



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



AGENDA

September 10, 2019 MEETING TIME: 6:00 p.m.
1st Floor Large Conference Room, Miller Building
2825 3rd Avenue North, Billings, Montana 59101

- 9c. ANNOUNCEMENT: THE SEPTEMBER 24, 2019 PLANNING BOARD IS CANCELED DUE TO A LACK OF AGENDA ITEMS. THE NEXT MEETING ON TUESDAY, OCTOBER 8, 2019 AS LEGALLY ANNOUNCED AND ADVERTISED.
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 THE AUGUST 13, 2019 MEETING MINUTES. (The August 27, 2019 meeting was cancelled).**

Attachments

PlnBMinutes_2019_08_13_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:** There is no Old Business.

8. **NEW BUSINESS:** (Agenda items new to this meeting).
 - a. **City West End Reservoir and Water Treatment Plant Project – Public Works Director Dave Mumford, Director, City of Billings Public Works Department.**
 - b. **Presentation/Discussion. County Growth Policy Update. Monica Plecker, Planning Division Manager, presenting.**
9. **OTHER BUSINESS:**
 - a. ANNOUNCEMENT: THE SEPTEMBER 24, 2019 PLANNING BOARD IS CANCELED DUE TO A LACK OF AGENDA ITEMS. THE NEXT MEETING ON TUESDAY, OCTOBER 8, 2019 AS LEGALLY ANNOUNCED AND ADVERTISED.
 - b. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.
 - c. Community Outreach and Educational Opportunities. Planning Staff
10. **ADJOURNMENT**

Planning Board Meeting I (2nd Tuesday)

3.

Meeting Date: 09/10/2019

Information

Subject

MOTION. APPROVAL OF THE AUGUST 13, 2019 MEETING MINUTES. (The August 27, 2019 meeting was cancelled).

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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	1								
Matt Macrow	Mayor/Billings Ward II	1	1	1	1	1	E	1	E	1	-	-	1	-	E	E								
Eric Wallace	Mayor/Billings Ward III	1	1	1	E	E	E	1	1	1	-	-	E	-	1	1								
Darell Tunnickliff	Mayor/Billings Ward IV	1	1	1	E	1	1	E	1	1	-	-	1	-	1	1								
Jon Thompson	Mayor/Billings Ward V	1	E	1	E	1	1	1	1	E	-	-	1	-	1	E								
Troy Boucher	YC District 1	1	E	E	1	1	1	1	1	1	-	-	E	-	E	A								
Dennis Cook	YC District 2	1	1	1	1	1	1	1	E	E	-	-	1	-	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	1								
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jarett Hillius	YC District 7	1	1	1	1	1	1	1	E	1	-	-	1	-	E	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	A								

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August 13, 2019

DRAFT- To be approved by a motion on September 10, 2019

Call the Meeting to Order

President Tunnicliff called the meeting to order at 6:00 p.m. on Tuesday, August 13, 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, Tammy Deines, Planning Clerk

In Attendance: Rusty Logan, Transit Manager, City of Billings

Approval of the August 13, 2019 Agenda – A motion was made by Board member Woods and seconded by Board member Cook to approve the August 13, 2019 Agenda as submitted. The motion carried with a unanimous voice vote.

Approval of Minutes: July 23, 2019.

A motion was made by Board member Cook and seconded by Board member Woods to approve the minutes of July 23, 2019 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 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.

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7. OLD BUSINESS

7a. Motion/Recommendation to the Policy Coordinating Committee. 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)

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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

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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

President Tunncliff called for questions and discussion. Board member Goodridge commented that the 5th Ave Corridor Study project failed four years ago per a City Council vote. Scott Walker said the study listed in this year’s program would be initially considered with the caveat of the first phase of the project with the consultant contacting 100% of the business and landowners along the corridor. If this phase fails, the study will not move forward. He said the transportation nature of the corridor offers several possibilities with the corridor stretching from the YMCA to Metra Park. The hope is for future revitalization of this area. Division Manager Plecker said council expressed interest following the UPWP staff presentation during a work session. Scott Walker stated staff would conduct an outreach program to include EBURD. President Tunncliff stressed the importance of

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communication throughout the project. Board member Goodridge asked what happened to the allocated funds from the previous project when it failed and Scott Walker explained that approximately \$80,000 was absorbed back into the work program. Director Friday pointed out that in that case, the UPWP project was approved but the procedural contract failed. President Tunnicliff spoke to the benefits of development of the downtown area

Motion

Board member Woods made a motion and Board member Cook seconded the motion to forward a recommendation to the Policy Coordinating Committee of approval of the FFY 2020 Billings Urban Area Unified Planning Work Program, (UPWP) as presented by staff.

Discussion

President Tunnicliff called for discussion on the motion. Board member Goodridge expressed concern with the \$100,000 expenditure for the 5th Avenue Corridor Study project and asked if the funds could be used for something else that may give more value in the five to ten year time span. Board member Woods pointed out that in this case, staff is recommending that the consultant contact the property owners with the first phase and if then move forward if this is successful. Board member Goodridge commented that a study is good but it does not get something built.

The motion carried with a unanimous voice vote.

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

Division Manager Plecker noted the list of future topics submitted by staff. Board member Goodridge asked staff to add a Public Works Department presentation on the ability to develop parkland with storm water reservoirs similar to the proposal for the west end of Billings. Staff will include these items as a part of regular agendas.

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.

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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 planning, 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 affect 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.

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.

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 o 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

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- Big Sky Economic Development Work Opportunity Zones
- 406 Impact District (One Big Sky District)
- EPA Brownfields Program Deployment on Billings

B. Announcements and Invitations:

COULSON PARK PUBLIC MEETINGS

Please join us! at one of two public meetings supporting the City Parks Department’s efforts to complete a masterplan at Coulson Park. The City Parks Department’s Consultant, DHM Design, will provide concept design options and answer questions regarding the concepts and masterplan efforts. We look forward to seeing you!

WHEN: Wednesday, August 14th

WHERE:

- **Parks’ Board Meeting at 11:00am (390 N 23rd St) AND/OR**
- **MoAV Coffee (501 Montana Ave) from 4:30pm to 6:00pm**

ASSOCIATION OF PEDESTRIAN & BICYCLE PROFESSIONALS WEBINAR SERIES 1:00 PM MST MILLER BUILDING 1ST FLOOR CONFERENCE ROOM, 2825 3RD AVE NORTH	
SCOTT WALKER, TRANSPORTATION COORDINATOR: walkers@billingsmt.gov ELYSE MONAT, ACTIVE TRANSPORTATION PLANER: monate@billingsmt.gov LORA MATTOX, TRANSPORATION PLANNER: mattoxl@billingsmt.gov	
Aug 21	Getting the Green Light: Improving Actuation and Detection for Cyclists & Pedestrians
Sep 18	Can We Talk About the Street? Building Support for Controversial Projects
Oct 16	If We Build It Will They Come? Estimating Demand for Biking and Walking
Nov 20	Aging in Place: Designing Communities to Support Mobility
Dec 18	Education and Encouragement: Bringing the Right People Together

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****The TUESDAY, AUGUST 27, 2019 Planning Board meeting is canceled due to a lack of agenda items. The next meeting will be held as legally announced and advertised on TUESDAY, SEPTEMBER 10, 2019, 6:00 PM.**

ADJOURNMENT: 7:00 PM

DRAFT-TO BE APPROVED BY A MOTION ON SEPTEMBER 10, 2019

--Támara L. Deines, Planning Clerk