



# BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

City of Billings & Yellowstone County  
APPLICATION FORM

**This position is appointed by the Yellowstone County Planning Board**

NAME: Dave Coppock HOME PHONE: 406-591-9598  
ADDRESS: 641 Beverly Hill Blvd. WORK PHONE: \_\_\_\_\_  
CITY: Billings STATE: MT ZIP: 59102  
BUSINESS OR JOB: US Bureau of Land Management, MSU Billings Athletics (retired)  
EMAIL ADDRESS: dgcoppock@gmail.com

**Please describe your experience or background that you believe qualifies you for service on this Committee (see attached information regarding BPAC) (attach additional sheets if needed):**

Most of my working career was spent with the Federal Government as a geologist; US Forest Service, US Geological Survey and Bureau of Land Management. I have experience in geological mapping, GIS, mineral materials, geotechnical sampling, testing in support of Forest Service road and bridge projects. These were multiple use agencies where we worked with various user groups and specialties, i.e. industry, recreation, wildlife, cultural resources. Beyond a geology background, I also have specialized training in mineral economic evaluation and real estate appraisal. My experience related to coaching cross country and track at MSU Billings involved setting training routes, organizing meets, designing race courses, budgeting, recruiting and fund raising. Now retired, I serve as the technical director for the NCAA DII West Region Cross Country Championships.

**Why do you wish to serve on this Committee?**

I believe access to trails and safe pedestrian routes is the sign of a healthy, vibrant community. I've been a user of our Billings trails, developed and undeveloped, during the 40+ years I've resided here. Serving on the BPAC would be a great opportunity to help develop safe routes throughout Billings and improve the connectivity of our current trail system. I've witnessed the growth of Billings over the past 40 years and certainly feel that vision and future planning for safe pedestrian and bike trails is vital. I feel my experience as an avid runner, cyclist, coach, as well as a technical background would help benefit BPAC.

**Will your schedule allow you to attend BPAC meetings? Meetings are generally the 4<sup>th</sup> Tuesday of the month at 11:30 am. Yes X No \_\_\_\_\_ (if no, please explain)**

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# BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

City of Billings & Yellowstone County  
APPLICATION FORM

This position is appointed by the Yellowstone County Planning Board

NAME: Stephanie Donovan HOME PHONE: 513-288-7553

ADDRESS: 824 Parkhill Dr WORK PHONE: 406-896-6112

CITY: Billings STATE: MT ZIP: 59102

BUSINESS OR JOB: Landscape Architect at Cushing Terrell

EMAIL ADDRESS: stephanie.c.donovan@gmail.com  
stephaniedonovan@cushingterrell.com

Please describe your experience or background that you believe qualifies you for service on this Committee (see attached information regarding BPAC) (attach additional sheets if needed):

Please see attached.  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you wish to serve on this Committee?

Please see attached.  
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\_\_\_\_\_

Will your schedule allow you to attend BPAC meetings? Meetings are generally the 4<sup>th</sup> Tuesday of the month at 11:30 am. Yes X No \_\_\_\_\_ (if no, please explain)

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\_\_\_\_\_

Please list any additional information that you feel is pertinent (attach additional sheets if needed):

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*Steph C. Don*

Jan 20, 2022

Signature

Date

APPLICATION DEADLINE: January 21, 2022

Return application to: City/County Planning Board  
2825 3<sup>rd</sup> Ave. N, 4<sup>th</sup> Floor  
Billings, MT 59101

OR

Email application to [monate@billingsmt.gov](mailto:monate@billingsmt.gov)

OFFICE USE ONLY:

APPOINTED: YES \_\_\_ NO \_\_\_ DATE \_\_\_\_\_

TERM EXPIRATION DATE: \_\_\_\_\_

Circle one: ORIGINAL APPOINTMENT REAPPOINTMENT

TERM NO: \_\_\_\_\_



## **Request to Serve as Member of the Bicycle & Pedestrian Advisory Committee**

**Please describe your experience or background that you believe qualifies you for service on this Committee (see attached information regarding BPAC) (attach additional sheets if needed):**

I am an avid cyclist and am passionate about seeing the Billings community grow. As a landscape architect I find personal and professional fulfillment in designing creative and safe community developments including pathways and pedestrian connections on site designs. I am excited about the opportunity to serve on the Bicycle & Pedestrian Advisory Committee (BPAC) because I feel it is the perfect intersection of what my professional experience and education have trained me for - and what I am passionate about as a person and member of the Billings community.

Through my work, I am lucky to be able to provide landscape architectural design services such as site planning, city entitlements, and park and trail design to a variety of public and private clients, but I am truly inspired by the idea of offering my time and talent to this committee and to be a part of the tangible change and important work that they do.

I bring a high level of expertise in reviewing routes and understand site and circulation logistics that make crossings safe. On both professional and personal levels, I also offer holistic views and understanding of many bike and pedestrian-related issues in the Billings community.

Finally, I am driven by my conviction that increasing and improving non-motorized traffic and accessibility is vital to increasing the quality of life in Billings. Not only is this important for our personal health and responsible to our environment, this is also a major factor in keeping people here, enticing visitors, and attracting families and young people to our community.

### **Why do you wish to serve on this Committee?**

I am a problem solver, idea generator, and collaborator who is inspired by the diversity of ideas, passionate about the environment, and is proud to call Billings home. My experience as a landscape architect with park and trail design experience across Montana means that I would contribute broad perspectives and solutions to issues brought before BPAC that are both realistic and beautiful.

As a weekend hiker, outdoor adventurer, and a bike-commuter (in the warm months), I can be found riding through the streets of Billings; I am a strong supporter of improving bicycling and pedestrian experiences for Billings community members and visitors.

I previously biked to work in the warm months before the pandemic, and now that I work from home I find excuses to commute via bike or take a ride for exercise. I design safe, environmentally friendly outdoor spaces and non-motorized routes, and I would be a dedicated, enthusiastic, and productive voice on the City of Billings BPAC. Thank you for your consideration.

**BY-LAWS  
OF THE  
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE  
BILLINGS, MONTANA**

**URBAN TRANSPORTATION PLANNING PROCESS**

December 10, 2007

Prepared By:  
City-County Planning Department  
510 North Broadway  
Billings, Montana

Amended September 17, 2019  
Bicycle Pedestrian Advisory Committee

**BY-LAWS**  
**BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

Functions, duties and responsibilities of the Bicycle and Pedestrian Advisory Committee of the Billings Urban Transportation Planning Process hereinafter referred to as the Bicycle and Pedestrian Advisory Committee are as follows:

**ARTICLE I – BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

**SECTION 1 NAME**

The name of this committee shall be the Bicycle and Pedestrian Advisory Committee (BPAC) of the Billings Urban Transportation Planning Process.

**SECTION 2 ESTABLISHED**

There is hereby established a Bicycle and Pedestrian Advisory Committee to advise the City Council, Mayor, the County Commissioners, Yellowstone County Planning Board, and all departments and boards of the City and County with respect to the impact that City and/or County actions may have upon bicycling, walking or wheelchair access in the Billings Urban Area.

**SECTION 3 PURPOSE**

The purpose of the Bicycle and Pedestrian Advisory Committee is to advise the City Council, Mayor, the County Commissioners, Planning Board, and all departments and boards of the City and County with regard to non-motorized transportation matters.

**SECTION 4 MEMBERSHIP**

The committee shall be composed of seven members to serve three (3) year terms. The Mayor, subject to confirmation by the City Council, will appoint three (3) members, the County Commissioners will appoint three (3) members and the Yellowstone County Board of Planning will appoint one (1) member. In addition to the seven (7) voting members, one (1) Billings TrailNet representative, who may change from meeting to meeting, will serve as an ex-officio (non-voting) member. Committee members may include, but are not limited to, representatives of various organizations, such as mass transit, smart growth, healthy communities, the PTA, SAFE KIDS, Downtown Billings Association, Chamber of Commerce, or citizens with concerns for bicycle safety, commuting, recreation, seniors, or access for people with disabilities. The Active Transportation Planner and/or a staff person from the Engineering Division may serve as a staff liaison of the committee.

## **SECTION 5 ORGANIZATION**

A Chairperson shall be elected at the first scheduled meeting of the calendar year by a quorum of the Bicycle and Pedestrian Advisory Committee membership present at a duly called meeting. Term of office will be one year or until a successor is elected.

## **ARTICLE II – DUTIES**

### **SECTION 1 DUTIES OF THE BOARD**

The Bicycle and Pedestrian Advisory Board have the duties to:

1. Make recommendations on capital improvement projects, transportation improvement plans, bicycle and pedestrian programs and other City and County programs and projects, insofar as they relate to bicycling, walking, and wheelchair access. City and County officials shall provide appropriate plans and other materials for review by the board within a timely manner;
2. Advise in the development and implementation of City/County non-motorized transportation plans and the development of long-range transportation plans;
3. Make recommendations to the City, County, and Planning Board to improve the institutional and professional responsiveness of the City and County to promote non-motorized transportation and pedestrian safety;
4. Advise the Active Transportation Planner regarding school programs to promote operator (children, youth, and adult bicyclists; pedestrians and motorists) awareness and activity through education and public information programs and enforcement;
5. Make recommendations to the City, County, and Planning Board regarding design standards for all types of bicycle and pedestrian facilities. Make recommendations regarding design improvements for existing bicycle and pedestrian facilities;
6. Make recommendations to the City, County, and Planning Board regarding bicycle and pedestrian planning as it relates to facility selection, cost and safety impacts;
7. Make recommendations regarding prioritization of bicycle and pedestrian facilities needed in the City and County;
8. Consult and advise government agencies to promote bicycling and pedestrian activity as viable forms of urban transportation and to reduce dependence on private automobiles as a primary mode of transportation;
9. Advise the City Transit Division to provide effective linkages between bicyclists and pedestrians and public transportation.

## **SECTION 2 DUTIES OF OFFICERS**

1. Chairperson - The chairperson shall be a voting member and will be elected by current voting members at the first annual meeting. The chairperson shall preside at all meetings of the Bicycle and Pedestrian Advisory Committee and call special meetings as needed.
2. Vice Chairperson - A vice chairperson shall be a voting member and will be elected by current voting members at the first annual meeting to act during the absence of the elected chairperson.

## **ARTICLE III - MEETINGS**

### **SECTION 1 MEETINGS**

The Bicycle and Pedestrian Advisory Committee shall hold regular meetings at a time agreed to by a majority of the committee. When a regularly scheduled meeting is cancelled, a written cancellation notice will be formulated and sent to all the members. Special meetings of the Bicycle and Pedestrian Advisory Committee may be called on ten days notice, or less time when waived by a majority of the Committee.

All regular meetings will be noticed in a newspaper of paid general circulation at least 2 weeks and no less than 6 days prior to the meeting date of the Bicycle and Pedestrian Advisory Committee. All meetings shall be open to the public in accordance with the Montana State Open Meeting Law. Notice of the meetings shall be calculated to reach all interested and affected members of the community.

### **SECTION 2 QUORUM FOR COMMITTEE MEETINGS**

A quorum shall consist of a simple majority of the voting members listed in the regular membership section of these bylaws including the chairperson or his/her designated representative. Roberts Rules of Order will be followed in all meetings.

### **SECTION 3 REPORTING ON MEETINGS**

A member of the staff of the Yellowstone County Board of Planning will act as secretary to record the minutes and attendance, prepare required reports, notify members of meetings, and such other duties as required by the Bicycle and Pedestrian Advisory Committee. Only the date, time, attendance, order of business, abbreviated discussions and final decisions of the Bicycle and Pedestrian Advisory Committee will be reported in the minutes.

## **ARTICLE IV ADOPTION AND AMENDMENT OF ARTICLES**

## **SECTION 1 HOW ADOPTED**

These articles may be adopted by a majority of the Bicycle and Pedestrian Advisory Committee at a duly called BPAC meeting.

## **SECTION 2 HOW AMENDED**

These articles may be amended through a multi-step process. First, a majority of the Bicycle and Pedestrian Advisory Committee at a duly called meeting in which a discussion of the By-laws is a published agenda item must vote in favor of the amendments. Second, the By-laws must be approved by each of the two governing bodies that created the Bicycle and Pedestrian Advisory Committee: the City of Billings City Council and the Board of County Commissioners of Yellowstone County.



# BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

## City of Billings & Yellowstone County APPLICATION FORM

This position is appointed by the Yellowstone County Planning Board

NAME: Rachel Cox HOME PHONE: N/A  
 ADDRESS: 2951 North Slope Tr WORK PHONE: 406-698-1648  
 CITY: Billings STATE: MT ZIP: 59102  
 BUSINESS OR JOB: Real Estate Sales  
 EMAIL ADDRESS: rcox@oaklandcompanies.com

Please describe your experience or background that you believe qualifies you for service on this Committee (see attached information regarding BPAC) (attach additional sheets if needed):

Served on the Billings Parks, Recreation and Cemetery Board for a couple of terms.  
Serving on the Partners of Parks Foundation  
Serving on the Friends of Billings Dog Parks Committee  
Started and Organized the Quality of Life Run sponsored by the Billings Association of Realtors back in  
est. 2004 and the run/casino night has raised more than \$800,000 for non profits in Billings

Why do you wish to serve on this Committee?

I think the strength and health and wealth of a community is expressed by the number of parks-trails-bike  
paths-pedestrian paths-running paths they offer -- People want to raise families and live in a community  
that provides green spaces and places for families to recreate and enjoy the outdoors.

Will your schedule allow you to attend BPAC meetings? Meetings are generally the 4<sup>th</sup> Tuesday of the month at 11:30 am. Yes  No  (if no, please explain)

I am semi retired and my husband is retired (kind of) but we enjoy taking off and traveling every once in awhile

Please list any additional information that you feel is pertinent (attach additional sheets if needed):

Been a runner for 40-50 years and really believe in our trail and park systems in Billings!!!!!!

*Rachel Cox*

Signature

1-19-2022  
Date

APPLICATION DEADLINE: January 21, 2022

Return application to: City/County Planning Board  
2825 3<sup>rd</sup> Ave. N, 4<sup>th</sup> Floor  
Billings, MT 59101

OR

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OFFICE USE ONLY:

APPOINTED: YES \_\_\_ NO \_\_\_ DATE \_\_\_\_\_

TERM EXPIRATION DATE: \_\_\_\_\_

Circle one: ORIGINAL APPOINTMENT REAPPOINTMENT TERM NO: \_\_\_\_\_



**BY-LAWS  
OF THE  
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE  
BILLINGS, MONTANA**

**URBAN TRANSPORTATION PLANNING PROCESS**

December 10, 2007

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510 North Broadway  
Billings, Montana

Amended September 17, 2019  
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