



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

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

July 1, 2021

Paul Forsting
IMEG Corp
WGM Group
Missoula, MT 59802

Re: Greenough Heights Subdivision

Dear Paul Forsting,

Development Services received your application packet for the above subdivision for *1st Element Review* on June 24, 2021. The element review deadline is July 1, 2021. **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 second Element Review packet with a new cover page clearly titled as *2nd Element Review*, and include the date submitted. In lieu of a CD, please provide the *2nd Element Review* materials on a USB drive or provide a link for downloading the application materials.

Preliminary Plat and Supplemental Data Sheets

Provide all applicable information required under City Subdivision regulations Article 5, Section 5-010 and applicable preliminary plat supplements under Article 5, Section 5-020 while addressing all applicable subdivision design standards in Article 3 of the City Subdivision regulations. Please address or include the following items:

- a) The plat and supplemental data sheets include discrepancies in the amount of area in lots and in roads. Please correct.
- b) Data sheet 2 of 3 indicates a 40-foot ROW dedication for West Greenough Drive is proposed. Based on the location of the property line, this does not appear accurate or correspond with the proposed ROW dedication for West Greenough Drive shown on plat sheet 1 of 1.
- c) Please clarify if the street section on the south side of West Greenough Drive is proposed as an easement or ROW dedication.

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:

- a) General: Most of the answers provided to questions on the application form are in bold text, but several are not. For example, Section D.2.b and D.2.c. Please provide consistent formatting.

- b) The project summary says a natural trail is proposed from West Greenough Drive through the proposed open space connecting with the Greenough Park trail. No trail is shown on any plat sheet, but a trail was shown on prior iterations. Is a trail still proposed?
- c) Page 2, under B: Total net acreage of lots within the proposed subdivision: .29 acres. This is not accurate – please provide an accurate figure.
- d) Page 3, Section D.2.d: The answer provided says the R8 zoning district allows for eight dwelling units per acre. It does not. The R8 district allows subdivisions to have an average density of 8,000 square feet per lot or 5.44 dwelling units per acre.
- e) Page 3, Section D.6: The Rattlesnake Valley Comprehensive Plan Amendment is dated 1995, not 1998.
- f) Page 3, Section D.7: Please provide a map showing the 2035 Our Missoula future land use designation for the subject property. The map provided in Section B of the application materials does not show the FLUM designation.
- g) Page 3, Section D.8: This section says Greenough Heights is roughly six dwelling units per acre. I came up with 3.45 dwelling units per acre. Please verify and correct the application.
- h) Page 5, Section I. – Adjacent properties map. Please provide a map showing the items listed including relationship of the proposed subdivision to adjacent subdivisions and certificates of survey (include names and numbers), rights-of-way, adjacent zoning, etc.
- i) Page 5, Section J (also the Water and Sanitation Report in application Section D): How is water supplied to the existing residence? Is there a well? City water connection? What are the plans for the existing water system?
- j) Page 8, top of page: The text states no significant adverse impacts to agriculture have been identified, then states the proposed mitigation will minimize potential impacts to onsite and offsite agriculture, which appears to be a contradiction. Please address.
- k) Page 8, Section 2, first sentence: Replace the word proposed with identified.
- l) Page 9, Section 3.a.i.2: Please describe the City Parks and Recreation Department policies that apply to the proposed parkland dedication. How or why would this dedication help to further City Parks goals? Also please see Section 3-080 of the City Subdivision Regulations for guidance.
- m) Page 10 under historical features says there are no known historic, paleontological, archaeological, or cultural sites. However the report from the State Historic Preservation Officer requests a cultural resource inventory and states that any structure over 50 years of age is considered historic and potentially eligible for listing on the National Register of Historic Places. The application indicates the existing home was built in 1940. Further, notes from the neighborhood meeting indicate Senator Mike Mansfield lived on the property. Please address the historical features section in detail.
- n) Pages 11 and 12 under Surface Water: Significant soil disturbance is proposed to create building sites and roads. This has the potential to impact water quality through erosion and sediment transport into the intermittent drainage and

Rattlesnake Creek, which is downslope from the property. Please address the current water quality status of Rattlesnake Creek, potential pollutants generated from subdivision development and through more intensive property use over time, and describe measures to prevent degradation of water quality from this subdivision during the construction phase and also in the long term.

- o)** Page 14, Section 4.b.ii. The sentence says the property is proposed for commercial use. Please correct.
- p)** This property appears to be located within the Wildland/Urban Interface. Please address mitigation methods and all requirements listed in Exhibit 6 of the City Subdivision Regulations or provide a statement from the City Fire Chief stating the subdivision is not within the WUI.
- q)** Page 18, Section C: The text says no proposed streets have grades exceeding 7%. The road plans appear to show a maximum grade of 8%. Please address.
- r)** Page 19, Section 9: The text says the applicant is proposing to dedicate 40 feet of right-of-way for the property's entire Greenough Drive frontage. Based on the hatched area and scale on the preliminary plat, this does not appear accurate. Please address.
- s)** Page 22, in section 6.e.ii: Please describe the method of calculation for estimated number of school age children added to the district.
- t)** Page 23 refers land to be dedicated Parkland as "common area" although the application materials also refer to public parkland dedication. Please clarify if the open area is common or to be public park.
- u)** Regarding Neighborhood Meeting requirements: Please provide proof of posting within 300 feet of the subject property as well as mailing notices as required in City Subdivision Regulations Section 4-010.2. See below map for details.



If you have additional questions, you may reach me at 552-6085 or email me at McCaffertyK@ci.missoula.mt.us.

Sincerely,

Kaitlin McCafferty

Kaitlin McCafferty, Associate Planner
Development Services

cc: Mary McCrea, DS
Dave DeGrandpre, DS
Eran Pehan, CPDI



Kaitlin McCafferty
City of Missoula
Development Services
435 Ryman Street
Missoula, MT 59802

September 23, 2021

Re: Greenough Heights Second Element Submittal

Dear Kaitlin,

We are in receipt of your letter dated July 1, 2021 deeming Greenough Heights first element submittal insufficient. Below is a list of the deficiencies you've listed and our responses to meet these requirements in ***bold italics***

Preliminary Plat and Supplemental Data Sheets

- a) The plat and supplemental data sheets include discrepancies in the amount of area in lots and in roads. Please correct.

This has been corrected an updated preliminary plat and supplemental data sheets included in Section A.

- b) Data sheet 2 of 3 indicates a 40-foot ROW dedication for West Greenough Drive is proposed. Based on the location of the property line, this does not appear accurate or correspond with the proposed ROW dedication for West Greenough Drive shown on plat sheet 1 of 1.

There is an existing 30' road easement for West Greenough Drive. Greenough Heights proposes a 40' right-of-way dedication for West Greenough Drive. This would be for the half of West Greenough Drive in front of Greenough Heights. On the updated supplemental data sheets and preliminary plat these two things have been labeled as such for ease of reading. Please see Section A for the updated preliminary plat and supplemental data sheets.

- c) Please clarify if the street section on the south side of West Greenough Drive is proposed as an easement or ROW dedication.

The south side of West Greenough Drive is proposed to be dedicated right of way. This has been corrected on the updated preliminary plat and supplemental data sheets included in Section A.

Subdivision Application

- a) General: Most of the answers provided to questions on the application form are in bold text, but several are not. For example, Section D.2.b and D.2.c. Please provide consistent formatting.

Thank you for bringing this to our attention. We have updated the application, please see Section A.

- b) The project summary says a natural trail is proposed from West Greenough Drive through the proposed open space connecting with the Greenough Park trail. No trail is shown on any plat sheet, but a trail was shown on prior iterations. Is a trail still proposed?

The natural trail has been removed from our proposal. During our discussions with Neil Miner, of City of Missoula Parks and Open Space Planning and Development,

the City Parks expressed interest in controlling the proposed open space from Greenough Heights. It was suggested that the natural trail be removed from the area to minimize disturbance to the existing riparian area. Thus, the prior proposal should have had all references to the trail removed. We have corrected the remaining reference and included an updated project summary for your review in Section A. We have also included our Correspondence with Neil Miner in Section E.

- c) Page 2, under B: Total net acreage of lots within the proposed subdivision: .29 acres. This is not accurate – please provide an accurate figure.

Thank you for bringing this to our attention. We have updated the application; please see Section A.

- d) Page 3, Section D.2.d: The answer provided says the R8 zoning district allows for eight dwelling units per acre. It does not. The R8 district allows subdivisions to have an average density of 8,000 square feet per lot or 5.44 dwelling units per acre.

We have amended the application to reflect the correct density per R8 zoning; please see Section A.

- e) Page 3, Section D.6: The Rattlesnake Valley Comprehensive Plan Amendment is dated 1995, not 1998.

Thank you for bringing this to our attention. We have updated the application; please see Section A.

- f) Page 3, Section D.7: Please provide a map showing the 2035 Our Missoula future land use designation for the subject property. The map provided in Section B of the application materials does not show the FLUM designation.

Please see the additional map for the future land use designation included in Section B.

- g) Page 3, Section D.8: This section says Greenough Heights is roughly six dwelling units per acre. I came up with 3.45 dwelling units per acre. Please verify and correct the application.

Thank you for bringing this to our attention. We have updated the application; please see Section A.

- h) Page 5, Section I. – Adjacent properties map. Please provide a map showing the items listed including relationship of the proposed subdivision to adjacent subdivisions and certificates of survey (include names and numbers), rights-of-way, adjacent zoning, etc.

Please see updated Adjacent Properties exhibit in Section B. Prior history information is also provided in Section C.

- i) Page 5, Section J (also the Water and Sanitation Report in application Section D): How is water supplied to the existing residence? Is there a well? City water connection? What are the plans for the existing water system?

The water supplied to the existing residence is via a City water connection. This connection will be abandoned and removed prior to subdivision construction. Please see the updated Water and Sanitation Report in Section D of the application.

- j) Page 8, top of page: The text states no significant adverse impacts to agriculture have been identified, then states the proposed mitigation will minimize potential impacts to onsite and offsite agriculture, which appears to be a contradiction. Please address.

Please see updated wording within the application located in Section A.

- k) Page 8, Section 2, first sentence: Replace the word proposed with identified.
Please see updated wording within the application located in Section A.
- l) Page 9, Section 3.a.i.2: Please describe the City Parks and Recreation Department policies that apply to the proposed parkland dedication. How or why would this dedication help to further City Parks goals? Also please see Section 3-080 of the City Subdivision Regulations for guidance.
This dedication of open space will add to City Parks and Recreation because it protects existing vegetation and riparian area. This is in line with the Missoula Urban Area Open Space Plan 2019 for protection of vegetation and riparian area. Please see the updated application in Section A.
- m) Page 10 under historical features says there are no known historic, paleontological, archaeological, or cultural sites. However the report from the State Historic Preservation Officer requests a cultural resource inventory and states that any structure over 50 years of age is considered historic and potentially eligible for listing on the National Register of Historic Places. The application indicates the existing home was built in 1940. Further, notes from the neighborhood meeting indicate Senator Mike Mansfield lived on the property. Please address the historical features section in detail.
Please see updated application in Section A. We have worked diligently to try and provide the requested SHPO information. Correspondence regarding consultation with CSKT and the City of Missoula is included in Section E. We have not yet hired a historical consultant because we would like CSKT to indicate any further information we may need to request from them. Mitigation will be determined based on findings and suggestions from a historical consultant and CSKT. All information received will be provided to the City of Missoula Planning Department on receipt.
- n) Pages 11 and 12 under Surface Water: Significant soil disturbance is proposed to create building sites and roads. This has the potential to impact water quality through erosion and sediment transport into the intermittent drainage and Rattlesnake Creek, which is downslope from the property. Please address the current water quality status of Rattlesnake Creek, potential pollutants generated from subdivision development and through more intensive property use over time, and describe measures to prevent degradation of water quality from this subdivision during the construction phase and also in the long term.
Please see the Surface Water Memo in Section D for this information.
- o) Page 14, Section 4.b.ii. The sentence says the property is proposed for commercial use. Please correct.
Thank you for bringing this to our attention. We have updated the application, please see Section A.
- p) This property appears to be located within the Wildland/Urban Interface. Please address mitigation methods and all requirements listed in Exhibit 6 of the City Subdivision Regulations or provide a statement from the City Fire Chief stating the subdivision is not within the WUI.
The property is located within the WUI. We have created a Defensible Space Plan that will be Exhibit B of the Proposed Declaration of Covenants. Please see email correspondence with Dax Fraser in Section E. And the updated subdivision application reflecting this information in Section A.
- q) Page 18, Section C: The text says no proposed streets have grades exceeding 7%. The road plans appear to show a maximum grade of 8%. Please address.
Thank you for bringing this to our attention. We have updated the application, please

see Section A.

- r) Page 19, Section 9: The text says the applicant is proposing to dedicate 40 feet of right-of-way for the property's entire Greenough Drive frontage. Based on the hatched area and scale on the preliminary plat, this does not appear accurate. Please address.

This is correct. The applicant is proposing to dedicate 40 feet of right-of-way from the centerline of Greenough Drive per the City of Missoula's request. However, the hatching area is only within our property line. Therefore, the marking on the supplementary data sheets indicates the size of the hatching area to be 10,957 sqft. At the end of the subdivision process, should Greenough Heights be approved, Greenough Drive would have 40 feet on right of way from the centerline of Greenough Drive. In prior, Greenough Drive only had a 30' road easement. Please see Section A for the updated application and updated preliminary plat and supplemental data sheets.

- s) Page 22, in section 6.e.ii: Please describe the method of calculation for estimated number of school age children added to the district.

Please see the subdivision application in Section A for an explanation. The number of school aged children was reached by using 2020 US census data specific to Missoula County and school aged children.

- t) Page 23 refers land to be dedicated Parkland as "common area" although the application materials also refer to public parkland dedication. Please clarify if the open area is common or to be public park.

The open space of Greenough Heights is proposed to be dedicated to the City of Missoula Parks department. The application has been updated to reflect this.

- u) Regarding Neighborhood Meeting requirements: Please provide proof of posting within 300 feet of the subject property as well as mailing notices as required in City Subdivision Regulations Section 4-010.2. See below map for details.

Please see updated Neighborhood Meeting information in Section E. This now contains all invites sent, list of all invites sent, pictures of signs, map showing location of properties that were contacted.

If you have any further questions or concerns, please reach out to us at anna.m.vickers@imegcorp.com or paul.f.forsting@imegcorp.com.

Sincerely,
IMEG Corp.



Anna Vickers
Land Use Planner



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

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

September 30, 2021

Anna Vickers
IMEG Corp
1817 South Ave. West, Suite A
Missoula, MT 59802

Re: Greenough Heights Subdivision

Dear Anna,

Development Services received your application packet for the above subdivision for *2nd Element Review* on September 23, 2021. The element review deadline is September 30, 2021. **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.

Zoning Amendment Required

The subject parcel is split zoned; it contains areas of both R8 and OP1 zones. The applicant must acquire an approved zoning amendment to continue with the proposed subdivision, as Title 20, MMC 20.01.100 prohibits any newly created parcels to have split zoning. Please submit a completed City rezone application along with the appropriate fee. Note: the fee amount differs depending on the acreage sought to be rezoned.

Preliminary Plat and Supplemental Data Sheets

Provide all applicable information required under City Subdivision regulations Article 5, Section 5-010 and applicable preliminary plat supplements under Article 5, Section 5-020 while addressing all applicable subdivision design standards in Article 3 of the City Subdivision regulations. Please address or include the following items:

- a) Data sheets 2 and 3 include incorrect information on net acreage and acreage of street and alley. Please correct.
- b) Data sheet 2 and 3 list setback requirements, but do not include street side setback requirements, please correct. Note: the street side setbacks may impact the contiguous buildable area square footage on certain lots including Lot 19 where a variance is requested for limited contiguous buildable area.
- c) Your response to *"Data sheet 2 of 3 indicates a 40-foot ROW dedication for West Greenough Drive is proposed. Based on the location of the property line, this does not appear accurate or correspond with the proposed ROW dedication for West Greenough Drive shown on plat sheet 1 of 1"* does not acknowledge



December 1, 2021

Kaitlin McCafferty
City of Missoula
Development Services
435 Ryman Street
Missoula, MT 59802

Re: Greenough Heights Subdivision – Third Element

Dear Kaitlin:

We are in receipt of your letter from September 30, 2021. Below is a list of the items the City of Missoula deemed deficient and our updates in **bold**.

Zoning Amendment Required

The subject parcel is split zoned; it contains areas of both R8 and OP1 zones. The applicant must acquire an approved zoning amendment to continue with the proposed subdivision, as Title 20, MMC 20.01.100 prohibits any newly created parcels to have split zoning. Please submit a completed City rezone application along with the appropriate fee. Note: the fee amount differs depending on the acreage sought to be rezoned.

The property has approximately 22, 261 sqft zoned as OP1. We have included a rezoning application to be reviewed in correlation with this subdivision application within Section E.

Preliminary Plat and Supplemental Data Sheets

Provide all applicable information required under City Subdivision regulations Article 5, Section 5-010 and applicable preliminary plat supplements under Article 5, Section 5-020 while addressing all applicable subdivision design standards in Article 3 of the City Subdivision regulations. Please address or include the following items:

- a) Data sheets 2 and 3 include incorrect information on net acreage and acreage of street and alley. Please correct.

Please see the updated Preliminary Plat and Supplemental Datasheets in Section A.

- b) Data sheet 2 and 3 list setback requirements, but do not include street side setback requirements, please correct.
Note: the street side setbacks may impact the contiguous buildable area square footage on certain lots including Lot 19 where a variance is requested for limited contiguous buildable area.

Please see the updated Preliminary Plat and Supplemental Datasheets in Section A.



- c) Your response to *“Data sheet 2 of 3 indicates a 40-foot ROW dedication for West Greenough Drive is proposed. Based on the location of the property line, this does not appear accurate or correspond with the proposed ROW dedication for West Greenough Drive shown on plat sheet 1 of 1”* does not acknowledge that the ROW varies in size along W Greenough Drive. Please address in preliminary plat, supplemental data sheets in Section A.

We understand that we are responsible for improving the east half of Greenough Drive to collector road standards. Greenough Drive is located in a 30' wide roadway easement (not right-of-way), entirely offsite of the subdivision property. Additionally, Greenough Drive does not perfectly parallel our western property line. Therefore, when we offset the centerline of the existing road 40' to provide the necessary right-of-way for a collector road, the portion of the right-of-way on our subject property varies in width ranging from approximately 10.5' to 27.7'. We do not show the remaining portion of the 80' as dedicated right-of-way because it is offsite and owned by another party. We cannot legally dedicate that portion. Please see Sheets 2 and 3 of the Supplemental Datasheets, as well as Detail D on Sheet D2 of the Grading, Drainage, and Road Construction Plans.

- d) Please clarify if the double sidewalks along W Greenough Drive are intentional.

There is no intention of double sidewalks on W Greenough Drive. The shading indicates the expansion of the Greenough Drive, please see pages 2 and 3 of the Supplemental Datasheets for this clarification. This was also reflected within the Grading, Drainage and Road plans in Section D.

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:

- a) The project summary still includes language about a trail. Please address.

While the project summary did include a reference to the trail, this reference was regarding a trail in the adjacent Greenough Park. Due to confusion, this reference has been removed.

- b) Page 3, Section 2.d, Please address the split zoning situation and how the proposed lots would comply with the proposed R8 zoning standards.
We have also addressed the split zoning within the application in Section B. We have included a rezoning application with this submittal in Section E. This rezoning application requests that the entire parcel be zoned R8.



- c) Page 5, Section J, your corrections label J.7 as "I.7" Please correct.
Please see updated label within the Water and Sanitation Report of Section D.
- d) Page 8, top of page: The text states no significant adverse impacts to agriculture have been identified, however the NRCS report identifies soil of unique importance. Please address this in your determination that no significant adverse impacts to agriculture have been identified.
The property was determined to have no adverse impacts because no existing agricultural land has been removed from production. The property is predominately adjacent to and within residential development. Adverse impacts are a negative effect that goes against the desired conditions. The City of Missoula and the community views this property as residential property. The property is zoned R8 with the exception of 22,261sqft. This zoning calls for residential development. The property also has no history of agriculture.
- e) Please include findings related to Historical Significance in your next Element submittal and provide comments from the Confederated Salish & Kootenai Tribes and the documentation requested in Missoula Historic Preservation Officer Elizabeth Johnson's September 8, 2021 email.
Please see all correspondence with Confederated Salish and Kootenai Tribes who was determined to have no comment after 30 business days, per Department of Interior requirements of historical review. We have also included a report conducted on the home containing findings that the house would likely not qualify for historical status and email from Elizabeth Johnson agreeing with the report. All historical items are located within Section E of this submittal.
- f) Include reference to requested slope variance on Page 18, Section C of your application.
This wording has been updated in the application.
- g) Page 19, Section 9: Address that variation in size of the ROW along the property's Greenough Drive frontage.
Please see our updated response regarding the variation in size of the ROW along the property's frontage on Greenough Drive.

Please feel free to reach out to me with any additional questions.

Sincerely,
IMEG Corp.



Anna Vickers
Land Use Planner



- that the ROW varies in size along W Greenough Drive. Please address in preliminary plat, supplemental data sheets in Section A.
- d) Please clarify if the double sidewalks along W Greenough Drive are intentional.

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:

- a) The project summary still includes language about a trail. Please address.
- b) Page 3, Section 2.d, Please address the split zoning situation and how the proposed lots would comply with the proposed R8 zoning standards.
- c) Page 5, Section J, your corrections label J.7 as "I.7" Please correct.
- d) Page 8, top of page: The text states no significant adverse impacts to agriculture have been identified, however the NRCS report identifies soil of unique importance. Please address this in your determination that no significant adverse impacts to agriculture have been identified.
- e) Please include findings related to Historical Significance in your next Element submittal and provide comments from the Confederated Salish & Kootenai Tribes and the documentation requested in Missoula Historic Preservation Officer Elizabeth Johnson's September 8, 2021 email.
- f) Include reference to requested slope variance on Page 18, Section C of your application.
- g) Page 19, Section 9: Address that variation in size of the ROW along the property's Greenough Drive frontage.

If you have additional questions, you may reach me at 552-6085 or email me at McCaffertyK@ci.missoula.mt.us.

Sincerely,

Kaitlin McCafferty

Kaitlin McCafferty, Associate Planner
Development Services

cc: Mary McCrea, DS
Dave DeGrandpre, DS
Eran Pehan, CPDI



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

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December 8, 2021

Anna Vickers
IMEG Corp
1817 South Ave. West, Suite A
Missoula, MT 59802

Re: Greenough Heights Subdivision

Dear Anna,

Development Services received your application packet for the above subdivision for *Third Element Review* on December 1, 2021. The element review deadline is December 8, 2021. **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 fourth Element Review packet with a new cover page clearly titled as *4th Element Review* and include the date submitted. Please provide the *4th Element Review* materials on a USB drive or provide a link for downloading the application materials.

Zoning Amendment Required

The cover letter indicates a City Rezone Application is included in the *3rd Element Review* submittal files, but it is not. As discussed previously, the subject parcel is split zoned, containing areas of both R8 and OP1 zones. The applicant must acquire an approved zoning amendment to continue with the proposed subdivision, as Title 20, MMC 20.01.100 prohibits any newly created parcels to have split zoning. Please submit a completed rezoning application and narrative along with the appropriate fee.

I suggest the zoning amendment request is for the development area (lots and streets) to be zoned R8 and the open space zoned OP1. That way, all of the parcels have a single zoning designation that reflects the intended use. This is different from the text provided on page 3 of the subdivision application, which states the property is proposed to be rezoned to be continuously R8, *so please amend that section of the application as well*. If I did not provide clear guidance on this detail previously, I apologize. Note: The fee amount differs depending on the acreage sought to be rezoned. In this case, a portion of the Open Space and portions of several lots would be rezoned.

Additionally, Section E of the submittal includes two elements regarding historic and cultural resources over 100 pages in length that seem to provide thorough documentation of efforts to identify and address these resources but include much duplication and are hard to follow. In the next submittal, please consolidate and organize the files into one document that includes all of the correspondence and documents, yet follows a consistent timeline. Also, if you receive any response from the CSKT Historic Preservation Office, please include that with

the submittal. This is more of a sufficiency item than an element review item, but your attention to this matter should help move the application review along more quickly.

If you have additional questions, you may reach me at 552-6085 or email me at McCaffertyK@ci.missoula.mt.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave DeGrandpre". The signature is fluid and cursive, with the first name "Dave" being more prominent.

Dave DeGrandpre, AICP *for*

Kaitlin McCafferty, Associate Planner
Development Services

cc: Mary McCrea, DS
Dave DeGrandpre, DS
Eran Pehan, CPDI



December 10, 2021

Dave DeGrandpre, AICP
Planning Supervisor
Development Services
City of Missoula
435 Ryman Street
Missoula, MT 59802

RE: Greenough Heights Subdivision – Fourth Element Submittal

Dear Dave,

Thank you for your letter dated December 8, 2021. I realize that my previous element review was lacking one of the most fundamental items for this subdivision. I apologize for my failure to include this prior discussed and worked upon item. I also appreciate you meeting to discuss the rezoning requirements, as in prior, it was unclear to me the City's goals for rezoning this parcel. You will see in Section A, a rezoning application based on our phone conversation. This rezoning application will also be delivered to Development Services front desk today along with a review fee.

Within this submittal, I have also updated all correspondence regarding our joint coordination and research for this historical and cultural aspect for the property that needed to be addressed. Due to the limitation of Microsoft Outlook, it was hard to initially place these items into chronological order. Within Section E you will find an updated PDF document. This document includes SHPO's initial request and all email correspondence that occurred. The email correspondence has been screenshot from the original outlook information for ease. Original outlook emails can be sent to whomever the City of Missoula Planning Department would desire me to share them with.

I appreciate your diligence during this review, please reach out to me with any questions.

Sincerely,
IMEG Corp.

A handwritten signature in blue ink, appearing to read "Anna Vickers", is written over a light blue circular stamp.

Anna Vickers
Land Use Planner
AMV/smh



MISSOULA

COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

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December 17, 2021

Anna Vickers
IMEG Corp
1817 South Ave. West, Suite A
Missoula, MT 59802
Re: Greenough Heights Subdivision

Dear Anna,

Development Services received your revised application packet for the above subdivision for *4th Element Review* on December 10, 2021. The element review deadline is December 17th, 2021. **At this time, Development Services certifies your application packet as containing all the necessary elements.** To proceed with Agency Sufficiency Review, please follow the steps outlined below.

Information for Agency Sufficiency Review

An electronic version of your *4th Element Review* packet will become the "First Agency Sufficiency Review" packet. In lieu of reviewing a hard copy packet, agencies and interested parties will be reviewing your electronic packet via the Development Services web site.

As soon as all sections of the application packet are available online, our office will provide for you the web address to send to agencies and interested parties. So that I can complete uploading the materials, please email to me an updated cover page titled "First Agency Sufficiency Review" with an added row on the table.

Once you receive the web address for the sufficiency review packet, you will send agencies and interested parties a **hard copy** letter indicating the subdivision is in "*First Agency Sufficiency Review*." Be sure to include the website address in the hard copy letter. Agencies and interested parties should be given **twelve (12)** working days to review and comment on the subdivision.

The information in the hard copy letter should be **duplicated in an email** to the same agencies and interested parties, on which I ask you to copy DeGrandpreD@ci.missoula.mt.us

The cover letter and email should include the following:

1. The date agencies and interested parties were notified of the packet's availability online for Sufficiency Review.
2. The agency review comment deadline.
3. The Sufficiency Review deadline, which should be 3 days after the agency review deadline to allow Development Services time to compile Agency Sufficiency items and send a letter stating whether the packet is Sufficient.
4. Request to include me at DeGrandpreD@ci.missoula.mt.us for all comments and correspondence.

If you have additional questions, please feel free to call Dave DeGrandpre at 552-6633.

Sincerely,

Kaitlin McCafferty

Kaitlin McCafferty, Associate Planner
Community Planning Development and Innovation

encl: Agency review list
cc: Mary McCrea, CPDI
Dave DeGrandpre, CPDI
Walter Banziger, CPDI
Eran Pehan, CPDI



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

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

January 19, 2022

Anna Vickers
IMEG Corp
1817 South Ave. West, Suite A
Missoula, MT 59802

Re: Greenough Heights 20-lot Subdivision, 1006 W. Greenough Drive, 1st Sufficiency Review

Dear Anna,

Development Services received your application packet for the above subdivision for *1st Sufficiency Review* on December 22, 2021. The sufficiency review deadline is January 18, 2022. **At this time, Development Services can declare your application packet to be sufficient for review.**

By January 25, please submit a replacement cover page that adds "Governing Body Review" and the date: January 19, 2022, which is the first day of the 60-working day review period. Also please submit one full size (24" x 36") paper copy of the preliminary plat and supplemental data sheets and one full size paper copy of the grading, drainage, and road plans.

If you have additional questions, you may reach me at 529-0709 or email me at degrandpred@ci.missoula.mt.us.

Sincerely,

Dave DeGrandpre, AICP
Planning Supervisor
Development Services

cc: Mary McCrea, DS
Dave DeGrandpre, DS
Walter Banzinger, DS
Eran Pehan, CPDI