



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



AGENDA

August 14, 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. **MOTION. APPROVAL OF MEETING MINUTES: JULY 24, 2018**

Attachments

PlnBMinutes_2018_07_24

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. **(Continued from July 24, 2018). Motion/Recommendation. The Lockwood Targeted Economic Development District, (TEDD) Zoning Jurisdiction Amendment. Dianne Lehm, Big Sky Economic Development, Tom McClain, Big Sky Economic Development presenting**

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

- a. **Public Hearing Motion/Recommendation to PCC - Billings Metropolitan Planning Organization Public Participation Plan Update, Lora Mattox, Transportation Planner presenting.**

Attachments

Public Participation Plan

- b. **Public Hearing Motion/Recommendation to PCC - 2019 Billings Urban Area Unified Planning Work Program, (UPWP), Scott Walker, Transportation Planning Coordinator presenting.**

Attachments

Draft 2019 UPWP

- c. **Subdivision Training - Dan Schwarz, Chief Civil Deputy County Attorney, Monica Plecker, Planning Division Manager Presenting**

Attachments

Subdivision Review Procedures

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 28, 2018--
*THIS MEETING CANCELLED***

Planning Board Meeting I (2nd Tuesday)

3.

Meeting Date: 08/14/2018

Information

Subject

MOTION. APPROVAL OF MEETING MINUTES:JULY 24, 2018

Attachments

PlnBMinutes_2018_07_24

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

JULY 24, 2018

Draft-To be approved by a motion on August 14, 2018

Call the Meeting to Order

President Tunncliff called the meeting to order at 6:00 p.m. on Tuesday, July 24, 2018, in the Miller Building 1st Floor Conference Room, 2825 3rd Avenue North, Billings, Montana.

Introduction of Planning Board Members and Planning Department Staff

President Tunncliff called for introductions of the members of the Planning Board and staff.

Attending Planning staff members: Monica Plecker, Planning Division Manager; Dave Green, Planner II; Scott Walker, Transportation Coordinator; Lora Mattox, Transportation Planner; Tammy Deines, Planning Clerk; Darin Swenson, YC Public Works Department

Others in Attendance: James T Hertz; James Hertz; Tom Sullivan; Sharon Sullivan; Steve Shelton; Roy D. Slate; Eric Boese; Darren Weekes; Becky Weekes; Tom Llewellyn; Darin Swenson, YC Public Works Department; Taylor Kasperick; Mike Ferguson, Billings Gazette; Mike Satterlee; Pamela Ask; Pat Payer; Charles Goddard; Julie Copeman; Chuck Copeman; Thom Maclean; Lora Mattox, Scott Walker, Dave Green; Karl Litton; Todd Krause

Approval of the July 24, 2018 Agenda

Motion:

Board member Woods made a motion and it was seconded by Board member Macrow to approve the July 24, 2018 meeting agenda as submitted. The motion was approved with a unanimous voice vote.

Approval of Minutes: June 26, 2018

Motion

Motion was made by Board member Woods and seconded by Board member Macrow to approve the June 26, 2018 meeting minutes as submitted Motion carried with a unanimous voice vote.

Approval of Minutes: July 10, 2018

Motion

Motion was made by Board member Cook and seconded by Board member Woods to approved the July 10, 2018 meeting minutes as submitted. 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.

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has received three requests from zoned property owners for inclusion: Glen-Rocky Mountain; CMG, and JDW.

Public Hearing

President Tunnicliff opened the public hearing and asked if there is anyone wishing to speak in favor of the Lockwood Targeted Economic Development District, TEDD, Zoning Jurisdiction Amendment. There is none. President Tunnicliff closed the public hearing. *This item will be continued to the Tuesday, August 14, 2018 Planning Board meeting for action as there is not a quorum of members for this item due to Board member Woods recusal.*

Public Hearing. Motion/Recommendation to BOCC. West Meadows Subdivision, 2nd Filing. 52-lot County Major Subdivision. Wineridge Inc., Applicant. Greg Reid, WWC Engineering, agent. Dave Green, Planner II presenting. (PZ-18-00059)

Staff is forwarding a recommendation of denial of the variance request. He continued and reviewed the staff report and proposed Conditions of Approval below. The Board of County Commissioners are scheduled to review and act on the preliminary plat on August 21, 2018.

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-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 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.

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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.

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.

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Dave Green posted a diagram of the phasing plan and explained that each phase will require a public hearing prior to development. He noted an aerial of the existing pond which was sourced from the Cove Ditch; and slides of the distances from the fire suppression pond, all of which are beyond the .5-mile allowable distance. The Laurel Volunteer Fire Department is opposed to the variance request with the reasoning that due to the difficulty of maintaining water in the detention pond, it is not functional for firefighting uses and does not meet current codes. A dry hydrant tank will be required to meet the specifications.

Discussion

President Tunnick called for discussion and questions from the Board. Board member Goodridge asked for further clarification of the final plat approval process. Dave Green explained that in order for the developer to sell lots in Phase, the infrastructure for the streets must be in place and DEQ must approve the request for septic and water systems. Even if a letter of credit or bonding for roadways, all ten conditions must be met prior to final plat approval and construction. In response to further question by Board member Goodridge, Dave Green said the applicant has to return to the Planning Board for a public hearing process to reset the dates for the phase or begin another phase, and this is followed by consideration by the BOCC.

Tom Llewellyn, 1925 Grand Ave., Suite 24, Billings, Montana

Mr. Llewellyn represents the applicant, Wineridge, Inc.. Mr. Llewellyn explained with the original submittal the lower portion of the subdivision did not receive DEQ approval. He said this parcel was re-platted to offer a workforce housing product and bring the parcel into compliance with the requirement for lot size. Regarding the issue of fire suppression, he stated has been unsuccessful in contacting the Laurel Fire Department after several attempts. The pond design is to allow for irrigation and fire suppression. He said approximately 100,000 gallons of water would be available for fire suppression and the irrigation feature would also act as a fire suppression tool. Whistler Way is under bond and will be built this fall. A firm agreement is not in place with the Cove Ditch Company but there is a possibility of working with the High Ditch Company at a higher cost. The alternative is they would ensure the pond would be full via the Cove Ditch. The proposal is a Home Owners Association, (HOA), will be created for maintenance of the pond. They wish to irrigate and seed the parkland.

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Public Hearing

At 6:38 p.m., President Tunnick opened the public hearing and asked if there is anyone wishing to speak in favor or against the application for West Meadows Subdivision.

Tom Sullivan, 310 Whistler Way, Billings, Montana

Mr. Sullivan read aloud a statement regarding his concerns regarding subject filing and presented a hard copy to the Planning Clerk for the record. He stated there are 48 occupied homes within the completed phases of West Meadows Subdivision. The community roads are not designed to handle the increased traffic from the proposed 52 new homes or the heavy construction equipment. There is only a single community access and will prohibit timely response by emergency vehicles. Mr. Sullivan commented the detention pond has not been maintained. Currently, the gate to the pond is locked to avoid children playing there, and the liner is no longer viable.

Mr. Sullivan provided suggestions for alternative routes:

1. Extend Central Ave from 76th Street W to 80th St W
2. Establish an access road from 72nd St W to 80th St W along the proposed Central Ave corridor
3. Establish an access road from the north end of 80th St W to the eastern edge of the new development along the Central Ave corridor.

Pat Payer, 7409 Monad Road, Billings, Montana

Ms. Payer stated two homes have been destroyed by fire as there is no water for fire suppression. She concurred with Mr. Sullivan's comments regarding the pond and she favors installation of the 30,000-gallon water system.

Julie Copeman, 7408 Monad Road, Billings, Montana

Ms. Copeman voiced concern with children's safety due to the increased traffic and the location of the school bus drop off on Monad Road. She stated children will be at greater risk if the roads are not constructed.

Darleen Durand, 7200 Central Avenue, Billings, Montana

Ms. Durand stated she was told her property would not be impacted by this development; and Homewood Park and Central Avenue would be paved. She said they have not been good neighbors due to unsightly parked semi-trailers and equipment and bright lights beaming during the night. She said roads have been shut down. Ms. Durand

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voiced concern with the effects of the 53 cisterns on the water table and the potential for her property becoming a drainage basin for sewage water.

Eric Boese, 7608 Monad Road, Billings, Montana

Mr. Boese stated he concurs with the statements that additional homes and traffic will decrease safety for his family. He said additional accesses are needed to address the traffic and allow for safe residency.

Rebuttal

Tom Llewellyn, 1925 Grand Ave., Suite 24, Billings, Montana

Mr. Llewellyn stated he was not the developer when West Meadows started development. He agreed that the roads are a major issue. He commented on the rule of "nexus in proportionality", and said they are not required to pave roads they do not have access to. He said an emergency access road was built. He stated he is aware of the issues with the pond, and the engineer will have it dug deep enough to allow for a sufficient amount of water. They are currently in negotiations with the Cove Ditch Company to ensure there is always a sufficient amount of water in the pond. He pointed out the alternative to this application is to not to file the first plat. Even so, Mr. Llewellyn said he feels this is a better proposal. DEQ has tested the effluent and it moves towards the southeast of the parcel. They are aware the 4th phase of the subdivision will have to be monitored. He suggested installing speed bumps to address traffic speeds. He said they will try to be a good neighbor.

Taylor Kasperick, WWC Engineering, 51 North 15th Street, Suite 1, Billings, Montana

Mr. Kasperick said the groundwater gradient flows to the southeast and they will ensure the mixing zones will not conflict. He said the 30,0000 gallon tank alone would not be large enough capacity to serve the subdivision. They are suggesting a new pond in conjunction with the system.

Pat Payer, 7409 Monad Road, Billings, Montana

Pat Payer-said the storage system used for irrigation holds 300,000 gallons and homeowners installed a 4" line to serve 29 homes. She said the line will not be enough for the additional housing.

Steve Shelton, 7417 Monad Road, Billings, Montana

Mr. Shelton stated he has lived in the area for four years. He said the Cove Ditch is only one for 40% of the time and he does not feel it will address this need.

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President Tunncliff reminded the audience this Board will act in an advisory capacity and forward a recommendation to the Board of County Commissioners. He closed the public hearing and encouraged attendees to attend the BOCC meeting as the final determination will be made at that time.

Planning Division Manager Monica Plecker clarified and stated the the variance requested is to use the existing pond . She shared that staff had a conversation with Laurel Fire Marshall Jason Shovar since the last meeting. Mr. Shovar is not supportive of using a pond system as it is not an approved within the subdivision regulations.

President Tunncliff called for a motion on the Variance Request. A variance from Section 4.14(C)(2) of the Yellowstone County Subdivision Regulations (YCSR). 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.

Motion

Board member Macrow made a motion and Board Member Goodridge seconded the motion to deny the request for variance from Section 4.14(C)(2) of the Yellowstone County Subdivision Regulations (YCSR). The motion carried with a unanimous voice vote.

President Tunncliff called for a motion on West Meadows Subdivision, 2nd Filing.

Motion

Board member Goodridge made a motion and it was seconded by Board member Macrow to forward a recommendation of conditional approval of West Meadows Subdivision, 2nd filing and adoption the Findings of Fact as presented in the staff report.

Discussion

President Tunncliff called for discussion on the motion. Board member Goodridge commented he made this motion as he wishes for the application to move forward and address the issues.

The motion carried with a unanimous voice vote.

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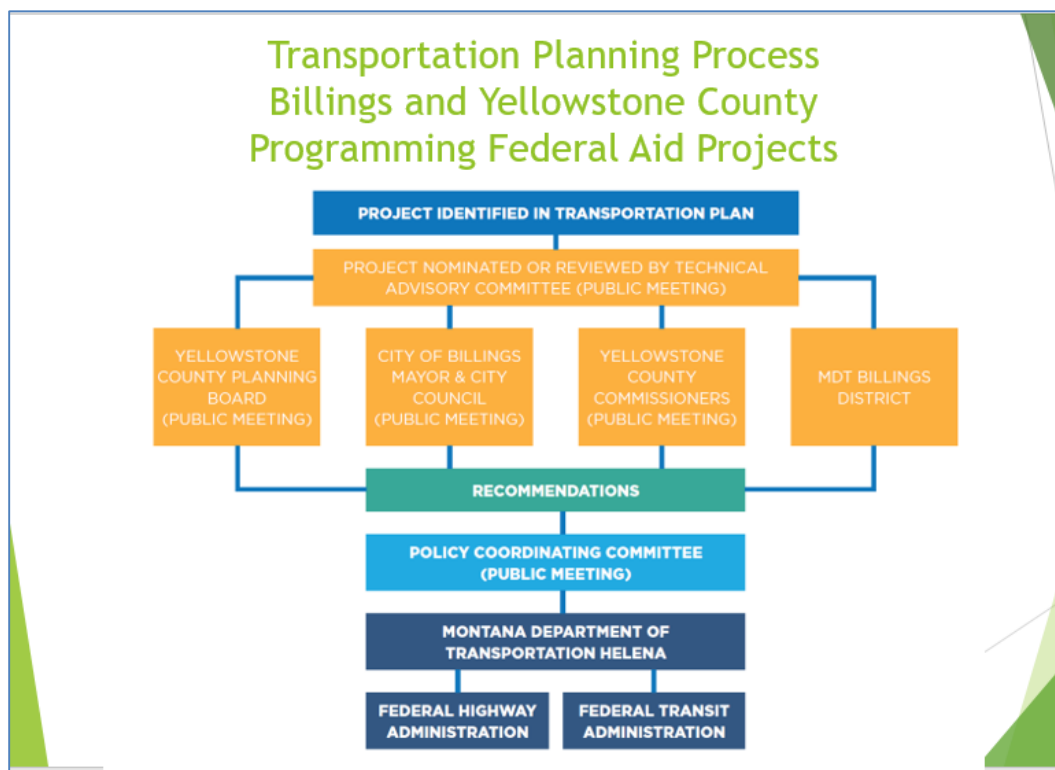
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8. NEW BUSINESS

8a. Presentation/Discussion. Billings MPO Public Participation Plan, (PPP), Lora Mattox, Transportation Planner, presenting.

Transportation Planner Lora Mattox opened this agenda item with a presentation. She stated MPOs are mandated by the Federal Highway Act, (1973), to provide cooperative, comprehensive, and a continuing transportation planning and decision-making process. Currently this falls under the “Fixing America’s Surface Transportation (FAST), Act. A public participation plan, (PPP), is needed for compliance.

The MPO facilitates between FHWA/MDT and local committees and governing bodies. 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; and Representatives of affected public agencies.



Strategies and Tools include media; digital and print materials; online and social media, an in-person meetings. The plan encourages creativity in outreach such as “Tag on

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Meetings” held during other events, Exhibits at events; Steering Committees, Focus Groups and Stakeholders; and tours.

Review Schedule

Transportation Advisory Committee, (TAC)	7/19/18
Planning Board #1	7/24/18
Planning Board #2	8/14/18
City Council Work Session	8/20/18
City Council	8/27/18
Commissioners Discussion	8/20/18
Board of County Commissioners	8/28/18
Policy Coordinating Committee, (PCC)	9/11/18

Discussion

President Tunnicliff called for questions and discussion. Board member Goodridge commented the discussions held during Project Re:Code committee meetings surrounding the need for improvement of the communication factor as a part of the zoning process. He asked if this plan has a framework that could be included in the zoning review process. Ms. Mattox said staff refers to this plan with planning projects and should carry over into daily planning activities. The plan is not prescriptive but provides guidelines for public notification and participation.

**A public hearing for the PPP will be held during the August 14, 2018 Planning Board meeting and a recommendation will be forwarded to the Policy Coordinating Committee.

8b. Presentation/Discussion. 2019 Billings Urban Area Unified Planning Work Program, (UPWP), Scott Walker, Transportation Coordinator, presenting.

Scott Walker stated this document outlines the staff goals and the funding. It is an annual task related to management of local and PL funds. He continued with a presentation. The Work program for the MPO is required to be revised and reviewed by the governing bodies and adopted annually by PCC.

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 contributes 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 Department Fees (City of Billings)	\$230,000
• Planning Department Fees (Yellowstone County)	\$57,000
• Yellowstone County (Mill)	\$492,000
• Federal Funds (PL)	<u>\$2,007,000</u>
• TOTAL	\$2,786,000

SUMMARY:

- The UPWP is updated annually and is current between October 1, 2018 through September 30, 2019.
- All Work Elements in the UPWP must be related to Transportation and/or Transportation Planning.

Scott Walker pointed out the \$2,007,00 listed in Federal PL funds. He explained that due to MDT accounting, a "catch up" provision will allow \$700,000 in 2019 that we would not normally receive to keep up with the current fiscal year in the contingency. These funds will continue in availability from one year to the next. Historically MDT Helena has allocated monies based on the year previous. This year, payment will be made for 2018 and 2019, which is an approximate increase of \$700,000. There are not enough local funds to match but the funds will roll in the contingency line item from one year to the next. He stressed this is an anomaly, and in time the funds will be reduced from project expenditures. He voiced some concern in the case of a potential Federal government recision of funding.

Funding Cost Comparisons: A comparison of project and staffing costs in the 12 work elements in FY 2016 and FY 2017. Costs have remained constant in all work elements. It is typical to carry a contingency in each year.

Funding Percentages FY18: Work elements that are exclusively transportation related are 100% federally funded. The less transportation related activity in the work element, the lower the federal contribution – Zoning and Subdivision Administration for instance.

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Table IV: Staff Months By Work Element Fiscal Year-2018: The Work Program also allocates staff time to the different work elements. Planning staff is shown across the columns at the staff and the amount of time that individual spends in each element, calculated in man months, is shown in the columns below. This staffing array was approved in the FY16 Work Program.

2018 Priorities: Complete the Update the 2014 Trans. Plan; Complete Billings MPO Traffic Model; Update MPO’s Public Participation Plan; Downtown Traffic Flow Study; County Growth Policy Update

Per President Tunncliff’s request Scott Walker explained how priorities are determined by Staff and approved Planning documents and studies such as the Transportation Plan, and Bicycle Pedestrian Plan. Director Plecker pointed out the constraining factor is providing local match. She noted oversight in the types of planning efforts as projects must be transportation related to be a part of the UPWP. Board member Goodridge asked regarding inclusion of Project ReCode related to traffic per area. Scott Walker reiterated that projects must be transportation related.

2019 Priorities: Complete the 2018 Transportation Plan; Complete the Billings MPO Traffic Model; Apply for Major FHWA Grant; Inner Belt Loop Corridor Study; Wayfinding Signage Plan; Update the Bike/Ped. Tour Map + App; Downtown Traffic Flow Study; County Growth Policy Update



A blue rectangular graphic with white text. At the top, it reads "Draft 2019 UPWP Review Schedule". Below this, there is a list of review dates for various entities, separated by a horizontal dashed line. The entities and their dates are: TAC (July 19th), Planning Board (August 14th), County Commission (August 28th), City Council (August 27th), PCC (September 11th), and MDT, FHWA, FTA (September 28th).

Draft 2019 UPWP Review Schedule	
• TAC	July 19 th
• Planning Board	August 14 th
• County Commission	August 28 th
• City Council	August 27 th
• PCC	September 11 th
• MDT, FHWA, FTA	September 28 th

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Discussion

Board member Goodridge and staff discussed the benefits if a community wide idea for a wayfinding signage plan. Scott Walker and Director Frday explained the opportunity to apply for a major FHWA Build Grant-to request funds for completion of the Marathon Loop project and the Inner Belt Loop. Scott Walker discussed the benefits of having studies completed and approved to lay the groundwork for grant seeking. Lora Mattox provided clarification on the MDT adjustment which was made as a part of the transportation bill as there were continuing resolutions for authorization but not allocation. She commented projects have moved forward due to studies such as the West End Traffic Study which was initiated by the Planning Board.

**A public hearing for the 2019 Billings Urban Area Unified Planning Work Program, (UPWP), will be held during the August 14, 2018 Planning Board meeting and a motion and recommendation to PCC will be made at that time.

9. OTHER BUSINESS/ANNOUNCEMENTS

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

--The next Planning Board meeting will be held Tuesday, August 14, 2018, 6:00 p.m.

ADJOURNMENT: 8:15 p.m.

DRAFT-To be approved by a motion on August 14, 2018



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



Planning Board Meeting I (2nd Tuesday)

8. a.

Meeting Date: 08/14/2018

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 received a presentation by staff at July 24 meeting. At the meeting on August 14, 2018, the Planning Board will conduct a public hearing 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. After the closing of the public hearing, the board will make a recommendation on adoption of the PPP to the Policy Coordinating Committee.

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 conduct a public hearing to receive public comment on the PPP draft and forward a recommendation of approval to the Policy Coordinating Committee.

Attachments

Public Participation Plan

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.

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.

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.

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) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

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.

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) 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.

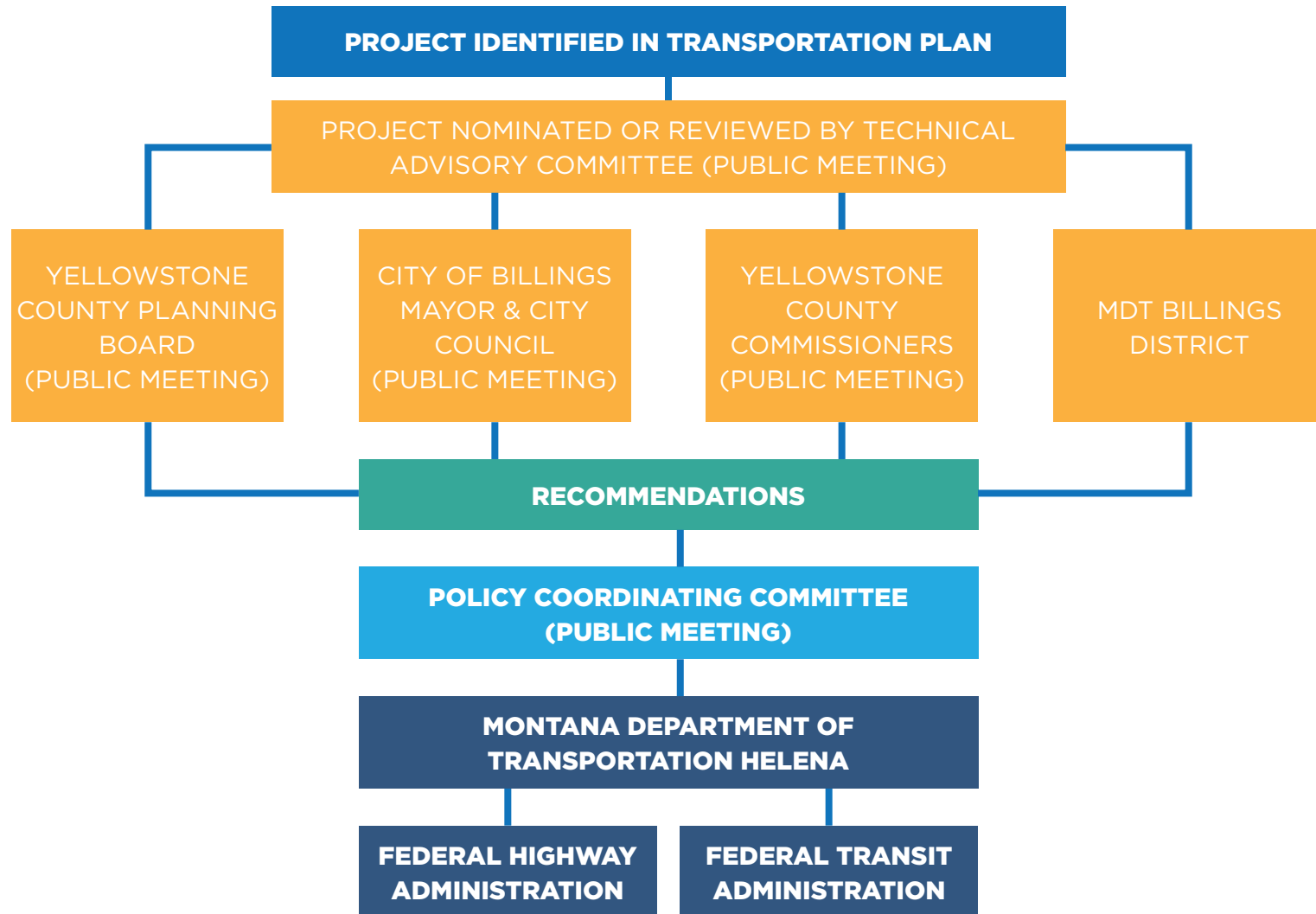
Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Please notify the Planning Clerk, at 406-247-8610.



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	
Purpose	Provides the mechanism for scheduling federal funds for surface transportation projects, indicating regional priorities and demonstrating a short-range transportation vision for the area.
Updated	Every four years
Outlook	Five years
Public Review and Comment Period	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

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

PUBLIC PARTICIPATION PLAN DETAILS

Purpose	Outlines and provides guidance for public participation opportunities.
Updated	As needed
Outlook	No expiration date
Public Review and Comment Period	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	
Purpose	Serves as the budget and business plan for the MPO
Updated	Every year
Outlook	One year
Public Review and Comment Period	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: 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.

Social Media: The MPO utilizes their Facebook page (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 15th 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

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) is available that provides background information on the plan, review materials, opportunities to provide feedback, and sign up for projects updates.

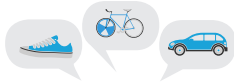
The public open house will be held on Tuesday May 15th from 4-7 p.m. at the Billings Library Community Room (510 N Broadway, Billings, MT 59101). The interactive survey will be available on the project website on May 15th.

For further media information contact: Scott Walker - 406.657.8246 or 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 15th 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

Questions? Contact Scott Walker, 206.657.8246 or 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) or by phone at 208.338-2683
- Providing comments directly to us via email (Robyn Austin, raustin@kittelson.com)
- Attending the public information meeting on May 15th 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 14th and 18th, and June 13th. 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 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



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

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

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

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





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



Planning Board Meeting I (2nd Tuesday)

8. b.

Meeting Date: 08/14/2018

Information

PROBLEM/ISSUE STATEMENT

The City-County Planning Division is presenting the 2019 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization (MPO) for Planning Board review and recommendation to the Billings Policy Coordinating Committee (PCC). The UPWP is primarily for the purpose of programming the federal dollars that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation planning activities are included in the UPWP so that it represents a comprehensive document for the urban transportation planning program. This UPWP proposes planning activities for Federal Fiscal Year 2019, which runs from October 1, 2018, through September 30, 2019. This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include completing the update of the Long Range Transportation Plan, completing the Billings Traffic Model, an Inner Belt Loop Corridor Study, and completing the Downtown Area Traffic Circulation and Safety Study. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

BACKGROUND

The Planning Board may:

- Accept the program (recommended) and instruct PCC Designee President Tunncliff to give a positive recommendation to PCC; or Make amendments to the program document and instruct President Tunncliff to give a positive recommendation with amendments to PCC; or
- Reject the program and instruct President Tunncliff to give a negative recommendation to PCC. Rejection of the UPWP would mean a significant reduction in funding to complete planning activities in Billings and Yellowstone County, and would affect staff, resources, future transportation planning processes and programs. The PCC meeting is scheduled for September 11th.

FINANCIAL IMPACT

Approval of the 2019 UPWP allows the City to access Federal funds for transportation planning in the community. Federal and local funds are combined to provide most of the planning work done by the Planning Division for the City and the County. If the UPWP is not approved, there would be a significant loss of resources for community planning and the community's ability to manage transportation planning projects and programs would be severely limited. The breakdown of funding sources for the FY 2019 UPWP is estimated below:

\$230,000 Planning Dept. Fee Revenue (City of Billings)

\$57,000 Planning Dept. Fee Revenue (Yellowstone County)
\$492,000 Yellowstone County Planning Levy
\$2,007,000 Federal Planning (PL) Allocation
\$2,786,000 Total Program Funding (UPWP)

RECOMMENDATION

The Technical Advisory Committee recommends the Yellowstone County Board of Planning approve the 2019 UPWP and instruct President Tunncliff to carry the recommendation to the PCC meeting on September 11th.

Attachments

Draft 2019 UPWP

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 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

AGENCY	PL	LOCAL	TOTAL
MPO	\$32,000	\$32,000	\$64,000
TOTAL	\$32,000	\$32,000	\$64,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$33,000	\$33,000	\$66,000
TOTAL	\$33,000	\$33,000	\$66,000

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

41.12.200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

200 Community Planning (4304)

OBJECTIVE

- To maintain records and make projections of population and dwelling unit data, land use information, employment data, and to maintain adequate financial records, files and reports.
- To provide current, accurate information pertaining to the quantity of residential, commercial, industrial, and public land in the MPO and across the County.
- To summarize and analyze development trends and to provide visual information to the City Council, County Commission, Planning Board and the public during the public input process for transportation and land-use decision making.
- To recommend implementation of the goals, policies, and strategies of the adopted 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

AGENCY	PL	LOCAL	TOTAL
MPO	\$38,100	\$88,900	\$127,000
TOTAL	\$38,100	\$88,900	\$127,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$40,500	\$94,500	\$135,000
TOTAL	\$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
TOTAL	\$2,007,000	\$779,000	\$2,786,000

*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
TOTAL	\$2,786,000	\$2,084,500

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

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
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**

WORK ELEMENT	DIRECTOR (Friday)	SENIOR PLANNER (TRANS.) (Walker)	PLANNER I (Husman)	PLANNING MANAGER (Plecker)	PLANNER II (Mattox)	CLERK (Deines)	PLANNER II (Green)	PLANNER I (Vacant)	SENIOR PLANNER (ZONING) (Cromwell)	Active Trans. Planner I (Monat)	TOTAL M.M.
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
TOTAL	11	11	11	11	11	11	11	11	11	11	110

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

WORK ELEMENT	CITY TRAF. TECHNICIAN
300	11
TOTAL	11

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 st 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 st 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

Expenditures	Local	FTA	Total
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
<u>898.19</u>	Total Staff Hours

PRODUCT

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

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant

FUNDING SCHEDULE - 44.24.01

Expenditures	Local	FTA	Total
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

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

44.25.01 T.I.P.

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
119.04	Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

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

PRODUCT

A current TIP as necessary for FTA grant approvals.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant.

FUNDING SCHEDULE - 44.25.01

Expenditures	Local	FTA	Total
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
974.70	Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

PRODUCT

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

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant.

FUNDING SCHEDULE - 44.26.15

Expenditures	Local	FTA	Total
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
SUB TOTAL	\$50,039	\$200,156	\$250,195	20	80	3,176.35
TOTAL	\$50,039	\$200,156	\$250,195	20	80	3,176.35

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.



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



Planning Board Meeting I (2nd Tuesday)

8. c.

Meeting Date: 08/14/2018

Information

PROBLEM/ISSUE STATEMENT

Subdivision Training, Presenting:

Dan Schwarz, Chief Civil Deputy County Attorney

BACKGROUND

FINANCIAL IMPACT

RECOMMENDATION

Attachments

Subdivision Review Procedures

YELLOWSTONE COUNTY SUBDIVISION REVIEW PROCEDURES

Presented by:

Dan Schwarz & Monica Plecker

Section 3.1 Compliance with Local Regulations and State Law

No subdivision of any lot, tract, or parcel of land shall be undertaken; no street, sanitary sewer, storm sewer, water main, or other facilities in connection therewith shall be constructed, opened or extended for public use and travel, or for common use of occupants of buildings except in strict accordance with the provisions of these Regulations and related State statutes.

Recommendation of Plat

- Three Options

- 1) Conditional Approval (vast majority will be this)

- 2) Approve

- 3) Deny

Variances

- Only way to deviate is through a variance
- Variance Requirements Under Section 11.1 (76-3-506, MCA).
 1. *The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties;*
 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;*
 3. *The variance will not result in an increase in taxpayer burden;*
 4. *The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations; and*
 5. *The subdivider must prove that the alternative design is equally effective and the objectives of the improvements are satisfied.*

Conditional Approval

- Finding
- Supported by Fact
- Condition (based on Yellowstone County Subdivision Regulations)

Example Condition: To protect public health and safety and provide efficient traffic movement prior to final plat approval the applicant will submit a TIS to County Public Works for review and approval.

Quality of Testimony

- Synthesize quality of testimony
 - *Rely more on DEQ, Fish Wildlife and Parks, etc.*
 - *Needs scientific fact based opinion from an Agency*
 - *Burden Shifts*

Findings of Fact

- Deferring to a Regulatory Agency takes you off the hook
- Compelling testimony needs to be verified that it's true to determine adverse impacts that can or cannot be mitigated.
 - *Proper Evidence*
 - *Proper Testimony*
 - *Proper Regulatory Agency*

MCA 76-3-608. Criteria for Local Government Review

- Must weigh the impact on agriculture, agricultural water user facilities, local services, the natural environment, wildlife, wildlife habitat, and public health and safety;
- Public Health and Safety concern must be a true danger to the public
- Also must comply with:
 - *the survey requirements*
 - *the local subdivision regulations*
 - *the local subdivision review procedure*

How to Handle Concerns From Testimony

- Can submit concerns to the respective Regulatory Agency to review
- Can ask the developer to provide more information to mitigate the concern of an adverse impact
- Can approve on the condition that the possible adverse impact is mitigated
- Planning Board should not look at speculative opinions but look to scientific studies or other proof that testimonial concerns will be an adverse impact

Articulate Findings of Fact to Properly Support Recommendation

- Remember your Job
 - *Remember sufficient reasoning*
- Rely on State Agencies
 - *Example: refer water or sewer concerns to DEQ*
- Have to follow the law

Proper Recommendation to Deny

- A recommendation to deny must be supported by the following:
 - *Scientific fact based opinion a subdivision will have an adverse impact*
 - *Additional scientific fact based opinion that the adverse impact cannot be mitigated*

Violations

MCA 76-3-625 provides:

- A person who has filed with the governing body an application for a subdivision under this chapter may bring an action in district court to sue the governing body to recover actual damages caused by a final action, decision, or order of the governing body or a regulation adopted pursuant to this chapter. The governing body's decision, based on the record as a whole, **must be sustained unless the decision being challenged is arbitrary, capricious, or unlawful.**

Conflict of Interest

MCA §2-2-105(2) provides:

- ...a public officer or public employee may not acquire an interest in any business or undertaking that the officer or employee has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by the officer's or employee's agency...

Conflict of Interest

MCA §2-2-105(4) provides:

- ...[when] a board [or] commission has a conflict created by a personal or private interest that would directly give rise to an appearance of impropriety as to the public employee's influence, benefit, or detriment in regard to the matter, the public employee shall disclose the interest creating the conflict prior to participating in the official action.

Conflict of Interest

MCA §2-2-121(2)(e) provides:

- A public officer or a public employee may not: perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the officer or employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

Conflict of Interest

MCA §2-2-131 provides:

- A public officer, concerned about an interest being created by his/her decision on a public matter, should make full disclosure of the nature of the conflict and the amount of conflict.