



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 No _____ (if no, please explain)

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

Stephen 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.