

**City Special Review 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 Special Review application packet, including any required fees, for a **Special Review** to be processed by the Planning Division.

1. **Present Zoning:** \_\_\_\_\_
2. **Written description of the Special Review** including existing conditions and proposed development:  
\_\_\_\_\_
- ✓ 3. **Subject Property Map:** please attach to this form
4. **Legal Description of Property:**  
\_\_\_\_\_
5. **Neighborhood Task Force Area:** Yes /// No . If Yes, Name of Task Force and mailing address of Chairperson: Southside - Lisa Vance, southsidetaskforce@gmail.com
- ✓ 6. **Roster of persons who attended the pre-application neighborhood meeting:** please attach to this form
- ✓ 7. **A copy of the meeting notice.** please attach to this form
- ✓ 8. **A brief synopsis of the meeting results including any written minutes or audio recording.** please attach to this form
9. **The undersigned affirm the following:**
  - 1) The pre-application neighborhood meeting was held on the \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_.
  - 2) The Special Review application is based on materials presented at the meeting.

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

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

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

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

**CITY SPECIAL REVIEW APPLICATION FORM**

**CITY SPECIAL REVIEW**

**City Special Review#** \_\_\_\_\_ - **Project #** \_\_\_\_\_

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

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

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

TAX ID# \_\_\_\_\_ **CITY ELECTION WARD #** \_\_\_\_\_

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

Address or General Location (If unknown, contact City Engineering): \_\_\_\_\_

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

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

\*\*\* 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 – digital signature allowed)



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**A&E Design**

124 N 29<sup>th</sup> ST, Suite 100

Billings, MT 59101

406.248.2633

[sdonovan@ae.design](mailto:sdonovan@ae.design)

August 1, 2025

**Daniel Brooks**

Chairperson, City Zoning Commission

City Hall, 5th Floor

316 N. 26th St.

Billings, MT 59101

**Subject: Special Review for Proposed Parking Lot Development**

Dear Daniel Brooks,

I am writing on behalf of Energy Laboratories in support of an Special Review application for a proposed parking lot located at 1108 and 1110 S. 28th Street in Billings, Montana. The properties are currently zoned as Corridor Mixed-Use 2 (CMU-2). While a parking lot is an allowed use within this zoning district, it requires Special Review approval under the current zoning regulations.

*Existing Conditions and Context*

The subject property consists of two adjacent lots—one is a vacant grass field, and the other contains a residential structure in poor condition. Removing the house will bring the property into better alignment with the surrounding commercial zoning. The area surrounding the site includes several commercial and industrial uses: to the west are metal commercial buildings with large overhead doors and fencing; to the east are facilities owned by Energy Laboratories; to the north is a residence also zoned CMU-2; and to the south lies vacant land.

*Need for the Parking Lot*

The proposed parking lot is needed to support the continued operations and planned growth of Energy Laboratories. With multiple buildings nearby, the company is currently experiencing a shortage of parking for its employees. The new lot will alleviate on-street parking congestion and provide the code-required stalls necessary for a proposed building addition located one block away. Without these additional spaces, the future building expansion would not be able to meet zoning code requirements for parking.

*Alignment with the Growth Policy*

This project supports the goals outlined in the 2016 Growth Policy, particularly the encouragement of infill development within city limits. The proposed parking lot represents an investment that enhances neighborhood livability, safety, and economic vitality. New landscaping, lighting, and pedestrian activity will beautify the area, improve visibility, and foster a safer environment through increased foot traffic and visibility (consistent with CPTED principles). The project supports local business expansion and improves the overall experience for employees and nearby residents.



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#### *New Parking Lot Construction*

The proposed lot is well-suited in both size and location to meet the functional needs of Energy Laboratories while adhering to all zoning and site development requirements. Based on feedback from the pre-application meeting with Planning and Engineering staff, the design will fully comply with landscape and engineering standards.

The lot will include 40 parking stalls and a single driveway access point. Landscaping features include irrigated planting beds with required shrubs, numerous trees for shade, boulders, stone mulch, and defined edging. A new vinyl privacy fence will replace the damaged chain-link fence and overgrown vegetation along the north property line, improving the neighbor's property. Pole-mounted lighting will be designed to prevent glare and avoid impacts on neighboring residential windows through appropriate shielding and placement. Snow storage is planned along the west and south boundaries to ensure year-round usability.

#### *Compatibility and Impact Mitigation*

The proposed use is compatible with nearby commercial and industrial operations and will not interfere with future development of adjacent properties. Given that employee work shifts are staggered, the parking lot is not expected to generate significant additional traffic or cause congestion. The design and layout have been planned to minimize any impact on neighboring land uses, and thoughtful attention has been given to landscaping, fencing, and lighting to ensure a high-quality, well-integrated project.

This Special Review application reflects a thoughtful and necessary improvement that will enhance the functionality and aesthetics of the surrounding area while supporting the continued success of a local business. The proposed parking lot is consistent with zoning regulations, aligns with adopted growth policies, and presents no adverse impacts to adjacent uses or future developments.

We respectfully request your consideration and approval of this application.

Sincerely,

A handwritten signature in blue ink that reads 'Steph C. Donovan'.

**Stephanie Donovan**  
Landscape Architect  
A&E Design

**Enclosure:** Special Review Application