

MEMORANDUM

Date: November 30, 2011

To: Community Development Board
Candi Beaudry, Planning & Community Services Director

From: Brenda Beckett, Community Development (CD) Manager
Denise Bohlman, CD Assistant
Dina Billington-Harmon, CD Program Coordinator
Lynda Woods, CD Program Coordinator

Re: Monthly Report for November 2011 - Community Development Division



Community Development staff will have the opportunity to receive free technical assistance in the HOME program beginning the week of December 12, 2011. This service has been offered by HUD to those jurisdictions with low risk analysis scores in lieu of on-site monitoring for the program.

CORE PROGRAMS

First Time Home Buyer Program:

Staff has fully committed and expended all available funds for fiscal year 2011-2012.

Home Repair Programs:

Housing Rehab: One loan closed in November, resulting in funds being 44% committed. One project completed construction in November. Five projects are in construction. Two new applications were received. Six homeowners are actively seeking bids. One reconveyance was received and processed. One subordination request was received and processed.

Minor Home Repair: Funding is 82% committed with four grants awarded in November. One new application was received. Ten projects are in construction. Six homeowners are actively seeking bids.

Affordable Housing Development Program:

Kings Green Subdivision, 3rd Filing, Phase IV - Infrastructure:

- The streets have been cut out by Knife River and Western Municipal is installing sanitary sewer.
- The general earthwork moving has been completed, except for fine grading that will be completed after the sewer, water, and storm drain is installed.
- Western is working between sewer manholes two and three and has installed two of the sewer services thus far.

Homeward's CHDO Project: Staff is now working on a revised timeline for this project that may include a revision of expenditure deadlines and project completion.

PARTNERSHIPS

Community partnerships enhance the Division's performance by leveraging resources and community involvement. The following committees are facilitated by Community Development Staff:

Billings Partners for American Indian Homeownership / Affordable Housing Task Force: These organizations did not meet in November.

Mayor's Committee on Homelessness: The Mayor's Committee met on November 10th and continued to develop the marketing plan to present the outcomes from the two-year action plan for FY 2009-2011. The committee also worked on the framework for the two-year action plan for FY 2011-2013.

Local Continuum of Care (CoC): The CoC meeting was canceled for November. The next meeting is December 20th. Planning is underway for the annual Continuum of Care Point-in-Time survey that will be conducted in conjunction with Billings Community Connect (formerly known as Project Homeless Connect) scheduled for January 27, 2011.

Adjacent Neighborhood Committee: The next Adjacent Neighborhood Committee is scheduled for January 5, 2012 at 4:00 pm.

SPECIAL PROJECTS

Neighborhood Stabilization Program (NSP): The final payment for the contractor is being processed including retainage held for final payment. Homebuyers are still being reviewed. An issue has arisen with the loan processing portion on the lending part of the project and staff is working through these issues.

HOME / CDBG Monitoring: CDBG monitoring has been completed for Friendship House this month. HOME monitoring includes Irma House and the Schwend property.

Fair Housing Initiative Program (FHIP) Grant: Beckett is meeting with each of the FHIP Subrecipients during the first week of December to review the Quarter Two report submittal (due November 30). This represents a mid-grant review for each of the agencies involved in the reporting process. To date, the following outcomes have been generated:

- 90 meetings / events / training sessions have been held to educate the public on fair housing.
- 33 fair housing materials have been purchased / created / made available for public distribution. Materials include ground-breaking and innovative brochures containing fair housing information regarding the rights of those who are disabled; specifically those who have been diagnosed with HIV / AIDS and those in recovery from addiction.
- 3 newsletters have been distributed containing fair housing information.
- 4,649 people have been exposed to fair housing education since May 1, 2011.

Billings Metro VISTA Project: Four January VISTA member positions have been filled!

- Jessie Soye and Lauren Asmus will be working at the Housing Authority of Billings on the Whitetail Garden and providing an assessment of other public housing properties for community garden potential.

- **Jessie** has a graduate degree in Environmental Studies from Ohio University and is currently living in Missoula. She has experience in volunteerism and even worked at a family camp as a wrangler!
- Originally from Florida, **Lauren** has a graduate degree in Communications / Media and has extensive experience in teaching / mentoring children. She has a passion for gardening, crafts and cooking anything with pumpkin! Lauren is a second year VISTA member, having served in Billings for the Center for Children and Families (formerly known as Second Chance Homes) in 2011.
- **Aundreana Hunter** will be working at Tumbleweed Runaway Program, Inc. to assist in the creation of a mentoring program. Aundi has a bachelor's degree in Biology from Converse College in South Carolina. She has experience in working with at-risk teens and is very excited to help in developing a new program for Tumbleweed!
- **Andrew Proctor** will be working in Community Development on the Illuminate Homelessness & Poverty project. Andrew hails from South Carolina and has a bachelor's degree in History. He has just completed volunteer service through AmeriCorps National Civilian Community Corps in Maryland!

New members will be in Helena on January 25, 2012 for Pre-Service Orientation and will be in Billings for a week of On-Site Orientation Training beginning on January 30, 2012. Members will enjoy their first day of service at their Host Sites on February 6, 2012.

These four members bring the total MVP count to 33 members to date!

PLANNING DIVISION

Planning and Community Services Department

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November 2011 Report

To: Board of County Commissioners, City Administrator, Mayor and City Council, Planning Board, Zoning Boards and Commissions, Planning and Community Services Department Director

From: Wyeth Friday, AICP, Planning Division Manager

Date: December 7, 2011

Below is a list of items that the Planning Division has been working on for the past month.

Meeting Management and Support

Planning staff supported the regular meetings of the following Boards and Commissions in November 2011.

Each entity met once unless otherwise noted:

- Yellowstone County Board of Planning (2)
- City Board of Adjustment
- County Board of Adjustment
- Technical Advisory Committee
- Historic Preservation Board

Long-Range Planning Projects:

East Billings Master Plan Implementation – The Steering Committee for development of the Form Based Code (FBC) for the EBURD met on November 30 to review a draft of the code. Based on input from the Steering Committee, edits will be made to the draft to prepare it for final review and adoption in early 2012. An Exposition Gateway Master Plan and a Hospitality Corridor Plan are also being coordinated with the City, County, Chamber, and BSEDA. BSEDA has prepared a draft RFP for the Exposition Gateway Master Plan and has identified some grant funding sources, but is still working to secure all of the local funding needed to launch the project. Planning staff has included partial funding of these projects in its 2012 Unified Planning Work Program based on the availability of other funding and staff resources. All of these projects are expected to be underway in 2012. Please visit www.eburd.com for a description of this and other EBURD projects.

South Billings Boulevard Urban Renewal District Master Plan – AECOM Technical Services is the lead consultant on a multi-disciplinary team to develop a master plan for the South Billings Boulevard Urban Renewal District (SBBURD) area. A fourth public meeting was conducted on November 17th to review a draft of the Master Plan. Approximately 30 people attended the meeting, reviewed the draft plan, and voted on

prioritizing proposed projects, policies, and programs using electronic keypad polling. The Draft Master Plan also was presented to the Yellowstone County Board of Planning on November 22. The Planning Board is expected to provide a recommendation on the Plan at its meeting on December 13. This master plan is funded through the SBBURD tax increment funds. This project is expected to be completed in early 2012. Please visit www.southbillings.com/ for more information.

Infill Policy Development – Based on the successful infill workshop hosted by the City of Billings in April, an ad hoc committee formed to draft an infill policy for the City. A public meeting was held on November 10 to review the draft document and take comment from the community. A draft policy was shared with the City Council for initial consideration at a Work Session on November 21st and the Council instructed staff to place it on the Council’s regular meeting on December 12.

Sustainable Communities Challenge Planning Grant – The \$3 million grant application for a Sustainable Community Fund for the EBURD put together by BSEDA and Planning staff was not awarded by the Federal Government in November. The EBURD Project Steering Committee plans to continue to pursue other funding sources and project ideas into 2012 as the group represents more than 20 community partners working to implement the EBURD Master Plan and support projects in the EBURD. More information on the efforts of this group is available on the EBURD website at www.eburd.com

Grant Funded Projects

- FEMA Grant for West End Flood Mitigation/County Pre-Disaster Mitigation Plan Update (PDM Plan) – Staff is administering the grant and staff along with a Steering Committee is working with the consultant team. The PDM Plan Update and the West Billings component are under final review by FEMA before starting the local adoption process. This is two year project started in fall 2009 and has had minor delays during the document review process. Local adoption by the Billings City Council, Board of County Commissioners, Town of Broadview, and City of Laurel of the PDM Plan Update and the West Billings component are expected in December 2011/January 2012.
- A DNRC Renewable Resource Grant is also being administered by staff in conjunction with FEMA grant referenced above and will follow the same two year schedule.
- Division staff continues to help manage the \$1 million Energy Efficiency and Conservation Block Grant on behalf of the other City Department grant recipients. The grant is partially funding a new hybrid bookmobile; a large portion of the Swords Park Trail, Phase II, training for Building Division inspectors to enforce the 2009 International Energy Conservation Code (IECC), and the technical audit for the City’s Performance Contract project to make multiple City facilities more energy efficient. The Performance Contract was closed out in September and the Swords Park project is expected to be completed in December 2011. Bids for a hybrid bookmobile have been requested and Council will act on the bid awards on December 19. The Planning Director received a letter from the Department of Energy regarding the on-site review held in October to assess the compliance status of the projects. The letter was complimentary of the status of grant activities and suggested a few items to address. All items noted have been addressed.

Community Events/Training

The Division hosted several webinar workshops for staff and the public in November. The webinars are advertised via email and on the Division’s website and anyone is welcome to attend. The webinar topics in November included: The New Energy Economy; and Growing for our Future: Linking Agriculture to Economic Development.

Special Projects/Assignments

- Staff met with A.T. Stoddard of LSC Transportation Consultants to review the scope for the feasibility study for a downtown circulator bus. Staff is working with MET Transit, MSU-Billings, the Downtown

Partnership, Billings Clinic and St. Vincent Healthcare and other stakeholders to determine the feasibility of a downtown transit circulator bus system to move people from MSU-Billings through the medical corridor to downtown and back. The Billings Metropolitan Planning Organization recently received local, State, and Federal approval in its annual 2012 Unified Planning Work Program to conduct a feasibility study using Federal and local funds. LSC Transportation Consultants has prepared a survey to be conducted to determine ridership potential.

- Staff continues to work internally and meet with City IT staff to work on initial conversion of the Planning Division's permits into the new Innoprise project management software system. The permit conversion process is expected to take place in 2012.
- Based on the 2009 Legislative changes, and now changes in the 2011 Legislature in relation to land use regulations, staff is drafting changes to the City and County zoning regulations. Staff started this effort in September and has provided draft updates to the Board of County Commissioners and City Council in November. Initiation of these amendments by the governing bodies and moving the amendments through the public hearing process is expected in early 2012.
- Serving on Healthy by Design Advisory Committee through Riverstone Health to participate in various grant programs to review implementation of the healthy community strategies in the 2008 Growth Policy, and serving on the Billings Area Food Policy Council with the other community stakeholders on issues relating to healthy food policy and access in the community.
- Serving on Traffic Control Board
- Serving on Billings Preservation Society
- Serving on Steering Committee for East Billings Environmental Assessment Program
- Attended Monthly Homebuilders Association Meeting with City staff
- Facilitated South Billings Boulevard Urban Renewal District Association monthly meeting
- Facilitated Billings Industrial Revitalization District monthly meeting

See Staff Project Priorities and Application Review Activity in FY2012 Below

Planning Division Staff Project Priorities 2011 - 2012

Project	Priority	Completion Date
EBURD FBC Adoption and Implementation*	1	12/1/11
Vacant Housing Ordinance	1	11/1/11
Complete Street Policy Adoption**	1	9/1/11
Business License Ordinance**	1	8/1/11
ECEBG Administration	1	2/1/12
FEMA/DNRC PDM West End Flood Grants* **	1	12/1/11
Infill Work Policy Development* **	1	12/1/11
SBBURD Master Plan/TIFD Implementation*	1	2/1/12
Bike Way and Trail Plan Update*	1	4/30/11
Community Outreach and Planning Mill Levy* **	1	Ongoing
City/County Subdivision Reg. Legislative Updates*	2	12/1/11
EBURD Mini-Master Plan -Exposition Gateway	2	2/1/12
Hospitality Corridor Study (Hwy 87 River Bridge - Airport Rd.)	2	12/1/11
Downtown Electronic Walking Tour	2	9/1/11
Feasibility Study - Mystic Park to Riverfront Park Trail	2	6/1/12
Zoning Text Legislative Amendments*	2	12/1/11
Correctional Facilities Zoning Amendment Memo* **	2	6/1/11
Update Records Retention/Review Process*	2	10/1/11
Highway 3/Airport Road Corridor Study* **	2	10/12/11
Historic Pres. Ordinance Update*	2	6/1/11
Scan/Archive City/County Historical Zoning Maps	2	10/1/11
CTEP	3	Ongoing
Innoprise/ HTE2 Conversion Preparation*	3	2/1/12
Web Page Maintenance City/County Webpage	3	Ongoing
Wind Turbine Regulation	3	12/1/11

Worked on in November

Completed

* Aligns with 2011 Planning Work Plan

** Aligns with Council/Administration/BOCC Initiatives

Priority Index

1 = Next 3 Months

2 = Next 6 Months

3 = Next 12 Months

SUBDIVISIONS		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	YTD Totals
Pre-Application Meetings														
	City	0	2	1	1	0	0	0	0	0	0	0	0	4
	County	1	2	1	2	1	0	0	0	0	0	0	0	7
	Total	1	4	2	3	1	0	0	0	0	0	0	0	11
Preliminary Plats														
	City	2	0	2	0	0	0	0	0	0	0	0	0	4
	County	0	1	0	1	1	0	0	0	0	0	0	0	3
	Total	2	1	2	1	1	0	0	0	0	0	0	0	7
Final Plats														
	City	1	2	0	1	3	0	0	0	0	0	0	0	7
	County	0	0	0	1	0	0	0	0	0	0	0	0	1
	Total	1	2	0	2	3	0	0	0	0	0	0	0	8
Exempt Plats														
	City	2	0	0	4	0	0	0	0	0	0	0	0	6
	County	0	0	4	6	0	0	0	0	0	0	0	0	10
	Total	2	0	4	10	0	0	0	0	0	0	0	0	16
ZONING														
Neighborhood Meetings														
	City	0	0	0	1	0	0	0	0	0	0	0	0	1
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	1	0	0	0	0	0	0	0	0	1
Zone Changes														
	City	1	1	0	0	1	0	0	0	0	0	0	0	3
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	1	1	0	0	1	0	0	0	0	0	0	0	3
Special Reviews														
	City	2	0	1	0	1	0	0	0	0	0	0	0	4
	County	0	0	0	0	1	0	0	0	0	0	0	0	1

	Total	2	0	1	0	2	0	0	0	0	0	0	0	5
Variances														
	City	2	3	3	2	1	0	0	0	0	0	0	0	11
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	2	3	3	2	1	0	0	0	0	0	0	0	11
Medical Corridor		0	0	0	0	0	0	0	0	0	0	0	0	0
Zoning Clarifications														
	City	6	8	6	9	2	0	0	0	0	0	0	0	31
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	6	8	6	9	2	0	0	0	0	0	0	0	31
Zoning Compliance Permits (YC)		0	2	6	2	1		0	0	0	0			11
Fence Permits														
	City	15	15	17	5	5	0	0	0	0	0	0	0	57
	County	0	1	0	0	0	0	0	0	0	0	0	0	1
	Total	15	16	17	5	5	0	0	0	0	0	0	0	58
Sign Permits														
	City	10	24	15	22	21	0	0	0	0	0	0	0	92
	County	2	0	1	0	0	0	0	0	0	0	0	0	3
	Total	12	24	16	22	21	0	0	0	0	0	0	0	95
Temp. Sign Permits														
	City	1	1	3	0	0	0	0	0	0	0	0	0	5
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	1	1	3	0	0	0	0	0	0	0	0	0	5
Temp. Use Permits														
	City	0	4	1	0	2	0	0	0	0	0	0	0	7
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	4	1	0	2	0	0	0	0	0	0	0	7
Building Permit Reviews		55	60	58	63	52	0	0	0	0	0	0	0	288