



# **CITY OF DILLON**

## **EXTENSION OF SERVICES PLAN**

ADOPTED BY DILLON CITY COUNCIL: May 15, 2019

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## TABLE OF CONTENTS

<i>Introduction</i> .....	1
<i>Relationship to Growth Policy</i> .....	1
<i>Urban Growth Area</i> .....	1
<i>Economic Conditions and Population Trends</i> .....	2
<i>Physical Growth Trends</i> .....	3
<i>Prevailing Growth Patterns</i> .....	4
<i>North</i> .....	4
<i>East</i> .....	4
<i>West</i> .....	4
<i>South</i> .....	5
<i>Annexation Considerations for the City of Dillon</i> .....	5
<i>Areas of Interest for Annexation</i> .....	5
<i>Extension of City Services</i> .....	6
<i>Relationship to Capital Improvements Plan</i> .....	6
<i>Streets</i> .....	7
Principal Arterials .....	7
Major and Minor Collectors.....	7
Local Access Streets .....	8
<i>Street Maintenance</i> .....	8
<i>Sanitary Sewer System</i> .....	8
<i>Storm Water Management</i> .....	9
<i>Water</i> .....	10
<i>Fire Protection</i> .....	11
<i>Law Enforcement</i> .....	11
<i>Parks and Recreation</i> .....	11
<i>Recommended Policies for Extension</i> .....	12

*General Policies* ..... 12  
*Policies for Extension of Services to Undeveloped Areas* ..... 13  
*Policies for Services in Existing Developed Areas*..... 14  
*Policies for Meeting the Cost of Services* ..... 14

**APPENDICES**

**Appendix A** ..... 17  
**Appendix B** ..... 18  
**Appendix C** ..... 19  
**Appendix D** ..... 20

## INTRODUCTION

The City of Dillon Extension of Services Plan is a policy document that outlines the requirements for the extension and provision of City services and utilities to areas proposed for annexation or potential developable areas within the City limits and Planning Area. This plan will serve the following objectives:

1. To meet the statutory requirements of the State of Montana for the annexation of properties and provision of services. Primarily, in order to satisfy statutes §7-2-4731, M.C.A., "Plans and Report on Extension of Services Required," and §7-2-4732, M.C.A., "Contents of Plan for Extension of Services."
2. To establish a Potential Utility Service Boundary and associated policies that clearly outline the terms for the extension of services into new services areas, identify methods of financing when extending municipal services and the party or parties responsible for installation and service costs.
3. To provide a framework for implementation of existing policy documents that may include the City of Dillon Growth Policy and the City of Dillon Capital Improvements Plan.

The City of Dillon adopted the current Growth Policy on February 3, 2016. As part of the Growth Policy the City analyzed potential growth areas within the planning area and identified potential areas for annexation into the City. Under Land Use, Goal #1 – Preserve and promote land uses which are compatible with and respectful of Dillon's sense of place, its rural small town setting and overall quality of life, this policy addresses the first Action which is to review the zoning map to ensure compliance with the future land use map and zone all properties within the City limits. This policy also addresses the Growth Policy Land Use Action #2 to zone all properties seeking annexation or development review approvals. The Dillon Planning Area map from the Growth Policy is provided as Figure 1.

## RELATIONSHIP TO GROWTH POLICY

This Extension of Services Plan, by reference, hereby incorporates the City of Dillon Growth Policy adopted on February 3, 2016. The Growth Policy has been used as a source of technical information and guidance for the development of this plan. The adoption and implementation of this plan will assist the City in achieving the goals and objectives of the Growth Policy.

## URBAN GROWTH AREA

The urban growth area is the projected service area in which municipal services can or may be extended over a period of five (5) to ten(10) years, depending upon needs and demand. Boundaries of the urban growth area are established based on prevailing and anticipated growth trends, with consideration given to growth stimulants as well as growth deterrents or impediments. Population and economic trends that affect community growth or decline are also critical factors which should be analyzed in order to accurately establish urban growth area

boundaries.

## ECONOMIC CONDITIONS AND POPULATION TRENDS

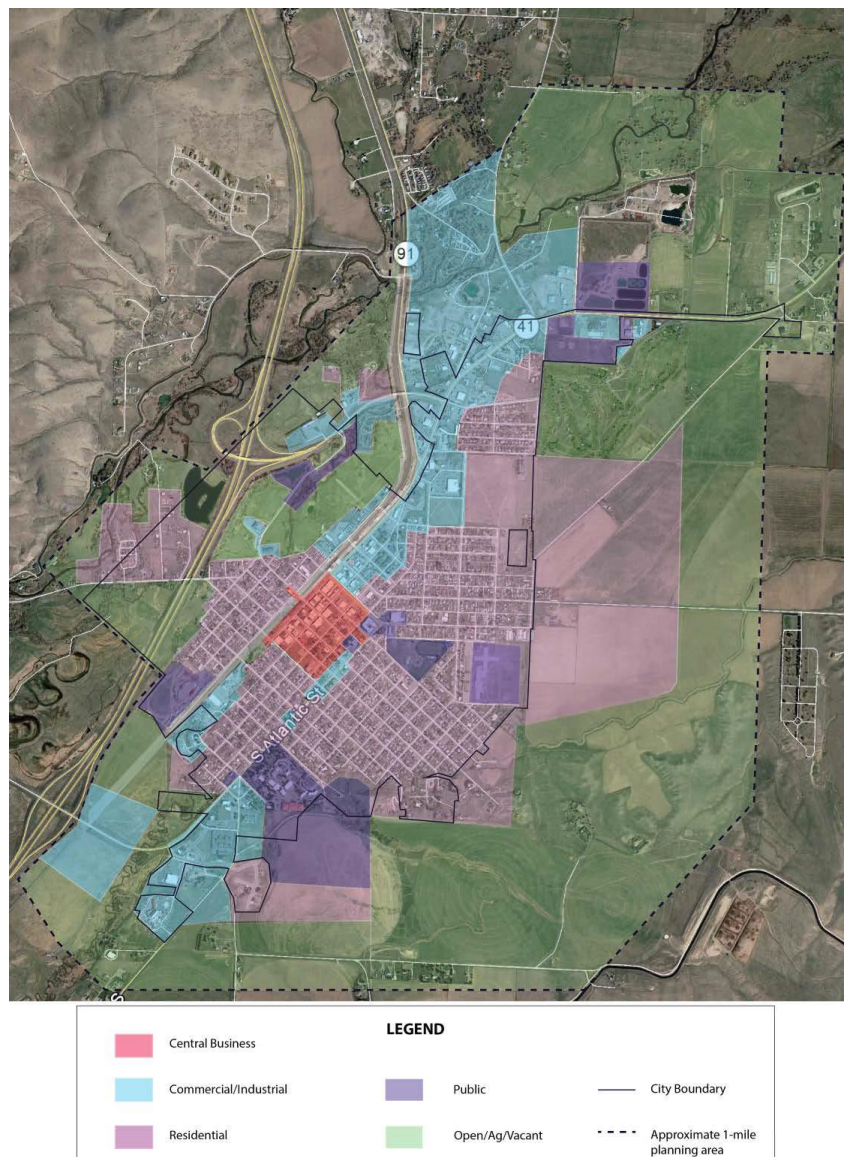


Figure 1. Planning Area Boundary & City Limits

The original town site for the City of Dillon was established in 1881 and laid out at a forty-five (45)-degree angle following the railroad that connected the townsite to Ogden, Utah. There was considerable building activity in the early days of Dillon, with wooden buildings lining Montana Street. Fires were common, destroying the wood buildings, allowing for construction of permanent brick structures. Public and private buildings were added and the City became incorporated in 1885.

Unlike many other communities of the gold rush era, Dillon remained a thriving community, due to the railroad and increasing cattle and sheep ranching. The Montana Normal School, now

University of Montana Western was established in 1892, further establishing Dillon as a regional community. Dillon is the County Seat of Beaverhead County, the largest county in Montana. With a County population of nine-thousand, two-hundred and forty-six (9,246) in 2010, nearly half of all County residents live in or near the City of Dillon. The community is situated in a wide valley adjacent to the Beaverhead River, surrounded by ranches, public lands, streams, and mountains.

The economy in Dillon and Beaverhead County reflects changes that communities are seeing across many rural western counties. From the Census and Economic Information Center at the Montana Department of Commerce, the total personal income has increased over the past twenty-five (25) years. Mean household income within the City was \$46,776 in 2013, less than the US median of \$51,939. The use of past population trends can help predict future growth. According to the population projections within the Capital Improvements Plan, Dillon has averaged 0.5 percent annual population growth since 1940. Given this growth rate, combined with the 0.5 percent projected growth rate in Beaverhead County, it is logical to assume a 0.5 percent growth rate over the next twenty (20) years within the City of Dillon. At the projected 0.5 percent annual increase in population rate, the estimated population in 2025 will be four-thousand, four-hundred and fifty-seven (4,457).

The overall number of jobs has remained almost unchanged in the past ten (10) years. These trends together with the significant growth in earnings in service and non-service (including farming, manufacturing, and construction) industries and little change in the government sector earnings, suggest that earning per job have been increasing. This trend benefits existing workers and the overall economy. Although low job growth does not benefit new workers or people moving into the community and seeking employment. The challenge to City leaders will be maintaining Dillon's distinct, small-town identity in the face of significant growth. It is the goal of the City to grow a commercial and industrial base in order to provide increased tax base and local jobs.

The City of Dillon has prepared a Growth Policy, Subdivision Regulations, and Zoning Regulations to assist in regulating development on currently annexed lands and annexed land in the future. Additional analysis on economic and population trends for the City of Dillon can be found in the City of Dillon Growth Policy located on the city's website for reference.

### PHYSICAL GROWTH TRENDS

Growth within the planning area seems to be isolated to the north, south, and east of the City of Dillon, just outside the City limits. This has resulted in several large developments at or near the City limits that have connected to City utility services. The City of Dillon has recently expanded their capability to handle more sewer customers by removing the lagoon treatment center and installed a Wastewater Treatment Plant using an active bioreactor. The City is also starting the process of adding one new well for a total of five (5) water wells. The City has the capability to expand the City's boundary, but future requests for City services will require annexation as a condition of service if the development is contiguous to the current City

boundary.

## PREVAILING GROWTH PATTERNS

The prevailing growth patterns in the Dillon area and the possible impediments to growth associated with these areas are presented below.

### North

The areas north of the City are a mix of development including large residential tract development, several single family houses, numerous commercial businesses, a gravel pit, and agricultural land. The Beaverhead River wraps around the north side, providing a natural barrier provided by floodplain. The north side is served with existing road corridors, namely Highway 91 North, Selway Drive, and Laknar Lane. Over the last twenty (20) to twenty-five (25) years, the area north of the City has seen some commercial growth. Due to this growth, City water has previously been extended to portions immediately adjacent to the City. Further extension of City water service in this area is likely. However, the costs of crossing the river will likely keep growth south of the Beaverhead River, at least within the five (5) to ten (10) year timeframe that we are evaluating. Most of the area south of the river is currently not served by public sanitary sewer. A brief elevation evaluation of the area in general and specific in-depth studies were performed and it was determined that a sewage lift station would be necessary to collect sanitary sewage and transport it to the existing wastewater treatment plant. Overall, the City believes that moderate growth is possible in the north area, but believes it will remain south of the Beaverhead River.

### East

The areas east of the City of Dillon has the greatest potential for future growth. Large diameter public water and sanitary sewer mains exist on the east boundary of the City and have the capacity to serve a large area to the east. This area is relatively flat and has little constraint by surface water or groundwater issues. (While high groundwater historically reported throughout the City and the area east of the City, reduction in flood irrigating practices has dramatically reduced this issue). Overall, the City believes that moderate to high growth potential exists in the area east of the City.

### West

The areas west of the City of Dillon presents several challenges regarding future growth. While the I-15 Interstate could be accommodated in future street and traffic plans, the largest challenges on the west side are water and sewer related. Due to the proximity of Blacktail Deer Creek and the Beaverhead River, floodplain and high groundwater issues abound. Pockets of land west of the City may see less severe groundwater and surface water issues and could be handled on a case-by-case basis. Public water on this side could be easily accommodated due to the existing transmission lines connected to the west City reservoir. Public sewer would likely require sewage lift stations, but specific elevation analysis would need to be performed for verification. Cost constraints of infrastructure to these locations will likely control the feasibility. Overall,



due to these natural surface and groundwater challenges, it is unlikely that substantial growth will occur on the west side.

### South

The areas south of the City has moderate growth potential, but this area does share some of the constraints presented on the west side. While much of the south area is elevated enough to avoid groundwater and surface water issues, small areas experience those challenges, due to the presence of Blacktail Deer Creek and irrigation ditches. This area has more constraint regarding sanitary sewer capacity, unless the particular growth area was able to tap directly in the “Noble Street Sewer Main” which runs along the south, south-east side of the City and then along the east side of the City. This area is well served in water volume, but pressure would need to be evaluated on a case-by-case basis. Growth in areas along the “south, south-east bluff” would need to be evaluated for potential use of a booster pump station to increase water pressures.

Additionally, if the University of Montana – Western sees future growth, the likely location for this would be to the south of the existing campus. While adequate water capacity exists to serve a substantial campus expansion, increased sanitary sewage flows would need to be compared to available capacity.

### ANNEXATION CONSIDERATIONS FOR THE CITY OF DILLON

The Extension of Services Plan for the City of Dillon provides guidance to decision-makers and staff about the goals and policies that annexation is intended to advance. The primary intent of the plan is to permit the annexation of land to provide for orderly growth, adequate provision of municipal services, and equal benefits to both the annexed territory and the existing City properties.

Annexation goals for the City of Dillon are listed below:

- Seek to annex lands contiguous to the City of Dillon.
- Seek to annex areas that are totally surrounded by the City of Dillon.
- Seek to annex properties currently contracting with the City of Dillon for services such as water and/or sanitary sewer, if determined to be in the best interest of the City.
- Seek to annex other lands within the Planning Area examined in this Growth Policy as appropriate and as opportunities arise.
- The City of Dillon may consider the extension of partial municipal services into existing subdivisions or areas not adjacent to the corporate limits without annexation, subject to a waiver of protest to future annexation action by the City.

This plan identifies the conditions necessary to support a decision to annex land into the City. This plan also lays out specific requirements of those seeking to annex into the City.

### AREAS OF INTEREST FOR ANNEXATION

As part of the Growth Policy the City has identified lands that may be desirable for future annexation. The map contained in Figure 1 identifies multiple developed areas around the City of Dillon in the planning area. The areas identified below are areas of possible annexation into the City of Dillon in the future.

1. **Several Properties That Are Wholly Surrounded** – At the present time, there are three properties that are wholly surrounded two of which are the Jesse and Emily Alberi property and the John Grant property. The other property is what is known as Tessier Subdivision and an agreement about annexing that property when they further subdivide that property.
2. **All Properties That Are Currently Connected To City Utilities** – It is the law in the City of Dillon that when any property connects to the City Utilities, then they waive the right to protest annexation. Currently, there are two properties, John Deere and Eric Hinojosa off of Railroad avenue, that are on the City utilities but not annexed.

If areas outside the city limits approach the City regarding the extension of municipal services, the City should require that they petition to annex the area into the City of Dillon or require a waiver of protest to future annexation action.

#### **EXTENSION OF CITY SERVICES**

For the following discussion, a developer means “a person who causes land to be subdivided or who proposes a subdivision of land”. Also, property owner means “a person who owns one or more lots or parcels of land whom what to build buildings on those lots or parcels of land following the City zoning requirements”.

A number of studies determined the effects of various types of development on a municipality's cost outlays. These studies have consistently shown the net public costs resulting from low-density sprawl development are higher than those resulting from higher density developments of the same number of homes. In simple terms, it costs more to extend sewer and water service, to provide police and fire protection, to fund road repair, and to send out school buses when homes are spread out than when they are more densely situated and in close proximity to existing services and facilities.

In order to achieve compact, orderly and efficient urban growth, plans for the extension of municipal services into growth areas must be developed and implemented. In addition to identifying the services available and a plan to physically provide those services within a defined service area, it is also essential to both identify the party responsible for service extension and a method of financing the extension.

The services which are considered for extension into the future growth areas of the City are streets, sanitary sewer, storm sewer, water, police protection, and fire protection.

#### **RELATIONSHIP TO CAPITAL IMPROVEMENTS PLAN**

This Extension of Services Plan, by reference, hereby incorporates the City of Dillon's Capital

Improvements Plan adopted on March 2007. The Capital Improvements Plan discusses and analyzes existing infrastructure and infrastructure needs into the future for the City of Dillon. This analysis is imperative to implementation of an Extension of Services Plan, which seeks to determine how and where services can and will be extended to accommodate future development.

## **STREETS**

Upon annexation of land development, the City will assess ownership and maintenance responsibility of all public roads within the annexed area. The transportation network within and around a community plays a significant role in its physical development and growth. This network of streets, roads and highways should be coordinated to form a system that not only provides efficient internal circulation, but one that also facilitates through traffic. Since streets serve two basic functions, moving traffic and providing access to abutting lands, each street should be classified and designed for the specific function or combination of functions that it is to serve. This functional classification system forms the basis for planning, designing, construction, maintaining and operating the street system. Street classification can also be used as an equitable and practical method of allocating responsibility for street and road construction expenditures. For these reasons urban streets are generally designed and developed in a hierarchy comprised of the following types:

### **Principal Arterials**

The greatest portion of through travel occurs on principal arterial roadways. Principal arterials are high-volume travel corridors that connect major generators of traffic (e.g., community and employment centers), and are usually constructed with partial limitations on direct access to abutting land uses. Interstate Routes and major U.S Highways and State Routes are typical types of principal arterials. Principal arterials may be multi-lane, high-speed, high-capacity roadways intended exclusively for motorized traffic with all access controlled by interchanges and road crossings separated by bridges. However, such facilities may include two-lane or multi-lane roadways based on the travel demands they serve and have less restrictive access provisions than Interstate routes. In the City of Dillon these highway corridors consists of Montana Street (North of Helena), Atlantic Street, Helena Street, I-15 Interchanges (both south and north off-ramp), and Highway 41.

### **Major and Minor Collectors**

Collectors provide direct services to residential or commercial areas, local parks, and schools while also providing a high degree of property access within a localized area. In densely populated areas, they are usually spaced at half-mile intervals to collect traffic from local-access streets, and convey it to the major and minor arterials and highways. Urban collectors are typically one (1) to two (2)-miles in length, while rural collectors may be longer (either could be a major or minor). Access may be limited to roadway approaches and major facilities, but some direct access to abutting land may be permitted. The Capital Improvement Plan has the list of the streets in the City that are classified as either major or minor collectors.

## Local Access Streets

Streets not selected for inclusion in the arterial or collector classes are categorized as local or residential streets. They allow access to individual homes, businesses, and similar traffic destinations. Direct access to abutting land is essential, for all traffic originates from, or is destined, to abutting land. Major through traffic should be discouraged.

The City of Dillon has identified and developed priority projects for the existing street system as part of the Capital Improvements Plan. The majority of the City transportation projects are focused on maintenance of existing City streets to improve surfacing conditions and storm water drainage. All new development which further impacts the existing or proposed street network, will be subject to conditions intended to mitigate said impacts. It will be the responsibility of the developer of a new subdivision to provide streets built to City standards, including curbs, gutters, sidewalks, boulevards street signs, street lights and street trees. Standards for such improvements are contained in the City of Dillon Subdivision Regulations. The policy section of this plan supports these requirements. A street map for the City of Dillon is provided in Appendix A. Principal arterials, major collectors and minor collectors are shown on the map all other roads are classified as local access streets.

## STREET MAINTENANCE

The City of Dillon maintains, sweeps, and plows most dedicated streets within the City limits, while the Montana Department of Transportation maintains and plows North Montana Street, Atlantic Street, Helena Street, and Highway 41. The City's equipment is generally adequate for the present snow plowing needs for some of the collector streets. The need for additional equipment and personnel should be determined and coordinated as the City grows.

## SANITARY SEWER SYSTEM

A sanitary sewer system is a network of sewers used to collect the liquid wastes of a city for subsequent treatment. The location and capacity of main sewer lines and treatment plants are a factor in determining both the density and location of development within a community. Generally, the design of main sewer lines and plant capacity is reflective of anticipated land uses and population projections of a predetermined "service" area.

Sewage is generally collected by a gravity flow system, wherein sewer lines are laid out in a manner as to flow continually downhill. Where grades are insufficient to provide gravity flow, pressurized sewer collection systems or pumping of the sewage becomes necessary. Adding pump stations to the system, correspondingly, adds expense, maintenance and replacement needs and is generally discouraged. Pressurized sewer collection systems with privately maintained grinder pumps are becoming more common where gravity sewer systems are not feasible. The sanitary sewer system map is included in Appendix B. This map reflects general locations of sewer mains within the City of Dillon.

The City's wastewater treatment system consists of a mechanical aeration bio-reactor treatment system that was completed in 2014 and is located at the northeast edge of the City. Once the

wastewater is treated it is then discharged to the Beaverhead River. The treatment system has the capacity of 788,000 gallons per day and is currently treating on average approximately 350,000 gallons per day. The design population for the treatment system was ten-thousand and three hundred (10,300). Capacity is available in the City's wastewater treatment system for additional development.

A very large percentage of the collection lines are a gravity system, with some of the original pipes dating from 1917. The CIP has indicated a priority in replacing the older clay pipes with larger PVC pipe. New infrastructure should be targeted to coincide with new development if at all possible. The City has ensured adequate capacity for future growth, but without unnecessary financial burdens of such expansions, developments requesting connection to the existing system will be required to evaluate existing mains for actual location and size and determine if the existing system has adequate capacity to accommodate the proposed development at the expense of the developer or property owner of property being requested by the City to be annexed.

Outside the City limits, Dillon is ringed by areas of suburban residential development with on-site sewage disposal systems. During the next five (5) years, and beyond, the influences of continued property development, failing on-site sewage disposal systems, and the State's Water Quality and Non-degradation Rules may combine to bring many of these areas into the City's sewer system.

The design of new sewage collection systems for new development and annexed areas must meet the current requirements of the Montana Department Environmental Quality, Montana Public Works Standard Specifications, and the policies for extending services described in this plan. Any properties proposed for development or annexation will require a detailed engineering study to determine the appropriate size, location and type of collection system based on the long-range needs of the development and area(s) surrounding the development site unless the City requires annexation of a specific property at which time the City Council may exempt the property from the above requirement.

## STORM WATER MANAGEMENT

Storm water runoff is the water flowing over the surface of the ground as a result of a rainfall or snow melt. The primary goal in the management of the storm water runoff is to minimize hazards to life and property. This is accomplished by using storm sewers, ditches and swales to collect and carry surface water to a natural course of body of water in such a way as to prevent flooding and the resultant damage. The City of Dillon storm water collection largely serves the highway and business corridors. Storm drains are located within Montana, Atlantic, Helena, Idaho, and Pacific Streets and total over twenty-thousand (20,000) linear feet. In the absence of actual piping, the City utilizes what is known as "french drains" or sumps which drains the water into the gravel layers under the streets.

As new city streets are constructed, and as existing streets are improved, storm drainage infrastructure will be installed or improved. Individuals developing property have the responsibility to convey storm water from their property to an appropriate point of disposal.

The quantity and rate of runoff from a developed piece of property should not exceed that which would occur had the property remained undeveloped. In instances where developing property cannot be drained appropriately, storm water must be detained and handled onsite.

## WATER

The City of Dillon owns and operates the water treatment system that provides drinking water to residents of the City. The Dillon water system is supplied by four general sources, Wells #1, #2, #3, and #4 which all come from the same aquifer source of deep underground water wells.

The four (4) sources service a network of transmission and distribution pipes that range in size from four (4) - to sixteen (16)-inches. The mains within the City are primarily six (6)- and eight (8)-inches, while the mains connecting the sources of the distribution system range from ten (10)- to sixteen (16) inches.

The existing water system has excess capacity and the ability to accommodate some future growth. Based on historical usage records, in conjunction with Montana Department of Environmental Quality (MDEQ) requirements for water supply and storage capacity, it is estimated that the existing water system could serve twenty-five-hundred (2,500) gallons per minute. Once the water has been pumped, the water is distributed between two tanks with a storage capacity of one-million-seven-hundred and fifty thousand (1,750,000) gallons. Also, most of the system is looped, allowing for redundancy. This allows a line to be shut off for repairs with minimal interruption in water service to residents. It also increases the water pressure and flow for fire fighting capacity. The majority of the water lines were installed between 1920 and 1960. Replacing aging pipes have been indicated as a priority in the CIP and will continue to be so until the older lines are replaced with modern material. The water system map is included in Appendix B. This map reflects general locations of water mains within the City of Dillon. Developments requesting connection to the existing system will be required to evaluate existing mains for actual location and size and determine if the existing system has adequate capacity to accommodate the proposed development at the expense of the developer or property owner of property being requested by the City to be annexed.

Any properties proposed for development or annexation will require a detailed engineering study to guide the extension of water mains into areas of growth, as and when development occurs unless the City requires annexation of a specific property at which time the City Council may exempt the property from the above requirement. The plan is based on the objective of providing adequate water flow to meet household, commercial, industrial and irrigation demands, while meeting fire protection needs as well. The distribution system must be able to deliver water in sufficient quantity to all residents at all times. Ideally, a water distribution system is of a grid layout with supply and storage facilities strategically located to equalize pressure during periods of heavy usage. Dead-end lines should be avoided to eliminate stagnant water and to reduce the number of customers who would be out of water during periods of line repair. The design of new water systems for new development and annexed areas must meet the current requirements of the Montana Department Environmental Quality, Montana Public Works

Standard Specifications, and the policies for extending services described in this plan. The provision of water for firefighting purposes is as important as, and as consumptive as, that required for domestic and commercial uses, and must be considered when evaluating transmission, storage and distribution facilities.

## FIRE PROTECTION

The Dillon Volunteer Fire Department (DVFD) cooperates with and participates with Beaverhead County Fire District #2 and provides fire protection, emergency medical service, confined space rescue, wildland fire response, vehicle extrication, and responds to hazardous materials events within the City of Dillon. The DVFD currently has thirty-two (32) volunteers, and two (2) paid staff. Training is ongoing and upgrading equipment is a constant expense.

The DVFD also provides first response emergency services, but is not authorized to transport victims. The DVFD has Enhanced 911 (E-911) service through the Beaverhead County dispatcher. Most all locations within the City limits are within one (1) mile of the Fire Hall. As the City limits expand and move further from the existing fire hall, it may become necessary to add satellite fire halls. As Dillon and the surrounding area develops, a volunteer fire department may not be able to meet all the demands and at least a partially paid department with volunteers may be needed. The tax burden of these services shall be shared by all City taxpayers.

## LAW ENFORCEMENT

The Dillon Police Department has primary responsibility of law enforcement within the City of Dillon while the Beaverhead County Sheriffs Department has primary responsibility over lands outside the City of Dillon. Pursuant to a mutual services agreement, the Police Department provides services in the areas outside the city limits when personnel from the County Sheriff's office are not available. The City of Dillon cooperates and participates with the County for facilities to house the City's law enforcement agency. This facility also includes the Beaverhead County jail, which is used for the incarceration of City and County prisoners. The City Court serves the City of Dillon as a venue for the prosecution of misdemeanors within their jurisdiction and includes one (1) elected judge and one (1) court clerk.

Police protection is one of the essential services that should be adequately and efficiently available to every citizen. Additional impact to the department may accrue as a result of the additional development within the City limits as well as annexation into the City. As the City grows both physically and in terms of population, it may be necessary to increase the police force and staff and equip the police department accordingly. The tax burden of these services shall be shared by all City taxpayers.

## PARKS AND RECREATION

Parks, recreational areas, and open space are important components of a community and contribute notably to the physical, mental, and emotional health of the population. The residents of Dillon have access to developed park and recreation facilities within the City of

Dillon and area subdivisions. There are many open space areas and other recreational opportunities on publicly owned lands along the Beaverhead River, the Blacktail Deer Creek, and on National Forest lands that are relatively close to the community.

There are a total of eight (8) public parks within the City. The CIP identified a number of infrastructure needs within the park facilities, generally involving maintenance of existing facilities and not additional amenities.

All existing park facilities may be utilized by new development within the City limits as well as any areas annexed into the City. All new subdivision developments will be required to comply with parkland dedication requirements as outlined in the Dillon Subdivision Regulations. This may include dedication of new parkland or a cash-in-lieu payment to the City for maintenance and improvements to existing parks and recreation facilities.

## RECOMMENDED POLICIES FOR EXTENSION OF SERVICES

### GENERAL POLICIES

The following general policies shall be pursued for all properties proposed to be developed with or without annexation into the City of Dillon ("City"):

1. It is the responsibility of the developer or property owner of the to be annexed property to construct all water lines, reservoirs, pump stations, culverts, drainage systems, sewer systems, roadways, sidewalks, curbs, gutters, street lighting, and rights-of-way in accordance to the Extension of Services Plans contained herein as well as the Subdivision Requirements of the City of Dillon, Montana Department of Environmental Quality requirements, and Montana Public Works Standard Specifications most current edition unless waived by the City Council in a publicly noticed meeting. The infrastructure improvements shall be of adequate size and design to accommodate the needs of the proposed development. The City also requires that all designed plans be approved by a licenced professional engineer (PE) at the expense of the developer or property owner and approved by the City before any construction work will be allowed to begin. In the event that a development creates impacts requiring off-site improvements, the developer shall bear the costs of such improvements.
2. The developer or property owner of the to be annexed property shall be responsible for providing fire protection appurtenances and required water flow pressures, meeting current fire code, based on the use of land and the type of construction employed.
3. Water systems and sewer systems shall be designed in such a manner as to avoid the provision of booster pumps or lift stations, if feasible. All proposed booster pump stations and lift stations shall receive the approval of the City Director of Operations or their designated representative.
4. Before a development beyond city limits is allowed to connect to City-owned utilities, an agreement to waive protest of future annexation shall be properly filed with the City.



5. Prior to receiving services, the developer or property owner annexing must initiate and secure a re-zone to appropriate City of Dillon zoning when necessary. If the City initiates an annexation, it will assume responsibility for needed zoning map amendments.

## POLICIES FOR EXTENSION OF SERVICES TO UNDEVELOPED AREAS

Each development should be considered an integral part of the City. Therefore, the following general policies for extension of services to undeveloped areas should be observed:

1. Any subdivision or development of property within the identified growth area should be designed in accordance with the City of Dillon Subdivision Regulations, Montana Department of Environmental Quality requirements, and Montana Public Works Standard Specifications, most current edition.
2. Any subdivision or development of land beyond the Dillon city limits, but within the planning area boundary, should be reviewed and commented upon by the City of Dillon Planning Board.
3. Where construction of a sewerage system is being considered, the future drainage basin of the system should be identified and lines sized accordingly. The cost and construction of all sewerage systems are the responsibility of the developer or property owner unless the City requires annexation of a specific property at which time the City Council may exempt the property from the above requirement. The City also requires that all designed plans be approved by a licenced professional engineer (PE) at the expense of the developer or property owner and approved by the City before any construction work will be allowed to begin. Under certain circumstances, the City Council will determine whether the City will participate in financing of the infrastructure.
4. It is the responsibility of the developer or property owner to have designed and constructed water mains and lines of adequate size to provide the required flows for the intended land use and fire protection unless the City requires annexation of a specific property at which time the City Council may exempt the property from the above requirement.
5. As new City streets are constructed, and as existing streets are improved, storm drainage infrastructure must be installed or improved to City, State Department of Environmental Quality (DEQ), and Environmental Protection Agency (EPA) standards. It is the responsibility of the developer(s) or property owner(s) to convey storm water from their property to an appropriate point of disposal as approved by the City Director of Operations and/or Public Works. If there is no storm sewer conveyance system available to the site, storm water generated as a result of the development shall be retained on-site in accordance with applicable DEQ and EPA regulations. Generally, the quantity and rate of runoff from a developed parcel cannot exceed that which would occur had the property remained undeveloped.
6. It is the responsibility of the developer or property owner to provide all required

infrastructure improvements, as well as rights-of-way and easements unless the City requires annexation of a specific property at which time the City Council may exempt the property from the above requirement.

#### POLICIES FOR SERVICES IN EXISTING DEVELOPED AREAS

As a general policy, properties within the service area with existing utilities and facilities shall be required to upgrade those services to City standards and specifications as a prerequisite to receiving additional City services or additional City utility services. In such situations, the following policies shall apply:

1. Prior to making the municipal service(s) available to an existing developed area within the planning area, the City may require a report describing the following:
  - a. The approximate year or period in which the existing area was developed.
  - b. The location, size and condition of existing water lines or systems.
  - c. The location and condition of the existing sewer system, including the size, material and grades of all pipe.
  - d. The size, location and legal purpose of all existing rights-of-way and easements.
  - e. The surface type, condition and width of all roadways.
  - f. The existing storm drainage into and out of the area.
  - g. The report shall also include the estimated costs associated with correcting the deficiencies and bringing the utility or improvement to City standards. The City shall require the report to be prepared by a professional engineer (PE), with the cost of the report borne by the developer or property owner.
2. If the property is to be annexed, the City's annexation resolution for the property shall specifically state the method and time frame for bringing the existing conditions into compliance with City standards, and shall identify the parties responsible for the improvements which might include the City.
3. If City services are to be extended without concurrent annexation, the property owner shall sign an agreement that includes a waiver of right to protest annexation. The agreement shall be recorded with the County Clerk and Recorder's Office. The property owner shall also sign, and the City shall record, a waiver of the right to protest participation in and the formation of any special improvement district(s) that may be formed to improve the existing services, utilities, streets or other improvements.

#### POLICIES FOR MEETING THE COST OF SERVICES

For the purpose of setting aside adequate funds to replace infrastructure components, the following shall be considered as the estimated life of each of the components:

- a. Structures thirty (30) Years
- b. Pipelines fifty (50) to one-hundred (100) Years
- c. Stationary Equipment ten (10) Years (motors, pump, conveyors, etc.)
- d. Asphalt Surfaces:

- i. Local Streets twenty (20) Years
- ii. Collector Streets fifteen (15) Years
- iii. Arterial Streets ten (10) Years

The amount to be set aside each year for the replacement of municipal infrastructure components shall be the cost of construction, if new, or the total estimated replacement cost divided by the remaining number of years of the life of the component.

1. It shall be the responsibility of the developer or property owner to extend all streets and utilities from the existing City facilities to the site of development in accordance with all City standards and specifications or provide appropriate easements. It shall further be the responsibility of the developer or property owner to construct all streets and utilities to the furthest boundary of the property to be developed in order to facilitate future development.
2. The ability of the City to increase existing utility line capacities to meet the demands of growth is dependent upon the availability of funding. If the City's ability to finance the necessary enlargement cannot keep pace with development, or if the improvements schedule does not mesh with that of the developer, it shall be the responsibility of the developer to finance and construct City-approved alterations to the existing infrastructure sufficient to accommodate the development. In the event of this occurrence, the developer may be reimbursed by the City through utility service connection fees for said development. Said reimbursement shall not exceed the cost, including interest, of the improvements to the existing City system, nor shall the reimbursement exceed the value of the connection fees collected from the specific development.
3. If the developer bears the costs of extending services and/or utilities, a Developer's Extension Agreement may be entered into between the developer and the City. This agreement, with a term not to exceed twenty (20) years, allows the developer to recoup costs associated with the extension of services or utilities by charging future entities wishing to connect to or use the extended service or utility a "Latecomer's Fee". The Developer's Extension Agreement shall set forth the specific parcels which could benefit from the extension (those within a described "design area") and specify the amount to be assessed to each parcel. The specific parcels and assessments to be included in the Developer's Extension Agreement are subject to approval by the City Council.
4. The late-coming customer shall pay the extender a pro-rata shares of the extension costs, including design and inspection fees. A late-coming customer is one whom purchases lot or parcel within the development/parcel or next to the development/parcel after the services and/or utility has been installed and after final plat approval. The pro-rata share may be based on lot area, front footage, or other means agreeable to both the City Council and the developer which is equitable to both parties as well as future customers.
5. If the City requires the customer or developer extending a sewer or water line to install a

larger size than that required by City standards for a particular project, the City Council will determine whether the City will participate in financing the oversizing of infrastructure.

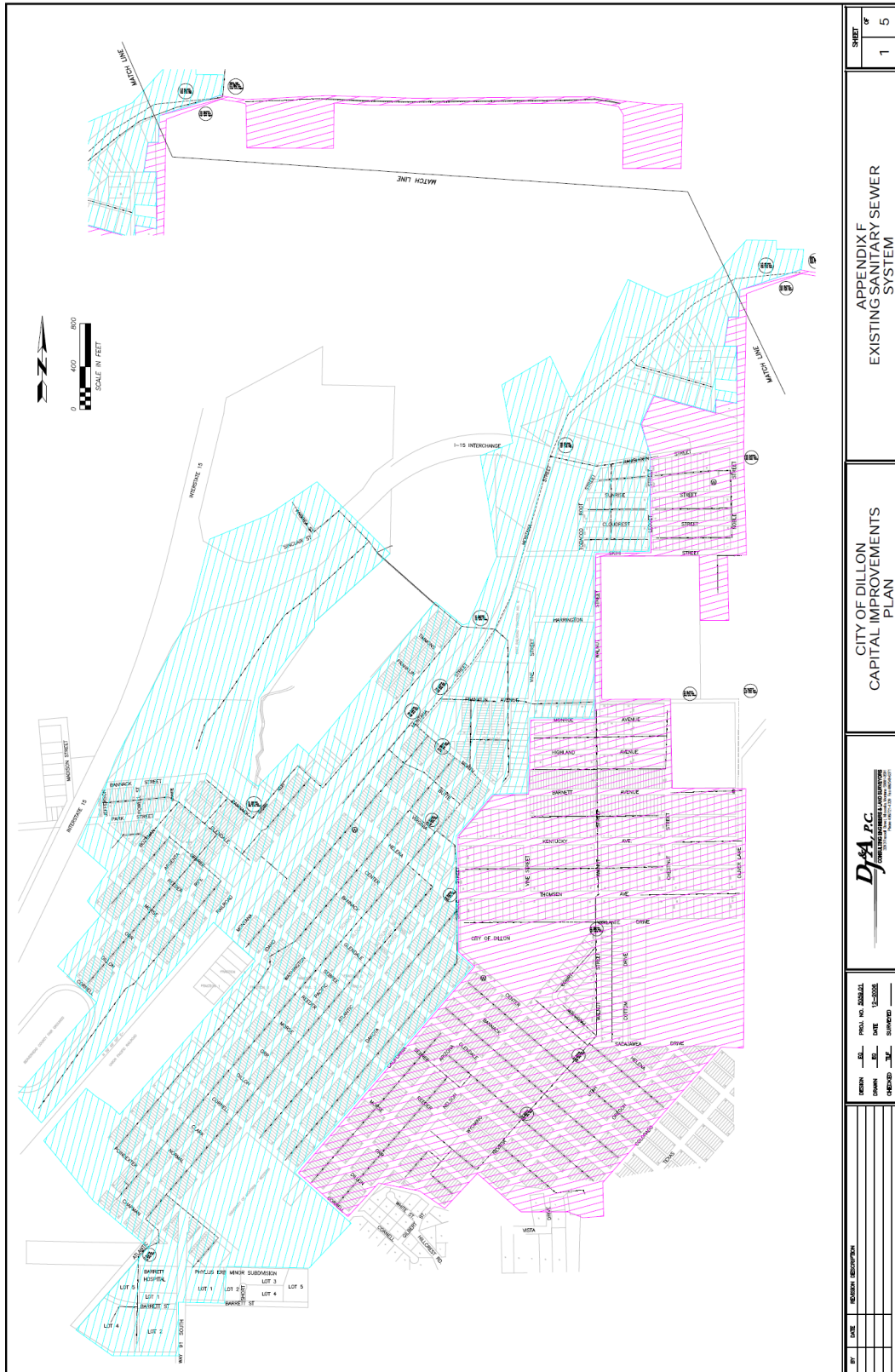
6. The City reserves the right to further extend sewer or water mains installed by the preceding developer or property owner without paying compensation. The City also reserves the right to charge future sewer or water utility users beyond those areas identified in the Developer's Extension Agreement, if applicable, for their pro-rated share of the City's cost for the oversizing of the line. This in no way shall diminish the preceding developer's right to collect service line connection fees within the limits of a Developer's Extension Agreement. In the case of water lines, the pro-rata cost shall be based on the domestic capacity plus fire flow capacity existing at the point of extension as opposed to the domestic plus fire flow capacities required by the development.
7. Financing the construction of new streets in a proposed development, or the upgrading of streets in an existing developed area, shall be accomplished in one, or a combination of, the following methods:
  - a. In an undeveloped area, the developer shall provide all necessary right-of-way or additional right-of-way if less than adequate right-of-way exists.
  - b. In an undeveloped area, the developer shall bear the cost of constructing all improvements within the right-of-way in accordance with this Plan and the City of Dillon Subdivision Regulations.
  - c. Through the formation of a Special Improvement District (S.I.D.).
  - d. Federal or State grant funds.
  - e. State Fuel Tax monies.
8. Connection and user fees for properties located outside the City limits for sewer and water services shall be charged in accordance with rates, charges and tariffs adopted by ordinance or resolution by the City Council.
9. As new City streets are constructed, and as existing streets are improved, storm drainage infrastructure shall be installed or improved to City standards. It is the responsibility of the developer to convey storm water from their property to an appropriate point of disposal. The quantity and rate of runoff from a developed parcel cannot exceed that which would occur had the property remained undeveloped.
10. For the purposes of fire, police, and all general government services, the tax burden for these services shall be shared by all City taxpayers.

# APPENDIX A



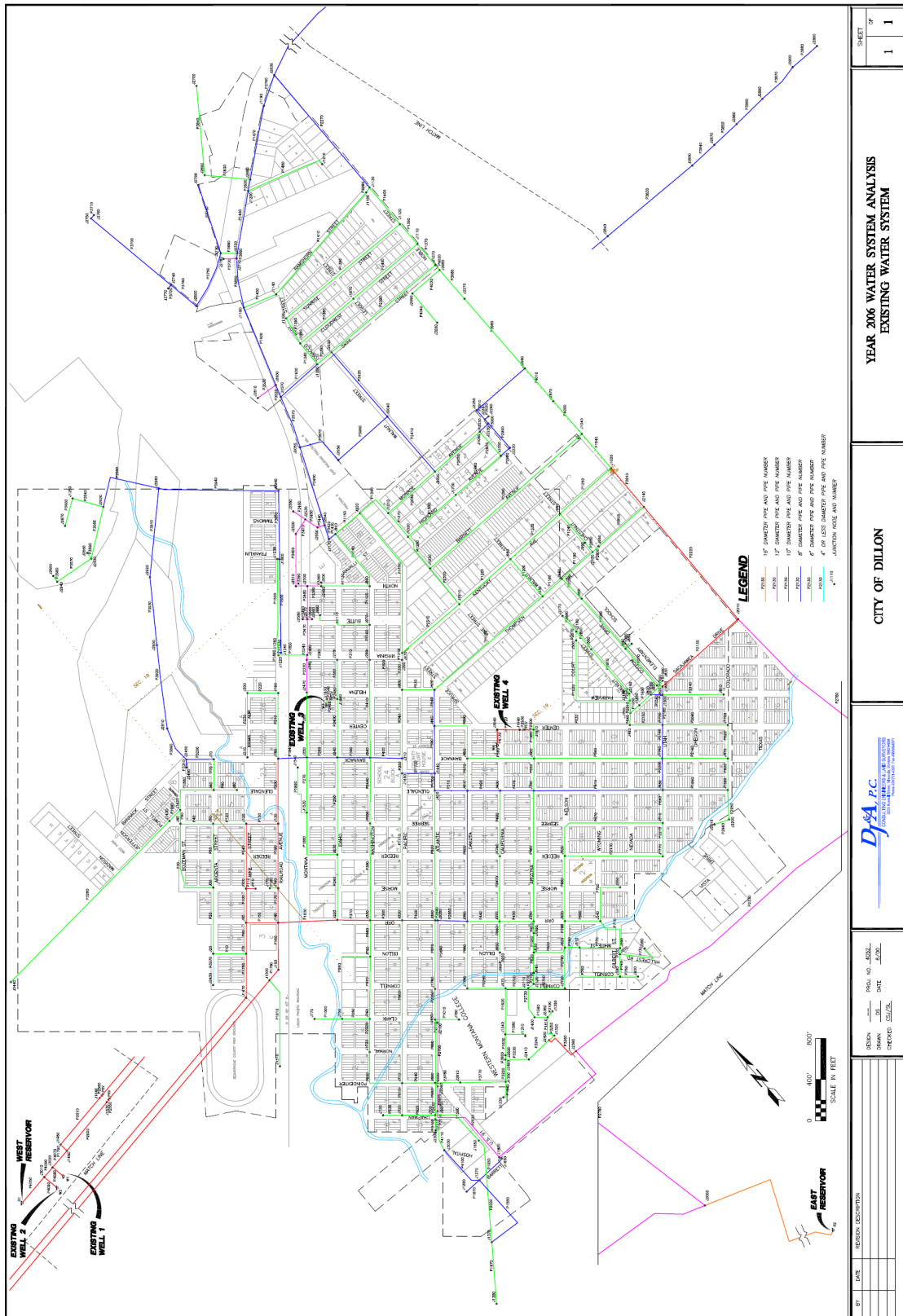
## ROAD MAP

# APPENDIX B



SEWER MAINLINES MAP

# APPENDIX C



DILLON WATER MAINLINES MAP

APPENDIX D

**ANNEXATION APPLICATION**





**CITY OF DILLON**

**ANNEXATION BY PETITION**

APPLICATION FEE: \$100 (non-refundable)

DATE RECEIVED: \_\_\_\_\_

**The undersigned, being all the Property Owner(s) or as legally authorized by all the Property Owner(s), of the property herein described, petition the City of Dillon to annex the same under the provisions of Title 7, chapter 2, part 46, MCA.**

**In support of this Petition, the undersigned provides the following information:**

**1. PROPERTY OWNER(S): (use extra pages if necessary)**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

\_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**2. SURVEYOR/ARCHITECT/ENGINEER:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

\_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**3. LEGAL DESCRIPTION (include copy of deed conveying property to owners):**

Subdivision/Addition with blocks & lots or other legal description, including metes and bounds, section, township and range: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. PROPERTY ADDRESS: \_\_\_\_\_**

**5. IS THE PROPERTY CONTIGUOUS TO EXISTING CITY LIMITS? Yes \_\_\_ No \_\_\_**

6. **HAS THE PROPERTY BEEN PREZONED?** Yes \_\_\_ No \_\_\_  
a. If so, what is the zoning? \_\_\_\_\_

7. **IF NOT PREZONED, WHAT ZONING IS PROPOSED?** \_\_\_\_\_

8. **PRESENT AND PROPOSED USE: (attach additional information if necessary):**

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9. **DESCRIBE LEGAL AND PHYSICAL ACCESS TO PROPERTY:**

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10. **DESCRIBE TYPE OF EXISTING WATER AND SEWER SERVICE TO THE PROPERTY:**

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11. **IS THE PROPERTY CURRENTLY WITHIN A FIRE DISTRICT?** Yes \_\_\_ No \_\_\_

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**I HEREBY CERTIFY THE ABOVE STATEMENTS AND ANY ATTACHED INFORMATION ARE TRUE AND CORRECT.**

\_\_\_\_\_  
Property Owner (Print Name)

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner (Print Name)

Date: \_\_\_\_\_

## ANNEXATION BY PETITION

### Application Instructions

**INTENT:** Application to the City Council for annexation into the City of Dillon as described in §7-2-46, MCA.

#### **GENERAL:**

1. **Application must be COMPLETED and SIGNED by the applicant and property owner.** An incomplete application may delay review of your request. Attach additional information if needed.
2. Provide a plat of the subject property or a description of the boundaries of the area to be annexed.
3. Provide a description of the proposed use, including the following (attach additional information to the application, if needed):
  - a. Type of proposed use/business activity;
  - b. Anticipated traffic volumes;
  - c. Any use or storage of hazardous materials;
  - d. Proposed signs and where they will be located; and
  - e. Any planned modifications to existing structure.
4. Submit a storm water drainage plan, or reason why a storm water drainage plan is not applicable.
5. Submit a plan for existing and proposed water and sanitary sewer utilities.
6. Submit a garbage plan.
7. Submit a weed management plan for the site.
8. Submit an access plan, including existing and proposed access points to public roads and existing and proposed internal access roads.
9. Submit a paid tax receipt for the subject property.
10. Submit a vicinity map of the area with the application form. This map must show the location of the property in relation to surrounding land and zoning in the immediate area; location of City water and sewer mains and other utilities; and City streets.
11. **IT IS THE POLICY OF THE CITY COUNCIL NOT TO ACT ON A PROPOSAL IF THE APPLICANT/APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THE COUNCIL MEETING. City Planning Staff represents the City; staff cannot answer questions for the applicant.**

**REQUIREMENTS FOR SUBMITTING SITE PLAN:**

1. Three (3) 11" x 17" copies of the site plan are required.
2. All lines must be drawn legibly. (Black or blue line prints from an original are acceptable.)
3. Drawn to one of the following scales: 1"=10'; 1"=20'; 1"=50'
4. Your site plan must have the following information (check each item prior to submitting application):
  - a. complete legal description of property - name of addition/subdivision with block and lot number(s);
  - b. lot dimensions and square footage;
  - c. location, names, and widths of boundary streets, alleys and existing sidewalks;
  - d. location and size of existing and proposed utilities such as sewer, water lines, fire hydrants phone, gas, power, etc.;
  - e. locations, dimensions, and square footage of all structures and uses on the property;
  - f. distance of all structures from property lines (front/side/rear yard setbacks);
  - g. dimensions of any signs and their locations in relation to all property lines; and
  - h. north arrow and scale.

**NEW CONSTRUCTION MUST COMPLY WITH THE FOLLOWING:**

1. Building and fire codes; including required building and occupancy permits; and
2. Zoning Ordinance requirements including, but not limited to, minimum lot size; minimum lot width; front, side, and rear yard setbacks; maximum lot coverage, minimum floor area (where applicable), building height, landscaping; parking; screening; and signage (unless a variance has been obtained from any of said requirements).

**NOTE: ANNEXATION IS EFFECTIVE ONLY AFTER THE CONDITIONS OF ANNEXATION HAVE BEEN MET AND THE CITY COUNCIL HAS PASSED THE RESOLUTION OF ANNEXATION.**

**NOTE: INSTALLATION OF CITY WATER AND SEWER MAINS, FIRE HYDRANTS , STREETS, SIDEWALKS, CURBS AND GUTTERS MAY BE REQUIRED PRIOR TO ANNEXATION.**