



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



**AGENDA**

July 24, 2018 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. **MEETING MINUTES:** June 26, 2018; July 10, 2018
4. **PUBLIC COMMENT PERIOD** – As required (3 minute maximum per person). *Any member of the public may be heard on any subject that is not on the agenda. The Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting's agenda for discussion.*
  - 4a) **Comments on items not on agenda and requests to add items to future agendas**
  - 4b) **Comments on items on the non-public hearing agenda items**
5. **DISCLOSURE OF CONFLICT OF INTEREST:**
6. **DISCLOSURE OF EX PARTE COMMUNICATION:** Ex Parte Communication Binder is available at the Sign-In and Agenda station.
7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).
  - a. **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.** The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence. By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). Please see the attached

guidelines for the criterion. Thank you for participating!

1. **Public Hearing. Motion/Recommendation to BOCC. Lockwood Targeted Economic Development District, TEDD, Zoning Jurisdiction Amendment. Dianne Lehm, BSEDA, presenting.**
2. **Public Hearing. Motion/Recommendation to BOCC. West Meadows Subdivision, County Major Subdivision, Greg Reid, WWC, agent, for Wineridge Inc. Dave Green, presenting.**
8. **NEW BUSINESS:** (Agenda items new to this meeting).
  - a. **Presentation/Discussion. Billings MPO Public Participation Plan, (PPP), Lora Mattox, Transportation Planner, presenting.**
  - b. **Presentation/Discussion. 2019 Billings Urban Area Unified Planning Work Program, (UPWP), Scott Walker, Transportation Coordinator, presenting.**
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, AUGUST 14, 2018**

- a. Public Hearing. Motion/Recommendation to PCC. Billings MPO Public Participation Plan, (PPP), Lora Mattox, Transportation Planner.
- b. Public Hearing. Motion/Recommendation. 2019 Billings Urban Area Unified Planning Work Program, (UPWP), Scott Walker, Transportation Coordinator, presenting.

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

**Meeting Date:** 07/24/2018

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**Information**

**Subject**

**MEETING MINUTES:** June 26, 2018; July 10, 2018

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**Attachments**

PlnBMinutes\_2018\_06\_26\_DRAFT

PlnBMinutes\_2018\_07\_10\_DRAFT

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# CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

**JUNE 26 2018**

*Approved by a motion on July 24, 2018*

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## **Call the Meeting to Order**

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, May 22, 2018, 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:** Wyeth Friday, Director, Planning & Community Services; Monica Plecker, Planning Division Manager; Nicole Cromwell, Zoning Coordinator; Tammy Deines, Planning Clerk

## **Approval of the June 26, 2018 Agenda**

### **Motion:**

**Board member Thompson made a motion and it was seconded by Board member Woods to approve the June 12, 2018 meeting agenda as submitted. The agenda was approved with a unanimous voice vote.**

## **Approval of Minutes: June 12, 2018**

### **Motion**

**Board member Cook made a motion and Board member Macrow seconded the motion to approve the June 12, 2018 meeting minutes with a correction to Board member Thompson’s first name, being “John” instead of “Jon”. The motion carried with a unanimous voice vote.**

**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.

**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. Public Hearing. Board Discussion. Zimmerman Home Place Subdivision, 2nd filing. A 34.66 acre, 17-lot City major subdivision generally located west of the intersection of Zimmerman Trail and Grand Avenue. Performance Engineering, agent. Billings Opportunities, owner. Dave Green, Planner II presenting. (PZ-18-00054)**

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### INTRODUCTION

On May 1, 2018, Performance Engineering, LLC, agent for Billings Opportunities, LLC, owner, applied for preliminary major plat approval for Zimmerman Home Place Subdivision, 2nd Filing, Amended Lots 1, Blocks 4 & 5. The proposed subdivision creates 16 new lots for commercial development. The subject property is generally located on the northwest corner of the intersection of Grand Avenue and Zimmerman Trail. The property is zoned Community Commercial (CC) and Neighborhood Commercial (NC). The Yellowstone County Board of Planning will conduct a public hearing at this meeting and make a recommendation to the City Council for action on this preliminary major plat.

### RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Zimmerman Home Place Subdivision, 2nd Filing, Amended Lots 1, Blocks 4 & 5 to the City Council, and adopt the Findings of Fact as presented in the staff report.

### PROPOSED CONDITIONS OF APPROVAL

**Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.**

1. To minimize effects on local services and enable more useable roadways, prior to final plat approval the applicants submitted TIS will be reviewed and approved by City of Billings Engineering Division outlining any additional requirements the developer needs to be responsible to construct. This review will also confirm or correct the contributions for street improvements from the developer listed in the SIA.
2. 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.
3. 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.
4. 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.
5. 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

President Tunnicliff asked the Board for questions or discussion. Board member Thompson asked if the irrigation ditch laterals will continue to be used. Dave Green said

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the ditches will be maintained as long as there are downstream users. Craig Dalton, Performance Engineering, spoke regarding the irrigation ditch. A storm water line will be extended to the north and farmers will be able to tie in. There are no other questions.

**Craig Dalton, Performance Engineering, 7100 Commercial Ave, Ste 4, Billings, Montana**

Mr. Dalton had no further comments.

**Public Hearing:** President Tunncliff opened the public hearing and asked if there is anyone wishing to speak in favor or against Zimmerman Home Place Subdivision, 2nd Filing. There was none. President Tunncliff closed the public hearing and called for a motion.

### **Motion**

**Board member Woods made a motion and it was seconded by Board member Macrow to forward a recommendation to City Council of conditional approval of the preliminary plat of Zimmerman Home Place Subdivision, 2nd Filing, Amended Lots 1, Blocks 4 & 5 to the City Council, and adopt the Findings of Fact as presented in the staff report. The motion carried with a unanimous voice vote.**

## **8. NEW BUSINESS**

### **8a. Update. Board Discussion. 2018 Transportation Plan, Transportation Project Updates. Scott Walker, Transportation Coordinator, presenting.**

Transportation Coordinator Scott Walker presented an overview of the 2018 Billings Urban Area Long Range Transportation Plan, (LRTP); Public Participation Plan, (PPP), a guide to public meeting conduct; and the Billings Travel Demand Model, (TDM), which is used to predict future demand and develop a localized model. Staff is looking towards November as a completion date for all of these plans.

- The LRTP is mandated by a 4-year update. Scott Walker gave an update on status, meetings that have happened and meeting that will be happening in the coming months.
- The PPP final draft will come forward to this board in August and follow with approval during the August PCC meeting.
- The Billings MPO Travel Demand Model, TDM, is projected for completion in November 2018.

### **Discussion**

President Tunncliff asked if the 2014 Transportation Plan is available online. He said he appreciates Staff's update on the plans' development. He encouraged the Board to

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prepare for the public hearings by reviewing the existing documents. Board member Cook requested a hard copy of the Transportation Plan. Board member Woods expressed interest in a 2-way street study downtown, and asked how the model will play into that scenario. Scott Walker updated the group on a Public Works study on downtown traffic circulation/roadway study. The document will identify the feasibility of two way streets and associated costs. Board member Woods also inquired about reverse angle parking and whether that would be considered as part of that effort. Board member Thompson noted landscaping is included on functional classification map cross sections but there are no aesthetics on new streets undergoing improvements. He voiced concern about retrofitting opportunities. Scott Walker said Planning Staff understands the value of improved boulevards and this plan update will address those needs. President Tunncliff said he would like to see the Planning Board take a position on quality of improvements.

### **OTHER BUSINESS/ANNOUNCEMENTS**

#### **9b. Standing Item. Long Range Strategic Issues and an overview of future City and County issues and projects.**

Director Wyeth Friday said YC Attorney Dan Schwarz will hold a training session on subdivision review criteria. There was some discussion. Planning staff will continue to work with County Legal to develop a consistent approach of subdivision review.

Planning Division Manager Plecker updated the group on upcoming activities related to the Lockwood TEDD and the action that would be required in July of the Planning Board in relation to expansion of the zoning boundary.

**ADJOURNMENT:** 7:09 p.m.

DRAFT: To be approved by a motion on July 10, 2018



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**JULY 10, 2018**

*Approved by a motion on July 24, 2018*

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## **Call the Meeting to Order**

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, May 22, 2018, 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:** Monica Plecker, Planning Division Manager; Dave Green, Planner II; Tammy Deines, Planning Clerk

**Others in Attendance:** H Thomas Llewellyn; Matt Corcoran; Dianne Lehm, Big Sky EDA; Thom Maclean, Big Sky EDA; Mike Ariztia, Lockwood Water District; Greg Reid, WWC Engineering

## **Approval of the July 10, 2018 Agenda**

### **Motion:**

**Board member Macrow made a motion and it was seconded by Board member Cook to approve the July 10, 2018 meeting agenda as submitted. The motion was approved with a unanimous voice vote.**

**Approval of Minutes: June 26, 2018:** The approval of the June 26, 2018 meeting minutes is delayed.

**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.

**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. Board member Woods stated he will recuse himself from discussion on Item 8b as he is involved with the Lockwood TEDD. No action will be taken on this item this evening.

**7. OLD BUSINESS:** There is no Old Business.

## **8. NEW BUSINESS**

**8a. Plat Review. West Meadows Subdivision, 2<sup>nd</sup> Filing.** 52-lot County Major Subdivision. Wineridge Inc., Applicant. Greg Reid, WWC Engineering, agent. Dave Green, Planner II presenting. (PZ-18-00059)

## **INTRODUCTION**

On June 1, 2018 WWC Engineering, Greg Reid, agent for Wineridge, Inc, applied for preliminary minor plat approval for West Meadows Subdivision, Amended. The

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proposed subdivision creates 52 lots. This application will re-plat the single lot created by a previous subdivision that removed existing lots and will include new road alignments. The subject property is generally located east of 80th Street West and south of what will be Central Avenue. The property is outside of zoning. The land is vacant at this time.

### RECOMMENDATION

Staff recommends the Planning Board forward a recommendation of conditional approval to the Board of County Commissioners for the preliminary plat of West Meadows Subdivision 2<sup>nd</sup> Filing, denial of the requested variance, and adoption the Findings of Fact as presented in the staff report.

### PROPOSED CONDITIONS OF APPROVAL

**Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.**

1. To protect public health and safety, prior to final plat approval the applicant will receive approval from the MDEQ for the proposed water wells, community septic system and the proposed storm water management.
2. To provide for future maintenance of all public roads within West Meadows Subdivision, prior to final plat approval the applicant will either expand an existing RSID-M or create an RSID-M for the public roads.
3. To protect public health and safety, prior to final plat approval, should the variance request be denied, the applicant will add language in the SIA under the heading IV Emergency Service that addresses the installation of a 30,000-gallon dry hydrant system. The language will include the location of the proposed 30,000-gallon dry hydrant system and the system will be shown on the plat, located in a public easement or public right of way. An RSID-M will either be expanded or a new one created for the maintenance of the dry hydrant system. The applicant shall submit for review and approval of the hydrant construction drawings to the Laurel Volunteer Fire Department (LVFD). Additionally, the applicant shall obtain a letter from the LVFD stating the system has been installed correctly and is functioning properly.
4. To minimize the effects on local service, prior to final plat approval the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.
5. To minimize effects on the natural environment, prior to final plat approval a weed management plan and property inspection shall be completed by the County Weed Department.
6. To ensure the placement of easements for private utility providers, prior to final plat approval the applicant will coordinate with private utility companies to provide needed easements within the proposed subdivision.
7. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.

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8. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, including laws regarding moving houses onto or off the property, and the laws and Administrative Rules of the State of Montana.

### **VARIANCES REQUESTED**

A variance from Section 4.14(C)(2) of the Yellowstone County Subdivision Regulations (YCSR) has been requested. This requirement is for fire suppression required to be within ½ road mile of the farthest lot in the subdivision. Staff is recommending denial of the variance request.

Dave Green explained that the applicant has asked for a variance from Section 4.14(C)(2) of the Yellowstone County Subdivision Regulations. This requirement is for fire suppression to be within 1/2 road mile of the farthest lot in the subdivision. He pointed out the existing pond which was installed prior to this requirement. He noted various distances from the pond to the proposed parcel on a posted map and read around YCSR Section 4.14 C. The Laurel Fire Department is recommending denial of the variance request as the existing pond is not functional for firefighting uses; does not meet current codes; and is not considered a reliable source of water. A dry hydrant tank will be required to meet the specifications.

### **Discussion**

President Tunncliff called for discussion and questions from the Board. In response to question by Board member Thompson, Dave Green stated staff has a copy of the weed management plan on file.

### **Tom Llewellyn, (no address given), Billings, Montana**

Mr. Llewellyn is the applicant. He stated their goal is to make it economically feasible for buyers to purchase building lots. The amended plat was created to realign the lots to be generally one acre in size. He also stated the developer will be constructing a pond in the existing public park to provide homeowners with irrigation water for their lawns. This water will be distributed by a piping infrastructure to the houses with a pump system to pressurize the system. He added they are currently working to secure water rights from the ditch company. He addressed the variance request, stating the current open pond system located further than ½ mile from the subdivision provides more water than the 30,000 gallon tank would provide; and that the additional cost of constructing a buried tank was unnecessary. Mr. Llewellyn stated he is still trying to get in contact with the Laurel Volunteer Fire Department to discuss the variance request with them. Staff clarified that the information provided in Attachment A of the staff report was based on a phone call between Planning staff and Jason Shovar, the LVFD Fire Marshal. Board

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Member Thompson asked how much park land would be taken by the proposed irrigation pond? Mr. Llewellyn answered that it would take up 1 acre out of the 6 acre park. Board Member Tunniclif asked how the pond would be filled from the ditches? The answer given was there would have to be a pipe installed with a head gate to get water to the proposed pond. Lots will be sold for \$45,000-\$47,500. They hope to create a nice living environment for the residents at an affordable price point. Board member Thompson asked what percentage of the parkland will be for storm water. Further clarification was given by Greg Reid, WWC, who noted the parkland dedication is larger than required. Mr. Llewellyn stated the pond will not be used as part of the fire suppression for the subdivision. Ms. Plecker stated the applicant’s variance request is to allow a greater distance than the requirement for a ½ road mile of the farthest lot in the subdivision. In response to question by President Tunnicliff, Greg Reid, explained that the amount of water in the would last through the winter. The existing pond will have a suction line outlet and water loss will take place via evaporation. He stated there was an issue and the owner got a one-time fill allowance from the Cove Ditch. At this time, the RSID has not received a continuous fill agreement from the Ditch Company. Board member Thompson asked Mr. Llewellyn for clarification of their intent for the storm water pond. It was noted that the pond located at 80th street in Pike subdivision is still in excess of the 1/2-mile road mile distance. President Tunniclif asked for clarification from staff of what the variance request was for. Staff answered that the variance request was to not have to install a 30,000 gallon dry hydrant fire suppression tank that is within a 1/2 road mile from the farthest structure in the subdivision. Approval is only for a dry hydrant tank with a pumping system for a truck. There is no request for water suppression using a pond within the parkland. A new variance will be needed for this type of request.

**\*\*A public hearing for West Meadows Subdivision Amd will be held during the July 24, 2018 Planning Board meeting. The Board of County Commissioners are scheduled to review and act on the preliminary plat on August 21, 2018.**

### **8b. Presentation/Discussion. The Lockwood Targeted Economic Development District, (TEDD). Dianne Lehm, Big Sky Economic Development, Tom McClain, Big Sky Economic Development**

Ms. Lehm opened a presentation and gave an overview of the process involved with the creation of the Lockwood TEDD Ms. Lehm said BSEDA has an agreement with Lockwood. Since the 2016 creation of the Lockwood Targeted Development District, TEDD, a number of property owners have requested to be included in the district. The District was created as a local district to support property values, and add industries, and allow the community to use Tax Increment Financing to support development of infrastructure. A Strategic Plan and Lockwood TEDD Infrastructure Master Plan, (2017),

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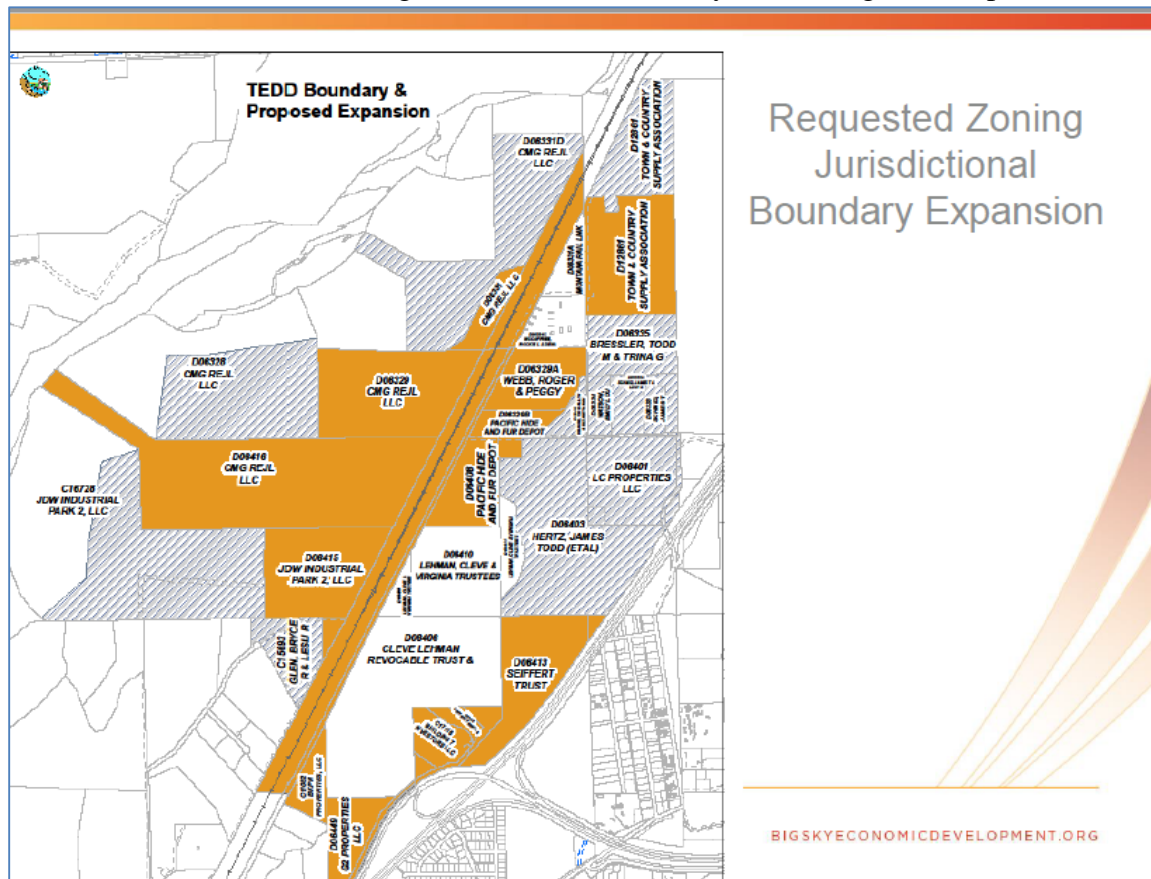
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Reviewed by Planning Staff

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were created along with the Lockwood TEDD Advisory Board, (2018). Tasks included defining the district boundary, creation of a petition and holding public hearings for the zoning; conducting market analysis for future demand and estimated tax revenue; considering plans for a trail connection and to Dover Park and alignment options; and conducting infrastructure analysis for service extensions and cost estimates. The current boundary contains 570 acres; the gross development area is 93 acres; and the net development area is 219 acres. Planning Board's involvement in this process includes reviewing the request, conducting a public hearing, and forwarding a recommendation to the BOCC to amend the Zoning Jurisdictional Boundary and zoning of each parcel.



Ten property owners have forwarded requests: Town and country Supply Association; Hertz, (Eta); Bressler/Green; Krause; Schmid; Watson; and LC Properties LLC. BSEDA has received three requests from zoned property owners for inclusion: Glen-Rocky Mountain; CMG, and JDW.

Contact Dianne Lehm, (406-869-8409); or Thom MacLean, (406)-869-8409, Big Sky Economic Development, Website: [bigskyeconomicdevelopment.org](http://bigskyeconomicdevelopment.org). A public hearing will be held on Tuesday, July 24, 2018.

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### **OTHER BUSINESS/ANNOUNCEMENTS**

#### **9b. Standing Item. Long Range Strategic Issues and an overview of future City and County issues and projects.**

There are no updates at this time.

**ADJOURNMENT:** 6:51 p.m.

DRAFT: To be approved by a motion on July 24, 2018



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



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

**Meeting Date:** 07/24/2018

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**Information**

**PROBLEM/ISSUE STATEMENT**

The Lockwood Targeted Economic Development District (TEDD) was created in 2016 with the goal of developing planned industrial space with the assistance of Tax Increment Financing. Nineteen parcels within the Lockwood TEDD study area requested and were incorporated into the TEDD at that time. Additional landowners have now asked to be included in the TEDD. Nine of the requesting parcels are currently outside the county's zoning jurisdictional boundary. Therefore, the initial step is to expand the zoning boundary and zone the affected properties as they have requested to move forward with inclusion in the TEDD. The Yellowstone County Board of Planning as per the process must review the request to expand the zoning jurisdiction boundary and make a recommendation to the Yellowstone County Board of County Commissioners on the boundary expansion.

**BACKGROUND**

This petition to amend the current zoning jurisdiction has been initiated by the property owners and has been presented by City County Planning and Big Sky Economic Development on behalf of the property owners. The three zoning types available in the area are in accordance with the most recent Lockwood Growth Plan: Heavy Industrial, Controlled Industrial, and Agricultural/Open Space.

The nine parcels petitioning for zoning are listed below and shown on the attached map:

1. Town & Country Supply Association – S08, T01 N, R27 E, C.O.S. 1225 Tracts 5 & 6 (Heavy Industrial)
2. Todd M. & Trina G. Bressler and Gerald & Linda Green – S08, T01 N, R27 E, C.O.S. 1225, Tract 2 (Heavy Industrial)
3. Todd Allyn Krause & Elizabeth Ann Krause – S08, T01 N, R27 E, C.O.S. 3092, Tract 1 (Agricultural/Open Space)
4. Emily Lou Watson – S08, T01 N, R27 E, C.O.S. 1225, Tract 1B, as amended (Agricultural/Open Space)
5. James T. & Lucy A. Schmid – S08, T01 N, R27 E, C.O.S. 1225, Tract 1A1, as amended (Agricultural/Open Space)
6. James T. & Lucy A. Schmid – S08, T01 N, R27 E, C.O.S. 1225, Tract 1A2, as amended, and the remainder of C.O.S. AM, Tract 3A1 (Agricultural/Open Space)
7. LC Properties, LLC – S17, T01 N, R27 E, NE4NE4 (Less Hwy. and C.O.S. 1409) 37.79 acres (Controlled Industrial)
8. LC Properties, LLC – S17, T01 N, R27 E, C.O.S. 1409 (Controlled Industrial)
9. James Todd Hertz, et al. – S17, T01 N, R27 E, C.O.S. 632, Tracts 1-9, 2<sup>nd</sup> Amended (Controlled Industrial)

On July 3, 2018, the Yellowstone County Board of County Commissioners reviewed and passed the

Resolution to Initiate the Process to Change the Boundary of the Jurisdictional Zoning Area of Yellowstone County. This action required the Planning Board to review the request, hold a public hearing, and forward a recommendation to the Board of County Commissioners for the zoning boundary expansion. The recommendation will be the subject of a public hearing at the Board of County Commissioners following the required 45-day notice period, after which the Board of County Commissioners will vote on the Planning Board's recommendation. If the zoning changes are approved, City County Planning and Big Sky Economic Development will continue with the process to expand the Lockwood TEDD to include the properties. This will involve coming before the Planning Board again for consideration of an amended Comprehensive Development Plan and the expansion of the boundary of the TEDD.

Dianne Lehm and Thom McLean of Big Sky EDA provided the Planning Board with a brief presentation on July 10th which has been attached. The Board had some questions about the boundary, how it came to be and if there will be future expansions. The Board will hold a public hearing at its meeting on July 24th.

### **FINANCIAL IMPACT**

Not Applicable

### **RECOMMENDATION**

Staff recommends the Planning Board conduct a public hearing and forward a recommendation of approval for the zoning jurisdictional boundary change to the Board of County Commissioners.

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### **Attachments**

July 10th TEDD Presentation  
Proposed TEDD Expansion Map

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BIG SKY  
ECONOMIC  
DEVELOPMENT

# Lockwood Area Zoning & Zoning Jurisdictional Boundary Change

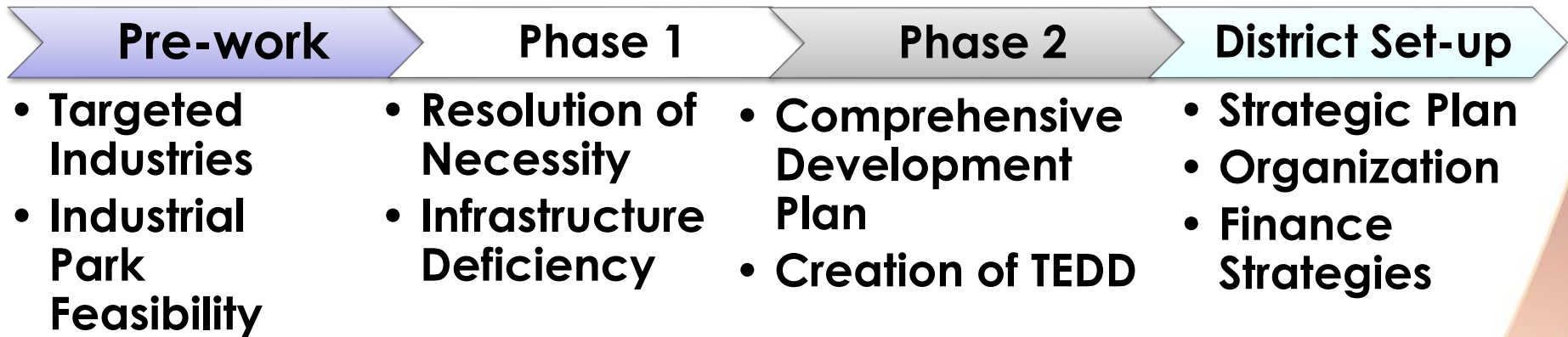
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# What is a TEDD?

Local District to support value-adding economic development activities and secondary value adding industries.

A Targeted Economic Development District allows communities to use Tax Increment Financing to support development of infrastructure.

# Lockwood TEDD Process



# Tasks Included

## Boundary

- Property Owners
- Boundary Continuity

## Zoning

- Petition
- Public Hearings

## Market Analysis

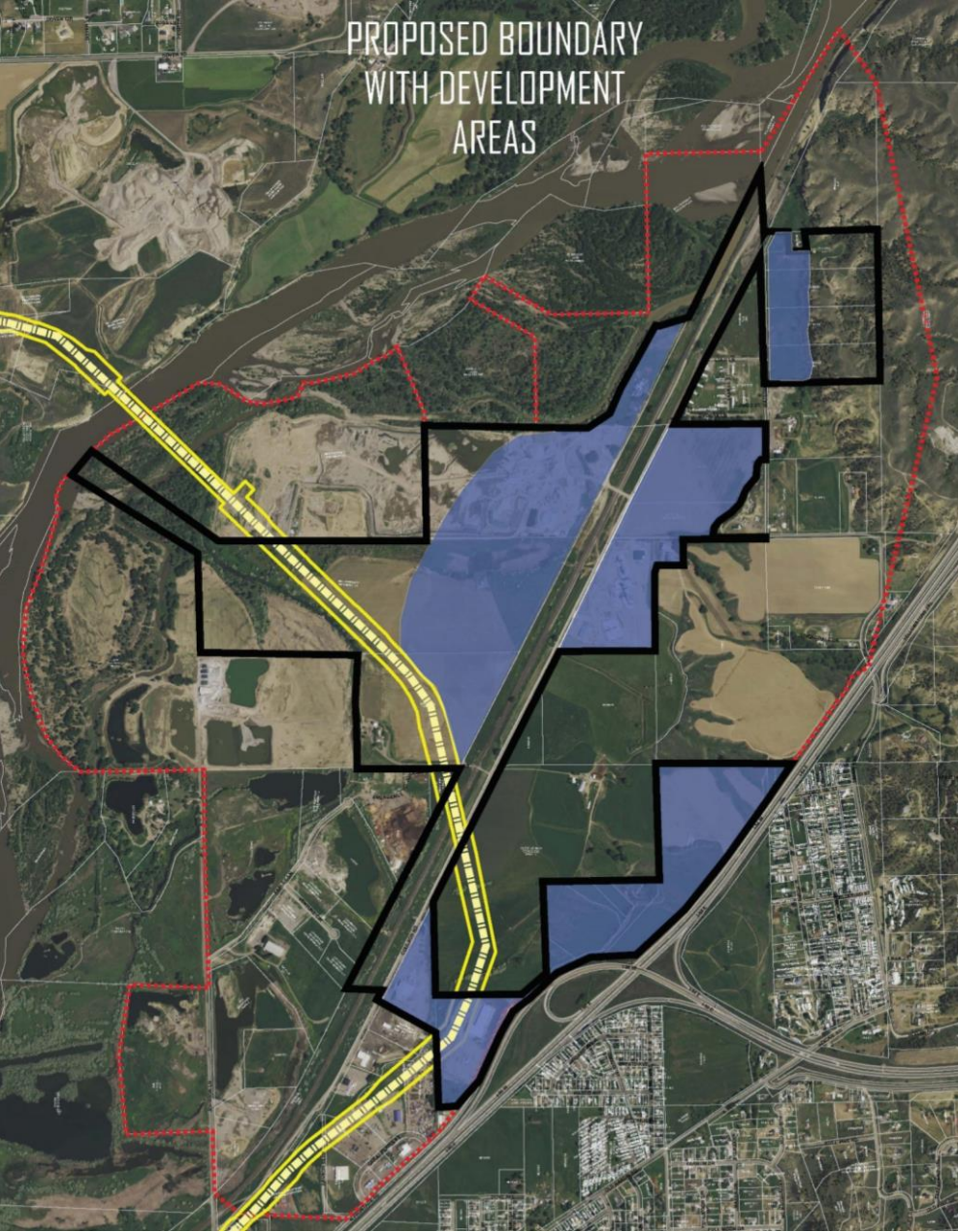
- Future Demand
- Estimated Tax Revenue

## Trail Connection

- Connect Lockwood to Dover Park
- Alignment Option

## Infrastructure Analysis

- Service Extensions
- Cost Estimates



# CURRENT TEDD BOUNDARY

Total Area: 570 acres

Gross Development Area: 293 acres

Net Development Area: 219 acres

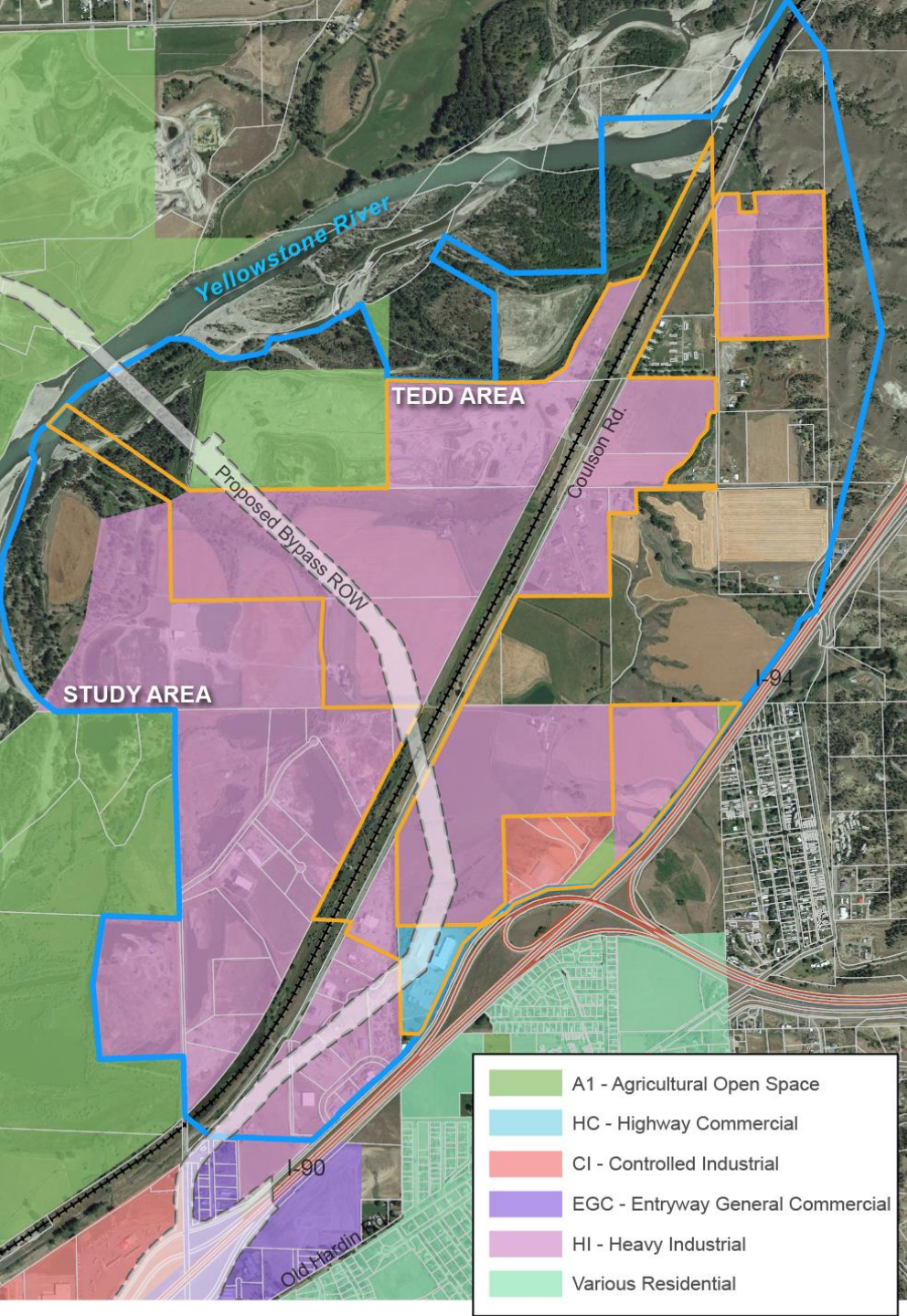
# Lockwood Targeted Economic Development District

- *TEDD officially created in December 2016*
- *MDT's Billings Bypass moving forward*
- *The Lockwood TEDD Infrastructure Master Plan completed in December of 2017*
- *Yellowstone County Commissioners appoint the Lockwood TEDD Advisory Board February 2018*
- *Area land owners come forward with requests for inclusion in zoning and TEDD boundaries*

# ZONING

## Planning Board:

- Review the request
- Conduct a public hearing
- Provides a recommendation to the County Commission on the request to amend the Zoning Jurisdictional Boundary and Zoning of each parcel.



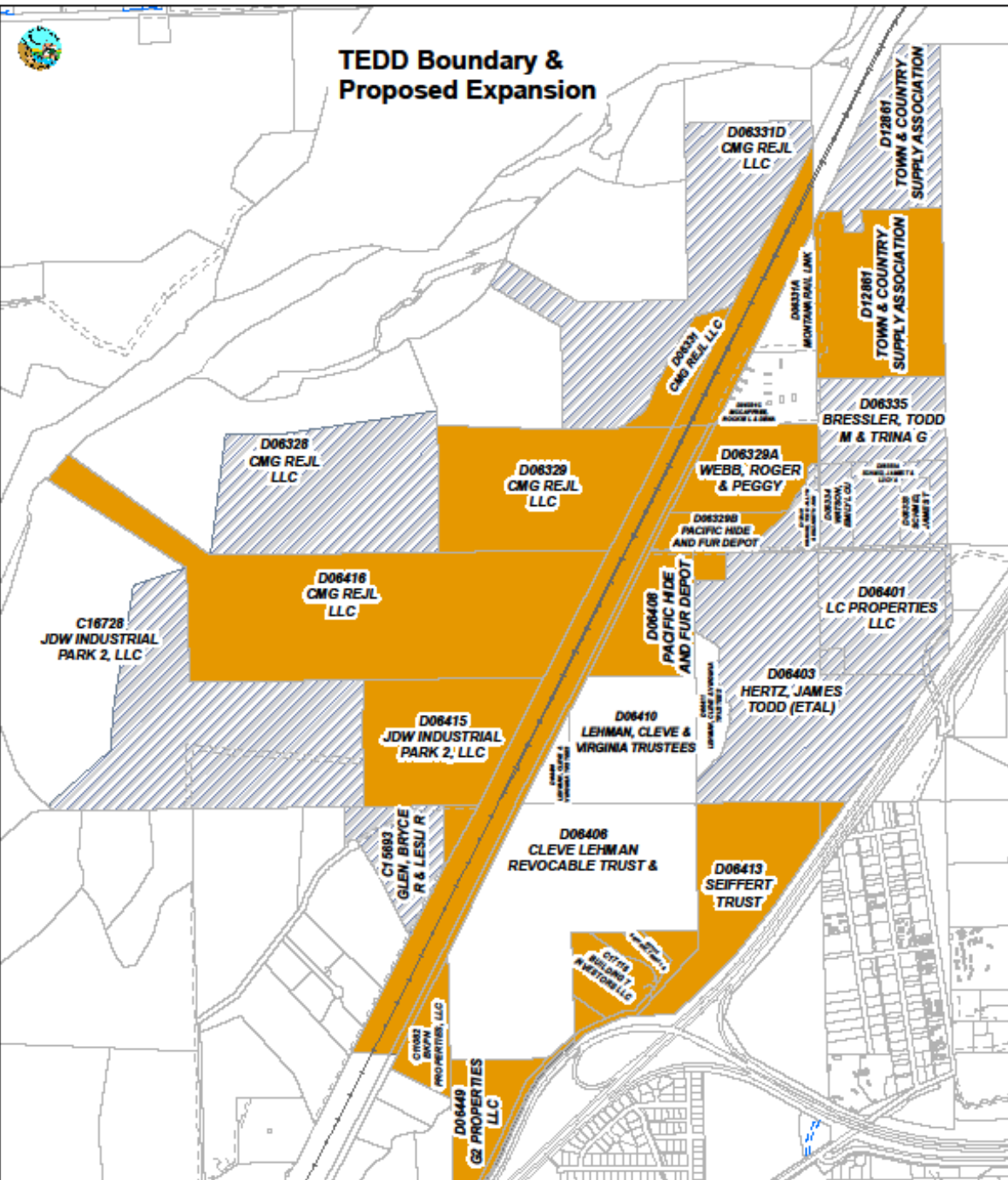
# Property Owner Requests

- *Received requests from Ten property owners for Zoning and inclusion in the Lockwood TEDD*

- Town and Country Supply Association
- Hertz (Etal)
- Bressler/Green
- Krause
- Schmid
- Watson
- LC Properties LLC

•Received three requests from zoned property owners for inclusion in the Lockwood TEDD

- Glen-Rocky Mountain Compost
- CMG
- JDW



# Requested Zoning Jurisdictional Boundary Expansion

# Next Steps

*July 24<sup>th</sup> Planning Board holds a public hearing and provides a recommendation*

*If:*

*The Zoning Jurisdictional Boundary is amended by the County Commissioners*

*Public Hearing will be August 21st, 9:30 am at the BOCC*

*Comment Period – 30 days*

*Zoning Jurisdictional Boundary Amendment completed on September 25<sup>th</sup>.*

*Then:*

*Amend the Lockwood TEDD Comprehensive Development Plan and Amend the Lockwood TEDD Boundary*

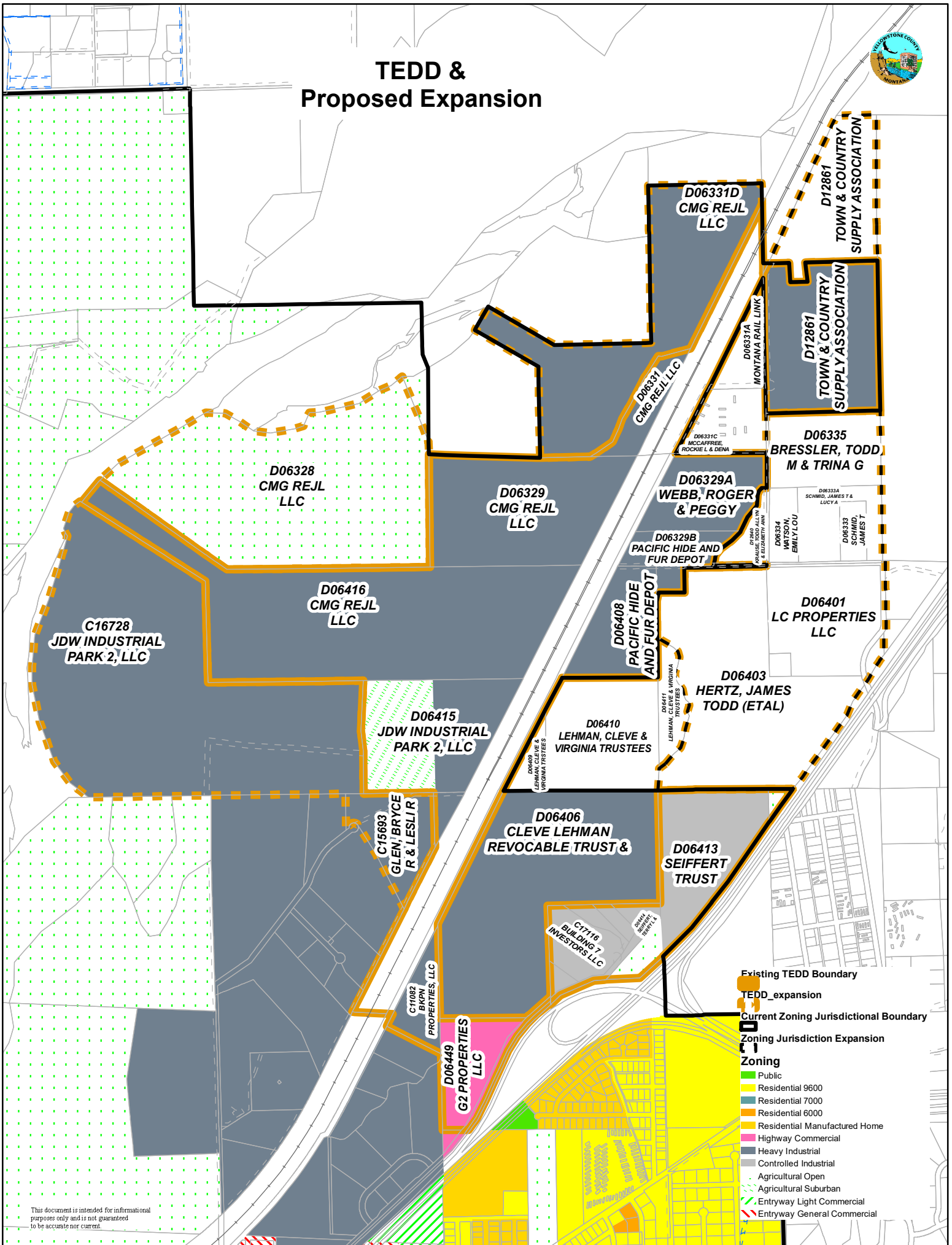
# *Questions?*

*Thom MacLean, 869-8407*

*Dianne Lehm, 869-8409*



# TEDD & Proposed Expansion



**Existing TEDD Boundary**

**TEDD\_expansion**

**Current Zoning Jurisdictional Boundary**

**Zoning Jurisdiction Expansion**

**Zoning**

- Public
- Residential 9600
- Residential 7000
- Residential 6000
- Residential Manufactured Home
- Highway Commercial
- Heavy Industrial
- Controlled Industrial
- Agricultural Open
- Agricultural Suburban
- Entryway Light Commercial
- Entryway General Commercial

This document is intended for informational purposes only and is not guaranteed to be accurate nor current.



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



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

**Meeting Date:** 07/24/2018

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**Information**

**INTRODUCTION**

On June 1, 2018 WWC Engineering, Greg Reid, agent for Wineridge, Inc, applied for preliminary minor plat approval for West Meadows Subdivision, Amended. The proposed subdivision creates 52 lots. This application will re-plate the single lot created by a previous subdivision that removed existing lots and will include new road alignments. The subject property is generally located east of 80th Street West and south of what will be Central Avenue. The property is outside of zoning. The land is vacant at this time.

**RECOMMENDATION**

Staff recommends the Planning Board forward a recommendation of conditional approval to the Board of County Commissioners for the preliminary plat of West Meadows Subdivision 2nd Filing, denial of the requested variance, and adoption the Findings of Fact as presented in the staff report.

**PROPOSED CONDITIONS OF APPROVAL**

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To protect public health and safety, prior to final plat approval the applicant will receive approval from the MDEQ for the proposed water cisterns, community septic system and the proposed storm water management.
2. To provide for future maintenance of all public roads within West Meadows Subdivision, prior to final plat approval the applicant will either expand an existing RSID-M or create an RSID-M for the public roads.
3. To protect public health and safety, prior to final plat approval, should the variance request be denied, the applicant will add language in the SIA under the heading IV Emergency Service that addresses the installation of a 30,000-gallon dry hydrant system. The language will include the location of the proposed 30,000-gallon dry hydrant system and the system will be shown on the plat, located in a public easement or public right of way. An RSID-M will either be expanded or a new one created for the maintenance of the dry hydrant system. The applicant shall submit for review and approval of the hydrant construction drawings to the Laurel Volunteer Fire Department (LVFD). Additionally, the applicant shall obtain a letter from the LVFD stating the system has been installed correctly and is functioning properly.
4. To minimize the effects on local service, prior to final plat approval the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.
5. To ensure the proposed irrigation pond system is an allowable use of publicly owned lands, prior to final plat approval the applicant will receive permission from the County Park Board to install an irrigation pond in the public park for irrigation of private yards in the subdivision. This system will be outlined in the SIA under the heading VIII. Irrigation. It will also include an outline of who is responsible

for maintenance of the system and how fees will be collected.

6. To ensure proper documentation of the proposed phases of this proposed subdivision prior to final plat approval the applicant will provide all necessary documents and any clarification that may be needed within the SIA.

7. To minimize effects on the natural environment, prior to final plat approval a weed management plan and property inspection shall be completed by the County Weed Department.

8. To ensure the placement of easements for private utility providers, prior to final plat approval the applicant will coordinate with private utility companies to provide needed easements within the proposed subdivision.

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

10. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, including laws regarding moving houses onto or off the property, and the laws and Administrative Rules of the State of Montana.

### **PLAT REVIEW DISCUSSION/STAKEHOLDERS**

Staff gave a presentation about the proposed subdivision and stood for questions from the Planning Board. One question from the Board concerned whether the Planning Division gets a copy of the weed management plan from the County Weed Department. Staff responded those documents are received by the Division and become part of the file.

The Planning Board President asked if the applicant or agent wished to address the board. Mr. Tom Llewelyn stood to speak to the board. He stated the replat was to increase the number of lots available for homes and to reduce the amount of roads in the subdivision. He also stated the developer will be constructing a pond in the existing public park to provide homeowners with irrigation water for their lawns. This water will be distributed by a piping infrastructure to the houses with a pump system to pressurize the system. He added they are currently working to secure water rights from the ditch company.

He also addressed the variance stating that the current open pond system located further than 1/2 mile from the subdivision provides more water than the 30,000 gallon tank would provide and that the additional cost of constructing a buried tank was unnecessary. Mr. Llewelyn stated he is still trying to get in contact with the Laurel Volunteer Fire Department to discuss the variance request with them. Staff clarified that the information provided in Attachment A was based on a phone call between planning staff and Jason Shovar, the LVFD Fire Marshal.

Board Member Thompson asked how much park land would the proposed irrigation pond take up? Mr. Llewelyn answered that it would take up 1 acre out of the 6 acre park. Board Member Tunnicklif asked how the pond would be filled from the ditches? The answer given was there would have to be a pipe installed with a head gate to get water to the proposed pond.

There were no other questions from the Board to the applicant. Board President Tunnicklif asked for clarification from staff of what the variance request was for. Staff answered that the variance request was to not have to install a 30,000 gallon dry hydrant fire suppression tank that is within 1/2 road mile from the farthest structure in the subdivision.

### **VARIANCES REQUESTED**

A variance from Section 4.14(C)(2) of the Yellowstone County Subdivision Regulations (YCSR) has been requested. This requirement is for fire suppression required to be within ½ road mile of the farthest structure in the subdivision. Staff is recommending denial of the variance request. Further explanation and analysis can be found in Attachment A.

## **PROCEDURAL HISTORY**

- A pre-application meeting was held on March 29, 2018 to discuss the proposal.
- The preliminary plat application was submitted to the Planning Division on June 1, 2018
- Departmental review comments were returned on June 14, 2018.
- The preliminary plat was resubmitted with revisions based on department reviews on June 28, 2018.
- The Planning Board reviewed the plat on July 10, 2018.
- The Planning Board will conduct a public hearing on July 24, 2018, and forward a recommendation to the Board of County Commissioners.
- The Yellowstone County Board of County Commissioners will be considering the application at its regular meeting on August 21, 2018.
- The 60 working-day preliminary plat review period ends August 27, 2018.

## **PLAT INFORMATION**

General location:	Generally located on the east side of 80th Street West and south of what will be Central Avenue
Legal Description:	West Meadows Subdivision, Amended
Owner/Subdivider:	Wineridge, Inc.
Engineer and Surveyor:	WWC Engineering
Existing Zoning:	Outside of zoning
Existing land use:	Vacant Land
Proposed land use:	Residential
Gross and Net area:	60.69 acres / 53.86 acres
Proposed number of lots:	52
Lot size:	Max: 2.0 acres Min: 0.56 acres
Parkland requirements:	Parkland requirements have been previously met.
Variance requested:	A variance has been requested from Section 4.14(C)(2) YCSR which requires a fire suppression system within ½ road mile.

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## Attachments

Attachment A  
Finding of Fact  
Phasing Plan  
SIA  
Proposed Plat

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## Attachment A

### Staff Analysis and Recommendation

County Planning, County Public Works, County GIS, County Legal and Laurel Volunteer Fire Departments (LVFD) staff have reviewed the request (See Request Letter included below this analysis) for a variance from the regulation that requires developers to provide a dry hydrant system for major and subsequent minor subdivisions. The applicant is requesting a variance from Section 4.14(C)(2) which states an approved, minimum 30,000-gallon underground water storage tank with approved dry hydrant type fittings is required to be located not more than one-half (1/2) road mile from the furthest structure in the subdivision. Staff is recommending denial of this variance request.

Not providing a dry hydrant system within one-half (1/2) road mile of the furthest structure within the subdivision would create a life safety issue where the LVFD would not have a water source that meets current code to fight fires should they occur in the subdivision.

In discussion with the LVFD staff, they stated that the existing fire suppression pond facility has not functioned as required for year-round firefighting. The LVFD staff stated that the pond freezes in the winter and during the summer the LVFD staff have gone out to do routine inspections and the pond has either been very low or not had water in it. It is not being filled from the Cove Ditch during the hot dry times in summer, as was expected. LVFD also stated the pond hydrant is over a mile from the farthest lot in the new subdivision layout. Although the existing system may have been approved with the original plat, it does not meet current code and LVFD wants a system that will meet current code with correct distances to be able to be more effective and reliable for firefighting.

*1. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties;* The granting of the variance would be detrimental to public health, safety and general welfare. New regulations since this subdivision was originally platted have been updated to reflect a greater need for rural fire suppression water supplies to be closer together to provide the needed water to be able to effectively fight fires.

*2. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced;* There are no particular physical surroundings, shape or topographical condition of the land that would prevent the applicant from installing the required fire suppression tank.

*3. The variance will not result in an increase in taxpayer burden;* The variance will require the home owners to pay into an RSID for maintenance of the fire suppression tank. There is an existing RSID-M for the current fire suppression system and this one would be added to that RSID-M or a new one created.

4. *The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy;* The subdivision is outside of zoning and will not cause a nonconformance with zoning.

5. *The subdivider must prove that the alternative design is equally effective and the objectives of the improvements are satisfied.* The alternate would be to use the existing fire suppression pond on Monad Road near the entry of the subdivision. This facility does not meet the current code for distance or construction, and is not a reliable water source for firefighting. It is not an acceptable alternative to the requirements of current code.

Therefore, staff is recommending denial of the proposed variance, and recommends that the Planning Board recommend denial to the Board of County Commissioners.

May 11, 2018

**P 2-18-00059**

Monica Plecker  
Planning Division Manager  
2825 3<sup>rd</sup> Ave N  
Billings, MT 59101

**RE: WEST MEADOWS SUBDIVISION 2<sup>nd</sup> FILING VARIANCE REQUEST**

Dear Ms. Plecker:

On behalf of Jerry Krushensky (Owner), WWC Engineering is submitting a request for variance of Yellowstone County Subdivision Regulations (Regulations) Section 4.14(C)(2) – dry hydrant distance from the furthest structure in the subdivision. As per this section, it is required that no structures in the subdivision be located more than ½ mile from the dry hydrant. As part of West Meadows Subdivision, a dry hydrant and 200,000 gallon lined pond were constructed on the north side of Monad Road within the dedicated park area. It is requested that the requirement for the West Meadows Subdivision 2<sup>nd</sup> Filing to install an additional dry hydrant be given a variance, for the reasons outlined herein.

As per the Regulations Section 11.1(A) Parts 1-5, the following outlines information as necessary.

**Part 1:**

Granting of the variance for distance of the furthest structure will not be detrimental to the public health, safety, or general welfare for the following reasons:

1. The distance variance is minimal in comparison to the allowable (3,800 compared to 2,640),
2. This subdivision was previously approved with the single dry hydrant location, which changes to lot boundaries as part of this application do not increase the distance of the further residence from said hydrant, and
3. The lots located beyond ½ mile will be accessed by passing the existing dry hydrant.

**Part 2:**

As the owner of the West Meadows Subdivision 2<sup>nd</sup> Filing was the same owner of the original West Meadows Subdivision, enforcing this regulation to the strict letter of the law would cause him to install two separate dry hydrants within a subdivision. In addition, the original dry hydrant was located where it is as at the time of the project, the regulations did not require hydrants within ½ mile of all structures. If it would have been known to the owner at the time of the original subdivision, the original dry hydrant may have been moved further east to provide coverage for all of the lots. In addition, the original pond was oversized to provide excess water for the area. Because of these reasons, it would be an undue hardship on the owner to construct a second dry hydrant in the subdivision when extra costs incurred on construction of the first hydrant cannot be recuperated.

Ms. Plecker  
May 11, 2018  
Page 2 of 2

**Part 3:**

As a result of this variance, an additional burden is not placed on the taxpayers for potential care or replacement of public utilities.

**Part 4:**

This variance is not in nonconformance with zoning regulations, but rather is a variance to County Subdivision Regulations.

**Part 5:**

The objective of the dry hydrant and water supply system is to have 1) sufficient capacity for fire fighting purposes for rural properties and 2) to have a limited distance that the fire department must travel during in the event of an emergency.

The existing dry hydrant (constructed by the same owner) is connected to a 200,000-gallon lined pond, which is significantly larger than the 30,000-gallon required storage facility. As such, use of the existing lined pond for the West Meadows Subdivision and West Meadows Subdivision 2<sup>nd</sup> Filing will not result in a shortage of water supply.

Further, the distance of the dry hydrant to the further lots on the property has not been changed by the application for the West Meadows Subdivision 2<sup>nd</sup> Filing, but rather the density increased in a portion of the subdivision. In addition, the distance to the furthest lot in the proposed application is 3,800 feet, which is less than ¼ mile longer than the allowable distance.

The Laurel Volunteer Fire Department has been contacted to provide an opinion of this variance, but a response has not been received to date. As soon as a response is provided, the County will be notified of their opinion. Please do not hesitate to contact us should you have any questions or require additional clarification.

Sincerely,



Greg Reid, P.E.  
Billings Branch Manager

cc: Jerry Krushensky

GR/

Attachments: as noted

K:\Billings\KRUSHENSKY\17325\REPORTS\Comment\_Response\2nd\_Filing\VarianceLetter.doc

## PROPOSED FINDINGS OF FACT

The City-County Planning Division Staff has prepared the Findings of Fact for West Meadows Subdivision, 2nd Filing. These findings are based on the preliminary plat application and supplemental documents addressing the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Yellowstone County Subdivision Regulations (YCSR).

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

#### **1. Effect on agriculture and agricultural water users' facilities**

The subject property is currently vacant land with some grasses and wildland shrubs. There is some housing in the area. The Cove Ditch runs through the land but the land is not used for agricultural purposes. There will be a 66-foot-wide easement placed over the Cove Ditch for maintenance purposes. Maintenance will be done by the Cove Ditch Company. The proposed housing will not interfere with the Cove Ditch or any agricultural water users' facilities.

#### **2. Effect on local services**

a. **Water and Sewer** –The subdivision is not served by a municipal water district. The applicant is proposing cisterns for water on each lot. The system will be required to be reviewed and approved by MDEQ prior to installation or final plat approval. Each cistern will be maintained by the lot owner. **(Condition #1)**

The subdivision is not served by a municipal sewer district. Each lot will have a septic drain area with area for a replacement drain field. Location for each system will be required to be reviewed and approved by MDEQ prior to installation or final plat approval. Each drain field will be maintained by the lot owner. **(Condition #1)**

b. **Streets and roads** – The subdivision has Whistler Way along the west edge, Central Avenue is to the north with Monad Road to the south. The proposed internal roads will be 60-foot-wide road dedications with access for each lot. The applicant will be building the roads to current county road standards with drainage swales alongside the roads. Drive access into each lot will be required to install culverts under the drive to provide for water drainage. The applicant will be providing all needed street signs within the subdivision and any traffic control signs that may be required. The applicant will also either expand existing RSID for road maintenance or create a separate one for the new subdivision roads. **(Condition #2)**

There will be a secondary emergency access out of the proposed new subdivision. Central Avenue will be built to the west to connect with Homewood Park Drive. It will be built to Emergency Secondary Access Road standards outlined in the Yellowstone County Subdivision Regulations. It will proceed north to the southeast corner of Century Hills Ranchettes Subdivision. The emergency access will be gated to prohibit daily use. Access to the proposed subdivision will be from Whistler Way and Central Avenue.

Details of the proposed construction of the streets is outlined in the SIA under **XI Staging of Improvements**. Each phase will construct additional roads and infrastructure for the proposed development.

c. **Fire and Police services** – This subdivision is within the Laurel Fire Department jurisdiction. The original subdivision has a fire suppression system installed along Monad Road approximately .38 miles east of South 80<sup>th</sup> Street into the subdivision. It is a lined detention basin that collects water and can be filled with water from the Cove Ditch. There is a pull out area with a fire hydrant for fire trucks to connect to for obtaining water out of the pond. When this was installed the regulations allowed the water source in this location but it does not meet the current regulations. The applicant has asked for a variance from the current fire suppression ‘maximum distance from fire suppression water supply’ which is ½ road mile. The current system is greater than ½ road mile to the farthest lot in the new subdivision layout. Staff is recommending denial of the requested variance. **(Condition #3)** Further explanation and analysis can be found in Attachment A.

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

d. **Solid Waste disposal** – The Billings Landfill has capacity for solid waste disposal. Solid waste will be collected and disposed of by a private garbage collection company. Each lot owner will be responsible for arranging for collection.

e. **Storm water drainage** – Storm water drainage shall satisfy Yellowstone County Storm Water Management requirements and DEQ. Storm water will be handled by drainage along the road sides in swales and through culverts. The applicant will be required to submit proposed stormwater management plans for review and approval to DEQ. **(Condition #1)**

f. **School facilities** – The proposed subdivision is located in the Elder Grove school district for K-8, it is served by West High School for 9-12. Elder Grove School has additional capacity and will be increasing their capacity with a new middle school in the not too distant future. West High School reports that they are over capacity at this time. West did not indicate if there was an existing bus route in the area at this time.

g. **Parks and recreation** – This proposed subdivision currently has parkland dedication from the initial subdivision of the land, the park will remain in place as previously platted.

h. **Postal Service** – The USPS has requested additional boxes be added to the one that already exist on South 80<sup>th</sup> Street and Monad. The applicant will coordinate with the USPS to install the centralized box system to ensure it is located correctly and there is adequate room for the postal person to safely stop to make deliveries. **(Condition #4)**

i. **Historic features** – No known historical or cultural assets exist on the site.

j. **Irrigation** – The Cove Ditch runs through this subdivision and there is a 66-foot-wide easement currently in existence for the ditch enabling the ditch company to perform maintenance on the ditch. The applicant is proposing to install an irrigation pond in the public park and

provide a piping infrastructure to the homes for yard irrigation purposes. The applicant is discussing the proposal with the area ditch companies to obtain water for the proposed irrigation pond. Should the applicant be successful with obtaining water for the pond they will need to obtain permission from the County Park Board for the proposed pond in the public park.  
**(Condition #5)**

k. **Phasing** - The applicant is proposing to develop this subdivision in phases.

Phase I included Lots 6 through 8, Block 1 and Lots 4 through 6 and 17 through 19, Block 2. Lots 1 through 5, Block 1 and Lots 1 through 3, Block 2, 17 lots in total.

Phase II includes Lots 10 through 12, Block 8, Lots 1 through 3, block 6, Lots 1 through 6, Block 5, Lots 1 through 3, Block 4 Lot 1, Block 3 and Lots 1 through 6, Block 7, 22 lots in total.

Phase III includes Lots 7 through 16, Block 2 and Lots 1 and 2, Block 7, 12 lots in total.

Phase IV includes Lots 1 through 6, Block 8, 6 lots in total.

Specifics of the proposed phasing and what improvements and contributions will be installed with each phase is identified in the SIA under the heading XI. Staging of Improvements.  
**(Condition #6)**

Recent legislation in the state of Montana requires that developers proposing to do phasing in the subdivision are required to set a date when they plan to proceed with each phase. Phase 1 will begin when the developer has final plat approval which is shown as December 2019. The developer has provided proposed dates for phase 2, 3 and 4. Phase 2 is proposed to begin in December 2021, Phase 3 is proposed to begin in December 2023 and Phase 4 is proposed to begin in December 2025.

At these three dates the applicant is required to go through a public hearing to open the phases. At that public hearing there is the possibility of additional conditions of approval being added to the original conditions of approval. Should the applicant not meet these date they must propose new dates, at a public hearing, for the phases to begin.

### **3. Effects on the natural environment**

The development will use noxious weed control measures to prevent the spread of noxious weeds to adjacent developed or agricultural land. According to SIA Section IX., Weed Management, the developer will submit a weed management plan prior to final plat approval. **(Condition #7)**

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

### **4. Effects on wildlife and wildlife habitat**

There are no known endangered or threatened species on the property. A paragraph in the 'Conditions that Run with the Land' section of the SIA warns future lot owners of the likely presence of wildlife in the area and their potential to damage residential landscaping.

## **5. Effects on public health and safety**

Plans and designs for the water and septic system will be reviewed and approved by MDEQ prior to final plat approval to ensure public health and safety.

Fire and emergency services are provided for this proposed subdivision from Laurel Fire Department and the Yellowstone County Sheriff's department.

## **B. Was an environmental assessment required? If yes, what, if any, significant adverse impacts were identified? (76-3-603 MCA) (Chapter 9, YCSR)**

An environmental assessment was completed for this subdivision and there were no identified issues with the land. The land does not have unique wildlife habitat on it and does not have any historically significant landmarks or known events that have taken place on the property. The land is identified as grass land good for grazing but not suitable for farming uses. There are no known environmental issues with the land that would preclude it from being developed for residential use.

## **C. Does the subdivision conform to the Yellowstone County 2008 Growth Policy, the 2014 Billings Urban Area Transportation Plan and the Billings Area Bikeway and Trail Master Plan Update? [BMCC 23-302.H.4.]**

### **1. Yellowstone County – City of Billings 2008 Growth Policy**

The subdivision is consistent with the following goals of the Growth Policy:

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

*The subdivision is consistent with the low density residential development surrounding it.*

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

*There is residential development directly adjacent to the subject property.*

- Goal: Controlled weed populations. (p. 9)

*The developer shall complete a weed management plan, and shall provide a re-vegetation plan for any ground disturbed by development.*

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

The subject property is not within the study area of the Transportation Plan.

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

The proposed subdivision is not within the study area of the BBTMP.

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

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

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

The subdivider must receive approval from the MDEQ prior to final approval. New parcels are subject to DEQ review.

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

The proposed subdivision is outside zoning.

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

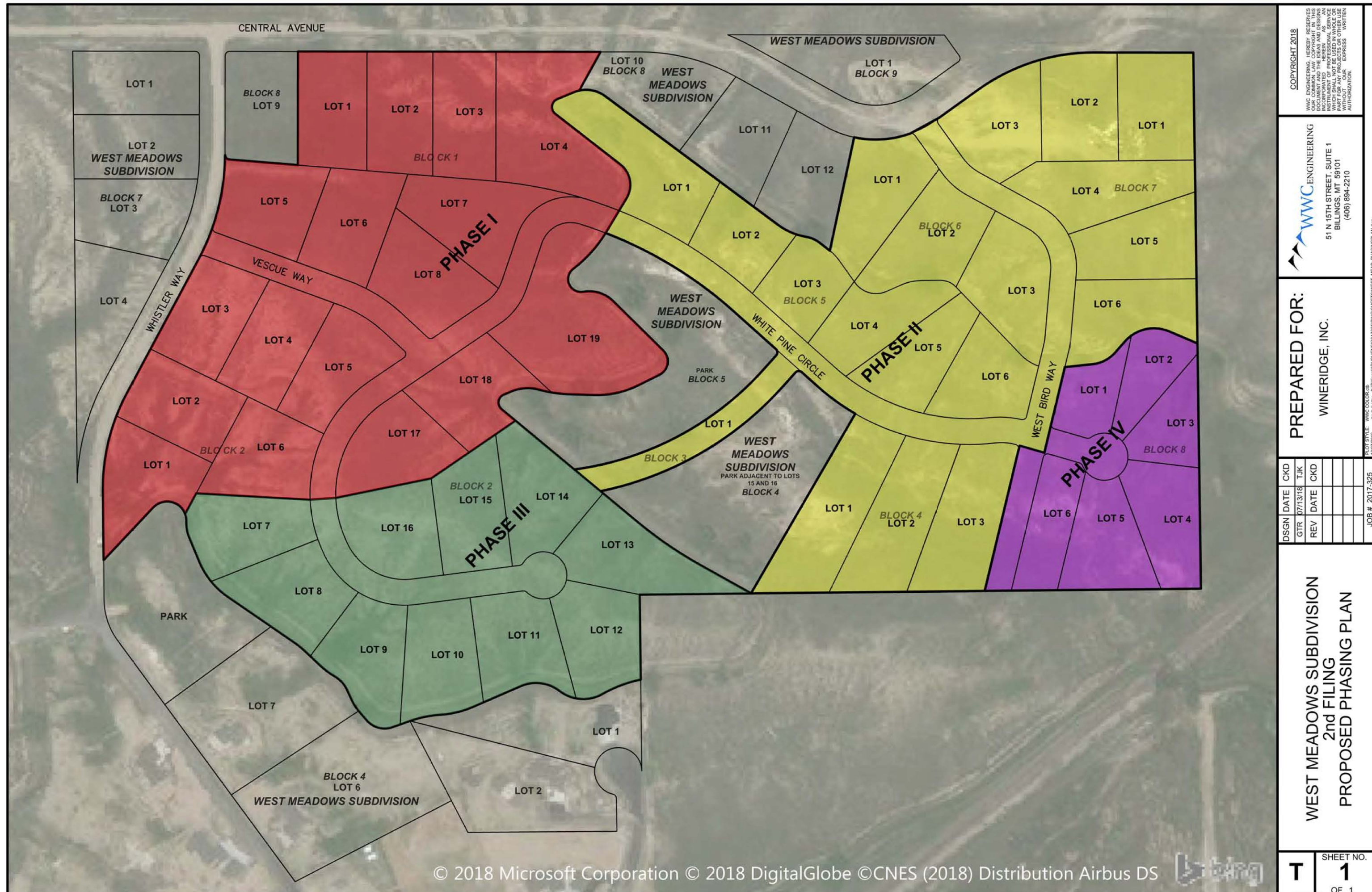
Utility easements are provided alongside the road right-of-way as requested by private utility companies. The applicant will be required to coordinate the easements needed for the private utility companies. **(Condition #8)**

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

Legal and physical access will be provided for the new proposed lot from Whistlers Way..

**CONCLUSIONS OF FINDINGS OF FACT**

- This subdivision does not create adverse impacts that warrant denial of the subdivision.
- Impacts to agriculture, agriculture water user facilities, local services, public health and safety, the natural environment, and wildlife should be minimal, and can be mitigated by reasonable conditions of final plat approval and the denial of a variance request.
- The subdivision conforms to some of the goals of the Growth Policy.
- The applicant has complied with the MSPA and YCSR processes and the subdivision conforms to the law requirements.



CENTRAL AVENUE

WEST MEADOWS SUBDIVISION

LOT 1

BLOCK 8  
LOT 9

LOT 1

LOT 2

LOT 3

LOT 10  
BLOCK 8

WEST  
MEADOWS  
SUBDIVISION

LOT 1  
BLOCK 9

LOT 11

LOT 12

LOT 3

LOT 2

LOT 1

LOT 2  
WEST MEADOWS  
SUBDIVISION

BLOCK 1

LOT 4

LOT 1

LOT 2

LOT 1

LOT 3

LOT 4

BLOCK 7  
LOT 5

BLOCK 7  
LOT 3

LOT 5

LOT 6

LOT 7

LOT 8

PHASE I

LOT 1

LOT 2

LOT 3  
BLOCK 5

LOT 4

BLOCK 6  
LOT 2

LOT 3

LOT 4

LOT 5

WHISTLER WAY

VESQUE WAY

LOT 3

LOT 4

LOT 5

LOT 18

LOT 19

LOT 1

WHITE PINE CIRCLE

LOT 4

LOT 5

LOT 6

WEST BIRD WAY

PHASE IV

LOT 1

LOT 2

LOT 3

BLOCK 8

LOT 2

LOT 1

BLOCK 2

LOT 6

LOT 17

BLOCK 2  
LOT 15

LOT 14

LOT 13

WEST  
MEADOWS  
SUBDIVISION  
PARK ADJACENT TO LOTS  
15 AND 16  
BLOCK 4

LOT 1

BLOCK 4  
LOT 2

LOT 3

LOT 6

LOT 5

LOT 4

LOT 7

LOT 16

LOT 14

PHASE III

LOT 13

PARK

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 7

BLOCK 4  
LOT 6  
WEST MEADOWS SUBDIVISION

LOT 2

LOT 1

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(406) 894-2210

PREPARED FOR:  
WINERIDGE, INC.

DSGN	DATE	CKD
GTR	07/13/18	TJK
REV	DATE	CKD

WEST MEADOWS SUBDIVISION  
2nd FILING  
PROPOSED PHASING PLAN

T SHEET NO.  
1  
OF 1



**SUBDIVISION IMPROVEMENTS AGREEMENT**  
***West Meadows Subdivision 2<sup>nd</sup> Filing***  
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**(Yellowstone County)**

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## SUBDIVISION IMPROVEMENTS AGREEMENT

*(Name of Subdivision)*

This agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between Wineridge, Inc., whose address for the purpose of this agreement is **P.O. Box 81508, Billings, MT 59108**, hereinafter referred to as "Subdivider," and YELLOWSTONE COUNTY, Montana, hereinafter referred to as "County."

### WITNESSETH:

**WHEREAS**, at a regular meeting conducted on \_\_\_\_ day of \_\_\_\_\_, 2018, the Board of Planning recommended conditional approval of a preliminary plat of *(Subdivision Name)*; and

**WHEREAS**, at a regular meeting conducted on \_\_\_\_ day of \_\_\_\_\_, 2018, the Yellowstone County Board of County Commissioners conditionally approved a preliminary plat of West Meadows 2<sup>nd</sup> Filing; and

**WHEREAS**, a Subdivision Improvements Agreement is required by the County prior to the approval of the final plat.

**WHEREAS**, the provisions of this agreement shall be effective and applicable to West Meadows Subdivision 2<sup>nd</sup> Filing upon the filing of the final plat thereof in the office of the Clerk and Recorder of Yellowstone County, Montana. The Subdivision shall comply with all requirement of the Yellowstone County Subdivision Regulations, the rules, regulations, policies, and resolutions of Yellowstone County, and the laws and administrative rules of the State of Montana.

**THEREFORE, THE PARTIES TO THIS AGREEMENT**, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

### I. VARIANCES

A. Subdivider has requested, and the County hereby grants, the following variances by the Board of County Commissioners from the strict interpretation of the County's Subdivision Regulations (Chapter 11, Yellowstone County Subdivision Regulations):

1. A variance for the distance from a dry hydrant to the furthest structure of the proposed subdivision. The furthest lot is located approximately 3,800 linear feet from the dry hydrant.

### II. CONDITIONS THAT RUN WITH THE LAND

A. Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana

Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.

- B.** Lot owners should be aware that soil characteristics within the area of this subdivision, as described in 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.
- C.** No water rights have been transferred to the lot owners. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners.
- D.** There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set forth in this Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.
- E.** Culverts and associated drainage swales shall not be filled in or altered by the subdivider or subsequent lot owners.
- F.** When required by road improvements, all fences and irrigation ditches in the public right-of-way adjacent to this subdivision shall be removed or relocated outside of the public right-of-way and any relocation outside of the public right-of-way shall be subject to securing and recording easements.
- G.** Subdivider may obtain water rights from the High Ditch Company or Cove Ditch Company to be used for a community irrigation system that would be operated and maintained through a Homeowners Association of the West Meadows Subdivision 2<sup>nd</sup> Filing. This is not a County required improvement.
- H.** The Burlington Northern Railroad right-of-way is located along the southeast boundary of the site and is in active operation. Noise from the moving trains is clearly audible within the subdivision.
- I.** Future maintenance of all public (or common) improvements shall be done through one (1) or more Rural Special Improvement Districts (RSIDs) created as part of the SIA for this subdivision. The subdivision, is located in a RSID; RSID#773M. A Homeowner's Association (HOA) will also be created for the purposes of maintaining the irrigation supply system for all lots located within the West Meadows Subdivision 2<sup>nd</sup> Filing and the following lots of the West Meadows Subdivision: Lots 1 through 4 of Block 7; Lots 5 through 12 of Block 8; and Lot 1 of Block 9. This HOA will be created prior to completion of Phase I West Meadows Subdivision 2<sup>nd</sup> Filing and will be amended to include additional lots as additional Phases are completed.

### III. TRANSPORTATION

The subdivider agrees to guarantee all improvements for a period of one (1) year from the date of final acceptance by Yellowstone County.

#### A. Streets

Streets shall be built to grade with a satisfactory engineered subbase, base course, and asphalt surface. The internal subdivision streets will be 28 feet wide (24-foot wide paved surface with 2-foot side gravel shoulders) public streets with drainage ditches on both sides. Culverts shall be provided to convey stormwater across roadways and driveways. The engineered design cross-sections of said streets shall be submitted to Yellowstone County Public Works Department. Improvements of streets shall be as outlined in Section XI in this SIA.

1. Interior Curbs and Gutters: Curbs and gutters within the subdivision will not be installed.
2. Street Name Signs: Street name signs for streets within the subdivision or located immediately adjacent thereto shall be furnished and installed in accordance with the specifications of the County Public Works Department and in compliance with MUTCD standards.

#### B. Traffic Control Devices

1. No traffic signals are required for this subdivision.
2. The Subdivider shall furnish and install all necessary traffic control devices in accordance with the Manual of Uniform Traffic Control Devices.

#### C. Access

A 60-foot wide right-of-way shall be dedicated by Subdivider for all internal streets. A right-of-way-dedication for Central Avenue was completed previously under the West Meadows Subdivision, which includes not only the petitioned right-of-way of Central Avenue, but an additional 10' of dedicated right-of-way. This dedication is not to be changed by this package.

Dedicated rights-of-way are closed until approval by the County Public Works Department. No permits for approaches to the roadway will be issued prior to approval by the County Public Works Department except as outlined herein.

All driveway approaches shall be piped in accordance with the approach standards of Yellowstone County Public Works. ROW culvert sizes are shown MDEQ storm water design report.

The County Public Works Department will issue permits for approaches to the public roadway (Central Avenue and Whistler Way) prior to opening of the dedicated rights-of-way, if the required public improvements outlined herein

are secured by letter of credit or a letter of commitment to lend funds from a commercial lender.

A traffic impact study was prepared and submitted with the preliminary plat application.

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

The subdivision is not within the area of the BABTMP.

**E. Survey Monuments**

Survey monuments shall be installed as required by Yellowstone County and the Montana Subdivision and Platting Act.

**F. Maintenance**

RSID 773M was adopted in 2012 for purposes of maintenance of all street improvements including signage, surfacing, culverts, weed control, and fire protection facilities located within the dedicated rights-of-way and dedicated park areas as indicated on the plat. The associated estimated costs will be used for maintenance.

**IV. EMERGENCY SERVICE**

Fire Protection Service: The entire West Meadows Subdivision is located within the Laurel Volunteer Fire District (LVFD) and as such, the LVFD provides fire service to the area. A dedicated fire suppressant system (water source) for LVFD use has been constructed at Monad and 80<sup>th</sup> Street West (at the entrance to the larger West Meadows subdivision). The system has designated signage. Costs associated with maintenance of the system are provided in the RSID.

Access to the individual properties via the collector road shall be addressed within the 2012 International Fire Code, Fire Department Access. The driveways leading to the structures located on these individual properties shall provide a minimum unobstructed width of 12 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches when any portion of an exterior wall of the first story of a building is located less than 150 feet from a road. These roads shall be all-weather surface roads.

Driveways leading to structures located on individual properties when any portion of an exterior wall of the first story of a building is located in excess of 150 feet from the road shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches, and roads in excess of 150 feet from the road in length that dead end shall be provided with turnarounds with an inside turning radii of not less than 30 feet and an outside turning radii of not less than 45 feet. These roads shall be all-weather surface roads.

**V. STORM DRAINAGE**

All storm water facilities located within or adjacent to the subdivision are an integral part of the street drainage system and shall remain so until such time as a storm drain trunk system becomes available and is utilized by the subdivision.

All drainage improvements shall comply with the provisions of the Section 4.7, Yellowstone County Subdivision Regulations, and a storm water management plan shall be submitted to and approved by MDEQ.

## **VI. UTILITIES**

### **A. Water**

Public water service is not available to the subdivision at this time. The subdivision will be served by individual cisterns for each lot. The systems shall be located as shown on the site layout approved by DEQ. Installation and maintenance of said systems shall be the responsibility of the lot purchaser.

### **B. Septic System**

Municipal public sewer service is not available in the subdivision at this time. The subdivision will be served by individual on-site wastewater disposal systems as approved by DEQ. These systems shall be located and installed as shown on the site layout approved by DEQ. Installation and maintenance of said systems shall be the responsibility of the lot purchaser.

### **C. Power, Telephone, Gas, and Cable Television**

Telephone, gas, electrical power, and cable television lines (where said utilities are available and existing to the subdivision) shall be installed as required and prior to street paving.

## **VII. PARKS/OPEN SPACE**

As part of the West Meadows Subdivision, the Subdivider made a park contribution of land of 6.4206 acres. The required land contribution is 2.8714 acres for West Meadows Subdivision 2<sup>nd</sup> Filing. The park dedication made as part of the original West Meadows Subdivision was not vacated as part of the West Meadows Amended Subdivision package and is to be considered the park land dedication for the West Meadows Subdivision 2<sup>nd</sup> Filing.

RSID#773M was previously created for maintenance of public infrastructure within the West Meadows Subdivision. The irrigation system in the park of the West Meadows Subdivision 2<sup>nd</sup> Filing will be required to be maintained by the HOA discussed previously.

## **VIII. IRRIGATION**

Concurrent with the recordation of the final plat, the Subdivider shall grant irrigation ditch easements, as depicted on the face of the plat, for the Cove Ditch, which currently exist on the property. The Cove Ditch will be maintained by the Cove Ditch Company. The ditch easements will be 66 feet. There are no definitive plans for water share transfer at this time.

The mitigation efforts to protect the ditches during construction include:

- Maintenance of easements where feasible

- Standard erosion and sediment control measures will be used, and spill prevention best management practices (BMPs), and other BMPs will be used during construction.

## **IX. WEED MANAGEMENT**

All noxious weeds on the latest Yellowstone County Noxious Weed List shall be controlled on all properties in the subdivision.

The weed plan shall include the following and shall be referenced in this SIA:

- A Weed Management Plan must be filed and updated as needed for approval by the Yellowstone County Weed Department. Said weed management plan shall contain the noxious weeds being addressed and the plan for the control of those weeds. All associated cost for noxious weed control is the responsibility of the owner of record.
- A revegetation plan shall be submitted as part of the management plan. A seeding recommendation can be obtained from the Yellowstone County Weed Department pursuant to Section 7-22-2152, MCA. The Yellowstone County Weed Department reserves the right to revise these recommendations based on the required site inspection.
- The Subdivider shall provide restoration of the areas disturbed during construction of the improvements outlined herein, as follows:

Dryland Prairie Mix that may be seeded by either broadcast or drill.

## **X. SOILS/GEOTECHNICAL STUDY**

Lot owners should be aware that soil characteristics within the area of this subdivision, as described in 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.

## **XI. STAGING OF IMPROVEMENTS**

The Subdivider requests to file the West Meadows Subdivision 2<sup>nd</sup> Filing as a Phased Subdivision. Completion of Phases will be per the following schedule.

- Phase I – December 2019
- Phase II – December 2021
- Phase III – December 2023
- Phase IV – December 2025

Phases two, three, and four will be platted and constructed by the Subdivider in the future. The Subdivider agrees not to sell or convey any lots in the Subdivision until the necessary installation of the public improvements to serve said lots and necessary access and traffic circulation for the traffic generated by those lots is

provided. All phases must either be constructed prior to final plat or have financial guarantees prior to final plat as outlined in Section XII. Completion of each phase will be conducted in accordance with Yellowstone County Subdivision Regulations and Montana Code Annotated, as applicable.

Pursuant to the foregoing agreement, the Subdivider shall execute and record a Declaration of Restrictions on Transfers and Conveyances for each Phase, to be recorded concurrently with the recording of this Agreement. Said Declaration notifies all third parties that said lots may not be legally sold, conveyed or transferred until a Release executed by the Yellowstone County and substantially in the form of a Release has been recorded in the office of the Clerk and Recorder of Yellowstone County, Montana. No lots shall be released until a Certificate substantially in the form of a Certificate executed by Yellowstone County Department of Public Works stating that the above conditions have been met, which Certificate must accompany any request for a Release. By the acceptance and recording of the Agreement, the County does hereby authorize the Department of Public Works and the County Commissioners to review any request for Release and to execute such Certificates and Releases as may be necessary to evidence a Release from the restriction against sale, conveyance, and transfer of lots in the Subdivision.

In accordance with the foregoing, the Subdivider and County agree as follows:

- A.** The first phase of infrastructure shall consist of the development of Lots 6 through 8 Block 1 and Lots 4 through 6 and 17 through 19 Block 2. Lots 1 through 5 of Block 1 and Lots 1 through 3 of Block 2 may be developed prior to completion of infrastructure in this phase as infrastructure for those lots are included in the West Meadows Amended Subdivision SIA. This phase shall include Vescue Way in its entirety and White Pine Circle between two temporary gravel turnarounds north and south of Vescue Way.

Phase one will also include completion of the secondary subdivision access on Homewood Park Drive to the Emergency Secondary Access Road standards of the Yellowstone County Subdivision Regulations. This emergency access will begin at the northwest corner of Lot 1 of Block 7 of the West Meadows Subdivision, proceed westward on Central Avenue to the intersection with Homewood Park Drive, then proceed north to the southeast corner of the Century Hills Ranchettes Subdivision. This emergency access road will be gated and chained off to prohibit access other than emergency services.

The Phase I improvements shall include the Phase I street improvements and the Phase I private utility improvements as described in this agreement. Easements for the temporary turnarounds at the end of Phase I and for storm water control facilities inside of Phase I will be provided with the Final Plat of Phase I.

Improvements listed herein shall be installed and constructed utilizing a private contract guaranteed with appropriate monetary securities/guarantees. Said

security/guarantee shall be in conformance with the requirements as outlined within the Yellowstone County Regulations.

- B.** The second phase of infrastructure shall consist of the development of Lots 10 through 12 of the West Meadows Subdivision Block 8, Lots 1 through 3 of Block 6, Lots 1 through 6 of Block 5, Lots 1 through 3 of Block 4, Lot 1 of Block 3, Lots 1 through 6 of Block 7, and the two Park areas located on White Pine Circle. This phase shall include White Pine Circle from above Cove Ditch to the intersection with West Bird Way, West Bird Way from the intersection with Central Avenue to the intersection with White Pine Circle, and Central Avenue from the temporary turnaround at the northeast corner of Lot 4 Block 1 to the intersection with West Bird Way.

The Phase II improvements shall include the Phase II street improvements and the Phase II private utility improvements as described in this agreement. Easements for the temporary turnarounds at the end of Phase II will be provided with the Final Plat of Phase II.

Improvements listed herein shall be installed and constructed utilizing a private contract guaranteed with appropriate monetary securities/guarantees. Said security/guarantee shall be in conformance with the requirements as outlined within the Yellowstone County Regulations.

- C.** The third Phase of infrastructure shall consist of the development of Lots 7 through 16 of Block 2 and Lots 1 and 2 of Block 7. This phase shall include the remainder of White Pine Circle south of the temporary turnaround located at the southern boundary of Lot 17 Block 2 and the remainder of Central Avenue east of the intersection with West Bird Way.

The Phase III improvements shall include the Phase III street improvements and the Phase III private utility improvements as described in this agreement.

Improvements listed herein shall be installed and constructed utilizing a private contract guaranteed with appropriate monetary securities/guarantees. Said security/guarantee shall be in conformance with the requirements as outlined within the Yellowstone County Regulations.

- D.** The fourth phase of infrastructure shall consist of the development of Lots 1 through 6 of Block 8. This phase shall include the remainder of White Pine Circle and the remainder of West Bird Way.

The Phase IV improvements shall include the Phase IV street improvements and the Phase IV private utility improvements as described in this agreement. Easement for the storm water control facilities inside of Phase IV will be provided with the Final Plat of Phase IV.

Improvements listed herein shall be installed and constructed utilizing a private contract guaranteed with appropriate monetary securities/guarantees. Said security/guarantee shall be in conformance with the requirements as outlined within the Yellowstone County Regulations.

## **XII. FINANCIAL GUARANTEES**

Except as otherwise provided, Subdivider shall install and construct said required improvements by private contracts secured by bonds, irrevocable letters of credit, sequential development, or any other method that may be acceptable to the Planning Board and Board of County Commissioners. All engineering and legal work in connection with such improvements shall be paid by the contacting parties pursuant to said special improvement district or private contract, and the improvements shall be designed by and constructed under the supervision of a professional engineer competent in civil engineering, licensed in the state of Montana. Upon completion of the improvement, the consulting Engineer shall file with the Public Works Department, a statement certifying that the improvement have been completed in accordance with approved, seal stamped, record drawings, along with all required post-construction certification per Section 4.6.C. of the Yellowstone County Subdivision Regulations.

In the event that all required improvements are not installed and constructed prior to final plat approval, the Subdivider shall provide a monetary security guarantee in the amount of 125% of the estimated total cost by one (1) of the methods listed in Chapter 5 of the Yellowstone County Subdivision Regulations.

## **XIII. LEGAL PROVISIONS**

- A.** Subdivider agrees to guarantee all public improvement for a period of one year from the date of the final acceptance by Yellowstone County.
- B.** The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C.** The covenants, agreements, and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective parties.
- D.** In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.

- E.** Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
- F.** Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agree that nothing contained herein shall relieve or exempt it from such compliance.
- G.** Subdivider agrees to create any required (or expansion of existing) RSID(s) for future maintenance of all public (or common) constructed improvement prior to final plat approval.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

"SUBDIVIDER"

WINERIDGE, INC

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MONTANA )  
  : ss  
County of Yellowstone )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_, known to me to be the \_\_\_\_\_ of WINERIDGE INC., who executed the foregoing instrument and acknowledged to me that he/she executed the same.

\_\_\_\_\_  
Notary Public in and for the State of Montana  
Printed Name: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

This agreement is hereby approved and accepted by Yellowstone County, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

"COUNTY"  
COUNTY OF YELLOWSTONE  
MONTANA

County of Yellowstone  
Board of County Commissioners

By: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_  
County Clerk and Recorder

STATE OF MONTANA    )  
                                  : ss  
County of Yellowstone    )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, known to me to be the Board of County Commissioners and the County Clerk and Recorder, respectively, of Yellowstone County, Montana, whose names are subscribed to the foregoing instrument in such capacity and acknowledged to me that they executed the same on behalf of Yellowstone County, Montana.

\_\_\_\_\_  
Notary Public in and for the State of Montana  
Printed Name: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_





PLAT OF  
**WEST MEADOWS SUBDIVISION 2ND FILING**  
 BEING REPLAT OF TRACT "A"  
 WEST MEADOWS SUBDIVISION AMENDED,  
 SITUATED IN THE N1/2, NE1/4 OF SECTION 12, T.1S., R.24E., P.M.M.  
 YELLOWSTONE COUNTY, MONTANA

INTERIOR CURVES

Curve Table					
Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
C1	518.47	170.18	18°48'23"	N09°43'38"E	169.42
C2	10.00	15.54	89°02'03"	S25°23'12"E	14.03
C3	363.00	43.09	6°48'07"	N66°30'10"W	43.07
C4	363.00	100.43	15°51'05"	N55°10'34"W	100.11
C5	10.00	13.44	76°59'03"	S85°44'33"E	12.45
C6	98.00	43.77	25°35'30"	N42°58'10"E	43.41
C7	98.00	19.60	11°27'26"	N24°26'42"E	19.57
C8	130.00	200.81	88°30'21"	S62°58'10"W	181.44
C9	1029.90	8.97	0°29'56"	S85°04'59"E	8.97
C10	1029.90	216.71	12°03'21"	S78°48'20"E	216.31
C11	1029.90	216.71	12°03'21"	S78°48'20"E	216.31
C13	60.00	86.98	83°03'20"	N10°33'35"W	79.56
C14	20.00	41.74	119°35'03"	N07°42'17"E	34.57
C15	75.00	13.24	10°06'40"	N72°33'08"E	13.22
C16	10.00	14.36	82°16'08"	S68°57'42"W	13.16
C17	303.00	119.80	22°39'12"	N58°34'38"W	119.02
C18	10.00	17.98	103°00'57"	N04°15'27"E	15.66
C19	318.00	164.84	29°42'03"	S40°54'54"W	163.01

Curve Table					
Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
C20	318.00	158.77	28°36'20"	S11°45'42"W	157.13
C21	318.00	94.51	17°01'40"	S11°03'18"E	94.16
C22	318.00	20.82	3°45'07"	S21°26'42"E	20.83
C23	208.00	128.60	35°25'28"	S41°02'00"E	126.57
C24	208.00	120.87	33°17'42"	S75°23'35"E	119.18
C25	208.00	18.95	5°13'16"	N85°20'56"E	18.95
C26	12.00	10.72	51°10'51"	N71°40'17"W	10.37
C27	55.00	56.52	58°52'31"	S75°31'07"E	54.07
C28	55.00	61.21	63°45'39"	N43°09'48"E	58.10
C29	55.00	74.31	77°24'49"	N27°25'26"W	68.79
C30	55.00	79.01	82°18'43"	S72°42'48"W	72.40
C31	12.00	10.72	51°10'51"	N57°08'52"E	10.37
C32	148.00	191.00	73°56'26"	S60°17'29"E	178.02
C33	258.00	95.27	21°09'27"	S12°44'33"E	94.74
C34	258.00	260.85	57°55'45"	S26°48'03"W	249.89
C35	158.00	102.17	37°02'56"	N37°14'27"E	100.40
C36	70.00	108.13	88°30'21"	N62°58'10"E	97.70
C37	969.90	64.88	3°49'58"	S70°51'41"E	64.87

Curve Table					
Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
C39	310.00	113.63	21°00'05"	N42°08'23"E	113.00
C40	30.00	79.94	152°40'26"	N23°41'48"W	58.31
C41	80.00	76.35	54°40'47"	N72°41'37"W	73.49
C42	35.00	66.51	108°52'44"	N09°05'08"E	56.95
C43	215.00	105.95	28°14'02"	N77°38'31"E	104.88
C44	300.00	41.89	8°00'02"	S84°14'27"E	41.86
C45	300.00	29.74	5°40'46"	S77°24'03"E	29.73
C46	100.00	67.00	38°23'17"	N86°14'42"E	65.76
C47	20.00	40.96	117°21'18"	N08°22'24"E	34.18
C49	90.00	63.56	40°27'56"	N80°28'45"E	62.26
C50	90.00	42.38	26°58'55"	S65°47'50"E	42.00
C51	185.00	52.66	16°18'30"	S47°19'40"E	52.48
C52	185.00	53.30	16°30'26"	S30°55'12"E	53.12
C53	45.00	18.03	22°57'05"	N09°17'03"W	17.91
C54	45.00	91.08	115°57'57"	N78°44'34"W	76.32
C55	470.00	177.72	21°39'54"	N10°15'57"E	176.67
C56	470.00	58.02	7°04'22"	N24°38'05"E	57.99
C57	969.90	351.62	20°46'19"	S58°33'33"E	349.71

INTERIOR CURVES (TIES)

Curve Table					
Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
(C12)	985.53	45.85	2°39'56"	N71°28'20"W	45.85
(C38)	969.90	31.11	1°50'16"	N71°51'32"W	31.11
(C60)	720.00	466.31	37°06'27"	N60°22'48"E	458.21
(C62)	780.00	457.33	33°35'38"	N58°37'23"E	450.82
(C102)	1029.90	146.72	8°09'45"	N62°25'26"W	146.60
(C109)	969.90	318.20	18°47'50"	S57°34'18"E	316.78

INTERIOR LINES

Line Table		
Line No.	Length	Bearing
L1	34.13	N30°58'05"E
L2	41.70	N67°29'48"E
L3	78.81	S51°05'04"E
L4	50.17	S82°11'10"E
L5	39.19	S58°05'47"E
L6	55.91	S39°44'06"E
L7	53.10	S75°11'15"E
L8	96.04	N87°50'18"E
L9	44.17	N41°49'34"E
L10	44.17	S41°49'34"W
L11	50.54	S48°10'23"E

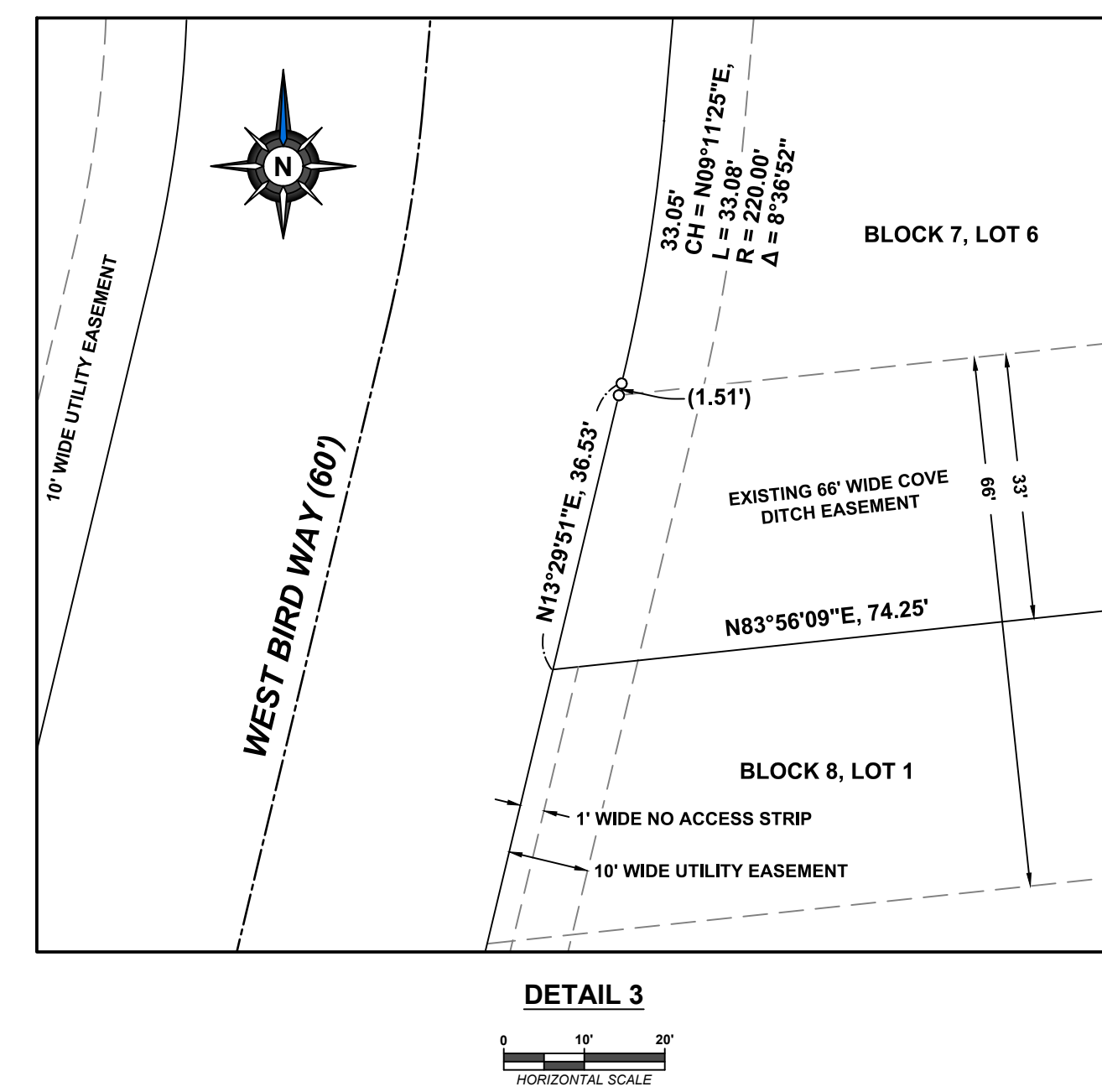
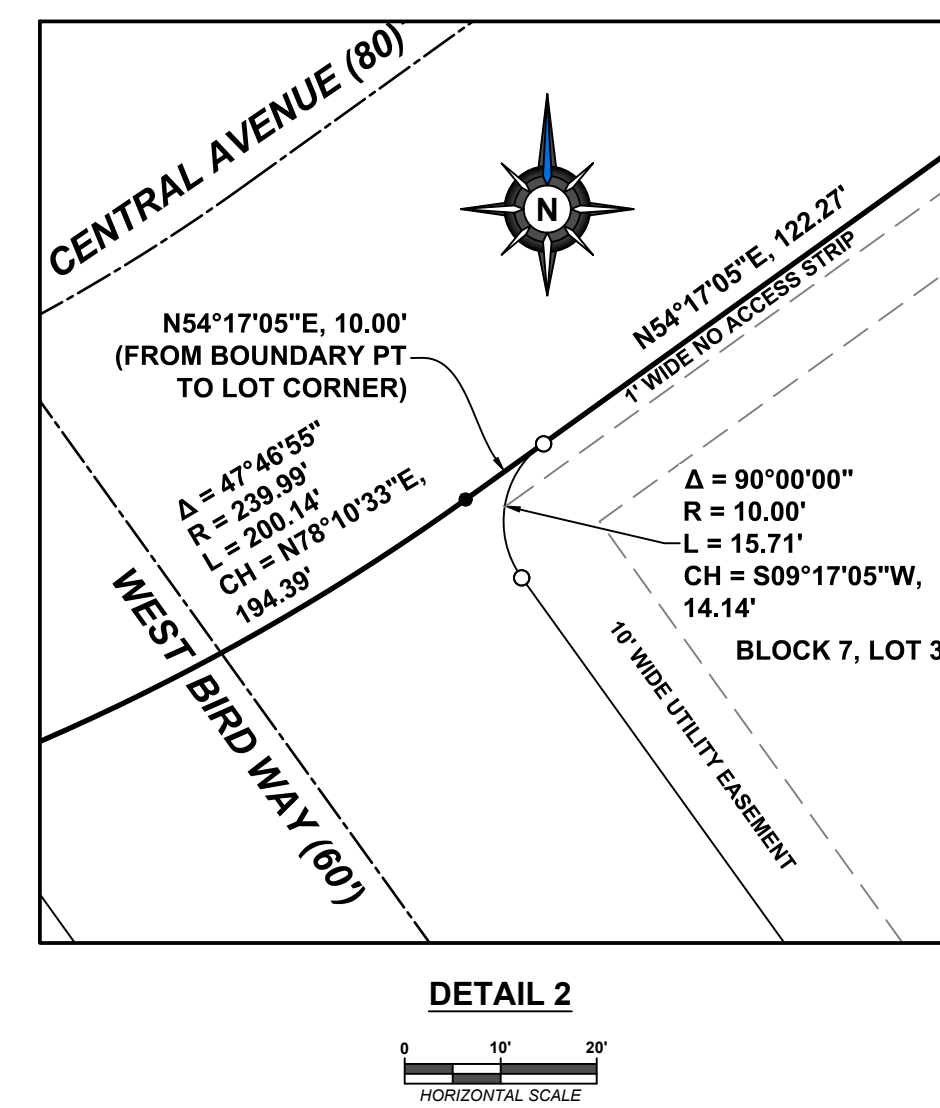
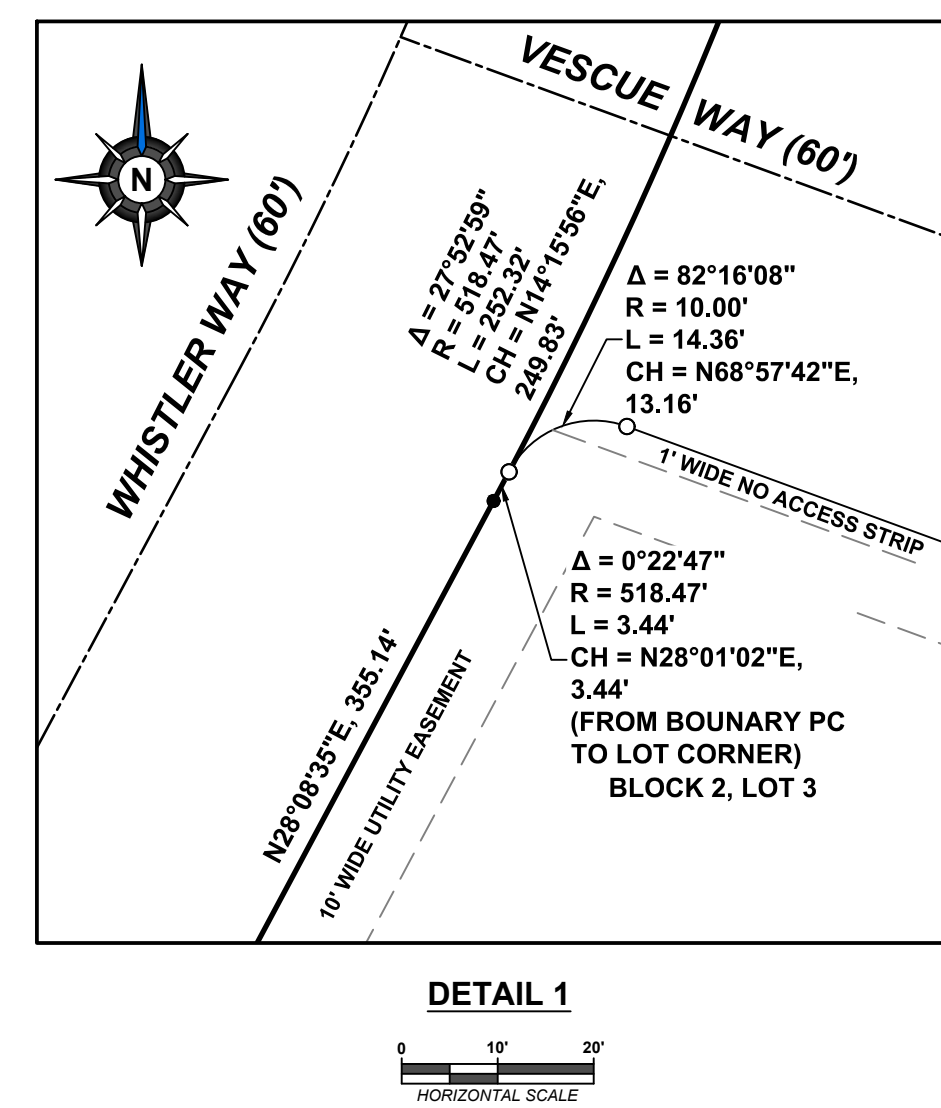
Curve Table					
Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
C58	10.00	15.71	89°59'58"	S03°10'24"E	14.15
C59	720.00	510.02	40°35'11"	S62°07'10"W	499.43
C61	780.00	498.79	36°38'22"	N60°08'45"E	490.34
C63	10.00	15.71	90°00'02"	N86°49'36"E	14.15
C64	530.00	108.28	11°42'21"	S54°01'34"E	108.10
C65	530.00	128.89	13°56'02"	N66°50'46"W	128.58
C66	530.00	128.89	13°56'02"	N80°46'48"W	128.58
C67	530.00	80.86	8°44'30"	S87°52'56"W	80.79
C68	130.00	48.03	21°10'08"	N85°54'16"W	47.76
C69	10.00	15.50	88°49'02"	N30°54'41"W	14.00
C70	10.00	16.16	92°36'36"	S59°48'09"W	14.47
C71	12.00	10.72	51°10'51"	N48°18'08"W	10.37
C72	55.00	14.99	15°38'49"	S30°31'07"E	14.95
C73	55.00	84.93	88°28'23"	S82°33'43"E	76.74
C74	55.00	44.60	46°27'40"	N29°58'16"E	43.39
C75	55.00	45.57	47°28'11"	N16°59'40"W	44.28
C76	55.00	33.18	34°33'42"	N58°00'36"W	32.68
C77	55.00	47.79	49°46'57"	S79°49'05"W	46.30

Curve Table					
Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
C78	12.00	10.72	51°10'51"	N80°31'02"E	10.37
C79	10.00	15.25	87°23'24"	S30°11'51"E	13.82
C80	80.00	59.24	42°25'37"	N62°43'21"E	57.90
C81	90.00	20.12	12°48'21"	N47°54'43"E	20.08
C82	90.00	92.36	58°47'45"	N83°42'46"E	88.36
C83	220.00	33.08	8°36'52"	N09°11'25"E	33.05
C84	164.00	94.62	33°03'27"	N11°38'45"W	93.32
C85	164.00	94.62	33°03'27"	N44°42'12"W	93.32
C86	120.00	53.44	25°31'01"	S48°28'25"E	53.01
C87	10.00	15.71	90°00'00"	S09°17'05"W	14.15
C88	459.98	161.23	20°04'59"	S64°19'34"W	160.41
C89	459.98	126.06	15°42'09"	S82°13'08"W	125.67
C90	239.99	132.03	31°31'16"	N86°18'22"E	130.38
C91	10.00	12.87	73°44'21"	N72°35'05"W	12.00
C92	180.00	80.16	25°31'01"	S48°28'25"E	79.51
C93	104.00	120.01	66°06'55"	N28°10'29"W	113.47
C94	160.00	24.06	8°36'52"	N09°11'25"E	24.04
C95	10.00	16.01	91°42'53"	N56°50'40"E	14.36

Curve Table					
Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
C96	230.00	74.15	18°28'20"	N86°35'21"W	73.84
C97	470.00	155.81	18°59'40"	N86°19'42"W	155.10
C98	470.00	202.32	24°39'49"	N64°29'57"W	200.78
C99	470.00	32.77	3°59'40"	N50°10'13"W	32.76
C100	1029.90	182.80	10°10'10"	N53°15'28"W	182.56
C101	1029.90	180.08	10°10'10"	N63°21'06"W	179.86
C103	70.00	35.02	28°39'50"	S66°16'54"E	34.66
C104	110.00	31.60	16°27'37"	N43°43'10"W	31.50
C105	60.00	81.86	78°10'19"	N74°34'32"W	75.66
C106	120.00	48.33	23°04'32"	S77°52'34"W	48.01
C107	50.00	40.90	46°51'56"	N67°09'11"W	39.77
C108	100.00	48.97	28°03'34"	N57°44'59"W	48.49

BOUNDARY CURVES

Curve Table					
Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
C200	300.00	95.64	18°15'59"	S69°22'46"W	95.24
C201	90.00	105.95	67°26'51"	N86°01'48"W	99.94
C202	90.00	96.10	61°10'41"	N82°53'43"W	91.60
C203	225.00	78.28	19°56'00"	S76°28'57"W	77.89
C204	260.00	72.98	16°04'54"	S78°24'30"W	72.74
C205	55.00	66.08	68°50'27"	N75°12'44"W	62.18
C206	100.00	27.54	15°46'41"	N32°54'10"W	27.46
C207	70.00	41.98	34°21'51"	N42°11'45"W	41.36
C208	205.00	45.82	12°48'18"	N52°58'31"W	45.73
C209	200.00	31.10	8°54'32"	N51°01'38"W	31.07
C210	185.00	105.96	32°48'56"	N39°04'26"W	104.52
C211	90.00	39.05	24°51'28"	N10°14'14"W	38.75
C212	45.00	109.11	138°55'02"	N67°16'01"W	84.28
C213	470.00	235.74	28°44'16"	N13°48'08"E	233.28
C214	518.47	252.32	27°52'59"	N14°15'56"E	249.84
C215	10.00	14.83	84°58'27"	S42°35'27"E	13.51
C216	75.00	64.23	49°04'19"	S77°51'22"E	62.29
C217	150.00	71.45	27°17'36"	S66°58'01"E	70.78
C218	70.00	35.02	28°39'50"	S66°16'54"E	34.66
C219	239.99	200.14	47°46'55"	N78°10'33"E	194.40
C220	459.98	287.29	35°47'08"	N72°10'39"E	282.65





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



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

**Meeting Date:** 07/24/2018

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**Information**

**PROBLEM/ISSUE STATEMENT**

The Billings Metropolitan Planning Organization is mandated by the Federal Highway Act of 1973 to provide a cooperative, comprehensive, and continuing transportation planning and decision-making process. This decision-making process requires the MPO to develop a Public Participation Plan (PPP) to outline process and procedure to engage the public in transportation planning projects. The MPO is currently operating under the 2008 PPP that was developed in accordance with the SAFETEA-LU highway bill. This plan is outdated and lacking current transportation planning requirements. Therefore, the MPO is bringing forth an update to the Public Participation Plan that will guide transportation planning public outreach for future transportation projects.

**BACKGROUND**

The MPO acts as a liaison between local governments, communities, residents, and the State and Federal Departments of Transportation (DOTs). The MPO currently operates under the U.S. DOT's FAST Act (Fixing America's Surface Transportation Act).

The MPO is committed to the concept that planning is a community-based effort. In support of this, the MPO Public Participation Plan (PPP) defines a process that ensures reasonable opportunity for all interested parties to participate in the planning process.

The two main purposes of the Public Participation Plan are to provide the public with a guidebook for how and when they can participate in local and regional transportation planning and decision-making, and it outlines the policies and procedures for public engagement committed to by the MPO. The MPO's public participation plan process also satisfies MET Transit's grantee's public participation process or the Program of Projects.

It is the intent of the MPO to consistently inform and engage the public throughout the regional planning process from the development of planning policies to the conceptual stages of planning projects through the adoption of formal planning documents.

The Planning Board will discuss the PPP at its July 24 meeting and hold a public hearing at its meeting on August 14, 2018 to review and receive comments on the update to the Public Participation Plan for the City/County Planning Division and the Billings Metropolitan Planning Organization (MPO) to meet FAST Act planning requirements.

## **FINANCIAL IMPACT**

There should be no direct financial impact from the adoption of this plan. However, the plan will provide a process for public participation and assist with transportation planning procedures and the completion of projects in a timely manner.

## **RECOMMENDATION**

Staff recommends that the Planning Board review the PPP draft at this meeting, and conduct the public hearing, receive public comments, and make a recommendation on the Public Participation Plan to the Policy Coordinating Committee at its August 14 meeting.

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### **Attachments**

Public Participation Plan

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# YELLOWSTONE COUNTY

## PLANNING BOARD



public participation plan

July 6, 2018

prepared by



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# APPENDICES

**A: NOTICES AND MEDIA TEMPLATES**

**B: FEDERAL REGULATIONS AND CODES PERTAINING  
TO METROPOLITAN PLANNING ORGANIZATIONS  
AND PUBLIC PARTICIPATION**

**C: GLOSSARY OF FREQUENTLY USED PLANNING TERMS**



## 1.1 WHAT IS AN MPO?

Metropolitan Planning Organizations (MPOs) are government organizations mandated by the Federal Highway Act of 1973 to provide a cooperative, comprehensive, and continuing transportation planning and decision-making process. The MPO acts as a liaison between local governments, communities, residents, and the State and Federal Departments of Transportation (DOTs). The MPO currently operates under the U.S. DOT's FAST Act (Fixing America's Surface Transportation Act).

The Yellowstone County Planning Board (YCPB) is the designated MPO and oversees transportation planning for the Billings Urban Area. The area encompasses the City of Billings as well as a planning area extending approximately 4.5 miles outside the City limits.

## 1.2 HOW TO USE THE PUBLIC PARTICIPATION PLAN?

The MPO is committed to the concept that planning is a community-based effort. In support of this, the MPO Public Participation Plan (PPP), defines a process that ensures reasonable opportunity for all interested parties to participate in the planning process.

This PPP serves two main purposes. The first is to provide the public with a guidebook for how and when they can participate in local and regional transportation planning and decision-making. Secondly, it outlines the policies and procedures for public engagement committed to by the MPO. The MPO's public participation process also satisfies the Transit's grantee's public participation process or the Program of Projects.

It is the intent of the MPO to consistently inform and engage the public throughout the regional planning process from the development of planning policies to the conceptual stages of planning projects through the adoption of formal planning documents. The methods and guidelines in the PPP have been designed to achieve the following objectives:

- 
- **Encourage and facilitate the participation of all interested parties in regional planning efforts;**
- 
- **Integrate public participation into the regional planning process in a timely, constructive, and meaningful manner;**
- 
- **Use techniques to increase awareness, accessibility, and understanding of planning issues;**
- 
- **Seek out and consider the needs of a cross-section of the community, including the traditionally underserved, in regional planning efforts;**
- 
- **Provide increased education and awareness of planning issues in order to create a higher degree of understanding, thereby enhancing the public input received; and**
- 
- **Continue to build upon citizen participation so that strengthened support for planning and its products will be achieved.**
-

These objectives also provide a valuable reference for use in evaluating and planning for public engagement efforts in the future.

The MPO will periodically review the PPP to ensure that the methods and guidelines effectively support the objectives defined above. Barring changes in Federal regulations, the PPP will be reviewed and updated at least every four years to ensure a full and open participation process. Other situations that may warrant review and update will be considered on a case-by-case basis. The review process will include discussion and assessment of the stated objectives of the program, as well as an evaluation of the efficacy and implementation of its methodology. The level of citizen participation will be analyzed to determine if modifications to the program are warranted. In addition, MPO staff will monitor current laws and regulations to determine if program changes are required.

## Participants in the Process

### 2.1 PLANNING BOARD

As established by Interlocal Agreement 20-201, the role of the Planning Board (Board) is to recommend planning policy to the County, Billings and Broadview. The Board consists of twelve members. Seven members are to be appointed by the Yellowstone County Commissioners, one from the governing board of a soil conservation district or a state cooperative grazing district and two ex-officio non-voting representatives of School District No. 2 and the County Superintendent of Schools. Five members are to be appointed by the Mayor of Billings from within the City limits, one from each of the 5 City Wards. The Planning Board shall consist of citizen members and shall not include any elected official.

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**Governing Board Meetings:** Meetings are scheduled for the 2nd and 4th Tuesday of every month beginning at 6:00 PM. Check the website (<https://ci.billings.mt.us/95/Yellowstone-County-Planning-Board>) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

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### 2.2 STANDING COMMITTEES

The MPO has two standing committees to provide focused input to the YCPB. These committees meet regularly throughout the year to advise the YCPB based on their expertise, knowledge and perspective.

#### Policy Coordinating Committee (PCC)

The PCC is provided for in the Memorandum of Agreement for Continuing Transportation Planning in the Billings Urbanized Area which has been cooperatively agreed to by the Montana Department of Transportation (MDT), YCPB, City of Billings and Yellowstone County. Committee members and their contact information can be found on PCC website, [ci.billings.mt.us/89/Policy-Coordinating-Committee](https://ci.billings.mt.us/89/Policy-Coordinating-Committee).

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**PCC Meetings:** Meetings are scheduled on the 3rd Tuesday of every month at 12:00 PM. Check the website ([ci.billings.mt.us/89/Policy-Coordinating-Committee](https://ci.billings.mt.us/89/Policy-Coordinating-Committee)) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

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## Technical Advisory Committee (TAC)

The TAC is provided for in the Memorandum of Agreement for Continuing Transportation Planning in the Billings Urbanized Area, which has been cooperatively agreed to by the MDT, Yellowstone County Board of Planning, City of Billings, and Yellowstone County. The purpose of the TAC is to provide technical advice to the Policy Coordinating Committee on transportation matters and technical direction to the staff of the Yellowstone County Board of Planning on transportation matters. Committee members and their contact information can be found on TAC website, [ci.billings.mt.us/93/Technical-Advisory-Committee](https://ci.billings.mt.us/93/Technical-Advisory-Committee).

**TAC Meetings:** Meetings are scheduled as needed, usually five to six times a year. Check the website ([ci.billings.mt.us/93/Technical-Advisory-Committee](https://ci.billings.mt.us/93/Technical-Advisory-Committee)) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

## 2.3 NEIGHBORHOOD TASK FORCES

Neighborhood task forces are community groups designed to give residents of each neighborhood a chance to make a difference where they live. Staff of the MPO are encouraged to attend neighborhood task force meetings. The purpose is to inform a larger portion of the population, and to provide the MPO staff with an increased awareness of issues or concerns within their particular area of the region. Task force leaders will receive quarterly reports and draft planning documents for review and comment. The leaders will meet with their Planning Board representatives and the City/County Planning Department or other appropriate department or agency staff, as necessary.

## 2.4 THE PUBLIC

All members of the public are encouraged and welcome to participate in any public meetings or events hosted by the MPO. Federal regulations related to planning, environmental justice and civil rights cite specific “interested parties” that are to be consulted and engaged in the metropolitan transportation planning process.

These groups and/or advocates may include but are not limited to:

- Persons with limited English proficiency
- Representatives of the disabled
- Representatives of public transportation users
- Representatives of pedestrian facility users
- Representatives of bicycle facility users
- Representatives of low-income communities
- Representatives of minority communities
- Freight shippers and haulers
- Private providers of transportation
- Representatives of affected public agencies

All meetings and official activities of the MPO are held in buildings and locations that comply with accessibility standards according to the Americans with Disabilities Act (ADA). A TTY number for the hearing impaired, 406-657-3079, is available upon request.

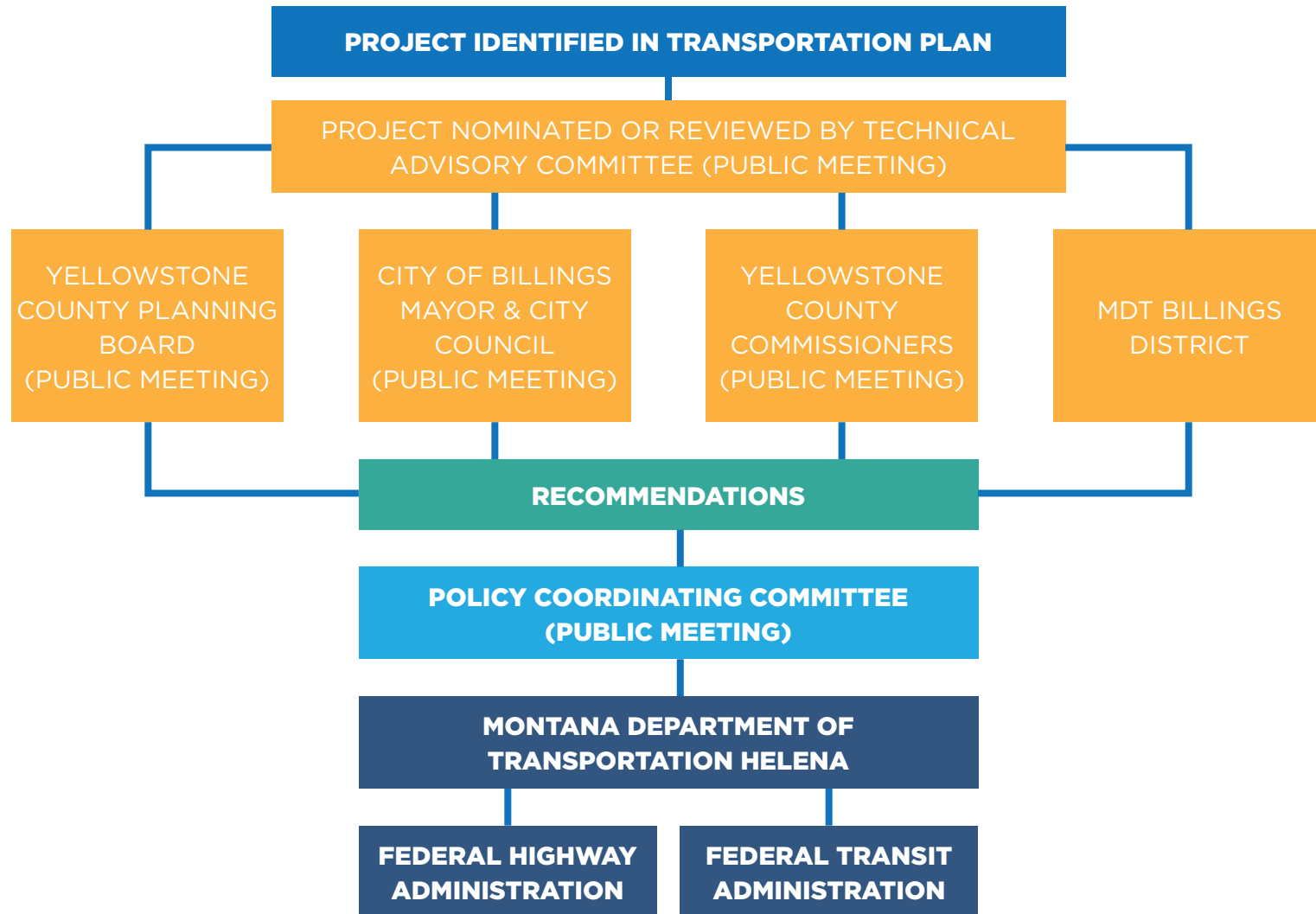
Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Please notify the Planning Clerk, at 406-247-8610.



The following graphic illustrates the overall transportation planning process used to program federal aid projects.

## TRANSPORTATION PLANNING PROCESS

Billings and Yellowstone County  
Programming Federal Aid Projects



### 3.1 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP is a short-range program of highway and transit projects in the Billings metropolitan planning area and is prepared by MPO 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, indicating regional priorities, and demonstrating a short range transportation vision for the area.

The development of the TIP document is the responsibility of the Billings MPO and provides an opportunity for local officials to determine priorities and spending for federal highway and transit funds. Any transportation project located in the Billings metropolitan planning area must be included in the TIP prior to receiving federal funds. TIP projects must be included in the area’s 20 year Transportation Plan, and are proposed for the TIP by local elected officials, transit operating officials, or state highway agencies. If there are changes to the TIP then it is reviewed and endorsed annually by the MPO’s PCC and may be modified through the TIP amendment process. After PCC endorsement, the TIP is submitted to the MDT and to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for federal review of the document and approval of conformity and fiscal constraint determination.

Public notifications of a TIP update or amendment will be made available on the City/County web sites. Additionally, notification of public participation activities including opportunities of public comment and review will be made to interested parties using the methods documented above, including but not limited to City/ County web sites and local media contacts, two-weeks prior to the start date. The TIP will be published and made readily available for public review on the City/ County web sites.

When written and oral comments are received on a draft TIP as a result of participation process, a summary, analysis, and report on the disposition of comments shall be as part of final TIP.

TRANSPORTATION IMPROVEMENT PROGRAM DETAILS	
<b>Purpose</b>	Provides the mechanism for scheduling federal funds for surface transportation projects, indicating regional priorities and demonstrating a short-range transportation vision for the area.
<b>Updated</b>	Every four years
<b>Outlook</b>	Five years
<b>Public Review and Comment Period</b>	Advertised public hearing at the Planning Board meeting

## 3.2 LONG RANGE TRANSPORTATION PLAN (LRTP)

The Billings Urbanized Area Long Range Transportation Plan (LRTP) is the long range regional transportation plan (RTP) for the region, spanning a 20-year planning horizon. The LRTP will be updated at least every four years and should utilize visualization techniques to clearly convey items in the plan.

The LRTP is developed in coordination with planning processes of other planning agencies and considers the planning activities of all transportation providers in the region. Public notifications of an LRTP update will be made available on the City/County web sites. Additionally, notification of public participation activities including opportunities for public comment and review will be made to interested parties using the methods documented above, including but not limited to City/County web sites and local media contacts, two-weeks prior to the start date. The LRTP will be published and made readily available for public review on the City/County web sites.

When written and oral comments are received on the draft LRTP as a result of the public participation process, a summary, analysis, and report on the disposition of comments shall be as part of final LRTP.

## 3.3 PUBLIC PARTICIPATION PLAN (PPP)

Providing opportunities for public participation in transportation planning is a federal requirement established through various transportation bills passed by the US Congress and signed into law by the president. MPOs are required to develop a Public Participation Plan (PPP). This PPP outlines strategies anticipated to be used by the MPO to enhance public participation in its transportation planning. This document assists the MPO in carrying out its mission in an open process that provides complete information, timely public notice, full public access and input to key decisions, and support for early and continued public participation.

### LONG RANGE TRANSPORTATION PLAN DETAILS

<b>Purpose</b>	Provides a list of transportation projects to meet the future transportation needs.
<b>Updated</b>	Four years
<b>Outlook</b>	Minimum of 20 years
<b>Public Review and Comment Period</b>	Advertised public hearing at the Planning Board meeting

### PUBLIC PARTICIPATION PLAN DETAILS

<b>Purpose</b>	Outlines and provides guidance for public participation opportunities.
<b>Updated</b>	As needed
<b>Outlook</b>	No expiration date
<b>Public Review and Comment Period</b>	45 days

## 3.4 UNIFIED PLANNING WORK PLAN (UPWP)

The Unified Planning Work Program (UPWP) is a federal requirement that serves as the budget and business plan for the MPO and sets forth planned activities and programs to accomplish the MPO's goals. The UPWP is developed each year, and once adopted and approved by FHWA and FTA, is in effect from October 1 to September 30. The UPWP contains a task by task discussion of projects, which are to be undertaken during the program year. It also contains appropriate funding information, staffing information, and a schedule for each project. The UPWP undergoes a comprehensive review at the local, state, and federal levels each year.

The UPWP is a detailed description of projects, which occur on a routine basis. Once adopted, the document is only amended if there is a change in the planning process. The UPWP also contains information pertaining to the organization of the planning process, agencies involved, and agreements between agencies involved in the process.

## 3.5 SPECIAL PLANS/STUDIES

From time to time, the MPO will lead a special plan or study to develop a greater understanding of transportation needs and public desires for a specific area or corridor, and to propose improvements. Each plan or study provides a unique opportunity for public participation in discussing the issues, conceiving potential improvements, and commenting on any final recommendations that may result.

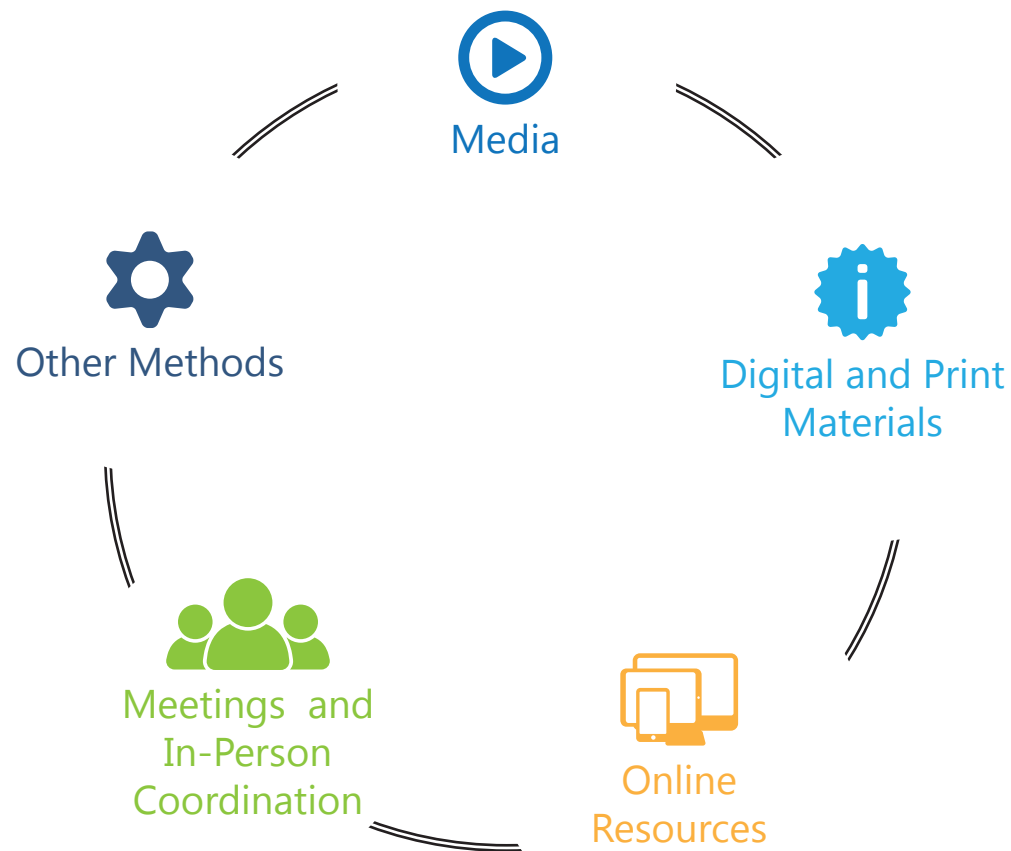
### UNIFIED PLANNING WORK PROGRAM DETAILS

<b>Purpose</b>	Serves as the budget and business plan for the MPO
<b>Updated</b>	Every year
<b>Outlook</b>	One year
<b>Public Review and Comment Period</b>	Advertised public hearing at the Planning Board meeting

# Public Participation Strategies and Evaluation

## 4.1 STRATEGIES AND TOOLS FOR PUBLIC PARTICIPATION

This section provides a description of the various techniques that will be used to carry-out the MPO's public participation process. Opportunities for public input are not limited to those contained in this section. Other public participation techniques deemed necessary may be employed to increase awareness of and to provide ample opportunities for public participation in the development of MPO products. Techniques that are no longer applicable or useful will not be used.





## Media

**Press Releases and Public Service Announcements:** The MPO will use media press releases and public service announcements to announce opportunities for the public to participate in the development of up-coming plans and products. Registered news media and organizations expressing interest may be mailed press releases.

**Newspapers:** Notices of all meetings, public hearings, and public comment periods are published in a local newspaper and when public comments are needed for a major MPO plan or project.



## Digital and Print Materials

**Direct Mailings:** Project specific mailings may be used to announce upcoming meetings, activities or to provide information to a targeted area or group of people. Direct mailings can be letters, postcards, or flyers and depends on the project type.

**Email Announcements:** The MPO employs a direct emailing list in order to announce upcoming activities or to provide information to a targeted area or group of people. Direct emailing are usually electronic letters or documents. This list will continue to grow with each outreach activity as noted within the database of contact information category.

**Posters and Flyers:** Posters and flyers can be used to announce MPO meetings and events. Posters and flyers can be distributed to public places such as City Hall, libraries, and community centers for display. The announcement may contain a brief description of the purpose of the meeting, the time(s) and location(s), and contact information.

**Fact Sheets:** A condensed format of bullet point information related to a certain project and providing the public with the key project highlights and information.



## Online Resources

**Website:** [ci.billings.mt.us/514/Transportation-Planning](http://ci.billings.mt.us/514/Transportation-Planning): The main mode of communication employed by the MPO to distribute information regarding regional transportation planning is the MPO website. There interested persons can find information on the transportation planning process, as well as up-to-date information on current projects and events. Additionally, information, meetings, and other materials regarding public transportation can be found on the Metropolitan Transit System (MET) website: [mettransit.com](http://mettransit.com).

**Social Media:** The MPO utilizes their Facebook page ([facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/](https://facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/)) as a means to provide the public with information via social media.

**Surveys:** The MPO may conduct mail, in-person, or web-based surveys to obtain public input or to gauge public opinion regarding regional planning issues.

**Comment Cards:** Comment cards are used to solicit public comment on specific issues being presented at MPO public meetings. Comment forms are also used to solicit input regarding general input regarding MPO plans and projects.



## Meetings and In-Person Coordination

Formal meetings will be held in ADA accessible locations at times that offer the greatest opportunity for those interested to participate. The MPO will select the location, size, and setup of meeting facilities based on the specific characteristics of the audience and the type of information to be presented.

**Public Meetings / Workshops:** Public meetings and workshops will be held in ADA accessible facilities at times and locations that offer the greatest opportunity for those interested to participate. As much as possible, the MPO will hold meetings and workshops in public places (e.g., a neighborhood community center, library, town center, or shopping mall) that are conducive to attracting the mix of people and businesses most representative of the community. For all public meetings, the MPO will seek to increase participation by creating a welcoming and inviting environment.

**Tag-on Meetings:** At various times, MPO staff may request to appear on the agendas of local planning commission, or other public meetings to communicate the purpose and need for the MPO and its planning process. This method can be effective way to encourage discussion about the interrelationship between local land use zoning and sub-division decisions and regional planning efforts. School Board meetings would also be an appropriate place for general messages about the functions and products of the MPO.

**Exhibits at Events:** While formal meetings provide a good forum for public education and input, MPO plans and processes may receive wider exposure at various community events. Events, recreational and social gatherings attract many people who would not typically attend a formal meeting. As appropriate, MPO staff will attend special events in person or with stand-alone booths and kiosks to provide information. When appropriate, the MPO will pursue opportunities to establish booths and/or tables where staff can solicit names and addresses of people who would like to receive advance notification of the future opportunities to participate in the MPO process.

**Steering Committees/Focus Groups/Stakeholder Groups:** Specific projects, plans, or studies may benefit from establishing a group of experts, individuals, or stakeholders to be representative of all interested parties and provide guidance on the direction of the project, plan, or study.

**Guided Tours:** During various stages of a project, the MPO may provide guided tours through a chosen environment that acquaints stakeholders with existing conditions and potential enhancements of an area. The purpose of a guided tour is to bring together a diverse group of people to increase their awareness of a project area. Route maps and photographs of points of interest are frequently used to support tours.

**Meeting-in-a-Box:** The MPO will provide all the necessary information for neighborhood partners to reach their members with information about MPO plans, studies and projects. Information will be customized to the intended audience to ensure general understanding.

**Pop-up Meetings:** Pop-up events allow community members to participate in the planning process without a large time commitment. These engaging, neighborhood-focused events are held in specific geographic areas. The MPO would set up a table or booth and passers-by would be able to take a survey electronically or on paper or otherwise provide comments.



## Other Methods

**Visualization Techniques:** The MPO will use visualization, interactive, and other graphic techniques to enhance understanding of transportation issues and decisions. Techniques include but not limited to the use of PowerPoint presentations, aerial photography, Geographic Information Systems (GIS) software, charts, graphs, artist renderings, brochures and mapping.

## 4.2 ASSESSMENT OF EFFECTIVENESS

The MPO must assess the effectiveness of public participation techniques to ensure that funds and time invested in public participation activities area achieving their goals. To aid in the assessment on a continuing basis, information will be collected from sign-in sheets, and/or surveys or meetings/conversations with stakeholders.

The MPO will track the following:

- Total number of attendees at an event or meeting,
- Total number of comments received,
- Geographic distribution of comments, and
- Comments from low-income and minority areas.

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## Closing Summary

The MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. The procedures and tools outlined in this plan are to be used with the recognition and acknowledgment that the community's interests are best served by planning efforts that are sensitive to public goals and values.

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# Notices and Media Templates

## SAMPLE INVITATION/NOTICE FOR FACEBOOK

Help plan the future of transportation in our community!

Public Open House:  
Tuesday May 15<sup>th</sup> from 4:00-7:00 PM  
@ Billings Public Library  
(510 N. Broadway)



**2018 BILLINGS URBAN AREA LONG RANGE TRANSPORTATION PLAN**

Can't make the open house? Meeting materials and an online survey will be available on the project website: [Billingslrtp.com](http://Billingslrtp.com)

## SAMPLE MEDIA RELEASE

MEDIA RELEASE  
May XX, 2018

### Help plan the future of transportation in the Billings urban-area!

The Yellowstone County Planning Board is currently in the process of updating their Long Range Transportation Plan. This effort will plan for growth and lay out a long-range vision for the transportation system in the Billings urban area through the year 2040. In order to develop a plan that reflects the vision of the community we need your input and feedback.

The Board will be hosting a public open house as well as an interactive online survey to collect feedback from the community on goals, priorities and needs for the transportation system. Through this effort and with community input, we will identify effective ways to build upon our existing transportation system and make strong investments for the future.

A project website ([www.billingslrtp.com](http://www.billingslrtp.com)) is available that provides background information on the plan, review materials, opportunities to provide feedback, and sign up for projects updates.

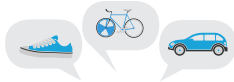
The public open house will be held on Tuesday May 15<sup>th</sup> from 4-7 p.m. at the Billings Library Community Room (510 N Broadway, Billings, MT 59101). The interactive survey will be available on the project website on May 15<sup>th</sup>.

For further media information contact: Scott Walker - 406.657.8246 or [walkers@ci.billings.mt.us](mailto:walkers@ci.billings.mt.us)

## SAMPLE INVITATION/NOTICE FOR EMAIL/PRINT

**Help plan the future of transportation in our community!**

The Yellowstone County Planning Board is currently in the process of updating their Long Range Transportation Plan. In order to develop a plan that reflects the vision of the community we need your input and feedback.



Join us to provide comments on the following areas:

- ▶ **What goals are most important to you for the plan?**
- ▶ **What transportation needs and opportunities exist today?**
- ▶ **What would you like to see for the future transportation system?**

Public Open House: Tuesday May 15<sup>th</sup> from 4:00-7:00 PM @ Billings Public Library  
(510 N. Broadway)

Can't make the open house? Meeting materials and an online survey will be available on the project website:  
[Billingslrtp.com](http://Billingslrtp.com)

Questions? Contact Scott Walker, 206.657.8246 or [walkers@ci.billings.mt.us](mailto:walkers@ci.billings.mt.us)

**2018 BILLINGS URBAN AREA LONG RANGE TRANSPORTATION PLAN**

# SAMPLE LETTER FOR RESOURCE AGENCIES



Dear Resource Agencies,

We are currently updating the Billings Urban Area Long Range Transportation Plan (LRTP). This plan is updated every four years, with the last update occurring in 2014. The LRTP will address the different transportation forms and elements (streets and highways, public transit and transportation, freight, pedestrian and bicycle, safety, and security), identify short and long range transportation projects, and meet the local, state, and federal requirements.

We would like you to be an integral part of this transportation planning process. As a key resource agency, your experience and knowledge is vital to developing a successful, community-driven, multimodal plan. We have set-up several initial forums for you to learn about the project and provide comments to help guide the transportation planning process. These forums include:

- Providing comments via the project website ([www.billingslrtp.com](http://www.billingslrtp.com)) or by phone at 208.338-2683
- Providing comments directly to us via email (Robyn Austin, [raustin@kittelson.com](mailto:raustin@kittelson.com))
- Attending the public information meeting on May 15<sup>th</sup> from 4 PM to 7 PM at the Billings Public Library (510 N Broadway)

Additionally, we are planning a series of interviews/in-person meetings with the project's consultants, Kittelson & Associates, Inc. The consultant team will be in Billings and available between May 14<sup>th</sup> and 18<sup>th</sup>, and June 13<sup>th</sup>. The interviews will take about an hour and will be facilitated by the consultant team.

At these interviews, we would plan to discuss the following items with you: transportation planning process for the 2018 LRTP, changes in federal requirements through Fixing America's Surface Transportation Act (FAST Act), consistency with other plans, opportunities and constraints, ideas for implementation, and any questions you may have on the plan.

These forums are a valuable opportunity for you to contribute your ideas and we hope that you will take the time to share your personal experience and insights with the consultant team. We look forward to your participation and consider it vital to shaping the future of the Billings urban area. If you are interested in participating in an interview/in-person meeting with the consultant team, please contact Robyn Austin at Kittelson & Associates, Inc. by email at [raustin@kittelson.com](mailto:raustin@kittelson.com) or by phone at 208.338-2683.

Thank you for your participation and assistance in this effort.

# SAMPLE NOTICE FOR NEWSPAPER

## INFORMATIONAL MEETING

Billings Urban Area Long Range Transportation Plan  
Tuesday May 15th, 2018 from 4:00-7:00 p.m.  
Billings Public Library Community Room  
510 N. Broadway, Billings, MT 59101

Help plan the future of transportation in the Billings Urban Area! The Yellowstone County Planning Board will discuss the ongoing Billings Urban Area Long Range Transportation Plan. The purpose of the meeting is to inform the public of the plan's status and solicit public input. The meeting is an open house format with no formal presentation.

The meeting is open to the public. The Yellowstone County Planning Board attempts to provide accommodations for any know disability that may interfere with a person's participation in any department service, program or activity. For reasonable accommodations to participate in the meeting please contact Tammy Deines, Planning Clerk, at 247-8610 at least two days before the meeting. For the hearing impaired, the TTY number is (406) 444-1335 or toll free at 1-800-833-8503 or Montana Relay at 711. Alternative accessible formats of this information will be provided upon request.

Comments may be submitted in writing at the meeting, by mail to PCSD, 2825 3rd Avenue North, 4th Floor, Billings, MT 59101, or online at [www.billingslrtp.com](http://www.billingslrtp.com)



# Federal Regulations and Codes Pertaining to Metropolitan Planning Organizations and Public Participation

## REGULATIONS ESTABLISHING AND GOVERNING AN MPO

### MPO Formation and Authority

23 U.S.C. 134(d) and (e); 49 U.S.C. 5303(d)(e) (United States Code); 23 C.F.R. 450.310 (Code of Federal Regulations) and 339.175(2), F.S. (Florida Statutes) ; describe the requirements for the designation and redesignation of MPOs.

23 U.S.C. 134(d)(2); 23 C.F.R. 450.310(d); 49 U.S.C. 5303(d)(2); and 339.175 (3) and (4) F.S.; 339.176 F.S.; describes voting membership and membership apportionment of the MPO.

23 U.S.C. 134(e); 49 U.S.C. 5303(e); 23 C.F.R. 450.312; and 339.175(2)(c)(d) F.S. ; outline the requirements and process for the establishment of transportation planning boundaries on an MPO.

23 C.F.R. 450.314; and 339.175(2)(b) and (10) F.S., describe the types of agreements necessary to implement the metropolitan transportation planning process. 339.175(6)(d) and (e), F.S. , specify the establishment of MPO technical and citizens advisory committees.

### Federal-Aid Highway Act of 1962

The Federal-Aid Highway Act of 1962 required that after July 1, 1965, all federally aided highway projects in metropolitan areas must be based on a “cooperative, comprehensive, and continuing planning process and required formation of an MPO for any urbanized area (UZA) with a population greater than 50,000.

## FEDERAL REGULATIONS REGARDING PUBLIC PARTICIPATION

### Moving Ahead for Progress in the 21st Century (MAP-21)

The Moving Ahead for progress in the 21st Century (MAP-21) was signed into law on July 6, 2012, and outlines federal requirements regarding public participation processes and procedures. The MAP-21 legislation built previous transportation legislation (ISTEA, TES-21, and SAFETEA-LU) to provide states and MPOs specific direction in conducting and promoting broad-based public participation activities.

MAP-21 Legislation (Public Law 112-141) requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the transportation plan.

### 2015 Fixing America’s Surface Transportation (FAST) Act

The FAST Act is a fully funded five-year authorization of surface transportation programs. As with prior legislative acts, FAST continues the strong Federal emphasis on public participation. The FAST Act mandates that the public participation programs of metropolitan planning processes shall include a “proactive public participation

process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans and transportation improvement programs (TIPs)."

The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan. [23 U.S.C. 134(i) (6)(A)]

## Federal Code

The public participation process requirements in 23 CFR §450.316, are listed below. These requirements encourage a proactive public participation process and support early and continuing involvement of the public in the planning process.

**(a)** The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

**(1)** The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

**(i)** Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

**(ii)** Providing timely notice and reasonable access to information about transportation issues and processes;

**(iii)** Employing visualization techniques to describe metropolitan transportation plans and TIPs;

**(iv)** Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

**(v)** Holding any public meetings at convenient and accessible locations and times;

**(vi)** Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

**(vii)** Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

**(viii)** Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

**(ix)** Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

**(x)** Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

**(2)** When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

**(3)** A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

**(b)** In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk

reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1)** Recipients of assistance under title 49 U.S.C. Chapter 53;
  - (2)** Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
  - (3)** Recipients of assistance under 23 U.S.C. 201-204.
- (c)** When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d)** When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e)** MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

Other components of the legislation which support the above sections of 23 CFR450 include the following:

- 450.212(a) Public Involvement
- 450.214 Development and content of the long-range statewide transportation plan
- 450.216 Statewide Transportation Improvement Program (STIP)
- 450.318(b) Metropolitan Transportation Planning Process: Major Metropolitan Transportation Investments
- 450.322(c) Metropolitan Planning Process: Transportation Plan
- 450.324(c) Transportation Improvement Program: General

## Additional Federal Laws

### **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act of 1990 (ADA) is landmark civil rights legislation ensuring equal opportunity for people with disabilities in employment, public accommodations, transportation, state and local government services and communications. The ADA requires coordinating with disabled communities in the development and improvement of transportation services.

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color or national origin. Specifically, 42 U.S.C. §2000d states that “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

### **EXECUTIVE ORDER 12898 TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY & LOW INCOME POPULATIONS**

Executive Order (EO) 12898: Federal Actions to Address Environmental Justice in Minority and Low Income Populations – The EO reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health conditions in minority and low income communities. Further, recent guidance issued by FHWA and FTA emphasizes the importance of considering and addressing environmental justice in all phases of the transportation planning process.

Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income. Along the same lines, transportation equity seeks to ensure that the needs of all communities, particularly low-income and minority communities are addressed in transportation policy and the transportation planning process. Additionally, transportation investments should work to ensure that both the benefits and impacts are distributed fairly.

### **EXECUTIVE ORDER 13166: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

People with limited English proficiency are those with a primary or home language other than English. Due to their limited English skills, they must communicate in that primary language if they are to have an equal opportunity to participate effectively in or benefit from any aid, service, or benefit in federally funded programs and activities. EO 13166 requires any agency that receives federal funds to make their activities accessible to non-English speaking individuals.

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# Glossary of Frequently Used Planning Terms

## LIST OF ACRONYMS USED IN TRANSPORTATION PLANNING

<b>AASHTO</b>	American Association of State Highway and Transportation Officials	<b>DBE</b>	Disadvantaged Business Enterprise
<b>AC</b>	Advisory Committee	<b>DMS</b>	Dynamic Message Signs
<b>ACS</b>	American Community Survey	<b>DOT</b>	Department of Transportation
<b>ADA</b>	Americans with Disabilities Act	<b>DSB</b>	Design Build
<b>ADT</b>	Average Daily Traffic	<b>EBURD</b>	East Billings Urban Renewal District
<b>APBP</b>	Association of Pedestrian and Bicycle Professionals	<b>ENV</b>	Environmental
<b>APTA</b>	American Public Transportation Association	<b>EPA</b>	Environmental Protection Agency
<b>ASCE</b>	American Society of Civil Engineers	<b>FAST Act</b>	Fixing America's Surface Transportation Act
<b>ATMS</b>	Advanced Traffic Management System	<b>FHWA</b>	Federal Highway Administration
<b>BSEDA</b>	Big Sky Economic Development Authority	<b>FMCSA</b>	Federal Motor Carriers Safety Administration
<b>BUILD</b>	Better Utilizing Investments to Leverage Development	<b>FTA</b>	Federal Transit Administration
<b>CAA</b>	Clean Air Act	<b>GOMs</b>	Goals, Objectives and Measures
<b>CDC</b>	Centers for Disease Control	<b>GPS</b>	Global Positioning System
<b>CFR</b>	Code of Federal Regulations	<b>HAWK</b>	High-intensity Activated CrossWalk signal, also known as the Pedestrian Hybrid Beacon.
<b>CHSP</b>	Comprehensive Highway Safety Plan	<b>HBRRP</b>	Highway Bridge Replacement and Rehabilitation Program
<b>CIP</b>	Capital Improvement Plan	<b>HSIP</b>	Highway Safety Improvement Program
<b>CMAQ</b>	Congestion Mitigation Air Quality	<b>HTF</b>	Highway Trust Fund
<b>CO</b>	Carbon Monoxide	<b>IM</b>	Interstate Maintenance
<b>CTEP</b>	Community Transportation Enhancement Program	<b>ITE</b>	Institute of Transportation Engineers
<b>CTSP</b>	Community Transportation Safety Plan	<b>ITS</b>	Intelligent Transportation Systems

<b>LEP</b>	Limited English Proficiency	<b>RRR</b>	Resurfacing, Restoration, or Rehabilitation project
<b>LOS</b>	Level of Service	<b>RRX</b>	Highway-Railway Crossing Program
<b>LRTP</b>	Long Range Transportation Plan	<b>RTP</b>	Regional Transportation Plan
<b>LTS</b>	Level of Traffic Stress	<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act
<b>MACI</b>	Montana Air Congestion Initiative	<b>SBBURD</b>	South Billings Boulevard Urban Renewal District
<b>MAP-21</b>	Moving Ahead for Progress in the 21st Century Act	<b>SEE</b>	Socio-Economic and Environmental
<b>MDT</b>	Montana Department of Transportation	<b>SFC</b>	State Funded Construction
<b>MET</b>	Metropolitan Transit System	<b>SHS</b>	State Highway System
<b>MNT</b>	Maintenance	<b>SIP</b>	State Implementation Plan
<b>MP</b>	Milepost	<b>SIS</b>	Strategic Intermodal System
<b>MPO</b>	Metropolitan Planning Organizations	<b>SOV</b>	Single Occupancy Vehicle
<b>MUTCD</b>	Manual on Uniform Traffic Control Devices	<b>SRTS</b>	Safe Routes to School
<b>NAAQA</b>	National Ambient Air Quality Standards	<b>STEP</b>	Selective Traffic Enforcement Program
<b>NACTO</b>	National Association of City Transportation Officials	<b>STP</b>	Surface Transportation Program
<b>NCSC</b>	National Complete Streets Coalition	<b>STPE</b>	Surface Transportation Program Enhancement
<b>NEPA</b>	National Environmental Policy Act	<b>STPP</b>	Surface Transportation Program Primary
<b>NHPP</b>	National Highway Performance Program	<b>STPU</b>	Surface Transportation Program Urban
<b>NHS</b>	National Highway System	<b>TAC</b>	Technical Advisory Committee
<b>NHTSA</b>	National Highway Traffic Safety Administration	<b>TAP</b>	Transportation Alternatives Program
<b>O&amp;M</b>	Operations and Maintenance	<b>TCM</b>	Transportation Control Measures
<b>O-D</b>	Origin-Destination	<b>TCP</b>	Transportation Control Plan
<b>OPS</b>	Operations	<b>TCSPP</b>	Transportation, Community, and System Preservation Program
<b>PCC</b>	Policy Coordinating Committee	<b>TDM</b>	Transportation Demand Management
<b>PD&amp;E</b>	Project Development and Environment	<b>TDP</b>	Transportation Development Plan
<b>PE</b>	Preliminary Engineering	<b>TDSP</b>	Transportation Disadvantaged Service Plan
<b>PHB</b>	Pedestrian Hybrid Beacon, also known as a "HAWK".	<b>TIGER</b>	Transportation Investment Generating Economic Recovery
<b>PPP</b>	Public Participation Plan	<b>TIP</b>	Transportation Improvement Program
<b>PROWAG</b>	Public Right-of-Way Accessibility Guidelines	<b>TSM&amp;O</b>	Transportation System Management and Operations
<b>ROW</b>	Right-of-Way		
<b>RRFB</b>	Rectangular Rapid Flashing Beacon		

<b>TSP</b>	Total Suspended Particulates
<b>UPP</b>	Urban Pavement Preservation
<b>UPWP</b>	Unified Planning Work Program
<b>USDOT</b>	United States Department of Transportation
<b>VHT</b>	Vehicle Hours Traveled
<b>VMT</b>	Vehicle Miles Traveled
<b>VPD</b>	Vehicles Per Day
<b>VPHPD</b>	Vehicles Per Hour Per Direction
<b>YCPB</b>	Yellowstone County Planning Board

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

**Meeting Date:** 07/24/2018

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**Information**

**Subject**

**Presentation/Discussion. 2019 Billings Urban Area Unified Planning Work Program, (UPWP),  
Scott Walker, Transportation Coordinator, presenting.**

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**Attachments**

UPWP 2019-Highway and Transit

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# **Billings Urban Area**

Unified Planning Work Program

(UPWP)

**Federal Fiscal Year**

# **2019**

# **DRAFT**

Prepared By:

Billings/Yellowstone County Planning Division  
2825 3rd Avenue North, 4th Floor  
Billings, Montana 59101

In Cooperation With:

Montana Department of Transportation  
Federal Highway Administration  
Federal Transit Administration



# UNIFIED PLANNING WORK PROGRAM

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## INTRODUCTION

The Billings Urban Area planning process is organized and conducted in a cooperative, coordinated, and comprehensive manner. The Yellowstone County Board of Planning, as the designated Metropolitan Planning Organization (MPO), is charged with the responsibility of administering the planning process. Under federal regulations, an MPO must be established for urban areas with populations greater than 50,000 in order to receive federal funds for construction projects and transportation planning. This document, the Billings Urban Area Unified Planning Work Program (UPWP), and a companion document, the Prospectus, is the foundation upon which the planning process is based.

The UPWP is developed each year, and once adopted and approved by FHWA and FTA, is in effect from October 1 to September 30. The UPWP contains a task by task discussion of projects, which are to be undertaken during the program year. It also contains appropriate funding information, staffing information, and a schedule for each project. The UPWP undergoes a comprehensive review at the local, state, and federal levels each year.

This year, Federal Fiscal Year 2019, the format for work program activities conforms to Federal Transit Administration (FTA) Circular 8100.1C, specifically Chapter IV. The Montana Department of Transportation and the Yellowstone County Board of Planning have mutually agreed upon use of this format.

The UPWP is a detailed description of projects, which occur on a routine basis. Once adopted, the document is only amended if there is a change in the planning process. The UPWP also contains information pertaining to the organization of the planning process, agencies involved, and agreements between agencies involved in the process.

Cost overrun guidelines have been established by the Montana Department of Transportation, and agreed to by the Yellowstone County Board of Planning. Those guidelines will determine the allowable overruns for any work program element. Overruns that surpass those outlined in the guidelines will require a UPWP amendment.

This document includes two chapters, Highway and Transit. Each chapter contains individual work elements. These work elements describe work the planning and transit staff will undertake in the program year as well as work accomplished in the past year. Also included is a breakdown of funding sources which include, Planning (PL) funds and Local (City & County) funds which are used to provide funding for non PL eligible activities. Priorities this year include completing an update to the 2014 Long Range Transportation Plan, including an update to the 2008 Public Participation Plan, developing a MPO TransCad Model, and continuing work on the Downtown Area Traffic Circulation and Safety Study.

### **DATES OF LOCAL APPROVAL**

TAC -7/19/18

PLANNING BOARD -8/14/18

COUNTY COMMISSION -8/21/18

CITY COUNCIL -8/27/18

PCC -9/11/18

# CHAPTER I

## YELLOWSTONE COUNTY BOARD OF PLANNING

### SECTION I UNIFIED PLANNING WORK PROGRAM

#### 41.11.100 PROGRAM SUPPORT & ADMINISTRATION

#### **100 PROGRAM ADMINISTRATION (4301)**

##### **OBJECTIVE**

- To administer the area-wide planning process.
- To support the Board of Planning and other Boards, Commissions, and the City Council and County Commissioners in their decision-making activities in the planning process.
- To engage in administrative and financial actions related to identified planning activities and to prioritize those activities.
- To enhance staff skills and maintain staff exposure to the "state-of-the-art" in planning practice and computer software.
- To maintain contact with, provide input to, and receive feedback from various local, state and federal agencies, committees and groups during the planning process.

##### **ACCOMPLISHMENTS - FISCAL YEAR 2018**

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY18.

Members of the planning staff attended various professional meetings, workshops, and conferences at which planning, transportation, transit, bicycle/pedestrian and related topics were presented and discussed.

Specifically, the City-County Planning Division (Planning Division) and members of other local, state and federal departments and agencies actively participated in a diverse set of local meetings, including the Billings Technical Advisory Committee (TAC), Policy Coordinating Committee (PCC), Billings & Yellowstone County Zoning Commissions and Boards of Adjustment, Board of Planning, City Annexation Committee, City Development Process Review Committee, Community Development Board, Traffic Control Board, Bicycle and Pedestrian Advisory Committee, Historic Preservation Board and others. Grant writing for the Division was completed under this work element. The coordination and administration of the TA Program applications and local approvals are administered through this work element.

Planning staff received updates in computer software programs for the geographic information system and its application to mapping data layers such as streets, land use, address, ownerships and environmental data. This year, GIS staff has included the TAZ information to the Planning layers. This allows staff to identify individual TAZ's and the associated data. Staff regularly utilizes an application tracking and project management software system that integrates the existing City building permit, finance and land management software, as well as coordinated subdivision and development project reviews across City and County departments. Tablets were purchased for Planning Board Members and has improved efficiency in the review of MPO information. Staff also updated the City Annexation Policy and Limits of Annexation Map, and assisted in updates to the City's Capital Improvement Plan. Implementation of the City's Complete Streets Policy is ongoing with the continued collection of data to be incorporated into the Complete Streets Status Report that is updated and published every three years. Implementation of the Billings Community Transportation Safety Plan will continue with reporting to MDT required.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2019**

All administrative functions of the Planning Division will be performed under this work element. Program management activities will include, but not be limited to the following:

1. Correspondence
2. Public Relations
3. Employee Guidance, Supervision, and Training
4. Program Organization and Management
5. Consultant Liaison Activities
6. Staff Meetings
7. Negotiations
8. Preparation of Contracts
9. Staff Training
10. Performance Monitoring
11. Office Equipment Acquisition
12. Budget Management and Administration

New federal regulations require that performance measures and goals be established to monitor the performance of the region's transportation system.

The MPO will work with federal, state and local agencies to improve current performance tracking methods. Performance measures will be tracked on the MPO website and regular reporting will be provided to the Transportation Policy Coordinating Committee, MPO committees and the general public depending on the availability of related data.

### **PL Eligible Activities**

- As per the MPO's public participation plan and ongoing public outreach efforts, the planning staff will make available the documents and guidelines for transportation planning activities to the community, as well as keep abreast of federal and state requirements as they relate to the overall planning processes. These activities may include distribution of the Billings Area Bikeway and Trail Master Plan to community organizations or individuals, distribution of the current Billings Area Tour Map for bicycle and pedestrian users and visitors, distribution and explanation of the latest Billings Urbanized Area Traffic Count Map and Bicycle Count Map, explanation and distribution of the MPO's public participation plan (update to be completed this year) to groups involved or interested in transportation planning processes in the community, and explanation and information dissemination of the TA or other grant programs to possible project applicants in the community.
- Staff will update the PL & Memorandum of Agreement as necessary to meet the requirements of the FAST Act.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation (MDT) in order to maintain federal funding support.
- The FY 2019 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2020 UPWP will be developed under this work element.
- The Board of Planning, Board of County Commissioners and City Council will be kept informed of the activities of the staff and its progress in completing the approved UPWP.
- Staff will be involved in implementation of the Community Safety Plan for the Billings Urban Area.
- All planning staff will participate in recognized and approved training programs in order to improve staff skills and capabilities. Planning expertise will be maintained through enrollment in appropriate planning and transportation-related courses at area colleges, workshops, seminars, webinars and conferences.

- Staff will adapt software programs to effectively utilize traffic data and continue computer-training programs.
- The use of PL funds for out-of-state travel and/or registration fees for the above or other purposes will continue to be subject to prior approval of MDT.
- The TA Program administration will be funded through this work element.
- Fixing America's Surface Transportation (FAST) Act legislation will be reviewed so staff may become familiar with changes affecting the metropolitan planning process.
- The Active Transportation Planner (formerly the Bicycle-Pedestrian Coordinator) position has been approved for full time status. This position has been filled. This planning position will be funded out of several work elements (100, 200 and 300).
- Grant writing services will continue to be incorporated within the department. Planning activities pertaining to Bicycle-Pedestrian in this work element will include:
  - Work field inspections, handle complaints and investigate problem areas of the Bike/Pedestrian system.
  - Presentations as needed.

### **Locally Funded Activities**

- General administrative activities will include maintenance of files, library documents, daily correspondence and preparation of necessary periodic reports.
- Interagency committee participation is included in this work element.
- All staff members will continue to participate in and encourage increased cooperation between state and local agencies, departments and governing bodies.
- The Planning Division will serve both as a coordinator of and a participant in meetings and committees.
- Planning Division involvement will include participation with such agencies as the Housing Authority, Big Sky Economic Development Authority (BSEDA), Air Pollution Control Board, RiverStone Health (City-County Health Department), Healthy by Design, legislative study committees, and other agencies.
- Staff will also continue a summer intern program as interest and needs arise; oversight of these individual(s) will take place in this work element.
- Staff will continue to implement long term document storage through Cloud Storage platform.

### **STAFFING**

26 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

The Planning Division will be responsible for administering the area-wide planning process for the City and County.

### **PRODUCT**

- An ongoing administrative program focused primarily at effective and expeditious implementation of this UPWP.
- The continual enhancement of the Planning Division staff skills and knowledge.
- Maintenance of a coordinated, comprehensive, and cooperative planning process that is endorsed and supported by the local community.
- The development of the FY20 UPWP.

## FUNDING SCHEDULE - ADMINISTRATION

### FUNDS PROGRAMMED - FISCAL YEAR 2018

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$178,750	\$146,250	\$325,000
TOTAL	\$178,750	\$146,250	\$325,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	55	45	100

### FUNDS PROGRAMMED - FISCAL YEAR 2019

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$209,000	\$171,000	\$380,000**
TOTAL	\$209,000	\$171,000	\$380,000**

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

\*\* Record Keeping Cloud Storage - \$7,000, Public Information Kiosk Computer - \$2,500

**OBJECTIVE**

- To coordinate the dissemination of information and exchange of ideas between planning agencies and the interested public, decision-makers, and other departments, agencies, and organizations as related to the Billings MPO.

**ACCOMPLISHMENTS - FISCAL YEAR 2018**

Members of the planning staff were involved in a wide range of service tasks. Planning services included presentations related to roadways and alternative transportation, responding to citizen inquiry and complaints regarding streets, subdivision layout, site distance, zoning request, conformance with the 2014 Transportation Plan Update and the Billings Area Bikeway and Trail Master Plan, City of Billings 2016 Growth Policy, the Lockwood Growth Policy and various neighborhood and community plans.

Staff presented transportation planning information to its organization and agency partners as needed for educational and decision making purposes. Planning staff also shared information with the community and stakeholders throughout the development of several planning efforts. The Billings MPO hosted 12+ webinars covering a variety of topics including transportation and mobility related topics.

**PROPOSED ACTIVITIES - FISCAL YEAR 2019****PL Eligible Activities**

- Staff will continue to organize a very successful series of webinars and “brown bag lunch” seminars on a wide range of planning topics, including multi-modal transportation planning and funding, collaborative community planning techniques and planning for sustainability as well as various Institute of Transportation Engineers, Pro Bike/Pro Walk, Sustainable Communities, and Federal Highway Administration webinars.
- Staff is also targeting webinars which educate the public on the transportation planning process and funding as related to the operation of the MPO.

**Locally Funded Activities**

- Staff will continue to develop and use website tools to enable citizens to access information on upcoming planning activities, board and commission meetings, and recent land use applications, as well as interact with various planning processes through email notification and online comment programs. Staff will look at implementing citizen access to the ImageSilo software for access to historical data related to transportation, zoning and other planning applications.
- Continue increasing community awareness of the interrelationships between land use development and transportation needs through dissemination of information and drafting of planning documents that incorporate both elements together.

**STAFFING**

3.5 Staff Months – City/County Planning

## FUNCTIONAL AGENCY RESPONSIBILITY

As Assigned.

## PRODUCT

- A responsive and flexible planning process utilizing staff capable of providing short-term findings and recommendations, as well as ongoing customer service to the public on all levels of planning projects and regulations.
- Provide approximately 12 transportation related webinars to staff, local officials and general public to educate on current transportation issues. These webinars are scheduled on a monthly basis and anticipate 5-10 person viewings per showing. This number can fluctuate depending on the topic. Staff participation is anticipated to be 4-5 persons at these viewings.
- In addition to the transportation specific webinars, staff also provides general planning webinars that are advertised to all city staff, local officials and the general public. These webinars are scheduled routinely and can include up to 3 webinars a month. Participation anticipated at these webinars is 5-10 person per viewing. This number can fluctuate depending on the topic. Staff participation is approximately 3-5 per viewing contingent on scheduling.

## FUNDING SCHEDULE - SERVICE

### FUNDS PROGRAMMED - FISCAL YEAR 2018

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$19,500	\$19,500	\$39,000
TOTAL	\$19,500	\$19,500	\$39,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

### FUNDS PROGRAMMED - FISCAL YEAR 2019

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$20,000	\$20,000	\$40,000
TOTAL	\$20,000	\$20,000	\$40,000

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

**OBJECTIVE**

- To solicit information concerning community values and goals and to receive community input into the development of plans and projects.

**ACCOMPLISHMENTS - FISCAL YEAR 2018**

Numerous meetings with service clubs, civic groups, and professional organizations were attended by staff members to discuss all facets of local planning. The Planning Board used extensive public input to review and receive comments on a wide range of planning issues throughout the City and County. Meetings of neighborhood task force organizations and neighborhood advisory committees were also attended as requested to answer questions and review long-range planning issues, particularly related to transportation planning and projects, as well as code enforcement complaints. Projects specifically related to citizens and citizen boards included the update to the 2014 Long Range Transportation Plan, the update to the 2008 Public Participation Plan and the development of the Billings Urban Traffic Model, Billings Bikeway and Trails Master Plan and the Household Travel Survey.

**PROPOSED ACTIVITIES - FISCAL YEAR 2019****PL Eligible Activities**

- Outreach to the public and all affected jurisdictions for ongoing transportation projects, including but not limited to the North Billings Bypass, Zimmerman Trail reconstruction, short-term rail traffic mitigation projects in downtown Billings, 2014 Long Range Transportation Plan Update, 2008 Public Participation Plan, and the development of the Billings Urban Traffic Model.
- The staff will continue to support the Bicycle and Pedestrian Advisory Committee. The Committee is responsible for forwarding recommendations to the Planning Board and governing bodies on bicycle safety, bike lanes, pedestrian safety and access, and other matters. The group will be involved in the nomination and review of TA Program eligible projects, bicycle and pedestrian signing and safety projects, grant applications for non-motorized transportation projects, and community education and outreach on bicycle and pedestrian safety within the MPO.
- TAC and PCC meetings will be held and meeting information disseminated as necessary.
- Staff will continue to update and maintain the MPO's website to provide the most current up to date information to the community.
- Staff will implement web-based GIS and web mapping software for assistance in transportation and land use planning.
- Some of the specific projects that will include community participation include the completion of 2014 Long Range Transportation Plan update, including an update to the 2008 Public Participation Plan, the Downtown Area Traffic Coordination and Safety Study, the Economic Impact of the Non-motorized Transportation System on the Billings MPO, Wayfinding Sign Plan, the Inner Belt Loop Corridor Study, and the BBWA Canal Trail Feasibility Study.

**Locally Funded Activities**

- Meetings with various citizen groups will be coordinated and attended for the purpose of soliciting information and ideas on a broad range of planning issues within the Billings Urban Area and throughout Yellowstone County.
- Community participation using new tools and techniques will also be included in all planning studies proposed within this document.

**STAFFING**

4.0 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

**PRODUCT**

- A comprehensive and coordinated solicitation and collection of public opinions in order to accurately reflect the preferences and priorities of the citizens within the Billings Urban Area.
- An enhanced integrated web-based public participation software that includes MPO and generally planning projects and procedures and other pertinent information.

**FUNDING SCHEDULE - CITIZEN INVOLVEMENT**

**FUNDS PROGRAMMED - FISCAL YEAR 2018**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$32,000	\$32,000	\$64,000
<b>TOTAL</b>	<b>\$32,000</b>	<b>\$32,000</b>	<b>\$64,000</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	50	50	100

**FUNDS PROGRAMMED - FISCAL YEAR 2019**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$33,000	\$33,000	\$66,000
<b>TOTAL</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$66,000</b>

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

## 41.12.200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

### 200 Community Planning (4304)

#### OBJECTIVE

- To maintain records and make projections of population and dwelling unit data, land use information, employment data, and to maintain adequate financial records, files and reports.
- To provide current, accurate information pertaining to the quantity of residential, commercial, industrial, and public land in the MPO and across the County.
- To summarize and analyze development trends and to provide visual information to the City Council, County Commission, Planning Board and the public during the public input process for transportation and land-use decision making.
- To recommend implementation of the goals, policies, and strategies of the adopted 2016 City of Billings and Lockwood Growth Policy.
- Implementation of Long Range Transportation Plans and Planning Studies.
- The current ten planning factors have been reviewed and incorporated in this UPWP. The factors are:
  - 1) Support the economic vitality of the metropolitan area;
  - 2) Increase the safety of the transportation system for motorized and non-motorized users;
  - 3) Increase the security of the transportation system for motorized and non-motorized users;
  - 4) Increase the accessibility and mobility of people and for freight;
  - 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote transportation-land use/economic development consistency;
  - 6) Enhance the multimodal/intermodal integration and connectivity of the transportation system;
  - 7) Promote efficient system management and operation; and
  - 8) Emphasize the preservation of the existing transportation system.
  - 9) Improve transportation system resiliency and reliability.
  - 10) Reduce or mitigate storm-water impacts of surface transportation; and enhance travel and tourism.

#### ACCOMPLISHMENTS - FISCAL YEAR 2018

The 2010 Census and most recent American Community Survey (ACS) data has been updated and placed in various databases as it has become available. Data gathered and updated included annual information related to population estimates for city and counties within the State of Montana. This annual information is used by the public and public agencies for planning purposes. The ACS is accessed for review and dissemination, and updated information released by the US Census Bureau in regards to commuting patterns. Other data gathered includes:

- Building Permits, Demolition Permits, Electrical Permits, Subdivision Applications, Zoning Applications, Special Reviews, Variances, temporary use permits, sign permits, zoning compliance permits and zoning clarification documents, annexation data, population trends, land use trends, school enrollment, employment data and general economic indicators.

The planning staff continues to review the 2010 Census data and the 2016 ACS figures and estimates for population and demographic data. Census information is made available to various local agencies and organizations and to the general public. The data is used for developing reports, grant applications and

planning documents such as Transportation and Land Use Plans and for projects like the 2017 Recreational Trails Program Grant and other grants as needed.

The City-County Planning Division, on behalf of the Billings MPO, is responsible for preparing a Complete Streets Progress Report every three years. This direction was outlined in the City of Billings Complete Streets Policy: “The City will periodically collect, review and report performance data and benchmark measurements to demonstrate the effectiveness of the policy.” This effort was completed with the first-ever Billings Complete Streets Benchmark Report prepared in 2013. An update to the Progress Report was completed in December of 2017 and included updated data sets and information regarding the performance of the Complete Streets Policy. Several datasets, including the general land use map of the County were updated so as to maintain an inventory of existing conditions. This information was utilized in various planning studies and provided to other departments and the general public. Zoning data developed in element 204 for the entire City and County zoning jurisdictions was provided to neighborhood task force groups and others as requested. Numerous other special purpose maps were prepared for meeting purposes including bicycle trail maps, annexation maps, estimated development density maps and tables for the Limits of Annexation Map area, and other project influence areas. Natural resource, 2010 Census, and jurisdictional boundary information was updated or developed. Traffic count station locations were ge-positioned and linked with the City-County traffic count matrix. The City also upgraded its internal mapping system with an ArcGIS product that makes access to the most current property data and aerial photography better and easier for staff when researching existing conditions of transportation corridors and adjacent property. The new system provides a robust City GIS base map for use in application reviews, transportation planning efforts, and general customer inquiries. Ongoing review and implementation of sub-area neighborhood and transportation plans, and other planning documents was carried out by staff.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2019**

### **PL Eligible Activities**

- The new web-based GIS software is compatible with available datasets and utilize the existing data sets more effectively. The GIS will be utilized to develop a series of maps, including existing and proposed pedestrian trail routes and projects in the community, maps to implement the Long Range Transportation Plan, updates to a preferred growth area map in conjunction with the City’s Limits of Annexation Map, mapping of focus areas for implementation of the City’s Infill Development Policy, and others.
- The City also is rolling out a new web-based system that works with the City’s electronic project tracking and management system to provide a visual map view for staff and the public of the location of building permits that have been approved or are under review by the City. This web-based system will assist staff in identifying areas of impacts to the transportation system, specifically managing access.

The planning staff, under the direction of the Board of Planning, will continue to work on long-range planning projects according to the priorities established by both the City of Billings and Yellowstone County. In particular, the continuing implementation of the South Billings Master Plan, the 2014 Long Range Transportation Plan Update, the 2008 Public Participation Update, the Downtown Area Traffic Coordination and Safety Study.

Work related to Bicycle-Pedestrian activities in this work element will include:

- Work with staff to insure a bike/pedestrian friendly community.
- Review of proposed subdivision for non-motorized transportation connectivity.

### **Locally Funded Activities**

- Staff also will continue to work with the Big Sky Economic Development Authority (BSEDA) to implement the Master Plan for the East Billings Urban Renewal District (EBURD), the Hospitality

Corridor Planning Study, the Exposition Gateway Concept Plan and the South Billings Boulevard Urban Renewal District (SBBURD) Master Plan. The plans include detailed analysis of the transportation and land use connections in the area and promoting sustainable development projects.

- Staff plans to work with the City, County, BSEDA, and neighborhood groups to identify planning needs in various parts of the urbanized area.
- Continued maintenance and update of socio-economic and land use data for both transportation and comprehensive planning activities will continue in 2019, with 2010 Census information and the newly released 2016 American Community Survey data.
- Various GIS databases and layers will continue to be developed and centrally maintained, including information on neighborhoods, community assets, route planning, trail systems and transportation plans.

**STAFFING**

21 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

**PRODUCT**

- Various reports, files, and projections of socio-economic data necessary for current transportation and comprehensive planning activities, as well as support of City/County economic development activities.
- An ongoing GIS database/mapping system for the City of Billings and Yellowstone County.
- Ongoing updates to the preferred growth areas mapping and analysis for the City, implementation of the City Infill Development Policy, SBBURD Master Plan, the 2014 Long Range Transportation Plan Update, 2008 Public Participation Plan, the Downtown Area Traffic Circulation and Safety Study, the Economic Impact of the Non-motorized Transportation System on the Billings MPO, Wayfinding Sign Plan, the Inner Belt Loop Corridor Study, and the BBWA Canal Trail Feasibility Study.

**FUNDING SCHEDULE - COMMUNITY PLANNING**

**FUNDS PROGRAMMED - FISCAL YEAR 2018**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$64,500	\$150,500	\$215,000
TOTAL	\$64,500	\$150,500	\$215,000

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$69,000	\$161,000	\$230,000**
TOTAL	\$69,000	\$161,000	\$230,000**

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

**OBJECTIVE**

- To oversee, interpret and enforce current City and County zoning regulations.
- To effectively administer the regulations and provide efficient service to the elected officials and the public.
- To maintain current zoning and land use information for all zoned property within the jurisdiction of the Billings Metropolitan Planning Organization to use in long-range transportation planning studies, traffic analysis, and transportation projects.

**ACCOMPLISHMENTS - FISCAL YEAR 2018**

During the past year, all applications for zone changes, special reviews, variances, and planned developments were reviewed and processed by the planning staff. Reports and recommendations were prepared on each case to the various boards, commissions, and governing bodies. Digital photos are now incorporated into all zoning reports and Microsoft Power Point presentations are given to all boards and commissions. Staff is in the process of ongoing scanning of historic zoning files to the ImageSilo in preparation of future citizen access. All applications for building permits were also reviewed for compliance with City and County zoning regulations. Special zoning studies and ordinance updates were prepared as requested by the governing bodies. These included making a series of zoning code amendments to bring the regulations into compliance with changes in State Law and changes driven by community interests.

Staff coordinated with the County GIS Department to ensure that all zone changes within the Billings MPO area were reflected on GIS online and printed maps to ensure land use information was current.

A significant amount of time was also spent assisting the public with general zoning questions. The status of all active zoning applications is now posted on the City/County Planning websites.

**PROPOSED ACTIVITIES - FISCAL YEAR 2019****PL Eligible Activities**

- Zoning, Special Review, and Variance applications will be reviewed for land use compatibility, traffic, access, and overall site design. Traffic accessibility studies will be reviewed when required as part of certain zoning applications that include drive-thru services, high-traffic volume developments, projects that may be adjacent to arterial streets with limited access like Shiloh Road, Grand Avenue or King Avenue West, or may otherwise cause significant impacts to the local transportation system.
- Staff will continue to maintain its zoning maps and land use information so that it is applicable to long-range transportation planning efforts in the Billings MPO. This information is regularly applied to a variety of MPO functions, including corridor analysis efforts like those involved in the Billings Bypass project, specific road projects, TA program applications and non-motorized grant applications.
- Staff will continue the update to the Zoning Code. It is anticipated that this upcoming year will see the development of new Ordinances related to zoning within the City and County Zoning jurisdictions.

**Locally Funded Activities**

- Carrying out the day to day activities required to effectively administer the zoning regulations as well as ensure that land use information is current and available for all long-range transportation planning efforts, including Transportation Plan updates, specific road projects, corridor studies and the North Bypass project.
- Activity in 2019 will include ordinance updates as required by State law including language addressing Home Occupation licensing, or requested by the public or governing bodies.
- All zone change applications will be reviewed for compliance with local plans.
- Staff will continue the update to the existing Unified Zoning Code based on fulfilling policy goals set by the local governing body including Growth Policy, Neighborhood Plans, Complete Streets and Infill Policies.

**STAFFING**

10 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

**PRODUCT**

- Effective zoning regulations and administration for the City of Billings and Yellowstone County. Effective enforcement of the zoning regulations for Yellowstone County.
- On-line submittal capability for certain zoning permits, i.e. sign and fence will increase efficiency and convenience for applicants.

**FUNDING SCHEDULE - ZONING ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2018**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$27,400	\$109,600	\$137,000
TOTAL	\$27,400	\$109,600	\$137,000

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

**FUNDS PROGRAMMED - FISCAL YEAR 2019**

**FUNDING SOURCE**

AGENCY	PL*	LOCAL	TOTAL
MPO	\$28,000	\$112,000	\$140,000
TOTAL	\$28,000	\$112,000	\$140,000

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

**OBJECTIVE**

- To maintain the current City and County subdivision regulations and ensure that they are updated when changes in State law occur.
- To effectively administer the regulations and provide efficient service to developers, engineers and surveyors, elected officials, and the community.
- To ensure that development is occurring with minimal negative impacts to the community and that subdivisions are designed to be safe and long lasting in the community.
- To evaluate traffic accessibility studies, general circulation data, and ensure conformity with the Functional Classification Map and associated elements of the Long Range Transportation Plan when a subdivision application is submitted.
- To collect, manage, and apply subdivision development information for long-range transportation planning activities for the MPO – including but not limited to updates to the transportation plan and maintenance of inputs for traffic modeling.

**ACCOMPLISHMENTS - FISCAL YEAR 2018**

The Board of Planning and the planning staff reviewed all preliminary major and minor plat applications. Numerous conceptual and pre-application meetings were coordinated and attended by staff. All final plats were reviewed and processed. Also, a significant amount of time was spent assisting the public with general subdivision questions. Updates to the City and County Subdivision Regulations due to legislative changes were drafted and approved.

Staff collected and compiled information on the details of each new subdivision in terms of numbers of lots and land area slated for development. This information is integral to any transportation plan updates or long-range transportation planning efforts undertaken by the MPO in the community to determine population growth and location of residents and commercial services that affect the transportation system. This involved monthly subdivision activity reporting and periodic reviews of new development locations. This is also considered in relation to the TA program and when the MPO pursues grants for non-motorized transportation projects in the community.

The MPO continues to implement and enforce the Suburban Subdivision Regulations that require property currently outside the city limits but within the County Zoning Jurisdiction that may be annexed in the future to develop at city standards for infrastructure such as curb, gutter, sidewalk, etc. This new procedure has been a positive to residential development on the city fringe areas.

**PROPOSED ACTIVITIES - FISCAL YEAR 2019****PL Eligible Activities**

- Staff will review all subdivisions for compliance with the Billings Area Long Range Transportation Plan, and for conformity with the Billings Area Bikeway and Trail Master Plan, Lockwood Transportation Plan, Blue Creek Transportation Plan, and other neighborhood and community transportation plans as applicable.
- Staff also will continue to collect information on the details of each new subdivision as an integral data source for long-range transportation planning efforts undertaken by the MPO. The MPO expects to use this data in 2019 for a variety of projects, including the Long Range Transportation

Plan Update, the continued alignment analysis for the Inner Belt Loop Phase II (including the Corridor Study proposed), and continued analysis for the North Bypass.

**Locally Funded Activities**

- All subdivision applications will be reviewed for compliance with local and state subdivision law.
- To carry out the day to day activities required to effectively administer the subdivision regulations, and to keep the regulations current.
- Continued implementation of the Suburban Subdivision Regulations within the County Zoning Jurisdiction area.

**STAFFING**

11.5 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

**PRODUCT**

- An effective subdivision review process with regard to local and state law, the Growth Policy, and the Billings Area Transportation Plan.
- Correctly identified street segments in alignment with the 2018 Transportation Plan Functional Classification Map (under development).

**FUNDING SCHEDULE - SUBDIVISION ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2018**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$38,100	\$88,900	\$127,000
<b>TOTAL</b>	\$38,100	\$88,900	\$127,000

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2019**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$40,500	\$94,500	\$135,000
<b>TOTAL</b>	\$40,500	\$94,500	\$135,000

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

## 41.13.300 LONG RANGE TRANSPORTATION PLANNING

### 300 TRANSPORTATION SYSTEM DATA (4310)

#### OBJECTIVE

- To develop and maintain current transportation system data files and records.
- To provide transportation planning and data information to City and County staff, elected officials, developers, engineering firms, and the general public.

#### ACCOMPLISHMENTS - FISCAL YEAR 2018

The traffic count program for FY 2018 was completed. Travel times/delay/speed studies were completed, calculations computed, and level-of-service values determined. Staff participated in the update of the City of Billings Capital Improvement Plan (CIP). Crash information was compiled and analyzed. Crash data is also used in many of the planning studies undertaken by the MPO. The staff also continued to utilize the trail scanners that were purchased and found new and better ways to both use the scanners in more trail locations in the community and display the data for various applications. Rails to Trails Conservancy chose Billings as a pilot city for two EcoCounters, these counters were placed on commuter trails within the City and are continuously transmitting real time data. Also, the City has modified two traffic signals so they have the capability of detecting bicycle traffic at intersections. The Seasonal Traffic Intern has been combined into the City Engineering (Contract Position). This was done as a cost saving measure and will allow more flexibility with MPO related duties as they are presented. A silo based data retention system was put into place. This system allows for digital data storage of all the traffic count information and will enable better staff, agency and public access to the information in 2018.

The MPO is currently in the process of completing the development of the Billings MPO TransCad Model program. This project was developed in conjunction with the update to the Long Range Transportation Plan and will develop a base year of 2017 for modeling purposes.

#### PROPOSED ACTIVITIES - FISCAL YEAR 2019

##### PL Eligible Activities

- To complete the development of the Billings MPO TransCad Model program. The ability of the Billings MPO to conduct transportation modeling in-house will benefit the community and will include modeling data on vehicles, bike and transit.
- The traffic count program for the Billings Urban Area as well as the Yellowstone County influence area will be conducted and the appropriate data recorded during FY2019. All traffic count data will be submitted to the MDT by February 1, 2019.
- Crash data will be compiled and analyzed to determine high hazard locations.
- Staff will update, where appropriate, the City's Capital Improvement Program.
- The Contract Position with City Engineering will take on expanded duties of traffic modeling and traffic model upkeep and maintenance.
- Staff will collect and maintain bike/pedestrian information through the trail census and use of the trail-bike/pedestrian scanner. This activity is in conjunction with MPO region wide planning.
- Additional integration of the Transportation Planner II position into the Division's transportation project work and familiarity with transportation planning issues will continue under the direction of the Transportation Planning Coordinator. This individual continues to be responsible for managing traffic data for studies and reference, administering the TA Program, training for future modeling traffic conditions related to new developments and transportation system changes.

- The traffic count data silo will be maintained and access for other agencies and the public will be coordinated with the system.
- Complete Street Progress Report as documented in Work Element 200.
- The MPO is will integrate new traffic count equipment. Staff will work with MDT on coordinating this.
- The Bicycle-Pedestrian activities will continue. Duties will include but not limited to:
  - Maintain Bike/pedestrian data bases in conjunction with MPO region wide planning purposes.
  - Maintain data base for easement acquisition.

**STAFFING**

13.5 Staff Months – City/County Planning

11.0 Staff Months - City Engineering (Contract Position)

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning/MDT

**PRODUCT**

- Documentation as necessary, support of transportation grant programs, transportation system modeling, updated Traffic Count Program, and research and integration of traffic information into planning projects and development review activities.
- Current traffic count data.
- Current bike/pedestrian counts.

**FUNDING SCHEDULE - TRANSPORTATION SYSTEM DATA**

**FUNDS PROGRAMMED - FISCAL YEAR 2018**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$215,000	0	\$215,000
TOTAL	\$215,000	0	\$215,000

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2019**

**FUNDING SOURCE**

AGENCY	PL*	LOCAL	TOTAL
MPO	\$200,000	0	\$200,000
TOTAL	\$200,000	0	\$200,000**

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

\*\*This Includes - \$15,000 for the completion of a Billings MPO TransCad Model

## **301 TRANSPORTATION PLAN (4311)**

### **OBJECTIVE**

- Implement the Goals and Objectives in the Billings Long Range Transportation Plan.
- Develop (where necessary) and maintain data for the urban area in order to effectively monitor and evaluate the validity of the Transportation Plan.

### **ACCOMPLISHMENTS - FISCAL YEAR 2018**

Staff continues to update the 2014 Long Range Transportation Plan. Elements in the Plan include Goals and Objectives, a Transit section, an analysis of the railroad interface with the community, and a review of current projects listed in the 2014 Study. This plan update will also include requirements for Performance Measures. The Billings MPO recently moved to incorporate State MDT Performance Measures within all Transportation Planning and Projects.

Staff will continue to implement the 2017 Billings Area Bikeway and Trail Master Plan. This will include working with MDT, City and County Public Works and other organizations with the continued development of the non-motorized transportation system.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2019**

#### **PL Eligible Activities**

- Staff will work to implement the 2016 Billings Area Bikeway and Trail Master Plan.
- Update the MPO Bike/Pedestrian Maps.
- Develop a web-based interactive Bike and Pedestrian Mobile Application.
- Staff will continue the update to the 2014 Transportation Plan including an update to the 2008 Public Participation Plan.
- Staff will also integrate the 2014 Transportation Plan with the City's Capital Improvement Program to ensure consistency.
- Projects will continue to be reviewed for future implementation in the City's CIP and the MPO's TIP.
- Continue to update and distribute the MPO Bike/Pedestrian Maps.

### **STAFFING**

9.0 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

- Implementation of transportation projects identified in the Billings Area Bikeway and Trail Master Plan, the Transportation Improvements Program, Transportation Plan and the Capital Improvements Program.

## FUNDING SCHEDULE - TRANSPORTATION PLAN

### FUNDS PROGRAMMED - FISCAL YEAR 2018

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$325,000	0	325,000
TOTAL	\$325,000	0	325,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

### FUNDS PROGRAMMED - FISCAL YEAR 2019

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$265,000	0	265,000
TOTAL	\$265,000	0	265,000

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

\*\*Complete the update to the 2014 Long Range Transportation Plan - \$25,000; Update the MPO Bike/Pedestrian Map - \$8,500; Develop an interactive Bike/Pedestrian Mobile Application - \$50,000

## **302 PLANNING STUDIES (4312)**

### **OBJECTIVE**

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

### **ACCOMPLISHMENTS - FISCAL YEAR 2018**

- The Downtown Area Traffic Circulation and Safety Study was proposed to be separated into two separate projects. The first was initiated by the City Engineering Division and includes engineering elements with conversion of one-way streets into two-way streets. The engineering portion will review traffic signal function, intersection alignments and parking reconfiguration. The second phase of the project will be initiated by the MPO in the 2019 UPWP.
- 

### **PROPOSED ACTIVITIES - FISCAL YEAR 2019**

#### **PL Eligible Activities**

- Complete the Downtown Area Traffic Circulation and Safety Study. This study will examine the impacts of one-way street conversion to two-way street on bicycle and pedestrian access and safety. This plan will assist in identifying potential transportation projects for future funding.
- The Billings MPO has identified in the 2017 Bikeway + Trails Master Plan bike boulevards as a preferred bike commuting system. As part of bike boulevard development, the MPO would like to develop a Wayfinding Signage Plan. This wayfinding signage would be located within the Public Right-of-way and identify the where and how directional signage would address local bike traffic.
- It is anticipated that the City of Billings will complete Phase I of the Inner Belt Loop from Alkali Creek to Highway 3 in 2022, this new road construction will have an impact on the entire corridor. The Billings MPO desires to complete an Inner Belt Loop Corridor Study from the intersection of the terminus of Skyway Drive (IBL) and Alkali Creek to Highway 3. The study would address future access options as development occurs along the roadway, potential intersections, storm water management, bicycle and pedestrian access and transportation safety along the corridor.
- Grant writing services to assist with a Build (or something similar) Grant application.

#### **Locally Funded Activities**

- Staff will be involved in the coordination through completion of all planning studies undertaken. This includes contract negotiations, coordination of citizen advisory groups, public meetings, overseeing contract deliverables and project wrap-up.

### **STAFFING**

6.5 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

- A study that will identify future transportation infrastructure projects to encourage better traffic flow in the downtown. This study will also provide guidance on infrastructure and programs that will encourage active transportation in a safe environment.

## FUNDING SCHEDULE – PLANNING STUDIES

### FUNDS PROGRAMMED - FISCAL YEAR 2018

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$120,000	\$80,000	\$200,000
TOTAL	\$120,000	\$80,000	\$200,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	60	40	100

### FUNDS PROGRAMMED - FISCAL YEAR 2019

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$192,000	\$128,000	\$320,000**
TOTAL	\$192,000	\$128,000	\$320,000**

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

\*\*Downtown Area Traffic Circulation and Safety Study \$75,000; Wayfinding Signage Plan - \$50,000; Inner Belt Loop Corridor Study - \$100,000, Grant (Build) Writing - \$45,000.

## 41.15.500 TRANSPORTATION IMPROVEMENT PROGRAM

### 500 TRANSPORTATION IMPROVEMENT PROGRAM (4313)

#### OBJECTIVE

- To maintain a viable five-year program of transportation improvements for the Billings Urban Area.

#### ACCOMPLISHMENTS - FISCAL YEAR 2018

In May of 2017, a Transportation Improvement Program (TIP) update covering the period of 2017-2021 was produced to reflect current project status. Determinations were prepared for conformity to the Clean Air Act. Compliance with the new requirements of the FAST-Act authorization was completed.

In February of 2018, an amendment to the 2017-2021 TIP was requested by MDT. Final approval of the amendment was received in April of 2018.

#### PROPOSED ACTIVITIES - FISCAL YEAR 2019

##### PL Eligible Activities

- The Transportation Improvement Program (TIP) will be updated as needed to reflect current project status. A certification statement will be included, as appropriate, to conform to the planning regulations. Based on the Transportation Plan, projects will be evaluated and ranked in accordance with the Priority Ranking Procedures, and in accordance with consistency/conformity procedures. Necessary data will be gathered from primary and secondary sources by the planning staff based upon the Memorandum of Understanding with the City of Billings Public Works Department, establishing areas of data responsibility. Conformity determinations will be prepared as necessary to ensure conformity with the Clean Air Act.

#### STAFFING

2.5 Staff Months – City/County Planning

#### FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

#### PRODUCT

- A current transportation improvement program which reflects conformity with FHWA, the Clean Air Act, and local priorities.

# FUNDING SCHEDULE - TRANSPORTATION IMPROVEMENT PROGRAM

## FUNDS PROGRAMMED - FISCAL YEAR 2018

### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$32,000	0	\$32,000
TOTAL	\$32,000	0	\$32,000

### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

## FUNDS PROGRAMMED - FISCAL YEAR 2019

### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$33,000	0	\$33,000
TOTAL	\$33,000	0	\$33,000

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

**600 ENVIRONMENTAL CONSIDERATIONS (4314)**

**OBJECTIVE**

- Maintain current records of monitored air pollution levels and obtain other environmental data as necessary within the Metropolitan Planning Area.
- Review proposed development and transportation system improvements with respect to environmental considerations within the MPO influence area.

**ACCOMPLISHMENTS - FISCAL YEAR 2018**

Air quality monitoring information was obtained from the County Air Pollution Control Board. Air quality mapping for the State Air Quality Bureau was revised. The Congestion Mitigation Air Quality (CMAQ) program was implemented. Staff continues to monitor carbon monoxide (CO) information in the Urbanized Area.

The Socio-Economic and Environmental (SEE) effects guidelines were used to review proposed developments and transportation system improvements.

**PROPOSED ACTIVITIES - FISCAL YEAR 2019**

**PL Eligible Activities**

- The planning staff will continue to utilize the SEE effects guidelines to evaluate all major development proposals in terms of transportation systems. This would include the CMAQ program.
- Work will continue to maintain the Billings air quality designation.
- Staff will continue to review the MOVES Program and others like it and their relationship to the MPO.

**STAFFING**

2.5 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

**PRODUCT**

Current environmental data as well as a comprehensive planning and transportation planning process that will substantially addresses the socio-economic and environmental consequences associated with growth and development.

# FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS

## FUNDS PROGRAMMED - FISCAL YEAR 2018

### FUNDING SOURCE

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

### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

## FUNDS PROGRAMMED - FISCAL YEAR 2019

### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$32,000	0	\$32,000
TOTAL	\$32,000	0	\$32,000

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

**41.17.700 OTHER ACTIVITIES**

**700 CONTINGENCY (4315)**

**OBJECTIVE**

- To provide for the accounting of available un-programmed funds in the current UPWP.

**ACCOMPLISHMENTS - FISCAL YEAR 2018**

N/A

**PROPOSED ACTIVITIES - FISCAL YEAR 2019**

**PL Eligible Activities**

- This work element will be utilized for accounting purposes only. No specific work activity will be charged to this work element.

**STAFFING**

N/A

**FUNCTIONAL AGENCY RESPONSIBILITY**

N/A

**PRODUCT**

N/A

**FUNDING SCHEDULE - CONTINGENCY**

**FUNDS PROGRAMMED - FISCAL YEAR 2018**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$347,250	127,250	\$474,500
TOTAL	\$347,250	127,250	\$474,500

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2019**

**FUNDING SOURCE**

AGENCY	PL*	LOCAL	TOTAL
MPO	\$885,500	59,500	\$945,000
TOTAL	\$885,500	59,500	\$945,000

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

SECTION II -- FUNDING

**TABLE I  
FUNDING SUMMARY  
FEDERAL FISCAL YEAR 2019**

WORK ELEMENT	FUNDING SOURCES FY 2019		
	PL*	LOCAL	EST. COST
100 Administration	\$209,000	\$171,000	\$380,000
101 Service	20,000	20,000	40,000
102 Citizen Involvement	33,000	33,000	66,000
200 Community Planning	69,000	161,000	230,000
204 Zoning	28,000	112,000	140,000
205 Subdivision	40,500	94,500	135,000
300 Transportation System	200,000	0	200,000
301 Transportation Plan	265,000	0	265,000
302 Planning Studies	192,000	128,000	320,000
500 T.I.P.	33,000	0	33,000
600 Environmental	32,000	0	32,000
700 Contingency	885,500	59,500	945,000
<b>TOTAL</b>	<b>\$2,007,000</b>	<b>\$779,000</b>	<b>\$2,786,000</b>

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

**TABLE II  
FUNDING COMPARISONS**

WORK ELEMENT	FY 2019 ESTIMATED COST	FY 2018 ESTIMATED COST
100 Administration	\$380,000	\$325,000
101 Service	40,000	39,000
102 Citizen Involvement	66,000	64,000
200 Community Planning	230,000	215,000
204 Zoning Administration	140,000	137,000
205 Subdivision Administration	135,000	127,000
300 Transportation System Data	200,000	215,000
301 Transportation Plan	265,000	325,000
302 Planning Studies	320,000	200,000
500 T.I.P.	33,000	32,000
600 Environmental Considerations	32,000	31,000
700 Contingency	945,000	374,500
<b>TOTAL</b>	<b>\$2,786,000</b>	<b>\$2,084,500</b>

**TABLE III  
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2019**

<b>WORK ELEMENT</b>	<b>RECIPIENT</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
100 Administration	MPO	55	45	100
101 Service	MPO	50	50	100
102 Citizen Inv.	MPO	50	50	100
200 Community Planning	MPO	30	70	100
204 Zoning Administration	MPO	20	80	100
205 Subdivision Admin.	MPO	30	70	100
300 Trans. System Data	MPO	100		100
301 Transportation Plan	MPO	100		100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100		100
600 Environmental	MPO	100		100
700 Contingency	MPO	100		100

**TABLE IV  
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2019**

<b>WORK ELEMENT</b>	<b>DIRECTOR (Friday)</b>	<b>SENIOR PLANNER (TRANS.) (Walker)</b>	<b>PLANNER I (Husman)</b>	<b>PLANNING MANAGER (Plecker)</b>	<b>PLANNER II (Mattox)</b>	<b>CLERK (Deines)</b>	<b>PLANNER II (Green)</b>	<b>PLANNER I (Vacant)</b>	<b>SENIOR PLANNER (ZONING) (Cromwell)</b>	<b>Active Trans. Planner I (Monat)</b>	<b>TOTAL M.M.</b>
100	7	1.5	2.5	5.5	.5	1.5	.5	.5	1	5.5	26
101	.5		1				.5	.5	1		3.5
102	.5		.5	.5	.5	.5	1	.5			4
200	1.5		5	2	1	2	1	5	1	2.5	21
204			.5	.5		.5	.5	2	6		10
205			.5	1		.5	7.5		2		11.5
300		2.5	.5	.5	5	2				3	13.5
301	.5	4		.5	2	2					9
302	.5	1		.5	1	1		2.5			6.5
500	.5	1			.5	.5					2.5
600		1	.5		.5	.5					2.5
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>110</b>

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

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

## SECTION III

### INDIRECT COST PLAN

#### **INTRODUCTION**

The Office of Management and Budget Circular 2 CFR Part 200 is used as governing criteria for establishing the allowed costs.

#### **IDENTIFICATION OF COSTS**

The costs are delineated below by type:

DIRECT	INDIRECT	BENEFITS
Salaries & Wages	Maintenance	FICA
Legal Notices	Reproduction	PERS
Travel	Supplies	Workmen's Compensation
Printing	Postage	Accident Insurance
Training	Subscriptions	Health Insurance
Consultants	Telephone	Sick Leave
Equipment	Utilities	Vacation
Mileage	Rent	Holidays
Moving/Interview	Audit	Maternity
	Messenger	Military
		Life Insurance
		Dental Insurance

#### **ALLOCATION OF COSTS**

Direct costs will be charged to the work program line item to which they apply.

An indirect cost rate of **12%** of the City and County's direct salaries and wages is proposed. The **12%** rate will be applied to the direct wages and salaries of each line item within the work program to cover all indirect expenses.

Benefits will be calculated at a rate of **54%** of the City and County's direct salaries and wages charged to each line item.

## **FUNDING SOURCES**

The degree of participation by each funding agency is based on the pro-rations which have been determined for each line item. Each agency will be billed their share of the total charges made against each line item according to the approved pro-rations.

Funding sources and amounts contained in the UPWP are as follows:

Planning Dept. Fees (City of Billings)	\$230,000
Planning Dept. Fees (Yellowstone Co.)	\$57,000
Yellowstone County (Mill)	\$492,000
PL*	\$2,007,000
TOTAL	\$2,786,000

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

## **SUMMARY**

The indirect cost rate is a predetermined fixed rate which is not subject to adjustment. The base period used in determining the rate is the period from July 1, 2017 through June 30, 2018. The calculated rate is applicable to the grant period, which is October 1, 2018 through September 30, 2019.

## LIST OF ACRONYMS

ADA	American Disability Act
BSEDA	Big Sky Economic Development Authority
CAC	Citizen Advisory Committee
CMAQ	Congestion Mitigation Air Quality
CTEP	Community Transportation Enhancement Program
EBURD	East Billings Urban Renewal District
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
HPMS	Highway Performance Monitoring System
ISTEA	Intermodal Surface Transportation Efficiency Act
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
MDT	Montana Department of Transportation
MPO	Metropolitan Planning Organization
PCC	Policy Coordinating Committee
PEP	Private Enterprise Participation
PL	Planning Funds
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act for the 21 <sup>st</sup> Century
TA	Transportation Alternative Program
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
YCBP	Yellowstone County Board of Planning

## CHAPTER II

# CITY OF BILLINGS TRANSIT DIVISION

## SECTION I UNIFIED PLANNING WORK PROGRAM

### 44.21.00 Program Support and Administration

#### 44.21.01 PROGRAM ADMINISTRATION

##### OBJECTIVE

To provide program support, general administration, grant administration, and training in support of transit planning activities.

##### ACCOMPLISHMENTS FISCAL YEAR 2018

Conformance with federal, state, and local administrative requirements for maintenance of transit planning function, including continuing to maintain and update the Coordinated Transportation Plan. Stayed informed of Federal/State requirements concerning grants. Attended training opportunities to enhance knowledge and skills. Developed and prepared the FTA mandated Transit Asset Management Plan. Improved data-keeping practices, managed FTA Section 5303 grant activities, and prepared transit aspect of UPWP. Attended general transit-related meetings. Participated in TAC and other meetings.

##### PROPOSED ACTIVITIES FISCAL YEAR 2019

All administrative functions necessary in support of transit planning activities will be performed. Continue to improve data-keeping practices. Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain federal funding support. Furthermore, this UPWP will be revised when deemed necessary. The FY 2019 UPWP for transit planning activities will also be developed under this line item. Continue to research and develop the use of FTA funding, as provided in the FAST Act. Maintain coordination with 5310 providers and as the lead agency, develop and apply for capital grants for new vehicles as decided by the Coordination Transportation Plan Committee. The Coordinated Transportation Plan will be updated, as required by the FAST Act.

Staff participates in recognized and approved training programs in order to improve skills and capabilities. Planner will assimilate documents, regulations, and codes to keep abreast of federal, state, and local requirements as they relate to the transit planning process. To maintain interaction and feedback with appropriate citizen and professional groups, staff will participate with the TAC, Coordination Plan Committee, citizen advisory boards and others as needed. Grant administrative functions and continue updating and maintaining the FTA mandated Transit Asset Management Plan.

**STAFFING**

220 Transit Planner Staff Hours  
44 Administrative Support Staff Hours  
44 Aviation/Transit Director Staff Hours

**308 Total Staff Hours**

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division

**PRODUCT**

An ongoing administrative program to carry out the transit planning function.

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant

**FUNDING SCHEDULE - 44.21.01**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 18	\$4,993	\$19,971	\$24,964
Estimated FY 2019	\$5,278	\$21,112	\$26,390

**44.24.01 NEW TRANSPORTATION SERVICE EVALUATION AND ANALYSIS**

**OBJECTIVE**

To facilitate considerations of means to ensure that citizens will have acceptable public transportation alternatives in the future, including during times of constrained financial resources.

**ACCOMPLISHMENTS FISCAL YEAR 2018**

Updated projections of future revenues and expenses. Assisted with annual and out-year budget and financial resources analysis, including multi-year spreadsheets. Arranged for a variety of on-going data gathering and analysis efforts to monitor system. Identified the operating and capital needs required to ensure reliable fleet and effective system functioning and assisted with preparation of related grant applications, grant revisions, and budget documents. Performed operational analysis of the transit system. Analyzed and implemented fare box and other revenue changes. Performed general planning for system improvements, including route changes, schedule changes, and locations for amenities such as bus shelters and benches. On-going ridership tracking by route. Provided information and comments related to transit on development and annexation projects. Performed general transit planning.

**PROPOSED ACTIVITIES FISCAL YEAR 2019**

Continuation of activities undertaken in FY 2018 including, research to determine if there is any possibility for additional service hours or additional routes for the system in the future. Assisting with financial analysis and planning; and assessing future capital and operating requirements. Continue needed service adjustments, including means to continue addressing needs with fewer resources. Continue planning efforts regarding public and stakeholder involvement and input opportunities, including facilitating public meetings to plan for improvements on transit routes and specialized services for seniors and disabled.

**STAFFING**

619.44	Transit Planner Staff Hours
123.89	Administrative Support Staff Hours
<u>154.86</u>	Aviation/Transit Director Staff Hours
<b><u>898.19</u></b>	<b>Total Staff Hours</b>

**PRODUCT**

Identification of and plans for efficient and effective transit service for the future, such as financial and capital analyses and possible system modifications.

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant

**FUNDING SCHEDULE - 44.24.01**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 18	\$13,860	\$55,440	\$69,300
Estimated FY 2019	\$14,827	\$59,308	\$74,135

**44.24.02 CURRENT SERVICE ENHANCEMENT****OBJECTIVE**

To improve service and ridership in existing transit system.

**ACCOMPLISHMENTS FISCAL YEAR 2018**

Worked with operational staff in reviewing and implementing system improvements to existing routes and services and to assess system functioning. Assisted in assessing upcoming operational needs. Revised ridership data for better accuracy in analysis of system functioning. Provided monthly ridership (including wheelchair and bike rack use) analysis, assessed ridership trends, and prepared other information on system functioning as requested. Monitored data to analyze possible improvements to routes and schedules. Researched the feasibility of real time AVL tracking on the buses, allowing riders to determine where the bus is in real time. Prepared National Transit Database reports and gathered information from the public for planning purposes.

**PROPOSED ACTIVITIES FISCAL YEAR 2019**

Continuation of activities undertaken in FY 2018. Assist in identification and implementation of means to improve current service, including analyzing the routes and schedules with gathered data. Implementing an AVL system on the fixed-route buses to allow riders the ability to determine where the bus is in real time, and gather tracking data to help improve the routes. Researching the use of electronic fare boxes to assist in tracking ridership numbers for determining the effectiveness of current routes. This element may also include activities such as assisting with marketing to attract and educate “choice riders” and senior riders on how to read the schedules and use transit; and to enhance public image of existing system and services as well as analyses of internal functions and operations. Develop and implement creative outreach programs to increase ridership and provide Bus Travel Training to citizens. Maintain monthly ridership figures and summary figures for effective decision-making. Complete National Transit Database reports. Other tasks may include monitoring public reaction to modified routes, schedules and marketing efforts, and assist in assessing budgetary needs.

**STAFFING**

626.02 Transit Planner Staff Hours

125.20 Administrative Support Staff Hours

125.20 Aviation/Transit Director Staff Hours

**876.42 Total Staff Hours**

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division

**PRODUCT**

Information relating to existing service/system enhancement, such as analyses of system functions and budget alternatives.

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant.

**FUNDING SCHEDULE - 44.24.02**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 18	\$13,463	\$53,850	\$67,313
Estimated FY 2019	\$14,165	\$56,660	\$70,825

<b>44.25.01 T.I.P.</b>
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**OBJECTIVE**

To maintain a viable five year program of transit improvements for the Billings Urban Area.

**ACCOMPLISHMENTS FISCAL YEAR 2018**

The TIP was updated to reflect current project status and include upcoming projects. Information was provided to the MPO to assist in community-wide Section 5310 project prioritization for inclusion in TIP. The STIP process was monitored especially with regard to the grants.

**PROPOSED ACTIVITIES FISCAL YEAR 2019**

City Transit Division will develop information on the operating and capital projects for which MET Transit and MET Plus plan to pursue federal grant assistance for inclusion in the TIP to be prepared by the MPO. Monitor inclusion of TIP and STIP to ensure ability to obtain federal Sections 5307, 5310 & 5339 grant assistance.

**STAFFING**

85.04	Transit Planner Staff Hours
17.00	Administrative Support Staff Hours
<u>17.00</u>	Aviation/Transit Director Staff Hours
<b>119.04</b>	<b>Total Staff Hours</b>

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division will provide transit-related information to the County Planning Department for the MPO's inclusion in the TIP document.

**PRODUCT**

A current TIP as necessary for FTA grant approvals.

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant.

**FUNDING SCHEDULE - 44.25.01**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 18	\$1,528	\$6,112	\$7,640
Estimated FY 2019	\$1,923	\$7,694	\$9,617

**44.26.00 Implementation of Americans with Disabilities Act (ADA)**

**44.26.15 IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT (ADA)**

**OBJECTIVE**

To ensure optimal use of City of Billings funds in meeting elderly and disabled transportation needs for both specialized and fixed route transportation in accordance with Federal Americans with Disabilities Act (ADA) regulations.

**ACCOMPLISHMENTS FISCAL YEAR 2018**

Continued implementation of the paratransit Eligibility Certification process and familiarizing elderly and disabled citizens with use of fixed route system as appropriate. Continued monitoring of transit system's compliance with the ADA regulations and assisted with related community relations. Assessed financial functioning of paratransit service. Monitored procedures and policies involving lift-equipped fixed-route service and other accessibility features and requirements. Assisted in assessment of future vehicle needs and relevant procurement of vehicles as related to best serving elderly and disabled citizens. Assisted with continued integration of the paratransit function within the City's MET Transit System. Assisted in efforts to develop and resolve operational policy issues and to improve MET Plus's efficiency & cost-effectiveness, including monitoring Paratransit scheduling software. Continue to coordinate transportation services among 5310 transit providers, social service agencies and the general public to provide an overall strategy to enhance transportation access, minimize duplication of services and facilitate the most appropriate cost-effective transportation possible with available resources.

**PROPOSED ACTIVITIES FISCAL YEAR 2019**

Continuation of activities undertaken in FY 2018. Plan additional sensitivity training for MET operators and other employees. Maintain positive relationship with disabled and elderly community and continued identification of means to address transit and special transportation needs, including assisting in efforts to assess both short and long term paratransit needs of the community and organizational and fiscal means to address those needs. Monitor and assess means to improve efficiency and effectiveness of paratransit service, including the update of the current paratransit software system. Continue to facilitate effective service provision and usage of lift-equipped fixed-route service. Participate on resource advisory groups. Continue to facilitate monthly Transportation Coordination Planning meetings with human service providers, social service agencies, transit providers and the general public to coordinate efforts associated with transit capital and service planning, as required under the FAST Act. Continue to provide outreach and education for social service professionals in the community and with senior groups.

**STAFFING**

243.00	Transit Planner Staff Hours
48.60	Administrative Support Staff Hours in support of Planner
470.00	Paratransit Coordinator Staff Hours
164.50	Clerical Staff Hours in support of Paratransit Coordinator
48.60	Aviation/Transit Director Staff Hours
<b>974.70</b>	<b>Total Staff Hours</b>

## **FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division

### **PRODUCT**

Continued community consensus on how ADA regulations related to transit is to be complied with by the City of Billings. Continued community consensus on how to address specialized and lift-equipped and other transit needs of the community's disabled citizens through City funding.

### **FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant.

### **FUNDING SCHEDULE - 44.26.15**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 18	\$13,264	\$53,058	\$66,322
Estimated FY 2019	\$13,846	\$55,382	\$69,228

**SECTION II FUNDING**

**Table 4  
Funding Summary and Staff Months by Element - City Transit Division  
Federal Fiscal Year 2018**

Work Element	Funding Source			Disbursement Percentage		Staff Hours
	City	FTA	Total Amount	City	FTA	
44.21.01	\$5,278	\$21,112	\$26,390	20	80	308.00
44.24.01	\$14,827	\$59,308	\$74,135	20	80	898.19
44.24.02	\$14,165	\$56,660	\$70,825	20	80	876.42
44.25.01	\$1,923	\$7,694	\$9,617	20	80	119.04
44.26.15	\$13,846	\$55,382	\$69,228	20	80	974.70
<b>SUB TOTAL</b>	<b>\$50,039</b>	<b>\$200,156</b>	<b>\$250,195</b>	<b>20</b>	<b>80</b>	<b>3,176.35</b>
<b>TOTAL</b>	<b>\$50,039</b>	<b>\$200,156</b>	<b>\$250,195</b>	<b>20</b>	<b>80</b>	<b>3,176.35</b>

**ALLOCATION OF COSTS**

Expenditures identified include direct costs, benefits at the rate of 54% of direct salary or wages, and indirect costs at the rate of 12% of direct salary or wages. These rates for benefits and indirect costs were approved in an August 23, 2017 letter from the MDT Urban Planning Section.