



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



**CANCELATION NOTICE**

August 25, 2020 MEETING TIME: 6:00 p.m.  
1st Floor Large Conference Room, Miller Building  
2825 3rd Avenue North, Billings, Montana 59101

1. **NOTICE: The Tuesday, August 25, 2020 Planning Board Meeting is canceled due to a lack of agenda items. The Wednesday, September 9, 2020 meeting will be held as legally announced and advertised. Thank you!**
2. **DELAYED. MEETING MINUTES: AUGUST 11, 2020**

**Planning Board Cancellation Notice**

**Meeting Date:** 08/25/2020

---

**Information**

**Subject**

**DELAYED. MEETING MINUTES:** AUGUST 11, 2020

---

**Attachments**

PlnBMinutes\_2020\_08\_11\_DRAFT

---

# CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

**Board Attendance Roster:** Please note: "E" stands for excused absence, "A" stands for un-excused absence, "1" stands for present. **BYLAWS, YELLOWSTONE COUNTY BOARD OF PLANNING, (Amended, May 25, 2004) Section 4. Absences and Removal A.** Each member shall inform the Planning Director at least one day before the meeting of his/her inability to attend a Board or Committee meeting. Such an absence shall be considered an excused absence. If any Board member accrues three (3) or more consecutive unexcused absences from regular meetings, notice of which has been given at his/her usual place of work or residence, or by announcement at a meeting attended by him/her, the President may call such absences to the attention of the Board which may then recommend to the appointing authority that such member be asked to resign and that another person be appointed to serve out the unexpired term. Schedule: (\*\* denotes a Wednesday meeting)

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

---

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

**August 11, 2020**

### **Virtural Video Conference Format**

*To be approved by a motion on August 25, 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 Tuesday, August 25, 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, August 11 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; Robbin Bartley, Administrative Assistant

**Other Participants:** Rusty Logan, MET

**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 August 11, 2020 Agenda**

**A motion was made by Board member Cook and seconded by Board member Thompson to approve the August 11, 2020 meeting agenda. The motion carried with a unanimous voice vote.**

---

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

### **Approval of Minutes:** July 28, 2020

Board Member Hillius noted both he and Eric Wallace were not listed as in attendance at this meeting.

**Board member Thompson made a motion and Board member Cook seconded the motion to approve the July 28, 2020 meeting minutes with corrections. 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.

Robbin Bartley reported no calls with requests for public comment.

### **7. OLD BUSINESS:**

#### **(7-a). Motion/Recommendation to PCC. 2021 Unified Planning Work Program. Scott Walker, Transportation Coordinator**

##### **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 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.

Staff introduced this topic to the Planning Board during the July 28th regular business meeting. Scott Walker and Rusty Logan with MET transit provided detailed overview of the program. The

---

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

board also held a public hearing where no testimony was received.

### 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.

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 recommend approval of the 2021 UPWP and instruct President Woods to deliver that recommendation to the Policy Coordinating Committee (PCC) at its August 18, 2020 meeting,

### Discussion

Scott Walker called for questions and discussion. Board member Thompson asked if the Federal allocation comes all at once or is it allocated throughout the year. Scott Walker replied it is a number that is started with. We then move, in this case, the 1.8 million into our work program. Each quarter we submit a report for reimbursements from the 1.8 million or 2.6 million, including all projects. Expenses are prepaid through the City coffers which is reimbursed through the Federal program. Rusty Logan stated it is the same process for Met Transit. It is a very quick turn around.

### Discussion

President Woods called for questions and discussion.

### Motion

**Board member Hillius made a motion and Board member Jensen-Christison seconded the motion Board recommend approval of the 2021 UPWP and instruct President Woods to deliver that recommendation to the Policy Coordinating Committee (PCC) at its August 18th, 2020 meeting.**

**8. NEW BUSINESS:** There is no New Business.

**9. OLD BUSINESS**

---

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

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

**9a1. Discussion. Zoning Boundary Extension. Planning Board letter to the Yellowstone County BOCC. Planning staff and Planning Board.**

Wyeth Friday spoke to the Board about the Zoning Boundary Extension. Woody Woods presented the idea to use the document compiled by Monica Plecker to address the County Commissioners, with a cover letter addressing the Boards issues and concerns.

Board member Hillius asked if the cover letter would include requests to the Commissioners or only a request to present the Board's position. Woody Woods stated he didn't think there were any requests to be made as much as pointing out the possible options. The idea is to get the Commissioners informed and possibly return later with requests. Wyeth Friday stated he and Monica Plecker believe an outline of the Board's reasons and concerns for doing this might be presented to the County Zoning Commission first, getting their input and thoughts before going to the County Commissioners. Planning Board members agreed this is a good plan. Board member Cook stated the letter is a good thing, having the letter prepared when visiting with the Zoning Commissioners to get a feel for their thoughts and see if they are in agreeance. If for some reason they are opposed, it would be a lot of effort for not. Board member Thompson asked what the prerequisites of Zoning Commissioners are. Wyeth Friday replied it is a mix of individuals, some realtors, living in the county areas. Troy Boucher who is a Planning Board member is also a County Zoning Commissioner. Board member Thompson believes it is important to get the Zoning Commission behind this. Woody Woods stated the City should also be considered as the Board represents the City as well. Board member Cook agrees the input from the Zoning Commissioners is important. Woody Woods stated he does not know what thoughts the Zoning Commissioners may have and the County Commissioners may still insist the input has to come from the citizens. Board member Cook would like a plan to initiate the new boundaries. The County Commissioners may be looking for an implementation plan. Board member Thompson asked Wyeth Friday if public hearings would be required. Wyeth Friday replied there is an entire process. Board member Jenson-Christison is in full support of going forward.

Woody Woods will contact Darell Tunncliff to draft a letter and get on the Agenda for the County Zoning Commission meeting September 14, 2020 at 4pm.

**Other Business:**

Wyeth Friday informed the Board of the upcoming Zoning RE:Code public hearings that will be held later in August and September at Parks and Recreation Community Center.

The goal is to have these meetings done before the end of the year so recommendations can move forward.

---

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

We will continue to meet in the virtual format. City Hall and the Library have been temporarily closed due to COVID19 positive cases.

As a whole, the virtual meetings are going well.

On the Transportation side of things, there are some big projects including the 5<sup>th</sup> Ave Corridor study, a Bike and Scooter share study and the Downtown Traffic Safety study

Woody Woods asked if there is additional questions regarding the ADU and short term vacation rentals issues in RE:Code. Wyeth replied there were a few comments but not a great deal. The most of the discussion is regarding how those rentals would be dealt with. Wyeth Friday will discuss with Nicole Cromwell and inform the Board.

Commissioner Thompson asked the status of a letter to the State Highway Department and City Engineering about the destroying of the trees and infrastructure along the streets. Engineering is obviously not maintaining the foliage on Shiloh as it is all dying. Wyeth Friday will speak with Scott Walker and reply back to the Board.

Board member Cook if the search has started for the new Public Works Director. Wyeth Friday stated the search has not been advertised as yet.

**ADJOURNMENT: 6:44 PM**

**DRAFT—TO BE APPROVED BY A MOTION ON August 25, 2020**

*--Robbin Bartley, Administrative Assistant*