



Responses to Informal Checklist Gallatin County Rest Home Informal DRAFT September 22, 2022

1. Project Narrative

Gallatin County would like to request informal advice and direction on developing the vacant infill site behind the Gallatin County Rest Home. As the property owner, Gallatin County's goals are to provide housing to both retain current and recruit new County employees; to provide temporary housing for traveling nurses essential to the operation of the Rest Home; to provide daycare for County Employees; and to contribute to overall supply of workforce housing in the community. The County is working with HRDC, GroundPrint, and Stahly Engineering to better understand development opportunities and constraints in preparation of a scope of work for a future Request for Proposals (RFP) to select a development partner later this year.

Note that the total property is 9.8 acres. The new development site would be approximately 5.62 gross acres (4.92 net acres). The only change to the existing Rest Home would be the parking lot configuration.

The following objectives have been identified so far:

- Explore a variety of unit types (nurse temporary lodging with shared spaces, 1-3 bedroom units) and a variety of building types (mixed use, rowhomes and apartments)
- Preference for daycare + community space + nurse units to be located near Oak Springs Park and emphasized as a way to activate the park, connect to the existing urban fabric and create a positive "face" for the new neighborhood.
- Contribute to improvements for the existing neighborhood park(s)
- Support public pedestrian access/connectivity through the site
- Contribute to the public street network
- Provide adequate parking
- Be a good neighbor and consider an appropriate buffer and/or transition to existing adjacent neighborhoods

Predesign efforts thus far have included goal setting, research for housing and childcare needs, research for ownership structure options, employee engagement (surveys and meetings), neighbor/public engagement and ideation including:

- 11/29/21 – Gallatin County Staff Housing Meeting
- Winter 2021 – Employee Childcare Survey
- Spring 2022 – Employee Housing Survey
- 3/4/22 – Gallatin County Commission Meeting: Goal Setting
- 4/29/22 – Gallatin County Employee Meeting: Goals/Research Sharing
- 5/23/22 – In Person Meeting with Neighbors and Interested Parties

- 5/25/22 – Virtual Meeting with Neighbors and Interested Parties
- 7/6/22 – Gallatin County Commission Meeting: Ideation
- 8/9/22 – Gallatin County Commission Meeting: Continued Ideation

This narrative includes additional information about this potential community project. Please also refer to the attached exhibits as well as the Drawing Set which includes: Existing Conditions, Proposed Civil Site Plan and Proposed Graphic Site Plan.

2. List of Questions

- a. Transportation Network – (please also refer to Exhibit A: Potential Future Transportation Network)
 - i. The concept sketches show the extension of Oak Park Drive (a designated local street) through a portion of the subject site to connect Juniper Street with the future likely alignment of Aspen Street. This helps to set up the overall future street grid for this area. The existing buildings (Rest Home and Legion Villa) as well as the existing grades and configuration of parking and accesses make connecting Oak Park Drive (as a standard 60-foot right-of-way) all the way south to Durston Road problematic; however, the County would like to brainstorm ideas for a connector pathway for alternative modes of transportation. With the existing pathway through Larkspur and the presence of the park, Oak Park Drive has the potential to be celebrated for pedestrians and cyclists over cars.
 - ii. Oak Park Drive: will 41 feet be acceptable as a temporary local street standard (assuming remaining 19 feet of ROW could be obtained with future development of property to the east)? Is there a preferred reduced local street section? What are the potential mechanisms for requesting this?
 - iii. Note that the 41-foot section would require approval for slightly decreased separation (about 7') between boulevard trees and the water main but we view both of these as essential components of the neighborhood. Are there any design considerations we could implement to allow the slightly reduced separation?
 - iv. Juniper & Oak Park Drive intersection – will likely need to be nonstandard due to existing conditions; what are the concerns/options for short term and long-term development of this intersection? Could we consider street art here?
- b. Considering that Oak Meadows Park is directly across the street from the site and that there are 12 parks within a ½ mile radius, will “cash in lieu of parkland” and/or “improvements in lieu of parkland” be acceptable?
- c. The County is considering the pros and cons of subdividing the Rest Home from the vacant portion of the property. Would there be any known issues with a 2-lot minor subdivision?
- d. Any there any off-site public infrastructure requirements that would be tied to development of this site?

- e. While there are two public street frontages planned to be adjacent to the site, the County is planning for additional tertiary access through the Rest Home site? What site alterations to the Rest Home would be required in this case?
- f. We understand that the triplex rowhomes could be developed either with sprinklers and shared services OR without sprinklers and with individual services. Is there flexibility for spacing of water and sewer in this second option?

3. Data regarding the existing zoning, site and building conditions, adjacent uses, available utilities and other related general information about adjacent land uses.

- a. **Existing zoning** – the site is zoned R-4 (Residential High Density). The proposed uses include triplex rowhomes, seven-plex rowhomes, apartment buildings, and mixed use (day care with nurse lodging above). These are all permitted principal uses in the R-4 zone. Details regarding the daycare and nurse lodging will be determined in the future. This informal application contemplates daycare for 45 children and rooms for nine nurses simply for discussion purposes.
- b. **Site and building conditions** – the existing property includes 9.8 acres. The vacant northern portion includes 5.6 acres. Netting out a portion of Oak Park Drive reveals a developable site of approximately 4.9 acres. The exiting Rest Home and site improvements would remain with access for new homes allowed through the Rest Home site. Other noteworthy site constraints include:
 - i. Extremely limited adjacent street network
 - ii. Need for pedestrian connectivity through subject property
 - iii. Topography generally falls to northwest corner of site
- c. **Adjacent Land Uses** –
 - i. North: Oak Meadows Park
 - ii. South: Rest Home, Durston Road, Bozeman High School
 - iii. East: Legion Villa, undeveloped privately owned property in the county (owner has expressed a desire NOT to develop at this time which is a key reason for the request to make Oak Park Drive $\frac{3}{4}$ of a local street)
 - iv. West: Walton Homestead Neighborhood (a mix of rowhomes, townhomes and single household detached homes); note that a pedestrian easement is located midblock along Matheson Way.
- d. **Available Utilities** –
 - i. There are existing adjacent water mains in the Rest Home property and in the Juniper Street right-of-way.
 - ii. There are existing sewer mains along the subject site's eastern boundary and across the upper third of the site.
 - iii. Existing utilities are shown on the Existing Conditions drawing. Proposed utilities are shown on the Proposed Site Plan.

4. Location/vicinity map, including area within one-half mile of the site.

Please see the attached exhibit which show the $\frac{1}{2}$ mile radius of the site with zoning as well as a likely future transportation network.

- 5. If existing structures are 50+ years old, provide color photos of all sides of the building.**

The Rest Home was built in 1960; however, this application does not include any changes to the Rest Home building.

- 6. If parkland is required, explain how you propose to satisfy the requirements per Section 38.420, BMC.**

As noted in the list of questions, this informal application seeks City input regarding the ability to use the cash-in-lieu (and/or improvements in lieu) of dedicated parkland option to improve the adjacent Oak Meadows Park. Parkland calculations are included in the site statistics data on the Proposed Site Plan in the Drawing Set.

INFORMAL REVIEW CHECKLIST

INFORMAL APPLICATION PROCEDURE

Informal review is an opportunity for an applicant to discuss requirements, standards and procedures that apply to the development proposal. While the conceptual review process is a general consideration of the development proposal, informal review provides an opportunity for the applicant to have the City consider the development proposal in greater detail prior to formal submittal. With the informal review, the applicant has the opportunity to attend the Development Review Committee meeting to discuss with the committee both major and minor problems, specific challenges, critical path elements, and project details. Informal review applications can also be reviewed by other advisory boards such as the Design Review Board. Comments are provided in writing to the applicant following the review. Informal review is an alternative option to the concept review process for developments subject to [Section 38.230.090](#), BMC.

INFORMAL REVIEW REQUIREMENTS

This handout provides details for the application requirements outlined in the project checklists. The outcome of the informal review process is dependent on the level and quality of information that is provided for the review. The more information and better quality that is provided for review, the greater the ability for the City to respond with specific comments.

APPLICATION SET

1. Create and submit a Planning application using the [ProjectDox portal](#);
 - a. After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document and obtain owner's signature. Upload as a PDF to the "Documents" folder in ProjectDox.
2. The digital copies must be separated into two categories: Documents and Drawings.
 - a. The Documents folder should include items such as application forms, narrative, response to City comments, supplemental documents, technical reports, easements, legal documents, etc.
 - b. The Drawings folder should include items such as site plans, civil plans, landscape plans, photometric plans, elevations, etc. All drawing files must be drawn and formatted for a 24" x 36" sheet file or 11" x 17" sheet file. Plan pages shall be properly oriented in landscape mode. Refer to our [Quick Guide](#) for additional information;
3. Naming protocol. All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. Refer to our [Quick Guide](#) for additional information;

INFORMAL REVIEW CHECKLIST

1. Project Narrative providing a description of the overall project including design intent, project goals, project time frame, proposed uses, site improvements, buildings, anticipated parking demand and source of off street parking. If phasing is proposed, include a description of each individual phase as related to the overall improvements.
2. List of your questions regarding specific project to receive feedback from City staff.
3. Data regarding the existing zoning, site and building conditions, adjacent uses, available utilities and other related general information about adjacent land uses.
4. Location/vicinity map, including area within one-half mile of the site.
5. If existing structures are 50+ years old, provide color photos of all sides of the building.
6. If parkland is required, explain how you propose to satisfy the requirements per [Section 38.420](#), BMC.

SITE PLANS

The following categories are the requirements for individual plan sheets. Depending on the scale and detail of the project, a single site plan displaying proposed conditions and civil requirements is allowed. If plan sheets are overly congested with line types and detail, produce individual sheets that separate the information.

1. Include a separate site plan displaying existing conditions such as lot boundaries, dimensions, setbacks, existing easements, access points, vehicular and pedestrian circulation, buildings, natural features, and topography.
2. Site plan displaying proposed development including:
 - a. Existing and proposed utilities labeled
 - b. Setbacks
 - c. Pedestrian and vehicular circulation
 - d. Block frontage classification per [Section 38.510](#), BMC
 - e. Street vision triangles
 - f. Open space (if applicable)
 - g. Parking calculations for all uses, including detailed calculations of deductions if proposed and applicable
 - h. Building footprint
3. Civil plan including:
 - a. Proposed utilities- electric, natural gas, telephone, cable, water, sewer
 - b. Easements (in correct dimensions and width)
 - c. Identify a stormwater strategy (surface vs. subgrade), and general location. Calculations not required
 - d. Topographic contours
4. Proposed structure(s)
 - a. Conceptual building elevations with overall height, roof pitch, and transparency locations for block frontages
 - b. Floor plans showing floor layout including square footage and proposed use for each room and area within each building. Suggested scale of ¼ to one foot, if applicable and available
 - c. Building materials
5. Setbacks, building footprint and any proposed encroachments. Any setback or property line encroachments must be clearly shown and be noted with encroachment type e.g. awning, weather protection, cantilever, lighting, eave, etc.
6. Schematic landscape plan. It does not need to be certified by certified landscaper. Identified species and irrigation not required. Show general location of street trees, screening, landscape separation, and parking lot landscaping, as applicable to the project.
7. If phasing is proposed, a separate phasing plan with phases clearly identified.
8. Wetland delineation, determination of jurisdiction for watercourses and wetlands, if applicable.

REQUIRED FORMS

INF

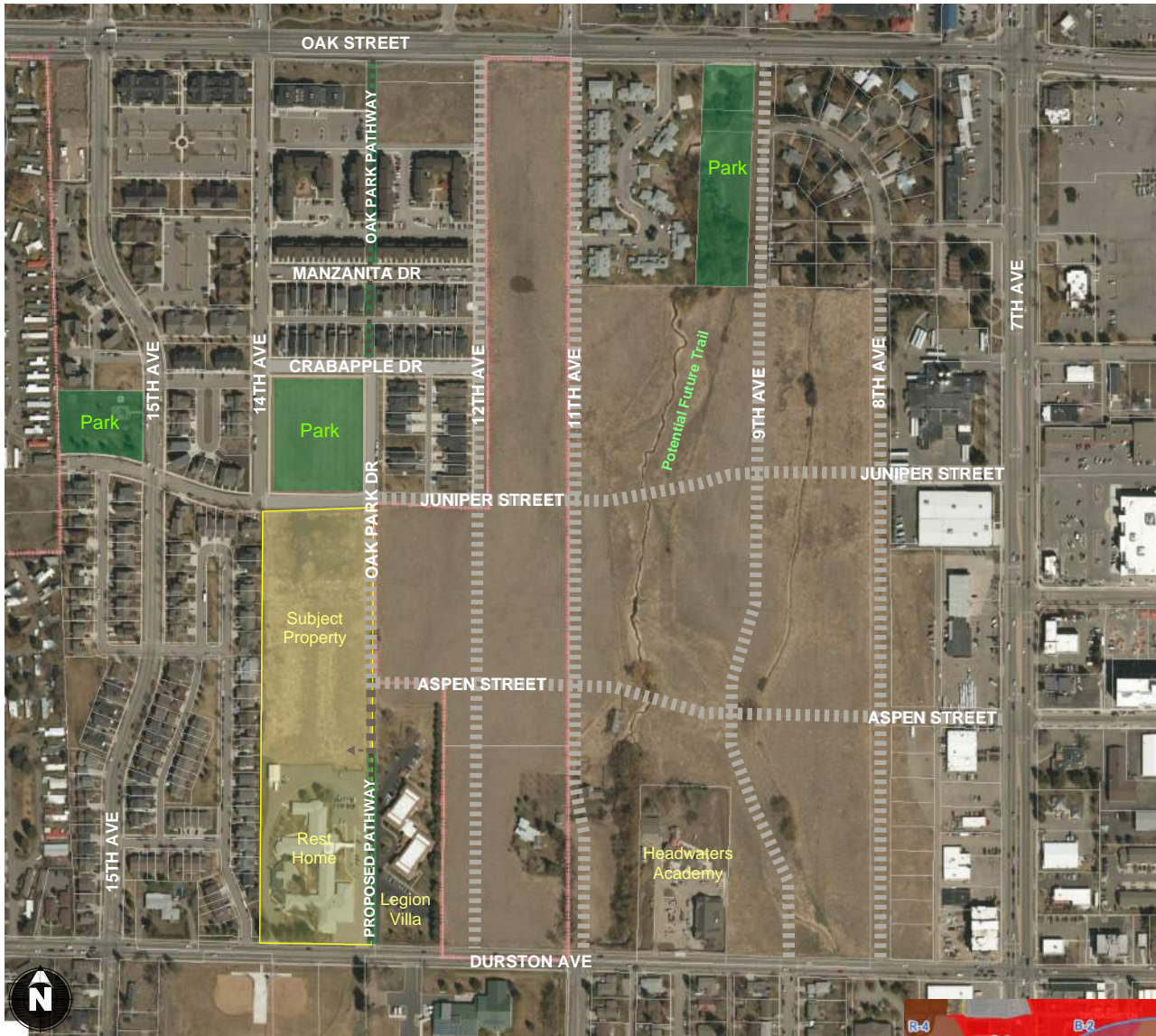
APPLICATION FEE

For most current application fee, see [Schedule of Community Development fees](#). Fees are typically adjusted in January.

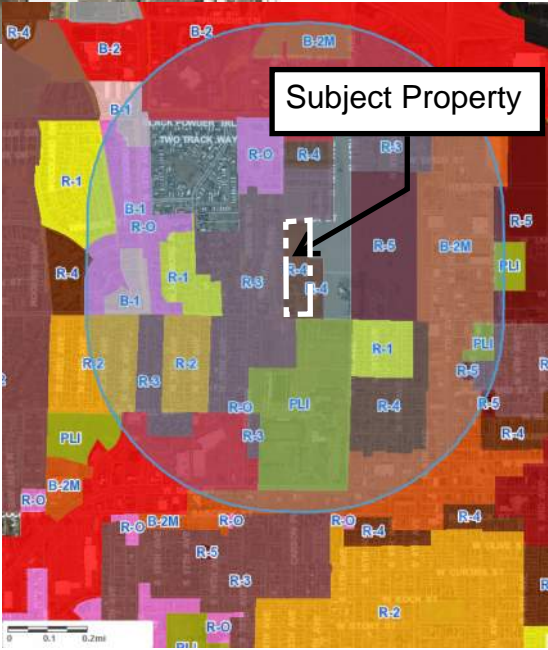
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Potential Future Transportation Network



Vicinity/Zoning Map



EXISTING CONDITIONS SITE MAP

A PORTION OF TRACT B OF COS 2439
LOCATED WITHIN SECTION 1, TOWNSHIP
2 SOUTH, RANGE 5 EAST, PRINCIPLE
MERIDIAN MONTANA, CITY OF BOZEMAN,
GALLATIN COUNTY, MONTANA.

LEGEND

PROPERTY BOUNDARY

WATER LINE

WATER VALVE

CURB STOP

FIRE HYDRANT

WELL

IRRIGATION VALVE

SANITARY SEWER

SANITARY SEWER MANHOLE

STORM DRAIN

STORM DRAIN MANHOLE

POWER POLE

OVERHEAD ELECTRIC

UNDERGROUND ELECTRIC

LIGHT POLE

REFLECTOR

UNDERGROUND COMMUNICATION

GAS LINE

COMM. DROP FROM POWER POLE

STORM DRAIN INLET

TELEPHONE PEDESTAL

ELECTRIC PEDESTAL

SIGN

BOLLARD

DECIDUOUS TREE

CONIFEROUS TREE

BUSH

EDGE OF HEDGE

EDGE OF ROCK BED PLANTER

CHAIN-LINK FENCE

WOOD FENCE

CURB AND GUTTER

CENTERLINE OF ROAD

PARKING STRIPING

APPROXIMATE BUILDING WALL

PARKING BLOCK

AWNING SUPPORT COLUMN

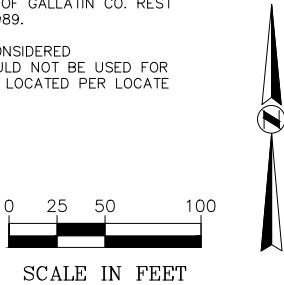
GAS SHUTOFF

MAILBOX

FLAG POLE

SPOT ELEVATION

- NOTES
- FOR ILLUSTRATIVE PURPOSES, SOME LEGEND ITEMS ARE NOT TO SCALE.
 - SERVICE LINES APPROXIMATED AS PER AS-BUILT PLAN SETS OF MORRISON-MAIERLE FOR PHASE 1 ADDITION OF GALLATIN CO. REST HOME, DATED MARCH 1989.
 - UTILITIES SHOULD BE CONSIDERED APPROXIMATE AND SHOULD NOT BE USED FOR DIGGING. UTILITIES WERE LOCATED PER LOCATE TICKET #17011815.



EXISTING
CONDITIONS
PLAN

C1.0

SHEET

GALLATIN COUNTY
REST HOME HOUSING

HRDC
BOZEMAN

ISSUE/REVISION				
No.	DATE	DESCRIPTION	EOR	QCR
1	2/28/2022	WORKING CONCEPT		
2	9/6/2022	DRAFT INFORMAL		

851 BRIDGE DR. STE. 1
BOZEMAN, MT 59715
Phone: (406) 522-9526

3530 CENTENNIAL DR.
HELENA, MT 59601
Phone: (406) 442-8594

2223 MONTANA AVE.
BILLINGS, MT 59101
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www.seadeng.com

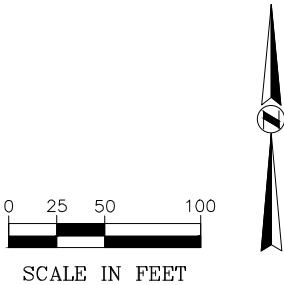
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SITE STATISTICS

SITE AREA (NORTHERN PORTION OF LOT)
330' BY 742' = 5.62 ACRES

NET SITE AREA LESS 41' STREET
EASEMENT = 4.92 ACRES

Net Acreage	4.92	acres
Net Density	16.7	units/acre
Housing Units	82	units
Nurse Lodging	9	bedrooms
Daycare	45	children
Required Lot Area	159,200	sf
Provided Lot Area	214,315	sf
Required Parkland (0.03 acres/unit)	1.77	acres
Provided Parkland	proposed cash in lieu	
Required Open Space	11,733	sf
Provided Open Space	TBD	
Unit Types (1-3 BRs)	550-1800	sf range
Total Bldg. SF	127,825	sf
On Street Parking	25	spaces
On Site Parking	150	spaces
Total Provided Parking	175	spaces
Total Required Parking	163	spaces
Type A: Rowhomes (triplex)	7	buildings
Building # Stories	2	stories
Units	21	units
Square Footage	6100	sf/building
Required Parking per unit	2	spaces/unit
Provided Parking per unit	2	spaces/unit
Total Provided Parking	42	spaces
Type B: Rowhomes (7-plex)	1	building
Building # Stories	3	stories
Units	7	units
SF	13,125	sf/building
Required Parking per unit	2	spaces/unit
Provided Parking per unit	2	spaces/unit
Total Provided Parking	14	spaces
Type C: Apartments (18-plex)	3	buildings
Building # Stories	3	stories
Units	54	units
Square Footage	21000	sf/building
Required Total Parking (18+72)	90	spaces
Provided Parking Lot	83	spaces
On Street Parking (Oak Park Dr)	19	spaces
Total Provided Parking	102	spaces
Type D: Mixed Use	1	building
Floor 1: Daycare/Community Center	4500	sf
Floor 2: Nurse Lodging (9 bedrooms)	4500	sf
Square Footage	9000	sf
Required Parking Daycare	10	spaces
Req Parking Nurses (0.75/nurse)	6.75	spaces
Required Total Parking	16.75	spaces
Provided Parking Lot	11	spaces
On Street Parking (Juniper)	6	spaces
Provided Total Parking	17	spaces



CIVIL SITE PLAN

SHEET

C1.1

GALLATIN COUNTY
REST HOME HOUSING

HRDC
BOZEMAN

No.		DATE	DESCRIPTION	EOR	QCR
1	2/28/2022	WORKING CONCEPT			
2	9/22/2022	INFORMAL SUBMITTAL			

ISSUE/REVISION

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