

# **POLICY COORDINATING COMMITTEE**

MINUTES –MAY 21, 2019

DRAFT-TO BE APPROVED AUGUST 13, 2019

**Members Present:** Chairman Bill Cole, Mayor, City of Billings; Denis Pitman, Vice Chairman, Board of County Commissioners; Rod Nelson, Director, MDT District Office; Planning Board President Darell Tunnicliff, Yellowstone County Planning Board

**Staff Present:** Monica Plecker, Planning Division Manager, Scott Walker, Transportation Coordinator, Planning & Community Services Department; Lora Mattox, Transportation Planner; Tammy Deines, Planning Clerk

**Conference Call:** Katie Potts, MDT Planning

- 1. Call to Order:** Chairman Bill Cole called the meeting to order at 12:00 p.m., Board of County Commissioners Board Room, 316 N 26 St, Room 310, Stillwater Building, and welcomed everyone in attendance.
- 2. Communication from the Audience:** Comments on items not on the agenda and requests to add items to future agendas. Comments on items on the nonpublic agenda items.
- 3. Minutes of February 19, 2019.** (The March 19, 2019 and the April 16, 2019 meetings were canceled due to a lack of agenda items).

## **Motion**

**Commissioner Pitman made a motion and it was seconded by Planning Board President Darell Tunnicliff to approve the minutes of February 19, 2019. The motion carried with a unanimous voice vote.**

## **4. Old Business**

### **4a. Project Update/Discussion. Inner Belt Loop Project. Scott Walker, Transportation Coordinator, presenting.**

Scott Walker opened this agenda item and commented that initially, staff wished to look at land use, land management, and uses along the corridor to create a visioning statement and process similar to the Shiloh Road Corridor study. He spoke to considerations of future connections westward to Highway 3 and Highway 3 and Molt Road. This study will demonstrate how the road should look and feel. An access study will be included. Darell Tunnicliff commented that west Billings' residents feel an additional route is needed and there will be a lot of interest in this project. Mayor Bill Cole asked if there is staff consideration to begin meeting with Ironwood residents to bring community conscientiousness of this project. Scott Walker said gave a listing of the committee participants and interested parties and stated it was a nice cross section of the community to provide comments. Staff is targeting January 2020 for this plan to return to PCC for consideration of approval.

## **POLICY COORDINATING COMMITTEE**

MINUTES –MAY 21, 2019

DRAFT-TO BE APPROVED AUGUST 13, 2019

### **4b. Project Update/Discussion. Wayfinding Signage Plan. Lora Mattox, Transportation Planner, presenting**

Scott Walker opened this agenda item and said this plan was envisioned several years ago to address the need for a community identity. The goals are to connect places; keep information simpler; and to maintain motion. The signage should be predictable and promote active travel. This is a "first look" due to the community needs. This project is under RFP for a consultant. There is approximately an 8-month timeline for completion under a \$45,000 contract. Lora Mattox clarified and stated this wayfinding signage is directed and geared to pedestrians and directing non-motorized traffic to paths and transit system connections. Mayor Bill Cole commented on the banners used for the branding of the North Elevation neighborhood and said this provides neighborhood identity with the expectation for others to be there and enjoy it. Commissioner Pitman commented this would make Billings more user friendly for navigation. Evelyn Pyburn asked why this would not include motorized signage. Ms. Mattox explained that the signage might be of some assistance if the vehicles are driving slower but this is a way to guide bicyclists and pedestrians. Mayor Cole commented on the need for a downtown location for community information.

### **4c. Project Update/Discussion. Non-Motorized Tour Map and Application. Scott Walker, Transportation Coordinator, presenting.**

Scott Walker distributed copies of the current tour map to the members of the committee and said staff is updating the map to reflect current points of interest and attractions. A consultant team has been hired and is working with the GIS Department to create a corresponding non-motorized Tour Map Application. This will correlate with the MET application to reflect real time transit schedules. Darell Tunnicliff asked how the maps are distributed. Scott replied that maps are generally distributed to the Billings Library, Chamber of Commerce, bike shops, Planning Office, KIM events, and "Saturday Live" events. About 7500 maps are distributed in a two-year span.

### **4d. Project Update/Discussion. FWHA MPO Review. Scott Walker, Transportation Coordinator, presenting**

Scott Walker opened this agenda item and said these reviews take place on a cyclical basis. The last review was about 8 years ago. He stressed the importance of ensuring the MPO network is working. The list of twenty-seven reviewable items was substantial. There was representatives from Federal Highways, MDT, and the Federal Highways Regional office. The review as a whole went really well. Some of the agreements will be undergoing updates. Consideration was given to the overall structure of the MPO, the certification statement, procurement, and the planning process. A representative from MPO Missoula attended to gain an encapsulation of the review process. They reviewed the Long Range Transportation Plan, Transportation Improvement Plan, Public Outreach Plan, and discussed emerging issues. A written report will be forwarded to staff and will be presented at a future meeting. Mayor Cole thanked staff for their efforts, as these relationships are critically important. Darell Tunnicliff asked if staff has been provided with a list of recommendations. Scott Walker said no critical issues came

## **POLICY COORDINATING COMMITTEE**

MINUTES –MAY 21, 2019

DRAFT-TO BE APPROVED AUGUST 13, 2019

up but will staff will look at means of improving the process.

### **5. New Business**

#### **5a. Project Update/Discussion. Internet Traffic Count Application. Scott Walker, Transportation Coordinator, presenting**

Scott Walker referred to handouts that provided to the Committee members.

Kittelson & Associates provided information for Staff to include in the Transportation system. Information from the traffic count maps will be encapsulated. He noted the counts on Main Street, and King Avenue, and reviewed the Trail Counts and “Bike Lane Count Map”. He noted that South 28th Street is currently the busiest bike lane. Mayor Cole asked when the surveys are conducted. Scott Walker said vehicular counts are taken in a forty-eight hour period during April through October. Counts for bike lanes are generally conducted in the summer. Trail Counts are done during the summer in a seven-day span.

#### **5b. Project Update/Discussion. BUILD Grant. Scott Walker, Transportation Coordinator, presenting**

Scott Walker stated staff is under contract with SRF Consulting Group. They are underway with working on the feasibility of compiling and presenting a grant application for the Marathon Loop connections. The timeline is to complete the application by July 6, 2019 and the submittal deadline is July 15, 2019. He said staff is looking for letters of support for this application. Mayor Cole commented that if this is granted, it could be a "total game changer" for pedestrian uses. He offered to work with Congressional communication staff. He asked if the award could be pared down if needed. Scott Walker said by using the consultant process for structuring gives the means to go forward with any grant available. The grant response time is late Fall 2019. Darell Tunnicliff asked if there is a plan for trail system maintenance. Scott Walker said the Parks and Recreation Department is in charge of maintaining the trail system. He said the Parks Department has the capacity to maintain the trails on this scale. He pointed out there are engineering challenges with the Skyline Trail in the area with coulees. The Skyline trail design is about an A\$3.5-\$3.8 million build. It is fully designed and will be separate from the highway.

**5c. Commuter Challenge:** The month of June will focusing on walking and bicycling. Website: Billings Commuter Challege.com. Kickoff Party: May 31, 2019, 5:00-7:00 pm.

## **POLICY COORDINATING COMMITTEE**

MINUTES –MAY 21, 2019

DRAFT-TO BE APPROVED AUGUST 13, 2019

5d. Downtown Bike Parking: New Billings Trailhead Bike Parking Racks provided through the Montana Tourism Grant. Thirty-nine bicycle racks were fabricated highlighting the community branding. Contact Alternative Modes Coordinator Elyse Monat for more information: [monate@billingsmt.gov](mailto:monate@billingsmt.gov)

**Future Agenda Items:** No items were announced.

**ADJOURNMENT:** 1:18 p.m.

**DRAFT. To be approved by a motion August 20, 2019**

*--Tamara L. Deines, Planning Clerk*