



**YELLOWSTONE COUNTY BOARD OF PLANNING**  
 CITY OF BILLINGS AND  
 YELLOWSTONE COUNTY, MONTANA



**AGENDA**  
 JANUARY 9, 2024 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: [plnonline@billingsmt.gov](mailto:plnonline@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.**

- . **NOTICE:** All meetings and official activities of the MPO are held in buildings and locations that comply with accessibility standards according to the Americans with Disabilities Act (ADA). A TTY number for the hearing impaired, 406-657-3079, is available upon request. Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Please notify the Planning Division Office, at 406-247-8676.

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.
  - a. **Approval of Minutes: December 12, 2023**

**Attachments**  
 Minutes of December 12, 2023
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). There is No Old Business
8. **NEW BUSINESS:**

- a. Presentation. Board Discussion. Crime Prevention Through Environmental Design (CPTED). Wyeth Friday, Planning & Community Services Division Director; Dan Brooks, Advocacy Manager, Billings Chamber of Commerce; Nick Miller, Park Operator; Inanna Hencke, VISTA
- b. Planning Board 101 Training. Subdivision Process. Wyeth Friday, Planning & Community Services Division Director

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**

**Planning Board Meeting I (2nd Tuesday)**

a.

**Meeting Date:** 01/09/2024

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**Information**

**Subject**

**Approval of Minutes: December 12, 2023**

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**Attachments**

**Minutes of December 12, 2023**

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# CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

**Tuesday, December 12, 2023 at 6:00pm**

**1 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
<b>Jim Ronquillo</b>	Mayor/Billings Ward I	1	1	1	1	1	1	E	1	1	1	1	A	1	1	1	1	C	C	C	1	A	1	1
<b>Roger Gravgaard</b>	Mayor/Billings Ward II	1	1	1	1	1	1	1	1	1	1	V	1	V	V	1	1	C	C	C	1	V	V	V
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	C	C	1	1	1	1	1
<b>John Staley</b>	Mayor/Billings Ward IV	1	1	1	1	1	1	1	1	1	E	V	V	1	1	1	1	C	C	C	V	A	V	1
<b>David Nordel</b>	Mayor/Billings Ward V	1	E	E	1	1	1	1	1	1	1	1	1	1	1	1	1	C	C	C	1	A	1	A
<b>Troy Boucher</b>	YC District 1	A	A	A	A	A	1	A	1	1	E	A	A	A	A	A	A	C	C	C	V	A	V	A
<b>Dennis Cook</b>	YC District 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	C	C	C	1	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	1	1	1	1	1	1	1	1	1	1	1	1	1	C	C	C	1	1	1	1
<b>Alexis Bonogofsky</b>	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	V
<b>Morgan Tuss</b>	YC District 7	-	-	-	-	-	-	-	-	-	-	V	1	E	A	1	1	C	C	C	A	A	1	A

**CITY/COUNTY PLANNING BOARD**

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<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>	E	E	E	E	A	1	E	E	E	E	E	E	V	A	A	V	C	C	C	A	A	V	V

**Call the Meeting to Order:** President Cook called the meeting to order at 6:00 p.m. on Tuesday, December 12, 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, Planning & Community Services Director; Brenda Berns, Planning Clerk.

**Virtual Participation:** Board member Roger Gravgaard; Board member Alexis Bonogofsky; Ex Officio Board member Scott Reiter, Billings Public Schools.

**Others in Attendance:**

**2. Approval of Agenda:** Motion by Board member Staley, seconded by Board member Ronquillo to approve the agenda as submitted. The motion was carried with a unanimous vote.

**3. Approval of Minutes:** November 28, 2023

Motion by Board member Ronquillo, seconded by Board member Stephenson to approve the November 28, 2023 meeting minutes as submitted. The motion was carried with a unanimous vote.

**4. Public Comment:** As required (3 minute maximum per person). 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 comments from the public.

**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.

**7. Old Business**

**7a. Motion. Recommendation. Election of Officers.** President Cook asked the Board if there was a decision made on the nominees forwarded for recommendation to the Planning Board. Board member Stephenson made motion to nominate Woody Woods for President, and Roger Gravgaard for Vice President, seconded by Board member Ronquillo. The motion was carried with a unanimous voice vote.

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## CITY/COUNTY PLANNING BOARD

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**Discussion.** President Cook asked if there was any discussion by the Board members, there was none. He thanked the Board members for their participation and commitment to the Planning Board.

### **8. New Business**

**8a. Announcement of new Planning Board member Alexis Bonogofsky, representing Yellowstone County, District 6.** Ms. Bonogofsky introduced herself to the Board and gave a brief summary of her background and interest in serving on the Planning Board and the community. Ms. Bonogofsky will represent County District #6.

### **9. Other Business**

**9a.** Wyeth Friday, Planning & Community Services Director stated the newly seated Planning Board President and Vice President will start in January 2024.

There currently are no subdivisions scheduled for review by the Board in January. Lora Mattox, Transportation Planning Coordinator, will be giving a brief update at one of the January Board meetings on the North Bypass Corridor Study, and there may be some financial adjustments from MDT on the Transportation Improvement Program (TIP) coming to the Board in January or February.

A presentation for Crime Prevention Through Environmental Design (CPTED) is in the works to provide an overview and address some properties within the City, which is planned to be presented at a January board meeting.

The West Billings Neighborhood Plan project is kicking off, and staff met with the consultants recently. This will be a large project, no public meetings are scheduled yet, but staff will report more as information becomes available. Planning staff are getting ready to do the Heights Neighborhood Plan, the Request for Proposal (RFP) is out, and staff plan to get that going in the first part of the new year as well. Both plans on are target.

There was discussion regarding the West End Neighborhood Task Force and Wyeth stated there will be a member of the Task Force on the Oversight Committee for both the West End and Heights neighborhood plans. More information will be forthcoming when they officially get going.

It was announced by Senator Tester's office that Billings, the recipient of a \$3.5m federal 'Safe Streets for All' (SSFA) grant. The grant is from the Department of Transportation to help implement projects for Safe Routes to Schools, as well as other projects that will benefit from this grant.

There was a discussion about the Lockwood Interchange and Johnson Lane intersection. A request was made to have a representative from the MDT speak on the process. Wyeth stated it would be feasible and will look into having them join during the TIP presentation at a future meeting.

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President Cook asked Wyeth if there was any training that would be provided for the Board members. Wyeth stated we will be providing training in the January 2024 meetings.

President Cook asked if there was any further discussion. There was none.

**ADJOURNMENT 6:19pm**

**The next Planning Board meeting will be held Tuesday, January 9, 2024 in the Miller Building 1<sup>st</sup> Floor Conference Room, 2825 3<sup>rd</sup> Ave N at 6:00pm**

**DRAFT—TO BE APPROVED BY A MOTION AT THE NEXT SCHEDULED MEETING**

*-Brenda J Berns, Planning Clerk*