

MEMORANDUM

DATE: August 12, 2020

TO: Dave DeGrandpre, City Development Services

FROM: Jamie Erbacher

RE: Missoula County Parking Calculation Summary for Trinity Mullan Subdivision

The purpose of this memorandum is to verify that the existing uses located at 2340 and 2350 Mullan Road will have adequate parking and will comply with the Title 20 Zoning Regulations after development of the Trinity Mullan Subdivision. Once the Trinity Mullan Subdivision plat is filed and development occurs on Lot 1, 26 of the existing parking spaces currently developed with property will be removed. To show compliance is being maintained the following is a summary of the existing uses and parking requirements.

Title 20, Section 20.60.020 (C), requires a minimum number of off-street motor vehicle parking spaces for each use located on a property. Though Table 20.60-1 provides a detailed list of use categories and specific use types there is no parking allocation for a Detention Center described. Section 20.60.020 (D) (5) allows the zoning officer to establish a minimum number of off-street parking spaces per Section 20.60.020(E). Section 20.60.020(E) states:

Section 20.60.020 (E) - Establishment of Other Parking Ratios

- 1. Upon receipt of an application of a use for which no parking ratio is established, the zoning officer is authorized to apply the parking ratio that applies to the most similar use or establish a different minimum parking requirement on the basis of parking data provided by the applicant and Development Services.*
- 2. Parking data and studies must include estimates of parking demand based on reliable data collected from comparable uses or on external data from credible research organizations. Comparability will be determined by density, scale, bulk, area, type of activity and location. Parking studies must document the source of all data used to develop recommended requirements.*

A parking study was considered to estimate the parking demand for the existing uses on site, however because of the COVID-19 pandemic, visitation hours at the Detention Center and the Missoula Pre Release have been cut. Alternatively, WGM Group has provided research for other cities that do include a parking requirement

for similar uses within their zoning regulations. These include West Valley City, Utah and Cincinnati, Ohio. The more conservative parking calculation provided by West Valley City, Utah was utilized when determining parking for the Missoula Detention Center and Pre Release. Parking requirements for office and warehouse type uses are described in Title 20 and have been allocated appropriately below.

Comparable Parking Requirements for Detention Centers

- West Valley City, Utah-
 - Chapter 7- Off-Street Parking Requirements
<https://westvalleycity.municipal.codes/Code/7-9-104>
 - Requires two spaces per three employees, one space per 20 inmates and one space per each service vehicle stored on site
- Cincinnati, Ohio
 - Chapter 1425 - Parking and Loading Regulations
https://library.municode.com/oh/cincinnati/codes/code_of_ordinances?nodeId=TIXIZOCOCI_CH1425PALORE
 - Requires one space for every 20 beds.

Missoula Detention Center

- 394 beds (includes juvenile detention adult detention and Missoula Assessment and Sanitation Center)
- 120 employees, average of 40 employees per shift
 - $394/20 = 20$ inmate/visitor parking spaces
 - $40 \text{ employees per shift}/3 = 14 \times 2 = 28$ required employee parking spaces
 - $20 + 28 = 48$ required spaces

Pre Release and Missoula Correctional Services

- Office type use requires 1 space/480 square feet
- Probationers housed on-site- 1 space/20 beds
 - $117 \text{ beds}/20 = 6$
 - $40,000 \text{ square feet}/480 \text{ square feet} = 83$ spaces
 - The square footage of the building includes basement storage, mechanical rooms, area of probationer housing, etc.
 - $6 + 83 = 89$ required spaces

Evidence Warehouse

- Warehouse requires 1 space / 2 employees
 - Assume 14 employees/ 2= 7 required spaces
 - There are 44 spaces within the evidence warehouse fencing. These spaces are allocated for employee parking, impound, and sheriff vehicles that are not used on a regular basis.

There are 169 parking spaces and four service spaces existing onsite, excluding the area within the evidence warehouse gate.

There are roughly 44 parking spaces within the gated evidence warehouse area.

Twenty-six of the 169 parking spaces that exist outside of the evidence warehouse area will be removed. Subsequently, 143 general parking spaces and four service spaces will remain for the County's use.

Total Required Parking Spaces

48 for the Detention Center
+ 89 for Missoula Release and Missoula Correctional Services
= 137 spaces required by Title 20 Zoning (excluding those spaces within the Evidence Warehouse area)

143 Parking Spaces Remaining After
Removing 26 for the Development on Lot 1 (excluding four service spaces)
- 137 Required Parking Spaces
= 6 surplus spaces remain on-site (excluding the four service parking spaces and all of the parking spaces within the gated area near the Evidence Warehouse)

In summary, the existing uses will maintain compliance with the zoning regulations and adequate parking will remain once the development on Lot 1 is built out. The development on Lot 1 will be reviewed when a building permit is submitted. At this time, it is not anticipated that a shared parking agreement will be necessary nor will any zoning variances be necessary to address parking for the development on Lot 1.

Attachments:

J. Kowalski Email July 29, 2020
S. Wilkins Email July 29, 2020
Aerial Exhibit

Jamie Erbacher

From: Jason Kowalski <jkowalski@missoulacounty.us>
Sent: Wednesday, July 29, 2020 10:01 AM
To: Jamie Erbacher
Cc: Chris Lounsbury
Subject: RE: Detention Center Parking Requirements

That is a great point Chris. I would estimate that on a heavy staff day, we have 50 staff at the most at one time.

From: Jamie Erbacher <jerbacher@wgmgroup.com>
Sent: Wednesday, July 29, 2020 9:35 AM
To: Chris Lounsbury <clounsbury@missoulacounty.us>; Jason Kowalski <jkowalski@missoulacounty.us>
Cc: EMAIL FILE BASKET <EMAILFILEBASKET@wgmgroup.com>
Subject: RE: Detention Center Parking Requirements

Thanks, Chris. Any clarification that I can provide to the city will be helpful.

Jamie Erbacher
Land Planner

From: Chris Lounsbury [<mailto:clounsbury@missoulacounty.us>]
Sent: Wednesday, July 29, 2020 9:31 AM
To: Jamie Erbacher <jerbacher@wgmgroup.com>; Jason Kowalski <jkowalski@missoulacounty.us>
Cc: EMAIL FILE BASKET <EMAILFILEBASKET@wgmgroup.com>
Subject: RE: Detention Center Parking Requirements

Thanks All – Jamie I know you know this but it is also important to consider that all 120 staff are not there at any one time and that those folks are broken into 4 teams with only 1 team working at any one time.

From: Jamie Erbacher <jerbacher@wgmgroup.com>
Sent: Wednesday, July 29, 2020 8:30 AM
To: Jason Kowalski <jkowalski@missoulacounty.us>
Cc: Chris Lounsbury <clounsbury@missoulacounty.us>; EMAIL FILE BASKET <EMAILFILEBASKET@wgmgroup.com>
Subject: RE: Detention Center Parking Requirements

Hi Jason,

Thank you for the information and for putting me in contact with the right people!

Have a great day!

Jamie Erbacher
Land Planner

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From: Jason Kowalski [<mailto:jkowalski@missoulacounty.us>]
Sent: Tuesday, July 28, 2020 3:35 PM
To: Jamie Erbacher <jerbacher@wgmgroup.com>
Cc: Chris Lounsbury <clounsbury@missoulacounty.us>
Subject: RE: Detention Center Parking Requirements

1. Detention Center Facility which is a division of the Missoula County Sheriff's Department and requires nearly 120 total staff to operate. The facility has three main components: a juvenile detention facility, a county adult detention facility, and a contracted community corrections facility (MASC). The total capacity is 394 inmates. The Missoula Assessment and Sanction Center (MASC) is also housed with the Detention Center Facility and holds an additional 144 inmates. **What is the square footage of the building and are there offices within the building not associated with operating the center?**

Hi Jamie-

Your statement about the jail above is correct. I would like to clarify that the MASC inmates are part of the 394 beds mentioned. MASC has 5 of their own staff on top of the 120 County employees. There are no offices within the facility not related to our operations. The building is 128K square feet.

Missoula Correctional Services is operated by a private entity and managed by Sue Wilkins. I will be forwarding your email to her and believe she is the best person to answer those questions for that component of the campus. I will let her know you need the information soon. You should also be hearing from someone else regarding the secure warehouse. Let me know if you have other MCDF questions. Thanks

From: Richard Maricelli <rmaricelli@missoulacounty.us>
Sent: Tuesday, July 28, 2020 12:10 PM
To: Chris Lounsbury <clounsbury@missoulacounty.us>; Anne Hughes <ahughes@missoulacounty.us>
Cc: Jason Emery <jemery@missoulacounty.us>; Erica Grinde <egrinde@missoulacounty.us>; Rob Taylor <rtaylor@missoulacounty.us>; Jeremiah Petersen <jpetersen@missoulacounty.us>; Jason Kowalski <jkowalski@missoulacounty.us>
Subject: Re: Detention Center Parking Requirements

Jason/Jeremiah: I'm in a Coroner Software training today. Will either of you be able to provide this requested parking information?

Get [Outlook for iOS](#)

From: Chris Lounsbury <clounsbury@missoulacounty.us>
Sent: Tuesday, July 28, 2020 8:58:50 AM
To: Anne Hughes <ahughes@missoulacounty.us>
Cc: Jason Emery <jemery@missoulacounty.us>; Erica Grinde <egrinde@missoulacounty.us>; Richard Maricelli <rmaricelli@missoulacounty.us>; Rob Taylor <rtaylor@missoulacounty.us>; Jeremiah Petersen <jpetersen@missoulacounty.us>; Jason Kowalski <jkowalski@missoulacounty.us>
Subject: RE: Detention Center Parking Requirements

Rich, Jason and Jeremiah

Just following up to see about answers for a few questions on the detention center property and trinity project that WGM needs as part of their submission.

Thanks
Chris

From: Anne Hughes <ahughes@missoulacounty.us>
Sent: Monday, July 27, 2020 11:07 AM
To: Chris Lounsbury <clounsbury@missoulacounty.us>
Subject: FW: Detention Center Parking Requirements

From: Anne Hughes
Sent: Wednesday, July 22, 2020 8:22 AM
To: Jason Emery <jemery@missoulacounty.us>; Erica Grinde <egrinde@missoulacounty.us>; Richard Maricelli <rmaricelli@missoulacounty.us>; Rob Taylor <rtaylor@missoulacounty.us>
Subject: FW: Detention Center Parking Requirements

Hey there,
Jamie Erbacher, formerly with CAPS now with WGM is assisting on the Trinity project. Can any of you assist in answering the questions below in bold?

Please reply all so we keep everyone in the loop and don't duplicate efforts.

Thanks for any help you can provide!
Anne

From: Jamie Erbacher <jerbacher@wmggroup.com>
Sent: Tuesday, July 21, 2020 5:15 PM
To: Anne Hughes <ahughes@missoulacounty.us>; Annie Cathey <acathey@missoulacounty.us>
Cc: EMAIL FILE BASKET <EMAILFILEBASKET@wmggroup.com>; Chris Lounsbury <clounsbury@missoulacounty.us>
Subject: FW: Detention Center Parking Requirements

Hi Ann and Annie!

It looks like Chris is out of the office until next week and I'm hoping to get answers to my questions below sooner than that if possible. Can one of you help me out or direct me to someone who might have the answers?

Thanks a bunch!

Jamie Erbacher
Land Planner

From: Jamie Erbacher
Sent: Tuesday, July 21, 2020 4:58 PM
To: Chris Lounsbury <clounsbury@missoulacounty.us>
Cc: EMAIL FILE BASKET <EMAILFILEBASKET@wmggroup.com>
Subject: Detention Center Parking Requirements

Hi Chris,

The city is unable to find any permits for the structures on the Detention Center property. To determine that adequate parking will still exist for the site once we eliminate 26 of the existing spaces we need to determine the uses and assess the parking. From what I understand the uses listed below exist on the property. Can you please confirm this and respond to the questions I have bolded?

1. Detention Center Facility which is a division of the Missoula County Sheriff's Department and requires nearly 120 total staff to operate. The facility has three main components: a juvenile detention facility, a county adult detention facility, and a contracted community corrections facility (MASC). The total capacity is 394 inmates. The Missoula Assessment and Sanction Center (MASC) is also housed with the Detention Center Facility and holds an additional 144 inmates. **What is the square footage of the building and are there offices within the building not associated with operating the center?**

2. Missoula Correctional Services and Missoula Pre Release are located in the southwestern corner of the property. **Can you give me more information about these uses? Are they a mix of offices and beds? If pre-releasers sleep at this location, how many beds are there? What is the square footage of the building and the number of employees associated with each use?**

3. The Missoula County Evidence Warehouse- **Is this just storage or are there offices associated with this building too? If there are employees, how many?**

Thanks for your help!

Jamie Erbacher
Land Planner



OFFICE: 406-728-4611
CELL: 406-531-9661
EMAIL: jerbacher@wmggroup.com
ADDRESS: 1111 E Broadway, Missoula MT 59802

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Jamie Erbacher

From: Sue Wilkins <SWilkins@m-c-s-inc.org>
Sent: Wednesday, July 29, 2020 10:54 AM
To: 'Jason Kowalski'
Cc: Jamie Erbacher
Subject: RE: Detention Center Parking Requirements

Good Morning,

The prerelease center has 117 beds plus an additional 7 beds for alternative jail beds (currently used for quarantine purposes if needed). The 117 beds are generally full every day – prerelease residents live here. Please note, however, that they are not permitted to have motor vehicles and therefore, do NOT require parking spaces.

There are a total of 62 employees between five different programs. The vast majority (42) are associated with the prerelease program. Prerelease employees work a variety of shift as the prerelease is a 24/7 hour program. Those who work in the other programs do have offices in the building as do a number of prerelease staff members. The majority of offices are shared space with overlap shifts (early daytime to mid afternoon/late morning to early evening) and different days off during the week.

The square footage of the building is approx.. 40,000 sq. ft. and includes basement storage, mechanical rooms, etc. I hope that approximate figure is sufficient enough, as otherwise we will have to see if we can compute from blue prints, etc.

Please let me know if you are in need of anything more. Have a great day! -- Sue

From: Jason Kowalski [<mailto:jkowalski@missoulacounty.us>]
Sent: Tuesday, July 28, 2020 3:38 PM
To: Sue Wilkins
Cc: jerbacher@wgmgroup.com
Subject: FW: Detention Center Parking Requirements

Hi Sue- Any chance you could answer the questions below from Jamie regarding MCS? I know she needs these quickly to keep on track. This is related to the Trinity Housing Project. Thanks

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PRELIMINARY

PLOTTED: 8/3/20
SAVED: 8/3/20

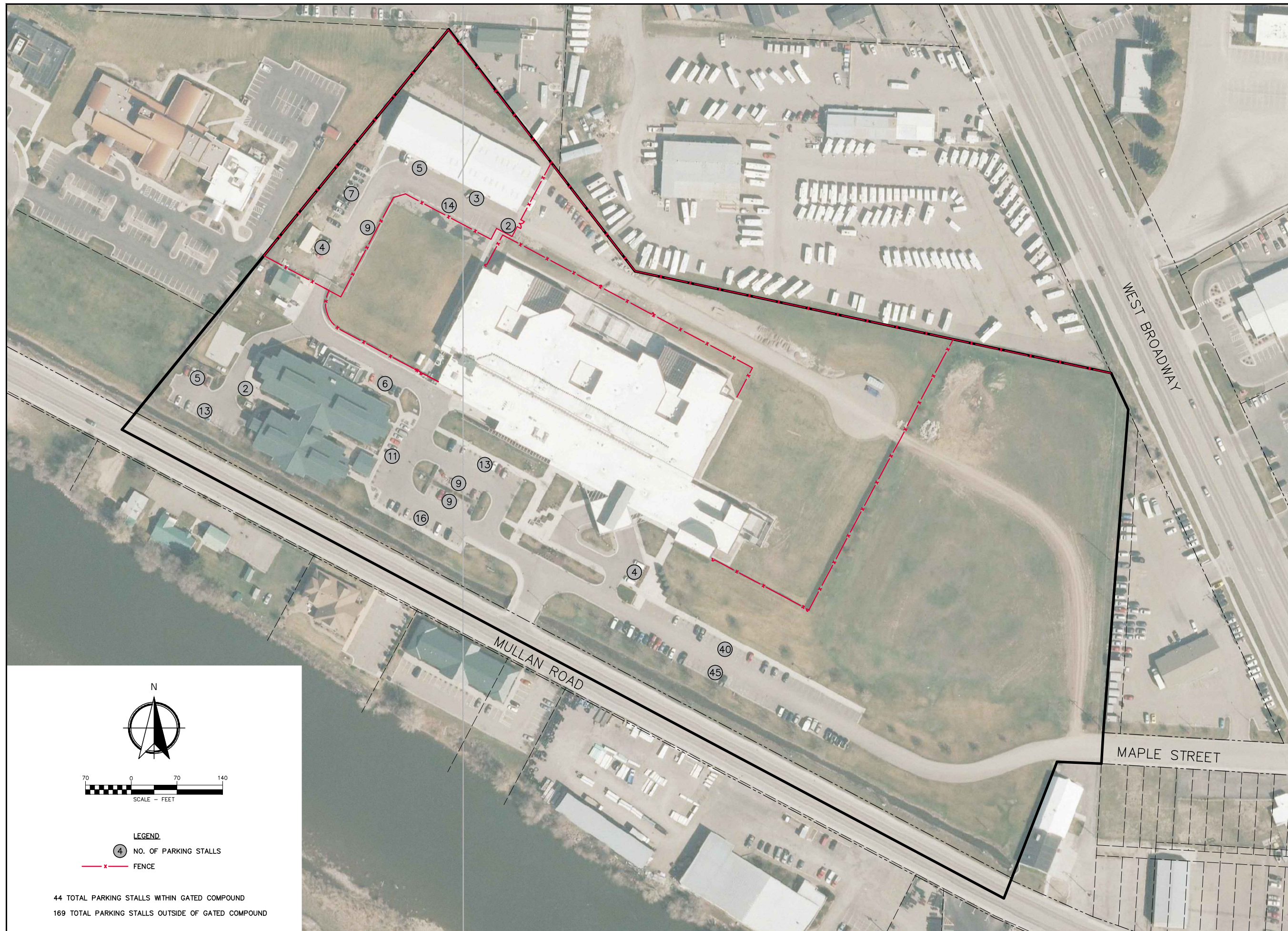
EXISTING PARKING STALLS EXHIBIT
TRINITY MULLAN SUBDIVISION
MISSOULA, MONTANA

NO.	DESCRIPTION	DATE

PROJECT: 19-11-19.3
LAYOUT: Layout1
SURVEYED: ---
DESIGN: ---
DRAFT: CEG
APPROVE: JE
DATE:

AUGUST 2020

SHEET **1 OF 1**



LEGEND

④ NO. OF PARKING STALLS

— x — FENCE

44 TOTAL PARKING STALLS WITHIN GATED COMPOUND
169 TOTAL PARKING STALLS OUTSIDE OF GATED COMPOUND

FILE: W:\Projects\191119\CAD_Data\Exhibits\191119_3_parking.dwg