



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



CANCELATION NOTICE
FEBRUARY 8, 2022 MEETING TIME: 6:00 p.m.
1st Floor Large Conference Room, Miller Building
2825 3rd Avenue North, Billings, Montana 59101

NOTICE TO THE PUBLIC

- Due to a lack of agenda items, the February 8, 2022 Planning Board meeting and the February 22, 2022 Planning Board meeting is canceled. The next meeting will be held as legally advertised and announced. Please direct questions to Tammy Deines, Planning Clerk at deinest@billingsmt.gov or 406-247-8610. Thank you!

1. **MEETING MINUTES:** January 25, 2022

Attachments

2022_01_25_PLNB_Minutes_DRAFT

FUTURE AGENDA ITEMS FOR TUESDAY, MARCH 8, 2022

- a. MOTION/RECOMMENDATION TO CITY COUNCIL AND BOCC. PLANNING BOARD BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE, BPAC REPRESENTATIVE. EYLSE MONAT, ACTIVE TRANSPORTATION COORDINATOR, PRESENTING.

Attachments

2022_BPAC_Applications

Planning Board Meeting I (2nd Tuesday)

1.

Meeting Date: 02/08/2022

Information

Subject

MEETING MINUTES: January 25, 2022

Attachments

2022_01_25_PLNB_Minutes_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	01/11/2022	01/25/2022	02/08/2022	02/22/2022	03/08/2022	03/22/2022	04/12/2022	04/26/2022	05/10/2022	05/24/2022	06/14/2022	06/28/2022	07/12/2022	07/26/2022	08/09/2022	08/23/2022	09/13/2022	10/27/2022	10/25/2022	10/26/2022	11/08/2022	11/22/2022	12/13/2022
Teresa Larsen	Mayor/Billings Ward I	1	1																					
Roger Gravgaard	Mayor/Billings Ward II	1	1																					
Dennie Stephenson	Mayor/Billings Ward III	1	1																					
Darell Tunicliff	Mayor/Billings Ward IV	1	1																					
Jon Thompson	Mayor/Billings Ward V	1	E																					
Troy Boucher	YC District 1	1	1																					
Dennis Cook	YC District 2	1	1																					
Vacant	YC District 3	-	-																					
Vacant	YC District 4	-	-																					
Woody Woods	YC District 5	1	1																					
Vacant	YC District 6	-	-																					
Jarett Hillius	YC District 7	1	E																					
Vacant	Y County Cons. District	-	-																					
Scott Reiter	Ex-Officio SD2	1	E																					

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

JANUARY 25, 2022

DRAFT- To be approved by a motion on February 8, 2022

PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.

As legally advertised, The Yellowstone County Board of Planning met on January 25, 2022 in the Miller Building 1st 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 e-mails 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
- 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 Cook called the meeting to order at 6:00 p.m. on Tuesday, January 25, 2022.

Introduction of Planning Board Members and Planning Department Staff

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

Participating Planning staff members: Monica Plecker, Planning Division Manager; Dave Green, Planner II; Tammy Deines, Planning Clerk

Others in Attendance: Kolten Knatterud, IMEG; Applicant David Mitchel; Patrick Chapel, A&E Design; Citizen Marilyn Kohles; Citizen Jim Kohles

Approval of the January 25, 2022 Agenda

No Changes were made to the January 25, 2002 agenda.

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

Approval of Minutes: January 11, 2022

Motion

Board member Gravgaard moved and Board member Boucher seconded the motion to accept the January 11, 2022 meeting minutes as submitted. The motion carried with a unanimous voice vote.

Public Comment: President Cook 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. There were no disclosures of outside communication or conflicts of interest.

7. OLD BUSINESS:

7a. Public Hearing. Motion/Recommendation to City Council. The Timbers Subdivision, 1st Filing. Ali and David Mitchell, applicant. Kolten Knatterud, IMEG, agent. Dave Green, Planner II, presenting.

Planner Dave Green opened this agenda item with the presentation of the staff report and a location map for the subject property. This property is generally located south of Alkali Creek Road and west of Foothill Drive. He pointed out that the parkland will be private and the Conditions of Approval have been updated to reflect this change. He said the public trail has been moved to be located in the right-of-way along Alkali Creek Road. A connection is platted to the property southeast of this parcel. School services will be provided by School District #2. Roads will be built to City standards. He explained the variance request submitted by this applicant. The roadway through the wetlands must be approved through the Army Core of Engineers. The applicant is requesting to construct a graveled road that serves as secondary access to the subdivision. The intent is that the gravel surface will be only temporary. City Council will take action on this preliminary plat on February 28, 2022.

RECOMMENDATION

Staff proposes the Planning Board recommend to City Council that the preliminary plat of The Timbers Subdivision, 1st Filing be conditionally approved, the Findings of Fact adopted and approval of the variance as presented in the staff report.

BACKGROUND

On December 1, 2021, IMEG for Ali and David Mitchell, applied for preliminary major plat approval for The Timbers Subdivision, 1st Filing. The proposed subdivision creates 93 lots for residential development. The subject property is generally located south of Alkali Creek Road and west of Foothill Drive. The property will be zoned Planned Neighborhood Development, builders

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

will follow the City of Billings Zoning Code when developing the lots.

VARIANCES REQUESTED

The applicant is requesting a variance from Section 23-406, Streets and Roads, B. Streets and Roads Design and Improvement Standards requiring paved surfacing. Specifically the applicant is asking to construct a gravel road to be in use for up to two years at which point the developer will then hard surface the road according to city standards.

AMENDED CONDITIONS OF APPROVAL

The Developer has requested to change the parkland to private, therefore, conditions of approval have been amended to reflect this request. Staff is now recommending 10 Conditions of Approval.

1. To protect public health and safety, prior to final plat approval, the applicant will submit all drawings and specifications for water systems, sewer systems and storm water systems to the City of Billings Engineering Department for review and approval prior to installation. Any additional information required by City of Billings Engineering will be provided by the applicant and additional language in the SIA will be added as required by Engineering.
2. To protect public health and safety, prior to final plat approval, the applicant will submit all drawings and specifications for fire hydrant locations and installation the City of Billings Fire Department and City Engineering Department for review and approval prior to installation. Any additional information required by City of Billings Fire Department or Engineering Department will be provided by the applicant and additional language in the SIA will be added as required by the Fire or Engineering Departments.
3. To protect public health and safety, prior to final plat approval, the applicant will coordinate with City Engineering concerning proposed discharge methods of detention ponds next to Private Park land. Any proposal must be reviewed and approved by ~~the City Parks Department and~~ City Engineering prior to installation.
4. To protect public health and safety, prior to final plat approval, the applicant will include language in the SIA under the heading III Transportation B. Sidewalks that the applicant will be responsible for the installation of accessible ramps at the intersections.
5. To protect public health and safety and provide for access to proposed lots, prior to final plat approval, the applicant will provide easement documents for the driveway to lots 18 and 19.
6. To protect public health and safety, prior to final plat approval, the applicant will provide all needed information requested by City of Billings Engineering in their TIS. All recommendations shown in the TIS will be reviewed by Engineering and the required information will be added to the SIA.
7. To protect public health and safety, prior to final plat approval, the applicant will include language in the SIA under the heading II Property Conditions and Information for Lot Purchasers, lot owners will be advised that the *private parkland will be maintained by The Timbers HOA.*
8. ~~To protect public health and safety and to ensure parks are developed to City of Billings standards, prior to final approval, the applicant will include the following language in the SIA under the heading VII Parks/Open Space: The parks and trail within the park(s) will be constructed or bonded for by the Developer prior to final plat filing in accordance with the Parks and Recreation Department Master Plan Policy and as approved by the Department. A~~

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

park master plan for the public parkland within the Timbers Subdivision will be funded by the Subdivider in Consultation with the Parks and Recreation Department by a registered Landscape Architect. This plan will provide for adequate public input and meet the requirements and specifications of the Parks and Recreation Department. The plan will be presented to the Parks, Recreation and Cemetery Board for their recommendation to City Council. The City Council will review and adopt the Master Plan by resolution prior to any construction. The timing of when the master plan is completed can be specified by the applicant. If they intend to do a master plan with a future filing, or it can be complete with the final filing.

9. To minimize the effects on local service, prior to final plat approval, the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.
10. To protect public health and safety and to meet the requirements for multi-use trails within the City of Billings, prior to final plat approval, under the heading III Transportation, E., the applicant will add language about installation of a trail along Alkali Creek. The final location of the trail will be determined in consultation with Parks Department and the Active Transportation Planner. Additionally, language shall be added stating that the trail shall be built to City of Billings trail standards within the first filing. The portion of the trail that is located outside of phase 1 shall be constructed to city standard but maybe finished with gravel. The gravel will be temporary until the development of Phase 2. At this time the graveled portion of the trail will be improved with the all-weather surfacing and meet all City of Billings Standards.
11. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
12. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Discussion

President Cook called for discussion and questions from the members of the Board. Division Manager Plecker pointed out that it is atypical for staff to bring forward changes to the Board between plat review and the public hearing. This project has a Planned Neighborhood Development and an Annexation agreement which set things in motion as this project moves through the review process. City Council added a Condition of Approval regarding the public trailway and the new placement of the trail in the right-of-way is in conformance with the City's policy for a shared use path along an arterial. Board member Woods asked if there is language to give a provision that the applicant may continue to work with the Core of Engineers should the Core go beyond the 3-year time frame for approval. Ms. Plecker said the language reads that the phases will be annexed into the City per the Development Agreement and Resolution on January 10, 2025. The assurances of the City having the ability to create an SID is held through the raw land policy. The conditions of approval will be active following City Council approval and the developer has three years to meet the conditions of approval and apply for final plat review.

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

Public Hearing

President Cook opened the public hearing and asked for anyone wishing to speak in favor or against The Timbers Subdivision.

Kolten Knatterud, IMEG, 175 N 27th Street, Suite 1312, Billings, MT

Mr. Knatterud is the agent for applicant David Mitchell, who are also present this evening. He stated the primary reason for the trail relocation is due to the condition set by City Council. They have been told by the Army Core of Engineers getting the road crossings will not be an issue. Their request for a wetland permit is to remove some of the wetlands in the parcel for potential lot sites will need approval.

David Mitchell, 1655 Valley Heights Road, Billings, MT

Mr. Mitchell is the project applicant. He currently resides approximately ¼ mile from this parcel. They have lived in the valley since 2012. He asked for Board support and offered to answer questions. Regarding Board member Larsen's question on lighting, the decision has not been made but they will be downward facing.

Jim Kohles, 18 Stafford Court, Billings, MT

Mr. Kohles said he is aware that City services will be extended to this subdivision and the ending point is currently at Strawberry Lane. He asked how this extension will be financed.

President Cook asked if there is anyone else wishing to speak in favor or against The Timbers Subdivision. The Clerk reported that the phone call received was made in error and there are no calls from the public for this public hearing. President Cook closed the public hearing and called for rebuttal.

Rebuttal

Kolten Knatterud, IMEG, 175 N 27th Street, Suite 1312, Billings, MT

Mr. Knatterud explained that the City approved the extension in the fiscal budget in June. Division Manager Plecker said once the services are extended to the property, it is the developer's responsibility to fund the services within the subdivision. Mr. Kohles said they own the adjacent property and previously the City was reluctant to extend services to their parcel. Ms. Plecker said the City feels that anchoring both ends of the Inner Belt Loop Project is important to protect the investment and avoid creation of a road in the County without development potential if it does not have utilities.

Discussion

President Cook asked the Board for questions and discussion. Question was asked by Board member Stephenson regarding flooding of the area in recent years. Board member Stephenson noted that the development will increase the amount of impervious surfaces. Applicant Mitchell stated he is unaware of flooding issues since they have been working on the project and a geotechnical report was done. Kolten Knatterud explained the hatching on the posted survey designating the existing floodplain. He said the SIA states that no construction can take place in the floodplain. As part of the Storm water Management manual, the post development run-off rate must

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview and Yellowstone County”

be the same as it was prior to development. He pointed out the platted “pond lots” are to slow the discharge from the site and limit the flow to the floodplain to avoid causing issues downstream. This is part of the final plan to be approved by the Army Core of Engineers. In response to question by Board member Woods, Mr. Knatterud explained that the SIA sets minimum elevations for every foundation within the subdivision.

Motion

Board member Stephenson made a motion and Board member Woods seconded the motion to forward a recommendation to City Council that the preliminary plat of The Timbers Subdivision, 1st Filing be conditionally approved with the amended conditions of approval, the Findings of Fact adopted and approval of the variance as presented in the staff report. In addition Condition of Approval #3 will be corrected with *the City Parks Department* stricken from the condition.

The motion carried with a unanimous voice vote.

9. OTHER BUSINESS

a. Update. Board Discussion. City Council meeting schedule. Planning Board meeting and Bylaws. Monica Plecker, Planning Division Manager

Division Manager Plecker said City Council was contemplating changing their meeting days from Monday to Tuesday. The second reading of the ordinance was tabled indefinitely. The City Council meetings will remain on Mondays and no changes will be made to the Planning Board meeting schedule at this time. This may come forward again to City Council in May and staff will update the Board.

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

b1. Project ReCode update: Staff brought a “housekeeping” Project ReCode report to City Council during the last work session. The City Zoning Commission will consider these amendments in March or April and City Council consideration will follow. She said there was some Council feedback provided regarding rear-loading garages but no red flags on the code itself. She reported there is a lot of activity as more building reports were issued than before, and 987 lots were proposed in the City of Billings, which is more than twice the average in the last three years. Board member Woods commented that the code is working as intended as it is providing more avenues for development.

President Cook and the Board discussed the need for changes related to conflicting parts of the City code. Ms. Plecker said staff plans to revise the subdivision regulations this year. Discussion followed on the legislature’s requirement for a future land use map as a part of a Growth Policy. Ms. Plecker stated it is staff’s goal to bring this forward to the BOCC within the next month and hold spring public hearings for the County Growth Policy. Board member Woods offered to help as needed. President Cook commented on the West End plan and the benefits of engaging the neighborhoods. Ms. Plecker said the Planning Division was able to do some capacity building which will allow staff to plan how to address the multiple existing neighborhood plans.

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview and Yellowstone County"

9c. Announcements

Due to a lack of agenda items, the February 8, 2022 and February 22, 2022 Planning Board meetings will be canceled. The next meeting will be March 8, 2022 and held as legally announced and advertised.

ADJOURNMENT 7:15 PM

DRAFT—TO BE APPROVED BY A MOTION- March 8, 2022

--Tamara L Deines, Planning Clerk

Planning Board Meeting I (2nd Tuesday)

a.

Meeting Date: 02/08/2022

Information

Subject

MOTION/RECOMMENDATION TO CITY COUNCIL AND BOCC. PLANNING BOARD BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE, BPAC REPRESENTATIVE. EYLSE MONAT, ACTIVE TRANSPORTATION COORDINATOR, PRESENTING.

Attachments

2022_BPAC_Applications



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 4th Tuesday of the month at 11:30 am. Yes No _____ (if no, please explain)



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.

Why do you wish to serve on this Committee?

Please see attached.

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

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

Steph C. Don

Jan 20, 2022

Signature

Date

APPLICATION DEADLINE: January 21, 2022

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

OR

Email application to 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 4th 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 3rd Ave. N, 4th Floor
Billings, MT 59101

OR

Email application to monate@billingsmt.gov

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

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.