7. In the SIA under the heading III Transportation D Access, the applicant will add language outlining that only lots 6 and 7 are allowed to use the shared drive. Lots 5 and 8 are required to get access from the main internal road.
(Condition #2) The home owners are responsible for the maintenance and care of the road. The applicant will add language in the SIA under the title III Transportation A Streets, that clearly states the home owners are responsible for maintenance of the road in the subdivision. (Condition #3)

d. **Sidewalks** – This subdivision is required to install sidewalks. The property owners will be installing sidewalks at the time of lot construction within the private road and sidewalk easement. The applicant will be installing sidewalks in all areas where there will not be a home, parkland and connecting to properties adjacent to the subdivision. Sidewalks shall be 5 feet wide with 5-foot-wide boulevards. The applicant is proposing to provide a walking/bike connection to the property to the east and west rather than vehicle connection. This is the subject of a variance, Attachment A. Should the variance request be approved the applicant will build a 10-foot-wide trail within the 20-foot-wide easement for the trail. (Condition #4)

e. **Fire and Police services** – The property is within the Billings Fire Department firefighting area through BUFSA. Subdivision regulations require that major subdivisions have a 30,000-gallon dry hydrant system for the subdivision. Alternatively, if there is a 30,000-gallon dry hydrant within ½ road mile to the farthest point in the subdivision or a pressurized fire hydrant within the ½ road mile to the farthest point in the subdivision they may use those. There is a 30,000-gallon dry hydrant system within ½ road mile within Black Rock subdivision to the north west. There is also one in Granite Park Subdivision to the west.

The Yellowstone County Sheriff’s Department will provide law enforcement services to this subdivision.

f. **Solid Waste disposal** – The Billings Landfill has capacity for solid waste disposal. Solid waste will be collected and disposed of by a private garbage collection company. Each lot owner will be responsible for arranging for collection.

g. **Storm water drainage** – Proposed Storm water drainage shall be submitted to the MDEQ for review and approval prior to final plat. All proposed stormwater systems shall meet the requirements of Section 4.7 of Yellowstone County Subdivision Regulation’s and the requirements of MDEQ. (Condition #1)

h. **School facilities** – The proposed subdivision is located within School District #2. Meadowlark elementary, Ben Steele middle school and West High School are the locations for children attending school. These schools are currently over capacity.

i. **Parks and recreation** – This proposed subdivision is required to provide parkland. The amount of parkland dedication that is required is 0.763 acres. The proposed amount of parkland dedication is 0.956. Maintenance of the open space parkland will be paid for by the Subdivision HOA and provided by the same HOA or designated third party.
j. **Postal Service** – The applicant will coordinate with the USPS to provide areas for Central Box Units for the subdivision and enough area for the postal delivery person to safely deliver the mail. *(Condition #5)*

k. **Historic features** – No known historic or cultural assets exist on the site.

l. **Phasing of Development** - The applicant is not proposing to develop this subdivision in phases.

3. **Effects on the natural environment**
The development will use noxious weed control measures to prevent the spread of noxious weeds to adjacent developed or agricultural land. As required by County Subdivision Regulations Section 4.15 all county subdivisions are required to apply for and obtain a weed management plan with the County Weed Department. That plan will be submitted with final plat approval. *(Condition #6)*

There are no apparent or known natural hazards on the property.

4. **Effects on wildlife and wildlife habitat**
There are no known endangered or threatened species on the property. A paragraph in the ‘Conditions that Run with the Land’ section of the SIA warns future lot owners of the likely presence of wildlife in the area and their potential to damage residential landscaping.

5. **Effects on public health and safety**
Plans and designs for the water and septic system will be reviewed and approved by MDEQ prior to final plat approval to ensure public health and safety.

Fire and emergency services are provided for this proposed subdivision from Laurel Fire Department and the Yellowstone County Sheriff’s department.

B. **Was an environmental assessment required?** If yes, what, if any, significant adverse impacts were identified? *(76-3-603 MCA) (Chapter 9, YCSR)*

An environmental assessment was not for this subdivision by Yellowstone County Subdivision Regulations.

C. **Does the subdivision conform to the Yellowstone County 2008 Growth Policy, the 2018 Urban Area Transportation Plan and the Billings Area Bikeway and Trail Master Plan Update?** *(BMCC 23-302.H.4.)*

1. **Yellowstone County - 2008 Growth Policy**
The subdivision is consistent with the following goals of the Growth Policy:
   - Goal: Predictable land use decisions that are consistent with neighborhood character and land use patterns. *(p. 6)*

There are existing residential developments on the land to the north and west of the proposed subdivision.
• Goal: New developments that are sensitive and compatible with the character of adjacent County town sites. (p. 6)
  
  *This proposal is consistent with the type of development in the surrounding area.*

• Goal: Controlled weed populations. (p. 9)
  
  *The developer shall complete a weed management plan and shall provide a re-vegetation plan as required by County Subdivision Regulations.*

2. **2018 Billings Urban Area Long Range Transportation Plan**

The subject property maintains the road study area of the Transportation Plan. As proposed, the internal streets are neighborhood streets associated with this subdivision.

3. **Billings Area Bikeway and Trail Master Plan (BABTMP)**

This subdivision is within the BABTMP boundaries for trails. They will not be required to build any trail within this subdivision. There is a proposed future Long-range bike lane on Central Avenue.

D. **Does the subdivision conform to the Montana Subdivision and Platting Act (MSPA) and to local subdivision regulations?** [MCA 76-3-608 (3) (b) and Section 3.2 (3) (a) YCSR]

The proposed subdivision meets the requirements of the MSPA and the YCSR. The subdivider and the local government have complied with the subdivision review and approval procedures that are set forth by local and state subdivision regulations.

E. **Does the subdivision conform to sanitary requirements?** [Section 4.8 (C) and 4.9 (C), YCSR]

The subdivider must receive approval from the MDEQ prior to final approval. New parcels, without existing septic systems, are subject to MDEQ review.

F. **Does the proposed subdivision meet any applicable Zoning Requirements?** [Section 3.2 (H) (3) (e), YCSR]

The proposed subdivision is outside County Zoning Jurisdiction. There are no Yellowstone County zoning regulations on the subject property.

G. **Does the subdivision provide for necessary planned utilities?** [MCA 76-3-608 (3) (c) and Section 3.2 (H) (3) (b), YCSR]

Should the private utility companies require easements the applicant will be required to coordinate the easements needed with the private utility companies.

H. **Does the proposed subdivision provide for Legal and Physical Access to all lots?** [MCA 76-3-608 (3) (d) and Section 3.2 (H) (3) (c) (d), YCSR]

Legal and physical access will be provided for the subdivision by Central Avenue.
CONCLUSIONS OF FINDINGS OF FACT

- This subdivision does not create adverse impacts that warrant denial of the subdivision.
- Impacts to agriculture, agriculture water user facilities, local services, public health and safety, the natural environment, and wildlife should be minimal, and can be mitigated by reasonable conditions of final plat approval.
- The subdivision conforms to some of the goals of the Growth Policy.
- The applicant has complied with the MSPA and YCSR processes and the subdivision conforms to the law requirements.

RECOMMENDATION
The Planning Division recommends conditional approval of The Waters Subdivision, preliminary plat to the Planning Board and adopt the Findings of Fact as presented in the staff report, the SIA, Waiver and approval of the variance requests. The Planning Board recommendation will be forwarded to the Board of County Commissioners.
SUBDIVISION IMPROVEMENTS AGREEMENT
THE WATERS SUBDIVISION
(Yellowstone County)

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SUBDIVISION IMPROVEMENTS AGREEMENT

The Waters Subdivision

This agreement is made and entered into this ____ day of ____________, 20__, by and between MJ Shanks, LLC, whose address for the purpose of this agreement is 5110 Central Avenue, Billings, MT 59106, hereinafter referred to as “Subdivider,” and YELLOWSTONE COUNTY, Montana, hereinafter referred to as “County.”

WITNESSETH:

WHEREAS, at a regular meeting conducted on _____ day of ________________, 20___, the Board of Planning recommended conditional approval of a preliminary plat of The Waters Subdivision; and

WHEREAS, at a regular meeting conducted on _____ day of ________________, 20___, the Yellowstone County Board of County Commissioners conditionally approved a preliminary plat of The Waters Subdivision; and

WHEREAS, a Subdivision Improvements Agreement is required by the County prior to the approval of the final plat.

WHEREAS, the provisions of this agreement shall be effective and applicable to The Waters Subdivision upon the filing of the final plat thereof in the office of the Clerk and Recorder of Yellowstone County, Montana. The Subdivision shall comply with all requirements of the Yellowstone County Subdivision Regulations, the rules, regulations, policies, and resolutions of Yellowstone County, and the laws and administrative rules of the State of Montana.

THEREFORE, THE PARTIES TO THIS AGREEMENT, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

I. VARIANCES

Subdivider has requested, and the County hereby grants, the following variances by the Board of County Commissioners from the strict interpretation of the County’s Subdivision Regulations (Chapter 11, Yellowstone County Subdivision Regulations):

1. A variance from Yellowstone County Subdivision Regulations Section 4.6, (A), 6, requiring two means of access to major subdivisions is being requested.

2. A variance from Yellowstone County Subdivision Regulations Section 4.6, (B), 1, requiring connections to adjacent undeveloped areas is requested.

II. CONDITIONS THAT RUN WITH THE LAND

A. Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience
problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.

B. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.

C. No water shares from surrounding ditches have been transferred to the lot owners. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners.

D. There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned by the completion of the conditions set forth in the Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.

E. Culverts and associated drainage swales shall not be filled in or altered by the Subdivider or subsequent lot owners.

F. When required by road improvements, all fences and irrigation ditches in the public right-of-way adjacent to this subdivision shall be removed or relocated outside of the public right-of-way and any relocation outside of the public right-of-way shall be subject to securing and recording easements.

G. Future maintenance of all private common improvements (roads, community water supply system, sidewalks, parkland) shall be paid for and provided by the Subdivision HOA.

H. It is the obligation of the property owners within this subdivision to pay for the maintenance of the community water system, private roadway and sidewalks, and park whether it is handled by a third-party contractor or through the HOA.

I. Prior to construction, a zoning compliance permit is required to be obtained.

III. TRANSPORTATION

A. Streets

_Pavements Widths and Surface Types:_ All streets shall be built to grade with a satisfactory engineered subbase, base course, and asphalt surface. All internal roads
shall have a minimum pavement width of 24 feet with 2-foot gravel shoulders. The engineered designed cross-sections of said streets shall be submitted to the Yellowstone County Public Works Department prior to the start of construction. Proposed road improvements will be private roadways within a 60’ private road easement.

Other Required Street Improvements: Drainage ditches shall be constructed adjacent to the roadways in accordance with Yellowstone County Public Works standards and DEQ requirements to manage stormwater. Culverts shall be provided to convey stormwater across roadways and driveways only in those locations as called for in the approved DEQ site layout for the subdivision. The Developer will install an automated gate at the entrance to the private roadway from Central Avenue.

B. Sidewalks

Individual lot owners, and the Subdivider in instances of open spaces/parks, are responsible for the installation of sidewalks within the designated private road and sidewalk easements as shown on the plat. Sidewalks fronting lots within the subdivision shall be 5’ wide and installed at the time of lot development. Sidewalks in front of parkland and connecting to properties adjacent to the subdivision shall be 5’ wide and constructed at the time of road construction. The subdivision HOA will be responsible for the maintenance and repair of sidewalks following initial installation.

C. Traffic Control Devices

Traffic Control Devices: Subdivider shall furnish the necessary traffic control devices within and adjacent to the subdivision as required by the County. Traffic control devices shall comply with the Manual on Uniform Traffic Control Devices (MUTCD) and County standards. It is anticipated the traffic control devices necessary for the subdivision include a stop sign leaving the subdivision onto Central Avenue.

Street Name Signs: Subdivider shall furnish and install street name signs for streets within the subdivision, or located immediately adjacent thereto, in accordance with the specifications of the County Publics Works and Fire Departments.

D. Access

Access to The Waters Subdivision shall be provided by a 60’ wide private road easement running south from Central Avenue.

IV. EMERGENCY SERVICE

Construction of buildings made of combustible materials shall have adequate fire apparatus access roads and water supply in place to allow for fire suppression requirements. Prior to the construction using combustible materials (i.e. lumber, plywood, wood trusses, etc.), fire apparatus access roads and water supply requirements shall be provided in accordance with the Billings Urban Fire Service Area (BUFSA).

At a minimum, the following is required:
• An unobstructed gravel road or gravel road base must be within 150 feet of the furthest portion of a building under construction as measured along the approved route.

• The access roads are required to support fire apparatus vehicle loading (40 tons) during all weather conditions and shall be a minimum of twenty (20) feet wide.

• The subdivision and the anticipated furthest building within it is within ½ road mile of the 30,000 water tank and dry fire hydrant located in Black Rock Subdivision. Black Rock Subdivision was approved in October of 2015, and is therefore past the 5-year timeline laid out for proportionate reimbursement. The Waters Subdivision will be included in the RSID for said dry hydrant and tank to contribute for ongoing maintenance and operation of the existing dry hydrant and tank. The Waters Subdivision is in the BUFSA and is provided firefighting services by the Billings Fire Department.

• The above requirements do not alter or effect the current minimum subdivision requirements for apparatus access and water supply.

V. STORM DRAINAGE

All drainage improvements shall comply with the provisions of the Section 4.7, Yellowstone County Subdivision Regulations, and a stormwater management plan shall be submitted to and approved by the Montana Department of Environmental Quality (MDEQ), or its designee.

Stormwater management is planned to be provided within roadside ditches adjacent to the private roadway.

VI. UTILITIES

A. Water

In accordance with Section 4.9 Yellowstone County Subdivision Regulations, all proposed water systems must obtain approval by the MDEQ, or its designee.

• The Subdivision shall be supplied by community wells and public water supply system. Water will be conveyed to the individual lots utilizing a water distribution system.
• The community water supply system shall conform to the standards set forth by the Yellowstone City-County Health Department and MDEQ.
• The operation and maintenance of the community water system shall be contracted by the Subdivision Home Owners Association(s) or Subdivider.
• A MDEQ approval letter will be submitted with the final plat.
• Lot irrigation will be provided by individual/shared irrigation wells on lots. Lot irrigation will be separate from the aforementioned public water supply.
B. Septic System

In accordance with Section 4.8 of the Yellowstone County Subdivision Regulations, all sanitary sewer systems must obtain approval by the Montana Department of Environmental Quality, or its designee.

The subdivision will be served with individual wastewater disposal systems as approved by Montana Department of Environmental Quality. These systems shall be located and installed as shown on the site layout approved by Montana Department of Environmental Quality submitted with the final plat.

Lot owners will be responsible for the construction of individual septic tanks, dosing tanks (as necessary and approved by MDEQ), and drainfields at the time of lot development.

C. Power, Telephone, Gas, and Cable Television

Power, natural gas, telephone, and cable will be located within the 60’ wide private access easement or approved utility easement.

All power, natural gas, telephone, and cable (where said utilities are actually available and existing to the subdivision) shall be installed prior to street paving. Extension of private utilities into each lot shall be the responsibility of the individual lot owners. The location of all such off-site facilities within the existing public rights-of-way shall be subject to approval of the County Public Works Department and shall be installed underground. The Subdivider shall coordinate installation with various utility companies.

VII. PARKS/OPEN SPACE

Section 76-3-621 of the Montana Subdivision and Platting Act covers the park dedication requirement. Per 10.2(A) of the Yellowstone County Subdivision Regulations:

- Lots 0.50 acres or less, 11% dedication: 6.997 acres x 11% = 0.769 acres
- Lots 0.50 – 1.0 acres, 7.5% dedication: 0.00 acres x 7.5% = 0.00 acres
- Lots 1.0 acres – 3.0 acres, 5% dedication: 0.00 acres x 5% = 0.00 acres
- Lots greater than 3.0 acres, 2.5% dedication: 0.00 acres x 2.5% = 0.00 acres

Section 76-3-621 of the Montana Subdivision and Platting Act covers the park dedication requirement. Required parkland dedication is 0.763 acres. Subdivider is proposing to reserve 0.956 acres of private open space parkland area, meeting the requirement of Section 76-3-621. Maintenance of the open space parkland will be paid for by the Subdivision HOA and provided by the same HOA or designated third party.
VIII. **IRRIGATION**

No water shares from surrounding ditches will be transferred to the individual lot owners. Irrigation of individual lots can be conducted by individual or shared irrigation wells constructed by lot owners. Access to the existing ditches and drains on the perimeter of the property for maintenance and operation shall remain. Any modification to the ditches or drains shall be agreed upon by the respective ditch and drain owners.

IX. **SOILS/GEOTECHNICAL STUDY**

A geotechnical study is not required by the Yellowstone County Subdivision Regulations as part of this plat. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitation for proposed construction on the lots, which may require a geotechnical survey prior to construction.

X. **PHASING OF IMPROVEMENTS**

There are no intended phasing improvements.

XI. **FINANCIAL GUARANTEES**

Except as otherwise provided, Subdivider shall install and construct said required public improvements by private contracts secured by bonds, irrevocable letters of credit, sequential development, or any other method that may be acceptable to the Planning Board and Board of County Commissioners. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said special improvement district or private contract, and the improvements shall be designed and constructed under the supervision of a professional engineer competent in civil engineering, licensed in the State of Montana. Upon completion of the improvements, the consulting Engineer shall file with the Public Works Department, a statement certifying that the improvements have been completed in accordance with approved, seal stamped, record drawings, along with all required post-construction certification per Section 4.6.C of the Yellowstone County Subdivision Regulations.

(In the event that all required improvements are not installed and constructed prior to final plat approval, the Subdivider shall provide a monetary security guarantee in the amount of 125% of the estimated total cost by one (1) of the methods listed in Chapter 5 of the Yellowstone County Subdivision Regulations.

XII. **LEGAL PROVISIONS**

A. Subdivider agrees to guarantee all public improvements for a period of one year from the date of final acceptance by Yellowstone County.

B. The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
C. The covenants, agreements, and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective parties.

D. In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.

E. Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.

F. Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.

G. Subdivider agrees to create any required (or expansion of existing) RSID(s) for future maintenance of all public (or common) constructed improvements prior to final plat approval.
IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

“SUBDIVIDER”

Mason Shanks

By: _________________________________

Its: _________________________________

STATE OF MONTANA  )
                    : ss
County of Yellowstone  )

On this _____ day of ____________, 20___, before me, a Notary Public in and for the State of Montana, personally appeared ________________________________, known to me to be the ___________________ of Mason Shanks who executed the foregoing instrument and acknowledged to me that he/she executed the same.

Notary Public in and for the State of Montana
Printed Name: _______________________________
Residing at: _______________________________
My commission expires: ___________________
This agreement is hereby approved and accepted by Yellowstone County, this ___ day of ______________, 20__.

“COUNTY”
COUNTY OF YELLOWSTONE
MONTANA

County of Yellowstone
Board of County Commissioners

By: ________________________________
   Chairman

______________________________
   Commissioner

______________________________
   Commissioner

Attest: ________________________________
   County Clerk and Recorder

STATE OF MONTANA )
   : ss
County of Yellowstone )

On this ____ day of ________________, 20___, before me, a Notary Public in and for the State of Montana, personally appeared ________________________________, ________________________________, and ________________________________, known to me to be the Board of County Commissioners and the County Clerk and Recorder, respectively, of Yellowstone County, Montana, whose names are subscribed to the foregoing instrument in such capacity and acknowledged to me that they executed the same on behalf of Yellowstone County, Montana.

________________________________
Notary Public in and for the State of Montana
Printed Name: ________________________________
Residing at: ________________________________
My commission expires: ________________________________
Waiver of Right to Protest

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more Rural Special Improvement Districts (RSID’s), for a period of no more than twenty years from the recording of this waiver, which Yellowstone County may require.

This Waiver and Agreement is independent from all the other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

The real property hereinaabove mentioned is more particularly describe as follows:

The Waters Subdivision

Signed and dated this _____ day of ____________________, 20___

Mason Shanks

By: ________________________________

Its: ________________________________

STATE OF MONTANA    )
                     :
County of Yellowstone )

On this _____ day of ____________________, 20___, before me, a Notary Public in and for the State of Montana, personally appeared ________________________________, known to me to be the ______________________ of Mason Shanks who executed the foregoing instrument and acknowledged to me that he/she executed the same.

__________________________
Notary Public in and for the State of Montana
Printed Name: ________________________________
Residing at: __________________________________
My commission expires: ________________________
Attachment A

Staff Analysis and Recommendation

County Planning, County Public Works, County Legal staff and Billings Fire Department have reviewed the request for a variance from Yellowstone County Subdivision Regulations Section 4.6.A.6. Major and subsequent minor subdivisions shall have at least two means of vehicular access unless granted by variance.

The applicant is proposing to develop a subdivision that is a single dead-end cul-de-sac private road that is a maximum of 1,000 feet long. This is allowed in Yellowstone County subdivision regulations. This regulation does allow subdivisions to have dead end cul-de-sacs that are a maximum of 1,000 feet long within a larger development. There can be areas where a cul-de-sac is the only feasible option when taking topography, water and other obstacles into consideration that may not allow standard street layout. This developer is proposing to have a single road, dead end cul-de-sac, as the only road for this major subdivision. Yellowstone County subdivision regulations require two ways in and out of a major subdivision, the applicant is not proposing another exit out of the subdivision. The applicant is asking for a variance from the requirement of two ways in and out of the subdivision.

Staff has reviewed the proposed subdivision and the variance request for one way into and out of the subdivision. They are providing a cul-de-sac end the will accommodate emergency vehicles ability to turn around to exit the subdivision. The road will be private road built to Yellowstone County road standards.

1. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties.

The purpose of two ways in and out of a subdivision is for safety should one direction be closed for any reason, reduce traffic on one way in and out lowering the possibility of traffic conflicts/accidents, providing emergency vehicles ease of maneuvering in a subdivision.

Yellowstone County Subdivision Regulations do allow for a 1,000-foot-long dead-end road with a maximum of 30 residential lots. The subdivision regulations also require two ways in and out of a major subdivision, this is a major subdivision with 15 proposed lots. With only one way in and out, should something happen, blocking the single road it could block exiting the subdivision. There is a 60-foot-wide private road easement on the east edge of the proposed subdivision that may have been investigated to attain access.

The granting of this variance would not be detrimental to public health, safety, or general welfare or injurious to other adjoining properties, although there may be issues within the subdivision with one way in and out. The applicant will be building a road to Yellowstone County Standards and will also be providing a cul-de-sac end with a large enough turning radius for fire equipment to turn around and exit.
2. *Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced.*

There are no surrounding physical conditions that would result in an undue hardship to the developer. The land is currently used for farming and it basically flat. There is no physical hardship of the land.

3. *The variance will not result in an increase in taxpayer burden.*

The variance requested for this proposed subdivision will not increase taxpayer burden.

4. *The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy.*

Approval of this variance will not place this subdivision in nonconformance of adopted zoning regulations or the growth policy. This subdivision road layout is not part of the Yellowstone County Zoning code. Zoning compliance will be reviewed when building of homes begin in the subdivision. This is zoned land within the county and the lot purchasers are required to obtain zoning compliance permits prior to construction the lots.

5. *The subdivider must prove that the alternative design is equally effective, and the objectives of the improvements are satisfied.*

The alternate option proposed is a cul-de-sac built to meet Yellowstone Count Subdivision regulations with a turnaround radius big enough to accommodate fire trucks and any other emergency vehicles. The Billings Fire Department finds the solution to be acceptable to them for this subdivision.

Therefore, Staff and the Planning Board is recommending approval of the proposed variance to the Board of County Commissioners.
MEMO

To: Yellowstone County Planning Board

From: Taylor Kasperick, Project Manager

Date: 6/22/2022

Re: The Waters Subdivision Variance Written Statement

On behalf of Mason Shanks (Owner/Subdivider) of the proposed The Waters Subdivision, Performance Engineering is submitting two variance requests in connection with the proposed development. The Owner is requesting a variance from Section 4.6.A.6 and 4.6.B.1 of the Yellowstone County Subdivision Regulations which describe development requirements pertaining to multiple means of vehicular access for all major subdivision and the requirement to provide means for future connection to adjacent undeveloped areas, respectively. This written statement has been prepared and is submitted to the Planning Board to describe the facts of hardship and reasoning upon which the variances are being requested. Below are the criteria for which variances are reviewed against with findings of the variances requested to follow.

1. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties;

2. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced;

3. The variance will not result in an increase in taxpayer burden;

4. The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy; and

5. The subdivider must prove that the alternative design is equally effective and the objectives of the improvements are satisfied.
Variance from 4.6.A.6 – “Major and subsequent minor subdivisions shall have at least two means of vehicular access unless granted by a variance.”

1. The subdivision as proposed will be accessed via a single means off Central Avenue and include an 87’ diameter cul-de-sac at the internal road’s terminus. Two means of vehicular access are typically required to assist emergency services with through access to a given subdivision, however in discussions with the local fire jurisdiction and per Section 4.6.A.8, subdivisions with less than 30 living units are allowed a single access with an approved turnaround to assist those emergency services navigate the subdivision. The proposed subdivision will include an 87’ diameter cul-de-sac providing a necessary means for an emergency vehicle to maneuver the roadway and turnaround without the need for a second access.

2. A second access to the subdivision is not available due to the physical constraints of the underlying parcel. The existing frontage along Central Avenue is approximately 50.22’ wide, necessitating a 9.78’ easement from the Subdivider’s adjacent property to the east. As there is no other frontage surrounding the property, a second means of access is not feasible.

3. The variance will not result in an increase in taxpayer burden as there will be no additional public improvements necessary if approved.

4. The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy. There are no planned roadways through the subdivision in the 2018 Billings Urban Area Long Range Transportation Plan, and the proposed zoning of the subdivision does not dictate number of means of access.

5. Provided the 87’ diameter cul-de-sac at the terminus of the internal roadway and fewer than 30 living units, the single means of access to the subdivision will be equally effective and satisfy the objectives of having multiple means of access.
Attachment B

Staff Analysis and Recommendation

County Planning, County Public Works, County Legal staff and Billings Fire Department have reviewed the request for a variance from Yellowstone County Subdivision Regulations Section 4.6.B.1. When a proposed subdivision adjoins undeveloped land, streets within the proposed subdivision shall be arranged to allow access to the adjoining undeveloped land.

The applicant is proposing to develop a subdivision that is a single dead-end cul-de-sac private road that is a maximum of 1,000 feet long. Yellowstone County Subdivision Regulations Section 4.6.B.1, require; when a proposed subdivision adjoins undeveloped land, streets within the proposed subdivision shall be arranged to allow access to the adjoining undeveloped land. This regulation is to avoid neighborhood islands. The creation of neighborhood island makes getting from one subdivision to another difficult and in some cases dangerous for neighborhood that are next to each other. Without the internal connections it requires people to leave their subdivision by way of major roads, principle arterials or collector roads, to get to the next subdivision. This can be problematic for youth to get to a neighbor’s house when they must go out to major roads to get to a development next to them but is an island development.

The applicant is asking for a variance from the requirement of providing future connections to undeveloped land adjacent to this propose subdivision.

Staff has reviewed the proposed subdivision and the variance request for no connection to adjoining undeveloped land. As an alternative the applicant has proposed to provide walking paths to undeveloped adjacent land. Staff feels this is a workable option although not the best option.

1. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties.

The granting of this variance would not be detrimental to public health, safety, or general welfare or injurious to other adjoining properties. It will not allow future development around this one to access the road and vis a versa. This variance will create a vehicular neighborhood island. The applicant is providing a workable option to allow for foot/bicycle traffic from this subdivision to future development around the proposed subdivision.

2. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced.

There are no surrounding physical conditions that would result in an undue hardship to the developer. The land is currently used for farming and is generally flat. There is a 60-foot private access on the east border of the proposed subdivision.

3. The variance will not result in an increase in taxpayer burden.
The variance will not increase taxpayer burden.

4. The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy.

Approval of this variance will not place this subdivision in nonconformance of adopted zoning regulations or the growth policy. Zoning does not dictate street layout

5. The subdivider must prove that the alternative design is equally effective, and the objectives of the improvements are satisfied.

The alternate option proposed by the subdivider are pedestrian paths to the surrounding properties, one to the east and one to the west. This will provide a connection for foot traffic and bicycles to move between subdivisions as the area develops.

Therefore, staff and the Planning Board is recommending approval of the proposed variance to the Board of County Commissioners.
On behalf of Mason Shanks (Owner/Subdivider) of the proposed The Waters Subdivision, Performance Engineering is submitting two variance requests in connection with the proposed development. The Owner is requesting a variance from Section 4.6.A.6 and 4.6.B.1 of the Yellowstone County Subdivision Regulations which describe development requirements pertaining to multiple means of vehicular access for all major subdivision and the requirement to provide means for future connection to adjacent undeveloped areas, respectively. This written statement has been prepared and is submitted to the Planning Board to describe the facts of hardship and reasoning upon which the variances are being requested. Below are the criteria for which variances are reviewed against with findings of the variances requested to follow.

1. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties;

2. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced;

3. The variance will not result in an increase in taxpayer burden;

4. The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy; and

5. The subdivider must prove that the alternative design is equally effective and the objectives of the improvements are satisfied.
Variance from 4.6.B.1 – “Relation to Undeveloped Areas: When a proposed subdivision adjoins undeveloped land, streets within the proposed subdivision will be arranged to allow access to the adjoining undeveloped land. Street right-of-way within the proposed subdivision shall be provided to the boundary lines of the tract to be developed, unless prevented by topography, other physical conditions, or adjoining land cannot be further developed.”

1. The subdivision is not proposing to provide vehicular access to adjoining undeveloped land which is not anticipated to be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties.
   a. If provided the variance, it is not believed that the lack of vehicular access to adjoining undeveloped land would be detrimental to the public health safety or general welfare. This is because traffic volumes on the internal private roadway will be decreased overall without additional accesses provided, allowing for residents of the subdivision to avoid having traffic from outside the subdivision utilizing the internal private roadway as a through street. In addition, it is proposed with the subdivision to provide pedestrian path easement to the developed property to the south and to the portion of adjacent undeveloped property to the east. Pedestrian access to the portion of the undeveloped property to west can be accommodated through the parkland being proposed with the subdivision.
   b. The adjoining undeveloped property to the east and west (a single parcel that adjoins on both sides of the proposed subdivision) has sufficient frontage along Central Avenue and along 52nd Street West that multiple means of access are available should it ever be developed, not necessitating access through the proposed subdivision.

2. The subdivision proposes to utilize privately owned and maintained internal roadways as part of the development. Requiring access to adjacent undeveloped areas would in turn be placing additional use from areas outside the subdivision and HOA and additional wear and tear on the private roadway that would in turn be a maintenance and upkeep burden and hardship on the Subdivider and HOA who is responsible for maintaining the roadway.

3. The variance will not result in an increase in taxpayer burden.

4. The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy.

5. The objectives of improvements for providing access to undeveloped areas is to allow for future connectivity between adjacent subdivisions. While vehicular access is not proposed to be provided to adjacent undeveloped areas as part of the subdivision as it is a private roadway, pedestrian access is proposed to provide the connectivity to adjacent properties, thus fulfilling the objective of the improvements.
B.O.C.C Thursday Discussion

Meeting Date: 09/08/2022
Title: Blue Creek School District #3 Purchase of a Portion of Falcon Heights Park
Submitted For: Jeff Martin, Clerk And Recorder
Submitted By: Jeff Martin, Clerk And Recorder

TOPIC:
Clerk & Recorder - Jeff Martin - Blue Creek School District Purchase of a Portion of Falcon Heights Park

BACKGROUND:
Placed on Regular Agenda

RECOMMENDED ACTION:
Proceed
TOPIC:
HRDC Community Services Block Grant Work Plan for FY22-23

BACKGROUND:
See Attachment.
As we move forward in the implementation of the District 7 HRDC Work Plan for 2022-23, it is a CSBG, Community Services Block Grant, requirement that the agency provide each county commissioner with a copy of this document. A great deal of time and effort go into the agency’s planning activities to ensure that the needs of the community are met through appropriate programs and services. Should you have any questions related to any part of this plan or prefer to discuss it further, please contact me at your convenience. Assuming this plan meets with your approval, please provide us signed letter acknowledging review and acceptance of the plan. A sample letter template is enclosed.

RECOMMENDED ACTION:
Discuss

Attachments
HRDC Work Plan
Acceptance Letter
## Solutions, Services, Initiatives, Outputs

<table>
<thead>
<tr>
<th>Solutions, Services, Initiatives, Outputs</th>
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<th>RNG NPI</th>
<th>NPI Description</th>
<th>Measurement</th>
<th>Actual Outcome</th>
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<tbody>
<tr>
<td>Employments and Training programs assist low-income youth to overcome employment barriers. Individuals participate in client managed employment training programs that include: WIOA Youth E&amp;T, Youth Corrections, Pathways, and SNAP E&amp;T.</td>
<td>65 of 650 (10%) Youth enrolled in training and employment programs secured employment over 12 months.</td>
<td>FNPI 1a</td>
<td>National Performance Indicator</td>
<td>Identify how we are measuring success.</td>
<td>Describe the actual outcome achieved.</td>
</tr>
<tr>
<td>Employment and Training programs assist low-income individuals to overcome employment barriers. Individuals participate in client managed employment training programs that include: Pathways and SNAP E&amp;T.</td>
<td>175 of 1,200 (9%) Individuals enrolled in training and employment programs secured employment, up to a living wage, over 12 months.</td>
<td>FNPI 1b</td>
<td>National Performance Indicator</td>
<td>Identify how we are measuring success.</td>
<td>Describe the actual outcome achieved.</td>
</tr>
<tr>
<td>Employment and Training programs assist low-income individuals to overcome employment barriers. Individuals participate in client managed employment training programs that include: Pathways and SNAP E&amp;T.</td>
<td>15 of 1,200 (1%) Individuals enrolled in training and employment programs secured employment, at a living wage or higher, over 12 months.</td>
<td>FNPI 1e</td>
<td>National Performance Indicator</td>
<td>Identify how we are measuring success.</td>
<td>Describe the actual outcome achieved.</td>
</tr>
<tr>
<td>Pathways, SNAP E&amp;T, Alternative Education, Youth Programs, Harmony House, and Family Forward provide bundled services to reduce barriers and assist participants in securing and maintaining employment.</td>
<td>465 of 1,980 (23%) Individuals received bundled services that reduced barriers while obtaining skills and competencies required for employment over 12 months.</td>
<td>SRV 1b</td>
<td>National Performance Indicator</td>
<td>Identify how we are measuring success.</td>
<td>Describe the actual outcome achieved.</td>
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### RNG Goal 1: Low Income-People Become More Self-Sufficient.

**Employment Domain Goal:** Ensure eligible individuals, disabled and other disadvantaged people have access to employment and income support programs (social security and disability benefits) to include training, job development and eliminating/reducing barriers to employment and services.

**Key Needs Assessment Findings:** There are more than 3,200 unemployed persons in HRDC’s service area. While unemployment is low, there is a high demand for all levels of labor. There are two inferential factors that affect these data. First, many of the available jobs are entry-level or service industry positions, most of which start at below a living wage. Second, of those surveyed in HRDC’s 2020 community needs assessment only 45% of respondents were holding full time job. Of those surveyed indicating that employment was an issue, 14% of respondents were fully unemployed. A segment of this group are the chronically unemployed. 8% worked part time, less than 30 hours, 8% were self-employed, 4% disabled, 12% retired. Of those surveyed, 32% reported that employment was an issue for their household. 60% indicated it was not, and 8% were unsure. This statistic has skewed to the high side as a result of COVID and the extensive job losses to the area at the time of this writing. The top 5 issues related to income and employment were ranked by importance. They are 1) Too few living wage jobs with benefits. 2) Health Issues or Disability. 3) Unable to find a job in the area. 4) Lack of transportation or cost of transportation. 5) Not offered enough work hours to cover living expenses. In addition to these needs, households with children are faced with the additional barrier of the cost and availability of childcare.
## Solutions, Services, Initiatives, Outputs

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<tr>
<td>Through agency employment programs, low-income youth obtain essential pre-employment skills, competencies, and work experience required for employment.</td>
<td>225 of 225 (100%) Youth, ages 14-24, complete soft skills training and acquired work readiness skills.</td>
<td>SRV 1b</td>
<td>Youth, ages 14-24, complete soft skills training and acquired work readiness skills.</td>
<td>CDS</td>
<td></td>
</tr>
<tr>
<td>Participants receive supportive services for required tools, fees, and equipment to support jobs through the following programs: WIOA Youth E&amp;T, Pathways, SNAP E&amp;T and Harmony House.</td>
<td>25 of 1,825 (1%) Participants enrolled in employment and training programs will obtain tools, fees, and/or other equipment in support of employment over 12 months.</td>
<td>SRV 1q</td>
<td>Participants secured employment related supportive services.</td>
<td>CDS</td>
<td></td>
</tr>
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### RNG Goal 1: Low Income-People Become More Self-Sufficient.

#### Education and Cognitive Development Domain

**Key Needs Assessment Findings:** Education and socialization should begin early with access to quality childcare. Early child education can make the difference between a life of success and one of failure. Low-income children who attend preschool are more likely to graduate from high school and attend college. Research has shown there is a significant correlation of secondary and post-secondary completion for children enrolled in early childhood programs. It reinforces the notion that the socialization experience and early exposure to reading is vital to early childhood development. 18% of children in Montana live in poverty. For children under the age of five, that number rises to 23%. In the 2020, Community needs assessment, 19% of respondents indicated that could not find adequate childcare during the hours it was needed. This was especially evident during the pandemic shut down when healthcare workers and first responders were unable to find childcare during extended hours and double shifts. HRDC and its partners provided emergency childcare at the Billings Public Library during that time. 17% of respondents also noted that the cost of childcare if they could find it was prohibitive. According to the Montana Budget and policy Center, the average cost of care for a four-year old is $7,900/year. The Average cost of infant care is $9,000/year. Child care is considered affordable if it is less than 10 percent of total income. A single mother earning minimum wage spends 47 percent of her income on care for one child.

| Individuals and families support initiatives that promote early childhood development and enrichment by promoting childhood, adult literacy, and preschool programs through the delivery of parenting classes and life skills coaching sessions through the Pathways and Harmony House programs. | 350 of 1,200 (29%) Parents/Caregivers improved their home environments. | FNPI 2e | Parents/Caregivers improved their home environments. | CDS | |
| Alternative and self-paced education programs working toward completion of high school equivalency prepare participants for employment. | 30 of 1,000 (1%) Participants demonstrated improved basic education by increasing book levels for the Post TAME test. | FNPI 2f | Adults, ages 25+, enrolled in Alternative Education who demonstrated improved basic education. | CDS | |
| Alternative and self-paced education programs working toward completion of high school equivalency prepare participants for employment. | 8 of 550 (1%) Participants will complete self-paced high school equivalency resulting in a diploma or certificate over 12 months. | FNPI 2g | Participants obtained a Hi-SET high school equivalency, high school diploma and/or an equivalency certificate or diploma. | CDS | |
| WIOA Youth E&T, Pathways, and SNAP E&T will provide supports and referrals leading to their participants to the achievement of educational or vocational skills. | 35 of 1,600 (1%) Individuals will obtain a recognized credential, certificate, or degree. | FNPI 2h | Individuals obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skill. | CDS & Program Records |
### RNG Goal 1: Low Income-People Become More Self-Sufficient.

#### Income and Asset Building Domain

**Key Needs Assessment Findings:** HRDC recognizes that money management is an important component of asset building and vital for family and community stability and sustainability. However, the agency also acknowledges that acute poverty and financial disasters such as loss of a job, eviction, foreclosure, and the pandemic can fast track families into poverty. HRDC further realizes that money management and financial education are essential components to upward mobility. In the 2020 Needs Assessment, respondents were asked if managing money was an issue for their household. 21% of respondents indicated that managing money was an issue. 25% indicated they had no checking and or savings account. The Needs Assessment indicated that “Difficulty managing money” and “Having no credit or bad credit” were the top two issues facing households. Of the group surveyed 7% were facing foreclosure during the pandemic and 4% were in bankruptcy.

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</table>

**WIOA Youth E&T, Pathways, and SNAP E&T will provide supports and referrals leading to their participants to the achievement of an Associate's degree.**

- **1 of 1,500 (<1%)** Individuals will obtain an Associate's degree.
- FNPI 2i: Individuals obtained an Associate's degree.
- CDS & Program Records

**WIOA Youth E&T, Pathways, and SNAP E&T will provide supports and referrals leading to their participants to the achievement of an Bachelor's degree.**

- **1 of 1,500 (<1%)** Individuals will obtain an Bachelor's degree.
- FNPI 2j: Individuals obtained an Bachelor's degree.
- CDS & Program Records

---

**Community Action and the Family Forward program help low-income people to access the resources needed to obtain safe and affordable housing, further their education, purchase an asset, and/or work towards financial independence and security.**

- **2 of 55 (4%)** Individuals will open a Savings Account or IDA.
- FNPI 3c: Individuals open a Savings Account or IDA.
- Program Records

**The HRDC Home Center provides a comprehensive menu of financial education and enrichment programs. They include, but are not limited to, one-on-one financial counseling, first time home buyer programs, financial education, mediation services for renters, renter education, foreclosure assistance and more. The CFPB utilizes a well-being scale survey that measures improved financial well-being.**

- **200 of 200 (100%)** Individuals improved their level of financial well-being within 12 months utilizing The Home Center services.
- FNPI 3h: Individuals engaged with the Community Action Agency who report improved financial well-being.
- Program Records

**Community Action and the Family Forward program help low-income people to access the resources needed to obtain safe and affordable housing, further their education, purchase an asset, and/or work towards financial independence and security.**

- **2 of 85 (2%)** Participants opened an Individual Development Account (IDA) or Savings Account in 12 months.
- SRV 3m: Participants opened a Savings Account or Individual Development Account (IDA).
- Program Records
### RNG Goal 1: Low Income-People Become More Self-Sufficient.

#### Housing Domain

**Key Needs Assessment Findings:** The residential vacancy rate for the service area is less than 2%, many of which include homes on the market and that are not financially accessible to low-income households. In late 2020, Billings and the surrounding area were becoming one of the hottest housing markets in the United States. The increase in housing values and rent further increased the number of homeless. Billings is the largest urban area in Yellowstone County and is the largest city in Montana. The 2020 Billing Housing Trends, and America Community Survey (ACS), all document this urgent situation. The low-income population is unequipped to secure safe and affordable housing under these conditions without the assistance of community providers. While individuals and families can sometimes afford monthly rent, they have difficulty securing deposits, first and last month rents, and often have credit issues. Of those surveyed in the 2020 HRDC Community Needs Assessment, 13% of respondents made less than $500 per month. 12% were making $501 – $1000. It is especially alarming that a full 25% of respondents made less than $12,000 annually. In addition, over 24% of respondents are living below the (100% FPL poverty line). This figure is further exasperated by COVID-19 job and income losses. Based on the survey data, 11% of respondents were homeless. 6% lived with friends or relatives, and 5% were on the street. 35% rent, and 49% own a home. The waiting lists for public housing continues to grow as does longer wait times. Fewer landlords are interested in accepting Section 8 vouchers as rents can command considerably more. The average monthly rental cost of a 2 bedroom apartment in the Billings area was $815 in 2020. Security deposits and first and last months rent, make it even more difficult for low income people to secure safe and affordable housing.

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<td>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</td>
<td>600 of 1,500 (40%) Individuals/families obtained tax preparation services in 4 months.</td>
<td>SRV 3o</td>
<td>Individuals and families filed state and/or federal tax returns through VITA.</td>
<td>VITA Program Records</td>
<td></td>
</tr>
</tbody>
</table>

#### Family Forward works diligently to assist participants obtain temporary, transitional, and permanent housing through referrals and supportive services.

| 4 of 30 (13%) Participants, experiencing homelessness, obtained safe temporary shelter over 12 months. | FNPI 4a | Participants, experiencing homelessness, who obtained safe temporary shelter. | CDS & Program Records | |

#### Section 8, Housing Counseling, Harmony House, General Assistance, Housing Plus, Emergency Services, Emergency Solutions Grant (ESG), CoC-Rapid Rehousing, and Family Forward work diligently to provide temporary, transitional, and permanent housing to low-income individuals and families. These programs provide rental & deposit assistance.

| 150 of 1,150 (13%) Participants secured safe and affordable housing over 12 months. | FNPI 4b | Participants who obtained safe and affordable housing. | CDS & Program Records | |

#### Programs work diligently to provide rental assistance in an effort for the individuals and families we serve are able to avoid eviction while pursuing self-sufficiency.

| 300 of 300 (100%) Participants will avoid eviction through rental assistance. | FNPI 4e | Participants who avoided eviction through rental assistance. | CDS | |

#### Housing Plus & GA-Social Security Payee Programs work diligently to provide mortgage assistance in an effort for the individuals and families we serve are able to avoid foreclosure while pursuing self-sufficiency.

<p>| 3 of 120 (3%) Participants will avoid foreclosure through receiving mortgage assistance. | FNPI 4f | Participants who avoided foreclosure. | CDS |</p>
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Participants receive weatherization improvements through the Weatherization Assistance Program or stove replacements through the CSBG Directed Emergency Services Program. This increases the participants' ability to maintain employment or work preparation activities without health related absences resulting from dangerous or substandard building materials while increasing energy conservation and saving money.

| | 350 of 350 (100%) Participants experience improved health and safety due to improvements within their home. | FNPI 4g | Participants experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.). | State Provided & CDS |

Participants receive assistance through LIEAP, the Weatherization Assistance Program, and/or Energy Share. This increases the participants' ability to maintain employment or work preparation activities without health related absences resulting from dangerous or substandard building materials while increasing energy conservation and saving money.

| | 8,500 of 8,500 (100%) Participants experience improved energy efficiency and/or energy burden reduction in their homes. | FNPI 4h | Participants experienced improved energy efficiency and/or energy burden reduction in their homes. | State Provided |

LIEAP allows individuals to enroll in non-emergency assistance enabling them to remain in their homes. The program promotes health, supports employment and childcare, saves energy, and ensures independence for senior citizens. LIEAP is often bundled to other programs such as Pathways, SNAP E&T, Emergency Solutions Grant, Family Forward, and others. It is also a standalone program.

| | 8,500 of 9,500 (89%) Individuals and families secure utility payments over 12 months. | SRV 4i | Individuals and families obtained utility payment assistance. | CDS |

Gateway House Shelter provides temporary housing to individuals as emergency protection from violence through partial funding from HRDC.

| | 250 of 250 (100%) Individuals obtained protective temporary housing in 12 months. | SRV 4m | Individuals obtained temporary housing placements at emergency shelters. | Gateway House/YWCA records |

**RNG Goal 1: Low Income-People Become More Self-Sufficient.**

**Health and Social/Behavioral Development**
### Key Needs Assessment Findings:
According to the 2020 Census data for Montana, 131,882 people, or 12.6% live in poverty. Poverty in turn causes food insecurity and for some food shortages. In the 2020, HRDC Community Needs Assessment, 22% of respondents had experienced food shortages over the last year. This was a 6% increase over 2017. These respondents attributed food shortages to lack of money; food stamps that had run out before the end of the month; no food banks in their communities, transportation difficulties, and in some cases people were just too embarrassed to admit that they needed help. Food insecurity is now an issue for more families than ever before caused by job and income loss resulting from COVID-19. This demonstrated food shortage affects children the most. It influences their health and development. According to the Montana Poverty Report Card, 45% of school-aged children in Montana’s public schools are eligible for no cost or reduced cost school lunches. In Big Horn County, the regions poorest area, over 99% of public school children are eligible for the school lunch program. Over the 5 county area, just over 42% qualify. This equates to over 12,500 children. According to the 2020 survey data, 4% of respondents live in a food desert with no access to supermarkets. 8% do not have kitchen facilities, 22% lack transportation. 37% are not eligible for food stamps. In total, 66% indicate that have insufficient income to keep food on the table.

Health and dental insurance are an issue for survey respondents. The number one issue most identified at 44% was “Lack of dental insurance /cannot afford dental treatment.” Dental treatment is not part of standard health insurance, so even individuals and families that have some health coverage do not have access to dental care. Those on Medicaid have very limited coverage and access. Medicaid recipients are often unable to wait for treatment in a dental emergency. In addition, Medicaid Dental referrals are accepted by very few dentists and procedures offered are extremely limited. The second ranked issue for individuals and families was “cannot afford medical treatment.” Many individuals and families are not Medicaid eligible and cannot afford health coverage. There were 36% that identified this as an issue. 31% of respondents indicated they “cannot afford to pay for prescriptions.” Those individuals that did have health coverage were unsure of what services their policy covered. 25% fell into this category. Of striking concern is that 24% of individuals responding to this question had no health coverage at all. 22% of participants identified “lack of transportation” as an issue to their health and wellbeing. As a last note of importance, mental health for both children and adults was identified as unaccessible by 18% of respondents.

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According to the 2020 Census data for Montana, 131,882 people, or 12.6% live in poverty. Poverty in turn causes food insecurity and for some food shortages. In the 2020, HRDC Community Needs Assessment, 22% of respondents had experienced food shortages over the last year. This was a 6% increase over 2017. These respondents attributed food shortages to lack of money; food stamps that had run out before the end of the month; no food banks in their communities, transportation difficulties, and in some cases people were just too embarrassed to admit that they needed help. Food insecurity is now an issue for more families than ever before caused by job and income loss resulting from COVID-19. This demonstrated food shortage affects children the most. It influences their health and development. According to the Montana Poverty Report Card, 45% of school-aged children in Montana’s public schools are eligible for no cost or reduced cost school lunches. In Big Horn County, the regions poorest area, over 99% of public school children are eligible for the school lunch program. Over the 5 county area, just over 42% qualify. This equates to over 12,500 children. According to the 2020 survey data, 4% of respondents live in a food desert with no access to supermarkets. 8% do not have kitchen facilities, 22% lack transportation. 37% are not eligible for food stamps. In total, 66% indicate that have insufficient income to keep food on the table.

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<td>SRV 5jj</td>
<td>Individuals and families obtained food assistance through food distribution programs.</td>
<td>CDS &amp; ESG Program Records</td>
<td>2,500 of 2,500 (100%) Individuals and families obtained food assistance in 12 months.</td>
</tr>
<tr>
<td>SRV 5ll</td>
<td>Youth improve social &amp; emotional development through Life Skills Coaching Sessions.</td>
<td>CDS</td>
<td>45 of 45 (100%) Youth improved their social and emotional development through life skills training and coaching over 12 months.</td>
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### RNG Goal 1: Low Income-People Become More Self-Sufficient.

#### Civic Engagement and Community Involvement

**Key Needs Assessment Findings:** There have been numerous studies on civic engagement and community involvement over the last 20 years. While some target specific neighborhoods, minority groups, or low-income populations, the conclusions are similar in each case. All agree that civic engagement can influence positive economic outcomes for low-income individuals when provided access to social and human capital assets. “As the public, private, and non-profit sectors develop policies toward economic mobility for low-income individuals, civic engagement could serve as a mechanism to influence economic opportunity”. (Jodi Rose Benenson, M.A., M.P.A.) In the past self-sufficiency was the ultimate goal. Today, economic mobility is the focus for moving individuals and families out of poverty. TANF programs were the first to promote economic mobility by teaching people skills and providing them with work. Community Action Agencies understand that strong civic infrastructures in neighborhoods, cities, and states have an economic spillover. The strength of a local civic organizations, such as religious congregations, local associations, schools, and informal venues, political affiliations boost attachment and investment in the community and positively affect its economy. HRDC7 works to advocate, recruit low-income board members, promote community involvement for all people in their programs, events, and services. Continuum of Care, The Home Center, Community Consortiums, Affiliations, Partnerships, and Associations all affect the impact of economic mobility for low-income people.

#### Employment and Training programs assist low-income individuals in being placed with Work Experience (WEX) sites to increase their skills, knowledge, and abilities in preparation for employment. These employment and training programs include: WIOA Youth, Pathways, SNAP E&T, and the Youth Corrections Grant.

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<td>40 of 1,450 (3%) Participants increased skills, knowledge, and abilities through WEX.</td>
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#### Employment and Training programs assist low-income individuals in being placed with Work Experience (WEX) sites to increase their social networks through WEX.

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<td>40 of 1,450 (3%) Participants improve their social networks through WEX.</td>
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## Key Needs Assessment Finding:
Transportation is often viewed as the single most important variable in breaking the poverty cycle. Studies have shown that rising transportation costs have a disproportionate negative impact on lower income households. The Bureau of Labor Statistic’s Consumer Expenditure Survey has shown that transportation is the second highest American household expenditure, only exceeded by housing costs. The high cost of vehicles, increased prices at the pump, insurance, repairs, and transit fare hikes all pose a financial burden to the mobility of all households, especially those in poverty. 62% of respondents that identified transportation as an issue indicated the high costs of owning a car as a barrier to economic independence. 31% of these respondents did not even have a driver’s license. The agency recognizes that transportation is one of the most underreported and critical unmet needs of individuals and families. The situation is further exasperated in rural communities where there is no public transportation. Individuals and families become isolated with little access to social services, employment opportunities, medical assistance, education, faith based activities, civic engagement, and more. In the 2020 Needs Assessment, 27% of participants indicated that lack of transportation had a negative effect on their health and wellbeing. Bundled services programs such as the agency’s Family Forward Program help pay for bus passes, gas vouchers, and vehicle repairs. While programs such as Wheels for Work keep people working by providing rides to and from work, there are many that do not qualify or live in remote rural areas without transportation systems. While the agency and community providers can offer an array of bundles services, it is evident that transportation is a key variable in successfully providing multiple concurrent services. Youth Programs, Transitional living, Harmony House, Pathways, Childcare, SS Payees, SNAP E&T, Alternative Education, and other offerings are all effective programs and have dramatic outcomes when bundled, but transportation is a vital component for long term independence and sustainability.

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Employment and Training programs assist low-income individuals in being placed with Work Experience (WEX) sites to increase their skills, knowledge, and abilities in preparation for employment. These employment and training programs include: WIOA Youth, Pathways, SNAP E&T, and the Youth Corrections Grant.

| Employment and Training programs assist low-income individuals in being placed with Work Experience (WEX) sites to increase their skills, knowledge, and abilities in preparation for employment. These employment and training programs include: WIOA Youth, Pathways, SNAP E&T, and the Youth Corrections Grant. | 40 of 1,450 (3%) Participants gained additional skills, knowledge, and abilities to enhance their ability to engage through WEX placement. | FNPI 6a.3 | Of the above (6a), the individuals who gained other skills, knowledge, and abilities to enhance their ability to engage. | CDS | |

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### RNG Goal 1: Low Income-People Become More Self-Sufficient.

#### Outcomes Across Multiple Domains

- **Through bundling services among several agency programs participants increase their ability to obtain self-sufficiency.**
  - 15,000 of 15,000 (100%) Individuals achieve one or more outcomes as identified by the NPI’s in various domains.
  - FNPI 7a
  - Individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.
  - CDS RNG Code Report (#Services and #Clients)

- **The Child Care Program provides Best Beginnings Scholarships to assist working TANF and Non-TANF families to secure safe and affordable child care to promote and foster child development through infant-toddler, pre-school, before and after school programs for young children.**
  - 2,000 of 2,000 (100%) Families and their dependents secured and/or maintained child care through being approved or renewed for Best Beginnings.
  - pulled from SRV 7b
  - Low-income families secured and/or maintained child care for their child(ren) or dependent(s).
  - CDS (RNG Distinct Count for 809-Child Care Approvals & Renewals)

- **The Child Care Program provides Best Beginnings Scholarships to assist working TANF and Non-TANF families to secure safe and affordable child care to promote and foster child development through before and after school programs for school aged children (6-13).**
  - 700 of 700 (100%) School aged children in low-income families will secured and/or maintained before and/or after school child care through being approved or renewed for Best Beginnings.
  - pulled from SRV 7b
  - Low-income families secured and/or maintained before and/or after school child care for their child(ren) or dependent(s).
  - CDS All Characteristics Report for 809-Child Care (Ages 6-13)
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<td>Participants receive many referrals to programs within the agency and/or community to assist them in achieving self-sufficiency.</td>
<td>2,500 of 2,500 (100%) Participants received referrals to other programs or agencies.</td>
<td>SRV 7c</td>
<td>Participants received referrals to other programs and/or community agencies.</td>
<td>CDS</td>
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<td>Transportation is one of the most limiting factors of poverty. It affects employment, health, social networks, and even access to assistance. WIOA Youth E&amp;T, Pathways, SNAP E&amp;T, Youth Corrections Grant, Alternative Education, Social Security Payee, Emergency Services, Harmony House, Wheels for Work, and Family Forward each provide supportive services that provide gas vouchers, car repairs, bus vouchers, insurance and other transportation support services.</td>
<td>950 of 2,500 (38%) Participants will receive transportation supportive services over 12 months.</td>
<td>SRV 7d</td>
<td>Participants received transportation supportive services.</td>
<td>CDS</td>
<td></td>
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<tr>
<td>Through WIOA Youth E&amp;T, Pathways, SNAP E&amp;T, and Harmony House programs clients are able to secure supportive service dollars to obtain a driver’s license.</td>
<td>25 of 25 (100%) Participants obtained assistance to obtain a Driver’s License in 12 months.</td>
<td>SRV 7j</td>
<td>Participants received assistance to obtain a Driver’s License.</td>
<td>CDS</td>
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<td>Individuals receive units of clothing through WIOA Youth E&amp;T, Pathways, SNAP E&amp;T, Youth Corrections Grant, Harmony House, Family Forward, and the Men’s Warehouse Suit Drive.</td>
<td>50 of 50 (100%) Participants seeking assistance receive emergency clothing over 12 months.</td>
<td>SRV 7n</td>
<td>Participants receive emergency clothing assistance.</td>
<td>CDS &amp; Men’s Warehouse Suit Drive Records.</td>
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**RNG Goal 2: Communities where people with low incomes live are healthy and offered economic opportunities.**

**Key Needs Assessment Findings:** In the 2020 Community Needs Assessment, respondents were asked, “Is housing a problem for you and your family? For those that responded affirmatively, “the cost of rent/house payments” ranked number one with 71% identifying this issue as the single largest barrier to housing. “The cost of utilities and rental deposits” were second at 57%. The need for weatherization services to reduce utility bills, increase energy efficiency and promote family health are vital to economic independence. 13% of families responding to this issue are living in substandard housing. The tendency is for low income families to move to outskirt areas where rents are lower or to substandard housing which may be closer to services, but expensive to heat, may cause health risks, and be in need of repairs. Many families chose to rent smaller spaces in better neighborhoods, however, either option present obstacles. Food insecurity is also a problem for these same households. The 2020 Needs Assessment indicated that 22% of respondents identified food insecurity as an issue for their family. The problem was so significant that in April, 2020, Governor Steve Bullock announced that in the coming days and weeks, he would extend federal food assistance to more than 100,000 Montanans, increase food supplies at emergency food pantries and food banks, and streamline nutrition assistance for new mothers and children. HRDC financially supports Food Banks and administers the Food Distribution Program on Indian Reservations.

The Weatherization Assistance Program works to reduce energy costs for low-income households, in our five county service area, by increasing the energy efficiency of their homes, while ensuring their health and safety. [Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties] 112 of 235 (48%) Housing units are maintained and/or improved through WAP efforts. CNPI 4b Save and affordable housing units are maintained and/or improved through the Weatherization Assistance Program (WAP) or other rehabilitation efforts in the CAA’s service communities. CDS Service Count Report (302-04-34-B2-IW = # of HH's)
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Food shortages are a prominent problem in Big Horn County in Montana. Many low-income people are dependent on food banks, commodity food distribution, programs, school lunches, food stamps, and more. Knowing that balanced nutrition is imperative to child development and general health our Crow Food Distribution program assists in alleviating some of this need. The goal of the FDPIR, Food Distribution Program on Indian Reservations is to provide healthy and nutritious foods from the Government Commodity Program to enrolled low-income tribal members living on or near the Crow Reservation. Low-income non-enrolled tribal members and non-native people living on or near the reservation are also eligible.

RNG Goal 3: People with low incomes are engaged and active in building opportunities in communities.

### Key Needs Assessment Findings:
- Low income board members represent the interest of this population segment, community volunteers are actively engaged in community and neighborhood projects. In 2020, over 90 hours of low income volunteer time was donated to the agency. Internally, HRDC builds capacity by educating and training its staff and builds intellectual equity which is returned to help provide opportunities to the people and communities within the HRDC service area. Module 3 of the CSBG application provided a summary of some of these community initiatives that have helped build opportunities in our communities. The agency works with numerous community partners. It is the driving force behind the local Continuum of Care, and supports collaboration and cooperation in the development of community projects and initiatives to benefit all people.

<p>| Capacity building is HRDC's investment in itself. Through staff training, education, professional development, volunteerism, and credentialed certifications, the agency increases its ability to achieve results that focus on moving people out of poverty and revitalizing and building communities. | 150 of 3,400 (4%) Board Members contributed hours in capacity building activities. | B.2a | Hours contributed by Board Members in capacity building activities. | Staff/Board Training &amp; Volunteer Statistics Spreadsheet |
| Capacity building is HRDC's investment in itself. Through staff training, education, professional development, volunteerism, and credentialed certifications, the agency increases its ability to achieve results that focus on moving people out of poverty and revitalizing and building communities. | 2,350 of 3,200 (73%) Agency staff hours tracked in capacity building activities over 12 months. | B.2b | Hours contributed by Agency Staff in capacity building activities. | Staff/Board Training &amp; Volunteer Statistics Spreadsheet |
| Community members working to improve communities through volunteerism and engagement build healthy infrastructure and become actively engaged in communities. | 1,600 of 3,200 (50%) Volunteer hours donated to HRDC over 12 months. | B.3a | Volunteer hours donated to HRDC. | Staff/Board Training &amp; Volunteer Statistics Spreadsheet |
| Low-income board members significantly affect policy, programs, and the overall direction of the agency. Their engagement strengthens the agency, the community, and community action. | 50 of 3,300 (&lt; 2%) Volunteer hours donated by low-income individuals over 12 months. | B.3a.1 | Volunteer hours donated to HRDC donated by low-income individuals. | Staff/Board Training &amp; Volunteer Statistics Spreadsheet |</p>
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<td>Knowledgeable low-income members serving in an official capacity with community organizations, government, boards, or councils ensure the representation of low-income families.</td>
<td>4 of 12 (33%) Low-income people served on community organizations, government boards, and councils over 12 months.</td>
<td>pulled from B.3a.1</td>
<td>Low-income people served on boards and councils.</td>
<td>Staff/Board Training &amp; Volunteer Statistics Spreadsheet</td>
<td></td>
</tr>
<tr>
<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>2 of 57 (4%) Certified staff members maintained ROMA certification (Trainer/Implementer) over 12 months.</td>
<td>B.4a</td>
<td>Nationally Certified ROMA Trainers</td>
<td>Certifications in Personnel Files</td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>2 of 57 (4%) Certified staff members maintained ROMA certification (Trainer/Implementer) over 12 months.</td>
<td>B.4b</td>
<td>Nationally Certified ROMA Implementers</td>
<td>Certifications in Personnel Files</td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>8 of 57 (14%) Certified staff members maintained Child Development certification over 12 months.</td>
<td>B.4d</td>
<td>Staff with Child Development Certification</td>
<td>Certifications in Personnel Files</td>
<td></td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>15 of 57 (26%) Certified staff members maintained Family Development certification over 12 months.</td>
<td>B.4e</td>
<td>Staff with Family Development Certification</td>
<td>Certifications in Personnel Files</td>
<td></td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>6 of 12 (50%) Certified staff members maintained Home Energy Professional certification over 12 months.</td>
<td>B.4g</td>
<td>Staff with Home Energy Professional Certifications</td>
<td>Certifications in Personnel Files</td>
<td></td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>7 of 12 (58%) Certified staff members maintained Home Energy Professional certification over 12 months.</td>
<td>B.4g.1</td>
<td>Energy Auditors on staff</td>
<td>Certifications in Personnel Files</td>
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<tr>
<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>6 of 12 (50%) Certified staff members maintained Retrofit Installer Technician certification over 12 months.</td>
<td>B.4g.2</td>
<td>Retrofit Installer Technicians on staff</td>
<td>Certifications in Personnel Files</td>
<td></td>
</tr>
</tbody>
</table>
### Solutions, Services, Initiatives, Outputs

<table>
<thead>
<tr>
<th>Solutions, Services, Initiatives, Outputs</th>
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<td>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>2 of 12 (17%) Certified staff members maintained Crew Leader certification over 12 months.</td>
<td>B.4g.3</td>
<td>Crew Leaders on staff</td>
<td>Certifications in Personnel Files</td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>1 of 12 (8%) Certified staff members maintained Quality Control Inspector certification over 12 months.</td>
<td>B.4g.4</td>
<td>Quality Control Inspectors (QCI) on staff</td>
<td>Certifications in Personnel Files</td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>1 of 12 (8%) Certified staff members maintained Building Performance Institute (BPI) Professionals certification over 12 months.</td>
<td>B.4i</td>
<td>Building Performance Institute (BPI) Certified Professionals on staff</td>
<td>Certifications in Personnel Files</td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>3 of 12 (25%) Certified staff members maintained Housing Quality Standards (HQS) Inspector certification over 12 months.</td>
<td>B.4k</td>
<td>Certified Housing Quality Standards (HQS) Inspectors on staff</td>
<td>Certifications in Personnel Files</td>
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<td>Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.</td>
<td>6 of 12 (50%) Certified staff members maintained other various certifications over 12 months.</td>
<td>B.4m</td>
<td>Maintained other various certifications</td>
<td>Certifications in Personnel Files</td>
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<td>Expanding community opportunities through networking, civic engagement, and capacity building maximizes resources, minimizes redundancy, and helps the entire community to flourish. When low-income people are engaged in these networks, partnerships, consortiums, government, schools, health organizations, faith based groups, and statewide associations the entire social network benefits. This is building social equity, which builds communities and creates opportunities for all.</td>
<td>702 of 702 (100%) Public and private organizations partnered and collaborated with HRDC to promote family &amp; community outcomes over 12 months.</td>
<td>B.5a to B.5i</td>
<td>Organizations partnered with CAA.</td>
<td>Partnerships Spreadsheet</td>
<td></td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>120 of 120 (100%) Non-Profit organizations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5a</td>
<td>Non-Profit</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>9 of 9 (100%) Faith Based organizations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5b Faith Based</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>18 of 18 (100%) Local Government organizations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5c Local Government</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>18 of 18 (100%) State Government organizations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5d State Government</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>16 of 16 (100%) Federal Government organizations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5e Federal Government</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>435 of 435 (100%) For-Profit Business or Corporation organizations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5f For-Profit Business or Corporation</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>26 of 26 (100%) Consortiums or Collaboration organizations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5g Consortiums / Collaborations</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>19 of 19 (100%) School Districts partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5h School Districts</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>12 of 12 (100%) Institutions of Post-Secondary Education/Training partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5i Institutions of Post-Secondary Education / Training</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>13 of 13 (100%) Financial/Banking Institutions partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5j Financial / Banking Institutions</td>
<td>Partnerships Spreadsheet</td>
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<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>22 of 22 (100%) Health Service Organizations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5k</td>
<td>Health Service Organizations</td>
<td>Partnerships Spreadsheet</td>
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<tr>
<td>Total number of organizations and total number of partnerships CAAs work with to promote family &amp; community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.</td>
<td>7 of 7 (100%) Statewide Associations or Collaborations partnered with HRDC to maximize community and family resources over 12 months.</td>
<td>B.5l</td>
<td>Statewide Associations or Collaborations</td>
<td>Partnerships Spreadsheet</td>
<td></td>
</tr>
</tbody>
</table>
September 13, 2022

Sara Loewn
IHSB/DPHHS
1400 Carter Drive
PO Box 202956
Helena, MT 59620-2956

Dear Ms. Loewn,

We, the Commissioners of Yellowstone County, have reviewed District 7 Human Resource Development Council’s (HRDC) Community Service Block Grant (CSBG) plan for 2022-2023.

The Commissioners have a long-standing relationship with HRDC since its inception in 1966 as a Community Action Partnership (CAP) of Billings and Yellowstone County. We believe HRDC provides a wide variety of needed services for Yellowstone County’s low income citizens. On behalf of these individuals and the betterment of Yellowstone County, we hereby support the activities set forth in the 2022-2023 CSBG plan.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

__________________________
Donald W. Jones, Chair

__________________________
John Ostlund, Member

__________________________
Denis Pitman, Member