



Development Review Capacity Plan

Community Planning, Development & Innovation
Public Works & Mobility
Parks & Recreation

Administration & Finance Committee
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DEVELOPMENT REVIEW CAPACITY PLAN


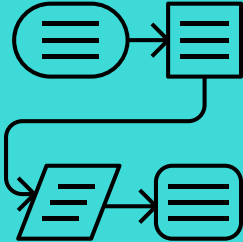
In the last several years, the City of Missoula has experienced a surge in development review activities that have prevented us from providing the level of responsive service the community has come to expect. These delays in development review have had a negative impact on the new construction of homes, working against the goals outlined in our adopted housing policy. This proposal outlines the short and medium-term steps we propose to address this issue.



Staff

Short-term: Amend the current fee schedule to support additional staff for development review. Contract out for development review services where appropriate.


Medium-term: Complete an internal staffing study to adequately plan for future capacity needs in light of multi-year development trends.



Process

Short-term: Amend the building permitting application process, prioritizing residential permits. Increase clarity by updating application checklists and process flow charts. Restructure the Design Review Team process.

Medium-term: Generally assess development review process to identify areas of improvement.



Code

Short-term: Create a scope of work for a comprehensive code reform effort that incorporates and aligns projects currently underway.

Medium-term: Launch a comprehensive code reform effort that will streamline and modernize our regulatory code, creating better alignment with our city goals and values.

Short-Term Outcomes: Within 6 Months

- Reduce building permit review times for **single dwelling residential units and duplexes**, from **10-12 weeks to 2-4 weeks**.
- Reduce building permit review times for **multi-dwelling residential projects**, from **10-12 weeks to 6-8 weeks** depending on size and complexity.
- Reduce building permit review times for **commercial projects** from **10-12 weeks to 8 weeks**, depending on size and complexity.
- **Reduce the time between receipt of application and scheduling** of board review projects.
- **Increase clarity and transparency** through updated checklists and process flow charts.
- **Improve communication and timely decision-making** on land use applications through a restructured Design Review Team process.

**Timeframes assume the receipt of a complete and sufficient application.*



Medium-Term Outcomes: Within 12 Months

- **Adopt an Affordable Housing Incentives Program**, providing code and process incentives for eligible projects.
- **Improve development review administrative processes** that increase efficiency and improve clarity.
- **Complete an administrative update to the Growth Policy** and a finalized scope of work for a more comprehensive update in alignment with broader code reform.
- **Launch a comprehensive code reform effort** that will streamline and modernize our regulatory code, creating better alignment with our city goals and values.

Broad Outcomes

- Increased capacity
- Process improvement
- Code reform



- Decreased review timelines
- More responsive service
- More clarity and predictability
- Better alignment between code and goals

Added Staff Capacity for Development Review

Position:

Salary and Benefits:

• Development Review Associate Planners: 2 FTE	\$132,000
• Development Review Engineer: 1 FTE	\$80,000
• Development Review Parks & Trails Associate Planner: 1 FTE	\$66,000
• Code Reform Senior Planner: 1 FTE	\$80,000
	\$358,000

Fee Schedule Amendments

The City will increase revenue to build development review capacity through the following avenues:

- Add development review fees that do not currently exist on our fee schedule:
 - Annexation
 - Sxwtpqyen Master Plan Review
 - Zoning Compliance Permits for TEDs
 - Design Excellence
 - Resubmittal Fees
- Apply a general 15% increase to development review fees on the engineering and land use fee schedules.

Resubmittal Fees

The City will institute a resubmittal fee for substantially incomplete or deficient land use applications and building permits, both of which require extensive additional review with each resubmission. This additional review negatively impacts the review times for all projects, not just those with substantially incomplete or deficient applications.

Land Use Review

- Subdivision:
 - 50% of the base subdivision fee or final plat review fee.
- All other Land Use Review:
 - 50% of the application fee.
- Engineering Review:
 - Calculated specifically for stage review, falling well below 50% of original fees.

Building Permit Review

- 50% of the Planning, Building, and Engineering review fee.

We will work alongside the development community to create a fair and clear process to define what would be considered a substantially incomplete or deficient application.

Next Steps

Other short-term steps that are currently underway in the areas of process improvement and code reform include :

- Building Permit Prioritization Process
- Design Review Team Improvements
- Code Reform Scoping

Medium-term steps are in the planning process, ensuring we lay the necessary groundwork for success.

We look forward to reporting our progress to City Council on a quarterly basis.