



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



AGENDA

August 13, 2019 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. MEETING MINUTES:** JULY 23, 2019

Attachments

PlnBMinutes_2019_07_23_DRAFT

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. **Motion/Recommendation to PCC. FFY 2020 Billings Urban Area Unified Planning Work Program, (UPWP), Scott Walker, Transportation Coordinator, presenting.**

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

9. **OTHER BUSINESS:**
 - a. **Attachments**
PB Future Topics List

 - b. Discussion. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.Planning Board and Staff

10. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR TUESDAY, AUGUST 27, 2019

Planning Board Meeting I (2nd Tuesday)

3.

Meeting Date: 08/13/2019

Information

Subject

MOTION. MEETING MINUTES: JULY 23, 2019

Attachments

PlnBMinutes_2019_07_23_DRAFT

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	01/08/2019	01/22/2019	02/12/2019	02/26/2019	03/12/2019	03/26/2019	04/09/2019	04/23/2019	05/14/2019	** 05/29/2019	06/11/2019	06/25/2019	07/09/2019	07/23/2019	08/13/2019	08/27/2019	09/10/2019	09/29/2019	10/08/2019	10/22/2019	11/12/2019	11/26/2019	12/10/2019
Dave Goodridge	Mayor/Billings Ward I	E	1	1	1	E	E	E	E	E	-	-	E	-	E									
Matt Macrow	Mayor/Billings Ward II	1	1	1	1	1	E	1	E	1	-	-	1	-	E									
Eric Wallace	Mayor/Billings Ward III	1	1	1	E	E	E	1	1	1	-	-	E	-	1									
Darell Tunnickliff	Mayor/Billings Ward IV	1	1	1	E	1	1	E	1	1	-	-	1	-	1									
Jon Thompson	Mayor/Billings Ward V	1	E	1	E	1	1	1	1	E	-	-	1	-	1									
Troy Boucher	YC District 1	1	E	E	1	1	1	1	1	1	-	-	E	-	E									
Dennis Cook	YC District 2	1	1	1	1	1	1	1	E	E	-	-	1	-	1									
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Woody Woods	YC District 5	1	1	1	1	1	1	1	E	1	-	-	E	-	1									
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jarett Hillius	YC District 7	1	1	1	1	1	1	1	E	1	-	-	1	-	E									
Jerry Williams	Y County Cons. District	1	1		1	1	1	1	1	1	-	-	R	-	-									
Scott Reiter	Ex-Officio SD2	A	A	A	A	A	A	A	A	A	-		A	-	A									

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

July 23, 2019

DRAFT- To be approved by a motion on August 13, 2019

Call the Meeting to Order

President Tunnicliff called the meeting to order at 6:00 p.m. on Tuesday, July 23 2019 in the Miller Building 1st Floor Conference Room, 2825 3rd 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: Wyeth Friday, Director, Planning & Community Services Department; Monica Plecker, Planning Division Manager; Planner II, Scott Walker, Transportation Coordinator

In Attendance: Rusty Logan, Transit Manager, MET; Kevin Ploehn, Director of Aviation & Transit, City of Billings

Approval of the June 28, 2019 Agenda – A motion was made by Board member Cook and seconded by Board member Woods to approve the July 23, 2019 Agenda as submitted. The motion carried with a unanimous voice vote.

Approval of Minutes: June 25, 2019. (The July 9, 2019 meeting was canceled).

Board member Thompson asked that the meeting dates on the last page be corrected. A motion was made by Board member Thompson and seconded by Board member Thompson to approve the minutes of June 25, 2019 as corrected. 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 might be heard on any subject that is not on the agenda; the Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting agenda for discussion. There were no public comments.

Disclosure of Outside (Ex Parte) Communication– Board Members and Planning Staff. The Ex Parte Communication Binder is available at the Sign-In and Agenda station. There were no declarations of ex parte communications or conflicts of interest.

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

7. OLD BUSINESS

7a. Public Hearing/Staff presentation. FFY 2020 Billings Urban Area Unified Planning Work Program, (UPWP), Scott Walker, Transportation Coordinator, Rusty Logan, Transit Manager, MET presenting.

INTRODUCTION

The City-County Planning Division is presenting the 2020 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization (MPO) review and recommendation to the governing bodies and the Policy Coordinating Committee (PCC). The UPWP is primarily for 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 2020, which runs from October 1, 2019, through September 30, 2020. This UPWP corresponds directly with the Planning Division’s annual work plan. The significant changes in this year’s program include traffic counter replacement, Downtown Traffic Circulation Public Participation Exercise, a North Bypass Corridor Study, The 5th Avenue Corridor Feasibility Study, and a Bike/Scooter Share Impact Study. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

RECOMMENDATION

Staff recommends the Transportation Advisory Board forward a recommendation of approval of the FFY 2020 Billings Urban Area Unified Planning Work Program to Planning Board and the Governing Bodies.

PRESENTATION

Metropolitan Planning Organization (MPO) must be established in communities over 50,000 in population to do transportation planning and be eligible for federal transportation planning funds.

The Work Program for the MPO is required to be revised and adopted annually by the Policy Coordination Committee (PCC) whose members are four – The Mayor or his designee, the Chair of the County Commission, the Planning Board Chair and the local MDT District Administrator.

The Work Program is reviewed and recommended for approval by the:

- Technical Advisory Committee (TAC)
- Planning Board
- County Commission
- City Council
- Montana Department of Transportation (MDT)

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

Work Elements

There are 12 work elements in the MPO Work Program and the staff activity that is reimbursed to the MPO must be defined in those elements

- Reimbursement of funds occurs quarterly
- Each element has a different percentage rate for reimbursement

Funding Sources

The degree of participation by each funding agency is based on the pro-rations that 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)	\$240,000
Planning Department Fees (Yellowstone County)	\$57,000
Yellowstone County (Mill)	\$490,000
Federal Funds (PL)	\$1,872,085
TOTAL	\$2,659,085

Summary

The UPWP is updated annually and is current between October 1, 2019 through September 30, 2020. All Work Elements in the UPWP must be related to Transportation and/or Transportation Planning.

2019 Project 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/Pedestrian Tour Map + App
- Downtown Traffic Flow Study
- County Growth Policy Update

2020 Priorities

- Bike/Scooter Share Impact Study
- North Bypass Corridor Study
- 5th Avenue Corridor Feasibility Study
- Complete Inner Belt Loop Corridor Study
- Complete Wayfinding Signage Plan
- Traffic Counter Replacement
- Downtown Traffic Circulation - Public Participation
- County Growth Policy Update

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

Transit Funding Overview- Rusty Logan, Transit Manager, MET

Federal funding is provided via FTA Section 5303 with funds and procedural requirements available for multimodal transportation planning in metropolitan areas. Federal funds are apportioned to states using a formula that includes urbanized area population and other factors. Local match is provided through local transportation mills, transit fares, advertising revenue, and other applicable sources.

Transit Priority Highlights

- Development and application for competitive grants for buses, technology and facilities
- Continuing development of the Transit Asset Management Plan and development and implementation of the Transit Safety Plan.
- Extensive analysis of the existing transit system for improvements in efficiency, effectiveness and resource use as well as identification and modeling for essential future improvements
- Investigation of potential technology additions with analysis of benefits including options such as automated passenger counters, electronic fares, and other improvements.
- Increase in community outreach activities in support of transit utilization and development of potential partnerships
- Improvement of the ADA Transportation Coordination process with improved stakeholder engagement and input.

Draft 2020 UPWP Review Schedule

- TAC July 18th
- Planning Board August 13th
- County Commission July 30th
- City Council August 12th
- PCC August 20th
- MDT, FHWA, FTA September 30th

Discussion

Scott Walker pointed out the Contingency line item has been relabeled “700 UN-PROGRAMMED FUNDS (4315)” for clarification purposes. In response to question by Board member Thompson Scott said the general fund dollars received by the Planning and Community Services Department do not go towards transportation. Ms. Plecker clarified and state the Planning Division does not receive funds from the General Fund. Scott Walker pointed out the Planner I vacancy and said at some point will be filled when matching funds are available. Monica Plecker said in general, this position would handle some of the front end planning activities and zone changes, similar to the current Planning Assistant position. There was discussion on the “Bike/Scooter Share Impact Study” and Scott related that Bozeman, Montana recently experienced an incoming

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

business. He shared his experiences with the Bike/Scooter Share program in San Antonio. He continued and gave a brief overview of the “5th Avenue Corridor Feasibility Study” project proposal. He said to have a formalized travel corridor area to address pedestrian traffic will be beneficial to METRA Park and the businesses located in this area.

Board member Thompson asked Rusty Logan, Transit Manager regarding funding for operations and he provided clarification. He spoke of the importance of applying for competitive grant programs. Transit will be participating with Planning throughout the year. Board member Thompson asked about the overall status of the federal funding. Rusty said although the funding has not grown, it has remained consistent, and they are maintaining. They are working towards creative means of funding through grant applications for bus replacements. Scott Walker said from the FHWA’s perspective it has been consistent. He pointed out that Bozeman, and potentially Helena’s populations will grow to the point of qualifying as MPOs, which will change the amount of funds available to Billings.

President Tunncliff thanked Planning and Transit staff for this report. Scott Walker said staff will return with updates throughout the year on upcoming projects.

Public Hearing

President Tunncliff opened the public hearing and asked if there is anyone present wishing to speak in favor or against the FFY 2020 Billings Urban Area Unified Planning Work Program, (UPWP). There was none. President Tunncliff closed the public hearing. The Planning Board will take action on this agenda item during the next meeting on Tuesday, August 13, 2019.

8. NEW BUSINESS: There is no New Business.

9. OTHER BUSINESS

A. Planning Board Discussion of Future Information and Topics tied to Board Mission and Responsibilities. Keeping Board members engaged while using their expertise. President Tunncliff expressed his desire to have the Planning Board engage in the community. Wyeth Friday concurred and gave an overview of the duties of this Board under state law. Board member Woods expressed interest in presentations on current activities such as the Alberta Bair street scape and the Urban Renewal Districts. Board member Cook he likes the idea of presentations to update the Board on topics such as Opportunity Zones and TIFD districts. Board member Thompson suggested a presentation on the Parks and Recreation Master Plan. Board members are encouraged to take the opportunity to attend Task Force meetings. Ms. Plecker said the Board members not only have opportunity to attend informational meetings but also may provide updates to the Board as a part of an agenda under “(Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects”.

Page 6 of 7

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

Potential Future Topics

- Downtown Landscaping - Alberta Bair - streetscape concepts for Project Re:Code
- Urban Renewal Districts – Understand how they work, where transportation projects fit in from the Long Range Transportation Plan, etc.
- Airport Project Update
- Opportunity Zones?
- BSEDA items - Patrick Klugman may interface with the Planning Board on topics

Potential Policy Items

- Parks and subdivision process- septic tanks under public parks
- PRPL presentation on City Park Master Plan and Goals
- Collaborate with others on issues?
- Consider having a Planning Board represented on 5th Ave. Study or North Bypass Corridor Study Project Oversight Committees?

Consider notifying Planning Board Members of upcoming presentations in the community at bottom of Planning Board Agenda?

Note at end of Agenda for Planning Board at meeting - meetings of interest

Items like - Opportunity Zones Informational Presentation, MDT Project meeting, Rochester, Minnesota, Destination Medical Center visit

B. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects

1. Project Re: Code is still focus through the end of the year.

FUTURE AGENDA ITEMS FOR TUESDAY, AUGUST 13, 2019

1. Motion/Recommendation to PCC. FFY 2020 Billings Urban Area Unified

ADJOURNMENT: 7:15 PM

DRAFT-TO BE APPROVED BY A MOTION ON JULY 23, 2019

--Tamarita L. Deines, Planning Clerk



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



Planning Board Meeting I (2nd Tuesday)

9. a.

Meeting Date: 08/13/2019

Information

PROBLEM/ISSUE STATEMENT

The Yellowstone County Board of Planning desires to stay engaged with activities and issues on the community. It plans to be informed of issues that overlap its mission while continuing to fulfill its core responsibilities of reviewing development and redevelopment through the subdivision process, overseeing the annual work plans of the Billings Metropolitan Planning Organization for transportation planning, and participating in larger long-range planning work like Project Re: Code and growth policy updates and actions. The Board had an initial discussion at its July 23 meeting and this agenda item is to further follow up on the process.

BACKGROUND

The Board at its July 23 meeting discussed how it might approach future topics that might inform the Board of activities in the community that effect long range planing, development and growth. It also considered breaking the topics into two areas - those that are more informational and help the Board to stay current on major issues that effect the community, and those that are attached to the Boards land use review role and may have policy implications the Board might consider recommendations on to the City Council and Board of County Commissioners. The attached draft document further groups and identifies the areas of potential focus for the Board in the future.

FINANCIAL IMPACT

There is no immediate financial impact to the Planning Division in supporting the Board's future topics discussions. As the Board decides where it might focus future policy recommendations, staff will be able to asses staff time and resources that might be needed to carry a recommended policy change through the process to the City Council or Board of County Commissioners.

RECOMMENDATION

Staff recommends the Planning Board review and refine its informational and policy topic list at this meeting so that topics for future meetings may begin to be programed into future agendas.

Attachments

PB Future Topics List

Yellowstone County Board of Planning

Future Topics Related to Planning Board Mission and Responsibilities

Draft 8/13/19

In an effort to assist the Board in clarifying the types of topics it may wish to consider, staff has broken the topics into two areas:

- Those that are more informational and help the Board to stay current on major issues that affect the community.
- Those directly tied to the Board's land use review/transportation planning mission and may have policy implications for future recommendations to the City Council and Board of County Commissioners.

Policy Items

Current:

- Completion of Project Re: Code by early 2020
 - Downtown Landscaping/Streetscape (e.g. Alberta Bair) - (Project Re: Code tie)
- Review of County Growth Policy Process and Public Engagement in September 2019

Future:

- County Park Board and Subdivisions – Placing private septic facilities in public parks
- Billings Parks Recreation and Public Lands Dept. – Presentation on the 2017 Comprehensive City Parks and Recreation Master Plan – Goals and how it may affect future subdivision developments

Information/Participation Items

- Consider Planning Board Representative on Project Oversight Committees for future planning projects like the 5th Ave. Corridor Feasibility Study or North Bypass Corridor Study in 2019-2020
- Airport Expansion Project Update
- Billings Urban Renewal Districts (EBURD, Downtown, SBBURD) – Operations and Funding Mechanisms; Tie to City Growth Policy; Transportation Projects in the Districts
- Big Sky Economic Development Work
 - Opportunity Zones
 - 406 Impact District (One Big Sky District)
 - EPA Brownfields Program Deployment on Billings