

CITY – COUNTY PLANNING DIVISION

Monthly Activity Report, November 2018



To: Board of County Commissioners, City Administrator, Mayor and City Council, Planning Board, Zoning Boards and Commissions, Planning and Community Services Department Director

From: Monica Plecker, AICP, Planning Division Manager

Date: November 14, 2018

MEETING MANAGEMENT & SUPPORT

Planning staff supports the regular meetings of the following Boards, Committees, and Commissions:

- Yellowstone County Board of Planning
- City & County Board of Adjustment
- County & City Zoning Commission
- Historic Preservation Board
- Bicycle and Pedestrian Advisory Committee
- Policy Coordinating Committee

UPDATE – PROJECT Re:Code

PROJECT RE:CODE NEXT STEPS, DISTRICT AND USE CONSIDERATION



Project Re:Code Working Groups are gearing up for a busy winter. With the Code Assessment completed the next step will be for the consultants to start considering draft code amendments for specifically related to Districts and

Uses. It is anticipated that as soon as early January the working groups will begin their initial review. All Project Re:Code information including working group and steering committee agendas, meeting notes, documents and more can be found by visiting the City Planning Division website at

<https://ci.billings.mt.us/2138/Project-Re-Code>

CHANGES IMPLEMENTED FOR ZONING APPLICATION INTAKE & SUBMITTAL

CONTRIBUTED BY NICOLE CROMWELL

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

This appointment will ensure:

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

In general, an application review appointment will take approximately ½ hour. Appointments can be scheduled on the deadline day for applications (the 1st Monday of each month), or any day prior to the application deadline depending on staff availability. We look forward to this opportunity to better serve our applicants.

PLANNING DIVISION PROJECT PRIORITIES AND GOALS 2018-2019

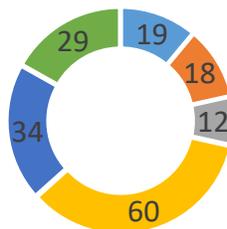
Priority	Project/Goal	Completion Date
1	County Growth Policy Revision* **	1/1/2019
1	Complete Streets Progress Report* **	Completed
1	Zoning Code Revitalization - Begin Review**	11/1/2019
2	Development of Billings Traffic Model	10/1/2018
2	EBURD and DBA Workforce Housing Needs Assessment	Completed
2	2018 Transportation Plan and PPP Updated	10/1/2018
2	Revamp Monthly Planning Report (PCSD Interface)	Completed
2	Downtown Traffic Circulation Study	12/1/2018
3	Online Permitting and Application Delivery (PCSD Interface)	Ongoing
3	Kids in Motion	Ongoing
3	Innoprise/Data Imaging System for Archiving (PCSD Interface)	Ongoing
3	Board and Commission Training	Completed
4	Permanent Funding Sources - (Grants, Levy, Bond) - Bike/Ped Facilities	Ongoing
5	Records Retention/Review/Storage Process (PCSD Interface)	Ongoing
5	Bike Parking Facilities* **	Ongoing
5	Healthy PLACES Working Group	Ongoing
5	Annexation Policy and Map Review	Ongoing
5	Active Transportation Web Page Development**	Ongoing
5	Neighborhood Task Force/Adjacent Neighborhood Support	Ongoing
5	TIFD Administrative Application/Support	Ongoing
5	Infill Policy Implementation**	Ongoing

* Aligns with 2018 Planning Work Plan, ** Aligns with 2014 Council Strategic Plan and Initiatives and BOCC

Priority Index: 1 = Next 3 Months, 2 = Next 6 Months, 3 = Next 12 Months, 4 = 2017-2018, 5 = Ongoing

Zoning Application Submittals 11/2017-10/2018

- Neighborhood Meetings
- Zone Changes
- Special Reviews
- Zoning Clarifications
- Zoning Compliance Permits (YC)



Subdivision Applications 11/2017-10/2018

- Pre-Applications
- Preliminary Plats
- Final Plats
- Exempt Plats

