



**CITY COUNCIL SPECIAL SESSION
CITY COUNCIL CONFERENCE ROOM
REMOTELY VIA WEBEX
MONDAY, APRIL 20, 2020
6:00 TO 6:30 PM**

To register to attend the Meeting, residents should go to the following web address and register.

<https://cityofwhitefish.webex.com/cityofwhitefish/onstage/g.php?MTID=e762c3ff46d4b9e912fc5baa70780dcfb>

- You will receive a calendar invite; in most cases it will automatically be added to your calendar. The calendar invite contains the information to join the meeting. Residents will not be able to join the meeting until approximately 5 minutes prior to the meeting time.
- For Audio call in
Audio conference: call the number below and enter the access code.
United States Toll
+1-408-418-9388
Access code: 267 106 300
- We encourage individuals who wish to provide public comment; submit a letter to the City Clerk, Michelle Howke at mhowke@cityofwhitefish.org prior to the meeting to be read aloud into the record, or deliver a letter by 5:00 at City Hall in the Utility Drop Box. Written comments should provide name, address, and should be short and concise; courteous and polite.

1. Call to Order

2. Interview- Architectural Review Committee (Essential Committee)

6:00 Tracy Rossi – Member-at-Large

6:15 Leslie Lowe – Licensed Landscape Architect

3. Public Comment

4. Appointments

- a) Architectural Review Committee– (2) two positions open, received (2) two letters of interest. One (1) position for member-at-large, (1) position for Licensed Professional who resides, is employed, or owns a business or property in the 59937-zip code, both terms to be completed May 31, 2020, – Council appointment and has discretion to appoint extended term ending May 31, 2023

**If time runs out before appointments are made, there will be time at the end of the regular session

5. Adjourn

PUBLIC NOTICE

VACANCIES ON CITY BOARDS/COMMITTEE



BOARD OF PARK COMMISSIONERS – One (1) position, term ending May 1, 2021. Applicants must have resided within the city limits for 2 years and within the State for 3 years and must be at least 21 years old. The Committee meets on the 2nd Tuesday in the evening.

ARCHITECTURAL REVIEW COMMITTEE – One (1) position, complete term 5/31/2020 or extend to 5/31/2023 at Council's discretion. Applicant shall be Montana licensed architect, or licensed design professional (architect, engineer or landscape architect), and shall either reside, are employed, own a business or own property within the corporate limits of the city of Whitefish, or in the 59937-zip code. The Committee meets 1st & 3rd Tuesday (April-October) and 1st Tuesday (November-March) at 8:15 a.m.

PARKING PERMIT IMPLEMENTATION COMMITTEE – Eight (8) or Nine (9) positions. Committee will provide suggestions and feedback with respect to a pilot parking permit program and potential residential parking permit program. The Committee consists of; One (1) daytime (8:00 a.m. to 3:00 p.m.) and One (1) nighttime (3:00 p.m. to 8:00 p.m.) employee of a retail establishment, bar, restaurant, professional office, or hotel/lodging establishment located in the August 2018 Parking Study Area; One (1) or two (2) Owner(s) or Manager(s) of a retail establishment, bar, restaurant, professional office, or hotel/lodging establishment located in the August 2018 Parking Study Area; One (1) representative of the Whitefish School District; One (1) member residing in the August 2018 Parking Study Area; and One (1) member-at-large residing within City limits. Contact Michelle Howke, City Clerk for a copy of the Parking Study Area map.

BOARD OF ADJUSTMENTS - One (1) position, complete term ending 12/31/2021. Applicant shall reside within the corporate city limits of Whitefish. The Committee meets as needed, the first Tuesday of the month at 6:00 p.m.

BOARD OF APPEALS – One (1) position, term not designated. The Board of Appeals determines suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the International Building Code. Applicant must be qualified by experience or training to pass on matters pertaining to building construction. The Committee meets as needed.

IMPACT FEE ADVISORY COMMITTEE – One (1) positions. Applicants shall be a representative of the development community and shall reside or work within City limits. This Committee meets annually.

Interested citizens – Please submit a letter of interest to serve on the above committees to the Whitefish City Clerk's Office at 418 E. 2nd St.; mail to P.O. Box 158, Whitefish, MT 59937, or email mhowke@cityofwhitefish.org by **Friday, February 21, 2020 at 5:00 pm**. Interviews will be held March 2, 2020. Letters of interest will be accepted until the positions are filled. If you have any questions, please call Michelle Howke, City Clerk at 863-2402 or visit the City's website: www.cityofwhitefish.org *THANK YOU FOR YOUR INTEREST*

Publish dates: 2/05/2020 & 02/19/2020

Tracy Rossi

Real Estate Broker at Glacier Sotheby's International Realty
PO Box 1982
Whitefish, MT 59937
323-877-7911
Tracyrossi@gmail.com

3/5/2020

Michelle Howke
Administrative Services Director/City Clerk
City of Whitefish
418 E 2nd Street
Whitefish, MT 59937

Dear Ms. Howke,

I am interested in becoming a sitting member on the Architectural Review Committee. My college education was in Interior Design at the Art Institute in Los Angeles. I have been a full-time realtor in Whitefish since 2011 and prior to that a realtor in Bigfork.

Having worked in real estate for over a decade, I have seen the Whitefish community evolve. I value our community and would greatly appreciate the opportunity to advocate for the preservation of our characteristically unique Montana town with its rich cultural heritage. The town has been growing very rapidly and thus it is even more important to have strong stewardship and maintain the high standards which we have come to appreciate.

I respectfully request the opportunity to give back as a volunteer. Thank you for your time and I look forward to hearing from you.

Regards,

A handwritten signature in black ink, appearing to read 'Tracy Rossi', with a large, sweeping flourish extending to the left.

Tracy Rossi

Michelle Howke

From: Leslie Lowe <leslie@lowe.ca>
Sent: Friday, February 7, 2020 7:16 AM
To: Michelle Howke
Cc: Wendy Compton-Ring
Subject: Arch Review Board

Good Morning Michelle

Wendy Comton-Ring suggested that I apply to serve on the Architectural review board, now that applicants can be within the 59937 area. I live in Happy Valley, Whitefish, and haven't been eligible in the past.

I am a licensed Landscape Architect in the State of Montana since 2011.

I hold licensure in British Columbia and Michigan as well. I have a Masters Degree from Utah State in Landscape Architecture and Environmental Planning and a Master of Fine Arts in Design from University of Calgary. My website www.beargrassla.com has an extensive portfolio. I work on projects that include residential, commercial and park planning. My most well known project in Whitefish has been the WAG Hugh Rogers Dog Park and most recently the ZaneRay office project. I think the committee plays a vital role in our community, and appreciate the thoughtfulness and cohesion of our city buildings.

I think that I could bring value to your committee and appreciate the opportunity to apply. I am out of town on work for the next ten days, but am reachable sporadically by phone or email.

Sincerely,

Leslie Lowe

406-471-5760

EXTERNAL SENDER verified by City of Whitefish IT

Chapter 10

ARCHITECTURAL REVIEW COMMITTEE

2-10-1: COMMITTEE ESTABLISHED:

There is hereby established an architectural review committee, hereinafter "committee". (Ord. 03-26, 9-15-2003)

2-10-2: PURPOSE, POWERS AND DUTIES:

- A. Primary Purpose: The primary purpose of the committee shall be to review and act on applications submitted to the committee by individuals or entities proposing to construct commercial, industrial, public or municipal buildings, or fiveplex or greater residential structures within the city of Whitefish zoning jurisdiction, as provided more fully in the city of Whitefish architectural review standards. Upon receipt of a formal application that has been determined by the committee or its staff, as appropriate, to be complete, the committee shall conduct a meeting regarding the proposed application, and its compliance with the city of Whitefish architectural review standards. The committee shall make one of the following decisions at the time of the meeting: to approve, to approve with conditions, to table the application pending submission of revisions or additional materials, or to deny the applicant's proposal. The committee's decision shall be announced at the meeting, and its decision, together with findings supporting its decision, shall be provided to the applicant, in writing, within five (5) working days of such meeting. The applicant may appeal a decision of the architectural review committee to the city council by delivering a written letter of appeal to the city manager within ten (10) days of the committee's issuance of its written decision. More information regarding the necessary content of an appeal, and the process before the city council, may be found in the Whitefish zoning jurisdiction regulations¹.
- B. Secondary Purpose: The secondary purpose of the committee shall be to make recommendations to the city's planning staff with respect to proposed amendments to the city of Whitefish architectural review standards, or the procedures utilized by the committee. (Ord. 03-26, 9-15-2003)

2-10-3: MEMBERSHIP:

- A. Appointment; Compensation: The committee shall have seven (7) members who either reside within the corporate limits of the city of Whitefish, are employed or own a business in the city of Whitefish, or own property in the city of Whitefish. Members shall be appointed by the city council. Two (2) of the committee members shall be Montana licensed architects and one of the members

shall be a licensed design professional (i.e., either architect, engineer or landscape architect). If, within the discretion of the city council, less than two (2) licensed architects or one licensed design professional, as described above, is identified after publication of a notice of position vacancy, the city council may make an appointment of an individual that is not a licensed architect or licensed design professional. No member of the committee shall concurrently serve on the Whitefish city council, the Whitefish planning board or the Whitefish board of adjustment. No member of the committee with any interest in a project may sit in review of that project, or attempt to influence other members of the committee other than through the normal application and public meeting process. Committee members shall receive no compensation. (Ord. 15-09, 6-1-2015)

B. Terms; Positions: Committee terms shall be three (3) years. There are hereby created positions numbered 1 through 7 inclusive. The initial term of members in each position shall begin on June 1, 2003, and terminate on the date specified below for each position:

<u>Position Number</u>	<u>Position Specification</u>	<u>Initial Expiration Date</u>
1	Member	May 31, 2004
2	Member	May 31, 2004
3	Member	May 31, 2004
4	Member	May 31, 2005
5	Member	May 31, 2005
6	Member	May 31, 2006
7	Member	May 31, 2006

In making the initial appointments, the city council shall determine which appointees shall serve one, two (2) or three (3) year terms. Thereafter members appointed to each position shall serve for three (3) year terms. At the discretion of the city council, members may be appointed for more than one term.

C. Removal Of Member: A member of the committee serves at the pleasure of the council and may be removed by a majority vote of the same. Absences from three (3) consecutive meetings, including regular and special work sessions, or absences from more than fifty percent (50%) of such meetings held during the calendar year shall constitute grounds for removal. Circumstances of the absences shall be considered by the city council prior to removal. Any person who knows in advance of his or her inability to attend a specific meeting shall notify the chairperson or secretary of the committee at least twenty four (24) hours prior to any scheduled meeting.

D. Vacancy: Pursuant to subsections A and B of this section, any vacancy on the committee shall be filled by the city council acting in a regular or special session for the unexpired term of the position

wherein the vacancy exists. (Ord. 03-26, 9-15-2003)

2-10-4: ORGANIZATION:

The committee, at its first meeting after June 1 of each year, shall elect a chairperson, vice chairperson and secretary for the next twelve (12) month period. Upon the absence of the chairperson, the vice chairperson shall serve as chairperson pro tem. If both the chairperson and the vice chairperson are absent from a specific meeting, the attending members shall elect a chairperson pro tem for the meeting. If the secretary is absent from a specific meeting, the attending members shall elect a secretary pro tem for the meeting. If a vacancy occurs in the chairperson, vice chairperson or secretary positions, the committee shall elect a member to fill the vacancy at the next meeting. The secretary need not be a member of the committee and shall keep an accurate record of all committee proceedings. (Ord. 03-26, 9-15-2003)

2-10-5: MEETINGS, RULES AND REGULATIONS:

Four (4) members of the committee shall constitute a quorum. Not less than a quorum of the committee may transact any business or conduct any proceedings before the committee. The committee shall adopt rules of procedure for the conduct of meetings consistent with statutes, the city charter, ordinances and resolutions. The committee shall meet as frequently as is necessary in order to provide a timely decision with respect to all applications that it considers. The committee shall decide the time, place and date of meetings. All meetings shall be open to the public. (Ord. 17-02, 2-21-2017)

2-10-6: STAFF SUPERVISION:

The committee shall have no supervisory control and shall not direct city staff in the performance of their official duties. (Ord. 03-26, 9-15-2003)

2-10-7: EXPENDITURES:

The committee shall not have authority to make any expenditures on behalf of the city or disburse any funds provided by the city or to obligate the city for any funds except as has been included in the city budget and after the city council shall have authorized the expenditure by resolution, which resolution shall provide the administrative method by which funds shall be drawn and expended. (Ord. 03-26, 9-15-2003)

ORDINANCE NO. 20-02

An Ordinance of the City Council of the City of Whitefish, Montana, amending Chapter 10, Architectural Review Committee, of Title 2 of the Whitefish City Code to change its membership qualifications.

WHEREAS, the City established the Architectural Review Committee in 2003 through Ordinance No. 03-26; and

WHEREAS, Ordinance No. 03-26 is codified in Chapter 10, Title 2 of the Whitefish City Code; and

WHEREAS, § 2-10-3-A of the Whitefish City Code requires that all seven members of the Architectural Review Committee either reside within the corporate limits of the City, are employed or own a business in the City, or own property in the City; and

WHEREAS, § 2-10-3-A of the Whitefish City Code requires that two members of the Architectural Review Committee be licensed architects and one member be a licensed design professional; and

WHEREAS, the City has experienced considerable difficulty finding architects and design professionals to serve on the Architectural Review Committee because of the requirement that members must either reside within the corporate limits of the City, be employed or own a business in the City, or own property in the City; and

WHEREAS, it is in the best interests of the City and its inhabitants to amend § 2-10-3-A of the Whitefish City Code to allow licensed architects and design professionals who reside, are employed, or own a business or property in the 59937 zip code to be members of the Architectural Review Committee.

NOW, THEREFORE, be it ordained by the City Council of the City of Whitefish, Montana, as follows:

Section 1: All of the recitals set forth above are hereby adopted as Findings of Fact.

Section 2: Whitefish City Code Section 2-10-3-A is hereby amended in its entirety to provide as follows:

2-10-3-A: Appointment; Compensation: The committee shall have seven (7) members who either reside within the corporate limits of the city of Whitefish, are employed or own a business in the city of Whitefish, or own property in the city of Whitefish. Members shall be appointed by the city council. Two (2) of the committee members shall be Montana licensed architects and one of the members shall be a licensed design professional (i.e., either architect, engineer or landscape architect). If, within the discretion of the city council, less than two (2) licensed architects or one licensed design professional, as described above, is identified after publication of a notice of position vacancy, the city council may make an

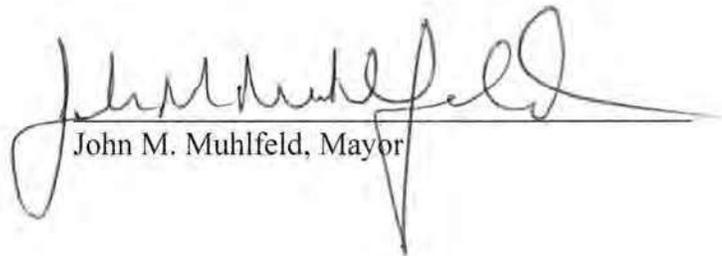
appointment of an individual that is not a licensed architect or licensed design professional, or is a licensed architect or design professional who resides, is employed, or owns a business or property in the 59937 zip code. No member of the committee shall concurrently serve on the Whitefish city council, the Whitefish planning board or the Whitefish board of adjustment. No member of the committee with any interest in a project may sit in review of that project, or attempt to influence other members of the committee other than through the normal application and public meeting process. Committee members shall receive no compensation.

Section 3: All other provisions of Title 2, Chapter 10, shall remain unmodified.

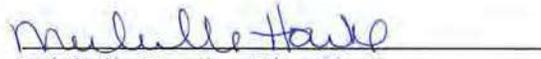
Section 4: This Ordinance shall take effect thirty (30) days after its adoption by the City Council of the City of Whitefish, Montana, and signing by the Mayor thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WHITEFISH, MONTANA, ON THIS 3RD DAY OF FEBRUARY 2020.

ATTEST:



John M. Muhlfield, Mayor



Michelle Howke, City Clerk

Volunteer Committee List

ARCHITECTURAL REVIEW COMMITTEE- WCC 2-10 - 3-YEAR TERMS - 1ST & 3RD TUESDAY (April-October) 1ST TUESDAY (NOVEMBER - MARCH)- 8:15 A.M.

- | | | | |
|-------------------|---|-----------------------------------|------------------------------|
| 1. Shane Jacobs | 5037 Tumblehome Ave
sjacobs@ae.design | 406-300-4528
406-239-5069 (c) | 5/31/2022 Licensed Architect |
| 2. Kathryn Skemp | 3038 River Lakes Drive | 262-424-1680 | 5/31/2022 |
| 3. Stacy Caldwell | 4089 Red Eagle Drive, Whitefish
caldwell.stacy@gmail.com | 312-415-3830 | 5/31/2022 |

4. Vacan 5/31/2020 Member @ Large

5. Vacant 5/31/2020 Licensed Professional

- | | | | |
|-----------------|---|---------------------------------------|--------------------------|
| 6. Paul McElroy | 903 Spokane Ave, #2 WF
paul@montanabuild.com | 406-261-9014 (c)
406-862-4975 (o) | 5/31/2021 Member @ Large |
| 7. Diane Kane | 3026 River Lakes Drive, Whitefish
dmkane@outlook.com | 206-954-3165 | 5/31/2021 Member @ Large |

*Ordinance 03-26 includes provision to appoint others at the discretion of the Council
(if not 2 Licensed Architects, 1 Design Professional)