

# **SPECIAL REVIEW**

APPLICATION INFORMATION PACKET  
2018-2019

**Yellowstone  
County**

# YELLOWSTONE COUNTY

## SPECIAL REVIEW APPLICATION

Planning & Community Services Department  
2825 3<sup>rd</sup> Ave North, 4<sup>th</sup> Floor  
Billings, MT 59101  
Phone: 247-8676 Fax (406) 657-8327  
Website: [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov)

### NOTICE TO PETITIONER

The Zoning Coordinator will check the application for completeness after the deadline date. If the application is unacceptable, you will be notified as to what changes need to be made. Incomplete and/or unacceptable applications may delay the review process by four weeks or longer. Make sure your application is totally complete or your request will be delayed.

### INSTRUCTIONS

All applications shall be submitted to the Planning & Community Services Department, 2825 3<sup>rd</sup> Ave North, 4<sup>th</sup> Floor. The filing fee must accompany the application in order for it to be accepted.

All questions must be answered fully. Please type or print. You may attach further pages if additional space is needed. All plans and other exhibits submitted with this application will be retained as a part of the permanent record.

1. Answer the following questions:
  - A. In what ways is your proposal consistent with the goals and policies of the adopted Growth Policy?
  - B. Why is there a need for the intended use of the property at this location?
  - C. How will the public interest be served if this application is approved?
  - D. Prepare a written statement addressing what is intended to be done with the property, including new construction or change in the use of the property, and why the special review is being sought.
  
2. Prepare a dimensioned site plan as follows:
  - A. One full sized site plan and one reduced copy of the site plan at 8½"x11" or 11"x17".
  - B. Scale of the full sized site plan shall not be less than 1" = 40'. Exceptions may be made for larger properties.

3. If applicable, the site plan must also include but not necessarily be limited to the following:
  - A. North arrow.
  - B. The locations and dimensions of all vehicular points of ingress and egress, drives, alleys, off-street parking spaces and loading spaces.
  - C. Illustrate lot size showing lot line dimensions.
  - D. The locations and dimensions of all existing and proposed buildings, structures, and improvements including those which will be removed. Please label all information.
  - E. Show setbacks from all property lines for existing and proposed buildings.
  - F. Show the centerline of major and minor arterial streets.
  - G. Illustrate the square footage of existing and proposed buildings and structures.
  - H. Names and locations of adjacent streets, alleys, properties, etc.
  - I. Illustrate the height of any proposed structures.
  - J. A detailed landscaping plan of the site.
  - K. Location and description of proposed signs.
  - L. Other pertinent features as determined by the Zoning Coordinator.
  - \*\* An example of a dimensioned site plan is attached as part of this application packet.
4. Photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property.
5. Obtain from the Planning & Community Services Department a radius map showing all property which lies within 300 feet (or more) of the exterior boundaries of the subject property.
6. Obtain a certified list of names and addresses of the owners of all property shown within the radius on the map as provided by the Planning & Community Services Department. The first step is to take the radius map to the Montana Department of Revenue. The Department of Revenue is located on the 14<sup>th</sup> Floor of the Wells Fargo building at the southeast corner of North 27<sup>th</sup> Street and 2<sup>nd</sup> Avenue North. The Department of Revenue will generate a list of property owners and forward this list to the County Clerk & Recorder who will certify the list and notify you when it is complete. There is a certification charge, payable to the County Clerk & Recorder, of .50 cents per certified name. This list of names and mailing addresses must then be placed on gummed mailing labels and must be typed or neatly printed.
7. A filing fee must accompany all applications for Special Review. No application will be accepted until the filing fee is paid in full. Checks shall be made payable to the *City of Billings*. **THIS APPLICATION FEE IS NON-REFUNDABLE AND IS NO GUARANTEE THAT THE SPECIAL REVIEW WILL BE GRANTED.**

RESIDENTIAL:   **\$912.00**  
 COMMERCIAL:   **\$1,213.00**

A \$50.00 deposit for posting of zoning request signs is required at the time the application is received. The deposit will be returned when the sign is returned by the applicant or agent at the first public hearing. If the sign is not returned at the first public hearing, the deposit will be retained.

8. A public hearing shall be held for all applications submitted for a Special Review. As part of the notification procedure, the Zoning Coordinator will notify the property owners on the list prepared by the petitioner for the proposed Special Review. All persons identified as owners of property within 300 feet (or more) of the exterior boundaries of the property proposed for Special Review shall be notified by mail not less than fifteen (15) days prior to the date of the public hearing before the County Zoning Commission. In addition, notification of the proposed Special Review shall be posted in a conspicuous place on the property, and legal notice shall be published not less than fifteen (15) days prior to the public hearing in a

newspaper of general circulation.

9. **IMPORTANT NOTICE TO PETITIONER:** You will be notified by mail approximately 1-week in advance as to the time, date and place of the public hearing on your petition. Attendance at the public hearing is not required, but is strongly recommended, so that you may present your case to the Commission.

**Procedures and Review Criteria for Special Review requests**  
**Unified Zoning Regulations Section 27-1509 et seq.**

**SEC. 27-1509. SPECIAL REVIEW BY COUNTY ZONING COMMISSION.**

(a) *General.* Although each zoning district is primarily intended for a predominant type of use, there are a number of uses which may or may not be appropriate in a particular district depending upon all the circumstances of the individual case. For example, the location, nature of the proposed use, the character of the surrounding development, traffic capacities of adjacent streets and potential environmental effects, all may indicate that the circumstances of the development should be individually reviewed. It is the intent of this chapter to provide a system of review of such uses so that the community is assured that the uses are compatible with their locations and with surrounding land uses, and will further the purpose of this chapter and the objectives of the comprehensive plan.

(b) *Application procedure.* An application for a special review may be submitted by the property owner, contract purchaser or his/her authorized agent. Such application shall be filed with the zoning coordinator and shall be submitted under the following conditions:

- (1) The application shall include, but not be limited to, the following information:
  - a. A legal and general description of the tract(s) upon which the special review use is sought;
  - b. A map showing the dimensions, acreage and location of the tract(s);
  - c. The names and addresses of the owner(s) of the tract(s) and his/her authorized agent, if any, along with the recorded property owner's signature;
  - d. A certified list of the names and addresses of the owners of property within a radius of three hundred (300) or more feet, as determined by the zoning coordinator, of the exterior boundaries of the tract(s);
  - e. Gummed mailing labels with the names and mailing addresses typed or printed neatly of all of the property owners indicated on the certified list;
  - f. A site plan showing major details of the proposed development including but not limited to: the location of proposed and existing buildings and structures; off-street parking and loading; service and refuse areas; means of ingress and egress; landscaping, screening, signs and open space areas;
  - g. The application must be accompanied by the payment of all applicable fees; and
  - h. Any other information the applicant believes will support his/her request or other information as requested by the zoning coordinator or planning department.
- (2) An application may be withdrawn or amended at any time prior to the publication of the legal advertisement for the public hearing before the county zoning commission. After legal notice for the county zoning commission public hearing has been published, the request for withdrawal shall be submitted to the planning department office at least twenty-four (24) hours prior to the public hearing. The county zoning commission may allow withdrawal of the application, after advertisement of the zoning commission public hearing has been published, by a majority vote of

the members present, without prejudice with respect to the twelve (12) month waiting period after the application has first been submitted. However, no application shall be allowed to be withdrawn more than once within the twelve (12) month period after the application shall have first been submitted.

- (3) An applicant may request a delay for a period not to exceed thirty (30) days on the hearing of his/her application before the county zoning commission. The request for the delay and reasons must be submitted in writing to the planning office or chairperson of the county zoning commission twenty-four (24) hours in advance of the public hearing. Approval of a delay shall require a majority vote of the members present, without requiring county commission approval of the delay. Only one (1) such delay shall be allowed on any application.
- (4) The application must be submitted, together with all applicable fees, to the zoning coordinator twenty (20) days prior to the date of the public hearing.

(c) *Planning department action.* The zoning coordinator, upon receiving an application for a special review use, shall do the following:

- (1) Consult with other departments of the city and/or county to fully evaluate the impact of the use contemplated under the special review application upon public facilities and services;
- (2) Study each application with reference to its appropriateness and effect on existing and proposed land uses, and its correspondence with the comprehensive plan;
- (3) Advertise notice of the application in a newspaper of general circulation fifteen (15) days in advance of the date of the county zoning commission public hearing. The notice shall contain the time, date and place of the county zoning commission public hearing;
- (4) Notify, by mail, the applicant and/or his/her authorized agent, of the time, date and place of the public hearing five (5) days in advance of that date;
- (5) Notify the property owners, by mail, within three hundred (300) feet of the exterior boundaries of the tract(s) subject to the special review of the time, date, place and proposed use at least fifteen (15) days prior to the public hearing date. The zoning coordinator may notify property owners within a distance greater than three hundred (300) feet if he/she determines that the proposed use would be such as to have a substantial environmental impact on the surrounding land uses;
- (6) Place notice of the public hearing on the property subject to the special review fifteen (15) days in advance of the public hearing; and
- (7) Report his/her conclusions and findings, in writing, to the county zoning commission, which report shall become a matter of public record.

(d) *County zoning commission action.* The county zoning commission shall consider each application in accordance with the provisions of this chapter, and at a public hearing at which time the application has been legally advertised. Each application shall be presented to the county zoning commission, by the zoning coordinator or his/her designee, together with his/her conclusions and findings on the matter. The county zoning commission may, by a majority vote of the members present, delay action for a period not to exceed thirty (30) days, without prejudice to the applicant. A written report of the commission's decision and recommendation and the zoning coordinator's report shall be submitted to the board of county commissioners.

The county zoning commission shall make a recommendation to the board of county commissioners to:

- (1) Approve the application;
- (2) Conditionally approve the application; or
- (3) Deny the application.

Recommendations from the county zoning commission shall be based on findings of fact and shall be transmitted to the applicant, or his/her agent and the board of county commissioners within fifteen (15) days of the date of the public hearing before the commission.

Before approving a special review use, the county zoning commission shall find that the contemplated use:

- (1) Complies with all requirements of this chapter;
- (2) Is consistent with the objectives and purposes of this chapter and the comprehensive plan; and
- (3) Is compatible with surrounding land use or is otherwise screened and separated from adjacent land in such a way as to minimize adverse effects.

Further, the county zoning commission shall consider and may impose modifications or conditions concerning, but not limited to the following:

- (1) Street and road capacity;
- (2) Ingress and egress to adjoining streets;
- (3) Off-street parking;
- (4) Fencing, screening and landscaping;
- (5) Building bulk and location;
- (6) Usable open space;
- (7) Signs and lighting; and/or
- (8) Noise, vibration, air pollution and similar environmental influences.

(e) *Board of county commissioners action.* Notice of the board of county commissioner's public hearing shall be placed in a newspaper of general circulation. The notice shall contain the time, date and place of the board of county commissioners public hearing. Before taking any action on an application for a special review use, the board of county commissioners shall first consider the findings and recommendations of the county zoning commission. In no case shall the board approve a special review use other than the one advertised. The board shall:

- (1) Approve the application;
- (2) Conditionally approve the application;
- (3) Deny the application;
- (4) Allow withdrawal of the application; or
- (5) Delay the application for a period not to exceed thirty (30) days.

These Goals and Objectives applicable to all zoned areas except Lockwood:

### **PRIMARY GOALS AND OBJECTIVES OF THE 2008 GROWTH POLICY**

#### **Land Use Element**

**1. ISSUE:** Neighborhoods are experiencing pressures from new development and land use changes.

**GOAL:** Predictable land use decisions that are consistent with neighborhood character and preferred land use patterns identified in neighborhood plans.

**OBJECTIVES:**

- Preserve neighborhood integrity.

- Empower neighborhood groups.

**2. ISSUE:** The current zoning ordinances and subdivision regulations do not always prevent incompatible uses in and adjacent to existing City neighborhoods and County townsites.

**GOAL:** New developments that are sensitive to and compatible with the character of adjacent City neighborhoods and County townsites.

**OBJECTIVES:**

- Maintain a high quality of life for new and

existing residents.

- Reduce conflicts between neighbors.

**3. ISSUE:** Rural townsites are not prepared to handle increased growth.

**GOAL:** Growth management tools available to rural townsites.

**OBJECTIVES:**

- Empower communities to direct growth.
- Use County resources and services more efficiently.
- Create a sense of community.

**4. ISSUE:** Urban sprawl threatens the rural character of land surrounding Billings, increases the cost of providing public services, and threatens the vitality of the city core and downtown area.

**GOAL:** Contiguous development focused in and around existing population centers separated by open space.

**OBJECTIVES:**

- Ensure the continued functionality of natural systems.
- Use City and County resources in a cost effective manner.
- Create attractive communities.

**5. ISSUE:** There is a serious lack of affordable housing for low to moderate income households.

**GOAL:** Affordable housing for all income levels dispersed throughout the City and County.

**OBJECTIVES:**

- Improve the quality of life of low income people. Preserve and rehabilitate the existing supply of affordable housing.
- Promote social equity and diversity.
- Create more affordable housing and work towards replacing affordable housing lost during redevelopment projects.
- Provide rental and ownership housing options for the diverse workforce.

**6. ISSUE:** There is a desire for more mixed use neighborhoods.

**GOAL:** More housing and business choices within each neighborhood.

**OBJECTIVES:**

- Improve quality of life.
- Encourage more live-work environments.
- Reduce commuting and subsequent drain on natural resources and traffic congestion.
- Develop more self-contained neighborhoods.

## **Economic Development Element**

**1. ISSUE:** We need to continue a cohesive focus in economic development.

**GOAL:** Coordinated economic development efforts that target business recruitment, retention, and expansion.

**OBJECTIVES:**

- Improve the quality of life for residents.
- Strengthen area economy.
- Create living-wage jobs.

**2. ISSUE:** Lack of living-wage jobs.

**GOAL:** Increase the median income of households and individuals.

**OBJECTIVES:**

- Improve the quality of life for residents.
- Attract and retain businesses that offer competitive wages and benefits.
- Reduce dependency on social programs.

**3. ISSUE:** Entryways to our communities should be attractive and not present physical barriers discouraging economic development.

**GOAL:** Attractive and accessible communities.

**OBJECTIVES:**

- Encourage new businesses to locate in Billings and gateway areas.
- Reduce travel time through town.
- Convey a business-friendly attitude.
- Increase the visual appeal of our highway and railroad corridors.

**4. ISSUE:** Government supported programs and improvements are not sufficiently funded.

**GOAL:** Improved public services and facilities.

**OBJECTIVES:**

- Construct safe and efficient infrastructure.
- Respond in a timely manner to public service needs.

**5. ISSUE:** Surrounding communities in the County need economic development to sustain them.

**GOAL:** Preserve and sustain the rural community centers throughout the County.

**OBJECTIVES:**

- Preserve rural culture and living options.
- Promote business development to provide local services and less dependence on travel to Billings.

**6. ISSUE:** Billings needs to attract businesses that pay higher wages.

**GOAL:** Provide citizens with greater financial stability.

**OBJECTIVES:**

- Focus on attracting skilled labor positions in clean industries.
- Improve the quality of life for residents.
- Strengthen area economy.
- Create living-wage jobs.

**7. ISSUE:** The economic development of

Billings Heights is overlooked.

**GOAL:** Business development and rejuvenation in the Heights.

**OBJECTIVES:**

- Improve quality of life for Heights residents.
- Create more jobs near where people live to reduce commuter traffic.
- Capitalize on existing infrastructure and facilities.

**8. ISSUE:** The quality of our schools is a determining factor for whether businesses locate in Billings.

**GOAL:** Promote excellence in education and safe and healthy school facilities.

**OBJECTIVES:**

- Highlight educational quality as a business recruitment tool.
- Attract and retain educated citizens.
- Provide future taxpayers a quality education.

**9. ISSUE:** Neighborhoods provide the character and strength of the community and the quality of neighborhoods should be preserved.

**GOAL:** Preserve neighborhood character and quality of life.

**OBJECTIVES:**

- Empower neighborhoods.

**10. ISSUE:** The Billings economy faces a severe shortage of skilled workers in a number of sectors (a problem that will worsen as the population ages).

**GOAL:** Community-wide planning and preparation of a skilled workforce to meet the diverse and growing economic development needs of the community.

**OBJECTIVES:**

- Improve coordination between the business community, economic development agencies and school districts.
- Increase educational attainment for high demand, well-paying jobs.
- Increase per capita income.
- Increase local workforce availability to attract new clean industry jobs.

## **Aesthetics Element**

**1. ISSUE:** There are areas in the City and County that are unattractive and present a poor image of the community.

**GOAL:** Visually appealing communities.

**OBJECTIVES:**

- Improve the image of the community.
- Instill pride in the community.
- Improve the quality of life for residents.
- Preserve the community assets such as the

Rimrocks, the Yellowstone River, the downtown and the major street thoroughfares.

**2. ISSUE:** New development and signs, cell towers, power lines and other structures could reduce the visual quality of the rims.

**GOAL:** Unobstructed views of the rimrocks surrounding the City of Billings.

**OBJECTIVES:**

- Improve the visual image of Billings.
- Protect a publicly recognized landmark.

**3. ISSUE:** Urban interstate corridors through the County are unattractive.

**GOAL:** An inviting and attractive urban interstate corridor through the County.

**OBJECTIVES:**

- Improve signage standards.
- Provide more aesthetic open space.
- Develop more greenspace.
- Develop attractive and well-maintained rest areas.

## **Natural Resources Element**

**1. ISSUE:** The quality of the Yellowstone River and the associated riparian habitat is threatened.

**GOAL:** A healthy river ecosystem system that supports multiple uses.

**OBJECTIVES:**

- Ensure high water quality.
- Ensure continued recreational access.
- Protect wildlife and wildlife habitat.

**2. ISSUE:** Water is an important resource and it is becoming scarcer.

**GOAL:** A sustainable supply of clean water.

**OBJECTIVES:**

- Protect public health.
- Reduce the cost of groundwater remediation.

**3. ISSUE:** Due in part to the arid nature of our environment and the remoteness of some developments, there is an increased risk to human life and property from wildfires.

**GOAL:** Minimize loss of life and property damage resulting from wildfires.

**OBJECTIVES:**

- Save lives and property.
- Utilize fire protection resources more efficiently.
- Protect the natural environment.

**4. ISSUE:** Weeds detract from the beauty of an area, pose a fire danger, and reduce the productivity of agricultural land.

**GOAL:** Controlled weed populations.

**OBJECTIVES:**



- Improve range productivity.
- Preserve native vegetation.
- Reduce the risk of wildfire and potential for erosion.

**5. ISSUE:** Human encounters with wildlife often result in a painful consequence for wildlife, pets, and humans.

**GOAL:** Reduced opportunities for negative human and wildlife encounters.

**OBJECTIVES:**

- Reduce needless injury or death of wildlife and pets.
- Minimize property damage caused by wildlife.
- Protect human life and property.

**6. ISSUE:** Certain development is damaging our natural resources.

**GOAL:** Protection of groundwater, surface water, riparian areas, air quality, and productive agricultural land.

**OBJECTIVES:**

- Use City and County resources in a cost effective manner.
- Protect public health.
- Ensure the continued functionality of natural systems.

## Open Space and Recreation Element

**1. ISSUE:** Some neighborhood parks appear to receive more funding for improvements than other neighborhood parks.

**GOAL:** Rational consideration of neighborhoods for park expenditures.

**OBJECTIVES:**

- Provide well-maintained and equipped neighborhood parks and improve undeveloped parks.
- Create neighborhood parks designed to meet the needs of the neighborhood.
- Empower neighborhoods to provide direction for budgetary decisions.

**2. ISSUE:** Billings and Yellowstone County need more major recreation facilities and need to improve those we already have.

**GOAL:** Recreation facilities that serve the diverse recreational needs of Billings and Yellowstone County.

**OBJECTIVES:**

- Meet the recreation needs of City and County residents.
- Improve the quality of life of residents.
- Encourage the development of all athletes.

**3. ISSUE:** Private land development sometimes restricts access to public land.

**GOAL:** Accessible public lands.

**OBJECTIVES:**

- Improve relations between users and landowners.
- Ensure the public use of public land.

**4. ISSUE:** Billings and surrounding County townsites need more multiple use trails.

**GOAL:** A multi-purpose trail network integrated into the community infrastructure that emphasizes safety, environmental preservation, resource conservation and cost effectiveness.

**OBJECTIVES:**

- Develop non-motorized connections between residential neighborhoods and work places.
- Provide convenient access to bicycle and pedestrian facilities.
- Improve quality of life for residents.

**5. ISSUE:** Public access to areas above and below the rimrocks is limited and decreasing each year.

**GOAL:** Protect and increase the availability of public access to natural areas and trails near the rims.

**OBJECTIVES:**

- Protect public use of a well-recognized and economically valuable natural resource.
- Increase recreation options for residents.
- Preserve a unique Billings' feature.

**6. ISSUE:** Public access to areas along the Yellowstone River is limited and decreasing each year.

**GOAL:** Protect and increase the availability of public access to natural areas and trails along the River.

**OBJECTIVES:**

- Protect public use of a well-recognized and economically valuable natural resource.
- Increase recreation options for residents.
- Preserve a unique Billings' feature.

## Transportation Element

**1. ISSUE:** Speeding in City neighborhoods and outlying communities.

**GOAL:** Safe traffic speeds consistent with the surrounding uses.

**OBJECTIVES:**

- Decrease pedestrian-vehicle accidents.
- Promote non-motorized transportation modes.
- Promote cooperative speed enforcement.

**2. ISSUE:** Safe and efficient traffic circulation around and through the City.

**GOAL:** Efficient cross-town and in-town traffic.

**OBJECTIVES:**

- Reduce travel times.
- Create convenient traffic connections.
- Employ adaptable design options.
- Provide multiple intercity travel options.

**3. ISSUE:** Lack of adequate traffic control.

**GOAL:** Improved traffic flow and reduced congestion.

**OBJECTIVES:**

- Reduce potential harm to people and property.
- Maintain safe and efficient traffic flow.

**4. ISSUE:** The design of roads, streets, and pedestrian facilities can be more attractive and functional.

**GOAL:** Visually appealing rights-of-way that serve the needs of all modes of travel.

**OBJECTIVES:**

- Employ smart, cost effective designs.
- Use designs that recognize the needs of all users.
- Incorporate attractive visual elements into rights-of-way design.

**5. ISSUE:** Obstacles to efficient and safe traffic flow.

**GOAL:** A safe and efficient transportation system characterized by convenient connections and steady traffic flow.

**OBJECTIVES:**

- Identify obstacles to traffic flow.
- Remove or minimize impediments to traffic flow.
- Manage traffic demand.

**6. ISSUE:** Deteriorated conditions of City streets and County roads.

**GOAL:** City streets and County roads maintained at safe standards.

**OBJECTIVES:**

- Equitably share the cost of maintaining roadways.
- Timely response to public needs.

**7. ISSUE:** Resources for transportation improvements should be rationally allocated throughout City neighborhoods and County townsites.

**GOAL:** Rational consideration of all City neighborhoods and County townsites when allocating transportation improvement funds.

**OBJECTIVES:**

- Select projects based on a needs assessment.
- Reduce waste through coordination of projects.

**8. ISSUE:** Lack of adequate bicycle facilities.

**GOAL:** Additional bicycle facilities throughout

the City and the County.

**OBJECTIVES:**

- Provide needed facilities for recreational and commuter bicyclists
- Encourage bicycling as a cost-effective, healthy alternative to driving
- Promote safe bike riding options

**9. ISSUE:** Deterioration of air quality due to vehicle emissions.

**GOAL:** Reduce carbon emissions from vehicles.

**OBJECTIVES:**

- Maintain healthy air quality levels.
- Act locally to fight global warming.
- Support alternative transportation modes.

**10. ISSUE:** Some bicyclists do not follow traffic laws and can cause unsafe situations.

**GOAL:** Vehicles, pedestrians and bicyclists safely and courteously sharing facilities.

**OBJECTIVES:**

- Ensure equitable and safe use of public transportation facilities.
- Encourage alternative modes of transportation.
- Educate users of the responsibilities.

**11. ISSUE:** There are more motorcycles, bicycles and motor scooters on the roadways.

**GOAL:** All transportation modes safely and courteously sharing facilities.

**OBJECTIVES:**

- Ensure equitable and safe use of public transportation facilities.
- Encourage alternative modes of transportation.
- Educate users of the responsibilities.

**Public Facilities and Services Element**

**1. ISSUE:** Residents are not adequately informed of County and City projects.

**GOAL:** An effective public notification system.

**OBJECTIVES:**

- Enhance public involvement.
- Provide timely and accurate public notification.
- Increase contact with news media.

**2. ISSUE:** Dilapidated and unsafe properties in City neighborhoods and County townsites.

**GOAL:** Sanitary and safe properties.

**OBJECTIVES:**

- Provide helpful and responsive public services.
- Improve the community image.
- Increase property values.

**3. ISSUE:** Safety is a concern in

neighborhoods and outlying County townsites.

**GOAL:** Protect public lives and property.

**OBJECTIVES:**

- Ensure adequate public service to all residents.
- Utilize scarce resources wisely and employ cost effective techniques.
- Maintain acceptable levels of service in existing City neighborhoods when expanding service to new areas.

**4. ISSUE:** Funding for community facilities and infrastructure is very limited.

**GOAL:** Equitable collection and distribution of funding for public services and facilities.

**OBJECTIVES:**

- Ensure users pay fair share for public services and facilities.
- Ensure facilities and services are maintained in existing neighborhoods as new neighborhoods are added.
- Explore new sources of funding as appropriate.

**5. ISSUE:** Public funds are not distributed rationally throughout City neighborhoods and County townsites.

**GOAL:** Rational consideration of all City neighborhoods and County townsites for public funds expenditures.

**OBJECTIVES:**

- Identify and prioritize neighborhood needs.
- Empower public to provide direction on capital improvements expenditures.
- Leverage public funds with other resources.

**6. ISSUE:** There are vacant structures around Billings and in the County that could be reused.

**GOAL:** Adaptive reuse of vacant structures.

**OBJECTIVES:**

- Conserve resources.
- Preserve historic or cultural landmarks.
- Take advantage of economic development opportunities.
- Preserve neighborhood integrity.

**7. ISSUE:** Community services are not always available to everyone.

**GOAL:** Equitable provision of community programs and services.

**OBJECTIVES:**

- Enhance public access to community services and programs such as libraries, public transportation, and the like.
- Encourage civic participation.

**8. ISSUE:** Subdivision review, zoning applications, and other development permit review are not always conducted in a

streamlined and timely manner.

**GOAL:** Predictable and timely development review procedures.

**OBJECTIVES:**

- Expedite review process.
- Actively enforce development regulations.
- Be responsive to applicants' needs.
- Provide adequate Planning Department staff for review purposes.

**9. ISSUE:** Maintenance of existing K-12 school facilities and planning for new schools is critically important to maintaining existing communities built around the neighborhood school concept and fostering new communities surrounding school sites.

**GOAL:** Coordinated land use and facility planning among local governments, school districts and private industries.

**OBJECTIVES:**

- Shared community vision.
- Increased communication and problem solving.
- Encourage joint-use facilities and collocation of needs for cost-effectiveness and community building.

**10. ISSUE:** Multiple community interests (including local government, arts organizations, and social organizations) are competing for tax dollars for facility development and maintenance, resulting in taxpayer fatigue and overall declining support for capital and maintenance projects.

**GOAL:** Adequate funding for necessary public facilities' maintenance and improvement without overburdening taxpayers.

**OBJECTIVES:**

- Coordinated and prioritized capital improvements planning for all community interests.
- Identify shared funding sources.
- Coordinated bonding requests to balance all interests.

## **Cultural and Historic Resources Element**

**1. ISSUE:** Historic landmarks and structures are being lost to neglect and development.

**GOAL:** Identification and protection of the historical, archeological, and cultural resources of Yellowstone County.

**OBJECTIVES:**

- Improve awareness of historic and cultural resources.
- Increase property values through structural rehabilitation.

**2. ISSUE:** Cities must link economic development with quality of life. Businesses and professionals are attracted to a culturally aware city.

**GOAL:** Actively maintain existing cultural institutions in Billings and support additional venues and interest.

**OBJECTIVES:**

- Promote the community's rich historical and cultural heritage.
- Capitalize on Billings' cultural assets to attract and recruit businesses.

**3. ISSUE:** Public art is seen as an important part of the Billings landscape.

**GOAL:** A visually appealing and attractive landscape.

**OBJECTIVES:**

- Enhance the natural and built environments with art.
- Support cultural appreciation and education.

**4. ISSUE:** There is no requirement for surface archeological surveys to be conducted prior to many development processes, nor is there a provision for salvaging any sites that are discovered.

**GOAL:** Preservation of archeological, historic, and paleontological resources within Yellowstone County.

**OBJECTIVES:**

- Preserve unique cultural assets.
- Support cultural appreciation and education.
- Follow State Historic Preservation Office guidelines.

## Community Health Element

**1. ISSUE:** Existing neighborhood plans lack sufficient detail to address emergency preparedness.

**GOAL:** Neighborhoods and communities prepared to react to natural disasters and other emergencies.

**OBJECTIVES:**

- Identify and acknowledge emergency risks in the community.
- Educate neighborhoods and communities of risks and how to prepare and prevent them.
- Prepare emergency plans so that all responders and citizens know what to do.

**2. ISSUE:** Not all neighborhoods are planned with ways to access nutritious foods.

**GOAL:** Accessible, affordable and nutritious food for everyone.

**OBJECTIVES:**

- Reduce malnutrition, diabetes, heart disease, and other nutrition related diseases.

- Ensure equal opportunities to healthy food sources.

- Support local farm produce.

**3. ISSUE:** Some roadways are not designed to accommodate pedestrians and therefore create inconvenient and unsafe conditions.

**GOAL:** Safe roadways supportive of vehicles, bicycles and pedestrians.

**OBJECTIVES:**

- Reduce traffic conflicts among multiple user groups.
- Support and encourage walking and bicycling for exercise and transportation.
- Provide safe walking routes to schools.
- Reduce vehicle carbon emissions.

**4. ISSUE:** Physical activity is not seen as a viable means of getting from place to place.

**GOAL:** Physically active, healthy citizens.

**OBJECTIVES:**

- Neighborhoods designed in ways that promote physical activity.
- Reduce healthcare costs.
- Reduce vehicle carbon emissions.

**5. ISSUE:** Neighborhoods lack a sense of community, which is contributing to neighborhood decline.

**GOAL:** Healthy, safe neighborhoods and communities with sense of pride.

**OBJECTIVES:**

- Citizens with a sense of belonging.
- Safe places to live and raise children.
- Local governments who are responsive to neighborhood needs.

**6. ISSUE:** Some neighborhoods are not safe.

**GOAL:** Active, safe neighborhoods with a high quality of life.

**OBJECTIVES:**

- Address neighborhood nuisances to promote safety.
- Adequate resources for public safety and crime prevention.

**7. ISSUE:** Poor housing and lack of living wage jobs puts the health of residents at risk.

**GOAL:** Adequate affordable housing and living wage options for all citizens.

**OBJECTIVES:**

- Reduce poverty related health issues.
- Provide service workers more options for housing and basic needs.

The following Growth Policy Statements and Guidelines apply in the Lockwood area of Yellowstone County:

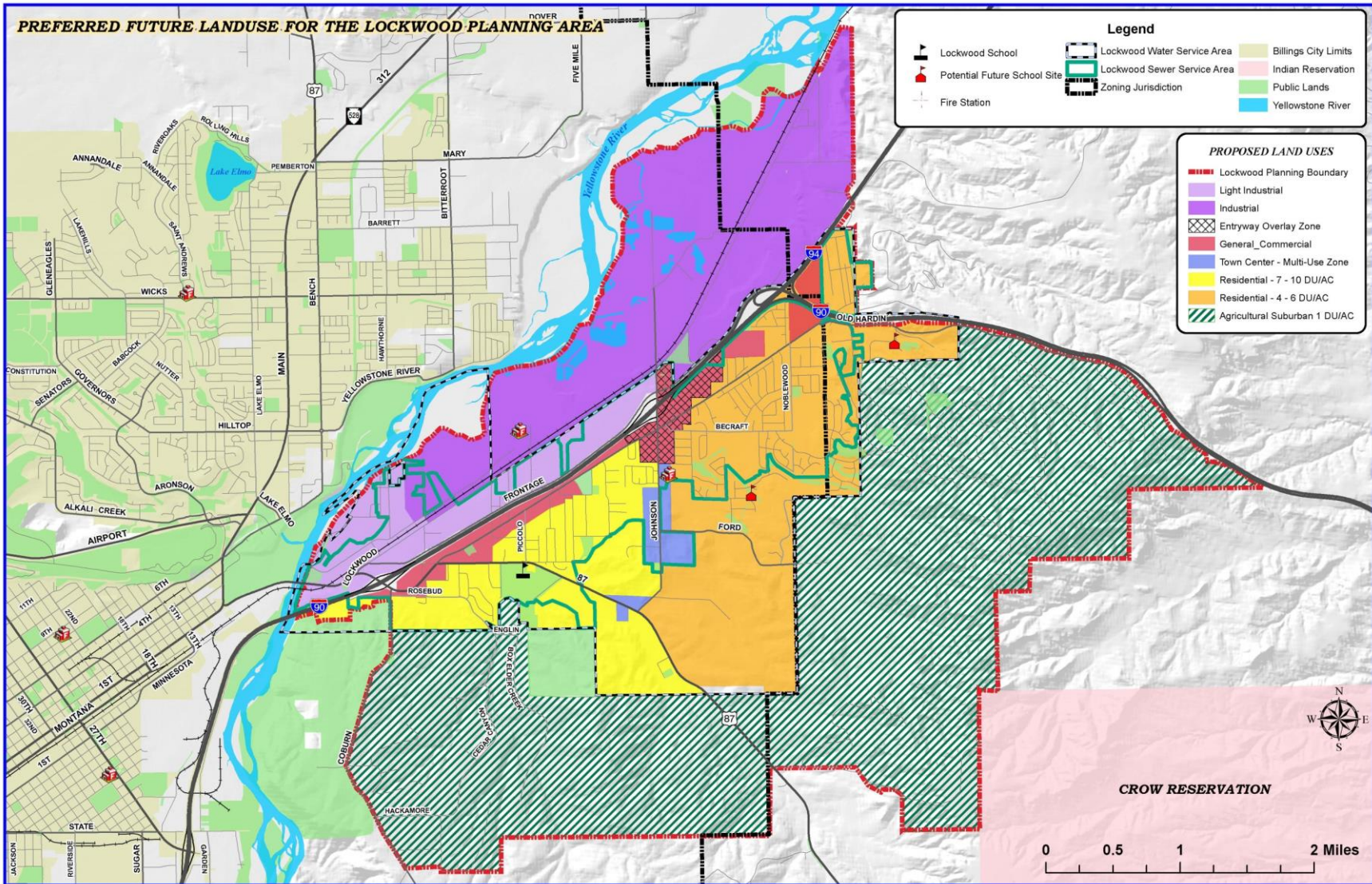
### **LOCKWOOD GROWTH POLICY STATEMENT**

*Lockwood is a community that will evolve with a Main Street-style TOWN CENTER surrounded by a range of housing options that support and sustain, both fiscally and socially, the community investments in schools, public water and sewer, transportation, recreation, and public safety while providing economic opportunities in general commercial and light and heavy industry businesses in areas shown on the preferred land use map.*

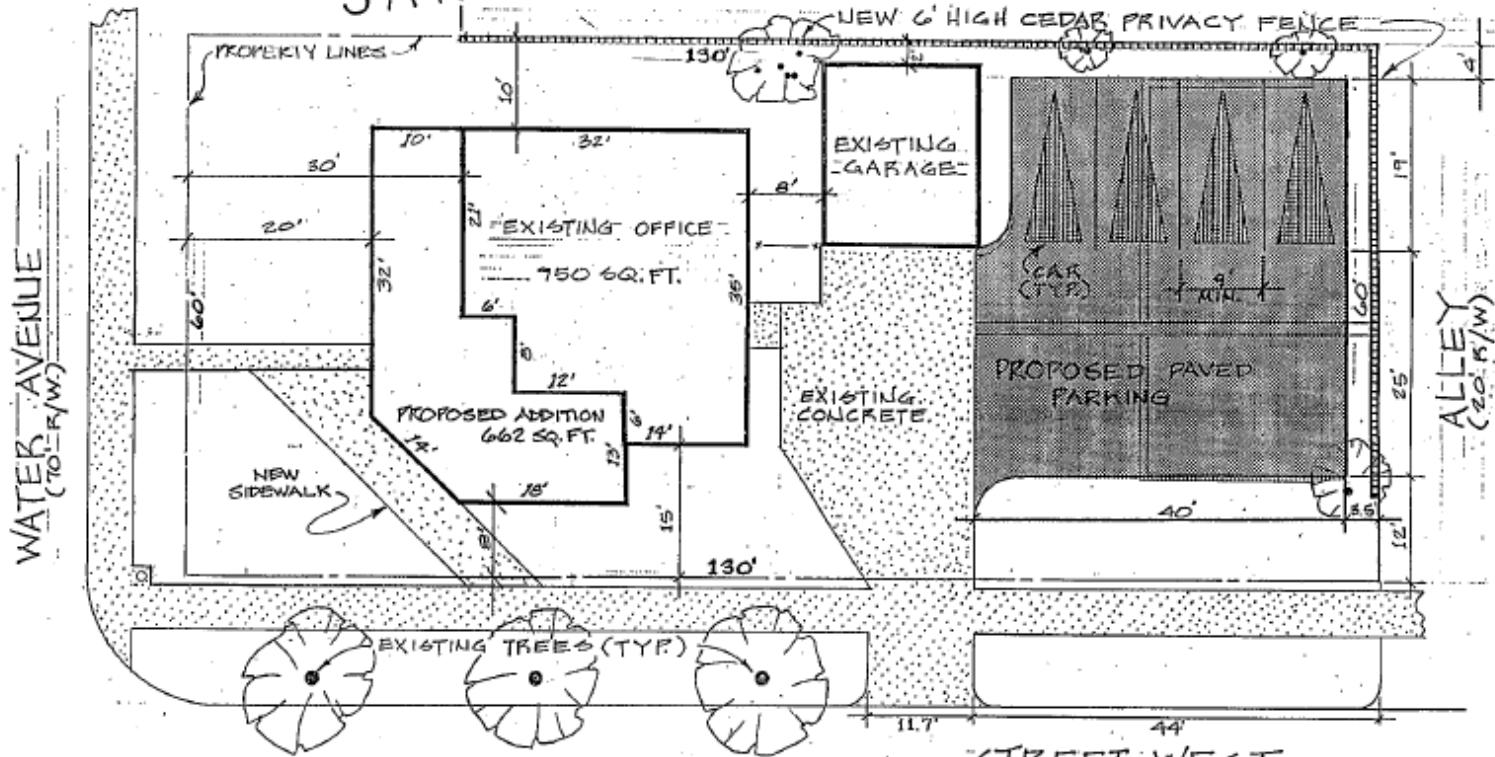
### **GROWTH GUIDELINES**

- The existing zoning of R-15,000 *may* be changed to higher densities of 7 - 10 dwelling units per acre
- The existing zoning of R-9,600 *may* be changed to higher densities of 4 - 6 dwelling units per acre
- A mixed-use zoning district *may* be applied to properties within the area designated as the TOWN CENTER
- Consider constructing private and public improvements to higher design standards in the more densely developed area
- Take into account pedestrian safety when designing private and public infrastructure
- Industrial development *may* be located along existing and proposed transportation corridors north of the interstate
- A Targeted Economic Development District (TEDD) *may* be used to foster secondary, value adding economic development. Properties within the general area of the TEDD *may* be initially zoned as agriculture with the intent to rezone to an industrial zoning district when and if the TEDD is implemented
- Commercial retail and services *may* be considered appropriate in areas designated for industrial land uses along principal and minor arterials in addition to areas designated for commercial land uses
- Consider connectivity and convenient access for all users when designing future road network
- The County Floodplain Regulations *may* be the best regulatory tool to protect the floodway and flood fringe in the regulated flood hazard zones
- A 'resource conservation overlay zone' *may* be considered to protect natural habitat and other conservation resources along the Yellowstone River



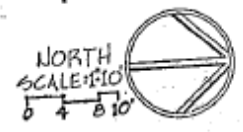


# SAMPLE SITE PLAN



**PROPOSED SMITH OFFICE BLDG. ADDITION**  
 2732 WATER AVE. Lot 12, Block 7, WATER SUB.

**STREET WEST**  
 (60' R/W)



APPLICATION DEADLINES  
2018- 2019

**COUNTY ZONING COMMISSION  
&  
BOARD OF COUNTY COMMISSIONERS**

Applications for **special review** uses must be presented to the Planning & Community Services Department by 5:00 p.m. on the dates as set forth below. These deadlines cannot be altered due to state laws concerning public notice. All parties involved will be sent a notice of the time, date, and place of the public hearing.

<b><u>DEADLINE</u></b> <b>(1<sup>st</sup> MONDAY)</b>	<b><u>ZONING COMMISSION</u></b> <b><u>HEARING</u></b> <b>(2<sup>nd</sup> MONDAY – 4 PM)</b> 1 <sup>st</sup> Floor, 2825 3 <sup>rd</sup> Ave North	<b><u>COUNTY COMMISSION</u></b> <b><u>HEARING</u></b> <b>(9:30 am - 4<sup>th</sup> TUESDAY)</b>
October 1, 2018	November 13, 2018 (TUES)	November 27, 2018
November 5, 2018	December 10, 2018	January 2, 2019 (WED)
December 3, 2018	January 14, 2019	January 29, 2019 (5 <sup>th</sup> Tuesday)
January 7, 2019	February 11, 2019	February 26, 2019
February 4, 2019	March 11, 2019	March 26, 2019
March 4, 2019	April 8, 2019	April 23, 2019
April 1, 2019	May 13, 2019	May 28, 2019
May 6, 2019	June 10, 2019	June 25, 2019
June 3, 2019	July 8, 2019	July 23, 2019
July 1, 2019	August 12, 2019	August 27, 2019
August 5, 2019	Sept 9, 2019	Sept 24, 2019
Sept 3, 2019 (TUES)	October 15, 2019 (TUES)	October 29, 2019
October 7, 2019	Nov 12, 2019	Nov 26, 2019
Nov 4, 2019	December 9, 2019	December 31, 2019
December 2, 2019	January 13, 2020	January 28. 2020



In an effort to ensure all new **zoning applications** are complete and can be successfully processed by the Planning staff, advisory boards and decision making bodies, we now require an **application review appointment** at the time of submittal.

This appointment will ensure:

- All required forms, documents, cover letters, mailing labels, fees, site plans and other information is included
- All information on the land record and subject property is accurate and the site plan submitted is properly scaled
- Any deficient, missing or incorrect information can be noted for a follow-up submission
- All requests for uses, zoning districts or specific variances are correctly described and noticed

The Planning Staff will work with you to ensure your requested appointment time can be scheduled or alternative dates and times can be arranged. For applicants outside of Yellowstone County, a conference call appointment may be scheduled to review the application submitted. Agents may act on a property owner's behalf to review the application at the required meeting.

Applications with deficient, missing or inaccurate information will not be processed. Please read the application packet closely to ensure all required information is included in your submittal prior to scheduling an application review appointment.

In general, an application review appointment **will take approximately ½ hour**. Appointments **can be scheduled on the deadline day** for applications (the 1<sup>st</sup> Monday of each month), or **any day prior** to the application deadline **depending on staff availability**.

Please call 657-8247 to schedule an **application review appointment** or send an email to Jeannette Vieg at [viegj@ci.billings.mt.us](mailto:viegj@ci.billings.mt.us)

Thank you for your consideration  
The Planning Staff

# APPLICATION FORM

COUNTY Special Review

COUNTY Special Review # \_\_\_\_\_ - Project # \_\_\_\_\_

The undersigned as owner(s) of the following described property hereby request a Special Review as outlined in the Yellowstone County Unified Zoning Regulations.

Present Zoning: \_\_\_\_\_

Special Review Requested: \_\_\_\_\_

TAX ID# \_\_\_\_\_ COUNTY COMMISSIONER DISTRICT # \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Address or General Location (If unknown, contact County Public Works): \_\_\_\_\_

Size of Parcel (Area & Dimensions): \_\_\_\_\_

Present Land-Use: \_\_\_\_\_

Covenants or Deed Restrictions on Property: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach to application

\*\*\* Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.

Owner(s): \_\_\_\_\_

(Recorded Owner)

(Address)

(Phone Number)

(email)

Agent(s): \_\_\_\_\_

(Name)

(Address)

(Phone Number)

(Email)

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Special Review. Also, I attest that all the information presented herein is factual and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Recorded Owner)



Date Stamp