



**CITY ZONING COMMISSION**  
**AGENDA-Tuesday, September 2, 2025, 4:30 p.m.**  
**Beartooth Meeting Room, 5th Floor**  
**316 N 26th St., Billings MT**

**NOTICE TO THE PUBLIC**

Citizens are invited to:

- Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>
- View the meeting live online at Facebook

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to the Board via email before 12:00 PM on the meeting date. All emails received prior to this time will be entered into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division, PO Box 1178, Billings MT 59103
- Email: [bernsb@billingsmt.gov](mailto:bernsb@billingsmt.gov)
- NOTICE: All meetings and official activities of the MPO are held in buildings and locations that comply with accessibility standards according to the Americans with Disabilities Act (ADA). A TTY number for the hearing impaired, 406-657-3079, is available upon request. Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing.  
Please direct questions to Brenda Berns, Planning Clerk @ [bernsb@billingsmt.gov](mailto:bernsb@billingsmt.gov) or 406-247-8610

**Call the meeting to order.**

**Introduction of City Zoning Commission Members and Planning Department Staff.**

**Public Comment**

**Approval of Minutes: August 5, 2025**

**Disclosure of any Conflict of Interest-Members of the Commission and Staff**

**Disclosure of an Outside (Ex Parte Communication)-Members of the Commission and Staff**

**Regular Business:**

- A. Opening of public hearings.
- B. Reading of rules for the procedure by which the public hearings will be conducted.
- C. Reading of notices of the public hearings on the following items:

**Public Hearings:**

- a. **City Zone Change 1070 - Grand Ave & Daybreak - from AG to PND** - A zone change request from Agricultural (A) to Planned Neighborhood Development (PND) with First Neighborhood Residential (N1), Mixed Residential 1 (NX1), Corridor Mixed Use 1 (CMU1) and Parks and open space (P1), on Sunny Cove Fruit Farms, Lot 66A1 & 67A1, an 54,109-acre parcel of land. Included in this request is a variance from the required separation from the CMU1 adjacent to Ag by a public street or alley. A pre-application neighborhood meeting was held on July 22, 2025 at 6:00pm, at 5554 Grand Ave. Tax ID: D04669, D04670
- b. **City Special Review 1001 - 1108 & 1110 S 28th St.** - To allow Surface Parking as primary use - A special review request to allow Energy Labs located at 1120 S 27th St. to utilize a vacant parcel for surface parking on .48-acre parcel of land, on Billings Second Addition, Block 250, Lots 5-10. Tax ID A01896 & A01895

**Other Business/Announcements**

## Adjournment

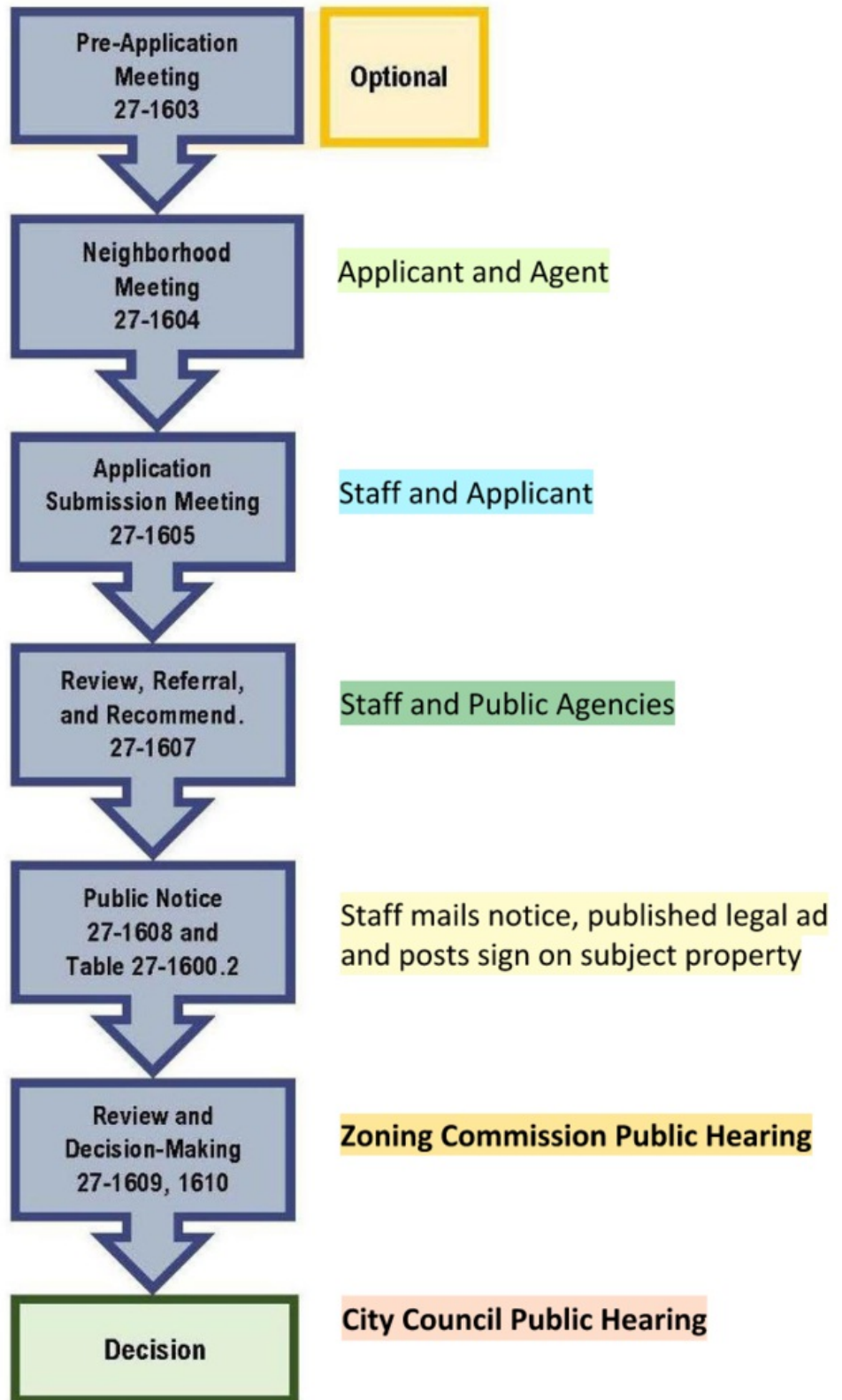
**The City Council has designated September 22, at 5:30 p.m.** as the date and time to receive the Zoning Commission recommendation for the zone changes and hold a public hearing. If approved on first reading, a **second reading will occur on October 13, 2025 at 5:30 pm.**

Before taking any action on an application for a **Zone Change**, the City Council shall first consider the findings and recommendations of the City Zoning Commission. In no case shall the City Council approve a zone change other than the one advertised. The City Council shall take one of the following actions on the zone change requests: 1) approve the application; 2) deny the application; 3) allow withdrawal of the application; or 4) delay the application for a period not to exceed thirty (30) days.

As provided in Montana Code Annotated, Section 76-2-305(2), in the event of a protest petition against such **zone change** map amendment signed by the owners of twenty-five (25) percent or more of: (1) the area of the lots included in any proposed change; or (2) those lots or units, as defined in MCA 70-23-102, **one hundred fifty (150) feet from a lot included in a proposed change**, such proposed amendment shall not become effective except by the favorable vote of two-thirds (2/3) of the present and voting members of the city council. For purposes of this protest provision interest in the common elements of the condominium, as expressed in the declaration, included in the calculation of the protest. If the property, as defined in 70-23-102, spans more than one lot, the percentage of the unit owner's undivided interest in the common elements must be multiplied by the total number of lots upon which the property is located. The percentage of the unit owner's undivided interest must be certified as correct by the unit owner seeking to protest a change or by the presiding officer of the association of unit owners. The protest petition must be received in the Planning Division office **by 5:00 p.m. on the Friday preceding the first reading of the ordinance by the City Council.**

Testimony regarding the above-mentioned item may also be submitted in writing to the Planning Division, P.O. Box 1178, Billings, MT 59103.

Public hearings are accessible to individuals with physical disabilities. Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Please notify Brenda Berns, Planning Clerk at [bernsb@billingsmt.gov](mailto:bernsb@billingsmt.gov) or 406-247-8610



**Date:** 09/02/2025  
**Title:**  
**Presented by:**  
**Department:** Planning & Community Services  
**Presentation:**

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**Information**

**RECOMMENDATION**

The minutes of the Board meeting of August 5, 2025

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

**ALTERNATIVES**

City Council may:

- Approve; or,
- Not Approve

**FISCAL EFFECTS**

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**Attachments**

Minutes of August 5, 2025

City of Billings Zoning Commission  
 Tuesday, August 5, 2025 at 4:30pm

Commission		01/07/2025	02/04/2025	03/04/2025	04/01/2025	05/06/2025	06/03/2025	07/01/2025	08/05/2025	09/02/2025	10/07/2025	11/04/2025	12/02/2025
Daniel J Brooks	Chairman	1	1	1	1	1	A	-	1				
Greg McCall	Vice Chairman	1	1	A	1	A	1	-	1				
David Goss	Commissioner	1	1	1	1	1	1	-	1				
Beau Mulvaney	Commissioner	1	1	1	A	1	A	-	1				
Andy Megorden	Commissioner	1	1	A	1	1	1	-	1				

Please note: "A" stands for excused absence, "1" stands for present, "V" stands for Zoom participation, "C" stands for Canceled

Total Number of 2025 Applications	01/07/2025	02/04/2025	03/04/2025	04/01/2025	05/06/2025	06/03/2025	07/01/2025	08/05/2025	09/02/2025	10/07/2025	11/04/2025	12/02/2025	TOTAL
Zone Change	1	1	2	1	1	1	-	1					8
Special Review	-	1			1	1	-						3

**Call the Meeting to Order:** Chairman Brooks called the meeting to order at 4:30 PM

**Attending Staff:** Karen Husman, Planner; Makayla Paul, Planner; Brenda Berns, Planning Clerk

**Public Comment**

Chairman Brooks called for public comments. There were no comments from the public.

**Approval of Minutes: June 3, 2025**

Motion made by Commissioner McCall, seconded by Commissioner Goss to approve the meeting minutes of June 3, 2025. The motion passed unanimously.

**Disclosure of Ex-Parte Communication**

COMMISSIONER	DISCLOSED	NONE	ABSTAINED	ABSENT
Daniel J Brooks		X		
Greg McCall		X		
David Goss		X		
Beau Mulvaney		X		
Andy Megorden		X		

**Disclosure of Conflict of Interest**

COMMISSIONER	DISCLOSED	NONE	ABSTAINED	ABSENT
Daniel J Brooks		X		
Greg McCall		X		
David Goss		X		
Beau Mulvaney		X		
Andy Megorden		X		

**Site visits:** There were no site visits conducted by the Commissioners.

- a. **City Zone Change 1068 – 1503 13<sup>th</sup> St. W – From NMU to CMU1** - A zone change request from Neighborhood Mixed Use (NMU) to Corridor Mixed Use 1, on C.O.S. 456, PARCEL A, D, & E, a 27,936-sf. parcel of land. A pre-application neighborhood meeting was held on June 24, 2025, at 1604 Grand Avenue. The purpose of the zone change request is to allow retail sales within a proposed pawn shop. Tax ID: A05940

Karen Husman, Zoning Coordinator advised the Commission members of the applicant’s request to withdraw Zone Change 1068.

Chairman Brooks noted there were no members of the public for comment and called for a motion to withdraw Zone Change 1068.

**Motion**

A motion was made by Commissioner McCall, seconded by Commissioner Megorden, to approve the withdrawal of Zone Change 1068. The motion carried unanimously.

COMMISSIONER	Yes	No	ABSTAINED	ABSENT
Daniel J Brooks	X			
Greg McCall	X			
David Goss	X			
Beau Mulvaney	X			
Andy Megorden	X			

**Other Business:**

**a. Upcoming Text Amendments –**

Ms. Husman informed the Commission of an upcoming text amendment to clarify the definitions of primary and secondary uses. A recent variance application for a garage larger than the associated living space highlighted that the current code is vague and lacks a square-footage standard. The City Attorney advised that the determination of primary use depends on actual use rather than size, underscoring the need for clarification in the next round of text amendments.

Ms. Husman also reported that a Special Review will be required for a parking area for Energy Labs, as the parcel is separate from their primary property and surface parking would be considered a principal use.

Additionally, a Planned Neighborhood Development zone change, in conjunction with an annexation and subdivision, will be coming forward. The zoning portion will be reviewed at the next meeting, and she will update the Commission on the status of placing the text amendments on that agenda.

**Adjournment:** The meeting adjourned at 4:37 PM

*Brenda J Berns, Planning Clerk*

## Zoning Commission

**Date:** 09/02/2025  
**Title:** Zone Change 1070 - Grand Ave. - Proposed Homestead Acres - MU PND  
**Presented by:** Hunter Kelly, Planner 1  
**Department:** Planning & Community Services  
**Presentation:** Yes

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### Information

#### RECOMMENDATION

Planning Staff is recommending approval and adoption of the findings of the 10 review criteria for Zone Change 1070.

#### BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

This is a zone change request for property legally described as Lots 66A1 and 67A1 of the Amended Plat of Lots 66A and 67A, Sunny Cove Fruit farms according to the official plat on file in the office of the clerk and recorder of Yellowstone County, Montana, under Document No. 4086208, from Agricultural (A) to Planned Neighborhood Development -Mixed Use (PND-MU) with First Neighborhood Residential (N1), Mixed Residential 1 (NX1), Corridor Mixed Use 1 (CMU1) and Parks and open space (P1). The proposed zoning would facilitate residential and commercial development. In order for these parcels to be developed, they will be annexed into the City of Billings (Annexation 25-04). This will give access to municipal water and sewer, among other utilities. When properties are annexed into the City of Billings (City), they must also go through a concurrent process to have the property re-zoned to a City Zoning District.

#### APPLICATION DATA

**APPLICANT:** Brian Harvey  
**OWNERS:** Larry Kramer, Jack Kramer, Kenneth Kramer, Gerald Kramer, and Carolyn Gerondale  
**LEGAL DESCRIPTION:** Lots 66A1 and 67A1 of the Amended Plat of Lots 66A and 67A, Sunny Cove Fruit Farms located in S31, T1N, R25E according to the official plat on file in the office of the clerk and recorder of Yellowstone County, Montana, under Document No. 4086208  
**ADDRESS:** N/A  
**CURRENT ZONING:** A - Agriculture  
**PROPOSED ZONING:** PND -- Planned Neighborhood Development  
**EXISTING LAND USE:** Vacant  
**PROPOSED LAND USE:** Residential and Commercial  
**SIZE OF PARCEL(S):** 54.1 Acres

#### SURROUNDING LAND USE & ZONING:

**NORTH Zoning:** N4-Large Lot Suburban Neighborhood & P1 -- Parks and Open Space

**NORTH Land Use:** Vacant, Residential

**SOUTH Zoning:** N3 - Suburban Neighborhood Residential & P2-Public, Civic and Institutions

**SOUTH Land Use:** Ben Steele School, Residential

**EAST Zoning:** N2 -- Mid Century Residential, Planned Unit Development - Hawk Creek, & CMU 1, CMU 2 -- Corridor Mixed Use1 &2

**EAST Land Use:** Residential, Diamond X, Back 9, Bank

**WEST Zoning:** A- Agriculture

**WEST Land Use:** Vacant/Agriculture

Planning staff recommends approval and adoption of the findings for the 10 review criteria for Zone Change 1070 as detailed in the summary section of this report. The proposed Planned Neighborhood Development is compatible with nearby existing facilities and would not be overly intrusive to nearby developments.

## STAKEHOLDERS

Planning staff notified the surrounding owners, published a legal ad, and posted the property as required by the zoning regulations. At the time of writing this staff report, Planning staff has not received any correspondence on the proposed zone change from surrounding owners.

A pre-application neighborhood was conducted by the applicant on the 22nd day of July at Connections Church, 5554 Grand Ave, and 19 persons signed the attendance sheet. The pre-application meeting notes and sign-in sheet are attached.

## ALTERNATIVES

The Zoning Commission may take one of the following actions:

- Recommend approval and adoption of the findings of the ten review criteria for Zone Change 1070; or,
- Recommend denial and adopt different findings of the ten review criteria for Zone Change 1070; or,
- Delay action on the zone change request to a certain date not more than 60 days in the future; or,
- Allow the applicant to withdraw the zone change request

The applicant has not asked to delay or withdraw the application as of the drafting of this memo.

## FISCAL EFFECTS

Approval or denial of the proposed zone change will not have an effect on the Planning Division budget.

## SUMMARY

Prior to any recommendation to the City Council, the Zoning Commission shall consider the following:

### **1. Is the new zoning designed in accordance with the Growth Policy and neighborhood plans?**

The proposed zone change is consistent with the following guidelines of the 2016 Growth Policy:

#### *Strong Neighborhoods;*

- Walkable neighborhoods that permit convenient destinations such as neighborhood services, open space, parks, schools, and public gathering spaces foster health, goodwill and social interaction.
- Neighborhoods that are safe and attractive and provide essential services are much desired. Implementation of the Infill Policy is important to encourage the development of underutilized properties.

#### *Prosperity and Essential Investments;*

- Infill development and development near existing City infrastructure may be the most cost-effective.
- A diversity of available jobs can ensure a strong Billings' economy.
- Retaining and supporting existing businesses helps sustain a healthy economy.

### **2. Is the new zoning designed to secure from fire and other dangers?**

The new zoning requires minimum setbacks, open and landscaped areas, and building separations. The new zoning, as do all zoning districts, provides adequate building separations and density limits to provide security from fire and other dangers. Additionally, the annexation of the property provides for municipal water service for the site. Any new construction on the site will follow applicable building codes.

### **3. Whether the new zoning will promote public health, public safety, and general welfare?**

Public health and public safety are promoted by the proposed zoning. New construction on the site will follow building code requirements to ensure and promote public health, public safety, and general welfare. Public health and public safety will be promoted by the proposed zone change.

### **4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement?**

*Transportation:* The existing zoning and new development will increase traffic on the adjacent street network. City Engineering will review any new development proposed to determine if a Traffic Impact Study is required. Traffic Impact Studies are required for developments that generate 1,000 trips per day. Any impacts identified within the Traffic Impact Study may require road improvements or a proportionate impact contribution. At this time, the Traffic Impact Study is being evaluated with the subsequent subdivision.

Future phases of the development will be required to connect to existing streets, such as Stream Stone Avenue, Cobblestone Avenue, and pave and provide right-of-way for Colton Boulevard. If approved, the applicant intends to reconfigure the subdivision road and lot layouts to match the zoning and provide a better final design.

*Water and Sewer:* The City provides water and sewer to the property. The utilities will be provided in accordance with the associated annexation agreement that is mutually agreed upon between the City of Billings and the Property Owner/Developer. This agreement is a strict condition of approval for annexations. Water will be extended to the property via Grand Avenue. Per the annexation agreement, the Developer shall pay any water system and wastewater system development fee prior to the issuance of any building permits.

*Schools and Parks:* Schools may be impacted by the proposed zoning, as the development does include residential use. Parks should not be negatively affected by the proposed zoning.

*Fire and Police:* The subject property will be served by the City of Billings Police Department and the Billings Fire Department. The nearest fire station is Fire Station 7 which is located approximately 0.37 miles away. The Police and Fire Departments expressed no concerns with the zone change.

**5. Will the new zoning provide adequate light and air?**

Similar to Criterias 2 and 3, the proposed zone, like all zones, requires minimum setbacks to allow for adequate separation between structures and adequate light and air. This parcel is presently vacant. Therefore, any new structure(s) will be required to meet setback/build-to, height, building separation, and Building Code requirements.

**6. Will the new zoning effect motorized and non-motorized transportation?**

The new zoning itself will not impact motorized and non-motorized transportation. Once developed, there will be increased volume to the transportation network, both motorized and non-motorized. City Engineering will evaluate the impact of these effects using a Traffic Impact Study. At this time the Traffic Impact Study is being worked on by City Engineering and the applicant for the subsequent subdivision. Impacts identified within the Traffic Impact Study are typically mitigated using a proportionate share cash contribution or construction improvements.

**7. Will the new zoning promote compatible urban growth?**

The proposed zoning does promote compatible urban growth. Directly east of the subject property is N2 zoning. The N2 zoning allows for single-family homes or duplexes. The proposed zoning request N1 zoning which also allows for single-family homes or duplexes. MK Subdivision to the east also has a mixture of CMU1 and CMU2. The proposed NX1 zoning is in the area at Granite Peak Townhomes. Additionally, existing City Water and Sewer mains are within Grand Avenue going as far west as Little River Loop. Due to this, the property is required to annex per DEQ standards of having municipal services within 600 feet of your property boundary.

**8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?**

The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. The proposed zoning will allow commercial and residential development. The proposed zoning is compatible with the adjacent zoning and existing development and uses in the vicinity, as mentioned in Criteria 7. Further, this use is compatible with the character of the surrounding district and the suitability of the property for future uses.

**9. Will the new zoning conserve the value of buildings?**

The property is currently vacant, therefore the new zoning will not have an impact on the value of buildings for the parcel. Any new structures will need to be in compliance with zoning and building codes.

**10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?**

The landowner has chosen the MU PND [First Neighborhood Residential (N1), Mixed Residential 1 (NX1), Corridor Mixed Use 1 (CMU1) and Parks and open space (P1).] zone as the most appropriate zone and intends to develop the property in accordance with the requirements of the zoning. There is a similar use like this within a nearby Granite Peak Townhomes are zoned NX1. Diamond X, Back 9, Albertsons to the east are all commercial developments zoned CMU1 and CMU2 to the east within MK Subdivision. The proposed zonings within the PND are similar to other zoning within the area making this the most appropriate use of the land.

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**Attachments**

Zoning Map & Site Photos  
Application Letter  
Narrative & Pre-Application Notes  
Chart of Zoning History

# EXHIBIT B

## ZONE CHANGE WITHOUT VARIANCE

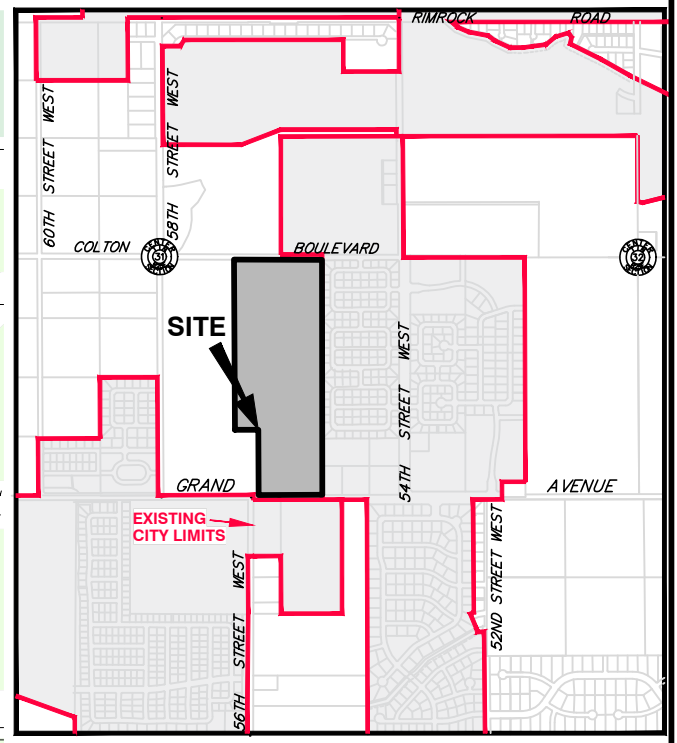
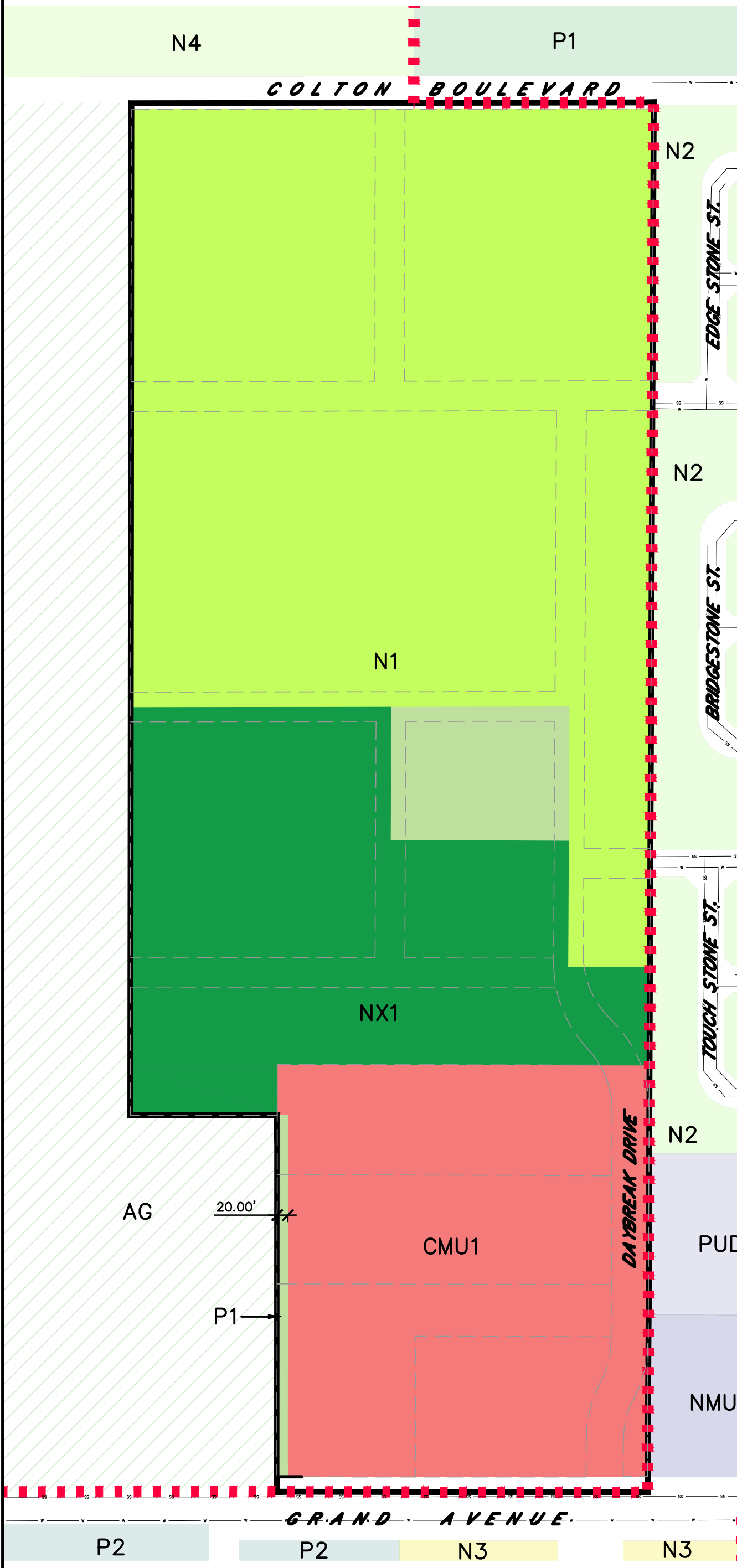
WITHIN  
 LOTS 66A1 AND 67A1 OF AMENDED LOTS 66A AND 67A SUNNY COVE FRUIT FARMS  
 YELLOWSTONE COUNTY, MONTANA

PREPARED FOR : GRAND AVE. LLC.

PREPARED BY : **sanbell**

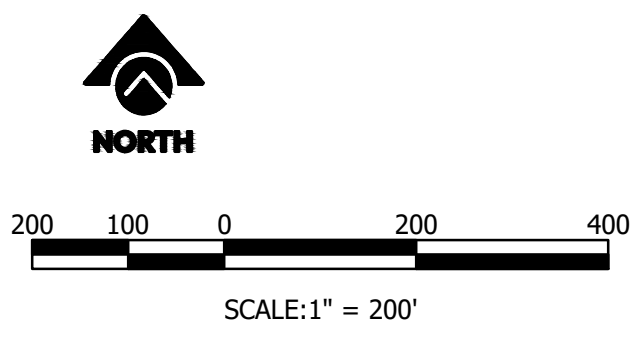
JULY, 2025

BILLINGS, MONTANA



**VICINITY MAP**  
 NOT TO SCALE

LEGEND	
PROPOSED ZONE AREA	
P1	2.33 AC - 4.4%
N1	27.02 AC - 50.6%
NX1	12.05 AC - 22.5%
CMU	12.12 AC - 22.7%
EX. WATER MAIN	— W —
EX. STORM MAIN	— SD —
EX. SANITARY MAIN	— SS —



P:\24583\_Homestead\_Storage\_Grand\_Avenue\CADD\_C3DIPRODUCTION\_DWG\Homestead\_Res\_Concept.2.dwg, 11X17 ZC (4), 8/1/2025 12:06:51 PM, cscodes, 1:1



**ZONING REQUEST**

ZONE CHANGE  
1070  
SPECIAL REVIEW  
VARIANCE

A rectangular sign with a yellow-to-orange gradient background. It features the text 'ZONING REQUEST' at the top. Below the text, there are two white sheets of paper pinned to the sign. The right sheet contains a map with colored areas (green, yellow, red). To the right of the map, the text 'ZONE CHANGE 1070', 'SPECIAL REVIEW', and 'VARIANCE' is printed vertically.

**ZONING REQUEST**

ZONE CHANGE  
Amended  
25-04  
SPECIAL REVIEW  
VARIANCE

A rectangular sign with a yellow-to-orange gradient background, similar to the one on the left. It features the text 'ZONING REQUEST' at the top. Below the text, there are two white sheets of paper pinned to the sign. To the right of the papers, the text 'ZONE CHANGE Amended 25-04', 'SPECIAL REVIEW', and 'VARIANCE' is printed vertically.



BE  
AL  
V



CAVE

Maybrook Dr







**Lot 66A1 and 67A1 of Amended Plat of Lots 66A and 67A, Sunny Cove Fruit Farms, according to the official plat on file in the office of the clerk and recorder of Yellowstone County, Montana, under Document No. 4086208**

Zone Change Request from A - Agricultural 10+ Acres to N1 - First Neighborhood Residential, NX1 - Mixed Residential 1, CMU1 – Corridor Mixed-Use 1 and P1 Parks and Open Space

**Statement of Proposal**

Brian Harvey and the Kramer family are seeking to rezone Lot 66A1 and 67A1 of Amended Plat of Lots 66A and 67A, Sunny Cove Fruit Farms, according to the official plat on file in the office of the clerk and recorder of Yellowstone County, Montana, under Document No. 4086208

The intent of the requested zoning is to allow for the future development of single-family homes, cottage courts, duplexes, townhomes, fourplexes, and commercial uses along Grand Avenue.

The proposed mixed-use PND will provide residential adjacencies compatible with the Cottonwood Grove subdivision directly east of the application area. It also provides commercial zoning compatible with uses that already exist in the commercial node surrounding the intersection of Grand Avenue and 54<sup>th</sup> Street West.

**Responses to Questions in Zoning Application**

**a. In what ways is your proposal consistent with the statutory criteria, guidelines and policies of the adopted Growth Policy?**

The Growth Policy states:

In the next 20 years, Billings will manage its growth by encouraging development within and adjacent to the existing City limits, but preference will be given to areas where City infrastructure exists or can be extended within a fiscally constrained budget and with consideration given to increased tax revenue from development. The City will prosper with strong neighborhoods with their own unique character that are clean, safe and provide a choice of housing and transportation options.

The requested zoning is in compliance with the following growth guidelines:

**Essential Investments (Relating Public and Private Expenditures to Public Values)**

- ***The safety of all users and the connectivity of the transportation system are important criteria to consider in roadway designs and transportation plans.***

Yes. Streets within this PND will be designed in compliance with City of Billings subdivision regulations for safe speeds to calm traffic and provide safe environments for all users while providing sufficient emergency access.

- ***Planning and construction of safe and affordable interconnected sidewalks and trails are important to the economy and livability of Billings.***

Yes. This PND will provide vehicular and pedestrian connections to adjacent neighborhoods in the Cottonwood Subdivision, to the planned Cottonwood Park to the north, and to undeveloped land to the west. It will also continue the sidewalk along the north side of Grand Avenue. The streets and sidewalks in this PND will create safe walking and biking routes for students to access Ben Steele Middle School.

- ***Developed parks that provide recreation, special amenities (community gardens, dog parks, viewing areas), and active living opportunities are desirable for an attractive and healthy community.***

Yes. This Planned Neighborhood Development (PND) will provide a centrally located park that will be zoned P1 to satisfy the requirements of the PND application process. At the time of subdivision, additional parkland or cash-in-lieu will be dedicated to meet subdivision regulations. The developer has stated his preference to contribute cash-in-lieu for the development of Cottonwood Park.

- ***Infill development and development near existing City infrastructure may be the most cost effective.***

Yes. The proposed PND abuts areas already served by city water and sewer, and includes zones which already exist in the area surrounding the existing commercial node at 54th and Grand Avenue. The proposed PND also includes residential zones which are flexible in the level of residential density they can yield; N1 allowing single detached and duplex dwellings on lots of varying size and NX1 allowing single detached dwellings, duplexes, townhomes and duplexes. This will provide neighborhoods dense enough to support the city services they require and contribute tax revenue and students to the city and school district.

- ***Neighborhoods that are safe and attractive and provide essential services are much desired.***

Yes. The design of this master-planned neighborhood, in compliance with relevant subdivision and zoning regulations, will promote a high level of public safety. This includes streets, parking and recreational areas which are easily observable from residences within the development. This property will not impact public health, safety, and welfare any differently than the other neighborhood developments which are developed in accordance with the City's zoning requirements.

#### **Place Making (Enhance, Maintain, Preserve, and Improve Existing Public Places)**

- ***Enhancement and maintenance of public spaces and buildings through City stewardship is integral to a vibrant community.***

Yes. This Planned Neighborhood Development (PND) will provide a centrally located park that will be zoned P1 to satisfy the requirements of the PND application process. At the

time of subdivision, additional parkland or cash-in-lieu will be dedicated to meet subdivision regulations. The developer has stated his preference to contribute cash-in-lieu for the development of Cottonwood Park.

- ***The history and heritage of Billings are cornerstones of our community.***

Yes. Billings has always adapted to the changes in economic drivers and been welcoming of development that allows the community to continue to grow and prosper in a systematic and planned way. This zone change will follow in that spirit by supporting a variety of housing units at an attainable price.

### **Community Fabric (Attractive, Aesthetically Pleasing, Uniquely Billings)**

- ***Developed landscape areas within commercial areas encourage more pedestrian activity and vibrant commercial activity.***

Yes. Commercial development within this mixed-use PND will conform with all landscape requirements of the Billings Zoning Code, including bufferyard, parking and setback landscape requirements.

- ***Attractive streetscapes provide a pleasant and calming travel experience in urban and suburban neighborhoods***

Yes. This mixed-use PND will be developed in accordance with City code regulating street sections to include planted boulevards. This will ensure that vehicular traffic is calmed and can navigate the development at slow, safe speeds for all street users. Street-front landscaping will be provided in accordance with the zoning code's landscape section, providing street trees and other water-efficient landscaping.

- ***Planning and construction of interconnected sidewalks and trails are important to the livability of Billings.***

Yes. This PND will feature sidewalks on all streets, including pedestrian connections to adjacent development and the surrounding pedestrian network.

### **Strong Neighborhoods (Livable, Safe, Social and Resilient Neighborhoods)**

- ***Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels***

Yes. The mixture of zones within this mixed-use PND provides a diversity of housing choices to serve residents of all life stages and incomes. The largest part of the site, 50.6% gross, is proposed as N1. CMU1 is the second-most prevalent zone district in the PND, with approximately 23.3% of the site's gross area. This zone, which contributes to the commercial node planned at the intersection of 54<sup>th</sup> Street West and Grand Avenue by the 2001 West Billings Plan, will likely include a commercial storefront use and several storage uses which will all comply with the requirements of the CMU-1 zone for those uses. NX1 constitutes

about 23.3% gross of land within the proposed PND, which can host a range of building types from single family to four-plex homes to townhomes or cottage courts. P1 represents 3.7% gross. The diversity of housing in the proposed master-planned neighborhood will allow residents of varying income levels and age groups to call this neighborhood home.

- ***Walkable neighborhoods that permit convenient destinations such as neighborhood services, open space, parks, schools and public gathering spaces foster health, good will and social interaction.***

Yes. This proposed PND is about one-eighth mile from the commercial node at the intersection of 54<sup>th</sup> Street West and Grand Avenue. Residents of this neighborhood will be able to reach that node within a very short walk via sidewalks provided as part of the development process. The P1-zoned area will provide recreational opportunities to residents of this development and of adjacent neighborhoods alike.

- ***Public safety and emergency service response are critical to the well-being of Billings' residents and businesses.***

Yes. The property considered under this zone change will use named streets within its bounds to better address locations within and provide an enhanced level of public safety. Per City of Billings subdivision regulations, compliance with which will be confirmed during the subdivision approval process, this PND will connect to the surrounding road network and stub connections to undeveloped land as required by the City of Billings Subdivision Regulations. Streets in the neighborhood will connect to two streets in the Cottonwood neighborhood to the east, one connection to Grand Ave. toward the south, three connections to the undeveloped land to its west, and two connections to Colton Blvd to the north. All streets will include traffic calming measures as required by City Subdivision Regulations.

#### **Home Base (healthy, safe and diverse housing options)**

- ***A mix of housing types that meet the needs of a diverse population is important***

Yes. While the anticipated lot size and dwelling type mix is not known at this time, the mixture of zones in this proposed PND support workforce housing and will create housing choice in Billings' West End. This housing choice is especially valuable to the public interest given the proposal's proximity to Ben Steele Middle School.

#### **Mobility and Access (transportation choices in places where goods and services are accessible to all)**

- ***Development oriented to transit routes will provide more transportation choices and is preferred***

Yes. The CMU-1 zone proposed in this PND fronts the principle arterial of Grand Avenue. An NX1-zoned area provides a transition between the CMU-1 and N1-zoned areas, focusing more intense uses along that transportation route. As development continues westward,

transit service will eventually follow. This PND will place riders as close to that arterial route as possible.

- ***“Safe Routes to Schools” promotes physical health and reduces vehicle trips, earning parents more time and less costs for transportation.***

Yes. The zones proposed in this mixed-use PND physically support workforce housing accessible to working families near Ben Steele Middle School. The development of this PND will build out a street network with much higher levels of interconnection than surrounding developments and will provide pedestrian connections from adjacent Cottonwood subdivision to Ben Steele via lower-stress rights-of-way to Ben Steele Middle School.

### **Prosperity (Promoting Equal Opportunity and Economic Advancement)**

- ***Predictable, reasonable City taxes and assessments are important to Billings’ taxpayers.***

The residential zones proposed in this mixed-use PND allow for flexibility over time as market conditions change and as the application area develops, while maintaining compatibility with adjacent residential areas. That flexibility will promote efficient use of land, city services and provide relatively high tax revenues per acre compared to less-dense residential development.

- ***Community investments that attract and retain a strong, skilled and diverse workforce also attracts businesses.***

The mix of residential zones in this PND and its proximity to the commercial node at the intersection of 54th St. West and Grand Ave. has the potential to reduce those residents’ transportation costs. The NX1-zoned area is close to Ben Steele Middle School on the south. NX1 has the greatest potential to support workforce housing near the recreational and educational amenities that today’s workforce demands.

The community that is planned as part of this Zone Change will help Billings manage its growth by encouraging development within and adjacent to the existing City limits, giving preference to areas where City and municipal infrastructure exists helping to maintain fiscal responsibility for the City. This development will allow the City to increase tax revenue, decrease tax burden on residents, and promote prosperity by further developing a variety of neighborhoods with their own unique character that are governed by City regulations and provide housing choice and additional housing inventory.

### **The West Billings Plan states:**

- ***More compact development patterns are desirable because they make full use of urban services, offer cost-effective infrastructure, and hold down costs to the taxpayer.***

Yes. The NX1-zoned area of this mixed-use PND will develop in a compact manner and will host residential densities that will support cost-effective provision of municipal services.

- ***Plan for a mix of land uses that reduces automobile usage by locating stores, housing, schools, and recreation within a very short drive (or walking distance) from each other in compact neighborhoods with pedestrian-oriented streets***

Yes. The proposed zone change area is just over 600 feet from the commercial node at 54<sup>th</sup> and Grand Avenue. The commercially-zoned area of this PND will likely host a neighborhood-serving businesses such as a café in addition to the planned storage facility therein. As this neighborhood develops, the sidewalk along the north side of Grand Avenue will also be extended, contributing to the active transportation network in the area. Streets within the proposed PND will be designed in accordance with all relevant City regulations to include pedestrian facilities, planted boulevards, and traffic calming measures.

- ***PG1.M.5 Enable the approval of development project that incorporate innovative mixed-use land planning concepts that provide for community aesthetics, compatible land uses, a mix of housing opportunities, open space, and other community amenities by revising zoning and subdivision regulations.***

Yes. The proposed neighborhood includes a mixture of housing opportunities including zones that allow single-detached homes, cottage courts, duplexes, townhomes, and fourplexes that will provide housing for a range of ages and incomes. This proposal also includes areas zoned P1 public space for a centrally located park.

#### **The 10 Zone Change Criteria:**

- ***Whether the new zoning is designed in accordance with the Growth Policy***

Yes, this mixed-use PND is being developed in consideration of the Growth Policy statement and guidelines on previous pages. The land on which the project is planned is adjacent to parcels where municipal services exist, and meet the planning goals listed above.

- ***Whether the new zoning is designed to secure from fire and other dangers***

Yes, the subject parcels will be serviced by City fire and police services and will be designed in accordance with City of Billings rules and regulations thus assuring protection from common dangers.

- ***Whether the new zoning will promote public health, public safety and general welfare***

Yes. All development within the proposed PND will be designed under the City Zoning code which will regulate density and land use transitions. All residential uses will be subject to City of Billings building codes, and the utility and surface infrastructure will be constructed in accordance with City of Billings rules and regulations assuring compliance to

this criterion. All public spaces within the neighborhood are also designed to be easily observable from residences, which provides a higher level of public safety.

- ***Whether the new zoning will facilitate the adequate provision of transportation, water sewerage, schools, parks and other public requirements***

Yes, the proposed neighborhood will provide streets designed in compliance with relevant City of Billings regulations for adequate transportation provision. Impacts on the road network will be determined during later subdivision and master site plan approvals processes, which will include a Transportation Impact Study. Water, sewer and storm facilities will also be developed in accordance with all relevant regulations. The NX1-zoned area proposed in this master-planned community will create a neighborhood that costs less for schools to serve, as it will require less distance for buses to travel for student pick up and drop off. Areas zoned P1 within the planned neighborhood are more than double what is required in subdivision regulations, thus providing ample recreational opportunity for area residents.

- ***Whether the new zoning will provide adequate light and air***

Yes. This community is being developed in accordance with City of Billings rules and regulations and therefore meets this requirement.

- ***Whether the new zoning will affect motorized and nonmotorized transportation***

Yes. Because the proposed zone change is very close to the commercial node at 54th St. West and Grand Avenue, it is reasonable to predict that some portion of the trips generated by the residential uses planned for this site will be captured by walking, bicycling trips to that node, thus reducing the impact of this development on the surrounding roadway network. Beyond that, this proposal will have no greater impact on the transportation network than any other residential development.

When this development progresses through the approvals process to subdivision, a Traffic Impact Study will be completed, and the developer will be responsible for any improvements the study deems necessary because of the trips generated by this development.

The zone change will continue to support and address growth needs and have additional connections to the local street network while concentrating housing within the established City of Billings projected growth areas.

- ***Whether the new zoning will promote compatible urban growth***

Yes. This mixed-use PND places its CMU-1 zoned area along Grand Avenue, adjacent to other commercial uses. It then uses NX1 as a transitional residential use, as the code states it is intended, between the CMU1 and N1 zones it proposes. Where CMU-1 and adjacent N2 zones abut, a road is proposed to separate them, as required by the zoning code. The storage uses in the CMU-1 area are subject to several restrictions that minimize any visual impact on

adjacent uses. The homes within the N1 and NX1 zones are restricted to similar height limits as the existing N2 zoned development to the east of the subject parcels.

- ***Whether the new zoning considers the character of the district and the peculiar suitability of the property for the particular use.***

Yes. The proposed mixed-use PND places commercial uses along the principal arterial of Grand Avenue at a node as intended by both the 2016 Growth Policy and the 2001 West Billings Plan. This proposal also continues the residential character of the subdivisions that have occurred in the area thus far.

- ***Whether the new zoning will conserve the value of buildings***

Yes. There is no evidence to suggest that the development of smaller homes or multi-family residential uses has any negative effect on the value of adjacent, existing single-detached residential uses. The storage uses planned for the CMU-1-zoned area will develop in conformance with the requirements of the zoning code, which are designed to mitigate any negative visual impacts of storage.

- ***Whether the new zoning will encourage the most appropriate use of land throughout the City of Billings***

Yes. This mixed-use PND complies with all development standards and policies of the City of Billings and will provide housing near commercial and educational amenities.

CITY ZONE CHANGE APPLICATION FORM

CITY ZONE CHANGE Billings Zone Change # \_\_\_\_\_ Project # \_\_\_\_\_

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

Present Zoning A Agriculture

Proposed Zoning: N1, NX1, P1, CMU1

PARCEL TAX ID# D04669, D04670 CITY ELECTION WARD 4 (when annexed)

Legal Description of Property: Lot 66A1 and 67A1 of Amended Plat of Lots 66A and 67A, Sunny Cove Fruit Farms, according to the official plat on file in the office of the clerk and recorder of Yellowstone County, Montana, under Document No. 4086208

Address or General Location (If unknown, contact City Engineering): Grand Ave. & Daybreak Drive

Size of Parcel (Area square feet or acres): 54.1 acres

Present Land-Use: Agriculture

Proposed Land-Use: Residential and Commercial

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

Owner(s) Brian Harvey 

(Record Owner)

3110 Col Ave Billings, MT 59102

(Address)

406-671-3045 brian@homesteadstorage.com

(Phone Number)

(email)

Agent(s): John Halverson

(Name)

1300 N Transtech Way, Billings, MT 59102

(Address)

406-869-3311 jhalverson@sandersonstewart.com

(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: above Date: 8.1.2025

(Record Owner – Digital Signature Allowed)

**CITY ZONE CHANGE Pre-Application Statement of Owner(s) and 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:** A Agriculture

2. **Written description of the Zone Change Plan** including existing and proposed new zoning:

Zone Change Request from A Agriculture to N1 (First Neighborhood Residential), NX1 (Mixed Residential 1), CMU1 (Commercial Mixed Use 1) and P1 (Parks and Open Space)

3. **Legal Description of Property:**

Lot 66A1 and 67A1 of Amended Plat of Lots 66A and 67A, Sunny Cove Fruit Farms, according to the official plat on file in the office of the clerk and recorder of Yellowstone County, Montana, under Document No. 4085208.

4. **Neighborhood Task Force Area:** Yes /// No . If Yes, Name of Task Force

Yes, West End Neighborhood Task Force

5. **Roster of persons who attended the pre-application neighborhood meeting:** please attach to on line application Exhibit A

6. **A brief synopsis of the meeting results including any written minutes or audio recording.**

please attach to on line application Exhibit B

7. **The undersigned affirm the following:**

1) The pre-application neighborhood meeting was held on the 22nd, day of July, 2025.

2) The zone change application is based on materials presented at the meeting.

Owner (s):

Brian Harvey, Grand Ave. LLC

Telephone: 406-671-3045

Address:

3110 Cel Ave Billings MT Email: brian@homesteadstorage.com  
59102

Agent (s):

John Halverson

Telephone: 406-869-3311

Address: 1300 N Transtech Way, Billings, MT 59102 Email: jhalverson@sanbell.com

Complete this form and upload to your on-line Zone Change application

# Exhibit A

## PRE-APPLICATION NEIGHBORHOOD MEETING FOR ZONE CHANGE ATTENDANCE SIGN-IN SHEET

Date: July 22, 2025

Time: 6:00 p.m.

Project: Sunny Cove Fruit Farms Lots 67A1 and 66A1

Project No.: 24583

Meeting Location: Connections Church, 5554 Grand Ave, Billings, MT 59106

First Name (Please Print)	Last Name (Please Print)	Phone Number	Email Address
shirley	McDermott	406 702-1772	shirley.mcdermott1935@gmail.com
Janice	Ward	406-656-4829	
Mindi	Hopkin	406-640-0140	hop8renough@msn.com
Susan	Morgan	406-672-8806	BIG SKY MT 81@charter.net
Randy	morgan	406-698-9319	"
Jen & Doug	Kramer	406-696-9146	
David Kirst	Kivst	671-8046	1125 Daylight LN
Jackie	Riceger	(406) 425-9953	jackie.j.riceger@gmail.com
Dan & Evelyn Hall	Hall	406-670-6241	evelyn164911@gmail.com
TERRY NATHANSON		970-846-6784	jpj@comcast.net
Richard Hall	Hartman	406-697-0279	zhartma3@gmail.com
Howard	Holz	406-534-4340	
SUSAN	Schlöss	406-794-5677	



**MEETING MINUTES**

<b>PROJECT: HOMESTEAD ACRES CONCEPT &amp; ZONE CHANGE</b>			
Project No: 24583			
Meeting Location: 5554 Grand Ave., Billings MT 59106		Meeting Date: 07/22/25 6:00 PM	
Meeting Subject: Zone Change Neighborhood Pre-Application Meeting		Prepared by: Bryan Alexander	
Attending:	(See attached sign-in sheet)		
Sanbell:	John Halverson	Bryan Alexander	DJ Clark
Grand Ave. LLC	Brian Harvey		
Date of Issue: 07/24/25			

Minutes:

- Mr. Halverson opened the meeting at 6:00 PM by introducing himself and outlining the agenda, which included a presentation of the zone change and entitlement processes and schedule, existing zoning in the area, proposed zoning of development, explanation of zones proposed (*handouts provided of requested zoning designations from municipal code*), what is allowed in the zoning designations, and time for questions and comments. During the presentation, Mr. Halverson stated the developer’s desire to building a self-storage facility within 3 of the 4 CMU1 lots near Grand Avenue. Mr. Halverson described specific CMU1 requirements for storage facilities, which includes landscape buffers, fencing, no storage unit doors facing streets and screened from public view, and active space (*occupied/not storage*) within the first 20 feet of buildings from the property line.
  - The presentation slides are attached with the minutes
- After completing that presentation, Mr. Halverson took questions and comments from the attendees.

Q&A Session (Sanbell responses in **Blue**; Developer responses in **Purple**):

- Can 8-plexes be placed within the development?
  - *[John Halverson]* Yes, 8-plexes are allowed in the CMU1 zone above ground floor commercial use (like Shiloh Commons); however, there is no intent to construct multi-family housing within the CMU1 area.
- Would you transition from the commercial to residential use?

## Exhibit B

- [John Halverson] Yes, there is an NX1 zone that allows up to 4 dwelling units per building that would provide a transition to the N1 zone consisting of single family and duplex homes. This area is not yet fully developed.
- What will the storage facility look like?
  - Mr. Harvey stated that he does not have plans yet; however, he is planning on a high-end, high-tech, climate controlled, single-story drive through storage facility. Plans to be a nicer facility than the new one on Central Ave. The buildings facing the streets are to have a lot of glass and have neighborhood uses which are important to him, like a bagel shop (no car washes). There is a planned community meeting room, which would be available for free to non-profit organizations and storage tenants for use, like his new Central Ave. facility.
- Traffic on Grand Avenue was a topic of discussion by multiple attendees, especially left hand turns onto Grand Avenue. These concerns/questions are grouped below.
  - What happens prior to the Grand Avenue improvement?
  - Consternation about lack of notice from City about 58<sup>th</sup> Street West closure; difficulty turning left onto Grand Avenue
    - Especially at Ben Steele drop-off in the morning
    - Parking during softball games along 58<sup>th</sup>, Grand, etc. Safety concern and needs a signal
  - Congestion in front of Ben Steele is a concern; how will Grand Ave. improvements affect that and the irrigation ditch on the north side of Grand Ave.?
  - There was a concern that SD2 plans to build an elementary school on the Ben Steele site, which would further impact traffic on Grand Avenue.
  - [DJ Clark] City has allocated funds to build Grand Ave from 41<sup>st</sup> to 62<sup>nd</sup>. Grand Avenue improvements is in the current City Capital Improvement Plan (CIP), construction likely late 2027- early 2028 construction.
    - Multi use paths and sidewalks
    - Street widening, curb and gutter
    - Signals or roundabouts at major intersections
  - [DJ Clark] The design of Grand Ave. has not yet begun, so there is not a lot known on project specifics. Design is anticipated to begin in the next 6 months and last about a year. Right-of-way acquisition would likely take another year.
- What is the density of the development?
  - Mr. Halverson stated that it hasn't been drawn up yet, but likely 9-10,000 sf lots, similar to Cottonwood or less dense. We don't have that data on us. Recall that it was around 160 dwellings? [from file review, could be up to 220 dwellings when considering NX1]
- How far do road easements extend either side of the road?
  - [DJ Clark] City requires 60' either side of the centerline for a principal arterial. The subdivision will require additional dedication from existing county road dedication.
- What is the development timeline for the storage facility?

## Exhibit B

- Mr. Harvey stated that he would like to be operational in 2027 at the earliest, but it may not be until 2028.
- A discussion initiated [Doug Kramer] about whether 56<sup>th</sup> Street would ever go north of Grand Ave.
  - [DJ Clark] We understand that the City desires to extend 56<sup>th</sup> Street north to Colton Boulevard and have it align with the existing intersection at Grand Ave. However, they do not have right-of-way to do so.
  - [DJ Clark] The proposed road network is to connect into Colton Boulevard at the north end when the residential portion develops.
    - Doug & Jennifer Kramer own the property north of the intersection and had concerns about extension of 56<sup>th</sup> Street to the north. They stated that a county road easement was present for it through the subject property.
    - [DJ Clark] The county road easement was vacated recently for 56<sup>th</sup> Street that was offset from the south side of Grand Ave. Grand Ave. is the baseline, so it is a survey anomaly to correct for the curvature of the earth.
- There was a question about the road outlines on the exhibit in the N1 zone. Are road connections proposed to Cottonwood Grove? There was concern of additional traffic coming through the existing neighborhood.
  - Mr. Halverson stated that the dashed lines are not yet set but connections are proposed to the existing dead ends in Cottonwood Grove and additional future connections would be made to the west. These interconnections are required by the subdivision regulations and provide an interconnected street network. He gave an example of a kid wanting to visit a friend in the adjacent neighborhood and having the ability to walk directly there instead of going all the way to Grand Avenue and around. It also provides additional ways to circumnavigate road closures from accidents or construction.
  - Mr. Halverson also stated that the City requires traffic calming measures when streets exceed a certain length, 500 ft, so measures would be taken to reduce speeds through the neighborhood as it develops.
- A question was asked whether storage units would decrease their home values
  - Mr. Halverson stated that he did not know
  - George Warmer, from Coldwell Banker Commercial, stated that storage units would be unlikely to impact their home values. Uses that are industrial in nature that create dust, smoke, or noise would be more likely to negatively impact home values.
- A question was asked about the timing of the commercial development versus the residential development.
  - Mr. Harvey stated that “broad stroke”, he would like to have them progressing simultaneously for construction.
- A comment (not a question) was made that it would be preferred to not have development disrupt the view of the rims
- Would Cottonwood Park be built around the time of this development?

## Exhibit B

- Mr. Halverson stated that many subdivisions in the area have been asked to provide “cash-in-lieu” of dedicating new parks for money to fund Cottonwood Park. Based on our understanding, development of the park is not likely for some time, which may be 20 years or more.
- Mr. Harvey stated that the park is something very important to him. He stated he would take a personal interest to help it gain traction, which will likely require public/private partnerships.
- Mr. Halverson went back over public hearing schedule and stated that the City will provide a mailed notice for the upcoming hearings. His email and phone number are on the mailers if there are more questions.

Meeting adjourned 6:50 PM

Zoning History for City ZC 1070

<b>SUBJECT PROPERTY</b>	<b>Zone Change</b>	<b>DATE</b>	<b>FOR</b>	<b>APPROVED (Y/N)</b>	<b>ADDITIONAL DATA</b>
None.					
<b>SURROUNDING PROPERTY</b>	<b>Zone Change</b>	<b>DATE</b>	<b>FOR</b>	<b>APPROVED (Y/N)</b>	<b>ADDITIONAL DATA</b>
Wild Rose Subdivision	998	9/21/21	N4 to (MR-PND) consisting of N1, N2, N3, NX1 and P1	Y	Formerly Sweetgrass Subdivision
Skyview Ridge Subdivision	788	12/5/2006	A to CC, NC, RP, RMF-R, R60, R70, R70R, R96 and Public	Withdrawn	Zone districts updated 2021 to CMU1, NMU, NO, NX3, NX2, N2, N3 and Public 1
Skyview Ridge Subdivision	814	7/23/2007	R96 to R70R, R60, RMF-R, RP, NC, CC and Public	Yes	
Zimmerman Home Place	1038	10/3/2023	NX1 to NX2 & Nx3	Y	
Michelloti Sawyer	1020	10/24/2022	A to NX1 and NX3	Yes	Steward Land townhomes
ZHP 3 <sup>rd</sup> Filing Zimmerman Trail frontage	1019	1/9/2023	NO to CMU1	Withdrawn	
Cardwell Ranch PD	986	10/26/2020	Update to PD	Y	
733 S 31 <sup>st</sup> St. W	999	10/25/2021	CMU1 to CMU2	Y	
E.D. King Sub	782	7/10/2006	A-1 to CC	Y	Country Meadow Apts 1997
1501 Zimmerman Trail	807	7/9/2007	R-60-R to CC & RP	Y	Ace Hardware & Offices
3737 Grand Ave	779	6/26/2006	RP to NC	Y	Multi-tenant office/retail
1500 Golden Blvd	572	2/28/1994	A-1 to RMF	Y	Carriage Homes 1997
3155 Avenue C	413	10/25/1983	R-96 to RMF-R	Y	Aspen Meadows 2005
2291 Avenue C	68	8/26/1974	PD to R-60	Y	Rosepark Plaza Apts 1981

## Zoning Commission

**Date:** 09/02/2025  
**Title:** City Special Review 1001 - 1108 & 1110 S 28th St - To allow Surface Parking as Primary Use  
**Presented by:** Tate Johnson, Planner 1  
**Department:** Planning & Community Services  
**Presentation:** Yes

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### Information

#### RECOMMENDATION

Planning staff recommends conditional approval of Special Review 1001 and adoption of the findings of the review criteria.

#### BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

This is a Special Review request to allow construction of a new surface parking lot for Energy Laboratories at 1108 and 1110 South 28th Street. The subject properties are located within the Corridor Mixed Use 2 (CMU-2) zoning district, where surface parking lots are permitted only with Special Review approval by City of Billings (City) City Council per the City Zoning Regulations. The site consists of adjacent parcels totaling 0.48 acres. One lot is currently a vacant grass field, and the other contains a residential structure in poor condition. The applicant proposes to demolish the existing house and redevelop both lots into a 40-stall surface parking lot to support Energy Laboratories' operations. The subject properties are surrounded by a range of land uses: Energy Laboratories to the east, commercial buildings to the west, vacant land to the south, and residential uses to the north.

Energy Laboratories has identified a shortage of parking for employees at its nearby facilities and has indicated that the proposed lot is necessary to meet both current and future demand. In particular, the additional spaces are required for a planned building addition one block away, as the expansion cannot proceed without the code-required parking. The applicant has stated that the new lot will reduce congestion from on-street parking, improve employee access, and support continued business growth. The current building and parking for Energy Laboratories requires 39 parking spaces and has provided 40 spaces. The proposed new building is approximately 14,300 sqft and requires 36 parking spaces and this new parking lot would provide 39 spaces.

The proposed development will comply with applicable site development standards, including landscaping, fencing, lighting, and stormwater management. The landscape plan includes irrigated planting beds, street frontage trees, and perimeter bufferyards. A vinyl privacy fence will replace the deteriorated chain link fence along the north property boundary. Pole-mounted, shielded lighting will be installed to minimize glare and reduce impacts on adjacent residential uses. Snow storage areas are designated along the west and south lot boundaries. Access will be provided from a single driveway on South 28th Street.

The proposed parking lot is designed to complement surrounding commercial and industrial development while reducing potential impacts on nearby residential properties. The project supports the goals of the 2016 Growth Policy by encouraging infill development, facilitating business expansion, and enhancing neighborhood safety and livability through improved lighting, landscaping, and pedestrian amenities.

#### APPLICATION DATA

**OWNERS:** Energy Laboratories, Inc  
**AGENT:** Stephanie Donovan, A&E Design  
**PURPOSE:** Special Review request to allow surface parking as a primary use for Energy Labs on a vacant parcel and parcel with a vacant residential structure within a Corridor Mixed-Use 2 (CMU 2) zone. A pre-application neighborhood meeting was held on July 21, 2025, at the Billings Public Library. TAX ID: A01896, A01895  
**LEGAL DESCRIPTION:** Lots 5-10 of Block 250 of Billings Second Addition located in S03, T01 S, R26 E  
**ADDRESS:** 1108 & 1110 S 28th St, Billings, MT 59101  
**EXISTING LAND USE:** Vacant home and vacant land  
**PROPOSED LAND USE:** Surface Parking Lot  
**EXISTING ZONING:** Corridor Mixed Use 2 (CMU2)  
**SIZE OF PARCEL:** 0.48 acres

#### SURROUNDING ZONING & LAND USE

**NORTH:** CMU2 - Corridor Mixed Use 2  
**Land Use:** Residential  
**SOUTH:** CMU2 - Corridor Mixed Use 2

Land Use: Vacant  
EAST: DX - Downtown Support  
Land Use: Energy Laboratories  
WEST: CMU2 - Corridor Mixed Use 2  
Land Use: Residential

The zoning code has a variety of considerations and findings before a special review use can be considered acceptable at a particular location. The requirements are set forth in Section 27-1623.D as follows:

1. The special review use is consistent with the City's growth policy and applicable neighborhood plans, if any;
2. The establishment, maintenance, or operation of the special review use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
3. The site is adequate for the proposed use and has the topography to accommodate the use while meeting the other requirements of this zoning code, including zone district dimensions, landscaping requirements, and parking.
4. The special review use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
5. The special review use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
6. Conditions necessary to protect the public health, safety, and general welfare can be established, including but not limited to conditions on:
  - (a) Regulation of the use;
  - (b) Special setbacks, buffers, or screening;
  - (c) Surfacing of parking areas;
  - (d) Street, alley, or service road dedications, improvements, or bonds;
  - (e) Regulation of points of vehicular ingress and egress;
  - (f) Regulation of signs;
  - (g) Regulation on the performance of the site, including noise, vibration, and odors;
  - (h) Regulation of the hours of activities;
  - (i) Timeframe for development
  - (j) Duration of use; and
  - (k) Update to existing structures or sites to bring the facility closer to compliance with the current building or site development standards including but not limited to signage, landscaping, parking lot landscaping, doors and windows on the street facades of buildings, or other site and building standards; and
  - (l) Other relevant conditions that will ensure the orderly development of the site.
7. Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided;
8. Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion in public streets;
9. The special review use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the city council.

## **STAKEHOLDERS**

The applicant conducted a pre-application neighborhood meeting on July 21, 2025, at the Billings Public Library. Notice was sent to all property owners within 300 feet of the site. No neighboring residents attended the meeting. City Planning and Engineering staff also conducted a pre-application meeting with the applicant team on June 17, 2025, to review site layout, landscaping, and special review requirements. Planning staff prepared and mailed the public hearing notice to surrounding property owners, published a legal ad and posted the property with the Zoning Request sign. Planning staff received no communication on the application from the surrounding owners or the public as of the writing this report.

## **ALTERNATIVES**

The Zoning Commission may:

- Recommend conditional approval and adoption of the proposed findings to the City Council, as submitted by Planning staff; or
- Recommend denial and adopt different findings of the review criteria; or
- Delay action on the application at the request of the applicant; or
- Allow the applicant to withdraw the application; or
- Delay the hearing on its own motion in response to a finding of one or more of the criteria that requires additional information.

The applicant has not requested a delay or a withdrawal of the application. Only one motion to delay for up to 60 days is allowed per application. The Zoning Commission must make a recommendation to the City Council. Any tie vote on a motion will require a new motion or reconsideration of the motion at the hearing.

## FISCAL EFFECTS

Approval or denial of the Special Review request will have no effect on the Planning Division Budget.

## SUMMARY

### PROPOSED FINDINGS OF THE REVIEW CRITERIA (27-1623.D and E)

Planning staff recommends approval of the requested special review based on the proposed findings of the criteria.

#### **1. The special review use is consistent with the City's growth policy and applicable neighborhood plans, if any.**

The 2016 City of Billings Growth Policy outlines growth guidelines with goals.

##### *Essential Investments*

- Infill development and development near existing city infrastructure may be the most cost-effective.

The proposed parking lot is consistent with the goals of the 2016 Growth Policy by supporting infill development on underutilized parcels within the city limits. Redevelopment of the site into a functional parking area adjacent to existing Energy Laboratories facilities represents a cost-effective investment that uses existing infrastructure and supports orderly growth.

##### *Strong Neighborhoods*

- Neighborhoods that are safe and attractive and provide essential services are much desired.
- Implementation of the Infill policy is important to encourage development of underutilized properties.

Redevelopment of the site into a functional parking area adjacent to existing Energy Laboratories facilities represents a cost-effective investment that uses existing infrastructure and supports orderly growth on an underutilized parcel. The project will enhance neighborhood safety and attractiveness through the installation of new landscaping, fencing, and shielded lighting. These improvements will create a safer and more comfortable environment for employees and nearby residents, consistent with the Growth Policy goal of fostering safe and attractive neighborhoods.

##### *Prosperity*

- Successful businesses that provide local jobs benefit the community.
- Community investments that attract and retain a strong, skilled and diverse workforce also attract businesses.
- Retaining and supporting existing businesses helps sustain a healthy economy.

The proposed parking lot will directly support the continued operations and planned expansion of Energy Laboratories, a successful local employer. By providing the code-required stalls necessary for a building addition, the project contributes to business growth, retention, and job support in the community. This aligns with Growth Policy objectives to promote prosperity, attract and retain a skilled workforce, and sustain a healthy local economy.

#### **2. The establishment, maintenance, or operation of the special review use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.**

The proposed surface parking lot will not be detrimental to public health, safety, or general welfare. The lot is intended to reduce existing congestion caused by employee vehicles parked along adjacent streets and alleys, thereby improving traffic safety and accessibility in the surrounding neighborhood. The design incorporates lighting standards with fully shielded fixtures to prevent glare and reduce impacts on nearby residences. A new vinyl privacy fence and landscaped bufferyards will enhance screening and provide a visual buffer for adjacent properties, improving comfort for neighboring residents.

#### **3. The site is adequate in size for the proposed use and has topography to accommodate the use while meeting the other requirements of this Zoning Code, including zone district dimensions, landscaping requirements, and parking.**

The combined parcels at 1108 and 1110 South 28th Street are adequate in size and configuration to accommodate the proposed 40-stall parking lot. The site design meets the dimensional and build-to standards of the CMU-2 zoning district and provides sufficient area for required bufferyards, street frontage landscaping, and interior parking lot landscaping. The applicant's site plan shows compliance with tree and shrub planting requirements, snow storage, and lighting standards. The relatively flat topography of the property is well-suited for surface parking development and does not present grading or drainage challenges. The single point of access from South 28th Street allows safe ingress and egress without overburdening the local street system. Overall, the site is of appropriate size and condition to accommodate the proposed use while meeting all applicable zoning and development requirements.

**4. The special review use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.**

The proposed parking lot is compatible with the surrounding mix of commercial, industrial, and limited residential uses and will not be injurious to neighboring properties. The design includes a new vinyl privacy fence, perimeter bufferyards, and irrigated landscaping that will screen and enhance the view from adjacent residential and commercial properties. Lighting will be shielded to prevent glare, and snow storage areas are located to minimize impacts on neighboring parcels.

By alleviating existing on-street parking congestion, the project is expected to improve accessibility and safety for nearby residents and businesses. The investment in site improvements including landscaping, fencing, and lighting will enhance the appearance and functionality of the area, which may in turn support neighborhood stability and property values. Given these improvements and mitigation measures, the proposed use will not diminish or impair the use, enjoyment, or value of surrounding properties.

**5. The special review use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The proposed parking lot is consistent with the character of the surrounding Corridor Mixed Use 2 district and will not hinder the future development of nearby properties. The proposed surface parking is in proximity to both the railroad and Western Sugar Factory. The site design accommodates landscaping, fencing, and screening that ensure compatibility with adjacent commercial and residential uses. Access to the lot is provided from South 28th Street, reducing potential conflicts with neighboring parcels.

The parking lot will serve the operational needs of Energy Laboratories without placing additional restrictions or limitations on surrounding parcels. Because the site improvements comply with zoning requirements and do not obstruct infrastructure or access, other property owners will be able to continue developing their land in accordance with permitted uses in the district. The project therefore will not impede the normal and orderly development or improvement of surrounding property.

**6. Conditions necessary to protect the public health, safety, and general welfare can be established.**

1. The special review is for the establishment of a 40-stall surface parking lot at 1108 and 1110 South 28th Street, legally described as Lots 5 through 10, Block 250, Billings Second Addition. No other use is intended or implied with this approval.
2. The site shall be developed in substantial conformance with the submitted site plan and supporting documents, including the proposed landscaping, fencing, and lighting plans.
3. The applicant shall apply for and obtain all necessary permits, including demolition, grading, and building permits, prior to commencement of site development.
4. Two bicycle racks shall be installed near the South 28th Street frontage in accordance with the City of Billings bicycle parking guidelines. The racks must provide two points of contact for each bicycle, be securely anchored in concrete, and be U-lock compatible.
5. No construction activity shall occur before 7:00 a.m. or after 8:00 p.m. daily.
6. The proposed development shall comply with all other limitations of Section 27-1613 of the Zoning Regulations concerning special review uses, and all other City of Billings regulations and ordinances that apply.
7. These conditions of special review approval shall run with the land described in this authorization and shall apply to all current and subsequent owners, operators, managers, lease holders, heirs and assigns.

**7. Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.**

The subject property is served by existing City water, sanitary sewer, and stormwater infrastructure. The relatively flat topography of the site allows for straightforward grading and drainage improvements, and the proposed site plan demonstrates compliance with stormwater management requirements. Access to the parking lot will be provided from South 28th Street through a single driveway approach, which is designed to meet City Engineering standards for spacing and width.

All necessary utilities and facilities are available to accommodate the proposed use, and the project will not require extension or significant modification of public infrastructure. The proposed improvements will ensure the site functions efficiently while maintaining adequate access and utility service for surrounding properties.

**8. Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion in public streets.**

The site plan provides a single driveway access from South 28th Street, which will safely accommodate vehicle entry and exit without creating unnecessary conflict points. This design limits traffic impacts on the surrounding neighborhood while providing direct access to the internal circulation of the parking lot. Employee work shifts at Energy Laboratories are staggered, which will further reduce peak-hour demand and minimize the potential for congestion on nearby streets.

By relocating employee parking from the public right-of-way to an off-street lot, the project will reduce on-street

congestion and improve overall traffic flow in the vicinity. The circulation design, in combination with compliance with City Engineering standards for driveway spacing and width, ensures that adequate measures are in place to minimize congestion and maintain safe traffic operations.

**9. The special review use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the city council.**

The proposed parking lot has been designed to meet the requirements of the CMU-2 zoning district and all applicable development standards, including landscaping, bufferyards, lighting, fencing, setbacks, and stormwater management. No variances or deviations from the zoning code have been requested. Any conditions imposed by the City Council as part of the special review approval will further ensure that the project conforms to the intent of the zoning code and is compatible with surrounding uses.

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### **Attachments**

Zoning Map & Site Photos

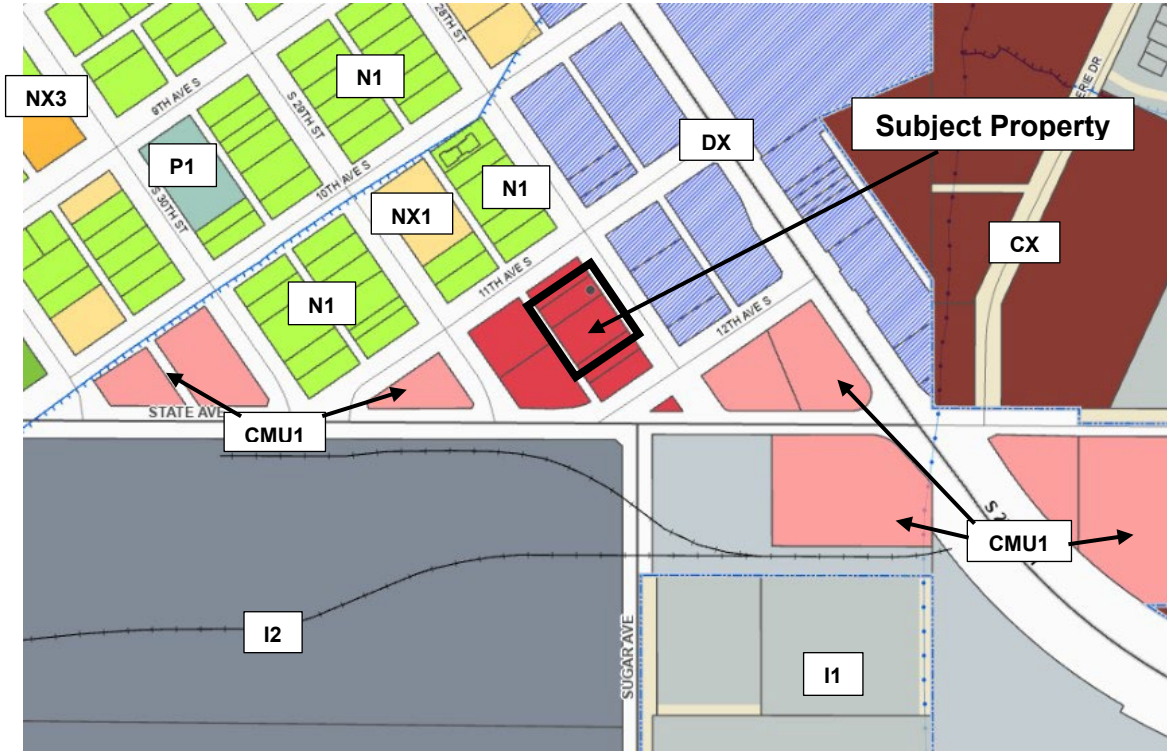
Chart of Zoning History

Site Plans

Pre-Application Neighborhood Meeting Information

Application and Letter

# Zoning Map and Site Photos





Subject Property



Looking north on S 28<sup>th</sup> Street



Looking south on S 28<sup>th</sup> Street



Looking east across S 28<sup>th</sup> Street



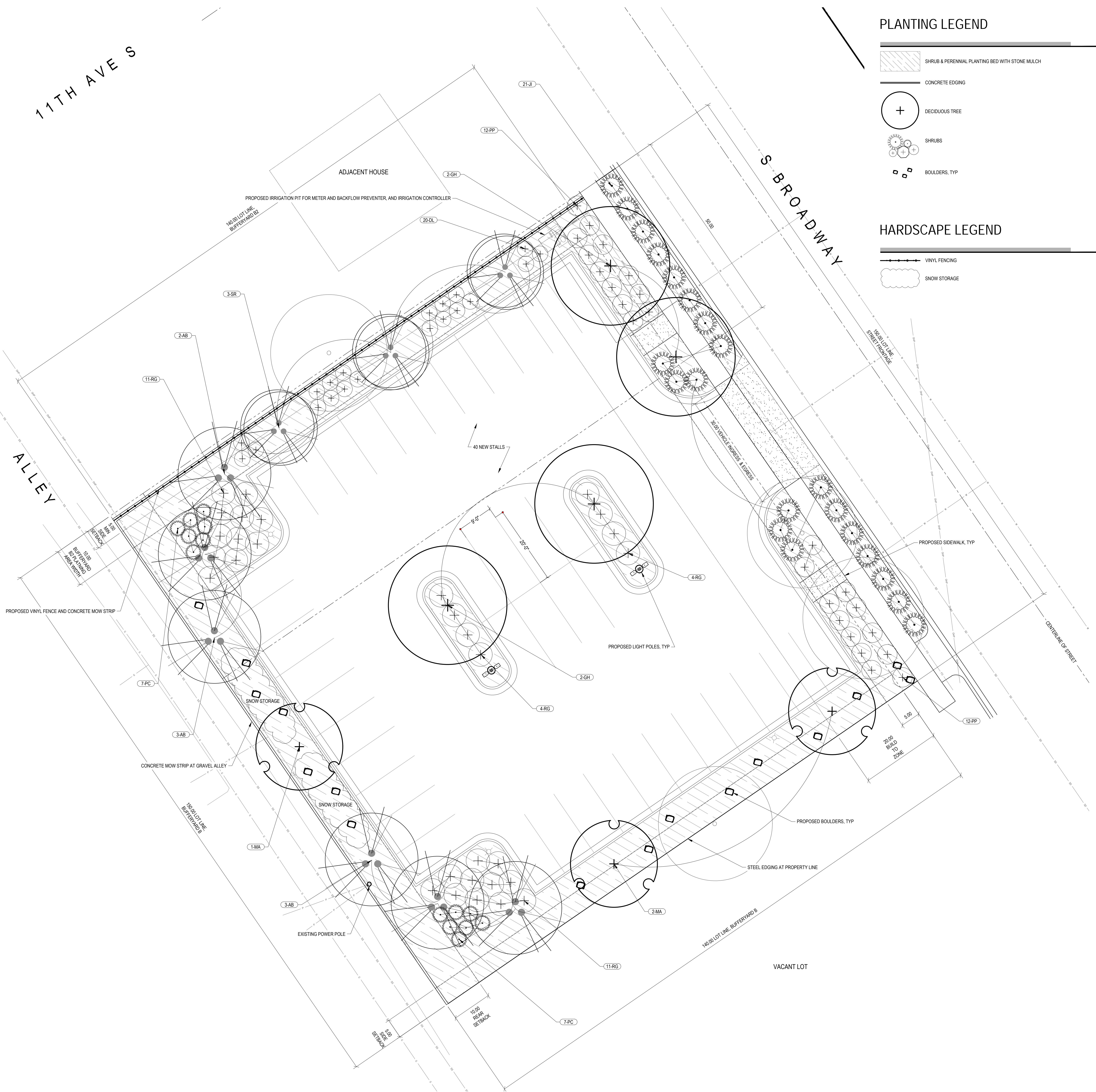
Looking west on S 28<sup>th</sup> Street

Zoning History for City SR 1001 – 1108/1110 S 28<sup>th</sup> St

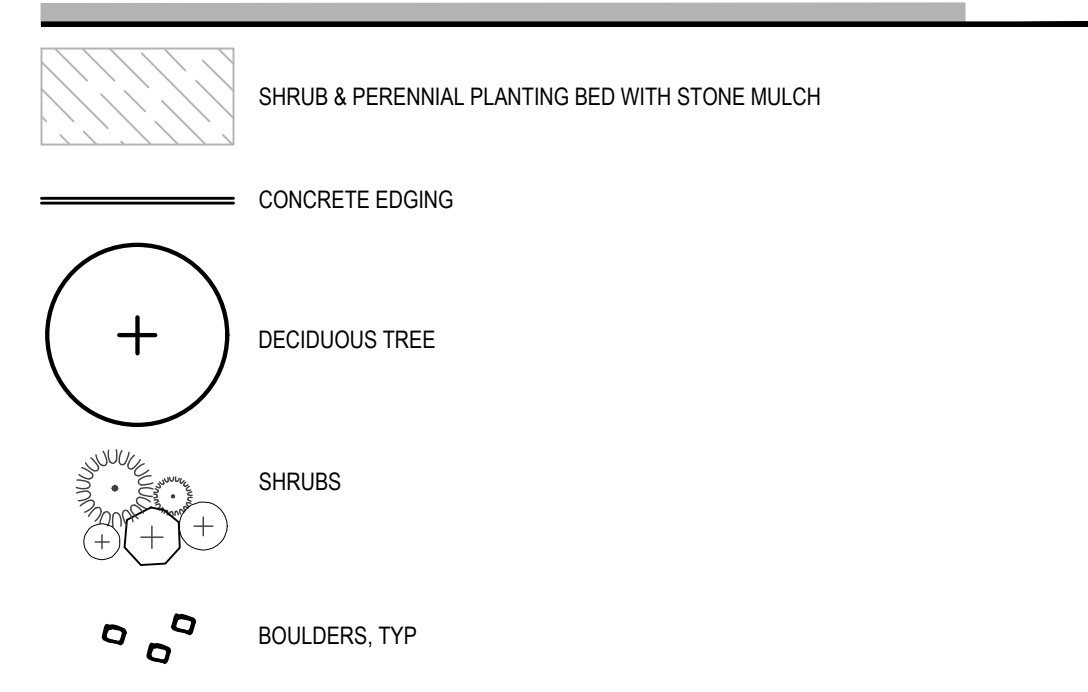
<b>SUBJECT PROPERTY</b>	<b>Special Review</b>	<b>DATE</b>	<b>FOR</b>	<b>APPROVED (Y/N)</b>	<b>ADDITIONAL DATA</b>
None					
<b>SURROUNDING PROPERTY</b>	<b>Special Review</b>	<b>DATE</b>	<b>FOR</b>	<b>APPROVED (Y/N)</b>	<b>ADDITIONAL DATA</b>
1404/1406 Avenue B	998	1/30/2024	New surface parking lot in NO zone	Y	
1025 N 27 <sup>th</sup> St/2601 10 <sup>th</sup> Ave N/1010 N 26 <sup>th</sup> St	959	11/29/2017	New surface parking lot in R-70 zone	Y	
1100 Block of 16 <sup>th</sup> St W	946	8/23/2016	New surface parking lot in R-70 zone	Y	
331 Calhoun Ln	949	10/25/2016	New surface parking lot in R-70 zone	Y	
3122 Lynn Ave	950	1/10/2017	New surface parking lot in R-96 zone	Y	
816 Avenue B	920	1/13/2015	New surface parking lot in R-60 zone	Y	

11TH AVE S

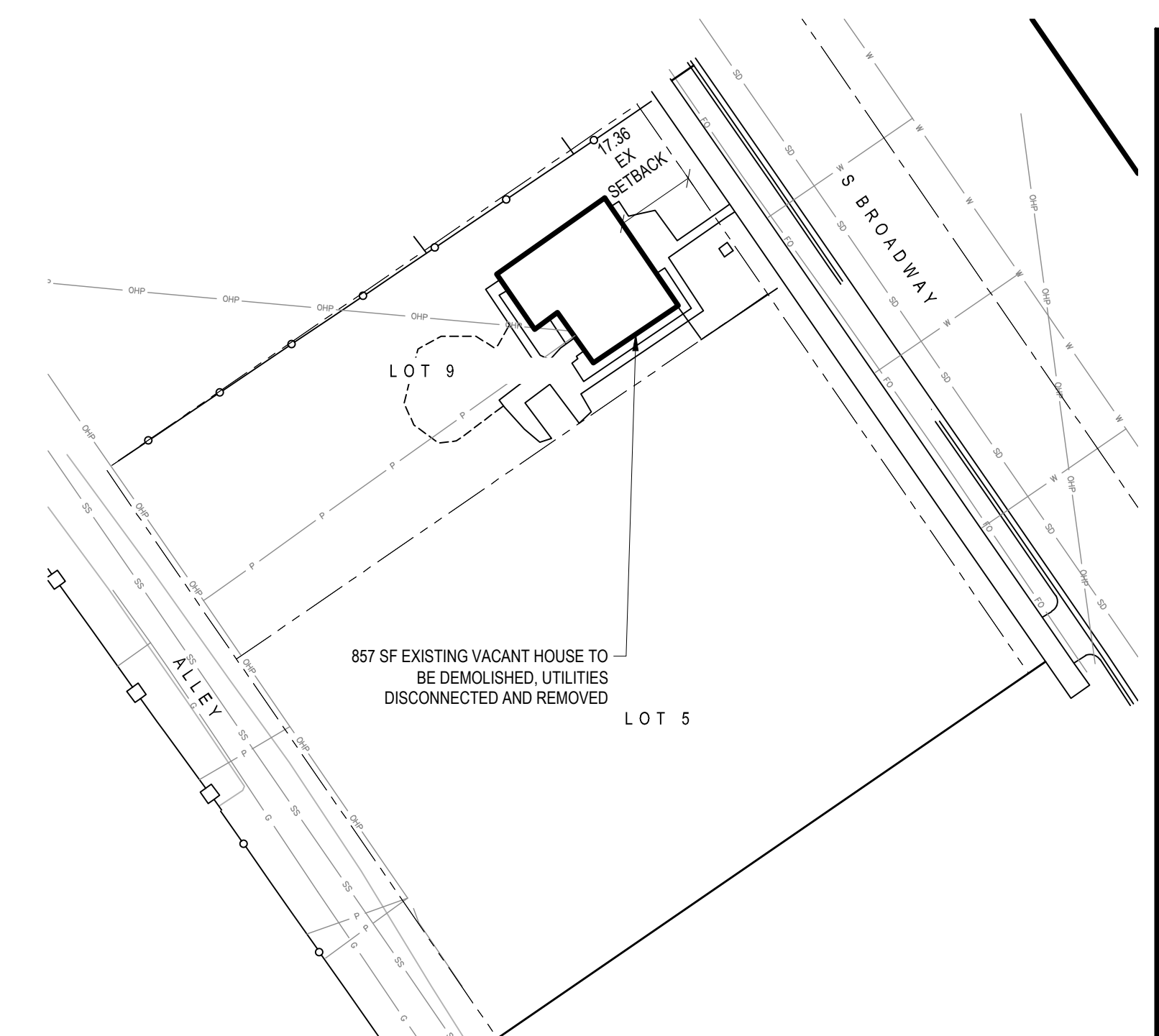
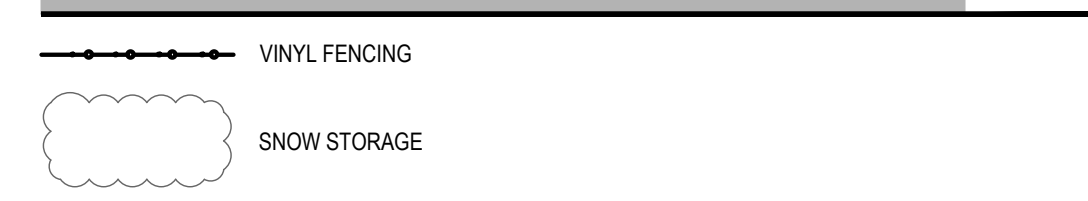
S BROADWAY



PLANTING LEGEND



HARDSCAPE LEGEND



PLANTING SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	MATURE SIZE
<b>DECIDUOUS TREES</b>						
AB	6	AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE APPLE SERVICEBERRY	1.5" CAL	POT	20-25H X 15-20W
GH	4	GLEDITSIA TRIACANTHOS 'N. HARVE'	NORTHERN ACACIA/HONEY LOCUST	1.5" CAL	POT	35-45H X 35W
MA	3	MAACKIA AMURENSIS 'SFS-SCHICHEL'	MAACKIA/MACKIA	1.5" CAL	POT	30H X 22W
SR	3	SYRINGA RETICULATA	JAPANESE TREE LILAC	1.5" CAL	POT	20-25H X 15-20W
<b>SHRUBS</b>						
DL	16	DASYPHORA FRUITCOSA 'YELLOW GEM'	YELLOW GEM BUSH CINQUEFOIL	3 GAL	POT	1.2H X 3-4W
PP	24	PRUNUS BELLEVEU 'POTIS'	PARANEE BUTTES/SAND CHERRY	1 GAL	POT	1.1-1.5H X 4-6W
RG	30	RHUS AROMATICA 'GRO-LOW'	GRO-LOW FRAGRANT SUMAC	1 GAL	POT	1.2H X 6-8W
<b>EVERGREEN SHRUBS</b>						
JL	13	JUNIPERUS HORIZONTALIS 'MONBER'	ICEE BLUE® CREEPING JUNIPER	5 GAL	POT	0.5H X 6-8W
PC	14	PINUS MUGO 'VALLEY CUSHION'	VALLEY CUSHION MUGO PINE	3 GAL	POT	1H X 4-6W

LANDSCAPE CODE

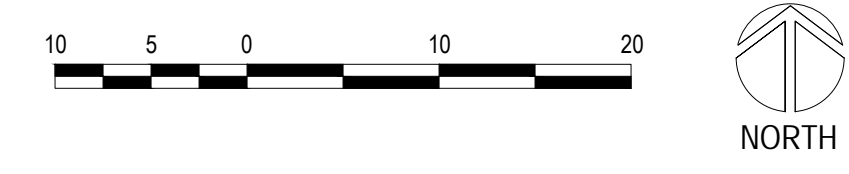
MUNICIPAL CODE REFERENCE	CALCULATION	PROVIDED
27-1203 B.1 (A) THE STREET FRONTAGE LANDSCAPE AREA SHALL BE AT LEAST TEN (10) FEET WIDE. THE WIDTH OF THE LANDSCAPE AREA MAY BE REDUCED TO SIX (6) FEET WITH THE PROVISION OF DRIP IRRIGATION PER SUBSECTION 27-1208 F.	NA	DRIP IRRIGATION PROVIDED IN BOULEVARD
27-1203 B.1 (B) THE REQUIRED TOTAL NUMBER OF STREET TREES SHALL BE CALCULATED AT ONE TREE PER FORTY (40) LINEAL FEET OF FRONTAGE. FRACTIONS SHALL BE ROUND UP TO THE NEXT WHOLE NUMBER.	S 28TH ST: 150 LF OF STREET FRONTAGE 150 LF / 40 LF = 3.75 = 4 TREES REQUIRED	2 EXISTING TREES TO REMAIN AND 2 TREES PROPOSED
27-1203 D.2 THE GROUND PLANE OF THE STREET FRONT LANDSCAPE YARD SHALL BE PLANTED IN SEVENTY-FIVE (75) PERCENT ORGANIC MATERIALS THAT WILL REMAIN IN PLACE THROUGH TYPICAL LOCAL WEATHER AND MAY NOT INCLUDE TURF GRASS OR OTHER MATERIAL THAT REQUIRES REGULAR MOWING. THE REMAINING TWENTY-FIVE (25) PERCENT OF THE GROUND PLANE MAY BE COVERED IN INORGANIC MATERIALS.	1,010 SF OF PLANTING BED IN STREET FRONT LANDSCAPE YARD. 1,010 x 75% = 758 SF REQUIRED COVERAGE	19 JUNIPERS x 28.26 = 537.13 12 SANDCHERRIES x 19.63 = 235.56 537.13 + 235.56 = 772.69 773 SF PROVIDED = 76.53% COVERAGE
27-1204 4 BUFFERYARDS TYPE B: REQUIRES ONE TREE EVERY SEVENTY (70) FEET ALONG SHARED PROPERTY LINE, WITH DRIP IRRIGATION TO EACH TREE TYPE B2: FILTERED SCREEN IS INTENDED TO CREATE A SEMI-OPAQUE VISUAL SEPARATION BETWEEN USES OR DISTRICTS 1. PLANTING AREA WIDTH: 10 FT 2. TOTAL POINTS REQUIRED PER LINEAR FOOT OF PROPERTY LINE: 0.5 POINTS PER LF 3. MIN TREE POINTS: 0.25 POINTS PER LF 4. MIN SHRUB PLANT POINTS: 0.05 PER LINEAR LF 5. MAX & NON-ORGANIC MATERIALS: 20% 6. OPTIONAL OPAQUE SCREEN FENCE	SE BOUNDARY, TYPE B: 140 LF / 70 FT = 2 TREES REQUIRED SW BOUNDARY, TYPE B: 150 LF / 70 FT = 2.14 = 3 TREES REQUIRED NW BOUNDARY TYPE B2: 140 FT x 0.5 = 70 TOTAL POINTS REQUIRED 140 x 0.05 = 7 SHRUB POINTS REQUIRED	SEE CHART FOR PROPOSED BUFFERYARD CALCULATIONS
27-1205 B.1 (A) ALL PARKING STALLS SHALL BE WITHIN (132) LINEAL FEET OF A REQUIRED PARKING LOT LANDSCAPE AREA.	NA	ALL STALLS WITHIN 132 FT OF PARKING LOT LANDSCAPE
27-1205 D.1 THE GROUND PLANE OF ALL OF THE REQUIRED PARKING LOT LANDSCAPE AREAS SHALL BE PLANTED IN A MINIMUM OF SEVENTY-FIVE (75) PERCENT ORGANIC LANDSCAPING MATERIAL.	1,821 SF OF PLANTING BED IN PARKING LOT 1,821 x 75% = 1,366 SF REQUIRED COVERAGE	30 SUMAC x 28.26 = 847.8 4 MUGOS x 12.27 = 49.08 4 JUNIPERS x 28.26 = 113.04 12 SANDCHERRIES x 19.63 = 235.56 1,372.38 SF PROVIDED = 75.36% COVERAGE
27-1205 D.1 (B) ISLANDS SHALL BE PLANTED WITH ONE TREE IN ADDITION TO THE REQUIRED GROUND PLANE COVERAGE. TURF GRASS IS PROHIBITED IN OR ON PARKING LOT LANDSCAPE ISLANDS.	6 ISLANDS PROVIDED = 6 CANOPY TREES REQUIRED	6 CANOPY TREES PROVIDED. TREES WITH CONFLICTS ARE RELOCATED
27-1205 F.1 A PORTION OF THE SITE EQUAL TO FIVE (5) PERCENT OF THE SURFACE AREA TO BE PAVED SHALL BE PROVIDED AS ONE OR MORE SNOW STORAGE AREAS	1,366 x 5% = 68.30 SF SNOW STORAGE REQUIRED	66 SF OF SNOW STORAGE PROVIDED AT PERIMETER OF PARKING
27-1206 B.2 (B)(3) GROUND-MOUNTED MECHANICAL EQUIPMENT SHALL BE SCREENED FROM VIEW BY LANDSCAPING, A FENCE, OR A DECORATIVE WALL THAT IS INTEGRATED INTO THE ARCHITECTURE OF THE STRUCTURE. THE FENCE OR WALL SHALL BE A HEIGHT EQUAL TO, OR GREATER THAN THE HEIGHT OF THE MECHANICAL EQUIPMENT BEING SCREENED.	NA	IRRIGATION EQUIPMENT SCREENED
27-1207 14.4 VEHICULAR TRAFFIC TRIANGLE MEASURED ALONG CENTERLINE OF THE DRIVEWAY OR ALLEY 14 FEET FROM BACK OF CURB BY 175 FEET (175 FT LOCAL) ALONG THE CURB LINE OR THE EXTENSION OF THE CURB LINE ON THE CROSS STREET PEDESTRIAN TRAFFIC TRIANGLE 10 FEET FROM BACK OF WALK INTO PROPERTY MEASURED ALONG THE EDGE OF THE DRIVE, AND 20 FEET ALONG THE BACK OF SIDEWALK MEASURED FROM THE EDGE OF THE DRIVEWAY.	NA	ALL SHRUBS AT S 28TH ST ARE 30 INCHES OR UNDER

BUFFERYARD TYPE B2 CALCULATIONS

MUNICIPAL CODE REFERENCE	CALCULATION	SUBTOTALS
27-1204 4 BUFFERYARDS		
TREE POINTS	140 x 0.5 = 49 TREE POINTS REQUIRED 3 TREES x 17 POINTS PER NATURALIZED TREE	51 POINTS
SHRUB POINTS	140 LF BOUNDARY x .05 = 7 SHRUB POINTS REQUIRED 20 x 12.57 = 251.40 251.40 / 500 SF SHRUBS = 50 x 17 POINTS = 850.70 POINTS	8 POINTS
OPAQUE FENCE	144 LF FENCE x 0.40 POINTS PER LF	57 POINTS
TOTAL PROVIDED		116 POINTS
TOTAL REQUIRED		70 POINTS

1 SITE PLAN

1" = 10'-0"



Sheet SITE PLAN  
Project PARKING LOT  
Owner ENERGY LABORATORIES

Project # 24167  
Revision date

Phase 100% CONSTRUCTION DOCUMENTS





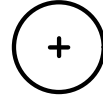


Issue date 2025-08-04

L1.1

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# PLANTING LEGEND

-  SHRUB & PERENNIAL PLANTING BED WITH STONE MUI
-  CONCRETE EDGING
-  DECIDUOUS TREE
-  SHRUBS
-  BOULDERS, TYP

# HARDSCAPE LEGEND

-  VINYL FENCING
-  SNOW STORAGE

# PLANTING SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	MATURE SIZE
<b>DECIDUOUS TREES</b>						
AB	6	AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE APPLE SERVICEBERRY	1.5" CAL.	POT	20-25'H X 15-20'W
GH	4	GLEDITSIA TRIACANTHOS IN. 'HARVE'	NORTHERN ACCLAIM® HONEY LOCUST	1.5" CAL.	POT	35-45'H X 35'W
MA	3	MAACKIA AMURENSIS 'JFS-SCHICHEL 1'	MAACNIFICENT® MAACKIA	1.5" CAL.	POT	30'H X 22'W
SR	3	SYRINGA RETICULATA	JAPANESE TREE LILAC	1.5" CAL.	POT	20-25'H X 15-20'W
CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	HEIGHT X WIDTH
<b>SHRUBS</b>						
DL	16	DASIPHORA FRUTICOSA 'YELLOW GEM'	YELLOW GEM BUSH CINQUEFOIL	2 GAL.	POT	1-2'H X 3-4'W
PP	24	PRUNUS BESSEYI 'P011S'	PAWNEE BUTTES® SAND CHERRY	1 GAL.	POT	1-1.5"H X 4-6'W
RG	30	RHUS AROMATICA 'GRO-LOW'	GRO-LOW FRAGRANT SUMAC	1 GAL.	POT	1-2'H X 6-8'W
<b>EVERGREEN SHRUBS</b>						
JI	13	JUNIPERUS HORIZONTALIS 'MONBER'	ICEE BLUE® CREEPING JUNIPER	5 GAL.	POT	0.5'H X 6-8'W
PC	14	PINUS MUGO 'VALLEY CUSHION'	VALLEY CUSHION MUGO PINE	3 GAL.	POT	1'H X 4'W

27-1204.4 BUFFERYARDS		
MUNICIPAL CODE REFERENCE	CALCULATION	SUBTOTALS
TREE POINTS	140 x 0.35 = 49 TREE POINTS REQUIRED 3 TREES x 17 POINTS PER NATURALIZED TREE	51 POINTS
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OPAQUE FENCE	144 LF FENCE x 0.40 POINTS PER LF	57 POINTS
TOTAL PROVIDED		116 POINTS
TOTAL REQUIRED		70 POINTS

LANDSCAPE CODE		
ZONE DISTRICT: CMU-2		
MUNICIPAL CODE REFERENCE	CALCULATION	PROVIDED
27-1203 B.1.(A) THE STREET FRONTAGE LANDSCAPE AREA SHALL BE AT LEAST TEN (10) FEET WIDE. THE WIDTH OF THE LANDSCAPE AREA MAY BE REDUCED TO SIX (6) FEET WITH THE PROVISION OF DRIP IRRIGATION PER SUBSECTION 27-1208.F.	NA	DRIP IRRIGATION PROVIDED IN BOULEVARD
27-1203 B.1.(B) THE REQUIRED TOTAL NUMBER OF STREET TREES SHALL BE CALCULATED AT ONE TREE PER FORTY (40) LINEAL FEET OF FRONTAGE. FRACTIONS SHALL BE ROUNDED UP TO THE NEXT WHOLE NUMBER.	S 28TH ST: 150 LF OF STREET FRONTAGE 150 LF / 40 LF = 3.75 = 4 TREES REQUIRED	2 EXISTING TREES TO REMAIN, AND 2 TREES PROPOSED
27-1203 D.2 THE GROUND PLANE OF THE STREET FRONT LANDSCAPE YARD SHALL BE PLANTED IN SEVENTY-FIVE (75) PERCENT ORGANIC MATERIALS THAT WILL REMAIN IN PLACE THROUGH TYPICAL LOCAL WEATHER AND MAY NOT INCLUDE TURF GRASS OR OTHER MATERIAL THAT REQUIRES REGULAR MOWING. THE REMAINING TWENTY-FIVE (25) PERCENT OF THE GROUND PLANE MAY BE COVERED IN INORGANIC MATERIALS.	1,010 SF OF PLANTING BED IN STREET FRONT LANDSCAPE YARD.  1,010 x 75% = 758 SF REQUIRED COVERAGE	19 JUNIPERS x 28.26 = 537.13 12 SANDCHERRIES x 19.63 = 235.56 537.13 + 235.56 = 772.69  773 SF PROVIDED = 76.53% COVERAGE
27-1204.4 BUFFERYARDS TYPE B: REQUIRES ONE TREE EVERY SEVENTY (70) FEET ALONG SHARED PROPERTY LINE, WITH DRIP IRRIGATION TO EACH TREE. TYPE B2: FILTERED SCREEN IS INTENDED TO CREATE A SEMI-OPAQUE VISUAL SEPARATION BETWEEN USES OR DISTRICTS.  1. PLANTING AREA WIDTH: 10FT 2. TOTAL POINTS REQUIRED PER LINEAR FOOT OF PROPERTY LINE: 0.5 POINTS PER LF 3. MIN TREE POINTS: 0.35 POINTS PER LF 4. MIN SHRUB PLANT POINTS 0.05 PER LINEAR LF 5. MAX & NON-ORGANIC MATERIALS: 25% 6. OPTIONAL OPAQUE SCREEN FENCE	SE BOUNDARY, TYPE B: 140 LF / 70 FT = 2 TREES REQUIRED SW BOUNDARY, TYPE B: 150 LF / 70 FT = 2.14 = 3 TREES REQUIRED  NW BOUNDARY TYPE B2: 140FT x 0.5 = 70 TOTAL POINTS REQUIRED 140 x 0.35 = 49 TREE POINTS REQUIRED 140 x .05 = 7 SHRUB POINTS REQUIRED	SEE CHART FOR PROPOSED BUFFERYARD CALCULATIONS
27-1205 B. 1. (A) ALL PARKING STALLS SHALL BE WITHIN (132) LINEAL FEET OF A REQUIRED PARKING LOT LANDSCAPE AREA.	NA	ALL STALLS WITHIN 132 FT OF PARKING LOT LANDSCAPE
27-1205 D. 1. THE GROUND PLANE OF ALL OF THE REQUIRED PARKING LOT LANDSCAPED AREAS SHALL BE PLANTED IN A MINIMUM OF SEVENTY-FIVE (75) PERCENT ORGANIC LANDSCAPING MATERIAL	1,821 SF OF PLANTING BED IN PARKING LOT.  1,821 x 75% = 1,366 SF REQUIRED COVERAGE	30 SUMAC x 28.26 = 847.8 14 MUGOS x 12.57 = 175.98 4 JUNIPERS x 28.26 = 113.04 12 SANDCHERRIES x 19.63 = 235.56 1,372.38 SF PROVIDED = 75.36% COVERAGE
27-1205 D. 1.(B) ISLANDS SHALL BE PLANTED WITH ONE TREE IN ADDITION TO THE REQUIRED GROUND PLANE COVERAGE. TURF GRASS IS PROHIBITED IN OR ON PARKING LOT LANDSCAPE ISLANDS.	6 ISLANDS PROVIDED = 6 CANOPY TREES REQUIRED	6 CANOPY TREES PROVIDED, TREES WITH CONFLICTS ARE RELOCATED
27-1205 F. 1. A PORTION OF THE SITE EQUAL TO FIVE (5) PERCENT OF THE SURFACE AREAS TO BE PLOWED SHALL BE PROVIDED AS ONE OR MORE SNOW STORAGE AREAS	1,366 SF OF PARKING LOT 1,366 x 5% = 68.30 SF SNOW STORAGE REQUIRED	XX SF OF SNOW STORAGE PROVIDED AT PERMETER OF PARKING
27-1206 B.2.(B)(3) GROUND-MOUNTED MECHANICAL EQUIPMENT SHALL BE SCREENED FROM VIEW BY LANDSCAPING, A FENCE, OR A DECORATIVE WALL THAT IS INTEGRATED INTO THE ARCHITECTURE OF THE STRUCTURE. THE FENCE OR WALL SHALL BE OF A HEIGHT EQUAL TO, OR GREATER THAN THE HEIGHT OF THE MECHANICAL EQUIPMENT BEING SCREENED.	NA	IRRIGATION EQUIPMENT SCREENED
27-1802 H.4. VEHICULAR TRAFFIC: TRIANGLE MEASURED ALONG CENTERLINE OF THE DRIVEWAY OR ALLEY 14 FEET FROM BACK OF CURB BY 175 FEET (175 FT LOCAL) ALONG THE CURB LINE OR THE EXTENSION OF THE CURB LINE ON THE CROSS STREET. PEDESTRIAN TRAFFIC: TRIANGLE 10 FEET FROM BACK OF WALK INTO PROPERTY MEASURED ALONG THE EDGE OF THE DRIVE, AND 20 FEET ALONG THE BACK OF SIDEWALK MEASURED FROM THE EDGE OF THE DRIVEWAY.	NA	ALL SHRUBS AT S 28TH ST ARE 30 INCHES OR UNDER

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sheet NOTES AND CALCULATIONS  
project PARKING LOT  
owner ENERGY LABORATORIES

project # 24167  
revision date



issue date 08.01.2025  
L1.2



What can we  
help you create?

# Meeting Minutes

A&E Design  
124 N 29<sup>th</sup> ST, Suite 100  
Billings, MT 59101

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**Project: Energy Labs Addition**

**Project Number: 24167**

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**Meeting Location: Beartooth Conference Room**

**Meeting Date/Time: 06-17-2025 4:00 – 5:00 p.m.**

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**Meeting Subject: Pre-Application - Parking Lot**

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**Attending: Karen Husman, Hunter Kelly, Kristi Langdon, Chris Hertz, Stephanie Donovan, Ric Heldt, Scott Osteen, Trevor Anderson**

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Agenda: Review parking lot layout, special review process, and initial building addition questions.

## Parcels:

- SD: Do we need to combine properties?
- KS: No need to merge the separate properties for the parking lot.

## Engineering Questions:

- Engineering typically reviews the set of plans, storm report, look at existing sidewalk, photos, identify trippers, etc
- 25 ft between curb cuts is allowed.
- 30-40 ft wide curb cuts, 3 ft wings,

## Building Addition:

- SO: Does the new addition need to be 2 stories?
- KS/HK: Let us get back to you on that.
- Will the addition have the same address?
- KS: Yes.

## Required Landscaping:

- Street Frontage: 1 tree every 40 ft, landscaping should be 10 ft deep or 6ft if drip for whole boulevard
- SE prop and SW prop line, identical zoning, use B bufferyard, 1 tree per 70ft and has to be drip
- NW prop line requires B2 bufferyard – point requirement – mixture of trees trees and shrubs, visuals
- Landscape islands at end of parking – 4 ft shorter than parking stall, planting to be 132 ft in distance of stalls, 1 tree per island, 75% organic coverage
- Snow storage – 5% of parking area
- Fence is optional for the B2 Bufferyard and get count towards point total– Fence permit required, max 6 ft high



## What can we help you create?

- Please also list counts for landscaping

### Special review:

- Neighborhood meeting: notice to include what you're proposing, site plan. You should take meeting minutes, list who was present, and turn in with application.
- Karen provided list and map. Letters must be certified – verify names with mt dept of revenue. Upload online. Application does need to be signed by prop owner.
- Application to be submitted 1st working day of the month – check deadline
- Complete application, fee paid
- The following week, there will be a public hearing notice, orange sign on property
- City Zoning meeting would be first Tues of following month after the application
- City council 4<sup>th</sup> Monday month
- Expect a 2 month process after you submit the application
- Simultaneous permit and special review process

### Parking Counts:

- 1 per 400 GFA for laboratories
- 1 per 350 GFA for office
- 1 per 1000 GFA for indoor storage/warehouse
- Could also be 1 per employee on largest shift

Item #1	Description	Lead	Due Date
Building Story Question	Planning to respond to A&E about whether addition can be one or two stories.	Karen / Hunter	TBD
Build-To-Zone	Does the build-to-zone start at sidewalk, or property line?		TBD

# Sign In Sheet

Energy Labs Neighborhood Meeting, Billings Public Library

July 21, 2025, 6-7pm

Print Name	Address	Phone	Email
1. Cindy Rohrer	1040 Lost View Dr	406 670 4665	crohrer@energylabs.com
2. Tracy A. Dangerfield	2917 Doreen Blvd	406 698 0388	tdangerfield@energylabs.com
3. Ken Brae	4631 Morocco Blvd	406-866-9254	kbrae@energylabs.com
4. Stephanie Donovan	824 Parkhill Dr Billings	513-288-7553	sdonovan@ae.design
5. Ric Heldt	2750 Torrey Pines Dr.	406-860-3590	rheldt@ae.design
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Energy Laboratory Staff (Owner)  
 A&E Design Staff (Agent)

# Confirmation for Use of Billings Public Library Meeting Rooms



**For use of:**

- Community Room
- Computer Classroom
- Large Conference Room
- Study Room # \_\_\_\_\_
- Teen Study # \_\_\_\_\_

**Room costs:**

Additional costs will apply for use outside Library service hours and/or for cleaning costs incurred by the Library

Nonprofit, educational & community groups:

Free

For-profit organizations

Community Room: \$50/hour w/2-hour min.

Computer Classroom: \$25/hour

Large Conference Room: \$25/hour

**PLEASE READ:**

I have read and agree to comply by the Library Meeting Room Policy. I understand that it is my responsibility to set up and put away all tables and chairs, and to place all trash into the appropriate containers. I will not hang or affix any materials to Library meeting room walls, furniture or equipment without prior staff approval. I understand that no equipment is to be operated by minors. **I agree to notify Library staff when meetings are completed and provide final attendance numbers. If staff find the room has NOT been left in satisfactory condition, I agree to pay for actual damages and costs incurred, and understand my ability to use the meeting rooms in the future may be restricted.**

SIGNATURE Steph CD DATE July 21, 2025

Contact Name (Please print) Stephanie Donoran

Phone Number 513-288-7553

Name of Organization (Please print) A3E Design

Address of Organization (Please print) 124 N. 29th St. STE 100  
Billings MT 59102

**FOR STAFF USE ONLY:**

Date of use: 7/21/25

Staff Initials CD

Staff Initials \_\_\_\_\_

Time: In 5:45 Out: 7:00pm

**Pre-Usage inspection:**

- Carpet
- Chairs
- Equipment
- Kitchen
- Tables
- Trash
- Walls

**Post-Usage inspection:**

- Carpet
- Chairs
- Equipment
- Kitchen
- Tables
- Trash
- Walls

Security:  Keys  ID Other: \_\_\_\_\_

Comments:



What can we  
help you create?



**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)

July 11, 2025

**Subject: Invitation to Neighborhood Meeting Regarding Proposed Parking Lot Development**

Dear Neighbor,

We hope this letter finds you well. As part of our efforts to improve accessibility and infrastructure within our neighborhood for Energy Laboratories Incorporated, we are writing to inform you about a proposed development project involving the construction of a new parking lot located at 1108 and 1110 S 28th St.

Because your property is located within 300 feet of the proposed site, we are reaching out to invite you to a **Neighborhood Meeting** where we will share details about the project, including the proposed design and its anticipated benefits to the community. This meeting will provide an opportunity to ask questions, provide feedback, and discuss any concerns you may have.

**Neighborhood Meeting Details:**

**Date:** Monday, July 21, 2025

**Time:** 6:00-7:00pm

**Location:** Community Room, Billings Library, 510 N Broadway, Billings, MT 59101

Enclosed with this letter is a preliminary **site plan** showing the design of the proposed parking lot. During the meeting, we will walk through proposed site improvements including landscaping, fencing, and maintenance in more detail and discuss how we intend to minimize impacts on the surrounding neighborhood, including before, during, and after construction.

Your input is valuable to us, and we encourage your participation. If you are unable to attend the meeting but would still like to provide feedback, please feel free to contact us at 406.248.2633 or [sdonovan@ae.design](mailto:sdonovan@ae.design).

Thank you for your time and attention to this matter. We look forward to hearing from you.

Sincerely,

**Stephanie Donovan**

Landscape Architect

A&E Design

**Enclosure:** Proposed Parking Lot Design

**ae.design**

# PARKING LOT FOR ENERGY LABORATORIES



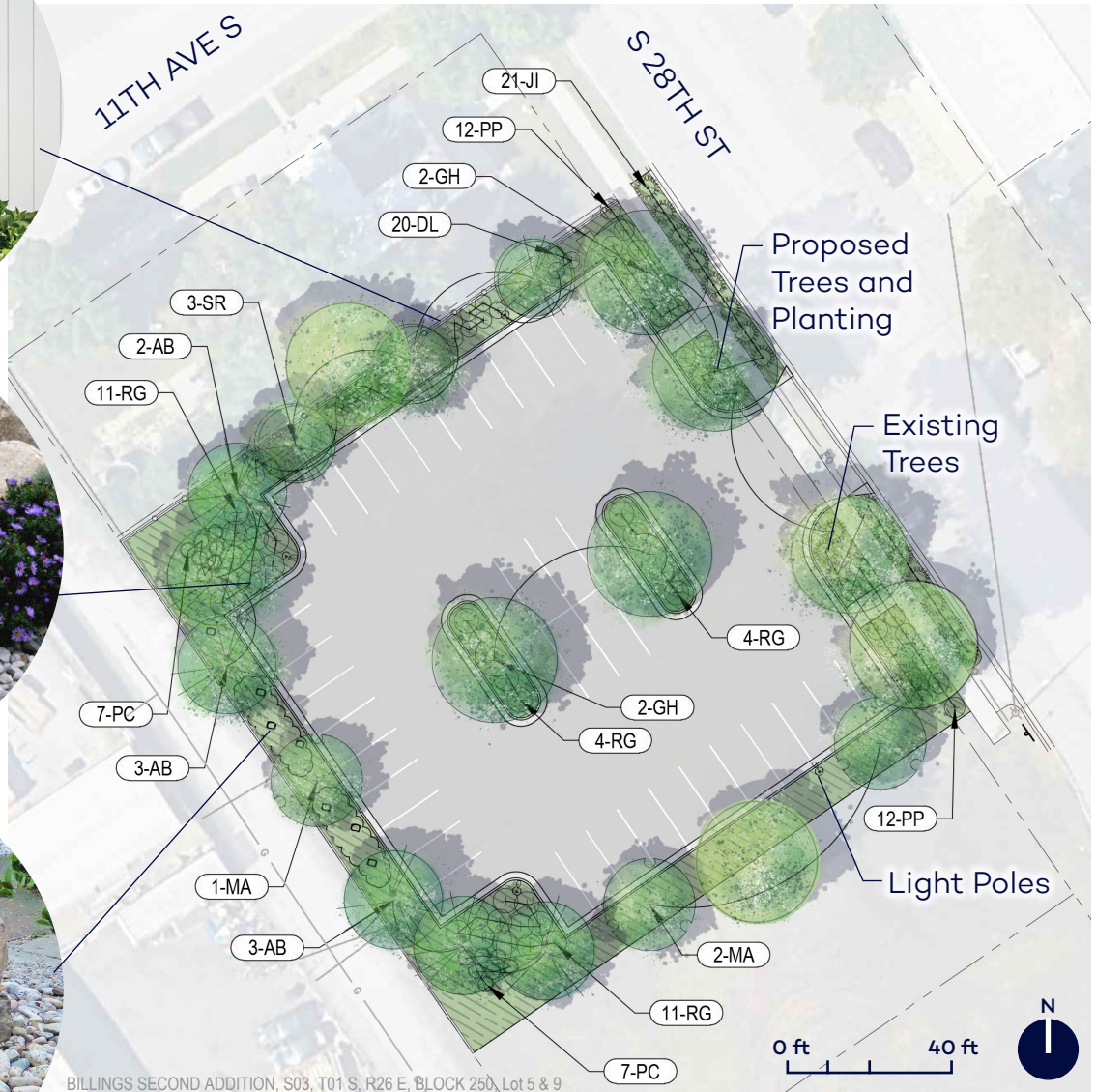
Vinyl Fence



Planting



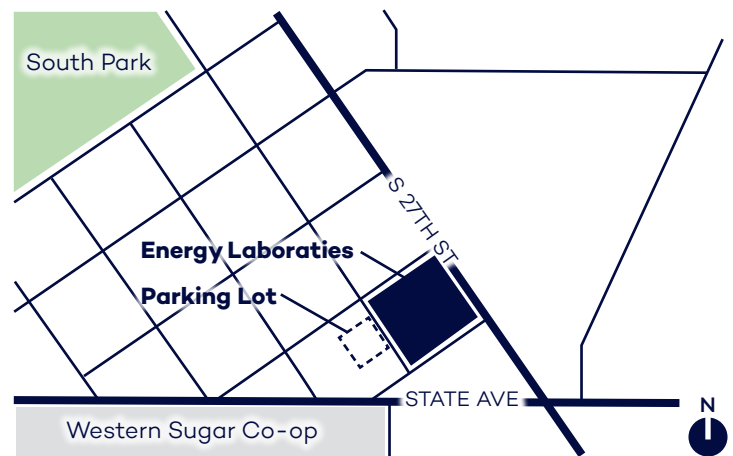
Boulders



## PLANT SCHEDULE

- |    |                                      |
|----|--------------------------------------|
| AB | AUTUMN BRILLIANCE APPLE SERVICEBERRY |
| GH | NORTHERN ACCLAIM HONEY LOCUST        |
| MA | MAACNIFICENT MAACKIA                 |
| SR | JAPANESE TREE LILAC                  |
| DL | YELLOW GEM BUSH CINQUEFOIL           |
| PP | PAWNEE BUTTES SAND CHERRY            |
| RG | GRO-LOW FRAGRANT SUMAC               |
| JI | ICEE BLUE CREEPING JUNIPER           |
| PC | VALLEY CUSHION MUGO PINE             |

## CONTEXT MAP





What can we  
help you create?

# Meeting Minutes

A&E Design  
124 N 29<sup>th</sup> ST, Suite 100  
Billings, MT 59101

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**Project: Parking Lot for Energy Laboratories, Inc**

**Project Number: 24167**

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**Meeting Location: Community Room, Billings Library**

**Meeting Date/Time: 2025-07-21, 6pm**

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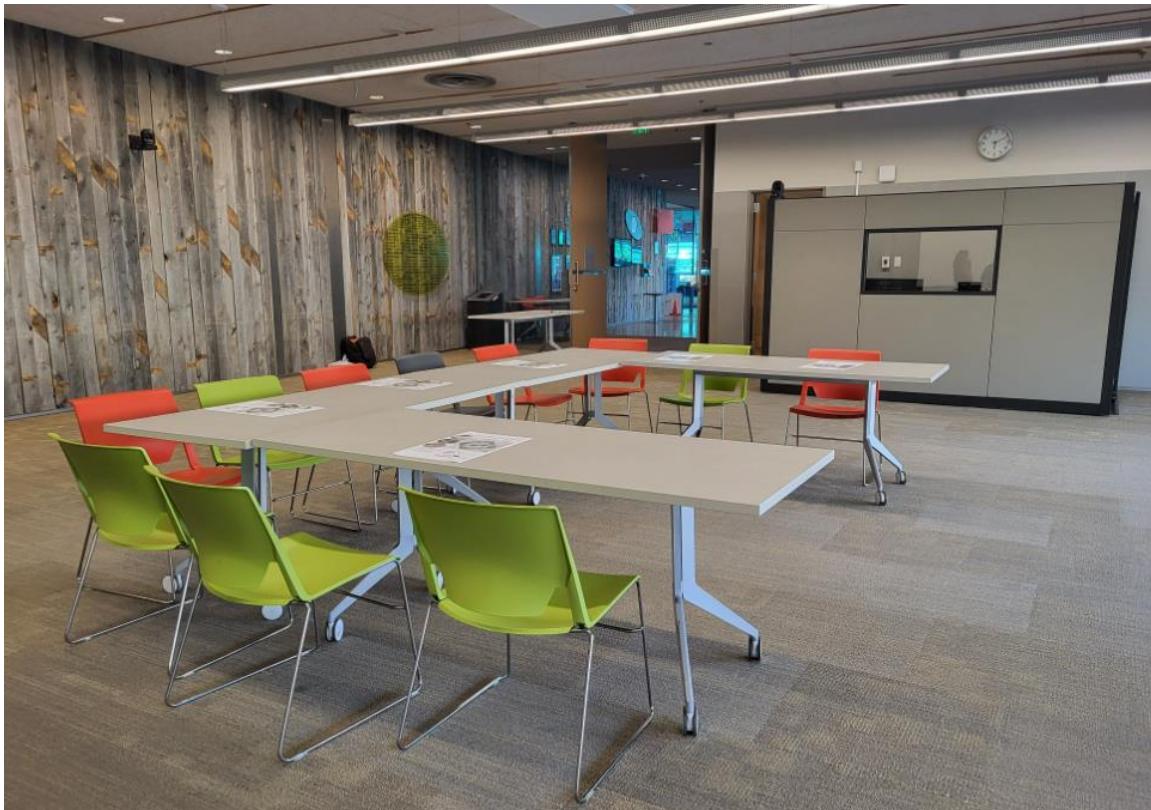
**Meeting Subject: Neighborhood Meeting for Special Review**

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**Attending: Ken Braun (ELI), Tracy Dangerfield (ELI), Cindy Rohrer (ELI), Ric Heldt (A&E), Stephanie Donovan (A&E)**

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Energy Laboratories, Inc (ELI) staff members and A&E Design representatives arrived at approximately 5:45pm to set up the room (photo below). No neighbors attended. Put tables back and left the room due to non-attendance around 6:30pm. Checked out of the room with library staff at approximately 7pm.



**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)



What can we  
help you create?



**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.



What can we  
help you create?



#### *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