

# 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	01/12/2021	01/26/2021	02/09/2021	02/23/2021	03/09/2021	03/23/2021	04/13/2021	04/28/2021	05/11/2021	** 05/27/2021	06/09/2021	06/22/2021	07/14/2021	07/28/2021	08/11/2021	08/25/2021	09/09/2021	09/22/2021	**10/14/2021	10/27/2021	11/10/2021	11/24/2021	12/08/2021
<b>Teresa Larsen</b>	Mayor/Billings Ward I	1	1	1	1	1	1	1	E	1	E	-	1											
<b>Heidi Jensen-Christison</b>	Mayor/Billings Ward II	1	1	E	1	1	E	1	E	1	E	-	E											
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1	1	1	1	1	1	1	1	1	1	-	E											
<b>Darell Tunnickliff</b>	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1	1	1	-	1											
<b>Jon Thompson</b>	Mayor/Billings Ward V	1	E	1	1	E	1	1	1	E	1	-	1											
<b>Troy Boucher</b>	YC District 1	1	1	1	E	1	E	1	1	A	E	-	1											
<b>Dennis Cook</b>	YC District 2	1	1	1	1	1	1	1	1	1	1	-	A											
<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	E	1	1	E	1	1	1	-	1											
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-											
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>	-	-	-	1	E		E	E	A	1	-	E											

---

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

**June 22, 2021**

### **Virtual Video Conference Format**

*Approved by a motion on July 13, 2021*

### **PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.**

Due to the COVID-19 health concerns, this meeting will be held in a virtual videoconferencing environment. The Yellowstone County Board of Planning members will attend the meeting via a remote location, using a virtual meeting method. The regular meeting rooms will be closed during the meeting. In order to honor the Right of Participation and the Right to Know in Article II, sections 8 and 9, of the Montana Constitution, the City/County Planning Division is making every effort to meet the requirements of the open meeting laws.

Citizens are invited to:

- Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>
- View the meeting live online at Facebook: <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260>

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to Board via email before 10:00 AM on the meeting date. All emails received prior to this time will be read into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division, 2825 3rd Ave N 4th Floor, Billings, MT 59101
  - Email: [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov)
- Call in during the Public Comment periods as indicated on the agenda:
  - Citizens may call in during specific Public Comment periods at **406.237.6165**. All callers will be placed 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 limited to 3 minutes of testimony as is customary. Future delivery methods may be explored as best practice is learned.

### **Call the Meeting to Order**

President Woods called the meeting to order at 6:00 p.m. on Tuesday June 22, 2021.

### **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; Tammy Deines, Planning Clerk; Scott Walker, Transportation Coordinator; Rusty Logan, Transit Manager

**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.

---

## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

### **Approval of the June 22, 2021 Agenda**

Transportation Planner Scott Walker asked for a correction to Agenda Item 8a Administrative Update. 2021 Billings Urban Area Unified Planning Work Program, UPWP, as this is a Presentation and Discussion item. The public hearing will be held on July 13, 2021.

**Board member Thompson made a motion and Board member Larsen seconded the motion to approve the June 22, 2021 meeting agenda with correction to Agenda Item 8a. The motion carried with a unanimous voice vote.**

**Approval of Minutes: May 25, 2021** (The June 8, 2021 meeting was canceled due to a lack of agenda items.

**Board member Larsen moved and Board member Hillius seconded the motion to approve the May 25, 2021 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.

**7. OLD BUSINESS:** There is no Old Business.

### **8. NEW BUSINESS**

#### **8a. Staff Presentation/Board Discussion. Administrative Update. 2021 Billings Urban Area Unified Planning Work Program, (UPWP), Scott Walker Transportation Coordinator, Rusty Logan, MET Transit Manager**

Scott Walker opened this agenda item and introduced Rusty Logan, MET Transit Manager. He explained that the Work Program identifies funds that can be expended from a budgetary standpoint. This amendment is due to Federal funds coming into the system. Rusty Logan opened with a presentation

#### **INTRODUCTION**

- Metropolitan Planning Organization (MPO) must be established in communities over 50,000 in population to do transportation planning and be eligible for federal transportation planning funds. Both the MPO and the local designated transit provider must submit a work program outlining intended activities annually.
- The Work Program and subsequent amendments are reviewed and recommended for approval by the:
  - Technical Advisory Committee (TAC)
  - Planning Board
  - Yellowstone County Commission
  - City Council
  - Policy Coordinating Committee
  - Montana Department of Transportation (MDT)

**CITY/COUNTY PLANNING BOARD**

*“Serving Billings, Broadview and Yellowstone County”*

**AMENDMENT #1**

- MET Transit planning funding is typically received in accordance with 49 USC section 5303, a funding source that is intended for urbanized area transit planning
- MDT has opted to transfer a balance of unused section 5304 funds (typically used for rural area transit planning) to the City of Billings
- Transferred funds will be programmed into the 5303 program via the proposed amendment; as with previously programmed funds, these are subject to a 20% local / 80% federal match.
- Using these funds, MET Transit will expand on previously programmed activities surrounding development of a Transit Development Plan and a Marketing Strategy Plan. These changes effect plan elements of “Future Service Enhancements” and “Current Service Enhancements.” MET had originally intended development of these plans in house but will solicit proposals from planning and development firms for assistance after the amendment is finalized.
- The total amount of additional federal funding is \$60,000, requiring \$15,000 in local match for a total program change of \$75,000.

TRANSIT FUNDING CHANGES				
ORIGINAL UPWP 21 FUNDING PER ELEMENT				
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.L.P.	\$2,034	\$8,138	\$10,172	125.18
44.26.15 ADA Service	\$14,064	\$56,257	\$70,321	907.20
Planning Software	\$3,000	\$12,000	\$15,000	N/A
<b>TOTAL</b>	<b>\$58,481</b>	<b>\$233,926</b>	<b>\$292,407</b>	<b>3362.18</b>

  

AMENDED UPWP 21 FUNDING PER ELEMENT				
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	\$31,906	\$127,263	\$159,529	1047.60
44.24.02 Current Service	\$16,734	\$66,935	\$83,669	976.18
44.25.01 T.L.P.	\$2,034	\$8,138	\$10,172	125.18
44.26.15 ADA Service	\$14,064	\$56,257	\$70,321	907.20
Planning Software	\$3,000	\$12,000	\$15,000	N/A
<b>TOTAL</b>	<b>\$73,481</b>	<b>\$293,926</b>	<b>\$367,407</b>	<b>3409.56</b>

**Discussion**

President Woods called for questions and discussion from the Board. He asked if the population status for the semi-metropolitan areas will be updated and how it would affect the MPO. Rusty Logan said the addition of a single urban area such as Bozeman should not significantly affect this MPO’s funds. Scott Walker said Bozeman should be close to the benchmark when the Census numbers are recalculated. Even so, it may be some time before Bozeman is recognized as an MPO. Board member Thompson asked what information they anticipate with the study. Rusty Logan said they are looking for better integration within the City of Billings long-term within a 10-year timeframe. Board member Thompson said the Growth Policy might point to areas in need of service expansion.

**9. OTHER BUSINESS**

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

1. President Woods asked the Board members if there are topics or presentations they would like to see in the future.

- Board member Larsen asked regarding the METRA Park presentation. Monica Plecker said she could e-mail her a link to the project specific website.
- Board member Thompson asked about the Parks Department and parks development. Monica Plecker said the latest legislative session has several bills that deal with the Platting Act and subdivisions. Subdivision Regulation amendments will be need to be made in the fall. Integration may be made to include some the Parks Department’s Master Planning effort.
- President Woods asked regarding installation of public utilities in public parks. Monica Plecker said staff did not get a strong answer from the Legal Department that it could be rejected in all cases. Applicants may dedicate cash-in-lieu instead of parkland. She commented on the possibility of including language to clarify characteristics of suitable parkland. Board member Thompson said that there is existing policy to address this issue with public parkland located within the City of Billings. Board member Tunncliff reflected that during the public hearing, the agent for Stone Creek Subdivision commented that the Parks Department wanted the park on a busy street. He said he is interested in park development with ease of access and safety. Monica Plecker clarified and said that Craig Dalton was referring to a City subdivision where the Parks Department wanted the parkland located closer to the arterials.
- Board member Hillius asked if there are updates with the expansion of the Zoning Boundary area. Monica Plecker said there is a need to identify lands outside of the 3-mile boundary and potentially the need to create a “broad stroke” future land use map. She said she obtained some maps from GIS and some discussion materials. She said she plans to contact the Commissioners for a discussion in the next few weeks.
- Board member Tunncliff spoke to the need to conduct a study on safely transporting students from home to school and creation of a bicycle-pedestrian system within the County. President Woods asked if there has been follow-up between Stone Creek Subdivision’s developer and Planning Staff. Monica Plecker said the developer requested a delay to propose mitigation measures from the Commissioners. Staff will present the Findings of Fact during the Commissioners’ discussion meeting. Staff sent a courtesy mailing to the interested citizens to notify them of the BOCC discussion meeting. Discussion followed by the members of the Board on the need for developers to work together to make improvements for the good of the community and provide contributions for improvements.

2. Announcement: The next Planning Board meeting will be held Tuesday, July 13, 2021 and will be held in person in the Miller Building 1<sup>st</sup> Floor Conference Room, 2825 3<sup>rd</sup> Ave N. at 6:00 PM. The meeting will be streamed on “Facebook Live”.

**ADJOURNMENT: 6:46 PM. APPROVED BY A MOTION- July 13, 2021**

*--Tamara L. Deines, Planning Clerk*