

ZONE CHANGE

APPLICATION INFORMATION PACKET
2020-2021

Yellowstone
County

COUNTY ZONE CHANGE

PRE-APPLICATION NEIGHBORHOOD MEETING REQUIRED

Yellowstone County requires a pre-application neighborhood meeting for each zone change request. **The Planning Division will provide a list and mailing labels of property owners within 300 feet (or more) of the exterior boundary of a proposed zone change.** This list of owners is based on best available information but is not certified by the Clerk & Recorder of Yellowstone County. A certified list of surrounding property owners is still required at the time a zone change application is submitted to the Planning Division.

The surrounding property owners within 300 feet (or more) and the Planning Division must be notified by mail at least seven (7) calendar days in advance of the required pre-application neighborhood meeting.

The meeting notice must contain the following information (Section 27-1508(b) 1-3):

- 1. Date, time & location of the meeting.**
 - 2. Legal description of the subject parcels along with a map showing the dimensions, acreage and location of the parcels.**
 - 3. The names and addresses of the owner(s) of the subject property.**
 - 4. A zone change plan with a written description of the proposed zone change including the area in square footage or acres to be included in the zone change.**
- **The pre-application neighborhood meeting must be conducted at least seven (7) calendar days prior to submitting a zone change application.**
 - **The notice of the pre-application neighborhood meeting must be mailed at least seven (7) calendar days prior to the meeting.**
 - **The Planning Division encourages applicants to conduct the meetings within the immediate area of the subject property.**

PRE-APPLICATION NEIGHBORHOOD MEETING DEADLINES
2020- 2021

<u>DEADLINE</u> MAILING OF NOTICE PRE-APP MEETING (2 WKS PRIOR TO 1 ST MONDAY)	<u>DEADLINE</u> PRE-APP MEETING (1 WK PRIOR TO 1 ST MONDAY)	<u>DEADLINE</u> COMPLETED ZONE CHANGE APP (1 ST MONDAY)
Nov 18, 2019	Nov 25, 2019	Dec 2, 2019
Dec 9, 2019	Dec 16, 2019	Jan 6, 2020
January 21, 2020 (TUES)	January 27, 2020	February 3, 2020
February 18, 2020 (TUES)	February 24, 2020	March 2, 2020
March 23, 2020	March 30, 2020	April 6, 2020
April 20, 2020	April 27, 2020	May 4, 2020
May 18, 2020	May 26, 2020 (TUES)	June 1, 2020
June 22, 2020	June 29, 2020	July 6, 2020
July 20, 2020	July 27, 2020	August 3, 2020
August 24, 2020	August 31, 2020	September 8, 2020 (TUES)
September 21, 2020	September 28, 2020	October 5, 2020
October 19, 2020	October 26, 2020	November 2, 2020
November 23, 2020	November 30, 2020	December 7, 2020
December 7, 2020	December 14, 2020	January 4, 2021
January 19, 2021 (TUES)	January 25, 2021	February 1, 2021

Dates accelerated for December due to end-of-year holidays

YELLOWSTONE COUNTY ZONE CHANGE APPLICATION

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

NOTICE TO PETITIONER

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 1/2 hour**. Appointments **can be scheduled on the deadline day** for applications (the 1st 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@billingsmt.gov

INSTRUCTIONS

Yellowstone County requires a pre-application neighborhood meeting for each zone change request. The Planning Division will provide a list and mailing labels of property owners within 300 feet (or more) of the exterior boundary of a proposed zone change. This list of owners is based on best available information but is not certified by the Clerk & Recorder of Yellowstone County. A certified list of

surrounding property owners is still required at the time a zone change application is submitted to the Planning Division.

The surrounding property owners within 300 feet (or more) and the Planning Division must be notified by mail at least seven (7) calendar days in advance of the required pre-application neighborhood meeting.

The pre-application neighborhood meeting must be conducted at least seven (7) calendar days prior to submitting a zone change application.

All applications shall be submitted to the Planning & Community Services Department, 2825 3rd Ave North, 4th 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. Explain your need for the intended zone change and why the property cannot be used under the existing zoning. Explain how the new zoning will fit in with the existing zoning and land uses of the immediate area.
2. Photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property.
3. Pre-Application Statement of Owner(s) or Agent(s) affirming pre-application meeting was held, and include the following: 1) the pre-application neighborhood meeting was held, and 2) the zone change application is based on materials presented at the meeting. Include a copy of the meeting notice, written materials mailed or provided at the meeting, the sign-in sheet of attendees, and a brief synopsis of the meeting results.
4. 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.
5. Obtain a certified list of names and addresses of the owners of all property shown within the 300 foot 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 14th Floor of the Wells Fargo building at the southeast corner of North 27th Street and 2nd 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.
6. A filing fee must accompany all applications for Zone Changes. No application for a Zone Change 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 ZONE CHANGE WILL BE GRANTED.

RESIDENTIAL: \$912.00

COMMERCIAL: \$1,213.00

Planned Development <5 acres: \$1,011

Planned Development >5 acres: \$1,613

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.

7. A public hearing shall be held in all petitions for a change in zone classification. As part of the notification procedure, the Zoning Coordinator will notify the property owners on the list prepared by the petitioner for the proposed zone change. All persons identified as owners of property within 300 feet of the exterior boundaries of the property proposed to be rezoned 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 rezoning 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.
8. **IMPORTANT NOTICE TO PETITIONER:** You will be notified by mail 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 Zone Change requests
Unified Zoning Regulations Section 27-1508 et seq.

SEC. 27-1508. AMENDMENTS TO CHAPTER.

(a) *General.* The regulations, restrictions and boundaries set forth in this chapter may, from time to time, be amended, supplemented, changed or repealed by the board of county commissioners provided, however, that no action on any application for amendment, change or repeal may be taken until the application has first been processed and advertised in accordance with the provisions of this chapter.

(b) **Application for map amendments.** Unless initiated by the board of planning or board of county commissioners, all applications for an amendment to the official map, or to the text of this chapter must be submitted in person by the property owner, the contract purchaser or the authorized agent of the property owner. Proposals to amend this chapter, except for the official zoning map, may also be initiated by the county zoning commission. An application for an amendment affecting the same property shall not be submitted more than once every twelve (12) months.

Each application to amend the official map or text shall be filed with the zoning coordinator, and each application shall be submitted under the following conditions:

(1) The applicant or his/her authorized agent shall submit the following information to the planning department to begin the zone change process:

- a. **Legal description of the subject parcel(s), along with a map showing the dimensions, acreage and location of the parcel(s);**

- b. **The names and addresses of the owner(s) of the subject property and contract purchasers, if any, and their agent(s), if any, along with the recorded property owner's signature;**
 - c. **A zone change plan which shall consist of the following:**
 - i. **A written description of the proposed zone change including the area in square footage or acres to be included in the zone change.**
 - ii. **If there are multiple zone changes proposed, the location and area of each specific new zoning district.**
- (2) The planning department shall provide a list of surrounding property owners within a radius of three hundred (300) or more feet, as determined by the zoning coordinator, of the exterior boundaries of the tract(s) to the applicant or his/her agent based on the submitted information.
- (3) The applicant or his/her agent shall conduct a pre-application neighborhood meeting to explain the proposed new zoning and receive comment from the surrounding property owners. The applicant or his/her agent shall notify in writing the persons on the surrounding property owner list as provided in subsection (2) and the planning department of the date, time and location of the pre-application neighborhood meeting. The written notification shall be mailed at least seven (7) calendar days prior to the scheduled meeting. The written notification shall include all the materials noted in subsection 27-1508 (b) 1. The pre-application neighborhood meeting shall be conducted at least seven (7) calendar days prior to the submittal of the proposed zone change to the planning department. The applicant shall obtain a roster of the names of the persons that attend the pre-application neighborhood meeting and make a record of the minutes of the meeting.**
- (4) Once the pre-application neighborhood meeting has been conducted the applicant or his/her agent may submit a zone change application and it shall include, but not be limited to, the following information:
- a. A legal description of the tract(s) proposed to be rezoned;
 - b. A map showing the dimensions, acreage, and location of the tract(s) and adjacent land uses;
 - c. The present and proposed classification for the tract(s);
 - d. A certified list of the names, addresses and legal descriptions 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. The names and addresses of the owner(s) of the land and their agents, if any, along with the recorded property owner's signature; and
 - g. Payment of all applicable fees.
 - h. A signed statement affirming the pre-application neighborhood meeting was conducted in conformance with the requirements of Section 27-1508 (b) 3, and the zone change application is based on material presented at the meeting. The signed

statement shall include a copy of the meeting notice, any written materials provided to the surrounding property owners, a brief synopsis of the meeting results, a roster of the persons attending the meeting and audio or written minutes of the meeting.

- (5) Any application for an amendment to the official map must be submitted together with all applicable fees, to the zoning coordinator twenty (20) days prior to the date of the public hearing before the Yellowstone County zoning commission.
- (6) An application may be withdrawn at any time prior to the publication of the legal advertisement for the public hearing before the county zoning commission without respect to the twelve (12) month waiting period. 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.
- (7) An applicant requesting a zone change may request a thirty (30) day delay 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 chairman 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 such delay shall be allowed on any application.

(c) *Planning department action.* The zoning coordinator, upon receiving an application for rezoning an area or a particular piece of property, shall do the following:

- (1) Consult with other departments of the city and/or county to fully evaluate the impact of any zoning change upon public facilities and services including, but not limited to schools, drainage, traffic and related facilities;
- (2) Study each application with reference to its appropriateness and effect on existing and proposed land uses, and its correspondence with the growth policy;
- (3) Publish notice of the application in a newspaper of general circulation at least fifteen (15) days in advance of the date of the county zoning commission public hearing. The notice shall contain: the classification sought, the location of the property, the date, time and place of the county zoning commission public hearing and that the proposed zone change information is on file for public inspection at the office of county clerk and recorder;
- (4) Notify, by mail, the applicant and/or his/her authorized agent at least five (5) days prior to the date of the county zoning commission public hearing of the date, time and place of such hearing;
- (5) Notify, by mail, all property owners within three hundred (300) feet of the exterior boundaries of the property subject to the rezoning of the date, time and place of the county zoning commission public hearing and the existing and proposed classification at least fifteen (15) days in advance of that date. The zoning coordinator may notify property

owners within a radius of more than three hundred (300) feet if he/she determines that the proposed rezoning of the property would likely have a substantial impact on the surrounding land uses;

- (6) Place notice of the county zoning commission public hearing and the Board of County Commissioners public hearing on the property subject to rezoning and in four (4) other public places at least forty-five (45) days in advance of the date of the Board of County Commissioners public hearing; and
- (7) Report his/her findings and conclusions in writing to the county zoning commission, which report shall be a matter of public record.

(d) *County zoning commission action.* The county zoning commission shall review and take action upon each application in accordance with the provisions of this chapter, and after a public hearing for which 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 findings and conclusions 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 report of the commission's recommendation and the zoning coordinator's findings and conclusions 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; or
- (2) Deny the application.

The County Zoning Commission shall submit its recommendations in writing along with a statement indicating its reasons for the recommendation to grant, denying, or to allow withdrawal of the amendment within fifteen (15) days following the public hearing. In no case shall the county zoning commission make a recommendation that an amendment be granted for an amendment that was not legally advertised.

In making its recommendation to the board of county commissioners for an amendment to the official map or text of this chapter, the county zoning commission shall consider, among other things, the following:

- (1) Whether the new zoning is designed in accordance with the growth policy;
- (2) Whether the new zoning is designed to secure from fire and other dangers;
- (3) Whether the new zoning will promote public health, public safety and general welfare;
- (4) Whether the new zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements;
- (5) Whether the new zoning will provide adequate light and air;
- (6) Whether the new zoning will effect motorized and nonmotorized transportation;
- (7) Whether the new zoning will be compatible with urban growth in the vicinity of cities or towns;
- (8) Whether the new zoning considers the character of the district and the peculiar suitability of the property for particular uses;
- (9) Whether the new zoning will conserve the value of buildings; and

- (10) Whether the new zoning will encourage the most appropriate use of land throughout Yellowstone County; and
- (11) Whether the new zoning will, as nearly as possible, be compatible with the zoning of nearby cities and towns.

(e) *Board of county commissioners action.* Notice of the board of county commissioners public hearing shall be published once a week for two weeks in a newspaper of general circulation. The notice shall contain the time, date and place of the board of county commissioners public hearing, the boundaries of the proposed district, the general character of the proposed zoning district or regulations and the proposed zoning regulations or district boundary change are on file for public inspection at the office of the county clerk and recorder. Before taking any action on an application for an amendment to the official map, or amendment to the text of this chapter the board of county commissioners shall first consider the findings and recommendations of the county zoning commission. In no case shall the board approve an amendment for a classification other than the one advertised. The board shall:

- (1) Approve the application;
- (2) Deny the application;
- (3) Allow withdrawal of the application; or
- (4) Delay action on 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 townsites².

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 households³.*

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.

12. 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.

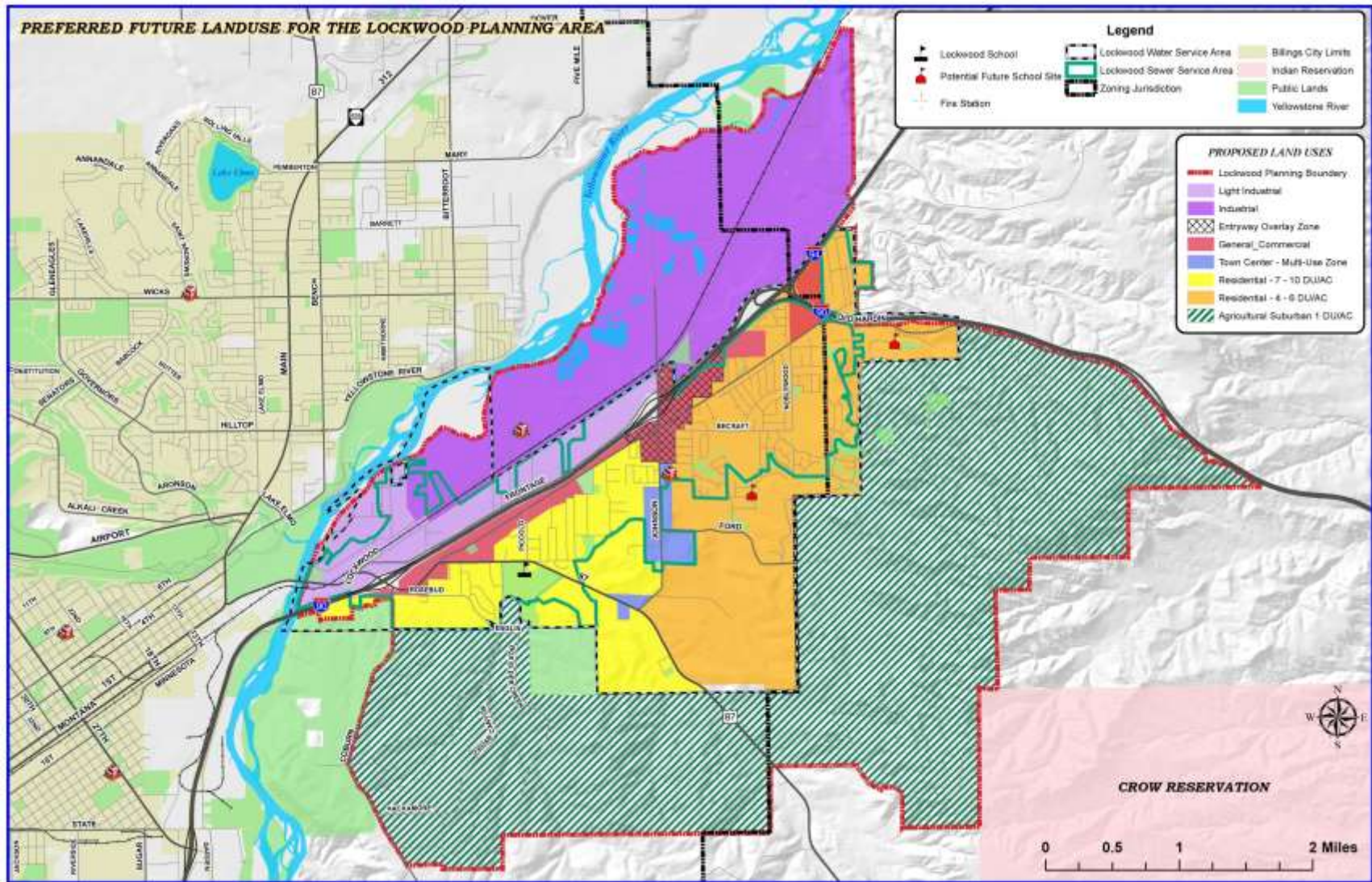
The following Growth Policy Statements and Guidelines apply in the **Lockwood area** of Yellowstone County:

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



APPLICATION DEADLINES
2020-2021

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

Applications for **zone changes** 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.

<u>DEADLINE</u> (1st MONDAY)	<u>ZONING COMMISSION</u> <u>HEARING</u> (2nd MONDAY – 4 PM) 1 st Floor, 2825 3 rd Ave North	<u>COUNTY COMMISSION</u> <u>HEARING</u> (9:30 am - 4th TUESDAY)
Nov 4, 2019	December 9, 2019	December 31, 2019
December 2, 2019	January 13, 2020	January 28, 2020
January 6, 2020	February 10, 2020	February 25, 2020
February 3, 2020	March 9, 2020	March 24, 2020
March 2, 2020	April 13, 2020	April 28, 2020
April 6, 2020	May 11, 2020	May 26, 2020
May 4, 2020	June 8, 2020	June 23, 2020
June 1, 2020	July 13, 2020	July 28, 2020
July 6, 2020	August 10, 2020	August 25, 2020
August 3, 2020	Sept 14, 2020	Sept 29, 2020
Sept 8, 2020 (TUES)	October 13, 2020 (TUES)	October 27, 2020
October 5, 2020	Nov 9, 2020	Nov 24, 2020
Nov 2, 2020	December 14, 2020	December 29, 2020
December 7, 2020	January 11, 2021	January 26, 2021
January 4, 2021	February 8, 2021	February 23, 2021

Pre-Application Statement of Owner(s) or Agent(s)

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. **Present Zoning:** _____
2. **Written description of the Zone Change Plan** including square footage or acres of proposed new zoning: _____

3. **Subject Property Map:** please attach to this form
4. **Legal Description of Property:** _____

5. **Roster of persons who attended the pre-application neighborhood meeting:** please attach to this form
6. **A copy of the meeting notice.** please attach to this form
7. **A brief synopsis of the meeting results.** please attach to this form
8. **The undersigned affirm the following:**
 - 1) The pre-application neighborhood meeting was held on the ____, day of _____, 20__.
 - 2) The zone change application is based on materials presented at the meeting.

Owner (s): _____ **Telephone:** _____

Address: _____ **Email:** _____

Agent (s): _____ **Telephone:** _____

Address: _____ **Email:** _____

APPLICATION FORM

COUNTY ZONE CHANGE County Zone Change # _____ - Project # _____

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

Present Zoning: _____

Proposed Zoning: _____

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: _____

Proposed 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 Zone Change. Also, I attest that all the information presented herein is factual and correct.

Signature: _____ Date: _____

(Recorded Owner)



Date Stamp