

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
Dave Goodridge	Mayor/Billings Ward I	1		1	1	E	1																	
Vacant	Mayor/Billings Ward II	-	-	-	-	-	-																	
LaVerne Bass	Mayor/Billings Ward III	1	1	1	1	-	1																	
Darell Tunncliff	Mayor/Billings Ward IV	1	1	1	1	1	1																	
Patrick Klugman	Mayor/Billings Ward V	1	1	1	1	1	1																	
Troy Boucher	YC District 1	-	1	E	E	E	E																	
Dennis Cook	YC District 2	-	1	1	1	1	1																	
Vacant	YC District 3	-	-	-	-	-	-																	
Vacant	YC District 4	-	-	-	-	-	-																	
Vacant	YC District 5	-	-	-	-	-	-																	
Vacant	YC District 6	-	-	-	-	-	-																	
Francisco Saldivar	YC District 7	1	1	1	1	1	1																	
Clint Peck	Y County Cons. District	1	E	E	E	1	1																	
Scott Reiter	Ex-Officio SD2		E	E	E	E	1																	

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March 28, 2017

To be approved by a motion on April 11, 2017

1. Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, March 28, 2017, in the Miller Building 1st Floor conference room, 2825 3rd Avenue North, Billings, Montana.

Introduction of Planning Board Members and Planning Department Staff

President Tunncliff called for introductions of the members of the Planning Board and staff. Attending Planning staff members are: Wyeth Friday, Director, Planning & Community Services Department; Scott Walker, Transportation Coordinator; Tammy Deines, Planning Clerk

Others in Attendance: Bruce Lackman

- 2. Approval of the March 28, 2017 Agenda:** President Tunncliff called for approval of the agenda with an addition agenda item under New Business to consider the Planning Board application for Mr. Woody Woods.
Board member Goodridge made a motion and Board member Saldivar seconded the motion to approve the agenda with the additional agenda item under New Business. The motion carried with a unanimous voice vote.

3. Approval of Minutes: February 14, 2017 February 28, 2017, March 14, 2017

Motion

Board member Bass made a motion and Board member Saldivar seconded the motion to approve the meeting minutes for February 14, 2017 February 28, 2017, March 14, 2017 as submitted.

- 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. OLD BUSINESS

7a1. Continued Public Hearing. Presentation/Discussion. Billings Bikeway and Trail Master Plan. Scott Walker Transportation Coordinator.

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Scott Walker explained staff is asking this agenda item/public hearing be continued and heard at the April 11, 2017 meeting. Staff is working with the Public Works Engineering Division to address some revisions. Staff wishes to allow time for the Transportation Advisory Committee and the Oversight Committee to review the changes and edits. The updates will be made available to the Planning Board prior to the April 11, 2017 meeting.

Motion

Board member Saldivar made a motion and Board member Goodrich seconded the motion to continue the public hearing for the Billings Bikeway and Trail Master Plan to the April 11, 2017 Planning Board meeting as recommended by staff.

7a2. 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, 1st Avenue North, Zimmerman Trail and MET Bus Operating.

2017-2021 TIP ADOPTION SCHEDULE

- The Technical Advisory Committee met March 2nd 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 14th and is scheduled to make final recommendation of the document March 28th 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 21st and forward its recommendation to the PCC.
- The City Council will review the document at the Work Session March 20th and will take action on the 2017-21 TIP at its regular meeting on April 10th and forward its recommendation to the PCC.
- The PCC is expected to meet on April 25th to take final local action on the 2017-21 TIP.

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Discussion

President Tunnickliff called for questions and discussion from the members of the Board.

Board member Goodrich asked about the Downtown Signalization Project. Scott Walker explained this project will tie in with the railroad signals at 27th Street and 2nd Avenue.

Board member Goodrich asked if there been a case where the railroads participate in these types of projects? Scott Walker said as a general rule, they will participate if a crossing is removed. The affected railroad companies are Burlington Northern, Sante Fe, and Montana Rail Link; and they are not participating in this Signalization project.

President Tunnickliff pointed out MDT's plans to conduct a feasibility study to look at options for the 27th Street rail crossing with the idea that they will move forward with a project in the future.

Board member Bass noted the annual expenditure table and asked why the amount is lower in 2019. Scott Walker explained the federal monies received annually are saved for the North Bypass project in order to meet the funding obligation. This project will be done in 3-4 phases.

Board member Goodridge asked about the Zimmerman Trail and Inner Belt Loop project scopes. Scott Walker said the safety piece and the Highway 3 and Zimmerman Trail Intersection will be included in this project. The Inner Belt Loop project is a City/County project. The Johnson Lane Bypass designs are implemented now. The interchange will be built to Federal Highway standards and will be much larger in scale.

Motion

Board member Saldivar made a motion and Board member Klugman seconded the motion to forward a recommendation of approval of the 2017-2021 Transportation Improvement Program as presented by staff.

The motion carried with a unanimous voice vote.

8. NEWE BUSINESS

8a. Motion/Recommendation. Application for BOCC District 5, Mr. Woody Woods.

President Tunnickliff gave the Board the highlights of this application and called for a recommendation. Board member Goodridge stated he highly recommends this applicant as he will be an excellent champion for the Lockwood community.

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Motion

Board member Klugman made a motion and Board member Saldivar seconded the motion to forward a recommendation of approval of Mr. Woody Woods appointment to the Yellowstone County Board of Planning District 5.

The motion carried with a unanimous voice vote.

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

- Budget Overview-City County Planning Division. Staff will bring a presentation to this Board as an agenda item and include the staffing model organization chart and staff vacancies.
- The Planning Division is providing IPADs to the Board members to promote efficiency in providing information and lower Division costs with copies, postage and staff time. The tablets will be available in the near future and staff will provide a training session for the Board members.
- Planning Division Open Positions: The Division Manager position has been re-advertised and will close in April. The Bike Pedestrian Coordinator position is under consideration by Human Resources. This position is significantly funded by the Transportation Work Program Grant.
- Board member Goodrich commended Scott Reiter, School District #2 Facilities Coordinator, for his work with the public school system projects to update McKinley School, Broadwater School, and McKinley School; and the construction of Medicine Crow Middle School and Ben Steele Middle School.

Future Agenda Items for Tuesday March 28, 2017

- a. Continued. Public Hearing. Bike Pedestrian Master Plan Review. Scott Walker, Transportation Coordinator, presenting.

ADJOURNMENT: 6:48 pm

DRAFT. To be approved by a motion on April 11, 2017