

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	01/10/2023	01/24/2023	02/14/2023	02/28/2023	03/14/2023	03/28/2023	04/11/2023	04/25/2023	05/09/2023	05/23/2023	06/13/2023	06/27/2023	07/11/2023	07/25/2023	08/08/2023	08/22/2023	09/12/2023	09/26/2023	10/10/2023	10/24/2023	11/14/2023	11/28/2023	12/12/2023
Jim Ronquillo	Mayor/Billings Ward I	1	1																					
Roger Gravgaard	Mayor/Billings Ward II	1	1																					
Dennie Stephenson	Mayor/Billings Ward III	1	1																					
John Staley	Mayor/Billings Ward IV	1	1																					
David Nordel	Mayor/Billings Ward V	1	E																					
Troy Boucher	YC District 1	A	A																					
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	-	-																					
Vacant	YC District 7	-	-																					
Vacant	Y County Cons. District	-	-																					
Scott Reiter	Ex-Officio SD2	E	E																					

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FEBRUARY 14, 2023

DRAFT- To be approved by a motion on March 14, 2023

PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES

As legally advertised, The Yellowstone County Board of Planning met on February 14, 2023 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, February 14, 2023.

Introduction of Planning Board Members and Planning Department Staff

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

Board member Gravgaard is patriating virtually.

Participating Planning staff members: Wyeth Friday, Director, Planning & Community Services Department; Scott Walker, Transportation Coordinator, Lora Mattox, Transportation Planner

Others in Attendance: Mike Black, Yellowstone County Public Works, (Virtual)

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

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3. Approval of Minutes: January 24, 2023

Motion by Board member Ronquillo and seconded by Board member Stephenson to approve the January 24, 2023 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.

There is no public comment.

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. 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.

Scott Walker opened this agenda item. A public hearing was held for this agenda item on January 24, 2023. Mr. Walker explained this request this recommendation is to forward a letter for a MDT Urban System review of this section of Grand Avenue and 62nd Street West.

Discussion

President Cook called for questions and discussion. Board member Staley thanked Scott Walker for the staff presentation during the last Planning Board meeting as it was very thorough. President Cook called for a motion.

Motion

Board member Staley made a motion and Board member Woods seconded the motion to forward a recommendation of approval of forwarding a letter to MDT requesting that the section of Grand Avenue from Shiloh Road to 62nd Street West be added to the Urban System. There was no discussion on the motion.

The motion carried with a unanimous voice vote.

8. NEW BUSINESS There is no New Business.

9. OTHER BUSINESS

9a1. Staff Presentation. "Billings Metropolitan Planning Organization & the Planning Board". Scott Walker, Transportation Coordinator presenting.

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Scott Walker opened this agenda item with a brief introduction to the MPO and followed with the presentation.

What is a Metropolitan Planning Organization, (MPO)?

- Created by Federal law - 1964
- >50,000 population (defined by census)
- Forum for transportation planning/decision-making
- MPO Planning Area boundary beyond municipal boundary
- Staffed by Transportation Planning Staff

Agreements

- **PL Agreement**

–Governor appoints Planning Board as the MPO
–Provides for the distribution of PL funds to the participating agencies to conduct the Transportation Planning Process described in the UPWP

- **Memorandum of Agreement**

–Cooperative agreement between the Planning Board, City of Billings, Yellowstone County Commission & MDT
–Establishes the Policy Coordinating Committee (PCC) and the Technical Advisory Committee (TAC)

Technical Advisory Committee, (TAC)

Regular Members: Planning Director; Transportation Planning Coordinator; City Public Works Director (Or Designee); City Engineer; City Traffic Engineer; County Public Works Director; County Public Works Engineer; MET Manager; MET Transit Planner; MDT Billings District Engineer; MDT Planning Manager-Helena

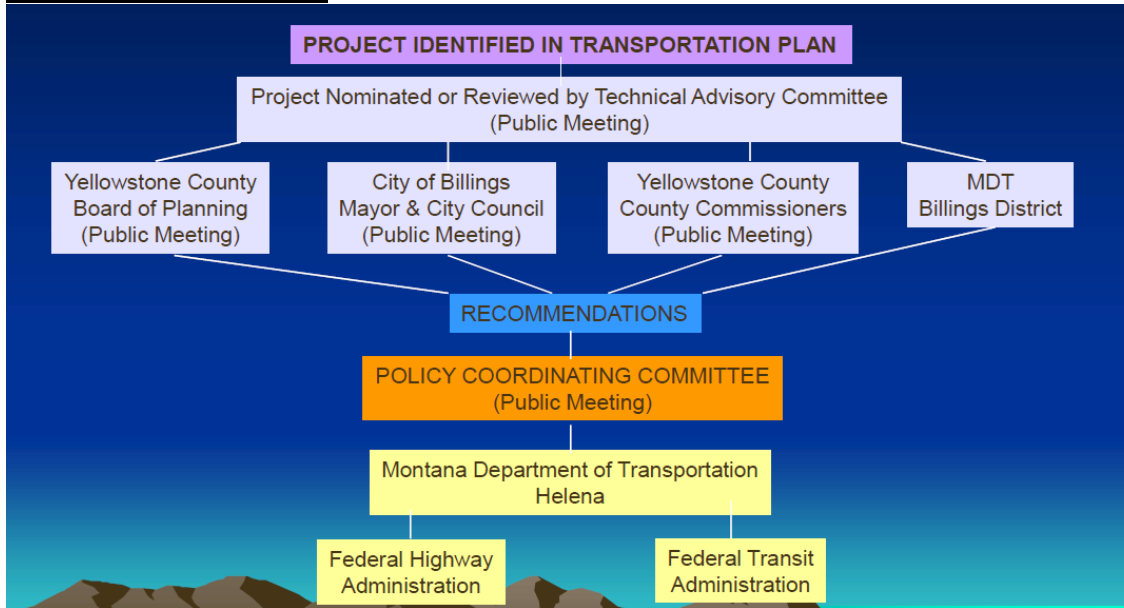
Policy Coordinating Committee, (PCC)

Officials include: President – Planning Board; Mayor – City of Billings; Chairman – County Commission; District Administrator – MDT Billings; Regional Manager – Federal Transit Administration (non-voting); Division Administrator – Federal Highway Administration (non-voting)

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Transportation Planning Process, Billings and Yellowstone County, Programming Federal Aid Projects



Key MPO Processes * Reviewed and approved by PCC

<u>Process Goals – 3C’s</u>	<u>Decision – Making</u>
<ul style="list-style-type: none">• <u>C</u>ONTINUING• <u>C</u>OOPERATIVE• <u>C</u>OMPREHENSIVE	<ul style="list-style-type: none">• Consultation• Cooperation• Coordination• Decisions on<ul style="list-style-type: none">– Plans– Programs– Projects (non-construction items)

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- **Transportation Plan*** – 5-year cycle, 20 year planning horizon
- **Transportation Improvement Program* (TIP)** – 5 year Construction/Planning document
- **Unified Planning Work Program* (UPWP)** – Staffing budget document
- **Public participation throughout**

Federal & State Funds – PCC Approves

• Annual Allocations	Total: \$10,2 Million*
– Billings Urban	\$2,500,000
– Billings CMAQ	\$1,700,000
– Transportation Alternatives	\$ 700,000
– Billings PL (UPWP)	\$1,200,000
– Billings Transit	\$1,800,000
– Billings Transit Planning	\$ 200,000
– Billings State Fuel Tax	\$1,800,000
– Yellowstone Co State Fuel Tax	\$ 300,000
– * + Interstate, NH, Primary, Bridge, Secondary, Safety	

Current Projects: Transportation Plan Update, Bike/Pedestrian Plan Update, Safe Routes to School Study, Transportation Alternatives Program, TIP Amendment 4, 5th Avenue Corridor Implementation, Establishment of the Transportation, Safety Oversight Committee, Grant Writing

Discussion

President Cook called for question and discussion from the members of the Board. In response to question by Board member Ronquillo, Director Friday said Michelle Harkins is the new director of the Billings Urban Renewal District. He will e-mail links to the members of the Board for the SBURA and BURD monthly news announcements. Board member Staley asked regarding the CMAQ funds could be used for projects for public charging stations. Scott Walker said it may be a possibly if the if the project were structured correctly, and he explained that this would be an ask of the transportation planning process. Board member Woods asked how the gas tax funds will be replaced as the movement for electric vehicles moves forward. Scott Walker commented on the potential

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for creation of road user fees. He closed the presentation and encouraged Board members to contact Planning staff for questions.

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

Director Wyeth Friday said Planning staff will provide an update to the Board on subdivision regulation amendments during a future meeting.

- ➔ A Long Range Transportation Plan update will commence with a Spring 2023 public meeting.
- ➔ The City is starting the budget process and culminates in June for adoption of the 2024 fiscal year. The CIP (Capital Improvement Program), was adopted with the exception of some transportation elements which will be considered in March.
- ➔ Director Friday gave a brief update on a proposed bill to allow commercial uses in residential areas. He commented that the intent is to get more housing built in communities but it may create issues with “one size fits all” scenarios. There is hope to do more of an encompassing effort at the state level.

9a1. Announcement: The February 28, 2023 Planning Board meeting is canceled due to a lack of agenda items. The March 14, 2023 meeting will be held as legally announced and advertised. Four subdivision applications will be heard for plat review and a public hearing for a Transportation Improvement Plan Amendment will be held.

ADJOURNMENT: 7:00 PM

DRAFT—TO BE APPROVED BY A MOTION March 14, 2023

Tamara L. Deines, Planning Clerk