

Yellowstone County Board of Planning Participation Plan

Prepared for

Yellowstone County Board of Planning

Prepared by

Cambridge Systematics, Inc.

Reviewed and Approved by the following:

Technical Advisory Committee – September 25, 2008

Yellowstone County Board of Planning – December 9, 2008

Billings City Council – January 12, 2009

Yellowstone Board of County Commissioners – January 20, 2009

Policy Coordinating Committee – February 18, 2009

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prepared by
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date
January 2009

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1.0 Introduction

The Yellowstone County Board of Planning (YCBP) is the designated Metropolitan Planning Organization (MPO) for the Billings Urban Area (the region). As the designated MPO, the YCBP is the decision-making body responsible for the metropolitan planning process in the region and recommends planning policy for Yellowstone County and the cities of Billings and Broadview. Staff support for the YCBP is provided by the City/County Planning Department.

As established by Interlocal Agreement 20-201, the YCBP shall consist of 12 members. Seven members are to be appointed by the Yellowstone County Commissioners and five members are to be appointed by the Mayor of Billings from within the City limits (one from each of the five City Wards).

The Yellowstone County Board of Planning is committed to the concept that planning is, of necessity, a community-based effort. In support of this, the *Yellowstone County Board of Planning Participation Plan*, referred to here on out as the Participation Plan, defines a process that ensures reasonable opportunity for all interested parties to participate in the planning process. The procedures outlined in this plan are to be used with the recognition and acknowledgment that the community's interests are best served by planning efforts that are sensitive to public goals and values.

1.1 SAFETEA-LU REQUIREMENTS

The Participation Plan is developed in accordance with the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) and the Notice of Proposed Rulemaking (NPRM) that appeared in the *Federal Register* on June 9, 2006. SAFETEA-LU builds upon previous Federal authorizations: the *Intermodal Surface Transportation Efficiency Act* (ISTEA) and the *Transportation Equity Act for the 21st Century* (TEA-21). Key changes to the MPO public participation requirements in SAFETEA-LU are:

- Development in consultation with all interested parties;
- Inclusion of procedures of employing visualization techniques; and
- Inclusion of procedures for making information available in electronically accessible formats and means.

The Participation Plan incorporates information from and replaces the Yellowstone County Board of Planning *Citizen Participation Program* and *Public Outreach Plan*.

1.2 PARTICIPATION PLAN PURPOSE AND OBJECTIVES

It is the intent of the YCBP to consistently inform and engage the public throughout the regional planning process from the conceptual stages of planning projects through the adoption of formal planning documents. The methods and guidelines in the Participation Plan have been designed to achieve the following objectives:

- Encourage and facilitate the participation of all interested parties in regional planning efforts;
- Integrate public participation into the regional planning process in a timely, constructive, and meaningful manner;
- Use techniques to increase awareness, accessibility, and understanding of planning issues;
- Seek out and consider the needs of a cross-section of the community, including the traditionally underserved, in regional planning efforts;
- Provide increased education and awareness of planning issues in order to create a higher degree of understanding, thereby enhancing the public input received; and
- Continue to build upon citizen participation so that strengthened support for planning and its products will be achieved.
- The MPO's public participation process satisfies the Transit grantee's public participation process for the Program of Projects.

These objectives also provide a valuable reference for use in evaluating the program in the future.

1.3 PARTICIPATION PLAN UPDATE

YCBP will periodically review the Participation Plan to ensure that the methods and guidelines effectively support the objectives defined above. Barring changes in Federal regulations, the Participation Plan will be reviewed and updated at least every four years to ensure a full and open participation process. Other situations that may warrant review and update will be considered on a case-by-case basis. The review process will include discussion and assessment of the stated objectives of the program, as well as an evaluation of the efficacy and implementation of its methodology. The level of citizen participation will be analyzed to determine if modifications to the program are warranted. In addition, staff will monitor current laws and regulations to determine if program changes are required.

2.0 Public Participation Procedures

The public participation procedures outlined below are designed to ensure that the Yellowstone County Board of Planning continues to actively inform and engage the public throughout the planning process. Planning is a continuous process and, in recognition, both ongoing and project-specific public participation procedures are included.

Ongoing public participation procedures create valuable opportunities to encourage public participation and educate interested parties prior to project initiation. Project-specific procedures provide guidelines for public participation from project inception to completion.

2.1 ONGOING PUBLIC PARTICIPATION PROCEDURES

Ongoing public participation procedures inform the public of ongoing YCBP activities. This section provides information on procedures that are used.

Standing Committees

The *Memorandum of Agreement for Continuing Transportation Planning in the Billings Urbanized Area* provides for two standing committees as part of the transportation planning process: the Technical Advisory Committee (TAC) and Policy Coordinating Committee (PCC). The TAC provides technical direction to the YCBP staff and advises the PCC. The PCC consists of members of the Montana Department of Transportation (MDT), Yellowstone County Board of Planning, City of Billings, and Yellowstone County. All PCC and TAC meeting agendas and minutes are available on the YCBP web site. In addition, advance notification of TAC and PCC meetings will be provided. A list of YCBP, TAC, and PCC members is provided in Appendix A.

Neighborhood task forces are community groups designed to give residents of each neighborhood a chance to make a difference where they live. Members of the YCBP are encouraged to attend neighborhood task force meetings. The purpose is to inform a larger portion of the population, and to provide the YCBP members with an increased awareness of issues or concerns within their particular area of the region. Task force leaders will receive quarterly reports and draft planning documents for review and comment. The leaders will meet with their Planning Board representatives and the City/County Planning Department or other appropriate department or agency staff, as necessary. A list of task forces and contacts is available in Appendix B.

Local Publications

The following local publications serve to inform interested parties of ongoing planning activities:

- **Annual Report** - An annual report of planning activities will be prepared by the City/County Planning Department staff. The report will be distributed to local businesses, government agencies, elected official, local board, and commission members and interested citizens. It will also be posted online for review. This extensiveness of the audience served by this report provides an excellent opportunity to present local planning issues and projects. Although the report is used primarily as an educational tool, it may also be used to encourage citizen participation in the planning process, and promote attendance at upcoming planning meetings. On occasion, the report will contain a questionnaire or clip coupon to be returned to the planning department. This coupon will enable citizens to provide their ideas and comments on local planning efforts, and to indicate if they wish additional information on how to go about participating in community planning.
- **The City Link: Official News and Information from the City of Billings** - The Planning staff provides articles on planning issues or projects to City Administration for publication. The publication is released quarterly in spring, summer, fall, and winter.
- **MDT District Design Coordination Report** - Reports on transportation activities are prepared and distributed on a quarterly basis by the Montana Department of Transportation, Billings District Office. These reports detail all of the transportation-related work completed each quarter. Reports are distributed locally by the District Office.

Television and Radio Stations

Currently, meetings of the Board of County Commissioners are regularly attended and covered by local newspaper and radio reporters, and often by one or both of the local television stations. Actions of the Billings City Council also receive regular coverage by newspaper and television reporters. In addition, City Council and Board of County Commissioners meetings are regularly televised in their entirety by the local community television station. A list of local newspaper, radio, and television contacts is included in Appendix C.

City/County Planning Department Offices and Staff

Informational handouts are readily available to the public at the City/County Planning Department offices. These include specific step-by-step instructions on zoning and subdivision processes, land use studies, traffic count information, zoning requirement illustrations, comprehensive plans, transportation plans, and copies of all land use regulations, and ordinances administered by the Yellowstone County Board of Planning. In addition, the office provides numerous map products to the general public, as well as to other departments and agencies.

To the extent possible, the staff is provided cross-training in the various functions and responsibilities of the department. This reduces the number of return visits or calls required by the public to obtain specific planning information. Department offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, including the “noon hour” period from 12:00 p.m. to 1:00 p.m. This provides a convenience to working citizens who are limited in their ability to take time away from their jobs.

City/County Planning Department Web Sites

The City/County Planning Department web sites, located both on the City of Billings web site and the Yellowstone County web site, provide information regarding the planning functions, upcoming projects and activities, office hours, and contact information. The web sites (<http://www.co.yellowstone.mt.gov/planning/> and <http://ci.billings.mt.us/>) are updated regularly.

2.2 PROJECT-SPECIFIC PUBLIC PARTICIPATION

Project-specific procedures and methods will be used consistently. However, the degree to which they are used will depend on the project. For example, a smaller scale planning project will not require the same level of public participation as a longer-term, more comprehensive project. Planning staff will evaluate the required level of public participation and develop a public participation procedure for each project prior to initiation. Guidance to develop project-specific public participation procedures is included in Appendix D.

The various methods will be used to increase the public’s awareness and knowledge of local planning and its significance. Public participation in the planning process will be encouraged, beginning with the conceptual stages of a project and continue through completion. Following the distribution of specific plan information, public comment will be solicited and given consideration.

A summary of project-specific public participation procedures for MPO plans and programs, developed in accordance with Federal requirements, is provided in the next section.

Notification

Notification of upcoming projects and opportunities for public involvement will be made to all interested parties. Notices will be provided at least one week prior to the start of the scheduled public participation opportunities and will include:

- Project description;
- Meeting or other participation process purpose;
- Location, time, date(s), and details regarding the involvement opportunity;

- Sources for additional documentation (provide additional visuals such as maps and design plans); and
- Contact name and information for further questions.

An example meeting notification and meeting agenda are provided in Appendix D. Notification of upcoming planning projects will first be provided during the conceptual stage of the project. When appropriate, YCBP staff will solicit public comment regarding the suggested approach to completing the project. Further notifications will be provided once a planning document has reached the draft stage and is ready for review and adoption. Copies of meeting agendas for all Planning Board, Zoning Commission, transportation Technical Advisory Committee, and other related planning meetings will be provided.

All interested parties will be provided with the opportunity to participate in the regional planning process when appropriate. The following resources will be used to provide notification regarding planning projects:

- **City/County Planning Department Web Sites** - Notifications of all upcoming and ongoing regional planning projects and opportunities for public participation will be placed on both the City of Billings and the Yellowstone County web sites. Information can be included in the space provided for "current events" and may include links to documents on web.
- **Interested Party Contact List** - The YCBP maintains a contact list of individuals and agencies that are interested in regional planning projects. E-mail notifications of upcoming and ongoing projects and opportunities for public participation will be sent to these addresses.
- **Postcard Mailings** - In the case that a project will affect surrounding property, YCBP staff will identify reasonable boundaries for affected party notification. Postcard mailing notifications will be sent to all affected landowners within the influence area.
- **Local newspapers, radio, and television stations** - Local media contacts will be used to provide notification of upcoming projects and opportunities for public participation when appropriate.
- **Standing Committees** - The Technical Advisory Committee (TAC) and Policy Coordinating Committee (PCC) will be informed of and asked to participate in the scoping and review of projects, when appropriate. Additionally, citizen task force and planning group members will be notified of projects that affect their respective districts.
- **Planning Agencies and Stakeholders** - YCBP will identify other state and local planning agencies and stakeholders that may be affected or have interest in a particular project. At project inception, representatives of these agencies will be contacted and informed of the upcoming project and provided with opportunities to coordinate. These agencies will also be notified

to key project turning points, including expected review and adoption. A list of potential stakeholders is included in Appendix E.

Distribution

Copies of specific planning proposals that are in the draft or review stages will be available for public review in the following locations:

- City/County Planning Department Web Sites;
- City/County Planning Department offices where they may be checked out and returned;

Copies of draft plans, depending upon their scope, may also be made available for public review in several other convenient locations around the county. These include the following:

- Billings Parmly Library;
- Billings City Hall;
- Yellowstone County Courthouse; and
- Broadview Post Office.

Informational Public Meetings

Informational public meetings will be held to provide the public with information on specific planning projects, or the planning process in general. These meetings will be of an informal nature, and will be announced to the media at least one week prior to the meeting date. Most often, the informational meetings will be initiated by the staff or the Board of Planning, but may also be held at the request of another agency or citizen group. Typically, the planning staff will present the information; however, Board of Planning members or other City or County staff may assist in the presentations. In all cases, the information presented will be clear and concise as to generate an optimal level of understanding. Graphics and other visual aids will be used as necessary.

The location of such informational meetings will vary depending upon the specific project. All meetings will be held in handicapped-accessible buildings convenient to the identified participants (Title VI and ADA compliant accommodations). Planning projects of significance to the entire county will require several informational meetings, one of which will be held with the Board of Planning at its regularly scheduled time and date. A list of possible public meeting locations and set up checklist can be found in Appendix F.

Notification of public meetings will also be posted on the web site. The YCBP web site provides an automatic "Notify Me" procedure that will automatically send notices of public meetings to those persons who have signed up for this service. In addition to the web site, materials should be posted conspicuously in public places where they may be seen by a large, and representative, number of

persons in that district. Such places may include local schools, community halls, or post offices. Flyers may be placed on private property with the consent of the property owner. Also, Planning Board members will assist staff in setting the schedule for local public meetings in order to avoid schedule conflicts that might be unique to each area.

Staff will attend a variety of other meetings to provide information on either the general planning process or specific planning projects. Attendance at these meetings is generally solicited by an organization or group but may also be initiated by the planning staff. Examples of these meetings would include neighborhood task forces or organizations, service clubs, professional societies and organizations, chambers of commerce and local, state, or Federal board or agency meetings.

Public Hearings

Federal state, and local, laws and regulations will define what public hearings are required. Public notice of public hearing dates will be placed in the legal advertisement section of the local newspaper. Public hearings will be held on all zoning map and code amendment applications, zoning special review applications, zoning variance applications, preliminary major subdivision applications, Growth Policy adoptions or amendments, and transportation plan adoptions or amendments. Any other planning proposal which requires a local resolution or ordinance will receive a public hearing as well.

All public hearings will be held in handicapped-accessible locations. Hearings before the Board of Planning, City Zoning Commission, County Zoning Commission, City Board of Adjustment, County Board of Adjustment, City Council, and Board of County Commissioners will be held at regular times dates, and locations, unless stated otherwise in the advertised public notice.

During any public hearing, citizens interested in and/or affected by a planning-related matter will be given the opportunity to provide oral or written testimony. Persons will be allowed to speak in favor of, or in opposition to, any matter brought up for public hearing. Due process will be observed in the conduct of all public hearings.

Yellowstone County Board of Planning Staff

Considerable information is provided by the Yellowstone County Board of Planning staff directly through telephone conversations or in-office visits. The type of information provided can vary from specific project details to discussions of long range issues contained within the growth policy or transportation plan. Staffing of the planning department offices is scheduled to maximize staff availability.

3.0 Program- and Plan-Specific Procedures

Federal, state, and local laws and regulations may determine the type and level of public review required. Specific public participation procedures for the Transportation Improvement Plan (TIP) and Regional Transportation Plan (RTP) are presented below.

Documentation of public input will be maintained on a regular basis. Minutes of all meetings and tape recordings of Planning Board public hearings will be filed in the planning department offices and made available to the public upon request. All written citizen comments and/or responses will be filed appropriately in the subject case files. Copies of publications, news releases, flyers, etc., will be filed in the planning department offices, and also made available to the public upon request. Retaining copies of these materials will provide documentation of department compliance with this citizen participation process, and is essential for program review purposes.

3.1 TRANSPORTATION IMPROVEMENT PLAN (TIP)

A five-year Transportation Improvements Plan (TIP) is a fiscal planning program for federally assisted highway and transit improvements for the Billings Urban Area. The TIP assesses transportation needs and recommends actions to address those needs. The appropriate level of visualization techniques will be used to effectively communicate the recommended needs and actions included in the TIP. The Billings Urban Area TIP is available on the YCBP web site.

The Billings Urban Area TIP is to be updated at least every four years. The TIP is developed in coordination with planning processes of other planning agencies and due consideration of the planning activities of all transportation providers in the region. A list of potential agencies to contact and coordinate with when developing the TIP is provided in Appendix E.

Public notifications of a TIP update will be made available on the City/County web sites. Additionally, notification of public participation activities including opportunities of public comment and review will be made to interested parties using the methods documented above, including but not limited to City/County web sites and local media contacts, two-weeks prior to the start date. The TIP will be published and made readily available for public review on the City/County web sites.

When significant written and oral comments are received on a draft TIP as a result of participation process, a summary, analysis, and report on the disposition of comments shall be as part of final TIP.

3.2 REGIONAL TRANSPORTATION PLAN (RTP)

The Billings Urban Area Transportation Plan is the long range regional transportation plan (RTP) for the region, spanning a 20-year planning horizon. The RTP will be updated at least every 4 years and should utilize visualization techniques to clearly convey items in the plan. An electronic version of the RTP is available on the Board of Planning web site.

The RTP is developed in coordination with planning processes of other planning agencies and due consideration of the planning activities of all transportation providers in the region. A list of potential agencies to contact and coordinate with when developing the RTP is provided in Appendix E.

Public notifications of an RTP update will be made available on the City/County web sites. Additionally, notification of public participation activities including opportunities of public comment and review will be made to interested parties using the methods documented above, including but not limited to City/County web sites and local media contacts, two-weeks prior to the start date. The RTP will be published and made readily available for public review on the City/County web sites.

When significant written and oral comments are received on draft RTP as a result of participation process, a summary, analysis, and report on the disposition of comments shall be as part of final RTP.

APPENDICES

A. PCC and TAC Members

A.1 YELLOWSTONE COUNTY BOARD OF PLANNING MEMBERS

Title	Name	Address	Phone Number	E-Mail Address
City Ward I President	Bill Iverson	3115 Turnberry Cir., Billings MT 59101	W: 656-9355 H: 248-8851	bill@twnctry.com
City Ward II	Alex Tommerup	170 Erickson Court Billings, MT 59105	W: 245-2724 C: 698-1582	alex@atarchitecture.com
City Ward III	Donna Forbes	1116 8 th Street W. Billings, MT 59101	H: 259-7715	dmforbes@imt.net
City Ward IV	Susan Gilbertz	850 Delphinium Drive Billings, MT 59102	W: 657-2183	sgilbertz@msubillings.edu
City Ward V	Fred Rogers	2003 Beverly Hill Blvd., Billings, MT 59102	H: 245-5775 254-6867 C: 670-1060	lonetreerealty@msn.com
BOCC Dist. 1	Paul Gatzemeier	7256 Highway 3 Billings, MT 59106	H: 245-8542 W: 696-9842	paul.gatzemeier@earthlink.net
BOCC Dist. 2	Dennis Cook	1825 Three Bars Trail Billings, MT 59105	H: 373-9106 W: 869-7654 C: 698-9103	denniscook@billingshomes4sale.com
BOCC Dist. 3	Vacant			
BOCC Dist. 4	Vacant			
BOCC Dist. 5	Vacant			Not available
BOCC Dist. 6	Doug Clark	RR#1, Box 2612 Laurel, MT 59044-9213	H: 656-7393	dmcmusa@yahoo.com
BOCC Dist. 7 President	Al Littler	4704 Burlington Ave Billings, MT 59106	W: 869-2030 H: 652-4848	littler@wtp.net
YC Conservation Dist	Clinton McFarland	6530 Popelka Road, Molt, MT 59057	H: (669-3123) C: 860-3123	Not available
YC Supt. Schools	Vacant			
S.D. #2	Rich Whitney	101 10 th Street West Billings, MT 59101	W: 255-3778 F: 255-3777	whitneyr@billings.k12.mt.us

Title	Name	Address	Phone Number	E-Mail Address
Planning Director/ Executive Sec.	Candi Beaudry	510 N. Broadway 4 th Floor, Parmly Library Billings, MT 59101	W: 657-8249	beaudryc@ci.billings.mt.us
Planning Clerk	Tammy Deines	510 N. Broadway 4 th Floor, Parmly Library Billings, MT 59101	W: 247-8610	deinest@ci.billings.mt.us

A.2 POLICY COORDINATING COMMITTEE (PCC)

Mayor, City of Billings
Chairperson, Board of Yellowstone County Commissioners
President, Yellowstone County Planning Board
District Administrator, Montana Department of Transportation
Division Manager, Federal Highway Administration

A.3 TECHNICAL ADVISORY COMMITTEE (TAC)

Chairman, TAC
Transportation Planner, City/County Planning
Vice Chairman, TAC
Transit Manager, City of Billings Met Facility
Director, Planning and Community Services, City/County Planning
Transit Planner, City of Billings Met Facility
Deputy Public Works Director, City of Billings Public Works
Director, Yellowstone County Public Works
Director of Public Works, City of Billings Engineering
District Construction Supervisor, Montana Department of Transportation
Traffic Engineer, City of Billings Engineering Division
Supervisor, Statewide and Urban Planning Section Montana Department of Transportation

B. Task Force Members and Contacts

2008 NEIGHBORHOOD TASK FORCE OFFICERS

Updated: 9/8/2008

	<u>Home/Work Phone</u> <u>e-mail Address</u>	<u>Home/Work Phone</u> <u>e-mail Address</u>
<u>Central-Terry Park</u>		
Weldon Birdwell, Chairperson 44 Yellowstone	252-9711 wibili@attglobal.net	Mike Tuss, Chairperson 1046 North 31 st Street Shauna Kerr, Secretary 907 North 31 st Street
Carina Meyer, Vice Chairperson 930 Custer Avenue	655-8973	252-5877 (after 5:00 pm) grafkprss@imt.net
Vacant, Secretary		North Elevation Task Force meets on the <u>3rd Tuesday at 7:00 pm</u> as needed. McKinley School Gym, 820 North 31 st Street
Central-Terry Task Force meets on the <u>2nd Thursday at 6:30 pm</u> of each month. Terry Park Fire Station, Terry Avenue and 5 th Street West.		
<u>West End Task Force</u>		
Leo Barsanti, Chairman 3316 Pipestone Dr	652-2042 leoi47@msn.com	J. D. Kober, Chair 2213 Hyacinth Dr Vacant, Vice-Chair
Mike Kase, Co-Chair	656-5190 Coach1946@gmail.com	Patty Driscoll, Secretary Erica Sparhawk, Treasurer
Betty Brotzel, Secretary	656-2278 muoos@bresnan.net	North Park Task Force meets on the <u>1st Thursday at 7:00 pm</u> of each month at the North Park Center
Inga Larsen, Treasurer	656-6557	
West End Task Force meets on the <u>3rd Tuesday at 7:00 pm</u> of each month. Faith Evangelical Church, 3145 Sweetwater Drive, Room 128 – NW Corner of Building. Use Main South Entrance		
<u>Heights Community Development</u>		
Kim Gillan, Chair 750 Judicial Ave.	glonky@aol.com	Mike Yakawich 206 S 32 Street Marion Dozier, Vice-Chairperson
Dennis Himmelberger, Co-Vice Chair 233 Swords Lane	259-8225 dhimme1045@aol.com	Mary Westwood, Secretary Jake Romero, Treasurer 3223 5 th Ave S
Chris Allard, Co-Vice Chair		South Side Task Force meets on the <u>3rd Thursday at 7:00 pm</u> of each month. Friendship House, 3123 8 th Avenue South
Ray Tracy, Secretary		
Heights Task Force meets on the <u>4th Tuesday at 7:00 pm</u> of each month. Castlerock Middle School Library, 1441 Governor's Blvd. (255-3819)		
<u>South Side</u>		
		Southwest Corridor Task Forces meets on the <u>4th Thursday at 7:00 pm</u> of each month. 80 Hallowell Lane
<u>Southwest Corridor</u>		
		Tom Ruschkeewicz, Chair 4125 Vaughn Floyd Martin, Vice-Chair Alan Ponrich, Treasurer Debbie Rowe, Secretary

C. Local Media Contacts

First Name	Business Street	Business City	Business State	Business Postal Code	Business Fax	Business Phone	Business Phone 2	Company Main Phone
Agri New						(406) 259-5406		
Big Sky Business Journal	716 Saint Johns Ave	Billings	MT	59101-2946		(406) 259-2309		
Big Sky Economic Development Authority	222 North 32 nd St, Ste 200	Billings	MT	59101				
Billing Gazette	401 North Broadway	Billings	MT	59101-1243	(406) 657-1345	(800) 543-2505	(406) 657-1386	
Billings Area Newspaper Group	411 24 th St West, Ste 108	Billings	MT	59101		(406) 652-2763		
Billings Outpost	1833 Grand Ave	Billings	MT	59102-1243		(406) 248-1616		
Billings Times	2919 Montana Ave	Billings	MT	59101-2143		(406) 245-4994		
Bureau of Land Management						(406) 896-5004	(406) 896-5408	(406) 896-5408
Community 7 Television	415 North 30 th	Billings	MT	59101		(406) 247-3890		
DESCRO Neighborhood Task Force	2525 Howard Ave	Billings	MT	59101				
Downtown Partnership	2906 3 rd Ave North	Billings	MT	59103		(406) 294-5060		
Heights Community Development	1435 Wicks Lane	Billings	MT	5910				
KBLG Radio	2075 Central	Billings	MT	59102	(406) 652-4899	(406) 652-5254	(406) 652-8400	(406) 652-8499
KCTR/Cat County Radio	27 North 27 th Street	Billings	MT	59101	(406) 252-9577	(406) 245-9700		
KEMC Radio	1500 North 30 th	Billings	MT	59101	(406) 657-2977	(406) 657-2941		
KGHL Radio	222 North 32 nd St	Billings	MT	59101	(406) 238-1067	(406) 238-1000		
KSVI-4 TV	445 South 24 th St W.	Billings	MT	59102	(406) 652-6963	(406) 652-4743		
KTVQ-2 TV	3203 3 rd Ave North	Billings	MT	59101	(406) 252-9938	(406) 252-5611		
KULR 8 TV	2045 Overland	Billings	MT	59102	(406) 655-2688	(406) 656-8000		
KURL Radio					(406) 245-0822	(406) 245-3121		
Laurel Outlook	415 East Main	Laurel	MT	59044-3120		(406) 628-6711		
Mid-Rivers Telephone Coop								

Yellowstone County Board of Planning Participation Plan
Appendix

First Name	Business Street	Business City	Business State	Business Postal Code	Business Fax	Business Phone	Business Phone 2	Company Main Phone
North Elevation Task Force	1046 North 31 st St	Billings	MT	59101				
North Park Task Fore	824 North 25 th St	Billings	MT	59101				
Northern Broadcasting Radio					(406) 245-9755			
South Side Task Force	206 South 32 nd	Billings	MT	59101				
St. Vincent Healthcare	P.O. Box 35200	Billings	MT	59107-5200	(406) 237-4151	(406) 237-4114		
Western Business Times	410 North Broadway	Billings	MT	59101-1243		(406) 657-1561		
Western Business Times	18 & Minnesota Ave	Billings	MT	59101		(406) 259-4589		
Yellowstone Boys and Girls Ranch					(406) 655-2100			
Yellowstone County News	113 Northern Ave P.O. Box 395	Huntley	MT	59037	(406) 348-2302	(406) 348-2649		

D. Project-Specific Public Participation Guidance

D.1 PROJECT-SPECIFIC PROCEDURES

1. Establish Governance Criterion:
 - a. Check for Federal, State, and local regulations.
 - b. Identify appropriate governing body, PCC, TAC, or Steering Committee members.
 - c. Notify appropriate governing body, PCC, TAC, and Steering Committee members of expected role and timeline.
2. Identify Coordinating Agencies and Stakeholders:
 - a. Identify appropriate coordinating agencies and stakeholders.
 - b. Notify representatives of upcoming project and opportunities to coordinate.
3. Determine Appropriate Public Notification Procedure(s):
 - a. YCBP web site.
 - b. Interested party contact list.
 - c. Postcard Mailing:
 - i. Staff identifies a boundary for landowner notification;
 - ii. Determine cost of preparing mailing and who will prepare and mail; and
 - iii. Determine how many days prior to meeting to send post cards.
 - d. Flier posting.
 - e. Local newspapers, radio, and television stations:
 - i. Determine what type of media coverage should be included;
 - ii. Contact by fax, email or phone;
 - iii. Set up interviews if needed; and
 - iv. Determine if necessary to notify interested parties of interview.
4. Develop Visualization Tools (as appropriate)
 - a. Display Boards;
 - b. Artist Renderings;
 - c. PowerPoint Presentation;

- d. Simulations; and
- e. Others as needed.

5. Informational Meeting - Serves to inform the public of proposed planning project and existing conditions.

- a. Send out appropriate notification materials.
- b. Meeting Setup Materials:
 - i. Check list for supplies (supplies contained in one location for convenient access, see Appendix D.2); and
 - ii. Provide a sign up sheet with instructions to include clearly print name, address, phone, email for future follow up and mailings.
- c. Determine next steps, these could be:
 - i. Provide a survey;
 - ii. Create a newsletter to keep public informed of progress during the project;
 - iii. Hold a second informational meeting; and
 - iv. Hold a public input meeting.

6. Public Input Meeting - Serves to gather information and receive public comments.

- a. Same as the Informational Meeting but with the addition of interested parties determined by first meeting and more solicitous of public input.

7. Public Hearing

- a. Prepare a public hearing notice for notification:
 - i. Use template (see Appendix D.3).
- b. Email or mail notification to list of interested parties.
- c. Prepare the following after the Public Hearing:
 - i. Final documents and outcome; and
 - ii. Summary of where information is available.

D.2 SAMPLE MEETING NOTIFICATION



Planning & Community Services Department

"Serving Billings, Broadview and Yellowstone County"

510 North Broadway, 4th Floor
Billings, Montana 59101
Fax: (406) 657-8327
Phone: (406) 657-8246



City-County Planning Department
4th Floor, Parmly Library

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Billings City Council will hold a public hearing and consider a Resolution adopting the Blue Creek Transportation Plan. The Blue Creek Transportation Plan area is generally described as South Billings Boulevard (Blue Creek Road) south to the intersection of Pryor Creek Road and extending approximately 1 mile on either side of Blue Creek Road. The study will be a document with an underlying goal of guiding transportation infrastructure development of the area into the future. The study will consider future land uses and expected transportation demands to identify system deficiencies, both current and projected, for capacity and connectivity. The study will consider both motorized and non-motorized transportation elements.

The public hearing is scheduled for Monday, April 28, 2008, at 6:30 p.m. The hearing will be held in the City Council Chambers, 2nd Floor, City Hall, 220 N 27th Street, Billings, MT 59101.

For more information on the public hearing, contact Scott Walker, Transportation Planner, Planning & Community Services Department at 510 North Broadway, 4th Floor, Billings, Montana or phone at 406-247-8661 or email at walkers@ci.billings.mt.us

A copy of the plan is on file in the City Clerk's Office and available from the Planning & Community Services Department.

MDT attempts to provide accommodations for any known disability that may interfere with a person's participation in any service, program or activity of our department. If you require reasonable accommodations to participate in this meeting, please call Ed Toavs at (406) 454-5929 at least two days before the meeting. For the hearing impaired, the TTY number is (406) 444-7696 or 1-800-335-7592 or call Montana Relay at 711. Alternative accessible formats of pertinent information will be provided upon request.

Please publish 2 times:

April 10, 2008 and April 24, 2008
Return Affidavit of Publication

Dated: April 9, 2008
Cari Martin, City Clerk

D.3 SAMPLE MEETING AGENDA

 	<p>Zoning Code Modification Interest Group c/o Planning & Community Services 510 N. Broadway 4th Floor Billings MT 59101</p> <p>Volume I, Issue I January 2006</p>
<p>Meeting Agenda January 12, 2006 6:30 p.m. Parmly Library 510 N. Broadway, 4th floor meeting room</p> <p>I. Call to Order II. Introductions & Agenda Review III. Approval of Minutes IV. Reports a. V. Old Business VI. New Business VII. Next Meeting Agenda Items Requested for Inclusion VIII. Announcements a. Next Meeting - February 9, 2006 IX. Adjournment</p>	<p>Staff</p> <p>Planning Director: Candi Beaudry 657-8249</p> <p>Zoning Coordinator: Nicole Cromwell 247-8662</p> <p>Staff Host:</p>
	
<p>Other public announcement</p>	

WE LIVE TOGETHER - LET'S PLAN TOGETHER

See us on the Web at <http://www.ci.billings.mt.us>

E. Potential Planning Agencies and Stakeholders

The following planning agencies and stakeholders will be notified of public participation opportunities as appropriate:

- Billings Area Chamber of Commerce;
- Billings Association of Realtors;
- Billings BikeNet;
- Billings Emergency Services;
- Billings Fire Department;
- Billings Police Department
- Billings School District 2;
- City of Billings MET Transit;
- City of Billings Bicycle and Pedestrian Advisory Committee;
- City of Billings Traffic Control Board;
- City of Billings Community Development Board;
- City of Billings Board of Adjustment;
- City of Billings Zoning Commission;
- City of Billings Aviation and Transit Board;
- City of Billings Parking Advisory Board;
- Downtown Billings Partnership, Inc;
- Housing Authority of Billings;
- Big Sky Economic Development Authority
- Yellowstone Historic Preservation Board;
- Crow Indian Reservation;
- Yellowstone County Disaster and Emergency Services;
- Yellowstone County Public Works Department;
- Yellowstone County Sheriff's Office;
- Yellowstone County Superintendent of Schools;
- Montana Department of Transportation;

- Montana Department of Environmental Quality;
- Montana Department of Fish, Wildlife, and Parks;
- Montana Department of Natural Resources & Conservation;
- Montana Historical Society;
- Bureau of Indian Affairs;
- U.S. Fish and Wildlife Service;
- U.S. Army Corps of Engineers;
- U.S. Environmental Protection Agency;
- U.S. Bureau of Land Management;
- U.S. Forest Service;
- U.S. Bureau of Reclamation;
- Nation Park Service;
- U.S. Department of Agriculture;
- Advisory Council on Historic Preservation;
- Title 49 Assisted Agencies;
- Governmental agencies and nonprofit organizations that receive Federal assistance from a source other than the U.S. DOT to provide non-emergency transportation services; and
- Recipients of assistance under 23 U.S.C. 204.

F. Public Meeting Locations

F.1 PUBLIC MEETING LOCATION LIST

Public meetings can be held at the following locations. Meeting locations should include Title VI and ADA accommodations.

- Billings Community Center;
- Billings Depot;
- Blue Creek Elementary School;
- Castle Rock Middle School (Heights);
- Friendship House;
- Local churches that meet accessibility requirements;
- Lockwood School Administration Building;
- Mansfield Center;
- MSUB;
- Parmly Billings Library, 3rd Floor Meeting Area;
- Parmly Billings Library, 4th Floor Large and Small Conference Rooms;
- Shepherd (Old Fire House or High School);
- Crown Plaza Hotel Meeting Rooms;
- Southwest Corridor Cop Shop;
- Zimmerman Center (Highland Neighborhood planning meetings).

F.2 PUBLIC MEETING SETUP CHECKLIST

1. Beverages:
 - a. Water;
 - b. Coffee;
 - c. Coffee pots; and
 - d. Extension cord.
2. Condiments:
 - a. Creamer;
 - b. Sugar;

- c. Stir sticks;
- d. Napkins; and
- e. Cups.

3. Supplies:

- a. Easel;
- b. Pads;
- c. Pens;
- d. Pencils;
- e. Markers;
- f. Laser pointer;
- g. Power strip;
- h. Sign up sheet;
- i. Tape;
- j. Maps/presentation;
- k. Name tags; and
- l. Staff badges.

4. Audio/Visual:

- a. Laptop;
- b. Projector; and
- c. Extension cord.