

# 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
<b>Teresa Larsen</b>	Mayor/Billings Ward I	1	1	-	-	-	1																	
<b>Roger Gravggaard</b>	Mayor/Billings Ward II	1	1	-	-	-	1																	
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1	1	-	-	-	1																	
<b>Vacant</b>	Mayor/Billings Ward IV	1	1	-	-	-	-																	
<b>Jon Thompson</b>	Mayor/Billings Ward V	1	E	-	-	-	E																	
<b>Troy Boucher</b>	YC District 1	1	1	-	-	-	E																	
<b>Dennis Cook</b>	YC District 2	1	1	-	-	-	1																	
<b>Vacant</b>	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Vacant</b>	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Woody Woods</b>	YC District 5	1	1	-	-	-	1																	
<b>Vacant</b>	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Jarett Hillius</b>	YC District 7	1	E	-	-	-	1																	
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>	1	E	-	-	-	1																	

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## CITY/COUNTY PLANNING BOARD

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**MARCH 22, 2022**

*DRAFT- To be approved by a motion on April 12, 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 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 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](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 Cook called the meeting to order at 6:00 p.m. on Tuesday, March 22, 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:** Wyeth Friday, Director, PCSD; Monica Plecker, Planning Division Manager; Scott Walker, Transportation Coordinator; Tammy Deines, Planning Clerk

**Others in Attendance:** There were no members of the public in attendance.

### **Approval of the March 22, 2022 Agenda**

Agenda Item 8b. *Transportation Plan updates* will be moved forward on this agenda. Board member Hillius moved and Board member Stephenson seconded to amend and approve the agenda.. The motion carried unanimously.

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## CITY/COUNTY PLANNING BOARD

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**Approval of Minutes:** January 25, 2022

### **Motion**

Board member Woods moved and Board member Larsen seconded the motion to approve the January 25, 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. Motion. Planning Board recommendation for Bicycle Pedestrian Advisory Committee, (BPAC), Planning Board Representative. Monica Plecker, Planning Division Manager.**

Applicants: Stephanie Donovan, Rachel Cox, Dave Coppock. Recommendation letters were provided in the agenda packet. The Planning Board is responsible for appointing a candidate for the BPAC. Board member Larsen recommended David Coppock as she feels he would be an asset to the Board and the community.

### **Discussion**

President Cook called for discussion. Board member Larsen recommended David Coppock to serve as Planning Board representative for the Bicycle Pedestrian Advisory Committee. She said she has met David and he has a strong interest in the community.

### **Motion**

Board member Larsen made a motion and Board member Gravgaard for applicant Dave Coppock to serve as BPAC Planning Board representative.

The motion carried with a unanimous voice vote.

### **8. NEW BUSINESS**

**8b. Transportation Staff Updates. Planning Board Discussion. Scott Walker, Transportation Coordinator, presenting.** Scott mentioned that a TIP amendment will be brought forward to this Board in the near future as there have been some funding amendments.

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## CITY/COUNTY PLANNING BOARD

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### **Billings Bypass Corridor Study**

**Study Goals & Objectives** Plan for future growth resulting from the new roadway and corresponding connectivity on the northwest portion of the Billings Bypass; Facilitate actionable public and stakeholder involvement; Develop a guidance document that integrates existing infrastructure plans and future development plans

**Next Steps:** Draft Billings Bypass Corridor Study, Public Open House #2, Final Billings Bypass Corridor Study

### **Billings/Yellowstone County Community Transportation Safety Plan**

- ❖ **Team:** CTSP Lead-Billings-Yellowstone County MPO, Lora Mattox, Scott Walker, Wyeth Friday, Elyse Monat
- ❖ **Consultant:** DOWL. Lisa Olmsted, Doug Enderson, Hannah Olson

### **Vision Statement**

The Billings community will achieve zero fatalities and serious injuries through a culture of safety for all travelers

### **Goal**

Based on a 5-year rolling average, to reduce fatalities and serious injuries by 20% from 57 to 46 by the end of 2024

### **CTSP Development Process**

(In Process) Define Strategies and Actions, Identify Resources/Partners, Collect Public Input  
(Final Plan) Develop Document, Confirm Commitments

Implementation & Reporting: Assign Champions and Teams, Implement Strategies. Report Progress

### **Emphasis Areas**

Impaired Driving, Inattentive Driving, Lack of Restraint Use, Speed Related.  
Attention to: Young Drivers

- ❖ **Public Participation:** [www.BillingsCTSP.com](http://www.BillingsCTSP.com)

Board member Gravgaard commented on the timeliness of this study due to the public interest in traffic and public safety. The Billings-Yellowstone County Metropolitan Planning Organization (MPO) is hosting an open house to collect public input for the Billings Community Transportation Safety Plan (CTSP) Update. The next public meeting and open house is Wednesday, March 23, 2022 from 5:00 p.m. to 6:30 p.m. at the Billings Community and Senior Center, 360 North 23rd Street.

## **Billings Safe Routes to School Plan Update**

### ❖ **Data Collection:**

- Completed site audits at all 22 elementary schools at either arrival or dismissal
- Spoke with principals at 21 of 22 schools
- Surveyed the streets within ½-mile of each school for barriers and opportunities to encourage walking and biking
- Had online web map for community to give input
- Existing GIS data

### ❖ **Next Steps:**

- School Walk/Bike Route Maps
- Project Selection and Prioritization
- Draft Plan document

### **Discussion**

Board member Larsen asked regarding the plan's recommendation for infrastructure. Scott Walker said this will include sidewalks, pedestrian crossings, and traffic lights. Wyeth Friday commented that the data collection was well done and it included input from students, teachers, and crossing guards.

## **2023 Long Range Transportation Plan**

This plan encapsulates all transportation and transit needs for the MPO. A member of the Planning Board is encouraged to participate on the Oversight Committee for this project to follow it through from the point of conception.

- ❖ RFP - Complete
- ❖ Consultant Selection – Complete
- ❖ Consultant Contract – Pending

**8a. Staff Presentation. Planning Board Discussion. Planned Neighborhood Development. PND 101 Session. Monica Plecker, Planning Division Manager.** This evening's presentation is to review and provide an overview to the Board on how PNDs under the zoning regulations work and how the open space requirement in PNDs is different from the subdivision parkland requirements.

**What is a PND?** A Planned Neighborhood Development is a new zoning tool incentivizing master planning efforts for newly annexed property to provide predictability for City Council, City Service Providers and the Public. Parcels greater than 10 acres require a mix of zones to build neighborhoods that are walkable, sociable, and resilient.

- PNDs are designed to be concurrent with annexation, allows phasing if requested of annexation but adoption of full zoning plan in advance.
- A PND provides more detail on new neighborhood infrastructure (streets/roads) and achieves a mix of uses

**PND Types:** Neighborhood, Mixed Residential, Mixed Use, Town Center (County Only)

Neighborhood PND –focuses on “living” spaces

Mixed Residential PND-introduces commercial uses with limitations

Town Center- County. Potentially Lockwood.

**PND’s Choice vs. Requirement**

Flexible but General Layout Requirements  
Location of CMU Districts  
General layout of PND Districts

**Parkland Requirements**-All PNDs must provide open space to ensure the walkability, sociability and safety of residents and visitors. 2% net minimum requirement. Parkland must be developed or preserved depending on type.

**Types of Open Space chosen by the Developer:** Plaza, Square, Parklets, Green, Natural Area  
Relationship to subdivision parkland requirements

Not all PNDs will require future subdivision as development may occur through Master Site Plan approval.

**Discussion**

Board member Woods commented that the idea of the PND was to allow multiple uses and help developers. He feels that this tool will be utilized more in the future. Ms. Plecker said that this allows City Council to take a more active part in approval of these types of projects, and there is more of a general acceptance of developing an area with a combination of districts. In response to question by Board member Stephenson, Ms. Plecker explained that developers cannot do cash-in-lieu of parkland with a Planned Neighborhood Development project. The Parks and Recreation may come into play with parkland that is five acres or more. She said there may be challenges to work through with future applications but the experienced gained managing applications will help staff forward text amendments if needed. Board member Woods pointed out there are multiple review periods set for the new zoning code to ensure the document is kept up to date.

**8c. Planning Board Discussion. Housing Issues Update. Wyeth Friday, Director, PCSD**

In January 2022, a City Council Initiative was passed to develop a Housing Strategy using community engagement and the local housing home front to address the current housing supply in the community. Recent multiple listings had 88 available properties for sale with the average home price in the \$350,000 range which is a considerable increase. There have been major challenges with general and specialized labor needs.

A small housing summit was held in February 2022 with participants Big Sky Economic Development, Beartooth RC & D who conducted a recent Regional Housing Study. The Downtown Housing Group is looking towards supportive developments in the downtown area. Representatives from St Vincent and Billings Clinic are participating in considerations for housing in the hospital corridor. Director Friday offered to share the Beartooth C & D Regional Housing Study with the Planning Board. President Cook commented that the issues from the realtors’ side are focused on workforce housing but a balance is needed to address different ranges of income. He said out of state developers are purchasing large commercial spaces in anticipation of converting them to housing. The lack of labor in is hurting the construction industry. President Cook said the key is working together. He stressed that this is a nationwide issue. He is hopeful that this will improve in time.

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**8d. Planning Board discussion. Darell Tunnicliff Memorial Tree.** Director Friday said the Board expressed interest in participating in the Parks Department memorial program by purchasing a tree and plaque as a memorial for Darell Tunnicliff. Director Friday said he reached out to the Parks Director and the City Forrester regarding the location of tree and asked for consideration of locating the tree near a sidewalk. The Planning Division will match up to half the cost of the tree and the remainder will be paid through contributions from members of the Planning Board. Board member Woods said he will contribute the funds needed for the plaque. Planning Clerk Tammy Deines will help with the contributions. Director Friday said he will coordinate with Darrel’s family and Robbin Tunnicliff as to the type of tree.

### **9. OTHER BUSINESS**

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

**A1. Announcement:** The Billings-Yellowstone County Metropolitan Planning Organization (MPO) is hosting an open house to collect public input for the Billings Community Transportation Safety Plan (CTSP) Update.

**Public Open House: Wednesday, March 23<sup>rd</sup>, 2022, from 5:00 p.m. to 6:30 p.m. Billings Community and Senior Center, 360 North 23rd Street**

The public will be presented with areas of focus, based on a review of local crash data, and offered the opportunity to provide input and ideas to support the development of safety programming. Public input is a critical step in the CTSP process and will help determine specific actions and steps toward achieving the Billings community’s transportation safety vision of having zero deaths and serious injuries on Billings’ roads, as defined in the updated 2022 CTSP document.

**A2.** Division Manager Plecker said a mapping and zoning boundary discussion at BOCC Monday, March 28 2:00 pm. Planning Board President Dennis Cook and Board member Woody Woods and Vice President Theresa Larsen may attend.

**A3.** The next Planning Board meeting is scheduled for Tuesday, April 12, 2022. Three County major subdivision applications will be presented by staff for plat review and Board discussions.

**ADJOURNMENT 7:55 PM**

**DRAFT—TO BE APPROVED BY A MOTION- April 12, 2022**

***--Tamara L Deines, Planning Clerk***