



# YELLOWSTONE COUNTY BOARD OF PLANNING

CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



## AGENDA

AUGUST 24, 2021 MEETING TIME: 6:00 p.m.  
1st Floor Large Conference Room, Miller Building  
2825 3rd Avenue North, Billings, Montana 59101

### NOTICE TO THE PUBLIC

**CALL TO ORDER** -This meeting will be held in person in the Miller Building 1st Floor Conference Room, 2825 3rd Avenue North. 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 the Planning Division via email before 3:00 PM, on the meeting date. 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.

**PUBLIC PARTICIPATION GUIDELINES** 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 406.237.6165. 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.

- Please direct questions to Tammy Deines, Planning Clerk at [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov) or 406-247-8610. Thank you!

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. **MEETING MINUTES:** August 10, 2021
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:** There is no Old Business.
8. **NEW BUSINESS:** (Agenda items new to this meeting).
  - a. **Presentation. Discussion. Public Safety Mill Levy Presentation. City Administrator Chris Kukulski**
  - b. **Annual Presentation/Discussion. Bicycle Pedestrian Advisory Committee, (BPAC), Scott Barber, Chairman, BPAC, presenting**
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, SEPTEMBER 14, 2021

- a. **Preliminary Plat Review/Discussion. High Sierra Subdivision 17th-20th Filings. Dave Green, Planner II, presenting.**

**Planning Board Meeting 2 (4th Tuesday)**

**Meeting Date:** 08/24/2021

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**Information**

**Subject**

**MEETING MINUTES:** August 10, 2021

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**Attachments**

PlnBMinutes\_2021\_08\_10\_DRAFT

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# 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	07/13/2021	07/27/2021	08/10/2021	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	1	E	E								
<b>Heidi Jensen-Christison</b>	Mayor/Billings Ward II	1	1	E	1	1	E	1	E	1	E	-	E	R	-	-	-	-						
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1	1	1	1	1	1	1	1	1	1	-	E	1	1	1								
<b>Darell Tunnickliff</b>	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1	1	1	-	1	1	1	E								
<b>Jon Thompson</b>	Mayor/Billings Ward V	1	E	1	1	E	1	1	1	E	1	-	1	E	1	E								
<b>Troy Boucher</b>	YC District 1	1	1	1	E	1	E	1	1	A	E	-	1	E		1								
<b>Dennis Cook</b>	YC District 2	1	1	1	1	1	1	1	1	1	1	-	A	1	E	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	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	E	1	1								
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	E								
<b>Scott Reiter</b>	Ex-Officio SD2	-	-	-	1	E		E	E	A	1	-	E	E	E	1								

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## CITY/COUNTY PLANNING BOARD

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**August 10, 2021**

*DRAFT- To be approved by a motion on August 24, 2021*

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

As legally advertised, The Yellowstone County Board of Planning met on August 10, 2021 in the Miller Building 1<sup>st</sup> Floor Conference Room.

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 August 10, 2021.

#### **Introduction of Planning Board Members and Planning Department Staff**

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

Following the introductions, Woody Woods informed all the meeting would be delayed in order to attain the necessary quorum. Troy Boucher arrived at 6:06PM and the meeting began.

**Participating Planning staff members:** Monica Plecker, Division Manager, Planning & Community Services Department; Robbin Bartley, Administrative Assistant.

**Others in Attendance:** NONE

#### **Approval of the August 10, 2021 Agenda**

**Board member Hillius made a motion and Board member Stephenson seconded the motion to approve the August 10, 2021 meeting agenda. The motion carried with a unanimous voice vote.**

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## CITY/COUNTY PLANNING BOARD

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### **Approval of Minutes: July 27, 2021**

**Board member Stephenson moved and Board member Hillius seconded the motion to approve the July 27, 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.**

**Disclosure of Outside (Ex Parte) Communication or Conflicts of Interest– Board Members and Planning Staff. – NONE**

### **7. OLD BUSINESS**

#### **7a. Motion/Recommendation to City Council. 2022 Unified Planning Work Program (UPWP), Scott Walker Transportation Coordinator**

Monica Plecker opened this agenda item with an overview of the staff report.

The City-County Planning Division is presenting the 2022 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).

The UPWP is for federal dollars coming into the Planning Division and Met Transit. For the Planning Division it is a huge part of our revenue source that funds our entire division and daily operations. The UPWP is required annually. It starts with TAC, City Council, County Commissioners and MDT. Eventually to the Federal Highways for their approval. There are 12 elements in the work program, staff is funded according to the elements thru this program. Each work element is reimbursed at a different rate.



2022 UPWP Power  
Point Presentation.p

### **RECOMMENDATION**

Staff recommends the Planning Board forward a recommendation of approval of 2022 Unified Planning Work Program (UPWP) to the Policy Coordinating Committee. The Policy Coordinating Committee is scheduled to take final action on the study at its meeting on August 17, 2021.

### **Discussion**

President Woods called for questions and discussion from the Board. There was none.

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### Motion

President Woods called for a motion.

**Board member Stephenson made a motion and Board member Hillius seconded the motion to forward a recommendation to the Policy Coordinating Committee of approval of the 2022 UPWP as presented by staff.**

**The motion carried with a unanimous voice vote.**

**8. NEW BUSINESS – this is a brief meeting, next meeting will include a BPAC presentation and PSML presentation.**

### **OTHER BUSINESS**

**Monica Plecker gave a general update on Planning Division activity.**

The Planning Division continues to be very busy, we have not seen a lull in our workload. Currently we have received 11 Annexation applications. The City is growing. It is City wide and not restricted to one area. Some are infill properties. We are still working thru zoning applications. Re:Code has influenced it, there has been a reduction in variances but an steady flow of zone change applications. Subdivision activity is steady, 4 subdivisions will be in your review next month. We are working on warranty reports for City Council in regards to corrections to the new zone changes. Landscaping is required as part of the building permit application and this has been a point of concern but has been resolved. Rear entry garages are a concern. Other new regulations are under review.

Woody Woods asked about County zone changes and subdivisions. There have been a few, one in Lockwood and one on South Frontage Rd. Slower on the County side for sure. Woody Woods stated many are wanting to move to the Lockwood area.

Dennis Cook, asked about a new restaurant at 38th and King. Staff is not aware of a new restaurant in this area. Most applications have been housing related.

Dennis Cook asked about the sale of the Miller Building. Will Planing Board meetings still be held in the Miller Building. Staff indicated the County will be recognizing the City's lease of the Miller Building and there are no immediate plans for change.

Troy Boucher asked where we are at regarding the zoning jurisdiction boundary extension. Staff replied new legislation requires certain mapping as part of the Growth Policy. Staff has been trying to work on mapping, at the same time getting a feeling for the general consensus of the County Commissioners. Planning is hoping to do some mapping excercises with the board regarding what and where extensions are necessary. Staff would like to see all issues addressed at the onset, rather than having to ammend the Growth Policy later. General usage should be identified on the maps. Monica Plecker and Woody Woods have previously attended a County Commisiioner discussion where the boundary extension was discussed. They left feeling as though the Commissioners were

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## CITY/COUNTY PLANNING BOARD

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open to to further discussion. Monica Plecker believes bringing the maps to them would be that further discussion. The Commissioners are familiar with expanding boundary processes. There are provisions for protest and the noticing and process takes a few months. The maps being presented would be similar to proposed annexation maps. These maps would prioritize areas, usage and needs.

Dennis Cook asked about a proposed roundabout at 56th and King, and when it will happen. Staff will have to ask Engineering.

**Announcement:** The next Planning Board meeting will be held Tuesday, August 10, 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.

**ADJOURNMENT: 6:41 PM**

**DRAFT—TO BE APPROVED BY A MOTION- August 24, 2021**

*--Robbin Bartley, Administrative Assistant*