



**INTERIM PLANNING COMMISSION**

Thursday, December 4, 2025 at 4:30pm

Commission Members	Position														
							05/29/2025	06/05/2025	07/03/2025	08/07/2025	09/04/2025	10/02/2025	09/04/2025	10/02/2025	11/20/2025
Dennie Stephenson	Chair					1	-	1	1	-	-	-	-	1	1
Kimberly Welzenbach	Vice Chair					1	-	1	1	-	-	-	-	1	1
Daniel Brooks	Commission Member					1	-	1	1	-	-	-	-	1	1
Roger Gravgaard	Commission Member					1	-	1	1	-	-	-	-	A	1
David Nordel	Commission Member					1	-		1	-	-	-	-	1	V
Amber Parish	Commission Member					1	-	1	1	-	-	-	-	1	1
Josh Sayer	Commission Member					1	-	1	1	-	-	-	-	1	1
John Staley	Commission Member					1	-		1	-	-	-	-	1	1
Jim Ronquillo	Commission Member					1	-	1	1	-	-	-	-	1	A
Wyeth Friday	PCSD Director					1	-	1	1	-	-	-	-	1	1
Anna Vickers	Planning Div Manager					1	-	1	1	-	-	-	-	1	1

Please note: "A" stands for excused absence, "1" stands for present, "V" stands for Zoom participation, "C" stands for cancelled

**Call the Meeting to Order:**

Chairman Stephenson called the meeting to order at 4:35 p.m.

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

Chairman Stephenson called for introductions of the members of the Interim Planning Commission and Planning staff.

**Attending Staff:** Wyeth Friday, PCSD Director; Anna Vickers, Planning Division Manager; Brenda Berns, Planning Clerk

**1.Others in Attendance**

**2. Approval of Agenda**

**Motion**

Motion made by Commission member Gravgaard, seconded by Commission member Brooks to approve the agenda.

Motion carries unanimously.

**3. Approval of Minutes of November 20, 2025**

**Motion**

Motion made by Commission member Commission member Staley, seconded by Commission member Brooks to approve the November 20, 2025 meeting minutes as submitted.

Motion carries unanimously.

**4. Public Comment.** There was no Public Comment.

**5. Disclosure of Outside (Ex-Parte) Communication.** There were no Outside Communication.

**6. Disclosure of Conflicts of Interest.** There were no Conflicts of Interest.

**7. Old Business**

**a. Follow-Up From Community Planning Week; Ongoing Public Outreach Activities and Community Survey Schedule.** Anna Vickers, Planning Division Manager

Ms. Vickers provided an overview of the recent activities and Planning efforts to reach the public and stakeholders in the community.

Ms. Vickers stated the project began with the launch in April 2025 and will continue through Plan adoption and implementation in May 2026 and beyond. She provided an overview of the twelve stakeholder meetings and community workshops held throughout the process.

Outreach efforts included surveys, online advertising, and comment cards, along with additional engagement through radio ads, community events, and presentations to neighborhood task forces. Ms. Vickers also highlighted the locations of billboards and noted that flyers were distributed to 194 businesses.

She summarized public input, which identified **affordable housing and public safety** as the top priorities for Billings' future, along with growth in the **Heights and Downtown** areas. Respondents also indicated that **housing costs** are the most significant anticipated challenge for Billings over the next 20 years.

The **Heights and West End Plans** are currently underway. For the **West End Plan**, outreach has included surveys, open houses, community workshops, website engagement, and additional outreach efforts. The **Heights Plan** has included a community survey, an open house, multiple stakeholder meetings, and dedicated website engagement.

**Preliminary results from the Community Survey** indicate that residents prioritize open space, public safety, single-family housing, mixed-neighborhood development, and travel options that support both vehicles and pedestrians.

**Community Workshops** have emphasized the importance of locating housing in appropriate areas, expanding mixed-use development, improving pedestrian safety along shared-use routes, strengthening the downtown core, and enhancing riverwalk development.

**Next steps** include continued public engagement and workshops, review of the land use map and zoning regulations, and another Community Planning Week with expanded outreach efforts.

Staff noted that **MLUPA priorities must be established prior to the May 2026 deadline**.

### **Board Questions / Discussion**

Board members asked whether the school district would allow survey postcards to be distributed. Staff responded that outreach to younger residents is a priority and that contact has been made with School District 2, though the Board of Trustees has not yet provided a response. Staff noted they look forward to engaging youth as part of the process.

Questions were also raised about the survey activity conducted at the Strawberry Festival. Staff explained that two questions were displayed on a board, and participants interacted with displays to indicate their responses, a method that proved to be effective for informal public engagement. The Board asked for clarification of the project deadline. Staff explained that the overall plan is scheduled for adoption in May 2026 and to move forward to City Council without delay.

Board members requested that the consultant's outreach and scenario-planning toolkit be provided as soon as possible. They emphasized that while state statute requires five options, the Board would like to see multiple scenarios that illustrate different approaches and outcomes to better inform decision-making. Staff confirmed that the intent is to identify five options from the statutory list in January 2026 and begin detailed discussions at that time. Staff noted that drafting plan documents requires significant lead time and that January discussions will be critical to refining the alternatives.

The Board also asked about coordination with City Council given the close timeline. Staff responded that ongoing communication is occurring, that Council members have attended recent planning events, and that additional discussion is planned for later in the month.

Board members expressed appreciation for the extensive outreach efforts completed to date.

## **8. New Business**

**a. Next Steps on Land Use Plan Drafting and Future Land Use Map - Anna Vickers, Planning Division Manager.**

### **Skyway Drive:**

Staff noted that significant resources have been invested in launching the project and that the City is working closely with consultants to guide the process.

Board members asked whether affected property owners would be contacted as planning moves forward. Staff confirmed that individual meetings have already been held with all property owners and that additional outreach will continue to ensure they remain involved. Staff explained that many owners have master plans or long-term visions for their properties and are evaluating how those plans may evolve alongside the City's efforts.

Questions were raised regarding the availability and cost of water and sewer service in the area. Staff explained that infrastructure extensions would be expensive, water rights are a significant constraint, and wells are not considered a viable option in some areas. Engineering staff participated in prior meetings with property owners to help explain these challenges.

Staff also noted that some locations, including the area near Zimmerman Trail and Highway 3, have greater potential for utility service, while other areas face more significant limitations. Property owners are generally engaged in the process, though many do not have immediate development plans.

Staff stated that survey results and market and housing analysis from the consultants will be shared with property owners and the Board as they become available.

The next IPC meeting was scheduled for January 15, 2026, due to the New Year's Day holiday.

**9. Other Business:** There was no other business discussed.

**Adjournment: 5:15pm**

*Brenda J Berns, Planning Clerk*