From:	Jordan Hess
To:	Grp. City Council and City Web Site
Cc:	Tom Zavitz; Cassondra Tripard
Subject:	FW: Mullan Form Based Code training and implementation
Date:	Monday, December 14, 2020 3:57:15 PM

Hi everyone,

As we consider the Sxʷtpqyen Master Plan tonight, I wanted to share this email from Cassie Tripard, below. It's great to hear that after the initial learning curve for staff and developers, it may actually be easier and faster to review permit applications under the new form-based code.

Thanks,
Jordan

From: Tom Zavitz <ZavitzT@ci.missoula.mt.us>
Sent: Monday, December 7, 2020 4:29 PM
To: Jordan Hess <JHess@ci.missoula.mt.us>
Subject: Fw: Mullan Form Based Code training and implementation

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From: Cassondra Tripard
Sent: Friday, December 4, 2020 10:09 AM
To: Mary McCrea; Emily Gluckin; Grp. DS Current Planning
Cc: Tom Zavitz
Subject: RE: Mullan Form Based Code training and implementation

Hi all,

After reading through the form base code I think there will be a learning curve for staff. However, there are actually a lot less standards in the FBC than Title 20. The FBC is about half the length of Title 20. Once staff are trained and developers get up to speed, I think reviewing permits with the FBC will actually be easier. I know looking it over for the first time can be a bit daunting, but a lot of the code is dedicated to road standards and master planning information which will be handled at the master planning and subdivision phase, not at building permit. I don't think a separate review will be necessary. It's not as in depth as DER. It's like reviewing a project against the DE standards table in Title 20 but with a lot less requirements.

The landscaping portion of the FBC is much simpler than T20 landscaping which should shorten review times (it's only a couple pages).

Each zoning district (transect zone) in the FBC has a 2 page table. We will use the table to

review for building placement, setbacks, ceiling heights, frontage type, parking location, and permitted encroachments. It's sort of like the DER standards table combined with a parcel and building standards table from Title 20.

Parking and bicycle parking calculation information is located another section. This section is also shorter than the Title 20 parking section.

The ADU section is only 4 bullet points.

The shopfront section will be new and might be more time consuming. However, I think it will be similar to reviewing a Title 20 multi-dwelling permit or commercial permit for entry placement, glazing, and building specific standards.

For a building permit, you would review the plans against the transect zone table, the parking calculation section, the landscaping section, and the shopfront section. Overall, it doesn't seem so bad. The idea of a form based code was to make it easier and more flexible which I think they achieved. It'll just take some time to learn the FBC just like it took us time to learn T20.

We'll see how training goes and then we can revaluate. Another idea would be to create a special application to use early on as a training tool for developers. Once they get the hang of it, we might be able to get rid of it.

Best,
Cassie Tripard
Associate Planner
Community Planning, Development, and Innovation
(406) 552-3282

From: Mary McCrea
Sent: Friday, December 4, 2020 7:24 AM
To: Emily Gluckin <GluckinE@ci.missoula.mt.us>; Grp. DS Current Planning <DSCurrentPlanning@ci.missoula.mt.us>
Subject: Re: Mullan Form Based Code training and implementation

Dave,
As we discussed yesterday about applications:

There will need to be a question added to the current Minor and Major Subdivision applications that asks whether the property is located in the MFB. If yes it will direct them to an appendix with additional application requirements based on MFB.

There is no building permit application. Permits are applied for by answering questions in ACA Citizen Access portal for Accela. Again we would need to add a question that links to an additional set of questions to be filled out for permits within the ACA.

Fees need to be approved by City Council by resolution. It is done once a year in the fall and new fees apply on January 1. Mayor's office will need to approve any new fees. They will want us to have documentation supporting the fee amounts and then the standard has been to set the fee at 50% of the actual cost. We will need to track hours and time for the first MFB reviews to show the need for new fees or increase in fees for Subdivision and zoning compliance review.
Mary

Sent from my iPhone

On Dec 3, 2020, at 12:35 PM, Mary McCrea <McCreaM@ci.missoula.mt.us> wrote:

> Any new fees will need to be adopted by City Council by resolution.
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> ---
>
> **From:** Emily Gluckin
> **Sent:** Wednesday, December 2, 2020 11:33 AM
> **To:** Grp. DS Current Planning <DSCurrentPlanning@ci.missoula.mt.us>
> **Cc:** Tom Zavitz <ZavitzT@ci.missoula.mt.us>
> **Subject:** RE: Mullan Form Based Code training and implementation
>
> I suppose the main question is if there will need to be a separate review process for the FBC (like we do for DER) or if we will evaluate it through building permits. I would like to advocate for a fee in either instance because it will be a more time-intensive review (that's just my two cents). If a separate process, it would be nice for applicants to be able to submit them digitally through our portal (rather than emailing them PDFs).
>
> **Emily Gluckin, AICP Candidate** | She/Her/Hers | Associate Planner
> Community Planning, Development & Innovation
> Development Services Division
> O: 406-552-6621 | C: 406-552-3091 | gluckine@ci.missoula.mt.us
>
> <image001.jpg>

Promoting equitable growth and a resilient, sustainable community.

From: Cassondra Tripard
Sent: Wednesday, December 2, 2020 11:07 AM
To: Lucas Eschelbach <EschelbachL@ci.missoula.mt.us>; Dave DeGrandpre <DeGrandpreD@ci.missoula.mt.us>; Grp. DS Current Planning <DSCurrentPlanning@ci.missoula.mt.us>
Cc: Tom Zavitz <ZavitzT@ci.missoula.mt.us>
Subject: RE: Mullan Form Based Code training and implementation

Hi all,

Considering building permits have gone completely digital since COVID happened, there isn't an application form anymore. I have no idea what applicants fill out on the citizen side of the Accela portal. It might be a good idea to have Aaron Bowman or Krystal show us what it looks like to see if any changes need to be made to accommodate the Mullan Area.

For land use applications and DER, the applications are just word documents converted to fillable PDFs.

What kind of special applications do we need for the Mullan Area?

As far as fees go, they will still be applying for existing processes (building permits, subdivision, etc.). I think we can just apply our current fees to permits for the Mullan Area. The County will need to figure out how they are handling the "master plan" phase. Otherwise, by the time the project gets to the city it will follow existing processes which have set fees.

Let me know what you think.

Best,
Cassie Tripard
Associate Planner
Community Planning, Development, and Innovation
(406) 552-3282

From: Lucas Eschelbach
Sent: Wednesday, December 2, 2020 10:52 AM

To: Dave DeGrandpre <DeGrandpreD@ci.missoula.mt.us>; Grp. DS Current Planning <DSCurrentPlanning@ci.missoula.mt.us>
Cc: Tom Zavitz <ZavitzT@ci.missoula.mt.us>
Subject: RE: Mullan Form Based Code training and implementation

Hi Dave,

I have experience with InDesign, and have a lot of experience making and updating handouts/forms. I am not sure what we use to develop application forms, but from the look of them, I would think we use Word, converted to Adobe fillable PDFs. InDesign is best suited for flyers, presentations, etc. I believe Cassie has worked on these in the past. I am not certain, though. I am happy to help where I can.

Lucas Eschelbach | Associate Planner
Community Planning, Development & Innovation
Development Services Division
406.552.6093 | eschelbachl@ci.missoula.mt.us

From: Dave DeGrandpre
Sent: Tuesday, December 1, 2020 3:47 PM
To: Grp. DS Current Planning <DSCurrentPlanning@ci.missoula.mt.us>
Cc: Tom Zavitz <ZavitzT@ci.missoula.mt.us>
Subject: Mullan Form Based Code training and implementation

Good afternoon,

Tom Zavitz and Andrew Hagemeier (Missoula County) developed an outline for requesting Dover Kohl to provide workshops for the development community and city staff to better understand the submittal requirements and review processes for the Mullan Form Based Code. I believe the code will become effective January 14 so we need to get up to speed pretty quickly. (I don't know of any pending applications but want to be prepared.)

What software do we use to develop application forms? Is anyone good with InDesign, or would we be better served with Word, Excel, or something else? Should we be thinking about updating other forms then too?

Also, we probably need to propose a fee schedule for the different FBC reviews. Mary, do we need or want to update other fees as well? My philosophy is review fees should cover the full cost of review but maybe our office has had a different philosophy?

Thanks,

Dave DeGrandpre, AICP | Planning Supervisor
Community Planning, Development & Innovation
Development Services Division
406-529-0709 | degrandpred@ci.missoula.mt.us

<image004.jpg>

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