



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



AGENDA

August 25, 2015 MEETING TIME: 6:00 p.m.
1st Floor Large Conference Room, Miller Building
2825 3rd Avenue North, Billings, Montana 59101

1. **CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members.
 - a. **Introduction: AmeriCorps Vista Tony Chase. Jeffrey Butts, Bicycle and Pedestrian Coordinator**
2. **APPROVAL OF AGENDA*** - including any additions or deletions to agenda. The agenda for a regular meeting will be closed at 5:00 p.m. three (3) working days prior to the date of the meeting.
3. **MOTION. APPROVAL MEETING MINUTES: AUGUST 11, 2015**
4. **PUBLIC COMMENT PERIOD** – As required (3 minute maximum per person). *Any member of the public may be heard on any subject that is not on the agenda. The Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting's agenda for discussion.*
 - 4a) **Comments on items not on agenda and requests to add items to future agendas**
 - 4b) **Comments on items on the non-public hearing agenda items**
5. **DISCLOSURE OF CONFLICT OF INTEREST:**
6. **DISCLOSURE OF EX PARTE COMMUNICATION:** Ex Parte Communication Binder is available at the Sign-In and Agenda station.
7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).

- a. **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.** The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence. By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). Please see the attached guidelines for the criterion. Thank you for participating!

 - b. **Public Hearing. Motion/Recommendation to PCC. 2016 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization, Scott Walker, Transportation Coordinator**
8. **NEW BUSINESS:** (Agenda items new to this meeting).
- a. **Public Hearing. Motion/Recommendation. Curly Willow Subdivision, County Subsequent Minor, Dave Green, Planner II**

 - b. **Public Hearing. Motion/Recommendation. Keller Place Subdivision, Amended L3A B1, County Subsequent Minor, Dave Green Planner II**

 - c. **Public Hearing. Motion/Recommendation. Pike Subdivision Amended Block2, County Subsequent Minor, Dave Green, Planner II**
9. **OTHER BUSINESS:**
- a. Standing Item) Staff update. Long Range Strategic Issues and an overview of future City and County issues and projects.
10. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR WEDNESDAY, SEPTEMBER 9, 2015

- a. **Introduction/Growth Policy Scenario Planning--Mapping Potential Land use in Selected Growth Areas.** Candi Millar, Director, Planning and Community Services Department and the Planning Board

Public Hearing Participation Guidelines

The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: **Address the Planning Board directly. You must state your name and address before commenting.** This is an opportunity to explain how you will be affected by the decision and why that is an important consequence.

1. Be informed of the process and the requirements of the Board. If you are commenting about a subdivision, please limit your comments to the review criteria.

By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). These criteria include:

- Effect on agriculture and agricultural water user facilities
- Effect on local services
- Effect on the natural environment
- Effect on wildlife and wildlife habitat
- Effect on public health and safety

2. Provide specific information about why you are concerned about the pending application, how the decision will impact the review criteria listed above, and provide suggestions on how to minimize or eliminate the impact.
3. Respect the right of others to participate. Wait until the previous speaker has completed their comments before making your own comments. Do not talk over the person commenting or with other people in attendance.
4. The public hearing is not an opportunity to question or accuse the applicant or their agent. If you have questions of the Board, the applicant or the agent, ask the question directly to the Board during the public hearing portion of the meeting. The Board will respond or request the applicant or agent to respond after the public comment portion of the hearing is closed.
5. After the public comment portion of the hearing is closed, no further comments are allowed unless you are addressed directly by a Board member.
6. You should expect the Board to make a balanced recommendation in accordance with its statutory responsibilities. The Board's ability to make reasonable and thoughtful recommendations is dependent on a fair consideration of everyone's interests.

Thank you for participating.

Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 08/25/2015

Information

Subject

MOTION. APPROVAL MEETING MINUTES: AUGUST 11, 2015

Attachments

2015_08_11_PLNB_Minutes

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

Board Attendance Roster: Please note: “E” stands for excused absence, “A” stands for un-excused absence, “1” stands for present.

BYLAWS, YELLOWSTONE COUNTY BOARD OF PLANNING, (Amended. May 25, 2004)

Section 4. Absences and Removal

- A. Each member shall inform the Planning Director at least one day before the meeting of his/her inability to attend a Board or Committee meeting. Such an absence shall be considered an excused absence.
- B. If any Board member accrues three (3) or more consecutive unexcused absences from regular meetings, notice of which has been given at his/her usual place of work or residence, or by announcement at a meeting attended by him/her, the President may call such absences to the attention of the Board which may then recommend to the appointing authority that such member be asked to resign and that another person be appointed to serve out the unexpired term. Schedule: (** denotes a Wednesday meeting)

1	Position	01/13/2015	01/27/2015	02/11/2015	02/24/2015	03/10/2015	03/24/2015	04/14/2015	04/28/2015	05/12/2015	05/26/2015	06/09/2015	06/23/2015	07/14/2015	07/28/2015	08/11/2015	08/25/2015	09/08/2015	09/22/2015	10/13/2015	10/27/2015	11/10/2015	
Dave Goodridge	Mayor/Billings Ward I	-	-	-	-	1	1	-	1	E	E	E	1	1	E	1							
Patrick Klugman	Mayor/Billings Ward II	1	1	1	-	1	1	-	1	1	1	1	1	1	1	E							
Donna Forbes	Mayor/Billings Ward III	1	1	E	-	1	1	-	1	1	1	1	E	1		1							
Darell Tunnicliff	Mayor/Billings Ward IV	1	1	1	-	-	1	-	1	1	1	1	1	1		1							
Dick Clark (President)	Mayor/Billings Ward V	1	E	1	-	1	1	-	1	1	1	1	1	1	E	E							
Vacant	YC District 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Dennis Cook	YC District 2	1	1	1	-	-	E	-	1	1	1	1	1	1	1	1							
Lisa Sukut	YC District 3	1	E	E	-	-	E	-	E	1	E	1	1	1	1	E							
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Don Reed	YC District 5	E	E	1	-	-	1	-	1	E	1	1	1	1	1	1							
Dean Clark	YC District 6	E	E	1	-	1	1	-	1	1	1	1	1	1	E	1							
Al Littler	YC District 7	1	1	1	-	1	E	-	E	E	E	E	1	E	1	1							
Clint McFarland	Y County Cons. District	1	1	1		1	1	-	E	1	1	1	1	E	A	1							
Scott Reiter	Ex-Officio S.D. 2 Facilities Director	E	E			1	1	-	1	-	E	E	1	E	1	E							
Supt. Terry Bouck	Ex-Officio S.D. 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

August 11, 2015

To be approved by a motion on August 25, 2015

1. Call the Meeting to Order

In the absence of President Dick Clark, Vice President Don Reed called the meeting to order at 6:00 p.m. on Tuesday, August 25, 2015, in the Miller Building 1st Floor conference room, 2825 3rd Avenue North, Billings, Montana.

Introduction of Planning Board Members and Planning Department Staff

Vice President Reed called for introductions of the members of the Planning Board and staff. Attending Planning staff members are: Candi Millar, Director, Planning & Community Services Dept.; Wyeth Friday, Planning Division Manager; Dave Green, Planner II, Tammy Deines, Planning Clerk, Jeffrey Butts, Alternative Modes Coordinator

Attending: Dave Doll Sandi Doll, Gary Donovan, Kelly Donovan, Deb Schmidt, Kirck Brumfield, Saundra Matthews, Bob Young, Darin Swenson, Yellowstone County Public Works Department, Barbara Beichl, Bob Beichl, Terry Rice

- 2. Approval of the Agenda-**Vice President Reed called for approval of the August 11, 2015 meeting agenda. Wyeth Friday asked the Board to consider including two additional agenda items, 1. Discussion 2016 Draft UPWP, Scott Walker, Transportation Coordinator 2. Staff request to add the Exposition Gateway Overlay Initiation

Motion

Dennis Cook made a motion and it was seconded by Dean Clark to approve the August 11, 2015 meeting agenda including two additional agenda items, 1. Discussion 2016 Draft UPWP, Scott Walker, Transportation Coordinator 2. Staff request to add the Exposition Gateway Overlay Initiation.

The motion carried with a unanimous voice vote.

3. Meeting Minutes for July 27, 2015

Motion

Dennis Cook made a motion and Donna Forbes seconded the motion to approve the July 27, 2015 meeting minutes as submitted.

The motion carried with a unanimous voice vote.

Motion

Dennis Cook made a motion and Donna Forbes seconded the motion to approve the July 27, 2015 meeting minutes as submitted.

The motion carried with a unanimous voice vote.

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4. Public Comment: Vice President Reed asked if there was anyone wishing to speak during the public comment portion of the meeting. He stated any member of the public may be heard on any subject that is not on the agenda; the Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting agenda for discussion. There were no Public Comments given during this time.

5. Disclosure of Conflict of Interest – Board members and Planning Staff. There were no disclosures of conflict of interest.

Disclosure of Outside (Ex Parte) Communication– Board Members and Planning Staff. The Ex Parte Communication Binder is available at the Sign-In and Agenda station. There was none.

6. OLD BUSINESS

6a. Initiation of the Exposition Gateway Overlay District. Wyeth Friday, Planning Division Manager

INTRODUCTION An amendment to the Unified Zoning Regulations pertaining to the development of land within the Exposition Gateway Area of the East Billings Urban Renewal area generally located east of N 10th Street to Exposition Drive and from 6th Avenue North to 1st Avenue North. The district overlay will not change the underlying zoning but will provide for enhanced site development requirements and restrict some industrial uses. The Yellowstone County Board of Planning initiated the amendment on June 23, 2015. The initiation was the first step to place an overlay in the district as recommended by the 2013 Exposition Gateway Plan to develop a hospitality corridor. Staff had requested that the Board initiate as it is comprised of both city and county representatives. Public Hearings were conducted at the City and the County Zoning Commissions. The City Zoning Commission heard about 14 citizens testify against the zoning amendment and voted to deny the zone change. The County Zoning Commission voted to have a 30-day delay in order to allow time for the Planning Board to consider a request to withdraw the initiation of the amendment. The initiation request will be removed from the City Council agenda and will be considered with the Planning Board's withdrawal request at the September Yellowstone County Zoning Commission meeting.

Discussion

Vice President Reed called for discussion. Dean Clark asked for some instances that have created concern with the property owners. Wyeth Friday explained the area contains parcels that have commercial and industrial uses and businesses for a long period of time. Property owners do not wish to have their properties limited to certain uses with a zone change. Donna Forbes asked if there were attendees from the EBIRD at the meetings. Wyeth Friday said an EBIRD staff member attended the City Zoning Commission meeting but there was no one present at the Yellowstone County Zoning Commission meeting. He said the EBIRD has decided to remain neutral while this is in process. Donna asked about what will happen going forward if the initiation is withdrawn. Wyeth Friday said there will have to be discussions with the property

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owners. He noted this is a major concern as the infrastructure investments have already been made by the City. Donna Forbes asked if the opposition from property owners been an issue before this time. Wyeth Friday explained the district was included in the EBURD Master Plan and the Exposition Gateway Plan. The concerns and issues regarding properties and businesses have been there and it is a challenging process. Don Reed asked how the Planning Board action will affect the decision of the Yellowstone County Zoning Commission. Wyeth Friday said a withdrawal will allow staff to withdraw the zone change as a City Council agenda item and the YC Zoning Commission to consider the withdrawal at the September meeting.

Motion

Al Littler made a motion and David Goodridge seconded the motion to withdraw the initiation of the Exposition Gateway Overlay District Amendment.

Discussion

David Goodridge said he wished to see things grow and improve in this district but there should be some leeway for property owners should there be issues. He said he did not comprehend the authoritative language in the plan when it was presented. He stressed the importance of having the participants, the City, the County, and the community discussing what the City of Billings will look like in the next 20 years and work towards putting something in place. Don Reed asked the effect on the two plans. Wyeth Friday said the EBURD was adopted; several property owners petitioned to be annexed into the City; and the district was expanded but the zoning remains designated as Controlled Industrial. The area was complex enough that the Exposition Gateway Plan was needed to address all of the properties. Donna Forbes expressed concern with the zone change withdrawal potentially hindering moving forward with the plans that are in place.

The motion carried with a unanimous voice vote.

2016 UPWP, Scott Walker, Transportation Coordination

INTRODUCTION: The Planning Division is presenting the Draft 2016 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization for Planning Board review and recommendation to the Billings Policy Coordinating Committee (PCC). The UPWP is primarily for the purpose of programming the federal dollars Billings receives from the Federal Highway Administration (FHWA) for transportation planning, including public transit. These funds are passed through the Montana Department of Transportation (MDT). However, all planning activities are included in the UPWP so that it represents a comprehensive document of the urban transportation planning program. This UPWP proposes planning activities for Federal Fiscal Year 2016, which runs from October 1, 2015 through September 30, 2016.

This UPWP corresponds directly with the Planning Division’s annual work plan. Significant changes in this year’s program include updating the Bicycle/Pedestrian Plan, completing the West End Traffic Study, the 5th Avenue Corridor Study, the Complete Streets Progress Report as well as completing the Growth Policy. The Transit section is

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in Chapter II of the UPWP. The document is consistent with past programs in its overall content and format. The Planning Board is scheduled to discuss this item at this meeting and conduct a public hearing and take action on this item at its meeting on August 25th.

FINANCIAL IMPACT: The UPWP identifies the funding sources for transportation planning in the community during the 2016 fiscal year. The funding is comprised of several sources locally that then match the federal funding for a total funding package for all transportation planning and related activities. The following is a breakdown of the estimated funding for the FY2016 UPWP:

\$236,138	Planning Division Fee Revenue (City of Billings)
\$54,250	Planning Division Fee (Yellowstone County)
\$420,000	Yellowstone County Planning Levy (Mill)
\$1,185,317	Federal Planning (PL) Allocation
\$1,895,705	Total Program (UPWP)

RECOMMENDATION

Staff recommends that the Planning Board conduct a public hearing at its meeting on August 25th and recommend approval of the Draft 2016 UPWP to the PCC for its action on September 15th.

Discussion

Vice President Reed called for discussion. Per request of the Board, Scott Walker explained the contingency fund line item and the federal regulations for carryover from one budget year to another. He continued with an explanation of the table denoting the staff time man months. The 2016 Priorities are: the Rimrocks to Valley/Bike Pedestrian Study; the West End Traffic Study, the Complete Streets Progress Report, the 5th Avenue Corridor Study, Update the Bike/Pedestrian Plan, the Growth Policy Update, and Implementation of the 2014 Transportation Plan. Don Reed asked if any of these will have an effect on Lockwood. Scott Walker said road segments in Lockwood will be considered through the Transportation Plan and Lockwood will be included in the Bike/Pedestrian plan update. Al Littler commended staff for their work and diligence with this grant. Candi Millar added the West End Traffic Study came out of this Board's discussions on west end subdivision reviews.

**A public hearing for the 2016 UPWP will be held on Tuesday, August 25, 2015.

7. NEW BUSINESS -

7a. Plat Review/Discussion. 2nd Amd plat Pike Subdivision, Amending Block 2, County Subsequent Minor, Dave Green, Planner II

INTRODUCTION

On July 1, 2015, the Planning Division received an application for preliminary plat approval for the proposed Pike Subdivision Amended Block 2. The property is generally located north of Stillwater Drive which is north of King Avenue West and west of 80th Street West. This 11-lot subdivision will re-arrange the western half of the original plat

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from December 1972. The proposed lots range from 1.09 acres to 1.96 acres. Planning Board will review the plat at this meeting and a conduct a public hearing on August 25, 2015.

RECOMMENDATION

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Second Amended Pike Subdivision and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To ensure ditches are properly identified and easements are identified and in place for them the applicant will show ditch locations and existing easement for them or provide easements and documentation for their creation before final plat approval.
2. To ensure proper vacating of public road on Canyon Drive involving Lots 14-A-2, 20-A and 19-A the applicant will go through the process of vacating portions of the existing cul-de-sac with County Public Works before final plat.
3. To minimize the effects on local services, prior to final plat approval a Rural Special Improvement District (RSID) will be created to provide maintenance of the interior roads of this subdivision.
4. To ensure public park land is being used in accordance with the desires of the County Park Board the applicant will get permission from the County Park Board to install the 10,000 gallon dry hydrant system in the park land off of South 80th Street West before final plat or any construction of the tank takes place.
5. To ensure proper location and installation of the proposed 10,000 gallon dry hydrant the applicant will involve the Laurel Fire Department in location and installation of the tank and receive a written sign off letter from them before final plat approval.
6. To meet YCSR and ensure proper storm water management practices before final plat approval the applicant will submit proposed storm water management information to the MDEQ for review and approval.
7. To minimize the effects on the natural environment, a weed management plan and property inspection shall be approved by the County Weed Department, prior to final plat approval.
8. To minimize the effects on local services, prior to final plat approval the subdivider shall provide written verification that the US Postal Service has approved the mail facilities and its location for this subdivision.

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9. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
10. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

Discussion

Vice President Reed called for discussion and questions from the Board. Donna Forbes asked for clarification on the access points along Stillwater Drive. Dave Green pointed out a no access strip on the posted plat and said lots 3 and 4 Stillwater Drive. Donna Forbes asked if there is any concern with the location of the dry hydrant. Dave Green said the Laurel Fire Department has signed off on this location. Donna Forbes asked how many Growth Policy goals need to meet. Candi Millar said most of the goals do not apply to development but if the land use goals are considered, about half of the goals would be met. She explained that staff is trying to point out it is not in conflict with any goals and directly addresses some of the goals. Donna Forbes asked about the advantage of a using a hammerhead. Candi Millar said it accomplishes the use of a turnaround and reduces the size of the street surface. In response to a question by Don Reed, Dave Green said the west side of this parcel is partially swampland near the proposed roads but not in the lot areas.

Vice President Reed asked for presentation by the applicant. Jim Slehoffer, D & J Surveying is in attendance but had no comments.

****The public hearing for Second Amended Pike Subdivision, Amending Block 2 will be held on Tuesday, August 25, 2015.**

7b. Plat Review/Discussion. Curly Willow Subdivision, Lot 4, County Subsequent Minor for Condominium Development, Dave Green, Planner II

INTRODUCTION

On July 1, 2015, the Planning Division received an application for review and approval of a five-unit condominium subdivision on one lot of the recorded Curly Willow Subdivision. The property is located on the east side of South 56th Street West, south of Interstate-90. The property is not within the County zoning jurisdiction and therefore, in accordance with Chapter 8 of the County Subdivision Regulations, this condominium development must be reviewed as a “subdivision for rent or lease.” The Planning Board will conduct a plat review at this meeting and a public hearing on August 25, 2015.

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RECOMMENDATION

Staff recommends the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of the Curly Willow Condos Subdivision and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To minimize the effects on public health and safety, prior to final plat approval the subdivider shall receive approval from the RiverStone Health for the proposed shared septic system and well.
2. To minimize effects on local services, the Rural Special Improvement District (RSID) established for the maintenance of the dry hydrant system, on Lot 2, shall be expanded to include each individual condominium.
3. To minimize the effects on the natural environment, a weed management plan and property inspection shall be approved by the County Weed Department, prior to final plat approval.
4. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
5. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

Discussion

Vice President Reed called for discussion and questions from the Board. Donna Forbes asked if there is greenery on the property. Dave Green said the property is outside of zoning and there is limited vegetation. Don Reed pointed out the plat has not been approved and construction has been started. Dave Green said the owner can construct the building but is unable to lease the property as condominiums. In response to a question by Donna Forbes, Dave Green stated the buildings are commercial units.

Applicant

The applicant is not present at this meeting.

****The public hearing for Curly Willow Condos will be held on Tuesday, August 25, 2015.**

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7c. Plat Review/Discussion. Keller Place Subdivision, Amd L3A, Block 1, Dave Green, Planner II

INTRODUCTION

On July 1, 2015, Sanderson Stewart agents for Kimmet Properties LLC applied for preliminary subsequent minor plat approval for Keller Place Subdivision, Amended Lot 3A, Block 1. The proposed plat creates 3 lots from a 3.315-acre parcel of land. The subject property is generally located on the west side of Johnson Lane, south of Old Hardin Road in Lockwood. The property is zoned Entryway General Commercial (EGC) and there are a mixture of commercial and residential uses in the immediate vicinity. The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on Tuesday, August 25, 2015. The Board of County Commissioners will act on the proposal on September 15, 2015.

RECOMMENDATION

Staff recommends the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Keller Place Subdivision, Amended Lot 3A, Block 1, and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Planning staff recommends the following conditions of approval:

1. To minimize the effects on the natural environment, a weed management plan and property inspection shall be approved by the County Weed Department, prior to final plat approval.
2. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
3. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

Discussion

Vice President Reed called for discussion and questions from the Board. Al Littler asked if this commercial section of property fits with the Lockwood Plan. Don Reed said the idea is to have Johnson Lane as the "downtown" of Lockwood and this proposal fits this projection. Don Reed commented there is no community wide storm water drainage plan in Lockwood. Dave Green said a storm water management plan is required and they will be retaining storm water on site. Don Reed said a community wide storm water drainage plan for Lockwood must be addressed for the future and the sidewalk along Johnson Lane is strongly recommended. He said the property to the south was required to have sidewalks and amenities and he asked why it would be different for this parcel. He said he cannot be in favor of approving this subdivision without addressing pedestrian traffic

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along Johnson Lane as this should be a priority. Dave Green said this has been mentioned to the applicant.

Vice President Reed asked for presentation by the applicant.

Applicant

Pat Davies, Sanderson Stewart, 1300 N Transtech Way, Billings, Montana

Mr. Davies stated the intent is to build sidewalk improvements along Johnson Lane. Candi Millar asked that this be included in the SIA. Don Reed said this is the future home of Lockwood Ace Hardware. He commended Kimmett Properties for their entrepreneurship in getting new businesses to come to this area.

****The public hearing for Keller Place Subdivision, Amd L3A, B1 will be held on Tuesday, August 25, 2015.**

8. OTHER BUSINESS-

- a. (Standing Item) Staff Update. Long Range Strategic Issues and an overview of future City and County issues and projects. There were no discussion items.
- b. The Planning Board is invited to attend the PCC meeting at noon on Tuesday, August 18, 2015 in the Board of County Commissioners Board Room. Director Mike Tooley, MDT will be present for a roundtable discussion.

****The next Planning Board meeting will be held on Tuesday, August 25, 2015.**

FUTURE AGENDA ITEMS FOR AUGUST 25, 2015

- A. Public Hearing: 2016 UPWP**
- B. Public Hearing... Curly Willow Subdivision, L4, Condominiums**
- C. Public Hearing. Keller Place Subdivision, Amd L3A B1**
- D. Public Hearing. Amended Plat of Lots 5-11, and 15-18, Block 2, Pike Subdivision**

ADJOURNMENT: 7:30 p.m.

ATTEST: DRAFT. To be approved on August 11, 2015

Tamara L. Deines, Planning Clerk

Candi Millar, Planning Board Executive Secretary and Planning and Community Services Department Director



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 08/25/2015

Information

PROBLEM/ISSUE STATEMENT

BACKGROUND

INTRODUCTION: The Planning Division is presenting the Draft 2016 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization for Planning Board review and recommendation to the Billings Policy Coordinating Committee (PCC). The UPWP is primarily for the purpose of programming the federal dollars Billings receives from the Federal Highway Administration (FHWA) for transportation planning, including public transit. These funds are passed through the Montana Department of Transportation (MDT). However, all planning activities are included in the UPWP so that it represents a comprehensive document of the urban transportation planning program. This UPWP proposes planning activities for Federal Fiscal Year 2016, which runs from October 1, 2015 through September 30, 2016.

This UPWP corresponds directly with the Planning Division’s annual work plan. Significant changes in this year’s program include updating the Bicycle/Pedestrian Plan, completing the West End Traffic Study, the 5th Avenue Corridor Study, the Complete Streets Progress Report as well as completing the Growth Policy. The Transit section is in Chapter II of the UPWP. The document is consistent with past programs in its overall content and format. The Planning Board discussed this item at their August 11th meeting and will conduct a public hearing and take action on this item at its meeting on August 25th.

FINANCIAL IMPACT

FINANCIAL IMPACT: The UPWP identifies the funding sources for transportation planning in the community during the 2016 fiscal year. The funding is comprised of several sources locally that then match the federal funding for a total funding package for all transportation planning and related activities. The following is a breakdown of the estimated funding for the FY2016 UPWP:

\$236,138	Planning Division Fee Revenue (City of Billings)
\$54,250	Planning Division Fee (Yellowstone County)
\$420,000	Yellowstone County Planning Levy (Mill)
<u>\$1,185,317</u>	Federal Planning (PL) Allocation
\$1,895,705	Total Program (UPWP)

RECOMMENDATION

Staff recommends that the Planning Board conduct a public hearing at its meeting on August 25th and recommend approval of the Draft 2016 UPWP to the PCC for its action on September 15th.

Attachments

UPWP 2016_Draft

Billings Urban Area

Unified Planning Work Program

(UPWP)

Federal Fiscal Year

2016

DRAFT

Prepared By:

Billings/Yellowstone County Planning Division
2825 3rd Avenue North, 4th Floor
Billings, Montana 59101

In Cooperation With:

Montana Department of Transportation
Federal Highway Administration
Federal Transit Administration



UNIFIED PLANNING WORK PROGRAM

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INTRODUCTION

The Billings Urban Area planning process is organized and conducted in a cooperative, coordinated, and comprehensive manner. The Yellowstone County Board of Planning, as the designated Metropolitan Planning Organization (MPO), is charged with the responsibility of administering the planning process. Under federal regulations, an MPO must be established for urban areas with populations greater than 50,000 in order to receive federal funds for construction projects and transportation planning. This document, the Billings Urban Area Unified Planning Work Program (UPWP), and a companion document, the Prospectus, is the foundation upon which the planning process is based.

The UPWP is developed each year, and once adopted and approved by FHWA and FTA, is in effect from October 1 to September 30. The UPWP contains a task by task discussion of projects, which are to be undertaken during the program year. It also contains appropriate funding information, staffing information, and a schedule for each project. The UPWP undergoes a comprehensive review at the local, state, and federal levels each year.

This year, Federal Fiscal Year 2016, the format for work program activities conforms to Federal Transit Administration (FTA) Circular 8100.1C, specifically Chapter IV. The Montana Department of Transportation and the Yellowstone County Board of Planning have mutually agreed upon use of this format.

The UPWP is a detailed description of projects, which occur on a routine basis. Once adopted, the document is only amended if there is a change in the planning process. The UPWP also contains information pertaining to the organization of the planning process, agencies involved, and agreements between agencies involved in the process.

Cost overrun guidelines have been established by the Montana Department of Transportation, and agreed to by the Yellowstone County Board of Planning. Those guidelines will determine the allowable overruns for any work program element. Overruns that surpass those outlined in the guidelines will require a UPWP amendment.

This document includes two chapters, Highway and Transit. Each chapter contains individual work elements. These work elements describe work the planning and transit staff will undertake in the program year as well as work accomplished in the past year. Also included is a breakdown of funding sources which include, Planning (PL) funds and Local (City & County) funds which are used to provide funding for non PL eligible activities. Priorities this year include, completing The Rims to Valley Planning Study and the West End Traffic Study. Updating the Billings Bikeway and Pedestrian Plan and undertaking a Downtown 5th Avenue Corridor Study.

DATES OF LOCAL APPROVAL

TAC –8/6/15

PLANNING BOARD –8/25/15

COUNTY COMMISSION –8/25/15

CITY COUNCIL –9/14/15

PCC –9/15/15

CHAPTER I

YELLOWSTONE COUNTY BOARD OF PLANNING

SECTION I UNIFIED PLANNING WORK PROGRAM

41.11.100 PROGRAM SUPPORT & ADMINISTRATION

100 PROGRAM ADMINISTRATION (4301)

OBJECTIVE

- To administer the area-wide planning process.
- To support the Board of Planning and other Boards, Commissions, and the City Council and County Commissioners in their decision-making activities in the planning process.
- To engage in administrative and financial actions related to identified planning activities and to prioritize those activities.
- To enhance staff skills and maintain staff exposure to the "state-of-the-art" in planning methodology and computer software.
- To maintain contact with, provide input to, and receive feedback from various local, state and federal agencies, committees and groups during the planning process.

ACCOMPLISHMENTS - FISCAL YEAR 2015

Ensured conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations.

Members of the planning staff attended various professional meetings, workshops, and conferences at which planning, transportation, transit, bicycle/pedestrian and related topics were presented and discussed.

Specifically, the City-County Planning Division (Planning Division) and members of other local, state and federal departments and agencies actively participated in a diverse set of local meetings, including the Billings Technical Advisory Committee (TAC), Policy Coordinating Committee (PCC), Billings & Yellowstone County Zoning Commissions and Boards of Adjustment, Board of Planning, City Annexation Committee, City Development Process Review Committee, Community Development Board, Traffic Control Board, Bicycle and Pedestrian Advisory Committee, Historic Preservation Board, Billings Livability Partnership and others. Grant writing for the Division was completed under this work element. The CTEP program was administered from this work element by Planning Division staff and coordination of TA Program applications and local approvals will be administered through this work element going forward.

Planning staff received updates in computer software programs for the geographic information system and its application to mapping data layers such as streets, land use, address, ownerships and environmental data. Staff regularly utilizes an application tracking and project management software system that integrates the existing City building permit, finance and land management software, as well as coordinated subdivision and development project reviews across City and County departments. The aerial photography coverage was updated in fall 2014. Staff also updated the City Annexation Policy and Limits of Annexation Map, and assisted in updates to the City's Capital Improvement Program. Implementation of the City's Complete Streets Policy is ongoing with the development of a Complete Streets Benchmark Report to be published every three years.

PROPOSED ACTIVITIES - FISCAL YEAR 2016

All administrative functions of the Planning Division will be performed under this work element. Program management activities will include, but not be limited to the following:

1. Correspondence
2. Public Relations
3. Employee Guidance, Supervision, and Training
4. Program Organization and Management
5. Consultant Liaison Activities
6. Staff Meetings
7. Negotiations
8. Preparation of Contracts
9. Staff Training
10. Performance Monitoring
11. Office equipment acquisition
12. Budget Management and Administration

New federal regulations require that performance measures and goals be established to monitor the performance of the region's transportation system.

The MPO will work with federal, state and local agencies to improve current performance tracking methods. Performance measures will be tracked on the MPO website and regular reporting will be provided to the Transportation Policy Coordinating Committee, MPO committees and the general public depending on the availability of related data.

PL Eligible Activities

- As per the MPO's public participation plan and ongoing public outreach efforts, the planning staff will make available the documents and guidelines for transportation planning activities to the community, as well as keep abreast of federal and state requirements as they relate to the overall planning processes. These activities may include distribution of the Billings Area Bikeway and Trail Master Plan to community organizations or individuals, distribution of the current Billings Area Tour Map for bicycle and pedestrian users and visitors, distribution and explanation of the latest Billings Urbanized Area Traffic Count Map, explanation and distribution of the MPO's public participation plan to groups involved or interested in transportation planning processes in the community, and explanation and information dissemination of the TA program to possible project applicants in the community.
- Staff will update the PL & Memorandum of Agreement as necessary to meet the requirements of MAP 21.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation (MDT) in order to maintain federal funding support.
- The FY 2016 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2017 UPWP will be developed under this work element.
- The Board of Planning, Board of County Commissioners and City Council will be kept informed of the activities of the staff and its progress in completing the approved UPWP.
- All planning staff will participate in recognized and approved training programs in order to improve staff skills and capabilities. Planning expertise will be maintained through enrollment in appropriate planning and transportation-related courses at area colleges, workshops, seminars, webinars and conferences.
- Staff will adapt software programs to effectively utilize traffic data and continue computer-training programs.

- The use of PL funds for out-of-state travel and/or registration fees for the above or other purposes will continue to be subject to prior approval of MDT.
- The TA Program administration will be funded through this work element.
- Moving Ahead for Progress in the 21st Century (MAP-21) legislation will be reviewed to become familiar with changes affecting the metropolitan planning process as well as any continuing resolutions extending MAP-21 or new introduced legislation.
- Bicycle-Pedestrian duties were reestablished as a City staff position and is being proposed to move to full time status. This planning position will be funded out of several work elements (100, 200 and 300).
- The Transportation Planning Coordinator (Planner II) and Zoning Coordinator (Planner II) positions have been moved to Senior Planner status in the Man Month Table.
- Grant writing services will continue to be incorporated within the department. Planning activities pertaining to Bicycle-Pedestrian in this work element will include:
 - Work field inspections, handle complaints and investigate problem areas of the trail system.
 - Presentations as needed.

Locally Funded Activities

- General administrative activities will include maintenance of files, library documents, daily correspondence and preparation of necessary periodic reports.
- Interagency committee participation is included in this work element.
- All staff members will continue to participate in and encourage increased cooperation between state and local agencies, departments and governing bodies.
- The Planning Division will serve both as a coordinator of and a participant in meetings and committees.
- Planning Division involvement will include participation with such agencies as the Housing Authority, Big Sky Economic Development Authority (BSEDA), Air Pollution Control Board, RiverStone Health (formerly the City-County Health Department), legislative study committees, and other agencies.
- Staff will also continue a summer intern program as interest and needs arise; oversight of these individual(s) will take place in this work element.

STAFFING

26 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

The Planning Division will be responsible for administering the area-wide planning process for the City and County.

PRODUCT

- An ongoing administrative program focused primarily at effective and expeditious implementation of this UPWP.
- The continual enhancement of the Planning Division staff skills and knowledge.
- Maintenance of a coordinated, comprehensive, and cooperative planning process that is endorsed and supported by the local community.
- The development of the FY17 UPWP.

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$161,150	\$131,850	\$293,000
TOTAL	\$161,150	\$131,850	\$293,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	55	45	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$170,500	\$139,500	\$310,000
TOTAL	\$170,500	\$139,500	\$310,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

OBJECTIVE

- To coordinate the dissemination of information and exchange of ideas between planning agencies and the interested public, decision-makers, and other departments, agencies, and organizations as related to the Billings MPO.

ACCOMPLISHMENTS - FISCAL YEAR 2015

Members of the planning staff were involved in a wide range of service tasks. Planning services included presentations related to roadways and alternative transportation, responding to citizen inquiry and complaints regarding streets, subdivision layout, site distance, zoning request, conformance with the 2014 Transportation Plan Update and the Billings Area Bikeway and Trail Master Plan, Yellowstone County and City of Billings 2008 Growth Policy, West Billings Plan, and various neighborhood and community plans.

Staff presented transportation planning information to its organization and agency partners as needed for educational and decision making purposes. Planning staff also shared information with the community and stakeholders throughout the development of several planning efforts including the ZooMT to Riverfront Park Trail Feasibility Study, Highway 3 Corridor Study, and the Billings North Bypass Record of Decision. The Billings MPO hosted 13 webinars covering a variety of topics including transportation and mobility related topics.

PROPOSED ACTIVITIES - FISCAL YEAR 2016

PL Eligible Activities

- Staff will continue to organize a very successful series of webinars and “brown bag lunch” seminars on a wide range of planning topics, including multi-modal transportation planning and funding, collaborative community planning techniques and planning for sustainability as well as various Institute of Transportation Engineers, Pro Bike/Pro Walk, Sustainable Communities, and Federal Highway Administration webinars.
- Staff is also targeting webinars which educate the public on the transportation planning process and funding as related to the operation of the MPO.

Locally Funded Activities

- Staff will continue to develop and use website tools to enable citizens to access information on upcoming planning activities, board and commission meetings, and recent land use applications, as well as interact with various planning processes through email notification and online comment programs. Staff will look at implementing citizen access to the ImageSilo software for access to historical data related to transportation, zoning and other planning applications.
- Continue increasing community awareness of the interrelationships between land use development and transportation needs through dissemination of information and drafting of planning documents that incorporate both elements together.

STAFFING

3.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

As Assigned.

PRODUCT

- A responsive and flexible planning process utilizing staff capable of providing short-term findings and recommendations, as well as ongoing customer service to the public on all levels of planning projects and regulations.
- Provide approximately 15 transportation related webinars to staff, local officials and general public to educate on current transportation issues. These webinars are scheduled on a monthly basis and anticipate 5-10 person viewings per showing. This number can fluctuate depending on the topic. Staff participation is anticipated to be 4-5 persons at these viewings.
- In addition to the transportation specific webinars, staff also provides generally planning webinars that are advertised to all city staff, local officials and the general public. These webinars are scheduled routinely and can include up to 3 webinars a month. Participation anticipated at these webinars is 5-10 person per viewing. This number can fluctuate depending on the topic. Staff participation is between 3-5 per viewing contingent on scheduling.

FUNDING SCHEDULE - SERVICE

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$17,000	\$17,000	\$34,000
TOTAL	\$17,000	\$17,000	\$34,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$18,000	\$18,000	\$36,000
TOTAL	\$18,000	\$18,000	\$36,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

102 CITIZEN INVOLVEMENT (4303)

OBJECTIVE

- To solicit information concerning community values and goals and to receive community input into the development of plans and projects.

ACCOMPLISHMENTS - FISCAL YEAR 2015

Numerous meetings with service clubs, civic groups, and professional organizations were attended by staff members to discuss all facets of local planning. The Planning Board used extensive public input to review and receive comments on a wide range of planning issues throughout the City and County. Meetings of neighborhood task force organizations and neighborhood advisory committees were also attended as requested to answer questions and review long-range planning issues, particularly related to transportation planning and projects, as well as code enforcement complaints. Projects specifically related to citizens and citizen boards included the 2014 Long Range Transportation Plan, the Highway 3 Corridor Study and the ZooMT to Riverfront Park Non-Motorized Access Planning Study. Staff, in coordination with other agencies participated in the implementation of the EBURD Master Plan which included converting 1-way streets to 2-ways with multi-modal amenities, and implementing a form-based code for the EBURD. Projects identified in the South Billings Master Plan were prioritized and scheduled through a series of public meetings. Three of the top four projects focus on improved roadways and bicycle and pedestrian facilities. Staff is in the continuing process of updating the 2008 Growth Policy, the initial citizen involvement included 34 group meetings and 1 public meeting. These meetings produced over 1,200 public comments.

PROPOSED ACTIVITIES - FISCAL YEAR 2016

PL Eligible Activities

- Outreach to the public and all affected jurisdictions for ongoing transportation projects, including but not limited to Bench Boulevard North, North Billings Bypass, Zimmerman Trail reconstruction, short-term rail traffic mitigation projects in downtown Billings, the 2014 Long Range Transportation Plan, West End Multi-Modal Traffic Modeling Project and the Rimrocks to Valley Bike/Ped Study.
- The staff will continue to support the Bicycle and Pedestrian Advisory Committee. The Committee is responsible for forwarding recommendations to the Planning Board and governing bodies on bicycle safety, trails, bike lanes, pedestrian safety and access, and other matters. The group will be involved in the nomination and review of TA Program eligible project, bicycle and pedestrian signing and safety projects, grant applications for non-motorized transportation projects, and community education and outreach on bicycle and pedestrian safety within the MPO.
- TAC and PCC meetings will be held and meeting information disseminated as necessary.
- Staff will continue to update and maintain the MPO's website to provide the most current up to date information to the community.
- Staff will implement web-based GIS and web mapping software for assistance in transportation and land use planning in conjunction with the update of the Growth Policy.

Locally Funded Activities

- Meetings with various citizen groups will be coordinated and attended for the purpose of soliciting information and ideas on a broad range of planning issues within the Billings Urban Area and throughout Yellowstone County.
- Some of the specific projects that will include community participation include the West End Multi-Modal Traffic Modeling Study, the Rimrocks to Valley Bike/Ped Study, the North Billings By-Pass, the 2014 Long Range Transportation Plan and the Growth Policy Update.
- Community participation using new tools and techniques will also be included in all planning studies proposed within this document.

STAFFING

4.0 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A comprehensive and coordinated solicitation and collection of public opinions in order to accurately reflect the preferences and priorities of the citizens within the Billings Urban Area.
- An enhanced integrated web-based public participation software that includes MPO and generally planning projects and procedures and other pertinent information.

FUNDING SCHEDULE - CITIZEN INVOLVEMENT

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$28,000	\$28,000	\$56,000
TOTAL	\$28,000	\$28,000	\$56,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$30,000	\$30,000	\$60,000
TOTAL	\$30,000	\$30,000	\$60,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.12.200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

200 Community Planning (4304)

OBJECTIVE

- To maintain records and make projections of population and dwelling unit data, land use information, employment data, and to maintain adequate financial records, files and reports.
- To provide current, accurate information pertaining to the quantity of residential, commercial, industrial, and public land in the MPO and across the County.
- To summarize and analyze development trends and to provide visual information to the City Council, County Commission, Planning Board and the public during the public input process for transportation and land-use decision making.
- To recommend implementation of the goals, policies, and strategies of the adopted 2008 Yellowstone County/City of Billings Growth Policy.
- Implementation of the 2014 Billings Urban Area Transportation Plan.

ACCOMPLISHMENTS - FISCAL YEAR 2015

The 2010 Census and most recent American Community Survey (ACS) data has been updated and placed in various databases as it has become available. Data gathered and updated included annual information related to population estimates for city and counties within the State of Montana. This annual information is used by the public and public agencies for planning purposes. The ACS is accessed for review and dissemination, and updated information released by the US Census Bureau in regards to commuting patterns. Other data gathered includes:

- Building Permits, Demolition Permits, Electrical Permits, Subdivision Applications, Zoning Applications, Special Reviews, Variances, temporary use permits, sign permits, zoning compliance permits and zoning clarification documents, annexation data, population trends, land use trends, school enrollment, employment data and general economic indicators.

The planning staff continues to review the 2010 Census data and the 2013 ACS figures and estimates for population and demographic data. Census information is made available to various local agencies and organizations and to the general public. The data is used for developing reports, grant applications and planning documents such as the 2014 Long Range Transportation Plan, the 2015 Recreational Trails Grant Application, and the Billings Area Bikeway and Trail Master and the Growth Policy Update.

Several datasets, including the general land use map of the County were updated so as to maintain an inventory of existing conditions. This information was utilized in various planning studies and provided to other departments and the general public. Zoning data developed in element 204 for the entire City and County zoning jurisdictions was provided to neighborhood task force groups and others as requested. Numerous other special purpose maps were prepared for meeting purposes including bicycle trail maps, annexation maps, estimated development density maps and tables for the Limits of Annexation Map area, and other project influence areas. Natural resource, 2010 Census, and jurisdictional boundary information was updated or developed. Traffic count station locations were geo-positioned and linked with the City-County traffic count matrix. The City also completed new aerial imagery of the land inside the City limits and along the fringe areas and it will be loaded into the City's GIS base map for use in application reviews, transportation planning efforts, and general customer inquiries.

Ongoing review and implementation of sub-area neighborhood and transportation plans, and other planning documents was carried out by staff.

PROPOSED ACTIVITIES - FISCAL YEAR 2016

PL Eligible Activities

- The web-based GIS software will be upgraded and expanded to ensure compatibility with available datasets and utilize the existing data sets more effectively. Since the City is in the process of converting to a new electronic project tracking and management system, staff is researching the future connection between this system and GIS. The GIS will be utilized to develop a series of maps, including existing and proposed pedestrian trail routes and projects in the community, maps to implement the 2014 Long Range Transportation Plan, the West End Multi-Modal Traffic Modeling Project and the Rimrocks to Valley Bike/Ped Study, updates to a preferred growth area map in conjunction with the City's Limits of Annexation Map, mapping of focus areas for implementation of the City's Infill Development Policy, and others.
- The planning staff, under the direction of the Board of Planning, will continue to work on long-range planning projects according to the priorities established by both the City of Billings and Yellowstone County. In particular, the continuing implementation of the South Billings Master Plan, and completion of the West End Multi-Modal Traffic Modeling Project and the Rimrocks to Valley Bike/Ped Study. Staff will also continue with the update of the 2008 Growth Policy. Estimated date of completion is summer of 2016.
- The City-County Planning Division, on behalf of the Billings MPO, is responsible for preparing a Complete Streets Progress Report every three years. This direction was outlined in the City of Billings Complete Streets Policy, adopted in 2011, stating: "The City will periodically collect, review and report performance data and benchmark measurements to demonstrate the effectiveness of the policy." This effort was completed with the first-ever Billings Complete Streets Benchmark Report prepared in 2013. A workgroup selected performance measures, or benchmarks, to monitor going forward. The full report displays the baseline data for these performance measures. Future progress reports, as described to be included in the 2016 UPWP, will display the shift in data from this baseline. It was understood from the original adoption of the Billings Complete Streets Policy that the City-County Planning Division staff as Billings MPO staff would oversee the Progress Reporting for the Complete Streets Policy as the information is vital to the Billings MPO to both continue to improve non-motorized safety as well as track the success of transportation planning and infrastructure projects in the Urban Planning Area.

The information to be checked against the benchmark data to prepare a 2016 Complete Streets Progress Report will include, but not be limited to: the number of projects completed, the number of projects incorporating complete streets infrastructure, the actual infrastructure added, data updates on the number of non-motorized users at six intersection locations in the community first measured by the Benchmark Report (See Figure 3.1 in the Benchmark Report), identification and improvements to data collection for current non-motorized infrastructure conditions (i.e. City sidewalk and ADA facility condition inventory), review of recent surveys of community attitudes and perceptions as well as additional surveying if needed, and safety and health indicators.

It is anticipated that to update some of the data and information for the 2016 Progress Report, the City-County Planning Division may have to contract for data analysis or collection. This may include pedestrian and bicycle counting, GIS mapping and updating to improve the community's sidewalk condition inventory, and count data analysis using video technology to count county pedestrians and bicyclists

- Work related to Bicycle-Pedestrian activities in this work element will include:
- Work with staff to insure a bike/pedestrian friendly community.
- Review of proposed subdivision trail easements.

Locally Funded Activities

- Staff also will continue to work with the Big Sky Economic Development Authority (BSEDA) to implement the Master Plan for the East Billings Urban Renewal District (EBURD), the Hospitality Corridor Planning Study the Exposition Gateway Concept Plan and the South Billings Boulevard Renewal District (SBBURD) Master Plan. The plans include detailed analysis of the transportation and land use connections in the area and promoting sustainable development projects.
- Staff plans to work with the City, County, BSEDA, and neighborhood groups to identify planning needs in various parts of the urbanized area.
- Continued maintenance and update of socio-economic and land use data for both transportation and comprehensive planning activities will continue in 2015, with 2010 Census information and the newly released 2013 American Community Survey data.
- Various GIS databases and layers will continue to be developed and centrally maintained, including information on neighborhoods, community assets, route planning, trail systems and transportation plans.

STAFFING

21 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Various reports, files, and projections of socio-economic data necessary for current transportation and comprehensive planning activities, as well as support of City/County economic development activities.
- An ongoing GIS database/mapping system for the City of Billings and Yellowstone County.
- Ongoing updates to the preferred growth areas mapping and analysis for the City, implementation of the City Infill Development Policy, SBBURD Master Plan, and the completion of the West End Multi-Modal Traffic Modeling Project and the Rimrocks to Valley Bike/Ped Study.

FUNDING SCHEDULE - COMMUNITY PLANNING

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$57,900	\$135,100	\$193,000
TOTAL	\$57,900	\$135,100	\$193,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$63,900	\$149,100	\$213,000
TOTAL	\$63,900	\$149,100	\$213,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**Includes \$12,000 for the Complete Street Progress Report

OBJECTIVE

- To oversee, interpret and enforce current City and County zoning regulations.
- To effectively administer the regulations and provide efficient service to the elected officials and the public.
- To maintain current zoning and land use information for all zoned property within the jurisdiction of the Billings Metropolitan Planning Organization to use in long-range transportation planning studies, traffic analysis, and transportation projects.

ACCOMPLISHMENTS - FISCAL YEAR 2015

During the past year, all applications for zone changes, special reviews, variances, and planned developments were reviewed and processed by the planning staff. Reports and recommendations were prepared on each case to the various boards, commissions, and governing bodies. Digital photos are now incorporated into all zoning reports and Microsoft Power Point presentations are given to all boards and commissions. Staff is in the process of ongoing scanning of historic zoning files to the ImageSilo in preparation of future citizen access. All applications for building permits were also reviewed for compliance with City and County zoning regulations. Special zoning studies and ordinance updates were prepared as requested by the governing bodies. These included making a series of zoning code amendments to bring the regulations into compliance with changes in State Law and changes driven by community interests.

Staff coordinated with the County GIS Department to ensure that all zone changes within the Billings MPO area were reflected on GIS online and printed maps to ensure land use information was current.

A significant amount of time was also spent assisting the public with general zoning questions. The status of all active zoning applications is now posted on the City/County Planning websites.

PROPOSED ACTIVITIES - FISCAL YEAR 2016**PL Eligible Activities**

- Zoning, Special Review, and Variance applications will be reviewed for land use compatibility, traffic, access, and overall site design. Traffic accessibility studies will be reviewed when required as part of certain zoning applications that include drive-thru services, high-traffic volume developments, projects that may be adjacent to arterial streets with limited access like Shiloh Road, Grand Avenue or King Avenue West, or may otherwise cause significant impacts to the local transportation system.
- Staff will continue to maintain its zoning maps and land use information so that it is applicable to long-range transportation planning efforts in the Billings MPO. This information is regularly applied to a variety of MPO functions, including corridor analysis efforts like those involved in the Billings Bypass project, specific road projects, TA program applications and non-motorized grant applications.

Locally Funded Activities

- Carrying out the day to day activities required to effectively administer the zoning regulations as well as ensure that land use information is current and available for all long-range transportation planning efforts, including Transportation Plan updates, specific road projects, corridor studies and the North Bypass project.
- Activity in 2016 will include ordinance updates as required by State law including language addressing Home Occupation licensing, or requested by the public or governing bodies.
- All zone change applications will be reviewed for compliance with local plans.
- Staff is preparing for an update to the existing Unified Zoning Code based on fulfilling policy goals set by the local governing body including Growth Policy, Neighborhood Plans, Complete Streets and Infill Policies.

STAFFING

10 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Effective zoning regulations and administration for the City of Billings and Yellowstone County. Effective enforcement of the zoning regulations for Yellowstone County.
- On-line submittal capability for certain zoning permits, i.e. sign and fence will increase efficiency and convenience for applicants.

FUNDING SCHEDULE - ZONING ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$23,000	\$92,000	\$115,000
TOTAL	\$23,000	\$92,000	\$115,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$26,400	\$105,600	\$132,000
TOTAL	\$26,400	\$105,600	\$132,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

OBJECTIVE

- To maintain the current City and County subdivision regulations and ensure that they are updated when changes in State law occur.
- To effectively administer the regulations and provide efficient service to developers, engineers and surveyors, elected officials, and the community.
- To ensure that development is occurring with minimal negative impacts to the community and that subdivisions are designed to be safe and long lasting in the community.
- To evaluate traffic accessibility studies, general circulation data, and ensure conformity with the Functional Classification Map and associated elements of the Long Range Transportation Plan when a subdivision application is submitted.
- To collect, manage, and apply subdivision development information for long-range transportation planning activities for the MPO – including but not limited to updates to the transportation plan and maintenance of inputs for traffic modeling.

ACCOMPLISHMENTS - FISCAL YEAR 2015

The Board of Planning and the planning staff reviewed all preliminary major and minor plat applications. Numerous conceptual and pre-application meetings were coordinated and attended by staff. All final plats were reviewed and processed. Also, a significant amount of time was spent assisting the public with general subdivision questions. Updates to the City and County Subdivision Regulations due to legislative changes were drafted and approved.

Staff collected and compiled information on the details of each new subdivision in terms of numbers of lots and land area slated for development. This information is integral to any transportation plan updates or long-range transportation planning efforts undertaken by the MPO in the community to determine population growth and location of residents and commercial services that affect the transportation system. This involved monthly subdivision activity reporting and periodic reviews of new development locations (which were recently needed for the revised EIS process for the North Bypass project here in Billings). This is also considered in relation to the CTEP/TA programs and when the MPO pursues grants for non-motorized transportation projects in the community.

PROPOSED ACTIVITIES - FISCAL YEAR 2016**PL Eligible Activities**

- Staff will review all subdivisions for compliance with the Billings Area Long Range Transportation Plan, and for conformity with the Billings Area Bikeway and Trail Master Plan, Lockwood Transportation Plan, Blue Creek Transportation Plan, and other neighborhood and community transportation plans as applicable.
- Staff also will continue to collect information on the details of each new subdivision as an integral data source for long-range transportation planning efforts undertaken by the MPO. The MPO expects to use this data in 2016 for a variety of projects, including the West End Multi-Modal Traffic Modeling Project, the Rimrocks to Valley Bike/Ped Study, the continued alignment analysis for the Inner Belt Loop Phase II, and continued analysis for the North Bypass.

Locally Funded Activities

- All subdivision applications will be reviewed for compliance with local and state subdivision law.
- To carry out the day to day activities required to effectively administer the subdivision regulations, and to keep the regulations current.

STAFFING

11.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- An effective subdivision review process with regard to local and state law, the Growth Policy, and the Billings Area Transportation Plan.
- Correctly identified street segments in alignment with the 2014 Transportation Plan Functional Classification Map.

FUNDING SCHEDULE - SUBDIVISION ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$33,300	\$77,700	\$111,000
TOTAL	\$33,300	\$77,700	\$111,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$37,500	\$87,500	\$125,000
TOTAL	\$37,500	\$87,500	\$125,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.13.300 LONG RANGE TRANSPORTATION PLANNING

300 TRANSPORTATION SYSTEM DATA (4310)

OBJECTIVE

- To develop and maintain current transportation system data files and records.
- To provide transportation planning and data information to City and County staff, elected officials, developers, engineering firms, and the general public.

ACCOMPLISHMENTS - FISCAL YEAR 2015

The traffic count program for FY 2015 was completed. Travel times/delay/speed studies were completed, calculations computed, and level-of-service values determined. Staff participated in the update of the City of Billings Capital Improvement Program (CIP). Accident information was compiled and analyzed. Some the accident data was used in the drafting of the 2014 Long Range Transportation Plan. The staff also continued to utilize the trail scanners that were purchased and found new and better ways to both use the scanners in more trail locations in the community and display the data for various applications. Rails to Trails Conservancy chose Billings as a pilot city for two EcoCounters, these counters were placed on commuter trails within the City and are continuously transmitting real time data. Also, the City has modified two traffic signals so they have the capability of detecting bicycle traffic at intersections. The Seasonal Traffic Intern has been combined into the City Engineering (Contract Position). This was done as a cost saving measure and will allow more flexibility with MPO related duties as they are presented. A silo based data retention system was put into place. This system allows for digital data storage of all the traffic count information and will enable better staff, agency and public access to the information in 2016.

Staff completed the Highway 3 Corridor Study and the ZooMT to Riverfront Park Non-Motorized Feasibility Study. Staff initiated the West End Multi-Modal Traffic Modeling Project and the Rimrocks to Valley Bike/Ped Study, these studies are anticipated to be complete by spring of 2016. In addition to the planning studies, staff participated in the Lockwood Pedestrian Safety Committee in the development of a Lockwood Non-Motorized Transportation Study to implement funds raised through the Lockwood Pathway and Lighting District.

PROPOSED ACTIVITIES - FISCAL YEAR 2016

PL Eligible Activities

- The traffic count program for the Billings Urban Area as well as the Yellowstone County influence area will be conducted and the appropriate data recorded during FY2016. All traffic count data will be submitted to the MDT by February 1, 2017.
- Accident data will be compiled and analyzed to determine high hazard locations.
- Staff will update, where appropriate, the City's Capital Improvement Program.
- The Contract Position with City Engineering will take on expanded duties of traffic modeling and traffic model upkeep and maintenance.
- Staff will collect and maintain bike/pedestrian information through the trail census and use of the trail-bike/pedestrian scanner. This activity is in conjunction with MPO region wide planning.
- Additional integration of the Transportation Planner II position into the Division's transportation project work and familiarity with transportation planning issues will continue under the direction of the Transportation Planning Coordinator. This individual continues to be responsible for managing traffic data for studies and reference, administering the TA Program, training for future modeling traffic conditions related to new developments and transportation system changes.

- The traffic count data silo will be maintained and access for other agencies and the public will be coordinated with the system.
- Complete Street Progress Report as documented in Work Element 200.
- The MPO is will integrate new traffic count equipment. Staff will work with MDT on coordinating this.
- The Bicycle-Pedestrian activities will continue. Duties will include but not limited to:
 - Maintain Bike/pedestrian data bases in conjunction with MPO region wide planning purposes.
 - Maintain data base for easement acquisition.

STAFFING

13.5 Staff Months – City/County Planning

11.0 Staff Months - City Engineering (Contract Position)

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning/MDT

PRODUCT

- Documentation as necessary, support of transportation grant programs, transportation system modeling, updated Traffic Count Program, and research and integration of traffic information into planning projects and development review activities.
- Current traffic count data.
- Current bike/pedestrian counts.

FUNDING SCHEDULE - TRANSPORTATION SYSTEM DATA

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$175,000	0	\$175,000
TOTAL	\$175,000	0	\$175,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$198,000	0	\$198,000
TOTAL	\$198,000	0	\$198,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**Includes \$8,000 for the Complete Streets Progress Report

301 TRANSPORTATION PLAN (4311)

OBJECTIVE

- Implement the Goals and Objectives in the 2014 Billings Long Range Transportation Plan.
- Develop (where necessary) and maintain data for the urban area in order to effectively monitor and evaluate the validity of the Transportation Plan.

ACCOMPLISHMENTS - FISCAL YEAR 2015

Staff continues to implement elements of the 2014 Long Range Transportation Plan. Elements in the Plan include Goals and Objectives, an expanded Transit section, an analysis of the railroad interface with the community, and a review of current projects listed in the 2009 Study.

Development projects were reviewed for compliance and alignment with the Transportation Plan as well as the Billings Area Bikeway and Trail Master Plan. Staff worked with TAC and PCC to develop new projects and establish timelines for existing projects identified in the Transportation and the Bikeway and Trail Master Plan.

PROPOSED ACTIVITIES - FISCAL YEAR 2016

PL Eligible Activities

- Staff will begin the process of completing an update to the Billings Area Bikeway and Trail Master Plan. This will be a major update to the Plan and will include a Request for Proposals for consultant selection. This Plan is transportation only and no recreational trails will be included. Staff anticipates the plan to be completed within 1-year of consultant selection. This work is being completed for MPO region-wide planning purposes.
- Staff will implement components of the 2014 Transportation Plan.
- Staff will also integrate the 2014 Transportation Plan with the City's Capital Improvement Program to ensure consistency.
- Projects will continue to be reviewed for future implementation in the City's CIP and the MPO's TIP.
- Update of the MPO Bike/Pedestrian Maps.

STAFFING

9.0 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Implementation of transportation projects identified in the Billings Area Bikeway and Trail Master Plan, the Transportation Improvements Program, Transportation Plan and the Capital Improvements Program.

FUNDING SCHEDULE - TRANSPORTATION PLAN

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$120,000	0	\$120,000
TOTAL	\$120,000	0	\$120,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$206,000	0	\$206,000
TOTAL	\$206,000	0	\$206,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**Update the Billings Bike/Pedestrian Plan - \$105,000 and Update of the MPO Bike/Pedestrian Map - \$9,000

OBJECTIVE

- To update and develop site-specific plans and transportation studies where appropriate.

ACCOMPLISHMENTS - FISCAL YEAR 2015

- The Highway 3 Corridor Study was completed in FY2015. This study looked at the corridor between the intersection of 27th Street and Highway 3 and Apache Trail at Indian Cliffs Subdivision and Highway 3 northwest of Billings. The study researched the ability to improve the area with bike/pedestrian amenities along the rim-face which would include a parking plan and a detailed corridor storm water management plan. This study addresses current vehicle and non-motorized traffic circulation and access along the corridor and plan for future changes to the corridor from traffic patterns and development activity.
- Staff assisted the East Billings Urban Renewal District (EBURD) management team in reviewing traffic data, road functional classification, and other transportation information to implement the Master Plan. Staff participated in discussions with the City, County, BSEDA, EBURD property owners, and others to formulate the process to complete the Hospitality Corridor Study and the Exposition Gateway Concept Plan.
- The other planning study initiated in FY2015, the ZooMT to Riverfront Park Non-Motorized Feasibility Study identified alternate routes, access points, suggested pedestrian/bicycle amenities and potential way-finding locations between ZooMontana and Riverfront Park.
- Staff solicited proposals for two planning studies; the West End Multi-Modal Traffic Modeling Project will identify existing and future transportation deficiencies due to projected land development west of Billings, Montana. The traffic model will also recommend motorized and non-motorized infrastructure treatments. The other planning study initiated by staff is the Rimrocks to Valley Bike/Ped Study. This plan will identify potential routes for separated bicycle and pedestrian facilities from Highway 3 atop the Rimrocks to bicycle and pedestrian facilities below (Rimrock Road etc.) between 27th Street and Zimmerman Trail. The increased bicycle and pedestrian traffic trying to access public land above and below the Rimrocks in this corridor, as well as the use by cyclists and pedestrians for commuting purposes in the area has demonstrated a need for a facility to safely convey pedestrians and cyclists up and down the Rimrocks in this corridor. This connection is a vital piece of the proposed 26-mile marathon loop of non-motorized facilities around the City of Billings.

PROPOSED ACTIVITIES - FISCAL YEAR 2016**PL Eligible Activities**

- A planning study identified for FY16 is a corridor study. The study will review potential connections, non-traditional (automobile) motorized and non-motorized along the 5th Avenue Corridor in downtown Billings. The corridor will identify land ownership and use, right-of-way, existing use and the feasibility of developing a transportation corridor that would provide a non-traditional motorized and non-motorized connection from approximately the YMCA (N. 30th St.) east to Main Street (approximately 2 miles).

Locally Funded Activities

- Staff will be involved in the coordination through completion of all planning studies undertaken. This includes contract negotiations, coordination of citizen advisory groups, public meetings, overseeing contract deliverables and project wrap-up.

STAFFING

6.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Completed Urban Area-wide transportation studies for the Rims to Valley Bike/Pedestrian Access Study, the West End Traffic Study and the 5th Avenue Corridor Study.

FUNDING SCHEDULE – PLANNING STUDIES

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$140,400	\$93,600	\$234,000
TOTAL	\$140,400	\$93,600	\$234,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	60	40	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$102,000	\$68,000	\$170,000**
TOTAL	\$102,000	\$68,000	\$170,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**Estimate for the 5th Avenue Corridor Study is \$80,000.

41.15.500 TRANSPORTATION IMPROVEMENT PROGRAM

500 TRANSPORTATION IMPROVEMENT PROGRAM (4313)

OBJECTIVE

- To maintain a viable five-year program of transportation improvements for the Billings Urban Area.

ACCOMPLISHMENTS - FISCAL YEAR 2015

A Transportation Improvement Program (TIP) update was produced to reflect current project status. Determinations were prepared for conformity to the Clean Air Act. Compliance with the new requirements of the MAP-21 reauthorization was completed.

PROPOSED ACTIVITIES - FISCAL YEAR 2016

PL Eligible Activities

- The Transportation Improvement Program (TIP) will be updated as needed to reflect current project status. A certification statement will be included, as appropriate, to conform to the planning regulations. Based on the Transportation Plan, projects will be evaluated and ranked in accordance with the Priority Ranking Procedures, and in accordance with consistency/conformity procedures. Necessary data will be gathered from primary and secondary sources by the planning staff based upon the Memorandum of Understanding with the City of Billings Public Works Department, establishing areas of data responsibility. Conformity determinations will be prepared as necessary to ensure conformity with the Clean Air Act.

STAFFING

2.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A current transportation improvement program which reflects conformity with FHWA, the Clean Air Act, and local priorities.

FUNDING SCHEDULE - TRANSPORTATION IMPROVEMENT PROGRAM

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$29,000	0	\$29,000
TOTAL	\$29,000	0	\$29,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$30,000	0	\$30,000
TOTAL	\$30,000	0	\$30,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

600 ENVIRONMENTAL CONSIDERATIONS (4314)

OBJECTIVE

- Maintain current records of monitored air pollution levels and obtain other environmental data as necessary within the Metropolitan Planning Area.
- Review proposed development and transportation system improvements with respect to environmental considerations within the MPO influence area.

ACCOMPLISHMENTS - FISCAL YEAR 2015

Air quality monitoring information was obtained from the County Air Pollution Control Board. Air quality mapping for the State Air Quality Bureau was revised. The Congestion Mitigation Air Quality (CMAQ) program was implemented. Staff continues to monitor carbon monoxide (CO) information in the Urbanized Area.

The Socio-Economic and Environmental (SEE) effects guidelines were used to review proposed developments and transportation system improvements.

PROPOSED ACTIVITIES - FISCAL YEAR 2016

PL Eligible Activities

- The planning staff will continue to utilize the SEE effects guidelines to evaluate all major development proposals in terms of transportation systems. This would include the CMAQ program.
- Work will continue to maintain the Billings air quality designation.
- Staff will continue to review the MOVES Program and others like it and their relationship to the MPO.

STAFFING

2.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

Current environmental data as well as a comprehensive planning and transportation planning process that will substantially addresses the socio-economic and environmental consequences associated with growth and development.

FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$27,000	0	\$27,000
TOTAL	\$27,000	0	\$27,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$28,000	0	\$28,000
TOTAL	\$28,000	0	\$28,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.17.700 OTHER ACTIVITIES

700 CONTINGENCY (4315)

OBJECTIVE

- To provide for the accounting of available un-programmed funds in the current UPWP.

ACCOMPLISHMENTS - FISCAL YEAR 2015

N/A

PROPOSED ACTIVITIES - FISCAL YEAR 2016

PL Eligible Activities

- This work element will be utilized for accounting purposes only. No specific work activity will be charged to this work element.

STAFFING

N/A

FUNCTIONAL AGENCY RESPONSIBILITY

N/A

PRODUCT

N/A

FUNDING SCHEDULE - CONTINGENCY

FUNDS PROGRAMMED - FISCAL YEAR 2015

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$500,011	0	\$500,011
TOTAL	\$500,011	0	\$500,011

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$275,017	0	\$275,017
TOTAL	\$275,017	0	\$275,017

*The matching ratio is Federal PL--86.58% and State match-13.42%.

SECTION II -- FUNDING

**TABLE I
FUNDING SUMMARY
FEDERAL FISCAL YEAR 2016**

WORK ELEMENT	FUNDING SOURCES FY 2016		
	PL*	LOCAL	EST. COST
100 Administration	\$170,500	\$139,500	\$310,000
101 Service	18,000	18,000	36,000
102 Citizen Involvement	30,000	30,000	60,000
200 Community Planning	63,900	149,100	213,000
204 Zoning	26,400	105,600	132,000
205 Subdivision	37,500	87,500	125,000
300 Transportation System	198,000	0	198,000
301 Transportation Plan	206,000	0	206,000
302 Planning Studies	102,000	68,000	170,000
500 T.I.P.	30,000	0	30,000
600 Environmental	28,000	0	28,000
700 Contingency	275,017	0	275,017
TOTAL	\$1,185,317.00	\$597,700	\$1,783,017

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**TABLE II
FUNDING COMPARISONS**

WORK ELEMENT	FY 2016 ESTIMATED COST	FY 2015 ESTIMATED COST
100 Administration	\$310,000	\$293,000
101 Service	36,000	34,000
102 Citizen Involvement	60,000	56,000
200 Community Planning	213,000	193,000
204 Zoning Administration	132,000	115,000
205 Subdivision Administration	125,000	111,000
300 Transportation System Data	198,000	175,000
301 Transportation Plan	206,000	120,000
302 Planning Studies	170,000	234,000
500 T.I.P.	30,000	29,000
600 Environmental Considerations	28,000	27,000
700 Contingency	275,017	500,011
TOTAL	\$1,783,017	\$1,887,011

**TABLE III
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2016**

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
100 Administration	MPO	55	45	100
101 Service	MPO	50	50	100
102 Citizen Inv.	MPO	50	50	100
200 Community Planning	MPO	30	70	100
204 Zoning Administration	MPO	20	80	100
205 Subdivision Admin.	MPO	30	70	100
300 Trans. System Data	MPO	100		100
301 Transportation Plan	MPO	100		100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100		100
600 Environmental	MPO	100		100
700 Contingency	MPO	100		100

**TABLE IV
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2016**

WORK ELEMENT	DIRECTOR (Millar)	SENIOR PLANNER (TRANS.) (Walker)	PLANNER I (Vacant)	PLANNING MANAGER (Friday)	PLANNER II (Mattox)	CLERK (Deines)	PLANNER II (Green)	PLANNER I (Vacant)	SENIOR PLANNER (ZONING) (Cromwell)	Planner I (Butts)	TOTAL M.M.
100	7	1.5	2.5	5.5	.5	1.5	.5	.5	1	5.5	26
101	.5		1				.5	.5	1		3.5
102	.5		.5	.5	.5	.5	1	.5			4
200	1.5		5	2	1	2	1	5	1	2.5	21
204			.5	.5		.5	.5	2	6		10
205			.5	1		.5	7.5		2		11.5
300		2.5	.5	.5	5	2				3	13.5
301	.5	4		.5	2	2					9
302	.5	1		.5	1	1		2.5			6.5
500	.5	1			.5	.5					2.5
600		1	.5		.5	.5					2.5
TOTAL	11	11	11	11	11	11	11	11	11	11	110

*This table indicates approximately how many man months individual staff members work in each work element.

WORK ELEMENT	CITY TRAF. TECHNICIAN
300	11
TOTAL	11

SECTION III

INDIRECT COST PLAN

INTRODUCTION

The Office of Management and Budget Circular 2 CFR Part 200 is used as governing criteria for establishing the allowed costs.

IDENTIFICATION OF COSTS

The costs are delineated below by type:

DIRECT	INDIRECT	BENEFITS
Salaries & Wages	Maintenance	FICA
Legal Notices	Reproduction	PERS
Travel	Supplies	Workmen's Compensation
Printing	Postage	Accident Insurance
Training	Subscriptions	Health Insurance
Consultants	Telephone	Sick Leave
Equipment	Utilities	Vacation
Mileage	Rent	Holidays
Moving/Interview	Audit	Maternity
	Messenger	Military
		Life Insurance
		Dental Insurance

ALLOCATION OF COSTS

Direct costs will be charged to the work program line item to which they apply.

An indirect cost rate of **12%** of the City and County's direct salaries and wages is proposed. The **12%** rate will be applied to the direct wages and salaries of each line item within the work program to cover all indirect expenses.

Benefits will be calculated at a rate of **49%** of the City and County's direct salaries and wages charged to each line item.

FUNDING SOURCES

The degree of participation by each funding agency is based on the pro-rations which have been determined for each line item. Each agency will be billed their share of the total charges made against each line item according to the approved pro-rations.

Funding sources and amounts contained in the UPWP are as follows:

Planning Dept. Fees (City of Billings)	\$236,138
Planning Dept. Fees (Yellowstone Co.)	\$54,250
Yellowstone County (Mill)	\$420,000
PL*	\$1,185,317
TOTAL	\$1,895,705

*The matching ratio is Federal PL--86.58% and State match-13.42%.

SUMMARY

The indirect cost rate is a predetermined fixed rate which is not subject to adjustment. The base period used in determining the rate is the period from July 1, 2014 through June 30, 2015. The calculated rate is applicable to the grant period, which is October 1, 2015 through September 30, 2016.

LIST OF ACRONYMS

ADA	American Disability Act
BSEDA	Big Sky Economic Development Authority
CAC	Citizen Advisory Committee
CMAQ	Congestion Mitigation Air Quality
CTEP	Community Transportation Enhancement Program
EBURD	East Billings Urban Renewal District
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
HPMS	Highway Performance Monitoring System
ISTEA	Intermodal Surface Transportation Efficiency Act
MAP-21	Moving Ahead for Progress in the 21 st Century
MDT	Montana Department of Transportation
MPO	Metropolitan Planning Organization
PCC	Policy Coordinating Committee
PEP	Private Enterprise Participation
PL	Planning Funds
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act for the 21 st Century
TA	Transportation Alternative Program
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
YCBP	Yellowstone County Board of Planning

CHAPTER II

CITY OF BILLINGS TRANSIT DIVISION

SECTION I UNIFIED PLANNING WORK PROGRAM

44.21.00 Program Support and Administration

44.21.01 PROGRAM ADMINISTRATION

OBJECTIVE

To provide program support, general administration, grant administration, and training in support of transit planning activities.

ACCOMPLISHMENTS FISCAL YEAR 2015

Conformance with federal, state, and local administrative requirements for maintenance of transit planning function, including continuing to maintain and update the Coordinated Transportation Plan. Attended training opportunities and enhanced knowledge and skills. Attended general transit-related meetings. Managed FTA Section 5303 grant activities, and prepared transit aspect of UPWP. Participated in TAC and other meetings.

PROPOSED ACTIVITIES FISCAL YEAR 2016

All administrative functions necessary in support of transit planning activities will be performed. Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain federal funding support. Furthermore, this UPWP will be revised when deemed necessary. The FY 2016 UPWP for transit planning activities will also be developed under this line item. Continue to research and develop the use of FTA funding, as provided in MAP-21. Maintain coordination with 5310 providers and as the lead agency, develop and apply for capital grants for new vehicles as decided by the Coordination Plan Committee. The Coordinated Transportation Plan will be updated, as required by MAP-21.

Staff participates in recognized and approved training programs in order to improve skills and capabilities. Planner will assimilate documents, regulations, and codes to keep abreast of federal, state, and local requirements as they relate to the transit planning process. To maintain interaction and feedback with appropriate citizen and professional groups, staff will participate with the TAC, Coordination Plan Committee, citizen advisory boards and others as needed. Grant administrative functions will also be performed.

STAFFING

342.06 Transit Planner Staff Hours

68.41 Administrative Support Staff Hours

68.41 Transit Manager Staff Hours

478.88 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

PRODUCT

An ongoing administrative program to carry out the transit planning function.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant

FUNDING SCHEDULE - 44.21.01

Expenditures	Local	FTA	Total
Programmed FY 15	\$8,699	\$34,796	\$43,495
Estimated FY 2016	\$6,468	\$25,873	\$32,341

44.24.01 NEW TRANSPORTATION SERVICE EVALUATION AND ANALYSIS

OBJECTIVE

To facilitate considerations of means to ensure that citizens will have acceptable public transportation alternatives in the future, including during times of constrained financial resources.

ACCOMPLISHMENTS FISCAL YEAR 2015

Updated projections of future revenues and expenses. Assisted with annual and out-year budget and financial resources analysis, including multi-year spreadsheets. Arranged for a variety of on-going data gathering and analysis efforts to monitor system. Identified the operating and capital needs required to ensure reliable fleet and effective system functioning and assisted with preparation of related grant applications, grant revisions, and budget documents. Worked with Consultants to do a complete operational analysis of the transit system. Considered fare box and other revenue changes. Performed general planning for system improvements, including route changes, schedule changes, and locations for amenities such as bus shelters. Performed general transit planning.

PROPOSED ACTIVITIES FISCAL YEAR 2016

Continuation of activities undertaken in FY 2015 including, research to determine if there is any possibility for additional service hours or additional routes for the system in the future. Assisting with financial analysis and planning; and assessing future capital and operating requirements. Consider any possibly needed service modifications, with assistance of consultant as appropriate, including means to continue addressing needs with fewer resources. Continue planning efforts regarding public and stakeholder involvement and input opportunities.

STAFFING

653.00 Transit Planner Staff Hours
 130.60 Administrative Support Staff Hours
163.25 Transit Manager Staff Hours
 946.85 Total Staff Hours

PRODUCT

Identification of and plans for efficient and effective transit service for the future, such as financial and capital analyses and possible system modifications.

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant

FUNDING SCHEDULE - 44.24.01

Expenditures	Local	FTA	Total
Programmed FY 15	\$14,477	\$57,908	\$72,385
Estimated FY 2016	\$12,326	\$49,304	\$61,630

44.24.02 CURRENT SERVICE ENHANCEMENT**OBJECTIVE**

To improve service and ridership in existing transit system.

ACCOMPLISHMENTS FISCAL YEAR 2015

Worked with operational staff in reviewing and implementing system improvements to existing routes and services and to assess system functioning. Assisted in assessing upcoming operational needs. Continued to develop Marketing Enhancement Programs. Attended to regulatory documents as required for continued funding. Provided monthly ridership (including wheelchair and bike rack use) analysis, assessed ridership trends, and prepared other information on system functioning as requested. Analyzed internal administrative functioning including further implementation of computerization and/or technology improvements. Monitored GPS and CCTV data to analyze possible improvements to routes and schedules. Prepared National Transit Database report and gathered information from the public for planning purposes.

PROPOSED ACTIVITIES FISCAL YEAR 2016

Continuation of activities undertaken in FY 2015. Assist in identification and implementation of means to improve current service, including analyzing the routes and schedules with the use of GPS and CCTV data. Creating GTFS (General Transit Feed Specification) data in house for integration with Google Transit which will allow riders to utilize Google's Trip Planning services free of charge. Researching the feasibility of real time GPS tracking on the buses, allowing riders to determine where the bus is in real time. Researching the use of electronic fare boxes to assist in tracking ridership numbers for determining the effectiveness of current routes. This element may also include activities such as assisting with marketing to attract and educate "choice riders" and senior riders on how to read the schedules and use transit; and to enhance public image of existing system and services as well as analyses of internal functions and operations. Develop and implement creative outreach programs to increase ridership and provide bus rider training to citizens. Maintain monthly ridership figures and summary figures for effective decision-making. Complete National Transit Database reports. Other tasks may include monitoring public reaction to modified routes, schedules and marketing efforts, and assist in assessing budgetary needs.

STAFFING

615 Transit Planner Staff Hours

123 Administrative Support Staff Hours

123 Transit Manager Staff Hours
861 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

PRODUCT

Information relating to existing service/system enhancement, such as analyses of system functions and budget alternatives.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant.

FUNDING SCHEDULE - 44.24.02

Expenditures	Local	FTA	Total
Programmed FY 15	\$14,036	\$56,146	\$70,182
Estimated FY 2016	\$11,090	\$44,360	\$55,450

44.25.01 T.I.P.

OBJECTIVE

To maintain a viable five year program of transit improvements for the Billings Urban Area.

ACCOMPLISHMENTS FISCAL YEAR 2015

The TIP was updated to reflect current project status and include upcoming projects. Information was provided to MPO to assist in community-wide Section 5310 project prioritization for inclusion in TIP. STIP process was monitored especially with regard to the grants.

PROPOSED ACTIVITIES FISCAL YEAR 2016

City Transit Division will develop information on the operating and capital projects for which MET Transit and MET Special Transit plan to pursue federal grant assistance for inclusion in the TIP to be prepared by the MPO. Monitor inclusion of TIP in STIP to ensure ability to obtain federal Sections 5307, 5310 & 5339 grant assistance.

STAFFING

94.0	Transit Planner Staff Hours
18.8	Administrative Support Staff Hours
<u>18.8</u>	Transit Manager Staff Hours
131.6	Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division will provide transit-related information to the County Planning Department for the MPO's inclusion in the TIP document.

PRODUCT

A current TIP as necessary for FTA grant approvals.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant.

FUNDING SCHEDULE - 44.25.01

Expenditures	Local	FTA	Total
Programmed FY 15	\$3,102	\$12,407	\$15,509
Estimated FY 2016	\$1,695	\$6,780	\$8,475

44.26.00 Implementation of Americans with Disabilities Act (ADA)

44.26.15 IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT (ADA)

OBJECTIVE

To ensure optimal use of City of Billings funds in meeting elderly and disabled transportation needs for both specialized and fixed route transportation in accordance with Federal Americans with Disabilities Act (ADA) regulations.

ACCOMPLISHMENTS FISCAL YEAR 2014

Continued implementation of the paratransit Eligibility Certification process and familiarizing elderly and disabled citizens with use of fixed route system as appropriate. Continued monitoring of transit system's compliance with the ADA regulations and assisted with related community relations. Assessed financial functioning of paratransit service. Monitored procedures and policies involving lift-equipped fixed-route service and other accessibility features and requirements. Assisted in assessment of future vehicle needs and relevant procurement of vehicles as related to best serving elderly and disabled citizens. Assisted with continued integration of the paratransit function within the City's MET Transit System. Assisted in efforts to develop and resolve operational policy issues and to improve MET Special Transit's efficiency & cost-effectiveness, including monitoring implementation of Paratransit Scheduling software. Continue to coordinate transportation services among 5310 transit providers, social service agencies and the general public to provide an overall strategy to enhance transportation access, minimize duplication of services and facilitate the most appropriate cost-effective transportation possible with available resources.

PROPOSED ACTIVITIES FISCAL YEAR 2015

Continuation of activities undertaken in FY 2014. Plan additional sensitivity training for MET operators and other employees. Maintain positive relationship with disabled and elderly community and continued identification of means to address transit and special transportation needs, including assisting in efforts to assess both short and long term paratransit needs of the community and organizational and fiscal means to address those needs. Monitor and assess means to improve efficiency and effectiveness of paratransit service, including the update of the current paratransit software system. Continue to facilitate effective service provision and usage of lift-equipped fixed-route service. Participate on resource advisory groups. Continue to facilitate monthly Coordination Planning meetings with human service providers, social service agencies, transit providers and the general public to coordinate efforts associated with transit capital and service planning, as required under MAP-21. Continue to provide outreach and

education for social service professionals in the community and with senior groups.

STAFFING

327.50 Transit Planner Staff Hours
65.50 Administrative Support Staff Hours in support of Planner
624.00 Paratransit Coordinator Staff Hours
218.47 Clerical Staff Hours in support of Paratransit Coordinator
65.50 Transit Manager Staff Hours
1,300.97 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

PRODUCT

Continued community consensus on how ADA regulations related to transit is to be complied with by the City of Billings. Continued community consensus on how to address specialized and lift-equipped and other transit needs of the community's disabled citizens through City funding.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant.

FUNDING SCHEDULE - 44.26.15

Expenditures	Local	FTA	Total
Programmed FY 15	\$17,287	\$69,150	\$86,437
Estimated FY 2016	\$15,078	\$60,310	\$75,388

SECTION II FUNDING

**Table 4
Funding Summary and Staff Months by Element - City Transit Division
Federal Fiscal Year 2016**

Work Element	Funding Source			Disbursement Percentage		Staff Hours
	City	FTA	Total Amount	City	FTA	
44.21.01	\$6,468	\$25,873	\$32,341	20	80	478.88
44.24.01	\$12,326	\$49,304	\$61,630	20	80	946.85
44.24.02	\$11,090	\$44,360	\$55,450	20	80	861.00
44.25.01	\$1,695	\$6,780	\$8,475	20	80	131.60
44.26.15	\$15,078	\$60,310	\$75,388	20	80	1,300.97
SUB TOTAL	\$46,657	\$186,627	\$233,284	20	80	3,719.30
TOTAL	\$46,657	\$186,627	\$233,284	20	80	3,719.30

ALLOCATION OF COSTS

Expenditures identified include direct costs, benefits at the rate of 49% of direct salary or wages, and indirect costs at the rate of 12% of direct salary or wages. These rates for benefits and indirect costs were approved in a March 12, 2014 letter from the MDT Urban Planning Section.



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 08/25/2015

Information

INTRODUCTION

On July 1, 2015, the Planning Division received an application for review and approval of a five-unit condominium subdivision on one lot of the recorded Curly Willow Subdivision. The property is located on the east side of South 56th Street West, south of Interstate-90. The property is not within the County zoning jurisdiction. In accordance with Chapter 8 of the County Subdivision Regulations, this condominium development must be reviewed as a “subdivision for rent or lease.” The Board of County Commissioners is scheduled to act on the proposal on September 15, 2015.

RECOMMENDATION

Staff recommends the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of the Curly Willow Condos Subdivision and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To minimize the effects on public health and safety, prior to final plat approval the subdivider shall receive approval from the RiverStone Health for the proposed shared septic system and well.
2. To minimize affects on local services, prior to final plat approval the Rural Special Improvement District (RSID) established for the maintenance of the dry hydrant system, on Lot 2, shall be expanded to include each individual condominium.
3. To minimize the effects on the natural environment, prior to final plat approval a weed management plan and property inspection shall be approved by the County Weed Department.
4. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.

5. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

VARIANCES REQUESTED

No variances have been requested.

DISCUSSION/STAKEHOLDERS

Vice President Don Reed, serving in the place of President Dick Clark, called for discussion and questions from the Board. Donna Forbes asked if there is any natural landscaping on the property. Dave Green said the property is outside of zoning and there is limited vegetation, mostly just on the street frontage. Don Reed pointed out the plat has not been approved and construction has been started. Dave Green said the owner can construct the building but is unable to lease the property as condominiums. In response to a question by Donna Forbes regarding the use of the buildings, Dave Green stated the buildings are commercial units.

Attachments

Proposed Plan



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 08/25/2015

Information

INTRODUCTION

On July 1, 2015, Sanderson Stewart agents for Kimmert Properties LLC applied for preliminary subsequent minor plat approval for Keller Place Subdivision, Amended Lot 3A, Block 1. The proposed plat creates 3 lots from a 3.31-acre parcel of land. The subject property is generally located on the west side of Johnson Lane, south of Old Hardin Road in Lockwood. The property is zoned Entryway General Commercial (EGC) and there are a mixture of commercial and residential uses in the immediate vicinity. The Board of County Commissioners is scheduled to act on the proposal on September 15, 2015.

RECOMMENDATION

Staff recommends the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Keller Place Subdivision, Amended Lot 3A, Block 1, and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Planning staff recommends the following conditions of approval:

1. To minimize the effects on the natural environment, prior to final plat approval a weed management plan and property inspection shall be approved by the County Weed Department.
2. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
3. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

VARIANCES REQUESTED

No variances were requested.

DISCUSSION/STAKEHOLDERS

Vice President Don Reed, serving in the absence of President Dick Clark, called for discussion and questions from the Board. Al Littler asked if this commercial section of property fits with the Lockwood Plan. Don Reed said the idea is to have Johnson Lane as the "downtown" of Lockwood and this proposal fits this goal.

Don Reed commented there is no community wide storm water drainage plan in Lockwood. Dave Green said a storm water management plan is required and they will be retaining storm water on site. Don Reed said a community wide storm water drainage plan for Lockwood must be addressed for the future and the sidewalk along Johnson Lane is strongly recommended. He said the property to the south was required to have sidewalks and amenities and he asked why it would be different for this parcel. He said he is not in favor of approving this subdivision without addressing pedestrian traffic along Johnson Lane as this should be a priority. Dave Green said this has been mentioned to the applicant and since the applicant is present maybe he would like to address the issue. Pat Davies from Sanderson Stewart, agent for the applicant, stated the intent is to build sidewalk improvements along Johnson Lane. Candi Millar asked that this be included in the SIA. Don Reed said this is the future home of Lockwood Ace Hardware. He commended Kimmett Properties for its entrepreneurship in getting new businesses to come to this area.

Attachments

Proposed Plat

PRELIMINARY AMENDED PLAT OF LOT 3A, BLOCK 1,
KELLER PLACE SUBDIVISION

SITUATED IN THE NW 1/4 OF SECTION 30, T. 1 N., R. 27 E., P.M.M.
 YELLOWSTONE COUNTY, MONTANA

PREPARED FOR : KING'S ACE HARDWARE

MAY, 2015

PREPARED BY : SANDERSON STEWART

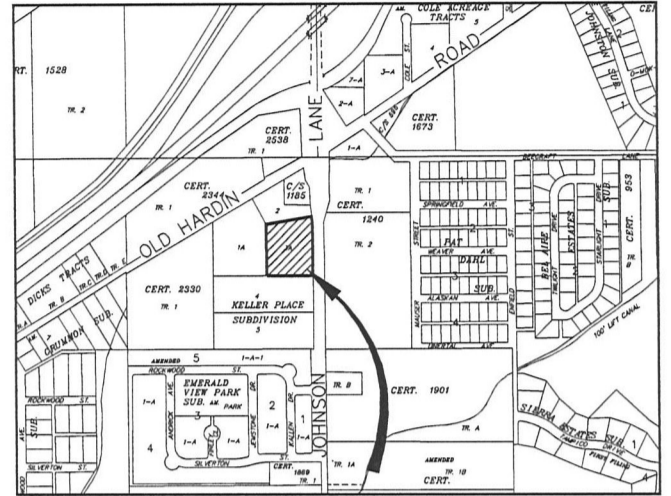
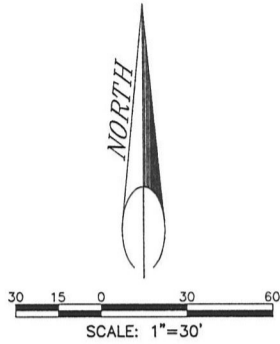
BILLINGS, MONTANA

BASIS OF BEARING: (ORIGINAL PLAT/C.O.S.) OR DETERMINED BY GPS OBSERVATIONS USING SURVEY GRADE RECEIVERS. CONVERGENCE NOT APPLIED TO BEARINGS SHOWN. DISTANCES ARE GROUND DISTANCES.

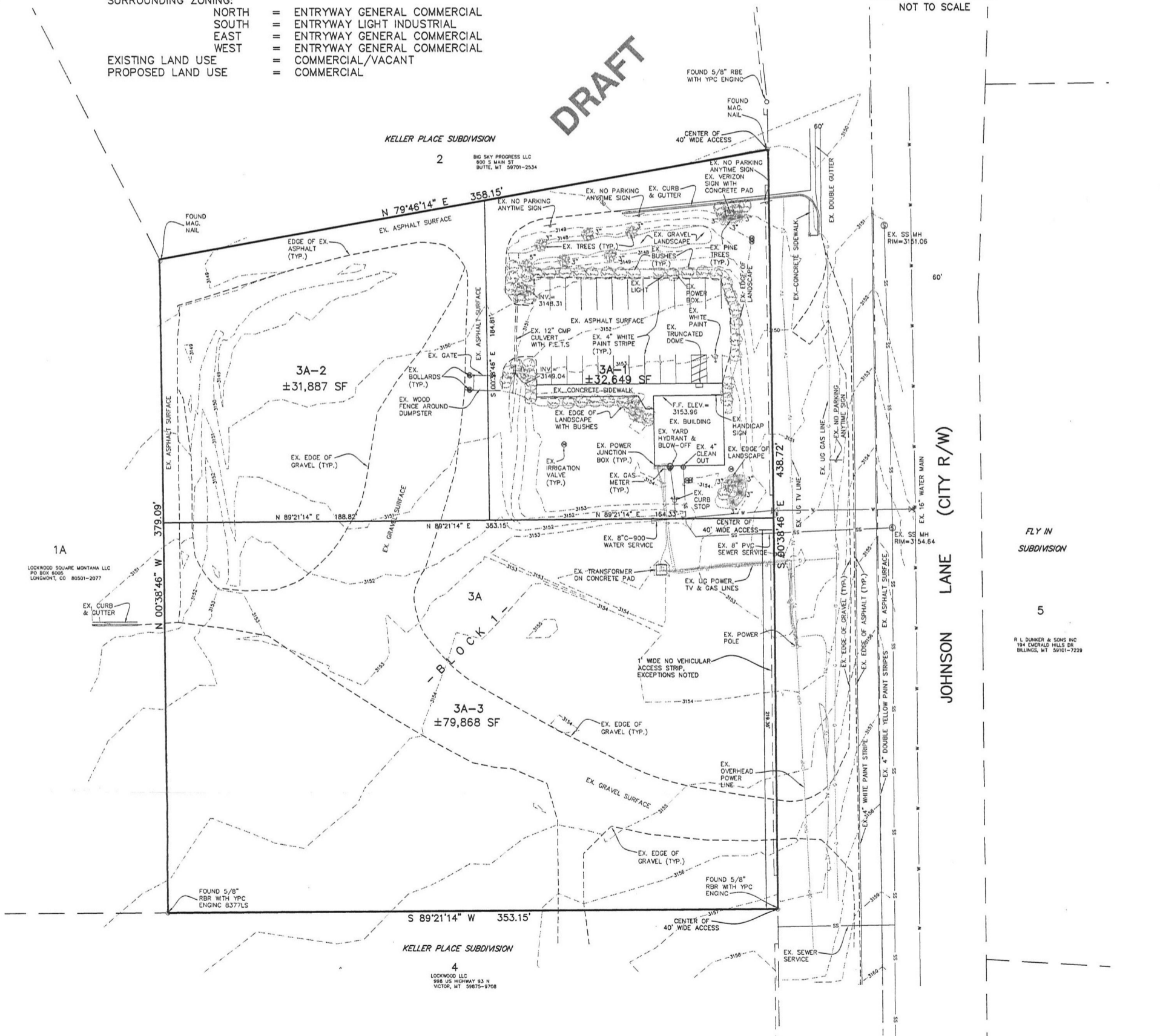
- FOUND SURVEY MONUMENT, AS NOTED
- SET 5/8" X 18" REBAR WITH CAP MARKED WITH THE LICENSE NUMBER OF THE UNDERSIGNED LAND SURVEYOR AND "SANDERSON STEWART"
- SET INTERSECTION MONUMENT, 5/8"x18" REBAR WITH CAP MARKED WITH THE LICENSE NUMBER OF THE UNDERSIGNED LAND SURVEYOR AND "SANDERSON STEWART BILLINGS MT". WILL BE REPLACED WITH BRASS CAP MONUMENT BOX UPON COMPLETION OF STREET IMPROVEMENTS.

PLAT DATA

GROSS AREA	=	3.315 ACRES
NET AREA	=	3.315 ACRES
NUMBER OF LOTS	=	3
MINIMUM LOT SIZE	=	31,887 SF
MAXIMUM LOT SIZE	=	79,868 SF
LINEAL FEET OF STREETS	=	NONE
PARKLAND REQUIREMENT	=	NA
PARKLAND DEDICATION	=	NA
EXISTING ZONING	=	ENTRYWAY GENERAL COMMERCIAL
SURROUNDING ZONING:		
NORTH	=	ENTRYWAY GENERAL COMMERCIAL
SOUTH	=	ENTRYWAY INDUSTRIAL
EAST	=	ENTRYWAY GENERAL COMMERCIAL
WEST	=	ENTRYWAY GENERAL COMMERCIAL
EXISTING LAND USE	=	COMMERCIAL/VACANT
PROPOSED LAND USE	=	COMMERCIAL



VICINITY MAP
 NOT TO SCALE



JOHNSON LANE (CITY R/W)

FLY IN SUBDIVISION

5

R L DUNKER & SONS INC
 194 EMERALD HILLS DR
 BILLINGS, MT 59101-7229



YELLOWSTONE COUNTY BOARD OF PLANNING
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 08/25/2015

Information

INTRODUCTION

On July 1, 2015, the Planning Division received an application for preliminary plat approval for the proposed Pike Subdivision Amended Block 2. The property is generally located north of Stillwater Drive which is north of King Avenue West and west of 80th Street West. This 11-lot subdivision will re-arrange the western half of the original plat from December 1972. The proposed lots range from 1 acre to 1.96 acres. The Board of County Commissioners is scheduled to act on the proposal on September 15, 2015.

RECOMMENDATION

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Pike Subdivision, Amended Block 2 and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To ensure ditches are properly identified and easements are identified and in place for the ditches, the applicant will show ditch locations and existing easement for them on the final plat or provide easements and documentation for their creation before final plat approval.
2. To ensure proper vacating of public right-of-way on Canyon Drive involving Lots 14-A-2, 20-A and 19-A, prior to final plat approval the applicant will go through the process of vacating portions of the existing cul-de-sac with County Public Works.
3. To minimize the effects on local services, prior to final plat approval a Rural Special Improvement District (RSID) will be created to provide maintenance of the interior roads of this subdivision.
4. To ensure public park land is being used in accordance with the desires of the County Park Board, prior to final plat approval or before construction of the tank takes place, the applicant will receive permission from the County Park Board to install the 10,000 gallon dry hydrant system in the park land off of South 80th Street West.
5. To ensure proper location and installation of the proposed 10,000 gallon dry hydrant, prior to final plat approval the applicant will receive written approval from the Laurel Fire Department for the location and verification of installation and testing of the tank.

6. To meet YCSR and ensure proper storm water management practices, prior to final plat approval the applicant will submit proposed storm water management information to the MDEQ for review and approval.
7. To minimize the effects on the natural environment, prior to final plat approval a weed management plan and property inspection shall be approved by the County Weed Department.
8. To minimize the effects on local services, prior to final plat approval the subdivider shall provide written verification that the US Postal Service has approved the mail facilities and the location for this subdivision.
9. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments, to clarify the documents and bring them into the standard acceptable format.
10. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, and the laws and Administrative Rules of the State of Montana.

VARIANCES REQUESTED

No variances were requested.

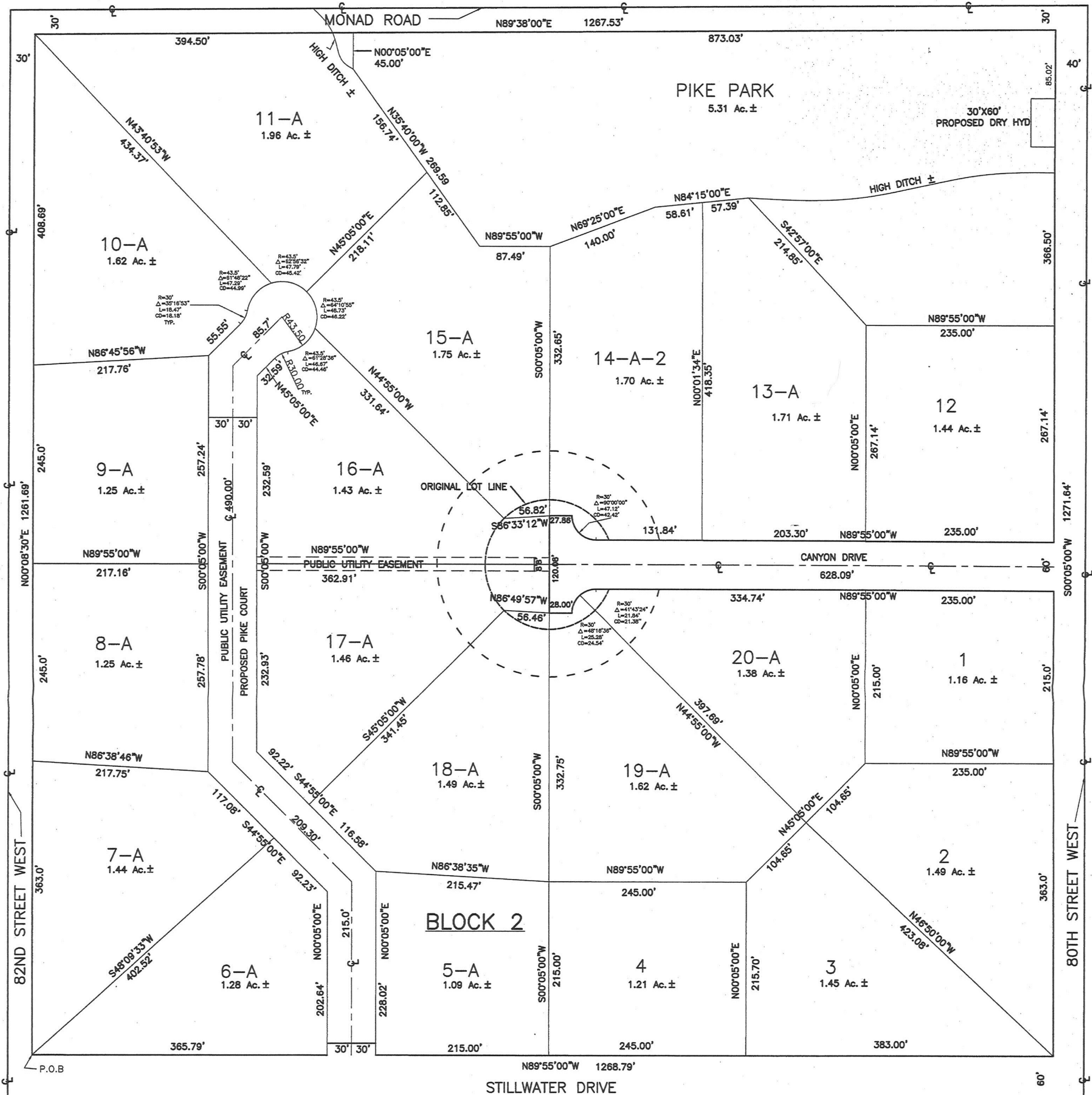
DISCUSSION/STAKEHOLDERS

Vice President Don Reed, serving in the absence of President Dick Clark, called for discussion and questions from the Board. Donna Forbes asked for clarification on the access points along Stillwater Drive. Dave Green pointed out a no access strip will be placed on the plat along Stillwater Drive so Lots 5-A and 6-A will only have access off of Pike Court. Lots 3 and 4 on Stillwater Drive have existing homes and existing access off of Stillwater Drive. Donna Forbes asked if there is any concern with the location of the dry hydrant. Dave Green said the Laurel Fire Department has signed off on this location.

Donna Forbes asked how many Growth Policy goals need to meet when a subdivision is being reviewed. Candi Millar said many of the Growth Policy goals do not apply to county subdivision development, but when land use goals are considered in review of a subdivision, about half of the goals would usually be met. She explained that staff tries to point out that a subdivision proposal is not in conflict with any goals and directly addresses some of the goals. Donna Forbes asked about the advantage of a using a hammerhead turn around is versus a cul-de-sac. Candi Millar said it accomplishes the need for a turnaround and reduces the size of the street surface and right-of-way needed. In response to a question by Don Reed, Dave Green said the west edge where the proposed South 82nd Street West was originally platted is partially swampland but not in the lot areas.

Attachments

Proposed Plat



MONAD ROAD N89°38'00"E 1267.53'

PIKE PARK
5.31 Ac. ±

30'X60'
PROPOSED DRY HYD

11-A
1.96 Ac. ±

10-A
1.62 Ac. ±

15-A
1.75 Ac. ±

14-A-2
1.70 Ac. ±

13-A
1.71 Ac. ±

12
1.44 Ac. ±

9-A
1.25 Ac. ±

16-A
1.43 Ac. ±

ORIGINAL LOT LINE

CANYON DRIVE

PUBLIC UTILITY EASEMENT
PROPOSED PIKE COURT

8-A
1.25 Ac. ±

17-A
1.46 Ac. ±

20-A
1.38 Ac. ±

1
1.16 Ac. ±

7-A
1.44 Ac. ±

18-A
1.49 Ac. ±

19-A
1.62 Ac. ±

2
1.49 Ac. ±

BLOCK 2

6-A
1.28 Ac. ±

5-A
1.09 Ac. ±

4
1.21 Ac. ±

3
1.45 Ac. ±

STILLWATER DRIVE

11

12
BLOCK 1

13

14

82ND STREET WEST

80TH STREET WEST

P.O.B.