

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	01/14/2020	01/28/2020	02/11/2020	02/25/2020	03/10/2020	03/24/2020	04/14/2020	04/28/2020	05/12/2020	** 05/27/2020	06/09/2020	06/23/2020	07/14/2020	07/28/2020	08/11/2020	08/25/2020	09/09/2020	09/22/2020	**10/14/2020	10/27/2020	11/10/2020	11/24/2020	12/08/2020
Dave Goodridge	Mayor/Billings Ward I	1																						
Vacant	Mayor/Billings Ward II																							
Eric Wallace	Mayor/Billings Ward III	E																						
Darell Tunnickliff	Mayor/Billings Ward IV	1																						
Jon Thompson	Mayor/Billings Ward V	1																						
Troy Boucher	YC District 1	1																						
Dennis Cook	YC District 2	1																						
Vacant	YC District 3	-																						
Vacant	YC District 4	-																						
Woody Woods	YC District 5	1																						
Vacant	YC District 6	-																						
Jarett Hillius	YC District 7	1																						
Vacant	Y County Cons. District	-																						
Scott Reiter	Ex-Officio SD2	E																						

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January 14, 2020

To be approved by a motion on January 28, 2020

Call the Meeting to Order

President Tunnicliff called the meeting to order at 6:00 p.m. on Tuesday, January 14, 2020 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; Tammy Deines, Planning Clerk

In Attendance: Randy Heinz

Approval of the January 14, 2020 Agenda A motion was made by Board member Woods and seconded by Board member Cook to approve the January 14, 2020 meeting agenda with an additional agenda item for the 2020 Planning Board officers. The motion carried with a unanimous voice vote.

Approval of Minutes: December 10, 2019

Approval of the December 10, 2019 meeting minutes is delayed.

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.

7. OLD BUSINESS: There is no Old Business.

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8. NEW BUSINESS

8a. Motion. Bicycle and Pedestrian Advisory Committee Planning Board Representative Application by Ed Guilick. Elyse Monat, Active Transportation Planner, presenting.

Elyse Monat stated this is the second term for Ed Guilick who is currently serving as an active member of the Bicycle and Pedestrian Advisory Committee.

Motion

Board member Goodridge made a motion and Board member Hillius seconded the motion to recommend Ed Guilick as the Bicycle and Pedestrian Advisory Committee Planning Board Representative. The motion carried with a unanimous voice vote.

8b. Presentation/Discussion. Wayfinding Signage Plan. Lora Mattox, Transportation Planner

Ms. Mattox opened this agenda item with a presentation following the presentation outline below:

The importance of wayfinding: An information system that helps people orient themselves in a physical space and navigate from place to place.
Effective wayfinding...

- Influences visitors’ and locals’ perceptions of the overall convenience of a place
- Encourages people to consider more sustainable and healthy modes of transportation
- Increases the safety of pedestrians and bicyclists
- Normalizes walking and bicycling as legitimate modes of transportation
- Contributes to a recognizable brand or identity about the planning process

Planning Process-Who was involved?

Billings MPO (Project Management) Montana Department of Transportation MET Transit; Public Works Engineering Downtown Billings Alliance; Department of Parks, Recreation, and Public Lands Billings TrailNet; Chamber of Commerce; Healthy by Design; Billings Bicycle/Pedestrian Committee Consultant: Alta Planning + Design

Vision and goals. The Billings wayfinding signage system should: Inspire confidence; Promote trail etiquette; Navigate gaps in the network; Raise awareness of the trail system; Provide iconic, attractive signage; Consolidate the variety of current signs/brands

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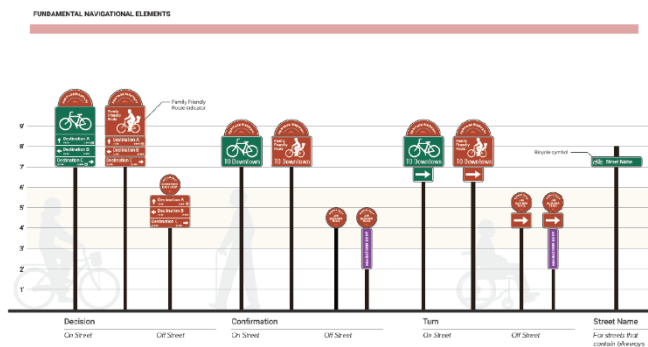
into a more cohesive system; Seek to integrate the Billings Heritage Tour Map mobile app into the physical signage

Wayfinding best practices. General Principles: Connect Places; Maintain Motion; Promote Active Travel; Keep information Simple; Be Predictable

Existing conditions and design challenges. No encompassing brand. Varying contexts. An expanding network.

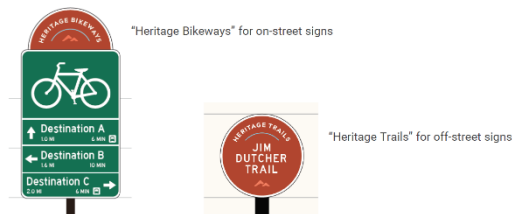
Brand development and destination identification. The brand should strike a balance between historic and modern; Consider accessibility for users of all ages and abilities; Prioritize/celebrate the natural setting over the “big city” context; Natural colors and materials are preferred; the brand should “look like Billings”

Preferred Concept: Fundamental Elements



Billings Wayfinding Signage Plan

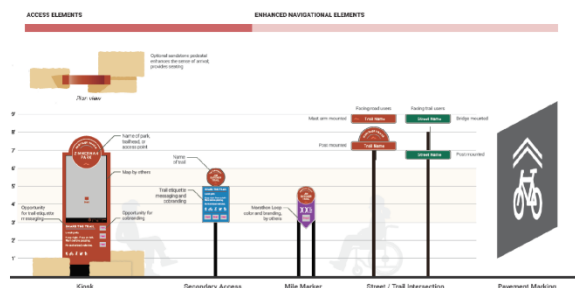
Enhancement Markers



'Family Friendly Route' Indicator



Preferred Concept: Access and Enhanced Navigational Elements



Implementation: Sign Placement; Fabrication Drawings; Cost Estimates; Maintenance: Ongoing planning and design as system expands; Sign inspection on an annual basis to clean, repair, or replace due to vandalism or unexpected damage; Sign panels anticipated lifespan: 7 10 years (printed vinyl); Pavement markings to be inspected annually to assess fading

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Review Schedule:

Review Body	Date
Technical Advisory Committee	Tuesday, January 14
Planning Board #1 with PH	Tuesday, January 14
Planning Board #2	Tuesday, January 28
City Council Work Session	Monday, February 3
City Council	Monday, February 10
Board of Commissioners Discussion	Monday, February 3
Board of Commissioners	Tuesday, February 4
Policy Coordinating Committee	Tuesday, February 18

Discussion

President Tunncliff called for questions and discussion. He thanked Ms. Mattox for her work in shepherding this project. Board member Thompson echoed the complement with “Well done!” He spoke on the difficulty of comprising a comprehensive plan.

Board member Goodridge asked if this plan aligns with the Sign Code. Ms. Mattox explained the wayfinding signage is considered under the code as street signage and will be incorporated as a directional sign. Board member Goodridge stressed the need for consistency and he commented on some anxiety voiced by a sign company representative. Board member Woods spoke to the need for conformity. He asked Ms. Mattox asked if the Lockwood District could coordinate with the Wayfinding Plan recommendations. Ms. Mattox stated this plan is intended to be used in the City and the County and said she would be interested in attending a meeting. Citizen Randy Heinz asked if there is a plan for the kiosks. Ms. Mattox stated the plan includes kiosk guidelines for the type of information that should be included, i.e. mapping, trail etiquette, and park information.

****A public hearing on the Wayfinding Signage Plan will be held at the January 28, 2020 Planning Board meeting.**

9. OTHER BUSINESS

9a. Motion. 2020 Planning Board Officers. The Nomination Committee Members are Board member Cook, Board member Boucher, and Board member Woods. The Committee is forwarding a recommendation of Board member Woods serving as President, and Board member Cook serving as Vice President.

President Tunncliff called for nominations from the floor for Planning Board Vice President. There was none. The nomination period was closed. **Motion by Board member Woods and Board member Thompson for Board member Dennis Cook to service as Planning Board Vice President for the 2020 term. Dennis Cook is elected through unanimous consent.**

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President Tunnicliff called for nominations from the floor for Planning Board President. There was none. The nomination period was closed. **Motion by Board member Boucher and Board member Goodridge for Board member Woody Woods to serve as Planning Board President for the 2020 term. Woody Woods is elected through unanimous consent.**

President Tunnicliff congratulated the new officers. He suggested the election process work towards the Vice President becoming President for the following term. He stated he has enjoyed his four-year term as President and said he will support the new officers. He commented on several of the Board's accomplishments that have had a significant impact on the community. He thanked Director Friday for his support and Planning staff for their work in mitigating issues prior to bringing them to the Board. He thanked Tammy Deines for her administrative support to the Board.

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

Project ReCode Director Friday said staff gave a presentation to City Council on January 6, 2020. Staff provided an update on the overall code, the focus of the new code, short-term rentals, FAQs, and neighborhood development. He said the Council had good discussion and questions, and some concern voiced regarding accessory dwelling units. Staff will return to City Council on Monday to give overview on signage, landscaping, parking, and casinos, and request feedback from the members. Public hearings will be held on topics through the Zoning Commissions. The CC will have a Strategic Planning Session Saturday, February 1, 2020.

Public Safety Mill Levy Discussion City administration and staff are doing a Public Safety Mill Levy Discussion Thursday evening at the Billings Library. The Police Chief, Fire Chief, and Planning Director will be available to discuss issues and strategies.

Ward 2 Planning Board Seat (Heights) There are no applications at this time. New applications will be reviewed by the Mayor and considered by the Council the end of February. Director Friday encouraged members to reach out to interested parties. Board member Goodridge offered to attend the Heights Task Force Meeting to try to generate some interest.

Yellowstone County website-Board updates Board member Woods asked that staff look into updating the Yellowstone County website for Board vacancies.

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ADJOURNMENT

Future Agenda Items for Tuesday, January 28, 2020

A. Public Hearing. Motion/Recommendation to PCC. Wayfinding Signage Plan. Lora Mattox, Transportation Planner.

DRAFT-TO BE APPROVED BY A MOTION ON JANUARY 28, 2020