

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	1	1	1	1	E	1	1	1	1												
Roger Gravgaard	Mayor/Billings Ward II	1	1	1	1	1	1	1	1	1	1	V	1											
Dennie Stephenson	Mayor/Billings Ward III	1	1	1	1	1	1	1	1	1	1	1	1											
John Staley	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1	1	E	V	V											
David Nordel	Mayor/Billings Ward V	1	E	E	1	1	1	1	1	1	1	1	1											
Troy Boucher	YC District 1	A	A	A	A	A	1	A	1	1	E	A												
Dennis Cook	YC District 2	1	1	1	1	1	1	1	1	1	1	1	1											
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-											
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-											
Woody Woods	YC District 5	1	1	1	1	1	1	1	1	1	1	1	1											
Vacant	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-											
Morgan Tuss	YC District 7	-	-	-	-	-	-	-	-	-	-	V	1											
Vacant	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-												
Scott Reiter	Ex-Officio SD2	E	E	E	E	A	1	E		E	E	E												

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JUNE 13, 2023

Approved by a motion on July 11, 2023

PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES

As legally advertised, The Yellowstone County Board of Planning met on June 13, 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, June 27, 2023.

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, Planning & Community Services Dept.; Scott Walker, Transportation Coordinator; Dave Green Planner II, Tammy Deines, Planning Clerk

Participating Virtually: Planning Board member John Staley

Others in Attendance: Brandon Schmitdt, City of Billings Parks and Recreation; Matt Smith, Staley Engineering, Dax Simek, Staley Engineering. Jeff Roach, Director, Aviation & Transit, City of Billings, Andy Daleiden, Consultant, Kittelson and Associates

2. Approval of Agenda – Board member Nordel 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: June 13, 2023

Motion by Board member Staley and seconded by Board member Ronquillo approve the June 13, 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.

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. Board member Woods disclosed he is a member of the Lockwood Pedestrian Safety District and he will not comment on agenda item 7b due to conflict of interest. Board member Tuss disclosed she is a member of Billings Trail Net and she will not comment on agenda item 7b due to a conflict of interest.

7. OLD BUSINESS

7a. Motion/Recommendation to PCC. Billings Urban Area Long Range Transportation Plan, (LRTP), Scott Walker, Transportation Coordinator, presenting.

Scott Walker opened the agenda item with a brief overview of the report below. During the June 13th meeting the Planning Board received a presentation from staff and Andy Delaiden of Kittleson presented an overview of the Long Range Transportation Plan. There was limited discussion from the Planning Board. The public hearing was held and no public comment was received. Planning Board will act on this item at this meeting and forward its recommendation to the Policy Coordinating Committee for consideration and adoption in mid-July. Consultant Andy Daeliden is present this evening. City Council and the Board of County Commissioners have forwarded recommendation of approval. The PCC meeting will be July 18, 2023.

2023 Billings Urban Area Long Range Transportation Plan (LRTP)

2023 LRTP Vision: Support a livable and economically vibrant community through a safer and more equitable multimodal transportation system.

2023 LRTP Goals: Safety, Resiliency, Mobility, Equity & Accessibility, Economic Vitality.

Billings-Yellowstone County MPO Planning Area: 151 square miles MPO Planning Area; 122 Miles of Roadways; 140.5 Miles of Bicycle Facilities; 86 Miles of Trails; 14 Bus Routes; 28,787 Population in 2020; 57,343 Households in 2020

Long Range Transportation Plan Elements: Pedestrian, Bicycle, Safe Routes to School, Congestion Management, Safety, Freight, Land Use, Demographics, Travel Demand Model, Security & Resiliency, Emerging Technology Readiness, Vision, Goals

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

& Objectives, Federal, State & Local Funding, Projects & Implementation, Air Quality Conformity

Community Outreach/2023 LRTP Steering Committee: Planning Transportation Team MPO: Scott Walker, Lora Mattox, Elyse Monat. City of Billings City Council and Staff: Ed Gulick, Dakota Martonen, Chis Kukulski, Monica Plecker, Wyeth Friday. MDT Samantha Woods Kurtis Schnieber. Lockwood: Woody Woods. Dennis Cook, Planning Board President; Billings Transit: Rusty Logan, Sarah Graham, Healthy by Design: Tony Chase. Federal Highway Administration: Katie Potts

Community Outreach (15 month Schedule): 2-Public Open Houses: 30 Total attendees; 2-Online Interactive Maps: 558 Total Comments; 3-Press Releases; 7-Media Announcements (On-Air, Online, and Print); 10-Steering Committee Meetings, 2 Elected Officials Workshops with representatives from: City of Billings, Yellowstone County, Lockwood, MET Transit, Billings MPO, RiverStone Heath, 12 Meetings to Various Community Groups.

Project List of 416 Projects: 72 projects from existing programs CIP, TIP STIP. 39 projects from recent plans and studies since the 2018 LRTP, 238 projects from 2018 LRTP, 67 projects from LRTP analyses and community input

Fiscally Constrained Project List: The costs to design, construct, operate, and maintain all elements of the committed and recommended projects in the LRTP through 2045 are approximately \$988 million. The estimated available revenue (\$1,251 million) is greater than the estimated total costs (\$988 million) to implement the committed and recommended projects for the 2023 LRTP. Therefore, this plan is fiscally responsible and meets the fiscally constrained requirement.

Project Funding:

Committed Projects: Projects already committed/ funded in the MDT STIP, MPO TIP, or City of Billings CIP.

Recommended Projects: Projects that are expected to be fully funded by 2045.

Illustrative Projects: Projects that are not expected to be fully funded by 2045 because of fiscal constraint but could be included if additional resources become available.

The Plan is available at: billingslrtp.com

Interactive Project List Map is available at <https://maps.kittelson.com/billingslrtp2023>

Consultant Contacts: Andy Daleiden, Phone: 208-472-9804, adaleiden@kittelson.com
Lisa Olmsted, Phone: 406-869-6329 lolmsted@dowl.com

Discussion

President Cook called for questions and discussion. There was none.

Motion

Board member Gravgaard made a motion and Board member Woods seconded the motion to forward a recommendation to PCC of approval of the Final Draft 2023 LRTP as presented by staff. There was no discussion on the motion. The motion carried with a unanimous voice vote.

7b. Motion/Recommendation to PCC. Transportation Alternative Program, (TA), Scott Walker, Transportation Coordinator, presenting.

Scott Walker opened the agenda item with a staff presentation. A public hearing for this agenda item was held during the June 13, 2023 Planning Board meeting. Two projects are funded for construction as a part of the TA Program this year, Stage Coach Trail, and the sidewalk portion on Old Hardin Road.

RECOMMENDATION

Staff recommends the Planning Board (PB) forward a recommendation of approval of the two submitted Transportation Alternative (TA) projects to the Policy Coordinating Committee (PCC). The PCC is scheduled to take final action on the TA projects at its meeting on July 18.

BACKGROUND

The Transportation Alternatives Program (TA) is a set-aside program from the Surface Transportation Block Grant (STBG) program. Eligible uses of the funds include projects and activities that were previously eligible under the Transportation Alternatives Program under the Moving Ahead for Progress in the 21st Century Act (MAP-21). This includes a variety of pedestrian and bicycle facilities, recreational trails, safe routes to school projects and other community improvement projects. The Bipartisan Infrastructure Law (BIL) allows for Metropolitan Planning Organizations (MPOs) to administer their own competitive application process with approval and oversight from the Montana Department of Transportation (MDT). Billings, Missoula, and Great Falls will be overseeing a local process for the TA funding that is specific to areas with a population of over 50,000. Entities within the MPO may also apply with MDT's Call for Applications as well, as there is funding that is not tied to population. The timeline for both processes runs concurrently. This year, the MPO received an allocation of approximately \$6.38 million of TA funds. This includes several years of previously unspent TA funds managed by the Montana Department of Transportation. Future year funding will be approximately \$700,000 annually. Two projects were submitted requesting funding. The first is from Yellowstone County on behalf of the Lockwood Pedestrian Safety District. A proposed sidewalk gap connection along Old Hardin Road between two end points that are being constructed by Yellowstone County on one end and the Montana Department of Transportation (part of the Billings Bypass project) on the other. This project will complete the 2,200' gap. The second project, Stagecoach Trail, was submitted by the City of Billings Parks Department and will construct a 10' wide shared use path from the Skyline Trail on the east side of Zimmerman Trail to Rimrock Road below the Rims. The TAC based the scoring of the applications based on a process developed by the MPO with guidance from MDT. Based on a total of 100 points, 10 points for Project Description, 45 points for Project Benefits

CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

and 45 points for Project Risk Analysis. Based on TAC scoring and the available TA funding, TAC is recommending to fully fund both projects.

Discussion

President Cook called for questions and discussion from the members of the Board. In response to question by President Cook, Scott Walker said the projects timelines can move forward following PCC approval and final concurrence from MDT and FWHA. MDT will oversee the project management for the Lockwood sidewalk project and the Stage Coach Trail will be overseen by the City of Billings Public Works Department. The estimated completion for the Stage Coach Trail project is the summer of 2024.

Motion

Board member Staley made a motion and Board member Ronquillo seconded the motion to forward a recommendation of approval of the Lockwood Sidewalk Project Transportation Alternative (TA) project to the Policy Coordinating Committee (PCC). There was no discussion on the motion.

Discussion

Board member Staley commented on the need for this projects as there have been multiple close calls for students and pedestrians as this is a bus route. He stated this is a great project. Board member Gravgaard concurred and stated that public safety is a key component for this project.

The motion carried with a unanimous voice vote. Board member Woods was recused from this vote due to a stated conflict of interest.

Board member Stephenson made a motion and Nordel seconded the motion to forward a recommendation of approval of the Transportation Alternative (TA) Stage Coach Trail project to the Policy Coordinating Committee (PCC).

Discussion

There was no discussion on the motion.

The motion carried with a unanimous voice vote. Board member Tuss was recused from this vote due to a stated conflict of interest.

7c. Public Hearing. Motion/Recommendation to City Council. Howard Billings Industrial Subdivision, (AKA Zeiler Subdivision). City Major Plat. SLH INDUSTRIAL LLC, owner. Matt Smith, Stahly Engineering & Associates, Engineer/Agent. Dave Green, Planner II presenting.

Dave Green opened this agenda item with the staff report below. (City Council action July 24, 2023).

RECOMMENDATION

Staff recommends the Planning Board forward to the City Council a recommendation to conditionally approve the preliminary plat of Howard Billings Industrial Subdivision, adopt the Findings of Fact as presented in the staff report, and deny the variance request.

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview, and Yellowstone County”

BACKGROUND On May 1, 2023, Stahly Engineering & Associates for SLH Industries LLC, applied for preliminary major plat approval for Howard Billings Industrial Subdivision. The proposed subdivision creates 40 lots for commercial development. The subject property is generally located west of Mallowney Lane and south of South Frontage Road. The property is zoned Heavy Commercial (CX), builders will follow the CX zoning when developing the lots.

VARIANCES REQUESTED

The applicant is requesting a variance from the subdivision regulations, Section 23-406.A.1, Streets and Roads, relation to undeveloped areas. Staff has recommended denial of the variance

PROPOSED CONDITIONS OF APPROVAL Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To protect public health and safety, prior to final plat approval, the applicant will submit all drawings and specifications for water systems, sewer systems and stormwater systems to the City of Billings Engineering Department for review and approval prior to installation.
2. To protect public health and safety and minimize traffic conflicts, prior to final plat approval, City Engineering has requested the developer directly line up their Holiday Lane road with the existing Holiday Lane on the east side of Mallowney. This shall be depicted correctly on the Final Plat.
3. To protect public health and safety and to minimize the possibility of traffic conflicts, prior to final plat approval, the applicant will place a no access strip on lots that have a lot line in common with the road edges of Mallowney Lane and South Frontage Road. Lot 2, Block 5 and Lot 1, Block 1, shall have a no access strip place on it from Mallowney Lane going west for 100 feet. Lot 17, Block 1, and Lot 1, Block 3 shall have a no access strip placed on them from South Frontage Road going south 100 feet.
4. To protect public health and safety and minimize the impacts on local services, the subdivider shall provide connectivity to an existing trail and neighboring subdivision by installing a pedestrian bridge across Hogan's Slough. This bridge will connect the existing trail located in QFC subdivision to this proposed subdivision with a 10-foot-wide paved surface that will extend from their new internal street to the existing 10 foot wide paved trail in QFC subdivision. The connection shall be depicted on the final plat and the SIA shall include language describing the bridge and pedestrian connection. **Note, This condition reflects staff's recommendation of denial for the variance. If the Planning Board approves the variance, this condition of approval will no longer apply.*
5. To protect public health and safety, prior to final plat, the applicant will coordinate with the USPS to locate a central box unit for the subdivision and provide enough space for the mail delivery person to safely stop there and deliver the mail.
6. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview, and Yellowstone County”

7. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Discussion

President Cook called for questions and discussion from the members of the Board. Board member Woods asked regarding the trail connection from the west and clarification was given by Planner Dave Green on the posted map. There is an option for a trail connection on Lot 11 to the adjacent parcel. Internal streets and sidewalks will be used for a north-south connection. Holiday Avenue will be aligned to connect to Mallowney Lane. Board member Nordel asked about Hogan’s Slough and storm water flows. Matt Smith, Staley Engineering said the site slopes from the northwest to the southeast 2% slope. He said they considered a pond for drainage to Hogan’s Slough but it isn’t feasible due to the slope.

Public Hearing

President Cook opened the public hearing and asked if there is anyone wishing to speak in favor or against the Howard Billings Industrial Subdivision. There was none.

President Cook closed the public hearing and called for a motion.

Motion

Board member Stephenson made a motion and Board member Woods seconded the motion to forward to the City Council a recommendation to conditionally approve the preliminary plat of Howard Billings Industrial Subdivision, adopt the Findings of Fact as presented in the staff report, and deny the variance request.

Discussion

President Cook called for discussion on the motion. There was none.

The motion carried with a unanimous voice vote.

8. NEW BUSINESS: There is no New Business.

9 OTHER BUSINESS

9a (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects. Wyeth Friday, Director, Planning & Community Services Department.

- **Update. Crime Prevention through Environmental Design (CPTED).** City wide training was held in May for CPTED training and certification. A July 5, 2023 discussion is schedule for short term and long term implementations strategies. The current focus is on City-owned properties. Data gathered will be brought forward to City Council and an overview will be given during the July 17, 2023 Work Session.
- **DEQ Subdivision Review process-**staff is working to get a representative to bring a presentation to the Planning Board.
- **Master Planning Process for Cottonwood Park-** The 1st public meeting is scheduled for June 29, 2023 at Ben Steele Middle School. July 10, 2023 City Council will vote on a resolution

CITY/COUNTY PLANNING BOARD

“Serving Billings, Broadview, and Yellowstone County”

to move a bond for the fall election for Cottonwood Park, the multi-generational recreation center at Amend Park, and some trail projects.

- **Legislative Session** – Staff will share the spreadsheet of Land Use Legislation with the Board. Staff will bring a presentation to the Board during a future meeting.
- **CIP Projects** – Planning & Public Works are working through the Highway 3 Corridor land uses to develop a long term utility service plan. A similar economic analysis will be done for the Heights.

B. Announcement: After 2001 years of service as Planning Clerk, Tammy Deines is retiring with her final day of work on July 28, 2023.

ADJOURNMENT: 7:19 PM

APPROVED BY A MOTION July 11, 2023

Tamara L. Deines, Planning Clerk