

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

September 27, 2016

Approved by a motion on October 12, 2016

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, September 27, 2016, in the Miller Building 1st Floor conference room, 2825 3rd Avenue North, Billings, Montana.

**No action by the Board will be taken this evening due to a lack of a quorum of attending members

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

Others in attendance: Mac Fogelsong, Sanderson Stewart; Jolene Rieck, Peaks to Plains Design; Mike Whittaker, Director, PPRL; Mark Jarvis, PPRL, Planner; Mike Svez, PROS Consulting; Clair Oakley, RiverStone Health; Auzzie Blevins; Bill Cole, Cole Law Firm

2. Approval of the September 27, 2016 Agenda: President Tunncliff called for approval of the agenda. The agenda was approved as submitted.

3. Approval of the July 12, 2016 and August 23, 2016 meeting minutes: The approval of the July 12 2016 and the August 23, 2016 meeting minutes is delayed until the next meeting.

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

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

Disclosure of Outside (Ex Parte) Communication– Board Members and Planning Staff. The Ex Parte Communication Binder is available at the Sign-In and Agenda station. **There were no Conflicts of Interest and no Ex Parte Communications.**

7. OLD BUSINESS: There is no Old Business.

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8. NEW BUSINESS:

8a. Presentation/Discussion. Billings Parks and Recreation Department City-Wide Master Plan. Mike Svetz, PROS Consulting; Mark Jarvis, Park Planner, City of Billings PRPL Department.


INTRODUCTION

Planner Mike Whittaker introduced Mike Svetz ,PROS consulting. Mike Svetz opened this agenda item with a PowerPoint presentation and recognized Board member Saldivar who had requested the Planning Board be a part of the process overview. The team will return in mid-winter with recommendations and late spring or early summer for the final draft plan. Mr. Svetz continued with some background on PROS Consulting, which is a Parks and Recreation focused firm. The goal is to have an implementable plan when the process is completed. The consultant team includes ETC and Peaks to Plains Design as well.

- **The Master Plan has 6 Desired Outcomes:**

Desired Outcomes

- **Engage the community, leadership and stakeholders** through innovative public input
- **Utilize a wide variety of data sources and best practices**, including a statistically-valid survey, **to predict trends and patterns of use and how to address unmet needs in the City of Billings.**
- **Determine unique Level of Service Standards** to develop appropriate actions regarding parks, recreation, facilities, and trails
- **Shape financial and operational preparedness through innovative and “next” practices** to achieve the strategic objectives
- **Develop a dynamic and realistic strategic action plan** that creates a road map to ensure **long-term success and financial sustainability**
- **Align the Master Plan with the City’s Growth Policy Update**



- **Community Values Model is applied –**

Community Need, Standards, Levels of Service, Financial, Partnerships, Governance and Organization

- **A statistically valid survey will be completed as part of the process**
- **Focus areas** – Recreation, Parks, Trails, Facilities
- **Assessment and Inventory of all park properties** – It is very important to get an idea of how well the City-Wide Parks Maintenance District is working, and to consider the lifecycles of equipment and infrastructure, now and in 10

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years. Equity Mapping will be applied to determine service areas and how people are served. Larger dense population means smaller area served by each park.

- **Level of Service Analysis will be conducted** – what City has now, what it needs, and what will be needed in 10-15 years.
- **Priority Investments**
- **Program and Services Assessment** – program analysis and data review. Programs have lifecycles, too. Do space needs match program needs? Priority Investment Ranking will go with programs as well.
- **Cost Benefit Scoring** will be done to place items in the Capital Improvement Plan, Short Term, (1-5 years), and Long Term, (6-10 years). A Three Tiered Plan will be used: Taking care of what exists; Upgrading of what exists; and New Projects including land acquisitions
- **Funding strategies will be developed for each facility**

Funding and Revenue Strategy Options

- Funding strategies will be developed for the facility:
 - Sponsorships
 - Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
 - Dedicated funding sources to support capital improvements
 - Development agreements
 - Facility leases
 - Grant opportunities and resources



- **Next Steps:**

Next Steps

- Community Input
- Community Survey
- Facility and Park Inventory and Assessment
- Program Assessment
- Initial Strategic Recommendations
- Capital Improvement Plan
- Funding Strategies
- Strategic Action Plan



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Discussion

At 6:28pm, President Tunnickliff called for discussion by the members of the Board.

Q: Board member Goodrich – What kind of examples do you have of City our size that are turning from rural town to actual Urban City?

A: Mike Svetz – They have submitted a draft plan to Great Falls for that community. Smaller communities are less dynamic but have their own issues and components.

Q: President Tunnickliff – First third done in Jan./Feb. When will the plan be entirely done?

A: Mike Svetz: The plan will be entirely done in June/July 2017. They want to take it to the PRPL Board and Planning Board for a recommendation and then to City Council to for adoption.

Q: President Tunnickliff: Does the City Council implement the Plan?

A: Mike Svetz. Yes, PRPL staff, City Administration staff and City Council coordinate together to implement the adopted plan. They will need to consider the limitations of funding sources that will work in Billings. They are making efforts to engage City Council and provide information to understand the process and outcome. City Council must support the plan if it is going to be implemented. PRPL is not a silo and there is competition for funding in the General Fund. Currently, PRPL gets 3% of the General Fund budget. Per best practices, PRPL should be getting 7% to 10% of GF budget as Priorities are the most important focus to implement the Plan.

Q: President Tunnickliff – Based on historical communities similar in size to Billings. what are other funding sources – mil levy versus bonding? What is a typical bond or revenue increase?

A: Mike Svetz – Maybe it’s a GO Bond for a specific project or for land acquisition. The conducted survey will ask not just what Parks needs but what are people willing to pay for.

Q: President Tunnickliff – A GO Bond might build the park and then need sustainable maintenance.

A: Mike Svetz– There is a for understanding of the total cost of ownership understanding and maintenance funding has to be available to handle long term support.

Q: President Tunnickliff – There are challenges in serving neighborhoods versus the entire City. Will this plan look at whether neighborhoods should pay for their parks or the community pay for the park in each neighborhood?

A: Mike Svetz – Equity is needed in park services, along with coordination in park development and improvements. We will work to have a survey that is balanced across the City in all areas and then use demographics to evaluate park needs in the various areas. An aging area may have different needs than an area of the community with young families.

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Q: President Tunnicliff – Is a high level view taken with this plan?

A: Mike Svetz--There are no site-specific master plans or feasibility studies from this Master Plan but some of those should follow this Master Plan.

A: Jolene Rieck, Peaks to Plains Design—The Planning Board might be interested in Policies and Development Design Regulations. They are looking at other communities in Montana and what they are asking new development to do in regard to Parks.

Q: Board member Goodrich – How long is this plan good for?

A: Mike Svetz – I recommend updating the Master Plan every 7-10 years. A lot can change in 10 years and so updates are needed.

Q: Board member Goodrich – How much does County get involved in this if 10 years from now some of County is in City?

A: Mike Svetz– Policy development is key in City/County situations to dictate annexation of parks that come from the County to the City. Policy must inform how the plan works as City grows.

Q: Board member Goodrich – County Parks is not involved in this process?

A: Mike Svetz – No, not at this time.

Q: County Resident Auzzie Blevins – Wouldn't you take in whole urbanized area outside City as County residents are using City facilities? The County is not contributing to City Parks but use facilities. I think next time this plan should take into account the urban area outside the City as well. Could you provide a more comprehensive plan if you took some of County area into consideration?

A: Mike Svetz –Having an inventory of resources is important and school inventory should be considered as well for resources. Similarly, the County should be looked at for resources to avoid duplication of services and so the County impact on City Parks is known. A discussion like this also brings in consideration of a regional approach. What is the entire service area? We will look a little outside the City for inventory and population demographics.

**This item ended at 6:53 pm.

9. OTHER BUSINESS

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

- a. President Tunnicliff gave brief update on the search to fill the Planning & Community Services Director position.
- b. President Tunnicliff will be absent for the October 25 meeting.
- c. Reminder was given to include the Nominating Committee as a future agenda item.

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ADJOURNMENT: 7:00 p.m.

FUTURE AGENDA ITEMS: October 12, 2016

- A. Plat Review. Bar 11 Preliminary Major Subdivision. Dave Green, Planner II, presenting.**

Approved by a motion on October 25, 2016

