



# YELLOWSTONE COUNTY BOARD OF PLANNING

CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



## AGENDA

DECEMBER 13, 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

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://tinyurl.com/yckr478k>
- 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.

**\*\*In the event a quorum of the Council is present, no City-related decisions will be made during this meeting or event.**

- 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. **MOTION. MEETING MINUTES:** November 23, 2022.
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** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).
  - a. **Motion/Recommendation to PCC. Billings Community Transportation Safety Plan, (CTSP).** Lora Mattox, Transportation Planner, presenting.  
**Attachments**  
Billings CTSP
  - b. **Motion. Recommendation to PCC. Billings Bypass Corridor Study.** Scott Walker, Transportation Coordinator, presenting.  
**Attachments**  
Billings Bypass Corridor Study
8. **NEW BUSINESS:** (Agenda items new to this meeting).

# 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, “Z” stands for Zoom participation. **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	09/27/2022	10/27/2022	10/25/2022	11/08/2022	11/22/2022	12/13/2022	
<b>Teresa Larsen</b>	Mayor/Billings Ward I	1	1	-	-	-	1	E	E	x	x	1	1	E	1	E	E	1	E	-	-	E	E	1	
<b>Roger Gravgaard</b>	Mayor/Billings Ward II	1	1	-	-	-	1	1		x	x	1	1	1	1	A	1	1	1	-	-	1	1	1	
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1	1	-	-	-	1	1	1	x	x	E	1	1	1	1	1	1	1	1	-	-	1	1	1
<b>Vacant</b>	Mayor/Billings Ward IV	1	1	-	-	-	-	-	-	x	x	x	x		-	-	1	-	-	-	-	-	-	-	
<b>Jon Thompson</b>	Mayor/Billings Ward V	1	E	-	-	-	E	1	1	x	x	E	1	E	1	E	1	E	E	E	-	-	1	E	1
<b>Troy Boucher</b>	YC District 1	1	1	-	-	-	E	A		x	x	A	A	E	1	E	E		1	-	-	A	A		
<b>Dennis Cook</b>	YC District 2	1	1	-	-	-	1	1	1	x	x	1	1	1	1	1	1	1	1	1	-	-	E	1	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	x	x		1	1	1	1	1		1			1	1	1	
<b>Vacant</b>	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Jarett Hillius</b>	YC District 7	1	E	-	-	-	1	1	1	x	x	1	1	1	E	1	-	-	-	-	-	-	-	-	
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Scott Reiter</b>	Ex-Officio SD2	1	E	-	-	-	1	A		x	x	E	-	E	A	A	1	1	E			1		1	

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## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview, and Yellowstone County"*

**December 13, 2022**

*Approved by a motion on December 13, 2022*

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

As legally advertised, The Yellowstone County Board of Planning met on December 13, 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
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**1. Call the Meeting to Order:** President Cook called the meeting to order at 6:00 p.m. on Tuesday, December 13, 2022.

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

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

Board members Scott Reiter and Jon Thompson are participating virtually.

**Participating Planning staff members:** Monica Plecker, Planning Division Manager, Lora Mattox, Transportation Planner

**Others in Attendance:** Mark Burkhartsmeier, Thomas Yampradit, Josh Seltvedt, Citizen interested in the Salvation Army tiny home project for the homeless. Danthony Willis, Citizen interested in the Salvation Army tiny home project for the homeless. Division Manager Plecker offered to email the available project information and avenues for public comment since this project is not within the purview of the Planning Board.

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## CITY/COUNTY PLANNING BOARD

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**2. Approval of Agenda – Board member Woods made a motion and it was seconded by Board member Stephenson to approve the agenda as submitted. The motion carried with a unanimous voice vote.**

### **3. Approval of Minutes: November 23, 2022**

**Motion by Board member Stephenson and seconded by Board member Woods to approve the November 23, 2022 meeting minutes as submitted. The motion carried with a unanimous voice vote.**

**4. 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.

#### **Mark Burkhartsmeier, 1344 Cortez Ave, Billings, MT**

Mr. Burkhartsmeier asked for update on the Inner Belt Loop project. Transportation Planner Lora Mattox said this project is funded by the Federal BUILD grant and construction is anticipated to begin this summer. A trail system will be built as a part of this project.

#### **Thomas Yampradit, thomas.yampradit@gmail.com**

Mr. Yampradit asked if the trail project along Alkali Creek to Highway 3 will include a tunnel under Highway 3 to connect to Skyline Trail. Ms. Mattox said this is under consideration but they are waiting for future funding for this project. There will be a pedestrian activated crossing located at the roundabout.

#### **Deanthony Willis, dwillis@scrmhc.org**

Mr. Willis is the MHC Team lead for PATH, (Projects for Assistance in Transition from Homelessness). He is attending this evening to voice support for the Salvation Army tiny homes for homelessness project on 6<sup>th</sup> Avenue North. He explained that PATH is a federally funded grant program outreach for homelessness or those with risk of homelessness. He commented on the public complaints about the proposed north side project and said the problems are on the north side already exist. Mr. Willis stressed the importance of having a place to meet with clients to address behaviors and issues. He doesn't feel that this project is intended as permanent homes for the clients and urged consideration that the main goal is to address homelessness. He said the Salvation Army is not alone in this effort and other agencies such as PATH are working alongside. Planning Division Manager Plecker advised Mr. Willis to leave contact information with the clerk. She offered to e-mail him the project information and avenues for public comment since this project is not within the purview of the Planning Board.

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**5- 6. 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. There was none.

### **7. OLD BUSINESS**

**7A. Motion/Recommendation to PCC. Billings Community Transportation Safety Plan Update, (CTSP), Lora Mattox, Transportation Planner, Lisa Olmstead, DOWL Engineering Consultant, presenting.**

Ms. Mattox offered to answer questions. A public hearing was held and a staff presentation given on the CTSP update during the November 22, 2022 Planning Board meeting.

#### **Discussion**

President Cook called for questions and discussion from the members of the Board. There were none.

#### **Motion**

**Board member Gravgaard made a motion and Board member Boucher seconded the motion to forward a recommendation of approval of the Billings Community Transportation Safety Plan, (CTSP) as presented by staff. There was no discussion on the motion.**

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

**7B. Public Hearing. Motion/Recommendation. Billings Bypass Corridor Study. Lora Mattox, Transportation Planner.**

Ms. Mattox opened the agenda item and offered to answer questions. A public hearing was held and a staff presentation given on the Billings Bypass Corridor Study during the November 22, 2022 Planning Board meeting.

#### **Discussion**

President Cook called for question and discussion from the members of the Board.

Dennis Cook asked regarding the project timetable. Ms. Mattox replied and said they are on schedule and construction is moving forward. The Johnson Lane Interchange will be the final phase of the project. Project completion is projected for 2025.

#### **Motion**

**Board member Woods moved and Board member Boucher seconded the motion to forward a recommendation of approval of Billings Bypass Corridor Study as presented by staff.**

**Discussion** There was no discussion on the motion.

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

**8. NEW BUSINESS:** There is no New Business.

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### 9. OTHER BUSINESS:

#### 9a. Planning Board Representative for the Bicycle Pedestrian Advisory Committee, (BPAC)

**Monica Plecker.** BPAC forwarded two applications for consideration for the Planning Board representative. Dave Coppock who filled a position in May of 2022 and has reapplied and new applicant Joel Crowder. Applications were provided to the Board in the meeting packets. A brief discussion of the applications followed by members of the Board.

#### Motion

**Board member Boucher made a motion and it was seconded by Board member Gravgard to retain the present BPAC appointee Dave Coppock. The motion carried with a unanimous voice vote.**

#### 9b. Planning Board Nomination Committee recommendations and nominations for the Planning Board 2023 Officers.

During the November 23, 2022 Planning Board meeting, the Nomination Committee consisting of Board members Troy Boucher, Dennis Stephenson, and Roger Gravgard forwarded a recommendation for Dennis Cook to serve another term as Planning Board President and Woody Woods to serve as Planning Board Vice President for the 2023 term. Discussion followed on the importance for Board members to consider stepping up to serve in a leadership position. President Cook called for nominations from the floor. There were none. Board member Gravgard asked for a unanimous cease of nominations and that a unanimous ballot be cast.

#### Motion

**Motion by Board member Stephenson and seconded by Board member Boucher to elect Board member Cook to serve as Planning Board President and Board member Woods to serve as Planning Board Vice President for the 2023 term.**

#### Discussion

The terms of office of the President and Vice President shall commence on January 1, 2023.  
**The motion carried with a unanimous voice vote.**

#### 9b. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.

##### 9b1. Planning Board appointments:

During the December 12, 2022 City Council meeting Mayor Cole recommended the members below to represent the Yellowstone County Planning Board and serve a term from January 1, 2023 to December 31, 2024.

- Reappointment of Dennie Stephenson to Yellowstone County Planning Board Ward 3
- Appointment of John Staley to Yellowstone County Planning Board Ward 4
- Appointment of David Nordel to Yellowstone County Planning Board Ward 5.

**9b2. Recognition of non-returning Board members:** Division Manager Plecker recognized Board member Teresa Larson, Planning Board City Ward V representative, for her service during the term of December 14, 2020 – December 31, 2022 and thanked her for her service as a board member and officer and presented her with a certificate of appreciation. Ms. Larson said she has enjoyed her

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time with the Planning Board. Ms. Larson will continue with her community service as a Board member of School District #2.

Division Manager Plecker recognized Board member Jon Thompson, Planning Board City Ward V representative, for his service during the term of March 28, 2018 – December 31, 2022 and said he has been a great addition to the Board. Mr. Thompson said he has enjoyed his time with the Planning Board. Mr. Thompson will continue his community service as a member of the City of Billings Parks Board.

**9b3. Announcement:** The December 27, 2022 Planning Board meeting is canceled due to a lack of agenda items. The next meeting will be held on Tuesday, January 10, 2023.

**ADJOURNMENT:** At 6:30 pm Board member Woods moved and Board member Stephenson seconded the motion to adjourn. The motion carried with a unanimous voice vote.

**APPROVED BY A MOTION January 10, 2023**

*Tamara L. Deines, Planning Clerk*