



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



AGENDA

December 8, 2020 MEETING TIME: 6:00 p.m.
VIRTUAL VIDEO CONFERENCE FORMAT

1. **CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members.

PUBLIC COMMENT PERIOD –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, December 8, 2020. E-mails 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. The link to the video conference site is located:

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>

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/RECOMMENDATION. MEETING MINUTES: NOVEMBER 10, 2020**

Attachments

PlnBMinutes_2020_11_10_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

PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.

The County Planning Board welcomes public input on matters brought before the Board. The Public may call in during specific Public Comment periods at [406.237.6165](tel: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.

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. **PLANNING BOARD NOMINATING COMMITTEE RECOMMENDATION FOR 2021 PLANNING BOARD OFFICERS. NOMINATIONS FROM THE FLOOR.** Planning Board Nomination Committee.
8. **NEW BUSINESS:** (Agenda items new to this meeting).
9. **OTHER BUSINESS:**
 - a. Staff Updates and Long Range Strategic Issues and an overview of future City and County issues and projects.
 - b. **PLANNING BOARD OPENINGS:** City Ward I; City Ward III, (Eric Wallace resigning); BOCC District 3; BOCC District 4, BOCC District 6; YC Conservation District.
 - c. **ANNOUNCEMENTS:**
 - The December 22, 2020 Planning Board meeting is canceled due to a lack of agenda items.
 - The Planning and Community Services Office will be closed on Friday, December 25, 2020 to observe Christmas Day and on Friday, January 1, 2021 to observe the New Year's Day Holiday.
10. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR TUESDAY, JANUARY 12, 2021

Planning Board Meeting I (2nd Tuesday)

3.

Meeting Date: 12/08/2020

Information

Subject

MOTION/RECOMMENDATION. MEETING MINUTES: NOVEMBER 10, 2020

Attachments

PlnBMinutes_2020_11_10_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
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	1		
Eric Wallace	Mayor/Billings Ward III	1	1	1	1	-	-	-	-	E	1	1	1	1	1	A	-	1	1	-	1	1		
Darell Tunncliff	Mayor/Billings Ward IV	1	1	1	E	-	-	-	-	1	1	1	1	1	1	A	-	1	1	-	1	1		
Jon Thompson	Mayor/Billings Ward V	1	E	1	1	-	-	-	-	1	E	1	1	1	1	1	-	E	1	-	1	1		
Troy Boucher	YC District 1	1	E	1	1	-	-	-	-	1	-	1	E	1		A	-	1	1	-	1	A		
Dennis Cook	YC District 2	1	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	1		
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Jarett Hillius	YC District 7	1	1	1	1	-	-	-	-	1	1	1	1	1	1	1	-	1	1	-	1	1		
Vacant	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1		
Scott Reiter	Ex-Officio SD2		1	E	1	-	-	-	-	1	-	1	-	E	1	-	-		1	-	1	a		

November 10, 2020

Virtual Video Conference Format

DRAFT- To be approved by a motion on December 8, 2020

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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, November 10, 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, November 10, 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; Scott Walker, Transportation Coordinator; Tammy Deines, Planning Clerk

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 November 10, 2020 Agenda

Board member Cook made a motion and Board member Thompson seconded the motion to approve the November 10, 2020 meeting agenda as submitted. The motion carried with a unanimous voice vote.

Approval of Minutes: October 27, 2020

October 27, 2020: Board member Tunncliff moved and Board member Cook seconded the motion to approve the October 27, 2020 meeting minutes as submitted. 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

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could choose to add an item to the next meeting agenda for discussion. There were no public comments. President Woods announced the public call 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. 5th Avenue Corridor Feasibility Study. Scott Walker, Transportation Coordinator, presenting.

Scott Walker opened the presentation for the 5th Avenue Corridor Feasibility Study. Sanderson Stewart is the consultant for this project. Initially, feasibility was considered prior to moving ahead with a planning study for an active transportation corridor. The limits of the project are North 32nd Street near the YMCA running eastward to Main Street in front of Metra Park. The oversight committee worked with Sanderson Stewart to develop the project goals. This is a community-based project. This area is in dire need of improvements as it has been neglected for some time. Staff has reached out to Montana Rail Link who wants to ensure this project does not affect their current or future use of the rail line. Staff is working with property owners to ensure they are brought along with the project.

Project Vision

To Envision the 5th Avenue North Corridor as a non-traditional motorized and non-motorized corridor connecting to the existing transportation system in the area and enhancing the surrounding community.

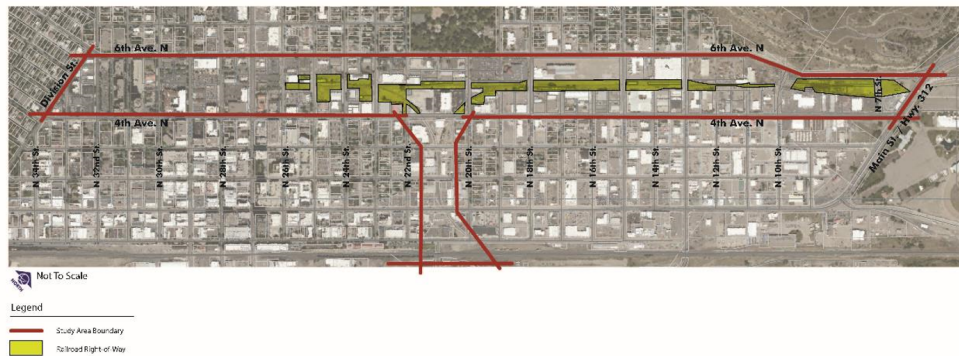
Project Goals

- Provide a comprehensive analysis of the opportunities to develop transportation connections to, from and within the corridor for multi-modal uses
- Identify connective opportunities to the existing transportation system
- Incorporate as appropriate, elements from adopted plans and studies
- Provide broad opportunities for community involvement to help inform the study
- Develop a vision for the corridor that incorporates transportation elements and considers adjacent land uses
- Develop implementation priorities, including phasing and funding opportunities

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Project Area



Related Plans

- Billings City Council Strategic Plan
- Downtown Billings Strategic Plan
- Billings Area Bikeway & Trail Master Plan
- East Billings Urban Renewal District Master Plan
- Exposition Gateway Master Plan
- Hospitality Corridor Study
- Metra Park Master Plan (Draft)
- City of Billings Wayfinding Signage Plan
- Downtown Traffic Study

Corridor Vision—“A Place for Everyone”

CONNECTION; TRANSFORMATIONAL; COMMUNITY; MULTI-USE; TRANSPORTATION SAFETY; VISIBILITY; PARTNERSHIP; PUBLIC SPACE; INVITING

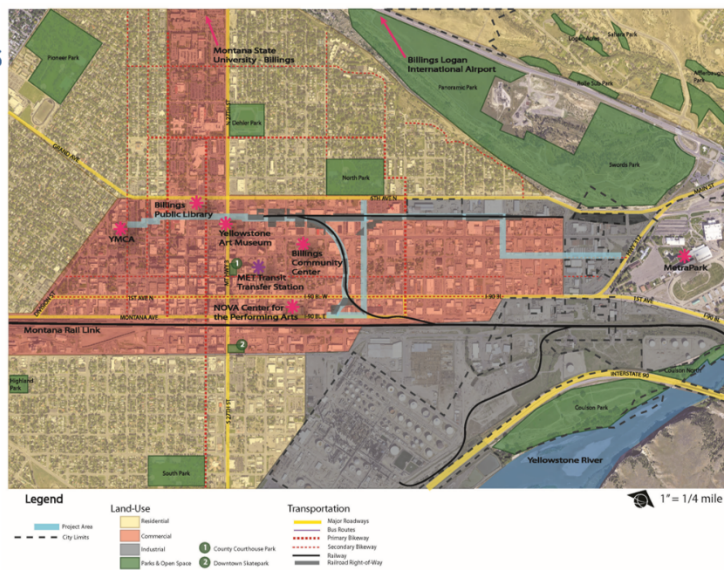
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Corridor Vision



Scott Walker referred to the Context Analysis Map and noted the influence areas, including North Park, Dehlers Park, and Swords Park. Other points of interest are the YMCA, Billings Public Library, Yellowstone Art Museum, MET Transit Transfer Center, Billings Community Center, and the NOVA Center for Performing Arts.

Context Analysis



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Scott Walker said conversations are being held with MDT, and initially street crossings will have to be addressed.

Visioning-what the Corridor could look like.



Next Steps

- a) Stakeholder/Owner outreach along spur connection to MT Avenue
- b) Land Use/Re-development analysis
- c) Visualizations of project vision
- d) Schedule Open House #2
- e) Write draft plan document-Planning Board, City Council, BOCC, and MDT involvement

Project Oversight Committee Meeting – Thursday, November 19, 10:00 a.m.

Discussion

President Woods called for questions and discussion. Board member Christison stated she likes the plan. She asked if the plan would wrap in the social discussion needed to address the homeless population downtown. Scott Walker stated they had some insightful input from a few homeless citizens who attended one of the public meetings. He said the addition of street lighting and new business opportunities will bring in more people and encourage integration of local citizens. He commented good planning would promote safety in this corridor. Board member Christison asked about long term funding for maintenance. Scott Walker said funding will be discussed as the study moves forward, and a Tax Increment Finance District, (TIFD), or Park Maintenance District, (PMD), might be considered. President Woods commented that the HUB drop-in center for the homeless is closed and the adjacent Holiday station is considering purchasing this building. He said the gas stations' ability to sell liquor is a contributing factor to some of the issues. Board member Christison wondered if the need to address the social issues to reduce the transient population downtown would be a part of this study's purview. Scott Walker said the intent is to create a nice neighborhood pass-through. Board member Tunnicliff commented based on his experience with similar developments in New York City. He feels this is a doable project that will be a huge "shot in the arm" to improve this part of the City. He asked if this property would qualify for a BUILD grant for construction costs. Scott Walker said it would be within the parameters for submitting for a BUILD grant. Board member Hillius asked if the railroad had concerns with safety. Scott Walker said to this point, they did not seem hugely concerned as in order to make this possible, the project area has to be safe for all parties involved, and meet the railroad's specifications. The right-of-way

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agreements will be needed with the railway parent company that is located in Texas. In response to question by Board member Thompson, Scott Walker said Sanderson Stewart is working on the property ownership along the spur line. He commented Staff would like to make a connection from the project and go southward. President Woods thanked Scott Walker for his presentation this evening. No action is required on this item.

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

9a1. Planning Board officer Nomination committee. President Woods

President Woods appointed Board member Tunnickliff, Board member Thompson, and Board member Hillius to the Nomination Committee. The Committee will return in December 8, 2020 with officer nominations for Planning Board President and Vice President. The new officers will take their positions during the first meeting in February 2021. Board members wishing to serve as an officer are to contact the Nomination Committee to express interest.

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

Ms. Plecker stated City Council held the Project RE: Code Public Hearing and 1st Reading of this agenda item on Monday, November 10th. The public hearing is continued to November 23, 2020 to get more public input and comments. The Board of County Commissioners held a public hearing and favorable comments were received. A resolution will be presented for adoption after a 30-day waiting period. Ms. Plecker urged the Board members to continue to participate. Staff will provide meeting links upon request.

Project RE: Code Dates of Significance

November 9 – City Council Public Hearing and 1st Reading (The public hearing is continued to November 23, 2020)

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#.

Announcement: The Tuesday, November 24, 2020 Planning Board meeting will be canceled due to a lack of agenda items. The Planning and Community Services offices will be closed to observe the Thanksgiving Holiday on Thursday, November 26, and Friday, November 27.

Discussion. Follow-up. Letter to MDT regarding Landscaping

Per President Woods request, Board member Thompson agreed to compose this letter. Monica Plecker said he could reach out to Transportation Planner Scott Walker for input.

ADJOURNMENT: 6:50 PM

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

--Tamara L. Deines, Planning Clerk