



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



**AGENDA**

March 28, 2017 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:** FEBRUARY 14, 2017; FEBRUARY 28, 2017; MARCH 14, 2017

**Attachments**

PlnBMinutes\_2017\_02\_14\_DRAFT  
PlnBMinutes\_2017\_02\_28\_DRAFT  
PlnBMinutes\_2017\_03\_14\_DRAFT

4. **PUBLIC COMMENT PERIOD** – As required (3 minute maximum per person). *Any member of the public may be heard on any subject that is not on the agenda. The Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting's agenda for discussion.*
  - 4a) **Comments on items not on agenda and requests to add items to future agendas**
  - 4b) **Comments on items on the non-public hearing agenda items**
5. **DISCLOSURE OF CONFLICT OF INTEREST:** PLANNING BOARD MEMBERS
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. **Continued Public Hearing. Motion/Recommendation. Bike Pedestrian Master Plan Review.** Lora Mattox, Transportation Planner, presenting.

2. **Motion/Recommendation to PCC. 2017-2021 Transportation Improvement Program, (TIP).** Scott Walker, Planning Transportation Coordinator, presenting.

**Attachments**

2017-2021 TIP Highlights

8. **NEW BUSINESS:** (Agenda items new to this meeting).

9. **OTHER BUSINESS:**

a. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.

10. **ADJOURNMENT**

**FUTURE AGENDA ITEMS FOR TUESDAY, APRIL 11, 2017**

### **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 I (2nd Tuesday)**

**3.**

**Meeting Date:** 03/28/2017

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**Information**

**Subject**

**MOTION. MEETING MINUTES:** FEBRUARY 14, 2017; FEBRUARY 28, 2017; MARCH 14, 2017

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**Attachments**

PlnBMinutes\_2017\_02\_14\_DRAFT

PlnBMinutes\_2017\_02\_28\_DRAFT

PlnBMinutes\_2017\_03\_14\_DRAFT

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# CITY/COUNTY PLANNING BOARD

## *“Serving Billings, Broadview and Yellowstone County”*

**Board Attendance Roster:** Please note: “E” stands for excused absence, “A” stands for un-excused absence, “1” stands for present. **BYLAWS, YELLOWSTONE COUNTY BOARD OF PLANNING, (Amended. May 25, 2004) Section 4. Absences and Removal A.** Each member shall inform the Planning Director at least one day before the meeting of his/her inability to attend a Board or Committee meeting. Such an absence shall be considered an excused absence. If any Board member accrues three (3) or more consecutive unexcused absences from regular meetings, notice of which has been given at his/her usual place of work or residence, or by announcement at a meeting attended by him/her, the President may call such absences to the attention of the Board which may then recommend to the appointing authority that such member be asked to resign and that another person be appointed to serve out the unexpired term. Schedule: (\*\* denotes a Wednesday meeting)

	Position	01/10/2017	01/24/2017	02/14/2017	02/28/2017	03/14/2017	03/28/2017	04/11/2017	04/25/2017	05/09/2017	05/23/2017	06/13/2017	6/27/2017	07/11/2017	7/25/2017	08/08/17	08/22/17	09/12/17	09/26/17	10/10/17	10/24/17	11/14/17	11/28/17	12/12/17
<b>Dave Goodridge</b>	Mayor/Billings Ward I	1																						
<b>Vacant</b>	Mayor/Billings Ward II	-	-																					
<b>LaVerne Bass</b>	Mayor/Billings Ward III	1	1																					
<b>Darell Tunncliff</b>	Mayor/Billings Ward IV	1	1																					
<b>Patrick Klugman</b>	Mayor/Billings Ward V	1	1																					
<b>Troy Boucher</b>	YC District 1	-	1																					
<b>Dennis Cook</b>	YC District 2	-	1																					
<b>Vacant</b>	YC District 3	-	-																					
<b>Vacant</b>	YC District 4	-	-																					
<b>Vacant</b>	YC District 5	-	-																					
<b>Vacant</b>	YC District 6	-	-																					
<b>Francisco Saldivar</b>	YC District 7	1	1																					
<b>Clint Peck</b>	Y County Cons. District	1	E																					
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>																							

# CITY/COUNTY PLANNING BOARD

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**February 14, 2017**

*To be approved by a motion on February 28, 2017*

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

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, February 14, 2017, 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 are: Wyeth Friday, Director, Planning & Community Services Department; Dave Green, Planner II, Jeffery Butts, Bicycle and Pedestrian Coordinator; Tammy Deines, Planning Clerk

**Others in Attendance:** Bob Riehl; Woody Woods; Blaine Poppler; Robbie Neihart, Performance Engineering; Sara Channell, AmeriCorps Vista Volunteer; Tim Miller, Director, Yellowstone County Public Works; Dan Schwarz, Yellowstone County Attorney; Craig Dalton; Jolene Rieck, Peaks to Plains

**2. Approval of the January 24, 2017 Agenda:** President Tunncliff called for approval of the agenda. **Board member Goodrich made a motion and Board member Klugman seconded the motion to approve the agenda as submitted. The motion carried with a unanimous voice vote.**

## **3. Approval of Minutes: January 24 2017**

Board member Goodrich and Board member Saldivar requested corrections to the attendance list.

### **Motion**

**Board member Saldivar made a motion and it was seconded by Board member Goodrich to approve the January 24, 2017 meeting minutes as corrected. The motion carried with a unanimous voice vote.**

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

**5-6. Disclosure of 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.

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### 7. OLD BUSINESS

#### **7a. Motion. Planning Board Endorsement of AmeriCorps Vista Active Transportation Volunteer-Planning Division, Extending the program through July 2018. Jeffery Butts, Bicycle and Pedestrian Coordinator**

Mr. Butts thanked the Board for this opportunity. Planning has hosted a volunteer within the Planning Office for 3 years. He introduced Sara Channel, who is the VISTA volunteer working in the Planning Division this year. Mr. Butts said the “Kids in Motion” Program obtained a \$30,000 grant, repaired 600 bicycles, and piloted educational programs for School District #2. Ms. Channel is working on a fundraising program to obtaining a bicycle fleet. Going forward the goals include development of the “Kids in Motion” program and curriculum development in conjunction with School District #2. In response to question by Board member Klugman, Mr. Butts said there is Board from St. Vincent Health Care, and this will be extended due to a donation from the Spoke Shop. He asked this Board for a motion of endorsement to extend this program through July 2018.

**Board member Saldivar made a motion and Board member Bass seconded the motion to endorse extension of the AmeriCorps Vista Active Transportation Volunteer-Planning program through July 2018. The motion carried with a unanimous voice vote.**

#### **7b. Public Hearing. Motion/Recommendation to Board of County Commissioners. Adoption of the Suburban Design Standards. Wyeth Friday, Director, Planning & Community Services Department; Board member David Goodridge**

Director Friday stated the Board of County Commissioners will consider a Resolution of Intent; a public comment period will ensue; and a public hearing will be held on March 28, 2017. Board member Goodrich opened this agenda item with a PowerPoint presentation and presented background information on how the committee was formed to generate ideas and changes to the subdivision designs in communities outside the city. He listed the committee members who were representatives from the building, engineering, and development communities, Yellowstone County Commissioners; Lockwood, Peaks to Plains, Yellowstone County Public Works; Yellowstone County Attorney’s office; City Engineering; RiverStone Health Environmental Services; Planning Staff, and Planning Board members. The primary committee goal is to promote safety in County neighborhoods and consistency of neighborhood design. Board member Goodridge said the recommendations were made to apply a design that will allow for

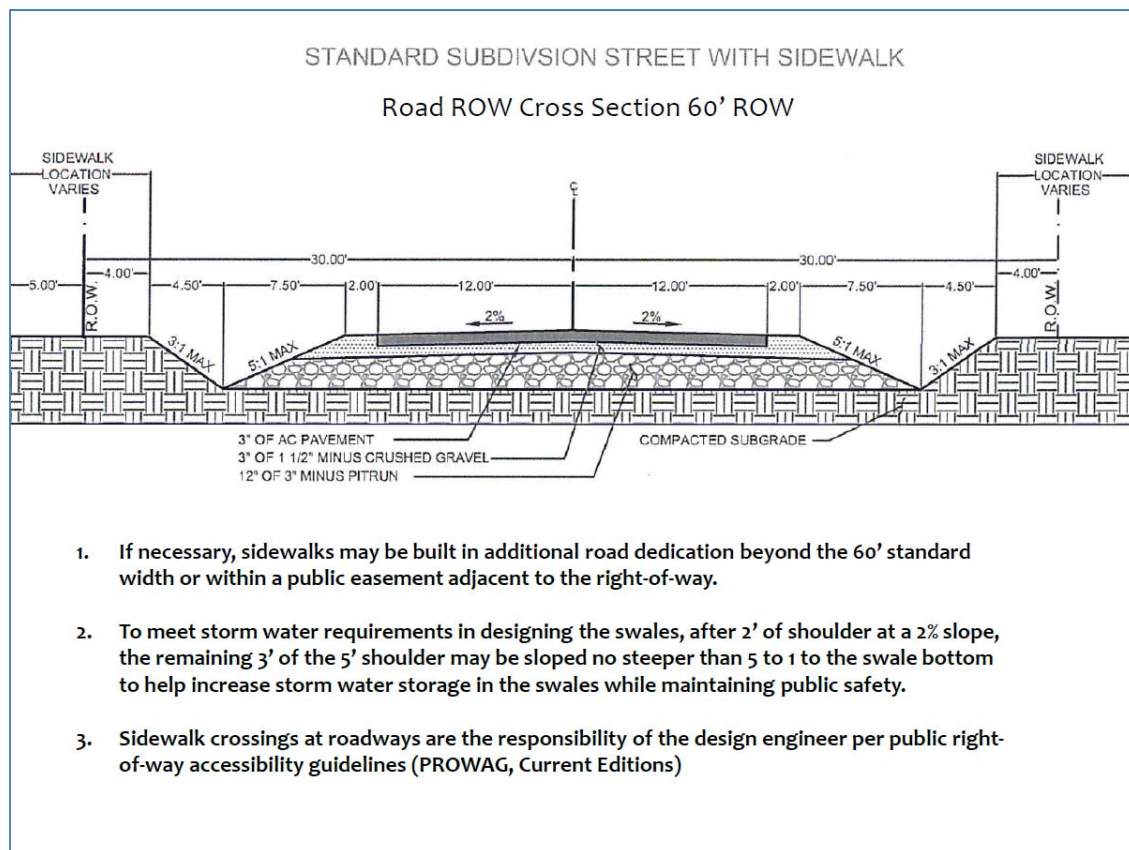
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future annexations to the city and hopefully lessen some of the burden on property owners.

# Where Standards Would Apply

- \* Only within the Unified Zoning Jurisdiction
- \* Not on land zoned **Agricultural Open Space (A-O)** or **Agricultural Suburban (A-1)**
- \* On all other land in the Zoning Jurisdiction zoned residential or commercial



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### **Discussion**

President Tunncliff stated this speaks well of the Planning Board's ability to proactively identify and address issues. He commended Board member Goodrich for chairing the committee and Director Friday for organizing and identifying quality committee members. Board member Klugman echoed President Tunncliff's comments and stated these regulations will benefit the community for the future. He asked if there is a recommended thickness for concrete sidewalks. Yellowstone County Public Works Director Miller stated it is 5" thickness and there should be a reference to the County Public Works Department.

### **Public Hearing**

President Tunncliff opened the public hearing and asked for anyone wishing to speak in favor or against the County Subdivision Regulations-Suburban Design Criteria.

### **Woody Woods, Lockwood Safety District, 129 Rolling Meadows Billings, Montana**

Mr. Woods stated the Lockwood Safety District Advisory Board is recommending approval of this document as it addresses issues and provides solutions; and helps Lockwood create safe corridors with sidewalk installations as parcels are developed.

### **Bob Riehl, Lockwood Steering Committee, 126 Rolling Meadow Drive, Billings, Montana**

Mr. Riehl serves as the Chairman of the Lockwood Steering Committee. Mr. Riehl stated the Lockwood Steering Committee supports this effort.

President Tunncliff closed the Public Hearing at 6:27 p.m. and called for discussion and a motion.

### **Discussion**

Director Friday provided clarification on the sidewalk thickness. Discussion ensued by Tim Miller and Staff to discern if the 4" width listed in the draft document is a scrivener's error. Board member Bass voiced concern with potential breakage with a 4" width. Board member Saldivar suggested that more strength is gained with the 5" width and the cost versus labor aspect is almost identical between 4" and 5". Director Miller agreed with this perspective. It was the consensus that the Board is comfortable with correcting this error to a 5" sidewalk depth.

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### **Motion**

**Board member Saldivar made a motion and it was seconded the motion to recommend to the Board of County Commissioners approval of the County Subdivision Regulations-Suburban Design Criteria as presented with the correction of the scrivener's error to change the sidewalk depth from 4" to 5".**

### **Discussion**

Director Friday noted the half-width right of way language in this document. This update calls for developers to provide full right-of-way widths whether it is their property or a portion of the adjacent property to ensure the roadway will function properly.

## **8. NEW BUSINESS**

**8a. Plat Review/Discusiion. Lake Hills Subdivision, 35<sup>th</sup> Filing. A 14-Lot City Major Subdivision. Dave Green, Planner II, presenting.**

### **INTRODUCTION**

On January 1, 2017, Performance Engineering and Consulting for Trenton Parks, applied for preliminary major plat approval for Lake Hills Subdivision, 35<sup>th</sup> Filing. The proposed subdivision re-plats 8 lots originally platted in the Lake Hills Subdivision, 15<sup>th</sup> and 33<sup>rd</sup> Filings, into 14 lots. The subject property is located on both sides of Gleneagles Boulevard, between Cherry Hills Road and Annandale Road, north west of the Lake Hills Golf Course in the Heights. The property is zoned Residential-5000 (R-50) and twin homes are proposed. The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on February 28, 2017.

### **RECOMMENDATION**

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Lake Hill Subdivision, 35<sup>th</sup> Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

**VARIANCES REQUESTED** None.

### **PROPOSED CONDITIONS OF APPROVAL**

Planning staff recommends the following conditions of approval:

1. To provide for the installation of private utilities, prior to final plat approval the applicant will coordinate with private utility providers for any needed easements and show them on the final plat as requested by the private utility companies.
2. To minimize impacts on local services, centralized mail delivery site(s) shall be coordinated and identified prior to final plat approval. A letter from USPS shall be provided for verification.

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

### **Discussion**

A brief presentation was given to the Planning Board about the proposed subdivision. Board President Darrell Tunnicliff asked if there were any questions from the board, there was no discussion from the board or from the applicants' agent.

**\*\*A public hearing for Lake Hills Subdivision 35<sup>th</sup> Filing will be held at the Planning Board meeting on Tuesday, February 28, 2017.**

**8b. Plat Review/Discussion. Coal Creek Subdivision. Dave Green, Planner II, presenting.**

### **INTRODUCTION**

On December 1, 2016, Performance Engineering, agent for Magnus Land Development, LLC, owner, applied for preliminary major plat approval for Coal Creek Subdivision. The proposed subdivision creates 14 new lots for multi-family residential, commercial and residential professional development. The subject property is generally located on the north west corner of the intersection of Rimrock Road and 62<sup>nd</sup> Street West. The property is zoned Residential Multi-Family (RMF), Community Commercial (CC) and Residential Professional (RP).

On December 16, 2016 that applicants' agent requested a 30-day delay to work out some storm drainage details and phasing. That is why the proposed subdivision is coming to the Planning Board in February and not in January.

The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on February 28, 2017.

### **RECOMMENDATION**

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Coal Creek Subdivision to the City Council, and adopt the Findings of Fact as presented in the staff report.

### **VARIANCES REQUESTED**

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No variances from the City Subdivision Regulations have been requested.

### **PROPOSED CONDITIONS OF APPROVAL**

Planning staff recommends the following conditions of approval:

1. To minimize effects on local services, prior to final plat approval storm drain calculations must be submitted to the City Engineer’s Office for review and approval. Cost participation into the regional storm drain facility will be determined from the calculations.
2. To ensure the proposed drainage system can be used as outlined, prior to final plat approval an agreement with Birley Drain for storm water discharge must be in place and a copy submitted to the City Engineering Department.
3. To ensure the storm water system is properly maintained, prior to final plat approval the applicant will add the following to the storm drain section of the SIA. The stormwater retention areas and associated improvements will be privately owned and maintained by the HOA. O&M requirements and HOA responsibilities shall be as outlined within the City of Billing Stormwater Management Manual (SWMM), appendices E and F. Retention areas shall be covered with a blanket easement, allowing access by the City. If the HOA fails to maintain the stormwater retention facilities, the City reserves the right to create a maintenance district in the subdivision to maintain the stormwater retention facilities.
4. To minimize effects on local services and ensure proper parkland dedication requirements, prior to final plat approval, the subdivider will meet with the City Parks Department and determine where parkland will be provided through smaller park areas within the proposed residential lots in the subdivision. These private park parcels shall be dedicated to a legal entity such as a Homeowners Association (HOA) and maintained by that entity.
5. To minimize the effects on local services, prior to final plat approval the subdivider will provide a letter from the United States Postal Service acknowledging its agreement with the placement of mail delivery facilities in the subdivision.
6. To ensure pedestrian/bike connection from this subdivision to the trail along the north side of Cove Ditch, prior to final plat approval the applicant will more specifically identify the location of the proposed ditch crossings and who is paying for their installation referred to in the SIA under the heading **F. Billings Area Bikeway and Trails Master Plan.**
7. To ensure pedestrian/bike connection between residentially zoned land and the commercially zoned land within this subdivision, prior to final plat approval the applicant will include language that future development in the subdivision will encourage interconnectedness for pedestrians and bikes between the residential and commercial areas of the development.

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8. To ensure the provision of easements for utilities, prior to final plat approval the subdivider shall provide utility easements on the final plat as requested by the private utility companies.
9. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
10. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

### **Discussion**

Board President Darrell Tunnicliff opened the floor for board members to ask questions. Board members asked some questions regarding parkland, centralized mail boxes and height limits in RMF zoning. Staff responded that the parkland would be dispersed throughout the residential development in smaller parks near the housing units. The USPS now requests centralized mailboxes to be more efficient with delivery of mail. Mr. Blaine Poppler responded that RMF zoning does not have a height limit.

### **Craig Dalton, Performance Engineering, (no address given)**

Mr. Craig Dalton from Performance Engineering, representing the applicant, stood to speak for the proposed subdivision. Board members asked questions that mostly revolved around the proposed park land within the housing area. Several board members expressed concern with the parkland being nothing more than front lawn space but not an area large enough for actual outdoor activity. There was also concern raised about if there should be open space along Rimrock Road it wouldn't be a very safe area. Mr. Dalton stated he would provide a proposed layout for the housing and parkland at the public hearing on February 28th. Some board members also asked for greater detail about the proposed drainage system for the proposed subdivision. Mr. Dalton explained the proposed city catch basin to the south to collect storm water for the area. It is proposed that this developer contribute a proportional share of the cost of construction of the detention area to be able to use it for drainage from this proposed subdivision.

### **Blaine Poppler, Coldwell Banker Commercial Real Estate, (no address given)**

Mr. Blaine Poppler stood to speak about the proposed subdivision. He stated the applicant was proposing to build apartments on the land that is zoned residential multi-

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family at half the allowed density. This will leave larger areas available for the interspersed parkland areas and make it a desirable area to live in.

**\*\*A public hearing for Coal Creek Subdivision 35<sup>th</sup> Filing will be held at the Planning Board meeting on Tuesday, February 28, 2017.**

### OTHER BUSINESS

**A. Update: Bike-Pedestrian Master Plan Review Schedule; TIP, Transportation Improvement Plan, Review Schedule.**

- a. **Bike Pedestrian Master Plan Review:** March 14 Planning Board presentation; March 28 Planning Board Public Hearing. Motion/Recommendation.
- b. **Transportaiton Improvement Plan:** March 14 Planning Board presentation; March 28 Planning Board Public Hearing, Motion/Recommendation.
- c. **Transportation Demand Survey.**

**B. Vacant Planning Division Manager position:** The position will be posted and advertised starting Friday, February 17, and will remain open for 3 weeks.

ADJOURNMENT: 7:38 pm

**DRAFT: To be approved by a motion on February 28, 2017**

# CITY/COUNTY PLANNING BOARD

## *“Serving Billings, Broadview and Yellowstone County”*

**Board Attendance Roster:** Please note: “E” stands for excused absence, “A” stands for un-excused absence, “1” stands for present. **BYLAWS, YELLOWSTONE COUNTY BOARD OF PLANNING, (Amended. May 25, 2004) Section 4. Absences and Removal A.** Each member shall inform the Planning Director at least one day before the meeting of his/her inability to attend a Board or Committee meeting. Such an absence shall be considered an excused absence. If any Board member accrues three (3) or more consecutive unexcused absences from regular meetings, notice of which has been given at his/her usual place of work or residence, or by announcement at a meeting attended by him/her, the President may call such absences to the attention of the Board which may then recommend to the appointing authority that such member be asked to resign and that another person be appointed to serve out the unexpired term. Schedule: (\*\* denotes a Wednesday meeting)

	Position	01/10/2017	01/24/2017	02/14/2017	02/28/2017	03/14/2017	03/28/2017	04/11/2017	04/25/2017	05/09/2017	05/23/2017	06/13/2017	6/27/2017	07/11/2017	7/25/2017	08/08/17	08/22/17	09/12/17	09/26/17	10/10/17	10/24/17	11/14/17	11/28/17	12/12/17
<b>Dave Goodridge</b>	Mayor/Billings Ward I	1		1																				
<b>Vacant</b>	Mayor/Billings Ward II	-	-	-																				
<b>LaVerne Bass</b>	Mayor/Billings Ward III	1	1	1																				
<b>Darell Tunncliff</b>	Mayor/Billings Ward IV	1	1	1																				
<b>Patrick Klugman</b>	Mayor/Billings Ward V	1	1	1																				
<b>Troy Boucher</b>	YC District 1	-	1	E																				
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<b>Clint Peck</b>	Y County Cons. District	1	E	E																				
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**February 28, 2017**

*DRAFT-To be approved by a motion on March 14, 2017*

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

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, February 28, 2017, 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 are: Wyeth Friday, Director, Planning & Community Services Department; Dave Green, Planner II, Tammy Deines, Planning Clerk

**Others in Attendance:** Travis McDowell, Bluewater Design; Robert Neihart, PEC; Joe Stribley; Al & Nancy Merkel ; Craig Dalton, Performance Engineering.

**2. Approval of the February 28, 2017 Agenda:** President Tunncliff called for approval of the agenda. **Board member Cook made a motion and Board member Goodrich seconded the motion to approve the agenda a submitted. The motion carried with a unanimous voice vote.**

3. **Approval of Minutes: February 14, 2017-**The approval of the February 14, 2017 meeting minutes is delayed until March 14, 2017.
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 Outside (Ex Parte) Communication– Board Members and Planning Staff.**

The Ex Parte Communication Binder is available at the Sign-In and Agenda station.

\*\*A letter dated February 28, 2017 from Rodger E. Hageman, 7 Goodwill Court, Newport Beach, CA 92663 in opposition to the Preliminary Plat for Coal Creek Subdivision was received and distributed to the members for review.

There were no Conflicts of Interest and no Ex Parte Communications reported by the Board

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### 7. OLD BUSINESS

**8a. Public Hearing. Motion/Recommendtion to City Council. Lake Hills Subdivision, 35<sup>th</sup> Filing. A 14-Lot City Major Subdivision. Dave Green, Planner II, presenting.**

#### INTRODUCTION

On January 1, 2017, Performance Engineering and Consulting, agent for property owner Trenton Parks, applied for preliminary major plat approval for Lake Hills Subdivision, 35<sup>th</sup> Filing. The proposed subdivision re-plats 8 lots originally platted in the Lake Hills Subdivision, 15<sup>th</sup> and 33<sup>rd</sup> Filings, into 14 lots. The subject property is located on both sides of Gleneagles Boulevard, between Cherry Hills Road and Annandale Road, northwest of the Lake Hills Golf Course in the Heights. The property is zoned Residential-5000 (R-50) and duplex patio homes are proposed. The Yellowstone County Board of Planning will conduct a public hearing at this meeting and make a recommendation to the City Council.

#### RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Lake Hill Subdivision, 35<sup>th</sup> Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

**VARIANCES REQUESTED None.**

#### PROPOSED CONDITIONS OF APPROVAL

Planning staff recommends the following conditions of approval:

1. To provide for the installation of private utilities, prior to final plat approval the applicant will coordinate with private utility providers for any needed easements and show them on the final plat as requested by the private utility companies.
2. To minimize impacts on local services, centralized mail delivery site(s) shall be coordinated and identified prior to final plat approval. A letter from USPS shall be provided for verification.
3. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
4. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

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### **Discussion**

Board President Darrell Tunncliff called for questions and discussion. There was none.

### **Public Hearing**

President Tunncliff opened the public hearing for Lake Hills Subdivision, 35<sup>th</sup> Filing. There were no comments from the public.

At 6:08 p.m. President Tunncliff closed the public hearing and called for a motion.

### **Motion**

**Board member Cook made a motion and it was seconded by Board member Bass to recommend conditional approval of the preliminary plat of Lake Hill Subdivision, 35<sup>th</sup> Filing to the City Council and adopt the Findings of Fact as presented in the staff report.**

**The motion carried with a unanimous voice vote.**

**8b. Public Hearing. Motion/Recommendatio to City Council. Coal Creek Subdivision. Dave Green, Planner II, presenting.** Dave Green noted the letter from adjacent property owner, Rodger E. Hageman which was distributed to th Board members. Mr. Hageman is in opposition to this plat. His primary objections are zoning related to potential uses of the property and potential storm water drainage flowing onto his property.

### **INTRODUCTION**

On January 1, 2017, Performance Engineering and Consulting, agent for property owner Trenton Parks, applied for preliminary major plat approval for Lake Hills Subdivision, 35<sup>th</sup> Filing. The proposed subdivision re-plats 8 lots originally platted in the Lake Hills Subdivision, 15<sup>th</sup> and 33<sup>rd</sup> Filings, into 14 lots. The subject property is located on both sides of Gleneagles Boulevard, between Cherry Hills Road and Annandale Road, northwest of the Lake Hills Golf Course in the Heights. The property is zoned Residential-5000 (R-50) and duplex patio homes are proposed. The Yellowstone County Board of Planning will conduct a public hearing at this meeting and make a recommendation to the City Council.

### **RECOMMENDATION**

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Coal Creek Subdivision to the City Council, and adopt the Findings of Fact as presented in the staff report.

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### **VARIANCES REQUESTED**

No variances from the City Subdivision Regulations have been requested.

### **PROPOSED CONDITIONS OF APPROVAL**

Planning staff recommends the following conditions of approval:

1. To minimize effects on local services, prior to final plat approval storm drain calculations must be submitted to the City Engineering Division for review and approval. Cost participation into the regional storm drain facility will be determined from the calculations.
2. To ensure the proposed storm drainage system can be used as outlined, prior to final plat approval an agreement with the Birley Drain for storm water discharge must be in place and a copy submitted to the City Engineering Division.
3. To ensure the storm drainage system is properly maintained, prior to final plat approval the applicant will add the following to the storm drain section of the SIA: The storm water retention areas and associated improvements will be privately owned and maintained by the HOA. O&M requirements and HOA responsibilities shall be as outlined within the City of Billing Stormwater Management Manual (SWMM), appendices E and F. Retention areas shall be covered with a blanket easement, allowing access by the City. If the HOA fails to maintain the storm water retention facilities, the City reserves the right to create a maintenance district in the subdivision to maintain the storm water retention facilities.
4. To minimize effects on local services and ensure proper parkland dedication requirements, prior to final plat approval the subdivider will meet with the City Parks Department and determine where parkland will be provided through smaller park areas within the proposed residential lots in the subdivision. These private park parcels shall be dedicated to a legal entity such as a Homeowners Association (HOA) and maintained by that entity.
5. To minimize the effects on local services, prior to final plat approval the subdivider will provide a letter from the United States Postal Service acknowledging its agreement with the placement of mail delivery facilities in the subdivision.
6. To ensure pedestrian/bike connection from this subdivision to the trail along the north side of Cove Ditch, prior to final plat approval the applicant will more specifically identify the location of the proposed ditch crossings and who is paying for their

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installation referred to in the SIA under the heading F. Billings Area Bikeway and Trail Master Plan.

7. To ensure pedestrian/bike connection between residentially zoned land and the commercially zoned land within this subdivision, prior to final plat approval the applicant will include language in the SIA that future development in the subdivision will be encouraged to design interconnectedness for pedestrians and bikes between the residential and commercial areas of the development.

8. To ensure the provision of easements for utilities, prior to final plat approval the subdivider shall provide utility easements on the final plat as requested by the private utility companies.

9. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.

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

### **Discussion**

Board President Tunnickliff opened the floor for board members to ask questions. President Tunnickliff noted the growth of School District with the new middle school and potentially a new elementary school. He pointed out that the logical path for students to walk to schools would involve crossing Rimrock Road. Dave Green said the new roundabout will have crosswalks and it could be designed for a crosswalk signal similar to the roundabout on 38<sup>th</sup> Street West. Currently all of the students in this area are bussed to the new middle school. Wyeth Friday commented that over time, 62nd Street West may be improved, and the Rimrock corridor to 54<sup>th</sup> Street West will be more pedestrian friendly. Board member Klugman asked if the proposed on site storm water detention area is included as a part of the parkland dedication for the subdivision. He asked if there will be enough parkland area for active uses such as a ballpark or playground equipment.

### **Public Hearing.**

AT 6:30 p.m. President Tunnickliff opened the public hearing and called for presentation by the applicant.

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### **Craig Dalton, Performance Engineering, 7100 Commercial Ave., Billings, Montana**

Mr. Craig Dalton from Performance Engineering, representing the applicant, stood to speak for the proposed subdivision. Mr. Dalton said for Phase 1 of this development there will be above ground storm water storage. For subsequent phases, there will be a manhole and underground piping which will avoid an attractive nuisance for children. Mr. Dalton said he did not speak with the applicant directly about active parkland areas but there will be adequate room.

### **Public Hearing**

At 6:30 p.m., President Tunncliff opened the public hearing and asked if there is anyone wishing to speak in favor or against the Coal Creek Subdivision.

### **Al and Nancy Merkel, 3001 62nd Street West, Billings, Montana**

Al Merkel commented there have been three traffic accidents on Rimrock Road recently, and this subdivision will add to the traffic. He feels there is a need for another roundabout at 62nd and Rimrock Road. Nancy Merkel gave some background on storm water flows in this area during large storm events. She said the existing pipes cannot carry the volume and she is concerned with potentially flooding her property. Al and Nancy said this has become more of an issue since Ironwood Subdivision was developed.

### **Rebuttal**

### **Craig Dalton, Performance Engineering, 7100 Commercial Ave., Billings, Montana**

Mr. Dalton explained that the City is planning for future expansion of storm water collection and it should improve as the collection systems are installed. They will build the detention facility across from this subdivision in the future phases of development which will include curb and gutter. This should improve the stormwater flows as the collection systems are installed.

On a side note, Mr. Dalton stated addressing the flood plain in this area is a huge issue as the volumes of water released by Ironwood has increased, and currently there is no way to route it. He said there have been discussions with City Engineering and the residents from Yellowstone County Club Estates.

President Tunncliff asked if there was anyone else wanting to speak in favor or against Coal Creek Subdivision. There was none. President Tunncliff closed the public hearing at 6:30 p.m. and called for motion.

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### **Motion**

**Board member Saldivar made a motion and it was seconded by Board member Klugman to recommend conditional approval of the preliminary plat of Coal Creek Subdivision to the City Council, and adopt the Findings of Fact as presented in the staff report.**

### **Discussion**

Board member Goodrich pointed out State law requires new subdivisions to maintain their stormwater water onsite. Board member Klugman stated he supports this application. He encouraged the developer to market residential areas with green space due to the potential density of the west end. President Tunncliff thanked the attending citizens for their comments.

**The motion carried with a unanimous voice vote.**

## **8. OTHER BUSINESS**

**a. Standing Item. Long range Strategic Issues and an overview of future City and County issues and projects.**

**Suburban Subdivision Guidelines:** Director Friday stated the Board of County Commissioners passed a Resolution of Intent for Adoption during their meeting today. He noted there was some discussion of the Planning Board's recommendation to change the required sidewalk thickness from 4" to 5" citing concerns with additional costs and constructability. President Tunncliff said he is inclined to support the findings of the Committee as submitted since this Board initiated this project and the Ad Hoc Committee. Board member Goodrich concurred voiced concern with potentially derailing the approval of the guidelines over disagreement on the sidewalk depth. Board member Saldivar commented cost is always a concern. This Board's determination was made to consider the need for long range durability as sidewalks cannot be reinforced. He stated that despite the fact there was an Ad hoc Committee recommendation, the Planning Board should have some input as to the determination. Board member Klug said he didn't feel it was the Planning Board's intent to change the recommendation of the Committee. The Board asked Director Friday to provide more information to the Commissioners, including facts to verify the additional construction costs for the 5" sidewalk depth so they can make their determination.

ADJOURNMENT: 6:55 P.M.

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### **Future Agenda Items for Tuesday March 14, 2017**

- a. Public Hearing. Bike Pedestrian Master Plan Review. Lora Mattox, Transportation Planner, presenting. (The Board will forward a recommendation at the March 28, 2017 meeting).
- b. Public Hearing. Transportation Alternatives Program Grant-Highway 3 Trail. Lora Mattox, Transportation Planner, presenting. (The Board will forward a recommendation at the March 28, 2017 meeting).
- c. Public Hearing. 2017-2021 Transportation Improvement Program, (TIP). Scott Walker, Planning Transportation Coordinator, presenting. (The Board will forward a recommendation at the March 28, 2017 meeting).

ADJOURNMENT: 7:38 pm

**DRAFT: To be approved by a motion on March 14, 2017**

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**Board Attendance Roster:** Please note: “E” stands for excused absence, “A” stands for un-excused absence, “1” stands for present. **BYLAWS, YELLOWSTONE COUNTY BOARD OF PLANNING, (Amended. May 25, 2004) Section 4. Absences and Removal A.** Each member shall inform the Planning Director at least one day before the meeting of his/her inability to attend a Board or Committee meeting. Such an absence shall be considered an excused absence. If any Board member accrues three (3) or more consecutive unexcused absences from regular meetings, notice of which has been given at his/her usual place of work or residence, or by announcement at a meeting attended by him/her, the President may call such absences to the attention of the Board which may then recommend to the appointing authority that such member be asked to resign and that another person be appointed to serve out the unexpired term. Schedule: (\*\* denotes a Wednesday meeting)

	Position	01/10/2017	01/24/2017	02/14/2017	02/28/2017	03/14/2017	03/28/2017	04/11/2017	04/25/2017	05/09/2017	05/23/2017	06/13/2017	6/27/2017	07/11/2017	7/25/2017	08/08/17	08/22/17	09/12/17	09/26/17	10/10/17	10/24/17	11/14/17	11/28/17	12/12/17
<b>Dave Goodridge</b>	Mayor/Billings Ward I	1		1	1	E																		
<b>Vacant</b>	Mayor/Billings Ward II	-	-	-	-	-																		
<b>LaVerne Bass</b>	Mayor/Billings Ward III	1	1	1	1	-																		
<b>Darell Tunncliff</b>	Mayor/Billings Ward IV	1	1	1	1	1																		
<b>Patrick Klugman</b>	Mayor/Billings Ward V	1	1	1	1	1																		
<b>Troy Boucher</b>	YC District 1	-	1	E	E	E																		
<b>Dennis Cook</b>	YC District 2	-	1	1	1	1																		
<b>Vacant</b>	YC District 3	-	-	-	-	-																		
<b>Vacant</b>	YC District 4	-	-	-	-	-																		
<b>Vacant</b>	YC District 5	-	-	-	-	-																		
<b>Vacant</b>	YC District 6	-	-	-	-	-																		
<b>Francisco Saldivar</b>	YC District 7	1	1	1	1	1																		
<b>Clint Peck</b>	Y County Cons. District	1	E	E	E	1																		
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>		E	E	E	E																		

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**March 14, 2017**

*DRAFT-To be approved by a motion on March 28, 2017*

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

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, March 14, 2017, 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 are: Wyeth Friday, Director, Planning & Community Services Department; Tammy Deines, Planning Clerk

**Others in Attendance:** Auzzie Blevins

**2. Approval of the February 28, 2017 Agenda:** President Tunncliff called for approval of the agenda. **Board member Cook made a motion and Board member Klugman seconded the motion to approve the agenda as submitted. The motion carried with a unanimous voice vote.**

**3. Approval of Minutes: February 14, 2017 February 28, 2017-**delayed until the March 28, 2017 Planning Board 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 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 reported by the Board.

## **7. NEW BUSINESS**

**7a. Public Hearing. Presentation/Discussion. Billings Bikeway and Trail Master Plan. Lora Mattox, Transportation Planner.**

## **INTRODUCTION**

In June of 2016, the Planning Division entered into a Consultant contract with Alta Planning + Design to complete an update to the Billings Bikeway and Trail Master Plan. Through monthly meetings with an established steering committee consisting of City and County staff, the Montana Department of Transportation, community organizations, and

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through conducting two public meetings and an online survey and mapping project, a comprehensive bike and trails master plan was completed.

During the first review of the final draft with the Technical Advisory Committee (City, County, MDT staff), the City Engineering Division requested additional time to review the content of the plan. To ensure that all entities are given ample time for review and to suggest any changes to the plan, Planning staff is requesting the Planning Board open the scheduled public hearing for the Billings Bikeway + Trails Master Plan at this meeting, receive any public testimony, and then continue the public hearing until March 28, 2017. At the March 28th meeting, Joe Gilpin from Alta Planning + Design will be presenting the master plan to the Planning Board with the intent, through the continued public hearing, to receive any additional public comment. The Board would then be expected to make a recommendation to the Policy Coordinating Committee on the plan at the March 28 meeting.

### **RECOMMENDATION**

Planning staff recommends that the Planning Board open the scheduled public hearing to receive public testimony and then continue the public hearing until March 28, 2017.

### **Public Hearing**

President Tunncliff opened the public hearing and asked if there is anyone wishing to speak in favor or against the Billings Bikeway and Trail Master Plan. There was none.

**\*\*This public hearing will be continued at the March 28, 2017 Planning Board meeting as recommended by staff.**

**7b. Public Hearing/Presentation. Transportation Alternatives Program Grant-Highway 3 Trail. Lora Mattox, Transportation Planner, presenting.**

### **INTRODUCTION**

On December 16, 2015, the Montana Department of Transportation announced it was soliciting submission for 2017-2018 Transportation Alternatives (TA) Project grant applications. The Planning Division intends to submit one TA grant application this year for a Phase I of the Highway 3 Trail Project.

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### FINANCIAL IMPACT

The total cost of this project is estimated at \$778,600.00 with a funding package that includes:

<b>Project Phases</b>	<b>Total Project Cost</b>	<b>TA Program Funds 86.58% Maximum</b>	<b>Local Funds (Billings TrailNet)</b>	<b>Other Funds (On-System/MDT)</b>
Preliminary Engineering	\$ <u>70,000.00</u>	\$ <u>60,606.00</u>	\$	\$ <u>9,394.00</u>
Construction	\$ <u>540,500.00</u>	\$ <u>467,964.90</u>	\$ <u>72,535.10</u>	\$
Construction Administration (includes staking and materials testing)	\$ <u>108,100.00</u>	\$ <u>93,592.98</u>	\$	\$ <u>14,507.02</u>
Right-of-Way and Utility Costs	\$	\$	\$	\$
Other (OT) – Includes Construction Staking and Materials Testing	\$ <u>60,000.00</u>	\$ <u>51,948.00</u>	\$	\$ <u>8,052.00</u>
<b>Total</b>	\$ <b><u>778,600.00</u></b>	\$ <b><u>674,111.88</u></b>	\$ <b><u>72,535.10</u></b>	\$ <b><u>31,953.02</u></b>

### RECOMMENDATION

Staff recommends that the Planning Board conduct a public hearing at this meeting to gather input on the proposed Phase I of the Highway 3 Trail Project.

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### **Discussion**

Board President Darrell Tunncliff called for questions and discussion. Ms. Mattox requested a letter of support from the Planning Board as the acting MPO. Board member Klugman commented in support of this project, and said the Big Sky Economic Development Authority, (BSEDA), will also provide a letter of support. He stated this is a great connection and opportunity to provide a fantastic project on top of the rims. In response to a question and comment by President Tunncliff, Lora Mattox provided clarification on the local matching funds, and stated there will be a significant amount of native landscape reclamation due to the storm water mitigation. There will be extensive preliminary engineering to address storm water flows and rocks falling from the rims.

### **Public Hearing**

President Tunncliff opened the public hearing and asked there is anyone wishing to speak in favor or against the 2017-2018 Transportation Alternatives, (TA), Project-Highway 3 Trail Project. There was none. President Tunncliff closed the public hearing.



**YELLOWSTONE COUNTY BOARD OF PLANNING**

*Serving Yellowstone County, the City of Billings, and the Town of Broadview*

March 14, 2017

Dave Holien, MDT TA Program Manager  
Montana Department of Transportation  
Engineering Division/Consultant Design Bureau  
PO Box 201001  
Helena, MT 59620-1001

Dear Mr. Holien,

The Yellowstone County Board of Planning is honored to have the opportunity to support the continued development of bike/pedestrian facilities in the City of Billings and Yellowstone County through the Transportation Alternatives Program (TAP) administered by the Montana Department of Transportation.

Over the past 20 years, federal funding has helped to make Billings a safe and accessible community for residents and visitors alike to bike, walk, and use mobility aids. Without programs like the Community Transportation Enhancement Program and the Transportation Alternatives Program, many of our 40 plus miles of trails and 20 plus miles of bike lanes would not be possible. In addition to making our community healthier and more active, the trail system has helped Billings gain national acclaim from both Sunset Magazine as one of the top sustainable communities in the West and from Outside Magazine as the Best Town of 2016. Additional TAP funded projects will help Billings and Yellowstone County to build on our reputation as a healthy, active community and a desirable place to live and visit.

Phase I of the Highway 3 Trail project proposes a scope of work that would include approximately 7,000 lineal feet of a 10-foot wide shared use pathway. Beginning at the terminus of the popular Swords Park Trail at North 27<sup>th</sup> Street and the Airport Road, the pathway will continue west to the site of the proposed Myers and Morledge Trails. If funded, the Myers and/or Morledge Trails will link the Rimrocks to the valley. The Highway 3 Trail will comply with ADA Standards, making it accessible for people with disabilities, senior citizens, and young families.

We hope you will look favorably on this project for the City of Billings as the community moves forward with a safer and more connected trail system.

Sincerely,

A handwritten signature in black ink, appearing to read "Darell Tunnicliff".

Darell Tunnicliff  
President, Yellowstone County Board of Planning

Planning & Community Services Department  
2825 3rd Avenue North, 4<sup>th</sup> Floor  
Billings, MT 59101  
Fax: (406) 657-8327  
Phone: (406) 657-8246

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### **8c. Public Hearing/Presentation. 2017-2021 Transportation Improvement Program, (TIP), Scott Walker, Transportation Coordinator, presenting.**

#### **INTRODUCTION**

Federal regulations require that Metropolitan Planning Organizations (MPOs) review and update their Transportation Improvement Program (TIP) periodically. The current 2017-21 TIP falls into this category and must be updated to maintain compliance with State and Federal requirements.

The TIP is a short-range program of highway and transit projects in the Billings Metropolitan Planning Organization area and is prepared by Planning Division staff in cooperation with state and local agencies. The basic purpose of the TIP is to provide the mechanism for scheduling federal funds for surface transportation projects, indicate regional priorities, and demonstrate a short-range transportation vision for the area. A secondary purpose of the TIP is to provide information about other transportation projects in the urbanized area that are exempt from the TIP approval process such as projects that do not utilize federal funds.

This TIP is being presented to the Yellowstone County Board of Planning for review due to cost updates to several projects. The projects listed in the TIP include the North By-Pass, 1<sup>st</sup> Avenue North, Zimmerman Trail and MET Bus Operating.

#### **2017-2021 TIP ADOPTION SCHEDULE**

- The Technical Advisory Committee met March 2<sup>nd</sup> to review the 2017-21 TIP and has recommended approval.
- The Planning Board initially reviewed the 2017-21 TIP at its regular meeting on March 14<sup>th</sup> and is scheduled to make final recommendation of the document March 28<sup>th</sup> and forward its recommendation to the PCC.
- The Board of County Commissioners will review and take action on the 2017-21 TIP at its regularly scheduled meeting on March 21<sup>st</sup> and forward its recommendation to the PCC.
- The City Council will review the document at the Work Session March 20<sup>th</sup> and will take action on the 2017-21 TIP at its regular meeting on April 10<sup>th</sup> and forward its recommendation to the PCC.
- The PCC is expected to meet on April 25<sup>th</sup> to take final local action on the 2017-21 TIP.

## **2017-2021 TIP Quick Reference**

### **New Projects and Studies:**

1. Mossmain Intch – West Blgs Intch – UPN 9198
  - a. Minor Rehabilitation Project – mill and fill driving lanes, seal and cover, concrete median barrier on I-90 from RP 437.12 to 446.70 (only a portion within MPO Boundary)
2. W Blgs Intch – Pinehills Intch – UPN 9199
  - a. Minor Rehabilitation Project – mill and fill driving lanes, seal and cover, interchange ramps on I-90 from RP 446.7 to 456.60
3. Underpass Ave. Improvements – UPN 8669
  - a. Construction project to implement recommendations from Underpass Ave. Improvements traffic study. Proposed improves include reconstruction of Underpass/State Ave. and improvements at 6<sup>th</sup> Street, West/Central Ave., and Calhoun intersections. Project will address capacity and queuing issues, safety and mobility, insufficient storm drainage systems, noncompliant pedestrian facilities, connectivity issues (for non-motorized users), excess maintenance costs and other operational issues associated with these intersections.
  - b. MACI Discretionary and NH funded
4. Airport Road & Main St. – UPN 8718
  - a. Construction project to implement recommendations from the Airport Road and Main Street Intersection Improvement traffic study. Proposed improvements include lane modifications, signal upgrades, median work, and minor realignment of routes near the intersection of Airport Road and Main Street. Project will address capacity and queuing issues, safety, mobility, signal upgrade needs, and other operational issues in the immediate area.
  - b. NH funded
5. 27<sup>th</sup> Street RR Crossing Study – UPN 9354
  - a. Other (OT) phase project to evaluate improvement options for the railroad crossing on 27<sup>th</sup> Street. Primarily the emphasis is to keep traffic moving during train crossings on 27<sup>th</sup>. This evaluation will examine alternatives that consider operational issues, safety, bike/ped options, ADA needs, environmental issues, geometric considerations, right-of-way, utilities and other factors to determine preferred alternatives (and costs associated with those alternatives). A detailed examination of potential funding sources must be included in the analysis (in order to determine the true feasibility of each alternative).
  - b. STPX funded

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6. Zoo Drive Signals – UPN 9261
  - a. MACI Discretionary funding will be used for 4 signals on Zoo Drive. The overall goal of the project is to promote traffic flow improvements via increased signal connectivity and synchronization. Traffic signal hardware will be updated as well.
  - b. MACI Discretionary funded
7. State Avenue Signals – UPN 9259
  - a. MACI Discretionary funding will be used for 7 signals along State Avenue. The overall goal of the project is to promote traffic flow improvement via increased signal connectivity and synchronization. Traffic signal hardware will be updated as well.
  - b. MACI Discretionary funded
8. Johnson Lane Signals – UPN 9260
  - a. MACI Discretionary funding will be used for 2 signals on Johnson Lane. The overall goal of the project is to promote traffic flow improvements via increased signal connectivity and synchronization. Traffic signal hardware will be updated as well.
  - b. MACI Discretionary funded
9. Main Street Signals – UPN 9265
  - a. MACI Discretionary funding will be used for 14 signals along Main Street. The overall goal of the project is to promote traffic flow improvements via increased signal connectivity and synchronization. Traffic signal hardware will be updated as well.
  - b. MACI Discretionary funded
10. Safety Projects - expecting approx. 11 safety (HSIP funded) projects to be added to the program this year. UPN (project numbers), project names, and CN years have not been established yet – descriptions for the projects are listed below:
  - a. Roundabout at Rimrock and 62<sup>nd</sup> Street West.
    - i. Cost estimate - \$2,400,000
  - b. Install ITS intersection warning system on both roads warning vehicles on Frontage Road and for vehicles on Wise Lane that a conflicting vehicle is present.
    - i. Cost estimate - \$73,000
  - c. King Ave E. – install shoulder rumble strips through all 3 curves and replace the existing signing on the curves. RP 1.1-2.0
    - i. Cost estimate – \$11,000
  - d. Yellowstone River Rd. – replace the existing chevrons with standards size chevrons at RP 3.6

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- i. Cost estimate - \$6,000
- e. Johnson Lane – install panel delineation through the curve at approx. RP 1.2
  - i. Cost estimate - \$700
- f. Lake Elmo Drive – install standard delineation through the curve at approx. RP 2.4
  - i. Cost estimate - \$420
- g. South Frontage Rd (W of Sugar Ave. Intersection) – replace the existing one directional large arrow with curve warning signs, speed advisory plaques and chevrons at the curve RP 2.0
  - i. Cost estimate - \$6,700
- h. Old Highway 312 – install panel delineation through the entire cluster segment RP 2.3-3.1
  - i. Cost estimate - \$3,500
- i. Garden Ave – Corridor wide signing upgrade, approx. RP 0.0-0.7
  - i. Cost estimate - \$26,000
- j. Nahmis Ave – install standard or panel delineation through the entire corridor RP 0.75-2.4
  - i. Cost estimate - \$7,500
- k. Story Rd – replace and relocated curve warning signs with speed advisory plaques at the curve approx. RP 0.2
  - i. Cost estimate - \$3,000

### **Notable Project Adjustments:**

1. 27<sup>th</sup> St.-1<sup>st</sup> Ave. S to Airport – UPN 7910
  - a. IC/RW moved from 2016 to 2017
  - b. CN moved from 2017 to 2018
2. 1<sup>st</sup> Ave. North – UPN 9022
  - a. PE increase and moved from 2016 to 2017
3. SF 129 Roundabout King and 56<sup>th</sup> – UPN 8052
  - a. CN moved from 2016 to 2017
4. Main St. – UPN 8718
  - a. CN moved from 2017 to 2018
5. Becraft Lane Sidewalk – UPN 8718
  - a. CN moved from 2017 to 2018
6. SF 149 – King Interchange Safety Improvements – UPN 8941
  - a. CN moved from 2017 to 2018
7. Exposition Dr. & 1<sup>st</sup> Ave – UPN 7908
  - a. CN moved from 2017 to 2019

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### **Discussion**

President Tunncliff called for questions and discussion from the members of the Board. Board member Cook asked about the 5-mile Road project and Scott Walker explained this will be constructed as a three lane section with shoulders.

Board member Klugman referred to Table 5, (2018), Zimmerman Trail project and asked if there will be an opportunity to build the Stagecoach Trail on the east side of Zimmerman Road. Scott Walker said they are finishing the project design and there may be an option when the Zimmerman Trail project goes out to bid. The pedestrian underpass is part of the design alternative.

President Tunncliff voiced concern with limited State matching funds for projects and asked how we can better leverage our position in the future? Scott Walker commented on the approval of the TIP and the Transportation Plan. It was noted Planning Board involved in PCC decisions; and Stefan Streeter, MDT, provides the state with a good representation of this community's needs. President Tunncliff commented that overall, planning and development makes the community a better place to live, and he feels the need to support and advocate for funding for projects. Board member Klugman concurred and asked if there is anything the Board or citizens can do to advocate for projects. Board member Saldivar stated it is clear that infrastructure is a factor and has an impact in community planning. Board member Klugman as if a signal can be installed at the intersection of Wicks Lane and Governors Avenue? Scott Walker said this project could be included in the city's Capital Improvement Plan, (CIP). Director Friday said a current draft of the CIP is posted on the City website and it will come before the City Council's consideration on March 28, 2017.

### **Public Hearing**

President Tunncliff opened the public hearing and asked if there is anyone wishing to speak in favor or against the Draft 2017-2021 Transportation Improvement Plan. There was none. President Tunncliff closed the public hearing.

**\*\*Planning Board will take action on this item during the March 28, 2017 Planning Board meeting.**

## **9. OTHER BUSINESS**

**9a. Standing Item. Long range Strategic Issues and an overview of future City and County issues and projects.**

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

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1. Director Friday stated the Bicycle Pedestrian Advisory Committee plans to bring a presentation to this Board in April.
2. Director Friday stated the position announcement for the Planning Division Manager closed on Friday. The Bicycle Pedestrian Coordinator position is vacant and will be advertised.

ADJOURNMENT: 7:40 P.M.

### **Future Agenda Items for Tuesday March 28, 2017**

- a. Continued. Public Hearing. Bike Pedestrian Master Plan Review. Lora Mattox, Transportation Planner, presenting. (The Board will forward a recommendation at the March 28, 2017 meeting).
- b. Motion/Recommendation to PCC. 2017-2021 Transportation Improvement Program, (TIP). Scott Walker, Planning Transportation Coordinator, presenting. (The Board will forward a recommendation at the March 28, 2017 meeting).

ADJOURNMENT: 7:38 pm

**DRAFT: To be approved by a motion on March 28, 2017**



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



**Planning Board Meeting I (2nd Tuesday)**

**7. a. 1.**

**Meeting Date:** 03/28/2017

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## **Information**

### **PROBLEM/ISSUE STATEMENT**

The Planning Division is presenting to the Planning Board the Billings Area Bikeway + Trails Master Plan Update with the intent to have the Board make a recommendation to the Policy Coordinating Committee (PCC). The Planning Board is scheduled to receive a formal presentation on the content of the plan and continue with a public hearing that was opened during the March 14, 2017 Planning Board meeting. The public will be invited to provide comment and testimony during this public hearing. The Planning Board recommendation will be forwarded to the PCC for its April 25, 2017 meeting.

### **BACKGROUND**

The Billings area has a long history planning and implementing dedicated active transportation facilities. The first planning effort that focused on active transportation, the BikeNET Plan, provided numerous recommendations to improve bicycle and trail facilities in the community and shape a culture that supported walking and bicycling. This plan, which was adopted in 1996, expedited the implementation of miles of trails and on-street bikeways. In 2004, this plan was updated as the The Heritage Trail Plan for Greater Billings, and this plan was subsequently updated in 2011 as the Billings Area Bikeway and Trails Master Plan. This plan expanded upon the scope of the Heritage plan, including a more focused emphasis on planning on-street bikeways to facilitate commuter bicycle travel. Numerous other planning efforts have been conducted, which have also included recommendations to improve bicycle and pedestrian conditions at the County, City, and neighborhood levels.

The plan update includes the communities Vision, Goals and Objectives, Existing Conditions, Needs Assessment, Recommendations and Implementation Strategies. Significant efforts were made to gather public input during the development of this plan, including four stakeholder focus group meetings, two public meetings, an online input map and an online survey.

The development of the study was managed by a project steering committee comprised of representatives from Planning, City Parks and Recreation Department, City Engineering Division, County Public Works Department, Montana Department of Transportation, and representatives from the Chamber of Commerce, the Bike/Pedestrian Advisory Committee, Billings TrailNet, RiverStone Health, the Lockwood Pedestrian Safety District, and the Billings City Administrator.

Copies of the Bikeway + Trails Master Plan are located at the following link:  
<http://www.billingstrails.com/documents--graphics.html>

### **FINANCIAL IMPACT**

There should be no direct financial impact from the adoption of the plan. However, it will assist with future implementation of planning, funding, and prioritization of bike and pedestrian projects and programs for the Billings Urban Area. There are financial implications to implementation of the Plan, which the City Council will be asked to consider going forward through programs and projects.

## **RECOMMENDATION**

Staff recommends that the Planning Board recommend approval of the Billings Area Bikeway + Trails Master Plan and forward this recommendation for consideration to the PCC meeting on April 25.

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### **Attachments**

*No file(s) attached.*

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**Planning Board Meeting I (2nd Tuesday)**

**7. a. 2.**

**Meeting Date:** 03/28/2017

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**Information**

**Subject**

**Motion/Recommendation to PCC. 2017-2021 Transportation Improvement Program, (TIP).** Scott Walker, Planning Transportation Coordinator, presenting.

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**Attachments**

2017-2021 TIP Highlights

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## 2017-2021 TIP Quick Reference

### New Projects and Studies:

1. Mossmain Intch – West Blgs Intch – UPN 9198
  - a. Minor Rehabilitation Project – mill and fill driving lanes, seal and cover, concrete median barrier on I-90 from RP 437.12 to 446.70 (only a portion within MPO Boundary)
2. W Blgs Intch – Pinehills Intch – UPN 9199
  - a. Minor Rehabilitation Project – mill and fill driving lanes, seal and cover, interchange ramps on I-90 from RP 446.7 to 456.60
3. Underpass Ave. Improvements – UPN 8669
  - a. Construction project to implement recommendations from Underpass Ave. Improvements traffic study. Proposed improves include reconstruction of Underpass/State Ave. and improvements at 6<sup>th</sup> Street, West/Central Ave., and Calhoun intersections. Project will address capacity and queuing issues, safety and mobility, insufficient storm drainage systems, noncompliant pedestrian facilities, connectivity issues (for non-motorized users), excess maintenance costs and other operational issues associated with these intersections.
  - b. MACI Discretionary and NH funded
4. Airport Road & Main St. – UPN 8718
  - a. Construction project to implement recommendations from the Airport Road and Main Street Intersection Improvement traffic study. Proposed improvements include lane modifications, signal upgrades, median work, and minor realignment of routes near the intersection of Airport Road and Main Street. Project will address capacity and queuing issues, safety, mobility, signal upgrade needs, and other operational issues in the immediate area.
  - b. NH funded
5. 27<sup>th</sup> Street RR Crossing Study – UPN 9354
  - a. Other (OT) phase project to evaluate improvement options for the railroad crossing on 27<sup>th</sup> Street. Primarily the emphasis is to keep traffic moving during train crossings on 27<sup>th</sup>. This evaluation will examine alternatives that consider operational issues, safety, bike/ped options, ADA needs, environmental issues, geometric considerations, right-of-way, utilities and other factors to determine preferred alternatives (and costs associated with those alternatives). A detailed examination of potential funding sources must be included in the analysis (in order to determine the true feasibility of each alternative).
  - b. STPX funded

6. Zoo Drive Signals – UPN 9261
  - a. MACI Discretionary funding will be used for 4 signals on Zoo Drive. The overall goal of the project is to promote traffic flow improvements via increased signal connectivity and synchronization. Traffic signal hardware will be updated as well.
  - b. MACI Discretionary funded
7. State Avenue Signals – UPN 9259
  - a. MACI Discretionary funding will be used for 7 signals along State Avenue. The overall goal of the project is to promote traffic flow improvement via increased signal connectivity and synchronization. Traffic signal hardware will be updated as well.
  - b. MACI Discretionary funded
8. Johnson Lane Signals – UPN 9260
  - a. MACI Discretionary funding will be used for 2 signals on Johnson Lane. The overall goal of the project is to promote traffic flow improvements via increased signal connectivity and synchronization. Traffic signal hardware will be updated as well.
  - b. MACI Discretionary funded
9. Main Street Signals – UPN 9265
  - a. MACI Discretionary funding will be used for 14 signals along Main Street. The overall goal of the project is to promote traffic flow improvements via increased signal connectivity and synchronization. Traffic signal hardware will be updated as well.
  - b. MACI Discretionary funded
10. Safety Projects - expecting approx. 11 safety (HSIP funded) projects to be added to the program this year. UPN (project numbers), project names, and CN years have not been established yet – descriptions for the projects are listed below:
  - a. Roundabout at Rimrock and 62<sup>nd</sup> Street West.
    - i. Cost estimate - \$2,400,000
  - b. Install ITS intersection warning system on both roads warning vehicles on Frontage Road and for vehicles on Wise Lane that a conflicting vehicle is present.
    - i. Cost estimate - \$73,000
  - c. King Ave E. – install shoulder rumble strips through all 3 curves and replace the existing signing on the curves. RP 1.1-2.0
    - i. Cost estimate – \$11,000
  - d. Yellowstone River Rd. – replace the existing chevrons with standards size chevrons at RP 3.6
    - i. Cost estimate - \$6,000
  - e. Johnson Lane – install panel delineation through the curve at approx. RP 1.2
    - i. Cost estimate - \$700
  - f. Lake Elmo Drive – install standard delineation through the curve at approx. RP 2.4
    - i. Cost estimate - \$420

- g. South Frontage Rd (W of Sugar Ave. Intersection) – replace the existing one directional large arrow with curve warning signs, speed advisory plaques and chevrons at the curve RP 2.0
  - i. Cost estimate - \$6,700
- h. Old Highway 312 – install panel delineation through the entire cluster segment RP 2.3-3.1
  - i. Cost estimate - \$3,500
- i. Garden Ave – Corridor wide signing upgrade, approx. RP 0.0-0.7
  - i. Cost estimate - \$26,000
- j. Nahmis Ave – install standard or panel delineation through the entire corridor RP 0.75-2.4
  - i. Cost estimate - \$7,500
- k. Story Rd – replace and relocated curve warning signs with speed advisory plaques at the curve approx. RP 0.2
  - i. Cost estimate - \$3,000

**Notable Project Adjustments:**

1. 27<sup>th</sup> St.-1<sup>st</sup> Ave. S to Airport – UPN 7910
  - a. IC/RW moved from 2016 to 2017
  - b. CN moved from 2017 to 2018
2. 1<sup>st</sup> Ave. North – UPN 9022
  - a. PE increase and moved from 2016 to 2017
3. SF 129 Roundabout King and 56<sup>th</sup> – UPN 8052
  - a. CN moved from 2016 to 2017
4. Main St. – UPN 8718
  - a. CN moved from 2017 to 2018
5. Becraft Lane Sidewalk – UPN 8718
  - a. CN moved from 2017 to 2018
6. SF 149 – King Interchange Safety Improvements – UPN 8941
  - a. CN moved from 2017 to 2018
7. Exposition Dr. & 1<sup>st</sup> Ave – UPN 7908
  - a. CN moved from 2017 to 2019