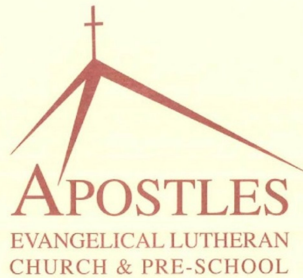


**Attachment D**  
**Applicant Letter – SR #905**



April 1, 2013

TO: CITY of BILLINGS  
PLANNING & COMMUNITY SERVICES DEPARTMENT  
510 North Broadway, 4th Floor  
Billings, MT 59101

RE: Apostles Evan. Lutheran Church  
3140 Broadwater Ave.  
Billings, MT 59102

Special Review

Dear Zoning Coordinator:

Please consider our request for a special review for the proposed addition to our existing church facility located at 3140 Broadwater Ave.

1A. Our proposal is consistent with the goals and policies of the adopted Growth Policy as outlined below:

1. LAND USE ELEMENT

- Preservation of current neighborhood character and integrity
- Continuation of current sense of community
- Maintain attractive aesthetics
- Ensure natural and continued property functionality
- Provide self-contained off-street vehicle parking with ease of property access minimizing traffic flow
- Promote social foundation for a balanced neighborhood

3140 Broadwater Avenue • Billings, MT 59102  
406-656-7141 • FAX: 406-656-7425 • Email: apostleschurch@msn.com  
A member of the Wisconsin Evangelical Lutheran Synod

2. ECONOMIC DEVELOPMENT

- Strengthen neighborhood living
- Offer neighborhood services such as pre-school education and related functions
- Sustain high visual appeal of the neighborhood
- Generate efficient and safe property infrastructure
- Compliment city development
- Encourage city revitalization efforts.
- Preserve neighborhood culture and living standards
- Reflect quality standards of Billings living and future growth

3. AESTHETICS ELEMENT

- Preserve current neighbor assets
- Improve the overall neighborhood image
- Protect the "landmark" quality of the existing property
- Maintain generous open space
- Increase green area development
- Retain low key signage elements

4. NATURAL RESOURCES ELEMENT

- Increase recreational use
- Maintain natural resource elements
- Protect the natural environment
- Utilize available fire protection resources
- Maintain safety and protection of life and property

5. OPEN SPACE AND RECREATION ELEMENT

- Maintain high standards for site grooming
- Increase youth recreation availability
- Continue a strong "good neighbor" posture
- Provide convenient non-vehicular access
- Compliment Billings life style

6. TRANSPORTATION ELEMENT

- Promote traffic safety
- Integrate with intercity travel options
- Maintain same and efficient traffic flow
- Preserve right-of-way accesses
- Minimize impediments to traffic flow
- Respond appropriately with traffic demands
- Maintain "open door" policy to public needs
- Coordinate project with "efficiency" priorities
- Maintain convenient access to bus transportation
- Promote improved safety and health related functions
- Encourage use of bicycles and other alternative transportation

7. PUBLIC FACILITIES AND SERVICES ELEMENT

- Welcome public involvement
- Provide timely public notifications
- Maintain and improve overall community image
- Raise level of property values
- Maintain public access
- Ensure a high level of property maintenance
- Sympathetic toward neighborhood needs.
- Engage conservation measures
- Encourage civic involvement
- Enforce development regulations
- Respond to community needs
- Share community and neighborhood vision
- Maintain neighborhood communication and problem solving

8. CULTURAL AND HISTORIC RESOURCES ELEMENT

- Increase of property values
- Promote historic and cultural values
- Enhance the natural environment
- Support cultural appreciation

9. COMMUNITY HEALTH ELEMENT

- Prepare emergency plan for quick response
- Maintain clear and effective pedestrian and traffic routes
- Promote a sense of neighborhood pride and belonging
- Sensitivity toward children and related safety
- Participation in neighborhood crime prevention

1B. Need for proposed addition:

Our existing facility is 42 years old. The needs of the congregation and community have changed. Our members would like to have more room for fellowship, gathering, and classroom areas. Every aspect of ministry is in need of extra space, which is currently causing Apostles to use fellowship and balcony space for offices. It is becoming increasingly difficult to serve our own members and our community, while at the same time maintaining a facility that doesn't look cluttered.

The members of Apostles firmly believe that if we are to serve the community in the future that additional space is a must. The future addition will also provide curb appeal that will communicate community pride from a congregation that is well established in the Billings.

1C. Serving the public:

Our congregation's mission statement states that "As God's disciples, we the men, women and children of Apostles, are united in the preaching, teaching and sharing of God's Word...and we will joyfully spread the Word of God in our community." Apostles is dedicated to assisting our own members and beyond. We have offered several public events including soccer camps, Trick or Trunk, food drives, clothing drives, Christmas donations to the needy, etc. Apostles also assists with fuel and food cards to those who are in need.

The members have implemented events that offered the community the opportunity to ride through a road course that the Billings Police setup in our parking lot. At this event safety kits were distributed along with new bike helmets. Backpacks loaded with new school supplies were also handed out at another community event.

The church is located north of community development that holds regular meetings. The homeowners make use of our facility along with the crime prevention committee that they developed. The space is limits us from having no more than 25 people comfortably fit in our fellowship space for such a business meeting. Apostles desires to be able to provide a place where the community can gather and from which different organizations can serve.

The preschool that Apostles has developed serves mostly non-members of the 22 families that send their children to our school. This has given to us some great opportunities to be a part of the community as we support families and get involved with community events.

In the past the surrounding neighbors have used our campus as a park by using the open area and playground.

1D. Intended use of the property:

We are planning an addition to our existing facility that will increase the Narthex area (the entry area), add classrooms, provide storage space, add an administrative area, and a fellowship room.

Our intent is to build the entire building shell for the above areas. Only the Narthex, Lobbies, and Vestibules will be finished during this first phase. This is outlined in the architectural plans. This will allow the building exterior to be completely finished including grass, trees and other landscaping features.

As money is raised the unfinished areas will be completed. Since the exterior of the addition will be finished there will be no major disruptions to the outside of the building (i.e. heavy equipment, digging, dust, etc.) when we continue with the completion of the interior areas.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carl W. Rose", with a horizontal line extending to the right.

Carl W. Rose  
Owners' Representative