



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

435 RYMAN | MISSOULA, MT 59802-4297 | 406.552.6630 | FAX 406.552.6053

August 3rd, 2023

Sean Amundson
406 Engineering, Inc.
1201 S 6th Street W, #102
Missoula, MT 59801

Re: Aspire Annexation and Subdivision – 182 Lot Major

Dear Sean Amundson,

Development Services received your application packet for the above subdivision for *2nd Element Review* on July 27th, 2023. The element review deadline is August 3rd, 2023. **At this time, Development Services cannot certify your application packet as containing all the necessary elements.**

Please address the items listed below. Once these items have been addressed, please submit a third Element Review packet with a new cover page clearly titled as *3rd Element Review*, and include the date submitted. In lieu of a CD, please provide the *3rd Element Review* materials on a USB drive or provide a link for downloading the application materials.

General

Provide all the information required under City Subdivision regulations Article 5, Sections 5-010 and 5-020 and provide answers to all questions consistently from one section to the next, and address all applicable subdivision design standards in Article 3 of the City Subdivision regulations. Please include the following items:

1. The annexation request for these properties needs to be accompanied by an annexation petition, enclosed. In addition to a digital version, please submit an original hard copy **signed by all property owners**. There is no annexation petition for RCS, LLC.
2. Update the Table of Contents to correctly reflect the documents in the application packet.
3. Please see total fee breakdown below:

\$11,591.31 (base fee)
+ \$13,437.06 (182 x \$73.83/lot)
+ \$4,387.00 (annexation >1 acre)
+ \$5,322.00 (\$887/variance – 6 total)
+ \$6,893.00 (zoning amendment)
+ \$2,033.00 (phased development review)
+ \$675.00 (\$9 x 75 APO letters)

\$44,338.37 total

- The check provided was in the amount of \$45,225.37 and is larger than the amount needed. Please provide an updated check in the above referenced amount for the 3rd element submittal.

Subdivision Application

Provide all applicable information required under City Subdivision regulations Article 5, Section 5-020 while addressing all applicable subdivision design standards in Article 3 of the City Subdivision regulations. Include the following items:

1. Section D.2.a, the zoning indicated is incorrect. Please update and include the full zoning district name. Additionally, when you reference the existing zoning district, here is what to call it: R Residential. Similarly, when you reference the proposed zoning district, here is what to call it: RT5.4 Residential (two-unit/townhouse).
2. Section D.2.d, include a narrative describing how the project complies with the existing zoning district, or in this case, the proposed zoning district.
3. Section D.8, include a narrative describing how the project complies with the land use designation and the goals and policies of the Growth Policy.
4. Section F.1.b, indicate which lots and which improvements will occur in each phase per Article 5-020.14.A.
5. Section K.4.c, stating "Maps have been provided in Section A showing wetlands and riparian resource areas located near to the subdivision" but that is not what this section is asking. Please provide the map to demonstrate there is no impact on wildlife as outlined in the application.

Road Construction Plans

1. Doesn't show the off-site improvements to Sommers Street in plan view and doesn't say which of the two typical sections are used at which stations. Please provide per Article 3-020.13.

Variances

1. Variance Request #4 Bent Branch Road block length, the City would support approval of this variance with the condition that pedestrian access is provided through the common area to Canyon View Park/Robinson Street. If this park will be private, a pedestrian access easement needs to be identified on the preliminary plat.
2. Variance Request #5 Crosscut Way block length, the City would support approval of this variance with the condition that pedestrian access be provided through the center to break up the block. This needs to be shown on the preliminary plat.
3. Variance Request #6 Waterside Drive block length, the City would support approval of this variance if the pedestrian accesses were shifted to not exceed 480 feet.

Other (preliminary sufficiency items)

The following items are not required for element review. However, addressing these items now will speed up the process once we reach sufficiency review.

1. Throughout the subdivision application there are multiple items where the provided answer is either n/a, yes, no, or one sentence statements with no reference(s) pertaining to how the answer was established. Please go back through these items of the application and add more information, narrative, description, citation, maps, etc. to expand on the answers, to provide context and sources.

One example to illustrate the point: In the impact on agricultural water user facilities under abandonment or transfer of water rights section starting on page 9, the answer states 'No' to the posed question of abandonment or transfer of water rights from the property. How did you reach this conclusion? Were there maps or title report used to verify no water

rights existed? Answers to questions on the application require clear, verifiable answers based on credible, documentable sources.

An updated subdivision application is in the works and will be ready within the next couple weeks. If you can wait to submit and utilize the new application in order to further expand on your answers, that is great. If not, please submit an attached document with the next element submittal that further expands on the n/a, no, or yes answers.

2. Variance document will need to be more detailed when explaining how the proposed variance meets the criteria.
3. Sections K.3.e.ii, v, and vi, indicating "No" or "N/A" but not providing detail to demonstrate how you know. Please provide additional information. Based on correspondence with the Conservation District, a 310 Permit is required at a minimum. Permits not required at this point, but documentation is needed to demonstrate whether permits are/are not required.
4. The eastern boundary dimension for lot 52 is 20.03 feet which doesn't seem correct based on the scale. Similarly, the western boundary dimension for lot 143 is 20.73 feet, which also doesn't seem correct based on the scale. These are more sufficiency related items but wanted to point them out now since I noticed.
5. Article 3-020.12.A states, "New streets that will align with existing streets must have the same name as the existing street". The main access to this subdivision is from Sommers Street to the southwestern portion of the property. However, once this street hits this subdivision, it becomes Bent Branch Road. The main Road Construction plan sheet changed the street name, but all other plans still call out Bent Branch Road. Need to correct the inconsistency. We recommend calling each road a generic name (i.e. Road A, Road B, etc.) since there will be a condition of approval requiring the street naming exhibit to be reviewed and approved by Development Services prior to filing the amended plat per Article 3-020.12.

If you have additional questions, you may reach Alex Bramlette at 552-6052 / bramlettea@ci.missoula.mt.us or Lauren Stevens at 552-6054 / stevensl@ci.missoula.mt.us.

Sincerely,

Alex Bramlette

Alex Bramlette, Senior Planner
Community Planning, Development, and Innovation

encl: Annexation Petition
cc: Mary McCrea, CPDI
Dave DeGrandpre, CPDI
Troy Monroe, PW&M
Steve Reichert, PW&M
Eran Pehan, CPDI
Walter Banziger, CPDI
Lauren Stevens, CPDI