



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



AGENDA (CORRECTED)

August 9, 2016 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 Board Members and staff.
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. MEETING MINUTES: JULY 12, 2016. (THE JULY 26, 2016 MEETING WAS CANCELED DUE TO A LACK OF AGENDA ITEMS).**

Attachments

PlnBMinutes_16_07_12_DRAFT

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: THERE IS NO OLD BUSINESS.**
8. **NEW BUSINESS:** (Agenda items new to this meeting).

- a. **Update. Discussion. "Kids in Motion", (KIM), Program AmeriCorps VISTA Program. Jeffrey Butts, Bicycle & Pedestrian Coordinator; Tony Chase, AmeriCorps VISTA Volunteer; Sara Channell, AmeriCorps VISTA Volunteer**
- b. **Plat Review/Discussion. Skycrest Subdivision. Dave Green, Planner II, presenting.**

Attachments

Findings of Fact

Proposed Plat

Proposed Plat Phase 1 and part of Phase 2

Proposed Plat Remainder of Phase 2 and Phase 3

Proposed plat Aerial View

- c. **Discussion. DRAFT 2017 UPWP. Scott Walker, Transportation Planning Coordinator, presenting.**

Attachments

Draft UPWP 2017-Highway and Transit

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 TUESDAY, AUGUST 23, 2016

- a. **Public Hearing. Motion/Recommendation. Skycrest Subdivision, Dave Green, Planner II, presenting.**
- b. **Public Hearing. Motion/Recommendation. DRAFT UPWP-Highway and Transit. Scott Walker, Transportation Planning Coordinator, presenting.**

Planning Board Meeting I (2nd Tuesday)

3.

Meeting Date: 08/09/2016

Information

Subject

MOTION. MEETING MINUTES: JULY 12, 2016. (THE JULY 26, 2016 MEETING WAS CANCELED DUE TO A LACK OF AGENDA ITEMS).

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CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

July 12, 2016

To be approved by a motion on August 9, 2016

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, June 28, 2016, in the Miller Building 1st Floor conference room, 2825 3rd Avenue North, Billings, Montana.

Introduction of Planning Board Members and Planning Department Staff

President Tunncliff called for introductions of the members of the Planning Board and staff. Attending Planning staff members were: Candi Millar, Director, Planning & Community Services Department; Wyeth Friday, Planning Division Manager, Tammy Deines, Planning Clerk

Others in attendance: Ethan Kanning; Katy Easton, BSEDA; Dianne Lehm, BSEDA; Shawn D Green, Linda Green, Terry Seiffert; Bob Riehl; Woody Woods

2. Approval of the July 12, 2016 Agenda: President Tunncliff called for approval of the agenda.

Motion

Board member Cook made a motion and Board member Reed seconded the motion to approve the July 12, 2016 agenda. The motion carried with a unanimous voice vote.

3. Approval of the June 14, 2016 meeting minutes.

Motion

Board member Goodrich made a motion and it was seconded by Board member Cook to approve the June 14, 2016 meeting minutes as submitted. The motion carried with a unanimous voice vote.

Approval of the June 28, 2016 meeting minutes.

Motion

Board member Goodrich made a motion and it was seconded by Board member Cook to approve the June 28, 2016 meeting minutes as submitted. The motion carried with a unanimous voice vote.

4. Public Comment: President Tunncliff 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.

5-6. Disclosure of Conflict of Interest – Board members and Planning Staff

Disclosure of Outside (Ex Parte) Communication– Board Members and Planning Staff. The Ex Parte Communication Binder is available at the Sign-In and Agenda

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station. Board member Klugman abstained from Agenda Item 7a1 due to a conflict of interest.

7. OLD BUSINESS

7a1. MOTION/RECOMMENDATION. LOCKWOOD AREA ZONING JURISDICTION EXPANSION. Candi Millar, Director, Planning & Community Services Department

Ms. Millar gave the introduction below for this agenda item.

INTRODUCTION

The BOCC approved a resolution of intent requesting the Planning Board hold a public hearing to consider expansion of the county zoning jurisdiction. The BOCC will hold its public hearing on August 23, 2016, 9:00 a.m. Diane Lehm, Director, Community Development, BSEDA, has contracted with Sanderson Stewart to create a comprehensive development plan for a Targeted Economic Development District, (TEDD), for Lockwood. As part of the contract the future boundaries of the TEDD have to be considered and make them conform to the regulations and statutes that authorize the development of the TEDD. The properties within the TEDD have to conform with the 2016 Lockwood Growth Policy. The properties may be included in the TEDD if they are zoned as controlled industrial or heavy industrial, or as agricultural with the idea of zoning for industrial uses in the future if they are included in the TEDD. There are seven property owners that have opted to be zoned which are currently outside the zoning jurisdiction.

Dianne Lehm, BSEDA, 222 North 32nd St. Suite 200. Billings, Montana

Ms. Lehm referred to “Exhibit A”, Yellowstone County Zoning Jurisdiction Amendment Petition. She stated there are seven property owners with roughly 23 parcels forwarding this request. She said BSEDA considered areas in Yellowstone County for the TEDD that are appropriate for commercial development for businesses needing land with infrastructure and found this area to meet the criterion. If this request is approved, there will not be an immediate change in use of these properties.

Discussion

President Tunncliff called for questions and discussion from the members of the Board. Dianne Lehm, in response to a question from Board member Goodrich, said the boundary adjustment will only be around the requested properties. She said there were some concerns from family members that were not ready to make changes with their property at this time. Several properties were involved in a trust with multiple ownerships.

Board member Goodrich pointed out the irregularity of the zoning jurisdiction’s boundary line. Candi Millar explained the zoning jurisdiction was changed in 1972 by resolution to be approximately 4.5 miles from the existing City boundary. She stressed that in Yellowstone County, property owners have to initiate zoning requests.

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Per Board member Reed’s request, Candi Millar provided clarification on the process for requests for zoning variances. Board member Reed asked if the zoning boundary/planning jurisdiction can be initiated by the County Commissioners.

Ms. Millar stated the Board of County Commissioners will not expand the boundary or change the zoning without the voluntary request of landowners. Board member Reed commented on the benefits of planning and zoning for the entire area. Ms. Millar noted the adopted Lockwood Growth Policy maps proposed land uses outside the existing zoning area.

Public Hearing

At 6:20 pm, President Tunncliff opened the public hearing and asked if there is anyone present wanting to speak in favor or against the zoning jurisdiction expansion.

Linda Green, 2610 Watson Road, Lockwood, Montana

Ms. Green’s property is adjacent to the proposed zoning area. She requested information on the pros and cons of inclusion in the zoning area. They received an information letter on the TEDD proposal.

Candi Millar explained the importance only comes if the owner wishes to participate in the TEDD. There are general advantages to zoning, including having more confidence in what type of land use will occur in adjacent properties. There is no disadvantage or effects on property values if the property owner does not plan to change the use of the property. Ms. Green asked about fracking within the proposed zoning area and voiced concern with dust issues. Candi Millar said this type of use requires a special review.

At 6:27 pm, President Tunncliff closed the public hearing and called for a motion and discussion.

Motion

Board member Goodrich made a motion and it was seconded by Board member Reed to forward a recommendation to the Board of County Commissioners of approval of the expansion of the zoning jurisdiction as presented by Staff and depicted on “Exhibit A”, Yellowstone County Zoning Jurisdiction Amendment Petition.

Discussion

President Tunncliff voiced concern with Ms. Green’s need for further information regarding the TEDD and the zoning proposal this late in the review process. Dianne Lehm, BSEDA, said there were several public opportunities in this process. The last public meeting for this request was held on May 12, 2016, at Lockwood School; and the consultant team provided an overview. Presentations were given and public hearings were held during the Board of County Commissioners sessions. Personal meetings with interested parties were scheduled and held to help usher this process through as a group

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of property owners. She explained the process for landowners to be included in the zoning area at a later date.

Board member Goodrich noted the 14 property owners located outside of the proposed zoning area expansion and asked if BSEDA made any follow-up with these property owners. Ms. Lehm stated they only provide information and do not try to influence property owners' decisions.

Board member Boucher asked what zoning classification could be applied to the Green's property. Candi Millar suggested it may fall in the designated areas for Heavy Industrial, (HI), Controlled Industrial, (CI) or Agricultural.

Board member Goodrich stated he is in favor of the proposed TEDD, but is concerned with the irregularity of the zoning jurisdiction boundaries. He voiced concern with the subdivision review standards being hamstrung by the current zoning boundaries. He stated an update of the zoning jurisdiction boundaries should be considered as it has not been done since 1970. He said he is disappointed the Greens were not afforded with a personal appointment for a visit and explanation of the TEDD and this request.

Board member Reed stated he is in favor of this request, and it is a good start. He concurred with Board member Goodrich's comments for the need of consideration of formally expanding the zoning jurisdiction boundaries.

Board member Bass stated he would like the Board of County Commissioners to be aware of the Planning Board's desire to have a more aggressive approach to the expansion of the zoning jurisdictional area.

9. OTHER BUSINESS

Standing Item. Staff update. Long Range Strategic Issues and an overview of future City and County issues and projects. –

a. **City of Billings Growth Policy, “BillingsBeyond”** Director Millar gave an update on the City of Billings Growth Policy. City Council tabled action on a resolution of intent to adopt the policy. There were some suggested revisions to the guidelines by email prior to the meeting and the Council asked staff for additional review time, and to return to next Monday's work session. The Council will act on a resolution of intent with possible revisions on July 25, 2016.

b. **July 26, 2016 Planning Board meeting:** This meeting is cancelled due to a lack of agenda items. The next meeting will be held on Tuesday, August 9, 2016.

c. **Retirement Recognition Party for Candi Millar, Director, and Planning & Community Services Department:** The Planning Board is invited to share in a time of recognition for Director Candi Millar's years of service to the community on Thursday, July 28, 2016, Billings Public Library Community Room, 1:00 pm-3:00 pm.

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c1. Acknowledgements: President Tunnicliff announced this is the last Planning Board meeting Candi Millar will attend while serving as Director and Planning Board Secretary. He commented he had not received communications related to hiring the new Planning Director. Candi Millar noted that the selection committee should include the Planning Board President and one of the Yellowstone County Commissioners. She said she will forward this request to the City Administrator.

- ❖ President Tunnicliff acknowledged Ms. Millar’s contributions to the community and stated he has great respect for the way she conducted herself on this Board. He said he admires Ms. Millar’s great wisdom and knowledge and it will be difficult to find someone with her feel for the political process. He thanked her for outstanding work as a staff member and as a part of the Planning Board.
- ❖ Board member Goodrich commented he has worked with Ms. Millar as a member of the Community Development Board and the Planning Board. He expressed his sincere appreciation and wished Ms. Millar “Good luck!”
- ❖ Board member Reed expressed his appreciation and said, “Thank you!” from the Community of Lockwood for the many efforts Ms. Millar has made in their regard.
- ❖ The Board concurred and gave Ms. Millar a round of applause.

Ms. Millar reminded the members of the Board of the commonality of professionalism displayed by its members. She said this Board has exceeded all standards of integrity, and has made decisions with respect and careful thinking. She thanked the members for volunteering their time and said the experience and background they bring enriches the community and makes it much better place.

ADJOURNMENT: 8:30 p.m.

FUTURE AGENDA ITEMS: AUGUST 9, 2016

--Update and Presentation/Discussion. Kids in Motion, (KIM) Program; AmeriCorps VISTA Program. Jeffrey Butts, Alternative Modes Coordinator; Tony Chase, AmeriCorps VISTA Volunteer; Sara Chanell, AmeriCorps VISTA Volunteer

ATTEST: DRAFT. To Be approved by a motion on August 9, 2016



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



Planning Board Meeting I (2nd Tuesday)

8. b.

Meeting Date: 08/09/2016

Information

INTRODUCTION

On July 1, 2016, In Site Engineering for Regal Land Development, Inc., applied for preliminary major plat approval for Skycrest Subdivision. The proposed plat creates 94 lots for single-family residences on a 64.31-acre parcel of land. The subject property is generally located between South 64th Street West and South 72nd Street West, north of O'Donnell Lane and south of King Avenue West. The property is outside of zoning. The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on Tuesday, August 23, 2016. The proposal will go to the Board of County Commissioners for action on September 13, 2016.

RECOMMENDATION

Staff recommends that the Planning Board recommend that the Yellowstone County Board of County Commissioners conditionally approve the preliminary plat of Skycrest Subdivision 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 provide for the maintenance of the community water system and minimize effects on local services, prior to final plat approval the applicant will create a Home Owner Association (HOA) with the requirement in the HOA documents that the residents will contribute to and maintain the community water system for the subdivision.
2. To ensure there is notice to future home owners of their responsibility to maintain the community water system, prior to final plat approval the applicant will add a paragraph in the SIA under Conditions That Run With The Land informing property owners of their obligation to pay into a maintenance fund for the maintenance of the community water system for the subdivision.
3. To mitigate impacts on local services, prior to final plat approval the subdivider shall create a Rural Special Improvement District – Maintenance (RSID-M) for future maintenance of the new internal roads and the dry hydrant system.
4. To improve traffic safety and reduce traffic conflicts, prior to final plat approval the applicant will place a '1 foot no access easement' on the south side of Skycrest Drive from the northwest corner of Lot 4, Block 4 to South 64th Street West, excluding the dedicated rights-of-way for the six cul-de-sacs off of Skycrest Drive on the south. Also, an opening will be left on the park frontage for access to the park.
5. To improve traffic safety and reduce traffic conflicts, prior to final plat approval the applicant will place a '1 foot no access easement' along the north side of Skycrest Drive from the southeast corner of Lot 34, Block 3 to the southwest corner of Lot 46, Block 3, excluding the dedicated

rights-of-way for the four cul-de-sacs off of Skycrest Drive on the north.

6. To minimize the effects on local services, prior to final plat approval a 60-foot wide dedicated road right-of-way shall be shown on the face of the final plat for this subdivision for O'Donnell Lane where it fronts South 72nd Street West. The 60-foot right-of-way shall be either entirely on the subject property or 30 feet may be on the subject property and the other half may use the 30-foot Road Tract 4-B, with the right-of-way centered on the north edge of Road Tract 4-B, if the applicant can show proof of right to use the 30-foot Road Tract 4-B. If the applicant is not able to show proof of right to use Road Tract 4-B, the applicant may petition the portion of Road Tract 4-B needed for access to the proposed subdivision into the County and build it to County paved road standards. Amendments shall be made to the final Subdivision Improvements Agreement to reflect whichever scenario is secured for the dedicated public roadway.
7. To minimize the effects on local services, prior to final plat approval a 60-foot wide dedicated road right-of-way shall be shown on the face of the final plat for this subdivision for South 71st Street West where it fronts O'Donnell Lane and proceeds north to Skycrest Drive. The applicant will need to either gain the right to use the 30-foot road easement on the adjacent property it does not own to the east and provide the additional 30 feet on its property for a total 60-foot road right of way, or the applicant will need to provide the entire 60 foot right of way on its property. Amendments shall be made to the final Subdivision Improvements Agreement to reflect whichever scenario is secured for the dedicated public road right-of-way.
8. To provide for proper fire suppression within this subdivision, prior to final plat approval the applicant will add language in the SIA under Emergency Service defining the phasing of the subdivision and that the 30,000-gallon dry hydrant fire suppression system will not be built in Phase I, but will be required before release of the next phase. The system will be inspected and signed off by BUFSA before any subsequent phases after Phase I can begin development.
9. To ensure public park land is being used in accordance with County Park Board requirements, prior to final plat approval and before any construction of the dry hydrant system, the applicant will receive permission from the County Park Board to install the 30,000-gallon dry hydrant system in the O'Donnell Park.
10. To mitigate impacts to the parks used in the subdivision and to ensure park land is able to be maintained, prior to final plat approval the applicant will create a Parks Maintenance District to provide for the maintenance of new parks in the subdivision.
11. 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 locations for this subdivision.
12. To ensure proper documentation for the proposed phasing of Skycrest Subdivision, prior to final plat approval the applicant will include a Declaration of Restriction of Transfers, a Release, and a Certificate for each proposed phase of Skycrest Subdivision.
13. 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.
14. To ensure proper easement placement for a proposed future trail along the Big Ditch, prior to final plat approval the applicant will move the easement depicted as being a 20-foot trail easement measured from the center of the Big Ditch to be measured 20 feet from the edge of the east bank of the Big Ditch.
15. To provide for the installation of the needed private utilities within the subdivision, prior to final plat approval the applicant will coordinate with private utility companies and provide easements on the plat, if needed, and easement documents for those easements.
16. 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.
17. 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

VARIANCES REQUESTED

No variances have been requested from the Yellowstone County Subdivision Regulations for this proposal.

PROCEDURAL HISTORY

- A pre-application meeting was held on May 12, 2016 to discuss the proposal.
- The preliminary plat application was submitted to the Planning Division on July 1, 2016.
- A departmental review meeting was conducted on July 14, 2016.
- The preliminary plat was resubmitted with revisions based on department reviews on July 21, 2016.
- The Planning Board will review the plat on August 9, 2016.
- The Planning Board will conduct a public hearing on August 23, 2016, and forward a recommendation to the Board of County Commissioners.
- The Board of County Commission will consider the preliminary plat on September 13, 2016.
- The 60 working-day preliminary plat review period ends September 28, 2016.

PLAT INFORMATION

General location:	South 64 th Street West and South 72 nd Street West, north of O'Donnell Lane and south of King Avenue West
Legal Description:	Portions of Tracts 1, 3-C, and 5 of Certificate of Survey 1233.
Subdivider:	Regal Land Development, Inc.
Owner:	BTC Oil Properties, LLC
Engineer and Surveyor:	In Site Engineering
Existing Zoning:	Outside Zoning
Existing land use:	Vacant / Farmland
Proposed land use:	single-family residences
Gross area:	64.31 acres
Net area:	approximately 47.74 acres
Proposed number of lots:	94
Lot size:	Max: 30,800 sf; Min: 20,000 sf
Parkland requirements:	Parkland dedication requirement: 3.58 acres

Attachments

Findings of Fact

Proposed Plat

Proposed Plat Phase 1 and part of Phase 2

Proposed Plat Remainder of Phase 2 and Phase 3

Proposed plat Aerial View

FINDINGS OF FACT

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

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

1. Effect on agriculture and agricultural water users' facilities

The subject property has been historically used for irrigated crop land as have properties to the north, east and west. The properties directly south have been developed for residential uses since the early 1970's. Farther south the property was developed for residential uses in 2013. The subdivision will remove approximately 64 acres of agricultural land. This area is generally transitioning out of agricultural use to residential uses near Elder Grove School.

Big Ditch runs along a small portion of the western boundary of the subject property. There are no other irrigation ditches or laterals existing in the proposed subdivision.

No water rights are being transferred to the new lots within the subdivision.

2. Effect on local services

- a. **Water and Sewer** –A community water system is proposed to be used to supply water to the lots and individual septic systems are proposed for sanitary sewer needs. The well or wells for the community water system and the location of the septic systems will be reviewed and approved by the Montana Department of Environmental Quality (MDEQ) prior to final plat approval. These systems will be constructed as approved by the MDEQ and as shown on approved plans. The community water system will need to have a maintenance mechanism to ensure the system works properly and is repaired as needed. The applicant will create a Home Owners Association that will be responsible for the maintenance of the community water system in the subdivision. **(Condition #1)**. A paragraph shall be added in the SIA under Conditions that run with the land informing property owners of their obligation to participate in maintaining the community water system **(Condition #2)**.

- b. **Streets and roads** – The proposed subdivision is located between South 64th Street West and South 72nd Street West. Both streets are Principal Arterial streets according to the Billings Urban Area Transportation Classification map. This plat will be dedicating the correct amount of right-of-way for both 72nd and 64th.

All proposed lots shall be accessed from new internal roads dedicated to the public. The new roads will be built to County residential road standards within a

60-foot right of way. An RSID-M for maintenance of the new roads will need to be established (**Condition #3**).

The Traffic Impact Study (TIS) that was submitted with this proposed subdivision used existing traffic counts on South 64th Street West and South 72nd Street West and projected traffic numbers that would be generated by this proposed subdivision. The analysis included impacts on South 64th Street West, South 72nd Street West and their connections to Hesper Road and King Avenue West. King Avenue West and South 64th Street West were identified as having the greater traffic flow impact. King Avenue West is a State controlled road. South 72nd Street West, South 64th Street West and Hesper Road are controlled by the County. Impacts to South 72nd Street West, South 64th Street West and Hesper Road in the TIS were minimal and did not trigger any improvements. In the TIS it was anticipated that most traffic would travel north to King Avenue West to go into Billings for work or shopping needs. The greatest impact was identified at South 64th and King Avenue West. At a future time when more development takes place, there could be a need for a turn lane off of King Avenue West to South 64th Street West. Also, a future right turn lane was identified on South 64th Street West onto King Avenue West. In remarks from MDOT, staff replied that the state does not take in contributions for future road construction. If a TIS identifies need for immediate improvements, MDOT requires construction of improvements to be done at the time of initial development.

This subdivision is proposing a long single main road, Skycrest Drive, that runs from South 64th Street West to South 72nd Street West with quite a few cul-de-sacs along the length of the road. With the many lots on the road there will be quite a few driveways that will access Skycrest Drive. To increase safety and have as few traffic conflicts as possible, the applicant will place a '1 foot no access easement' on the south side of Skycrest Drive from the northwest corner of Lot 4, Block 4 to South 64th Street West, excluding the dedicated rights-of-way for the six cul-de-sacs off of Skycrest Drive on the south. Also, an opening will be left on the park frontage for access to the park. (**Condition #4**). The applicant will also include a '1 foot no access easement' along the north side of Skycrest Drive from the southeast corner of Lot 34, Block 3 to the southwest corner of Lot 46, Block 3, excluding the dedicated rights-of-way for the four cul-de-sacs off of Skycrest Drive on the north (**Condition #5**).

The subject subdivision is proposing to use the west end of O'Donnell Lane to access South 72nd Street West into and out of the subdivision. O'Donnell Lane is a private road that is made up of two 'Road Tracts,' Tracts 4-B and 7 and is 30 feet wide. Road tract 4-B extends from South 72nd Street West going east 1,565.24 feet. At just under half that distance, O'Donnell Lane will meet the road going north into the proposed subdivision. The road that turns north will be South 71st Street West and connects to Skycrest Drive. O'Donnell Lane on its west end, as stated before, is a private road and is within Road Tract 4-B. The applicant will either need to provide evidence that he has a right to use that road tract or

build the road to County paved road standards and then petition the needed distance into the County in a 60-foot-wide road easement. (**Condition #6**). The applicant is proposing to use the 30-foot road tract and provide an additional 30 feet for a total of 60 feet of road right of way.

South 71st Street West is depicted on the Amended Plat of Tract 6, Certificate of Survey (COS) 1233 as a 30-foot-wide piece of Road Tract 7. This COS was recorded in June of 1973. On Amended Tract 3-B and Tract 4 of COS 1233, South 71st Street West is depicted as a 60-foot-wide road easement centered over the property line of Tract 4-A and 3-C. This amended COS was recorded in July of 1976. South 71st Street West is not built or used as a private road, it is currently farmed. The applicant will need to gain the right to use the 30-foot road tract on the neighboring property and provide the additional 30 feet on his property for a 60-foot road right of way. If he does not obtain the use of the 30-foot road tract on the neighboring property, he will need to provide the entire 60 foot right of way on his property (**Condition #7**).

- c. **Fire and Police Services** – The property is within the Billings Urban Fire Service Area (BUFSA) jurisdiction and it will provide fire service. It is the subdivider’s responsibility to ensure provisions of a water source and adequate access to the proposed lots for emergency service needs. A 30,000-gallon dry hydrant system is in a subdivision to the south, Dewitt Subdivision, and it is proposed to be used by this subdivision for its first phase. With any future phase development, this subdivider will be required to install a 30,000-gallon dry hydrant system in the subdivision (**Condition #8**).

The applicant is proposing to install the 30,000-gallon dry hydrant system in O’Donnell Park. O’Donnell Park is an existing undeveloped park in the subdivision to the south. This new subdivision and the existing subdivision to the south will both benefit from the installation of the system. The applicant will need to have permission to install the system in the county park. A letter from the County Park Board will need to be obtained before final plat approval (**Condition #9**). An easement for the location of the dry hydrant system shall be shown on the face of the final plat, and a recordable easement document provided for this location as well. When the system is installed in the next phase, the applicant will have the BUFSA sign off on the installation and functionality of the dry hydrant system prior to that phase being released for development (**Condition #8**). Maintenance of the 30,000-gallon dry hydrant will be done through an RSID-M to be created prior to the filing of the final plat as stated in the SIA in Section IV (**Condition #3**). The BUFSA has indicated that the proposed use of the dry hydrant system in Dewitt Subdivision for the first phase is acceptable. Development of any future phase will require the 30,000-gallon fire suppression system and BUFSA staff would provide specifications for the dry hydrant system.

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

- d. **Solid Waste disposal** – The Billings Landfill has capacity for solid waste disposal. Solid waste will be collected and disposed of by a private garbage collection company. Each lot owner will be responsible for arranging for collection.
- e. **Storm water drainage** – All storm water drainage shall satisfy storm water management requirements and specifications of MDEQ. The water is proposed to be absorbed on-site in the ditches along the paved road within the public right-of-way.
- f. **School facilities** – The proposed subdivision is located in School District #8 for Elementary and Middle School, and School District #2 for High School. Elder Grove School responded that they have additional capacity for more students and the proposed subdivision is on an existing bus route. Staff did not receive any comments from West High School at the time of the writing of this staff report.
- g. **Parks and recreation** – This proposed subdivision is required to provide 7.5% of the net area as parkland pursuant to Section 10.2, YCSR and 76-3-621, MCA. This amount totals 3.58 acres, the applicant is proposing to dedicate 3.67 acres. They are proposing one 2.86-acre park in the southeast corner of the subdivision by South 64th Street West. Another park is on the west end of the proposed development and is .81 acres. This subdivision will also have access to the existing O'Donnell Park just west of the center of this proposed subdivision. O'Donnell Park is 3.77 acres. The applicant will need to create a County Park Maintenance District for maintenance of the new parks in the subdivision (**Condition #10**). O'Donnell Park does not have an RSID for maintenance and since the applicant is not the only beneficiary of the use of O'Donnell Park in the area, the County would have to consider initiating creation of an RSID for O'Donnell Park in the future.
- h. **Historic features** – No known historical or cultural assets exist on the site. The land has been farmed for many years and there would be no historical item left intact from the farming activity.
- i. **Mail Delivery** - The United States Postal Service will provide postal service to the subdivision and has requested the installation of centralized mailbox units (CBUs). The developer will work with the USPS to identify appropriate locations of CBUs prior to final plat approval (**Condition #11**).
- j. **Phasing** – The subdivider is planning to develop this property in three phases. Phase one includes Lots 1-9, Block 1 and Lots 20-27, Block 4. Phase two includes Lots 10-34, Block 1; Lot 8, Block 3 and Lots 1-19, Block 4. Phase three includes Lots 35-48, Block 1; Lots 1-11, Block 2 and Lots 1-7, Block 3. See

attached map of the proposed phases. The subdivider will be providing all the needed paperwork for the phased development of this subdivision prior to final plat approval (**Condition #12**).

3. Effects on the natural environment

The development will use noxious weed control measures to prevent the spread of noxious weeds to adjacent developed or agricultural land. A weed management plan will be completed and a property inspection done prior to final plat approval (**Condition #13**).

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

4. Effects on wildlife and wildlife habitat

There are no known endangered species on the property. Montana Fish, Wildlife, and Parks (FWP) responded to a request for review and comment on the proposed subdivision. It stated that there are deer and antelope in the area and home owner homeowners should be made aware that unless they take steps to deter animals such as fencing their yards they may experience damage problems. A note to this effect is found within the SIA to help inform future landowners.

5. Effects on public health and safety

Plans and designs for use of the proposed community water system and septic systems will be reviewed and approved by MDEQ prior to final plat approval. Fire and emergency services are provided for this proposed subdivision.

B. Was an environmental assessment required? If yes, what, if any, significant adverse impacts were identified? (76-3-616, MCA) (Chapter 9, YCSR)

An Environmental Assessment (EA) was required for this subdivision as outlined in Section 9.2. A. of the County Subdivision Regulations. The EA outlines impacts to the surrounding and addresses water, sewer and storm water issues that have historically existed on the proposed subdivision site. There were no identified negative impacts to wildlife or water systems in the area. Because this parcel is used for farming, wildlife habitat has not existed for quite some time. Ditches near the property will not be impacted by this subdivision.

C. Does the subdivision conform to the Yellowstone County-City of Billings 2008 Growth Policy Update, the 2014 Billings Urban Area Long Range Transportation Plan, and the Billings Area Bikeway and Trail Master Plan? (Section 3.2 (H)(4), YCSR)

1. Yellowstone County – City of Billings 2008 Growth Policy Update

This proposed subdivision conforms to the following goals of the Growth Policy:

- **Goal: Predictable land use decisions that are consistent with neighborhood character and land use patterns. (p. 6)**

This subdivision will create 94 lots of approximately 20,000 to 30,000 square feet for single family residences, consistent with some of the immediately surrounding neighborhoods to the south.

- **Goal: New developments that are sensitive and compatible with the character of adjacent County townsites. (p. 6)**

There are similarly sized lots containing single-family homes in the surrounding neighborhood near the subject property.

This proposed subdivision does not conform to the following goals of the Growth Policy:

- **Goal: Protection of groundwater, surface water, riparian areas, air quality, and productive agricultural land. (p. 9)**

This proposed development will take 64 acres of prime agricultural land out of production in Yellowstone County in an area that has some large-lot residential development but also continues to have a significant amount of agricultural land in production.

2. **2014 Billings Urban Area Long-Range Transportation Plan**

The subject property is within the study area of the Transportation Plan. The subject property has frontage on South 64th Street West and South 72nd Street West. These streets are principal arterials, and the appropriate amount of right-of-way is being dedicated for those two streets. All access to the lots will be from the new internal local streets.

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

The subject property does not have a bike lane identified within the subdivision. There is a proposed long range bike lane identified on South 64th Street West. There is a potential future trail alignment identified along the Big Ditch on the western edge of this subdivision. The applicant has identified a 20-foot trail easement along the Big Ditch that is on the northwest edge of the proposed subdivision. On the plat, this easement is depicted as being a 20-foot trail easement measured from the center of the Big Ditch. The applicant will change the location of the 20-foot trail easement to be measured 20 feet from the edge of the east bank of the Big Ditch. **(Condition #14).**

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

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

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

The subdivider must receive approval from MDEQ for the proposal to make use of the proposed community water system and septic systems for the new lots, prior to final plat approval.

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

The subdivision is outside the County's zoning jurisdiction so there are no zoning requirement on the land. The applicant is proposing Covenants Codes and Restrictions (CCR's) to govern the subdivision. CCR's are not enforced by the county but by the homeowners in the subdivision.

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

Utility easements shall appear on the face of the final plat as requested by utility companies providing private utilities to the subdivision and be accompanied by easement documents (**Condition # 15**). An easement has also been shown for the dry hydrant system. A recordable easement document for the hydrant shall be submitted with the final documents.

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

Legal and physical access will be provided for the proposed lots from the new public internal streets, which are off of South 64th Street West and 72nd Street West.

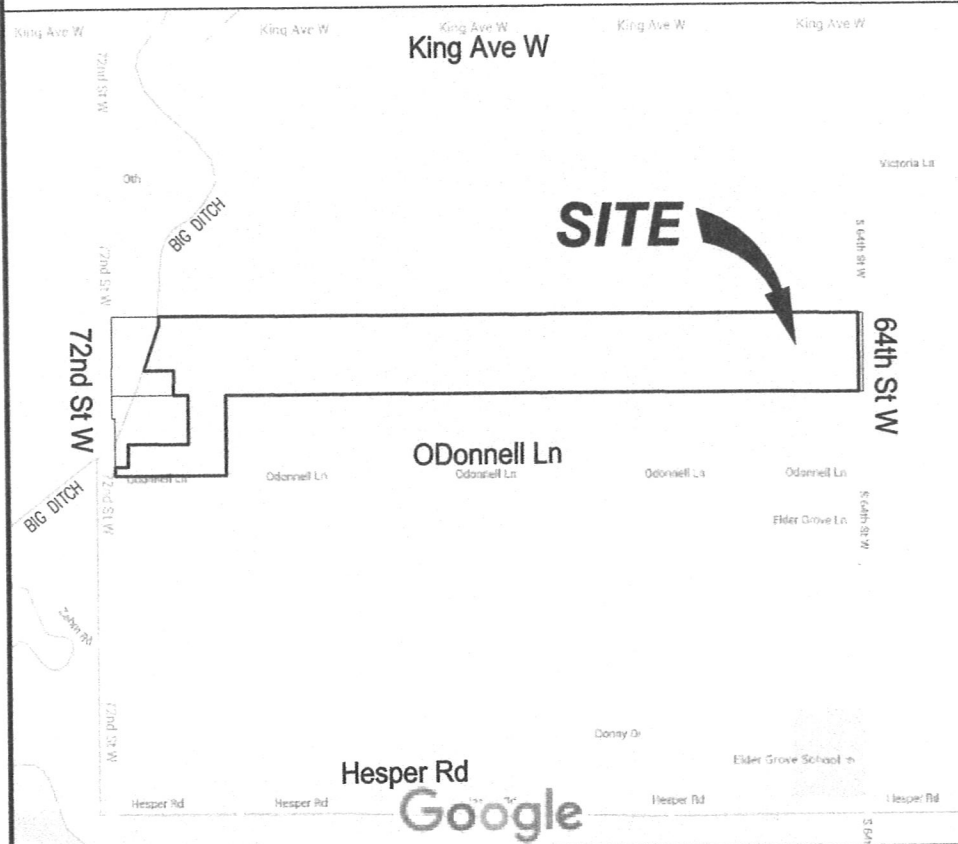
CONCLUSIONS OF FINDINGS OF FACT

- The Skycrest Subdivision does not create adverse impacts that warrant denial of the subdivision.
- Impacts to agriculture water user facilities, local services, public health and safety, the natural environment, and wildlife should be minimal. The impact to agriculture will be taking 64 acres of prime agricultural land out of production. Aside from the loss of agricultural land, other impacts identified can be mitigated by reasonable conditions of final plat approval.
- The subdivision conforms to some of the goals of the 2008 Growth Policy, the 2014 Transportation Plan and the BABTMP.
- The applicant has complied with the MSPA and YCSR processes and the subdivision conforms to the law requirements.

RECOMMENDATION

Staff recommends that the Planning Board recommend to the Board of County Commissioners conditional approval of the preliminary plat of Skycrest Subdivision and adoption of the Findings of Fact as presented in the staff report.

VICINITY MAP



PRELIMINARY PLAT OF
SKYCREST SUBDIVISION

BEING PORTIONS OF TRACTS 1, 3-C, AND 5 OF CERTIFICATE OF SURVEY 1233, LOCATED IN THE NE1/4, NW1/4, AND SE1/4 OF SECTION 18, TOWNSHIP 1 SOUTH, RANGE 25 EAST, P.M.M. YELLOWSTONE COUNTY, MONTANA.

DATE: JUNE 2015
PREPARED BY: IN SITE ENGINEERING, P.C.

SURVEY BOUNDARY: NORTH STAR LAND SERVICES, P.C.
THOMAS G. KELLY, PLS

DEVELOPMENT

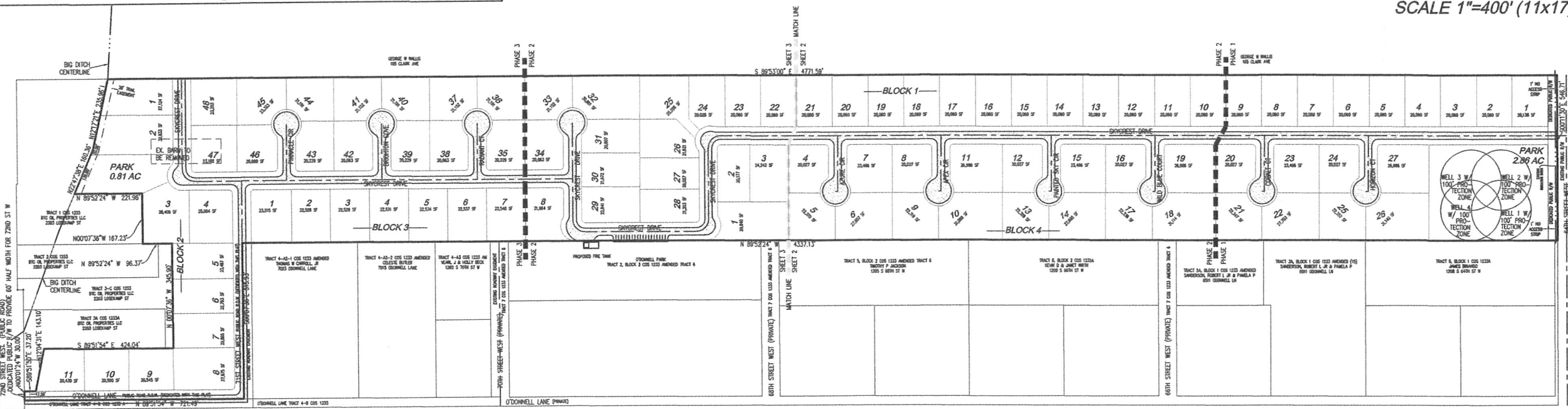
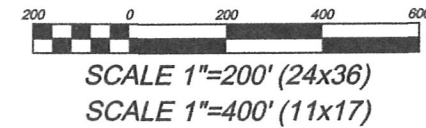
SkyCrest

DEVELOPER & OWNER UNDER CONTRACT

REGAL LAND DEVELOPMENT INC.
DAN WELLS
P.O. BOX 80445
BILLINGS, MT 59108
(406) 656-1301

CIVIL ENGINEER

IN SITE ENGINEERING, P.C.
SCOTT WORTHINGTON, P.E.
4118 WOODCREEK DR
BILLINGS, MT 59106
(406) 591-4355



NO.	DATE	DESCRIPTION
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DATE
7/21/2016

PROJECT

RESIDENTIAL
SUBDIVISION

DESCRIPTION

PRELIMINARY
PLAT

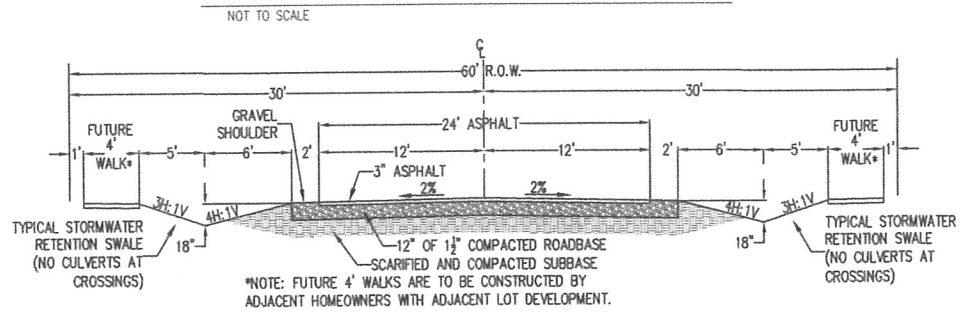
SHEET NAME SHEET NUMBER

PRELIM 1

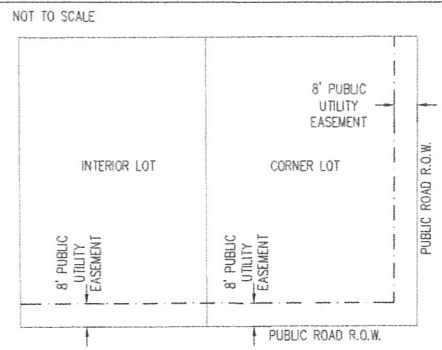
SITE DATA

GROSS AREA=	64.31 AC
ROAD R.O.W. DEDICATION=	12.15 AC
PARKLAND=	3.67 AC
NET AREA=	47.74 AC
NUMBER OF LOTS=	94
AVERAGE LOT AREA=	0.51 AC
MAXIMUM LOT AREA=	0.71 AC
MINIMUM LOT AREA=	0.46 ACRE
EXISTING ZONING=	NONE
PROPOSED ZONING=	NONE
EXISTING LAND USE=	AGRICULTURAL
PROPOSED LAND USE=	RESIDENTIAL
LINEAR FEET OF STREETS=	8,586 LF
REQUIRED PARKLAND (7.5% OF NET AREA)=	3.58 AC
DEDICATED PARKLAND=	3.67 AC
PHASE 1	17 LOTS
PHASE 2	45 LOTS
PHASE 3	32 LOTS

TYPICAL ROAD CROSS SECTION

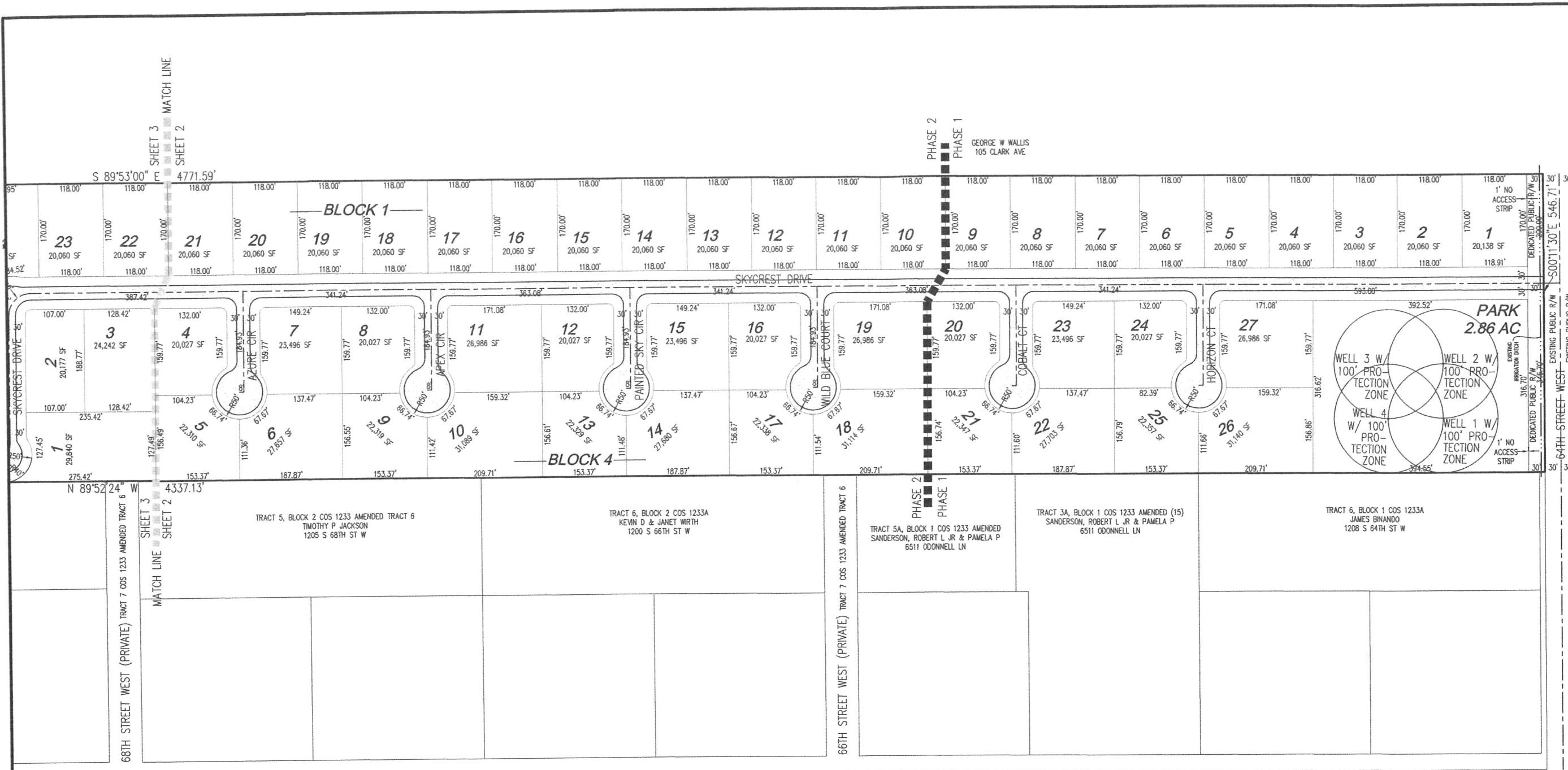


TYPICAL UTILITY EASEMENTS



NOTES

1. THERE ARE NO STREAMS, LAKES, WETLANDS, FLOODPLAIN BOUNDARIES, OR LAND SUBJECT TO FLOODING WITHIN THIS SUBDIVISION.
2. THERE ARE NO FILLS GREATER THAN 2 FEET ANTICIPATED.
3. THERE ARE NO ROCK OUTCROPS WITHIN THIS SUBDIVISION.
4. THERE ARE NO AREAS OF 25% SLOPE OR GREATER WITHIN THIS SUBDIVISION.
5. WATER IS TO BE PROVIDED BY WAY OF A PUBLIC COMMUNITY WATER SYSTEM, THE SOURCE OF WHICH IS GROUNDWATER WELLS. THIS WILL BE DESIGNED IN ACCORDANCE WITH ALL COUNTY AND STATE LAWS, RULES, AND REGULATIONS AND SUBMITTED TO DEQ FOR REVIEW AND APPROVAL.
6. SEWER SERVICE IS TO BE HANDLED BY INDIVIDUAL ON-SITE SUB-SURFACE WASTEWATER TREATMENT SYSTEMS DESIGNED IN ACCORDANCE WITH ALL COUNTY AND STATE LAWS, RULES, AND REGULATIONS AND SUBMITTED TO DEQ FOR REVIEW AND APPROVAL.



DEVELOPMENT
SkyCrest

DEVELOPER
REGAL LAND DEVELOPMENT INC.
 P.O. BOX 80445
 BILLINGS, MT 59108
 (406) 656-1301

CIVIL ENGINEER
IN SITE ENGINEERING, P.C.
 4118 WOODCREEK DR
 BILLINGS, MT 59106
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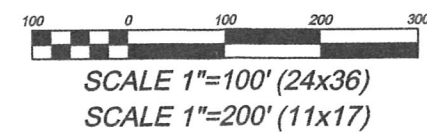
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DATE
 7/21/2016

PROJECT
**RESIDENTIAL
 SUBDIVISION**

DESCRIPTION
**PRELIMINARY
 PLAT
 (EAST HALF)**

SHEET NAME SHEET NUMBER
PRELIM 2



SkyCrest

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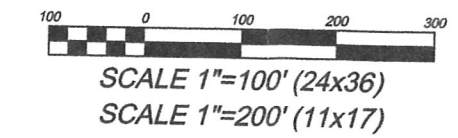
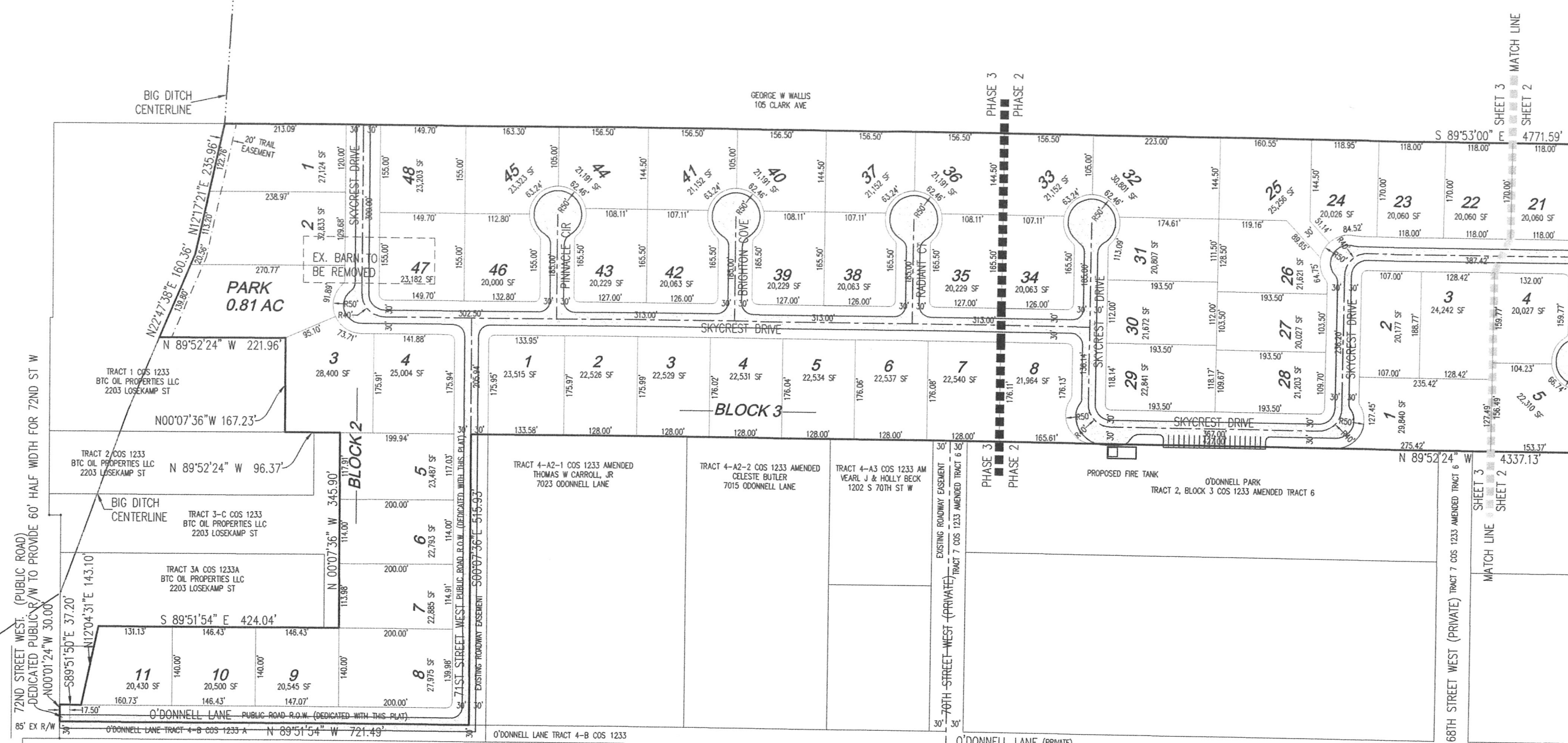
DATE
7/21/2016

PROJECT
**RESIDENTIAL
SUBDIVISION**

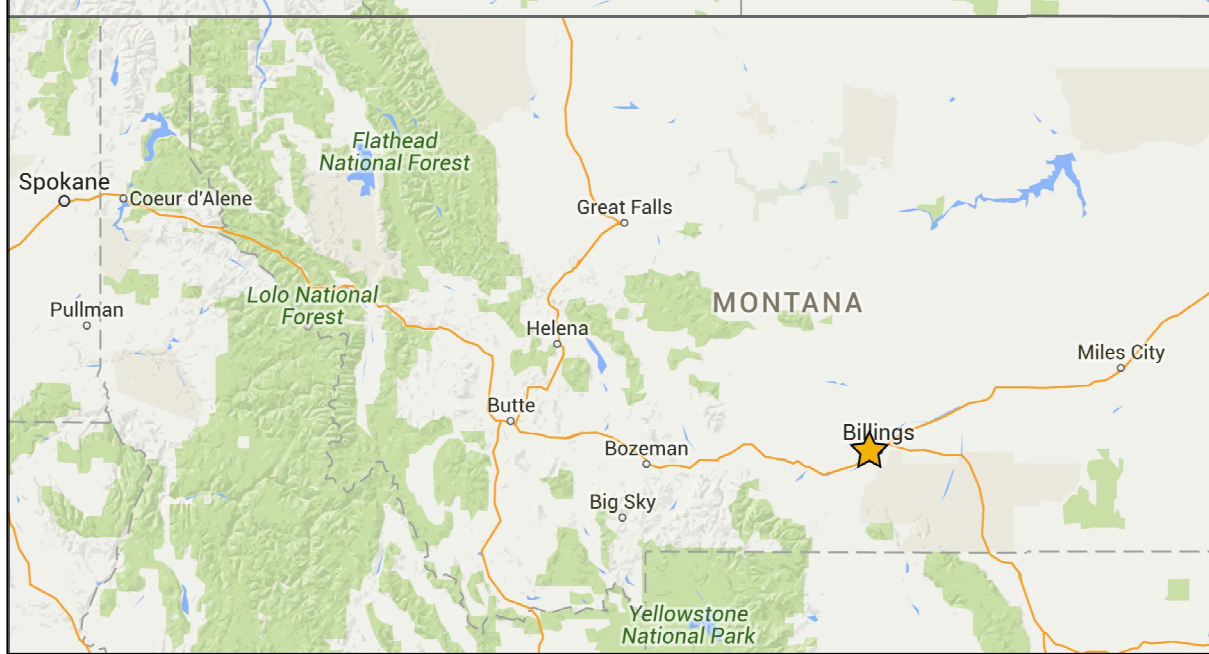
DESCRIPTION
**PRELIMINARY
PLAT
(WEST HALF)**

SHEET NAME
PRELIM

SHEET NUMBER
3



AREA MAP



No Scale

VICINITY MAP

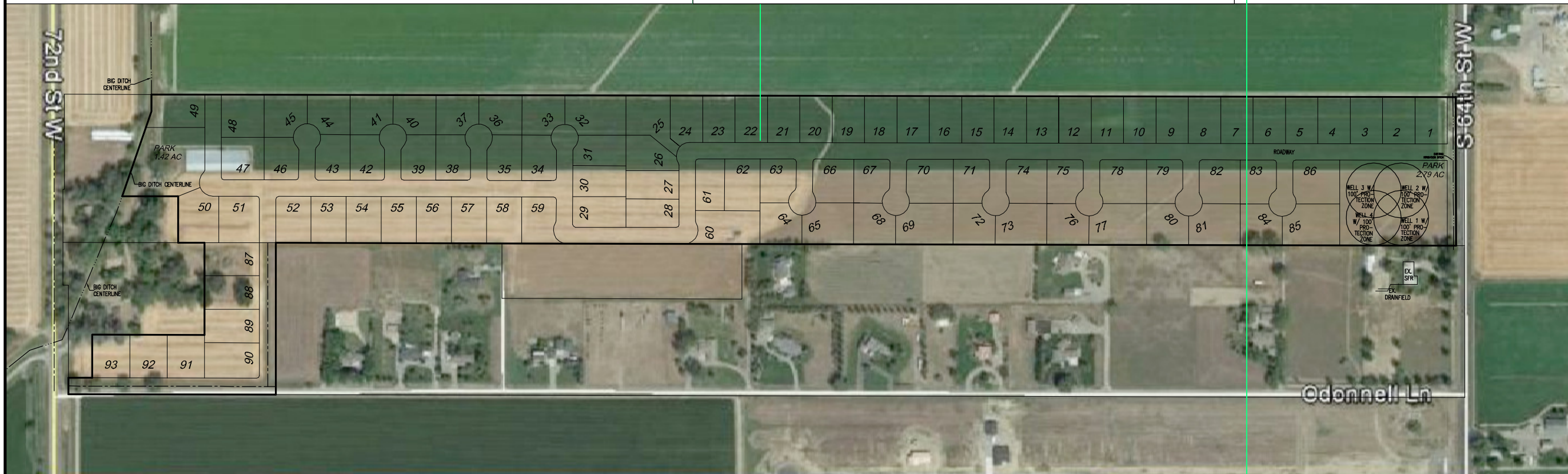


Map data ©2016 Google 500 ft

DEVELOPMENT
SKYCREST

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4118 WOODCREEK DR
BILLINGS, MT 59106
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NO.	DATE	DESCRIPTION
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DATE
5/2/2016

PROJECT
**RESIDENTIAL
SUBDIVISION
CONCEPT PLAN**

DESCRIPTION
**SITE LAYOUT
MAP**



SCALE 1"=200' (24x36)
SCALE 1"=400' (11x17)

SHEET NAME SHEET NUMBER
CONCEPT 1



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



Planning Board Meeting I (2nd Tuesday)

8. c.

Meeting Date: 08/09/2016

Information

PROBLEM/ISSUE STATEMENT

The Planning Division is presenting information regarding the Billings Metropolitan Planning Organization's (MPO) Unified Planning Work Program (UPWP) document. Staff will provide background information regarding the MPO and the importance and need of having the UPWP.

BACKGROUND

The UPWP is primarily for the purpose of programming the federal dollars Billings receives from the Federal Highway Administration (FHWA) for transportation planning. 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. The UPWP corresponds directly with the Planning Division's annual work plan. The UPWP proposes planning activities for each Federal Fiscal Year which runs from October 1 through September 30.

FINANCIAL IMPACT

None as this is for informational purposes only.

RECOMMENDATION

Presentation/Discussion only. No action is required during this meeting. A public hearing will be held at the next Planning Board meeting on Tuesday, August 23, 2016. The Planning Board will forward a recommendation at that time.

Attachments

Draft UPWP 2017-Highway and Transit

Billings Urban Area

Unified Planning Work Program

(UPWP)

Federal Fiscal Year

2017

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 2017, 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 initiating an update to the 2014 Long Range Transportation Plan, including an update to the 2008 Public Participation Plan, conducting a Travel Demand Census, developing a MPO TransCad Model, conducting a Downtown Traffic Flow Study, and potentially completing the 5th Avenue North Feasibility Study. *This study has been delayed indefinitely due to concerns regarding its impact to the existing railroad corridor and continued discussions on the Scope of Work.*

DATES OF LOCAL APPROVAL

TAC –8/4/16

PLANNING BOARD –8/23/16

COUNTY COMMISSION –8/30/16

CITY COUNCIL –9/12/16

PCC –9/13/16

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 practice 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 2016

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY16.

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 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. Staff also updated the City Annexation Policy and Limits of Annexation Map, and assisted in updates to the City's Capital Improvement Plan. Implementation of the City's Complete Streets Policy is ongoing with the development of a Complete Streets Status Report to be published every three years. The staff also worked in conjunction with the Montana Department of Transportation and consulting firm DOWL to complete a Community Safety Plan for the Billings Urban Area. The process is expected to be completed in the fall of 2016, with implementation to be ongoing through the plan's focus areas and local stakeholder groups.

PROPOSED ACTIVITIES - FISCAL YEAR 2017

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 the FAST Act.
- 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 2017 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2018 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.
- Staff will be involved in implementation of the Community Safety Plan for the Billings Urban Area. The Plan is expected to be completed in the fall of 2016, with implementation to be ongoing through the plan's focus areas and local stakeholder groups.
- 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.
- Fixing America's Surface Transportation (FAST) Act legislation will be reviewed so staff may become familiar with changes affecting the metropolitan planning process.
- The Bicycle-Pedestrian Coordinator position 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 Employee Month Table. Local City approval of the changes to these positions is expected in 2017.
- 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 (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.
- Tablets will be purchases for Planning Board Members to improve Planning Board efficiencies in review and access to MPO information.

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 FY18 UPWP.

FUNDING SCHEDULE - ADMINISTRATION

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	55	45	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$176,000	\$144,000	\$320,000**
TOTAL	\$176,000	\$144,000	\$320,000**

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

** Includes \$8,000 for 3 Computer Upgrades - \$7,500 for Record Keeping Cloud Storage - \$10,000 for Tablets to be purchased for the Planning Board and \$10,000 for Transportation Planning Intern.

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 2016

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, 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 Rimrocks to Valley Bike/Pedestrian Feasibility Study and the West End Multi-Modal Traffic Modeling Study. The Billings MPO hosted 13 webinars covering a variety of topics including transportation and mobility related topics.

PROPOSED ACTIVITIES - FISCAL YEAR 2017

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 12 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 approximately 3-5 per viewing contingent on scheduling.

FUNDING SCHEDULE - SERVICE

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$19,000	\$19,000	\$38,000
TOTAL	\$19,000	\$19,000	\$38,000

*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 2016

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 Rimrocks to Valley Bike/Pedestrian Feasibility Study and the West End Multi-Modal Traffic Modeling Study. 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 completed preparing the 2016 City of Billings Growth Policy, the initial citizen involvement included 34 group meetings, 8 Planning Board Meetings, 7 City Council meetings, 6 steering committee meetings, 2 County Commissioner meetings and other public meetings. These meetings produced over 1,200 public comments.

PROPOSED ACTIVITIES - FISCAL YEAR 2017

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, the Bike/Pedestrian Plan and the planned construction in 2017 of the Broadwater Trail TA project.
- 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 projects, 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.

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 2014 Long Range Transportation Plan update, including an update to the 2008 Public Participation Plan, the Travel Demand Census and the Downtown Traffic Flow Study.
- 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 2016

FUNDING SOURCE

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$31,000	\$31,000	\$62,000
TOTAL	\$31,000	\$31,000	\$62,000

*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.
- The current ten planning factors have been reviewed and incorporated in this UPWP. The factors are:
 - 1) Support the economic vitality of the metropolitan area;
 - 2) Increase the safety of the transportation system for motorized and non-motorized users;
 - 3) Increase the security of the transportation system for motorized and non-motorized users;
 - 4) Increase the accessibility and mobility of people and for freight;
 - 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote transportation-land use/economic development consistency;
 - 6) Enhance the multimodal/intermodal integration and connectivity of the transportation system;
 - 7) Promote efficient system management and operation; and
 - 8) Emphasize the preservation of the existing transportation system.
 - 9) Improve transportation system resiliency and reliability.
 - 10) Reduce or mitigate stormwater impacts of surface transportation; and enhance travel and tourism.

ACCOMPLISHMENTS - FISCAL YEAR 2016

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 2014 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 2016 Recreational Trails and

FY15-16 Transportation Alternatives Grant Applications, 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 upgraded its internal mapping system with an ArcGIS product that makes access to the most current property data and aerial photography better and easier for staff when researching existing conditions of transportation corridors and adjacent property. The new system provides a robust City 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 2017

PL Eligible Activities

- The new web-based GIS software is compatible with available datasets and utilize the existing data sets more effectively. 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, 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 City also is rolling out a new web-based system that works with the City's electronic project tracking and management system to provide a visual map view for staff and the public of the location of building permits that have been approved or are under review by the City. This web-based system will assist staff in identifying areas of impacts to the transportation system, specifically managing access.
- 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, the 2014 Long Range Transportation Plan Update, the 2008 Public Participation Update, the Downtown Traffic Flow Study, and potential completion of the 5th Avenue North Feasibility Study. *This study has been delayed indefinitely due to concerns regarding its impact to the existing railroad corridor and continued discussions on the Scope of Work.*
- 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 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 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 Urban 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 2016, with 2010 Census information and the newly released 2014 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, the 2014 Long Range Transportation Plan Update, 2008 Public Participation Plan, the Downtown Traffic Flow Study,

and the completion of the 5th Avenue North Feasibility Study. *This study has been delayed indefinitely due to concerns regarding its impact to the existing railroad corridor and continued discussions on the Scope of Work.*

FUNDING SCHEDULE - COMMUNITY PLANNING

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

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 \$5,000 to Complete and Print the Complete Street Benchmark 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 2016

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 2017**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 2017 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 2016

FUNDING SOURCE

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$26,800	\$107,200	\$134,000
TOTAL	\$26,800	\$107,200	\$134,000

*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 2016

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. 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.

Staff initiated a review of county subdivision regulations in relationship to the Billings Urbanized Area. A group was formed comprised of city/county staff, a member of the Board of County Commissioners, and local land use developers. The intent of the group is to determine if the development of Suburban Subdivision Regulations should be developed for properties currently outside the city limits but within the County Zoning Jurisdiction that may be annexed in the future. The regulations would contain requirements for county subdivisions to develop at city standards for infrastructure such as curb, gutter, sidewalk, etc.

PROPOSED ACTIVITIES - FISCAL YEAR 2017**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 2017 for a variety of projects, including the Long Range Transportation Plan Update, 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.
- Continuation of the Suburban Subdivision Regulations committee on the development of subdivision regulations within the County Zoning Jurisdiction area.

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 2016

FUNDING SOURCE

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

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 2016

The traffic count program for FY 2016 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 Plan (CIP). Crash information was compiled and analyzed. Some of the crash data was used in the completing the West End Multi-Modal Traffic Modeling Study. Crash data is also used in many of the planning studies undertaken by the MPO. 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 West End Multi-Modal Traffic Modeling Project and the Rimrocks to Valley Bike/Ped Study, these studies were approved by the PCC in July of 2016. In addition to the planning studies, staff continues to participate in the Lockwood Pedestrian Safety Committee in the implementation of a Lockwood Non-Motorized Transportation Study. The Lockwood Community was successful in being awarded a TA grant to fund a 6-foot wide, 3-mile long sidewalk along Becraft Lane.

PROPOSED ACTIVITIES - FISCAL YEAR 2017

PL Eligible Activities

- A statistically valid Travel Demand Census will be completed of the MPO. The data from this census will be used directly in the development of the Billings MPO TransCad Modeling project.
- The development of a Billings MPO TransCad Model program will be developed. The ability of the Billings MPO to conduct transportation modeling in-house will benefit the community and will include modeling data on vehicles, bike and transit.
- 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 FY2017. All traffic count data will be submitted to the MDT by February 1, 2018.
- Crash 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 2016

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$198,000	0	\$198,000
TOTAL	\$198,000	0	\$198,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$225,000	0	\$225,000
TOTAL	\$225,000	0	\$225,000**

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

**Includes \$50,000 for the Travel Demand Census - \$100,000 for the development of a Billings MPO TransCad Model - \$10,000 for a transportation Planning Intern.

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 2016

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 2014 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 2017

PL Eligible Activities

- Staff will continue the process of completing the update to the 2011 Billings Area Bikeway and Trail Master Plan. 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 initiate the update to the 2014 Transportation Plan including an update to the 2008 Public Participation 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.
- Continue to update and distribute 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 2016

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$206,000	0	\$206,000
TOTAL	\$206,000	0	\$206,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$250,000	0	\$250,000
TOTAL	\$250,000	0	\$250,000**

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

**Initiate the update the 2014 Long Range Transportation Plan - \$150,000, Update the 2008 Public Participation Plan - \$25,000 and Finalize the update of the Bike/Pedestrian Plan - \$9,000

OBJECTIVE

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

ACCOMPLISHMENTS - FISCAL YEAR 2016

- The Rimrocks to Valley Bike/Pedestrian Feasibility Study was completed in FY2016. This study evaluated alternatives for the development of separated bicycle and pedestrian facilities from Highway 3 atop the Rimrocks to existing bicycle and pedestrian facilities below (Rimrock Road) between North 27th Street and Zimmerman Trail.
- 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.
- Another planning study initiated in FY2016, the West End Multi-Modal Traffic Modeling Study was a project that through land use projections and TransCad Modeling developed short-term and long-term recommendations for streets, intersections, corridors, and active transportation within the Western section of the Billings Urbanized Area.
- The final planning study identified for FY16 was the 5th Avenue North Corridor Feasibility Study. This study was identified to 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). *This study has been delayed indefinitely due to concerns regarding its impact to the existing railroad corridor and continued discussions on the Scope of Work.*

PROPOSED ACTIVITIES - FISCAL YEAR 2017**PL Eligible Activities**

- Completion of the 5th Avenue North Corridor Feasibility Study.
- A planning study identified for FY17 is a Downtown Traffic Flow Study. This study will review current traffic flow with the existing one-way street configuration, review bike and pedestrian safety, and the feasibility of conversion of one-way streets to two-way and its impact on traffic flow and on bike/pedestrians.

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

- A statistically valid Travel Demand Census, the development of a Billings MPO TransCad Model Program and the completion of the 5th Avenue North Feasibility Study and the Downtown Traffic Flow Study

FUNDING SCHEDULE – PLANNING STUDIES

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	60	40	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$105,000	\$70,000	\$175,000**
TOTAL	\$105,000	\$70,000	\$175,000**

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

**Includes the 5th Avenue Corridor Study \$80,000 and the Downtown Traffic Flow Study is \$50,000.

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 2016

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 2017

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 2016

FUNDING SOURCE

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$31,000	0	\$31,000
TOTAL	\$31,000	0	\$31,000

*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 2016

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 2017

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 address the socio-economic and environmental consequences associated with growth and development.

FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS

FUNDS PROGRAMMED - FISCAL YEAR 2016

FUNDING SOURCE

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

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%.

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 2016

N/A

PROPOSED ACTIVITIES - FISCAL YEAR 2017

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 2016

FUNDING SOURCE

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

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2017

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$389,282	102,200	\$491,482
TOTAL	\$389,282	102,200	\$491,482

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

SECTION II -- FUNDING

**TABLE I
FUNDING SUMMARY
FEDERAL FISCAL YEAR 2017**

WORK ELEMENT	FUNDING SOURCES FY 2017		
	PL*	LOCAL	EST. COST
100 Administration	\$176,000	\$144,000	\$320,000
101 Service	19,000	19,000	38,000
102 Citizen Involvement	31,000	31,000	62,000
200 Community Planning	63,900	149,100	213,000
204 Zoning	26,800	107,200	134,000
205 Subdivision	37,500	87,500	125,000
300 Transportation System	225,000	0	225,000
301 Transportation Plan	250,000	0	250,000
302 Planning Studies	105,000	70,000	175,000
500 T.I.P.	31,000	0	31,000
600 Environmental	30,000	0	30,000
700 Contingency	389,282	102,200	491,482
TOTAL	\$1,384,482	\$710,000	\$2,094,482

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

**TABLE II
FUNDING COMPARISONS**

WORK ELEMENT	FY 2017 ESTIMATED COST	FY 2016 ESTIMATED COST
100 Administration	\$320,000	\$310,000
101 Service	38,000	36,000
102 Citizen Involvement	62,000	60,000
200 Community Planning	213,000	213,000
204 Zoning Administration	134,000	132,000
205 Subdivision Administration	125,000	125,000
300 Transportation System Data	225,000	198,000
301 Transportation Plan	250,000	206,000
302 Planning Studies	175,000	170,000
500 T.I.P.	31,000	30,000
600 Environmental Considerations	30,000	28,000
700 Contingency	491,482	275,017
TOTAL	\$2,094,482	\$1,783,017

**TABLE III
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2017**

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 2017**

WORK ELEMENT	DIRECTOR (Friday)	SENIOR PLANNER (TRANS.) (Walker)	PLANNER I (Husman)	PLANNING MANAGER (Vacant)	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 **56%** 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)	\$216,000
Planning Dept. Fees (Yellowstone Co.)	\$54,000
Yellowstone County (Mill)	\$440,000
PL*	\$1,384,482
TOTAL	\$2,094,482

*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, 2015 through June 30, 2016. The calculated rate is applicable to the grant period, which is October 1, 2016 through September 30, 2017.

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 2016

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 2017

All administrative functions necessary in support of transit planning activities will be performed. Improve data-keeping practices. 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 2017 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 the FAST Act. Maintain coordination with 5310 providers and as the lead agency, develop and apply for capital grants for new vehicles as decided by the Coordination Transportation Plan Committee. The Coordinated Transportation Plan will be updated, as required by the FAST Act

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

252.00 Transit Planner Staff Hours
50.40 Administrative Support Staff Hours
50.40 Transit Manager Staff Hours
352.80 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 16	\$6,468	\$25,873	\$32,341
Estimated FY 2017	\$5,222	\$20,890	\$26,112

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 2016

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. Performed a complete operational analysis of the transit system. Analyzed and implemented 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. On-going ridership tracking by route. Provided information and comments related to transit on development and annexation projects. Performed general transit planning.

PROPOSED ACTIVITIES FISCAL YEAR 2017

Continuation of activities undertaken in FY 2016 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. Continue needed service adjustments, including means to continue addressing needs with fewer resources. Continue planning efforts regarding public and stakeholder involvement and input opportunities, including facilitating public meetings to plan for improvements on transit routes and specialized services for seniors and disabled.

STAFFING

684.28 Transit Planner Staff Hours
136.86 Administrative Support Staff Hours
171.09 Transit Manager Staff Hours
992.23 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 16	\$12,326	\$49,304	\$61,630
Estimated FY 2017	\$13,907	\$55,629	\$69,536

44.24.02 CURRENT SERVICE ENHANCEMENT**OBJECTIVE**

To improve service and ridership in existing transit system.

ACCOMPLISHMENTS FISCAL YEAR 2016

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. Revised ridership data for better accuracy in analysis of system functioning. Provided monthly ridership (including wheelchair and bike rack use) analysis, assessed ridership trends, and prepared other information on system functioning as requested. 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 2017

Continuation of activities undertaken in FY 2016. 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. 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 Travel 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

679.00 Transit Planner Staff Hours
 135.96 Administrative Support Staff Hours
135.96 Transit Manager Staff Hours
 951.72 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 16	\$11,090	\$44,360	\$55,450
Estimated FY 2017	\$13,279	\$53,116	\$66,395

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 2016

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 2017

City Transit Division will develop information on the operating and capital projects for which MET Transit and MET Plus 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

80.00 Transit Planner Staff Hours
 16.00 Administrative Support Staff Hours
16.00 Transit Manager Staff Hours
 112.00 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 16	\$1,695	\$6,780	\$8,475
Estimated FY 2017	\$1,563	\$6,250	\$7,813

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 2016

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 Plus's efficiency & cost-effectiveness, including monitoring 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 2017

Continuation of activities undertaken in FY 2016. 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 Transportation 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 the FAST Act. Continue to provide outreach and education for social service professionals in the community and with senior groups.

STAFFING

280.00	Transit Planner Staff Hours
56.00	Administrative Support Staff Hours in support of Planner
470.00	Paratransit Coordinator Staff Hours
164.50	Clerical Staff Hours in support of Paratransit Coordinator
<u>56.00</u>	Transit Manager Staff Hours
1,026.50	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 16	\$15,078	\$60,310	\$75,388
Estimated FY 2017	\$13,137	\$52,546	\$65,683

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	\$5,222	\$20,890	\$26,112	20	80	352.80
44.24.01	\$13,907	\$55,629	\$69,536	20	80	992.23
44.24.02	\$13,279	\$53,116	\$66,395	20	80	951.72
44.25.01	\$1,563	\$6,250	\$7,813	20	80	112.00
44.26.15	\$13,137	\$52,546	\$65,683	20	80	1,026.50
SUB TOTAL	\$47,108	\$188,431	\$235,539	20	80	3,435.25
TOTAL	\$47,108	\$188,431	\$235,539	20	80	3,435.25

ALLOCATION OF COSTS

Expenditures identified include direct costs, benefits at the rate of 56% 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 2, 2016 letter from the MDT Urban Planning Section.