



YELLOWSTONE COUNTY BOARD OF PLANNING

CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



AGENDA

JANUARY 24, 2023 MEETING TIME: 6:00 p.m.
1st Floor Large Conference Room, Miller Building
2825 3rd Avenue North, Billings, Montana 59101

NOTICE TO THE PUBLIC

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

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: deinst@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.

Please direct questions to Tammy Deines, Planning Clerk at deinst@billingsmt.gov or 406-247-8610. Thank you!

- CALL TO ORDER - Planning Board President: Welcome and Introduction of new and returning Board Members
2023 Planning Board Officers: Dennis Cook, BOCC District 2 President; Woody Woods, BOCC District 5, Vice President
2023 New Planning Board Members: Jim Ronquillo, City Ward I; John Staley, City Ward IV; David Nordel, City Ward V
- 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.
- MOTION. MEETING MINUTES: December 13, 2022
- 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
- DISCLOSURE OF CONFLICT OF INTEREST
- DISCLOSURE OF EX PARTE COMMUNICATION: Ex Parte Communication Binder is available at the Sign-In and Agenda station.
- OLD BUSINESS There is no Old Business.
a. PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES. The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: Address the Planning Board directly. You must state your name and address before commenting. This is an opportunity to explain how you will be affected by the decision and why that is an important consequence. By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). Please see the attached guidelines for the criterion. Thank you for participating!
1. Public Hearing. Staff Presentation and Planning Board Discussion. Adding Grand Avenue from Shiloh Road to 62nd Street West to the Urban System. Scott Walker, Transportation Coordinator, presenting.
-

NEW BUSINESS: (Agenda items new to this meeting).

- a. **Presentation. Board Discussion. Bicycle, Pedestrian Advisory Committee, (BPAC), Annual presentation.** Elyse Monat, Active Transportation Planner
 - b. **Staff Presentation. Board Discussion. "Planning Board 101".** Monica Plecker, Planning Division Manager
9. **OTHER BUSINESS:**
- a. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.
10. **ADJOURNMENT**

FUTURE AGENDA ITEMS FOR TUESDAY, FEBRUARY 14, 2023

Public Hearing Participation Guidelines

The County Planning Board welcomes public input on matters brought before the Board. To ensure a fair and effective public comment process, we ask that you consider the following guidelines when presenting your comments: **Address the Planning Board directly. You must state your name and address before commenting.** This is an opportunity to explain how you will be affected by the decision and why that is an important consequence.

1. Be informed of the process and the requirements of the Board. If you are commenting about a subdivision, please limit your comments to the review criteria.

By state law, the Planning Board must consider only certain criteria when reviewing subdivisions (76-3-608(a), MCA). These criteria include:

-Effect on agriculture and agricultural water user facilities

-Effect on local services

-Effect on the natural environment

-Effect on wildlife and wildlife habitat

-Effect on public health and safety

2. Provide specific information about why you are concerned about the pending application, how the decision will impact the review criteria listed above, and provide suggestions on how to minimize or eliminate the impact.
3. Respect the right of others to participate. Wait until the previous speaker has completed their comments before making your own comments. Do not talk over the person commenting or with other people in attendance.
4. The public hearing is not an opportunity to question or accuse the applicant or their agent. If you have questions of the Board, the applicant or the agent, ask the question directly to the Board during the public hearing portion of the meeting. The Board will respond or request the applicant or agent to respond after the public comment portion of the hearing is closed.
5. After the public comment portion of the hearing is closed, no further comments are allowed unless you are addressed directly by a Board member.
6. You should expect the Board to make a balanced recommendation in accordance with its statutory responsibilities. The Board's ability to make reasonable and thoughtful recommendations is dependent on a fair consideration of everyone's interests.

Thank you for participating.

Planning Board Meeting 2 (4th Tuesday)

Meeting Date: 01/24/2023

Information

Subject

MOTION. MEETING MINUTES: December 13, 2022

Attachments

PLNB_2022_12_13 MIN_DRAFT.pdf

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

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

December 13, 2022

DRAFT- To be 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 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.

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.

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

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 6th 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.

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

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.

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

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

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview, and Yellowstone County”

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.

DRAFT—TO BE APPROVED BY A MOTION January 10, 2023

Tamara L. Deines, Planning Clerk

Planning Board

Date: 01/24/2023
Title: Grand Avenue System Change Request
Presented by: Scott Walker
Department: Planning & Community Services
Presentation: Yes

Information

RECOMMENDATION

Staff recommends approval of the letter (sent to the Board via email due to the memo deadline) to the Montana Department of Transportation MDT asking for review of a request to initiate a system change on Grand Avenue and 62nd Street West in Billings, MT. The change would bring a portion of Grand Avenue onto the Urban Highway System per MDT requirements.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

At the request of the Billings Technical Advisory Committee (TAC) the Billings Metropolitan Planning Organization (MPO) would like to request a System Modification on Grand Avenue from 41st Street West to 62nd Street West and then from 62nd Street West North to Rimrock Road in Billings. This request would be to add Grand Avenue to the Urban System and complete system connectivity to Rimrock Road.

The reasons for this request for modification are many:

- The City of Billings is and has experienced an overall growth rate of 1.2% a year. Much of the anticipated residential and commercial growth is occurring in the west end of Billings.
- Current data shows 24 Commercial and 519 Residential Permits have been issued along Grand Avenue in the last 10 years. This data accounts for development approximately ½ mile on either side of the corridor. This information as well as anticipated additional residential and employment development identified in the 2023 Long Range Transportation Plan indicate growth from 10,700 ADT to 17,000 by 2040 on this portion of Grand Avenue.
- There are three schools along the Grand Avenue Corridor - Billings Christian, Grace Montessori and Ben Steele Middle School with a combined student population of approximately 1,300. This equates to a trip generation of 3,900 trips per day. In conversations with these schools, both the Billings Christian and Grace Montessori expect additional enrollment in the upcoming years. There are no curb, gutter or sidewalks throughout the corridor.
- Currently, this section of Grand Avenue is classified as a Collector street. Currently, this county roadway is not serving this area of high growth of both residential and commercial, and rapidly changing land use. Due to extraordinary urban and county growth along this corridor, the Billings Metropolitan Planning Organization (MPO) is requesting that this section be classified as an Arterial.

ALTERNATIVES

The Planning Board may approve or disapprove of the request for system modification. There is no downside to making this request as this is the first step in a multi-step process with MDT and the MT Transportation Commission for this request to be considered and acted upon.

FISCAL EFFECTS

There are no fiscal effects from making this request for a system change. If the change were to be ultimately approved, it could make funds available for improvements to this corridor.

Attachments

2023_MPO System Modification Request Grand Ave Rimrock Road.pdf
2023 MPO System Modification Request Area Map



2825 3rd Ave. N
Billings, MT 59101
P 406.247.8676

January 20, 2022



Carol Strizich, Supervisor
Statewide and Urban Planning Section
Montana Department of Transportation

Carol,

At the request of the Billings Technical Advisory Committee (TAC) and the Billings Policy Coordinating Committee (PCC), the Billings Metropolitan Planning Organization (MPO) would like to request a System Modification on Grand Avenue from 41st Street West to 62nd Street West, and 62nd Street from Grand Avenue to Rimrock Road in Billings; this request is to add Grand Avenue and 62nd Street to the Urban Highway System. This motion was passed by the Billings PCC during the meeting occurrence on February 21, 2023.

Background:

The City of Billings is and has experienced an overall growth rate of 1.2% a year. Much of the residential and commercial growth has occurred in the west end of Billings, while the Urban Highway System is not currently serving the west end of town. Current data shows 24 Commercial and 519 Residential Permits have been issued along the Grand Avenue in the last 10 years. This data accounts for development approximately 1/2 mile on either side of the corridor. This unprecedented level of growth and development has exasperated the need to provide those living along the corridor, and those traveling through the corridor to be served by the Urban Highway System in a continuous and safe manner.

Signatures:

Billings Metropolitan Planning Organization

Mayor, Billings City Council Date

Yellowstone County Board of County Commissioners Date

President, Yellowstone County Board of Planning Date

MDT Billings-District Office Date



Yellowstone Family Park

Billings Montana Temple

St. John's United

Arrowhead School

Ben Steele Middle School