



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



AGENDA

July 28, 2020 MEETING TIME: 6:00 p.m.
VIDEO CONFERENCE FORMAT

1. **CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members. Due to the COVID-19 health concerns, the format of the Planning Board meeting will be held in a virtual videoconferencing environment. The Miller Building and the Planning & Community Services Department will be closed during the meeting. Public comment will be taken only during the Public Comment periods as indicated on the agenda, and during the Public Hearing under the Regular agenda. Comments may be sent to Planning via email before 3:00 PM on Tuesday, July 28th. Emails received before 3:00 P.M. will be read into the record, emails received between 3:00 PM and 5:00 PM, may be read during the meeting.

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:** June 23, 2020; July 14, 2020

Attachments

PlnBMinutes_2020_06_23_DRAFT

PlnBMinutes_2020_07_14_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. **NEW BUSINESS:** (Agenda items new to this meeting).

- a. Public Safety Mill Levy Presentation. Kevin Iffland, Assistant City Administrator, presenting

8. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).

- a. **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.**

The Public may view the meeting via the Billings Planning & Community Services Facebook page:

<https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks>

The Public may call in during specific Public Comment periods at 406.237.6196. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary.

1. Public Hearing, 2021 Unified Planning Work Program, (UPWP), with the intent to make a recommendation to the Policy Coordinating Committee.

Attachments

2021 Unified Planning Work Program

2. **Public Hearing. Motion/Recommendation to City Council. Lake Hills Subdivision, 37th Filing.** A 16-lot City Major Subdivision. Ron Hill, owner. WWC Engineering, agent. Dave Green, Planner II, presenting.

Attachments

Findings of Fact

Proposed Plat

SIA

9. **OTHER BUSINESS:**

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

10. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR TUESDAY, AUGUST 11, 2020

- a. Motion/Recommendation to City Council and BOCC. 2021 Unified Planning Work Program, (UPWP), with the intent to make a recommendation to the Policy Coordinating Committee.

Public Hearing Participation Guidelines

The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence.

1. Be informed of the process and the requirements of the Board. If you are commenting about a subdivision, please limit your comments to the review criteria.
By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). These criteria include:
 - Effect on agriculture and agricultural water user facilities
 - Effect on local services
 - Effect on the natural environment
 - Effect on wildlife and wildlife habitat
 - Effect on public health and safety
2. Provide specific information about why you are concerned about the pending application, how the decision will impact the review criteria listed above, and provide suggestions on how to minimize or eliminate the impact.
3. Respect the right of others to participate. Wait until the previous speaker has completed their comments before making your own comments. Do not talk over the person commenting or with other people in attendance.
4. The public hearing is not an opportunity to question or accuse the applicant or their agent. If you have questions of the Board, the applicant or the agent, ask the question directly to the Board during the public hearing portion of the meeting. The Board will respond or request the applicant or agent to respond after the public comment portion of the hearing is closed.
5. After the public comment portion of the hearing is closed, no further comments are allowed unless you are addressed directly by a Board member.
6. You should expect the Board to make a balanced recommendation in accordance with its statutory responsibilities. The Board's ability to make reasonable and thoughtful recommendations is dependent on a fair consideration of everyone's interests.

Thank you for participating.

Planning Board Meeting I (2nd Tuesday)

3.

Meeting Date: 07/28/2020

Information

Subject

MOTION. MEETING MINUTES: June 23, 2020; July 14, 2020

Attachments

PlnBMinutes_2020_06_23_DRAFT

PlnBMinutes_2020_07_14_DRAFT

CITY/COUNTY PLANNING BOARD

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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	01/14/2020	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	1	E	1	-	-	-	-	1	1	E	E	E										
Heidi Jensen-Christison	Mayor/Billings Ward II	-	-	-	1	-	-	-	-	1	1	1	1	1										
Eric Wallace	Mayor/Billings Ward III	1	1	1	1	-	-	-	-	E	1	1	1	1										
Darell Tunnickliff	Mayor/Billings Ward IV	1	1	1	E	-	-	-	-	1	1	1	1	1										
Jon Thompson	Mayor/Billings Ward V	1	E	1	1	-	-	-	-	1	E	1	1	1										
Troy Boucher	YC District 1	1	E	1	1	-	-	-	-	1	-	1	E	E										
Dennis Cook	YC District 2	1	1	1	1	-	-	-	-	1	1	1	1	1										
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-										
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-										
Woody Woods	YC District 5	1	1	1	1	-	-	-	-	1	1	1	1	1										
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-										
Jarett Hillius	YC District 7	1	1	1	1	-	-	-	-	1	1	1	1	1										
Vacant	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-										
Scott Reiter	Ex-Officio SD2		1	E	1	-	-	-	-	1	-	1	-	E										

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June 23 2020

Virtual Video Conference Format

To be approved by a motion on July 9, 2020

PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES. Due to the COVID-19 health concerns, the format of the Yellowstone County Board of Planning meeting will be held in a virtual videoconferencing environment. The normal hearing room on the 1st Floor at 2825 3rd Ave North (Miller Building) will be closed during the meeting and no one will be attending this hearing in person. Public comment will be taken only during the Public Comment periods as indicated on the agenda, and during the Public Hearings under the Regular agenda. Comments may be sent to Board via email before 1:00 PM on Monday, June 23, 2020. All emails received prior to this time will be read into the record for the public.

The Public may call in during specific Public Comment periods at (406) 237-6165. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary. Live coverage can be viewed: <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks>

Call the Meeting to Order

President Woods called the meeting to order at 6:00 p.m. on Tuesday, June 23, 2020.

Introduction of Planning Board Members and Planning Department Staff

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

Attending Planning staff members: Wyeth Friday, Director, Planning & Community Services; Monica Plecker, Planning Division Manager; Dave Green, Planner II; Lora Mattox, Transportation Planner; Robbin Bartley, Administrative Assistant

Participants: Darin Swenson, YC Public Works; Travis West, Engineering West; DJ Clark, Sanderson Stewart; Jan and Dennis Rehberg

Disclosure of Outside (Ex Parte) Communication or Conflicts of Interest– Board Members and Planning Staff. There were no declarations of ex parte communications or conflicts of interest.

Approval of the June 23, 2020 Agenda

A motion was made by Board member Cook and seconded by Board member Hillius to approve the June 23, 2020 meeting agenda with the addition of continuing the zoning boundary discussion. The motion carried with a unanimous voice vote.

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Approval of Minutes: May 27, 2020

Motion

Board member Hillius made a motion and Board member Cook seconded the motion to approve the May 27, 2020 meeting minutes. The motion carried with a unanimous voice vote.

Public Comment: President Woods 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. President Woods announced the public all in phone number: 406-237-6165

Planning Clerk reported no calls with requests for public comment.

7. OLD BUSINESS:

(7-a1). OLD BUSINESS

8a. Public Hearing. Motion/Recommendation to BOCC. Yellowstone Trail Subdivision. A County Major Subdivision. A 38.55-acre parcel of land into 18 lots for residential development. J 7J homes, Applicant. Engineering West/Forrest Mandeville Consulting/Performance Engineering. Dave Green, Planner II, presenting.

INTRODUCTION

May 1, 2020, the Planning Division received an application for major plat approval for the proposed Yellowstone Trail Subdivision. The property is generally located south of Yellowstone Trail and west of Darrah Drive, west of Pryor Creek golf course. This subdivision would create 18 lots from a 36.687-acre parcel of land. The applicant is proposing to develop a residential subdivision; the land is outside of zoning. The land is currently dryland grass and shrub.

RECOMMENDATION

Staff recommends that the Yellowstone County Planning Board recommend to the Board of County Commissioners to conditionally approve the preliminary plat of Yellowstone Trail Subdivision and adopt the Findings of Fact as presented in the staff report.

VARIANCES REQUESTED

No variance is being requested for this subdivision.

PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To ensure public health and safety, prior to final plat approval, the applicant will receive DEQ approval for the proposed storm water management and for the proposed water and septic systems for each lot.

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2. To protect public health and safety and clarify road dedication, prior to final plat approval, the applicant will add language in the SIA under the heading III Transportation A. Streets, add language stating 'dedicated to the public' in the first sentence. An RSID needs to be created to maintain those public streets.
3. To protect public health and safety and provide for future Dry hydrant maintenance, prior to final plat approval, the applicant will provide drawings to the Worden Fire Department for review and approval prior to any construction. The tank will be tested once it is installed and signed off by the Fire Department. An RSID for the dry hydrant system will be created for maintenance of the system.
4. To protect the public health and safety and to maintain the new park, prior to final plat approval the applicant will create an RSID for maintenance of the park.
5. To minimize the effects on local service, prior to final plat approval, the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.
6. To minimize effects on the natural environment, prior to final plat approval a weed management plan and property inspection shall be completed by the County Weed Department.
7. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
8. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, including laws regarding moving houses onto or off the property, and the laws and Administrative Rules of the State of Montana.

Discussion

President Woods called for questions and discussion. There were no questions from the Board.

President Woods called for presentation by the applicant. There were no comments from the applicant's agent, Travis West, Engineering West.

Public Hearing

President Woods opened the public hearing and asked if there is anyone wishing to speak in favor or against Yellowstone Trail Subdivision. Administrative Assistant reported she has not received any calls from the public.

Motion

Board member Cook made a motion and Board member Thompson seconded the motion to forward a recommendation of conditional approval of the preliminary plat of Yellowstone Trail Subdivision and adopt the Findings of Fact as presented in the staff report.

Discussion

President Woods called for discussion on the motion. There was no discussion related to the motion. **The motion carried with a unanimous voice vote.**

9. NEW BUSINESS**9a. 2019 Innerbelt Loop Corridor Study. Lora Mattox, Transportation Planner, presenting.**

Lora Mattox opened this agenda item. She explained the adoption process for this document was paused due to COVID 19. Staff's intent is to get ahead of building the roadway and plan a well thought out vision for the function and aesthetics of the corridor.

PROBLEM/ISSUE STATEMENT

The Billings MPO identified the need to conduct a corridor study to evaluate transportation needs along the proposed alignment of the Inner Belt Loop. This study examines the proposed corridor from the terminus of Skyway Drive and Alkali Creek Road to the Highway 3 and Zimmerman Trail intersection and addresses future access options as development occurs along the roadway, potential intersections, storm water management, landscaping, bicycle and pedestrian access, building and development layout and transportation safety along the corridor.

BACKGROUND

The Billings Metropolitan Planning Organization (MPO) through a competitive process hired Sanderson Stewart to develop a corridor planning study of the future Inner Belt Loop corridor in Billings and Yellowstone County. The extent of the study area is from the Skyway Drive/West Wicks Lane intersection on the northeast to the Montana Highway 3/Zimmerman Trail intersection on the south terminus of the connection.

The Inner Belt Loop project has been discussed for almost 30 years as a way to provide a much-needed connection between the Billings Heights and West End. Formal work on this project began in 2005 with a planning study to identify the feasibility of a connection through northwest Billings and identify a preferred route. This study included substantial public participation opportunities that resulted in broad approval by the community. Additionally, this study is specifically related to the vision of the corridor and how it can function. Design of the roadway was started in 2009 with construction of Skyway Drive completed in 2014. The City has allocated in the current CIP \$7 million toward construction of the road in 2022 with the remaining \$7 million needed to complete the road in 2024. In addition, the City of Billings applied for a BUILD Grant in May for the amount of approximately \$16.8 million to complete the construction of the Inner Belt Loop, Skyline Trail, and Stagecoach Trail. If awarded, the city will be able to save the additional \$7 million to complete the roadway that was anticipated to be needed in 2024. Announcement of the BUILD grant results is set for September 15.

The desired outcome of the study is to provide a vision for the corridor that balances the need to plan for new development that will inevitably occur around the roadway while ensuring a safe, connected community. The analysis and recommendations in the plan were identified through extensive data analysis along with public and stakeholder involvement. The goal is to develop principals that are consistent with principals within the City of Billings Growth Policy.

Several recommendations were formed as an outcome from this study and include, but are not limited to:

- Formalized intergovernmental agreement between the City and County to develop a coordinated approach to land use and development within the City or the County along the corridor.
- Application of development tools such as neighborhood planning; continued review and update to the Limits of Annexation Map; identify design standards within project Re: Code for appropriate zoning; and develop a plan for utility expansion, primarily water and sewer.
- Design considerations such as recommending that the current Right-of-Way width of 90 feet be expanded to 100 feet to provide flexibility in building setbacks, multi-use facilities, drainage, lighting, boulevard sidewalk and raised center median for access control.
- The study also identified options for roadway phasing if the city is not successful in the BUILD grant and local funding is split between years 2022 and 2024.

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- Water and sewer infrastructure tools that will support development along the Inner Belt Loop that could include private property owner agreements, reimbursement agreements and Special Improvement or Rural Improvement Districts.

FINANCIAL IMPACT

The contract for the Inner Belt Loop Corridor Study with Sanderson Stewart was budgeted at \$100,000. The majority of the funding is through the Billings Urban Area Metropolitan Planning Organization's Federal PL (planning) funds. PL funds for this project required a 40% local match, which was provided through the Planning Division's FY19 and FY20 Council-approved budgets and 2020 Unified Planning Work Program, utilizing its County-Wide Planning Mill Levy revenues.

Although the study does not provide exact costs associated with corridor design elements, beyond the roadway and pathway elements that are already designed, or the expansion of services such as water and sewer, the study does provide general information on what costs to expect with development of the roadway.

RECOMMENDATION

Staff recommends that at the June 23 meeting, the Yellowstone County Planning Board receive a presentation on the Inner Belt Loop Corridor Study and conduct a public hearing to receive public comment on the plan. The Planning Board is scheduled to take formal action on the Study and provide a recommendation to the Policy Coordinating Committee (PCC) at its July 14 meeting. The PCC is scheduled to take final action on the study at its meeting on July 21, 2020.

DJ Clark, Consultant, Project Manager, Sanderson Stewart opened a presentation screen, "Inner Belt Loop Corridor Study". Project Website: <http://sandersonstewart.com/projects/innerbeltloop/>

Design Considerations

- Future roadway and intersection planning
- Right-of-way needs/acquisition
- Access Management

Recommendations

- Evaluate cost/benefit of increased right-of-way width and initiate acquisition process.
- Develop an access management policy for the corridor that allows for limited flexibility during parcel development review.

Planning of Infrastructure to Support Development

- Cost and feasibility analysis-water/sewer/EMS
- Funding mechanism alternatives

Construction Phasing

#1-site work and permitting for full alignment

#2-full completion of approximately ½ of the roadway

#3-link funding and schedule of construction with pending development

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Recommendation

Develop a phasing strategy that considers pending development, and potential for economic benefit to the City along with highest-best use for Phase 2 improvements.

There were no questions or comments from the Board.

Public Hearing

President Woods opened the public hearing and asked if there is anyone wishing to speak in favor or against the 2019 Inner Belt Loop Corridor Study as presented by Planning Staff.

Jan Rehberg, (no address given)

Ms. Rehberg stated they have been involved with this project with the development of the Rehberg Ranch Subdivision in 2000. This project was in process and scheduled to be built in 2007. The subdivision was built in anticipation of the roadway. This roadway will be critical for development in the area. Their reasoning for the subdivision location is to use land that is not valuable for farming purposes and there is the ability for looping of utilities. The Rehbergs are in full support of this project.

Dennis Rehberg, (no address given)

Mr. Rehberg pointed out that none of the current Board members were there in 1984 when he as the property owner, offered property for the outer loop access down the rims around Yellowstone Country Club going to the Interstate due to the determination for the need to relieve the pressure on Zimmerman Trail. Since that time, the City expanded City limits, approved Ironwood subdivision, and blocked the access point. He commented on the short sightedness of the Board and Council members at the time and said the Planning Board City of Billings, and County of Yellowstone need to move forward with this project.

Administrative Assistant reported no calls from the public.

President Woods closed the public hearing. No formal action will be taken at this meeting.

Discussion

Board member Tunnickliff echoed Mr. Rehberg's comment and said he would like to encourage the County and the City to find funding for this project.

The Planning Board will forward a recommendation to the Policy Coordinating Committee at the next meeting on July 14, 2020.

8a. Presentation. Discussion. Yellowstone County Growth Policy Land Use Chapter. Monica Plecker, Planning Division Manager

Monica clarified and said the Planning Board has mentioned there may areas of conflict or development next to the boundary area that are of concern Today's discuss will be related to the Land Use Chapter in the County Growth Policy. She opened with a presentation, "YCO Growth Policy, Land Use Element"

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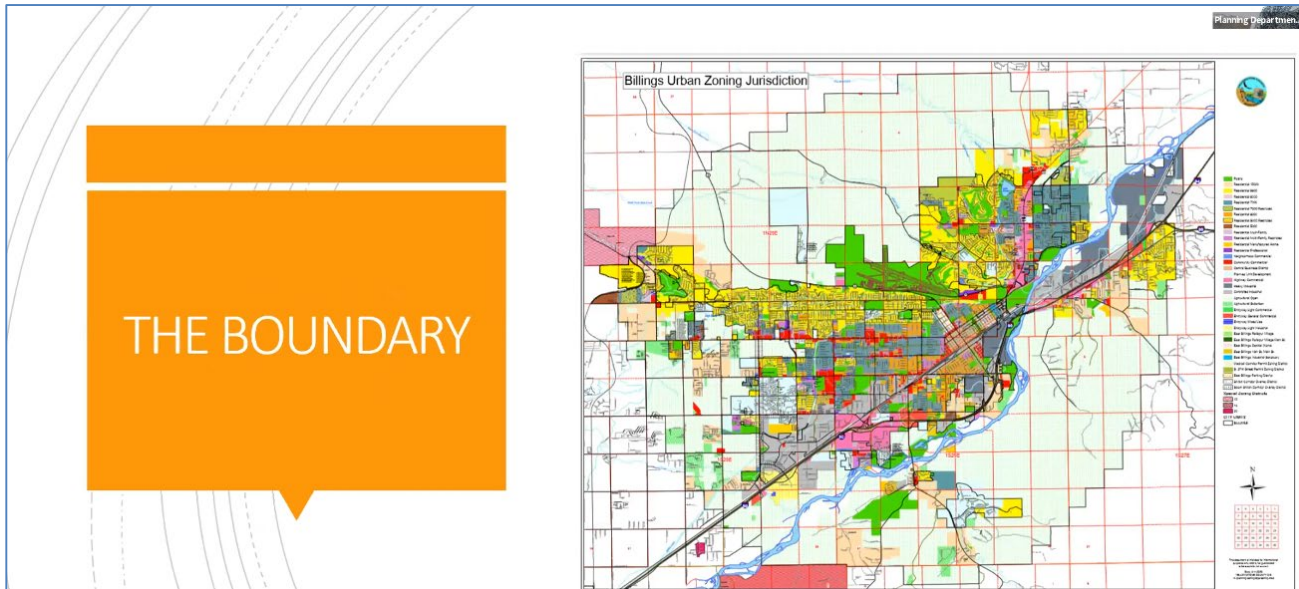
Growth Policy 101-A Growth Policy is intended to be visionary. Considers: Where are we going? Where do we want to go? How will we get there?

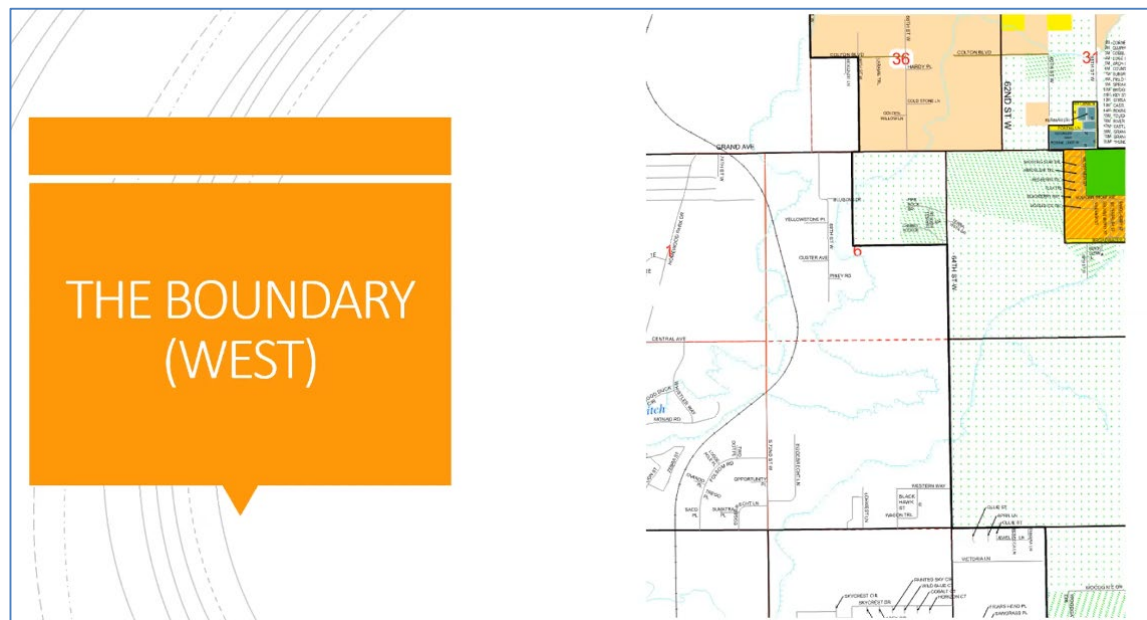
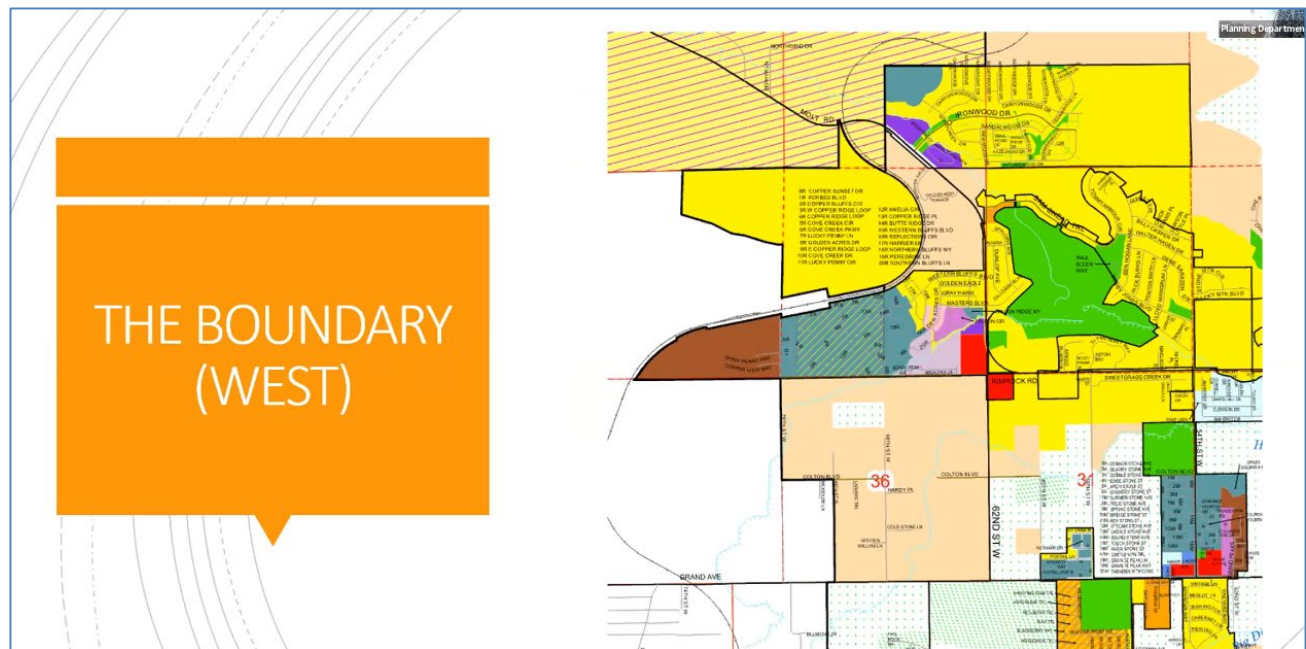
MA 76-01-601. Growth Policy's must include Goals & Objectives; Land Uses; Description of Policies, Regulations, and other measures to achieve goals.

Visioning Statements: Where will YC be in the future?

- Livability, Opportunity, Necessity

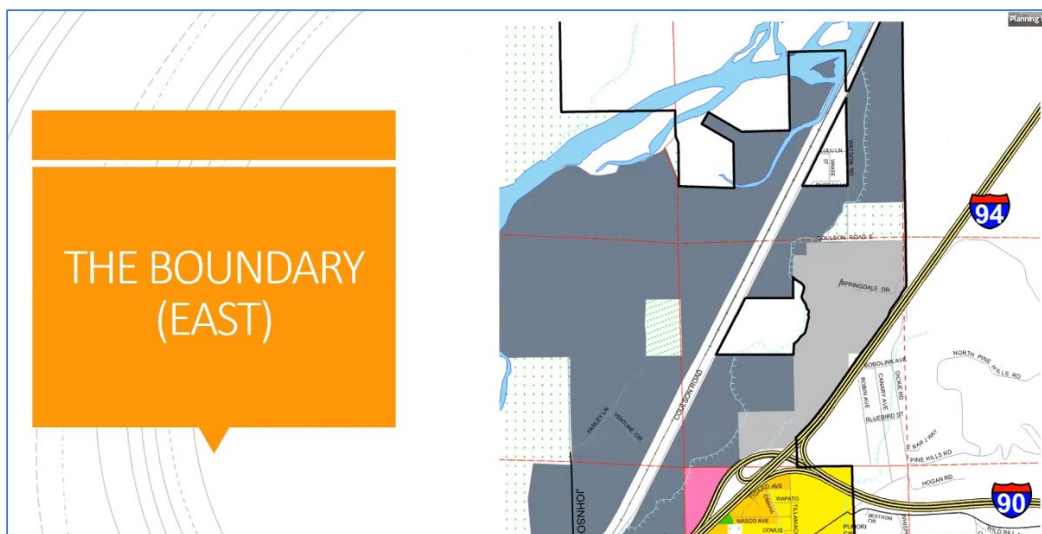
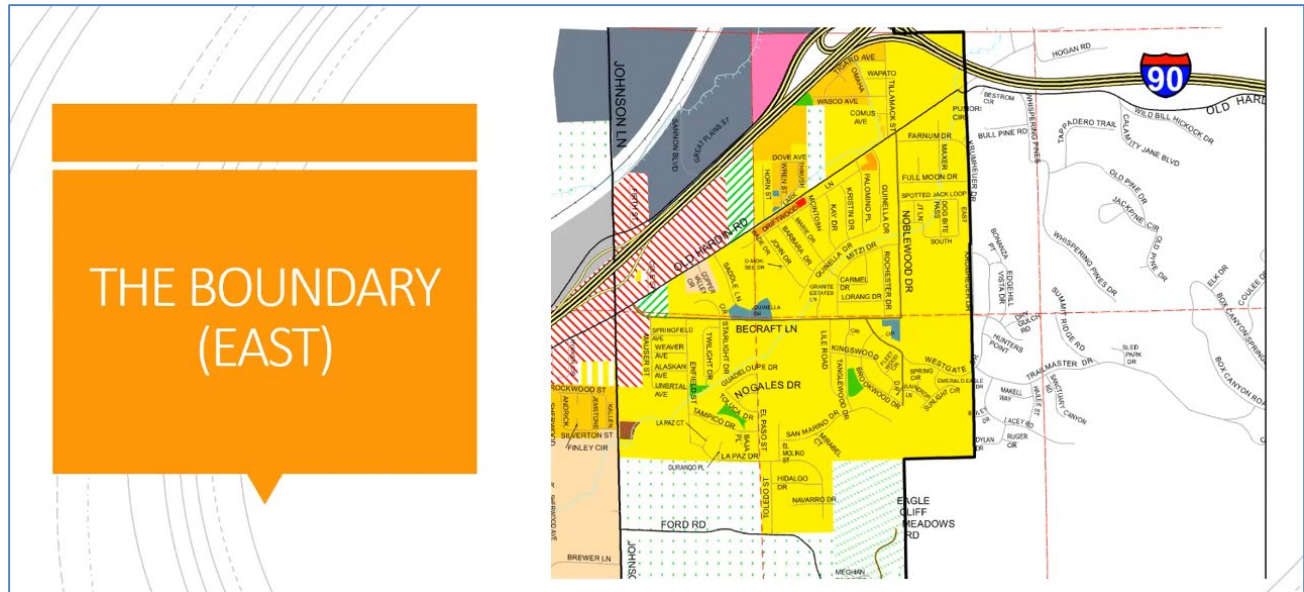
Policy Statements: Consider expansion of the Zoning Jurisdiction

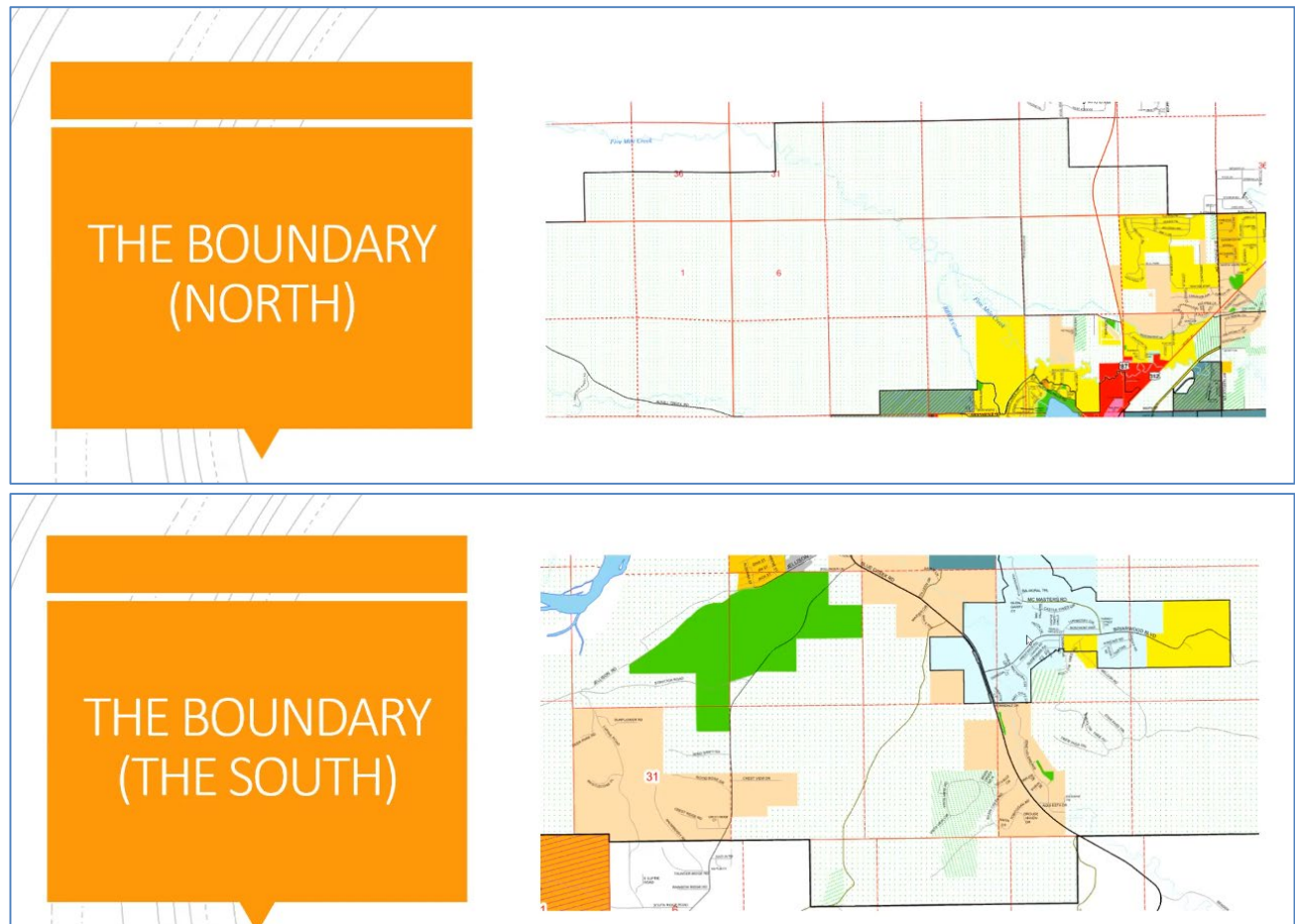




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Boundary Discussion as it relates to Land Use Chapter

A. Five Benefits of Zoning. Board Discussion

1. Land owner's predictability as to Land Use. Aesthetics-landscaping (Tunnickliff).
2. Consistency of services provided. Encouragement of development standards. (Sidewalks, amenities, road standards). (Hillius)
3. Predictability: (Jenson-Christenson)
4. Buffer zones (Wallace)
5. Consistency and predictably improves quality of life (Thompson)

B. Five Challenges of Zoning

1. Restrictions and limitations on property uses (Tunnickliff)
2. Buy in of property owners affected by the zoning.
3. Deciding an appropriate border location

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4. Elected officials' support (Jenson-Christenson)
5. Increased cost of development to comply with increased standards (Tunnichliff)

C. Five Issues with Current Boundary. What is problematic?

1. Development standards can differ in the same subdivision (Tunnichliff, Woods)
2. More dense developments are occurring outside of the boundary. Standards are voluntary outside of border (Woods)
3. Too large of a gap between development standards in City or zoned areas versus unzoned areas (Hillius, Tunnichliff)

--Because there is a relationship where design criterion is triggered in new subdivisions, the zoning code and subdivision code will have to "talk to one another" (Woods)

--Where the boundary interfaces unzoned parcels is significant (Hillius, Friday)

4. City limits are adjacent to parts of the boundary (loss of buffer zone)
5. Justification on where the new line goes (Tunnichliff)

D. Can Zoning address previously identified Concerns (Yes, No)

E. Next Steps:

1. Involving Others. Planning Board representative presentations to YC Zoning Commission, BOCC, and Land Owners with adverse impacts, (Hillius offered to help with this).
2. Define Scope of Changes, Identify Critical areas-thoughtful consideration
3. Understanding options to achieve more uniform development (Part 1 versus Part 2)-Part 1 zoning initiated by landowners, Part 2 zoning-government County zoning driven
 - Entire Boundary or Portions?
 - End result is a recommendation to the BOCC (Woods)
 - Involvement of Developers to get insight. Development follows infrastructure (Cook)
 - Focus on development of west end patterns and trends in development (Linlee Lakes). (Cook, Hillius) Importance of infrastructure alternatives. Plecker: City Lakes project and new water storage on the west end of Billings. Opportunity for missed opportunity if there is not good planning.

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

a. **Project ReCode:** Director Wyeth Friday. Staff is scheduling hybrid meetings to schedule sections of the zoning code this week.

B. **Lockwood TEDD Update:** President Woody Woods. Discussion have continued to get the City to acknowledge no waivers of protest for annexations. Have narrowed the discussion to three talking points. July City Council Work Session.

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ADJOURNMENT: 8:00 PM

DRAFT—TO BE APPROVED BY A MOTION ON July 14, 2020

--Tamara L. Deines, Planning Clerk

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Heidi Jensen-Christison	Mayor/Billings Ward II	-	-	-	1	-	-	-	-	1	1	1	1	1										
Eric Wallace	Mayor/Billings Ward III	1	1	1	1	-	-	-	-	E	1	1	1	1										
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Dennis Cook	YC District 2	1	1	1	1	-	-	-	-	1	1	1	1	1										
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-										
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-										
Woody Woods	YC District 5	1	1	1	1	-	-	-	-	1	1	1	1	1										
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-										
Jarett Hillius	YC District 7	1	1	1	1	-	-	-	-	1	1	1	1	1										
Vacant	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-										
Scott Reiter	Ex-Officio SD2		1	E	1	-	-	-	-	1	-	1	-	E										

July 14, 2020

Virtural Video Conference Format

To be approved by a motion on July 28, 2020

PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES. Due to the COVID-19 health concerns, the format of the Yellowstone County Board of Planning meeting will

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Reviewed by Planning Staff

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be held in a virtual videoconferencing environment. The normal hearing room on the 1st Floor at 2825 3rd Ave North (Miller Building) will be closed during the meeting and no one will be attending this hearing in person. Public comment will be taken only during the Public Comment periods as indicated on the agenda, and during the Public Hearings under the Regular agenda. Comments may be sent to Board via email before 1:00 PM on Tuesday, July 14, 2020. All emails received prior to this time will be read into the record for the public.

The Public may call in during specific Public Comment periods at (406) 237-6165. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary. Live coverage can be viewed: <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks>

Call the Meeting to Order

President Woods called the meeting to order at 6:00 p.m. on Tuesday, July 28 2020.

Introduction of Planning Board Members and Planning Department Staff

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

Participating Planning staff members: Wyeth Friday, Director, Planning & Community Services; Monica Plecker, Planning Division Manager; Dave Green, Planner II; Scott Walker Transportation Coordinator; Tammy Deines, Planning Clerk

Other Participants: Taylor Kasperick, WWC Engineering

Disclosure of Outside (Ex Parte) Communication or Conflicts of Interest– Board Members and Planning Staff. There were no declarations of ex parte communications or conflicts of interest.

Approval of the July 14, 2020 Agenda

A motion was made by Board member Cook and seconded by Board member Hillius to approve the July 14, 2020 meeting agenda. The motion carried with a unanimous voice vote.

Approval of Minutes: June 23, 2020. The approval of the June 23, 2020 meeting minutes is delayed until the July 28, 2020 meeting.

Public Comment: President Woods 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. President Woods announced the public all in phone number: 406-237-6165

Planning Clerk Tammy Deines reported no calls with requests for public comment.

7. NEW BUSINESS:

(7-a1). Presentation/Discussion. Bicycle and Pedestrian Advisory Committee Annual Report. Kristi Drake, Ed Gulick, Anna O'Donnell, BPAC members, presenting.

Active Transportation Planner Elyse Monat introduced BPAC member Kristi Drake who opened with a PowerPoint presentation, "Billings Area Bicycle Pedestrian Annual Report"

- **Who we are:** Chair: Ed Gulick (Planning Board); Vice Chair: Anna O'Donnell (City) Rose Cook (County); Liana Susott (County); Scott Barber (City); Kristi Drake (City)
There is one seat open for a County representative.

- **Our focus:** Ensuring that our community's infrastructure enables people to walk, bike or use a wheelchair safely.
- **What we do-**Meet monthly to address problems and opportunities in maintaining adequate pedestrian and bicycling infrastructure; Take comments from public about barriers to walking and biking safely; Act as liaison for public input and governing bodies (you!); Recommend solutions to City and County Planning and Public Works staff and governing bodies based on:
 1. public input
 2. existing plans adopted by governing bodies
 3. transportation industry standards
- **Public input**
-

Ed Gulick, Chairman, BPAC, continued the presentation and noted the existing plans in the table below tied to bicycle and pedestrian safety and planning. He said BPAC intends to bring this information forward to City Council members to show the work behind the existing plans.

- **These 14 different plans seek to:**
 - Guide the functionality of our transportation system as it develops
 - Predict transportation needs as our community expands and land is developed
 - Reduce dangerous or conflict areas where bicyclists, pedestrians and drivers intersect
 - Keep children safe as they walk or bike to school
 - Provide directional signage
 - Improve mobility and recreation opportunities

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EXISTING PLANS

Plan Name	Year adopted	Was it adopted by PCC, City, County and Planning Board?
Downtown Traffic Flow Study	Engineering part August 2019 and Planning part currently underway	City
2018 Long Range Transportation Plan	2019	👍
Bikeway and Trail Master Plan	2017	👍
HWY 3 Corridor and Trail Study	2016	👍
West End Traffic Study	2016	👍
Rimrocks to Valley Bike/Ped Study	2016	👍
Riverfront to Shiloh Rd. Connection Study	2014	👍
2014 Transportation Plan	2014	👍
Hospitality Corridor Planning Study	2013	👍
Billings Area Bikeway and Trail Master Plan Update	2011	👍
Safe Routes to School Study Parts 1 and 2	2011	City
Complete Streets Benchmark Report	2011	City
Yellowstone Riverfront Trail Feasibility Study	2012	Informational only, not adopted
Inner Belt Loop Corridor Study	2020	Scheduled for final adoption 7/21/20

TRANSPORTATION industry standards FOR REFERENCE

- AASHTO- (The American Association of State Highway Transportation Officials) sets guidelines used in highway design and construction throughout the US
- NACTO- (National Association of City Transportation Officials) provides transportation ideas, insights, and practices.
- APBP- (Association of Pedestrian and Bicycle Professionals) promotes excellence in pedestrian and bicycle transportation.
- FHWA- (Federal Highways Administration) provides assistance for improving safety, mobility, and encouraging innovation.
- ADA- (Americans with Disabilities Act) guarantees that people with disabilities have the same opportunities as everyone else
-

→ According to Federal highways administration, over the last few decades, research suggests that BICYCLIST RISK DECREASES as the NUMBER OF BICYCLISTS INCREASES.

This phenomenon is known as "safety in numbers." GREATER SAFETY attracts MORE BICYCLISTS, resulting in SAFER CYCLING CONDITIONS overall. Multiple studies show that

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the presence of bikeways, particularly LOW-STRESS, CONNECTED BIKEWAYS, positively correlates with INCREASED BICYCLING. This in turn results in improvements in bicyclists' overall safety.

- **Bike Boulevards: a NACTO & FHWA design recommendation**
 - Create and maintain "quiet" streets that benefit residents and improve safety for all road users.
 - Allow safe routes to work or school.
 - Also, function as low-cost linear parks while allowing car access, allowing community members to run/jog or walk in these areas as well.
 - **Bike Boulevards enhance the community in these ways as well:**
 - Low or reduced motor vehicle volumes
 - Direct access to destinations
 - Easy to find and to follow
 - Slower motor vehicle speeds
 - Minimal bicyclist delay
 - Safe and convenient crossings

→**The result- A Billings that is: Safer, Happier, Healthier, More economically vibrant**

BPAC Vice President Anna O'Donnell continued the presentation with an overview on trails. She pointed out that trail counts have risen sharply in 2020. Trail counts are noticeably higher during the pandemic. She provided annual comparisons for Trail and Bike Lane usage.

Uses of trails during pandemic (trail counts):

- **What has led to the increase?**
 - Dramatic jumps in trail use in some areas is due to trail connections in those specific areas And a new focus on health, family and being at home
 - An escape from social isolation and feeling connected to community

Summary of Biking & Walking Issues that BPAC Sees:

1. There is broad support for trails and bikeways for recreation and active transportation from the general public, health community, and business community.
2. There are significant opportunities for world-class trails as well as better biking connections within the city and county.
3. Federal transportation funding dedicated to pedestrian and bicycle infrastructure has decreased significantly in the past 5 years.
4. If our community wants to continue progress in trails and bikeways, it will need to either reprioritize some existing transportation funding and/or create new sources of funding.

Discussion

President Woods called for questions and discussion Board member Thompson asked if the downward trend in trail usage in Coulson Park was due to flooding. Active Transportation Planner Elyse Monat said she does not feel this is a "forever trend" and it could have been an inclement week when the counts were taken. Anna O'Donnell commented she biked Coulson Park this weekend at 9:00 a.m. and noted about 25 persons on the trail at that time. President Woods asked about permanent trail counters. Elyse Monat explained there are two permanent eco-counters one

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located at Descro Park and the other at Kiwanis Park. The traffic tech places counters at the other locations on a week-by-week basis. Kristi Drake pointed out the counts on the Big Ditch Trail went up when a small stretch of trail was built on Colton Boulevard and 38th Street West. She said this is evidence connectivity promotes and increases trail traffic. Board member Thompson said he has noticed COVID brought people outside and said he notices his elderly neighbors enjoying a their bicycles for the first time in several years. President Woods thanked Elyse Monat and the BPAC members for their time and presentation.

(7a-2) Plat Review/Discussion. Lake Hills Subdivision, 37th Filing. A 16-lot City major subdivision. Ron Hill, applicant. WWC Engineering, agent. Dave Green, Planner II, presenting.

Planner Dave Green opened this agenda item. He commented that this subdivision was initially developed with large lots and it is the developer's advantage to make the existing lots smaller and provide more density.

INTRODUCTION

On June 1, 2020, WWC Engineering, agent for Ron Hill, applied for preliminary major plat approval for Lake Hills Subdivision, 37th Filing. The proposed subdivision creates 16 lots from the existing 11 lots for residential development. The subject property is generally located along Greenbriar Road, south of Annandale Road, east of Clubhouse Way. The property is zoned Residential 9600 (R96). The proposed lots will be developed in compliance with the zoning as the property is developed. The Yellowstone County Board of Planning will review the plat at this meeting and conduct a public hearing on July 28, 2020.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Lake Hills Subdivision, 37th Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

VARIANCES REQUESTED

The applicant is not requesting a variance from the subdivision regulations.

PROPOSED CONDITIONS OF APPROVAL

Planning staff recommends the following conditions of approval:

1. To minimize the effects on local service, prior to final plat approval, the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.
2. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.

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3. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Discussion

President Woods called for questions and discussion. Taylor Kasperick, WWC, stated the setbacks would be calculated from the back of the easement to ensure there will be plenty of space to park a vehicle. There will be a net gain of five lots by relocating the property lines. Boulevard sidewalks with a 5-ft curb width from the back of the sidewalk will be built at the time of home construction.

****A public hearing for Lake Hills Subdivision, 37th Filing will be held during the July 28, 2020 Planning Board meeting. A motion and recommendation to City Council will be made at this time.**

8. OLD BUSINESS

8a. Motion/Recommendation to the Policy Coordinating Committee. 2019 Innerbelt Loop Corridor Study. Scott Walker, Transportation Coordinator

Scott Walker opened this agenda item and noted a full presentation and public hearing was held during the June 23, 2020 Planning Board meeting. This study was fully vetted and Staff received positive recommendations from City Council and City Council as well.

RECOMMENDATION

Staff recommends that at the June 23 meeting, the Yellowstone County Planning Board receive a presentation on the Inner Belt Loop Corridor Study and conduct a public hearing to receive public comment on the plan. The Planning Board is scheduled to take formal action on the Study and provide a recommendation to the Policy Coordinating Committee (PCC) at its July 14 meeting. The PCC is scheduled to take final action on the study at its meeting on July 21, 2020.

Discussion

President Woods called for questions and discussion.

Motion

Board member Thompson made a motion and Board member Hillius seconded the motion to recommend approval of the 2019 Inner Belt Loop Corridor Study as presented by staff. The motion carried with a unanimous voice vote.

9. Other Business

9a. Presentation. Discussion. Yellowstone County Growth Policy Land Use Chapter. Expansion of the Zoning Jurisdictional Boundary Line. Monica Plecker, Planning Division Manager

Ms. Plecker recapped the Board's discussion from last month's conversations on this agenda item. She noted the Board expressed interest in forwarding a letter to the BOCC regarding the need to expand the current Zoning Boundary. At the last meeting, the Board identified "Five Benefits of Zoning", "Challenges of Zoning, and "Five Issues with the Current Zoning Boundary".

She continued and provided slides to take an in-depth look at development occurring on the west end of Billings and asked the Board to consider if there are areas of major development conflict or areas without development pressures.

1. **West of Intersection of Grand Ave and 64th Street West.** Single-family homes immediately outside of the zoning boundary, continuing west along Grand Trucking Business, Metal business, Dry Storage units, Homewood Park Subdivision beginning west of 74th St West. Continuing westward, larger, more agricultural tracts.
2. **South of Grand Avenue, North of Central Avenue, West of 64th Street West**-Area of very little subdivision activity
3. **South of Central, North of King Avenue, West of South 64th Street West to South 80th Street West**-large lot residential
4. **South of King Avenue west of zoning boundary (Slightly east of South 64th Street West**-developed single family residential, mostly 1-acre lots. Sections with single-family homes with large shops but are not part of subdivisions. These tracts are certificates of surveys.
5. **East of South 56th Street West-South of Hesper-** Single family homes and undeveloped agricultural tracts. Some subdivision activity but many certificates of survey still in the area.

Discussion and Observations: What are the top five benefits of zoning? What problems would extending the zoning boundary solve?

Board member Jensen-Christison: sees perceived density issues in these areas.

Board member Woods: infrastructure needs to be considered as a way of avoiding future development issues. He would like to spend some time reviewing the areas presented as it is a lot of information and he is hesitant to come up with boundary recommendations. He pointed out the need for uniformity when boundaries are considered. Monica Plecker said the Board could speak in generalities in relation to the County Growth Policy.

Board member Hillius: There is already a lot of non-uniformity in these areas. Using a buffer of uniformity may make an impact. He cited examples of Homewood Park with the mixed uses and Linley Lakes Subdivision that is located adjacent to a gravel mine. He asked what the reasoning is for *not* expanding the zoning boundary. He stated current development on the west end is cobbled. He voiced concern with the un-zoned area around the Elder Grove School District, and stated development there should take place in a uniform manner. Monica Plecker commented on the need to try to avoid the same development mistakes that have already occurred.

Board member Thompson: spoke to the need for connectivity between developments and a sense for traffic flows and movements. Board member Woods concurred and pointed out recent subdivisions where connectivity was not done due to issues with topography or costs of development. Board member Thompson commented on long-range costs for fixing random and haphazard development.

Board member Goodridge: commented predictability of development is important from a real estate perspective as it provides protection of property values for developers.

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Board member Hillius: noted challenges in the area with shallow wells and developments not having the ability to bring in water mains. He feels this cannot continue for the next twenty to thirty years without improvements, and the west end is in a similar situation as Billings Heights when it was annexed.

Board member Goodridge: asked regarding the ties to subdivision regulations and the zoning regulations. He said right-of-way should be developed in a way to make it more cost effective in the future. Monica said she would send the portion of the Development Standards to the Planning Board.

President Woods: said the idea is to keep utilities out of the roadway in the future. Monica Plecker pointed out the classification changes Project ReCode will bring forward and said the Subdivision Regulations will need to be amended after ReCode is adopted. Board member Woods said the Commissioners would need advance notice of the Planning Board's intent to bring this information forward. Board members noted the status quo for individual request for zoning boundary expansion is application for creation of a special zoning district.

Board member Tunncliff: complemented Ms. Plecker for the examples and information she provided to the Board.

Board member Thompson: The current zoning boundary is from the early 1970's. As the City has grown the zoning boundary has unchanged. The zoned area in the County is getting smaller and it is time for reconsideration of the boundary.

Director Friday: There is some synergy and openings for these types of discussions and cooperation between governing bodies. He cited ongoing conversations related to zoning, transportation, and the Lockwood TEDD.

President Woods thanked Ms. Plecker and the Board for their input and good questions. He said he appreciates the broad spectrum of perspectives and thought. Ms. Plecker said she feels the Board provided good reasoning and support. She will draft the narrative in the Land Use portion of the County Growth Policy and mention amendment of the zoning boundary. President Woods agreed and said Project Recode is moving forward and there are some real changes in some of the nomenclature.

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

a. **Project ReCode:** Director Wyeth Friday. Staff is scheduling hybrid meetings to schedule sections of the zoning code this week. **The first set of hearings will cover City sections of the new Zoning Code as follows:**

- **Tuesday July 21** - Proposed Draft Sections 27-300 & 27-1000 - New Neighborhood and Residential Zone Districts- Site Standards and General Uses
- **Wednesday, July 22** - Proposed Draft Sections 27-300, 27-800 & 27-1000 - New Neighborhood and Residential Zone Districts-Special Uses--Accessory Dwelling Units, Short Term Rentals and Planned Neighborhood Developments
- **Thursday, July 23** - Proposed Draft Sections 27-400, 27-500, 27-600 & 27-1000- New Commercial, Mixed Use, Industrial and Public Zone Districts Site Standards and General Uses
- **Meetings will be conducted each day at 4:30 PM at the Billings Community Center 360 N 23rd St, Billings, MT.** The public hearing will be broadcast on the Planning Community Services Department Facebook page <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks> The Public may call in during specific Public Comment periods at **(406) 237-6120**.

ADJOURNMENT: 7:37 PM

DRAFT—TO BE APPROVED BY A MOTION ON July 28, 2020

--Tamara L. Deines, Planning Clerk



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



Planning Board Meeting I (2nd Tuesday)

8. a. 1.

Meeting Date: 07/28/2020

Information

PROBLEM/ISSUE STATEMENT

The City-County Planning Division is presenting the 2021 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization (MPO) for Planning Board review and recommendation to the Billings Policy Coordinating Committee (PCC). Staff is requesting that the Planning Board receive a presentation on the 2021 UPWP and conduct a public hearing to take public comment on the UPWP at this meeting. At the August 11 meeting, staff is asking the board to take action on the UPWP and forward that recommendation to the PCC.

The UPWP is primarily for the purpose of 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 2021, which runs from October 1, 2020, through September 30, 2021. This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include an update to the Community Transportation Safety Plan, an update to the Billings Safe Routes to School Plan, and initiation of the North Bypass Corridor Study. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

BACKGROUND

The Planning Board may:

- Accept the program (recommended) and instruct PCC Designee Planning Board President Woods to give a positive recommendation to PCC; or
- Make amendments to the program document and instruct President Woods to give a positive recommendation with amendments to PCC; or
- Reject the program and instruct President Woods to give a negative recommendation to PCC. Rejection of the UPWP would mean a significant reduction in funding to complete planning activities in Billings and Yellowstone County, and would affect staff, resources, future transportation planning processes and programs. The PCC meeting is scheduled for August 18th.

FINANCIAL IMPACT

Approval of the 2021 UPWP allows the City to access Federal funds for transportation planning in the community. Federal and local funds are combined to provide most of the planning work done by the Planning Division for the City and the County. If the UPWP is not approved, there would be a significant loss of resources for community planning and the community's ability to manage transportation planning projects and programs would be severely limited.

The breakdown of funding sources for the FY 2021 UPWP is estimated below:

\$250,000 Planning Dept. Fee Revenue (City of Billings)

\$75,000 Planning Dept. Fee Revenue (Yellowstone County)

\$503,000 Yellowstone County Planning Levy

\$1,828,800 Federal Planning (PL) Allocation

\$2,656,800 Total Program Funding (UPWP)

RECOMMENDATION

Staff recommends the Yellowstone County Planning Board receive a presentation on the 2021 UPWP and conduct a public hearing to receive public comment on the program at this meeting. The Planning Board is scheduled to take formal action on the UPWP and provide a recommendation to the Policy Coordinating Committee (PCC) at its August 11 meeting. The PCC is scheduled to take final action on the study at its meeting on August 18, 2020.

Attachments

2021 Unified Planning Work Program

Billings Urban Area

Unified Planning Work Program

(UPWP)

Federal Fiscal Year

DRAFT

2021

Prepared By:

Billings/Yellowstone County Planning Division
2825 3rd Avenue North, 4th Floor
Billings, Montana 59101

In Cooperation With:

Montana Department of Transportation
Federal Highway Administration
Federal Transit Administration



UNIFIED PLANNING WORK PROGRAM

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INTRODUCTION

The Billings Urban Area planning process is organized and conducted in a cooperative, coordinated, and comprehensive manner. The Yellowstone County Board of Planning, as the designated Metropolitan Planning Organization (MPO), is charged with the responsibility of administering the planning process. Under federal regulations, an MPO must be established for urban areas with populations greater than 50,000 in order to receive federal funds for construction projects and transportation planning. This document, the Billings Urban Area Unified Planning Work Program (UPWP), and a companion document, the Prospectus, is the foundation upon which the planning process is based.

The UPWP is developed each year, and once adopted and approved by FHWA and FTA, is in effect from October 1 to September 30. The UPWP contains a task by task discussion of projects, which are to be undertaken during the program year. It also contains appropriate funding information, staffing information, and a schedule for each project. The UPWP undergoes a comprehensive review at the local, state, and federal levels each year.

This year, Federal Fiscal Year 2021, the format for work program activities conforms to Federal Transit Administration (FTA) Circular 8100.1C, specifically Chapter IV. The Montana Department of Transportation and the Yellowstone County Board of Planning have mutually agreed upon use of this format.

The UPWP is a detailed description of projects, which occur on a routine basis. Once adopted, the document is only amended if there is a change in the planning process. The UPWP also contains information pertaining to the organization of the planning process, agencies involved, and agreements between agencies involved in the process.

Cost overrun guidelines have been established by the Montana Department of Transportation, and agreed to by the Yellowstone County Board of Planning. Those guidelines will determine the allowable overruns for any work program element. Overruns that surpass those outlined in the guidelines will require a UPWP amendment.

This document includes two chapters, Highway and Transit. Each chapter contains individual work elements. These work elements describe work the planning and transit staff will undertake in the program year as well as work accomplished in the past year. Also included is a breakdown of funding sources which include, Planning (PL) funds and Local (City & County) funds which are used to provide funding for non PL eligible activities. Priorities this year include implementing the 2018 Long Range Transportation Plan, the 2018 Public Participation Plan, an update of the School Sidewalk Program, continuing work on the Downtown Area Traffic Circulation and Safety Study, and other projects.

DATES OF LOCAL APPROVAL

TAC –7/23/20

PLANNING BOARD –8/11/20

COUNTY COMMISSION –8/4/20

CITY COUNCIL –8/10/20

PCC –8/18/20

CHAPTER I

YELLOWSTONE COUNTY BOARD OF PLANNING

SECTION I UNIFIED PLANNING WORK PROGRAM

41.11.100 PROGRAM SUPPORT & ADMINISTRATION

100 PROGRAM ADMINISTRATION (4301)

OBJECTIVE

- To administer the area-wide planning process.
- To support the Board of Planning and other Boards, Commissions, and the City Council and County Commissioners in decision-making activities in the planning process.
- To engage in administrative and financial actions related to identified planning activities and to prioritize those activities.
- To enhance staff skills and maintain staff exposure to the "state-of-the-art" in planning practice and computer software.
- To maintain contact with, provide input to, and receive feedback from various local, state and federal agencies, committees and groups during the planning process.

ACCOMPLISHMENTS - FISCAL YEAR 2020

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY20.

Members of the planning staff attended various professional meetings, workshops, and conferences at which planning, transportation, transit, bicycle/pedestrian and related topics were presented and discussed.

Specifically, the City-County Planning Division (Planning Division) and members of other local, state and federal departments and agencies actively participated in a diverse set of local meetings, including the Billings Technical Advisory Committee (TAC), Policy Coordinating Committee (PCC), Billings & Yellowstone County Zoning Commissions and Boards of Adjustment, Board of Planning, City Annexation Committee, City Development Process Review Committee, Community Development Board, Traffic Control Board, Bicycle and Pedestrian Advisory Committee, Historic Preservation Board and others. Grant writing for the Division was completed under this work element. The coordination and administration of the TA Program applications and local approvals are administered through this work element.

Planning staff received updates in computer software programs for the geographic information system and its application to mapping data layers such as streets, land use, address, ownerships and environmental data. This year, GIS staff has included the TAZ information to the Planning layers. This allows staff to identify individual TAZ's and the associated data. Staff regularly utilizes an application tracking and project management software system that integrates the existing City building permit, finance and land management software, as well as coordinated subdivision and development project reviews across City and County departments. Staff also reviewed/updated the City Annexation Policy and Limits of Annexation Map, and assisted in updates to the City's Capital Improvement Plan. Implementation of the City's

Complete Streets Policy is ongoing with the continued collection of data to be incorporated into the Complete Streets Status Report that is updated and published every three years, including in calendar year 2020. Implementation of the Billings Community Transportation Safety Plan will continue with reporting to MDT required.

Due to COVID-19, the City-County Planning Division had to alter the way business is conducted. Deemed an essential business, the Division remained available to continue business with some alternate operations. The Planning & Community Services Department was closed to the public starting on March 23; to accommodate the public, the first floor conference room was converted to a drop off/pick up location for building permits, applications and requests for information. In addition, online permitting and project applications (zoning/subdivision) were implemented to accommodate residents. Also, staff alternated from working from home and in the office with limited total staff present in the office. On June 10, the offices re-opened to the public but staff continued to limit time in the office with some teleworking. The offices installed approved CDC safety materials with shields, social distancing guidance and staff wearing protective masks while meeting customers or in common areas. Most meetings are being scheduled via phone or video conferencing. These current operations will remain in effect until further notice.

Other COVID-19 activities will be identified and discussed in further sections as it may affect the conducting of business and travel/training.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

All administrative functions of the Planning Division will be performed under this work element. Program management activities will include, but not be limited to the following:

1. Correspondence
2. Public Relations
3. Employee Guidance, Supervision, and Training
4. Program Organization and Management
5. Consultant Liaison Activities
6. Staff Meetings
7. Negotiations
8. Preparation of Contracts
9. Staff Training
10. Performance Monitoring
11. Office Equipment Acquisition
12. Budget Management and Administration

New federal regulations require that performance measures and goals be established to monitor the performance of the region's transportation system.

The MPO will work with federal, state and local agencies to improve current performance tracking methods. Performance measures will be tracked on the MPO website and regular reporting will be provided to the Transportation Policy Coordinating Committee, MPO committees and the general public depending on the availability of related data.

PL Eligible Activities

- As per the MPO's public participation plan and ongoing public outreach efforts, the planning staff will make available the documents and guidelines for transportation planning activities to the community, as well as keep abreast of federal and state requirements as they relate to the overall

planning processes. These activities may include distribution of the Billings Area Bikeway and Trail Master Plan to community organizations or individuals, distribution of the current Billings Area Tour Map for bicycle and pedestrian users and visitors, distribution and explanation of the latest Billings Urbanized Area Traffic Count Map and Bicycle Count Map, explanation and distribution of the MPO's public participation plan to groups involved or interested in transportation planning processes in the community, and explanation and information dissemination of the TA or other grant programs to possible project applicants in the community.

- Staff will update the PL & Memorandum of Agreement as necessary to meet the requirements of the FAST Act.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation (MDT) in order to maintain federal funding support.
- The FY 2021 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2022 UPWP will be developed under this work element.
- The Board of Planning, Board of County Commissioners and City Council will be kept informed of the activities of the staff and its progress in completing the approved UPWP.
- Staff will be involved in update and implementation of the Community Safety Plan for the Billings Urban Area.
- All planning staff will participate in recognized and approved training programs in order to improve staff skills and capabilities. Planning expertise will be maintained through enrollment in appropriate planning and transportation-related courses at area colleges, workshops, seminars, webinars and conferences. This activity may be affected by COVID-19; alternative training activities will be explored.
- Staff will adapt software programs to effectively utilize traffic data and continue computer-training programs.
- The use of PL funds for out-of-state travel and/or registration fees for the above or other purposes will continue to be subject to prior approval of MDT.
- The TA Program administration will be funded through this work element.
- Fixing America's Surface Transportation (FAST) Act or new replacement legislation will be reviewed so staff may become familiar with changes affecting the metropolitan planning process.
- The Active Transportation Planner position is operating at approved full time status. This planning position is funded out of several work elements (100, 200 and 300).
- Grant writing services will continue to be incorporated within the department.
- Planning activities pertaining to Bicycle-Pedestrian in this work element will include:
 - Work field inspections, handle complaints and investigate problem areas of the Bike/Pedestrian system.
 - Presentations as needed.

Locally Funded Activities

- General administrative activities will include maintenance of files, library documents, daily correspondence and preparation of necessary periodic reports.
- Interagency committee participation is included in this work element.
- All staff members will continue to participate in and encourage increased cooperation between state and local agencies, departments and governing bodies.
- The Planning Division will serve both as a coordinator of and a participant in meetings and committees.
- Planning Division involvement will include participation with such agencies as the Housing Authority, Big Sky Economic Development (BSED), Air Pollution Control Board, RiverStone

Health (City-County Health Department), Healthy by Design, legislative study committees, and other agencies.

- Staff will also continue a summer intern program as interest and needs arise; oversight of these individual(s) will take place in this work element.
- Staff will continue to implement long-term document storage through virtual servers and cloud storage platforms.

STAFFING

26 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

The Planning Division will be responsible for administering the area-wide planning process for the City and County.

PRODUCT

- An ongoing administrative program focused primarily at effective and expeditious implementation of this UPWP.
- The continual enhancement of the Planning Division staff skills and knowledge.
- Maintenance of a coordinated, comprehensive, and cooperative planning process that is endorsed and supported by the local community.
- The development of the FY22 UPWP.

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$210,100	\$171,900	\$382,000
TOTAL	\$210,100	\$171,900	\$382,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	55	45	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$231,000	\$189,000	\$420,000**
TOTAL	\$231,000	\$189,000	\$420,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

** Record Keeping via virtual servers and cloud storage - \$7,000, Computer Upgrades that includes 6 Laptops for employee telework use - \$16,000.

101 SERVICE (4302)

OBJECTIVE

- To coordinate the dissemination of information and exchange of ideas between planning agencies and the interested public, decision-makers, and other departments, agencies, and organizations as related to the Billings MPO.

ACCOMPLISHMENTS - FISCAL YEAR 2020

Members of the planning staff were involved in a wide range of service tasks. Planning services included presentations related to roadways and alternative transportation, responding to citizen inquiry and complaints regarding streets, subdivision layout, site distance, zoning request, conformance with the 2018 Transportation Plan Update and the Billings Area Bikeway and Trails Master Plan, City of Billings 2016 Growth Policy, the Lockwood Growth Policy and various neighborhood and community plans.

Staff presented transportation planning information to its organization and agency partners as needed for educational and decision making purposes. Planning staff also shared information with the community and stakeholders throughout the development of several planning efforts. The Billings MPO hosted 5 webinars covering a variety of topics including transportation and mobility related topics. Our webinar series was limited due to COVID-19 and the need to social distance.

PROPOSED ACTIVITIES - FISCAL YEAR 2021**PL Eligible Activities**

- Staff hopes to continue to organize (based on COVID-19 and social distancing requirements) a very successful series of webinars and “brown bag lunch” seminars on a wide range of planning topics, including multi-modal transportation planning and funding, collaborative community planning techniques and planning for sustainability as well as various Institute of Transportation Engineers, Project for Public Spaces, Sustainable Communities, and Federal Highway Administration webinars.
- Staff is also targeting webinars which educate staff and public on the transportation planning process and funding as related to the operation of the MPO.

Locally Funded Activities

- Staff will continue to develop and use website tools to enable citizens to access information on upcoming planning activities, board and commission meetings, and recent land use applications, as well as interact with various planning processes through email notification and online comment programs. Staff will look at implementing citizen access to the Questys System software for access to historical data related to transportation, zoning and other planning applications.
- Continue increasing community and agency awareness of the interrelationships between land use development and transportation needs through dissemination of information and drafting of planning documents that incorporate both elements together.

STAFFING

3.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

As Assigned.

PRODUCT

- A responsive and flexible planning process utilizing staff capable of providing short-term findings and recommendations, as well as ongoing customer service to the public on all levels of planning projects and regulations.
- Provide transportation related webinars to staff, local officials and general public to educate on current transportation issues. These webinars are scheduled on a monthly basis and anticipate 5-10 person viewings per showing. This number can fluctuate depending on the topic. Staff participation is anticipated to be 4-5 persons at these viewings. Webinars to the public will be monitored based on current health conditions with COVID-19.
- In addition to the transportation specific webinars, staff also provides general planning webinars that are advertised to all city staff, local officials and the general public. These webinars are scheduled routinely and can include up to 3 webinars a month. Participation anticipated at these webinars is 5-10 person per viewing. This number can fluctuate depending on the topic. Staff participation is approximately 3-5 per viewing contingent on scheduling. Webinars to the public will be monitored based on current health conditions with COVID-19.

FUNDING SCHEDULE - SERVICE

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$21,000	\$21,000	\$42,000
TOTAL	\$21,000	\$21,000	\$42,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$22,000	\$22,000	\$44,000
TOTAL	\$22,000	\$22,000	\$44,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

102 CITIZEN INVOLVEMENT (4303)

OBJECTIVE

- To solicit information concerning community values and goals and to receive community input into the development of plans and projects.

ACCOMPLISHMENTS - FISCAL YEAR 2020

Numerous meetings with service clubs, civic groups, and professional organizations were attended by staff members to discuss all facets of local planning. The Planning Board used extensive public input to review and receive comments on a wide range of planning issues throughout the City and County. Meetings of neighborhood task force organizations and neighborhood advisory committees were also attended as requested to answer questions and review long-range planning issues, particularly related to transportation planning and projects, as well as code enforcement complaints. Projects specifically related to citizens and citizen boards included the update to the 2018 Long Range Transportation Plan, the update to the 2018 Public Participation Plan and the development of the Billings Urban Traffic Model.

The City-County Planning Division developed alternative ways to ensure citizen participation in current planning projects, even during the COVID-19 pandemic. Projects include zoning and subdivision applications, sign and fence permits, and long range planning projects including Project Re-Code that was just starting its final review and adoption schedule when the virus hit its peak. Project Re-Code was delayed to ensure opportunities for citizen participation through multiple platforms. In addition, at this same time the Downtown Billings Traffic Study had just begun. The Consultant, Dowl, had to create alternative means to conduct this heavily public participation project. Virtual meetings, recorded information for Facebook and YouTube, and other platforms were used.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- Outreach to the public and all affected jurisdictions for ongoing transportation projects, including but not limited to several MDT planning and construction projects such as the North Billings Bypass, short and long term planning for rail traffic mitigation in downtown Billings, 6th Street Underpass project and several MPO projects. The MPO has several projects that will be completed and initiated this upcoming year including the completion of the Downtown Billings Traffic Study, the 5th Avenue Corridor Feasibility Study, North Billings Bypass Corridor Study, Bike/Scooter Share Transportation System Impact Study, and the Complete Streets Progress Report. New studies this year include an update to the 2016 Community Transportation Safety Plan and an update to the Safe Routes to School Plan.
- The staff will continue to support the Bicycle and Pedestrian Advisory Committee. The Committee is responsible for forwarding recommendations to the Planning Board and governing bodies on bicycle safety, bike lanes, pedestrian safety and access, and other matters. The group will be involved in the nomination and review of TA Program eligible projects, bicycle and pedestrian signing and safety projects, grant applications for non-motorized transportation projects, and community education and outreach on bicycle and pedestrian safety within the MPO.
- TAC and PCC meetings will be held and meeting information disseminated as necessary.
- Staff will continue to update and maintain the MPO's website to provide the most current up to date information to the community.

- Staff will utilize web-based GIS and web mapping software for assistance in transportation planning.
- Some of the specific projects that will involve community participation include the completion of the Downtown Billings Traffic Study, 5th Avenue Corridor Study, North Billings Bypass Corridor Study, Bike/Scooter Share Feasibility Study, the Complete Streets Progress Report, the Community Transportation Safety Plan Update and the Safe Routes to School Plan update.

Locally Funded Activities

- Meetings with various citizen groups will be coordinated and attended for the purpose of soliciting information and ideas on a broad range of planning issues within the Billings Urban Area and throughout Yellowstone County.
- Community participation using new tools and techniques will also be included in all planning studies proposed within this document.
- Staff will utilize web-based GIS and Web mapping software for assistance in land-use planning.

STAFFING

4.0 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A comprehensive and coordinated solicitation and collection of public opinions in order to accurately reflect the preferences and priorities of the citizens within the Billings Urban Area.
- An enhanced integrated web-based public participation software that includes MPO and generally planning projects and procedures and other pertinent information.

FUNDING SCHEDULE - CITIZEN INVOLVEMENT

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$34,000	\$34,000	\$68,000
TOTAL	\$34,000	\$34,000	\$68,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$35,000	\$35,000	\$70,000
TOTAL	\$35,000	\$35,000	\$70,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.12.200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

200 Community Planning (4304)

OBJECTIVE

- To maintain records and make projections of population and dwelling unit data, land use information, employment data, and to maintain adequate financial records, files and reports.
- To provide current, accurate information pertaining to the quantity of residential, commercial, industrial, and public land in the MPO and across the County.
- To summarize and analyze development trends and to provide visual information to the City Council, County Commission, Planning Board and the public during the public input process for transportation and land-use decision making.
- To recommend implementation of the goals, policies, and strategies of the adopted 2016 City of Billings and Lockwood Growth Policies.
- Implementation of Long Range Transportation Plans and Planning Studies.
- The current ten planning factors have been reviewed and incorporated in this UPWP. The factors are:
 - 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
 - 2) Increase the safety of the transportation system for motorized and non-motorized users;
 - 3) Increase the security of the transportation system for motorized and non-motorized users;
 - 4) Increase the accessibility and mobility of people and for freight;
 - 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
 - 6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
 - 7) Promote efficient system management and operation;
 - 8) Emphasize the preservation of the existing transportation system.
 - 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
 - 10) Enhance travel and tourism.

ACCOMPLISHMENTS - FISCAL YEAR 2020

The 2010 Census and most recent American Community Survey (ACS) data has been updated and placed in various databases as it has become available. Data gathered and updated included annual information related to population estimates for city and counties within the State of Montana. This annual information is used by the public and public agencies for planning purposes. The ACS is accessed for review and dissemination, and updated information released by the US Census Bureau in regards to commuting patterns. Other data gathered includes:

- Building Permits, Demolition Permits, Electrical Permits, Subdivision Applications, Zoning Applications, Special Reviews, Variances, temporary use permits, sign permits, zoning

compliance permits and zoning clarification documents, annexation data, population trends, land use trends, school enrollment, employment data and general economic indicators.

The planning staff continues to review the 2010 Census data and the 2017 ACS figures and estimates for population and demographic data. Census information is made available to various local agencies and organizations and to the general public. The data is used for developing reports, grant applications and planning documents such as Transportation and Land Use Plans and for projects like the Recreational Trails Program Grant and other grants as needed.

The City-County Planning Division, on behalf of the Billings MPO, is responsible for preparing a Complete Streets Progress Report every three years. This direction was outlined in the City of Billings Complete Streets Policy: “The City will periodically collect, review and report performance data and benchmark measurements to demonstrate the effectiveness of the policy.” This effort was completed with the first-ever Billings Complete Streets Benchmark Report prepared in 2013. An update to the Progress Report was completed in December of 2017 and included updated data sets and information regarding the performance of the Complete Streets Policy. Several datasets, including the general land use map of the County were updated so as to maintain an inventory of existing conditions. This information was utilized in various planning studies and provided to other departments and the general public. The MPO has been working on a report update in FY20 with the final report coming out in FY21.

Zoning data developed in element 204 for the entire City and County zoning jurisdictions was provided to neighborhood task force groups and others as requested.

Numerous other special purpose maps were prepared for meeting purposes including bicycle trail maps, annexation maps, estimated development density maps and tables for the Limits of Annexation Map area, and other project influence areas. Natural resource, 2010 Census, and jurisdictional boundary information was updated or developed. Traffic count station locations were geo-positioned and linked with the City-County traffic count matrix. The City also upgraded its internal mapping system with an ArcGIS product that makes access to the most current property data and aerial photography better and easier for staff when researching existing conditions of transportation corridors and adjacent property. The new system provides a robust City GIS base map for use in application reviews, transportation planning efforts, and general customer inquiries. Ongoing review and implementation of sub-area neighborhood and transportation plans, and other planning documents was carried out by staff.

2020 is a Decennial Census year; the City-County Planning Division was identified as lead for the County’s Complete Count Committee. Staff developed a committee of community leaders to help guide the completion of census forms for a good count of the county. The City of Billings took the lead by providing funds to carryout census activities. This included purchasing promotional materials, banner display during the Census kickoff (April 1) and advertisement. Again, due to COVID-19, many of the promotional materials were unable to be handed out due to public meeting cancellations. Last check on July 9 showed that Yellowstone County had a 69.8% response rate. Montana overall is ranked 46 in response rate.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- The new web-based GIS software is compatible with available datasets and utilizes the existing data sets more effectively. The GIS will be utilized to develop a series of maps, including existing and proposed pedestrian trail routes and projects in the community, maps to implement the Long

Range Transportation Plan, updates to a preferred growth area map in conjunction with the City's Limits of Annexation Map, mapping of focus areas for implementation of the City's Infill Development Policy, and others.

- The City has also rolled out a new web-based system that works with the City's electronic project tracking and management system to provide a visual map view for staff and the public of the location of building permits that have been approved or are under review by the City. This web-based system will assist staff in identifying areas of impacts to the transportation system, specifically managing access.
- The planning staff, under the direction of the Board of Planning, will continue to work on long-range planning projects according to the priorities established by both the City of Billings and Yellowstone County. In particular, the continuing implementation of the South Billings Master Plan, the 2018 Long Range Transportation Plan Update, and the 2016 Bikeway and Trails Master Plan.

Work related to Bicycle-Pedestrian activities in this work element will include:

- Work with staff to insure a bike/pedestrian friendly community.
- Review of proposed subdivision for non-motorized transportation connectivity.

Locally Funded Activities

- Staff also will continue to work with the Big Sky Economic Development (BSED) to implement the Master Plan for the East Billings Urban Renewal District (EBURD), the Hospitality Corridor Planning Study, the Exposition Gateway Concept Plan and the South Billings Boulevard Urban Renewal District (SBBURD) Master Plan. The plans include detailed analysis of the transportation and land use connections in the area and promote sustainable development projects.
- Staff plans to work with the City, County, BSED, and neighborhood groups to identify planning needs in various parts of the urbanized area.
- Continued maintenance and update of socio-economic and land use data for both transportation and comprehensive planning activities will continue in 2020, with 2010 Census information and the newly released 2018 American Community Survey data.
- Various GIS databases and layers will continue to be developed and centrally maintained, including information on neighborhoods, community assets, route planning, trail systems and transportation plans.
- The new web-based system tracking and managing projects will include application information on zoning and subdivision applications.

STAFFING

21 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Various reports, files, and projections of socio-economic data necessary for current transportation and comprehensive planning activities, as well as support of City/County economic development activities.
- An ongoing GIS database/mapping system for the City of Billings and Yellowstone County.
- Ongoing updates to the preferred growth areas mapping and analysis for the City, implementation of the City Infill Development Policy, SBBURD Master Plan, the 2018 Long Range Transportation Plan Update, 2018 Public Participation Plan, the Downtown Area Traffic Circulation and Safety Study, Wayfinding Sign Plan, and the Heritage Trail Tour Map and App.

FUNDING SCHEDULE - COMMUNITY PLANNING

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$73,500	\$171,500	\$245,000
TOTAL	\$73,500	\$171,500	\$245,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$77,100	\$179,900	\$257,000
TOTAL	\$77,100	\$179,900	\$257,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

OBJECTIVE

- To oversee, interpret and enforce current City and County zoning regulations.
- To effectively administer the regulations and provide efficient service to the elected officials and the public.
- To maintain current zoning and land use information for all zoned property within the jurisdiction of the Billings Metropolitan Planning Organization to use in long-range transportation planning studies, traffic analysis, and transportation projects.

ACCOMPLISHMENTS - FISCAL YEAR 2020

During the past year, all applications for zone changes, special reviews, variances, and planned developments were reviewed and processed by the planning staff. Reports and recommendations were prepared on each case to the various boards, commissions, and governing bodies. Digital photos are now incorporated into all zoning reports and Microsoft Power Point presentations are given to all boards and commissions. Staff is in the process of ongoing scanning of historic zoning files in preparation of future citizen access through a new archiving system software. All applications for building permits were also reviewed for compliance with City and County zoning regulations. Special zoning studies and ordinance updates were prepared as requested by the governing bodies. These included making a series of zoning code amendments to bring the regulations into compliance with changes in State Law and changes driven by community interests.

Staff coordinated with the County GIS Department to ensure that all zone changes within the Billings MPO area were reflected on GIS online and printed maps to ensure land use information was current.

A significant amount of time was also spent assisting the public with general zoning questions. The status of all active zoning applications is now posted on the City/County Planning websites.

The large undertaking of completely re-writing the Zoning Code started in early 2018 and is expected to be completed by the end of 2020. This included separating the Unified Zoning Code into separate codes for the City and County.

The City Zoning Commission is beginning a series of public hearings on the Public Review Draft Code in July. The County Zoning Commission will start their series in August. At least one joint hearing with both City & County Zoning Commission will happen in September to review some site development sections that are similar for both jurisdictions – Signs, Landscaping, and Off Street Parking. We will have at least one hearing on the Map update. We expect to conclude the Zoning Commission hearings and have recommendations to the governing bodies – City Council and Board of County Commissioners – in Oct/Nov with eventual adoption before the end of 2020. The Project ReCode web page is still active and most information is found on this page <https://project-recode.com> including the complete Public Review Draft (one for the city and one for the county), the side-by-side comparison map, outreach materials and project announcements.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- Zoning, Special Review, and Variance applications will be reviewed for land use compatibility, traffic, access, and overall site design. The new Billings Travel Demand Model will be used to evaluate new roadway improvements including but not limited to links, lane changes, transit changes, and addition of bike/pedestrian facilities.
- Staff will continue to maintain its zoning maps and land use information so that it is applicable to long-range transportation planning efforts in the Billings MPO. This information is regularly applied to a variety of MPO functions, including corridor analysis efforts like those involved in the Billings Bypass project, specific road projects, TA program applications and non-motorized grant applications.
- Staff will continue the update to the Zoning Code. It is anticipated the new code will be adopted and implemented by fall of 2020.

Locally Funded Activities

- Carrying out the day to day activities required to effectively administer the zoning regulations as well as ensure that land use information is current and available for all long-range transportation planning efforts, including Transportation Plan updates, specific road projects, corridor studies and the North Bypass project.
- Activity in 2021 will include ordinance updates as required by State law or requested by the public or governing bodies.
- All zone change applications will be reviewed for compliance with local plans.
- Staff will continue the update to Zoning Code based on fulfilling policy goals set by the local governing body including Growth Policy, Neighborhood Plans, Complete Streets and Infill Policies.

STAFFING

10 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Effective zoning regulations and administration for the City of Billings and Yellowstone County. Effective enforcement of the zoning regulations for Yellowstone County.
- Online submittal capability for certain zoning permits, i.e. sign and fence will increase efficiency and convenience for applicants.

FUNDING SCHEDULE - ZONING ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$29,000	\$116,000	\$145,000
TOTAL	\$29,000	\$116,000	\$145,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$30,400	\$121,600	\$152,000
TOTAL	\$30,400	\$121,600	\$152,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

205 SUBDIVISION ADMINISTRATION (4309)

OBJECTIVE

- To maintain the current City and County subdivision regulations and ensure that they are updated when changes in State law occur.
- To effectively administer the regulations and provide efficient service to developers, engineers and surveyors, elected officials, and the community.
- To ensure that development is occurring with minimal negative impacts to the community and that subdivisions are designed to be safe and long lasting in the community.
- To evaluate traffic accessibility studies, general circulation data, and ensure conformity with the Functional Classification Map and associated elements of the Long Range Transportation Plan when a subdivision application is submitted.
- To collect, manage, and apply subdivision development information for long-range transportation planning activities for the MPO – including but not limited to updates to the transportation plan and maintenance of inputs for traffic modeling.

ACCOMPLISHMENTS - FISCAL YEAR 2020

The Board of Planning and the planning staff reviewed all preliminary major and minor plat applications. Numerous conceptual and pre-application meetings were coordinated and attended by staff. All final plats were reviewed and processed. Also, a significant amount of time was spent assisting the public with general subdivision questions. Updates to the City and County Subdivision Regulations due to legislative changes were drafted and approved.

Staff collected and compiled information on the details of each new subdivision in terms of numbers of lots and land area slated for development. This information is integral to any transportation plan updates or long-range transportation planning efforts undertaken by the MPO in the community to determine population growth and location of residents and commercial services that affect the transportation system. This involved monthly subdivision activity reporting and periodic reviews of new development locations. This is also considered in relation to the TA program and when the MPO pursues grants for non-motorized transportation projects in the community.

The MPO continues to implement and enforce the Suburban Subdivision Regulations that require property currently outside the city limits but within the County Zoning Jurisdiction that may be annexed in the future to develop at city standards for infrastructure such as curb, gutter, sidewalk, etc. This new procedure has been a positive to residential development on the city fringe areas.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- Staff will review all subdivisions for compliance with the Billings Area Long Range Transportation Plan, and for conformity with the Billings Area Bikeway and Trails Master Plan, Lockwood Transportation Plan, Blue Creek Transportation Plan, and other neighborhood and community transportation plans as applicable. The new Billings Travel Demand Model will be used to evaluate

new roadway improvements including but not limited to links, lane changes, transit changes, and addition of bike/pedestrian facilities.

- Staff also will continue to collect information on the details of each new subdivision as an integral data source for long-range transportation planning efforts undertaken by the MPO. The MPO expects to use this data in 2021 for a variety of projects, including the implementation of the Long Range Transportation Plan, the Bike/Ped Plan and continued analysis for the North Bypass.

Locally Funded Activities

- All subdivision applications will be reviewed for compliance with local and state subdivision law.
- To carry out the day to day activities required to effectively administer the subdivision regulations, and to keep the regulations current.
- Continued implementation of the Suburban Subdivision Regulations within the County Zoning Jurisdiction area.

STAFFING

11.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- An effective subdivision review process with regard to local and state law, the Growth Policy, and the Billings Area Transportation Plan.
- Correctly identified street segments in alignment with the 2018 Transportation Plan Functional Classification Map.

FUNDING SCHEDULE - SUBDIVISION ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$43,500	\$101,500	\$145,000
TOTAL	\$43,500	\$101,500	\$145,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$45,600	\$106,400	\$152,000
TOTAL	\$45,600	\$106,400	\$152,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.13.300 LONG RANGE TRANSPORTATION PLANNING

300 TRANSPORTATION SYSTEM DATA (4310)

OBJECTIVE

- To develop and maintain current transportation system data files and records.
- To provide transportation planning and data information to City and County staff, elected officials, developers, engineering firms, and the general public.

ACCOMPLISHMENTS - FISCAL YEAR 2020

The traffic count program for FY 2020 was completed. Travel times/delay/speed studies were completed, calculations computed, and level-of-service values determined. This data was used for various planning and engineering projects throughout the year. In addition, the public commonly requests this data for land use planning.

Staff participated in the update of the City of Billings Capital Improvement Plan (CIP). Crash information was compiled and analyzed. Crash data is also used in many of the planning studies undertaken by the MPO. The staff also continued to utilize the trail scanners that were purchased and found new and better ways to both use the scanners in more trail locations in the community and display the data for various applications. The MPO also took over collection and distribution of the data from the Lockwood sidewalk counters purchased through the Lockwood Pedestrian Safety District.

The MPO is currently in the process of completing the development of the Billings MPO TransCad Model program.

The transportation data is also being used for our current Planning Studies including the Downtown Billings Safety Plan and the 5th Avenue Corridor Study.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- Complete the development of the Billings MPO TransCad Model program. The ability of the Billings MPO to conduct transportation modeling in-house will benefit the community and will include modeling data on vehicles, bike and transit.
- The traffic count program for the Billings Urban Area as well as the Yellowstone County influence area will be conducted and the appropriate data recorded during FY2021. All traffic count data will be submitted to the MDT by February 1, 2021.
- Crash data will be compiled and analyzed to determine high hazard locations.
- Staff will update, where appropriate, the City's Capital Improvement Program.
- The Contract Position with City Engineering will continue duties of Traffic Demand Modeling and maintenance. This staff person is also certified in drone flight and has completed several flyovers for projects including the City of Billings BUILD grant application.
- Staff will collect and maintain bike/pedestrian information through the trail census and use of the trail-bike/pedestrian scanners. This activity is in conjunction with MPO region wide planning.

- Continued integration of the Transportation Planner II position into the Division's transportation project work and familiarity with transportation planning issues will continue under the direction of the Transportation Planning Coordinator. This individual continues to be responsible for managing traffic data for studies and reference, administering the TA Program, and training for future modeling of traffic conditions related to new developments and transportation system changes.
- The traffic count data archive will be maintained and accessible for other agencies and the public.
- Data will also be used during proposed FY21 Planning Studies.
- The Bicycle-Pedestrian activities will continue. Duties will include but not limited to:
 - Maintain Bike/pedestrian data bases in conjunction with MPO region wide planning purposes.
 - Maintain data base for easement acquisition.

STAFFING

13.5 Staff Months – City/County Planning

11.0 Staff Months - City Engineering (Contract Position)

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning/MDT

PRODUCT

- Documentation as necessary, support of transportation grant programs, transportation system modeling, updated Traffic Count Program, and research and integration of traffic information into planning projects and development review activities.
- Current traffic count data.
- Current bike/pedestrian counts.

FUNDING SCHEDULE - TRANSPORTATION SYSTEM DATA

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$230,000	\$0	\$230,000
TOTAL	\$230,000	\$0	\$230,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$231,000	\$0	\$231,000**
TOTAL	\$231,000	\$0	\$231,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**This Includes - \$10,000 for Maintenance of the Billings MPO Travel Demand Model

301 TRANSPORTATION PLAN (4311)

OBJECTIVE

- Implement the Goals and Objectives in the Billings Long Range Transportation Plan.
- Develop (where necessary) and maintain data for the urban area in order to effectively monitor and evaluate the validity of the Transportation Plan.

ACCOMPLISHMENTS - FISCAL YEAR 2020

Staff continued to implement the 2018 Long Range Transportation Plan. Elements in the Plan include Goals and Objectives, a Transit section, an analysis of the railroad interface with the community, and a review of current projects listed in the 2018 Study. The MPO did complete a LRTP Amendment to accommodate the City of Billings desire to convert North 29th and North 30th Streets from one-way to two-way. North 30th is a State route and not identified in the 2018 LRTP as a project. The amendment was adjusted to accommodate this project and make sure the LRTP met all FHWA and MDT conformity requirements.

Staff will continue to implement the 2017 Billings Area Bikeway and Trail Master Plan. This will include working with MDT, City and County Public Works and other organizations with the continued development of the non-motorized transportation system.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- Staff will work to implement the 2017 Billings Area Bikeway and Trails Master Plan.
- Staff will also integrate the 2018 Transportation Plan with the City's Capital Improvement Program to ensure consistency.
- Projects will continue to be reviewed for future implementation in the City's CIP and the MPO's TIP.

STAFFING

9.0 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Implementation of transportation projects identified in the Billings Area Bikeway and Trails Master Plan, the Transportation Improvements Program, Transportation Plan and the Capital Improvements Program.

FUNDING SCHEDULE - TRANSPORTATION PLAN

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$220,000	\$0	\$220,000
TOTAL	\$220,000	\$0	\$220,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$231,000	\$0	\$231,000
TOTAL	\$231,000	\$0	\$231,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

302 PLANNING STUDIES (4312)

OBJECTIVE

- To update and develop site-specific plans and transportation studies where appropriate.

ACCOMPLISHMENTS - FISCAL YEAR 2020

- The Downtown Billings Traffic Study is a heavily focused public participation study to gather citizen input on alternatives identified by the City of Billings Engineering Division downtown traffic circulation study, primarily the conversion of one-way streets to two-way streets. Dowl Engineering was the successful consultant selected for this project. Creative outreach had to be considered due to the virus and the inability to meet face to face with the public. Information regarding the ongoing project can be found here: <https://dowl.mysocialpinpoint.com/downtown-billings-traffic-study>
- The Inner Belt Loop Corridor is currently in final review and adoption by the local governing bodies. The PCC will take final action on the plan on July 21, 2020.
- Sanderson Stewart was chosen to complete the 5th Avenue North Corridor Feasibility Study, this study was started in July 2020. Initial outreach to individual stakeholder groups to start and gather input and comments regarding the project. With COVID-19, creative means to meet with stakeholders is being use and includes in-person (with social distancing protocols) and virtual opportunities.
- Alta Planning + Design was chosen in June 2019 as the consultant to complete the Wayfinding Signage Plan. The project finished in February 2020.
- The Heritage Trail Tour map and app was completed.
- Work was begun on the update to the Complete Streets Progress Report. The Active Transportation Planner is completing this report in-house with assistance from other staff and community partners. This report will be completed by fall of 2020.
- Alta Planning + Design was chosen to complete the Bike/Scooter Share Feasibility Study. This project has just started and is anticipated to be complete by the end of 2020.
- The North Bypass Corridor Study has not begun yet, the Scope of Work will be developed and shared with MDT for concurrence.
- The final project identified in this work element was funding for grant writing. The MPO hired SRF to complete a resubmittal of the City of Billings BUILD grant. This grant application includes a Program of Projects – Inner Belt Loop Connection, Skyline Trail, and Stagecoach Trail. We expect to hear about the grant results on September 15, 2020.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- Complete the Downtown Billings Traffic Study by fall of 2020.
- Complete Street Progress Report by fall of 2020.
- Complete the 5th Avenue North Corridor Feasibility Study. This project just got underway and is anticipated to be complete by the end of the year. This feasibility study will review potential connections, non-traditional motorized and non-motorized system along the 5th Avenue North Corridor between North 32nd Street and Main Street (approximately 2 miles) in downtown Billings. The study includes the railroad spur that begins at North 23rd Street and extends southeast to

Montana Avenue. This study was contemplated in 2016 but not completed. Further pressure from development and analysis of downtown traffic safety and circulation has brought this effort back as an important planning tool.

- Begin the North Billings Bypass Corridor Study. This study could evaluate transportation needs along the proposed alignment of the North Bypass. The study could include future access options as development occurs along the roadway, potential intersections, storm water management, bicycle and pedestrian access and transportation safety along the corridor. The study would focus on the norther portion of the Bypass alignment, at the City/County interface north of the Yellowstone River. *This study will be in conformance with MDT's existing Environmental Documents.*
- Complete the Bicycle/Scooter Share Feasibility Study. This study is currently underway and will review impacts to the public right of way, including streets and sidewalks. It will assess whether bike/scooter share is possible in Billings.
- The MPO will continually research grant opportunities. This could include additional Federal grants similar to BUILD, or State and Local opportunities.
- Continue to update and distribute the MPO Heritage Trail Bike/Pedestrian Tour Maps.
- Implement and promote the web-based interactive Bike and Pedestrian Mobile Application.
- The Community Transportation Safety Plan was completed in 2016, staff is recommending completing an update to the plan that will include a review and comparison of crash data and re-visit Emphasis Areas for update.
- In 2011, the City of Billings Engineering Division completed a Safe Routes to School Plan for all the Elementary Schools in Billings. Since that plan was completed, the School District underwent a re-districting and boundary changes. The goals of the plan are to enhance the safety of students traveling to and from school and increase the number of students walking or bicycling to school.

Locally Funded Activities

- Staff will be involved in the coordination through completion of all planning studies undertaken. This includes contract negotiations, coordination of citizen advisory groups, public meetings, overseeing contract deliverables and project wrap-up.

STAFFING

6.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Completed Urban Area-wide transportation studies for the Downtown Area Circulation and Safety Study, updated Complete Streets Benchmark Report, 5th Avenue Corridor, North Billings Bypass Corridor Study, and the Bicycle/Scooter Share Feasibility Study, an update to the Community Transportation Safety Plan and a Safe Routes to School Plan.

FUNDING SCHEDULE – PLANNING STUDIES

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$230,440	\$153,560	\$384,000
TOTAL	\$230,440	\$153,560	\$384,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	60	40	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$261,000	\$174,000	\$435,000**
TOTAL	\$261,000	\$174,000	\$435,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**Downtown Area Traffic Circulation and Safety Study Public Participation \$20,000; 5th Avenue Corridor Feasibility Study \$40,000; North Bypass Corridor Study \$120,000; Bike/Scooter Share Transportation System Impact Study \$15,000; Complete Streets Progress Report \$2,500; Community Transportation Safety Plan Update \$50,000; Safe Routes to School Plan \$90,000; Grant Writing \$45,000.

41.15.500 TRANSPORTATION IMPROVEMENT PROGRAM

500 TRANSPORTATION IMPROVEMENT PROGRAM (4313)
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OBJECTIVE

- To maintain a viable five-year program of transportation improvements for the Billings Urban Area.

ACCOMPLISHMENTS - FISCAL YEAR 2020

In June of 2020, a Transportation Improvement Program (TIP) covering the period of 2020-2024 was produced to reflect current project status. Determinations were prepared for conformity to the Clean Air Act. Compliance with the requirements of the FAST-Act authorization was completed.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- The Transportation Improvement Program (TIP) will be updated as needed to reflect current project status. A certification statement will be included, as appropriate, to conform to the planning regulations. Based on the Transportation Plan, projects will be evaluated and ranked in accordance with the Priority Ranking Procedures, and in accordance with consistency/conformity procedures. Necessary data will be gathered from primary and secondary sources by the planning staff based upon the Memorandum of Understanding with the City of Billings Public Works Department, establishing areas of data responsibility. Conformity determinations will be prepared as necessary to ensure conformity with the Clean Air Act.

STAFFING

2.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A current transportation improvement program which reflects conformity with FHWA, the Clean Air Act, and local priorities.

FUNDING SCHEDULE - TRANSPORTATION IMPROVEMENT PROGRAM

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$34,000	\$0	\$34,000
TOTAL	\$34,000	\$0	\$34,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$35,000	\$0	\$35,000
TOTAL	\$35,000	\$0	\$35,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.16.600 SPECIAL PROJECTS

600 ENVIRONMENTAL CONSIDERATIONS (4314)

OBJECTIVE

- Maintain current records of monitored air pollution levels and obtain other environmental data as necessary within the Metropolitan Planning Area.
- Review proposed development and transportation system improvements with respect to environmental considerations within the MPO influence area.

ACCOMPLISHMENTS - FISCAL YEAR 2020

Air quality monitoring information was obtained from the County Air Pollution Control Board. Air quality mapping for the State Air Quality Bureau was revised. The Congestion Mitigation Air Quality (CMAQ) program was implemented. Staff continues to monitor carbon monoxide (CO) information in the Urbanized Area.

The Socio-Economic and Environmental (SEE) effects guidelines were used to review proposed developments and transportation system improvements.

PROPOSED ACTIVITIES - FISCAL YEAR 2021

PL Eligible Activities

- The planning staff will continue to utilize the SEE effects guidelines to evaluate all major development proposals in terms of transportation systems. This would include the CMAQ program.
- Work will continue to maintain the Billings air quality designation.
- Staff will continue to review the MOVES Program and others like it and their relationship to the MPO.

STAFFING

2.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

Current environmental data as well as a comprehensive planning and transportation planning process that will substantially addresses the socio-economic and environmental consequences associated with growth and development.

FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$33,000	\$0	\$33,000
TOTAL	\$33,000	\$0	\$33,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$34,000	\$0	\$34,000
TOTAL	\$34,000	\$0	\$34,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.17.700 OTHER ACTIVITIES**700 UN-PROGRAMMED FUNDS (4315)****OBJECTIVE**

- To provide for the accounting of available un-programmed funds in the current UPWP.

ACCOMPLISHMENTS - FISCAL YEAR 2020

N/A

PROPOSED ACTIVITIES - FISCAL YEAR 2021**PL Eligible Activities**

- This work element will be utilized for accounting purposes only. No specific work activity will be charged to this work element.

STAFFING

N/A

FUNCTIONAL AGENCY RESPONSIBILITY

N/A

PRODUCT

N/A

FUNDING SCHEDULE - CONTINGENCY**FUNDS PROGRAMMED - FISCAL YEAR 2020****FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$713,545	\$17,540	\$731,085
TOTAL	\$713,545	\$17,540	\$731,085

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$586,700	\$100	\$586,800
TOTAL	\$586,700	\$100	\$586,800

*The matching ratio is Federal PL--86.58% and State match-13.42%.

SECTION II -- FUNDING

TABLE I FUNDING SUMMARY FEDERAL FISCAL YEAR 2021

WORK ELEMENT	FUNDING SOURCES FY 2021		
	PL*	LOCAL	EST. COST
100 Administration	\$231,000	\$189,000	\$420,000
101 Service	22,000	22,000	44,000
102 Citizen Involvement	35,000	35,000	70,000
200 Community Planning	77,100	179,900	257,000
204 Zoning	30,400	121,600	152,000
205 Subdivision	45,600	106,400	152,000
300 Transportation System	240,000	0	240,000
301 Transportation Plan	231,000	0	231,000
302 Planning Studies	261,000	174,000	435,000
500 T.I.P.	35,000	0	35,000
600 Environmental	34,000	0	34,000
700 Un-Programmed Funds	586,700	100	586,800
TOTAL	\$1,828,800	\$828,000	\$2,656,800

*The matching ratio is Federal PL--86.58% and State match-13.42%.

TABLE II FUNDING COMPARISONS

WORK ELEMENT	FY 2021 ESTIMATED COST	FY 2020 ESTIMATED COST
100 Administration	\$420,000	\$382,000
101 Service	44,000	42,000
102 Citizen Involvement	70,000	68,000
200 Community Planning	257,000	245,000
204 Zoning Administration	152,000	145,000
205 Subdivision Administration	152,000	145,000
300 Transportation System Data	240,000	230,000
301 Transportation Plan	231,000	220,000
302 Planning Studies	435,000	384,000
500 T.I.P.	35,000	34,000
600 Environmental Considerations	34,000	33,000
700 Un-Programmed Funds	586,800	731,085
TOTAL	\$2,656,800	\$2,659,085

TABLE III
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2021

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
100 Administration	MPO	55	45	100
101 Service	MPO	50	50	100
102 Citizen Inv.	MPO	50	50	100
200 Community Planning	MPO	30	70	100
204 Zoning Administration	MPO	20	80	100
205 Subdivision Admin.	MPO	30	70	100
300 Trans. System Data	MPO	100		100
301 Transportation Plan	MPO	100		100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100		100
600 Environmental	MPO	100		100
700 Un-Programmed Funds	MPO	100		100

TABLE IV
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2021

WORK ELEMENT	DIRECTOR (Friday)	SENIOR PLANNER (TRANS.) (Walker)	PLANNER I (Husman)	PLANNING MANAGER (Plecker)	PLANNER II (Mattox)	CLERK (Deines)	PLANNER II (Green)	PLANNER I (Vacant)	SENIOR PLANNER (ZONING) (Cromwell)	Active Trans. Planner I (Monat)	TOTAL M.M.
100	7	1.5	2.5	5.5	.5	1.5	.5	.5	1	5.5	26
101	.5		1				.5	.5	1		3.5
102	.5		.5	.5	.5	.5	1	.5			4
200	1.5		5	2	1	2	1	5	1	2.5	21
204			.5	.5		.5	.5	2	6		10
205			.5	1		.5	7.5		2		11.5
300		2.5	.5	.5	5	2				3	13.5
301	.5	4		.5	2	2					9
302	.5	1		.5	1	1		2.5			6.5
500	.5	1			.5	.5					2.5
600		1	.5		.5	.5					2.5
TOTAL	11	11	11	11	11	11	11	11	11	11	110

*This table indicates approximately how many man months individual staff members work in each work element.

WORK ELEMENT	CITY TRAF. TECHNICIAN
300	11
TOTAL	11

SECTION III

INDIRECT COST PLAN

INTRODUCTION

The Office of Management and Budget Circular 2 CFR Part 200 is used as governing criteria for establishing the allowed costs.

IDENTIFICATION OF COSTS

The costs are delineated below by type:

DIRECT	INDIRECT	BENEFITS
Salaries & Wages	Maintenance	FICA
Legal Notices	Reproduction	PERS
Travel	Supplies	Workmen's Compensation
Printing	Postage	Accident Insurance
Training	Subscriptions	Health Insurance
Consultants	Telephone	Sick Leave
Equipment	Utilities	Vacation
Mileage	Rent	Holidays
Moving/Interview	Audit	Maternity
	Messenger	Military
		Life Insurance
		Dental Insurance

ALLOCATION OF COSTS

Direct costs will be charged to the work program line item to which they apply.

An indirect cost rate of **11%** of the City and County's direct salaries and wages is proposed. The **11%** rate will be applied to the direct wages and salaries of each line item within the work program to cover all indirect expenses.

Benefits will be calculated at a rate of **48%** of the City and County's direct salaries and wages charged to each line item.

FUNDING SOURCES

The degree of participation by each funding agency is based on the pro-rations which have been determined for each line item. Each agency will be billed 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 Dept. Fees (City of Billings)	\$250,000
Planning Dept. Fees (Yellowstone Co.)	\$75,000
Yellowstone County (Mill)	\$503,000
PL*	\$1,828,800
TOTAL	\$2,656,800

*The matching ratio is Federal PL--86.58% and State match-13.42%.

SUMMARY

The indirect cost rate is a predetermined fixed rate which is not subject to adjustment. The base period used in determining the rate is the period from July 1, 2019 through June 30, 2020. The calculated rate is applicable to the grant period, which is October 1, 2020 through September 30, 2021.

LIST OF ACRONYMS

ADA	American Disability Act
BSEDA	Big Sky Economic Development Authority
CAC	Citizen Advisory Committee
CMAQ	Congestion Mitigation Air Quality
CTEP	Community Transportation Enhancement Program
EBURD	East Billings Urban Renewal District
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
HPMS	Highway Performance Monitoring System
ISTEA	Intermodal Surface Transportation Efficiency Act
MAP-21	Moving Ahead for Progress in the 21 st Century
MDT	Montana Department of Transportation
MPO	Metropolitan Planning Organization
PCC	Policy Coordinating Committee
PEP	Private Enterprise Participation
PL	Planning Funds
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act for the 21 st Century
TA	Transportation Alternative Program
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
YCBP	Yellowstone County Board of Planning

CHAPTER II

CITY OF BILLINGS TRANSIT DIVISION

SECTION I UNIFIED PLANNING WORK PROGRAM ELEMENTS

44.21.00 PROGRAM SUPPORT & ADMINISTRATION

44.21.01 ADMINISTRATION

OBJECTIVE

- To provide program support, general administration and grant administration
- To provide training in support of transit planning activities.

ACCOMPLISHMENTS - FISCAL YEAR 2020

Conformance with federal, state, and local administrative and regulatory requirements for maintenance of transit planning and development as well as execution of developed plans.

Staff remained informed of Federal and State requirements concerning all federal funding sources including, but not limited to, sections 5303, 5307, 5310, and 5339. Staff also adjusted grants in response to the CARES Act and Federal Transit Administration COVID response.

Staff continued to manage and execute programmed aspects of previously awarded 5339(B) funding for years FY18 and FY19.

Researched and procured automated passenger counters to aid in increased data collection efficiency and accuracy.

Staff attended training opportunities to enhance knowledge and skills, including the Transit Bus Conference, the Montana Transit Association NTD training, and multiple webinars focusing on the Transit Safety Plan requirements, Transit Asset Management, and COVID response.

Staff maintained and updated the Transit Asset Management (TAM) Plan with upcoming and in-process capital projects, as well as fleet and facility metrics to ensure accurate capital and asset planning.

Staff worked on improvements to electronic data-keeping practices to enhance grant management, National Transit Database reporting, and the overall planning process.

In response to findings of the 2019 Triennial Review, staff authored, and received approval of, updated Financial and Procurement Policies and Procedures, a Public Participation Plan, an updated Title VI plan, and an updated Equal Employment Opportunity policy and plan.

Staff managed FTA Section 5303 grant activities and prepared the transit aspect of Unified Planning Work Program.

Significantly revised the Billings Area Human Services Transportation Coordination Plan and Committee structure to support improved project guidance and discussion.

Transit members attended and participated in diverse range of transit-related and general community meetings including the Billings Technical Advisory Committee (TAC), the Policy Coordinating Committee (PCC), City of Billings Transportation Team meetings, Healthy By Design Coalition meetings, and various project specific coordinating committees for transportation related projects. As the lead agency on the Coordinated Human Services Transportation Plan Committee, staff also provided guidance and updates to the plan and submitted required annual grant forms.

PROPOSED ACTIVITIES - FISCAL YEAR 2020

All administrative functions necessary in support of transit planning and development will be performed under this work element. Activities will include:

- Continuing to improve data-keeping and gathering practices with further technology utilization and process improvement.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain funding requirements.
- The FY 2021 UPWP will be monitored and revised as necessary.
- The FY 2022 UPWP for transit activities will also be developed within this element.
- Staff will execute grant administrative functions; staff will continue research and development regarding the utilization of FTA funding, including furthering innovative funding practices and partnerships as well as ensuring proper execution of COVID related activities and expenditures
- Maintenance of coordination agreements with 5310 providers and, as the lead agency, updates to the Billings Area Human Services Transportation Coordination Plan.
- Development and application for capital grants as advised by the Transportation Coordination Plan Committee.
- Development and application for capital grants in the 5339(B) Bus and Bus Facilities program and other funding opportunities.
- Participation in recognized and approved training programs in order to improve skills and capabilities.
- Division policy assimilation of documents, regulations, codes, and practices to ensure compliance with federal, state, and local requirements as they relate to the transit planning process.

- Participate with the TAC, Transportation Coordination Plan Committee, citizen advisory boards and other committees throughout the community as needed.
- Staff will continue updating and maintaining the FTA mandated Transit Asset Management Plan
- Staff will continue to develop and implement the required Public Transit Agency Safety Plan including research and development of significant training and safety programs.

STAFFING

190.0 Transit Manager Staff Hours
 57.0 Transit Supervisor Staff Hours (4 positions)
 68.4 Administrative Support Staff Hours (2 positions)
38.0 Aviation/Transit Director Staff Hours

353.4 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

PRODUCT

- An ongoing administrative program to carry out the transit elements identified within this UPWP
- Administrative oversight and execution of transit planning, development functions.
- Enhancement of transit division skills and knowledge.
- Proper maintenance and administration of grant related activities.

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$6,247	\$24,988	\$31,235
TOTAL	\$6,247	\$24,988	\$31,235

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$5,743	\$22,973	\$28,716.00
TOTAL	\$5,743	\$22,973	\$28,716.00

01 FUTURE SERVICE EVALUATION AND ANALYSIS

OBJECTIVE

To facilitate considerations of means to ensure citizens will have acceptable public transportation alternatives in the future, including during times of limited financial resources.

ACCOMPLISHMENTS FISCAL YEAR 2020

Members of the transit division updated projections of future revenues and expenses and directed annual budget and financial resources analysis, including multi-year forecasts.

Staff arranged for and ensured execution of on-going data gathering and analysis efforts to monitor current system effectiveness and efficiency. This assisted in identification of operating and capital needs required to ensure a reliable and effective system into the future.

Staff assisted with and prepared related grant applications, grant revisions, and budget documents.

Researched, procured, and implemented a cloud-based software solution to assist with fixed-route planning and analysis.

Transit Division members performed an in-depth operational analysis of the transit system including analysis and implementation of potential system wide changes focused on increased frequency in key geographic areas. This process also included an initial assessment of moving the system to designated stops and away from the “flag stop” process currently in place.

Staff planned, created, and executed a Community Wide Transit Survey for feedback on potential future system modifications, receiving 627 total response. 446 responses received were from City of Billings residents; when considering a population of approximately 120,000, this means the survey results were well within a 95% confidence level with a 5% margin of error. The results are being utilized in both future service evaluation as well as current service enhancements.

Staff tracked and compiled on-going ridership metrics by route and mode to support planning practices.

Staff provided information and comments related to transit at meetings geared toward development, annexation, and traffic projects. Staff also received and responded to system inquiries, concerns, complaints, and suggestions.

PROPOSED ACTIVITIES FISCAL YEAR 2021

Functions necessary in support of future transit planning and development will be performed under this work element, including continuation of activities undertaken in FY 2020. These activities necessitate the ongoing cloud-based software costs for route development and planning, which is included under this element. Activities are as follows:

- Develop and implement a Transit Development Plan including both short term and long term transit goals. Staff may utilize consultation services in regards to development of this plan as needed.
- Complete an in-depth analysis of the financial and operational feasibility of transitioning the system to designated stops and develop a bus stop master plan to support future planning.
- Finalize fixed-route system analysis in pursuit of additional service hours, additional routes to address growth projections, and more efficient and effective use of existing resources.
- Continue investigating feasibility of expanding service beyond existing city limits and engage county stakeholders in discussion regarding potential for service to outlying areas.
- Performance of financial analysis and planning in support of modified frequency and expanded service
- Assessing ongoing and future capital and operating requirements based upon projected demand and growth.
- Continued research on feasibility of additional technology conveniences for passengers including electronic signage and amenities at transfer centers and stop locations.
- Continuation of planning efforts regarding public and stakeholder involvement and input opportunities, including recruiting involvement from key partners.
- Facilitation of public meetings to support planned system improvements as well as specialized services for seniors and disabled.

STAFFING

475.00	Transit Manager Staff Hours
261.25	Transit Supervisor Staff Hours (4 positions)
194.75	Administrative Support Staff Hours (2 positions)
<u>95.00</u>	Aviation/Transit Director Staff Hours
1026.00	Total Staff Hours

PRODUCT

- Identification of and plans for efficient and effective transit service into the future.
- Financial and capital analyses for future transit enhancements.
- Identification and assistance in implementation of future system modifications.

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

FUNDING SCHEDULE – FUTURE SERVICE EVALUATION AND ANALYSIS

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$14,171	\$56,686	\$70,857
TOTAL	\$14,171	\$56,686	\$70,857

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$18,906	\$75,623	\$94,529
TOTAL	\$18,906	\$75,623	\$94,529

02 CURRENT SERVICE ENHANCEMENT

OBJECTIVE

To improve service, ridership, and effectiveness of the existing transit system.

ACCOMPLISHMENTS FISCAL YEAR 2020

Division members assessed upcoming and immediate operational needs and made recommendations on capital and operational projects. Staff successfully completed the implementation of multiple technology enhancements including:

- Automated passenger counters
- On-board wireless internet access
- Pilot of automated voice annunciation in existing fleet vehicle; addition of annunciation systems to current fixed-route vehicle order at completion of pilot
- Electronic fare card implementations.

All of these systems also allows for the enhanced gathering of metrics including ridership and mileage while also enhancing customer experience.

Formulated contingency plans for potential service reductions and other impacts in response the COVID-19 health crisis.

Staff assisted in significant revisions to specifications for new fixed-route rollingstock and subsequently procured a significant number of replacement vehicles to support and enhance continuing service.

Staff reviewed ridership data in analysis of system functioning and updated passenger miles travelled metrics; members also provided monthly ridership analysis (including ADA lift use and bike rack use), assessed ridership trends, and prepared other information on system functioning as requested.

Staff prepared National Transit Database reports for monthly submission of required metrics as well as annual reporting requirements

Division members monitored operational data to analyze ongoing improvements to routes and schedules, identifying minor system changes and implementing improvements as possible to existing routes and services.

Staff members regularly participated in group meetings and committee meetings (both in person and virtual) to solicit partner and public feedback on current system usage, demands, successes and shortfalls.

Staff successfully planned and implemented employee and passenger safeguarding procedures and policies in response to the COVID-19 health crisis.

PROPOSED ACTIVITIES FISCAL YEAR 2021

Functions necessary in support of planning and development of enhancements to the current systems will be performed under this work element, including continuation of activities undertaken in FY2020. Activities are as follows:

- Develop and implement a master marketing strategy to guide market research, promote public awareness and increase ridership. Staff may utilize consultation services in regards to development of marketing strategies as needed.
- Continue implementing current marketing strategy to attract and educate new transit users and existing passengers on how to utilize the transit system, including providing travel training options to the public; this will also serve to enhance the public image of the existing system and services
- Develop and implement further outreach programs to increase community engagement through partnerships and other forms of participation.
- Identification and implementation of means to improve current service, including full system analysis of efficiency and effectiveness with recommendations on immediate improvements for the current transit system.
- Assessment of current personnel usage for areas of improvement in utilization of resources and effectiveness.
- Procurement and implementation of further technology enhancements to the existing technology solutions system to gather data, improve efficiency, provide further customer conveniences, and enhance safety.
- Maintain monthly ridership figures and summary figures for effective decision-making. ; complete related National Transit Database reports.
- Solicit and record public reaction to any modified routes, schedules, marketing efforts, and technology enhancements.
- Assessment of current budgetary impact of potential improvements.

STAFFING

440.00	Transit Manager Staff Hours
242.00	Transit Supervisor Staff Hours (4 positions)
180.40	Administrative Support Staff Hours (2 positions)
88.00	Aviation/Transit Director Staff Hours
950.40	Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

PRODUCT

- Information relating to potential enhancements for existing service and system.
- Recommendations for immediate improvements.
- Information and recommendations on passenger marketing and outreach
- Analyses of current system functions.
- Budget alternatives.

FUNDING SCHEDULE – CURRENT SERVICE ENHANCEMENTS

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	\$14,479	\$57,918	\$72,397
TOTAL	\$14,479	\$57,918	\$72,397

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	\$14,734	\$58,935	\$73,669
TOTAL	\$14,734	\$58,935	\$73,669

44.25.00 Transportation Improvement Program (TIP)

01 T.I.P

OBJECTIVE

To maintain a viable five year program of transit improvements for the Billings Urbanized Area.

ACCOMPLISHMENTS FISCAL YEAR 2020

The Transportation Improvement Program (TIP) was updated to more effectively reflect project status and include upcoming projects. The TIP underwent an significant formatting change that resulted in an improved sharing of information regarding area projects. Updated projects were also added to the Division's Transit Asset Management Plan (TAM), Capital Improvement Plan (CIP), and Equipment Replacement Plan (ERP).

An MPO representative was directly integrated into the Human Services Transportation Committee to assist in community-wide Section 5310 project prioritization for inclusion in the TIP. The Statewide Transportation Improvement Program (STIP) process was also addressed and monitored.

PROPOSED ACTIVITIES FISCAL YEAR 2021

Functions necessary in support of transit related project inclusion in the Transportation Improvement Program will be performed under this work element. Activities are as follows:

- Division members will develop and compile information on operating and capital projects which MET Transit plans to pursue grant assistance for inclusion in the TIP; this includes utilizing and updating the Division's TAM, CIP, and ERP as required.
- All applicable projects will be provided to the MPO for inclusion in the program.
- Staff will monitor inclusion in the TIP and STIP to ensure ability to obtain federal Sections 5307, 5310 & 5339 and other applicable grants are not affected.

STAFFING

67.30	Transit Manager Staff Hours
20.19	Transit Supervisor Staff Hours (4 positions)
24.23	Administrative Support Staff Hours (2 positions)
13.46	Aviation/Transit Director Staff Hours
125.18	Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit will provide transit-related information to the City/County Planning Department for the MPO's inclusion in the TIP document.

PRODUCT

- Updated Division plans including Transit Asset Management, the Capital Improvement Program, and components of the Equipment Replacement Plan
- Annual inclusion of projects in TIP as necessary per FTA regulations.
- Amendments to TIP as necessary to include new projects.

FUNDING SCHEDULE – T.I.P.

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$2,127	\$8,509	\$10,636
TOTAL	\$2,127	\$8,509	\$10,636

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$2,034	\$8,138	\$10,172
TOTAL	\$2,034	\$8,138	\$10,172

44.26.00 Implementation of Americans with Disabilities Act (ADA)

01 Implementation of Americans with Disabilities Act (ADA)

OBJECTIVE

To ensure optimal use of City of Billings funds in meeting the transportation needs of seniors and individuals with disabilities in both specialized and fixed route transportation in accordance with Federal Regulations, especially concerning the Americans with Disabilities Act (ADA).

ACCOMPLISHMENTS FISCAL YEAR 2020

Divison members significantly improved the paratransit Eligibility Certification process, including streamlining the application and addressing operational policy issues.

Staff investigated methods to improve paratransit efficiency and cost-effectiveness, including assessing and procuring new a dispatching and scheduling software solution.

Members also assessed financial and operational functioning of paratransit services including contractual agreements with area agencies including the Adult Resource Alliance and the State of Montana Developmental Disabilities Bureau. These agreements were subsequently re-negotiated, updated, and modified to ensure more effective transportation service to seniors and individuals with disabilities.

Staff monitored procedures and policies involving lift-equipped fixed-route service and other accessibility features/requirements; this included assessing future vehicle needs and relevant procurement of vehicles as related to service for seniors and individuals with disabilities.

Staff familiarized seniors and individuals with disabilities with fixed route system use as appropriate via MET's travel training program.

Staff continued to coordinate transportation services among 5310 transit providers, social service agencies and the general public to provide an overall strategy to enhance transportation access, minimize duplication of services and facilitate the most appropriate cost-effective transportation possible within available resources. This also included outreach and engagement to improve and advance the coordination plan as well as to improve community relations.

PROPOSED ACTIVITIES FISCAL YEAR 2021

Functions necessary in support of planning and development of transit related Americans with Disabilities projects, procedures, outreach, and other related activities will be performed under this work element. Activities are as follows:

- Plan and develop additional training for MET operators and employees focused on interacting with seniors and individuals with disabilities.
- Staff will continue to provide outreach and education for professionals, organizations, and other identified entities in the community including participating on advisory groups in order to maintenance positive relationships with individuals with disabilities and senior communities.

- Staff will continue to facilitate and encourage involvement in regular Billings Area Human Services Transportation Coordination Plan meetings with human service providers, social service agencies, transportation providers and the public to coordinate efforts associated with transit capital and service planning.
- Continue to facilitate effective service provision and usage of lift-equipped fixed-route vehicles; assess and recommend capital and operational projects with the intent of supporting existing service and adding potential enhancements.
- Continue identification of means to address transit and paratransit needs, assessing both short and long term paratransit needs, the organizational and financial capabilities of addressing those needs, and the inclusion of such needs in an overall Transit Development Plan.
- Conduct an overall paratransit system analysis for efficiency and effectiveness in relation to the current COVID crisis, with emphasis on demand and best utilization of paratransit resources moving forward.
- Continue community outreach to the public and organizations in support of improving access to transportation for seniors, individuals with disabilities, and low-income populations; continue participation on community committees meetings while exploring avenues for further outreach and engagement.
- Continue working with contracted providers in execution of agreements including existing agreements with the Adult Resource Alliance and the State of Montana, ensuring modifications are made as necessary to increase the efficiency and effectiveness of service.

STAFFING

420.00	Transit Manager Staff Hours
231.00	Transit Supervisors Staff Hours (4/ positions)
172.20	Administrative Support Staff Hours (2 positions)
84.00	Aviation/Transit Director Staff Hours
907.20	Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

PRODUCT

- Continued consensus with and support of City of Billings compliance with ADA regulations related to transit
- Continued community consensus and support of City of Billings methods for addressing of specialized needs, including lift-equipped vehicles and other options for individuals with disabilities and seniors.
- Recommendations and proposals for enhancements to existing system and programs in support of ADA compliance and regulations aimed at increasing efficiency and effectiveness.
- Public involvement and feedback regarding potential system enhancements in support of transportation for seniors and individuals with disabilities.

FUNDING SCHEDULE – T.I.P.

FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$13,093	\$52,373	\$69,228
TOTAL	\$13,093	\$52,373	\$69,228

FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$14,064	\$56,257	\$70,321
TOTAL	\$14,064	\$56,257	\$70,321

SECTION II FUNDING SUMMARY

FEDERAL FISCAL YEAR 2021

WORK ELEMENT	FUNDING SOURCES FY 2021			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$5,743	\$22,973	\$28,716	353.40
44.24.01 Future Service	\$18,906	\$75,623	\$94,529	1026.00
44.24.02 Current Service	\$14,734	\$58,935	\$73,669	950.40
44.25.01 T.I.P.	\$2,034	\$8,138	\$10,172	125.18
44.26.15 ADA Service	\$14,064	\$56,257	\$70,321	907.20
TOTAL	\$58,481	\$233,926	\$292,407	3362.18

ALLOCATION OF COSTS

Expenditures identified include direct costs, benefits at the rate of 48% of direct salary or wages, and indirect costs at the rate of 11% of direct salary or wages.

Federal Transit Administration Section 5303 funding is available at an 80% reimbursement rate, meaning the local to FTA funding ratio for all categories is 20% local, 80% federal.



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



Planning Board Meeting I (2nd Tuesday)

8. a. 2.

Meeting Date: 07/28/2020

Information

INTRODUCTION

On June 1, 2020, WWC Engineering, agent for Ron Hill, applied for preliminary major plat approval for Lake Hills Subdivision, 37th Filing. The proposed subdivision creates 16 lots from an existing 11 lots for residential development. The subject property is generally located along Greenbriar Road, south of Annandale Road, east of Clubhouse Way. The property is zoned Residential 9600 (R96). The Yellowstone County Board of Planning held a plat review at its July 14 meeting and will conduct a public hearing and make a recommendation to the City Council at this meeting.

RECOMMENDATION

Staff recommends the Planning Board hold a public hearing and recommend conditional approval of the preliminary plat of Lake Hills Subdivision, 37th Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To minimize the effects on local service, prior to final plat approval the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.
2. Minor changes may be made in the SIA and final documents, as requested by the Planning and/or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
3. The final plat shall comply with all requirements of the County Subdivision Regulations, rules, regulations, policies, and resolutions of the Yellowstone County, including laws regarding moving houses onto or off the property, and the laws and Administrative Rules of the State of Montana.

PLAT REVIEW / PLANNING BOARD DISCUSSION

Staff gave a brief presentation about the proposed subdivision to the Planning Board. Planning Board President Woods asked if the agent wished to add anything to the presentation. Mr. Kasperick from WWC Engineering, representing Ron Hill, stated that the easement on the lots within the subdivision for additional right of way width is noted on the plat and there is a statement in the SIA that says the setbacks for houses will be from the back of the easement and not the property line in the front. This will ensure there is a long enough driveway for a vehicle without parking across the sidewalk. President Woods asked if there were any other questions. There was one question about the boulevard sidewalk wishing to clarify if the term meant a curb and gutter then a 5 foot planting area, then the 5 foot sidewalk. Staff answered yes that is what is meant by a boulevard sidewalk. There were no other questions about the

proposed subdivision.

VARIANCES REQUESTED

No variance is being requested for this subdivision.

PROCEDURAL HISTORY

- Pre-application meeting March 5, 2020
- Preliminary plat application submitted to Planning Division on June 1, 2020
- Departmental review meeting June 18, 2020
- Preliminary plat re-submittal June 25, 2020
- Planning Board plat review July 14, 2020
- Planning Board public hearing July 28, 2020
- Preliminary plat to City Council August 24, 2020
- 60 working-day preliminary plat review period ends August 25, 2020

PLAT INFORMATION

General location:	Along Greenbriar Road, south of Annandale Road, east of Clubhouse Way
Legal Description:	Amended Lake Hills Subdivision, 21st Filing
Owner/Subdivider:	Ron Hill
Engineer and Surveyor:	WWC Engineering
Existing Zoning:	Residential 9600
Existing land use:	Vacant land
Proposed land use:	Residential
Gross and Net area:	5.8 acres / 5.8 acres
Proposed number of lots:	16
Lot size:	Max: 15,797 square feet Min.: 9,600 square Feet
Parkland requirements:	No parkland dedication is required as parkland dedication has been met with previous filings of Lake Hills Subdivision

Attachments

Findings of Fact
Proposed Plat
SIA

FINDINGS OF FACT

The Planning staff has prepared the Findings of Fact for the preliminary plat of Lake Hills Subdivision, 37th Filing. These findings are based on the preliminary plat application and supplemental documents; addressing the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Billings Subdivision Regulations (Section 23-303(H), BMCC).

A. What are the effects on agriculture, local services, the natural environment, wildlife, wildlife habitat, and public health, safety and welfare? [MCA 76-3-608 (3) (a) and BMCC 23-302.H.2.]

1. Effect on agriculture and agricultural water user facilities

The subject property was originally platted in 1958 as a county subdivision and these lots have been within the Lake Hills Golf course for many years. There are no agricultural water user facilities within this proposed subdivision. It will not have a negative effect on the agricultural industry.

This subdivision does not contain any ditches or water shares, and therefore will not have an effect on agricultural water user facilities.

2. Effect on local services

- a. **Utilities** – Public water services to the subject property will be provided by the County Water District of Billings Heights. There is an 8-inch water line in Greenbriar Road at both the east and west dead ends currently coming into this part of the subdivision. With the completion of Winged Foot Drive, it will provide a looped connection with an 8-inch water line through this portion of the subdivision; this work will be funded by SID 1413. Each lot will be provided with individual water service connections. All water line construction shall be installed in conformance with the design standards, specification, rules and regulations of the County Water District of Billings Heights.

Fire hydrants will also be installed as required by the City Fire Department. The City Fire Department will review and approve all proposed hydrant locations prior to installation.

Sanitary sewer service will be provided by the City of Billings by connecting to the existing 8-inch sewer main located at the intersection of Greenbriar Road and Wentworth Drive. This pipe currently terminates at the east edge of the proposed subdivision. A new 8-inch sanitary sewer main from the existing main will run in the roadways within the subdivision, it will be funded by SID 1413. Each lot will be provided with individual sewer service connections. All sewer line construction shall be installed in conformance with the design standards, specification, rules and regulations of the City of Billings Engineering Department.

Private utility providers shall use the provided easement outside the public right of way, these easement are shown on the face of the plat.

- b. **Storm water** – Stormwater management for the proposed subdivision will be provided by directing water through a network of curb and gutters, inlets and piping. A stormwater master plan is in place for this subdivision. All proposed stormwater management will be reviewed and approved by City of Billings Engineering Department to ensure it meets the master planned stormwater plan for Lake Hills Subdivision. All drainage improvements shall satisfy the criteria set forth by the *City of Billings Stormwater Management Manual*.
- c. **Solid waste** – The City of Billings will provide solid waste collection and disposal. The City's landfill has adequate capacity for this waste.
- d. **Streets** – Access to the lots in this proposed subdivision is from Greenbriar Road from the east and west sides of the proposed lots. There is an additional road within the proposed subdivision, Winged Foot Drive. Greenbriar Road is within an existing 60-foot right of way. Greenbriar Road will be constructed to a 34-foot wide, back of curb to back of curb, and 5-foot wide boulevard sidewalks. Winged Foot Drive was originally platted with a 50-foot wide right of way. Winged Foot Drive will be constructed to 34-foot wide, back of curb to back of curb, and 5-foot wide boulevard sidewalks within the 50-foot wide rights-of-way. An additional 3-foot wide public road easement will be on the lots included with this subdivision on Winged Foot Drive. Sidewalks will be installed at the time of individual lot development. The developer will install accessible ramps at the intersections, which will be completed with the subdivision street improvements.
- e. **Emergency services** – The Billings Police and Fire Departments will respond to emergencies within the proposed subdivision. The fire station that serves this area is located at 1601 St. Andrews Drive (Station #6).

The subdivision is located within the ambulance service area of American Medical Response (AMR).

Comments from the Police department state that continued expansion of subdivisions will require additional resources to maintain acceptable levels of service.

- f. **Schools** – School District #2 provides service to students within this subdivision from elementary to high school (Sandstone Elementary School, Castle Rock Middle School, and Skyview High School). School District #2 did not respond to request for comments at the time of the writing of this report.
- g. **Parks and Recreation** – The parkland dedication requirement for this subdivision have been met with previous filings of Lake Hills Subdivision.

- h. Mail Delivery** - The United States Postal Service will provide postal service to the subdivision. They have requested the installation of centralized mailbox unit (CBUs). The developer will work with the USPS to provide a satisfactory location for a CBU for this filing. **(Condition #1)**

3. Effect on the natural environment

The subject property is relatively level land adjacent to urban development on its north and west sides. A geotechnical study was performed for the subdivision a summary of the information from that study is included in the SIA under the heading IX. Soils/Geotechnical Study. The subdivision should have a minimal effect on the natural environment.

4. Effect on wildlife and wildlife habitat

There are no known endangered or threatened species on the property. Future property owners should be aware that the proposed subdivision is located near prime wildlife habitat and adjacent to open agricultural areas, therefore conflicts with wildlife may occur. Any damage caused by wildlife is the responsibility of the owner. This notice is in the SIA under the heading II. Property Conditions and Information for Lot Purchasers.

5. Effect on the public health, safety and welfare

Fire hydrants will be installed to meet fire department requirements. Sidewalks will offer a safe place for pedestrians to walk. The effects on public health and safety should be minimal.

B. Was an Environmental Assessment required? [(MCA 76-3-603 and BMCC 23-302.H.1.)]

The proposed subdivision is exempt from the requirement for an Environmental Assessment pursuant to Section 76-3-616, MCA.

C. Does the subdivision conform to the City of Billings 2016 Growth Policy, the 2018 Urban Area Transportation Plan and the Billings Area Bikeway and Trail Master Plan? [BMCC 23-(8)]

1. City of Billings 2016 Growth Policy

The proposed subdivision is consistent with the following goals of the Growth Policy:

Essential Investments: Infill development and development near existing City infrastructure may be the most cost effective. (p.6)

Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods): Neighborhoods that are safe and attractive and provide essential services are much desired. (p.8)

Home Base (healthy, safe and diverse housing options) Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings. (p.9)

2. Billings Heights Neighborhood Plan

The Billings Heights Neighborhood Plan, adopted in 2006, identifies this area for low-density residential development. The subdivision meets the following goals of the Heights Neighborhood Plan:

Issue: Urban Sprawl

Goal: Encourage infill housing.

Objectives: To preserve and conserve resources and curb urban sprawl.

This subdivision will be building houses in an already established neighborhood, reducing sprawl to new land.

Issue: Public Health, Safety and Welfare

Goal: To prohibit dead-end water and sewer service lines.

Objectives: To promote resident health, safety and welfare.

Public infrastructure will be connected eliminating some existing dead ends on water and sewer lines.

Issue: Residential Development

Goal: To provide safe, good quality and affordable housing in the Heights. Develop housing patterns that are compatible with existing neighborhoods. Maintain similar housing in established neighborhoods.

Objectives: To encourage infill development and housing development that meets residents' desire to have similar housing within their neighborhood.

This subdivision provides low-density residential single-family development in a neighborhood with existing low-density single-family development.

3. 2018 Billings Urban Area Long Range Transportation Plan

The proposed subdivision adheres to the goals and objectives of the 2018 Transportation Plan and preserves the street network and street hierarchy specified in the plan.

4. Billings Area Bikeway and Trail Master Plan (BABTMP)

The proposed subdivision lies within the jurisdiction of the BABTMP. The BABTMP does not show any trails within the proposed subdivision. There will be no trails built with this subdivision.

D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? [MCA 76-3-608 (3) (b) and BMCC 23-302.H.3.a.]

The proposed subdivision satisfies the requirements of the Montana Subdivision and Platting Act and to the design standards specified in the local subdivision regulations. The subdivider and the local government have complied with the subdivision review and approval procedures set forth in the local and state subdivision regulations.

E. Does the proposed subdivision conform to all requirements of the zoning in effect? [BMCC 23-302.H.3.e.]

The subject property is located within the R-96 zoning district. All building development on the lot shall comply with current zoning when applying for a building permit.

F. Does the proposed plat provide easements for the location and installation of any utilities? [MCA 76-3-608 (3) (c) and BMCC 23-302.H.3.b.]

The subdivider has provided private utility easements as required by private utility providers on the face of the plat.

G. Does the proposed plat provide legal and physical access to each parcel within the subdivision and notation of that access on the plat? [MCA 76-3-608 (3) (d) and BMCC 23-302.H.3.c.]

Legal and physical access is provided to the proposed lots from the extension of Greenbriar Road and construction of Winged Foot Drive, all local streets to be dedicated to the public as shown on the plat.

CONCLUSIONS OF FINDINGS OF FACT

- The preliminary plat of Lake Hills Subdivision, 37th Filing does not create any adverse impacts that warrant denial of the subdivision.
- The proposed subdivision conforms to several goals and policies of the 2016 Growth Policy and does not conflict with the Transportation or Bikeway and Trail Plans.
- The proposed subdivision complies with state and local subdivision regulations, local zoning, and provides legal and physical access to each lot.
- Any potential negative or adverse impacts will be mitigated with the proposed conditions of approval.

RECOMMENDATION

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Lake Hills Subdivision, 37th Filing, to the City Council, and adopt the Findings of Fact as presented in the staff report.

**BEING LOT 5A OF BLOCK 54 OF LAKE HILLS SUBDIVISION, 21ST FILING AMENDED, DOCUMENT NO. _____,
LOTS 2-7, & 9, BLOCK 51, LOTS 7-11, BLOCK 52, LOTS 3 & 4, BLOCK 54, OF LAKE HILLS SUBDIVISION, 21ST FILING, DOCUMENT NO. 612471,
LOTS 1A & 6A, BLOCK 52, LAKE HILLS SUBDIVISION, 21ST FILING, 2ND AMENDED, DOCUMENT NO. _____,
AND LOTS 1-4, BLOCK 1 OF LAKE HILLS 33RD FILING, DOCUMENT NO. 3711791
WITHIN NW1/4 OF SECTION 16, T01N, R26E, P.M.M.
CITY OF BILLINGS, YELLOWSTONE COUNTY, MONTANA**

CERTIFICATE OF CITY ATTORNEY

Reviewed by _____

Reg. No. _____

TREASURER
YELLOWSTONE COUNTY, MONTANA

Registration Number _____

Notary Public in and for the State of Wyoming
Printed Name _____
Residing at _____
My commission expires _____

CITY ENGINEER'S OFFICE

Executive Secretary

ATTEST: _____
City Clerk

RECORD DEDICATION

Ron S. Hill

Ron S. Hill

RECORD DEDICATION

Ron S. Hill Living Trust

Ron S. Hill, Trustee

RECORD DEDICATION

Ronald S. Hill, LLC

Ron S. Hill, Owner

Notary Public for the State of _____

CERTIFICATE OF FILING BY CLERK AND RECORDER

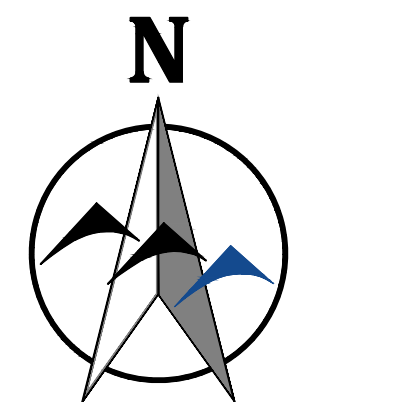


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FILED BY: WWC COLORADO APPROVED: JLS/JAS - C:\BIDDING\PLAT\2020091 Lake Hills Subdivision Amended Plat\DDO\Drawing\MADNR_PLAT_12.dwg																					

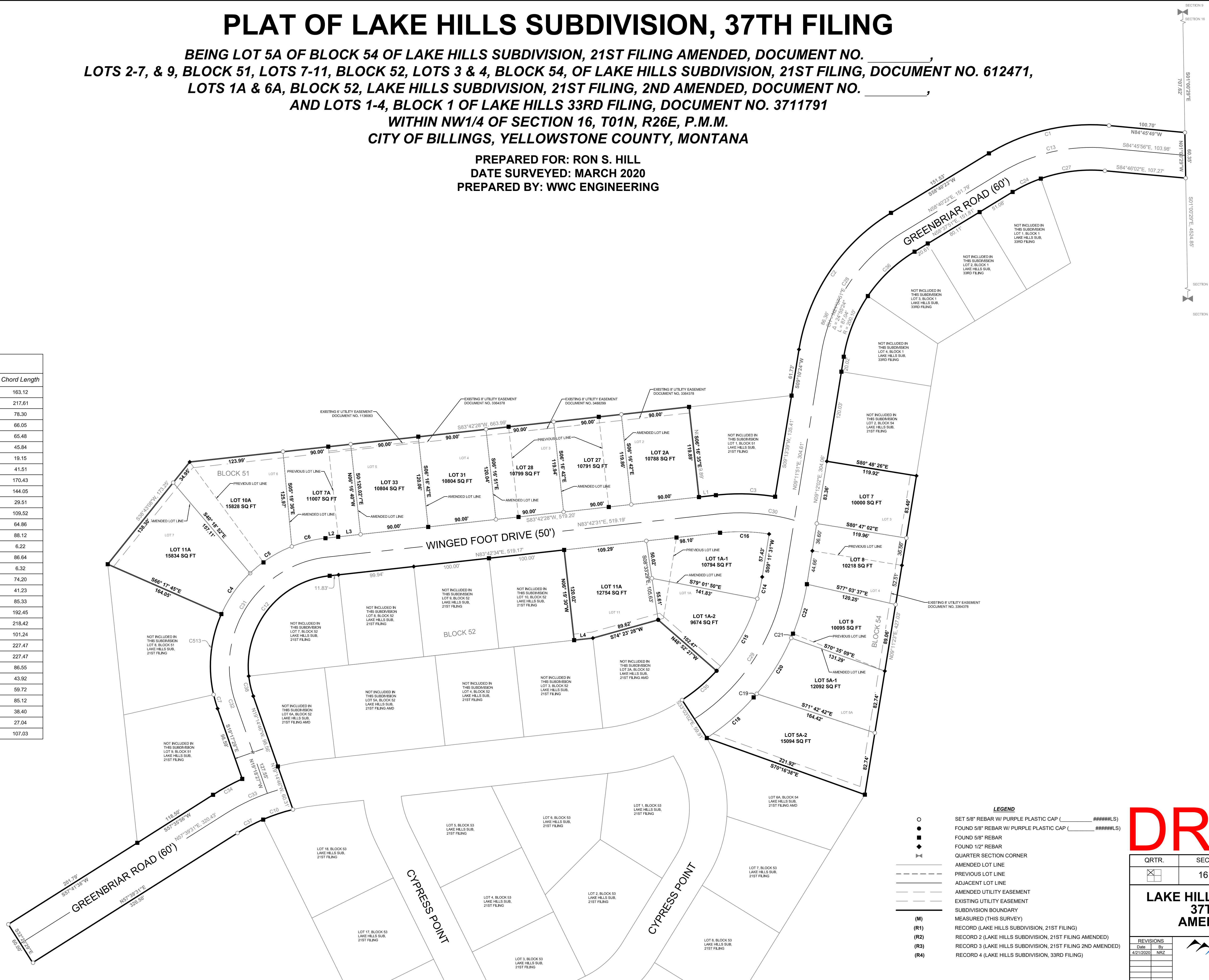
**BEING LOT 5A OF BLOCK 54 OF LAKE HILLS SUBDIVISION, 21ST FILING AMENDED, DOCUMENT NO. _____,
LOTS 2-7, & 9, BLOCK 51, LOTS 7-11, BLOCK 52, LOTS 3 & 4, BLOCK 54, OF LAKE HILLS SUBDIVISION, 21ST FILING, DOCUMENT NO. 612471,
LOTS 1A & 6A, BLOCK 52, LAKE HILLS SUBDIVISION, 21ST FILING, 2ND AMENDED, DOCUMENT NO. _____,
AND LOTS 1-4, BLOCK 1 OF LAKE HILLS 33RD FILING, DOCUMENT NO. 3711791**

<i>Line Table</i>		
<i>Line No.</i>	<i>Length</i>	<i>Bearing</i>
L1	22.55	S83°44'29"W
L2	16.93	N83°39'56"E
L3	29.72	N83°42'55"E
L4	24.96	S83°42'41"W

Curve No.	Radius	Length	Delta	Chord Bearing	Chord Length
C1	259.97	165.91	036°33'55"	S76°51'4"W	163.12
C2	260.00	224.51	049°28'32"	S33°56'07"W	217.61
C3	290.21	78.54	015°30'20"	N88°33'56"W	71.30
C4	170.00	66.47	022°24'10"	N35°03'56"E	66.05
C5	170.01	65.89	022°12'18"	N76°22'12"E	65.48
C6	170.04	45.97	015°29'27"	N76°13'02"E	45.84
C7	170.00	19.15	006°27'18"	S16°03'30"E	19.15
C10	244.93	41.56	009°43'15"	N71°30'32"E	41.51
C12	120.01	189.51	080°28'38"	N86°52'31"E	170.43
C13	230.00	146.51	036°29'47"	S76°59'11"E	144.05
C14	240.59	29.52	007°01'48"	S12°42'19"W	29.52
C15	239.96	110.48	026°22'48"	S29°24'48"W	109.51
C16	242.17	65.05	015°23'22"	S88°31'28"E	64.86
C18	288.68	68.44	016°57'53"	N84°30'01"E	88.12
C19	288.65	6.21	001°11'30"	S40°36'47"W	6.22
C20	288.67	86.94	016°40'44"	N31°40'40"E	86.64
C21	314.75	6.31	001°06'56"	N22°44'01"E	6.32
C22	304.66	74.38	013°59'20"	N61°19'23"E	74.20
C24	200.12	41.30	011°49'29"	N64°44'47"E	41.23
C27	201.54	85.97	024°26'30"	N82°57'59"E	85.33
C28	230.00	198.56	049°27'46"	N33°56'30"E	192.45
C29	270.00	224.86	047°42'59"	N33°03'21"E	218.42
C30	265.00	101.87	022°01'28"	S85°16'45"E	101.24
C31	145.00	261.48	103°19'25"	N32°22'05"E	227.47
C32	145.00	261.48	103°19'25"	N32°22'05"E	227.47
C33	200.00	86.92	018°26'44"	N66°37'38"E	86.55
C34	300.27	43.95	008°23'12"	S61°30'58"W	43.92
C35	199.10	59.87	014°20'46"	S49°46'35"W	59.72
C36	239.59	85.78	024°37'25"	N64°28'12"E	85.12
C37	241.27	38.43	009°07'35"	N62°09'13"E	38.40
C38	120.00	27.09	012°56'08"	N12°49'59"W	27.04
C513	170.00	108.88	036°41'41"	S05°30'59"W	107.03



1. BASIS OF BEARING: NAD83(2011) MONTANA STATE PLANE COORDINATE SYSTEM, GRID
2. DISTANCES: GROUND, INTERNATIONAL FOOT



SET 5/8" REBAR W/ PURPLE PLASTIC CAP (_____ #####LS)
FOUND 5/8" REBAR W/ PURPLE PLASTIC CAP (_____ #####LS)

FOUND 5/8" REBAR
FOUND 1/2" REBAR

QUARTER SECTION CORNER
AMENDED LOT LINE

PREVIOUS LOT LINE
ADJACENT LOT LINE
MEMBER VESTMENT PLACEMENT

AMENDED UTILITY EASEMENT
EXISTING UTILITY EASEMENT
SUBDIVISION BOUNDARY

MEASURED (THIS SURVEY)
RECORD (LAKE HILLS SUBDIVISION, 21ST FILING)

RECORD 2 (LAKE HILLS SUBDIVISION, 21ST FILING AMENDED)
RECORD 3 (LAKE HILLS SUBDIVISION, 21ST FILING 2ND AMENDED)

RECORD 4 (LAKE HILLS SUBDIVISION, 33RD FILING)

DRAFT

QTR.	SEC.	TWP.	RGE.
	16	01N	26E

**LAKE HILLS SUBDIVISION,
37TH FILING
AMENDED PLAT**

JOB#: 2020-091



550 S. 24TH ST. W., SUITE 201
BILLINGS, MT 59102
(406) 894-2210

Drawn By: NRZ	Checked By: AMR/JPB	Date: March 2020	Scale: 1" = 60'
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PLOT STYLE: WWC COLOR.ctb
04/15/2020 FILE PATH: K:\Bldg\1904\HILL\20200505 Lake Hills Subdivision And Amended Plat\05CAD\Design\BIA\DWG\PLAT V2.dwg

**SUBDIVISION IMPROVEMENTS AGREEMENT
& WAIVER OF RIGHT TO PROTEST FUTURE SPECIAL
IMPROVEMENTS DISTRICTS**

Lake Hills Subdivision, 37th Filing
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**SUBDIVISION IMPROVEMENTS AGREEMENT
& WAIVER OF RIGHT TO PROTEST FUTURE SPECIAL
IMPROVEMENT DISTRICTS**

Lake Hills Subdivision, 37th Filing

This agreement is made and entered into this _____ day of ____, 2020, by and between Ron S. Hill Living Trust, whose address for the purpose of this agreement is **P.O. Box 50636; Billings, Montana 59105**, hereinafter referred to as “Subdivider,” and the **CITY OF BILLINGS**, Billings, Montana, hereinafter referred to as “City.”

WITNESSETH:

WHEREAS, at a regular meeting conducted on ____ day of ____, 2020, the Board of Planning recommended conditional approval of a preliminary plat of Lake Hills Subdivision, 37th Filing; and

WHEREAS, at a regular meeting conducted on ____ day of ____, 2020, the City Council conditionally approved a preliminary plat of Lake Hills Subdivision, 37th Filing; and

WHEREAS, a Subdivision Improvements Agreement is required by the City prior to the approval of the final plat.

WHEREAS, the provisions of this agreement shall be effective and applicable to Lake Hills Subdivision, 37th Filing upon the filing of the final plat thereof in the office of the Clerk and Recorder of Yellowstone County, Montana. The Subdivision shall comply with all requirements of the City of Billings Subdivision Regulations, the rules, regulations, policies, and resolutions of the City of Billings, and the laws and administrative rules of the State of Montana.

THEREFORE, THE PARTIES TO THIS AGREEMENT, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

I. VARIANCES

- A. No variances are being requested for this subdivision.

II. PROPERTY CONDITIONS AND INFORMATION FOR LOT PURCHASERS

- A. Lot owners will be required to construct that segment of the required sidewalk that fronts their property at the time of lot development.
- B. Front setbacks for those lots included in the subdivision with frontage determined along Winged Foot Drive shall be calculated from the back of 3-foot pedestrian and light pole easement rather than front of lot line/edge of right-of-way. This applies to Lots 2A, 3A, 4A, 5A, 6A, 7A, 10A, and 11A of Block 51, and Lot 11A of Block 52.
- C. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil survey and Geotechnical Engineering Report for Lake Hills Subdivision, 21st Filing, prepared by Rimrock Engineering, Inc. (July 2, 2019), indicate that there could be potential limitations for proposed construction on the lots. Refer to Section IX for discussion of the geotechnical study completed for some of the lots within the Subdivision. All permitted structures within city limits are required by the City of Billings to obtain and follow a geotechnical report prior to construction.
- D. Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.
- E. There is attached hereto a Waiver waiving the right to protest the creation of the special improvements district which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filled with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set fourth in this Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.
- F. The Subdivider and subsequent contractors/builders acknowledge that a Stormwater Pollution and Prevention Plan (SWPPP) may be required to be filed with the City and the Montana Department of Environmental Quality (MDEQ). This SWPPP shall be adhered to during all phases of construction and shall be updated as required by MDEQ under the General Permit for Stormwater Discharges Association with Construction Activity, Chapter 28, BMCC and the Billings Stormwater Management Manual.
- G. Individual lot owners should be aware that Best Management Practices for stormwater control shall be required for new construction on lots. Best Management Practices are

defined within Section 28-201, BMCC and detailed in the Billings Stormwater Management Manual.

III. TRANSPORTATION

Streets

- Rights-of-way widths of 60 feet for Greenbriar Road and 50 feet for Winged Foot Drive have already been dedicated in previous filings.
- The Owner shall construct public streets, and curb & gutter within the Subdivision. Streets fronting lots within the Subdivision shall be constructed as 34' back of curb to back of curb. These access roads shall be built to grade with a satisfactory subbase, base course, curb and gutter, and asphalt surface. All streets shall be built in accordance with the City of Billings' site development ordinance, and city subdivision regulations.
- The construction costs have been funded and no additional monetary security is required.

Sidewalks

- The Owner will install corner intersection handicap ramps.
- Individual lot owners will be responsible for the construction of the sidewalks adjacent to their lot at the time of lot construction and shall be included in each building permit.
- Sidewalks shall be 5-foot wide with a 5-foot boulevard planting strip between the sidewalk and the curb along frontage of those lots included in the subdivision. Transitioning of sidewalk to 5-foot boulevard walk from that of adjacent lots outside the subdivision shall be conducted as called for by City Engineering at time of building permit application.

Street Lighting

- No street lighting is proposed for the development; however, street lighting is included in the waiver of right to protest.

Traffic Control Devices

- Traffic control devices are not required for this subdivision but are included in the waiver of right to protest.
- The Owner will furnish and install street name signs for streets within the subdivision or located immediately adjacent thereto in accordance with the specifications of the City of Billings Public Works and Fire Departments.

Access

- Access to the lots will be from drive approaches installed at the time of lot development from streets built with this Subdivision. Access permits shall be obtained from City Engineering.

Billings Area Bikeway and Trails Master Plan (BABTMP)

- This subdivision is located within the jurisdiction of the BABTMP, but no trail corridors are identified within this subdivision area.

Public Transit

- This subdivision does not require improvements to ensure public transit service. The nearest transit stop is at the intersection of Wicks Lane and Gleneagles Boulevard.

IV. EMERGENCY SERVICE

The Billings Fire Department currently provides fire protection for the subdivision.

At the time of future lot development construction of buildings made of combustible materials shall have adequate fire apparatus access roads and fire hydrant(s) in place to meet fire suppression requirements. Prior to issuance of a building permit for construction using combustible materials (i.e. lumber plywood, wood trusses, etc.), fire apparatus access roads, and water supply requirements shall be provided in accordance with the International Fire Code as adopted by the City of Billings.

At a minimum, the following is required:

- An unobstructed gravel road or gravel road base must be within 150 feet of the furthest portion of a building under construction as measured along an approved route.
- The access roads are required to support fire apparatus vehicle loading (40 tons) during all weather conditions and shall be a minimum of twenty (20) feet wide.
- An operational fire hydrant shall be located within 600 feet of the furthest portion of a residence under construction as measured along the access roads to the site.
- The above requirements do not alter or effect the current minimum subdivision requirements for apparatus access and water supply.

V. STORM DRAINAGE

All drainage improvements shall comply with the provisions set forth in Chapter 28, BMCC, and the Stormwater Management Manual in place at the time of development. A master plan is in place for Lake Hills Subdivision and all Future stormwater improvements will be reviewed and approved by the Engineering Division to comply with said plan. The new storm drainage improvements shall be constructed as part of SID 1413. The construction costs have been funded through the establishment of SID 1413 and no additional monetary security is required.

VI. UTILITIES

The Subdivision Improvements Agreement does not constitute an approval for extension of or connection to water mains and sanitary sewers. The property owner shall make application for extension/connection of water mains and sanitary sewers to the County

Water District of Billings Heights and Public Works Department – Distribution and Collection Division, respectively. The extension/connection of/to water mains and sanitary sewers is subject to the approval of the applications and the conditions of approval. Applications shall be submitted for processing prior to the start of any construction and prior to review and approval of any project plans and specifications. The appropriate water and wastewater construction fees in effect shall be submitted with the applications.

It is acknowledged that the properties subject to this Subdivision Improvements Agreement shall be subject to the appropriate water and wastewater local and interior construction fees in effect at the time of payment. Fees shall be paid for the lots in each phase as applied for in the extension application and as per the first paragraph above.

The Developer/Owner acknowledges that the subdivision shall be subject to the applicable System Development Fees in effect at the time new water and/or sanitary sewer service connections are made.

The design/installation of sanitary sewers and appurtenances, and water mains and appurtenances (fire hydrants, etc.) shall be in accordance with design standards, specifications, rules, regulations of and as approved by the County Water District of Billings Heights, City of Billings Public Works Department, Fire Department and the Montana Department of Environmental Quality.

Water

The County Water District of Billings Heights serves the property. There is an existing 8-inch water main located in Greenbriar Road that currently terminates at both East and West edges of the subdivision. SID 1413 will extend the 8-inch water main along the length of Greenbriar Road through the subdivision. Also installing new 8-inch main along the length of Winged Foot Drive through the subdivision. New water services will be installed for all lots in the subdivision.

Sanitary Sewer

Sanitary sewer mains and services will be extended from those that are existing in the subdivision. An existing 8-inch main is located at the intersection of Greenbriar Road and Wentworth Drive and currently terminates at the east edge of the proposed subdivision. SID 1413 will install a new 8-inch sanitary sewer main from the existing 8-inch main and run it along the roadways in front of lots within SID 1413 for sewer services to be installed. New sewer services will also be installed for all lots in the subdivision.

Power, Telephone, Gas, and Cable Television

Private utility facilities (power, natural gas, telephone, and cable) will be installed during construction and located within the right-of-way and utility easements shown on the plat.

VII. PARKS/OPEN SPACE

There is no parkland requirement for this subdivision as the parkland requirement has been previously met.

VIII. IRRIGATION

No irrigation ditch, field laterals, or irrigation easements exist in this subdivision.

IX. SOILS/GEOTECHNICAL STUDY

According to the Geotechnical Engineering Report for Lake Hills Subdivision, 21st Filing, prepared by Rimrock Engineering, Inc. (July 2, 2019), some soils found in this area consist of potentially compressible clay soils over sandstone shale bedrock at or near foundation and concrete slab elevations. Field and laboratory test results indicate that some site soils are compressible and potentially expansive with increased moisture which can be detrimental to lightly loaded structures.

Subsurface conditions vary from one location to another and the structural characteristics may vary from one structure to another. Currently all permitted structures within city limits are required by the City of Billings to obtain and follow a geotechnical report prior to construction.

X. PHASING OF IMPROVEMENTS

There are no intended phasing improvements.

XI. FINANCIAL GUARANTEES

Except as otherwise provided, Subdivider shall install and construct said required improvements through Special Improvements District No. 1413. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said special improvement district and the improvements shall be installed as approved by the City Engineer and the City of Billings Public Works and County Water District of Billings Heights.

XII. LEGAL PROVISIONS APPLYING TO SUBDIVIDER

- A. Subdivider agrees to guarantee all public improvements for a period of one year from the date of final acceptance by the City of Billings.
- B. The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C. The covenants, agreements, and all statements in this Agreement run with the land and apply to and shall be binding on the heirs, personal representatives, successors and assigns and transferees of the respective parties.

- D.** In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.
- E.** Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
- F.** Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

“SUBDIVIDER”

Ron S. Hill

By: _____

Title: _____

STATE OF MONTANA)

: ss

County of Yellowstone)

On this ____ day of _____, 2020, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the _____, who executed the foregoing instrument and acknowledged to me that he/she executed the same.

Notary Public in and for the State of Montana

Printed Name:

Residing at:

My commission expires:

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

“SUBDIVIDER”

Ron S. Hill Living Trust

By: _____

Its: _____

STATE OF MONTANA)

: ss

County of Yellowstone)

On this ___ day of _____, 2020, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the _____, who executed the foregoing instrument and acknowledged to me that he/she executed the same.

Notary Public in and for the State of Montana

Printed Name:

Residing at:

My commission expires:

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

“SUBDIVIDER”

Ron S. Hill, LLC

By: _____

Its: _____

STATE OF MONTANA)

: ss

County of Yellowstone)

On this ____ day of _____, 2020, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the _____, who executed the foregoing instrument and acknowledged to me that he/she executed the same.

Notary Public in and for the State of Montana

Printed Name:

Residing at:

My commission expires:

This agreement is hereby approved and accepted by the City of Billings, this
____ day of _____, 2020.

“CITY”
CITY OF BILLINGS
MONTANA

By: _____
Mayor

Attest: _____
City Clerk

STATE OF MONTANA)

: ss

County of Yellowstone)

On this ____ day of _____, 2020, before me, a Notary Public in and for the State of Montana, personally appeared _____ and _____, known to me to be the Mayor and City Clerk, respectively, of the City of Billings, Montana, whose names are subscribed to the foregoing instrument in such capacity and acknowledged to me that they executed the same on behalf of the City of Billings, Montana.

Notary Public in and for the State of Montana
Printed Name: _____
Residing at: _____
My commission expires: _____

Waiver of Right to Protest

FUTURE SPECIAL IMPROVEMENT DISTRICTS

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more special improvement district(s) for a period of no more than twenty years from the recording date of this waiver, for street light maintenance and energy, and for the construction of streets, street widening, sidewalks, survey monuments, street name signs, curb and gutter, street lights, driveways, traffic signals, and traffic control devices, parks and park maintenance, trails, sanitary sewer lines, water lines, storm drains (either within or outside the area), and other improvements incident to the above which the City of Billings may require.

This Waiver and Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

The real property hereinabove mentioned is more particularly described as follows:
Lake Hill Subdivision, 37th filing

Signed and dated this ____ day of _____, 2020.

Ron S. Hill Living Trust

By: _____

Title: _____

STATE OF MONTANA)

: ss

County of Yellowstone)

On this ____ day of _____, 2020, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the person who executed the forgoing instrument as the _____ of Ron S. Hill Living Trust known to me to be the person who executed the forgoing instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year hereinabove written.

Notary Public in and for the State of Montana

Printed name: _____

Residing at: _____

My commission expires: _____

Signed and dated this ____ day of _____, 2020.

Ron S. Hill

By: _____

Title: _____

STATE OF MONTANA)

: ss

County of Yellowstone)

On this ____ day of _____, 2020, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the person who executed the forgoing instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year hereinabove written.

Notary Public in and for the State of Montana

Printed name: _____

Residing at: _____

My commission expires: _____

Ron S. Hill LLC

By: _____

Title: _____

STATE OF MONTANA)

: ss

County of Yellowstone)

On this ____ day of _____, 2020, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the person who executed the forgoing instrument as the _____ of Ron S. Hill LLC known to me to be the person who executed the forgoing instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year hereinabove written.

Notary Public in and for the State of Montana

Printed name: _____

Residing at: _____

My commission expires: _____