



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



AGENDA

November 10, 2020 MEETING TIME: 6:00 p.m.
VIRTUAL VIDEO CONFERENCE

1. **CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members.
2. **APPROVAL OF AGENDA*** - including any additions or deletions to agenda. The agenda for a regular meeting will be closed at 5:00 p.m. three (3) working days prior to the date of the meeting.
3. **Motion. MEETING MINUTES:** October 27, 2020

Attachments

PlnBMinutes_2020_10_27_DRAFT

4. **PUBLIC COMMENT PERIOD** – As required (3 minute maximum per person). *Any member of the public may be heard on any subject that is not on the agenda. The Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting's agenda for discussion.*
4a) Comments on items not on agenda and requests to add items to future agendas
4b) Comments on items on the non-public hearing agenda items
5. **DISCLOSURE OF CONFLICT OF INTEREST:**
6. **DISCLOSURE OF EX PARTE COMMUNICATION:** Ex Parte Communication Binder is available at the Sign-In and Agenda station.
7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).

- a. **PUBLIC HEARINGS/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. By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). Please see the attached guidelines for the criterion. Thank you for participating!

8. **NEW BUSINESS:** (Agenda items new to this meeting).
 - a. Presentation/Discussion. 5th Avenue Corridor Study update. Scott Walker, Transportation Coordinator

9. **OTHER BUSINESS:**
 - a. Planning Board Officer Nomination Committee: President Woody Woods
 - b. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.
 - c. Discussion. Follow-up. Letter to MDT regarding Landscaping. Planning Board and Planning Staff
 - d. November 24, 2020 Planning Board meeting cancelation

10. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR TUESDAY, DECEMBER 8, 2020

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: 11/10/2020

Information

Subject

Motion. MEETING MINUTES: October 27, 2020

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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	1	1	E	-	1	R	R	R	R	R	R
Heidi Jensen-Christison	Mayor/Billings Ward II	-	-	-	1	-	-	-	-	1	1	1	1	1	E	1	-	E	E	-	A			
Eric Wallace	Mayor/Billings Ward III	1	1	1	1	-	-	-	-	E	1	1	1	1	1	A	-	1	1	-	1			
Darell Tunnick	Mayor/Billings Ward IV	1	1	1	E	-	-	-	-	1	1	1	1	1	1	A	-	1	1	-	1			
Jon Thompson	Mayor/Billings Ward V	1	E	1	1	-	-	-	-	1	E	1	1	1	1	1	-	E	1	-	1			
Troy Boucher	YC District 1	1	E	1	1	-	-	-	-	1	-	1	E	1		A	-	1	1	-	1			
Dennis Cook	YC District 2	1	1	1	1	-	-	-	-	1	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	1	1	-	1	1	-	1			
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Jarett Hillius	YC District 7	1	1	1	1	-	-	-	-	1	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	1	-	-			1	-	1		

October 27, 2020

Virtual Video Conference Format

DRAFT- To be approved by a motion on November 10, 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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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, October 27, 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, October 27, 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: Monica Plecker, Planning Division Manager; Elyse Monat, Active Transportation Planner, Tammy Deines, Planning Clerk

Other Participants: Stephanie Byer

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 October 27, 2020 Agenda

Board member Cook made a motion and Board member Hillius seconded the motion to approve the October 27, 2020 meeting agenda as submitted. The motion carried with a unanimous voice vote.

Approval of Minutes: September 9, 2020; September 22, 2020. The October 13, 2020 meeting was canceled due to a lack of agenda items.

September 9, 2020: Board member Hillius moved and Board member Cook seconded the motion to approve the September 9, 2020 meeting minutes with corrections on Page 2. The motion carried with a unanimous voice vote.

September 22, 2020: Board member Thompson moved and Board member Cook seconded the motion to approve the September 22, 2020 minutes with corrections on Pages 4 and 7. The motion carried with a unanimous voice vote.

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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. OLD BUSINESS: There is no Old Business.

8. NEW BUSINESS:

8a. Presentation/Board Discussion. City of Billings Complete Streets Progress Report 2020.

Elyse Monat, Active Transportation Planner, presenting.

Elyse Monat opened the presentation for the 2020 Progress report.

Report Partners are: Healthy by Design; RiverStone Health; City of Billings MET Transit; LIFTT; City of Billings, Public Works Department; City of Billings Planning & Community Services and Kathy Aragon.

What are Complete Streets?

No one design, but can include a variety of elements:

- Sidewalks Bike lanes Trails
- Transit stops Frequent and safe crossings Median islands
- Curb extensions Narrower travel lanes Roundabouts
- And more

Complete Streets History

Grassroots effort led by Healthy by Design (HBD) in 2011

- Benchmark Report published in 2013
- Updated in 2016. Arterial and collector projects brought to Council at 30% review stage
- "Intent of the City Council to encourage healthy, active living; reduce traffic congestion; and improve the safety and quality of life of Billings residents by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation"
- Progress Reports published every three years

Elyse Monat continued with and overview.

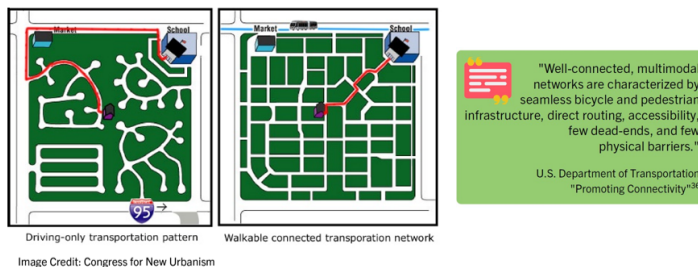
- **Pedestrian Counts**-Average per Hour Pedestrian Counts (2013-2019); Sidewalk Inventory; Statistics-Crashes Involving Pedestrians
- **Bicycling Statistics**-Counts (2013-2019); Crashes Involving Bicyclists; Yearly Shared Use Paths Mileage Added & Total; Yearly Bike Lane Mileage Added and Total Cumulative Miles.

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- **Transit Statistics-** Yearly Ridership Trends by Passenger Type FY16-Fy-19. Yearly Bike Rack and Lift Uses on MET buses
- **Automobile Statistics.** All Mode Crash Data Trends 2009-2018; City of Billings Commute Mode Share 2011-2018;
- **Connectivity**

What is Connectivity?



Discussion

Board member Thompson commented he experienced a dramatic increase in the number of bicyclists this summer. Elyse Monat said they are working through this summer's data but they did see a dramatic increase in trail use during the COVID pandemic. Board member Hillius asked how Billings compares to similar communities of our size for connectivity. Elyse Monat noted the new requirements for sidewalks in County residential areas and commented on other means for improving connectivity. No action is required on this item. Director Friday stated the complete report is available for those interested.

9. OLD BUSINESS There is no Old Business.

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

9a1. Lockwood TEDD Intergovernmental Cooperation. Planning Staff and President Woods
President Woods stated he attended the City Council meeting. The City approved the wastewater agreement with Lockwood to expand the TEDD area for service for wastewater with a vote of nine members in favor and two members in opposition. There is an extra surcharge for treatment for the TEDD area. The City wished to see a sign-off for the County. The County wrote a letter regarding work on the Inner Belt Loop project. The City Administrator asked for language regarding water in the agreement for clarity reasons. The Lockwood Water and Sewer District will give this consideration and if it is not approved, it will return to the City. The District will meet on November 9, 2020. President Woods said he is excited to see the TEDD move forward as it will be good for everyone. Wyeth Friday said staff would share the letter with the Board members with an e-mail. Discussion will be held with Staff, City Council, and the BOCC regarding the InterLocal

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Agreement starting with the Inner Belt Loop area. He said staff would have more details on the schedule for BUILD grant projects soon. President Woods said this segues into conversations on the jurisdiction-zoning boundary.

9a2. Update. Discussion. Project RE: Code. Monica Plecker, Planning Division Manager

Ms. Plecker noted the memo distributed by e-mail to the Board prior to this meeting with the meeting dates below and stressed that the upcoming meetings are critical. She thanked members for their faithfulness in attending the public hearings. She encouraged Working Group members to engage with the City Council members for the governing body adoption. Over three and half years of time and effort has gone into this project. President Woods commended Zoning Coordinator Nicole Cromwell for her work and knowledge with the zoning code. He stated he is impressed with the presentations and the progress. He encouraged Board members to participate when they are able. Director Friday thanked President Woods and Board member Tunnickliff for their participation and input during the last City Council meeting. He said Nicole Cromwell would provide a compilation of questions and answers from citizens since the meeting. Division Manager Plecker commented it is helpful for Board members to share their experiences and comments related to the process they have been through with Project RE:Code.

Project RE:Code Dates of Significance

October 29 – Board of County Commissioners Discussion Meeting

November 2 – City Council Discussion

November 9 – City Council Public Hearing and 1st Reading

November 10 – Board of County Commissioners Resolution of Intent to establish public hearing date

November 23 – City Council 2nd Reading (effective 30 days from this date)

December 15 – Public Hearing and Resolution to adopt

The Council hearings and Commissioner Meetings are broadcast live on Community 7 TV at <http://www.comm7tv.com/>. For City Council meetings the public call in number is 237-6196 and for the November 10th 9:30 am BOCC meeting, public comment can be received via phone by calling (866) 876-1424, follow the prompts, and use access code 6002703#.

For further information, please reach out to Director Wyeth Friday, Zoning Coordinator Nicole Cromwell, or Division Manager Monica Plecker.

9a3. Planning Board Officer Nomination Committee. President Woods will reach out to Board members and announce the nomination committee members during the next Planning Board meeting. Ms. Plecker commented on the Zoning Commission meetings and said she appreciated the Board members and Commissioners attendance. There are several upcoming critical dates in relation to Project Re:Code. She stated that now more than ever, the Board's participation is needed, and she asked members to please consider participating in any capacity.

ADJOURNMENT: 6:50 PM

DRAFT—TO BE APPROVED BY A MOTION- November 10, 2020

--Tamara L. Deines, Planning Clerk