

September 12, 2018

Missoula Development Services  
ATTN: Anita McNamara & Mary McCrea  
435 Ryman St  
Missoula, MT 59802-4297

RE: Hillview Crossing Townhomes – Conditional Use Permit Application Revised Resubmittal  
A portion of the SE1/4, NE1/4 of Section 06, Township 12 North, and Range 19 West, Missoula County, MT

Dear Anita:

Please consider the following responses an amendment to the letter and exhibits submitted to your office on September 4<sup>th</sup>. We believe with this response that we have adequately addressed the comments you provided to us in your email on August 15<sup>th</sup>. If there are any items that need to be further addressed or any additional items required before the application is deemed sufficient, please provide us with detailed information. Our client has asked that we respectfully request a response to this letter by next Wednesday, September 19<sup>th</sup>. Below is a list of the items that have been included with this submittal.

1. *Preliminary Grading and Drainage Engineering Design Report*
2. *Email and Attachments to Parks & Engineering regarding our Sight Triangle Analysis for the new approach off Hillview*
3. *Hillview Way Intersection Detail Exhibit*
4. *Revised Conditional Use Exhibit*
5. *Revised Parking and Pedestrian Circulation Exhibit*
6. *Utility Layout Exhibit*

Your comments addressed in the letter below are provided in ***bold italics*** with our response in traditional font.

**Items for Sufficiency**

2. ***Please prepare a stormwater drainage and management plan and include it in your submittal. This plan shall address the following: If desiring to connect to existing stormwater infrastructure on adjacent properties, the developer shall confirm the existing system has sufficient capacity and access and appropriate easements can be obtained. We cannot deem the application packet sufficient without it.***

A preliminary Grading and Drainage Engineering Design Report is included with this submittal. Given the guidance we received from City Engineering, we have adequately addressed the 100-year storm event. The park should not see any additional flow rate than what exists today with proper mitigation. Flows are limited to predevelopment conditions.

3. ***Please show the crosswalk location on Hillview Way, including striping, and location of flashing light for safety. Engineering has concerns of the location of the crosswalk with regard to visibility by motorists.***

The proposed location of the crosswalk on Hillview Way has been shown on the attached exhibits, and in detail on the Hillview Way Intersection Detail exhibit. Our proposed crosswalk would be on the south side of the approach and would facilitate a path to the existing sidewalk on the east side of Hillview. Attached is also an email that has been provided to Parks and City Engineering noting the site triangle analysis for the new approach off Hillview to help alleviate any concerns regarding visibility by motorists.

5. ***Parks has the following comments related to the trail easements and stormwater and sewer easements in Wapikiya Park:***

- ***At the DRT, proposed stormwater and sewer utilities were shown crossing Wapikiya Park in the existing 20' easement. Because this is City park land, utilities in this location would need to go before the City Park Board, which may be a lengthy process.***

While it was not clear to us initially that this is a comment to be addressed before sufficiency, it has now been brought to our attention that you are requiring that this item be addressed. The attached utility layout shows the utilities crossing Wapikiya Park from the property within the 20' right-of-way on the west side of the park. We also understand that the contractor will need to get a vehicle access permit for the park prior to beginning work on the utilities within the right-of-way.

- ***Otherwise, the "North-South Trail Easement" represents what has discussed in the past, except for the trail needs to connect to the Tonkin Trail to the south, and not just the sidewalk. Based on our conversations, the developer is required to construct the 36" minimum to 48" maximum trail to make the easement 'useable'. (A typical mini-excavator is between 39"-48". A narrower trail will be acceptable, but would require hand-work, which is likely more expensive). Please include our Conservation Lands manager (Morgan Villiant) in a preconstruction meeting prior to trail construction. The area is an intact native plant community, and he would like to ensure that the weeds are kept at bay and the cut/fill slopes are revegetated after the trail construction, prior to us accepting management/maintenance of the trail.***

The attached exhibits have been revised to show that the North-South trail connects with the Tonkin Trail. A note has been added to the Conditional Use Exhibit to include the Conservation Lands Manager in the preconstruction meeting prior to trail construction to address the comment above.

If you have any questions or require any additional materials, please feel free to contact me at (406) 721-0142 or [ChristinaL@territoriallandworks.com](mailto:ChristinaL@territoriallandworks.com).

Sincerely,  
**Territorial-Landworks, Inc.**

  
Christina Loucks, Project Assistant

Enclosures: As noted in the text above.

C: File & Scan w/ Enclosures

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September 4, 2018

Missoula Development Services  
ATTN: Anita McNamara & Mary McCrea  
435 Ryman St  
Missoula, MT 59802-4297

RE: Hillview Crossing Townhomes – Conditional Use Permit Application Resubmittal  
A portion of the SE1/4, NE1/4 of Section 06, Township 12 North, and Range 19 West, Missoula County, MT

Dear Anita:

We are in receipt of your email dated August 15, 2018 for the above-mentioned project. Please consider the following responses to each of your comments in the order presented in the email. Your comments are provided in ***bold italics*** with our response in traditional font.

Below is a list of the items that have been included with this submittal.

1. *Conditional Use Exhibit*
2. *Parking and Pedestrian Circulation Exhibit*
3. *Architect Conceptual Design Exhibits*

**Items for Sufficiency**

1. ***For the common areas, please provide a breakdown of the parkland, roads, open space, etc.***

Attached are revised exhibits noting the common area breakdown. The breakdown has also been provided below:

Open Space - 392,126 square feet

Trail Easements - 78,174 square feet

Park Areas - 38,575 square feet

Total Common Area – 508,875 square feet

Total Road Area – 130,501 square feet

2. ***Please prepare a stormwater drainage and management plan and include it in your submittal. This plan shall address the following: If desiring to connect to existing stormwater infrastructure on adjacent properties, the developer shall confirm the existing system has sufficient capacity and access and appropriate easements can be obtained. We cannot deem the application packet sufficient without it.***

A stormwater drainage and management plan is in the process of being developed. We anticipate that this will be submitted by or around the end of this week.

3. ***Please show the crosswalk location on Hillview Way, including striping, and location of flashing light for safety. Engineering has concerns of the location of the crosswalk with regard to visibility by motorists.***

The proposed location of the crosswalk on Hillview Way has been shown on the attached exhibits. We will continue to work with City Engineering to address any concerns regarding the location of the crosswalk and the request to add a flashing light.

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4. **Floor plans:**

**Downhill Plan**

**Main Level Building Plan**

***Legends don't match the floor plans/drawings, such as:***

- 1. Based on the legend, the Dining Room in the left-side unit is labeled as a half-bath (there are two "E"s).***
- 2. In the right-side unit, there is a room labeled "W" that is off the master bath. There is no "W" on the legend.***
- 3. Please have the plans and legend revised so that they match.***

Attached are updated Floorplans addressing the above comments.

5. **Parks has the following comments related to the trail easements and stormwater and sewer easements in Wapikiya Park:**

- At the DRT, proposed stormwater and sewer utilities were shown crossing Wapikiya Park in the existing 20' easement. Because this is City park land, utilities in this location would need to go before the City Park Board, which may be a lengthy process.***  
Thank you for sending the comment from Parks. We understand that the City Park Board will need to approve utilities within the existing easement.
- Otherwise, the "North-South Trail Easement" represents what has discussed in the past, except for the trail needs to connect to the Tonkin Trail to the south, and not just the sidewalk. Based on our conversations, the developer is required to construct the 36" minimum to 48" maximum trail to make the easement 'useable'. (A typical mini-excavator is between 39"-48". A narrower trail will be acceptable, but would require hand-work, which is likely more expensive). Please include our Conservation Lands manager (Morgan Villiant) in a preconstruction meeting prior to trail construction. The area is an intact native plant community, and he would like to ensure that the weeds are kept at bay and the cut/fill slopes are revegetated after the trail construction, prior to us accepting management/maintenance of the trail.***

Thank you for sending the comment from Parks. The attached exhibits have been revised to show that the North-South trail connects with the Tonkin Trail. We have also noted to include Morgan Villiant in the preconstruction meeting prior to trail construction.

If you have any questions or require any additional materials, please feel free to contact me at (406) 721-0142 or [ChristinaL@territoriallandworks.com](mailto:ChristinaL@territoriallandworks.com).

Sincerely,  
**Territorial-Landworks, Inc.**

  
Christina Loucks, Project Assistant

Enclosures: As noted in the text above.

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T:\1\_ACTIVE FILES\2014 Projects\3592 - Hillview Crossing-Missoula S Hills Development\4\_PLANNING\CUP Application.2018-06-22\ltr.2018-09-04.Development Services.CUP App Resubmittal 2.docx

July 20, 2018

Missoula Development Services  
ATTN: Anita McNamara & Mary McCrea  
435 Ryman St  
Missoula, MT 59802-4297

RE: Hillview Crossing Townhomes – Conditional Use Permit Application Resubmittal  
A portion of the SE1/4, NE1/4 of Section 06, Township 12 North, and Range 19 West, Missoula County, MT

Dear Anita:

We are in receipt of your email dated July 5, 2018 for the above-mentioned project. Please consider the following responses to each of your comments in the order presented in the email. Your comments are provided in ***bold italics*** with our response in traditional font.

Below is a list of the items that have been included with this submittal.

1. *City Conditional Use Application*
2. *Vicinity Map*
3. *Zoning Map*
4. *Aerial Photo*
5. *Comprehensive Plan Map*
6. *Neighborhood Meeting Minutes*
7. *Conditional Use Exhibit*
8. *Parking and Pedestrian Circulation Exhibit*
9. *Slope Category Map*
10. *Architect Renderings for Proposed Structures*
11. *Architect Conceptual Design Exhibits*
12. *Retaining Wall Exhibit*
13. *Draft Covenants*

**Important discussion items for the overall packet:**

1. ***Please provide a discussion of how this project will meet the Hillside Standards of 20.50.010 and include a Net Density / Slope category map that shows areas of greater than 25% slopes as excluded from the density calculation.***

A discussion of how this project will meet the Hillside Standards of 20.50.010 has been provided within the Conditional Use Application. A Slope Category Map has also been included in this submittal showing areas of greater than 25% as excluded from the density calculation.

2. ***Pay special attention to section C Hillside Development Site Analysis.***

Thank you for your comment. We have reviewed Section C, Hillside Development Site Analysis, and noted that an analysis must be submitted before the zoning officer may approve a zoning compliance permit.

3. ***Please also provide an explanation of how Section E Minimum Pad Size and Maximum Buildable Slope (2,000 sf contiguous disturbance area) is met.***

An explanation of how Section E is met has been included in the revised Conditional Use Application.

4. ***In one of the DRT project meetings, the architect mentioned that the design might use retaining walls. If retaining walls are to be used, Section G contains requirements for retaining walls that can be added to the packet.***

Due to the existing slope on the property, a retaining wall has been proposed. The revised exhibits included in this submittal depict the proposed retaining wall and a retaining wall exhibit has also been included. The Conditional Use Application has been revised to include the requirements provided in Section G.

5. ***Please also address Section I Building Height Envelope and Section L Building Wall Elements.***

The Conditional Use Application has been revised to address Section I and Section L requirements. In addition, a conceptual design exhibit has been provided to further address this comment.

#### **Cover Letter:**

1. ***Please provide a slope category map and add to the list of items included.***

The slope category map has been noted as an item that has been included with this submittal.

#### **Conditional Use Application:**

1. ***Section B. Subject Property Information: Please provide a full legal description without abbreviations.***

A full legal description without abbreviations has been provided in this submittal.

2. ***Section C. Zoning and Growth Policy Information, #4: Please add language that references that section 20.05.040.D.2.b, requires conditional use approval for 10 or more TED units in RT10.***

Section C, #4 has been revised include the language noted above.

3. ***Section D. Responses to Title 20 Zoning Ordinance Conditional Use Review Criteria***

- ***1.a. Please add discussion of slopes of greater than 25% and reference the slope category map. Also, discuss the common areas and who will maintain them.***

Section D, #1a has been revised to include a discussion of slopes greater than 25%, to reference the slope category map, and to discuss the common areas and who will maintain them.

- ***1.d. In the second paragraph, please reword the second sentence to refer to the Hillview Way Special Improvement District (SID).***

The second sentence in the second paragraph of Section D, #1d has been revised to refer to the Hillview Way Special Improvement District (SID).

- **2.d. Address the Section 20.40.180.F requirement for the maximum 480 block length and the topography of the site and how you propose to mitigate. Discuss bulb-outs and pedestrian circulation. Section F also provides that "Pedestrian access easements that create break within a block may be required where there is a need for pedestrian access to school bus or transit stops, schools, shopping, parks, common areas or open space, and community facilities." Please also provide a pedestrian circulation plan (see Exhibits heading below).**

Section D, #2d has been revised to address the Section 20.40.180.F requirement. A pedestrian circulation plan has also been included in this submittal.

- **Add more discussion on the Tonkin Trail connection and its importance for connecting this site and other to Hillview Way and other trails systems and pedestrian routes. Also, mention how the intersection of the Tonkin Trail and Hillview are designed to help kids get to school or school bus stop.**

Additional discussion on the Tonkin Trail connection has been included in the Conditional Use Application submittal.

#### **Exhibits:**

1. **Make sure the labels on each map exhibit are visible. On a couple of the maps, the yellow font is difficult to see.**

The exhibits have been revised to ensure all labels on each map exhibit is visible.

2. **We recommend that fewer renderings of the units be shown and be shown in a variety of colors (show label of each model or unit type) and show elevations of each model or unit type, such as "Model A front elevation" or "Model B rear elevation" etc. and add labels. The two renderings we recommend are attached. The other three submitted were too busy and would not show well in Power Point.**

Thank you for the recommendation. The two recommended renderings of the units have been included with this submittal.

#### **3. Site Plan:**

- **Provide a legend or explanation of the dashed lines (building envelopes?) and the solid lines (TED unit ownership parcel?)**

A legend has been provided in the revised site plan that has been included with this submittal.

- **Park areas – will these be active areas with amenities or grassy/landscaped areas, etc.?**

The Conditional Use application has been revised to note that these graded park areas will be landscaped.

- **Common area – what is the total acreage of the common areas?**

The total acreage of the common areas has been shown on the revised site plan.

- **Please show the location of proposed fire hydrants. Fire Department will review.**

The locations of the proposed fire hydrants have been shown on the revised site plan.

4. ***Provide a pedestrian circulation plan that demonstrates how residents will get to school bus stops, schools, transit stops, etc. as required in Section 20.40.180.F.***

A pedestrian circulation plan has been included in this submittal.

5. ***Provide floor plans of each model with labels.***

Floor plans have been included with this submittal.

6. ***Please provide a stormwater management plan as this is a point that is important to the neighborhood residents.***

A stormwater management plan is being designed and our office is meeting with the City Engineering Department to discuss the plan. It will be designed to ensure that it does not overtop the 100 year flood elevation within the park below the development.

**Other Issues (Providing these items in advance may result in fewer conditions and make the Zoning Compliance Permit review smoother):**

1. ***Weed Management Plan***

Thank you for your comment, a weed management plan has not been included in this submittal.

2. ***Revegetation Plan***

Thank you for your comment, a revegetation plan has not been included in this submittal.

3. ***Draft Covenants (see attached sample – Kolendich Exhibit C Development Covenants)***

Thank you for your comment, draft Development Covenants have been included with this submittal.

4. ***Consider adding a staired path crossing between Road A and Road B between units 18 & 19 and units 38 & 39.***

Thank you for your comment, a stair path has not been included on the exhibits included with this submittal.

If you have any questions or require any additional materials, please feel free to contact me at (406) 721-0142 or [ChristinaL@territoriallandworks.com](mailto:ChristinaL@territoriallandworks.com).

Sincerely,

**Territorial-Landworks, Inc.**



Christina Loucks, Project Assistant

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