



# YELLOWSTONE COUNTY BOARD OF PLANNING

CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



## AGENDA

JANUARY 23, 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

\*\*\*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: [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.

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.

- CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members.
- 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.
- Approval of Minutes: January 9, 2024**
- 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.*
  - Comments on items not on the agenda and requests to add items to future agendas**
  - 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.

7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).
8. **NEW BUSINESS:** (Agenda items new to this meeting).
  - a. North Bypass Corridor Study and North Bypass Construction Project Update. Lora Mattox, Transportation Planning Coordinator  
  
<https://www.billingsmt.gov/DocumentCenter/View/48719/BillingsBypassCorridorStudy-FinalReport>  
  
<https://mdt.mt.gov/pubinvolve/billingsbypass/schedule.aspx>  
  
<https://mdt.mt.gov/pubinvolve/i90yellowstone/>
  - b. Metropolitan Planning Organization (MPO) 101. Lora Mattox, Transportation Planning Coordinator
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**

*Brenda J Berns  
Planning Clerk*

**Planning Board Meeting 2 (4th Tuesday)**

**Meeting Date:** 01/23/2024

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**Information**

**Subject**

**Approval of Minutes: January 9, 2024**

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**Attachments**

Minutes of January 9, 2024

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# CITY/COUNTY PLANNING BOARD

"Serving Billings, Broadview, and Yellowstone County"

**Tuesday, January 9, 2024 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	01/09/2024	01/23/2024	02/13/2024	02/27/2024	03/12/2024	03/26/2024	04/09/2024	04/23/2024	05/14/2024	05/28/2024	06/11/2024	06/25/2024	07/09/2024	07/23/2024	08/13/2024	08/27/2024	09/10/2024	09/24/2024	10/08/2024	10/22/2024	11/12/2024	11/26/2024	12/10/2024
<b>Jim Ronquillo</b>	Mayor/Billings Ward I	A																						
<b>Roger Gravgaard</b>	Mayor/Billings Ward II	1																						
<b>Dennie Stephenson</b>	Mayor/Billings Ward III	1																						
<b>John Staley</b>	Mayor/Billings Ward IV	1																						
<b>David Nordel</b>	Mayor/Billings Ward V	A																						
<b>Troy Boucher</b>	YC District 1	V																						
<b>Dennis Cook</b>	YC District 2	A																						
<b>Vacant</b>	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Vacant</b>	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Woody Woods</b>	YC District 5	1																						
<b>Alexis Bonogofsky</b>	YC District 6	1																						
<b>Morgan Tuss</b>	YC District 7	1																						

**CITY/COUNTY PLANNING BOARD**

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

**Tuesday, January 9, 2024 at 6:00pm**

<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 Woods called the meeting to order at 6:00 p.m. on Tuesday, January 9, 2024.

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

President Woods 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 Troy Boucher

**Others in Attendance:** Dan Brooks, Business Advocacy Manager, Billings Chamber of Commerce; Nick Miller, Horticulturist/Park Operator

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

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

Motion by Board member Stephenson, seconded by Board member Bonogofsky to approve the December 12, 2023 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:** There is No Old Business

**Tuesday, January 9, 2024 at 6:00pm**

**8. New Business**

**8a. 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.

Wyeth Friday gave a brief overview of the information provided in the presentations planned and stated there’s been work that the City is doing regarding CPTED training and the City’s plan going forward.

**Dan Brooks, Chamber of Commerce.**

Dan gave a slide-show presentation on the Crime Prevention Through Environmental Design CPTED program, which was a collaboration with the Billings Chamber, Downtown Billings Alliance, and Billings Police Department. The concept is currently being used in businesses and government, Homeland security abides by these principles as well.

The four basic CPTED Principles; Natural Surveillance, Natural Access Control, Territorial Reinforcement, Maintenance, & Lighting. These principles utilize residents keeping watch over their own neighborhoods, maintaining areas that are free from debris and making entrances/exits fully visible to the streets, and having well-lit parking areas and residential streets.

- **Natural Surveillance:** These Principles are applied when evaluating the safety of employees and the public for local businesses. The focus is to remove the opportunity for crime to exist by implementing spaces that allow people to have clear visibility of their immediate location.
- **Natural Access Control:** This relates to the movement of people through spaces with clearly identified parking areas and entrances. There is a need for proper signage and fencing, guiding people safely to their destination. The limitation of overgrown landscaping, debris, and garbage is encouraged to be removed.
- **Territorial Reinforcement:** Recommendation is to have the name of the business clearly posted and visible signage of hours of operation. It’s generally thought by law enforcement that public art and professionally created murals have been proven to deter graffiti, as well as engage communities with local projects.
- **Maintenance & Lighting:** Promote properly maintained structures, keeping them in good repair. Maintaining adequate and efficient lighting for illumination of an entire parking lot or walkway. There is a need for lighting that has a direct beam with correct temperature and color rendering. LED lights are typically recommended to reduce glare and possible distortion of true colors.

**Discussion**

There was discussion regarding the preferences of homeowners, related to fence height and materials used, type of shrubbery, and variety of trees. The basic principles have proven that simple changes appear to be more acceptable to homeowners and business owners than installing heavy lights and expensive surveillance equipment on residences and commercial buildings. There was a question about the possibility of a reduction in insurance premiums when the principles of CPTED are utilized. Here in Montana, it is too early to predict, however the reduction in crime has been

**Tuesday, January 9, 2024 at 6:00pm**

evident. Insurance companies have taken an interest in encouraging their clients to adopt CPTED measures.



CPTED\_Presentation.pdf

**Nick Miller, Horticulturist, Billings City Parks Department.**

Nick presented the top six Billings parks that have been targeted for crime. They are, in descending order, North Park, South Park, Dehler Park, Pioneer Park, Stewart Park, and the Skate Park. All these parks are well activated with musical events, little league games, farmer’s market, playground equipment, and recreation centers for the residents of Billings to enjoy. These parks have been slated to receive funding for additional improvements based on the level of crime. North Park will be selected first to be assessed for improvements to be implemented based on a planned process. The public perception has been that the parks are not safe. The City’s planned improvements will be solar lights, new bathrooms, and additional live events. The handball courts, which are not being utilized will be dismantled and replaced with a mural, chess tables, and ping pong tables. This will be a multi-agency project, with each remaining park scheduled for their own improvements based on need and available funding.

**Discussion**

There was discussion regarding the types of trees in the park and their potential height. Generally, the plan is to not to change the natural growth habit, except in areas where crime exists. In order to deter loitering, the Parks Department has upgraded the lighting system to reduce the amount of light to 30% at 10:00pm. They are set to self-adjust to 100% when movement is detected and return to 30% after a period.

There was additional discussion regarding subdivisions and what the City’s intent is as it relates to future developments. There would appear to be a cost element for the developers and/or homeowners due to the added expense in establishing landscaping, lighting, and perimeter fencing. There has been discussion about the City taking care of their properties, then looking at new developments and potentially adopting CPTED principles. The Billings City Council will have further discussions, as architects and engineering firms are becoming certified to incorporate these principles.

To minimize costs, the Parks Department may opt for solar lighting where possible, however, not all areas have the capability to support solar energy. Further communication could be opened with the County and create more opportunities for improvements.

Wyeth Friday, PCSD Director, stated that as per the efforts that Nick Miller identified previously, the City Council approved \$125,000 for CPTED improvements, which is where the funding came from for this project.



NextstepsforCPTED.pdf

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## CITY/COUNTY PLANNING BOARD

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

***Tuesday, January 9, 2024 at 6:00pm***

Board President Woods asked if there were any questions or comments from the members; There were none.

### **8b. Planning Board 101 Training. Subdivision Process.**

Wyeth Friday, Planning & Community Services Department Director

Wyeth gave the presentation on the subdivision process, outlining the steps necessary to receive approval. Multiple programs share in the process: Current Planning, Long Range & Neighborhood Planning, and Transportation Planning.

Land Use is multifaceted, broad, complicated, and require findings with a clear record. There are consistent outcomes, which allow for confidence with the public, elected officials, developers, and staff.

Subdivisions are regulated by certain criteria:

- Preapplication Meeting; provide feedback to applicants.
- Preliminary Plats; show design features of utilities and safety features.
- Variances: a deviation from the regulations, without causing undue hardship.
- Discussion on the variance process as to what the Planning Board Members receive to make their decision. Staff may make recommendations to move a subdivision forward in the approval process.
- Parklands: parkland dedication is a percentage based on lot size and residential parkland dedication requirements.
- Preliminary Plat Application: this is a more robust examination of the project and requires multiple studies and impacts of the area. Traffic Impact Studies are of concern for most subdivisions.
- Subdivision Improvements Agreement; required for every subdivision. It is a binding agreement outlining the requirements of the developer and all public improvements.
- Waiver of Right to Protest; required to be executed by the developer at the time of final plat approval.
- Environmental Assessment/Probable Impacts; There are some exemptions to the assessment, such as a First Minor, Expedited, or subdivision where a long-range public works development plan (CIP) has been adopted.
- Traffic Accessibility Study: Required when development generates five hundred or more vehicular trips per day. Conditions of approval often refer to the results of this analysis.
- Preliminary Water and Sanitation; standard requirements of the City and MDEQ.
- Review & Completeness reviews to determine if the application is sufficient.
- Staff Review, Findings & Proposed Conditions: There must be findings to support conditions – cross reference in Findings of Fact.
- Findings of Fact; There must be findings to support conditions, which should minimize impacts related to the specific subdivision. Areas affected may be agriculture, water user facilities, local services, natural environment, wildlife & habitats, and public safety.

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## CITY/COUNTY PLANNING BOARD

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- Planning Board Hearing and Review; The Planning Board reviews each application twice; Plat Review meeting and a Public Hearing.
- City Council Action: the Council can approve, deny, or approve with conditions to the application. The public is welcome at this meeting.
- Applicants have up to three years to meet all the conditions of approval. Next steps, the applicant begins work to complete conditions and required improvements. Improvements may be made during this time; however, property cannot be conveyed.

In summary, Land Use is time consuming, however regulations inform development how to happen and to what standard.

### **Discussion**

Board member Bonogofsky asked if the board has voted to 'not' recommend a subdivision for development.

Board President Woods stated that there has been a couple of occurrences based on safety concerns.

Board member Staley said he would like to see more parks but understands they cannot always be done.



Planning Board  
101.pdf

### **9. Other Business**

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

**ADJOURNMENT 8:01 pm**

### **10. Future Agenda Items**

**The next Planning Board meeting will be held Tuesday, January 23, 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*

**Planning Board Meeting 2 (4th Tuesday)**

**Meeting Date:** 01/23/2024

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**Information**

**Subject**

North Bypass Corridor Study and North Bypass Construction Project Update. Lora Mattox, Transportation Planning Coordinator

<https://www.billingsmt.gov/DocumentCenter/View/48719/BillingsBypassCorridorStudy-FinalReport>

<https://mdt.mt.gov/pubinvolve/billingsbypass/schedule.aspx>

<https://mdt.mt.gov/pubinvolve/i90yellowstone/>

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**Attachments**

*No file(s) attached.*

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