

# CITY/COUNTY PLANNING BOARD

## "Serving Billings, Broadview and Yellowstone County"

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

	Position	01/09/2018	01/23/2018	02/13/2018	02/27/2018	03/13/2018	03/27/2018	04/10/2018	04/24/2018	05/08/2018	05/22/2018	06/12/2018	06/26/1208	07/10/2018	07/24/2018	08/14/2018	08/28/2018	09/11/2018	09/25/2018	10/10/2018				
<b>Dave Goodridge</b>	Mayor/Billings Ward I	1	1	1	1	E	E	-	E	E	E	1	E	1	1	1	-	E	1	1				
<b>Matt Macrow</b>	Mayor/Billings Ward II	E	1	1	1	1	1	-	E	1	1	1	1	1	1	E	-	1	1	1				
<b>LaVerne Bass</b>	Mayor/Billings Ward III	1	1	1	E	E	E	-	1	E	E	E	A	A	E	1	-	1	E	1				
<b>Darell Tunnickliff</b>	Mayor/Billings Ward IV	1	1	1	E	1	E	-	1	1	1	1	1	1	1	1	-	1	1	1				
<b>John Thompson</b>	Mayor/Billings Ward V	-	-	-	-	-	-	-	1	1	1	1	1	1	E	1	-	E	1	1				
<b>Troy Boucher</b>	YC District 1	1	1	1	1	1		-	E	E	1	1	-	E	A	E	-			1	1			
<b>Dennis Cook</b>	YC District 2	1	1	1	1	1	1	-	1	1	1	1	1	1	1	1	-	1	1	1				
<b>Vacant</b>	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
<b>Vacant</b>	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
<b>Woody Woods</b>	YC District 5	1	E	1	1	1	1	-	1	1	1	1	1	1	1	1	-	1	1	1				
<b>Vacant</b>	YC District 6	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
<b>Vacant</b>	YC District 7	-	1	-	-																			
<b>Jerry Williams</b>	Y County Cons. District	-	1	-	1	1	1	-	1	E	1	1	1	E	E	E	-	1	1	1				
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>	E	A	A	E	A		-	E	E		E	E	A	A	-	-			A	A			

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**OCTOBER 10, 2018**

*Approved by a motion on October 23, 2018*

### **Call the Meeting to Order**

President Tunnicliff called the meeting to order at 6:00 p.m. on Tuesday, October 23, 2018, in the Miller Building 1<sup>st</sup> Floor Conference Room, 2825 3<sup>rd</sup> Avenue North, Billings, Montana.

### **Introduction of Planning Board Members and Planning Department Staff**

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

**Attending Planning staff members:** Monica Plecker, Planning Division Manager; Dave Green, Planner II; Tammy Deines, Planning Clerk; Darin Swenson, YC Public Works Department

**Others in Attendance:** Dianne Lehm, BSEDA; Thom Maclean, BSEDA; Tobin Novasis, Lockwood School District; Pamela Ask; Jimmy Hertz; H Thomas Llewellyn; Becky J Weekes; Kevin Nelson, Andy Daleiden, Kittelson

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

#### **Motion:**

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

### **Approval of Minutes: September 25, 2018**

#### **Motion**

**Motion was made by Board member Macrow and seconded by Board member Cook to approve the September 25, 2018 meeting minutes as submitted. The motion carried with a unanimous voice vote.**

**Public Comment:** President Tunnicliff 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

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**Disclosure of Outside (Ex Parte) Communication– Board Members and Planning Staff.** The Ex Parte Communication Binder is available at the Sign-In and Agenda station. Board member Woods stated he has no conflict of interest on agenda item 7b, Lockwood TEDD Amendment and will participate in the discussion.

### 7. OLD BUSINESS

#### **7a. Presentation. Motion/Recommendation to BOCC. Lockwood TEDD Comprehensive Development Plan. Dianne Lehm, BSEDA, presenting.**

Dianne Lehm opened with background on the original Lockwood TEDD project and the Comprehensive Plan. This process is to amend the boundary area. The same process and criterion will be followed with this amendment to forward a recommendation to the BOCC. She clarified and said the Planning Board is to consider whether the Lockwood Comprehensive Development Plan Amendment is consistent with the Growth Policy. The following points were presented:

- **Lockwood TEDD Amendment:** The District was created in 2016 with the intent of promoting development of infrastructure to support value in adding economic development.
- **Project location:** Lockwood, north of I-90
- **TEDD Boundary:** 570 acres. Proposed are: 624 acres. Total 1,194 acres  
Properties: 33 with 18 property owners
- **Criteria that must be evaluated:**
  - Continuous area; zoned for uses in accordance with the growth policy;
  - May not comprise any property included in an existing TIF
  - Must prior to its creation be found to be deficient in infrastructure improvements;
  - Must have in place a comprehensive development plan adopted by the local governing bodies
- **Project Activities:** Amendment Request; Zoning; Infrastructure Analysis; Comprehensive Development Plan analysis of amendment area and compliance with TEDD goals; Public Hearing: Planning Board and BOCC.

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- **Plan Elements:** Boundary; Compliance with the Growth Policy; Compliance with Zoning; Goals of the District; Infrastructure Analysis; Targeted industries; Financing
- **2016 Lockwood Growth Policy:** contemplated development of the TEDD area
- **Zoning:** with the TEDD complies with the Growth Policy statement and the future land use map.
- **Goals:** This amendment continues the original goals written within the original plan. This includes goals to facilitate the provision and development of planned, ready to go industrial space; and providing a locally driven funding tool with the private sector for construction on key infrastructure.
- **Targeted Industries:** manufacturing; processing, technology based; upstream and midstream oil and gas; agri-business; food processing, distribution
- **Financing of Improvements:** Developer Interest; Grants and Loans and Tax Increment Financing as the project grows and builds.
- **Program Administration:** TEDD Advisory Board; Board of County Commissioners
- **Why?** Identified as a need to have planned industrial space; Tool to stay relevant;
- **Benefit:** ability to plan for Lockwood's future
- **Outcome:** Spur additional development within Lockwood

### **Discussion**

President Tunnicliff called for questions and discussion Board member Thompson asked for information on the public meeting conducted on October 3, 2018. Ms. Lehm said approximately 16-20 citizens attended the open house venue. Several maps were posted, a brief presentation was given on this proposal; and questions and comments were addressed.

### **Public Hearing**

At 6:10 p.m., President Tunnicliff opened the public hearing and called for anyone wishing to speak in favor or against the Lockwood TEDD Comprehensive Development Plan amendment.

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### **Tom Llewellyn, 1925 Grand Avenue, Suite 124, Billings, Montana**

Mr. Llewellyn is representing Jimmy Hertz and Ramierez. He stated this proposal fits and meets the standards of the Growth Plan. Mr. Llewellyn stressed the importance of creating another access to Dickey Road for emergency purposes to address health and safety issues. He feels approval of this request will create employment opportunities that will add to the community as a whole. Mr. Llewellyn said this property fits the Growth Plan and the community need. The location between the railroad and the highway makes it a "better package".

### **Tobin Novasio, Lockwood Schools, [novasiot@locwoodschoool.org](mailto:novasiot@locwoodschoool.org)**

Mr. Novasio said he attending on behalf of Lockwood tax payers to voice opposition to changing the TEDD. The concern is the industrial zoning will limit growth in the space and place a larger burden of taxes on the community and home owners. Mr. Novasio stated Lockwood cannot sacrifice the economic health of the community for what could happen in thirty years.

### **Kevin Nelson, [yc0s59101@gmail.com](mailto:yc0s59101@gmail.com)**

Mr. Nelson said traditionally the growth standard is to plant the seed and reap the benefits of the growth. In this case, the "seed planted" has not been well received and hasn't grown. Mr. Nelson suggested setting this amendment aside for four to five years to see if there is growth with the current district. He said the TEDD may not have to be expanded due to growth outside of the district.

### **Pamela Ask, 5320 High Trail Road, Lockwood, MT**

Ms. Ask serves as a Lockwood School Board trustee. She distributed copies of the July 10, 2018 letter from Lockwood SD #26 giving reasoning for their opposition to the proposed expansion. She explained that during 2016, no timeline existed for The Bypass construction project and the bond issue was not passed for the new high school. She said it's not necessary to expand the TEDD footprint as the interstate and high school will naturally spur growth. Ms. Ask stated the area in Lockwood is finite due to the topography and the locality of the Yellowstone River. She feels taking this large piece of property in a prime area for development could be detrimental. The property owners will be able to develop on their own, and there is a lot of interest in available lands. Ms. Ask said according the Revenue office, the TEDD in its current form is about 8 years out to have the funds necessary to fund a bond.

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### **Becky Weekes, 7416 Monad Road, Billings, Montana**

Ms. Weekes owns one of the properties in the district. She commented on the overall aesthetics of Lockwood, and said sometimes development needs to take place to spur improvements in the area.

President Tunncliff asked if there is anyone else wishing to speak in favor or against the Lockwood TEDD Comprehensive Development Plan. There was none. President Tunncliff closed the public hearing at 6:24 p.m. and called for a motion.

### **Motion**

**Board member Woods made a motion and Board member Cook seconded the motion to forward a recommendation to the BOCC of approval of the Lockwood TEDD Comprehensive Development Plan amendment as presented.**

President Tunncliff called for discussion on the motion. There was none. The motion carried with a unanimous voice vote.

## **8. NEW BUSINESS**

### **8a. Presentation. Public Hearing. 2018 Long Range Transportation Plan Update. Andy Daleiden, Kittelson & Associates; Lora Mattox, Transportation Planner, presenting.**

Consultant Andy Daleiden, Kittelson & Associates opened this agenda item with a presentation.

**What is a long range transportation plan, (LRTP):** The plan outlines the long range vision for the transportation system and identifies transportation improvements for a 20-year period, (2040).

**Why-federally required to update it?** Metropolitan areas with populations over 50,000 are federally required to update their LRTP every 4 years. Updating helps Billings define its vision for the planning effort for future projects. Identifies financial aspects and potential revenue stream for projects.

**Who is Involved?:** Includes Federal Highway Administration; MDT; MPO- City of Billings and Yellowstone County, MET, Lockwood, Resource Agencies and the Public, Consultant DOWL, Consultant Kittelson & Associates

**LRTP Timeline:** Spring 2018-Identify transportation needs and opportunities; Summer 2018 Public Involvement. Collect feedback on proposed projects and prioritization. Fall 2018 Plan Adoption October 2018. (PCC-October 30)

**Draft Plan:** available at <http://www.billingslrtp.com>

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- ▶ Plan adoption schedule
  - ▶ TAC Meeting - October 4<sup>th</sup> (completed)
  - ▶ Yellowstone County BOCC - October 9<sup>th</sup> (completed)
  - ▶ Yellowstone County Board of Planning - October 10<sup>th</sup> (completed)
  - ▶ **Billings City Council - October 15<sup>th</sup> (tonight)**
  - ▶ Yellowstone County BOCC - October 16<sup>th</sup>
  - ▶ Billings City Council - October 22<sup>nd</sup>
  - ▶ Yellowstone County Board of Planning - October 23<sup>rd</sup>
  - ▶ Policy Coordinating Committee - October 30<sup>th</sup>

**Elements:** 14 Chapters. Introduction, Public & Interagency Involvement; Goals, Objectives, Performance Measure, Targets; Existing and Future land use, Description of Multimodal Transportation System; Safety and Security; Project Programming and conformity.

**Public and Interagency Involvement:** website: [www.billingslrtp.com](http://www.billingslrtp.com); Steering Committee; Resource agencies; Youth engagement; Open houses and online survey, Media coordination and social media, E-mail updates

**Study area:** Urban area, Lockwood, elements of Yellowstone County

**LRTP Goals:** Safety; Functional Integrity and Efficiency; Prioritized Improvements; Environment; Public Transit; Economic Vitality

**Land Use-Population Growth (2-17-2040):** West end growth anticipated

**Land Use-Employment Growth, (2017-2040).** Identified growth in Lockwood, largely due to the TEDD

**Functional Classification Map for MPO**-similar to 2014 LRTP with a few refinements

### **Draft Project List-Types/Categories**

→**Committed Projects**-Transportation Improvement Program, (TIP); Capital Improvement Plan, (CIP); Years 2018-2028. Fiscal Constraint of LRTP

→**Recommended Projects:** not programmed; Upcoming projects for the TIP and CIP. Years 2029-2040. Fiscal Constraint of LRTP

→**Illustrative Projects:** Visionary; Not expected to occur within 2040 horizon  
33 roadway; 30 intersection. (Programmed) Includes several annual programs, \$343 million.

### **Draft Project List—Roadway and Intersection Projects**

120 Total Projects Identified: 58 Roadway, 62 Intersection projects. Committed Projects: 33 Roadway; 30 Intersection; Includes several annual programs (\$343 million)

**Draft Project List/Congestion Management Projects:** 28 total projects. Committed projects: 8 Congestion Management (\$13 million)

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**Draft Project List/Pedestrian Bicycle, &\* Multi-use Trail Projects:** Pedestrian: 49 total projects; Bicycle Lane Projects: 54 total projects; Bicycle Boulevard Projects: 65 total projects

**Draft Project List/Multi-Use Trail Projects:** 272 Total Projects: 49-Pedestrian, 54-Bicycle Lane; 65 Bicycle Boulevard, 108 Multi-use trail.

→**Committed Projects:** 8 Pedestrian, 2 Bike Lane, 9 Multi-use trail (\$19 million)

**Draft Projects and Strategies-Other Modes:** Transit, Truck, Rail

**Revenue & Project Cost Analysis-Fiscal Constraint.** Estimated Revenue-\$900 M; Estimated C+R Projects-\$800M. Difference: \$100M Remaining

### **Discussion**

President Tunncliff commented the updated plan enhances the ability to receive project funding. He complemented Planning Transportation staff and the consultants for their professional work. Board member Goodridge asked if the visionary projects from past TIPs have moved forward and considered as long range illustrative projects. Staff noted the 2014 connection from Highway 3 to Molt Road project has moved forward from “illustrative” to “recommended”. Transportation Coordinator Scott Walker spoke on the Bypass project and how the project’s cost affects the overall transportation system’s need for effective and efficient funding for current infrastructure. Board member Woods asked if Lockwood projects are included and the eligible funding sources were noted. In response to question by Board member Thompson, staff commented on the MET Automatic Fare Collection and recently deployed bus route tracking application. Board member Thompson asked regarding the plan’s environmental safety elements. Mr. Daleiden pointed out the components identifying need for studies; healthy living and active transportation; and the significant number of pedestrian and multi-use trails projects. Lora Mattox stated staff anticipates bike boulevards to be included in the next CIP along with wayfinding signage. Board member Cook commented prioritization will be a large factor in choosing projects. Scott Walker concurred and said a majority of the Federal Highway funding is going towards the Bypass project. He said there will be activity by staff during the 2021 timeframe to bring forward projects in consideration of priorities in the Transportation Plan and the CIP. Per request of Board Member Bass, Scott Walker gave the projected buildout timeline for the Bypass project. Board member Goodridge pointed out the need for an informational tie from one plan to the next to demonstrate overall progress. Mr. Daleiden pointed out the figure, "How are things going?" in the proposed plan identifying completed projects, plans, policies. Board member Thompson- asked about MDT’s involvement with this plan. Scott Walker

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replied MDT is very engaged and acts as part of the transportation planning process, members of the Policy Coordinating Committee and a member of the oversight member. The MDT Planning Office, Helena , is involved from the beginning as a go-to for the Department of Transportation interface.

### **Public Hearing**

At 7:11 p.m. President Tunncliff opened the public hearing and asked if there is anyone wishing to speak in favor or against the 2018 Transportation Plan Update.

### **Kevin Nelson, [yc0s59101@gmail.com](mailto:yc0s59101@gmail.com)**

Mr. Nelson-commented on the plan's documentation and statistics for intersection types and asked for clarification on the statistic that three of four accidents occur at roundabouts. He asked if the plan should continue with the roundabout use? He asked about the Moore Lane intersection and the reasoning for the statistic for outbound freight decreasing 30% and the inbound freight increasing by 69%.

Mr. Daleiden thanked Mr. Nelson for reading the plan. He responded and said the crash statistics are provided by MDT at four locations. Several factors are at play; specifically, multi-lane roundabouts areas are under capacity in terms of design which results in potential safety deficiencies. The freight statistics are obtained from a national source at the federal level and the Freight Analysis Framework. Regarding the Moore Lane intersection, MDT conducted a state-wide grade crossing study and Moore Lane and 27th street were identified for further study.

President Tunncliff closed the public hearing at 7:18 p.m. The Planning Board will take action and forward a recommendation to PCC during the Tuesday, October 23, 2018 meeting.

## **9. OTHER BUSINESS**

### **9a. Motion. Board/Application Nomination. Planning Board-County District 7, Mr. Jarrett Hillius**

Director Friday noted the applications that were included in the meeting packets and said staff has verified Mr. Hillius lives in County District 7.

### **Motion**

**Motion was made by Board member Cook and seconded by Board member Goodridge to vote in favor of accepting the application and nominating Mr. Jarrett Hillius to be appointed to represent Planning Board Yellowstone County District 7.**

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### **Discussion**

Board member Cook stated he is in favor with no objections. Board member Woods asked regarding the Commissioner's appointment process and if interviews are conducted. Director Friday said he will contact the Commissioners and request clarification on the review and appointment process for Board applicants.

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

**9b. Board and Commission Appreciation Dinner:** Director Friday encouraged Board members to confirm attendance for the upcoming October 25, 5:30 p.m. Board and Commission Member Appreciation Dinner hosted by the City of Billings. It will be held at the Billings Community Center, 360 North 23<sup>rd</sup> Street. **Board members are to confirm as soon as possible by contacting Wynnette Maddox, City Administration Office. Phone: 406-657-8433 or E-mail: [maddoxw@ci.billings.mt.us](mailto:maddoxw@ci.billings.mt.us)**

### **9c. Planning Board Openings**

The City has posted openings for the 2019 Planning Board positions. **Sitting representatives must reapply. (Goodridge-Ward I, Bass-Ward III; Tunnick-Ward IV; Thompson, Ward V.** Board member LaVerne Bass submitted a letter of resignation stating he will complete his 2018 term as Planning Board representative for City Ward III but will not reapply due to work conflicts. The Board thanked Mr. Bass for his service and notice.

Yellowstone County posted opening for 2018 Planning Board positions. **Sitting representatives must reapply. (Boucher BOCC District 1; Cook BOCC District 2; BOCC District 3; BOCC District 4; BOCC District 6).** The Commissioners' office verified receipt of applications for Board members Boucher and Cook.

**9d. Nominating Committee:** The Nomination Committee for the 2019 Planning Board officers will be announced during the Tuesday, November 13, 2018 meeting.

\*\*The next meeting will be held on Tuesday, October 23, 2018, 6:00 p.m. in the Miller Building 1<sup>st</sup> Floor Conference Room, 2825 3<sup>rd</sup> Avenue North.

**ADJOURNMENT 7:28 pm**

**APPROVED BY A MOTION ON OCTOBER 23, 2018**



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Reviewed by Planning Staff