



Christopher J. Brink, AICP  
Director

**Community Development Department**  
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September 22, 2022

Jeremy Fadness, P.E.  
WWC Engineering  
1275 Maple Street, Suite F  
Helena, Montana 59601

Delivery via email to:  
[jfadness@wwcengineering.com](mailto:jfadness@wwcengineering.com)

RE: Preliminary Plat, Completeness Review  
with Annexation  
West Side Woods Phased Major Subdivision

Dear Mr. Fadness;

Per City Code Section 12-2-5(D), Subdivision Application Review, and per MCA Section 76-3-604 (1)(b) pertaining to review of subdivision applications:

*"...[w]ithin 5 working days of receipt of a subdivision application, the reviewing agent or agency shall determine whether the application contains all of the listed materials as required by 76-3-504(1)(a) and shall notify the subdivider or, with the subdivider's written permission, the subdivider's agent of the reviewing agent's or agency's determination. If the reviewing agent or agency determines that elements are missing from the application, the reviewing agent or agency shall identify those elements in the notification."*

The following items were either missing from the application, incomplete or insufficient for review. The numbering of the incomplete items corresponds to the current department preliminary plat application & checklist.

The following items will need to be addressed before your application can be considered complete:

*21(b) If park land is proposed, describe any park land or open space to be dedicated with this subdivision, to determine the appropriateness of the dedication, include a plan for the park land indicating anticipated function, improvements, and the estimated cost of installation and maintenance of those improvements*

While you have stated that the PPLT has indicated their willingness to assist with trail design and construction, has the PPLT provided documentation with a more concrete commitment? If available, a copy of that commitment along with an estimated cost of development and construction would need to be provided. If there is no concrete commitment from the PPLT, an estimated cost associated with park land improvements will still be required.

You have also indicated that park land maintenance would be under the responsibility of an HOA. What is the anticipated yearly maintenance cost of the park land that will be under their maintenance purview?

*21(d) Indicate if a special district will be established to finance park improvements.*

This item does not appear to have been addressed or included in the application materials. A statement included under the parkland tab or a separate narrative/statement is needed.

With these items being all that is outstanding before your application is considered complete, staff will be willing to immediately initiate sufficiency review once these items have been adequately addressed. Staff is available if you would like to schedule a follow up meeting to discuss the information deemed missing.

In the event the missing materials are not provided within one (1) year of receipt of this letter, all submitted application materials will be returned, requiring a new submittal and payment of application fees.

Thank you for your submittal. We look forward to moving this project through the formal review and consideration processes and we will work to expedite, when possible, the next phase of review. Please do not hesitate to reach out to me directly at the number and email listed above. You may also reach out to a member of the planning staff.

Sincerely,



Christopher J. Brink, AICP  
Director

CJB/cb

Cc: Derek Davis, Sussex Development  
(derek@sussexconstruction.com)  
file

**Review and Submittal Timelines:**  
Original Submittal – 9/16/22  
Completeness Review Sent – 9/22/22