



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



**AGENDA**

August 23, 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 new and returning Board Members.
2. **APPROVAL OF AGENDA\*** - including any additions or deletions to agenda. The agenda for a regular meeting will be closed at 5:00 p.m. three (3) working days prior to the date of the meeting.
3. **MOTION. MEETING MINUTES:** August 9, 2016
4. **PUBLIC COMMENT PERIOD** – As required (3 minute maximum per person). *Any member of the public may be heard on any subject that is not on the agenda. The Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting's agenda for discussion.*
  - 4a) **Comments on items not on agenda and requests to add items to future agendas**
  - 4b) **Comments on items on the non-public hearing agenda items**
5. **DISCLOSURE OF CONFLICT OF INTEREST**
6. **DISCLOSURE OF EX PARTE COMMUNICATION:** Ex Parte Communication Binder is available at the Sign-In and Agenda station.
7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).
  - a. **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.** The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence. By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). Please see the attached guidelines for the criterion. Thank you for participating!

1. **Public Hearing. Motion/Recommendation to BOCC.** Dave Green, Planner II, presenting.
2. **Public Hearing. Motion/Recommendation to PCC. Draft 2017 Unified Planning Work Program), (UPWP).** Scott Walker, Transportation Planning Coordinator, presenting.
8. **NEW BUSINESS:** (Agenda items new to this meeting). There is no new business.
9. **OTHER BUSINESS:**
  - a. (Standing Item) Staff update. Long Range Strategic Issues and an overview of future City and County issues and projects.
    1. **Discussion. Suburban Subdivision Design Standards Committee.** Wyeth Friday, Interim Planning & Community Services Director, presenting.
    2. **Discussion. Agenda items for Tuesday, September 13, 2016; Tuesday, September 27, 2016**
10. **ADJOURNMENT**

### **Public Hearing Participation Guidelines**

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

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

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

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

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

***Thank you for participating.***

**Planning Board Meeting 2 (4th Tuesday)**

**Meeting Date:** 08/23/2016

---

**Information**

**Subject**

**MOTION. MEETING MINUTES:** August 9, 2016

---

**Attachments**

PlnBMinutes\_2016\_08\_09

---



# CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

---

**August 9, 2016**

*To be approved by a motion on August 23, 2016*

---

---

## **1. Call the Meeting to Order**

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, August 9, 2016, in the Miller Building 1<sup>st</sup> Floor conference room, 2825 3<sup>rd</sup> 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: Wyeth Friday, Interim Director, Planning & Community Services Department; Scott Walker, Transportation Planning Coordinator; Dave Green, Planner II; Tony Chase, VISTA; Sara Channell, VISTA; Robbin Bartley, Administrative Support.

**Others in attendance:** Dan Wells

- 2. Approval of the August 9, 2016 Agenda:** President Tunncliff called for approval of the agenda.

### **Motion**

**Board member Saldivar made a motion and Board member Klugman seconded the motion to approve the August 9, 2016 agenda. The motion carried with a unanimous voice vote.**

- 3. Approval of the July 12, 2016 meeting minutes.** (The July 26, 2016 meeting was canceled due to a lack of agenda items).

### **Motion**

**Board member Saldivar made a motion and it was seconded by Board member Goodridge to approve the July 12, 2016 meeting minutes as submitted. The motion carried with a unanimous voice vote.**

- 5. 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 station. **There were no Conflicts of Interest and no Ex Parte Communications.**

## **CITY/COUNTY PLANNING BOARD**

*"Serving Billings, Broadview and Yellowstone County"*

---

**7. OLD BUSINESS: There is no old business.**

**8. NEW BUSINESS:**

Wyeth Friday introduced Tony Chase and Sara Channell, Americorp VISTAs. Tony discussed the VISTA supported program, Kids in Motion (KIM). This program encourages kids to walk and bike to school. The VISTA program works with the City, District #2 school officials and other stakeholders to help determine the best ways to help kids walk and bike to school. KIM also conducts Bicycle Tune-up Clinics. There were 4 clinics done during the spring at area schools and approximately 100 bicycles were repaired and 120 safety surveys were conducted. The VISTAs have recently been able to work in the classrooms where educating students about bicycles and streets and intersections were discussed with the kids and School District staff. The hope is the School District will eventually take this program over in a much more formal level. Communication is being encouraged to discuss where to bike and walk and where vehicles travel. Sara was welcomed as the new Planning VISTA and Tony Chase's replacement for the coming year.

President Tunnicliff thanked the VISTAs for their service and welcomed Sara. Dave Goodridge asked the VISTAs which side of the road bicycles are supposed to ride on. Tony explained that bicycles are supposed to travel with the traffic.

### **8a. PLAT REVIEW/DISCUSSION. SKYCREST SUBDIVISION. DAVE GREEN, PLANNER II**

Mr. Green gave the introduction below for this agenda item and followed with a PowerPoint presentation.

#### **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 64<sup>th</sup> Street West and South 72<sup>nd</sup> 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.

#### **VARIANCES REQUESTED**

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

**PROPOSED CONDITIONS OF APPROVAL**

Planning staff recommends the following conditions of approval:

1. To provide for the maintenance of the community water system, before final plat approval the applicant will create a Home Owner Association (HOA) with the requirement in the HOA that residents contribute to and maintain the community water system.
2. To ensure there is notice to future home owners of their responsibility to maintain the community water system, before 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.
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 promote as much traffic safety and as few conflicts as possible, before final plat approval the applicant will place a ‘1 foot no access strip’ on the south side of Skycrest Drive from the north west corner of Lot 4, Block 4 to South 64<sup>th</sup> Street West. Excluding the dedicated rights-of-way for the 6 cul-de-sacs off of Skycrest Drive on the south. Also an opening will be left on the park frontage for access to the wells in the park.
5. To promote as much traffic safety and as few conflicts as possible, before final plat approval the applicant will place a ‘1 foot no access strip’ along the north side of Skycrest Drive from the south east corner of Lot 34, Block 3 to the south west corner of Lot 46, Block 3. Excluding the dedicated rights-of-way for the 4 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 shall be shown on the face of the final plat for this subdivision for O’Donnell Lane where it fronts South 72<sup>nd</sup> Street West. Either entirely on the subject property, or 30 feet on the subject property and using the 30-foot Road Tract 4-B centered on the north edge of Road Tract 4-B. With the applicant showing proof of right to use the 30-foot Road Tract 4-B. If not able to show proof of right to use Road Tract 4-B, the applicant may petition the portion of Road Tract 4-B they need for access to their proposed subdivision into the county and building 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.

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

---

7. To minimize the effects on local services, prior to final plat approval a 60-foot wide dedicated road shall be shown on the face of the final plat for this subdivision for South 71<sup>st</sup> 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 tract on the property they do not own to the east and provide the additional 30 feet on their property for a 60-foot road right of way. If not, they will need to provide the entire 60 foot right of way on their property. Amendments shall be made to the final Subdivision Improvements Agreement to reflect whichever scenario is secured for the dedicated public roadway.
8. To provide for proper fire suppression within this subdivision, before 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 the phase can begin development.
9. To ensure public park land is being used in accordance with the desires of the County Park Board, prior to final plat approval and before any construction of the dry hydrant tank system, the applicant will get permission from the County Park Board to install the 30,000-gallon dry hydrant system in the O'Donnell Park.
10. To mitigate impact 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 its location 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 easement along Big Ditch, before 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.

## **CITY/COUNTY PLANNING BOARD**

*“Serving Billings, Broadview and Yellowstone County”*

---

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 Rules of the State of Montana.

### **Discussion**

At 6:28pm, President Tunncliff called for discussion by the members of the Board. Dennis Cook asked Staff what guarantees the owners would have access to the property given the road right-of-way and easement situation. Staff replied easements and road tracts may be petitioned into the County upon paving and meeting County road standards. Staff also replied that this is a valid concern with easements and road tracts where the ownership has not changed over time, even when property around it is sold. All these situations must be addressed and resolved before this subdivision can be approved, according to staff.

Board member Bass asked why the development would not connect to City Water. Staff showed that the nearest City infrastructure is 2.5 miles away. He then asked why the development would not use irrigation as it is located right on the Big Ditch. Staff deferred to the developer regarding this question.

Board member Goodridge inquired when the neighbors to the South would be notified of this development proposal. Staff explained that surrounding Property Owner letters went out the week of August 1 and residents are invited to the next meeting on August 23, 2016. There has been one call to staff from a local resident inquiring about water and sewer. Staff stated that it was explained to the caller that this development is still County and no annexation for City infrastructure is contemplated.

President Tunncliff addressed the matter of death in a Title issue. There are two ways to gain ownership in a property owner death situation. One is a Quiet Title action and the other is Adverse Possession. President Tunncliff asked who will transfer ownership of these road tracts to anyone. Staff replied the applicant will be taking ownership. President Tunncliff then asked how this can happen if the ownership is tied back to someone long deceased, or their heirs or assigns. Staff explained that anyone in the County can petition to put a private road into the County.

### **Applicant**

President Tunncliff asked for presentation by the Applicant.

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

---

### Dan Wells, Wells Built Homes

Mr. Wells said he purchased this land from the previous owner who acquired it from the O'Donnell family. He said that the road tracts in question have also been purchased by another owner and he is working to coordinate legal access for the Skycrest Subdivision with this new owner. President Tunnicliff stated that he does not want new home owners to be in litigation later over road access issues. Mr. Wells replied the roads will be County roads at the completion of the plat and there will be no access issues.

Mr. Wells explained that he also intends to improve the park areas. The larger park area will be developed and the new homeowners will incur a fee for the park maintenance. Sidewalks, a parking lot and water facilities will be included in this area. Three wells have been drilled with excellent quality and quantity, up to 400 gallons a minute. These results have been submitted to the Department of Natural Resources and Conservation. The Water Rights for the three drilled wells will not be transferred to property owners and an irrigation ditch along the north side of the property is being considered for later usage, according to Mr. Wells. Regarding the Conditions of Approval, although a Home Owners Association will be established, Mr. Wells said he would prefer the community water system be monitored, maintained, and billed thru a certified water operator, a third party private entity. He asked that the condition be modified to reflect the potential for a third party to manage the system for the property owners.

Mr. Wells said that he had spoken with County Engineer Mike Black regarding conditions 4 and 5 and requests that the 1-foot no access easement requirement not be included. He said he believes the new owners will want circular driveways and these no access restrictions are usually found when entering an arterial not a residential street.

Board member Saldivar asked if the established HOA could fund the 3<sup>rd</sup> party entity to maintain the water system. Mr. Wells stated in his experience neighbors do not govern other neighbors well.

Board member Saldivar asked if the one foot no access requirement is eliminated, how will it be ensured or mandated that a circular driveway is put in on the corner lots. Mr. Wells indicated two mechanisms to insure the correct installation, a County issued approach permit and written language into the covenants.

Staff reminded the board they have the right to modify, remove or add conditions at the public hearing on August 23, 2016. President Tunnicliff stated he is uncomfortable about drafting language during the discussion. Staff will discuss having some language alternatives ready for the public hearing if the County Public Works staff is open to some changes in the conditions. Dave Green will speak with County Public Works about modifying the language. The boards report will be updated with new conditions, etc. Board modifications would be potentially drafted at the public hearing.

## **CITY/COUNTY PLANNING BOARD**

*"Serving Billings, Broadview and Yellowstone County"*

---

Board member Klugman asked Mr. Wells about the removal of the no access easement and if he is willing to provide language in the SIA and covenants insuring a circular driveway be installed. Mr. Wells confirmed he would. Wyeth Friday suggested that the County Public Works Department could consider changing the no access easement to a controlled access easement, which allows review on a case by case basis. However, this is something County Public Works would have to determine would be acceptable.

### **8b. DISCUSSION. DRAFT 2017 UPWP. SCOTT WALKER, TRANSPORTATION COORDINATOR**

President Tunnicliff asked Scott Walker to open this agenda item. Scott Walker gave the introduction below and followed with a PowerPoint presentation.

#### **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.

#### **Discussion**

Scott Walker discussed the recent events regarding the 5<sup>th</sup> Avenue Corridor. He indicated the 5<sup>th</sup> Avenue Corridor Study has been discussed in its many forms for many years. There has been and still is a lot of interest in the downtown area. The 5<sup>th</sup> Avenue Corridor was originally thought to start at the YMCA and extend east all the way to Metra Park. It is more than a corridor study, it is actually a feasibility study, according to Walker, that is intended to determine if this project is something that the community wants and is it feasible to do. Walker explained that the study was intended to determine if the community has buy in by adjacent property owners, the City and County, the railway and all entities that recognize 5<sup>th</sup> avenue as being a public right of way and

## CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

---

underutilized. He explained that KLJ was brought on board with the understanding after the 1<sup>st</sup> public meeting if feasibility seemed possible they would proceed forward. If feasibility did not seem possible, the project would be stopped. In order for the study to proceed, a contract must be drafted and processed thru the City Council then signed by the Mayor. At the time of the City Council meeting where this contract was to be signed, EBURD representatives opposed the feasibility study contract with KLJ and the City Council did not execute it. This event left things in limbo because the Policy Coordinating Committee (PCC), in the 2016 work plan, approved of the feasibility study. The PCC has the final say in how the federal money is spent for local projects and needs to weigh in on the situation.

Walker explained that there are a couple of ways to possibly correct this. A PCC meeting will be held in August to talk about the process and have action taken by PCC to determine the status of the project whether to move forward or stop. The Planning Board is one of the entities that approves the UPWP every year. When MDT heard about the events at City Council it raised questions. We do not want to jeopardize the monies in these programs. The Planning Board needs to understand the significance of what is being done. The next PCC meeting will discuss why the City Council did not sign the contract and the PCC will then make a decision based on that information. Perhaps this project will be shelved for a couple of years which would be acceptable, however, the staff and PCC need to figure out how to avoid this procedural glitch in the future.

### **President Tunnicliff called for questions and discussion by the members of the Board.**

Board member Cook asked if the PCC was in favor originally. Scott Walker explained the 2016 work program included the feasibility study which the City Council approved at that time along with all other members of PCC. When the contract came to be signed to pay the consultant, the Council did not sign the contract. If the Council had signed, and a feasibility study had been initiated, individual property owners in the study area would have been contacted and their input would have been documented for consideration. This is an \$80,000 study and is totally federally funded. No City or County funds were to be used.

Board member Goodridge requested more information regarding the federal input. Planning staff explained that they asked the administrative level of MDT if they had ever heard or seen this type of glitch happening in the State of Montana before. The answer was No. The issue here is not the study, it is the procedure. The procedure is being compromised. The MDT District Administrator took notice because it is his job to move projects and funds through the system and get things built in the community or planning studies completed. If the procedure is breaking down in an area, MDT does not want to see those dollars lost. Board member Goodridge said that he felt that if persons were given more information, like the information the board is receiving tonight, there might be a different outcome.

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

---

Board member Saldivar asked how many years the dollars on the Contingency line in the Work Program had been increasing. Walker explained that it is a 2 year cycle. The money needs to be spent as programmed. When it is not being used, it brings attention to the Billings MPO and the chance of losing those funds if they are not used, increases. Walker explained to the Board that the Planning Division has a Planner I position vacant and a part time Bike/Ped Coordinator position that should be moved to a full time position. These positions have been approved in the Work Program but have not been approved through the City. Consequently, the spending has been approved but is not spent so the contingency continues to grow.

Board member Bass stated he has seen things such as the Corridor Study contract being turned down by the City Council and then supported in less than a month. Scott Walker indicated there has been no further consent to move forward from administration or the Council at this time.

Board member Goodridge asked if a Planner I position can be totally covered by PL funds. Board member Klugman asked if these dollars and eligibility are related to staff and time not construction. Walker stated that the Planner I position would be funded about 40% locally and 60% federally. He also confirmed that the Work Program funding is for staff and planning work, but not construction or full engineering design.

President Tunnicliff stated that he supports the feasibility study based on everything presented and he would like feedback from the board members so that he can carry their wishes to the PCC.

Board members Cook and Bass indicated they are in favor of the feasibility study. Board member Klugman reiterated that if this contract is signed, there is an out clause and that he is also in support of the study based on the information presented. Board member Goodridge would like to see what the EBURD development plan looks like since the biggest objection given was the rail spur. What does the plan call for in the future and will there eventually be something other than a steel recycling plant in that location, Goodridge stated.

President Tunnicliff stated when open discussion happens it creates areas of opportunity for mitigation and understanding.

**\*\*A public hearing for the DRAFT 2017 UPWP will be held during the next Planning Board meeting on August 23, 2016.**

## **CITY/COUNTY PLANNING BOARD**

*“Serving Billings, Broadview and Yellowstone County”*

---

### **9. OTHER BUSINESS**

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

The City of Billings, Billings Beyond Growth Policy was adopted on August 8 at the City Council meeting. Final copies will be available on line and in print soon. A PCC meeting will be scheduled in August. The 2017 County Growth Policy shall begin when we have 3 seated Commissioners.

President Tunnicliff added Tina Volek called and is scheduling interviews for the Planning Director position.

**ADJOURNMENT: 7:54 p.m.**

### **FUTURE AGENDA ITEMS: AUGUST 23, 2016**

- Public Hearing. Skycrest Subdivision. Dave Green, Planner II, presenting.
- Public Hearing. DRAFT 2017 UPWP. Scott Walker, Transportation Coordinator, presenting.

**ATTEST: DRAFT. To be approved by a motion on August 23, 2016**



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



**Planning Board Meeting 2 (4th Tuesday)**

**Meeting Date:** 08/23/2016

---

**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 64<sup>th</sup> Street West and South 72<sup>nd</sup> Street West, north of O'Donnell Lane and south of King Avenue West. The property is outside of zoning. The Planning Board conducted a plat review at its meeting on August 9 and is conducting the public hearing at this meeting. 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. The subdivider may set up maintenance of the community water system through a third party to do the maintenance and repair of the system, but it must be clarified in the Subdivision Improvement Agreement as stated in Condition #2 that the property owners in the subdivision are ultimately responsible for the water system and its maintenance.
2. To ensure there is notice to future property 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 for the maintenance of the community water system for the subdivision whether it is handled by a third party contractor or through the HOA.
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 64<sup>th</sup> 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 72<sup>nd</sup> 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 to the County for acceptance 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 71<sup>st</sup> 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 Park 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 Rules of the State of Montana.

## **VARIANCES REQUESTED**

None requested.

## **DISCUSSION/STAKEHOLDERS**

A presentation was given to the Planning Board by staff about the proposed Skycrest Subdivision. The discussion was then opened to the Board for questions.

Board Member Dennis Cook asked about the private road tracts and how they become a County road and public. He asked if the access would ever be a problem in the future for this subdivision. Staff explained that the applicant could petition the road into the County by building it to County paved road standards. Petitioning it into the County would make it a public road and an RDIS-M could be placed on it for maintenance. If that were to take place, then the future residence would not have a problem in the future for access.

Board Member Saldivar asked who determines whether roads in a subdivision will be private or public? Staff responded that the decision is up to the developer. Board Member Bass asked why the developer wasn't proposing to use city water and sewer instead of wells and septic systems? Staff responded that there are no services available in the area. The nearest water and sewer lines are approximately 2.5 miles away. As a follow up question, Board Member Bass asked why the development is not using the irrigation water that is available for them to use for yards? Staff responded that the question would be better addressed to the applicant because staff did not know the specifics of water shares or their use.

Board Member Goodrich asked when the surrounding neighbors would be notified of the proposed development. Staff responded that the neighbors have been notified about the proposed subdivision and that the public hearing would be on August 23<sup>rd</sup>. As a follow-up question, Board Member Goodrich asked if staff has heard from any neighbors. Staff responded that they had talked with one neighbor who

had questions about sewer and water and what is the process for that to be approved.

Board Member Tunnicliff asked about the road tracts and ownership issues that are associated with the tract. He asked how someone can petition a road tract into the County when they don't have ownership and how the process is done. Staff responded that anyone can petition a road tract into the County for acceptance if the road on the tract is to County standards. However, staff has provided additional clarification from County Legal following the August 9 meeting in the Findings of Fact and as follows:

When the County creates a petitioned County road, it accepts easements for the road right-of-way. Usually, it does not accept an ownership interest in the road right-of-way. If a property owner has filed a deed that conveys a road tract, a road right-of-way, and the County accepts the deed, the County receives an ownership interest in the road right-of-way. However, as is this situation for this subdivision, if a property owner has not filed a deed that conveys a road tract, and the County grants a petition to create a petition County road easement over the road tract, the County would receive an easement only over the road tract. The problem is that there will be no one to grant the easement to the County in this situation, so the County allows the developer to construct the road over the road tract without an easement and after five years the County would have a public prescriptive easement over the road tract for the road, making it public.

Board members had no further questions for staff and the applicant was asked if he wanted to make any comments. Dan Wells, the applicant and subdivider, addressed the Board. Mr. Wells stated that the property does have water shares but they will not be distributed out to the new home owners as he is not comfortable with home owners trying to flood irrigate inside a subdivision.

Board President Tunnicliff asked about the road and stated he does not want to create future problems for homeowners. Mr. Wells stated that they will have the road situation correct and dedicated to the public so there will not be any future issues. Mr. Wells stated that they are planning on developing the parks in the subdivision. He stated that they also want to do some development in the existing O'Donnell Park. He also wanted the future home owners to have the option of developing the existing park in the future with money collected from the subdivision through the HOA.

Mr. Wells then talked about some of the conditions. He stated that Condition 1 is not one of the best solutions for maintenance of community water systems. He said he has found that it works better to have a company that specializes in water maintenance take care of the public water system. He suggested that the condition be modified to also allow for the option to have an outside agency maintain the system.

Mr. Wells also talked about conditions 4 and 5, which require a 1 foot no access easement in two different locations along Skycrest Lane. He stated that he did not want the no access easements on these areas because many people like to buy a corner lot and have a curved driveway with a connection to both the main road and the cul-de-sac. He stated that he spoke with Mike Black with County Public Works and was told the 1 foot no access easement was not needed. Mr. Wells said he would like conditions 4 and 5 removed.

There were several question from the board to the applicant. Board Member Saldivar asked about the HOA and the water management. He asked if the HOA could collect the money and then have a third party do the maintenance on the system. Mr. Wells stated that it worked better to have a third party do the entire maintenance and not have neighbors involved in fee collection or hiring and managing a third party entity. Board Member Saldivar also asked about removing conditions 4 and 5 and a concern about safety and traffic. He stated that even though the road is not an arterial road it is still the only through road in the subdivision and will have a lot of traffic on it. He asked if there is any way that there would be a guarantee the property owners will build circular driveways and not just a single drive out onto the

main road. Mr. Wells stated it could be written in the CCR's that those lots are required to have a circular drive. There were no other questions or comments for Mr. Wells.

Board President Tunnicliff asked if staff had any other information or comments about what has been discussed. Staff responded that at the public hearing the Board could decide what conditions might be removed, modified or added. Staff stated they would contact County Public Works to get additional input on the 1 foot no access easements and if they want them to stay as a condition of final approval, or if they could be modified. It was also mentioned by staff that in some cases there have been 1 foot controlled access easements used so County Public Works could examine each case individually to determine the best solution.

Staff did follow up with County Public Works staff about the 1 foot no access easement and has provided information in the Attachment labeled 'County Public Works Response'. County Public Works staff stated they want conditions 4 and 5 to remain as written.

---

## **Attachments**

Proposed PLat

Proposed Plat Phase 1 and part of 2

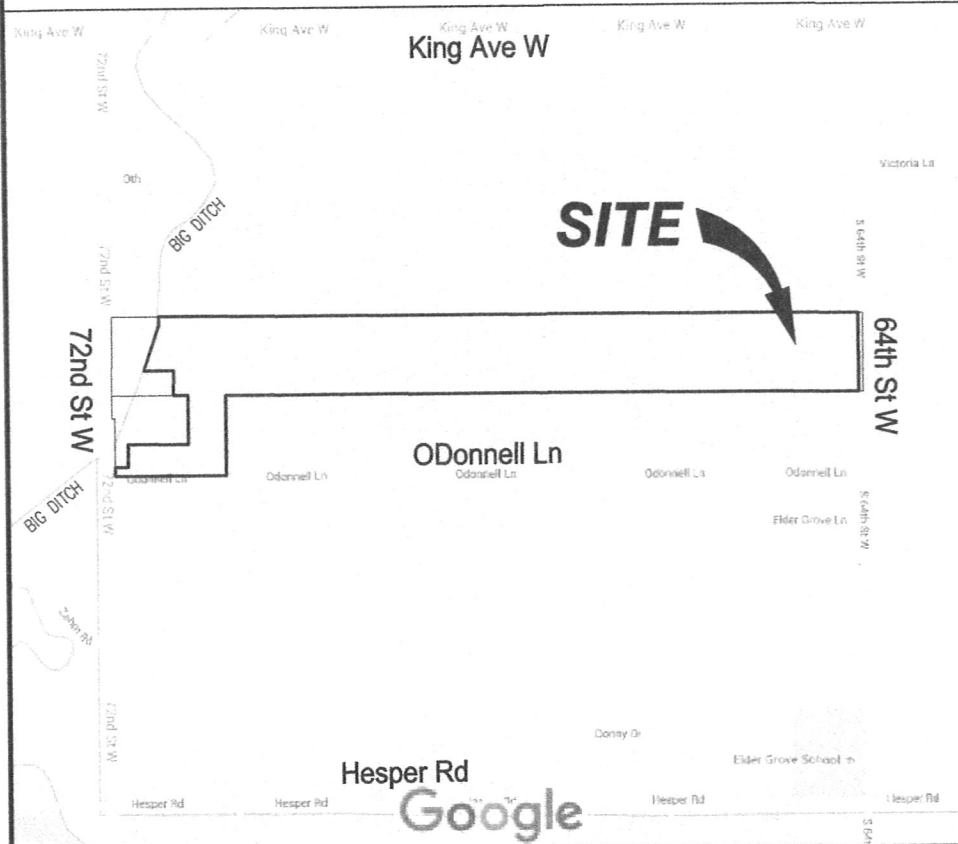
Proposed Plat part of Phase 2 and all of Phase 3

County Public Works Response

Findings of Fact

---

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.

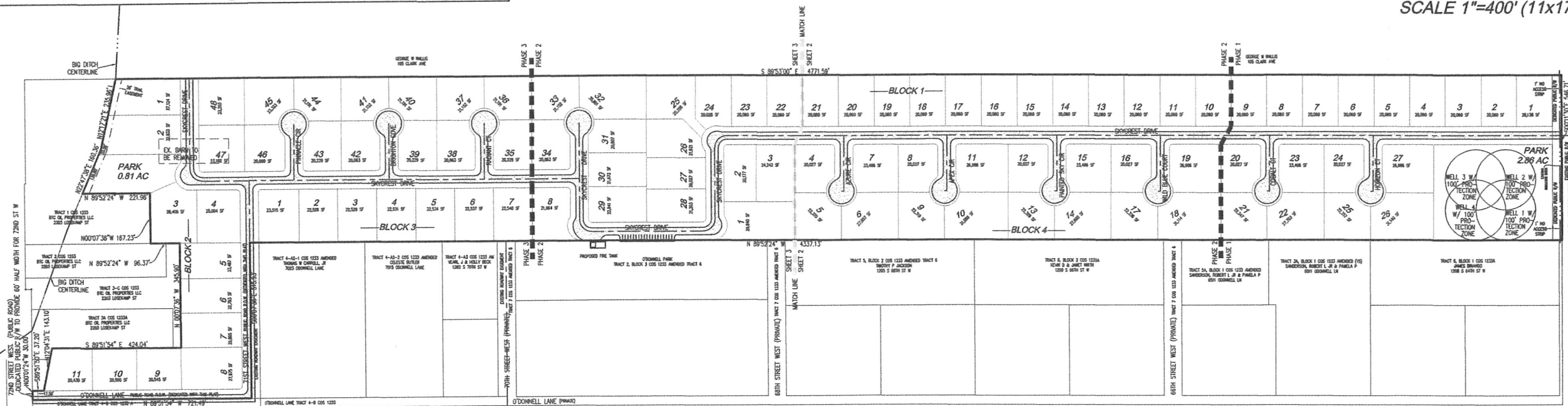
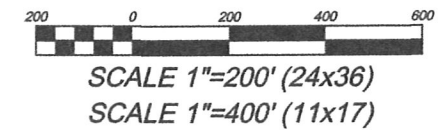
DATE: JUNE 2015  
PREPARED BY: IN SITE ENGINEERING, P.C.

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

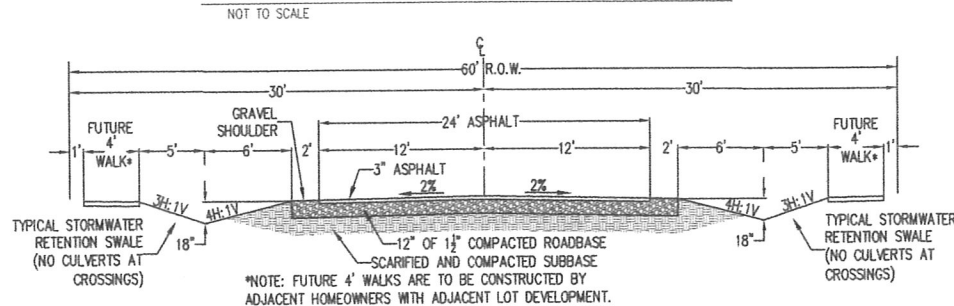


NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		

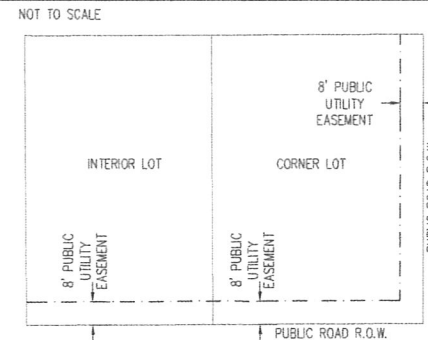
**SITE DATA**

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**



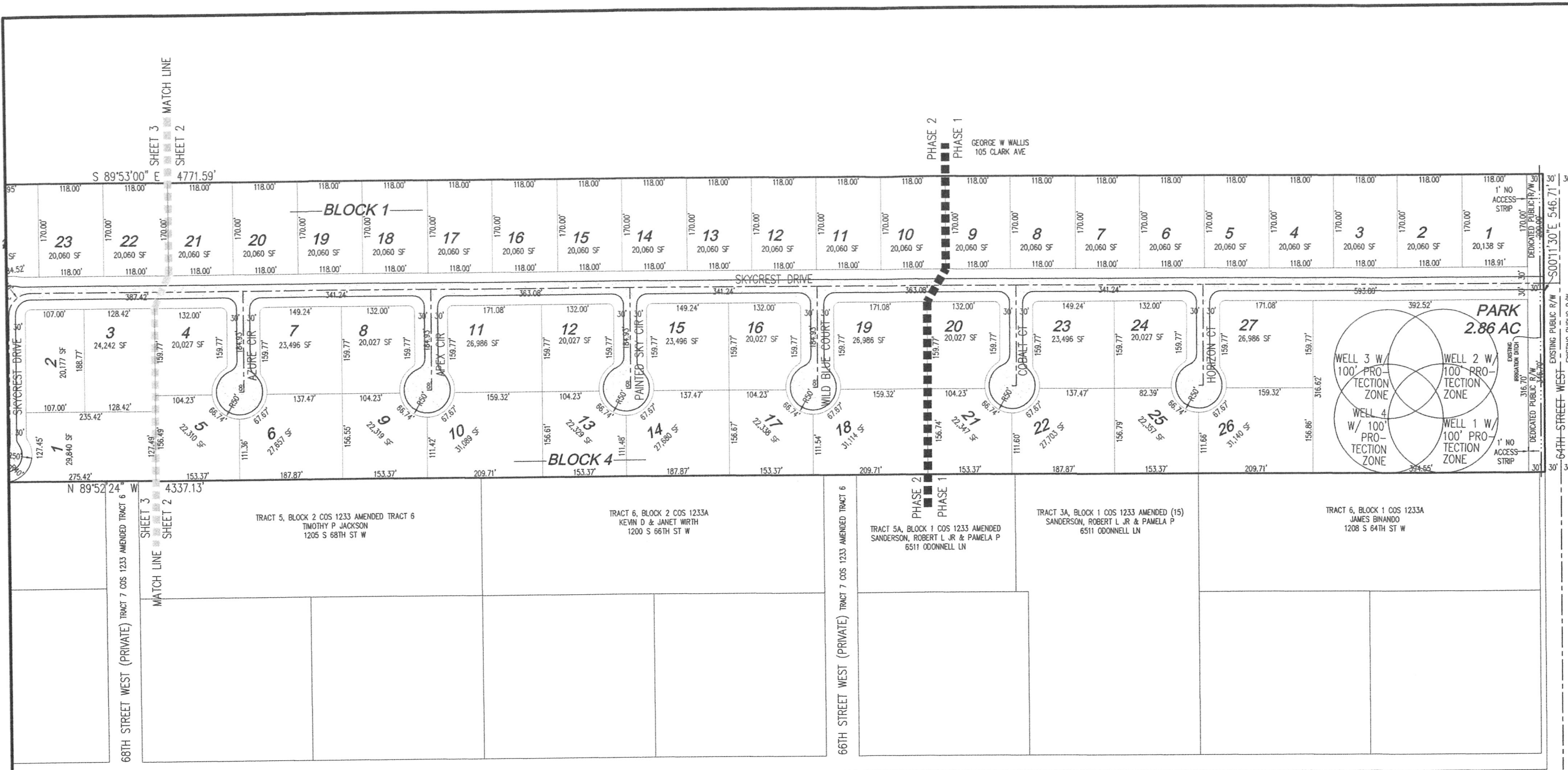
**NOTES**

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.

**RESIDENTIAL SUBDIVISION**

**PRELIMINARY PLAT**

SHEET NAME	SHEET NUMBER
<b>PRELIM</b>	<b>1</b>



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  
(406) 591-4355



NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		

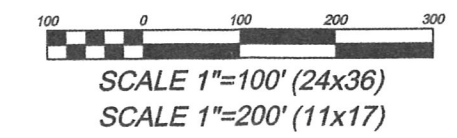
DATE  
7/21/2016

PROJECT  
**RESIDENTIAL SUBDIVISION**

DESCRIPTION  
**PRELIMINARY PLAT (EAST HALF)**

SHEET NAME  
**PRELIM**

SHEET NUMBER  
**2**



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  
(406) 591-4355



NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		

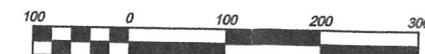
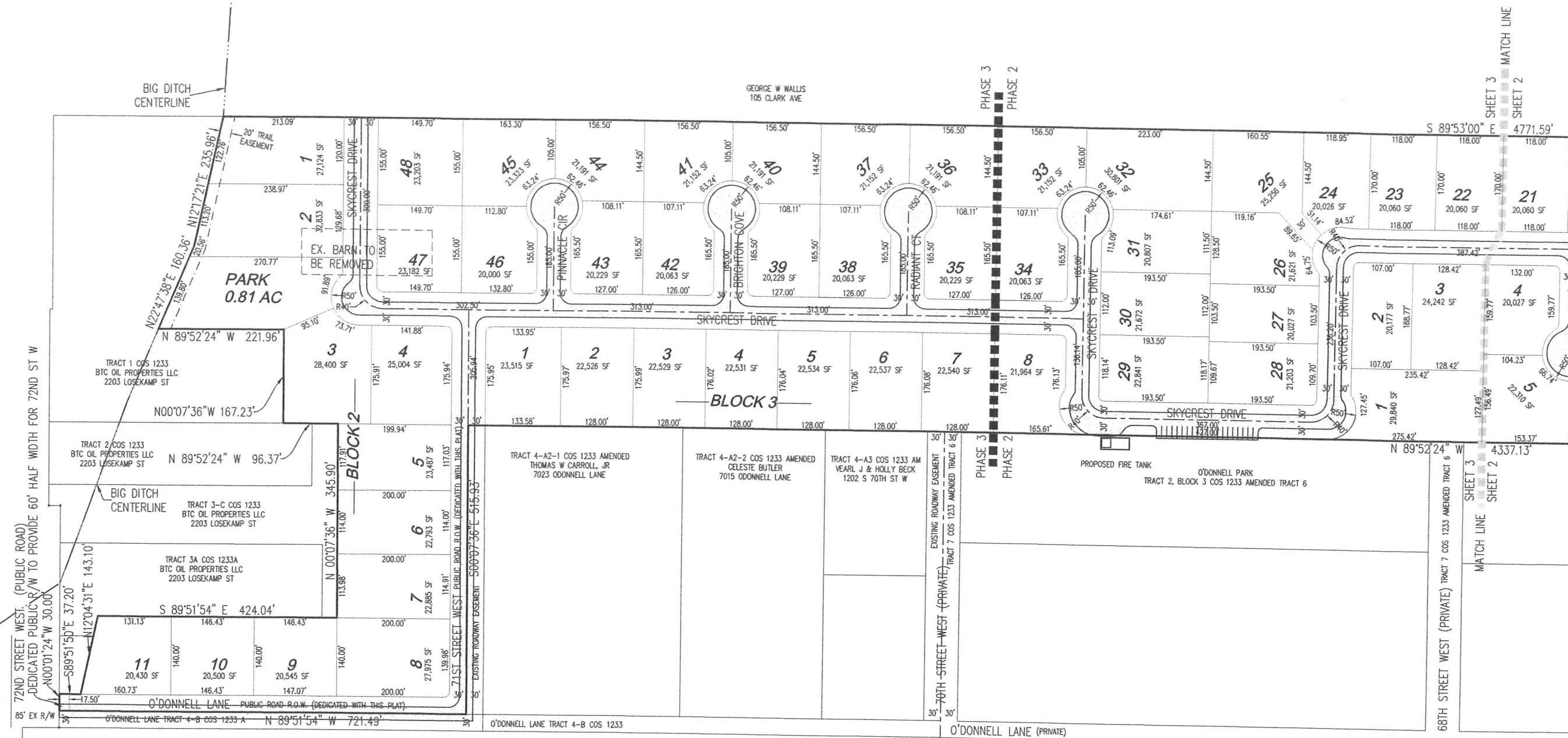
DATE  
7/21/2016

PROJECT  
**RESIDENTIAL SUBDIVISION**

DESCRIPTION  
**PRELIMINARY PLAT (WEST HALF)**

SHEET NAME  
**PRELIM**

SHEET NUMBER  
**3**



SCALE 1"=100' (24x36)  
SCALE 1"=200' (11x17)

Dave,

Public Works still requires the no access easement in the locations mentioned in the conditions of approval. It is felt that this makes for a safer environment by lowering the potential for traffic conflicts from all of the parcels on the north side near 64<sup>th</sup> Street West, and on the south side near 72<sup>nd</sup> Street West.

By having the corner parcels come out on the cul-de-sac roads only, there will be fewer interruptions to the traffic flow on the main road (Skycrest Drive). Additionally, if it is needed to back out of the driveway, it would be safer to do so where there are only 4 lots instead of many. As Mr. Saldivar correctly pointed out during the Planning Board meeting, Skycrest Drive is the only road that can be used to access the properties. Just in Phase I, there would be 9 approaches on the north side of the road, which is approximately 1000 feet of roadway. By allowing circular drives, this would add an additional 4 on the south side, bringing the total to 13 approaches in what appears to be a very small length of road.

Public Works does not feel that a controlled access strip would help alleviate the potential congestion because there would still be the possibility for adding more approaches onto what will become an already busy street.

Darin

**From:** Green, Dave [<mailto:greend@ci.billings.mt.us>]  
**Sent:** Wednesday, August 10, 2016 9:45 AM  
**To:** Tim Miller; Darin Swenson; Mike Black  
**Cc:** Friday, Wyeth  
**Subject:** Skycrest Subdivision

Last night at the planning board meeting Skycrest Subdivision was presented to the planning board for review. Two of the conditions of approval required the applicant to provide no access easements along Skycrest Drive, the single through street in the subdivision. This was requested in the department review meeting when everyone brought their comments and correction about the subdivision to give to the applicant. When the applicant resubmitted the subdivision to continue on with the process the 1 foot no access easements were not shown on the plat as requested. I sent an email to Darin asking if there had been a change since the department review meeting. I was told no there had not been. So conditions to final plat were written that required the applicant to show 1 foot no access easements on the plat.

Here are the conditions:

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 64 th 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.

At last night's meeting the applicant stated that he had spoken with Mike Black and was told he didn't need to do the 1 foot no access easement and asked the planning board to remove those conditions. He stated that people like a circular drive way on the corner cul-de-sac lots and he didn't think it was a safety issue since it's a residential street.

If you look at the plat, attached, there is only one through street in this proposed subdivision and a planning board members expressed concerns for the number of driveways that will already be coming out onto the street.

Here is the question, what does County Public Works want on this topic? Planning added the conditions based on information we had received from County Public Works and there seems to be conflicting information going out.

We told the planning board we would get an answer from County Public Works and bring it back to them at their meeting on the 23<sup>rd</sup> of this month. We would appreciate an answer to the question as soon as possible so we can get the staff report done and get it to the Planning Board so they also have an answer.

Thanks

dave

## **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 either create a Home Owners Association or use a third party provider 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 64<sup>th</sup> Street West and South 72<sup>nd</sup> 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 72<sup>nd</sup> and 64<sup>th</sup>.

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 64<sup>th</sup> Street West and South 72<sup>nd</sup> Street West and projected traffic numbers that would be generated by this proposed subdivision. The analysis included impacts on South 64<sup>th</sup> Street West, South 72<sup>nd</sup> Street West and their connections to Hesper Road and King Avenue West. King Avenue West and South 64<sup>th</sup> Street West were identified as having the greater traffic flow impact. King Avenue West is a State controlled road. South 72<sup>nd</sup> Street West, South 64<sup>th</sup> Street West and Hesper Road are controlled by the County. Impacts to South 72<sup>nd</sup> Street West, South 64<sup>th</sup> 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 64<sup>th</sup> 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 64<sup>th</sup> Street West. Also, a future right turn lane was identified on South 64<sup>th</sup> 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 64<sup>th</sup> Street West to South 72<sup>nd</sup> 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 64<sup>th</sup> 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 72<sup>nd</sup> 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 72<sup>nd</sup> 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 71<sup>st</sup> 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.

For clarification on these processes for providing public access, here is how the County addresses public access in these situations: When the County creates a petitioned County road, it accepts easements for the road right-of-way. Usually, it does not accept an ownership interest in the road right-of-way. If a property owner has filed a deed that conveys a road tract, a road right-of-way, and the County accepts the deed, the County receives an ownership interest in the road right-of-way. However, as is this situation for this subdivision, if a property owner has not filed a deed that conveys a road tract, and the County grants a petition to create a petition County road easement over the road tract, the County would receive an easement only over the road tract. The problem is that there will be no one to grant the easement to the County in this situation, so the County allows the developer to construct the road over the road tract without an easement and after five years the County would have a public prescriptive easement over the road tract for the road, making it public.

South 71<sup>st</sup> 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 71<sup>st</sup> 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 71<sup>st</sup> 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 64<sup>th</sup> 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 64<sup>th</sup> Street West and South 72<sup>nd</sup> 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 64<sup>th</sup> 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 64<sup>th</sup> Street West and 72<sup>nd</sup> 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.

**Planning Board Meeting 2 (4th Tuesday)**

**Meeting Date:** 08/23/2016

---

**Information**

**Subject**

**Public Hearing. Motion/Recommendation to PCC. Draft 2017 Unified Planning Work Program), (UPWP).** Scott Walker, Transportation Planning Coordinator, presenting.

---

**Attachments**

Draft UWWP 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

## TABLE OF CONTENTS

Introduction.....	3
UPWP Approval Dates .....	3
<b><u>CHAPTER I – Highway</u></b>	
<b><u>SECTION I – Work Elements</u></b>	
100 - Program Administration .....	4
101 - Service .....	8
102 – Citizen Involvement.....	10
200 – Community Planning .....	12
204 – Zoning Administration.....	16
205 – Subdivision Administration .....	18
300 – Transportation System Data.....	21
301 – Transportation Plan.....	24
302 – Planning Studies.....	26
500 – Transportation Improvement Program .....	28
600 – Environmental Considerations .....	30
700 – Contingency .....	32
<b><u>SECTION II – Funding</u></b>	
Funding Summary.....	33
Funding Comparisons .....	33
Funding Percentages .....	34
Staff Months Worked.....	34
<b><u>SECTION III – Indirect Cost Plan</u></b>	
Identification of Costs.....	35
Funding Sources .....	36
Acronyms.....	37
<b><u>CHAPTER II – Transit</u></b>	
Administration .....	38
Short Range Transportation Planning .....	40
Current Service Enhancement.....	42
Transportation Improvement Program.....	44
ADA.....	46
Funding .....	48

## 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 5<sup>th</sup> 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

<b>100 PROGRAM ADMINISTRATION (4301)</b>
--

#### **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 purchased 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 5<sup>th</sup> 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 5<sup>th</sup> 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**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$63,900	\$149,100	\$213,000
<b>TOTAL</b>	\$63,900	\$149,100	\$213,000

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	30	70	100

**FUNDS PROGRAMMED - FISCAL YEAR 2017**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$63,900	\$149,100	\$213,000**
<b>TOTAL</b>	\$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 27<sup>th</sup> 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 5<sup>th</sup> Avenue North Corridor Feasibility Study. This study was identified to review potential connections, non-traditional (automobile) motorized and non-motorized along the 5<sup>th</sup> 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. 30<sup>th</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> 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**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$275,017	0	\$275,017
<b>TOTAL</b>	\$275,017	0	\$275,017

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2017**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$389,282	102,200	\$491,482
<b>TOTAL</b>	\$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
<b>TOTAL</b>	<b>\$1,384,482</b>	<b>\$710,000</b>	<b>\$2,094,482</b>

\*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
<b>TOTAL</b>	<b>\$2,094,482</b>	<b>\$1,783,017</b>

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

<b>WORK ELEMENT</b>	<b>RECIPIENT</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
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**

<b>WORK ELEMENT</b>	<b>DIRECTOR (Friday)</b>	<b>SENIOR PLANNER (TRANS.) (Walker)</b>	<b>PLANNER I (Husman)</b>	<b>PLANNING MANAGER (Vacant)</b>	<b>PLANNER II (Mattox)</b>	<b>CLERK (Deines)</b>	<b>PLANNER II (Green)</b>	<b>PLANNER I (Vacant)</b>	<b>SENIOR PLANNER (ZONING) (Cromwell)</b>	<b>Planner I (Butts)</b>	<b>TOTAL M.M.</b>
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
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>110</b>

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

<b>WORK ELEMENT</b>	<b>CITY TRAF. TECHNICIAN</b>
300	11
<b>TOTAL</b>	<b>11</b>

## 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 <sup>st</sup> 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 <sup>st</sup> 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**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
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**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 16	\$12,326	\$49,304	\$61,630
Estimated FY 2017	\$13,907	\$55,629	\$69,536

<b>44.24.02 CURRENT SERVICE ENHANCEMENT</b>
---

**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**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 16	\$11,090	\$44,360	\$55,450
Estimated FY 2017	\$13,279	\$53,116	\$66,395

<b>44.25.01 T.I.P.</b>
------------------------

**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**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
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  
56.00 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**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
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 2017**

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
<b>SUB TOTAL</b>	<b>\$47,108</b>	<b>\$188,431</b>	<b>\$235,539</b>	<b>20</b>	<b>80</b>	<b>3,435.25</b>
<b>TOTAL</b>	<b>\$47,108</b>	<b>\$188,431</b>	<b>\$235,539</b>	<b>20</b>	<b>80</b>	<b>3,435.25</b>

**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.