



**CITY COUNCIL EXECUTIVE SESSION
CITY COUNCIL CONFERENCE ROOM
418 EAST SECOND STREET
TUESDAY, SEPTEMBER 8, 2020
5:00 TO 5:15 PM**

1. Call to Order
2. **CLOSED EXECUTIVE SESSION** – Pursuant to Section 2-3-203 (4) M.C.A. – Litigation update with City Attorney

**CITY COUNCIL WORK SESSION
CITY COUNCIL CONFERENCE ROOM
418 EAST SECOND STREET
TUESDAY, SEPTEMBER 8, 2020
5:15 TO 7:00 PM**

3. **5:15** – Review and discuss Shared Micromobility
 - a) Public Comment
 - b) Direction to City Manager
4. **5:45** – Review and discuss Architectural Review Standards
 - a) Public Comment
 - b) Direction to City Manager
5. Adjourn



City Council Work Session August 17, 2020

SHARED MICROMOBILITY

What it is: the shared use of a bicycle, scooter, or other low-speed device that enables users to have short-term access to a mode of transportation on an as-needed basis.



HOW IT WORKS



Users access through smartphone apps

Have a fixed cost to initiate a ride with additional expenses charged on the basis of trip duration

Docked systems: users access bike or scooter via unattended stations offering one-way station-based service (bike or scooter can be returned to any station)

Dockless systems: users can pick up a bike or scooter anywhere and leave it anywhere within a predefined geographic area. Private companies providing the service (or individuals who contract with such companies) collect them, charge them, and return them to high demand areas

IMPACTS OF SHARED MICROMOBILITY



Positive:

Documented impacts of bike sharing include increased mobility, decreased auto use, economic development and health benefits

- Boston's Bluebikes estimated its users expended nearly 159 million calories in 2018
- One study found that half of all bike sharing members reported reducing their personal auto use
- One study found that users spent an average of \$1.25/week on new economic activity that would not have occurred without bike sharing in the Twin Cities (\$29,000 per season total)

Documented impacts of scooter sharing include increased mobility and reduced auto use

- Portland pilot program: study conducted at peak times found that 34% of local users would have used a motor vehicle to commute and 47% of visitors would have
- However, study also found scooter sharing replaced some lower emission modes such as walking or riding a bike and may have added some vehicular trips to retrieve and redistribute scooters

- Negative

- Safety

- Helmet usage tends to be lower among shared mobility users, both bike and scooter
 - Portland study found 176 scooter related ER visits compared to 16 during the same period a year earlier
 - A study done in Austin concluded that of the 190 injuries suffered while riding a scooter, almost half were head injuries and 15% suffered a traumatic brain injury
 - Studies suggest that scooter related injuries are common with varying severity, low rates of adherence to rider age requirements, and low rates of helmet use

- Curb Space Management

- Portland received over 1,600 complaints of illegal sidewalk riding, representing approximately 27% of the total complaints it received by its Transportation Bureau
 - “Littering” of bikes and scooters on public (and private) property
 - Some cities, including Austin and Paris, found that individuals were throwing the scooters in rivers



TWO APPROACHES



Full or Partial Ban

PROS	CONS
Safety of pedestrians, bicyclists and scooter users	Disallowing an alternative form of transportation that may ease traffic/parking issues and reduce greenhouse emissions
Curbside management and aesthetics	Lawsuits by shared micromobility operators
Enforcement: outright ban vs. permit process	

Permit System

PROS	CONS
Providing an alternative form of transportation that may ease traffic/parking issues and reduce greenhouse emissions	Safety concerns regarding pedestrians, bicyclists and scooter users
Being able to proactively manage operators rather than resorting to “cease and desist” orders or lawsuits	Possibility of scooter and/or bicycle “littering”
Ability to collect fees to help with infrastructure	Lawsuits by anyone injured

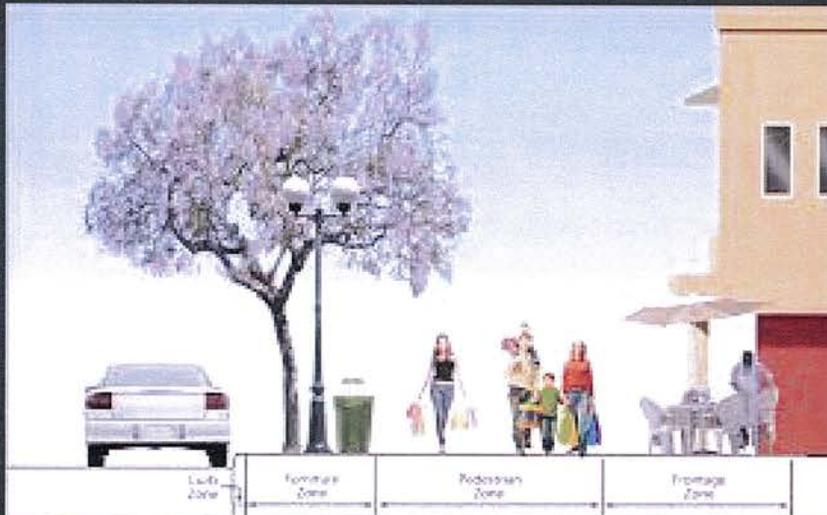
Dixon's Recommendations-Permit System

- Requires a permit and a business license
 - Allows City Manager to issue two licenses to operators and to determine the number of devices each operator may have
 - Allows City Manager or Council to reassess the number of devices and number of permits at any time
 - Allows City Council to establish permit fees
- Makes it unlawful to:
 - Display, offer or make available any device unless permitted
 - Abandon a device not permitted within the public ROW or public area such that is available for rent
 - Abandon a device in the public ROW or in a public area in a manner that blocks travel, presents a safety hazard or is otherwise prohibited

Other Permit Considerations

Parking

- “furniture zone” and fixed infrastructure?
- “corral” in traditional parking space?
- Parks? (most cities prohibit)



Permit Requirements

- Visible contact information and GPS
- Customer service number for complaints
- Respond to complaints of improper parking, etc. within a certain amount of time
- Mandate helmet use (for minors or all) and maximum speed
- Indemnity
- Insurance
- Sharing of data
- Fleet rebalancing
- Removal/repair of unsafe or inoperable devices

Where to Ride

- Sidewalks? (most cities prohibit)
- Shared-use paths?
- Streets?

Enforcement

- Fines
- Revocation of permit
- Impoundment of devices by City personnel and cost recovery

Fees

- Application fees
- Annual fee per device
- “Block fees”

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418 E 2nd Street
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Whitefish, MT 59937



Date: September 1, 2020
To: Mayor and City Council
From: Architectural Review Committee
Subject: Work Session on Draft Architectural Review Standards

BACKGROUND

The purpose of this work session is to circle back with the Council since the 2018 work session with the Architectural Review Committee (ARC) and to review the draft standards scheduled for public hearings on September 17th with the Planning Board and on October 19th with the City Council.

2018 Work Session

In September 2018, the City Council and ARC held a work session to go over current Standards, propose changes (including problem areas identified by the Committee and the Council goal related to these standards) and receive direction from the Council.

Since that time, the ARC has been working on the Standards when time has permitted during the busy meetings. The work of the Committee has increased considerably over the past couple of years. In 2019, the number of permits reviewed more than doubled to 63 from an average of 26 permits per year over the past 10 years. So far this year, the Committee has reviewed 23 permits with several months remaining in the year. Despite this busy schedule, the ARC has incorporated review of the Standards into nearly every meeting.

The Committee

As the City Council knows, the ARC was established in 2003 and is comprised of seven (7) members who either reside within the corporate limits of the city of Whitefish, employed or own a business in the city of Whitefish, or own property in the city of Whitefish. Two (2) members are required to be Montana licensed architects and one is required to be a licensed design professional. However, the Council has the discretion to appoint an individual that is not a licensed architect or design professional, if that vacancy cannot be filled. On February 3, 2020, the Council amended the membership qualifications of the Committee to include licensed architects and design professionals who reside, are employed, or own a business or property in the 59937-zip code to be a member of the

Architectural Review Committee. All the positions of the Committee are currently filled.

The ARC reviews Commercial, Industrial and Residential (2-unit and greater) projects. They also review additions, façade changes and re-painting projects.

The ARC is a decision-making body and acts on permits unless appealed to the Council. Council appoints the members to the ARC but does not otherwise influence their decision-making. Since the Committee's inception in 2003, the Council has only reviewed two appeals.

Current Architectural Review Standards

As the Council recalls, the design standards have evolved over the years. Originally, the standards were entirely voluntary; however, because no one was complying with the standards, they were eventually made mandatory. The tone of the standards, however, remains very flexible. Within the Standards terms such as: consider, encourage, should, discouraged, every attempt are used. While compulsory terms such as: must, shall and prohibited are very few. The standards were written to provide general guidance for maximum design flexibility versus very specific for a particular design.

Over the years the Architectural Review standards have been updated and amended to:

- Add requirements for buildings greater than 10,000 square feet in the Highway District;
- Add standards for multiple multi-family building projects;
- Add garage-forward standards; and
- Reorganize the Standards so an applicant would only need to review the applicable chapter for their project

Updated Standards

The draft updated standards are attached for your review. Included are both a Word version so the Council can review the underline/strikeout version and the InDesign version so the Council can see it in its 'final' form with photos, drawings and maps. In addition, we have provided the chart from the 2018 work session with the list of proposed changes and how the Committee has addressed each item.

Brief Summary of Notable Changes

1. Fully edited the entire document, as it has been piecemeal edited and written over the years.
2. Updated maps. References to the 'planning jurisdiction' were removed
3. Extended the Old Town South District from East 6th Street to the Whitefish River along Spokane Avenue, instead of this area being part of the 'Highway' design district. This change was made in coordination with the Highway 93 S Corridor Plan.

4. Alignment with various zoning text amendments that have occurred over the years (e.g., lowering the threshold for a 'big box' CUP, integration of mixed-use/nonresidential and multi-family standards).
5. Clarified the permit review process.
6. Added references to sustainable materials and techniques, and firewise references.
7. Further references to enhance the pedestrian and bicycle experience throughout all the design districts.
8. Added a Townhouse/Duplex/Triplex section for required minimums and graphics for further explanation.
9. Added a sample site plan with explanation to help improve the submittals for smaller residential projects.

Other Suggested Changes to the Zoning Regulations

Several years ago, duplexes/townhouses were added to scope of review for the Architectural Review Committee. As part of a complete submittal, an applicant must submit a landscaping plan; however, the Landscaping Chapter (§11-4-1) only requires a landscaping plan for projects with 4-units or more. This is a discrepancy at odds with the Standards that has caused some challenges. The Committee would recommend the Council consider looking at adding duplex/townhouses and three-plexes as projects subject to the Landscaping Standards. The Committee understands review of the Landscaping Chapter is one of the Council Goals.

Downtown Master Plan		Existing Architectural Review Standards	Committee Suggestions: 2018	DRAFT Amendments: 2020 ¹
<i>Page 58, Implementation</i>	<ul style="list-style-type: none"> There are a number of references to development consistent with the form, scale and character of existing historical buildings and sites Preserving views of the mountains New development should respect the historic development forms and patterns – compatible with existing or adjacent building scale, massing and building materials Current discretionary guidelines updated and the review process assessed and amended, as needed 	§4.5 – SCALE & RELATIONSHIP (page 26) references scale and mass relating to surrounding buildings and adjacent development, not overwhelming or conflicting with surrounding neighbors; consideration with adjacent buildings; minimizing obstruction of views; §4.6.2.c) (page 27) new construction façade should relate to other buildings in the block with a height that falls within an acceptable historic range	<p>The downtown is an eclectic mix of buildings and that is part of its charm. We don't want to see a homogeneous town that is not authentic.</p> <ul style="list-style-type: none"> Staff would like to change the: awnings extending 6-inches beyond the curb, as this has not worked well for the PW Dept (§4.6.2.i)): propose the awnings line up with the edge of the curb so the drainage still works Clarify §4.6.2.b) to include the 25-50-foot rhythm of buildings to include the materials 	<p>See Page 30:</p> <p>Awning Design Standard along with language to have the edge of the awning to the edge of the curb</p> <p>See Page 31, subsection 4.8.2:</p> <p>Added information about the materials</p>
<i>Page 60, Retail</i>	<ul style="list-style-type: none"> Highly transparent ground floor windows and doors, ground floor blank walls should be prohibited for new construction or major renovations; front doors should be required to face the street or street-oriented courtyards 	§4.6.2.g) (page 28) 75% of ground-floor lineal street frontage should have openings for doors and windows; ground floor glazing clear; §4.6.2.e) & d) (page 27) recessed entry doors with large display windows; recessed courtyards case by case basis	No suggested changes	No changes
<i>Page 68, Commercial</i>	<ul style="list-style-type: none"> Update Arch Review Standards to address commercial development compatibility with existing historic uses 	§4.6.2.c) (page 27) new construction façade should relate to other buildings in the block with a height that falls within an acceptable historic range	<ul style="list-style-type: none"> Clarify submittal requirements for a building to show the new building in the context of the existing buildings along the block 	<p>See Page 31, subsection 4.8.3:</p> <p>Requiring new buildings be shown within the block they are proposed to be in</p>
<i>Page 82, Overview</i>	<ul style="list-style-type: none"> Refine existing policies, regulations and guidelines that maintain downtown architectural character, scale, forms and massing 	§4.6.2.a), b), c) (page 27) look toward original downtown façade and rooflines regarding shape, form; buildings are one and two-story rhythm of 25-50-feet; rectangular shape; new construction façade should relate to other buildings in the block with a height that falls within an acceptable historic range	<ul style="list-style-type: none"> Clarify the 25-50-foot standard for buildings, height, materials unless superior design (similar to the material language of §4.7.5 discouraged but may be used at the discretion of the Committee) 	<p>See Page 31, subsection 4.8.2:</p> <p>'unless the applicant can show an acceptable alternative'</p>

¹ Pages reference the InDesign version of the Standards

Downtown Master Plan		Existing Architectural Review Standards	Committee Suggestions: 2018	DRAFT Amendments: 2020 ¹
<i>Page 85, Phasing</i>	<ul style="list-style-type: none"> An 'Implementation Steering Committee' needs to be appointed; comprised of stakeholders, citizens and city staff; meet bi-annually and provide annual updates to the Council. These changes + other zoning changes were to take place within one-year of plan adoption (by March 2016) 	Committee reviewed the recommendations Summer 2017 and didn't recommend any changes at that time	No suggested changes	No changes
<i>Page 86, Updated Arch Review Standards</i>	<ul style="list-style-type: none"> Better inform designers 'fundamental design characteristics of downtown' – ensuring development is a 'good neighbor' Summarized the process for review including a steering committee, consultant team and the public. Applies to all downtown development and redevelopment – include standards for development within the public rights-of-way Include review process that better defines the timelines and appropriate use of the guidelines and review process Should be developed in tandem with the overlay zoning ordinance 	Chapter 4, Old Town District (page 21) describes the district, sub-districts along with goals for the district; the Committee reviews new buildings, additions, façade changes and repainting	<ul style="list-style-type: none"> A better visual document with photos and drawing would help better convey this information. <p>No suggested changes to the process – Committee reviews a variety of project types from simple to very complex; complete applications with thoughtful consideration of the guidelines are quickly approved; large complex projects or incomplete applications require multiple reviews. For large complex projects, we encourage a pre-application with the Committee – it is free and an opportunity to get early feedback. This is intended to expedite the regular review process and is often used to during review of land use permits, so an official Arch Review application can be reviewed once Council acts. The pre-ap process has worked well.</p>	<p>The document, with a variety of pictures and drawings, is intended to convey the character of the downtown.</p> <p>Chapter 2 describes the review process.</p> <p>The requirements for public rights-of-way improvements and other public standards are centrally located within the City's engineering standards.</p>

Other Changes Discussed from 2018 Council Work Session	Existing Architectural Review Standards	Committee Suggestions: 2018	DRAFT Amendments: 2020
Enforcement of ARC approvals	The current standards are silent on this topic	<p>Concerns have been raised about follow-up with approved plans. Currently, the ARC reviews and approves building elevations, materials and colors. Once an applicant has Architectural Review approval, they may apply for a building permit. The Planning Department, during their review, compares the approved elevations with the submitted building plans. Occasionally, staff will find a difference between the plans. If staff finds a discrepancy, the ARC is alerted, and the matter is scheduled before the Committee. If the changes are very minor, staff will authorize, in coordination with the Committee chair, to allow the project to move forward. Local architects are familiar with this process and often schedule themselves before the Committee if a change needs to occur during construction.</p>	<p>See page 7, subsection 2.10: Added 'Changes to an Approved Submittal' to the Resubmittal subsection. This identifies a process for reviewing changes.</p> <p>In addition, approval letters note any changes to approved plans are required to come back to the Committee for review.</p> <p>During the building permit process, permit plans are compared to Arch Review approvals and we are not accepting any 'early' submittals from builders/architects until the final ARC approval has been obtained. Finally, the new permit processing software requires a sign-off from the Planning Department before the C of O is issued or a permit is closed out. The building is compared to approved plans.</p> <p>We will continue to monitor this process to identify opportunities for improvements.</p>
Mock-Up	The current standards are silent on this topic	<p>For very large buildings, the Committee has started to request a 'mock-up' of the building materials. This has been helpful seeing the full-scale materials and colors laid out on-site with detailing. This has resulted in color and material changes for the better. The Committee would like to add this as a requirement within the Standards. The Standards would identify when a mock-up would be required and what a mock-up would entail.</p>	<p>See page 5 for a description when a mock-up is required: buildings with a footprint of 10,000 s.f. or larger in the highway District and 7,5000 s.f. of larger in the Old Town district or if adequate detailing information isn't presented at the Committee meeting for other projects.</p> <p>See page 6 for directions on how to build a mock-up and its review by the Committee</p>

Other Changes Discussed from 2018 Council Work Session	Existing Architectural Review Standards	Committee Suggestions: 2018	DRAFT Amendments: 2020
Standards for Townhouse/Duplex/Triplex	The current standards lump all residential projects into one chapter, but the issues surrounding a larger multi-plex project versus a duplex are entirely different.	Townhouse/duplex/triplex project continue to be among the most challenging for the Committee to review and they are the projects sent back most often for design changes. The building code doesn't require an architect for these types of units and we often see owners bring in their own drawings. The ARC thinks with some further refinement, we can provide some clarity for these projects and with more focused information on the City's webpage directed specifically for these types of units we could improve the review of these items.	<p>See page 48 for a sample site plan and description what a quality site plan will include</p> <p>See page 55 & 56 for a listing of the minimum requirements for a duplex, townhouse or triplex. The intent of this section is for one to say: "Check, check, check, I've done all I need to do to get my duplex approved. I've done the minimum needed and maybe I could add a few more enhancement items to make my building even better."</p> <p>Finally, we have added a section on the Building Dept. page, notifying one that Arch Review might apply to a project and directing folks to the Arch Review Committee page.</p>
Multiple Buildings in a Multi-Phased Project	The current standards are silent on this topic	<p>Add something to each chapter so there is some thought and consideration for the entire build-out of the project.</p> <p>In the past, the Committee reviewed some projects where one building at a time was presented without thought to the relationship of the building to future buildings and the site.</p>	<p>See page 16, Subsection 3.6.6 – Highway District, page 29 Subsection 4.6.6 – Old Town District, page 41, Subsection 5.6.6</p> <p>At the time of the 1st submittal, the Committee will also request information on the entire site plan (building location, access, parking, pedestrian, general landscaping and building concepts for remaining buildings</p>
Accessory Buildings	The current standards are silent on this topic	Add accessory buildings as a specific type of building to be reviewed by the Committee in the commercial districts.	See page 3, Subsection 2.3: Added to the Scope of Review
Highway 93 S Corridor Plan	Chapter 3 is the Highway district	Staff and Committee have been monitoring the work of the Steering Committee and have added those items related to their work.	Various changes have been made to Chapter 3 related to the Highway 93 Corridor Plan.

September 1, 2020 DRAFT
Architectural Review Standards
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Adopted: Ordinance 03-10, April 21, 2003

Amended: Ordinance 04-03, March 1, 2004; Ordinance 06-02, February 6, 2006; Ordinance 06-28, October 2, 2006; Ordinance 07-11, May 7, 2007; Ordinance 07-12, May 7, 2007; Ordinance 08-23, November 17, 2008; Ordinance 09-13, August 17, 2009

VISION STATEMENT/PREAMBLE

The City of Whitefish is a unique and wonderful place. Beginning as a blue-collar railroad and logging town, it has achieved an additional identity as a resort destination with world-class skiing, fishing, golf, and proximity to Glacier National Park. It is a town with a rich character and heritage in its historic buildings, neighborhoods, its people and stories.

Moving into the future, we intend to continue developing a community that encourages interaction, involvement, and vitality among its people. To maintain Whitefish's character and to respond to the current challenges of rapid growth we must focus our efforts toward good planning and design.

Architecture should be a response to the site and environment as much as an organization of program within. Honesty of form, material selection and application, and structure without adding unnecessary clutter or faux components contributes to architecture that is authentic, flexible and reflective of Whitefish.

This will result in a community that preserves its diversity, welcomes visitors, and respects the physical environment that is so important to those who love Whitefish.

Chapter 1 **INTRODUCTION**

Why have design standards?

This document presents Architectural Design Standards for building in Whitefish. They are based on a commitment to preserving the City's historic character and heritage through high quality design of new buildings.

The purpose of this document is to inform property owners about the ~~city's~~ City's design policies. Understanding these policies will help owners in making decisions about their buildings by focusing on the principles of urban design which promote an environment scaled to pedestrians, while maintaining cohesive neighborhood identity and respecting the unique qualities of Whitefish.

Topics Covered:

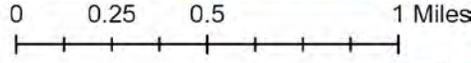
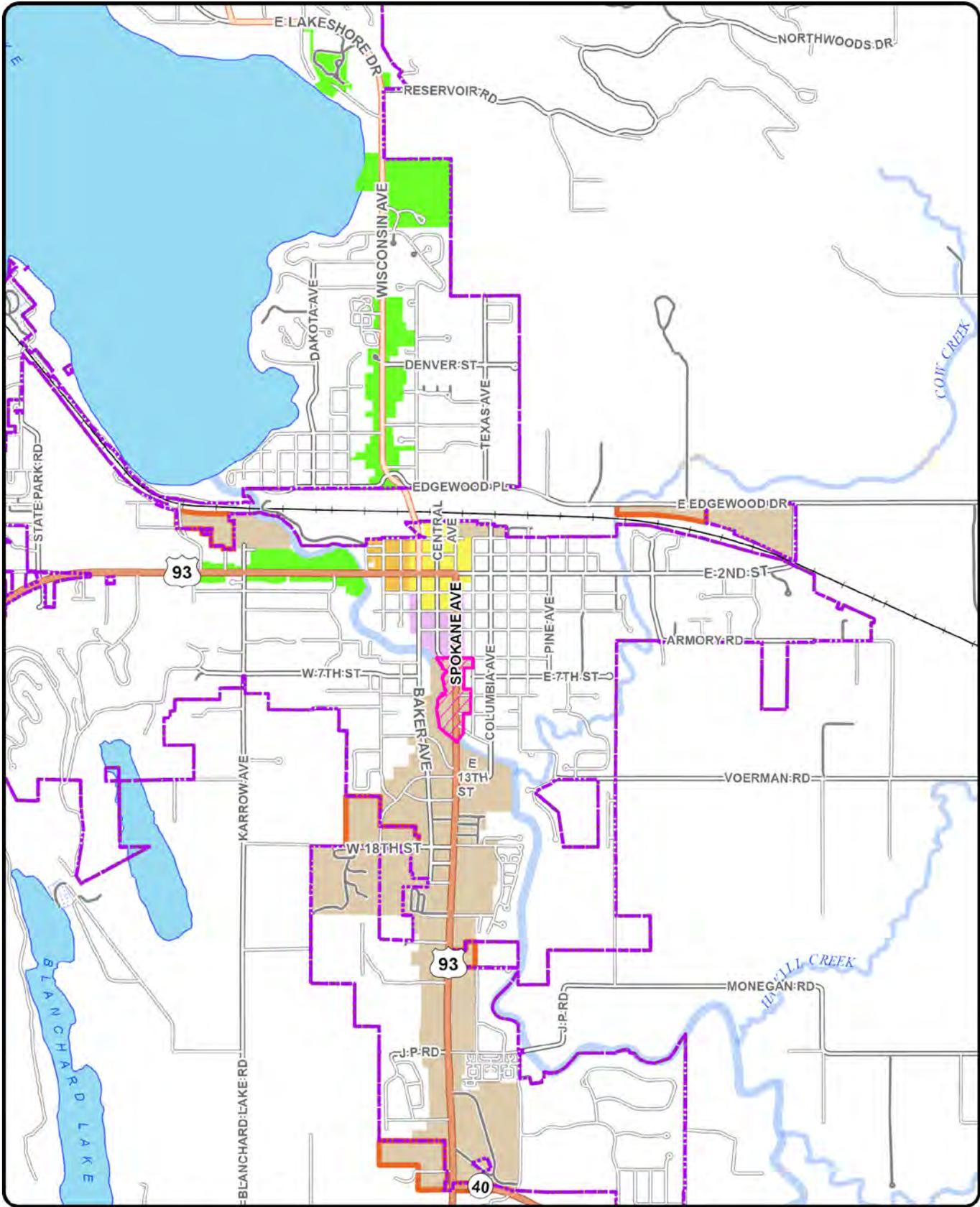
- Application and Review Process
- Site Planning
- Landscaping
- Parking
- Lighting Design
- Required Architectural Building Design Elements

Design Districts

The Architectural Review Standards divide the Whitefish Planning Jurisdiction into four different Design Districts, which are identified by the unique characteristics found within each district. The boundaries of the districts are either streets or natural features, such as the Whitefish River or Whitefish Lake.

- Highway District (Highway 93 South, Highway 40 and areas zoned Industrial)
- Old Town Districts: Central, South, Railway
- Resort Community Business District (Wisconsin Avenue and Highway 93 North)
- Residential District (Duplex and Larger)

Public/Institutional facilities are located ~~within all of all the above~~ design districts. It is expected that new public facilities will fit into the design district with which they are located.



Date: 6/30/2020



Chapter 2 APPLICATION AND REVIEW PROCESS

2.1 Introduction

The Architectural Design Standards are adopted by ordinance and have the same force of law as the City of Whitefish Zoning Regulations. The Standards contain both broader objectives and more specific architectural ~~lighting~~ guidelines than the zoning regulations.

Although the Standards are more than merely advisory, they also allow room for consideration of design proposals and creative solutions not found within the Standards. Each project is different. Therefore, some standards might be emphasized while others are de-emphasized, but no standard will be overlooked.

The objective of the Standards is to encourage quality building and development to enhance both the natural and built environments in Whitefish.

2.2 Become Familiar with City of Whitefish Regulations and other Plans

In addition to these Standards, other ordinances and plans adopted by the City of Whitefish may also influence the design and approval of your project. Carefully review all available written materials before starting ~~your~~the planning process.

The other ~~ordinances regulations~~ and plans to review are:

- City of Whitefish Zoning Regulations, including the:
 - Sign Ordinance
 - Landscaping Regulations
 - Parking Standards
 - Outdoor Lighting Standards
- ~~Whitefish, Blanchard and Lost Coon~~ Lakes and Lakeshore Protection Regulations (When working within 20-feet of the high-water of these lakes)
- ~~Whitefish Downtown Business District Master Plan~~
- Whitefish City-County Growth Policy, as amended
- Adopted Building Code

2.3 Scope

The Architectural Standards apply to construction of all new buildings:

- Commercial
- Industrial
- Residential (multi-family, triplex, duplex)
- Public
- Accessory building for Commercial, Industrial, Multi-Famil or Public

Building (e.g., vehicle canopies, storage sheds, structures housing equipment, trash enclosures and open shelters)

- Additions or exterior Modifications or Alterations to Commercial, Industrial, Multi-Family or Public Buildings
- Façade Changes or Repainting of Commercial, Industrial, Multi-Family or Public Buildings

~~, including residences constructed in a commercial district, except detached single family units within the City of Whitefish zoning jurisdiction. In addition, with regard to all applicable buildings, any additions or exterior modifications or alterations will invoke compliance with the Standards for altered components. The zoning ~~Zoning administrator~~ Administrator or designee may waive this requirement if it is determined that the modification is insignificant and inconsequential to the purpose and intent of the ~~architectural~~ Architectural review ~~Review standards~~ Standards. Finally, any resumption of use after abandonment (~~See Chapter 11-7-9B of the Whitefish Zoning Ordinance~~) will require compliance with the Standards. (§11-7-9B, WCC)~~

In cases where the City Council has reviewed a building design through the Conditional Use Permit or Planned Unit Development Process, ~~the~~ City Council approval is not a final architectural review approval, but an approval of the conceptual plans. Final architectural review ~~shall be~~ is required from the Architectural Review Committee prior to submitting a building permit application.

2.4 How These Standards Are Organized

The ~~standards~~ Standards are organized by Design District, as described in Chapter 1. Within each chapter, ~~the developer of a project~~ one will find standards covering a broad range of topics from site design, which includes the site, landscaping, parking and outdoor lighting to building design, which covers scale, relationship to neighborhood, shape and form and exterior materials and colors. In addition, there are standards for ~~big box stores~~ buildings greater than 10,000 square feet in the Highway District and ~~Formula~~ formula ~~Retail~~ retail standards.

Each chapter will start with a description of the Design District, its location and character. A goal for the District's evolution will be provided, followed by overarching principals and more specific standards. In addition, photos and/or drawings will be provided as examples of how the various standards can be met.

Terms considered to be mandatory, including but not limited to ~~"shall"~~ "will" and ~~"must"~~ "shall", when used in connection with design elements, may ~~in~~ at the discretion of the Architectural Review Committee be interpreted as guidelines, if the unique features of a particular application render it in the best interest of the City of Whitefish to do so. In such a case, ~~in~~ when granting approval of an application, the Committee ~~shall~~ must adopt specific findings to justify ~~ing~~ such interpretation.

2.5 Architectural Review Committee

The Architectural Review Committee (~~“(“the Committee”)~~ shall consists of seven ~~(7)~~ members. The specific make-up of the Architectural Committee is provided for in ~~Whitefish City Code §Subsection 2-10-3-A, WCC.~~

2.6 Utilization of Design Professionals

~~Property owners are strongly encouraged to engage licensed professionals such as architects, engineers, and landscape architects at the beginning of the review process and encourage their participation during Committee meetings. Design professionals can facilitate an efficient review process and often will save the owner time and money. These Standards, the Committee and/or City Planning staff are not intended to take the place of professional assistance.~~

The Whitefish Building Department requires certain projects to have an architect's stamp ~~on the plans~~. These projects include commercial, industrial and multi-family (4-plex and up). An architect ~~shall~~ must be involved in the Architectural Review process for these types of projects.

~~These Standards, the Committee and/or the City Planning staff are not intended to take the place of professional assistance. Property owners are strongly encouraged to engage licensed professionals such as architects, engineers, landscape architects, etc. at the beginning of the review process. Design professionals will facilitate an efficient review process and often will save the owner time and money.~~

~~You are about to invest in your property and community — use of design professionals will help you invest wisely.~~

2.7 Project Review

2.7.1. Informal Advice and Direction

An individual considering a development ~~activity within the City of Whitefish zoning jurisdiction~~ may consult with City planning staff for informal advice and direction. Such discussion ~~shall be~~ is treated as *advisory only* and any advice given is intended as guidance and is not binding upon the Committee or City of Whitefish. City staff may perform an informal review if an individual submits materials such as plans, and a ~~narrative~~ description of the project, ~~etc.~~ The more detail provided about the project the more guidance can be given.

2.7.2. Pre-Application Meeting with the Architectural Review Committee.

The Committee highly recommends proponents of commercial, industrial, public and multi-family (greater than a 4-plex) attend a pre-application meeting with the Committee prior to a formal application ~~(Subsection 2.7.3.)~~. Other projects have the option of attending a pre-application meeting or, if planning staff considers the project significant, may require ~~attendance of~~ a pre-application. The Committee will not approve a project at a pre-application meeting, but will discuss broad issues such as mass, scale, size, height and neighborhood context.

Conceptual building elevations, along with an application, ~~shall must~~ be ~~filed submitted according to Section 2.7.4~~. Other supporting materials for the application are not required for a pre-application meeting. Depending upon the complexity of the project, the Committee may follow-up with ~~more formal~~ written comments ~~after the meeting~~.

2.7.3. Formal Application

A formal application consists of a completed Architectural Review Application along with the ~~applicable supplemental application~~, supporting materials and associated fee. Incomplete applications will not be brought forth to the Architectural Review Committee until the list of items below is provided. A minimum ~~scale~~ of one-eighth inch scale for supporting materials is required.

Supporting materials ~~shall~~ include:

- Site plan including pedestrian, bicycle and vehicular access;
- Vicinity map;
- Landscaping concept plan and materials;
- Signage concept plan;
- Parking plan;
- Elevations including the existing building if a remodel or addition is proposed;
- Schematic floor plans – including the existing building if a remodel or addition is proposed;
- Detailed architectural drawings showing building materials and their location on the building and relevant details;
- Details of exterior lighting, windows, doors and any exterior features;
- Samples or details of all materials proposed for the exterior of the building, including color chips, are required.
- A model, 3-D rendering or perspective drawing showing materials and color designations
- ~~A contextual~~ Contextual analysis of how the building relates to the neighborhood which. ~~This~~ could include photos, site sections, or other visual details.
- ~~The applicant is encouraged to bring a~~ Any other materials to further

~~thing that might~~ explain the building and site in support ~~the~~ of its design concept. This may include attendance of your design professional-

The more detail ~~and materials~~ provided in support of an application, the greater likelihood of a quicker and smoother decision-making process. Incomplete applications may be delayed until the next meeting to collect omitted material.

In addition to those supporting materials supplied at the time of application, new projects with a building footprint of 10,000 square feet (7,500 square feet in the Old Town Districts) or greater must provide a mock-up for review and approval on-site prior to material installation. In addition, the Committee, at its discretion, may require a stand-alone mock-up as a condition of approval of any project where materials submitted during the formal application period are deemed to require detailing review. See *Required Mock-Up Installation* for further instructions.

2.7.4. Submittal Deadline for Formal Application or Pre-Application meeting

The applicant ~~shall~~ must submit a completed application packet to the Whitefish Planning & Building Department no less than 14 days prior to the regularly scheduled meeting of the Committee. The applicant ~~shall~~ must submit ~~eight copies~~ one copy of the application and supporting materials and an electronic file of the entire application in pdf format. Material samples may be brought to the meeting.

2.7.5. Committee Review

The Committee will review each project based on the adopted standards using the following Project Review Checklist:

- a. ~~Design Fundamentals-~~ Design fundamentals include issues surrounding the basic requirements within the Standards, such as which area of town the project is located in, is the project proposing a garage forward design, does the project contain more than one multi-family structure, etc.
- b. ~~Broad Design Issues Principles-~~ Broad design issues include mass, scale, size, height, neighborhood context, etc.
- c. Site and Landscape Plan
- d. Building Material Selection and Application
- e. Colors
- f. Design Details
- ~~c.-~~
- d. ~~Materials~~
- e. ~~Colors~~
- f. ~~Lighting~~

- g. ~~Site Plan~~
- h. Accessories

The purpose of the Project Review Checklist is to look at projects from the broader design standards down to the smaller details. If the Committee finds items in one category are not met, discussion in the next category may not be discussed until the larger issues can be resolved to the satisfaction of the Committee.

Design fundamentals include issues surrounding the basic requirements within the Standards, such as which area of town the project is located. Is the project proposing a garage forward design? Does the project contain more than one multi-family structure? What are the proposed materials and colors? How does the design solution respond to the neighborhood context, environment, history and future?

Principles of good design are the cornerstone to a vibrant, functional, and pleasing community. Projects should exhibit an understanding of procession, entry, form, space, mass, scale, hierarchy, proportion, circulation, rhythm, order, and simplicity.

Good design is cohesive and well thought through prior to submittal without key components being deferred to being resolved in the field. The purpose of the Project Review Checklist is to look at projects starting from the broader design standards down to the smaller details. If the Committee finds items in one category are not met, discussion in the next category may not be discussed until the larger issues can be resolved to the satisfaction of the Committee.

The Committee will come to one of the following decisions at the time of the meeting:

- Approval (with or without minor conditions),
- Table, pending submission of revisions or additional materials detailed at the meeting, or
- Denial

The Committee's written decisions will follow within ten business days of the decision along with findings of fact supporting the decision.

2.8 Expiration

Once a project receives Architectural Review approval, it ~~shall~~will be valid for 18 months. A building permit ~~shall~~must be submitted to the City before the expiration date. The zoning administrator may grant one 6-month extension provided the applicant can demonstrate progress is being made on the project.

2.9 Re-Submittal of Application or Changes to an Approved Submittal

Minor amendments to an approved ~~plan submittal shall will~~ be scheduled before the Architectural Review Committee. No additional fee ~~shall will~~ be required for this review. The applicant ~~shall will~~ be notified of the Committee's decision at the meeting and in writing after the meeting. A minor amendment is a cosmetic or aesthetic change including, but not limited to, color and material changes.

Major amendments to an approved plan, as determined by the Planning Director or designee, ~~shall must~~ be ~~required to re-submitted pursuant to Section 2.7.3.~~ and ~~pay~~ a new review fee paid. A major amendment is a significant change including, but not limited to, a change to the site plan, the building footprint, the mass or scale of the structure.

2.10 Right of Appeal

Within ~~thirty (30)~~ days of the Committee's issuance of its written decision, the applicant may appeal that decision. An appeal must be in writing and submitted to the Whitefish City Council in care of the Whitefish Planning Director or designee.

The appeal must itemize each part of the Committee's decision the applicant disagrees ~~with, and~~ with and provide a factual and/or legal basis for each contention.

The Whitefish City Council will consider any formal appeal within 30 days of receipt at the Whitefish Planning & Building Department. No building permit will be issued pending ~~any~~ appeal. Final Committee action will occur after the City Council makes its decision on the appeal, or after any reconsideration necessitated by that decision.

Chapter 3: HIGHWAY DISTRICT

The Highway District is located along Highway 93 South from the Whitefish River to the intersection with Montana Highway 40 and is zoned WB-2: Secondary Business District, WI: Industrial and Warehousing District and WB-4: Business Park District. This area is the gateway into Whitefish. The character of this area is retail, office and light industrial uses on large lots. This area has evolved into an area predominately serving the automobile while providing limited opportunities for users of other modes of transportation such as bicyclists and pedestrians; however, this trend is changing with the installation of sidewalks and bike paths along the Whitefish River. This area typically has a need for large display, storage and/or parking areas. Areas zoned for Industrial uses ~~and properties located at the intersection of Dillon/Conn Roads and Highway 40 within the Whitefish Planning jurisdiction~~ will be reviewed under this design district section. In addition to these standards, the Mixed-Use and Non-Residential Building Development Standards (§11-3-43, WCC) apply.

Goal: The Highway District will continue to develop as an area with larger retail and services geared toward the day-to-day needs of residents and visitors of Whitefish. In addition to automobiles, sites within this area will take into consideration pedestrians and bicyclists. Sites will have significant landscaping to bring balance to larger buildings and parking areas of this district. The ~~scale of~~ buildings may be larger than those found in other areas of the ~~community, but~~ community but will continue to reflect a ~~small town~~ small-town scale.

- The Highway District is the first impression many people have of our community. Site design should include inviting features such as boulevards and well-dispersed landscaping throughout parking areas.
- Create a soft welcoming entry into our ~~city~~ City and minimize parking lot impacts. Try to design commercial development into village-type units limiting the vast expanse of unbroken facades. The use of green belts and vegetation should be used to soften these environments. This may include design of small pocket parks to encourage employees and the community to embrace the outdoor environment.
- Orient buildings toward public streets.
- Parking lots will be located to the side and rear of lots with smaller "village-type" complexes abutting the highway.
- The site design should work to buffer parking lots from neighboring properties; earth berms and hedges are useful tools in achieving this goal.
- Infill and adaptive reuse projects are encouraged and shall complement the characteristics of the existing buildings built in the District since the adoption of the Standards in 2003.

3.1 Site Design Standards

3.1.0. Buildings must be arranged on the site so their orientation frames, encloses or otherwise gives prominence to a pedestrian corridor, an outdoor gathering space with outdoor seating, a "main street" pedestrian or vehicle access corridor within the site, or the corners of the street intersections or entry points into the development.

Buildings on corner lots should be oriented toward the primary intersection and the primary and secondary street frontage, while parking and auto access must be located away from the primary intersection corners.

The use of corner entrances, plazas, signage and/or landscaping is encouraged to accentuate corner sites.

Where buildings are separated from the public sidewalk along the primary street frontage, the space should contain public and pedestrian amenities. Buildings maybe separated from the sidewalk by plazas, landscaping, benches, bicycle racks, trash cans and other pedestrian amenities.

3.1.1 The layout of the site must consider pedestrians and bicyclists, as well as automobile traffic. Pedestrian access from adjacent sidewalks must have priority over vehicular traffic.

Consider how a pedestrian or a bicyclist would access ~~you~~the proposed site. Mixing nonmotorized transportation in the same spaces as automobile traffic can be a very unpleasant experience for both pedestrians and bicyclists. Consider alternate and/or separate routes into ~~you~~the development that clearly define the pedestrian area versus areas for vehicles.

3.1.2. Minimize the dominance of parking surfaces and structures.

Use green spaces to soften the "sea of asphalt" which often dominates commercial "strip" development. A close review of the ~~city's~~City's landscaping ordinance is highly recommended. Consider building orientation and its relationship to the entire site ~~as a whole~~.

3.1.3. All new development must invite pedestrian access.

Thoughtful site layout and the use of "green open space" should be considered included in all site planning. The front door/main entrance to a development must be easy to identify to the pedestrian and the buildings must be oriented toward the primary street front and public path and/or sidewalks. This may include providing a direct access from a public sidewalk to the front entrance.

3.1.4. Make site more appealing to pedestrian and bicycle traffic and use.

Thoughtful application of design principles and space planning can make a site more pleasant to view, and a better safer place to be. The use of courtyards, decks, traditional front porches and bicycle amenities are design tools ~~that can be used~~ to accomplish this goal. Provide bicycle parking areas. Consider protection from the weather.

3.1.5. Fencing should be of a natural material. The use of chain link and vinyl should be avoided but may be considered by the Committee.

3.1.6. Site design must consider the seasonal nature of the Whitefish climate allowing for summer enjoyment and snow storage in the winter. Also, consider southern exposure, energy costs and impact of shadows on adjacent properties.

3.1.7. Promote safe ingress and egress.

Consolidate site access to public rights-of-way to reduce congestion and the need for endless stoplights. The ~~City~~ seeks to promote shared access where possible.

Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. (§11-3-43E(5), WCC)

3.2 Landscaping Design Standards for Landscaping

Goal: Considerable investment has occurred along Highway 93 South to create an entrance into our community. It is expected those developing property in these areas will recognize this investment and meet or exceed this landscaping standard. Thoughtfully designed landscaping will contribute to a pleasing character for the development and Whitefish. Landscaping should not be used just as a visual screen but should also encourage a sense of place and connection to the environment.

Standards:

3.2.1. Preserve and maintain mature trees and existing vegetation as much as practical.

3.2.2. ~~The~~ A thoughtful selection of appropriate vegetation and landscaping materials.

The designer should carefully select hardy vegetation and materials ~~that can~~ survive our harsh climate; while also. These plants should also accentuate accentuating the natural beauty of our community. Use native, drought-resistant species and plants requiring low amounts of water, chemicals and fertilizers.

3.2.3. Landscaped areas must be planned as an integral part of the project, rather than simply located in the ~~left over~~ left-over spaces on the site.

- 3.2.4. Landscaping should complement the architecture of the project and adjacent buildings.
- 3.2.5. Landscaping (along with the location of the building) should soften the appearance of the site as seen from the roadway.
- 3.2.6. It is beneficial and attractive to incorporate outside seating areas in the landscaping plan.
- 3.2.7. In a landscape plan, attention should be paid to the plant material's color and texture to create unity on the site. Simple masses of material with one predominant species provide unity, while accent plantings provide attractive contrasts.
- 3.2.8. Species should be planted which are suitable to the ~~size of their~~ space they will occupy when they have achieved their full growth. This includes understanding the growth of species root mass and their effect on sidewalks, utilities and building foundations.
- 3.2.9. Plants with multi-season contrast provide color and interest throughout the year. Be mindful of the change of seasons so plantings, as a group, remain attractive throughout the year, providing evergreen in winter, and color in other seasons.
- 3.2.10. Plazas and malls should be planted to reflect an informal place suited to pedestrian scale. Variety and color are encouraged.
- 3.2.11. Landscaping, earthen berms and sight obscuring fencings ~~shall~~must be used to screen equipment, refuse areas and storage areas. ~~It~~ it is better to mass plant material in groups rather than locate them in a straight line which tends to look unnatural, except when required to provide a landscape buffer as defined in the ~~Whitefish~~ Landscape Requirements. (§11-4, WCC) Ordinance.
- 3.2.12. Landscaping depicted on renderings/perspectives should be a realistic interpretation of what will be installed at the time of planting.
- 3.2.13. The final landscape, irrigation and tree preservation techniques shall be reviewed and approved by staff prior to issuance of a building permit.
- 3.2.14. Provide uniform planting of required street trees.

Note: See Whitefish Zoning Regulations for the Landscaping requirements.

3.3. Off-Street Parking Design Standards for Off-Street Parking

Goal: Parking lots in Whitefish will be designed as a necessary appurtenance of a site and not the primary visual emphasis. Parking must be located to the side and/or rear of a building.

Standards:

- 3.3.1. The use of large parking lots as the primary feature at the entrances of businesses is strongly discouraged not allowed.
- 3.3.2. Parking ~~shall~~ must be distributed throughout the site ~~with a preference for parking and located~~ to the side and rear of the building. No parking may be located between the buildings and the primary street frontage. Parking lot design should consider a southern aspect to reduce the accumulation of ice during the winter and allow for natural melting.
- 3.3.3. Parking lots shall be designed to consider all users and not only automobiles. The development must minimize the impact of parking on the building's relationship to the street and pedestrian-oriented character and character of the neighborhood. Secure, well-lit and convenient bicycle parking and storage must be provided.
- 3.3.4. The use of side streets for the primary entrance is ~~recommended~~ required when feasible to promote safe ingress and egress, and to prevent the location of parking lots along the primary traffic artery. Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. At a minimum, a pedestrian connection between parking lots between developments ~~should~~ must be explored. An automobile connection between parking lots must also be provided when feasible where physically possible.
- 3.3.5. Parking areas shall be designed to minimize the lot's visual impact, thus creating an architectural form instead of a wasteland.
- 3.3.6. Parking structures built below grade are desirable as they are less obvious to ~~passers-by, and~~ passers-by and are easier to screen with landscaping, ~~therefore are desirable.~~
- 3.3.7. Soften large parking areas with landscaping, earthen berms and pedestrian friendly features s.
- 3.3.8. The amount of unrelieved pavement on parking lots shall be limited by methods such ~~methods as~~ the use of: using landscaping, contrasting colors, and pathways of alternate paving material.

3.3.9. Landscaping treatments of parking lots should include trees both on the perimeter and interior of the lots.

3.3.10. Trees in parking lots should be protected from vehicle damage by concrete curbing or other effective means and must provide an adequate root zone uncompacted by vehicular traffic. In high traffic areas, the use of subsurface tree root protection is recommended.

Note: See Whitefish Zoning Regulations for the Off-Street Parking requirements.

3.4. Exterior Lighting Design Standards for Exterior Lighting

Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

Goal: To provide thoughtfully designed outdoor lighting adequate to promote safety and security.

Standards:

3.4.1. All outdoor lighting must be carefully designed to light only the area needed for reasonable levels of safety and security. Seek to eliminate as much outdoor lighting as possible.

3.4.2. Light placement ~~shall~~ must avoid placing glare on neighboring properties. Every attempt should be made to consider the impacts the additional lighting will have on the surrounding environment

3.4.3. Where appropriate, the use of ground lighting should be considered. ~~Try to~~ Consolidate exterior lighting and minimize the height and projection of the lamps where possible.

3.4.4. Architectural/Building Lighting

a) Exterior lighting shall be architecturally integrated with the building style, material and colors.

b) Exterior lighting may be mounted flush or projected from the building wall.

c) Neon, bright colors or flashing lights are not acceptable building lighting and are not permitted.

3.4.5. Site Lighting

- a) The design of the site lighting should ~~compliment~~complement the architectural features of the building. Consider the use of the standard ~~Ceity street lights~~streetlights; however, the use of other lights may be considered by the Committee.
- b) Fixture mounting height should be appropriate for the project and the setting. Use of low, bollard-type fixtures, ~~3 to 4~~3 to 4 feet in height, are encouraged as pedestrian area lighting.
- c) Raised light pole bases shall be attractively designed and well detailed to be compatible with the overall project. The use of ~~“sonotube”~~ (exposed concrete) ~~type concrete~~ pole bases is discouraged. These foundations, if used, need to be treated in some fashion to cover the exposed concrete.
- d) The placement of light poles within raised curb planter areas is encouraged; ~~however, but~~ conflicts with parking lot trees which can obscure the lighting should be avoided
- e) Swivel-mounted luminaries are prohibited.

Note: See Whitefish Zoning Regulations for the Outdoor Lighting Standards.

Building Design Standards

All building designs should be a positive ~~complimentary~~complementary enhancement to the existing architecture, quality of life and character of the Whitefish community and particularly the Highway District. The positive enhancement should be reflected in the design elements of the project. These design elements are both aesthetic and practical and ~~shall~~ include: 1) scale, character and relationship to surrounding neighborhood 2) shape and form; and 3) exterior materials. Due to their massiveness, bBuildings greater than ~~1510~~15,100,000 square feet, ~~due to their massiveness,~~ have additional design standards found in Section 3.8. Also, businesses considered formula retail (also known as franchise businesses) may not use their traditional building design or color scheme. See Section 3.9 for these ~~standards~~Standards.

3.5 Scale and Relationship to Surroundings

3.5.1. All buildings must have a scale in size, height and mass that relates to the surrounding buildings and adjacent commercial development.

3.5.2. The size, height and mass must not detract from, conflict with or overwhelm the surrounding neighbors.

3.5.3. Distance from other structures and features will be considered in reviewing scale. EXAMPLE:For example, The WAVE works well at its location; however, if it were on a lot next to Taco John's Valley Glass, it would be too overwhelming.

3.5.4. Building site placement and size should minimize obstruction of views to the mountains, rivers, and lake and river.

3.5.5. Mixed-Use of Non-Residential Development Adjacent to Residential Zones. Buildings must be designed to ensure building massing, height and scale provide sensitive transition to adjoining residential neighborhoods. When abutting a residential zoning district, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.

New developments adjacent to residential areas must mitigate impact through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to:

- a. Locating open space and preserving existing vegetation on the site's edge to further separate the building from less intensive uses
- b. Stepping down the massing of the building along the site's edge
- c. Limiting the length of or articulating building façade to reflect adjacent residential patterns
- d. Creative use and ongoing maintenance of landscaping such as berms, buffers, mounds, rockeries, living fences and swales designed to avoid the appearance of a straight line of "wall" of uniform plant material and must be wide enough to accommodate the mature plants.

3.5.6. Multiple Building Projects.

Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a rule, taller buildings must be placed toward the interior of the site and stepped back from the street. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces, with distinct pedestrian connections between the buildings, parking and the street. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

Projects with multiple buildings to be built in phases on one site must include design information for each building. Initial buildings must meet all the requirements of the Architectural Review Standards. Information on buildings to be built in the future must include an entire site development narrative with a site plan indicating buildings, locations, access for parking and pedestrians, general landscaping and concept of building sizes, shapes, materials and colors.

3.6 Shape and Form

All buildings shall have a shape and form regarding rooflines and massing that relates to the nearby surrounding buildings and neighborhood buildings compliant with the Architectural Design Standards. Rooflines should be pitched, pitched with false fronts, flat, flat with false fronts, and shed with false fronts, hipped, gable or gambrel. Overhanging eaves are encouraged. Flat roofs shall have parapets.

3.6.1. All remote mechanical and electrical equipment (condensers, chillers, intake/exhaust fans, cabinets, etc.) regardless of horsepower, must be enclosed within sound absorptive walls, as permitted by the Building eCode. These areas shall be located and screened so the visual and acoustic impacts of these functions are fully contained and out of view. Enclosures shall be reviewed by the Committee where applicable and the acoustic design will be reviewed and approved at the time of plans examination by the Building Department.

3.6.2. Buildings in this area are unique as they are set back a minimum of 20-20-feet from the property line. These buildings are on larger lots than downtown, and usually require large display or parking areas. Because of these conditions, these buildings are usually larger that than those of downtown. In order to maintain an aesthetic quality that is compatible with Whitefish, structures must be designed to minimize the massing of the building. This can be accomplished by breaking up large expansive walls and rooflines by adding dormers, recessed wall lines and varied roof heights.

3.6.3. Upper story windows should maintain the same vertical characteristic as downtown.

3.6.4. Store fronts must be aesthetically pleasing with covered entryways, walkways, outdoor courtyards and sitting areas.

3.6.5. Buildings must have roof designs that do not cause snow or drainage problems for themselves or adjacent buildings and sites.

3.6.6. When the backsides of buildings face a street (as ign Baker St.Avenue) they must be aesthetically developed. Large blank walls with no detail are not acceptable.

3.6.7. Upper story balconies are encouraged.

3.7 Exterior Materials (color and texture)

3.7.1. Exterior finish building materials shall be of a nature in color and texture that is complimentarycomplementary with the structures within each building district. They shall not clash, detract or conflict with adjacent buildings compliant with the Architectural Design Standards.architecture.

- 3.7.2. Acceptable exterior cladding materials should include ~~standard sized~~properly scaled brick, 1x4, 1x6 or 1x8 horizontal natural wood siding, sawn shingles, 1x6 or 1x8 vertical channel natural siding, 1x8 to 1x12 vertical board and batten natural wood siding with 1x2 batts, natural stone veneers, and stucco with wood trim. Other fire resistant and ecological friendly materials may be considered.
- 3.7.3. Wood shingles, vertical wood siding and boards with batts are acceptable in gables and upper portions of walls.
- 3.7.4. Exposed plain concrete block or vinyl cladding are not allowed. Metal siding, Exterior Insulation Finish System (EIFS), composite siding and stone panels are discouraged but may be used at the discretion of the Committee.
- 3.7.5. Acceptable roofing materials shall be ~~sawn wood shingles~~, asphalt composition shingles, metal, ~~or~~ appropriate flat roofing, or other technologically advanced products such as solar roof tiles are encouraged.
- 3.7.6. Roofing shall be of colors that complement neighboring structures.
- 3.7.7. Mirrored and tinted glazing is ~~discouraged~~not allowed. The tinting of Low-E glass is acceptable. Vision glass on building sides facing streets is encouraged.
- 3.7.8. Exterior classic details and elements such as brackets, cornices, window trim, and wall corner boards are encouraged.
- 3.7.9. Higher quality and easily maintained materials are strongly recommended.

3.8 COMMERCIAL Commercial DESIGN Design STANDARDS Standards FOR for BUILDINGS Buildings 1510,000 SQUARE Square FEET Feet OR or GREATER Greater

As Whitefish is generally characterized by buildings small in scale; ~~therefore~~, buildings with a footprint of ~~45~~10,000 square feet or greater require an extra level of review to ensure they fit into the community. Additional site and design components will be required as part of the overall design of the site.

3.8.1. Site Design Standards

- a) Landscaping. The parking lot landscaping requirements shall be twice the amount required under ~~§Section~~ 11-6-5, WCC of the Whitefish City Code.
- b) Pedestrian and Bicycle Amenities.

Pedestrian Lanes Required

Walkways shall be integrated into the design of the site. The location of the walkways ~~shall~~must maximize the ability of a pedestrian to safely maneuver through the parking lot by serving the greatest number of

parking spaces and walking to adjacent land uses. Their location ~~shall~~ must consider adjoining properties, and the location of transit/~~Snow~~ Shuttle Network of Whitefish (SNOW) Bus stops. At a minimum, the pedestrian lane ~~shall~~ must connect the building with the parking lot and the street.

Connections shall be separated from the parking lots and drive aisles by grade, landscaping or other techniques and shall be a minimum of ~~six-6-~~ six-6- feet wide. Such connections shall continue across driving lanes by use of a material other than asphalt. Acceptable material choices include concrete, ~~or~~ or colored concrete with textures imbedded into the concrete. Painted stripes are not an acceptable material.

Every parking lot ~~shall~~ must have at least one pedestrian lane. Additional pedestrian lanes ~~shall~~ must be provided at a ratio of one lane per four rows of parking.

~~Bicycle Parking Required.~~

A bicycle rack shall be provided with a minimum of four parking stalls. Bicycle facilities should be shared among adjoining establishments. Bicycle racks which only support a bicycle front or rear wheel are not permitted. The rack ~~shall~~ must be securely mounted to the ground and covered. Bicycle parking spaces should be ~~two-2-~~ two-2- feet by ~~six-6-~~ six-6- feet with no less than a ~~seven-foot~~ seven-foot overhead and a ~~five-foot~~ five-foot maneuvering aisle behind each row of bicycle parking. A bicycle parking area should be separated from a motor vehicle parking area by a barrier, post or bollard, or by at least ~~five-5-~~ five-5- feet of open space behind the maneuvering area. Bicycle facilities should be well-lit and located no further from a public entrance than the nearest non-handicapped parking stall. If public bicycle parking is not clearly visible from the main ~~entrance~~ entrance, then directional signs should be provided.

c) Transit/Snow Bus Stops— If a transit/~~Snow~~ SNOW Bus stop is located on the site or if there are plans to permanently establish a stop on the site (contact the ~~Whitefish Mountain Resort~~ SNOW Bus and Eagle Transit), the following standards shall be designed into the site:

- i) The plaza for the stop shall be sized to accommodate pedestrians using the sidewalk as well as those waiting for the bus and the required amenities. The plaza shall be no smaller than 200 square feet and shall be designed in contrasting materials.
- ii) Seating for a minimum of three people shall be incorporated into the plaza. More seating may be needed based on the usage of the stop. ~~A place for ski equipment to be secured shall be incorporated into the design of the plaza.~~
- iii) Each plaza shall include a refuse container.

- iv) Each plaza shall incorporate a shelter for skiers and a place for snowsport equipment to be secured. The shelter shall be installed and paid for by the developer. The shelter design will be determined by the City.
 - v) Dark sky compliant lighting shall be incorporated into the transit/Snow Bus stop.
 - vi) Transit/~~Snow~~ SNOW Bus stops shall have a pedestrian connection to the main building on-site either through a sidewalk adjacent to a right-of-way or through a separated pedestrian lane.
 - vii) Maintenance of the plaza shall be the responsibility of the property owner(s).
- d) Service, Loading, and Refuse Areas. Service, loading and refuse areas are a required component of any building but can severely detract from the design of the building and the pedestrian experience. Service and loading areas shall not be located between the building and the street unless there is no possible alternative location. Refuse shall not be located between the front of the building and the street. In no instance shall refuse and service/loading areas be located adjacent to residentially zoned areas.

Screening of refuse containers and service areas from public view shall be required in the form of dense landscaping and/or walls constructed of a complementary color and material to the main building and shall be no less than ~~six~~ 6-feet tall.

3.8.2. Building Design. Avoid flat walls through building modulation to reduce the mass and bulk of the structure. This can be achieved by utilizing the following:

- Building setbacks on upper floor levels;
- Corners shall have special massing and architectural treatment;
- Building ornamentation;
- Varying roof lines, pitches, and shapes;
- Vertical modulation to break down the scale of large one-story;
- Overhangs, awnings and marquees;
- Dormers, balconies, porches, staircases; and/or
- Window and door fenestration.

- a) Building Equipment. Building equipment located on the top or sides of buildings shall be completely screened from view.
- b) Blank Wall Limitation. In order to reduce blank wall impacts on the pedestrian and business environment, buildings shall employ a cohesive design strategy to mitigate their appearance every ~~forty~~ 40-feet. These items may include but are not limited to ~~to~~ recessed walls, projections, reveals, projecting ribs, windows, display cases, landscaping, trellises, or other architectural features.

Secondary walls more than ~~fifteen~~ 15-feet in length without windows, entry, architectural features or modulations shall not face any street (public or private), alley or parking lot.

- c) Materials. Use ~~of~~ aesthetically pleasing and compatible materials and colors. This could include brick, wood, sandstone, other native stone and tinted, textured concrete masonry units. Prohibited materials ~~include~~ include —smooth faced concrete block, concrete tilt-up and prefabricated steel panels. For larger projects, approved materials must be presented in a mock-up. See Appendix B.
- d) Entryways. Careful consideration shall be given to the design of the entryway. Incorporated ~~f~~Features ~~to incorporate~~ may include canopies or porticoes, overhangs, recesses or projections; arcades, peaked roof forms; display windows and integral planters.
- e) Buildings on Corners. Buildings on corners shall be located as close to the right-of-way as possible in order to frame the street. Special architectural elements shall be incorporated to accentuate the building's prominent location.

3.9 Formula Retail Design Standards

Commercial uses meeting the zoning definition of "formula retail" (also known as franchise retail uses) are expected to minimize generic and corporate images, but instead express the architectural elements and forms that best express the values and heritage of the community.

3.9.1. Formula retail ~~shall~~ must not use standard corporate building shapes, forms and rooflines ~~are not allowed~~.

3.9.2. Formula retail color schemes are not acceptable.

Chapter 4 OLD TOWN DISTRICT

The Old Town District is the main downtown area of Whitefish and is zoned WB-3: General Business District. This area is the center of financial, retail, commercial, governmental, professional, institutional and cultural activities for the community. The character of the area is retail, professional office and residential uses. This area is also the focus of the *Downtown Business Master Plan*, which reinforces the downtown as the center of the community and identifies certain public and private investments in order to maintain the strength of the downtown. The intent of the Old Town District is to blend the existing historical feel of the area with new small professional offices s-space and light retail. In order to maintain the sense of the area as a small community within a community, the emphasis on vehicular traffic should be downplayed in design.

There are three distinct Design Districts within the Old Town District ~~—These are~~ the Central, South and Railway Districts.

The *Central District* is located on Central Avenue between ~~East 4thth Street~~ and Depot Streets, west side of Spokane Avenue between ~~East 4thth Street~~ and ~~East 3rdrd Streets~~, both sides of Spokane Avenue from East 3rdrd Street to Depot Street, east side of Baker Avenue between ~~East 4thth Street~~ and ~~East 3rdrd Streets~~, both sides of Baker Avenue between ~~East 3rdrd Street~~ and Railway Streets. This area is the heart of the Old Town District and is characterized by 1-½ to 2 story mixed-use buildings with retail on the main floor and offices or residential on the 2nd story.

The *South District* is located along the east side of Spokane Avenue ~~ue~~ between ~~East 3rdrd Street~~ and ~~East 4thth Streets~~, both sides of Spokane Avenue from ~~East 4thth Street~~ to the Whitefish River, Central Avenue ~~ue~~ between ~~East 4thth Street~~ and ~~East 7thth Streets~~; the west side of Baker Avenue between ~~East 3rdrd Street~~ and ~~East 4thth Streets~~, and both sides of Baker Avenue from ~~East 4thth Street~~ to the Whitefish River. Although some of this area is zoned for commercial uses, these areas were originally residential and functions as a transition from the Downtown to the Highway 93 South Corridor.

The *Railway District* is ~~located on~~ bounded by Railway Street to ~~East 3rdrd Street~~ and the east side of Miles Avenue to Lupfer Avenue. This area is characterized as historic residential with small scale buildings. The front yard setbacks are defined by the predominate front setback along the block in order to maintain the residential character of the district.

Finally, in addition to these standards, the Mixed-Use and Non-Residential Building Development Standards (§11-3-43, WCC) apply.

Goal: The Old Town District will continue to develop in a manner ~~that~~ respectings the mass and scale of the existing buildings, the character of the downtown and the community vision. New buildings shall respect the uniqueness within each of each of the distinct design districts ~~will continue to be respected for their uniqueness~~.

- ~~Development must~~ Maintain a strong pedestrian scale and. ~~All new development should must~~ focus on the people using the structure.
- ~~Show~~ Respect should be shown for the existing grid and neighborhood layout.
- New design should enhance the existing pedestrian walkways and serve to facilitate foot and bicycle traffic.
- Buildings should address the street and be designed to pull the interest of the users and ~~to~~ act as a focal point of the greater neighborhood.
- ~~Particular design~~ Design attention should be paid to the pedestrian building interface.
- The use of awnings and covered walkways are encouraged to promote ~~year~~ year-round use.
- Alleys should be considered for primary entrances and utilized as alternate commercial spaces.
- Consider the pedestrian and cyclist as ~~your~~ the primary user in all design. Avoid allowing the car and parking to *drive* design.
- Infill and adaptive reuse projects are encouraged and shall complement the characteristics of the existing buildings built in the District, including those built in the District since the adoption of the Standards in 2003.

4.1 Site Design Standards

4.1.1. All new development must invite pedestrian access.

Thoughtful site layout and the use of “green open space” should be considered included in all site planning. The front door/main entrance to a development must be easy to identify to the pedestrian and the buildings must be oriented toward the primary street front and public path and/or sidewalks. This may include providing a direct access from a public sidewalk to the front entrance.

4.1.2. Make site more appealing to pedestrian and bicycle traffic and use.

Thoughtful application of design principles and space planning can make a site more pleasant to view, and a better, safer place to be. The use of courtyards, decks, traditional front porches and bicycle amenities are design tools that can ~~be used to~~ accomplish this goal. Consider protection from the weather.

4.1.3. Site design must consider the seasonal nature of the Whitefish climate allowing for summer enjoyment and snow storage in the winter. Also, consider southern exposure, energy costs and impact of shadows on adjacent properties

4.1.4. Fencing should be of a natural material. The use of chain link and vinyl should be avoided but may be considered by the Committee.

4.2 Landscaping Design Standards for Landscaping

Goal: Thoughtfully designed landscaping will contribute to a pleasing character for the development and Whitefish. Landscaping should not only be used ~~just~~ as a visual screen but should ~~also~~ encourage a sense of place and connection to the environment. Landscaping is not required for sites in the Old Town District with buildings ~~that build~~ built lot line to lot line; however, well placed flower baskets, window boxes, hanging plants, green roofs ~~and or~~ other opportunities for landscaping in the Old Town Central District are highly encouraged ~~when not required~~.

Standards:

4.2.1. Preserve and maintain mature trees and existing vegetation as much as practical.

4.2.2. ~~The~~ A thoughtful selection of appropriate vegetation and landscaping materials.

The designer should carefully select hardy vegetation and materials to thrive in our harsh climate, while accentuating the natural beauty of our community. Use native, drought-resistant species and plants requiring low amounts of water, chemicals and fertilizers. ~~The designer should carefully select hardy vegetation and material that can survive our harsh climate. These plants should also accentuate the natural beauty of our community.~~

4.2.3. Landscaped areas must be planned as an integral part of the project, rather than simply located in the ~~left over~~ left-over spaces on the site. ~~On s~~ For sites that are not required to provide landscaping, project proponents should look for opportunities to integrate landscaping in the site ~~through the use of~~ using planter boxes, hanging baskets or other creative means.

4.2.4. Landscaping should complement the architecture, building a cohesive relationship between the indoor and outdoor spaces ~~the architecture of the project and adjacent buildings~~.

4.2.5. It is beneficial and attractive to incorporate outside seating areas in the landscaping plan.

4.2.6. In a landscape plan, attention should be paid to the plant material's color and texture to create unity on the site. Simple masses of material with one predominant species provide unity, while accent plantings provide attractive

contrasts. Smaller spaces may be enhanced by the use of more compact varieties and a mixture of textures.

- 4.2.7. Species should be planted which are suitable to the ~~size of their~~ space they will occupy when they have achieved their full growth. This includes understanding the growth of species root mass and their effect on sidewalks, utilities and building foundations.
- 4.2.8. Plants with multi-season contrast provide color and interest throughout the year. Be mindful of the change of seasons so plantings, as a group, remain attractive throughout the year, providing evergreen in winter, and color in other seasons.
- 4.2.9. Plazas and malls should be planted to reflect an informal place suited to pedestrian scale. Variety and color are encouraged.
- 4.2.10. Landscaping and sight obscuring fencings must be used to screen equipment, refuse areas and storage areas. ~~It~~ is better to mass plant material in groups rather than locate them in a straight line which tends to look unnatural, except when required to provide a landscape buffer as defined in the Whitefish Landscape Ordinance Requirements (§11-4, WCC).
- 4.2.11. Landscaping depicted on renderings/perspectives should be a realistic interpretation of what will be installed at the time of planting.
- 4.2.12. The final landscape, irrigation and tree preservation techniques shall be reviewed and approved by staff prior to issuance of a building permit.
- 4.2.13. Provide uniform planting of required street trees.

Note: See Whitefish Zoning Regulations for the Landscaping requirements.

4.3. Off-Street Parking Design Standards for Off-Street Parking

Parking lots in the Old Town Districts are not required unless there is a residential component to the development. Off-street parking developed on these lots will be at a much smaller scale than those found along Highway 93 South and may be designed off an alley, as opposed to ~~off~~ the street.

Goal: Parking lots in the Old Town District will be designed to maintain the continuity of the active pedestrian streetscape.

Standards:

- 4.3.1. Locate a parking facility at the interior of a block and off an alley whenever possible. Parking shall be distributed throughout the site with a preference for parking to the rear of the building. Parking lots shall not be placed at corners, as these areas are generally more visible than interior lots, serve as landmarks and

frame intersections. If this is the only place for parking, added pedestrian features shall be integrated into the corner such as a bench, plaza, art or an exceptional landscape feature.

- 4.3.2. The use of large parking lots as the primary feature at the entrances of business is ~~strongly discouraged~~not allowed. Where a parking lot abuts a public sidewalk a 5-foot wide landscaped buffer ~~shall~~must be provided, according to the zoning, and consideration should be given to incorporating a low wall, no greater than 42-inches. Such a wall could be also be designed as seating.
- 4.3.3. ~~New~~ Curb cuts and/or driveways ~~that would eliminate~~ing on-street parking spaces are not allowed in the Old Town Central District and the Old Town Railway District unless there is no alley access available. Restricting parking access on streets important for commercial retail reduces the impact of automobiles, improves auto circulation, preserves on-street parking and creates a more pleasant environment for pedestrians.
- 4.3.4. The use of side streets for the primary entrance is ~~recommended~~required when feasible to promote safe ingress and egress, and to prevent the location of parking lots along the primary traffic artery. Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. Parking lot design should consider a southern aspect to reduce the accumulation of ice during the winter and allow for natural melting.
- 4.3.5. Parking structures built below grade are less obvious to passers-by, and are easier to screen with landscaping, therefore are desirable.
- 4.3.6. Soften parking areas with landscaping, earthen berms and pedestrian friendly features.
- 4.3.7. The amount of unrelieved pavement on parking lots shall be limited by methods such ~~methods as~~ the use of: using landscaping, contrasting colors, and pathways of alternate paving material.
- 4.3.8. Landscaping treatments of parking lots should include trees both on the perimeter and interior of the lots.
- 4.3.9. Trees in parking lots shall be protected from vehicle damage by concrete curbing or other effective means and must provide an adequate root zone uncompacted by vehicular traffic. In high traffic areas, the use of subsurface tree root protection is recommended.

Note: See Whitefish Zoning Regulations for the Off-Street Parking requirements.

4.4. Exterior Lighting Design Standards for Exterior Lighting

Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

Goal: To provide thoughtfully designed outdoor lighting adequate to promote safety and security.

Standards:

4.4.1. All outdoor lighting must be carefully designed to light only the area needed for reasonable levels of safety and security. Seek to eliminate as much outdoor lighting as possible.

4.4.2. Light placement ~~shall~~must avoid placing glare on neighboring properties. Every attempt should be made to consider the impacts the additional lighting will have on the surrounding environment

4.4.3. Where appropriate, the use of ground lighting should be considered. ~~Try to~~
~~€~~Consolidate exterior lighting and minimize the height and projection of the lamps where possible.

4.4.4. Architectural/Building Lighting

- a) Exterior lighting shall be architecturally integrated with the building style, material and colors.
- b) Exterior lighting may be mounted flush or projected from the building wall.
- c) Awnings in the Central District shall be lit underneath to ~~insure~~ensure adequate light on the sidewalks, but the awnings ~~shall~~must not be internally illuminated.

4.4.5. Site Lighting

- a) The design of the site lighting should ~~compliment~~complement the architectural features of the building. Consider the use of the standard ~~€City street lights~~streetlights; however, the use of other lights may be considered by the Committee.
- b) Fixture mounting height should be appropriate for the project and the setting. Use of low, bollard-type fixtures, 3 ~~to~~ 4-feet in height, are encouraged as pedestrian area lighting.

- c) Raised light pole bases shall be attractively designed and well detailed to be compatible with the overall project. The use of "sonotube" (exposed concrete) ~~type concrete~~ pole bases is discouraged. These foundations, if used, need to be treated in some fashion to cover the exposed concrete.
- d) The placement of light poles within raised curb planter areas is encouraged; however, ~~but~~ conflicts with parking lot trees which can obscure the lighting should be avoided
- e) Swivel-mounted luminaires are prohibited.

Note: See Whitefish Zoning Regulations for the Outdoor Lighting Standards.

Building Design Standards

All building project designs should be a positive ~~complimentary~~complementary enhancement to the existing architecture, quality of life and character of the Whitefish community and particularly the Old Town District. The positive enhancement should be reflected in the design elements of the project. These design elements are both aesthetic and practical and shall include: 1) scale, character and relationship to surrounding neighborhood; 2) shape and form; and 3) exterior materials; color and texture.

4.5 Scale and Relationship to Surroundings

- 4.5.1. All buildings must have a scale in size, height and mass that relates to the surrounding buildings and adjacent commercial development.
- 4.5.2. The size, height and mass must not detract from, conflict with or overwhelm the surrounding neighbors.
- 4.5.3. Distance from other structures and features will be considered in reviewing scale. EXAMPLE: For example, ~~T~~he existing railroad station works well at its location; however, if it were on a lot next to Casey's the library, it would ~~be too~~ overwhelming the library.
- 4.5.4. Building site placement and size should minimize obstruction of views to mountains, Whitefish rRivers, and Whitefish lLake.

4.5.5. Mixed-Use of Non-Residential Development Adjacent to Residential Zones. Buildings must be designed to ensure building massing, height and scale provide sensitive transition to adjoining residential neighborhoods. When abutting a residential zoning district, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.

New developments adjacent to residential areas must mitigate impact through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to:

- a. Locating open space and preserving existing vegetation on the site's edge to further separate the building from less intensive uses
- b. Stepping down the massing of the building along the site's edge
- c. Limiting the length of or articulating building façade to reflect adjacent residential patterns
- d. Creative use and ongoing maintenance of landscaping such as berms, buffers, mounds, rockeries, living fences and swales designed to avoid the appearance of a straight line of "wall" of uniform plant material and must be wide enough to accommodate the mature plants.

4.5.6. Multiple Building Projects.

Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a rule, taller buildings must be placed toward the interior of the site and stepped back from the street. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces, with distinct pedestrian connections between the buildings, parking and the street. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

Projects with multiple buildings to be built in phases on one site must include design information for each building. Initial buildings must meet all the requirements of the Architectural Review Standards. Information on buildings to be built in the future must include an entire site development narrative with a site plan describing buildings, locations, access for parking and pedestrians, general landscaping and concept of building sizes, shapes, materials and colors.

4.6 Shape and Form

All buildings shall have a shape and form regarding rooflines and massing that relates to the surrounding buildings and neighborhood. Rooflines should be pitched, pitched with false fronts, flat, flat with false fronts, and shed with false fronts, hipped, gable or gambrel. Overhanging eaves are encouraged. Flat roofs shall have parapets facing streets.

- 4.6.1. All remote mechanical and electrical equipment (condensers, chillers, intake/exhaust fans, cabinets, etc.) regardless of horsepower, must be enclosed within sound absorptive walls, as permitted by ~~code~~the Building Code. These areas shall be located and screened so the visual and acoustic impacts of these functions are fully contained and out of view. Enclosures shall be reviewed by the Committee where applicable and the acoustic design will be reviewed and approved at the time of plans examination by the Building Department.

4.6.2. Old Town Central District (~~Central Avenue between 4th Street and Depot Street, west side of Spokane Avenue between 4th Street and 3rd Street, both sides of Spokane Avenue 3rd Street to Depot Street, east side of Baker Avenue between 4th Street and 3rd Street, both sides of Baker Avenue between 3rd Street and Railway Street~~)

- a) Regarding shape and form, many of the original downtown façade and rooflines are examples to look toward regarding new construction in this area.
- b) The buildings in this area are one and two story and create a rhythm of ~~25-50 foot~~25 to 50-foot width storefronts with rectangular plans unless the applicant can show an acceptable alternative. These features ~~should~~shall be maintained and can be achieved with exterior material application, although actual building heights are regulated per ~~Code §Section~~11-2L-4, WCC.
- c) New construction façades should relate to other buildings in the block with a height that falls within an acceptable historic range. As part of the submittal, the proposed building must be shown within the block of the existing buildings.
- d) Although zero setbacks on the main entry facades are typical and should be maintained, recessed courtyards, porches, stoops and sitting areas will be considered on a case-by-case basis.
- e) Recessed entry doors with large display windows maintain the typical Whitefish main street storefront.
- f) Upper second story windows should be smaller than the main level windows and vertical in shape.
- g) 75% of the ground-floor lineal street frontage should have openings for doors and windows. Ground floor glazing should be clear. Non-transparent and reflective or opaque glazing is not permitted.
- h) Ground floor active edges help reinforce the continuity of pedestrian-active building uses connects street-level activity and accessibility. Buildings should be designed to accommodate single or multiple tenants. Street frontage walls shall include doors and windows or be designed so they can be added when space is converted to active building uses.
- i) Awnings over sidewalks are desirable. In neighborhoods where awnings are the norm, new construction shall conform. The objective of awnings is to create a continuous covered shopping arcade; therefore, fixed canopies and awning are preferred. Such awnings should be constructed of wood, although fabric construction may be acceptable on certain projects. Attention to support post detail is important. The posts must be of high quality and

architectural significance (nominal 6-x-6 or 8-x-8 typical) or log (6 to ~~10 inch~~10-inch diameter typical). Posts must be set on concrete or stone piers raised a minimum of ~~8-8~~ inches above sidewalk or grade. Post base and cap details are required and must be presented for approval. Awnings must have an open structure with no ceilings imposed. Awning heights must be related to adjacent awnings, with a recommended minimum beam height of ~~9'9"-6"~~9'9"-6", ~~and~~ and recommended minimum clearance for hanging signs of ~~7'7"-6"-"~~7'7"-6"-". Awning heights must relate to adjacent awnings and must line up with the edge of the curb extend 6 inches minimum beyond edge of sidewalk toward the street, with a typical distance between columns and building walls of ~~8-feet'-0"~~8-feet'-0". Awnings must reflect historic form and shapes.

- j) Buildings must have roof designs that do not cause snow and drainage problems for themselves or adjacent buildings and sites.
- k) New, and when possible, remodeled buildings should have a minimum of ~~11-feet'-0"~~11-feet'-0" floor-to-ceiling heights on the ground floor to promote attractive retail spaces.
- l) Alley façades are encouraged to be developed as an attractive integrated component of the building.
- m) When building on corner lots, consideration should be given to corner entrances with storefront windows that extend along both street facades. Small towers or turrets above corner entrances should also be considered.

n) Second story balconies are encouraged.

n)o) Outdoor courtyards and sitting areas are encouraged

4.6.3. Old Town South District (~~the east side of Spokane Ave. between 3rd Street and 4th Street, both sides of Spokane Avenue from 4th Street and the river, Central Ave. between 4th Street and 7th Street; the west side of Baker Avenue along the between 3rd Street and 4th Street, and both sides of Baker Avenue from 4th Street to the river~~)

- a) Although zoned for businesscommercial, ~~these areas were originally residential and new construction within this district should remain residential in shape and form~~this area is designed with smaller-scale commercial buildings in keeping with original residential character.
- b) New construction in this area should follow the typical rooflines that include pitched, hipped, gable and gambrel. New roof pitches should stay within the existing roof pitches of 3:12 to 12:12.
- c) Use of dormers is encouraged.

- d) Buildings plans should be primarily rectangular.
- e) Single ~~&and~~ 1-½ story detached secondary buildings along the alley side are appropriate. Aesthetic consideration must be given to alley side facades.
- f) Covered entry porches, ~~and~~ stoops and outdoor courtyards/sitting areas are encouraged.

4.6.4. Old Town Railway District (~~Railway Street to 3rd Street, Miles Avenue to Lupfer~~)

a) Buildings in this district must maintain the historical residential character of the area. Building roofs should pitch to the sides and not to the front or rear. This general form should remain.

~~a)b)~~ Lots fronting on the Highway must be designed to frame the street and may not necessarily have a primarily residential character. These buildings are the gateway into the downtown and may have a traditional downtown roof design with flat roofs and parapets.

~~b)c)~~ Entrances front Front porches and stoops are required at entrances.

~~e)d)~~ Detached garages and storage buildings of 1 ~~&and~~ 1-1/2-½ story with pitched roofs are encouraged.

~~d)e)~~ Outdoor courtyards and sitting areas ~~at the rear of the buildings~~ are acceptable encouraged.

~~e)f)~~ Bay windows and flower boxes are encouraged.

4.7 Exterior Materials (color and texture)

4.7.1. Exterior finish building materials should be of a nature in color and texture ~~that is complimentary~~ complementary with the structures within each building district. They shall not clash, detract or conflict with adjacent architecture.

4.7.2. Acceptable exterior cladding materials should include ~~standard sized~~ properly scaled brick, 1x4, 1x6 or 1x8 horizontal natural wood siding, sawn shingles 1x6 or 1x8 vertical channel natural siding, 1x8 to 1x12 vertical board and batten natural wood siding with 1x2 batts, natural stone veneers, and stucco with wood trim. Other fire resistant and ecological friendly materials may be considered.

4.7.3. Wood shingles, vertical wood siding and boards w/ batts are acceptable in gables and upper portions of walls.

- 4.7.4. Exposed plain concrete block, and vinyl cladding are not allowed. Metal siding, Exterior Insulation finish System (EIFS), composite siding and stone panels are discouraged but may be used at the discretion of the Committee.
- 4.7.5. Acceptable roofing materials shall be ~~sawn wood shingles~~, asphalt composition shingles, metal, ~~or~~ appropriate flat roofing, or other technologically advances products such as solar roof tiles are encouraged.
- 4.7.6. Roofing shall be of colors that ~~compliment~~complement neighboring structures.
- 4.7.7. Mirrored and tinted glazing is ~~discouraged~~not allowed. The tinting of Low-E glass is acceptable. Vision glass on building sides facing streets is required.
- 4.7.8. Exterior classic details and elements such as brackets, cornices, window trim, and wall corner boards are encouraged.
- 4.7.9. Higher quality and easily maintained materials are strongly encouraged.

Chapter 5: RESORT COMMUNITY BUSINESS DISTRICT

The Resort Community Business District is ~~comprised of divided into~~ two corridors. One corridor is located along Wisconsin Avenue/East Lakeshore Drive from the viaduct to the north and the other is West 2nd Street from the Whitefish River to the west. Both ~~of these~~ corridors are located along state highways and have adopted corridor plans – Wisconsin Avenue Corridor Plan (2018) and the Highway 93 West Corridor Plan (2015). This District is for those areas zoned WB-1: Limited Business District, Limited Resort Business District: WRB-1, General Resort Business District: WRB-2 or with a multi-family designation that could be developed into offices (WR-3 and WR-4) along these two corridors. The character of these areas include small scale commercial and professional office uses interspersed with a variety of residential types. The Wisconsin Avenue corridor is evolving into providing resort-oriented and neighborhood services with multi-family while the West 2nd Street corridor is evolving into an area with small professional offices and multi-family space. Finally, in addition to these standards, the Mixed-Use and Non-Residential Building Development Standards (§11-3-43, WCC) apply.

Goal: The Resort Community Business Districts will develop as areas with smaller scale buildings in order to be good neighbors to residential areas located immediately adjacent to these corridors. Parking areas will be sited in order to not conflict with surrounding residential neighborhoods. Sites will be designed to accommodate bicyclists and pedestrians. Ample landscaping will be installed – especially to screen undesirable qualities of commercial uses from adjoining residential areas.

- Review the existing examples of successful residential conversions.
- Developments along the Wisconsin Avenue and West 2nd Street corridors have historically developed with larger setbacks from the highway. In order to preserve a landscaped entrance into the downtown core and retain a residential feel, development should continue this pattern by setting new construction as far back as possible on the lot with landscaping and/or courtyards in front rather than parking.
- Orient buildings toward public streets.
- Include design of small pocket parks to encourage employees and the community to embrace the outdoor environment.
- When constructing new parking consider the use of a landscape buffer to minimize impact on neighboring properties.
- When selecting a building envelope consider its relationship to the lot with respect to scale. Consider staggering the structures in the new development.

- Protect the neighborhoods' existing character by using existing shapes, forms, and structural elements. Use the existing character of the neighborhood as a context for all new development. Do not use new construction to redefine the feeling and presence of the neighborhood.
- Infill and adaptive reuse projects are encouraged and shall complement the characteristics of the existing buildings built in the District.

5.1 Site Design Standards

5.1.0. Buildings must be arranged on the site so their orientation frames, encloses or otherwise gives prominence to a pedestrian corridor, an outdoor gathering space with outdoor seating, a "main street" pedestrian or vehicle access corridor within the site or the corners of the street intersections or entry points into the development.

Buildings on corner lots should be oriented toward the primary intersection and the primary and secondary street frontage, while parking and auto access must be located away from the primary intersection corners

The use of corner entrances, plazas, signage and/or landscaping is encouraged to accentuate corner sites.

Where buildings are separated from the public sidewalk along the primary street frontage, the space should contain public and pedestrian amenities. Building may be separated from the sidewalk by plazas, landscaping, benches, bicycle racks, trash cans and other pedestrian amenities.

5.1.1. The layout of the site must consider pedestrians and bicyclists, as well as automobile traffic. Pedestrian access from adjacent sidewalks must have priority over vehicular traffic. Consider protection from the weather.

Consider how a pedestrian or a bicyclist would access your~~the~~ proposed site. Mixing nonmotorized transportation in the same spaces as automobile traffic can be a very unpleasant experience for both pedestrians and bicyclists. Consider alternate and/or separate routes into your~~the~~ development that clearly define the pedestrian area versus areas for vehicles.

5.1.2. Minimize the dominance of parking surfaces and structures.

Use green spaces to soften the "sea of asphalt" which often dominates commercial "strip" development. A close review of the ~~city's~~ City's landscaping ordinance is highly recommended. Consider building orientation and its relationship to the entire ~~site-as-a-whole~~.

5.1.3. All new development must invite pedestrian access.

Thoughtful site layout and the use of “green open space” should be considered included in all site planning. The front door/main entrance to a development must be easy to identify to the pedestrian and the buildings must be oriented toward the primary street front and public path and/or sidewalks. This may include providing a direct access from a public sidewalk to the front entrance.

5.1.4. Make site more appealing to pedestrian and bicycle traffic and use.

Thoughtful application of design principles and space planning can make a site more pleasant to view, and a better, safer, place to be. The use of courtyards, decks, traditional front porches and bicycle amenities are design tools that can ~~be used to~~ accomplish this goal. Consider protection from the weather.

5.1.5. Fencing should be of a natural material. The use of chain link and vinyl should be avoided but may be considered by the Committee.

5.1.6. Site design must consider the seasonal nature of the Whitefish climate allowing for summer enjoyment and snow storage in the winter. Also, consider southern exposure, energy costs and impact of shadows on adjacent properties

Apply design principles that maximize the seasonal nature of our climate.

5.1.7. Promote safe ingress and egress.

Consolidate site access to the public rights-of-way to reduce congestion and the need for endless stoplights. The ~~city~~ City seeks to promote shared access where possible.

Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. (§11-3-43E(5), WCC)

5.2 Landscaping Design Standards for Landscaping

Goal: Thoughtfully designed landscaping will contribute to a pleasing character for the development and Whitefish. Landscaping should not be used just as a visual screen but should also encourage a sense of place and connection to the environment.

Standards:

5.2.1. Preserve and maintain mature trees and existing vegetation as much as practical.

5.2.2. ~~The~~ A thoughtful selection of appropriate vegetation and landscaping materials.

The designer should carefully select hardy vegetation and materials to survive our harsh climate, while also accentuating the natural beauty of our community.

~~Use native, drought-resistant species and plants requiring low amounts of water, chemicals and fertilizers. The designer should carefully select hardy vegetation and material that can survive our harsh climate. These plants should also accentuate the natural beauty of our community.~~

- 5.2.3. Landscaped areas must be planned as an integral part of the project, rather than simply located in the ~~left over~~left-over spaces on the site.
- 5.2.4. Landscaping should complement the architecture of the project and adjacent buildings enhancing the indoor-outdoor relationship.
- 5.2.5. Landscaping (along with the location of the building) should soften the appearance of the site as seen from the roadway.
- 5.2.6. It is beneficial and attractive to incorporate outside seating areas in the landscaping plan.
- 5.2.7. In a landscape plan, attention should be paid to the plant material's color and texture to create unity on the site. Simple masses of material with one predominant species provide unity, while accent plantings provide attractive contrasts.
- 5.2.8. Species should be planted which are suitable to the ~~size of their~~ space they will occupy when they have achieved their full growth. This includes understanding the growth of species root mass and their effect on sidewalks, utilities and building foundations.
- 5.2.9. Plants with multi-season interest provide color and interest throughout the year. Be mindful of the change of seasons so plantings, as a group, remain attractive throughout the year, providing evergreen in winter, and color in other seasons.
- 5.2.10. Plazas and malls should be planted to reflect an informal place suited to pedestrian scale. Variety and color are encouraged.
- 5.2.11. Landscaping and sight obscuring fencings must be used to screen equipment, refuse areas and storage areas. It is better to mass plant material in groups rather than locate them in a straight line which tends to look unnatural, except when required to provide a landscape buffer as defined in the Whitefish Landscape Ordinance Requirements (§11-4, WCC).
- 5.2.12. Landscaping depicted on renderings/perspectives should be a realistic interpretation of what will be installed at the time of planting.

5.2.13. The final landscape, irrigation and tree preservation techniques shall be reviewed and approved by staff prior to issuance of a building permit.

5.2.14. Provide uniform planting of required street trees.

Note: See Whitefish Zoning Regulations for the Landscaping requirements.

5.3. Off-Street Parking Design Standards for Off-Street Parking

Goal: Parking lots in Whitefish will be designed as a necessary appurtenance of a site and not the primary visual emphasis.

Standards:

5.3.1. The use of large parking lots as the primary feature at the entrances of businesses es is strongly discouraged.

5.3.2. When possible locate parking to the rear or side of buildings, unless it is adjacent to a residential use or residential district. If parking is proposed adjacent to residential, it needs to be screened ~~through the use of~~ fencing and landscaping. The siting of parking lots is regulated through the off-street parking chapter of the zoning.

5.3.3. Parking lots shall be designed to consider all users and not only automobiles. The development must minimize the impact of parking on the building's relationship to the street and pedestrian-oriented character and character of the neighborhood. Secure, well-lit and convenient bicycle parking and storage must be provided.

5.3.4. Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. At a minimum, a pedestrian connection between parking lots between developments should be explored. Parking lot design should consider a southern aspect to reduce the accumulation of ice during the winter and allow for natural melting.

5.3.5. Parking areas shall be designed to minimize the ~~lot's~~ lot's visual impact, thus creating as much as possible an architectural form instead of a wasteland.

5.3.6. Parking structures built below grade are less obvious to passers-by, and are easier to screen with landscaping, therefore are desirable.

5.3.7. Soften large parking areas with landscaping, earthen berms and pedestrian friendly features s.

5.3.8. The amount of unrelieved pavement on parking lots shall be limited by methods such ~~methods as~~ the use of ~~using~~ landscaping, contrasting colors, and pathways of alternate paving material.

5.3.9. Landscaping treatments of parking lots should include trees both on the perimeter and interior of the lots.

5.3.10. Trees in parking lots shall be protected from vehicle damage by concrete curbing or other effective means and must provide an adequate root zone uncompacted by vehicular traffic. In high traffic areas, the use of subsurface tree root protection is recommended.

Note: See Whitefish Zoning Regulations for the Off-Street Parking requirements.

5.4 Exterior Lighting Design Standards for Exterior Lighting

Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

Goal: To provide thoughtfully designed outdoor lighting adequate to promote safety and security.

Standards:

5.4.1. All outdoor lighting must be carefully designed to light only the area needed for reasonable levels of safety and security. Seek to eliminate as much outdoor lighting as possible.

5.4.2. Light placement ~~shall~~ must avoid placing glare on neighboring properties. Every attempt should be made to consider the impacts the additional lighting will have on the surrounding environment

5.4.3. Where appropriate, the use of ground lighting should be considered. ~~Try to~~ consolidate exterior lighting and minimize the height and projection of the lamps where possible.

5.4.4. Architectural/Building Lighting

- a) Exterior lighting shall be architecturally integrated with the building style, material and colors.
- b) Exterior lighting may be mounted flush or projected from the building wall.

5.4.5. Site Lighting

- a) The design of the site lighting should ~~compliment~~complement the architectural features of the building. Consider the use of the standard ~~City street lights~~streetlights; however, the use of other lights may be considered by the Committee.
- b) Fixture mounting height should be appropriate for the project and the setting. Use of low, bollard-type fixtures, 3- ~~to~~ 4-feet in height, are encouraged as pedestrian area lighting.
- c) Raised light pole bases shall be attractively designed and well detailed to be compatible with the overall project. The use of ~~“sonotube”~~ (exposed concrete) ~~type concrete~~ pole bases is discouraged. These foundations, if used, need to be treated in some fashion to cover the exposed concrete.
- d) The placement of light poles within raised curb planter areas is encouraged; ~~however, but~~ conflicts with parking lot trees which can obscure the lighting should be avoided.
- e) Swivel-mounted luminaires are prohibited.

Note: See Whitefish Zoning Regulations for the Outdoor Lighting Standards.

Building Design Standards

All building project designs should be a positive ~~complimentary~~complementary enhancement to the existing architecture, quality of life and character of the Whitefish community and particularly the Resort Community Business District. The positive enhancement should be reflected in the design elements of the project. These design elements are both aesthetic and practical and shall include: 1) scale, character and relationship to surrounding neighborhood; 2) shape and form; and 3) exterior materials. Also, businesses considered formula retail (also known as franchise businesses) may not use their traditional building design or color scheme. See Section 5.8 for these standards.

5.5 Scale and Relationship to Surroundings

- 5.5.1. All buildings must have a scale in size, height and mass that relates to the ~~immediate~~ surrounding buildings and adjacent commercial development and neighborhood.
- 5.5.2. The size, height and mass must not detract from, conflict with or overwhelm the surrounding neighbors. Taller buildings must be stepped down to neighboring less high buildings.
- 5.5.3. Distance from other structures and features will be considered in reviewing scale.

5.5.4. Building site placement and size should minimize obstruction of views to mountains, Whitefish rRivers, and Whitefish #Lake.

5.5.5. Mixed-Use of Non-Residential Development Adjacent to Residential Zones. Buildings must be designed to ensure building massing, height and scale provide sensitive transition to adjoining residential neighborhoods. When abutting a residential zoning district, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.

New developments adjacent to residential areas must mitigate impact through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to:

- a. Locating open space and preserving existing vegetation on the site's edge to further separate the building from less intensive uses
- b. Stepping down the massing of the building along the site's edge
- c. Limiting the length of or articulating building façade to reflect adjacent residential patterns;
- d. Creative use and ongoing maintenance of landscaping such as berms, buffers, mounds, rockeries, living fences and swales designed to avoid the appearance of a straight line of "wall" of uniform plant material and must be wide enough to accommodate the mature plants.

5.5.6. Multiple Building Projects.

Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a rule, taller buildings must be placed toward the interior of the site and stepped back from the street. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces, with distinct pedestrian connections between the buildings, parking and the street. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

Projects with multiple buildings to be built in phases on one site must include design information for each building. Initial buildings must meet all the requirements of the Architectural Review Standards. Information on buildings to be built in the future must include an entire site development narrative with a site plan describing buildings, locations, access for parking and pedestrians, general landscaping and concept of building sizes, shapes, materials and colors.

5.6 Shape and Form

All buildings shall have a shape and form regarding rooflines and massing that relates to the surrounding buildings and neighborhood. Rooflines should be pitched, pitched with false fronts, flat, flat with false fronts, and shed with false fronts, hipped, gable or gambrel. Overhanging eaves are encouraged. Flat roofs shall have parapets.

- 5.6.1. All remote mechanical and electrical equipment (condensers, chillers, intake/exhaust fans, cabinets, etc.) regardless of horsepower, must be enclosed within sound absorptive walls as permitted by [the Building eCode](#). These areas shall be located and screened so the visual and acoustic impacts of these functions are fully contained and out of view. Enclosures shall be reviewed by the Committee where applicable and the acoustic design will be reviewed and approved at the time of plans [examination](#) by the Building Department.
- 5.6.2. Although business buildings are permitted in this area, it is historically a residential neighborhood and new construction in this district must respect the residential character in style, scale and form.
- 5.6.3. New construction in this district should follow the typical rooflines, which include pitched, hipped, gable, and sheds with overhangs or false fronts. New roof pitches should stay within the existing roof pitches of 3:12 to 12:12.
- 5.6.4. Large massive roofs should be avoided. When large floor plans are required, roofs must be broken up with elements such as dormers, hips and pitched entries.
- 5.6.5. Rear façades of buildings facing alleys or streets must be given aesthetic considerations.
- 5.6.6. Front porches and covered entries are recommended.
- 5.6.7. Courtyard and sitting areas away from the street side are encouraged.
- 5.6.8. Expansive blank walls are not allowed.
- 5.6.9. Large display windows facing a main street at the first story, as in the downtown area, are allowed. All other windows on sidewall and upper stories should be vertical in orientation.

5.7. Exterior Materials (color and texture)

- 5.7.1. Exterior finish building materials should be of a nature in color and texture [that is complimentary/complementary](#) with the structures within each building district. They shall not clash, detract or conflict with adjacent architecture.
- 5.7.2. Acceptable exterior cladding materials should include [standard-sized properly scaled](#) brick, 1x4, 1x6 or 1x8 horizontal natural wood siding, sawn shingles 1x6 or 1x8 vertical channel natural siding, 1x8 to 1x12 vertical board and batten natural wood siding with 1x2 batts, natural stone veneers, and stucco with wood trim. [Other fire resistant and ecological friendly materials may be considered.](#)

- 5.7.3. Wood shingles, vertical wood siding and boards w/ batts are acceptable in gables and upper portions of walls.
- 5.7.4. Exposed plain concrete block, and vinyl cladding are not allowed. Metal siding, Exterior Insulation Finish System (EIFS), composite siding and stone panels are discouraged but may be used at the discretion of the Committee. (Exception: residential buildings of 2two or more -units ~~or more~~ when located in a strictly residential district may utilize composite sidings such as fiber cement if compatible with neighboring structures.)
- 5.7.5. Acceptable roofing materials shall be ~~sawn wood shingles~~, asphalt composition shingles, metal, ~~or~~ appropriate flat roofing, or other technologically advances products such as solar roof tiles are encouraged.
- 5.7.6. Roofing shall be of colors that ~~compliment~~complement neighboring structures.
- 5.7.7. Mirrored and tinted glazing is ~~discouraged~~not allowed. The tinting of Low-E glass is acceptable. Vision glass on building sides facing streets is encouraged.
- 5.7.8. Exterior classic details and elements such as brackets, cornices, window trim, and wall corner boards are encouraged.

5.7.9. Higher quality and easily maintained materials are strongly encouraged.

5.8. Formula Retail Design Standards

Commercial uses meeting the zoning definition of "formula retail" (also known as franchise retail uses) are expected to minimize generic and corporate images, but instead express the architectural elements and forms that best express the values and heritage of the community.

5.8.1. Formula retail ~~shall~~must not use standard corporate building shapes, forms and rooflines ~~are not allowed~~.

5.8.2. Formula retail color schemes are not acceptable.

Chapter 6: Residential District

The Residential Standards apply to structures of two-dwelling-unit dwellings or more structures in the Whitefish Planning jurisdiction. The Residential District is everything all areas within the city limits planning jurisdiction without another design district designation. There are a variety of two family and multifamily zoning categories within the Whitefish Planning Jurisdiction where these standards apply. In addition, if someone is proposing a residential use within one of the other design districts requires compliance with, these standards would apply along with the applicable design district standards. In addition to these standards, the Multi-Family Development Standards (§11-3-42, WCC) apply.

Goal: Multi-family development in Whitefish will be designed to suit the neighborhood where it is located, relate to the street and surroundings and meet the needs of the residents.

- Consider vertical relief when laying out building footprints on the lot.
- Maximize the use of parking to the rear of the lot and the use of alleys for entrances.
- Incorporate usable on-site pedestrian spaces.
- Reduce the prominence of the garage and parking pavement in neighborhood design. Locate garages behind the primary structure on the lot or setback from the front foundation line of the structure. Parking pavement should not extend to the front door. Use alleys wherever possible for the primary entrances to on-site parking. If this is not feasible, employ design standards described below in Section 6.6.3.

6.1 Site Design Standards

6.1.1. The layout of the site must consider pedestrians and bicyclists, as well as automobile traffic. Pedestrian access from adjacent sidewalk must have priority over vehicular traffic. Provide each building with direct and distinct pedestrian access from the street fronting the building and the parking areas. A bicycle parking area must be provided. Consider protection from the weather.

Consider how a pedestrian or a bicyclist would access your the proposed site. Mixing nonmotorized transportation in the same spaces as automobile traffic can be a very unpleasant, and potentially dangerous, experience for pedestrians and bicyclists. Consider alternate and/or separate routes into your the development that clearly define the pedestrian area versus areas for vehicles.

6.1.2. Minimize the dominance of parking surfaces and structures.

Use green spaces to soften the ~~“sea of asphalt”~~ ~~which often dominates commercial “strip” development~~. A close review of the ~~city’s~~ City’s landscaping ordinance is highly recommended. Consider building orientation and its relationship to the entire site as a whole.

- 6.1.3. All new development must invite pedestrian access and be oriented to public streets. Design alternate and/or separate routes into the development clearly defining bicycle and pedestrian areas versus areas for vehicles.

Thoughtful site layout and the use of ~~“green open space”~~ should be considered included in all site planning. The front door/main entrance to a development must be easy to identify to the pedestrian. This may include providing a direct access from a public sidewalk or street to the front entrance.

- 6.1.4. Make site more appealing to pedestrian and bicycle traffic and use.

Thoughtful application of design principles and space planning can make a site more pleasant to view, and a better, ~~and~~ safer place to be. The use of courtyards, decks, traditional front porches and bicycle amenities are design tools that can ~~be used to~~ accomplish this goal. Consider protection from the weather and provide safe, visible well-lit locations. Where feasible, designs shall encourage front yard and outdoor spaces for barbequing, sitting, gardening and playing.

- 6.1.5. Fencing should be of a natural material. The use of chain link and vinyl should be avoided but may be considered by the Committee.

- 6.1.6. Site design must consider the seasonal nature of the Whitefish climate allowing for summer enjoyment and snow storage in the winter. Also, consider southern exposure, energy costs and impact of shadows on adjacent properties.

Apply design principles that maximize the seasonal nature of our climate.

- 6.1.7. Promote safe ingress and egress.

Consolidate site access to public rights-of-way to reduce congestion and the need for endless stoplights. The ~~city~~ City seeks to promote shared access where possible.

Provide for cross-property easement to share driveway and reduce the need for additional curb-cuts when feasible. (§11-3-42C, WCC)

- 6.1.8. Buildings shall be oriented for privacy, both within the project and to the adjacent neighborhood.

6.2 Landscaping Design Standards for Landscaping

Goal: Thoughtfully designed landscaping will contribute to a pleasing character for the development and Whitefish. Landscaping should not be used just as a visual screen but should also encourage a sense of place and connection to the environment.

6.2.1. Landscaped areas must be planned as an integral part of the project, rather than simply located in the ~~left over~~left-over spaces on the site.

6.2.2. ~~The~~A thoughtful selection of appropriate vegetation and landscaping materials.

~~The designer should carefully select hardy vegetation and materials that can survive our harsh climate; these plants should also accentuate the natural beauty of our community. Use native, drought-resistant species and plants requiring low amounts of water, chemicals and fertilizers. Designs should have the ability to be maintained reasonably weed free. The designer should be careful to select hardy vegetation and material that can survive our harsh climate. These plants should also accentuate the natural beauty surroundings our community.~~

6.2.3. Preserve and maintain mature trees and existing vegetation as much as practical.

6.2.4. Landscaping should complement the architecture of the project and adjacent buildings.

6.2.5. Landscaping (along with the location of the building) should soften the appearance of the site as seen from the roadway.

6.2.6. It is beneficial and attractive to incorporate outside ~~seating~~ areas in the landscaping plan such as trellises, low planters, walls, seating areas, porches or balconies.

6.2.7. Consider wildflower gardens, rain gardens or vegetable gardens with deined planting beds and features such as rocks or sculptures in lieu of front lawns. Alternatives to traditional lawn grasses include low mow Fescue grass mixes, native and non-native perennial ground-covers such as thyme, chamomile, sea thrift, Scotch moss, creeping potentilla, sedums and other perennial ground-covers; combinations of ground-covers will increase resiliency to drought and pests.

6.2.~~7~~8. In a landscape plan, attention should be paid to the plant ~~material's~~ material's color and texture to create unity on the site. Simple masses of material with one predominant species provide unity, while accent plantings provide attractive contrasts.

6.2.89. Species should be planted which are suitable to the ~~size of their~~ space they will occupy when they have achieved their full growth. This includes understanding the growth of species root mass and their effect on sidewalks, utilities and building foundations.

6.2.910. Plants with multi-season interest provide color and interest throughout the year. Be mindful of the change of seasons so that plantings, as a group, remain attractive throughout the year, providing evergreen in winter, and color in other seasons.

6.2.4011. Plazas should be planted to reflect an informal place suited to pedestrian scale. Variety and color are encouraged.

6.2.4412. Landscaping and sight obscuring fencings must be ~~is~~ used to screen equipment, refuse areas, and storage areas. ~~I, etc.~~ it is better to mass plant material in groups rather than locate them in a straight line which tends to look unnatural, except when required to provide a landscape buffer as defined in the Whitefish-Landscape Ordinance Requirements. (§11-4, WCC)

6.2.4213. Landscaping plans submitted for review and approval should be consistent with materials presented for Architectural Review approval. This includes location and size of planting beds and specific tree and shrub species.

6.2.4314. The final landscape, irrigation and tree preservation techniques shall be reviewed and approved by staff prior to issuance of a building permit.

6.2.15. Provide uniform planting of required street trees.

Note: See Whitefish Zoning Regulations for the Landscaping requirements.

6.3. Off-Street Parking Design Standards for Off-Street Parking

Goal: Parking in the Residential District will be designed as a necessary appurtenance of a site and not the primary visual emphasis. The effect of driveways and parking lots on the public and neighboring properties must be minimized by designing, locating and screening parking lots, carports and garages in a way to create few interruptions on the street, sidewalk and building facades.

Surface Parking:

6.3.1. Parking areas shall be designed to minimize the lot's visual impact, thus creating ~~as much as possible~~ an architectural form instead of a wasteland as much as possible.

6.3.2. Parking lots shall be designed to consider all users and not only automobiles. Secure, well-lit and convenient bicycle parking and storage must be provided.

- 6.3.3. Parking ~~shall~~ must be distributed throughout the site with a preference for parking to the side ~~and or~~ rear of the building or under the building. Such parking should be accessed from alley-type driveways. Shared driveways between adjacent uses is preferred. Parking lot design should consider a southern aspect to reduce the accumulation of ice during the winter and allow for natural melting.
- 6.3.4. Parking structures built below grade are less obvious to passers-by, and are easier to screen with landscaping, therefore are desirable.
- 6.3.5. Soften large parking areas with landscaping, earthen berms and pedestrian friendly features.
- 6.3.6. The amount of unrelieved pavement on parking lots shall be limited by methods such ~~methods~~ as: using landscaping, contrasting colors, and pathways of alternate paving material.
- 6.3.7. Parking lots shall be designed with adequate landscaping to avoid the appearance of a sea of asphalt.
- 6.3.8. Landscaping treatments of parking lots should include trees both on the perimeter and interior of the lots.
- 6.3.9. Trees in parking lots shall be protected from vehicle damage by concrete curbing or other effective means and must provide an adequate root zone uncompacted by vehicular traffic. In high traffic areas, the use of subsurface tree root protection is recommended.

Note: See Whitefish Zoning Regulations for the Off-Street Parking requirements.

6.4. Exterior Lighting Design Standards for Exterior Lighting

Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

Goal: To provide thoughtfully designed outdoor lighting adequate to promote safety and security.

Standards:

- 6.4.1. All outdoor lighting must be carefully designed to light only the area needed for reasonable levels of safety and security. Seek to eliminate as much outdoor lighting as possible.

6.4.2. Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

6.4.3. Light placement ~~shall~~must avoid placing glare on neighboring properties. Every attempt should be made to consider the impacts the additional lighting will have on the surrounding environment

6.4.4. Where appropriate, the use of ground lighting should be considered. ~~Try to~~
Consolidate exterior lighting and minimize the height and projection of the lamps where possible.

6.4.5. Architectural/Building Lighting.

- a) Exterior lighting shall be architecturally integrated with the building style, material and colors.
- b) Exterior lighting may be mounted flush or projected from the building wall.

6.4.6. Site Lighting

- a) The design of the site lighting should ~~compliment~~complement the architectural features of the building. Consider the use of ~~the City standards~~street light streetlights; however, the use of other lights may be considered by the Committee.
- b) Fixture mounting height should be appropriate for the project and the setting. Use of low, bollard-type fixtures, 3 to 4 ~~feet~~ in height, are encouraged as pedestrian area lighting.
- c) Raised light pole bases shall be attractively designed and well detailed to be compatible with the overall project. The use of ~~"sonotube"~~ " (exposed concrete) ~~type concrete~~ pole bases is discouraged. These foundations, if used, need to be treated in some fashion to cover the exposed concrete.
- d) The placement of light poles within raised curb planter areas is encouraged, but conflicts with parking lot trees which can obscure the lighting should be avoided
- e) Swivel-mounted luminaires are prohibited.

Note: See Whitefish Zoning Regulations for the Outdoor Lighting Standards.

Building Design Standards

All building project designs should be a positive ~~complimentary~~complementary enhancement to the existing architecture, quality of life and character of the Whitefish community and particularly the Residential District. The positive enhancement should be reflected in the design elements of the project. These design elements are both aesthetic and practical and shall include: 1) scale, character and relationship to surrounding neighborhood; 2) shape and form; and 3) exterior materials. Projects with more than one multi-family structure are required to complement the existing neighborhood in mass and scale and have a varying exterior appearance. These standards can be found under Section 6.6.2. In addition, multi-family structures, including duplex/townhouses with garages designed forward of the main foundation of the structure generally lack connectivity to the neighborhood and street. This design is prohibited in Whitefish unless it is unavoidable, then the standards in Section 6.6.3. shall be met.

6.5. Scale and Relationship to Surrounding Neighborhood

6.5.1. All buildings must have a scale in size, height and mass that is compatible, complementary to and relates to the immediate surrounding buildings and neighborhood.

6.5.2. The size, height and mass must not detract from, conflict with or overwhelm the surrounding neighbors. This can be accomplished by breaking up a multi-family structure into house size building elements, especially where there is a building height transition from adjoining developments, and using the existing separation pattern and orientation of buildings in the adjacent neighborhood to establish the pattern of the new development. Taller buildings must be stepped down when adjacent to neighboring buildings that are not as tall.

6.5.3. Articulation and modulation of buildings and rooflines reduces perceived building bulk and scale.

6.5.~~34~~. Distance from other structures and features will be considered in reviewing scale. Design multi-family buildings to 'step back' from abutting lower density properties to better fit into the existing neighborhood.

6.5.~~45~~. Building site placement and size should minimize obstruction of views to mountains, Whitefish rRivers, and Whitefish lLake.

6.5.6. Projects with multiple buildings to be built in phases on one site must include design information for each of the buildings. Initial buildings must meet all the requirements of the Architectural Review Standards. Information on buildings to be built in the future must include an entire site development narrative with a site

plan describing buildings, locations, access for parking and pedestrians, general landscaping and concept of building sizes, shapes, materials and colors.

6.6. Shape and Form

All buildings shall have a shape and form regarding rooflines and massing that relates to the surrounding buildings and neighborhood. Rooflines should be pitched, pitched with false fronts, ~~flat, flat with false fronts,~~ and shed with false fronts, hipped, gable or gambrel. Overhanging eaves are encouraged.

6.6.1. All remote mechanical and electrical equipment (condensers, chillers, intake/exhaust fans, cabinets, etc.) regardless of horsepower, must be enclosed within sound absorptive walls as permitted by the Building eCode. These areas shall be located and screened so the visual and acoustic impacts of these functions are fully contained and out of view. Enclosures shall be reviewed by the Committee where applicable and the acoustic design will be reviewed and approved at the time of plans examination by the Building Department.

6.6.2. Multi-Family Developments-

In any development containing more than one multi-family and/or townhouse structure, the ~~Architectural Review Committee shall~~ following details are reviewed:

Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

As a general rule, taller buildings must be placed toward the interior of the site and stepped back from the street.

~~bBuildings must~~ plans for such structures to assure that there is provide visual variety in exterior appearance from other multi-family structures in the same development. The primary objective of this standard is to avoid visual monotony among multi-family structures while encouraging a common ~~high-quality~~high-quality design theme. If two or more developments containing more than one multi-family and/or townhouse structure occur ~~in close proximity to~~near one another, the Architectural Review Committee shall review building plans for such structures to assure that they are all substantially different from similar multi-family structures in a neighboring development. The intent of these requirements is to create variety and visual interest among all units in a development containing multi-family structures, or multi-family development located ~~in close proximity to~~near one another. All design elements can be utilized to create a substantially varied exterior appearance, including but not limited to the following:

- Color (although by itself is not enough to create substantial difference in exterior appearance)
- Texture
- Materials
- Orientation on the site
- Height
- Mass
- ~~Color (although by itself is not sufficient to create substantial difference in exterior appearance)~~
- ~~Texture~~
- ~~Materials~~
- ~~Orientation on the site~~
- ~~Rooflines~~
- Scale
- Shape
- Form
- Façade Modulation
- Roof Articulation
- Articulation of Building Materials and Elements
- Transition Spaces
 - ~~Design~~
 - ~~Height~~
 - ~~Mass~~
 - ~~Scale~~
 - ~~Shape~~
 - ~~Form~~

6.6.3. Garage Forward Designed Structures-

Garage forward designed residential units generally lack connectivity to the street and neighborhood. When streets are more comfortable and inviting places to be, there is more pedestrian activity on the street, which in turn promotes more interaction with neighbors, places more "eyes on the street" and encourages residents to use the front areas of their home and front yards ~~more~~.

The use of garage forward design multi-family structures, including duplexes, is not allowed unless the use of garage doors constructed forward of the foundation line of the main structure is unavoidable. If this design is unavoidable, the applicant ~~shall~~ must employ a cohesive design strategy to mitigate their appearance by using three or more of the following measures:

- Install two single garage doors instead of one two-car garage door;
- Use garage doors that break up the mass of the one long wall – this can be accomplished ~~through the use of using~~ carriage-style doors, multi-paned doors, or doors with windows;
- The finish color be complementary to the structure;
- Design a shed roof or other architectural feature over the top of the garage doors ~~two-2~~ to ~~three-3~~-feet deep;
- Relief between the two garage doors;
- Moving the entrances so they are easily seen from the street;

- Putting windows and/or living space above the garage;
- Install different ~~garage~~ techniques for garage doors ~~that are~~ adjacent to one another;
- Incorporate a compatible window in the garage so it appears to be a habitable portion of the house; or
- Any other creative design solution(s) to mitigate the garage forward design accepted by the Architectural Review Committee.

6.6.4. Townhouses/Duplexes/Triplexes

Townhouses, duplexes and triplexes are permitted in many zoning districts throughout the City. In addition, depending on the neighborhood, townhouses, duplexes and triplexes may be used as infill housing in neighborhoods traditionally developed with single family detached homes. In order to ensure these projects are consistent and compatible with the surrounding neighborhood character and transition effectively to single family detached homes, the following apply:

- Ensure buildings are pedestrian friendly and contribute to the character of the surrounding neighborhood. Front porches must be emphasized. If no front porch is provided, the front door must be oriented, so it directly faces the street.
- Buildings should be oriented in a way similar with the neighborhood.
- Design of the buildings should reflect architectural styles compatible with the neighborhood and make every attempt to appear like a single-family home.
- Structures located on corner lots shall be designed with pedestrian entries located on opposite street frontages, so the structure appears to be a single-family dwelling. Where no alley is available for vehicular access, separate driveways for each unit should be placed on opposite streets;
- Meet the minimum requirements identified in Appendix C

The enhancement features in Appendix C may also be included to further support a superior design.

6.7. Exterior Materials (color and texture)

- 6.7.1. Exterior finish building materials should be of a nature in color and texture ~~that is complimentary~~complementary with the structures within each building district. They shall not clash, detract or conflict with adjacent architecture.
- 6.7.2. Acceptable exterior cladding materials should include ~~standard-sized~~properly scaled brick, 1x4, 1x6 or 1x8 horizontal natural wood siding, sawn shingles 1x6 or 1x8 vertical channel natural siding, 1x8 to 1x12 vertical board and batten natural wood siding with 1x2 batts, natural stone veneers, and stucco with wood trim. Other fire resistant and ecological friendly materials may be considered.
- 6.7.3. Wood shingles, vertical wood siding and boards w/ batts are acceptable in gables and upper portions of walls.
- 6.7.4. Exposed plain concrete block, and vinyl cladding are not allowed. Metal siding, Exterior Insulation Finish System (EIFS), composite siding and stone panels are discouraged but may be used at the discretion of the Committee. (Exception: residential buildings of ~~2-units~~ two or more units when located in a strictly residential district may utilize composite sidings such as fiber cement if compatible with neighboring structures.)
- 6.7.5. Acceptable roofing materials shall be ~~sawn wood shingles~~, asphalt composition shingles, metal, ~~or~~ appropriate flat roofing, or other technologically advances products such as solar roof tiles are encouraged.
- 6.7.6. Roofing shall be of colors that ~~compliment~~complement neighboring structures.
- 6.7.7. Mirrored and tinted glazing is ~~discouraged~~not allowed. The tinting of Low-E glass is acceptable.
- 6.7.8. Exterior classic details and elements such as brackets, cornices, window trim, and wall corner boards are encouraged.
- 6.7.9. Higher quality and easily maintained materials are strongly recommended.

**Chapter 7:
Public ~~/~~ and Institutional Facilities**

Public and Institutional Facilities are located throughout the various design districts. These facilities include administrative offices, maintenance buildings, bus barns, schools, park restrooms, park facilities and community buildings. Some of these facilities are designed to be central features of our community, such as a city hall, performing arts center or library. Other structures are not intended for general public use, such as a maintenance facility. Facilities developed with public funds are designed for low-maintenance and long-term use, but still need to incorporate elements from the design district where ~~it~~ they are located.

Goal: Public and Institutional Facilities will be designed to honor the neighborhood where ~~it~~ they are located, relate to the street and surroundings and meet the needs of the community.

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APPENDIX A: GLOSSARY OF ARCHITECTURAL TERMS

This Glossary of Architectural Terms has been assembled in order to assist the reader to better understand the issues addressed and concepts set forth in the Architectural Review Standards.

TERM	DEFINITION
Articulation	<i>Shifts in the plane of the walls, setbacks, stepbacks, reveals, overhangs and details in order to create variations in the building's façade.</i>
Building Elevations	A one-dimensional <u>one-dimensional</u> graphical representation of a proposed building.
Cornice	<i>Any horizontal decorative molding which crowns any building.</i>
Fenestration	<i>Products that fill openings in a building, such as windows, doors, skylights, curtain walls, etc., designed to permit the passage of air, light, vehicles, or people.</i>
Form	<i>The shape, appearance, or configuration, of a building.</i>
Formula Retail	<i>A type of retail sales activity or retail sales establishment, including restaurant which, along with twelve or more other retail sales establishments, maintains two or more of the following features: a standardized array of merchandise, a standardized façade, a standardized décor and color scheme, uniform apparel, standardized signage, a trademark or service mark. See the full definition in <u>§Section 11-9-2, WCC of the Whitefish Zoning Regulations.</u></i>
Full Cut-Off Lighting	<i>A luminaire designed and installed where no light is emitted at or above a horizontal plane running through the lowest point on the luminaire.</i>
Gable Roof	<i>The vertical triangular portion of the end of a building <u>with a two-way pitched</u> have a double spaced roof, extending from the level of the cornice or eaves to the ridge of the roof.</i>
Gambrel Roof	<i>A type of gable roof where the end of the building is hipped.</i>
Glazing (mirrored, tinted, Low-E)	<i>A transparent part of a wall usually made of glass.</i>
Hipped Roof	<i>A type of roof where all sides slope downwards to the walls, usually with a <u>fairly gentlegentle</u> slope</i>
Lintel	<i>A horizontal feature (such as a beam) over an opening which carries the weight of the wall above it.</i>

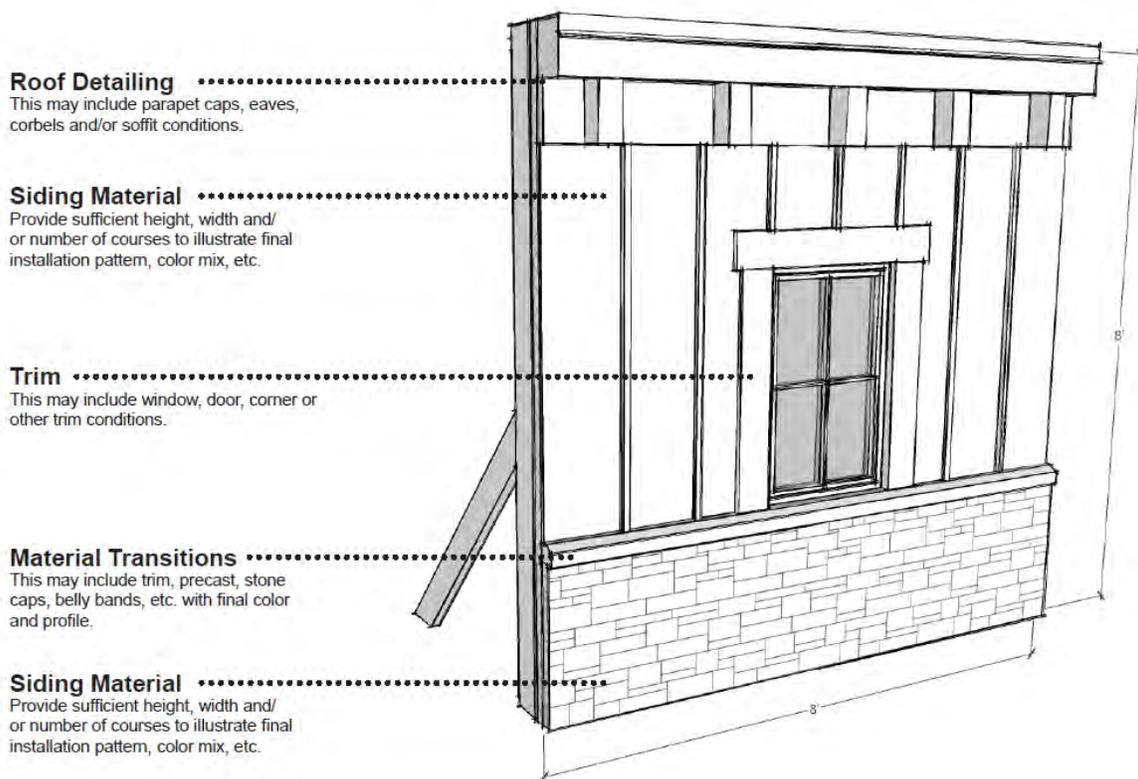
TERM	DEFINITION
Mansard Roof	<i>A type of hip roof characterized by two slopes on each of its four sides with the lower slope being much steeper, almost a vertical wall, while the upper slope, usually not visible from the ground, is pitched at the minimum needed to shed water.</i>
Mass	<i>A building's bulk, size and magnitude – the overall volume.</i>
Mechanical Equipment	<i>Includes venting, heating or cooling equipment used for buildings.</i>
Modulation	<i>Variations of a building's mass through the use ofusing deep setbacks, diminishing upper floor areas and/or projecting roof overhangs</i>
Neighborhood Context	<i>There is a definition of a 'neighborhood' and 'neighborhood service' in the zoning <u>How a project blends into and integrates with the context of the adjacent neighborhood and uses.</u></i>
Pedestrian Spaces	<i>Any open area designed to be used for pedestrians, including, but not limited to a plaza, walkway, etc.</i>
Perspective Drawing	<i>A three-dimensional<u>three-dimensional</u> graphical representation of a proposed building.</i>
Relief, Architectural	<i>A change in the setback (forward or back) to a vertical façade.</i>
Roof Pitch	<i>A roof's pitch is the measured vertical rise divided by the measured horizontal span.</i>
Scale	<i>The spatial relationship of a building with neighboring buildings.</i>
Shed Roof	<i>Single pitched roof</i>
Sky Glow	<i>A kind of light pollution visible by the 'glowing' effect seen in the skies over many cities and towns.</i>
Sonotubes	<i>A concrete form used for a foundation.</i>

APPENDIX B: Required Mock-Up Installation

PURPOSE: The purpose of a mock-up is to provide visual confirmation of the design intent not otherwise portrayed at the time of formal application.

REQUIREMENTS FOR A MOCK-UP: A mock-up must accurately represent the applicant's final material selections, the material installations and shall include the following information:

- Size – The dimensions are not stipulated but should be adequate to show the details of the materials – 8-feet x 8-feet is typical.
- Materials – Show all typical construction on the building façade, including but not limited to primary siding materials, siding transitions, trim, exposed flashings, typical fenestration, eave, canopy or other major appurtenance detailing. Full-scale materials should be provided where feasible.
- Detailing – Accurate representations of transitions between materials must be provided.
- Color – Accurate color with variation patterns such as variegated brick or stone must be shown.



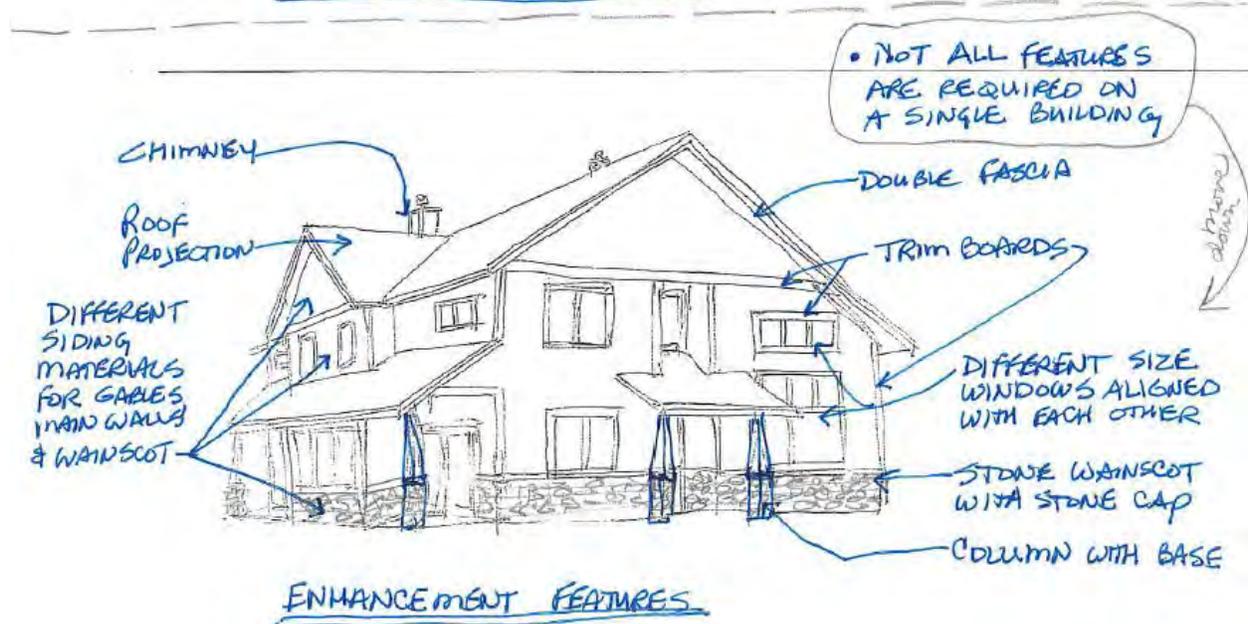
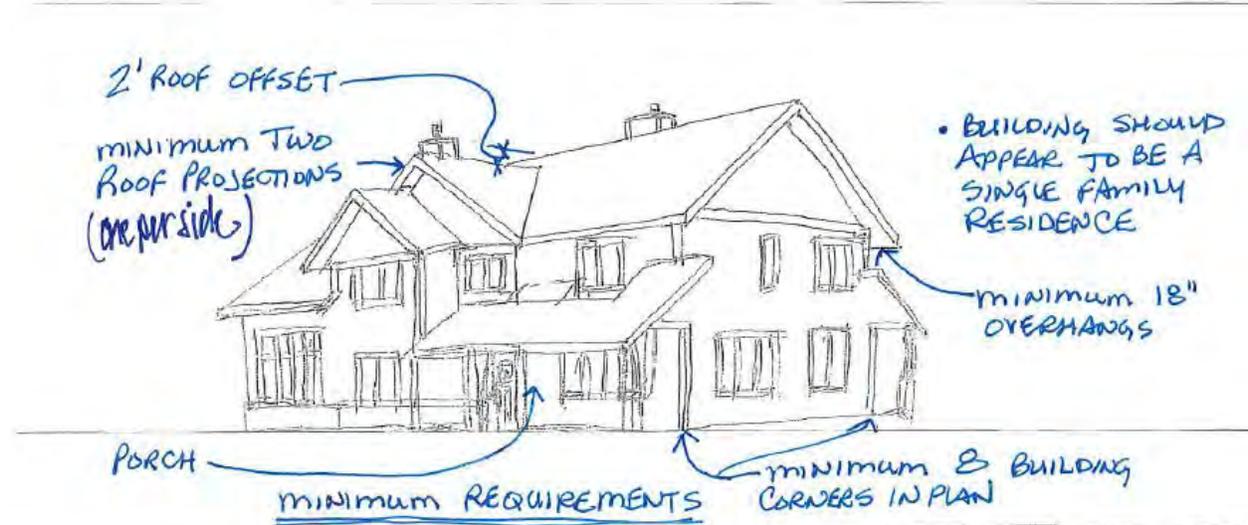
SCHEDULING COMMITTEE REVIEW OF MOCK-UP: The applicant is responsible for scheduling Committee review of the mock-up during the time of construction on-site but must be prior to exterior materials installation. The review will occur with a quorum of the Committee and City staff.

COMMITTEE REVIEW OF MOCK-UPS: In accordance with Section 2.7.5. *Committee Review*, the Committee must approve, table or deny the mock-up. If the mock-up matches the formal application, review must be reasonably limited to color, detailing and information not otherwise supplied during initial approval. Substitutions of materials made after formal application and project approval must be reviewed during a Committee meeting as an amendment to the original application and not during the mock-up review. Partial mock-up approvals may be considered by the Committee in order to allow construction to continue. Those items tabled or denied must not be installed until final approval is provided.

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APPENDIX C: Townhouse, Duplex and Triplex Minimum Requirements

How to Label for Appendix? **DESIRED FEATURES for DUPLEX, TOWNHOUSE & TRIPLEX BUILDINGS**



Architectural Review Standards

Planning & Building

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VISION STATEMENT

The City of Whitefish is a unique and wonderful place. Beginning as a blue-collar railroad and logging town, it has achieved an additional identity as a resort destination with world-class skiing, fishing, golf, and proximity to Glacier National Park. It is a town with a rich character and heritage in its historic buildings, neighborhoods, its people and stories.

Moving into the future, we intend to continue developing a community that encourages interaction, involvement and vitality among its people. To maintain Whitefish's character and to respond to the current challenges of rapid

growth we must focus our efforts toward good planning and design.

Architecture should be a response to the site and environment as much as an organization of program within. Honesty of form, material selection and application, and structure without adding unnecessary clutter or faux components contributes to architecture that is authentic, flexible and reflective of Whitefish

This will result in a community that preserves its diversity, welcomes visitors, and respects the physical environment that is so important to those who love Whitefish.



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Photo Credit: Whitefish ilot



Chapter 1

Why Have Design Standards?

This document presents Architectural Design Standards for building in Whitefish. They are based on a commitment to preserving the City's historic character and heritage through high quality design of new buildings.

The purpose of this document is to inform property owners about the City's design policies. Understanding these policies will help owners in making decisions about their buildings by focusing on the principles of urban design which promote an environment scaled to pedestrians, while maintaining cohesive neighborhood identity and respecting the unique qualities of Whitefish.

Topics Covered:

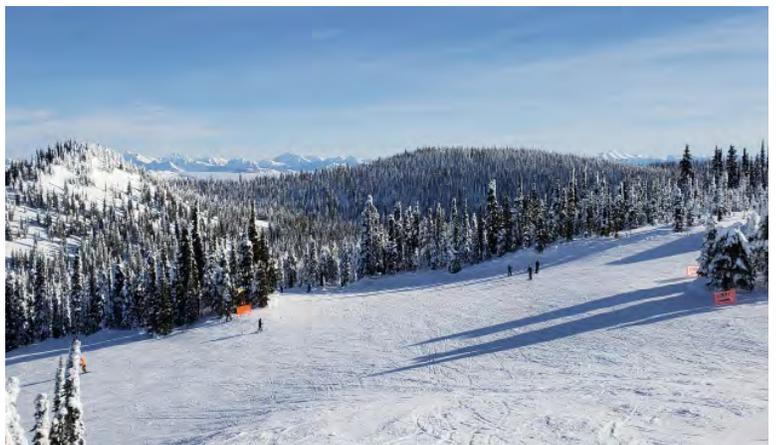
- Application and Review Process
- Site Planning
- Landscaping
- Parking
- Lighting Design
- Required Architectural Building Design Elements

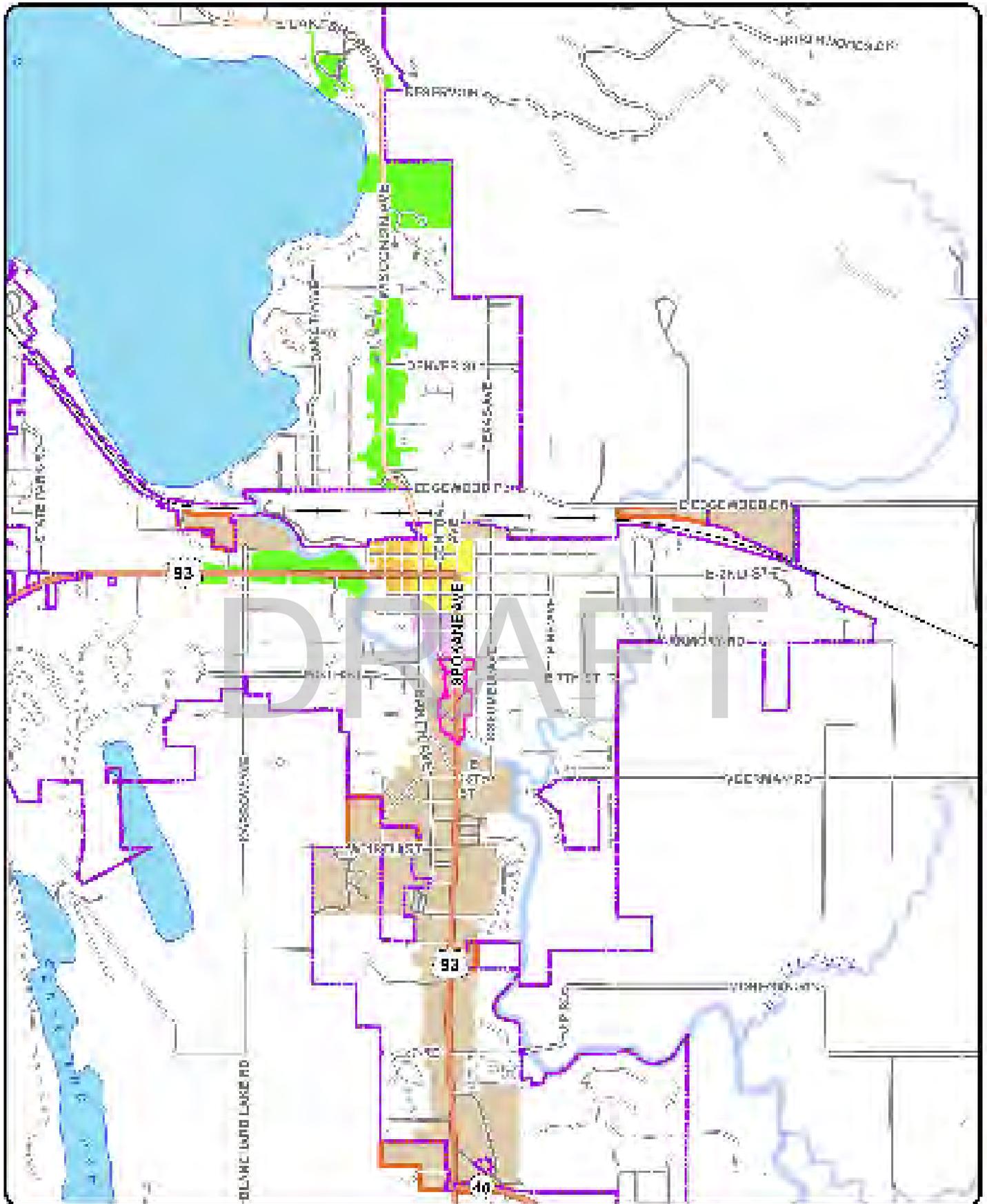
Design Districts:

The Architectural Review Standards divide the Whitefish Planning Jurisdiction into four different Design Districts, which are identified by the unique characteristics found within each district. The boundaries of the districts are either streets or natural features, such as the Whitefish River or Whitefish Lake.

- Highway District (Highway 93 South, Highway 40 and areas zoned Industrial)
- Old Town Districts: Central, South, Railway
- Resort Community Business District (Wisconsin Avenue and Highway 93 North)
- Residential District (Duplex and Larger)

Public/Institutional facilities are located in all design districts. It is expected that new public facilities will fit into the design district with which they are located.





Architectural Design Districts

CM Town Center District	Highway Dist. to County	Atypical City Limits
CM Town Center District	Highway Dist. to County	
CM Town North District	Board Community Initiative	

0 0.25 0.5 1 Miles

DATE: 4/10/2018

APPLICATION & REVIEW PROCESS

Chapter 2

The Architectural Design Standards are adopted by ordinance and have the same force of law as the City of Whitefish Zoning Regulations. The Standards contain both broader objectives and more specific architectural guidelines than the zoning regulations.

Although the Standards are more than merely advisory, they also allow room for consideration of design proposals not found within the Standards. Each project is different. Therefore, some standards might be emphasized while others are de-emphasized, but no standard will be overlooked.

The objective of the Standards is to encourage quality building and development to enhance both the natural and built environments in Whitefish.

2.1 Become Familiar with City of Whitefish Regulations and Other Plans

In addition to these Standards, other ordinances and plans adopted by the City of Whitefish may also influence the design and approval of your project. Carefully review all available written materials before starting the planning process.

The other regulations and plans to review are:

- City of Whitefish Zoning Regulations, including:
 - Sign Regulations,
 - Landscaping Regulations,
 - Parking Standards,
 - Outdoor Lighting Standards,
 - Lake and Lakeshore Protection Regulations
- Whitefish City-County Growth Policy, as amended

2.2 Architectural Review Committee

The Architectural Review Committee (“the Committee”) consists of seven members. The specific make-up of the Architectural Committee is provided for in §2-10-3A, WCC.

2.3 Scope of Review

The Standards apply to construction of all new buildings:

- Commercial
- Industrial
- Residential (multi-family, triplex, duplex)
- Public
- Accessory Buildings for Commercial, Industrial, Multi-Family or Public Buildings (e.g., vehicle canopies, storage sheds, structures for housing equipment, trash enclosures and open shelters)
- Addition or Exterior Modifications or Alterations to Commercial, Industrial, Multi-Family or Public Buildings
- Facade Changes or Repainting of Commercial, Industrial, Multi-Family or Public Buildings

The Zoning Administrator or designee may waive this requirement if it is determined the modification is insignificant and inconsequential to the purpose and intent of the Architectural

Principles of good design are the cornerstone to a vibrant, functional, and pleasing community.

Review Standards. Finally, any resumption of use after abandonment will require compliance with the Standards. (§11-7-9B, WCC)

In cases where the City Council has reviewed a building design through the Conditional Use Permit or Planned Unit Development, City Council approval is not a final architectural review approval, but an approval of the conceptual plans. Final architectural review is required from the Architectural Review Committee prior to submitting a building permit application.

2.4 How These Standards Are Organized

The Standards are organized by Design District, as described in Chapter 1. Within each chapter, one will find standards covering a broad range of topics from site design, which includes the site, landscaping, parking and outdoor lighting to building design, which covers scale, relationship to neighborhood, shape and form and exterior materials and colors. In addition, there are standards for buildings greater than 10,000 square feet in the Highway District and formula retail standards.

Each chapter will start with a description of the Design District, its location and character. A goal for the District's evolution will be provided, followed by overarching principals and more specific standards. In addition, photos and/or drawings will be provided as examples of how the various standards can be met.

Terms considered to be mandatory, including but not limited to "will" and "must," when used in connection with design elements, may at the discretion of the Architectural Review Committee be interpreted as guidelines, if the unique features of a particular application render it in the best interest of the City of Whitefish to do so. In such a case, when granting approval of an application, the Committee must adopt specific findings to justify such interpretation.

2.5 Utilization of Design Professionals

Property owners are strongly encouraged to engage licensed professionals such as architects, engineers, and landscape architects at the beginning of the review process and encourage their participation during Committee

meetings. Design professionals can facilitate an efficient review process and often will save the owner time and money. These Standards, the Committee and/or City Planning staff are not intended to take the place of professional assistance.

The Whitefish Building Department requires certain projects to have an architect's stamp. These projects include commercial, industrial and multi-family (4-plex and up). An architect must be involved in the Architectural Review process for these types of projects.

2.6 Submittal Deadline for Formal Application or Pre-Application Meeting

The applicant must submit a completed application packet to the Whitefish Planning & Building Department no less than 14 days prior to the regularly scheduled meeting of the Committee. The applicant must submit one copy of the application and supporting materials and an electronic file of the entire application. Material samples may be brought to the meeting.

2.7 Project Review

2.7.1 Informal Advice and Direction

An individual considering a development may consult with City planning staff for informal advice and direction. Such discussion is treated as advisory only and any advice given is intended as guidance and is not binding upon the Committee or City of Whitefish. City staff may perform an informal review if an individual submits materials such as plans, and description of the project. The more detail provided about the project the more guidance can be given.

2.7.2 Pre-Application Meeting

The Committee highly recommends proponents of commercial, industrial, public and multi-family (greater than a 4-plex) attend a pre-application meeting with the Committee prior to a formal application. Other projects have the option of attending a pre-application meeting or, if planning staff considers the project significant, may require a pre-application. The Committee will not approve a project at a pre-application meeting, but will discuss broad issues such as mass, scale, size, height and neighborhood context.

Conceptual building elevations, along with

an application, must be submitted. Other supporting materials for the application are not required for a pre-application meeting. Depending upon the complexity of the project, the Committee may follow-up with written comments.

2.7.3 Formal Application

A formal application consists of a completed Architectural Review Application along with the supporting materials and associated fee. Incomplete applications will not be brought forth to the Architectural Review Committee until the list of items below is provided. A minimum scale of one-eighth inch for supporting materials is required.

Supporting materials include:

- Site plan including pedestrian, bicycle and vehicular access
- Vicinity map
- Landscaping concept plan
- Signage concept plan and materials
- Parking plan
- Elevations including the existing building if a remodel or addition is proposed
- Schematic floor plans
- Detailed architectural drawings showing building materials and their location on the building and relevant details
- Details of exterior lighting, windows, doors and any exterior features
- Samples or details of all materials proposed for the exterior of the building, including color chips, are required
- A model, 3-D rendering or perspective drawing showing materials and color designations
- Contextual analysis of how the building relates to the neighborhood which could

include photos, site sections, or other visual details

- Any other materials to further explain the building and site in support of its design concept. This may include attendance of your design professional

The more detail provided in support of an application, the greater likelihood of a quicker and smoother decision-making process. Incomplete applications may be delayed until the next meeting to collect omitted material.

In addition to those supporting materials supplied at the time of application, new projects with a building footprint of 10,000 square feet (7,500 square feet in the Old Town Districts) or greater must provide a mock-up for review and approval on-site prior to material installation. In addition, the Committee, at its discretion, may require a mock-up as a condition of approval of any project where materials submitted during the formal application period are deemed to require detailing review.

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MOCK-UP INSTALLATION REQUIREMENTS

The purpose of a mock-up is to provide visual confirmation of the design intent not otherwise portrayed at the time of formal application.

Requirements.

A mock-up must accurately represent the applicant's final material selections, the material installations and shall include the following information:

- Size – The dimensions are not stipulated but should be adequate to show the details of the materials – 8-feet x 8-feet is typical.
- Materials – Show all typical construction on the building façade, including but not limited to primary siding materials, siding transitions, trim, exposed flashing, typical fenestration, eave, canopy or other major appurtenance detailing. Full-scale materials should be provided where feasible.
- Detailing – Accurate representations of transitions between materials must be provided.
- Color – Accurate color with variation patterns such as variegated brick or stone must be shown.

Scheduling for Review.

The applicant is responsible for scheduling Committee review of the mock-up during the time of construction on-site but must be prior to exterior materials installation. The review will occur with a quorum of the Committee and City staff.

Committee Review.

In accordance with Section 2.7.5. Committee Review, the Committee must approve, table or deny the mock-up. If the mock-up matches the formal application, review must be reasonably limited to color, detailing and information not otherwise supplied during initial approval. Substitutions of materials made after formal application and project approval must be reviewed during a Committee meeting as an amendment to the original application and not during the mock-up review. Partial mock-up approvals may be considered by the Committee in order to allow construction to continue. Those items tabled or denied must not be installed until final approval is provided.

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Roof Detailing

This may include parapet caps, eaves, corbels and/or soffit conditions.

Siding Material

Provide sufficient height, width and/or number of courses to illustrate final installation pattern, color mix, etc.

Trim

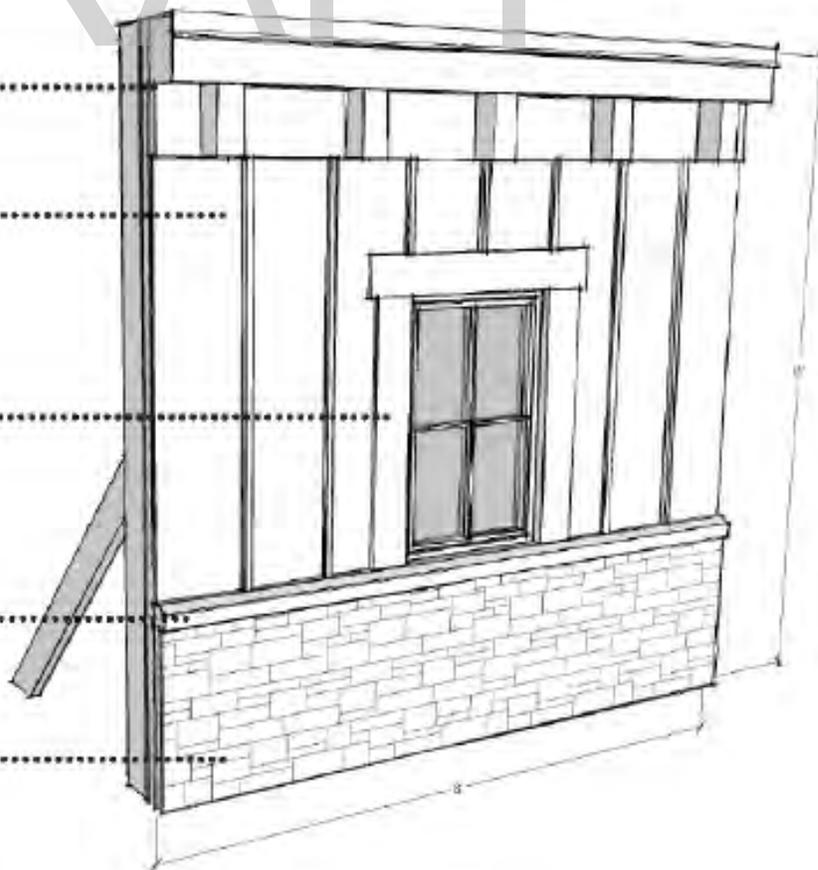
This may include window, door, corner or other trim conditions.

Material Transitions

This may include trim, precast, stone caps, belly bands, etc. with final color and profile.

Siding Material

Provide sufficient height, width and/or number of courses to illustrate final installation pattern, color mix, etc.



2.8 Committee Review

The Committee will review each project based on the adopted standards using the Project Review Checklist:

- Design Fundamentals
- Broad Design Principles
- Site and Landscape Plans
- Building Material Selection and Application
- Design Details
- Colors
- Lighting
- Accessories

The purpose of the Project Review Checklist is to look at projects from the broader design standards down to the smaller details. If the Committee finds items in one category are not met, discussion in the next category may not be discussed until the larger issues can be resolved to the satisfaction of the Committee.

Design fundamentals include issues surrounding the basic requirements within the Standards, such as which area of town the project is located. Is the project proposing a garage forward design? Does the project contain more than one multi-family structure? What are the proposed materials and colors? How does the design solution respond to the neighborhood context, environment, history and future?

Principles of good design are the cornerstone to a vibrant, functional, and pleasing community. Projects should exhibit an understanding of procession, entry, form, space, mass, scale, hierarchy, proportion, circulation, rhythm, order, and simplicity.

Good design is cohesive and thought through prior to submittal without key components being deferred to being resolved in the field.

The Committee will come to one of the following decisions at the time of the meeting:

- Approval (with or without minor conditions),
- Table, pending submission of revisions or additional materials detailed at the meeting, or
- Denial

The Committee's written decisions will follow within ten business days of the decision along with findings of fact supporting the decision.

2.9 Expiration

Once a project receives Architectural Review approval, it will be valid for 18 months. A building permit must be submitted to the City before the expiration date. The zoning administrator may grant one 6-month extension provided the applicant can demonstrate progress is being made on the project.

2.10 Re-Submittal of Application or Changes to an Approved Submittal

Minor amendments to an approved plan will be scheduled before the Architectural Review Committee. No additional fee will be required for this review. The applicant will be notified of the Committee's decision at the meeting and in writing after the meeting. A minor amendment is a cosmetic or aesthetic change including, but not limited to, color and material changes.

Major amendments to an approved plan, as determined by the Planning Director or designee, must be re-submitted as a Formal Application and a new review fee paid. A major amendment is a significant change including, but not limited to, a change to the site plan, the building footprint, the mass or scale of the structure.

2.11 Right of Appeal

Within 30 days of the Committee's issuance of its written decision, the applicant may appeal that decision. An appeal must be in writing and submitted to the Whitefish City Council in care of the Whitefish Planning Director or designee.

The appeal must itemize each part of the Committee's decision the applicant disagrees with and provide a factual and/or legal basis for each contention.

The Whitefish City Council will consider any formal appeal within 30 days of receipt at the Whitefish Planning & Building Department. No building permit will be issued pending an appeal. Final Committee action will occur after the City Council makes its decision on the appeal, or after any reconsideration necessitated by that decision.



HIGHWAY DISTRICT

Chapter 3

The Highway District is located along Highway 93 South from the Whitefish River to the intersection with Montana Highway 40 and is zoned WB-2: Secondary Business District, WI: Industrial and Warehousing District and WB-4: Business Park District. This area is the gateway into Whitefish. The character of this area is retail, office and light industrial uses on large lots. This area has evolved into an area predominately serving the automobile while providing limited opportunities for users of other modes of transportation such as bicyclists and pedestrians; however, this trend is changing with the installation of sidewalks and bike paths along the Whitefish River. This area typically has a need for large display, storage and/or parking areas. Areas zoned for Industrial uses will be reviewed under this design district section. In addition to these standards, the Mixed-Use and Non-Residential Building Development Standards (§11-3-43, WCC) apply.

GOALS:

- The Highway District is the first impression many people have of our community. Site design should include inviting features such

as boulevards and well-dispersed landscaping throughout parking areas.

- Create a soft welcoming entry into our City and minimize parking lot impacts. Try to design commercial development into village-type units limiting the vast expanse of unbroken facades. The use of green belts and vegetation should be used to soften these environments. This may include design of small pocket parks to encourage employees and the community to embrace the outdoor environment.
- Orient buildings toward public streets.
- Parking lots will be located to the side and rear of lots with smaller “village-type” complexes abutting the highway.
- The site design should work to buffer parking lots from neighboring properties; earth berms and hedges are useful tools in achieving this goal.
- Infill and adaptive reuse projects are encouraged and shall complement the characteristics of the existing buildings built in the District since the adoption of the Standards in 2003.

The Highway District will continue to develop as an area with larger retail and services geared toward the day-to-day needs of residents and visitors of Whitefish. In addition to automobiles, sites within this area will take into consideration pedestrians and bicyclists. Sites will have significant landscaping to bring balance to larger buildings and parking areas of this district. The buildings may be larger than those found in other areas of the community but will continue to reflect a small-town scale.



3.1 Site Design Standards

3.1.1 Buildings must be arranged on the site so their orientation frames, encloses or otherwise gives prominence to a pedestrian corridor, an outdoor gathering space with outdoor seating, a “main street” pedestrian or vehicle access corridor within the site or the corners of the street intersections or entry points into the development.

3.1.2 Buildings on corner lots should be oriented toward the primary intersection and the primary and secondary street frontage, while parking and auto access must be located away from the primary intersection corners. The use of corner entrances, plazas, signage and/or landscaping is encouraged to accentuate corner sites.

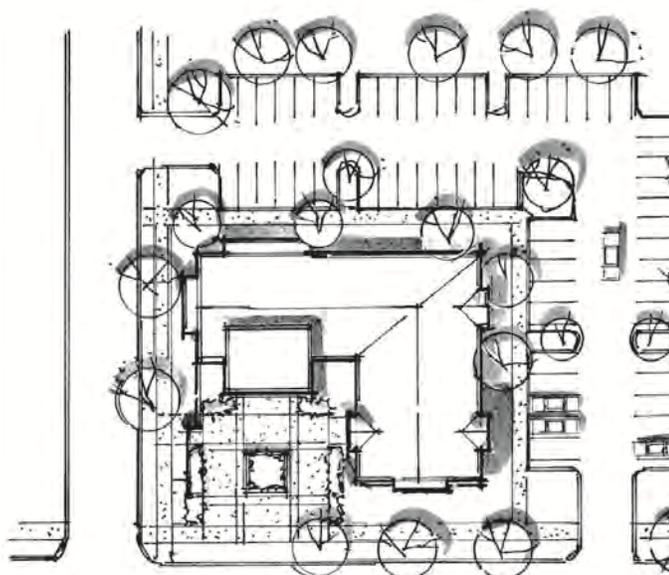
3.1.3 Where buildings are separated from the public sidewalk along the primary street frontage, the space should contain public and pedestrian amenities. Buildings may be separated from the sidewalk by plazas, landscaping, benches, bicycle racks, trash cans and other pedestrian amenities.

3.1.4 The layout of the site must consider pedestrians and bicyclists, as well as automobile traffic. Pedestrian access from adjacent sidewalks must have priority over vehicular traffic. Consider protection from the weather.

Consider how a pedestrian or a bicyclist would access the proposed site. Mixing nonmotorized transportation in the same spaces as automobile traffic can be a very unpleasant experience for both pedestrians and bicyclists. Consider alternate and/or separate routes into the development that clearly define the pedestrian area versus areas for vehicles.

3.1.5 Minimize the dominance of parking surfaces and structures. Use green spaces to soften the “sea of asphalt” which often dominates commercial “strip” development. A close review of the City’s landscaping ordinance is highly recommended. Consider building orientation and its relationship to the entire site.

3.1.6 All new development must invite pedestrian access. Thoughtful site layout and the use of “green open space” should be included in all site planning. The front door/main entrance to a development must be easy to identify to the pedestrian and the buildings must be oriented toward the primary street



Parking to Side and Rear of Project

front and public path and/or sidewalks. This may include providing a direct access from a public sidewalk to the front entrance.

3.1.7 Make site more appealing to pedestrian and bicycle traffic and use. Thoughtful application of design principles and space planning can make a site more pleasant to view and a better safer place to be. The use of courtyards, decks, traditional front porches and bicycle amenities are design tools to accomplish this goal. Provide bicycle parking areas. Consider protection from the weather.

3.1.8 Fencing should be of a natural material. The use of chain link and vinyl should be avoided but may be considered by the Committee.

3.1.9 Site design must consider the seasonal nature of the Whitefish climate allowing for summer enjoyment and snow storage in the winter. Also, consider southern exposure, energy costs and impact of shadows on adjacent properties.

3.1.10 Promote safe ingress and egress. Consolidate site access to public rights-of-way to reduce congestion and the need for endless stoplights. The City seeks to promote shared access where possible. Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. (§11-3-43E(5), WCC)

3.2 Landscaping Design Standards

Goal: Considerable investment has occurred along Highway 93 South to create an entrance into our community. It is expected those developing property in these areas will recognize this investment and meet or exceed this landscaping standard. Thoughtfully designed landscaping will contribute to a pleasing character for the development and Whitefish. Landscaping should not be used just as a visual screen but should also encourage a sense of place and connection to the environment.

Standards:

3.2.1 Preserve and maintain mature trees and existing vegetation as much as practical.

3.2.2 A thoughtful selection of appropriate vegetation and landscaping materials. The designer should carefully select hardy vegetation and materials to survive our harsh

climate; while also accentuating the natural beauty of our community. Use native, drought-resistant species and plants requiring low amounts of water, chemicals and fertilizers.

3.2.3 Landscaped areas must be planned as an integral part of the project, rather than simply located in the left-over spaces on the site.

3.2.4 Landscaping should complement the architecture of the project and adjacent buildings.

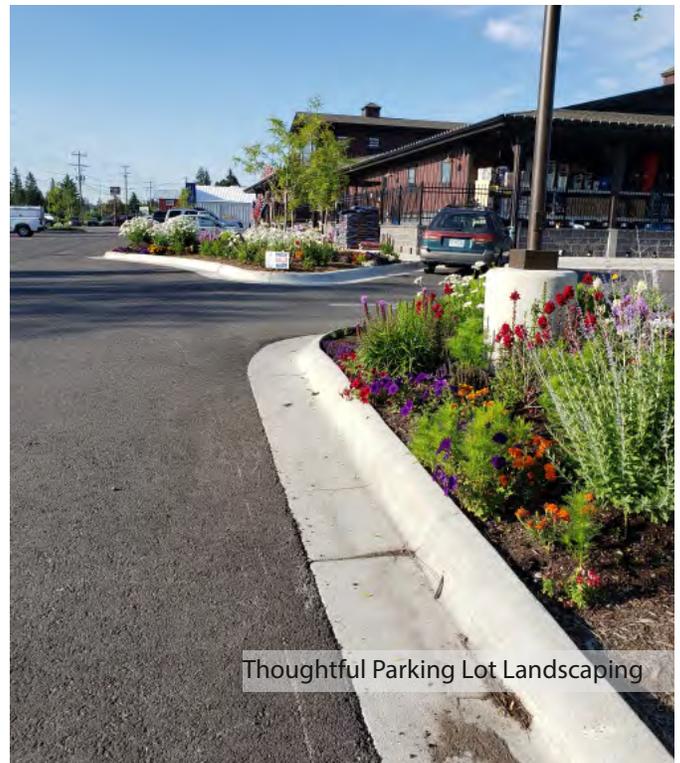
3.2.5 Landscaping (along with the location of the building) should soften the appearance of the site as seen from the roadway.

3.2.6 It is beneficial and attractive to incorporate outside seating areas in the landscaping plan.

3.2.7 In a landscape plan, attention should be paid to the plant material's color and texture to create unity on the site. Simple masses of material with one predominant species provide unity, while accent plantings provide attractive contrasts.

3.2.8 Species should be planted which are suitable to the space they will occupy when they have achieved their full growth. This includes understanding the growth of species root mass and their effect on sidewalks, utilities and building foundations.

3.2.9 Plants with multi-season interest provide



Thoughtful Parking Lot Landscaping

color and interest throughout the year.

3.2.10 Plazas and malls should be planted to reflect an informal place suited to pedestrian scale. Variety and color are encouraged.

3.2.11 Landscaping, earthen berms and sight obscuring fenceings must be used to screen equipment, refuse areas and storage areas. It is better to mass plant material in groups rather than locate them in a straight line which tends to look unnatural, except when required to provide a landscape buffer as defined in the Landscape Requirements. (§11-4, WCC)

3.2.12 The landscaping depicted on renderings/perspectives should be a realistic interpretation of what will be installed at the time of planting.

3.2.13 Provide uniform planting of required street trees.

3.2.14 The final landscape, irrigation and tree preservation techniques shall be reviewed and approved by staff prior to issuance of a building permit.

Note: See Whitefish Zoning Regulations for the Landscaping requirements. (§11-4, WCC)

3.3 Off- street Parking Design Standards

Goal: Parking lots in Whitefish will be designed as a necessary appurtenance of a site and not the primary visual emphasis. Parking must be located to the side and/or rear of a building.

Standards:

3.3.1 The use of large parking lots as the primary feature at the entrances of businesses is not allowed.

3.3.2 Parking shall must be distributed throughout the site and located to the side and rear of the building. No parking may be located between the buildings and the primary street frontage. Parking lot design should consider a southern aspect to reduce the accumulation of ice during the winter and allow for natural melting.

3.3.3 Parking lots shall be designed to consider all users and not only automobiles. The development must minimize the impact of parking on the building's relationship to the street and pedestrian-oriented character and character of the neighborhood. Secure, well-lit and convenient bicycle parking and storage must be provided.

3.3.4 The use of side streets for the primary entrance is required when feasible to promote safe ingress and egress, and to prevent the location of parking lots along the primary traffic artery. Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. At a



Parking to Side of Project



Parking to Rear of Project

minimum, a pedestrian connection between parking lots between developments must be explored. An automobile connection between parking lots must also be provided where physically possible.

3.3.5 Parking areas shall be designed to minimize the lot's visual impact, thus creating an architectural form instead of a wasteland.

3.3.6 Parking structures built below grade are less obvious to passers-by, and are easier to screen with landscaping, therefore are desirable.

3.3.7 Soften large parking areas with landscaping, earthen berms and pedestrian friendly features.

3.3.8 The amount of unrelieved pavement on parking lots shall be limited by methods such as to use of landscaping, contrasting colors, and pathways of alternate paving material.

3.3.9 Landscaping treatments of parking lots should include trees both on the perimeter and interior of the lots.

3.3.10 Trees in parking lots should be protected from vehicle damage by concrete curbing or other effective means and must provide an adequate root zone uncompacted by vehicular traffic. In high traffic areas, the use of subsurface tree root protection is recommended.

Note: See Whitefish Zoning Regulations for the Off- street Parking requirements. (§11-6, WCC)

3.4 Exterior Lighting Design Standards

Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

Goal: To provide thoughtfully designed outdoor lighting adequate to promote safety and security.

Standards:

3.4.1 All outdoor lighting must be carefully designed to light only the area needed for reasonable levels of safety and security. Seek to eliminate as much outdoor lighting as possible.

3.4.2 Light placement must avoid placing glare on neighboring properties. Every attempt should be made to consider the impacts the additional lighting will have on the surrounding environment

3.4.3 Where appropriate, the use of ground lighting should be considered. Consolidate exterior lighting and minimize the height and projection of the lamps where possible.

3.4.4 Building Lighting

a) Exterior lighting shall be architecturally integrated with the building style, material and colors.

b) Exterior lighting may be mounted flush or projected from the building wall.

c) Neon, bright colors or flashing lights are not acceptable building lighting and are not permitted.



Acceptable Pole Base



3.4.5 Site Lighting

a) The design of the site lighting should complement the architectural features of the building. Consider the use of the standard City streetlights; however, the use of other lights may be considered by the Committee.

b) Fixture mounting height should be appropriate for the project and the setting. Use of low, bollard-type fixtures, 3 to 4-feet in height, are encouraged as pedestrian area lighting.

c) Raised light pole bases shall be attractively designed and well detailed to be compatible with the overall project. The use of "sonotube" (exposed concrete) bases is discouraged. These foundations, if used, need to be treated in some fashion to cover the exposed concrete.

d) The placement of light poles within raised curb planter areas is encouraged; however, conflicts with parking lot trees which can obscure the lighting should be avoided

e) Swivel-mounted luminaries are prohibited.

Note: See Whitefish Zoning Regulations for the Outdoor Lighting Standards. (§11-3-25, WCC)

3.5 Building Design Standards

All building designs should be a positive complementary enhancement to the existing architecture, quality of life and character of the Whitefish community and particularly the Highway District. The positive enhancement should be reflected in the design elements of the project. These design elements are both aesthetic and practical and include: 1) scale, character and relationship to surrounding neighborhood 2) shape and form; and 3) exterior materials. Due to their massiveness,

buildings greater than 10,000 square feet have additional design standards found in Section 3.9. Also, businesses considered formula retail (also known as franchise businesses) may not use their traditional building design or color scheme. See Section 3.10 for these Standards.

3.6 Scale and Relationship to Surroundings

3.6.1 All buildings must have a scale in size, height and mass that relates to the surrounding buildings and adjacent commercial development.

3.6.2 The size, height and mass must not detract from, conflict with or overwhelm the surrounding neighbors.

3.6.3 Distance from other structures and features will be considered in reviewing scale. For example, The WAVE works well at its location; however, if it were on a lot next to Valley Glass, it would be too overwhelming.

3.6.4 Building site placement and size should minimize obstruction of views to the mountains and river.

3.6.5 Mixed-Use of Non-Residential Development Adjacent to Residential Zones. Buildings must be designed to ensure building massing, height and scale provide sensitive transition to adjoining residential neighborhoods. When abutting a residential zoning district, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.

New developments adjacent to residential areas must mitigate impact through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to:

Complementary Scale



- Locating open space and preserving existing vegetation on the site's edge to further separate the building from less intensive uses
- Stepping down the massing of the building along the site's edge
- Limiting the length of or articulating building façade to reflect adjacent residential patterns
- Creative use and ongoing maintenance of landscaping such as berms, buffers, mounds, rockeries, living fences and swales designed to avoid the appearance of a straight line of "wall" of uniform plant material and must be wide enough to accommodate the mature plants

3.6.6 Multiple Building Projects

a) Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a rule, taller buildings must be placed toward the interior of the site and stepped back from the street. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces, with distinct pedestrian connections between the buildings, parking and the street. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

b) Projects with multiple buildings to be built in phases on one site must include design information for each building. Initial buildings must meet all the requirements of the Architectural Review Standards. Information on buildings to be built in the future must include an entire site development narrative with a site plan indicating buildings, locations, access for parking and pedestrians, general landscaping and concept of building sizes, shapes, materials and colors.



3.7 Shape and Form

All buildings shall have a shape and form regarding rooflines and massing that relates to the nearby buildings compliant with the Architectural Design Standards. Rooflines should be pitched, pitched with false fronts, flat with false fronts, and shed with false fronts, hipped, gable or gambrel. Overhanging eaves are encouraged. Flat roofs shall have parapets.



Mechanical Equipment Screening

3.7.1 All remote mechanical and electrical equipment (condensers, chillers, intake/exhaust fans, cabinets, etc.) regardless of horsepower, must be enclosed within sound absorptive walls, as permitted by the Building Code. These areas shall be located and screened so the visual and acoustic impacts of these functions are fully contained and out of view. Enclosures shall be reviewed by the Committee where applicable and the acoustic design will be reviewed and approved at the time of plan examination by the Building Department.

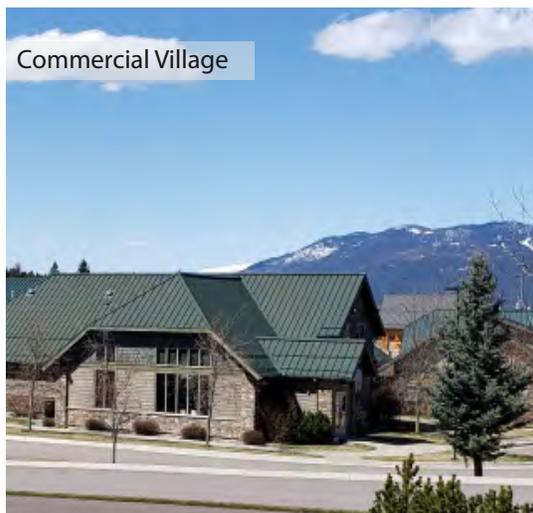
3.7.2 Buildings in this area are unique as they are set back a minimum of 20-feet from the property line. These buildings are on larger lots than downtown, and usually require large display or parking areas. Because of these conditions, these buildings are usually larger than those downtown. In order to maintain an aesthetic quality compatible with Whitefish, structures must be designed to minimize the massing of the building. This can be accomplished by breaking up large expansive walls and rooflines by adding dormers, recessed wall lines and varied roof heights.

3.7.3 Upper story windows should maintain the same vertical characteristic as downtown.

3.7.4 Store fronts must be aesthetically pleasing with covered entryways, walkways, outdoor courtyards and sitting areas.

3.7.5 Buildings must have roof designs that do not cause snow or drainage problems for themselves or adjacent buildings and sites.

3.7.6 When the backsides of buildings face a street (as on Baker Avenue) they must be aesthetically developed. Large blank walls with no detail are not acceptable.



3.7.7 Upper story balconies are encouraged.

3.8 Exterior Materials (color and texture)

3.8.1 Exterior finish building materials shall be of a nature in color and texture complementary with the structures within each building district. They shall not clash, detract or conflict with adjacent buildings compliant with the Architectural Design Standards.

3.8.2 Acceptable exterior cladding materials should include properly scaled brick, 1x4, 1x6 or 1x8 horizontal natural wood siding, sawn shingles, 1x6 or 1x8 vertical channel natural siding, 1x8 to 1x12 vertical board and batten natural wood siding with 1x2 batts, natural stone veneers, and stucco with wood trim. Other fire resistant and ecological friendly materials may be considered.

3.8.3 Wood shingles, vertical wood siding and boards with batts are acceptable in gables and upper portions of walls.

3.8.4 Exposed plain concrete block or vinyl cladding are not allowed. Metal siding, Exterior Insulation Finish System (EIFS), composite siding and stone panels are discouraged but may be used at the discretion of the Committee.

3.8.5 Acceptable roofing materials shall be asphalt composition shingles, metal, or appropriate flat roofing, or other technologically advanced products such as solar roof tiles are encouraged.

3.8.6 Roofing shall be of colors that complement neighboring structures.



3.8.7 Mirrored and tinted glazing is not allowed. The tinting of Low-E glass is acceptable. Vision glass on building sides facing streets is encouraged.

3.8.8 Exterior classic details and elements such as brackets, cornices, window trim, and wall corner boards are encouraged.

3.8.9 Higher quality and easily maintained materials are strongly recommended.

3.9 Commercial Design Standards for Buildings 10,000 Square Feet or Greater

As Whitefish is generally characterized by buildings small in scale; buildings with a footprint of 10,000 square feet or greater require an extra level of review to ensure they fit into the community. Additional site and design components will be required as part of the overall design of the site.

3.9.1 Site Design Standards

a) Landscaping.

The parking lot landscaping requirements shall be twice the amount required under §11-6-5, WCC.

b) Pedestrian and Bicycle Amenities.

Pedestrian Lanes Required. Walkways shall be integrated into the design of the site. The location of the walkways must maximize the ability of a pedestrian to safely maneuver

through the parking lot by serving the greatest number of parking spaces and walking to adjacent land uses. Their location must consider adjoining properties, and the location of transit/Shuttle Network of Whitefish (SNOW) Bus stops. At a minimum, the pedestrian lane must connect the building with the parking lot and the street.

Connections shall be separated from the parking lots and drive aisles by grade, landscaping or other techniques and shall be a minimum of 6-feet wide. Such connections shall continue across driving lanes by use of a material other than asphalt. Acceptable material choices include concrete or colored concrete with textures imbedded into the concrete. Painted stripes are not an acceptable material.

Every parking lot must have at least one pedestrian lane. Additional pedestrian lanes must be provided at a ratio of one lane per four rows of parking.

Bicycle Parking Required. A bicycle rack shall be provided with a minimum of four parking stalls. Bicycle facilities should be shared among adjoining establishments. Bicycle racks which only support a bicycle front or rear wheel are not permitted. The rack must be securely mounted to the ground and covered. Bicycle parking spaces should be 2-feet by 6-feet with no less than a 7-foot overhead and a 5-foot maneuvering aisle behind each row of bicycle parking. A bicycle parking area should be separated from a motor vehicle parking area by a barrier, post or bollard, or by at least 5-feet of open space behind the maneuvering area. Bicycle facilities should be well-lit and located no further from a public entrance than



Big Box Building with Sidewalk Connection

Big Box Building with Transit Stop



the nearest non-handicapped parking stall. If public bicycle parking is not clearly visible from the main entrance, then directional signs should be provided.

c) Transit/Snow Bus Stops.

If a transit/SNOW Bus stop is located on the site or if there are plans to permanently establish a stop on the site (contact the SNOW Bus and Eagle Transit), the following standards shall be designed into the site:

- The plaza for the stop shall be sized to accommodate pedestrians using the sidewalk as well as those waiting for the bus and the required amenities. The plaza shall be no smaller than 200 square feet and shall be designed in contrasting materials.
- Seating for a minimum of three people shall be incorporated into the plaza. More seating may be needed based on the usage of the stop.
- Each plaza shall include a refuse container.
- Each plaza shall incorporate a shelter for skiers and a place for snowsport equipment to be secured. The shelter shall be installed and paid for by the developer. The shelter design will be determined by the City.
- Dark sky compliant lighting shall be incorporated into the transit/Snow Bus stop.
- Transit/SNOW Bus stops shall have a pedestrian connection to the main building on-site either through a sidewalk adjacent

to a right-of-way or through a separated pedestrian lane.

- Maintenance of the plaza shall be the responsibility of the property owner(s).

d) Service, Loading, and Refuse Areas.

Service, loading and refuse areas are a required component of any building but can severely detract from the design of the building and the pedestrian experience. Service and loading areas shall not be located between the building and the street unless there is no possible alternate location. Refuse shall not be located between the front of the building and the street. In no instance shall refuse and service/loading areas be located adjacent to residentially zoned areas.

Screening of refuse containers and service areas from public view shall be required in the form of dense landscaping and/or walls constructed of a complementary color and material to the main building and shall be no less than 6-feet tall.

3.9.2 Building Design

Avoid flat walls through building modulation to reduce the mass and bulk of the structure. This can be achieved by utilizing the following:

- Building setbacks on upper floor levels;
- Corners shall have special massing and architectural treatment;
- Building ornamentation;
- Varying roof lines, pitches, and shapes;
- Vertical modulation to break down the scale of large one-story;
- Overhangs, awnings and marquees;
- Dormers, balconies, porches, staircases; and/or
- Window and door fenestration.

a) Building Equipment.

Building equipment located on the top or sides of buildings shall be completely screened from view.

b) Blank Wall Limitation.

In order to reduce blank wall impacts on the pedestrian and business environment, buildings

shall employ a cohesive design strategy to mitigate their appearance every 40-feet. These items may include but are not limited to recessed walls, projections, reveals, projecting ribs, windows, display cases, landscaping, trellises, or other architectural features.

Secondary walls more than 15-feet in length without windows, entry, architectural features or modulations shall not face any street (public or private), alley or parking lot.

c) Materials.

Use aesthetically pleasing and compatible materials and colors. This could include brick, wood, sandstone, other native stone and tinted, textured concrete masonry units. Prohibited materials include smooth faced concrete block, concrete tilt-up and prefabricated steel panels. For larger projects, approved materials must be presented in a mock-up. See Section 2.7.3.

d) Entryways.

Careful consideration shall be given to the design of the entryway. Incorporated features may include canopies or porticoes, overhangs, recesses or projections; arcades, peaked roof forms; display windows and integral planters.

e) Buildings on Corners.

Buildings on corners shall be located as close

to the right-of-way as possible in order to frame the street. Special architectural elements shall be incorporated to accentuate the building's prominent location.

3.10 Formula Retail Design Standards

Commercial uses meeting the zoning definition of "formula retail" (also known as franchise retail uses) are expected to minimize generic and corporate images, but instead express the architectural elements and forms that best express the values and heritage of the community.

3.10.1 Formula retail must not use standard corporate building shapes, forms and roofline .

3.10.2 Formula retail color schemes are not acceptable.

DRAFT



Examples Non-Standard Franchise Architecture

OLD TOWN DISTRICT

Chapter 4

The Old Town District is the main downtown area of Whitefish and is zoned WB-3: General Business District. This area is the center of financial, retail, commercial, governmental, professional, institutional and cultural activities for the community. The character of the area is retail, professional office and residential uses. This area is also the focus of the Downtown Business Master Plan, which reinforces the downtown as the center of the community and identifies certain public and private investments in order to maintain the strength of the downtown. The intent of the Old Town District is to blend the existing historical feel of the area with new small professional offices and retail. In order to maintain the sense of the area as a small community within a community, the emphasis on vehicular traffic should be downplayed in design.

There are three distinct Design Districts within the Old Town District - the Central, South and Railway Districts.

The Central District is located on Central Avenue between East 4th and Depot Streets, west side of Spokane Avenue between East 4th and East 3rd Streets, both sides of Spokane Avenue from East 3rd Street to Depot Street, east side of Baker Avenue between East 4th and East 3rd Streets, both sides of Baker Avenue between East 3rd and Railway Streets. This area is the heart of the Old Town District and is characterized by 1½ to 2 story mixed-use buildings with retail on the

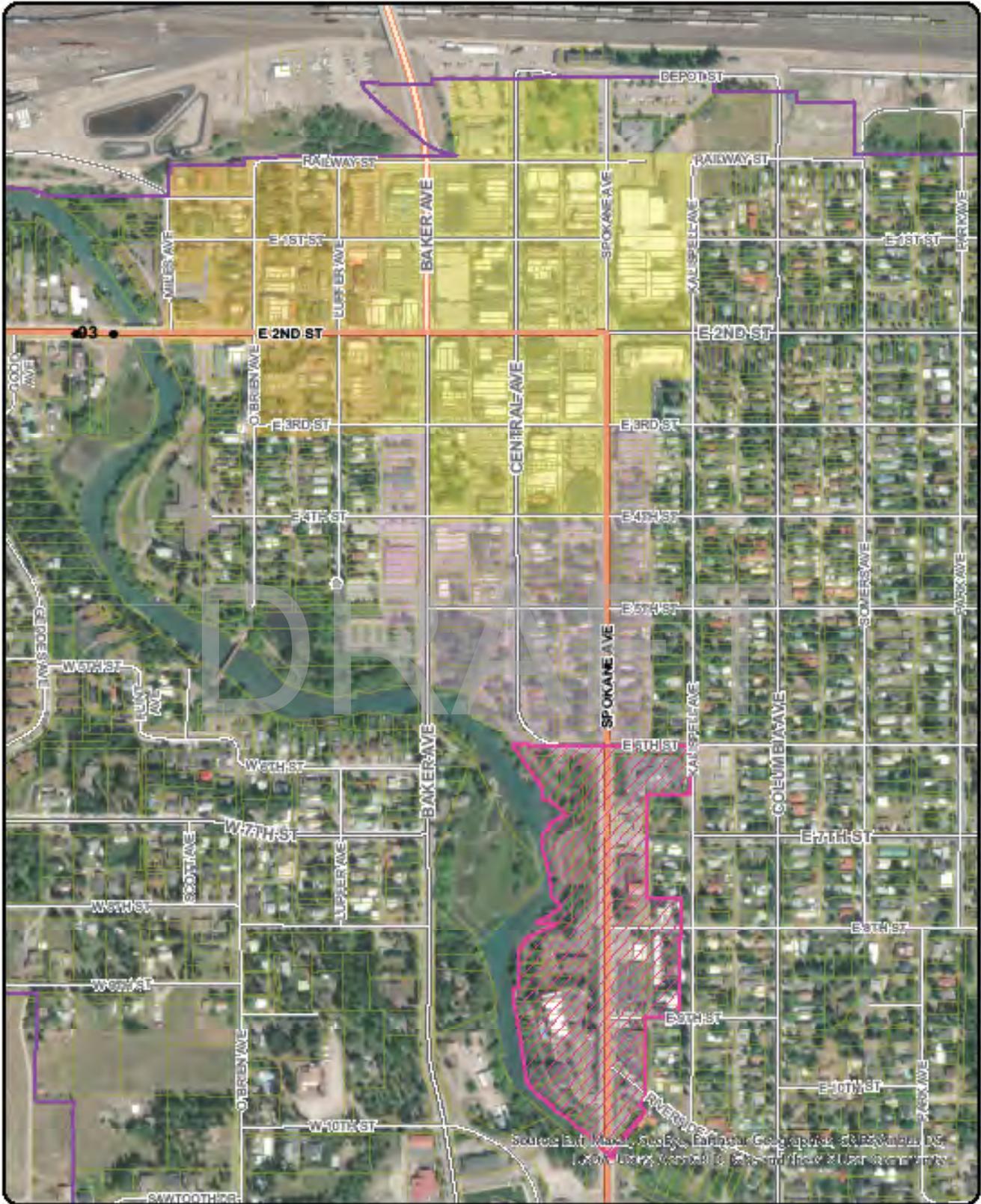
main floor and offices or residential on the 2nd story.

The South District is located along the east side of Spokane Avenue between East 3rd and East 4th Streets, both sides of Spokane Avenue from East 4th Street to the Whitefish River, Central Avenue between East 4th and East 7th Streets; the west side of Baker Avenue between East 3rd and East 4th Streets, and both sides of Baker Avenue from East 4th Street to the Whitefish River. Although some of this area is zoned for commercial uses, these areas were originally residential and function as a transition from the Downtown to the Highway 93 South Corridor.

The Railway District is bounded by Railway Street to East 3rd Street and the east side of Miles Avenue to Lupfer Avenue. This area is characterized as historic residential with small scale buildings. The front yard setbacks are defined by the predominate front setback along the block in order to maintain the residential character of the district.

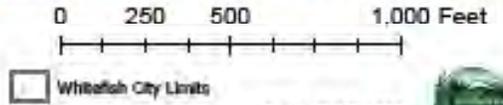
In addition, the Mixed-Use and Non-Residential Building Development Standards (§11-3-43, WCC) apply.

The Old Town District will continue to develop in a manner respecting the mass and scale of the existing buildings, the character of the downtown and the community vision. New buildings shall respect the uniqueness of each of the distinct design districts.



Source: Bart Mazy, GeoEye, Earthstar Geographics, CNR/VLADAR, LUXA, Luxy, AeroVironment, Earthstar Geographics

- Architectural Design Districts**
- Old Town Central District
 - Old Town South District
 - Old Town Railway District
 - Proposed Old Town South District #2

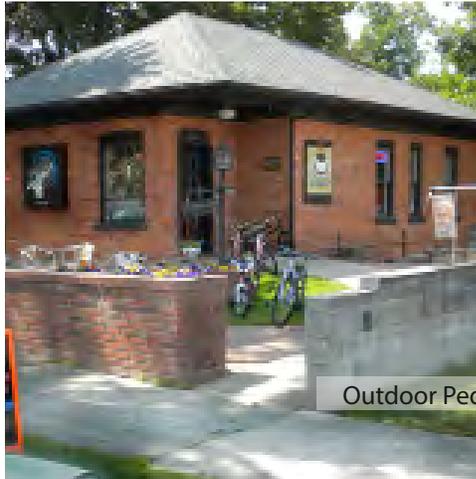


Date: 7/17/2020





Corner Building



Outdoor Pedestrian Space



GOALS:

- Development must maintain a strong pedestrian scale and must focus on the people using the structure.
- Respect should be shown for the existing grid and neighborhood layout.
- New design should enhance the existing pedestrian walkways and serve to facilitate foot and bicycle traffic.
- Buildings should address the street and be designed to pull the interest of the users and act as a focal point of the greater neighborhood.
- Design attention should be paid to the pedestrian and bicycle building interface.
- The use of awnings and covered walkways are encouraged to promote year-round use.
- Alleys should be considered for primary entrances and utilized as alternate commercial spaces.
- Consider the pedestrian and cyclist as the primary user in all design. Avoid allowing the car and parking to drive design.
- Infill and adaptive reuse projects are encouraged and shall complement the characteristics of the existing buildings, including those built in the District since the adoption of the Standards in 2003.

4.1 Site Design Standards

4.1.1 All new development must invite pedestrian access. Thoughtful site layout and the use of “green open space” should be

included in all site planning. The front door/main entrance to a development must be easy to identify to the pedestrian and the buildings must be oriented toward the primary street front and public path and/or sidewalks. This may include providing a direct access from a public sidewalk to the front entrance.

4.1.2 Make site more appealing to pedestrian and bicycle traffic and use. Thoughtful application of design principles and space planning can make a site more pleasant to view and a better, safer place to be. The use of courtyards, decks, traditional front porches and bicycle amenities are design tools that can accomplish this goal. Consider protection from the weather.

4.1.3 Site design must consider the seasonal nature of the Whitefish climate allowing for summer enjoyment and snow storage in the winter. Also, consider southern exposure, energy costs and impact of shadows on adjacent properties.

4.1.4 Fencing should be of a natural material. The use of chain link and vinyl should be avoided but may be considered by the Committee.

4.2 Landscaping Design Standards

Goal: Thoughtfully designed landscaping will contribute to a pleasing character for the development and Whitefish. Landscaping should not only be used as a visual screen but should encourage a sense of place and connection to the environment. Landscaping is not required for sites in the Old Town District with buildings built lot line to lot line; however, well placed flower baskets, window boxes, hanging plants, green roofs or other opportunities for landscaping in the Old Town Central District are highly encour-

aged.

Standards:

4.2.1 Preserve and maintain mature trees and existing vegetation as much as practical.

4.2.2 A thoughtful selection of appropriate vegetation and landscaping materials. The designer should carefully select hardy vegetation and materials to thrive in our harsh climate, while also accentuating the natural beauty of our community. Use native, drought-resistant species and plants requiring low amounts of water, chemicals and fertilizers.

4.2.3 Landscaped areas must be planned as an integral part of the project, rather than simply located in the left-over spaces on the site. For sites not required to provide landscaping, project proponents should look for opportunities to integrate landscaping in the site using planter boxes, hanging baskets or other creative means.

4.2.4 Landscaping should complement the architecture, building a cohesive relationship between the indoor and outdoor spaces.

4.2.5 It is beneficial and attractive to incorporate outside seating areas in the landscaping plan.

4.2.6 In a landscape plan, attention should be paid to the plant material's color and texture to create unity on the site. Simple masses of material with one predominant species provide unity, while accent plantings provide attractive contrasts. Smaller spaces may be enhanced by the use of more compact varieties and a mixture of textures.

4.2.7 Species should be planted which are suitable to the space they will occupy when they have achieved their full growth. This includes understanding the growth of species root mass and their effect on sidewalks, utilities and building foundations.



4.2.8 Plants with multi-season interest provide color and interest throughout the year.

4.2.9 Plazas and malls should be planted to reflect an informal place suited to pedestrian scale. Variety and color are encouraged.

4.2.10 Landscaping and sight obscuring fences must be used to screen equipment, refuse areas and storage areas. It is better to mass plant material in groups rather than locate them in a straight line which tends to look unnatural, except when required to provide a landscape buffer as defined in the Landscape Requirements. (§11-4, WCC)

4.2.11 Landscaping depicted on renderings/perspectives should be a realistic interpretation of what will be installed at the time of planting.

4.2.12 Provide uniform planting of required street trees.

4.2.13 The final landscape, irrigation and tree preservation techniques shall be reviewed and approved by staff prior to issuance of a building permit.

Note: See Whitefish Zoning Regulations for the Landscaping requirements. (§11-4, WCC)

4.3 Off- street Parking Design Standards

Parking lots in the Old Town Districts are not required unless there is a residential component to the development. Off-street parking developed on these lots will be at a much smaller scale than those found along Highway 93 South and may be designed off an alley, as opposed to the street.

Goal: Parking lots in the Old Town District will be designed to maintain the continuity of the active pedestrian streetscape.

Standards:

4.3.1 Locate a parking facility at the interior of a block and off an alley whenever possible. Parking shall be distributed throughout the site with a preference for parking to the rear of the building. Parking lots shall not be placed at corners, as these areas are generally more visible than interior lots, serve as landmarks and frame intersections. If this is the only place for parking, added pedestrian features shall be integrated into the corner such as a bench, plaza, art or an exceptional landscape feature.

4.3.2 The use of large parking lots as the primary feature at the entrances of business is not allowed. Where a parking lot abuts a



Landscaping Along Parking Lot

public sidewalk a 5-foot wide landscaped buffer must be provided, according to the zoning, and consideration should be given to incorporating a low wall, no greater than 42-inches. Such a wall could be also be designed as seating.

4.3.3 New curb cuts and/or driveways eliminating on-street parking spaces are not allowed in the Old Town Central District and the Old Town Railway District unless there is no alley access available. Restricting parking access on streets important for commercial retail reduces the impact of automobiles, improves auto circulation, preserves on-street parking and creates a more pleasant environment for pedestrians.

4.3.4 The use of side streets for the primary entrance is required when feasible to promote safe ingress and egress, and to prevent the location of parking lots along the primary traffic artery. Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. Parking lot design should consider a southern aspect to reduce the accumulation of ice during the winter and allow for natural melting.

4.3.5 Parking structures built below grade are less obvious to passers-by, and are easier to screen with landscaping, therefore are desirable.

4.3.6 Soften parking areas with landscaping, earthen berms and pedestrian friendly features.

4.3.7 The amount of unrelieved pavement on parking lots shall be limited by methods such as the use of landscaping, contrasting colors, and pathways of alternate paving material.

4.3.8 Landscaping treatments of parking lots should include trees both on the perimeter and interior of the lots.

4.3.9 Trees in parking lots shall be protected from vehicle damage by concrete curbing or other effective means and must provide an adequate root zone uncompacted by vehicular traffic. In high traffic areas, the use of subsurface tree root protection is recommended.

Note: See Whitefish Zoning Regulations for the Off-street Parking requirements. (§11-5, WCC)



Outdoor Pedestrian Space



Dark Sky Lighting

4.4 Exterior Lighting Design Standards

Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

Goal: To provide thoughtfully designed outdoor lighting adequate to promote safety and security.

Standards:

4.4.1 All outdoor lighting must be carefully designed to light only the area needed for reasonable levels of safety and security. Seek to eliminate as much outdoor lighting as possible.

4.4.2 Light placement must avoid placing glare on neighboring properties. Every attempt should be made to consider the impacts the additional lighting will have on the surrounding environment

4.4.3 Where appropriate, the use of ground lighting should be considered. Consolidate exterior lighting and minimize the height and projection of the lamps where possible.

4.4.4 Building Lighting

a) Exterior lighting shall be architecturally integrated with the building style, material and colors.

b) Exterior lighting may be mounted flush or projected from the building wall.

c) Awnings in the Central District shall be lit underneath to ensure adequate light on the sidewalks, but the awnings must not be internally illuminated.

4.4.5 Site Lighting

a) The design of the site lighting should complement the architectural features of the building. Consider the use of the standard City streetlights; however, the use of other lights may be considered by the Committee.

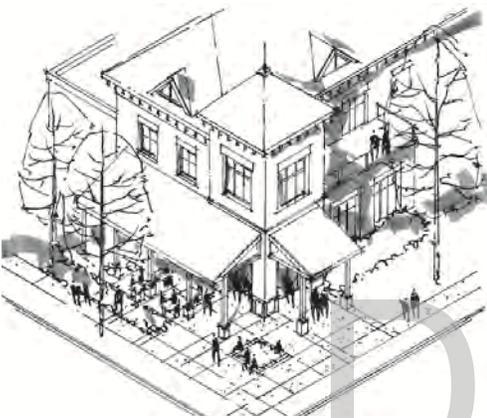
b) Fixture mounting height should be appropriate for the project and the setting. Use



Dark Sky Lighting



New Buildings Complementing Existing Buildings:



of low, bollard-type fixtures, 3 to 4-feet in height, are encouraged as pedestrian area lighting.

c) Raised light pole bases shall be attractively designed and well detailed to be compatible with the overall project. The use of "sonotube" (exposed concrete) bases is discouraged. These foundations, if used, need to be treated in some fashion to cover the exposed concrete.

d) The placement of light poles within raised curb planter areas is encouraged; however, conflicts with parking lot trees which can obscure the lighting should be avoided

e) Swivel-mounted luminaires are prohibited.

Note: See Whitefish Zoning Regulations for the Outdoor Lighting Standards. (§11-3-25, WCC)

4.5 Building Design Standards

All building project designs should be a positive complementary enhancement to the existing architecture, quality of life and character of the Whitefish community and particularly the Old Town District. The positive enhancement should be reflected in the design elements of the project. These design elements are both aesthetic and practical and shall include: 1) scale, character and relationship to surrounding neighborhood; 2) shape and form; and 3) exterior materials; color and texture.

4.6 Scale and Relationship to Surroundings

4.6.1 All buildings must have a scale in size, height and mass that relates to the surrounding buildings and adjacent commercial development.

4.6.2 The size, height and mass must not detract from, conflict with or overwhelm the surrounding neighbors.

4.6.3 Distance from other structures and features will be considered in reviewing scale. For example, the existing railroad station works well at its location; however, if it were on a lot next to the library, it would overwhelm the library.

4.6.4 Building site placement and size should minimize obstruction of views to mountains,

Whitefish River, and Whitefish Lake.

4.6.5 Mixed-Use of Non-Residential Development Adjacent to Residential Zones. Buildings must be designed to ensure building massing, height and scale provide sensitive transition to adjoining residential neighborhoods. When abutting a residential zoning district, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.

New developments adjacent to residential areas must mitigate impact through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to:

- Locating open space and preserving existing vegetation on the site's edge to further separate the building from less intensive uses
- Stepping down the massing of the building along the site's edge
- Limiting the length of or articulating building façade to reflect adjacent residential patterns
- Creative use and ongoing maintenance of landscaping such as berms, buffers, mounds, rockeries, living fences and swales designed to avoid the appearance of a straight line of "wall" of uniform plant material and must be wide enough to accommodate the mature plants

4.6.6 Multiple Building Projects.

a) Buildings must exhibit a general similarity of scale, orientation, and proportion with unified

natural and built features. As a rule, taller buildings must be placed toward the interior of the site and stepped back from the street. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces, with distinct pedestrian connections between the buildings, parking and the street. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

b) Projects with multiple buildings to be built in phases on one site must include design information for each building. Initial buildings must meet all the requirements of the Architectural Review Standards. Information on buildings to be built in the future must include an entire site development narrative with a site plan describing buildings, locations, access for parking and pedestrians, general landscaping and concept of building sizes, shapes, materials and colors.

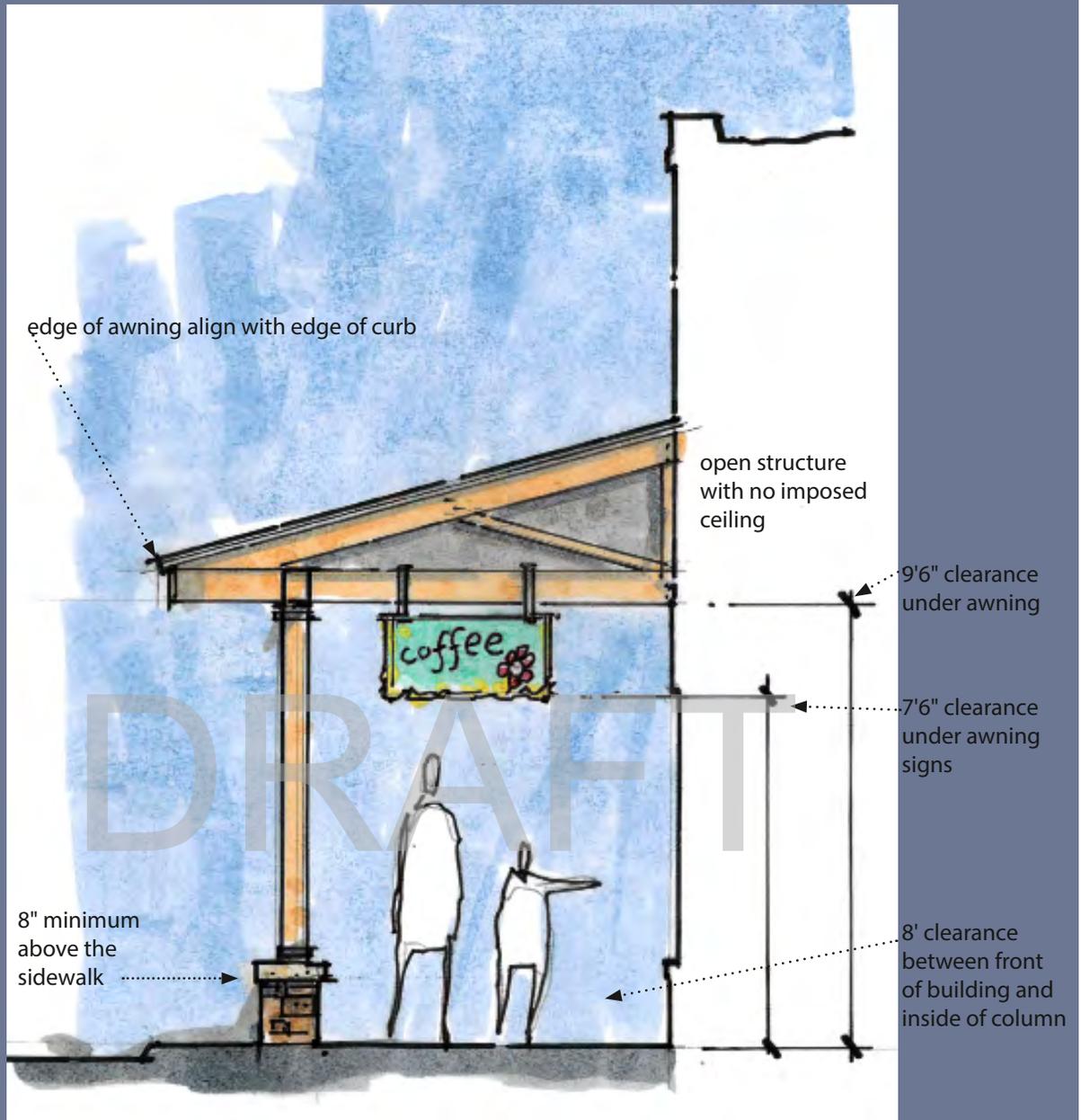
4.7 Shape and Form

All buildings shall have a shape and form regarding rooflines and massing that relates to the surrounding buildings and neighborhood. Rooflines should be pitched, pitched with false fronts, flat, flat with false fronts, and shed with false fronts, hipped, gable or gambrel. Overhanging eaves are encouraged. Flat roofs shall have parapets facing streets.

4.7.1 All remote mechanical and electrical



Awning Design Standards



4.7.2 Awnings over sidewalks are desirable. In neighborhoods where awnings are the norm, new construction shall conform. The objective of awnings is to create a continuous covered shopping arcade; therefore, fixed canopies and awning are preferred. Such awnings should be constructed of wood, although fabric construction may be acceptable on certain projects. Attention to support post detail is important. The posts must be of high quality and architectural significance (nominal 6x6 or 8x8 typical) or log (6 to 10-inch diameter typical). Posts must be set on concrete or stone piers raised a minimum of 8-inches above sidewalk or grade. Post base and cap

details are required and must be presented for approval. Awnings must have an open structure with no ceilings imposed. Awning heights must be related to adjacent awnings, with a recommended minimum beam height of 9'-6" and recommended minimum clearance for hanging signs of 7'-6". Awning heights must relate to adjacent awnings and must line up with the edge of the curb toward the street, with a typical distance between columns and building walls of 8-feet-. Awnings must reflect historic form and shapes.



equipment (condensers, chillers, intake/exhaust fans, cabinets, etc.) regardless of horsepower, must be enclosed within sound absorptive walls, as permitted by the Building Code. These areas shall be located and screened so the visual and acoustic impacts of these functions are fully contained and out of view. Enclosures shall be reviewed by the Committee where applicable and the acoustic design will be reviewed and approved at the time of plan examination by the Building Department.

4.8 Old Town Central District

4.8.1 Regarding shape and form, many of the original downtown façade and rooflines are examples to look toward regarding new construction in this area.

4.8.2 The buildings in this area are one and two story and create a rhythm of 25 to 50-foot width storefronts with rectangular plans unless the applicant can show an acceptable alternative. These features shall be maintained and can be achieved with exterior material application, although actual building heights are regulated per §11-2L-4, WCC.

4.8.3 New construction façades should relate to other buildings in the block with a height that falls within an acceptable historic range. As part of the submittal, the proposed building must be shown within the block of the existing buildings.

4.8.4 Although zero setbacks on the main entry facades are typical and should be maintained, recessed courtyards, porches, stoops and sitting areas will be considered on a case-by-case basis.

4.8.5 Recessed entry doors with large display windows maintain the typical Whitefish main street storefront.

4.8.6 Upper second story windows should be smaller than the main level windows and vertical in shape.

4.8.7 75% of the ground-floor lineal street frontage should have openings for doors and windows. Ground floor glazing should be clear. Non-transparent and reflective or opaque glazing is not permitted.

4.8.8 Ground floor active edges help reinforce the continuity of pedestrian-active building uses connects street-level activity and accessibility. Buildings should be designed to accommodate single or multiple tenants. Street frontage walls shall include doors and windows or be designed so they can be added when space is converted to active building uses.

4.8.9 Buildings must have roof designs that do not cause snow and drainage problems for themselves or adjacent buildings and sites.

4.8.10 New, and when possible, remodeled buildings should have a minimum of 11-foot floor-to-ceiling heights on the ground floor to promote attractive retail spaces.



Corner Building



Railway District



South District

4.8.11 Alley façades are encouraged to be developed as an attractive integrated component of the building.

4.8.12 When building on corner lots, consideration should be given to corner entrances with storefront windows that extend along both street facades. Small towers or turrets above corner entrances should also be considered.

4.8.13 Second story balconies are encouraged.

4.8.14 Outdoor courtyards and sitting areas are encouraged.

4.9 Old Town South District

4.9.1 Although zoned for commercial, this area is designed with smaller-scale commercial buildings in keeping with original residential character.

4.9.2 New construction in this area should

follow the typical rooflines that include pitched, hipped, gable and gambrel. New roof pitches should stay within the existing roof pitches of 3:12 to 12:12.

4.9.3 Use of dormers is encouraged.

4.9.4 Buildings plans should be primarily rectangular.

4.9.5 Single and 1½ story detached secondary buildings along the alley side are appropriate. Aesthetic consideration must be given to alley side facades.

4.9.6 Covered entry porches, stoops and outdoor courtyards/sitting areas are encouraged.

4.10 Old Town Railway District

4.10.1 Buildings in this district must maintain the historical residential character of the area. Building roofs should pitch to the sides and not to the front or rear. This general form should remain.

4.10.2 Lots fronting on the Highway must be designed to frame the street and may not necessarily have a primarily residential character. These buildings are the gateway into the downtown and may have a traditional downtown roof design with fl t roofs and parapets.

4.10.3 Front porches and stoops are required at entrances.

4.10.4 Detached garages and storage buildings of 1 and 1½ story with pitched roofs are encouraged.

4.10.5 Outdoor courtyards and sitting areas are encouraged.

4.10.5 Bay windows and fl wer boxes are encouraged.

4.11 Exterior Materials (color and texture)

4.11.1 Exterior finish building materials should be of a nature in color and texture complementary with the structures within each building district. They shall not clash, detract or confli t with adjacent architecture.

4.11.2 Acceptable exterior cladding materials should include properly scaled brick, 1x4, 1x6 or 1x8 horizontal natural wood siding, sawn shingles 1x6 or 1x8 vertical channel natural siding, 1x8 to 1x12 vertical board and batten natural wood siding with 1x2 batts, natural stone veneers, and stucco with wood trim. Other fi e resistant and ecological friendly materials may be considered.

4.11.3 Wood shingles, vertical wood siding and boards w/ batts are acceptable in gables and upper portions of walls.

4.11.4 Exposed plain concrete block, and vinyl cladding are not allowed. Metal siding, Exterior Insulation Finish System (EIFS), composite siding and stone panels are discouraged but may be used at the discretion of the Committee.

4.11.5 Acceptable roofing materials shall be asphalt composition shingles, metal, or appropriate fl t roofin , or other technologically advanced products such as solar roof tiles are encouraged.

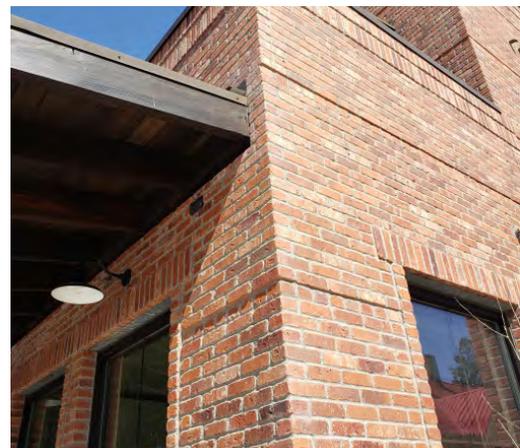
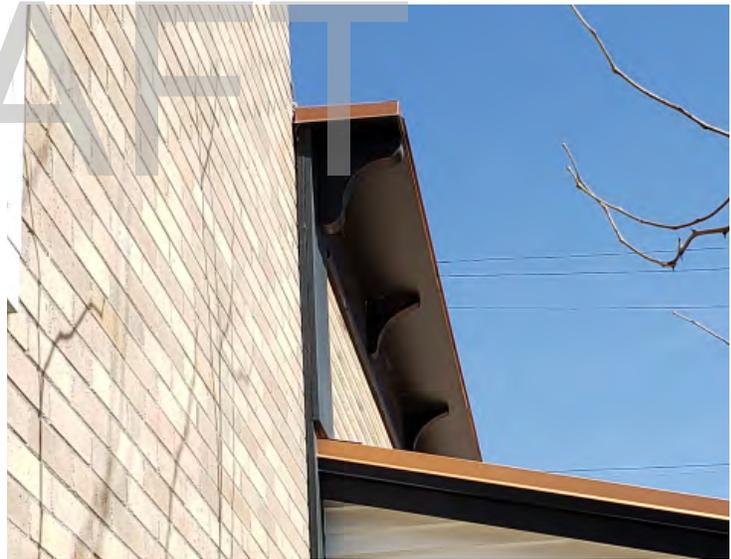
4.11.6 Roofing shall be of colors that complement neighboring structures.

4.11.7 Mirrored and tinted glazing is not allowed.

The tinting of Low-E glass is acceptable. Vision glass on building sides facing street is required.

4.11.8 Exterior classic details and elements such as brackets, cornices, window trim, and wall corner boards are encouraged.

4.11.9 Higher quality and easily maintained materials are strongly recommended.



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RESORT COMMUNITY BUSINESS DISTRICT

Chapter 5

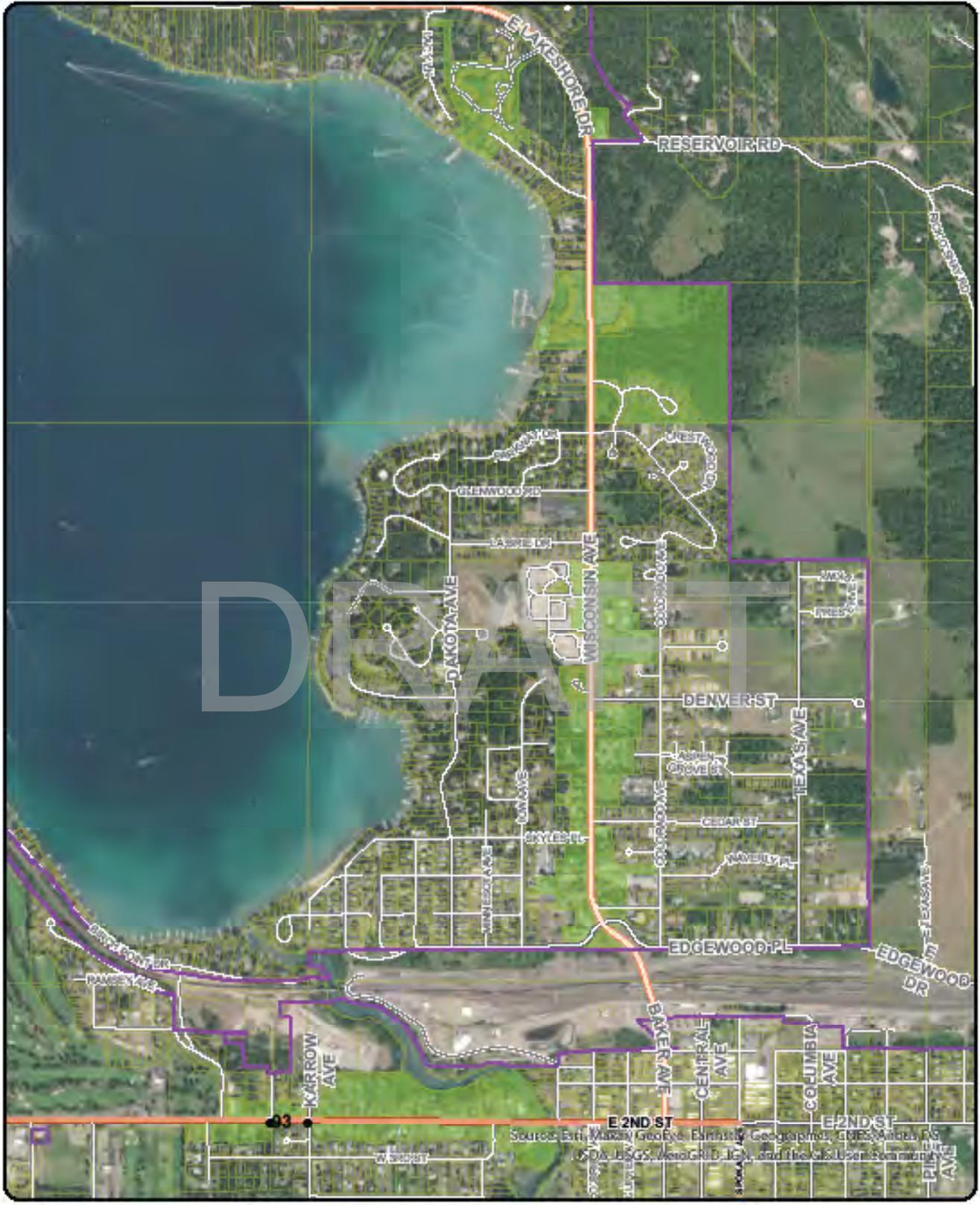
The Resort Community Business District is comprised of two corridors. One corridor is located along Wisconsin Avenue/East Lakeshore Drive from the viaduct to the north and the other is West 2nd Street from the Whitefish River to the west. Both corridors are located along state highways and have adopted corridor plans – Wisconsin Avenue Corridor Plan (2018) and the Highway 93 West Corridor Plan (2015). This District is for those areas zoned WB-1: Limited Business District, Limited Resort Business District: WRB-1, General Resort Business District: WRB-2 or with a multi-family designation that

could be developed into offices (WR-3 and WR-4) along these two corridors. The character of these areas include small scale commercial and professional office uses interspersed with a variety of residential types. The Wisconsin Avenue corridor is evolving into providing resort-oriented and neighborhood services with multi-family while the West 2nd Street corridor is evolving into an area with small professional offices and multi-family. In addition to these standards, the Mixed-Use and Non-Residential Building Development Standards (§11-3-43, WCC) apply.

The Resort Community Business Districts will develop as areas with smaller scale buildings in order to be good neighbors to residential areas located immediately adjacent to these corridors. Parking areas will be sited in order to not conflict with surrounding residential neighborhoods. Sites will be designed to accommodate bicyclists and pedestrians. Ample landscaping will be installed – especially to screen undesirable qualities of commercial uses from adjoining residential areas.

Goals:

- Review the existing examples of successful residential conversions.
- Developments along the Wisconsin Avenue and West 2nd Street corridors have historically developed with larger setbacks from the highway. In order to preserve a landscaped entrance into the downtown core and retain a residential feel, development should continue this pattern by setting new construction as far back as possible on the lot with landscaping and/or courtyards in front rather than parking.
- Orient buildings toward public streets.
- Include design of small pocket parks to encourage employees and the community to embrace the outdoor environment.
- When constructing new parking consider the use of a landscape buffer to minimize impact on neighboring properties.
- When selecting a building envelope consider its relationship to the lot with respect to scale. Consider staggering the structures in the new development.
- Protect the neighborhoods' existing character by using existing shapes, forms, and structural elements. Use the existing character of the neighborhood as a context for all new development. Do not use new construction to redefine the feeling and presence of the neighborhood.
- Infill and adaptive reuse projects are encouraged and shall complement the



Architectural Design Districts

 Resort Community Business

0 0.13 0.25 0.5 Miles

 Whitefish City Limits

Date: 7/17/2020



characteristics of the existing buildings built in the District.

5.1 Site Design Standards

5.1.1 Buildings must be arranged on the site so their orientation frames, encloses or otherwise gives prominence to a pedestrian corridor, an outdoor gathering space with outdoor seating, a "main street" pedestrian or vehicle access corridor within the site or the corners of the street intersections or entry points into the development.

5.1.2 Buildings on corner lots should be oriented toward the primary intersection and the primary and secondary street frontage, while parking and auto access must be located away from the primary intersection corners. The use of corner entrances, plazas, signage and/or landscaping is encouraged to accentuate corner sites.

5.1.3 Where buildings are separated from the public sidewalk along the primary street frontage, the space should contain public and pedestrian amenities. Building may be separated from the sidewalk by plazas, landscaping, benches, bicycle racks, trash cans and other pedestrian amenities.

5.1.4 The layout of the site must consider pedestrians and bicyclists, as well as automobile traffic. Pedestrian access from adjacent sidewalks must have priority over vehicular traffic. Consider protection from the weather.

Consider how a pedestrian or a bicyclist would

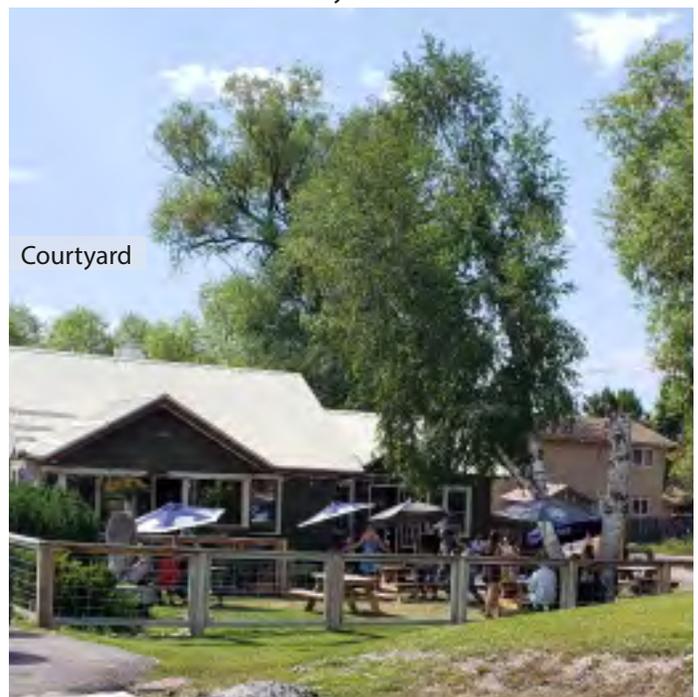
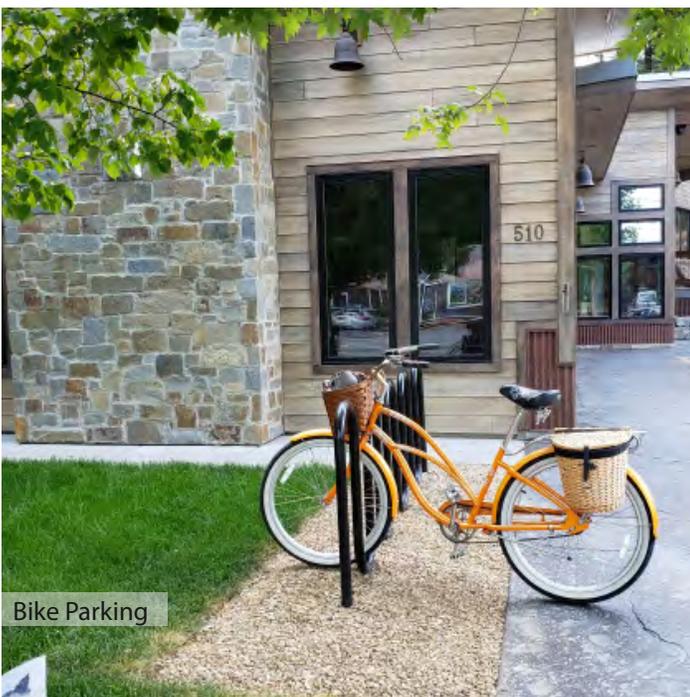
access the proposed site. Mixing nonmotorized transportation in the same spaces as automobile traffic can be a very unpleasant experience for both pedestrians and bicyclists. Consider alternate and/or separate routes into the development that clearly define the pedestrian area versus areas for vehicles.

5.1.5 Minimize the dominance of parking surfaces and structures. Use green spaces to soften the "sea of asphalt" which often dominates commercial "strip" development. A close review of the City's landscaping ordinance is highly recommended. Consider building orientation and its relationship to the entire site.

5.1.6 All new development must invite pedestrian access. Thoughtful site layout and the use of "green open space" should be included in all site planning. The front door/main entrance to a development must be easy to identify to the pedestrian. This may include providing a direct access from a public sidewalk to the front entrance.

5.1.7 Make site more appealing to pedestrian and bicycle traffic and use. Thoughtful application of design principles and space planning can make a site more pleasant to view and a better, safer, place to be. The use of courtyards, decks, traditional front porches and bicycle amenities are design tools that can accomplish this goal. Consider protection from the weather.

5.1.8 Fencing should be of a natural material. The use of chain link and vinyl should be avoided



but may be considered by the Committee.

5.1.9 Site design must consider the seasonal nature of the Whitefish climate allowing for summer enjoyment and snow storage in the winter. Also, consider southern exposure, energy costs and impact of shadows on adjacent properties. Apply design principles that maximize the seasonal nature of our climate.

5.1.10 Promote safe ingress and egress. Consolidate site access to the public rights-of-way to reduce congestion and the need for endless stoplights. The City seeks to promote shared access where possible. Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. (§11-3-43E(5), WCC)

5.2 Landscaping Design Standards

Goal: Thoughtfully designed landscaping will contribute to a pleasing character for the development and Whitefish. Landscaping should not be used just as a visual screen but should also encourage a sense of place and connection to the environment.

Standards:

5.2.1 Preserve and maintain mature trees and existing vegetation as much as practical.

5.2.2 A thoughtful selection of appropriate vegetation and landscaping materials. The designer should carefully select hardy vegetation and materials to survive our harsh climate, while also accentuating the natural beauty of our community. Use native, drought-resistant species and plants requiring low amounts of water, chemicals and fertilizers.

5.2.3 Landscaped areas must be planned as an integral part of the project, rather than simply located in the left-over spaces on the site.

5.2.4 Landscaping should complement the architecture of the project and adjacent buildings enhancing the indoor-outdoor relationship.

5.2.5 Landscaping (along with the location of the building) should soften the appearance of the site as seen from the roadway.

5.2.6 It is beneficial and attractive to incorporate outside seating areas in the landscaping plan.

5.2.7 In a landscape plan, attention should be paid to the plant material's color and texture to create unity on the site. Simple masses of material with one predominant species provide unity, while accent plantings provide attractive contrasts.

5.2.8 Species should be planted which are suitable to the space they will occupy when they have achieved their full growth. This includes understanding the growth of species root mass and their effect on sidewalks, utilities and building foundations.

5.2.9 Plants with multi-season interest provide color and interest throughout the year.

5.2.10 Plazas and malls should be planted to reflect an informal place suited to pedestrian scale. Variety and color are encouraged.

5.2.11 Landscaping and sight obscuring fences must be used to screen equipment, refuse areas and storage areas. It is better to mass plant material in groups rather than locate



them in a straight line which tends to look unnatural, except when required to provide a landscape buffer as defined in the Landscape Requirements. (§11-4, WCC)

5.2.12 Landscaping depicted on renderings/perspectives should be a realistic interpretation of what will be installed at the time of planting.

5.2.13 Provide uniform planting of required street trees.

5.2.14 The final landscape, irrigation and tree preservation techniques shall be reviewed and approved by staff prior to issuance of a building permit.

Note: See Whitefish Zoning Regulations for the Landscaping requirements.(§11-4, WCC)

5.3 Off- street Parking Design Standards

Goal: Parking lots in Whitefish will be designed as a necessary appurtenance of a site and not the primary visual emphasis.

Standards:

5.3.1 The use of large parking lots as the primary feature at the entrances of businesses is strongly discouraged.

5.3.2 When possible locate parking to the rear or side of buildings, unless it is adjacent to a residential use or residential district. If parking is proposed adjacent to residential, it needs to be screened using fencing and landscaping. The siting of parking lots is regulated through

the off-street parking chapter of the zoning.

5.3.3 Parking lots shall be designed to consider all users and not only automobiles. The development must minimize the impact of parking on the building's relationship to the street and pedestrian-oriented character and character of the neighborhood. Secure, well-lit and convenient bicycle parking and storage must be provided.

5.3.4 Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible. At a minimum, a pedestrian connection between parking lots between developments should be explored. Parking lot design should consider a southern aspect to reduce the accumulation of ice during the winter and allow for natural melting.

5.3.5 Parking areas shall be designed to minimize the lot's visual impact, thus creating as much as possible an architectural form instead of a wasteland.

5.3.6 Parking structures built below grade are less obvious to passers-by, and are easier to screen with landscaping, therefore are desirable.

5.3.7 Soften large parking areas with landscaping, earthen berms and pedestrian friendly features.

5.3.8 The amount of unrelieved pavement on parking lots shall be limited by methods such as the use of landscaping, contrasting colors, and pathways of alternate paving material.

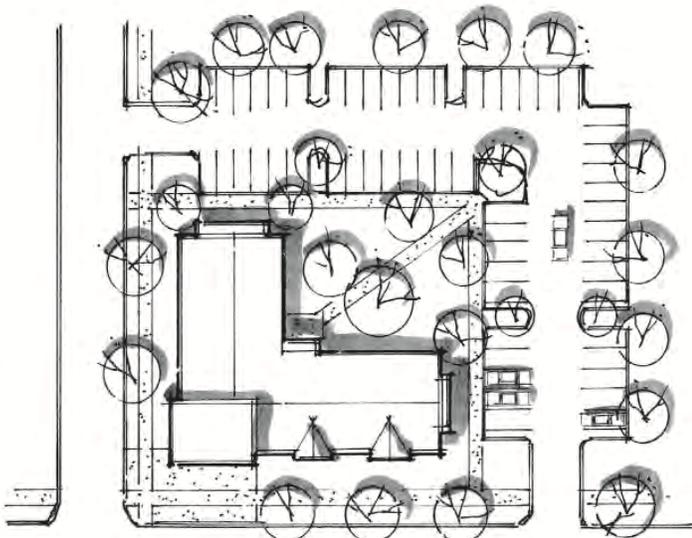
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Note: See Whitefish Zoning Regulations for the Off- street Parking requirements. (§11-5, WCC)

5.4 Exterior Lighting Design Standards

Although there are many needs for lighting



Parking to Side & Rear of Project

in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

Goal: To provide thoughtfully designed outdoor lighting adequate to promote safety and security.

Standards:

5.4.1 All outdoor lighting must be carefully designed to light only the area needed for reasonable levels of safety and security. Seek to eliminate as much outdoor lighting as possible.

5.4.2 Light placement must avoid placing glare on neighboring properties. Every attempt should be made to consider the impacts the additional lighting will have on the surrounding environment

5.4.3 Where appropriate, the use of ground lighting should be considered. Consolidate exterior lighting and minimize the height and projection of the lamps where possible.

5.4.4 Building Lighting.

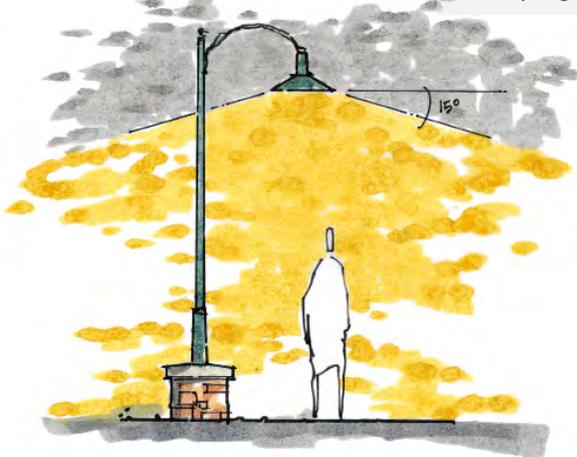
a) Exterior lighting shall be architecturally integrated with the building style, material and colors.

b) Exterior lighting may be mounted flush or projected from the building wall.

5.4.5 Site Lighting.

a) The design of the site lighting should complement the architectural features of the building. Consider the use of the standard City

Dark Sky Lighting



streetlights; however, the use of other lights may be considered by the Committee.

b) Fixture mounting height should be appropriate for the project and the setting. Use of low, bollard-type fixtures, 3 to 4-feet in height, are encouraged as pedestrian area lighting.

c) Raised light pole bases shall be attractively designed and well detailed to be compatible with the overall project. The use of "sonotube" (exposed concrete) bases is discouraged. These foundations, if used, need to be treated in some fashion to cover the exposed concrete.

d) The placement of light poles within raised curb planter areas is encouraged; however, conflicts with parking lot trees which can obscure the lighting should be avoided

e) Swivel-mounted luminaires are prohibited.

Note: See Whitefish Zoning Regulations for the Outdoor Lighting Standards. (§11-3-25, WCC)

5.5 Building Design Standards

All building project designs should be a positive complementary enhancement to the existing architecture, quality of life and character of the Whitefish community and particularly the Resort Community Business District. The positive enhancement should be reflected in the design elements of the project. These design elements are both aesthetic and practical and shall include: 1) scale, character



Residential Scale Commercial Building



Properly Scaled Commercial Building

and relationship to surrounding neighborhood; 2) shape and form; and 3) exterior materials. Also, businesses considered formula retail (also known as franchise businesses) may not use their traditional building design or color scheme. See Section 5.8 for these standards.

5.6 Scale and Relationship to Surroundings

5.6.1 All buildings must have a scale in size, height and mass that relates to the surrounding buildings and adjacent commercial development and neighborhood.

5.6.2 The size, height and mass must not detract from, conflict with or overwhelm the surrounding neighbors. Taller buildings must be stepped down when neighboring less high buildings.

5.6.3 Distance from other structures and features will be considered in reviewing scale.

5.6.4 Building site placement and size should minimize obstruction of views to mountains, Whitefish River, and Whitefish Lake.

5.6.5 Mixed-Use of Non-Residential Development Adjacent to Residential Zones. Buildings must be designed to ensure building massing, height and scale provide sensitive transition to adjoining residential neighborhoods. When abutting a residential zoning district, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.

New developments adjacent to residential areas must mitigate impact through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to:

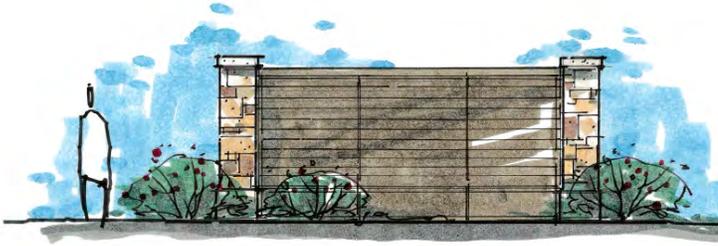
- Locating open space and preserving existing vegetation on the site's edge to further separate the building from less intensive uses.
- Stepping down the massing of the building along the site's edge
- Limiting the length of or articulating building façade to reflect adjacent residential patterns;
- Creative use and ongoing maintenance of landscaping such as berms, buffers, mounds, rockeries, living fences and swales designed to avoid the appearance of a straight line of "wall" of uniform plant material and must be wide enough to accommodate the mature plants.

5.6.6 Multiple Building Projects

a) Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a rule, taller buildings must be placed toward the interior of the site and stepped back from the street. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces, with distinct pedestrian connections between the buildings, parking and the street. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

b) Projects with multiple buildings to be built in phases on one site must include design information for each building. Initial buildings must meet all the requirements of the Architectural Review Standards. Information on buildings to be built in the future must include an entire site development narrative with a site plan describing buildings, locations, access for parking and pedestrians, general landscaping and concept of building sizes, shapes, materials and colors.

Mechanical Equipment Screening



5.7 Shape and Form

All buildings shall have a shape and form regarding rooflines and massing that relates to the surrounding buildings and neighborhood. Rooflines should be pitched, pitched with false fronts, flat with false fronts, and shed with false fronts, hipped, gable or gambrel. Overhanging eaves are encouraged. Flat roofs shall have parapets.

5.7.1 All remote mechanical and electrical equipment (condensers, chillers, intake/exhaust fans, cabinets, etc.) regardless of horsepower, must be enclosed within sound absorptive walls as permitted by the Building Code. These areas shall be located and screened so the visual and acoustic impacts of these functions are fully contained and out of view. Enclosures shall be reviewed by the Committee where applicable and the acoustic design will be reviewed and approved at the time of plan examination by the Building Department.

5.7.2 Although business buildings are permitted in this area, it is historically a residential neighborhood and new construction in this district must respect the residential character in style, scale and form.

5.7.3 New construction in this district should follow the typical roofline, which include pitched, hipped, gable, and sheds with overhangs or false fronts. New roof pitches should stay within the existing roof pitches of 3:12 to 12:12.

5.7.4 Large massive roofs should be avoided. When large floor plans are required, roofs must be broken up with elements such as dormers, hips and pitched entries.

5.7.5 Rear façades of buildings facing alleys or streets must be given aesthetic considerations.

5.7.6 Front porches and covered entries are recommended.

5.7.7 Courtyard and sitting areas away from the street side are encouraged.

5.7.8 Expansive blank walls are not allowed.

5.7.9 Large display windows facing a main street at the first story, as in the downtown area, are allowed. All other windows on sidewall and upper stories should be vertical in orientation.

5.8 Exterior Materials (color and texture)

5.8.1 Exterior finish building materials should be of a nature in color and texture complementary with the structures within each building district. They shall not clash, detract or conflict with adjacent architecture.

5.8.2 Acceptable exterior cladding materials should include properly scaled brick, 1x4, 1x6 or 1x8 horizontal natural wood siding, sawn shingles 1x6 or 1x8 vertical channel natural siding, 1x8 to 1x12 vertical board and batten natural wood siding with 1x2 batts, natural stone veneers, and stucco with wood trim. Other fire resistant and ecological friendly materials may be considered.



Exterior Customer Seating

5.8.3 Wood shingles, vertical wood siding and boards w/ batts are acceptable in gables and upper portions of walls.

5.8.4 Exposed plain concrete block, and vinyl cladding are not allowed. Metal siding, Exterior Insulation Finish System (EIFS), composite siding and stone panels are discouraged but may be used at the discretion of the Committee. (Exception: residential buildings of two or more units when located in a strictly residential district may utilize composite sidings such as fiber cement if compatible with neighboring structures.)

5.8.5 Acceptable roofing materials shall be asphalt composition shingles, metal, or appropriate flat roofin , or other technologically advanced products such as solar roof tiles are encouraged.

5.8.6. Roofing shall be of colors that complement neighboring structures.

5.8.7. Mirrored and tinted glazing is not allowed. The tinting of Low-E glass is acceptable. Vision glass on building sides facing streets is encouraged.

5.8.8. Exterior classic details and elements such as brackets, cornices, window trim, and wall corner boards are encouraged.

5.8.9. Higher quality and easily maintained materials are strongly recommended.

5.9 Formula Retail Design Standards

Commercial uses meeting the zoning definition of “formula retail” (also known as franchise retail uses) are expected to minimize generic and corporate images, but instead express the architectural elements and forms that best express the values and heritage of the community.

5.9.1. Formula retail must not use standard corporate building shapes, forms and roofline .

5.9.2. Formula retail color schemes are not acceptable.



PLACEHOLDER FOR PHOTO





Properly Scaled Residential Buildings



RESIDENTIAL DISTRICT

Chapter 6

DRAFT

The Residential Standards apply to structures of two-unit dwellings or more. The Residential District is all areas within the city limits without another design district designation. In addition, a residential use within one of the other design districts requires compliance with these standards along with the applicable design district standards.

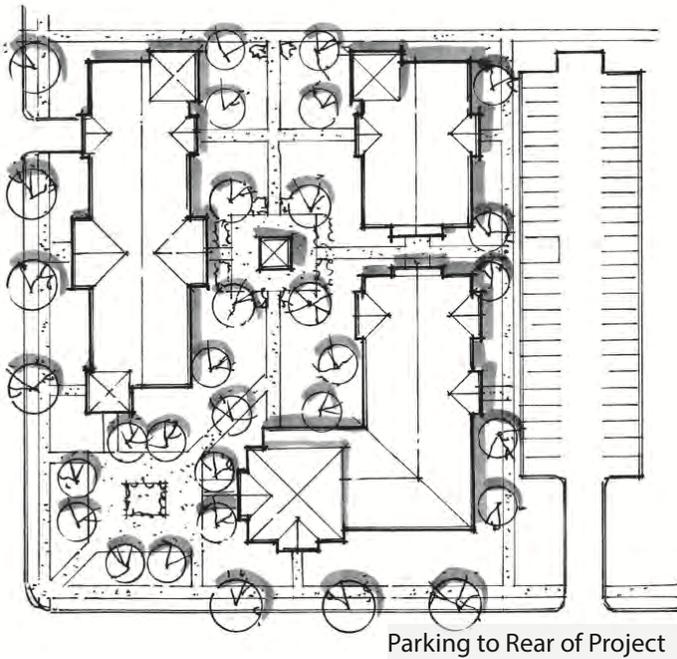
In addition to these standards, the Multi-Family Development Standards (§11-3-42, WCC) apply.

Goals:

- Consider vertical relief when laying out building footprints on the lot.

- Maximize the use of parking to the rear of the lot and the use of alleys for entrances.
- Incorporate usable on-site pedestrian spaces.
- Reduce the prominence of the garage and parking pavement in neighborhood design. Locate garages behind the primary structure on the lot or setback from the front foundation line of the structure. Parking pavement should not extend to the front door. Use alleys wherever possible for the primary entrances to on-site parking. If this is not feasible, employ design standards described in Section 6.8.

Multi-family development in Whitefish will be designed to suit the neighborhood where it is located, relate to the street and surroundings and meet the needs of the residents.



6.1 Site Design Standards

6.1.1 The layout of the site must consider pedestrians and bicyclists, as well as automobile traffic. Pedestrian access from adjacent sidewalk must have priority over vehicular traffic. Provide each building with direct and distinct pedestrian access from the street fronting the building and the parking areas. A bicycle parking area must be provided. Consider protection from the weather.

Consider how a pedestrian or a bicyclist would access the proposed site. Mixing nonmotorized transportation in the same spaces as automobile traffic can be a very unpleasant, and potentially dangerous, experience for pedestrians and bicyclists. Consider alternate and/or separate routes into the development that clearly define the pedestrian area versus areas for vehicles.

6.1.2 Minimize the dominance of parking surfaces and structures. Use green spaces to soften the “sea of asphalt”. A close review of the City’s landscaping ordinance is highly recommended. Consider building orientation and its relationship to the entire site.

6.1.3 All new development must invite pedestrian access and be oriented to public streets. Design alternate and/or separate routes into the development clearly defining bicycle and pedestrian areas versus areas for vehicles.

Thoughtful site layout and the use of “green open space” should be included in all site planning. The front door/main entrance to a

development must be easy to identify to the pedestrian. This may include providing a direct access from a public sidewalk or street to the front entrance.

6.1.4 Make site more appealing to pedestrian and bicycle traffic and use. Thoughtful application of design principles and space planning can make a site more pleasant to view and a better, safer place to be. The use of courtyards, decks, traditional front porches and bicycle amenities are design tools that can accomplish this goal. Consider protection from the weather and provide safe, visible well-lit locations. Where feasible, designs shall encourage front yard and outdoor spaces for barbecuing, sitting, gardening and playing.

6.1.5 Fencing should be of a natural material. The use of chain link and vinyl should be avoided but may be considered by the Committee.

6.1.6 Site design must consider the seasonal nature of the Whitefish climate allowing for summer enjoyment and snow storage in the winter. Also, consider southern exposure, energy costs and impact of shadows on adjacent properties. Apply design principles that maximize the seasonal nature of our climate.

6.1.7 Promote safe ingress and egress. Consolidate site access to public rights-of-way to reduce congestion and the need for endless stoplights. The City seeks to promote shared access where possible. Provide for cross-property easement to share driveway and reduce the need for additional curb-cuts when

feasible. (§11-3-42C, WCC)

6.1.8 Buildings shall be oriented for privacy, both within the project and to the neighborhood.

6.2 Landscaping Design Standards

Goal: Thoughtfully designed landscaping will contribute to a pleasing character for the development and Whitefish. Landscaping should not be used just as a visual screen but should also encourage a sense of place and connection to the environment.

Standards:

6.2.1 Landscaped areas must be planned as an integral part of the project, rather than simply located in the left-over spaces on the site.

6.2.2 A thoughtful selection of appropriate vegetation and landscaping materials. The designer should carefully select hardy vegetation and materials that can survive our harsh climate; these plants should also accentuate the natural beauty of our community. Use native, drought-resistant species and plants requiring low amounts of water, chemicals and fertilizers. Designs should have the ability to be maintained reasonably weed free.

6.2.3 Preserve and maintain mature trees and existing vegetation as much as practical.

6.2.4 Landscaping should complement the architecture of the project and adjacent buildings.

6.2.5 Landscaping (along with the location of the building) should soften the appearance of the site as seen from the roadway.

6.2.6 It is beneficial and attractive to incorporate outside areas in the landscaping plan such as

trellises, low planters, walls, seating, porches or balconies.

6.2.7 Consider wildflower gardens, rain gardens or vegetable gardens with defined planting beds and features such as rocks or sculptures in lieu of front lawns. Alternatives to traditional lawn grasses include low mow Fescue grass mixes, native and non-native perennial ground-covers such as thyme, chamomile, sea thrift, Scotch moss, creeping potentilla, sedums and other perennial ground-covers; combination of ground-covers will increase resiliency to drought and pests.

6.2.8 In a landscape plan, attention should be paid to the plant material's color and texture to create unity on the site. Simple masses of material with one predominant species provide unity, while accent plantings provide attractive contrasts.

6.2.9 Species should be planted which are suitable to the space they will occupy when they have achieved their full growth. This includes understanding the growth of species root mass and their effect on sidewalks, utilities and building foundations.

6.2.10 Plants with multi-season interest provide color and interest throughout the year.

6.2.11 Plazas should be planted to reflect an informal place suited to pedestrian scale. Variety and color are encouraged.

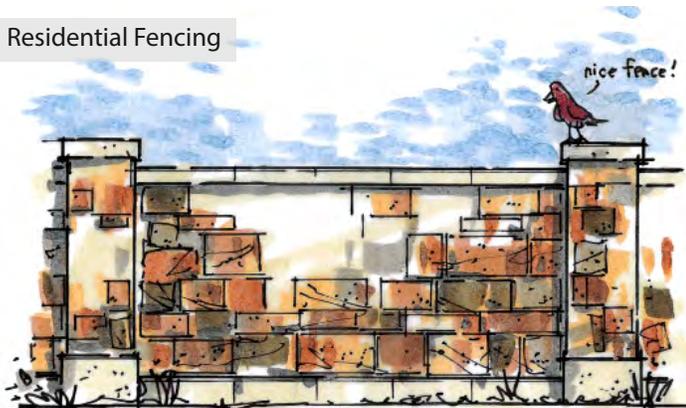
6.2.12 Landscaping and sight obscuring fencing must be used to screen equipment, refuse areas and storage areas. It is better to mass plant material in groups rather than locate them in a straight line which tends to look unnatural, except when required to provide a landscape buffer as defined in the Landscape Requirements. (§11-4, WCC)

6.2.13 Landscaping plans submitted for review and approval should be consistent with materials presented for Architectural Review approval. This includes location and size of planting beds and specific tree and shrub species.

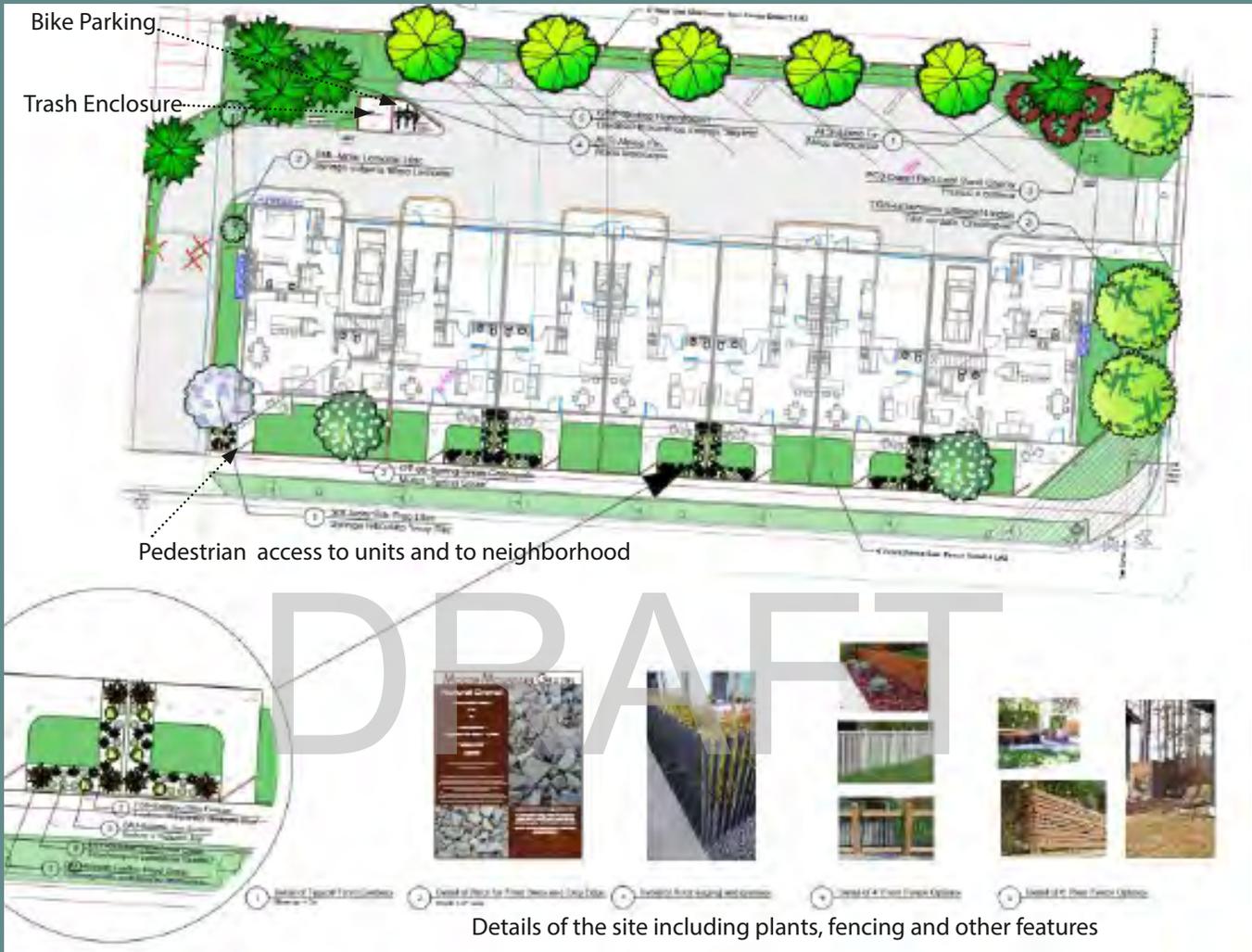
6.2.14 Provide uniform planting of required street trees.

6.2.14 The final landscape, irrigation and tree preservation techniques shall be reviewed and approved by staff prior to issuance of a building permit.

Residential Fencing



Sample Site Plan



Details of the site including plants, fencing and other features

A well-designed site plan will indicate careful consideration of:

- how a resident will interact with the outdoors
- quality outdoor space - whether that includes a front porch with a front yard or a common larger open space area or a courtyard available for all residents
- pedestrian and bicycle connections to the public sidewalk/trail system
- bicycle parking/storage
- incorporation of mature long-lived trees, where possible

At a minimum, the site plan must be drawn to scale and show the following:

- detail showing proposed use
- property lines
- existing and proposed buildings
- traffic circulation
- driveways
- parking
- landscaping concept plan including lighting, plantings, hard surfaces, sidewalks, patios, fencing and other site features
- fencing
- signage
- topographic features

Note: See Whitefish Zoning Regulations for the Landscaping requirements. (§11-4, WCC)

6.3 Off- street Parking Design Standards

Goal: Parking in the Residential District will be designed as a necessary appurtenance of a site and not the primary visual emphasis. The effect of driveways and parking lots on the public and neighboring properties must be minimized by designing, locating and screening parking lots, carports and garages in a way to create few interruptions on the street, sidewalk and building facades.

Standards:

6.3.1 Parking areas shall be designed to minimize the lot's visual impact, thus creating an architectural form instead of a wasteland as much as possible.

6.3.2 Parking lots shall be designed to consider all users and not only automobiles. Secure, well-lit and convenient bicycle parking and storage must be provided.

6.3.3 Parking must be distributed throughout the site with a preference for parking to the side or rear of the building or under the building. Such parking should be accessed from alley-type driveways. Shared driveways between

adjacent uses is preferred. Parking lot design should consider a southern aspect to reduce the accumulation of ice during the winter and allow for natural melting.

6.3.4 Parking structures built below grade are less obvious to passers-by, and are easier to screen with landscaping, therefore are desirable.

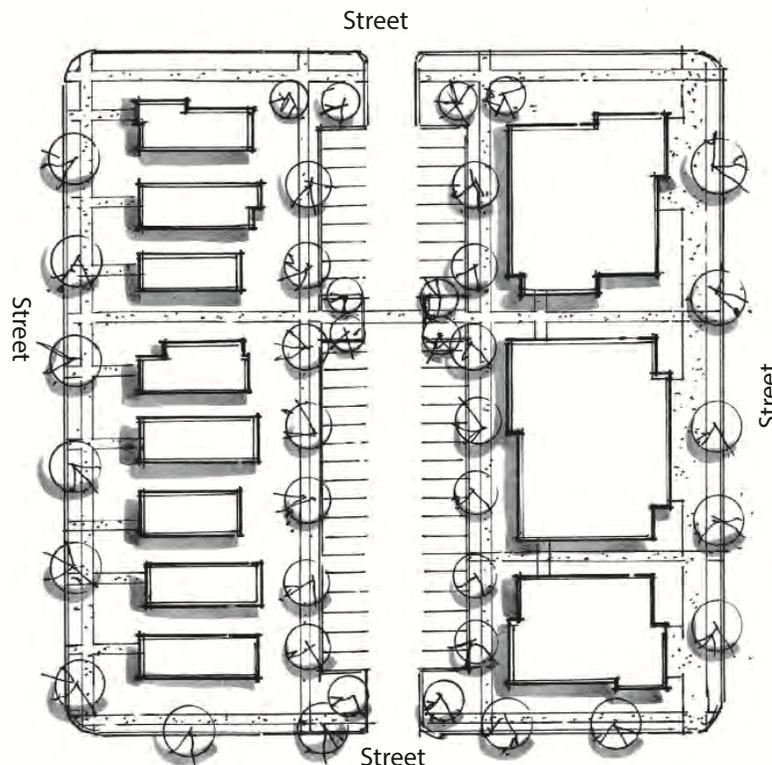
6.3.5 Soften large parking areas with landscaping, earthen berms and pedestrian friendly features.

6.3.6 The amount of unrelieved pavement on parking lots shall be limited by methods such as the use of landscaping, contrasting colors, and pathways of alternate paving material.

6.3.7 Parking lots shall be designed with adequate landscaping to avoid the appearance of a sea of asphalt.

6.3.8 Landscaping treatments of parking lots should include trees both on the perimeter and interior of the lots.

6.3.9 Trees in parking lots shall be protected from vehicle damage by concrete curbing or other effective means and must provide an adequate root zone uncompacted by vehicular traffic. In high traffic areas, the use of subsurface tree root protection is recommended.



Multi-Family Oriented
Toward Street with
Parking Behind

Note: See Whitefish Zoning Regulations for the Off- street Parking requirements. (§11-5, WCC)

6.4 Exterior Lighting Design Standards

Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

Goal: To provide thoughtfully designed outdoor lighting adequate to promote safety and security.

Standards:

6.4.1 All outdoor lighting must be carefully designed to light only the area needed for reasonable levels of safety and security. Seek to eliminate as much outdoor lighting as possible.

6.4.2 Although there are many needs for lighting in our built environments, obtrusive aspects of lighting often extend well beyond the boundaries of the area in which the lighting is installed and intended for use. These obtrusive aspects, such as glare, light trespass, energy waste and sky glow, can have serious consequences for the public health, safety, and welfare. They can be effectively controlled or eliminated with carefully considered attention to design, installation, and use.

6.4.3 Light placement must avoid placing glare on neighboring properties. Every attempt should be made to consider the impacts the additional lighting will have on the surrounding environment

6.4.4 Where appropriate, the use of ground lighting should be considered. Consolidate exterior lighting and minimize the height and projection of the lamps where possible.

6.4.5 Building Lighting

a) Exterior lighting shall be architecturally integrated with the building style, material and colors.

b) Exterior lighting may be mounted flush or projected from the building wall.

6.4.6 Site Lighting

a) The design of the site lighting should complement the architectural features of the building. Consider the use of City standard streetlights; however, the use of other lights may be considered by the Committee.

b) Fixture mounting height should be appropriate for the project and the setting. Use of low, bollard-type fixtures, 3 to 4-feet in height, are encouraged as pedestrian area lighting.

c) Raised light pole bases shall be attractively designed and well detailed to be compatible with the overall project. The use of "sonotube" (exposed concrete) bases is discouraged. These foundations, if used, need to be treated in some fashion to cover the exposed concrete.

d) The placement of light poles within raised curb planter areas is encouraged; however, conflicts with parking lot trees which can obscure the lighting should be avoided.

e) Swivel-mounted luminaires are prohibited.

Note: See Whitefish Zoning Regulations for the Outdoor Lighting Standards. (§11-3-25, WCC)





6.5 Building Design Standards

All building project designs should be a positive complementary enhancement to the existing architecture, quality of life and character of the Whitefish community and particularly the Residential District. The positive enhancement should be reflected in the design elements of the project. These design elements are both aesthetic and practical and shall include:

1) scale, character and relationship to surrounding neighborhood; 2) shape and form; and 3) exterior materials. Projects with more than one multi-family structure are required to complement the existing neighborhood in mass and scale and have a varying exterior appearance. These standards can be found under Section 6.7.2. In addition, multi-family structures, including duplex/townhouses with garages designed forward of the main foundation of the structure generally lack connectivity to the neighborhood and street. This design is prohibited in Whitefish unless it is unavoidable, then the standards in Section 6.8 shall be met.

6.6 Scale and Relationship to Surrounding Neighborhood

6.6.1 All buildings must have a scale in size, height and mass that is compatible, complementary to and relates to the immediate surrounding buildings and neighborhood.

6.6.2 The size, height and mass must not detract from, conflict with or overwhelm the surrounding neighbors. This can be accomplished by breaking up a multi-family structure into house

size building elements, especially where there is a building height transition from adjoining developments, and using the existing separation pattern and orientation of buildings in the adjacent neighborhood to establish the pattern of the new development. Taller buildings must be stepped down when adjacent to neighboring buildings that are not as tall.

6.6.3 Articulation and modulation of buildings and rooflines reduces perceived building bulk and scale.

6.6.4 Distance from other structures and features will be considered in reviewing scale. Design multi-family buildings to 'step back' from abutting lower density properties to better fit into the existing neighborhood.

6.6.5 Building site placement and size should minimize obstruction of views to mountains, Whitefish River, and Whitefish Lake.

6.6.6 Projects with multiple buildings to be built in phases on one site must include design information for each building. Initial buildings must meet all the requirements of the Architectural Review Standards. Information on buildings to be built in the future must include an entire site development narrative with a site plan describing buildings, locations, access for parking and pedestrians, general landscaping and concept of building sizes, shapes, materials and colors.

6.7 Shape and Form

All buildings shall have a shape and form regarding rooflines and massing that relates to the surrounding buildings and neighborhood. Rooflines should be pitched, pitched with false fronts, and shed with false fronts, hipped, gable or gambrel. Overhanging eaves are encouraged.

6.7.1 All remote mechanical and electrical equipment (condensers, chillers, intake/exhaust fans, cabinets, etc.) regardless of horsepower, must be enclosed within sound absorptive walls as permitted by the Building Code. These areas shall be located and screened so the visual and acoustic impacts of these functions are fully contained and out of view. Enclosures shall be reviewed by the Committee where applicable and the acoustic design will be reviewed and approved at the time of plan examination by the Building Department.

6.7.2 Multi-Family Developments

In any development containing more than one multi-family and/or townhouse structure, the following details are reviewed:

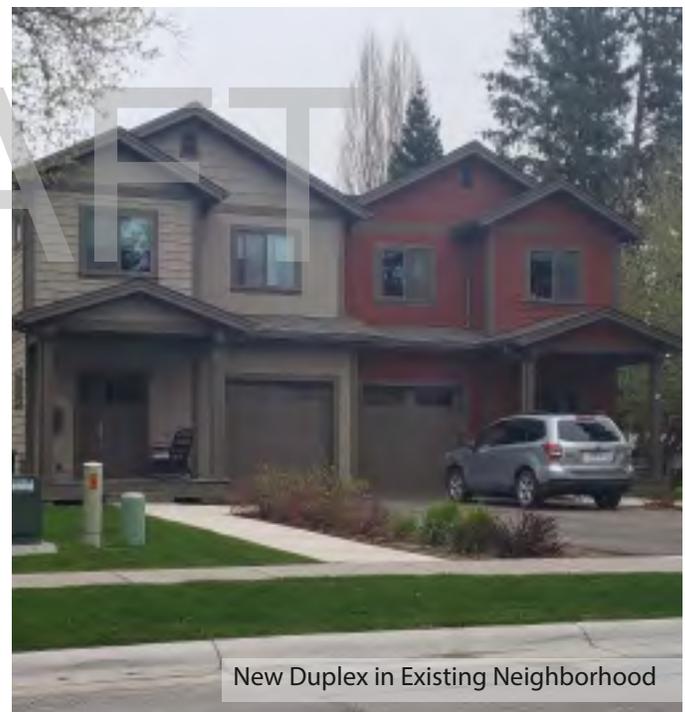
a) Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

b) As a general rule, taller buildings must be placed toward the interior of the site and stepped back from the street.

c) Buildings must provide visual variety in exterior appearance from other multi-family structures in the same development. The primary objective of this standard is to avoid visual monotony among multi-family structures while encouraging a common high-quality design theme. If two or more developments containing more than one multi-family and/or townhouse structure occur near one another, the Architectural Review Committee shall review building plans for such structures to assure that they are all substantially different from similar multi-family structures in a neighboring development. The intent of these requirements is to create variety and visual interest among all units in a development containing multi-family structures, or multi-family development located

near one another. All design elements can be utilized to create a substantially varied exterior appearance, including but not limited to the following:

- Color (although by itself is not enough to create substantial difference in exterior appearance)
- Texture
- Materials
- Orientation on the site
- Height
- Mass
- Scale
- Shape
- Form
- Façade Modulation
- Roof Articulation
- Articulation of Building Materials and Elements
- Transition Spaces



New Duplex in Existing Neighborhood



Multi-Family Stepped Down to Existing Single Family Homes



6.8 Garage Forward Designed Structures

Garage forward designed residential units generally lack connectivity to the street and neighborhood. When streets are more comfortable and inviting places to be, there is more pedestrian activity on the street, which in turn promotes more interaction with neighbors, places more “eyes on the street” and encourages residents to use the front areas of their home and front yards.

The use of garage forward design multi-family structures, including duplexes, is not allowed unless the use of garage doors constructed forward of the foundation line of the main structure is unavoidable. If this design is unavoidable, the applicant must employ a cohesive design strategy to mitigate their appearance by using three or more of the following measures:

- Install two single garage doors instead of one two-car garage door;
- Use garage doors that break up the mass of the one long wall – this can be accomplished using carriage-style doors, multi-paned doors, or doors with windows;

- The finish color be complementary to the structure;
- Design a shed roof or other architectural feature over the top of the garage doors 2 to 3-feet deep;
- Relief between the two garage doors;
- Moving the entrances so they are easily seen from the street;
- Putting windows and/or living space above the garage;
- Install different techniques for garage doors adjacent to one another;
- Incorporate a compatible window in the garage so it appears to be a habitable portion of the house; or
- Any other creative design solution(s) to mitigate the garage forward design accepted by the Architectural Review Committee.

6.9 Exterior Materials (color and texture)

6.9.1 Exterior finish building materials should be of a nature in color and texture complementary

with the structures within each building district. They shall not clash, detract or conflict with adjacent architecture.

6.9.2 Acceptable exterior cladding materials should include properly scaled brick, 1x4, 1x6 or 1x8 horizontal natural wood siding, sawn shingles 1x6 or 1x8 vertical channel natural siding, 1x8 to 1x12 vertical board and batten natural wood siding with 1x2 batts, natural stone veneers, and stucco with wood trim. Other fire resistant and ecological friendly materials may be considered.

6.9.3 Wood shingles, vertical wood siding and boards with batts are acceptable in gables and upper portions of walls.

6.9.4 Exposed plain concrete block, and vinyl cladding are not allowed. Metal siding, Exterior Insulation Finish System (EIFS), composite siding and stone panels are discouraged but may be used at the discretion of the Committee. (Exception: residential buildings of two or more units when located in a strictly residential district may utilize composite sidings such as fiber cement if compatible with neighboring structures.)

6.9.5 Acceptable roofing materials shall be asphalt composition shingles, metal, or appropriate flat roofing, or other technologically advanced products such as solar roof tiles are encouraged.

6.9.6 Roofing shall be of colors that complement neighboring structures.

6.9.7 Mirrored and tinted glazing is not allowed. The tinting of Low-E glass is acceptable.

6.9.8 Exterior classic details and elements such as brackets, cornices, window trim, and wall corner boards are encouraged.

6.9.9 Higher quality and easily maintained materials are strongly recommended.



PLACEHOLDER FOR PHOTO(S)



6.10 TOWNHOUSES/DUPLEXES/TRIPLEXES

Townhouses, duplexes and triplexes are permitted in many zoning districts throughout the City. In addition, depending on the neighborhood, townhouses, duplexes and triplexes may be used as infill housing in neighborhoods traditionally developed with single family detached homes. In order to ensure these projects are consistent and compatible with the surrounding neighborhood character and transition effectively to single family detached homes, the following apply:

6.10.1 Ensure buildings are pedestrian friendly and contribute to the character of the surrounding neighborhood. Front porches must be emphasized. If no front porch is provided, the front door must be oriented, so it directly faces the street.

6.10.2 Buildings should be oriented in a way similar with the neighborhood.

6.10.3 Design of the buildings should reflect architectural styles compatible with the neighborhood and make every attempt to appear like a single-family home.

6.10.4 Structures located on corner lots shall be designed with pedestrian entries located on opposite street frontages, so the structure appears to be a single-family dwelling. Where no alley is available for vehicular access, separate driveways for each unit should be placed on opposite streets;

6.10.5 Meet the minimum requirements identified in the graphic on the next page.

6.10.6 The enhancement features in the graphic may also be included to further support a superior design. NOTE: Not all features are required on a single building.

MINIMUM REQUIREMENTS



ENHANCEMENT FEATURES





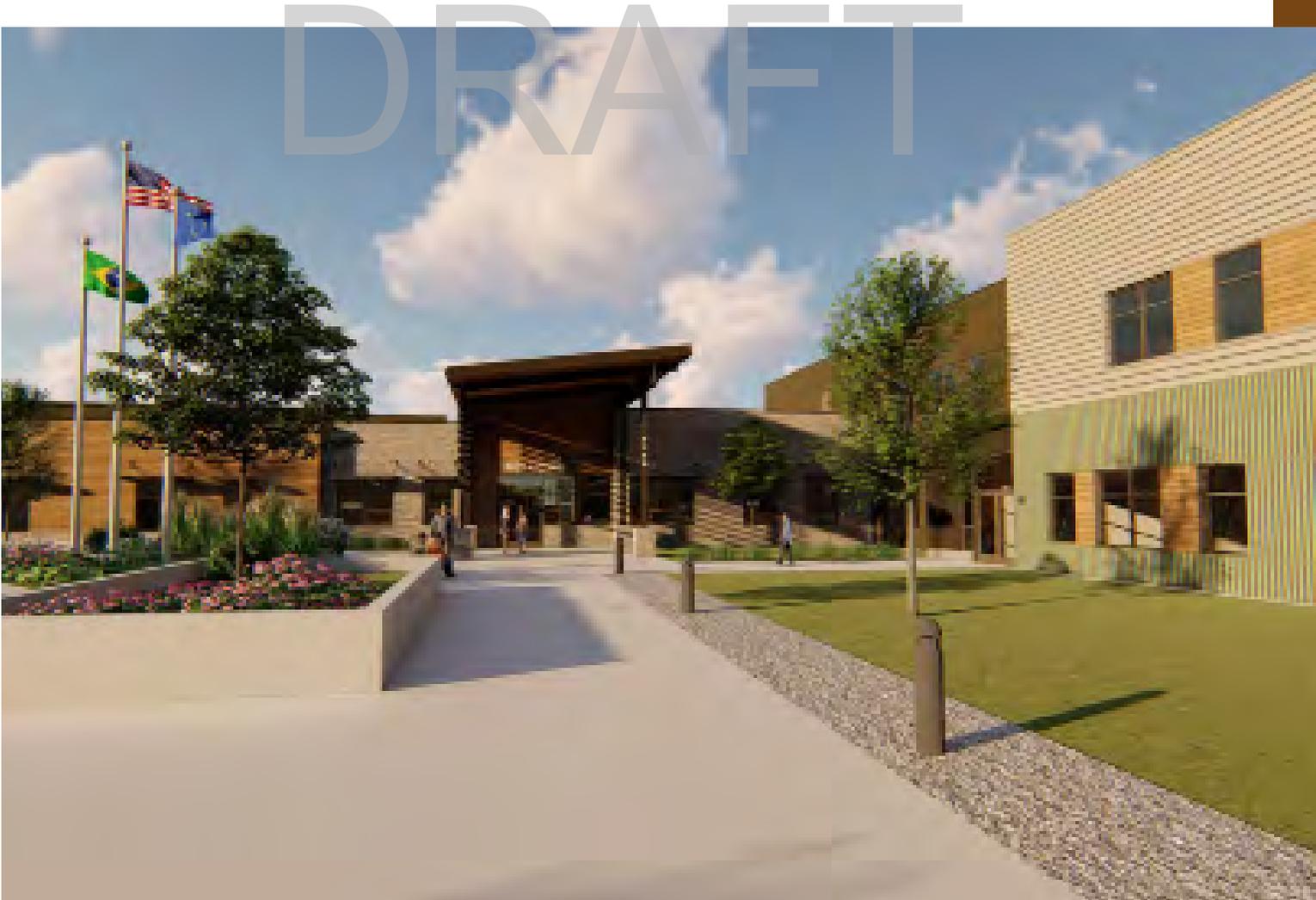
Public and Institutional Facilities will be designed to honor the neighborhood where they are located, relate to the street and surroundings and meet the needs of the community.

Photo Credit: Whitefish ilot

PUBLIC AND INSTITUTIONAL FACILITIES

Chapter 7

Public and Institutional Facilities are located throughout the various design districts. These facilities include administrative offices, maintenance buildings, bus barns, schools, park restrooms, park facilities and community buildings. Some of these facilities are designed to be central features of our community, such as a city hall, performing arts center or library. Other structures are not intended for general public use, such as a maintenance facility. Facilities developed with public funds are designed for low-maintenance and long-term use, but still need to incorporate elements from the design district where they are located.



GLOSSARY OF ARCHITECTURAL TERMS

- Articulation: Shifts in the plane of the walls, setbacks, stepbacks, reveals, overhangs and details in order to create variations in the building's façade
- Building Elevations: A one-dimensional graphic representation of a proposed building
- Cornice: Any horizontal decorative molding which crowns any building
- Fenestration: Products that fill openings in a building, such as windows, doors, skylights, curtain walls, etc., designed to permit the passage of air, light, vehicles, or people
- Form: The shape, appearance, or configuration, of a building
- Formula Retail: A type of retail sales activity or retail sales establishment, including restaurant which, along with twelve or more other retail sales establishments, maintains two or more of the following features: a standardized array of merchandise, a standardized façade, a standardized décor and color scheme, uniform apparel, standardized signage, a trademark or service mark. See the full definition in §11-9-2, WCC.
- Full Cut-Off Lighting: A luminaire designed and installed where no light is emitted at or above a horizontal plane running through the lowest point on the luminaire
- Gable Roof: The vertical triangular portion of the end of a building with a two-way pitched roof, extending from the level of the cornice or eaves to the ridge of the roof
- Gambrel Roof: A type of gable roof where the end of the building is hipped
- Glazing (mirrored, tinted, Low-E): A transparent part of a wall usually made of glass
- Hipped Roof: A type of roof where all sides slope downwards to the walls, usually with a gentle slope
- Lintel: A horizontal feature (such as a beam) over an opening which carries the weight of the wall above it
- Mansard Roof: A type of hip roof characterized by two slopes on each of its four sides with the lower slope being much steeper, almost a vertical wall, while the upper slope, usually not visible from the ground, is pitched at the minimum needed to shed water
- Mass: A building's bulk, size and magnitude – the overall volume
- Mechanical Equipment: Includes venting, heating or cooling equipment used for buildings
- Modulation: Variations of a building's mass using deep setbacks, diminishing upper floor areas and/or projecting roof overhangs
- Neighborhood Context: How a project blends into and integrates with the context of the adjacent neighborhood and uses
- Pedestrian Spaces: Any open area designed to be used for pedestrians, including, but not limited to a plaza, walkway, etc.
- Perspective Drawing: A three-dimensional graphical representation of a proposed building
- Relief, Architectural: A change in the setback (forward or back) to a vertical façade
- Roof Pitch: A roof's pitch is the measured vertical rise divided by the measured horizontal span
- Scale: The spatial relationship of a building with neighboring buildings
- Shed Roof: Single pitched roof
- Sky Glow: A kind of light pollution visible by the glowing effect seen in the skies over many cities and towns
- Sonotubes: A concrete form used for a foundation



CITY COUNCIL REGULAR MEETING AGENDA

The following is a summary of the items to come before the City Council at its regular session to be held on **Tuesday**, September 8, 2020, at **7:10 p.m.** at City Hall, 418 E. 2nd Street, 2nd Floor.

Ordinance numbers start with 20-12. Resolution numbers start with 20-34.

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) COMMUNICATIONS FROM THE PUBLIC — (This time is set aside for the public to comment on items that are either on the agenda, but not a public hearing or on items not on the agenda. City officials do not respond during these comments but may respond or follow-up later on the agenda or at another time. The Mayor has the option of limiting such communications to three minutes depending on the number of citizens who want to comment and the length of the meeting agenda)
- 4) COMMUNICATIONS FROM VOLUNTEER BOARDS
- 5) CONSENT AGENDA
 - a) [Minutes](#) from August 17, 2020 Special/Regular Session (p.164)
 - b) [Resolution No. 20-25](#); A Resolution levying and assessing a tax on each lot or parcel of land in the City lying within the boundaries of the City's Street Maintenance to defray the costs of street improvements REVISED (p.169)
 - c) [Fiscal Year 20](#) Year-End Financial Report (p.171)
- 6) PUBLIC HEARINGS (Items will be considered for action after public hearings) (Resolution No. 07-33 establishes a 30-minute time limit for applicant's land use presentations. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)
 - a) [Resolution No. 20-__](#); A Resolution discontinuing, abandoning, and vacating an unimproved portion of Lookout Ridge (p.183)
 - b) [Consideration](#) of a request by Ron Nash of Montana Creative, on behalf of Pamela Green for a Conditional Use Permit to construct an accessory apartment above a garage, located at 35 Columbia Avenue, zoned WR-2 (Two-Family Residential District) (WCUP 20-12) (p.212)
 - c) [Consideration](#) of a request from Troy Core for a Conditional Use Permit to construct an accessory apartment above a garage, located at 25 Oregon Avenue, zoned WR-2 (Two-Family Residential District) (WCUP 20-11) (p.257)
 - d) [Ordinance No. 20-__](#); An Ordinance amending Title 11, Zoning Regulations, Chapter 2 – Zoning Districts, Article 2K – WB-2 Secondary Business District, of the Whitefish City Code (WZTA 20-02) (First Reading) (p.290)
 - e) [Resolution No. 20-__](#); A Resolution updating the Legacy Home Program Fee-in-Lieu, Purchase Prices and Rental Prices (p.312)
 - f) [Ordinance No. 20-__](#); An Ordinance amending Title 11-Zoning Regulations, Chapter 3 – Special Provisions, Section 42 – Multi-Family Development Standards, and Section 43 – Mixed-Use and Non-Residential Building Development Standards, of the Whitefish City Code (WZTA 20-03) (First Reading) (p.319)
 - g) Ordinance No. 20-__; An Emergency Ordinance prohibiting organized gathering not subject to a special event permit after 7 p.m. and prohibiting the use of amplified sound (Only Reading) (p.) **WILL BE APPENDED 9/3/2020**

- 7) COMMUNICATIONS FROM CITY MANAGER
 - a) [Written report](#) enclosed with the packet. Questions from Mayor or Council? (p.317)
 - b) Other items arising between September 2nd through September 8th
- 8) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS
 - a) [Letter](#) from Solberg Family Glenwood Trust second request for financial assistance to place safety buoys around the perimeter of the sandbar (p.373)
- 9) ADJOURNMENT (Resolution 08-10 establishes 11:00 p.m. as end of meeting unless extended to 11:30 by majority)



The following Principles for Civil Dialogue are adopted on 2/20/2007 for use by the City Council and by all boards, committees and personnel of the City of Whitefish:

- We provide a safe environment where individual perspectives are respected, heard, and acknowledged.
- We are responsible for respectful and courteous dialogue and participation.
- We respect diverse opinions as a means to find solutions based on common ground.
- We encourage and value broad community participation.
- We encourage creative approaches to engage public participation.
- We value informed decision-making and take personal responsibility to educate and be educated.
- We believe that respectful public dialogue fosters healthy community relationships, understanding, and problem-solving.
- We acknowledge, consider and respect the natural tensions created by collaboration, change and transition.
- We follow the rules and guidelines established for each meeting.

Adopted by Resolution 07-09
February 20, 2007

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September 2, 2020

The Honorable Mayor Muhlfeld and City Councilors
City of Whitefish
Whitefish, Montana



Mayor Muhlfeld and City Councilors:

Tuesday, September 8, 2020 City Council Agenda Report

There will be a **CLOSED EXECUTIVE SESSION** at 5:00 p.m. pursuant to §2-3-203 (4) M.C.A. – Litigation update with City Attorney Jacobs, the work session will begin at 5:15 to review and discuss Shared Micromobility with Attorney Jacobs and at 5:45 discuss and review the updated Architectural Review Standards. Food will be provided.

The regular Council meeting will begin at 7:10 p.m.

CONSENT AGENDA

- a) [Minutes](#) from August 17, 2020 Special/Regular Session (p.)
- b) [Resolution No. 20-25](#); A Resolution levying and assessing a tax on each lot or parcel of land in the City lying within the boundaries of the City’s Street Maintenance to defray the costs of street improvements REVISED (p.)
- c) [Fiscal Year 20](#) Year-End Financial Report (p.)

RECOMMENDATION: Staff respectfully recommends the City Council approve the Consent Agenda.

Items “a and c” are administrative matters; Item “b” is a legislative matter.

- 2) **PUBLIC HEARINGS** (Items will be considered for action after public hearings) (Resolution No. 07-33 establishes a 30-minute time limit for applicant’s land use presentations. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)
 - a) [Resolution No. 20-](#) ; A Resolution discontinuing, abandoning, and vacating an unimproved portion of Lookout Ridge (p.)

From Public Works Director Craig Workman’s staff report.

Introduction/History

Lookout Ridge, LLC owns approximately 250 acres of land in Whitefish north of Iron Horse. The owners are in the process of developing the property into a private resort with a variety of different features including a water park and an equestrian facility. Whitefish Lookout Road dissects the property and is the primary means of access to the various facilities. Although the roadway is maintained by Lookout Ridge, LLC, there is a short section of the road that is owned by the City of Whitefish.

Current Report

Earlier this summer Lookout Ridge, LLC filed a written petition requesting that the City discontinue and abandon the portion of Whitefish Lookout Road that is owned by the City. This section of roadway is depicted on the enclosed resolution. § 7-14-4114, MCA, provides that the City Council may discontinue a street or any part of a street if it can be done without detriment to the public interest upon a written petition of all owners of lots on the street. The road is also utilized by Iron Horse for the sole purpose of maintaining their water tank – a use that will continue pursuant to an easement that is in place.

Financial requirements/Impacts

There are no financial requirements or impacts of abandoning the right-of-way and unconstructed City street.

RECOMMENDATIONS: Staff respectfully recommend the City Council approve Resolution No. 20-__ ; A Resolution discontinuing, abandoning, and vacating an unimproved portion of Lookout Ridge.

This item is a Legislative matter.

- b) [Consideration](#) of a request by Ron Nash of Montana Creative, on behalf of Pamela Green for a Conditional Use Permit to construct an accessory apartment above a garage, located at 35 Columbia Avenue, zoned WR-2 (Two-Family Residential District) (WCUP 20-12) (p.)

From Long Range Planner Hilary Lindh’s transmittal report.

Summary of Requested Action: Ron Nash of Montana Creative, on behalf of Pamela Green, is requesting a Conditional Use Permit to construct an accessory apartment at 35 Columbia Avenue. The site is developed with a single-family home and detached garage, which will be replaced with a new structure. The property is zoned WR-2 (Two-Family Residential District) and the Whitefish Growth Policy designates this property as ‘Urban’.

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to seven conditions set forth in the attached staff report.

Public Hearing: The applicant spoke at the public hearing on August 20, 2020. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on August 20, 2020 and considered the request. Following the hearing, the Planning Board unanimously approved the request. In making their decision, the Planning Board adopted staff report WCUP 20-12 with Findings of Fact and recommended Conditions of Approval.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering testimony at the Public Hearing and the recommendations from Planning Staff and the Planning Board, approve WCUP 20-12, the Findings of Fact in the staff report and the seven (7) conditions of approval.

This item is a quasi-judicial matter.

- c) [Consideration](#) of a request from Troy Core for a Conditional Use Permit to construct an accessory apartment above a garage, located at 25 Oregon Avenue, zoned WR-2 (Two-Family Residential District) (WCUP 20-11) (p.)

From Long Range Planner Hilary Lindh’s transmittal report.

Summary of Requested Action: Troy Core is requesting a Conditional Use Permit to construct an accessory apartment at 25 Oregon Avenue. The site is developed with a single-family home and detached garage, which will be modified to accommodate the apartment. The property is zoned WR-2 (Two-Family Residential District) and the Whitefish Growth Policy designates this property as ‘Urban’.

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to eight conditions set forth in the attached staff report.

Public Hearing: No one spoke at the public hearing on August 20, 2020. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on August 20, 2020 and considered the request. Following the hearing, the Planning Board unanimously approved the request. In making their decision, the Planning Board adopted staff report WCUP 20-11 with Findings of Fact and recommended Conditions of Approval.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering testimony at the Public Hearing and the recommendation from the Planning Staff and the Planning Board, approve WCUP 20-11, the Findings of Fact in the staff report and the eight (8) conditions of approval.

This item is a quasi-judicial matter.

- d) [Ordinance No. 20-__](#); An Ordinance amending Title 11, Zoning Regulations, Chapter 2 – Zoning Districts, Article 2K – WB-2 Secondary Business District, of the Whitefish City Code (WZTA 20-02) (First Reading) (p.)

Summary of Requested Action: This application is a request by the city of Whitefish regarding a code amendment to the Secondary Business District 11-2K-2, 11-2K-3, and 11-2K-4 to amend the permitted and conditional uses and development standards.

Planning & Building Department Recommendation: Staff recommended approval of the text amendments. Staff suggest if the Council wishes to have “personal services” a conditional use instead of a permitted use per the Planning Board amendment, that “hair salons” be kept in the permitted uses.

Public Hearing: No one spoke at the public hearing. No public comments were received. The draft minutes of the Planning Board hearing are included.

Planning Board Recommendation: The Whitefish Planning Board held a public hearing on August 20, 2020. Following this hearing, Freudenberger, with Feury seconding, moved to approve the amendments. Beckham moved, with Ellis seconding, to move “Bus Depot” from the existing permitted uses to the conditional uses. The motion passed unanimously. Feury moved and Ellis seconded to move “Personal Services” from the proposed permitted uses to the conditional uses. The motion passed 3-1 with Beckham in opposition. After discussion, the Planning Board passed the motion with two amendments unanimously, recommending approval of the amendments and adopting the supporting findings of fact in the staff report.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering testimony at the Public Hearing and the recommendations from the Planning Staff and the Planning Board, adopt Ordinance No. 20-__; An Ordinance amending Title 11, Zoning Regulations, Chapter 2 – Zoning Districts, Article 2K – WB-2 Secondary Business District, of the Whitefish City Code (WZTA 20-02) (First Reading).

This item is a legislative matter.

- e) [Resolution No. 20-__](#); A Resolution updating the Legacy Home Program Fee-in-Lieu, Purchase Prices and Rental Prices (p.)

From Senior Planner Wendy Compton-Ring’s transmittal report.

Introduction/History

In July 2019, the Legacy Homes Program went into effect. This program requires 20% of certain residential development projects to provide affordable homes for the Whitefish workforce. As part of this program, the Council adopted the prices for homes serving those making 80-120% of Area Median Income (AMI), rental rates serving those making 60-80% AMI and a fee in lieu of providing the affordable housing for proportional units (less than one) or projects meeting certain requirements to pay a fee in lieu at 1.5x. the rate.

Current Report

The ownership prices and rental rates are derived from the AMI for Flathead County established annually by the federal government (Housing and Urban Development – HUD). While the fee in lieu is based on a three-year average of sales in the Multiple-Listing Service in the 59937-zip code, average square footage of homes sold in the 59937-zip code and the AMI for Flathead County. The average sales price and square footage data is obtained from Northwest Montana Association of Realtors (NMAR).

The Council adopted the use of AMI from HUD, as it is an industry standard in the affordable housing field, and it is an established defensible data source. These numbers are generally released in the Spring every year.

The 59937-zip code was used for the three-year average, as both the Needs Assessment and the Strategic Housing Plan were also based on the 59937-zip code. In addition, the three-year average from NMAR does not include outliers of \$5 million or greater. Staff obtains this information in January for the previous year’s sales.

When the Administrative Procedures were adopted by the Council in 2019, it was recognized these numbers would be updated annually to keep pace with current income and housing costs. Below find the 2019 numbers (for the mid-range of the incomes for both rentals and ownership products) and a comparison chart for the 2020 numbers. The full range of numbers are attached to the attached Resolution.

Approved Resolution 19-11:

2019	0-bedroom	1-bedroom	2-bedroom	3-bedroom
Maximum Rent: 70% AMI	\$854	\$914	\$1,097	\$1,267
Maximum Home: 100% AMI	\$180,942	\$193,734	\$219,503	\$245,273
Fee in Lieu	\$77,954 (partial fee)		\$116,930 (1.5x fee)	

Proposed 2020:

2020	0-bedroom	1-bedroom	2-bedroom	3-bedroom
Maximum Rent:	\$905	\$970	\$1,164	\$1,344

70% AMI				
Maximum Home: 100% AMI	\$191,695	\$205,414	\$232,852	\$260,104
Fee in Lieu	\$82,618 (partial fee)		\$123,927 (1.5x fee)	

The fee in lieu increased by nearly 6% and the average home price and monthly rental rates also went up approximately 6%.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering public testimony at the Public Hearing and the recommendations from Planning Staff, approve Resolution No. 20-__; A Resolution updating the Legacy Home Program Fee-in-Lieu, Purchase Prices and Rental Prices.

This item is a legislative matter.

- f) [Ordinance No. 20-__](#); An Ordinance amending Title 11-Zoning Regulations, Chapter 3 – Special Provisions, Section 42 – Multi-Family Development Standards, and Section 43 – Mixed-Use and Non-Residential Building Development Standards, of the Whitefish City Code (WZTA 20-03) (First Reading) (p.)

From Planning and Building Director Dave Taylor’s transmittal report.

Summary of Requested Action: This application is a request by the City of Whitefish to amend and update Code Sections 11-3, Special Provisions, Section 11-3-42, Multi-Family Development Standards, and Section 11-3-43, Mixed-Use and Non-Residential Development Standards.

Planning & Building Department Recommendation: Staff recommends the City Council adopt the attached code amendments.

Public Hearings: A public hearing on this item was held on August 20, 2020. No one from the public spoke. There were no public comments received prior to the meeting. The city received an email with comments that came in at 5 p.m. the evening of the meeting from Mayre Flowers with Citizens for a Better Flathead that was discovered after the meeting.

Planning Board Recommendation: Beckham moved, with Freudenberger seconding, to adopt the findings of fact within Staff Report WZTA 20-03, as proposed by staff. Beckham moved, with Freudenberger seconding to change the language of the last sentence of 11-3-42-C-2-i to read: “Sufficient ground level lighting must be provided where stairs, curbs, ramps, abrupt changes in walk direction, and crossing vehicle lanes occur; and..” The motion passed 3-1 with Feury in opposition. Minutes from the meeting are attached.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering public testimony at the Public Hearing and the recommendations of the Planning Staff and the Planning Board, adopt Ordinance No. 20-__; An Ordinance amending Title 11-Zoning Regulations, Chapter 3 – Special Provisions, Section 42 – Multi-Family Development Standards, and Section 43 – Mixed-Use and Non-Residential Building Development Standards, of the Whitefish City Code (WZTA 20-03) (First Reading).

This is a legislative matter.

- g) Ordinance No. 20-__ ; An Emergency Ordinance prohibiting organized gathering not subject to a special event permit after 7 p.m. and prohibiting the use of amplified sound (Only Reading) (p,) **WILL BE APPENDED 9/3/2020**

7) COMMUNICATIONS FROM CITY MANAGER

- a) [Written report](#) enclosed with the packet. Questions from Mayor or Council? (p.)
- b) Other items arising between September 2nd through September 8th

8) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS

- a) [Letter](#) from Solberg Family Glenwood Trust second request for financial assistance to place safety buoys around the perimeter of the sandbar (p.)

9) ADJOURNMENT

Sincerely,



Dana Smith
City Manager, CPA

Table 1: Common Motions Used in a Meeting.¹

	Wording	Interrupt another speaker	Requires a second	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions							
Fix time for next meeting (12)	"I move that we meet next at..."	No	Yes	No	Yes	Majority	Yes
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority	No
Take a recess (12)	"I move that we recess. . ."	No	Yes	No	Yes	Majority	No
Raise a question of privilege	"I rise to a question of privilege affecting the assembly"	Yes	No	No	No	(1)	No
Call for the orders of the day	"I call for the orders of the day"	Yes	No	No	No	(1) (15)*	No
Subsidiary Motions							
Lay on the table	"I move to lay the question on the table" or "I move that the motion be laid on the table"	No	Yes	No	No	Majority	(3)*
Previous question (to close debate)	"I move the previous question" or "I move we vote immediately on the motion"	No	Yes	No	No	2/3 of assembly	Yes
Limit-extend debate (12)	"I move the debate be limited to. . ." or "I move that the speaker's time be extended by. . ."	No	Yes	No	Yes	2/3 of assembly	Yes
Postpone to a definite time (12)	"I move that the question be postponed until. . ."	No	Yes	Yes	Yes	Majority	Yes
Refer to a committee (12)	"I move to refer the matter to the . . . committee"	No	Yes	Yes	Yes	Majority	Yes
Amendment to the main motion (12)	"I move to amend by adding/striking the words. . ."	No	Yes	(5)	Yes	Majority	Yes
Postpone indefinitely (12)	"I move that the motion be postponed"	No	Yes	Yes (16)	No	Majority	(4)
Main Motions							
Main Motion	"I move that we..."	No	Yes	Yes	Yes	Majority	Yes
Incidental Motions (11)							
Suspension of rules	"I move to suspend the rules so that. . ."	No	Yes	No	No	(9)*	No
Request to withdraw a motion (13)	"I move that I be allowed to withdraw the motion"	*	*	No	No	Majority*	(3)
Objection to the consideration of a question (10)	"I object to the consideration of the question"	Yes	No	No	No	2/3 of assembly (17)	(3)
Point of order	"I rise to a point of order" or "Point of order!"	Yes	No	No	No	(1)*	No
Parliamentary inquiry	"I rise to a parliamentary inquiry" or "A parliamentary inquiry, please"	Yes	No	No	No	(1)	No
Appeal to the chairperson	"I appeal from the decision of the chair"	Yes	Yes	Yes*	No	(7)	Yes

	Wording	Interrupt another speaker	Requires a second	Debatable	Amendable	Vote Required	Reconsider
Point of information	"I rise to a point of information" or "A point of information, please"	Yes	No	No	No	(1)	No
Division of assembly	"Division!" or "I call for a division"	Yes	No	No	No	(14)	No
Division of a question	"I move to divide the motion so that the question of purchasing ... can be considered separately."	No	Yes	No	Yes	Majority	No
Renewal Motions (8)							
Reconsider* (2)	"I move to reconsider the vote on the motion relating to. . ."	No*	Yes	(5) (16)	No	Majority	No
Take from table	"I move to take from the table the motion relating to. . ."	No	Yes	No	No	Majority	No
Rescind	"I move to rescind the motion passed at the last meeting relating to. . ."	No	Yes	Yes (16)	Yes	(6)	(3)
Discharge a committee	"I move that the committee considering . . . be discharged."	No	Yes	Yes (16)*	Yes	(6)	(3)

¹ Source: Robert, H. 2000. *Robert's Rules of Order* (Newly Revised, 10th Edition) New York: Perseus Books Group; Sturgis, A. 2000. *The Standard Code of Parliamentary Procedure* (4th Edition). New York: McGraw-Hill.

*** Refer to Robert's Rules of Order Newly Revised**

- (1) The chair decides. Normally no vote is taken.
- (2) Only made by a member who voted on the prevailing side and is subject to times limits.
- (3) Only the negative vote may be reconsidered.
- (4) Only the affirmative vote may be reconsidered.
- (5) Debatable when applied to a debatable motion.
- (6) Majority with notice, or 2/3 without notice or majority of entire membership.
- (7) Majority or tie vote sustains the chair.
- (8) None of these motions (except Reconsider) are in order when business is pending.
- (9) Rules of order, 2/3 vote—Standing rules, majority vote.
- (10) Must be proposed before debate has begun or a subsidiary motion is stated by the chair (applied to original main motions).
- (11) The Incidental Motions have no precedence (rank). They are in order when the need arises.
- (12) A Main Motion if made when no business is pending.
- (13) The maker of a motion may withdraw it without permission of the assembly before the motion is stated by the chair.
- (14) The chair can complete a Division of the Assembly (standing vote) without permission of the assembly and any member can demand it.
- (15) Upon a call by a single member, the Orders of the Day must be enforced.
- (16) Has full debate. May go into the merits of the question which is the subject of the proposed action.
- (17) A 2/3 vote in negative needed to prevent consideration of main motion.

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WHITEFISH CITY COUNCIL
August 17, 2020
SPECIAL SESSION 5:15 P.M.

1) CALL TO ORDER

Mayor Muhlfeld called the meeting to order. Councilors present were Qunell, Feury, Hennen, Davis, Sweeney, and Norton. City Staff present were, City Manager Smith, and City Clerk Howke.

2) INTERVIEW FOR BOARD OF ADJUSTMENT

Mayor Muhlfeld and City Councilors interviewed Jeff Fisher for the Board of Adjustments

3) APPOINTMENT

Councilor Sweeney made a motions, seconded by Councilor Hennen to appoint Jeff Fisher to the Board of Adjustment, term ending December 31, 2021. The motion carried.

4) ADJOURNMENT

Mayor Muhlfeld adjourned the Special Session at 5:25 pm and opened the Closed Executive Session at 5:30 pm.

WHITEFISH CITY COUNCIL
August 17, 2020
7:10 P.M.

1) CALL TO ORDER

Mayor Muhlfeld called the meeting to order. Councilors present were Qunell, Feury, Hennen, Davis, Sweeney, and Norton. City Staff present were, City Clerk Howke, City Manager Smith, City Attorney Jacobs, Planning and Building Director Taylor, Public Works Director Workman, and Officer Duke. Approximately 6 people were in the audience.

2) PLEDGE OF ALLEGIANCE

Mayor Muhlfeld asked City Attorney Jacobs to lead the audience in the Pledge of Allegiance.

3) COMMUNICATIONS FROM THE PUBLIC – (This time is set aside for the public to comment on items that are either on the agenda, but not a public hearing or on items not on the agenda. City officials do not respond during these comments but may respond or follow-up later on the agenda or at another time. The Mayor has the option of limiting such communications to three minutes depending on the number of citizens who want to comment and the length of the meeting agenda)

David Von Kleist, 436 West 3rd Street, stated people are upset about the incident that occurred behind the VFW a few weeks prior. He begs the Council to work with the Police Department, work with the public and help them understand the Council is watching out for their constituency and that Council wants equality. He claims there is injustice going on.

4) COMMUNICATIONS FROM VOLUNTEER BOARDS

None

5) **CONSENT AGENDA**

- a) **Minutes** from August 3, 2020 Regular Session (p.33)
- b) **Consideration** of a revised Subdivision Improvement Agreement (SIA) for Alta Views (WFP 18-01) to extend to September 5, 2022 (p.37)
- c) **Consideration** of a request for a Final Plat for Peters Subdivision, a 2-lot minor waiver subdivision located at 243 W. 4th Street, zoned WR-2 (Two-Family Residential District) (WFP 20-03) (p.46)

Councilor Sweeney made a motion, seconded by Councilor Norton to approve the Consent Agenda. Councilor Norton had corrections to the August 3rd minutes; page 36 of the packet, Councilor Feury first line things, next line down brought. The motion to approve the Consent Agenda as corrected carried.

- 6) **PUBLIC HEARINGS** (Items will be considered for action after public hearings) (Resolution No. 07-33 establishes a 30-minute time limit for applicant's land use presentations. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC))
- a) **Resolution No. 20-22**; A Resolution amending the 2020 fiscal year annual budget to increase appropriations in three funds of the City (p.73)

City Manager Smith gave her staff report that is provided in the packet on the website. Resolution No. 20-22 is amending the fiscal year 2020 budget to increase appropriations in three funds; \$267,00 from the fund balance reserves in the Resort Tax Fund to cover approved costs from the State Park Road Reconstruction Project; \$11,250 from the fund balance reserves in the Residential Lighting District Fund to cover costs for the Residential LED Lighting Improvement Project; and \$75,000 from the fund balance reserves in the Gas Tax – BaRSAA Fund to cover cost of the Monegan Street Improvement Project.

Mayor Muhlfeld opened the Public Hearing. There being no public comment, Mayor Muhlfeld closed the Public Hearing and turned the matters over to the Council for their consideration.

Councilor Sweeney made a motion, seconded by Councilor Hennen to approve **Resolution No. 20-22**; A Resolution amending the 2020 fiscal year annual budget to increase appropriations in three funds of the City. The motion carried.

- b) **FY21 Budget, Tax Levy, and Assessments Public Hearing**: (p.77)
 - i. **Resolution No. 20-23**; A Resolution accepting and approving the municipal budget for the City of Whitefish for the 2021 Fiscal Year Commencing July 1, 2020 in its final form (p.80)
 - ii. **Resolution No. 20-24**; A Resolution (1) budgeting property tax revenue, (2) determining the property tax mills to be levied on all taxable property within the corporate limits of the City of Whitefish, and (3) levying and assessing all special improvement assessments and other assessments on real estate within the Districts for the 2020 Fiscal Year (p.213)
 - iii. **Resolution No. 20-25**; A Resolution levying and assessing a tax on each lot or parcel of land in the City lying within the boundaries of the City's Street Maintenance District to defray the costs of street improvements (p.216)
 - iv. **Resolution No. 20-26**; A Resolution levying and assessing tax upon all real estate in Special Improvement Lighting District No. 1 in the City of Whitefish, Montana to defray the cost of improvements in said Special Improvement Lighting District (p.218)

- v. **Resolution No. 20-27**; A Resolution levying and assessing a tax upon all real estate in Special Improvement Lighting District No. 4 in the City of Whitefish, Montana, to defray the cost of improvements in said Special Improvement Lighting District (p.220)
- vi. **Resolution No. 20-28**; A Resolution levying and assessing a tax on each lot or parcel of land in the City lying within the boundaries of the City's Parkland and Greenway Maintenance District (p.222)
- vii. **Resolution No. 20-29**; A Resolution levying and assessing a tax on each lot or parcel of land in the City lying within the boundaries of the City's Stormwater Improvement and Maintenance District (p.224)
- viii. **Resolution No. 20-30**; A Resolution levying and assessing a tax on each lot or parcel of land lying within the boundaries of Special Improvement District No. 166 (JP Road) to defray the cost of creation of said District and of the improvements therein (p.226)
- ix. **Resolution No. 20-31**; A Resolution levying and assessing a tax on each lot or parcel of land lying within the boundaries of Special Improvement District No. 167 (Downtown Parking Structure) to defray the cost of creation of said District and of the improvements therein (p.239)
- x. **Resolution No. 20-32**; A Resolution levying and assessing costs from certain properties within the City for the extermination and removal of noxious weeds pursuant to Title 4, Chapter 3, of the Whitefish City Code; and for the removal of ice, snow, slush, or other impediments pursuant to Title 7, Chapter 2, of the Whitefish City Code (p.245)
- xi. **Resolution No. 20-33**; A Resolution levying and assessing costs from certain properties within the City for the collection of utility service charges pursuant to Title 8, Chapter 1, of the Whitefish City Code (p.248)

City Manager Smith gave her staff report that is provided in the packet on the website. The city received its certified taxable valuation on August 3rd. The value per mill for FY21 is \$40,219. Due to the expiration of the Tax Increment District the value of the city's mill has grown 49.64% since the prior year. The increase in taxable value, positive year-end figures, and the anticipated reimbursement from the Cares Act, the overall property tax levy has been decreased by 10 mills (\$402,194). All maintenance assessments remain the same as the year prior and after reviewing the bond coverage requirements for outstanding water and wastewater bonds and the ongoing Capital Improvements Projects, staff has determined a rate increase for water and wastewater is not necessary. The Property Tax Relief for FY21 has decreased by \$163,000 due to the pandemic. The Haskill Basin Conservation Bond should be fully covered during FY21 with Resort Tax funds unless further closure of businesses occurs. The water fund has adequate cash reserves should that happen.

Manager Smith highlighted a few changes since the preliminary budget hearing. An added contingency to the budget for \$25,000 for any unexpected COVID-19 costs; increased contribution to the Crisis Communications from \$10,000 to \$15,000; added \$40,000 to the Planning Department to hire a consultant to help create a new TIF District. The Cares Act funding has allowed to cash fund the ambulance purchase and add the Emergency Services Center LED Lighting upgrade project.

Capital projects have increased the budget by \$10.9 million from last year with two significant projects: The Wastewater Treatment Plant and the Water Treatment Plant expansion project. There are a few increases to staffing; part time customer service clerk to a full time position, part time office manager

for the Fire Department to a full time position, and the full time police officer position that was budgeted for half a year last budget will be budgeted for a full year this budget and 10 hours increase of staff time for the library.

There are three important areas for the city to continue to plan and consider as we move forward; improving cash reserves and fund balance; continue to adopt the annual Capital Improvement Program (CIP); and continue to address significant amount of unfunded liabilities for payouts for employees.

Manager Smith thanked Finance Director Dahlman, Department Directors and their staff, and the City Council and Mayor.

Mayor Muhlfeld opened the Public Hearing. There being no public comment, Mayor Muhlfeld closed the Public Hearing and turned the matters over to the Council for their consideration.

Councilor Feury made a motion, seconded by Councilor Sweeney to approve Resolution Nos. 20-23 through 20-33, adopting the FY21 Budget including revised Resolution No. 20-30 Special Improvement District for JP Road. The motion carried.

7) COMMUNICATIONS FROM FINANCE DIRECTOR

- a) [Review](#) and adopt the FY21-FY25 Capital Improvement Program (p.252)

Finance Director Dahlman gave his staff report that is provided in the packet on the website.

Councilor Sweeney made a motion, seconded by Councilor Hennen to adopt the FY21-FY25 Capital Improvement Program. The motion carried.

8) COMMUNICATIONS FROM CITY MANAGER

- a) [Written report](#) enclosed with the packet. Questions from Mayor or Council? (p.277)

Councilor Norton asked and Manager Smith stated staff is working with the County Election Department with regards to the Polling Places for the upcoming Election.

- b) **Other items arising between August 12th through August 17th**

Councilor Sweeney made a motion, seconded by Councilor Qunell to appoint Councilor Feury as an alternate for the Planning Board meeting August 20th. The motion carries.

9) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS

- a) **Consideration of appointment to Board of Adjustments not made during the Special Session preceding tonight's meeting**

Council appointed Jeff Fisher to the Board of Adjustments during the Special Session preceding tonight's meeting.

- b) [Letter](#) from Mitch Goulet regarding the events that occurred at the July 28th Farmers Market (p.281)

No action nor discussion.

Councilor Comments

Councilor Feury stated Whitefish is a great example Tax Increment Financing District (TIF) work. The budget numbers today, and the things the city did with that money has made this community a better place to live. As a community we need to thank the other taxing jurisdiction for being patient and not getting their fair share over the years. If we look at the improvements that were made in the community it is unbelievable, the new City Hall, Ice Rink, Performing Art Center, Library, and streets to name a few. He thanked all the Council who preceded them and have spent that money wisely on projects we all will benefit from for generations.

Councilor Norton addressed fear and things getting wily in the community. We are only responsible for ourselves. If you are feeling fear, you have the capacity to produce peace within yourselves and within the community.

10) ADJOURNMENT

Mayor Muhlfeld adjourned the meeting at 7:55 p.m.

Mayor Muhlfeld

Attest:

Michelle Howke, Whitefish City Clerk

Return to: Michelle Howke, City Clerk
City of Whitefish
PO Box 158
Whitefish, MT 59937-0158

**RESOLUTION NO. 20-25
REVISED**

A Resolution of the City Council of the City of Whitefish, Montana, levying and assessing a tax on each lot or parcel of land in the City lying within the boundaries of the City's Street Maintenance District to defray the costs of street improvements.

WHEREAS, the City Council of the City of Whitefish, has previously created the Street Maintenance District for the purpose of conducting street maintenance, and has provided the method of assessing all lots or parcels of land, located within such district; and

WHEREAS, after the proper and lawful notice was published and given, the Whitefish City Council held a public hearing on August 17, 2020, invited public comment and objections to the final adoption of a Resolution levying and assessing a tax on each lot or parcel of land in such district; and

WHEREAS, having determined that it is in the best interests of the City of Whitefish, and its inhabitants, to impose an assessment to defray the costs of street maintenance improvements, and having determined that the proposed formula is the most appropriate and equitable.

NOW, THEREFORE, BE IT RESOLVED 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: There is hereby levied and assessed a tax upon all real property in the Street Maintenance District in the total amount of \$1,068,790.58 to cover the cost of the improvements therein; that the name of the owner of each lot, a description of each lot or parcel of land within the Street Maintenance District and the amount of the tax levied against each lot shall be as shown on the electronic schedule marked as assessment for the Street Maintenance District submitted to Flathead County Information Technology to be collected with County taxes; which by this reference is made a part hereof as fully as if set forth verbatim herein.

Section 3: The formula upon which the assessments are based is as follows:

A. A per lot assessment of \$98.12 for residential lots, regardless of size, located within subdivisions that collectively maintain a network of private streets, with primary access from those

privately maintained streets. Such subdivisions include but are not limited to Grouse Mountain, Suncrest, and Iron Horse. No front foot assessment will apply;

OR

B.1. A per lot assessment of \$129.00 for residential lots, having a frontage of 50 feet or less, with primary access from publicly maintained streets, and \$164.50 for commercial/multi-family lots having a frontage of 50 feet or less. All lots within the City that front on or have primary access from a City street fit within this category;

AND

B.2. A front foot assessment of \$2.58 per front foot for residential lots, applied to frontage in excess of 50 feet, with a maximum assessment of \$387.00 (corresponding to 150 feet of frontage); or a front foot assessment of \$3.29 per front foot for commercial/multi-family lots, applied to frontage in excess of 50 feet, with a maximum assessment of \$1316.00 (corresponding to 400 feet of frontage).

Section 4: The City Clerk is hereby directed to certify a copy of this Resolution to the County Assessor and the County Clerk and Recorder of Flathead County, Montana, to be collected by the Treasurer, as provided by law.

Section 5: It is the intention of the City of Whitefish that the definition of "maintenance" as defined in § 7-12-4401(2), MCA, shall be construed as broadly as is lawfully possible by a charter city with self-governing powers, to include all activities reasonably determined by the City to be necessary in connection with the maintenance of public streets and roads, including but not limited to sprinkling, graveling, oiling, chip sealing, seal coating, overlaying, treating, general cleaning, sweeping, flushing, snow removal, leaf and debris removal, the operation, maintenance, and repair of traffic signal systems, the repair of traffic signs, the placement and maintenance of pavement markings, curb and gutter repair, and sidewalk repair.

Section 6: This Resolution shall take effect immediately upon its adoption by the City Council, and signing by the Mayor thereof, but shall be retroactive to July 1, 2020, the beginning of the City's 2021 Fiscal Year.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WHITEFISH, MONTANA, ON THIS 8TH DAY OF SEPTEMBER 2020.

Francis J. Sweeney, Deputy Mayor

ATTEST:

Michelle Howke, City Clerk

Staff Report



To: Mayor Muhlfeld and City Councilors
 From: Benjamin Dahlman, Finance Director
 Date: August 26, 2020
 Re: 4th Quarter Financial Report for Fiscal Year 2020

This quarterly financial report provides an unaudited summary of the financial results of the City for Fiscal Year 2020 (FY20). The first section is an overview of the City’s financial condition specifically related to property tax supported funds. Subsequent sections provide analysis for other funds and citywide revenue and expenditure highlights for the year ended June 30, 2020.

Financial Condition – Property Tax Supported Funds

Available cash in property tax supported funds provides insight into the City’s financial condition. The following table compares the FY18 fourth quarter cash balance in column (a), the FY19 fourth quarter cash balance in column (b) and the FY20 fourth quarter cash balance in column (c).

Fund	Cash Balance in Property Tax Supported Funds				
	<i>A</i>	<i>b</i>	<i>c</i>	<i>d (c-b)</i>	
	June 30, 2018 Cash Balance	June 30, 2019 Cash Balance	June 30, 2020 Cash Balance	One Year Change	% Increase
General	\$1,032,009	\$1,465,449	\$1,720,355	\$254,906	17.4%
Parks & Recreation	\$215,972	\$134,625	\$248,024	\$113,399	84.2%
Law Enforcement	\$104,399	\$83,130	\$119,728	\$36,598	44.0%
Library	\$91,643	\$70,610	\$51,979	(\$18,631)	-26.4%
Fire & Ambulance	\$155,183	\$130,429	\$112,548	(\$17,881)	-13.7%
Total	\$1,599,206	\$1,884,243	\$2,252,634	\$368,391	19.6%

Total cash in property tax supported funds as of June 30, 2020 increased by \$368,391 or 19.6% compared to the balance on June 30, 2019. The changes in each fund are described in detail below.

General Fund – The General Fund cash balance compared to a year ago has increased by \$254,906 or 17.4%. The increase in cash balance is primarily due to the General Fund starting the fiscal year off with more cash than the prior year and the increased revenue from property taxes. Focus has been dedicated to build cash reserves in the General Fund through continued budget allocations dependent on the economic health of the community. With determination, cash in future years will also be expected to increase. The increase in cash reserves in the General Fund is partially offset by the decrease in cash reserves of other property tax supported funds.

Parks & Recreation Fund – The Parks & Recreation Fund saw improvement in its cash balance with positive accumulations returning in the second quarter and carrying into the third and fourth quarters.

FY19 experienced a unique decrease in cash due to the timing of the purchase of the bucket truck and the receipt of expected revenues. The overall improvement noted this year is attributed to higher transfers from the General Fund, the increase in the Parks and Greenway Maintenance Assessment and lower capital expenditures budgeted and spent in FY20.

Law Enforcement Fund – Cash balance increased by \$36,598, or 44.0% compared to the prior year fourth quarter. For FY20, the fund has seen increased transfers from the General Fund to pay for police services. The Police Department purchased several computers in FY20 spending a portion of available cash earlier in the year. However, a purchase of a new police vehicle was delayed due to production availability. The vehicle was delivered early in FY21. Overall expenditures for FY20 were more than covered with revenues and the General Fund operating transfer.

Library Fund – The Library Fund continues to see a decrease in cash balance over the past three years. The decrease of \$18,631 is the result of expenditures continuing to exceed revenues. This trend has been on-going for the past three years due to required maintenance. The Library Board is aware of the trend. However, the ending cash balance was higher than originally expected at year end due to lower expenditures than budgeted. Also, for the FY21 budget additional property taxes will be available due to higher valuations and the expiration of the Tax Increment Financing District. The fund is expected have an increase in cash by the end of next year as a result. Should the increase in cash balance not occur as expected, the situation will need to be addressed in future budgets cycles.

Fire & Ambulance Fund – The Fire and Ambulance Fund ended the year with \$112,548 in cash, which is lower than the prior year by \$17,881 or 13.7%. Last quarter it was noted that the Fire and Ambulance Fund ended the period in the red with negative \$79,212 in cash. However, the cash balance improved in the fourth quarter primarily due to the second yearly payment received from the Rural Fire Service Area. A secondary reason is the City received a stimulus payment from the Federal Government in April for working with potential Covid-19 patients. The payment was based on previous years' Medicaid distributions for our ambulance service to eligible patients. Despite these infusions of cash, the fund's cash resources decreased due to the following factors: the fund started the new fiscal year off with about \$20,000 less cash than the prior year and the City is still waiting for a \$51,445 reimbursement payment from the State of California through the State of Montana for a City of Whitefish crew that aided them to fight fires there and backfill our positions locally.

Summary – Overall the City's property tax supported funds remain in good financial condition with cash reserves overall increasing by \$368,391, or 19.6% more than the prior year. Increasing cash reserves to an amount closer to 25% helps ensure the City is prepared to meet its fiscal obligations, sustain operations during economic downturns and eliminate temporary instances of negative cash balance in any fund. For FY20 the ending cash reserves are 24.2% of expenditures. Looking forward to next year, the FY21 budget maintains a reasonable percentage of cash reserves budgeted at approximately 22%.

Financial Highlights

- Resort Tax collections finished the year at \$4,235,610 or 99% of the FY20 budget and 1% lower than FY19 actuals. The Covid-19 pandemic outbreak, which diminished economic activity from March until June, negated what would have been a very strong year. Prior to the slowing down of the economy, Resort Tax was performing well above budget. It is those early results that sustained this revenue with only a minor reduction by year end. Yearly results for the Lodging and Retail categories ended the year with an above plan performance at 104% and 102% of budget, respectively. The Covid-19 impact was greater for the Bars and Restaurant category which ended the year down \$85,910 or approximately 5% below budget for the year. The overall collections below budget result in less property tax relief provided at the end of the FY20. In years where Resort Tax performs above budget, the amounts

collected over the budgeted amount must be returned to taxpayers as additional property tax relief. Since the end of the year numbers were only 99% of the planned budget, there were not excess Resort Tax revenues at the end of FY20.

- Ambulance service charges were \$1,483,499, which was \$79,686 or 5% lower than the FY20 budget. These revenues are based on call volume and types of calls. The decrease is primarily due to lower call volume during the year. Total ambulance service call volume dropped from 1,100 calls in FY19 to 955 in FY20. The largest contributor representing 117 of the 145 fewer calls was due to non-emergency interfacility transfer activity now going to the Evergreen Fire Department first instead of the Whitefish Fire Department. The Stay At Home Order also resulted in fewer calls during that time period.
- License and permit revenues in the Building Code Fund were up \$511,869 or 201% of budget and \$230,553 or 23% more than the prior year for revenues derived in the City and through a contract to provide service to Columbia Falls. The revenue portion related to activity in the City of Whitefish shows 206% of budgeted revenue. Columbia Falls contract revenue is 167% of budget. Building activity remained in both communities through the end of the fiscal year.
- Impact fee revenue ended the year with \$244,800, which was \$78,300 or 47% above budget. However, total revenues were \$233,347 or 48% lower than the prior year. This change was expected since many of the Impact Fee rates significantly decreased mid-year in FY19. As a result, the budget for FY20 did anticipate a reduction in Impact Fee revenue compared to the previous year. Impact Fees generally track with building permit activity, so the strong performance compared to the FY20 budget is not surprising based on commercial and residential development occurring in the City. The revenue collected is further broken down among the various impact fees as follows: Paved Trails (\$62,794 or 63% of budget), Park Maintenance Building (\$14,103 or 564% of budget), Emergency Service Center (\$115,635 or 578% of budget), City Hall (\$10,697 or 53% of budget), and Stormwater (\$41,571 or 173% of budget).
- Water impact fees are at 270% of the FY20 Budget, while wastewater impact fees are at 267% of the FY20 Budget. Again, like other impact fees, these follow the building permit trends representing strong construction activity in the City.
- As of June 30, 2020, zoning plan review fees were at \$201,711 or 202% of the expected revenue for FY20, while planning fees were \$41,715 or 64% of the budget. Zoning plan review fees are typically tied to building permit activity while planning fees are related to Subdivision activities.
- Investment earnings across all funds has slowed down and were approximately 5% under the prior year fourth quarter, as interest rates continue to decrease. In the third quarter report it was noted that lower interest earnings were expected. One of the City's Certificates of Deposit (CD) renewed for 0.2% when it had previously earned 1.8%. We continue to prudently monitor our investing strategies as the State's Short-term Investment Pool (STIP) is also experiencing decreases from the high of around 2.49% in February 2019 to 0.48% in June 2020. The July 2020 data shows a further reduction to 0.34% indicating additional erosion of rates in the interest rate market. Investment earnings can be a great source of income, but it is not always a steady source.
- Municipal Court Fines and Forfeitures continued to see revenue growth. As of June 30, 2020, fines and forfeitures revenue were \$395,060 or 10% higher than budget and \$22,077 or 5.9% higher than the prior year.

Expenditure Review

Total expenditures in all funds, other than the funds described below, incurred expenditures at or below the total amount budgeted.

To	From	Amount	Justification
Resort Tax Fund: 2100-430230-932	Resort Tax Fund Balance Reserves	\$267,000.00	To provide for costs incurred during the fiscal year for the State Park Road Improvement Project in accordance with the City Council approved contract award. This project will continue into Fiscal Year 2021.
Residential Lighting District Fund: 2400-430263-930	Residential Lighting District Fund Balance Reserves.	\$11,250.00	To provide for expenditures not included in the FY 2020 Budget to complete the Residential LED Lighting Improvement Project.
Gas Tax – BaRSAA Fund: 2821-430230-932	Gas Tax – BaRSAA Fund Balance Reserves	\$75,000.00	To provide budget authority for the expenditures required to complete the Monegan Street Improvement Project. Original budget did not include budget authority for portion paid by Trailview Development.

At the City Council meeting on August 17, 2020, the Council approved amending the FY20 Budget for the items shown in the table above.

Additional Detailed Analysis

The following discussion further highlights the attached spreadsheets.

General Fund Revenue

Total General Fund revenues finished the year at 101% of the FY20 Budget and have increased 1% from FY19. The increase in revenue is primarily noted in intergovernmental (State Entitlement Share), fines and forfeitures, investment earnings and property tax relief from Resort Tax all of which was partially offset by a decline in charges for services (primarily Planning Fees). Overall, revenue tracked along with the budget.

General Fund Expenditures, Net Revenue, & Cash

Total General Fund expenditures stayed on track and finished the year at 97% of the FY20 Budget. Expenditures have increased 7% over the prior year mostly due to the increase in transfers to other property tax supported funds that was appropriated in the FY20 Budget and an increase in wages and benefits.

The General Fund cash balance was described in the beginning of this report. The graph on the first page of the spreadsheet shows the General Fund cash balance trends for FY20 and the prior four years. December, January, June, and July are generally the months that tend to have higher cash balances due to the collection of property taxes. As mentioned before, building cash reserves (mostly in the General Fund) is important to ensure an adequate cash balance throughout the year and to be prepared for economic changes.

Other Property Tax Supported Funds

Overall, the funds supported by property taxes had revenues exceeding expenditures mostly due to activity in the Parks and Recreation Fund and in the Law Enforcement Fund. For FY20, less capital equipment was purchased in the Parks and Recreation Fund while recording increasing revenues. The Law Enforcement Fund received more grants for the Drug Task Force, overtime and equipment in FY20, which resulted in revenues exceeding expenditures. Furthermore, when compared to a year ago, these funds also experienced an increase in cash with detailed discussion above.

Other Tax, Fee, & Assessment Supported Funds

The other funds receive no general property tax support, but the funds may be fully or partially funded by maintenance assessments that are included on a property owner's tax bill.

Resort Tax collections finished the year at 99% of the budgeted revenues. The slight decrease was better than expected especially with the Covid-19 uncertainties. Expenditures were significantly higher due to the timing of the State Park Road project and other approved capital projects. This fund did require a budget amendment due to the timing of expenditures for the State Park Road project. The timeline for this project extends into FY21.

Street and Alley operations continue to be in good financial condition. Revenues increased by 2%, or \$41,481, while expenditures decreased by 13%, or \$166,032, compared to FY19. The decrease in expenditures is due to timing of capital projects.

At the end of the fourth quarter, the *Tax Increment Fund's* cash balance totaled 130%, or \$1,652,845, more than the prior year. Activities in FY20 included significant investment for the Depot Park Project. The City also funded other projects including the Snow Lot Feasibility Study, City Hall improvements, Highway 93 S. Corridor Study and the purchase of a Parking Enforcement Vehicle. The Tax Increment Financing District expired at the end of FY20. The remaining funds will pay for a Library remodel, an irrigation project and analysis, Armory Building roof reconstruction project, a contribution to the Housing Authority for an affordable housing project and the Baker Street Underpass project. The Baker Street Underpass project had some expenditures occurring in FY20 for engineering and design. Revenues increased from the prior year by 4% which is driven primarily by the proceeds of the property sale for an affordable housing project and increased property tax revenue for the District.

Impact Fee Fund revenues have decreased 48%, or \$233,347, compared to the fourth quarter of FY19. This decrease is primarily due to lower rates charged for impacts from development projects. The Cash balance increased by 43% at year end. These funds often fluctuate due to the timing of impact fee eligible projects and development within the City.

Both *Lighting District Funds* ended the year with positive cash. Revenues were down in the Residential District due to lower maintenance assessments. The Commercial District's maintenance assessment revenues grew by 28%. The City completed the Residential District's LED Lighting project in FY20, and the City should see savings in electric costs overtime.

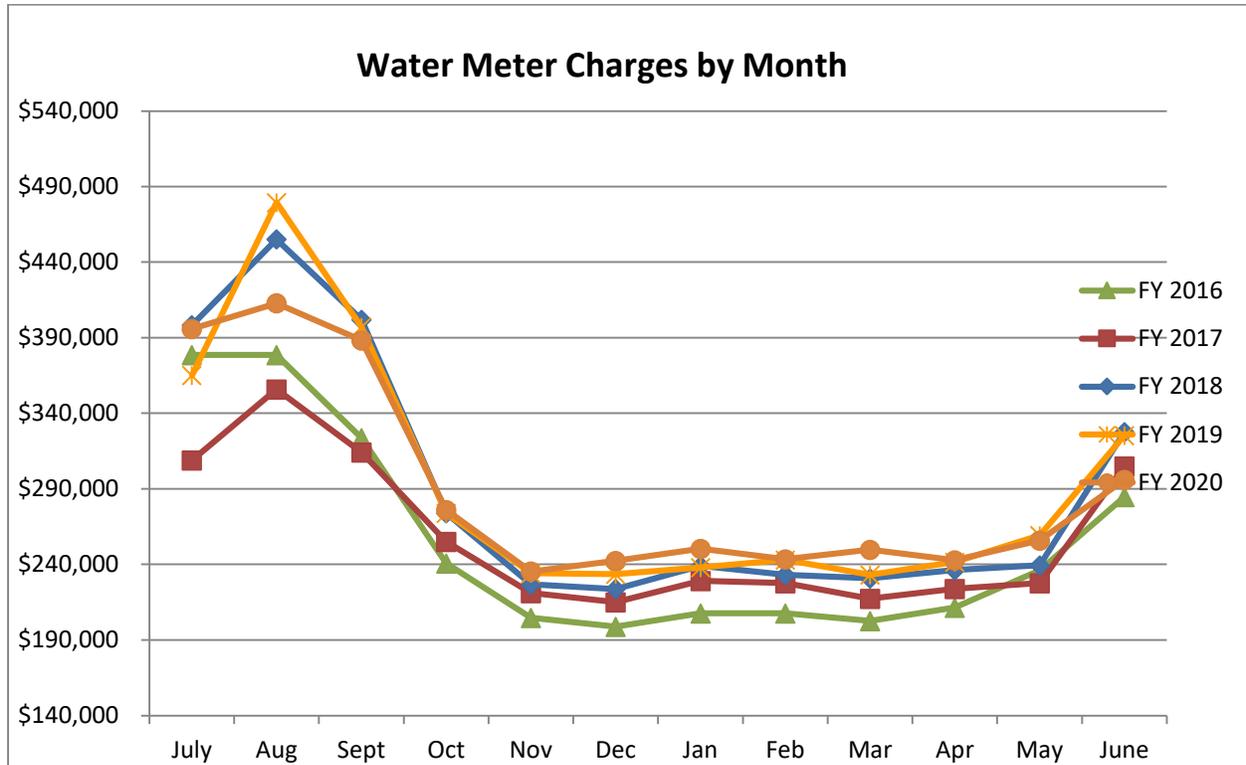
The *Building Code Fund* cash balance increased by about 83% compared to FY19. This increase is largely due to the significant building activity seen in the City of Whitefish. Revenues were up over 26% from the prior year and were 206% of Budget overall. The Columbia Falls contract activities were also strong.

The *Stormwater Fund* experienced a 17% increase in cash at year end. Revenues were up 28% in FY20. Expenditures were up 77%. The major driver for expenditures were investments in the Monegan Road project

of which \$100,000 was paid with Stormwater funds. Personnel costs also increased by 7% due to allocation changes and salaries and benefits increases.

Enterprise Funds

Metered water sales remained relatively flat during FY20, while wastewater service charges were up 4%, or \$157,863. Wastewater rates were increased significantly over the past several years pay for the Wastewater Treatment Plant Upgrade project. Water rates were also increased for the planned Water Treatment Plan Expansion project. The wet spring and early summer likely caused there to be a reduced amount of water usage for the end of FY20.



Capital expenditures in the Water Fund were much higher than the prior year due to the preliminary engineering and design for the Water Treatment Plant project. Additionally, \$204,638 was spent to place a down payment for the filters for the future facility. Wastewater expenditures were also significantly higher due to the ongoing construction of the City’s Wastewater Treatment Plant project.

Summary

Overall, the City’s finances remain in good condition despite the impacts of Covid-19. Some revenues may be negatively impacted in the upcoming year. Resort Tax revenues will be closely monitored moving into FY21, which are highly correlated with tourist activities. While only down 1% for FY20, this is an important revenue source for the community. It should be noted that Resort Tax funds capital projects in the City. Should Resort Tax revenues fall short, the City would delay capital investment which should not affect the City’s operational activities. The City is also expecting to see lower returns on its investments compared to the recent past. The current conditions in interest rate market suggest that interest earnings will continue to see some significant headwinds in FY21. The City is already seeing lower interest rates. However, the City’s construction activity remains strong. The City is expecting significant CARES Act funding from the Federal Government through the State of Montana that will help the City of Whitefish fund community services. Looking ahead into FY21 signs of

continued uncertainty exist. Unemployment is high nationwide, public health officials are awaiting a vaccine for Covid-19 and there are protests and riots occurring in many cities. All these factors point to a challenging year ahead for the Country and the City. The City continues to prepare for these challenging times by preparing balanced budgets, as well as a determined focus on building solid cash reserves and employ the best strategies to use them prudently when needed.

As the City completes its year end processing for FY20 some numbers could change. If you have any questions regarding this quarterly update or would like additional information, please email me at bdahlman@cityofwhitefish.org or give me a call at 406-863-2405.

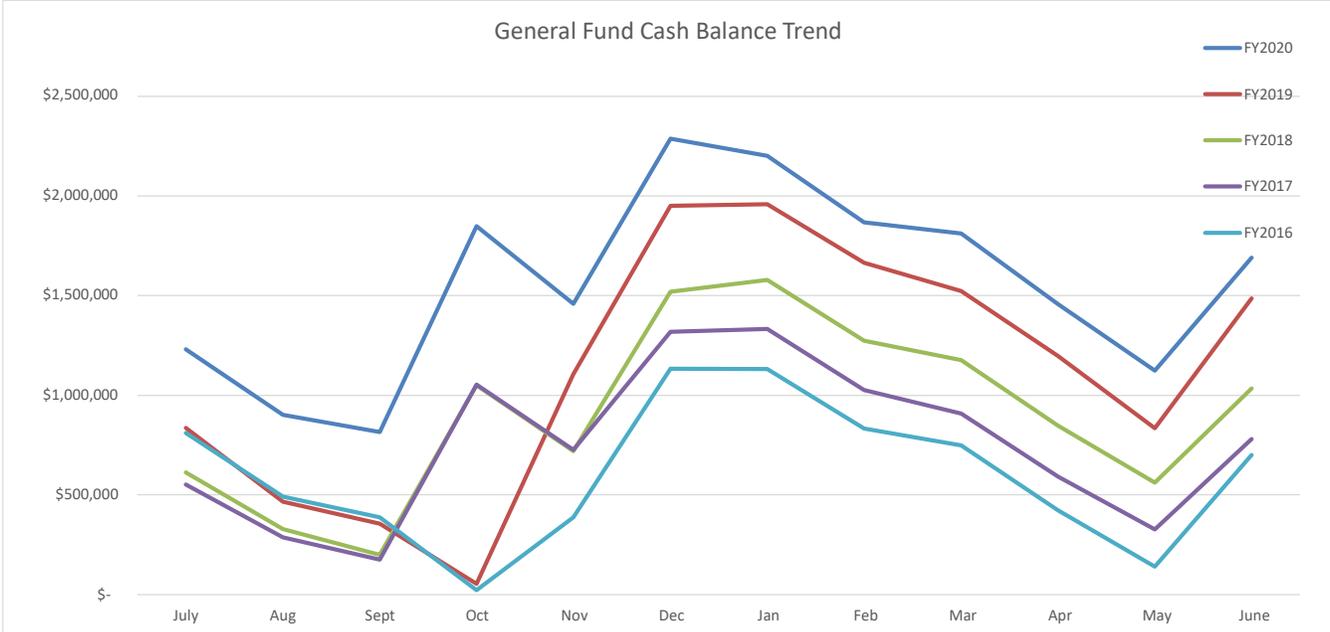
City of Whitefish
Quarterly Financial Review



Third Quarter of Fiscal Year 2020
April 1, 2020 - June 30, 2020

100% of Fiscal Year Complete

General Fund Revenues	YTD Jun 30, 2018		YTD Jun 30, 2019		YTD Jun 30, 2020		Chng Prev YR	% Chng Prev Yr
	Dollars	% of Budget	Dollars	% of Budget	Dollars	% of Budget		
Property Taxes	\$2,177,637	99%	\$2,211,733	99%	\$2,220,510	97%	\$8,778	0%
Total Licenses and Permits	\$79,113	117%	\$145,297	121%	\$149,274	102%	\$3,977	3%
Intergovernmental Revenue	\$861,781	99%	\$875,886	99%	\$912,406	99%	\$36,520	4%
Charges for Services	\$326,063	131%	\$391,570	149%	\$359,895	139%	(\$31,676)	-8%
Fines and Forfeitures	\$351,346	140%	\$372,983	106%	\$395,060	110%	\$22,077	6%
Miscellaneous	\$124,350	134%	\$89,602	101%	\$82,214	92%	(\$7,387)	-8%
Investment Earnings	\$43,540	167%	\$87,997	199%	\$110,237	130%	\$22,240	25%
Transfers Property Tax Relief/Water	\$1,176,819	100%	\$1,370,121	100%	\$1,395,289	100%	\$25,168	2%
Total General Fund Revenues	\$5,140,649	104%	\$5,545,188	103%	\$5,624,885	101%	\$79,698	1%
General Fund Expenditures								
Municipal Court	\$288,673	95%	\$298,074	97%	\$292,811	92%	(\$5,263)	-2%
Administrative Services	\$145,640	99%	\$182,231	97%	\$202,290	90%	\$20,059	11%
Legal Services	\$85,900	126%	\$67,985	96%	\$74,394	96%	\$6,409	9%
Community Planning	\$455,597	100%	\$531,879	101%	\$501,863	88%	(\$30,016)	-6%
Parking Facility Maintenance	\$71,407	151%	\$78,037	98%	\$53,151	59%	(\$24,885)	n/a
Transfer to Park Fund	\$701,122	100%	\$793,990	100%	\$818,603	100%	\$24,613	3%
Transfer to Law Enforcement Fund	\$2,292,686	100%	\$2,366,862	100%	\$2,545,235	100%	\$178,373	8%
Transfer to Fire Fund	\$729,525	100%	\$700,380	100%	\$853,092	100%	\$152,712	22%
Transfer to Library Fund	\$34,371	100%	\$34,371	100%	\$34,371	100%	\$0	0%
Cemetery/Other	\$92,049	90%	\$36,159	40%	\$51,144	60%	\$14,985	41%
Total General Fund Expenditures	\$4,896,970	100%	\$5,089,968	98%	\$5,426,954	97%	\$336,987	7%
General Fund Revenues Less Expenditures	\$243,679		\$455,220		\$197,931		(\$257,289)	-57%
General Fund Operating Cash Balance	\$1,032,009		\$1,465,449		\$1,720,355		\$254,906	17%
Prop Tax Supported Funds (no General) Net	\$118,119		-\$227,174		\$164,695		\$391,868	
Prop Tax Supported Funds (no General) Cash	\$567,197		\$418,794		\$532,279		\$113,485	
Total General & Prop Tax Supported Funds Net	\$361,798		\$228,046		\$362,625		(\$133,752)	
Total General & Prop Tax Supported Funds Cash	\$1,599,206		\$1,884,243		\$2,252,634		\$368,391	



Property Tax Supported Funds	YTD Jun 30, 2018		YTD Jun 30, 2019		YTD Jun 30, 2020		Chng Prev YR	% Chng Prev Yr
	Dollars	% of Budget	Dollars	% of Budget	Dollars	% of Budget		
Parks and Rec Operating Cash Balance	\$215,972		\$134,625		\$248,024		\$113,399	84%
Parks, Rec & Community Services Revenues	\$1,534,606	95%	\$1,675,072	101%	\$1,682,690	96%	\$7,618	0%
Parks, Rec & Community Services Exp.	\$1,496,787	91%	\$1,740,463	97%	\$1,540,512	89%	(\$199,951)	-11%
Revenues less Expenditures	\$37,820		(\$65,391)		\$142,178		\$207,570	
Law Enforcement Operating Cash Balance	\$104,399		\$83,130		\$119,728		\$36,598	44%
Law Enforcement Revenues	\$2,514,527	100%	\$2,513,783	95%	\$2,813,116	100%	\$299,333	12%
Law Enforcement Expenditures	\$2,443,344	99%	\$2,574,967	97%	\$2,738,478	98%	\$163,511	6%
Revenues less Expenditures	\$71,182		(\$61,184)		\$74,638		\$135,822	
Library Operating Cash Balance	\$91,643		\$70,610		\$51,979		(\$18,631)	-26%
Library Revenues	\$240,779	97%	\$245,520	98%	\$245,482	93%	(\$38)	0%
Library Expenditures	\$262,374	87%	\$259,712	84%	\$260,259	82%	\$547	0%
Revenues less Expenditures	(\$21,595)		(\$14,193)		(\$14,778)		(\$585)	
Fire & Ambulance Cash Balance	\$155,183		\$130,429		\$112,548		(\$17,881)	-14%
Fire & Ambulance Taxes, Penalty and Interest	\$595,622	100%	\$603,729	99%	\$620,753	96%	\$17,024	3%
Ambulance Services Revenue	\$1,450,074	106%	\$1,641,620	111%	\$1,483,499	95%	(\$158,121)	-10%
Total Fire & Ambulance Revenue	\$3,558,860	106%	\$3,472,068	106%	\$3,559,975	98%	\$87,907	3%
Fire & Ambulance Expenditures	\$3,528,149	110%	\$3,558,474	109%	\$3,597,319	97%	\$38,846	1%
Revenues less Expenditures	\$30,711		(\$86,406)		(\$37,344)		\$49,062	
Total Property Tax Supported Funds (not including General Fund)								
Total Property Tax Supported Cash	\$567,197		\$418,794		\$532,279		\$113,485	27%
Total Property Tax Supported Revenue	\$7,848,773		\$7,906,442		\$8,301,263		\$394,821	5%
Total Property Tax Supported Expenditures	\$7,730,654		\$8,133,616		\$8,136,568		\$2,952	0%
Revenues less Expenditures	\$118,119		(\$227,174)		\$164,695		\$391,868	

Other Tax, Fee & Assessment Supported Funds	YTD		YTD		YTD			
	Jun 30, 2018		Jun 30, 2019		Jun 30, 2020			
Resort Tax Operating Cash Balance	\$2,659,964		\$3,052,843		\$1,609,815		(\$1,443,028)	-47%
Resort Tax Collections	\$3,987,807	109%	\$4,260,096	107%	\$4,235,610	99%	(\$24,486)	-1%
Resort Tax Investment Earnings	\$25,541	365%	\$41,930	177%	\$34,718	83%	(\$7,211)	-17%
Resort Tax Expenditures and Transfers	\$3,186,699	78%	\$3,913,849	102%	\$5,720,580	100%	\$1,806,731	46%
Revenues less Expenditures	\$826,649		\$388,177		(\$1,450,252)		(\$1,838,428)	
Street and Alley Operating Cash Balance	\$1,150,818		\$1,489,127		\$2,039,722		\$550,595	37%
Street and Alley Revenues	\$1,577,704	106%	\$1,659,287	104%	\$1,700,768	98%	\$41,481	2%
Street and Alley Expenditures	\$1,853,813	83%	\$1,284,593	78%	\$1,118,561	82%	(\$166,032)	-13%
Revenues less Expenditures	(\$276,110)		\$374,695		\$582,207		\$207,513	
Tax Increment Operating Cash Balance	\$942,320		\$1,275,108		\$2,927,953		\$1,652,845	130%
Tax Increment Property Taxes, Penalty & Interest	\$6,029,867	100%	\$6,773,289	103%	\$6,821,829	90%	\$48,540	1%
Total Tax Increment Revenues	\$6,448,907	100%	\$7,298,236	97%	\$7,593,813	91%	\$295,577	4%
Tax Increment Expenditures & Transfers	\$6,106,806	85%	\$6,957,019	90%	\$5,921,914	66%	(\$1,035,105)	-15%
Revenues less Expenditures	\$342,101		\$341,217		\$1,671,899		\$1,330,682	
Impact Fees Cash Balance	\$335,645		\$460,463		\$660,488		\$200,025	43%
Impact Fee Collections - Revenues	\$284,849	153%	\$485,504	214%	\$252,157	145%	(\$233,347)	-48%
Impact Fee Collections - Expenditures	\$121,478	84%	\$320,034	73%	\$50,190	21%	(\$269,844)	-84%
Revenues less Expenditures	\$163,372		\$165,470		\$201,968		\$36,497	
Street Lighting #1 Operating Cash Balance	\$45,858		\$44,032		\$45,767		\$1,735	4%
Street Lighting District #1 (Rsdntl) Revenues	\$94,562	75%	\$102,399	62%	\$100,135	85%	(\$2,264)	-2%
Street Lighting District #1 (Rsdntl) Exp.	\$85,047	64%	\$103,966	56%	\$97,929	100%	(\$6,037)	-6%
Revenues less Expenditures	\$9,514		(\$1,567)		\$2,205		\$3,772	
Street Lighting #4 Operating Cash Balance	\$0		\$48,290		\$112,412		\$64,122	133%
Loan from General Fund	(\$368)	N/A	\$0	N/A	\$0	N/A	\$0	N/A
Street Lighting District #4 (Cmmrcial) Revenues	\$91,765	102%	\$92,642	98%	\$118,261	117%	\$25,619	28%
Street Lighting District #4 (Cmmrcial) Exp.	\$107,008	123%	\$43,735	67%	\$53,669	91%	\$9,934	-42%
Revenues less Expenditures	(\$15,243)		\$48,907		\$64,592		\$20,856	
Building Codes Operating Cash Balance	\$261,380		\$552,674		\$1,009,482		\$456,808	83%
License and Permits Revenues	\$479,108	109%	\$718,665	163%	\$908,902	206%	\$190,237	26%
Building Codes Expenditures without C. Falls	\$417,232	91%	\$443,198	100%	\$494,269	96%	\$51,071	12%
Columbia Falls Contract Revenues	\$91,482	152%	\$68,151	105%	\$108,467	167%	\$40,316	59%
Columbia Falls Contract Expenditures	\$50,792	94%	\$54,521	97%	\$55,692	94%	\$1,171	2%
Revenues less Expenditures	\$102,565		\$289,097		\$467,408		\$178,312	
Stormwater Cash Balance	\$681,624		\$847,147		\$993,603		\$146,456	17%
Stormwater Revenues	\$79,307	106%	\$331,799	91%	\$425,443	94%	\$93,645	28%
Stormwater Expenditures	\$43,783	31%	\$155,452	37%	\$275,660	36%	\$120,209	77%
Revenues less Expenditures	\$35,524		\$176,347		\$140,823		(\$35,524)	

Enterprise Funds	Jun 30, 2018		Jun 30, 2019		Jun 30, 2020		Chng Prev YR	% Chng Prev Yr
	Dollars	% of Budget	Dollars	% of Budget	Dollars	% of Budget		
Water Operating Cash Balance	\$4,303,290		\$5,457,040		\$6,131,866		\$674,826	12%
Water - Impact Fee Cash Balance	\$1,052,399		\$1,102,467		\$1,631,695		\$529,227	48%
Water - Reserved Debt Service Cash Balance	\$917,581		\$925,881		\$878,357		(\$47,524)	-5%
Water - Metered Water Sales	\$3,486,298	112%	\$3,521,199	101%	\$3,489,166	97%	(\$32,033)	-1%
Water - Operating Revenues	\$3,984,399	117%	\$4,146,851	108%	\$4,405,433	108%	\$258,581	6%
Water - Operating Expenditures	\$1,784,106	89%	\$1,819,447	92%	\$1,804,020	91%	(\$15,427)	-1%
Operating Revenues less Expenditures	\$2,200,293		\$2,327,404		\$2,601,413		\$274,008	
<i>Net Opr. Rev Required by Year End</i>								
Non-Operating Revenue (Grants/Resort Tax Transfer)	\$979,317	109%	\$1,046,280	106%	\$1,048,793	99%	\$2,513	0%
Proceeds from Bonds	\$0	0%	\$0	0%	\$0	0%	\$0	0%
Water Capital Expenditures	\$0	0%	\$613,696	40%	\$1,190,407	41%	\$576,711	94%
Water Debt Service	\$213,744	100%	\$1,460,026	100%	\$1,115,921	100%	(\$344,105)	-24%
Haskill Basin Resort Tax Relief/AIS Transfer	\$93,348	100%	\$143,007	100%	\$156,190	100%	\$13,183	9%
Wastewater - Operating Cash Balance	\$2,993,795		\$3,524,983		\$148,397		(\$3,376,586)	-96%
Wastewater - Impact Fee Cash Balance	\$740,799		\$1,100,342		\$1,081,266		(\$19,076)	-2%
Wastewater - Reserved Debt Service Cash Balance	\$268,973		\$268,973		\$313,088		\$44,115	16%
Wastewater - Sewer Service Charges	\$3,241,717	108%	\$3,540,822	103%	\$3,698,684	93%	\$157,863	4%
Wastewater - Operating Revenues	\$3,554,110	110%	\$4,181,482	113%	\$5,543,780	126%	\$1,362,298	33%
Wastewater - Operating Expenditures	\$1,813,037	91%	\$1,923,054	99%	\$2,089,834	100%	\$166,780	9%
Operating Revenues less Expenditures	\$1,741,073		\$2,258,427		\$3,453,946		\$1,195,519	
Non-Operating Revenue	\$0	0%	\$0	0%	\$0	0%	\$0	N/A
Proceeds from Bonds	\$0	0%	\$0	0%	\$5,133,959	77%	\$5,133,959	N/A
Wastewater Capital Expenditures	\$759,246	62%	\$1,052,006	26%	\$8,952,997	92%	\$7,900,991	751%
Wastewater Debt Service	\$92,516	101%	\$331,800	100%	\$529,339	159%	\$197,539	60%
Solid Waste Operating Cash Balance	\$119,117		\$107,541		\$95,541		(\$12,000)	-11%
Solid Waste Revenues	\$1,134	152%	\$1,807	201%	\$1,334	89%	(\$473)	-26%
Solid Waste Expenditures	\$14,160	62%	\$13,402	57%	\$13,101	80%	(\$302)	-2%
Revenues less Expenditures	(\$13,026)		(\$11,596)		(\$11,767)		(\$171)	

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Return to:
Michelle Howke, City Clerk
City of Whitefish
PO Box 158
Whitefish, MT 59937-0158

RESOLUTION NO. 20-__

A Resolution of the City Council of the City of Whitefish, Montana, discontinuing, abandoning, and vacating an unimproved portion of Lookout Road.

WHEREAS, § 7-14-4114, MCA, provides that the City Council may discontinue a street or any part of a street if it can be done without detriment to the public interest upon a written petition of all owners of lots on the street; and

WHEREAS, Lookout Ridge, LLC owns property legally described in Exhibit A attached hereto; and

WHEREAS, Lookout Ridge, LLC filed a written petition requesting that the City discontinue and abandon an unimproved portion of Lookout Road located entirely upon its property, as described and shown on Exhibits B and C attached hereto; and

WHEREAS, notice of the proposed abandonment was published in the Whitefish Pilot pursuant to § 7-14-4114, MCA; and

WHEREAS, at a lawfully noticed public hearing on September 8, 2020, the Whitefish City Council invited public comment regarding the proposed abandonment; and

WHEREAS, it will not be detrimental to the public interest to discontinue, abandon, and vacate the unimproved portion of Lookout Road described and shown on Exhibits B and C.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Whitefish, Montana, as follows:

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

Section 2: Pursuant to § 7-14-4114, MCA, the City of Whitefish hereby discontinues, abandons, and vacates the unimproved portion Lookout Road described and shown on Exhibits B and C.

Section 3: The unimproved street described above shall cease to be the property of the City of Whitefish and ownership shall rest with the current owner of the property described in Exhibit A.

Section 4: Upon the effective date of this Resolution, it shall be recorded with the Flathead County Clerk and Recorder.

Section 5: This Resolution shall take effect immediately upon its adoption by the City Council and signing by the Mayor, or Deputy Mayor, thereof.

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

Francis J. Sweeney, Deputy Mayor

ATTEST:

Michelle Howke, City Clerk

LEGAL DESCRIPTION

Order No.: FT1585-181604

Tract 1:

The East Half of the Southwest Quarter of the Southwest Quarter (E1/2SW1/4SW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M., Flathead County, Montana.

EXCEPTING THEREFROM That portion of the Southwest one-quarter (SW1/4) of Section Twelve (12), Township Thirty-one (T31N), Range Twenty-two West (R22W), Principal Meridian, Montana, Flathead County, Montana, more particularly described as follows:

Beginning at the Southeast corner of Lot Four (4) of Tamarack Subdivision, according to the map or plat thereof on file and of record in the office of the Clerk and Recorder of Flathead County, Montana; thence South 00°46'01" West 54.48 feet to the Southwest one-sixteenth corner (SW1/16) of said Section Twelve(12); thence South 00°34'57" East 376.98 feet along Easterly boundary of the Southwest one-quarter of the Southwest one-quarter (SW1/4SW1/4) of Section Twelve (12); thence North 64°26'40" West 131.50 feet to the beginning of a non-tangent curve concave to the Southwest having a radius of 130.00 feet and to which a radial line bears North 72°41'11" East; thence Northwesterly 136.60 along said curve through a central angle of 60°12'09"; thence North 77°30'58" West 90.46 feet to the beginning of a curve concave to the Northeast having a radius of 70.00 feet; thence Northwesterly 68.09 feet along said curve through a central angle of 55°44'02"; thence North 21°46'56" West 14.44 feet to the beginning of a curve concave to the Southwest having a radius of 105.00 feet; thence Northwesterly 78.03 feet along said curve through a central angle of 42°34'53" to the cusp of a curve concave to the South having a radius of 55.00 feet and to which a radial line bears North 72°06'31" East; thence Northwesterly, Westerly and Southwesterly 98.27 feet along said curve through a central angle of 102°22'11"; thence a non-tangent line North 01°11'27" West 110.02 feet; thence North 88°13'49" East 149.18 feet to the Easterly right-of-way of a 60' wide private road (Ptarmigan Road); thence North 88°16'46" East 340.56 feet to the point of beginning.

To be added to and made part of Lot 4A of Tamarack South, according to the map or plat thereof on file and of record in the office of the Clerk and Recorder of Flathead County, Montana.

As described in Partial Satisfaction of Mortgage recorded October 22, 2010 under Instrument No. 201000024457, records of Flathead County, Montana.

Tract 2:

Tract 2 of Certificate of Survey No 12904, located in the Southeast Quarter of the Southwest Quarter of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

Tract 3:

Tract 1 of Certificate of Survey No 16877, located in the West Half of the Southeast Quarter of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

LEGAL DESCRIPTION

(continued)

Tract 4:

Tract 1 of Certificate of Survey No 12904, located in the Southeast Quarter of the Southwest Quarter of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

Tract 5:

That portion of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M., Flathead County, Montana, described as follows:

Tract 3 of Certificate of Survey No. 20416

Tract 6:

The Northeast Quarter of the Southwest Quarter (NE1/4SW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M., Flathead County, Montana.

Tract 7:

The South Half of the Northwest Quarter (S1/2NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M., Flathead County, Montana.

EXCEPTING THEREFROM the following described tract of land,

Three tracts of land in the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M., Flathead County, Montana, described as follows:

Tracts 1, 2 and 3 of Certificate of Survey No. 20416

ALSO EXCEPTING THEREFROM

Those portions conveyed to the State of Montana for highway purposes, by instrument recorded May 28, 2004 as Document No. 2004-149-10300 and recorded November 16, 2004 as Document No. 2004-321-08340, records of Flathead County, Montana.

ALSO EXCEPTING THEREFROM:

Tract 1 of Certificate of Survey No. 18038, located in the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

Tract 8:

Tract 1 of Certificate of Survey No. 5115, located in the Northwest Quarter of the Southwest Quarter (NW1/4SW1/4) of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

Tract 9:

Tract 3 of Certificate of Survey No. 18188, located in the East Half (E1/2) of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

LEGAL DESCRIPTION

(continued)

Tract 10:

That portion of the Southeast Quarter of the Southwest Quarter (SE1/4SW1/4) of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana, described as follows:

Tract 1 of Certificate of Survey No. 16393.

Tract 11:

That portion of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M, Flathead County, Montana, described as follows:

Tract 1 of Certificate of Survey No. 20416

Tract 12:

That portion of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M, Flathead County, Montana, described as follows:

Tract 2 of Certificate of Survey No. 20416

0980386
0979219
0011078
0012103
0775540
0152813
0455862 ptr
0455715
0013210
0000458
0775540

By: SANDS SURVEYING, Inc.
2 Village Loop
Kalispell, MT 59901
(406) 755-6481

EXHIBIT OF: Portions of Whitefish Lookout Road

(to be abandoned)

JOB NO: 378118
DATE: September 9, 2019
FOR: Frontier Builders

In W1/2SE1/4 & S1/2SW1/4
SEC. 12, T.31N., R.22W., P.M.,M.,
FLATHEAD COUNTY, MONTANA

DESCRIPTION: (Portions of Whitefish Lookout Road to be abandoned
(60' & 66' County Road))

Portion 'A':

A 60 FOOT STRIP OF LAND, 30 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, SITUATED, LYING AND BEING IN THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 12, TOWNSHIP 31 NORTH, RANGE 22 WEST, P.M.,M., FLATHEAD COUNTY, MONTANA, THE CENTERLINE MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:

The centerline of a portion of Whitefish Lookout Road as shown hereon and also described in Book 236, Page 147 (records of Flathead County, Montana).

Portion 'B':

A 66 FOOT STRIP OF LAND, 33 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, SITUATED, LYING AND BEING IN THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 31 NORTH, RANGE 22 WEST, P.M.,M., FLATHEAD COUNTY, MONTANA, THE CENTERLINE MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:

The centerline of a portion of Whitefish Lookout Road as shown hereon and also shown on Certificates of Survey Nos. 16393 and 12904 (records of Flathead County, Montana), BEGINNING at the northeast corner of Tract 2 of Certificate of Survey No. 16393 (records of Flathead County, Montana); Thence westerly along said centerline to the northwest corner of Tract 2 of Certificate of Survey No. 12904 (records of Flathead County, Montana).

Portion 'C':

A 66 FOOT STRIP OF LAND, 33 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, SITUATED, LYING AND BEING IN THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 31 NORTH, RANGE 22 WEST, P.M.,M., FLATHEAD COUNTY, MONTANA, THE CENTERLINE MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:

BEGINNING at the northwest corner of Tract 2 of Certificate of Survey No. 12904 (records of Flathead County, Montana); Thence N61°08'00"W 42.61 feet; Thence N84°45'00"W 123.20 feet; Thence N60°00'00"W 202.53 feet; Thence S71°30'00"W 85.21 feet; Thence S10°00'00"W 77.87 feet to an existing gate and there terminating.

By: SANDS SURVEYING, Inc.
 2 Village Loop
 Kalispell, MT 59901
 (406) 755-6481

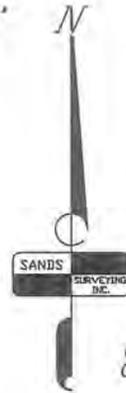
JOB NO: 378118
 DATE: September 9, 2019
 FOR: Frontier Builders

EXHIBIT OF: Portions of Whitefish Lookout Road

(to be abandoned)

In W1/2SE1/4 & S1/2SW1/4
 SEC. 12, T.31N., R.22W., P.M.,M.,
 FLATHEAD COUNTY, MONTANA

TRACT 6
 (Portion of
 Tract 1-COS 16136)
 County Assess. T-6A



TRACT 4
 (Tract 1-COS 12904)
 County Assess. T-6CD

TRACT 10
 (Tract 1-COS 16393)
 County Assess. T-6CB

NW Cor.
 Tract 2,
 COS 12904

N60°00'00"W
 S71°30'00"W 202.53'
 85.21'
 N84°45'00"W
 123.20'
 S10°00'00"W
 77.87'
 N61°08'00"W
 42.61'
**Portion 'C' of
 Whitefish Lookout Road**
 (66' Declared County Road
 to be abandoned)

TRACT 1
 (Tract 1-COS 19028 except
 Lots 1 & 2 RAYNER SUBD.)
 County Assess. T-6D

N61°08'00"W
 388.85'

TRACT 2
 (Tract 2-COS 12904)
 County Assess. T-6C

S69°48'59"E
 S77°06'08"W 48.66'
 242.70'
 N29°16'25"E
 95.01'
 N60°11'29"E
 66.32'
 S60°18'12"E
 139.05'
 S65°21'15"E
 202.49'
 N39°26'24"W
 141.96'
 N63°10'48"E
 49.62'
 S88°32'19"E
 151.58'

**Portion 'B' of
 Whitefish Lookout Road**
 (66' Declared County Road
 per COS 16393 & COS 12904
 to be abandoned)

Tract 2
 COS 16393

per 236/147
 N00°05'59"E
 419.00'
 348.11'
 per COS 16393

N67°30'00"E
 N28°30'00"E 50.00'
 66.00'
 55.00'
 S77°00'00"E
 49.00'
 S50°30'00"E
 38.00'
 N19°30'00"E
 74.00'
 N14°30'00"E
 65.00'
 N04°30'00"E
 57.00'
 N24°00'00"W
 73.00'
 N20°00'00"W
 68.00'
 N23°30'00"W
 72.00'
 N12°00'00"W
 79.00'
 N24°00'00"W
 97.00'
 N37°00'00"W
 78.00'
 N33°00'00"W
 98.00'
 N34°30'00"W
 104.00'
 S70°00'00"E
 88.00'
 S68°30'00"E
 96.00'
 S68°30'00"E
 208.00'
 N37°00'00"W
 78.00'
 N12°30'00"W
 69.00'
 N22°00'00"W
 72.00'
 N38°00'00"W
 61.00'
 N28°00'00"W
 97.00'
 NE Cor.
 Tract 2,
 COS 16393
 S66°00'00"E
 94.00'
 N50°30'00"E
 61.00'
 SW Cor. SE 1/4
 Fnd. 3/4" Brass Cap
 S67°00'00"E
 73.00'
 S90°00'00"E
 78.00'

**Portion 'A' of
 Whitefish Lookout Road**
 (60' County Road
 per Book 236, Page 147
 to be abandoned)

TRACT 3
 (Tract 1-COS 16877)
 County Assess. T-4

Sec. 12
 Sec. 13

SHEET 2 OF 2



City of Whitefish
Department of Public Works
418 E. 2nd Street | PO Box 158
Whitefish, MT 59937
(406) 863-2460 | Fax (406) 863-2419

September 1, 2020

Mayor Muhlfeld and City Councilors
City of Whitefish
Whitefish, Montana

Request to Vacate a Portion of Whitefish Lookout Road

Introduction/History

Lookout Ridge, LLC owns approximately 250 acres of land in Whitefish north of Iron Horse. The owners are in the process of developing the property into a private resort with a variety of different features including a water park and an equestrian facility. Whitefish Lookout Road dissects the property and is the primary means of access to the various facilities. Although the roadway is maintained by Lookout Ridge, LLC, there is a short section of the road that is owned by the City of Whitefish.

Current Report

Earlier this summer Lookout Ridge, LLC filed a written petition requesting that the City discontinue and abandon the portion of Whitefish Lookout Road that is owned by the City. This section of roadway is depicted on the enclosed resolution. § 7-14-4114, MCA, provides that the City Council may discontinue a street or any part of a street if it can be done without detriment to the public interest upon a written petition of all owners of lots on the street. The road is also utilized by Iron Horse for the sole purpose of maintaining their water tank – a use that will continue pursuant to an easement that is in place.

Financial requirements/Impacts.

There are no financial requirements or impacts of abandoning the right-of-way and unconstructed City street.



Recommendation

Staff has reviewed this petition and determined it will not be detrimental to the public interest to discontinue, abandon, and vacate the unimproved portion of Whitefish Lookout Road and respectfully recommends the City Council approve Resolution No. 20-xx

Sincerely,

A handwritten signature in black ink that reads "Craig Workman".

Craig Workman, P.E.
Director of Public Works

LAW OFFICES OF
JOHNSON, BERG & SAXBY, PLLP

221 First Avenue East
P. O. Box 3038
Kalispell, Montana 59903-3038
ESTABLISHED 1891

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PRESTON RAMMELL
ALEXANDER AMSLER

June 22, 2020

Of Counsel or Retired:

STEPHEN C. BERG
BRUCE MCEVOY

Via Email Only:
cworkman@cityofwhitefish.org

3152.002

City of Whitefish
Attn: Craig Workman, P.E.
Director of Public Works
418 E. 2nd Street
PO Box 158
Whitefish, MT 59937

Re: Whitefish Lookout Road
Whitefish, Montana
Lookout Ridge, LLC

Dear Mr. Workman:

Please be advised my firm represents Lookout Ridge, LLC in connection with matters of a legal nature. As you may be aware, Lookout Ridge, LLC owns certain real property located in Whitefish, Montana generally north of Ironhorse. Earlier this year, Lookout Ridge, LLC submitted a Petition for Discontinuance of Portions of the Lookout Road as a county road. We recently received the Petition back from the County, which indicated that the Lookout Ridge, LLC real property was annexed into the City of Whitefish, and that therefore the once county road (Lookout Road) became a City of Whitefish road pursuant to Montana Law.

Transmitted herewith please find a Petition to Vacate and Abandon a Portion of the Unimproved City Road known as Lookout Road. It is my understanding that you conferred with Kami Serna, paralegal in my firm, and that you are generally familiar with this matter. In the event the Petition should be presented to someone else within the city, please advise. I look forward to hearing from you regarding the process.

Sincerely,

/s/ Paul A. Sandry

Paul A. Sandry
psandry@jbsattorneys.com

PAS/cef
transmittal

PETITION TO VACATE AND ABANDON
A PORTION OF AN UNIMPROVED CITY ROAD

The undersigned property owner, Lookout Ridge, LLC, of 1500 Solana Boulevard, Building 4, Suite 4500, Westlake, Texas 76262, and current owner of real property in Whitefish, Montana with a legal description as follows:

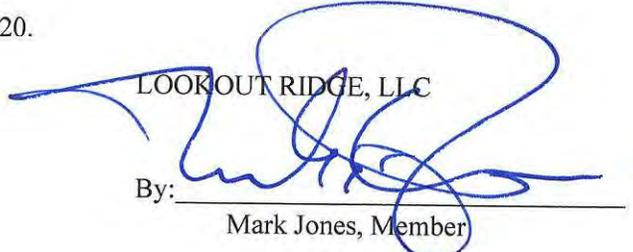
See Exhibit A attached hereto and by this reference incorporated herein;

does hereby respectfully petition the City Council of the City of Whitefish to vacate and abandon Whitefish Lookout Road that traverses Lookout Ridge, LLC's property as shown on Exhibit B attached hereto and by this reference incorporated herein.

The portion of the road sought to be abandoned is located entirely on Lookout Ridge, LLC's real property and services no other property owner other than Lookout Ridge, LLC.

Lookout Ridge, LLC advises the Council that, pursuant to an easement over and across Lookout Ridge, LLC's property, the road is utilized by Iron Horse at Whitefish, LLC for the sole purpose of maintaining the Iron Horse water tank and associated lines existing on the real property owned by Lookout Ridge, LLC. The proposed abandonment will no adversely affect that easement. Attached hereto as Exhibit B is a Sands Surveying Survey of the portion of Whitefish Lookout Road proposed to be abandoned. Attached hereto as Exhibit C is a Sands Surveying Survey of the easement over and across Whitefish Lookout Road appurtenant to Iron Horse for the maintenance of its water tank and related infrastructure.

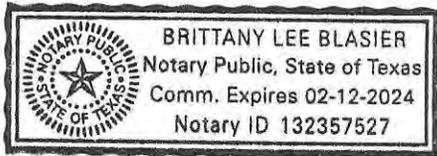
DATED this 10TH day of June, 2020.

LOOKOUT RIDGE, LLC

By: _____
Mark Jones, Member

STATE OF TEXAS)
County of Tarrant):SS

On this 10 day of June, 2020, before me, the undersigned, a Notary Public in and for the state aforesaid, personally appeared Mark Jones, Member of Lookout Ridge, LLC, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year last written above.




Notary Public for the State of Texas
Print Name: Brittany L. Blasier
Residing at: Ft Worth, TX 76244
My Commission Expires: 02-12-2024

EXHIBIT



LEGAL DESCRIPTION

Order No.: FT1585-181604

Tract 1:

The East Half of the Southwest Quarter of the Southwest Quarter (E1/2SW1/4SW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M., Flathead County, Montana.

EXCEPTING THEREFROM That portion of the Southwest one-quarter (SW1/4) of Section Twelve (12), Township Thirty-one (T31N), Range Twenty-two West (R22W), Principal Meridian, Montana, Flathead County, Montana, more particularly described as follows:

Beginning at the Southeast corner of Lot Four (4) of Tamarack Subdivision, according to the map or plat thereof on file and of record in the office of the Clerk and Recorder of Flathead County, Montana; thence South 00°46'01" West 54.48 feet to the Southwest one-sixteenth corner (SW1/16) of said Section Twelve(12); thence

South 00°34'57" East 376.98 feet along Easterly boundary of the Southwest one-quarter of the Southwest

one-quarter (SW1/4SW1/4) of Section Twelve (12); thence

North 64°26'40" West 131.50 feet to the beginning of a non-tangent curve concave to the Southwest having a radius of 130.00 feet and to which a radial line bears North 72°41'11" East; thence

Northwesterly 136.60 along said curve through a central angle of 60°12'09"; thence

North 77°30'58" West 90.46 feet to the beginning of a curve concave to the Northeast having a radius of 70.00 feet; thence Northwesterly 68.09 feet along said curve through a central angle of 55°44'02"; thence

North 21°46'56" West 14.44 feet to the beginning of a curve concave to the Southwest having a radius of 105.00 feet; thence Northwesterly 78.03 feet along said curve through a central angle of 42°34'53" to the cusp of a curve concave to the South having a radius of 55.00 feet and to which a radial line bears North 72°06'31" East; thence Northwesterly, Westerly and Southwesterly 98.27 feet along said curve through a central angle of 102°22'11"; thence a non-tangent line North 01°11'27" West 110.02 feet; thence

North 88°13'49" East 149.18 feet to the Easterly right-of-way of a 60' wide private road (Ptarmigan Road); thence

North 88°16'46" East 340.56 feet to the point of beginning.

To be added to and made part of Lot 4A of Tamarack South, according to the map or plat thereof on file and of record in the office of the Clerk and Recorder of Flathead County, Montana.

As described in Partial Satisfaction of Mortgage recorded October 22, 2010 under Instrument No. 201000024457, records of Flathead County, Montana.

Tract 2:

Tract 2 of Certificate of Survey No 12904, located in the Southeast Quarter of the Southwest Quarter of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

Tract 3:

Tract 1 of Certificate of Survey No 16877, located in the West Half of the Southeast Quarter of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

LEGAL DESCRIPTION

(continued)

Tract 4:

Tract 1 of Certificate of Survey No 12904, located in the Southeast Quarter of the Southwest Quarter of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

Tract 5:

That portion of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M, Flathead County, Montana, described as follows:

Tract 3 of Certificate of Survey No. 20416

Tract 6:

The Northeast Quarter of the Southwest Quarter (NE1/4SW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M., Flathead County, Montana.

Tract 7:

The South Half of the Northwest Quarter (S1/2NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M., Flathead County, Montana.

EXCEPTING THEREFROM the following described tract of land,

Three tracts of land in the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M, Flathead County, Montana, described as follows:

Tracts 1, 2 and 3 of Certificate of Survey No. 20416

ALSO EXCEPTING THEREFROM

Those portions conveyed to the State of Montana for highway purposes, by instrument recorded May 28, 2004 as Document No. 2004-149-10300 and recorded November 16, 2004 as Document No. 2004-321-08340, records of Flathead County, Montana.

ALSO EXCEPTING THEREFROM:

Tract 1 of Certificate of Survey No. 18038, located in the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

Tract 8:

Tract 1 of Certificate of Survey No. 5115, located in the Northwest Quarter of the Southwest Quarter (NW1/4SW1/4) of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

Tract 9:

Tract 3 of Certificate of Survey No. 18188, located in the East Half (E1/2) of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana.

LEGAL DESCRIPTION
(continued)

Tract 10:

That portion of the Southeast Quarter of the Southwest Quarter (SE1/4SW1/4) of Section 12, Township 31 North, Range 22 West, P.M.M., Flathead County, Montana, described as follows:

Tract 1 of Certificate of Survey No. 16393.

Tract 11:

That portion of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M, Flathead County, Montana, described as follows:

Tract 1 of Certificate of Survey No. 20416

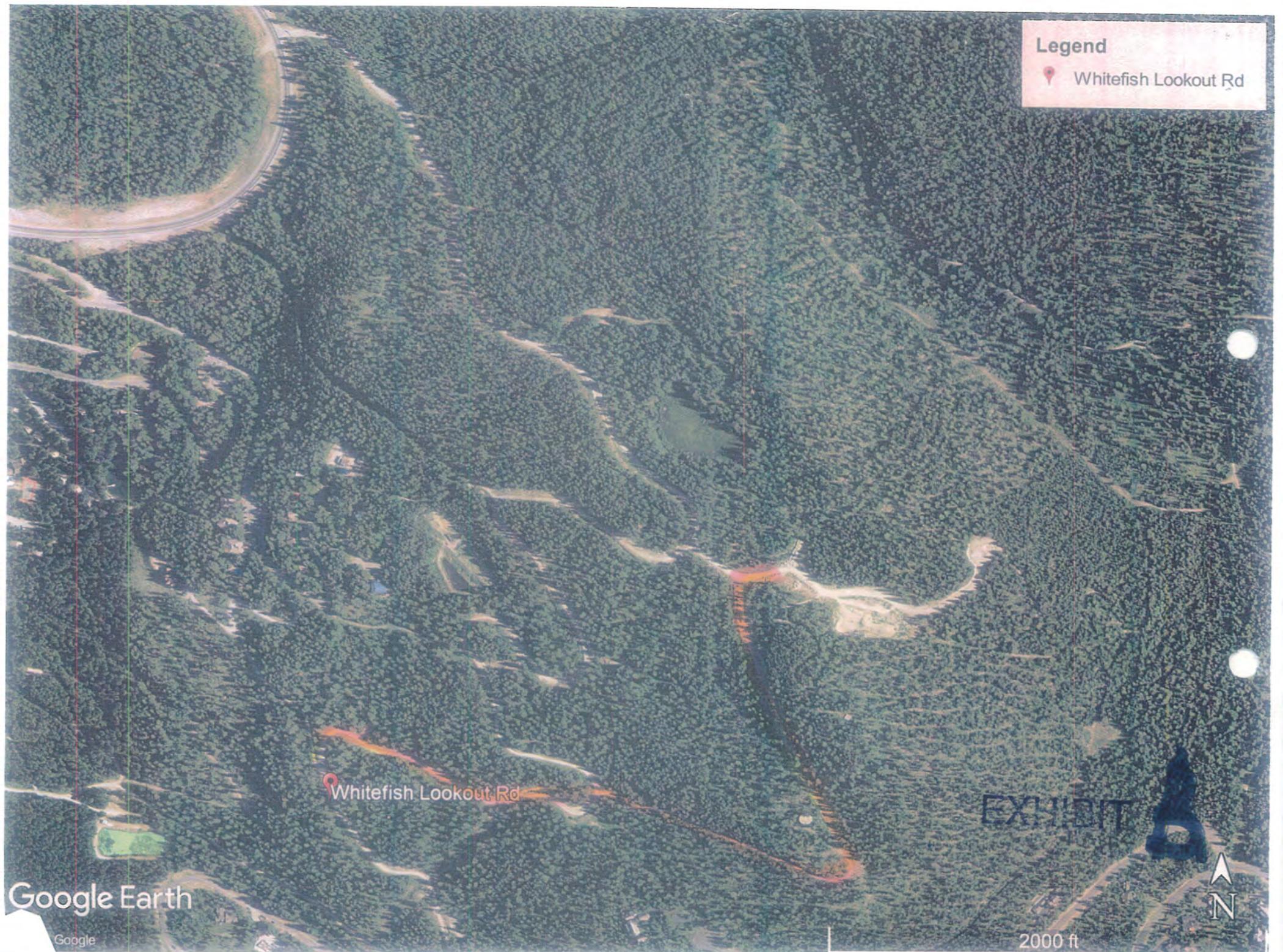
Tract 12:

That portion of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) of Section 12, Township 31 North, Range 22 West, M.P.M, Flathead County, Montana, described as follows:

Tract 2 of Certificate of Survey No. 20416

0980386
0979219
0011078
0012103
0775540
0152813
0455862 ptr
0455715
0013210
0000458
0775540

Legend
📍 Whitefish Lookout Rd



Google Earth
Google

By: SANDS SURVEYING, Inc.
2 Village Loop
Kalispell, MT 59901
(406) 755-6481

EXHIBIT OF: Portions of Whitefish Lookout Road

(to be abandoned)

JOB NO: 378118
DATE: September 9, 2019
FOR: Frontier Builders

In W1/2SE1/4 & S1/2SW1/4
SEC. 12, T.31N., R.22W., P.M.,M.,
FLATHEAD COUNTY, MONTANA

DESCRIPTION: (Portions of Whitefish Lookout Road to be abandoned
(60' & 66' County Road))

Portion 'A':

A 60 FOOT STRIP OF LAND, 30 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, SITUATED, LYING AND BEING IN THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 12, TOWNSHIP 31 NORTH, RANGE 22 WEST, P.M.,M., FLATHEAD COUNTY, MONTANA, THE CENTERLINE MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:

The centerline of a portion of Whitefish Lookout Road as shown hereon and also described in Book 236, Page 147 (records of Flathead County, Montana).

Portion 'B':

A 66 FOOT STRIP OF LAND, 33 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, SITUATED, LYING AND BEING IN THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 31 NORTH, RANGE 22 WEST, P.M.,M., FLATHEAD COUNTY, MONTANA, THE CENTERLINE MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:

The centerline of a portion of Whitefish Lookout Road as shown hereon and also shown on Certificates of Survey Nos. 16393 and 12904 (records of Flathead County, Montana), BEGINNING at the northeast corner of Tract 2 of Certificate of Survey No. 16393 (records of Flathead County, Montana); Thence westerly along said centerline to the northwest corner of Tract 2 of Certificate of Survey No. 12904 (records of Flathead County, Montana).

Portion 'C':

A 66 FOOT STRIP OF LAND, 33 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, SITUATED, LYING AND BEING IN THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 31 NORTH, RANGE 22 WEST, P.M.,M., FLATHEAD COUNTY, MONTANA, THE CENTERLINE MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:

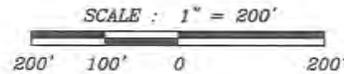
BEGINNING at the northwest corner of Tract 2 of Certificate of Survey No. 12904 (records of Flathead County, Montana); Thence N61°08'00"W 42.61 feet; Thence N84°45'00"W 123.20 feet; Thence N60°00'00"W 202.53 feet; Thence S71°30'00"W 85.21 feet; Thence S10°00'00"W 77.87 feet to an existing gate and there terminating.

By: SANDS SURVEYING, Inc.
 2 Village Loop
 Kalispell, MT 59901
 (406) 755-6481

JOB NO: 378118
 DATE: September 9, 2019
 FOR: Frontier Builders

EXHIBIT OF: Portions of Whitefish Lookout Road

(to be abandoned)
 In W1/2SE1/4 & S1/2SW1/4
 SEC. 12, T.31N., R.22W., P.M.,M.,
 FLATHEAD COUNTY, MONTANA



N60°00'00"W
 S71°30'00"W 202.53'
 85.21'
 N84°45'00"W 123.20'
 NW Cor. Tract 2, COS 12904
 S10°00'00"W 77.87'
 N61°08'00"W 42.61'
Portion 'C' of Whitefish Lookout Road
 (66" Declared County Road to be abandoned)

TRACT 1
 (Tract 1-COS 19028 except Lots 1 & 2 RAYNER SUBD.)
 County Assess. T-6D

TRACT 4
 (Tract 1-COS 12904)
 County Assess. T-6CD

TRACT 2
 (Tract 2-COS 12904)
 County Assess. T-6C

S69°48'59"E
 S77°06'08"W 48.66'
 242.70'
 N29°16'25"E 95.01'
 N60°11'29"E 66.32'
 S60°18'12"E 139.05'
 S65°21'15"E 202.49'
 N39°26'24"W 141.96'
 N63°10'48"E 49.62'
 S88°32'19"E 151.58'
Portion 'B' of Whitefish Lookout Road
 (66" Declared County Road to be abandoned)

Tract 2
 COS 16393

TRACT 6
 (Portion of Tract 1-COS 16136)
 County Assess. T-6A

TRACT 10
 (Tract 1-COS 16393)
 County Assess. T-6CB

N67°30'00"E 66.00'
 S77°00'00"E 55.00'
 N28°30'00"E 50.00'
 S50°30'00"E 49.00'
 N19°30'00"E 74.00'
 N14°30'00"E 65.00'
 N04°30'00"E 57.00'
 N24°00'00"W 73.00'
 S44°30'00"E 38.00'
Portion 'A' of Whitefish Lookout Road
 (60' County Road per Book 236, Page 147 to be abandoned)

TRACT 3
 (Tract 1-COS 16877)
 County Assess. T-4

N20°00'00"W 68.00'
 N23°30'00"W 72.00'
 N12°00'00"W 79.00'
 N24°00'00"W 97.00'
 N33°00'00"W 98.00'
 N34°30'00"W 104.00'
 N37°00'00"W 78.00'
 N12°30'00"W 69.00'
 N22°00'00"W 72.00'
 N38°00'00"W 61.00'
 N28°00'00"W 97.00'
 S70°00'00"E 88.00'
 S68°30'00"E 96.00'
 S68°30'00"E 208.00'
 S66°00'00"E 94.00'
 N50°30'00"E 61.00'
 NE Cor. Tract 2, COS 16393
 S67°00'00"E 73.00'
 S90°00'00"E 78.00'
 SW Cor. SE 1/4 Fnd. 3/4" Brass Cap

per 206/147
 N00°05'59"E 419.00'
 348.11'
 per COS 16393

Sec. 12
 Sec. 13

EASEMENT FOR WATER TANK AND LINES

This Easement is from F.H. STOLTZE LAND & LUMBER COMPANY, of P.O. Box 1429, Columbia Falls, Montana 59912 ("Stoltze") to WHITEFISH INVESTORS, J.V., of 1445 Ross Avenue, Suite 2000, Dallas, Texas 75202 and IRON HORSE AT WHITEFISH, LLC, of c/o DIVCO Properties - Att'n David A. Taran, 150 Almaden Blvd. - Suite 700, San Jose, CA 95113 ("Whitefish Investors/Iron Horse"). The parties agree as follows:

0978355
0816686

0034350
0831151
0832250

0875650
0971874
067752

0186240
0971973
0500196
0604510
0604514
0398900
0816686

0875651
0875600
0982973
0604513
0832350
0000775
0604512
0875649

- 1. **Stoltze Property.** Stoltze is the owner of the following-described property (the "Stoltze Property"):

See Exhibit "A" attached hereto.

- 2. **Whitefish Investors/Iron Horse Property.** Whitefish Investors/Iron Horse is either the owner of or has an option to purchase the following-described property (the "Whitefish Investors/Iron Horse Property"):

See Exhibit "B" attached hereto.

- 3. **Grant of Easement.** Stoltze does hereby grant and convey to Whitefish Investors/Iron Horse and their successors and assigns an easement for the purpose of installing, maintaining, replacing and repairing a water tank to be constructed on the Stoltze Property, and underground water lines running from the tank to the Whitefish Investors/Iron Horse Property. The easement area for the tank shall consist of the area where the tank is actually built, plus a reasonable area surrounding the tank for the purpose of construction, maintenance, repair and replacement. The easement for the water lines shall be twenty (20) feet in width, being ten (10) feet on either side of the water line when the water line is actually installed. The approximate location of the easement is diagramed on Exhibit "C" attached hereto, and by this reference made a part hereof. The water line shall run in a southerly or southwesterly or southeasterly direction from the water tank to the Whitefish Investors/Iron Horse Property. In addition, Stoltze shall permit Whitefish Investors/Iron Horse to have reasonable access to the easement areas. The road to the water tank shall be built and maintained (at no expense to Stoltze) from Lookout Road, a county road, in a westerly direction to the water tank site, as shown on Exhibit "C". This easement shall be appurtenant to the Whitefish Investors/Iron Horse Property and to any other adjacent property acquired by Whitefish Investors/Iron Horse or their successors and made a part of the Iron Horse development.

- 4. **Installation and Maintenance.** Whitefish Investors/Iron Horse shall have all responsibility for installation, maintenance, replacement and repair of the water tank and water lines.

- 5. **Use of Easement Way.** Stoltze shall be permitted to use all portions of the easement area not actually used by Whitefish Investors/Iron Horse, including but not limited to

constructing nearby improvements and subdivision of property owned by Stoltze, so long as Stoltze does not interfere with the easements granted herein. Stoltze shall be permitted to relocate or place any of the water lines deeper in the ground in their present locations, provided that the cost of such relocation or placement shall be borne by Stoltze.

- 6. **Indemnity.** Iron Horse at Whitefish, LLC shall be responsible for all safety considerations concerning the water tank and water lines, and shall indemnify, defend and hold Stoltze harmless from any and all liability concerning or in any way relating to the water tank and water lines, except for acts of negligence by Stoltze.
- 7. **Property Taxes.** Iron Horse at Whitefish, LLC shall pay all real or personal property taxes assessed or imposed upon the water tank and water lines. The parties shall endeavor to have the water tank and water lines assessed and taxes separately from the real estate, but if this is not possible, Stoltze shall provide a copy of the tax statement which includes the water tank and water lines to Iron Horse at Whitefish, LLC, and Iron Horse at Whitefish, LLC shall pay or reimburse Stoltze for payment of the taxes attributable to the water tank and water lines within 20 days of the date of receipt of the tax statement.
- 8. **Appurtenant.** The burdens and benefits of this Easement shall attach to and run with the respective properties described herein and shall be binding on and for the benefit of the parties and their respective heirs, successors and assigns.
- 9. **Miscellaneous.** This agreement shall be construed in accordance with the laws of the State of Montana. In the event of any suit in connection with this agreement, the prevailing party shall be entitled to costs and a reasonable attorney's fee.

DATED this 21st day of June, 1998.

F.H. STOLTZE LAND & LUMBER COMPANY

By: Remington C. Kohrt
Its: Vice Pres.

Attest: _____

WHITEFISH INVESTORS, J.V.

By: ~~Montana Capital Partners, Inc.~~
~~Hunt Realty Investments, Inc.~~
~~Managing Joint Venturer~~
By: Michael T. Bierman
~~Patrick E. Donovan, President~~
Michael T. Bierman, Vice President

IRON HORSE AT WHITEFISH, LLC

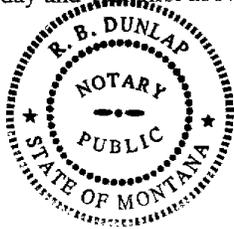
By: Mike Waldman
Its: VP

199817710410

STATE OF MONTANA)
 : ss
County of Foothold)

On this 22nd day of June, 1998, before me, a Notary Public for the state aforesaid, personally appeared Reginald C. Kohrt and _____, known to me to be the Vice President and _____ of the corporation that executed the within instrument and acknowledged to me that said corporation executed the same.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

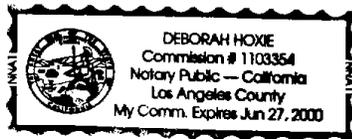


R. B. Dunlap
Notary Public for the State of _____
Residing at Kelispell
My Commission expires 5-19-99

STATE OF California)
 : ss
County of Los Angeles)

On this 24th day of June, 1998, before me, a Notary Public for the state aforesaid, personally appeared PATRICK E. DONOVAN, known to me to be the Vice President of Montana Capital Partners, Inc., one of the joint venturers of Whitefish Investors, J.V., who executed the within instrument and acknowledged to me that said Whitefish Investors, J.V. executed the same. HUNT REALTY INVESTMENTS, INC. Michael T. Bieman proved

IN WITNESS WHEREOF I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.



Deborah Hoxie
Notary Public for the State of California
Residing at Los Angeles
My Commission expires 6-27-2000

STATE OF California)
 : ss
County of Los Angeles)

199817710410

On this 24th day of June, 1998, before me, a Notary Public for the state aforesaid, personally appeared Mike Melman, known / proved to me to be the Vice President of IRON HORSE AT WHITEFISH, LLC, who executed the within instrument and acknowledged to me that said IRON HORSE AT WHITEFISH, LLC executed the same.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.



Deborah Hoxie
Notary Public for the State of California
Residing at Los Angeles
My Commission expires 6-27-2000

1998177 10410

EXHIBIT "A" TO EASEMENT FOR WATER TANK AND LINES

An area within the SW $\frac{1}{4}$ SE $\frac{1}{4}$, Section 12, T. 31 N., R. 22 W., PMM, Flathead County, Montana, adjacent to the property described on Exhibit "B" to Easement for Water Tank and Lines, and as more specifically diagramed on Exhibit "C" to Easement for Water Tank and Lines.

4

EXHIBIT "B" TO EASEMENT FOR WATER TANK AND LINES

A tract of land, situated, lying and being in Sections 7, 17 and 18, Township 31 North, Range 21 West, and in Sections 12, 13, 14 and 24, Township 31 North, Range 22 West, P.M.,M., Flathead County, Montana, and more particularly described as follows to wit:

Beginning at the Southwest corner of Section 13, Township 31 North, Range 22 West, P.M.,M., Flathead County, Montana; thence along the West boundary of said Section 13
 North 00°14'46" West a distance of 2635.76 feet to a point and the West Quarter corner thereof; thence
 North 00°12'01" West a distance of 838.02 feet to a point and the P.C. of a 543.07 foot radius curve, concave Southwesterly (radial bearing S16°03'12"W); thence
 Northwesterly along said curve through a central angle of 16°03'13" an arc length of 152.16 feet to a point; thence
 South 89°59'59" West a distance of 151.57 feet to a point and the P.C. of a 262.70 foot radius curve, concave Northeasterly, having a central angle of 28°54'54"; thence along an arc length of 132.57 feet to a point and the P.R.C. of a 382.83 foot radius reverse curve, concave Southwesterly (radial bearing S28°54'53"W); thence
 Northwesterly along said curve through a central angle of 12°31'57" an arc length of 83.74 feet to a point and the P.C.C. of a 25.00 foot radius curve, concave Southeasterly (radial bearing S16°22'56"W); thence
 Northwesterly and Southwesterly along said curve through a central angle of 94°00'22" an arc length of 41.01 feet to a point; thence
 North 12°22'34" East a distance of 85.87 feet to a point and the P.C. of a 442.83 foot radius curve, concave Southwesterly (radial bearing S12°22'34"W); thence
 Southeasterly along said curve through a central angle of 16°32'19" an arc length of 127.83 feet to a point and the P.R.C. of a 202.70 foot radius reverse curve, concave Northeasterly (radial bearing N28°54'53"E); thence
 Southeasterly along said curve through a central angle of 28°54'54" an arc length of 102.29 feet to a point; thence
 North 89°59'59" East a distance of 151.57 feet to a point and the P.C. of a 603.07 foot radius curve, concave Southwesterly, having a central angle of 14°23'54"; thence along an arc length of 151.55 feet to a point on the West boundary of said Section 13; thence along said West boundary
 North 00°12'01" West a distance of 418.40 feet to a point and the Southwest corner of the Northwest Quarter of the Northwest Quarter of said Section 13; thence continuing
 North 00°12'53" West a distance of 1317.80 feet to a point and the Northwest corner thereof; thence along the North boundary of said Section 13
 South 89°41'42" East a distance of 1311.71 feet to a point; thence
 South 89°44'04" East a distance of 1311.20 feet to a point; thence
 South 89°35'40" East a distance of 1211.96 feet to a point; thence
 North 45°00'00" East a distance of 565.46 feet to a point; thence
 South 89°34'00" East a distance of 1273.39 feet to a point; thence
 South 00°10'51" East a distance of 1723.65 feet to a point; thence
 South 89°35'44" East a distance of 1490.08 feet to a point; thence
 South 00°10'08" East a distance of 2635.13 feet to a point; thence
 North 89°35'44" West a distance of 1715.23 feet to a point on the East boundary of said Section 13; thence along said East boundary

South 00°09'50" East a distance of 1272.29 feet to a point and the Northeast corner of the Northeast Quarter of the Northeast Quarter of Section 24, Township 31 North, Range 22 West, P.M.,M., Flathead County, Montana; thence along the East boundary of said NE¼NE¼

South 00°04'56" East a distance of 1317.12 feet to a point and the Southeast corner thereof; thence along the South boundary of said NE¼NE¼

South 89°45'10" West a distance of 1318.43 feet to a point and the Southwest corner thereof; thence along the West boundary of said NE¼NE¼

North 00°09'08" West a distance of 1317.25 feet to a point and the Northwest corner thereof; thence along the North boundary of said Section 24

South 89°39'56" West a distance of 1317.81 feet to a point and the Northeast corner of the Northwest Quarter of said Section 24; thence along the East boundary of said NW¼

South 00°12'38" East a distance of 493.38 feet to a point; thence

North 42°50'00" West and along the Northeast boundary of Suncrest First Addition (records of Flathead County, Montana) a distance of 673.36 feet to a point on the North boundary of said Section 24; thence

North 89°59'17" West and along said North boundary a distance of 726.59 feet to a point on a 764.19-foot radius curve, concave Northeasterly (radial bearing N64°20'50"E); thence

Northwesterly along said curve through a central angle of 10°35'03" an arc length of 141.17 feet to a point and the P.R.C. of a 518.10 foot radius reverse curve, concave Southwesterly (radial bearing S75°24'14"W); thence

Northwesterly along said curve through a central angle of 18°04'19" an arc length of 163.42 feet to a point; thence

North 33°01'25" West a distance of 525.86 feet to a point; thence

North 55°18'55" East a distance of 98.48 feet to a point; thence

North 88°43'16" East a distance of 28.19 feet to a point; thence

North 12°21'53" West a distance of 211.23 feet to a point; thence

North 67°36'16" East a distance of 208.95 feet to a point on the East boundary of the SW¼SW¼ of said Section 13; thence

North 00°18'08" West and along the said East boundary a distance of 247.95 feet to a point and the Northeast corner thereof; thence

North 00°22'16" West and along the East boundary of the NW¼SW¼ of said Section 13 a distance of 200.99 feet to a point; thence

North 89°57'53" West a distance of 496.89 feet to a point; thence

South 00°16'42" East a distance of 198.14 feet to a point; thence

North 89°38'12" West a distance of 101.53 feet to a point on the Easterly right of way of Murdock Lane which is on a 216.85 foot radius curve, concave Easterly (radial bearing N73°05'45"E); thence

Northwesterly and Northeasterly along said R/W and along said curve through a central angle of 49°56'10" an arc length of 189.00 feet to a point; thence

North 33°12'00" East a distance of 19.45 feet to a point; thence leaving said East R/W

North 57°03'32" West a distance of 60.00 feet to a point on the Westerly R/W of said Murdock Lane; thence along said Westerly R/W

South 33°12'04" West a distance of 19.35 feet to a point and the P.C. of a 276.85 foot radius curve, concave Southeasterly (radial bearing S56°58'05"E); thence

Southwesterly and Southeasterly along said curve through a central angle of 53°35'38" an arc length of 258.96 feet to a point; thence

South 20°36'14" East a distance of 232.01 feet to a point and the P.C. of a 895.00 foot radius curve concave Northeasterly (radial bearing N69°23'10"E); thence

Southeasterly along said curve through a central angle of 15°26'57" an arc length of 241.32 feet to a point; thence

South 35°19'53" East a distance of 50.87 feet to a point and the P.C. of a 345.00 foot radius curve, concave Southwesterly, (radial bearing S56°02'05"W); thence

Southeasterly along said curve through a central angle of 24°48'42" an arc length of 149.40 feet to a point; thence
South 09°11'10" East a distance of 619.21 feet to a point and the P.C. of a 420.00 foot radius curve, concave Southwesterly (radial bearing S80°47'22"W); thence
Southeasterly along said curve through a central angle of 08°34'17" an arc length of 62.83 feet to a point on the South boundary of the SW¼SW¼ of said Section 13; thence leaving said Westerly R/W
South 89°56'10" East and along said South boundary a distance of 50.19 feet to the P.C. of a 470.00 foot radius curve, concave Northwesterly (radial bearing S89°25'24"W); thence
Southeasterly and Southwesterly along said curve through a central angle of 08°38'07" an arc length of 70.84 feet; thence
South 08°03'31" West a distance of 61.18 feet to the P.C. of a 220.00 foot radius curve, concave Northeasterly (radial bearing S81°53'47"E); thence
Southwesterly and Southeasterly along said curve through a central angle of 32°19'35" an arc length of 124.12 feet; thence
South 24°22'38" East a distance of 84.23 feet to the P.C. of a 250.00 foot radius curve, concave Southwesterly; thence
Southeasterly and Southwesterly along said curve through a central angle of 40°04'20" an arc length of 174.85 feet; thence
South 15°33'48" West a distance of 113.03 feet to the P.C. of a 480.00 foot radius curve, concave Southeasterly (radial bearing S74°24'53"E); thence
Southwesterly and Southeasterly along said curve through a central angle of 24°36'45" an arc length of 206.19 feet; thence
South 09°05'15" East a distance of 217.53 feet to the P.C. of a 470.00 foot radius curve, concave Southwesterly (radial bearing S80°56'21"W); thence
Southeasterly and Southwesterly along said curve through a central angle of 10°48'41" an arc length of 88.69 feet; thence
South 01°47'18" West a distance of 153.76 feet to a point on the Northerly R/W of East Lakeshore Drive; thence along said Northerly R/W
South 89°34'52" West a distance of 475.03 feet to a point; thence
North 69°58'22" West a distance of 85.74 feet to a point; thence
South 89°29'50" West a distance of 447.99 feet to a point; thence leaving said R/W
North 00°17'36" West a distance of 1249.16 feet to a point; thence
North 89°56'10" West a distance of 132.00 feet to the Point of Beginning.

199817710410

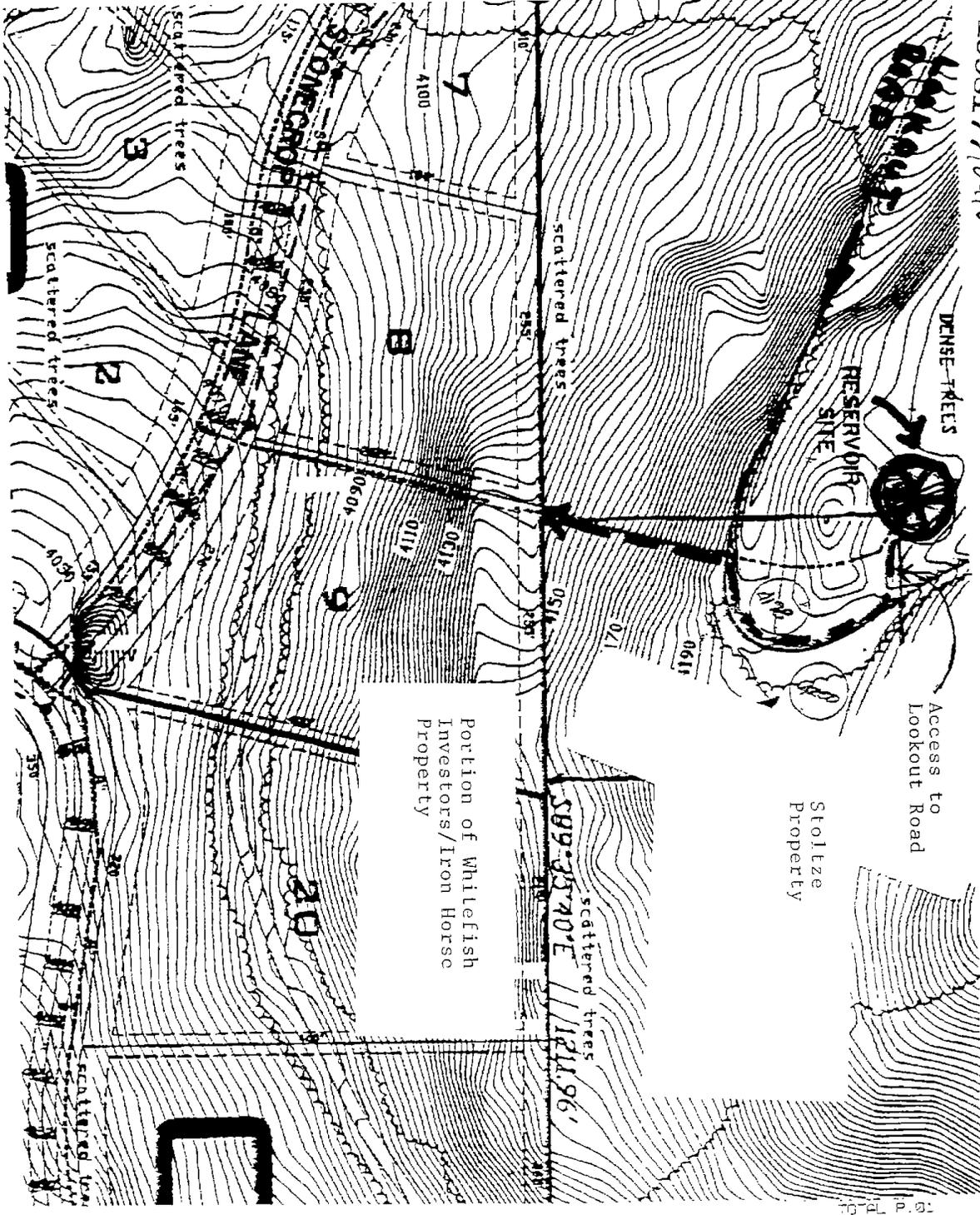


EXHIBIT "C" TO EASEMENT FOR WATER TANK AND LINES
 STATE OF MONTANA, }
 County of Flathead } ss

Recorded at the request of STS
 this 26 day of June, 19 98 at 10:41 o'clock AM and recorded in
 the records of Flathead County, State of Montana.
 Fee \$ 54. Pd. Susan J. Haverfield
 (Flathead County Clerk and Recorder)
 RECEPTION NO. 199817710410
 RETURN TO Iron Horse at Whitefish Lekeah Eslick
 (Deputy)
PO Box 1912 Whitefish MT 59937
 Trippe's Printing Clerk&R-RecS

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PLANNING & BUILDING DEPARTMENT
418 E 2nd Street, PO Box 158, Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409



September 1, 2020

Mayor and City Council
City of Whitefish
PO Box 158
Whitefish MT 59937

RE: Green Accessory Apartment at 35 Columbia Avenue (WCUP 20-12)

Honorable Mayor and Council:

Summary of Requested Action: Ron Nash of Montana Creative, on behalf of Pamela Green, is requesting a Conditional Use Permit to construct an accessory apartment at 35 Columbia Avenue. The site is developed with a single-family home and detached garage, which will be replaced with a new structure. The property is zoned WR-2 (Two-Family Residential District) and the Whitefish Growth Policy designates this property as 'Urban'.

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to seven conditions set forth in the attached staff report.

Public Hearing: The applicant spoke at the public hearing on August 20, 2020. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on August 20, 2020 and considered the request. Following the hearing, the Planning Board unanimously approved the request. In making their decision, the Planning Board adopted staff report WCUP 20-12 with Findings of Fact and recommended Conditions of Approval.

Proposed Motion:

- I move to approve WCUP 20-12, the Findings of Fact in the staff report and the seven conditions of approval, as recommended by the Whitefish Planning Board on August 20, 2020.

This item has been placed on the agenda for your regularly scheduled meeting on September 8, 2020. Should Council have questions or need further information on this matter, please contact the Planning Board or the Planning & Building Department.

Respectfully,

/s/ Hilary Lindh

Hilary Lindh
Long Range Planner

Att: Exhibit A: Planning Board Recommended Conditions of Approval
Draft Minutes, Planning Board Meeting, 8-20-20

Exhibits from 6-18-20 Staff Packet

1. Staff Report – WCUP 20-12, 8-13-20
2. Adjacent Landowner Notice, 7-29-20
3. Advisory Agency Notice, 7-31-20

The following was submitted by the applicant:

4. Application for Conditional Use Permit, 7-7-20

c: w/att Michelle Howke, City Clerk

c: w/o att Pamela Green, 35 Columbia Ave Whitefish, MT 59937

Exhibit A
Secease
Conditional Use Permit WCUP 20-10
Whitefish Planning Board
Recommended Conditions of Approval
June 18, 2020

1. The project must be constructed in compliance with the plans submitted May 14 and June 1, 2020, except as amended by these conditions. Minor deviations from the plans will require review pursuant to §11-7-8(E)(8) and major deviations from the plans will require review pursuant to §11-7-8. The applicant must maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.
2. Because the footprint of the building exceeds 600 square feet, primary building setbacks must be met. (§11-2G-4)
3. One off-street parking space must be designated for the accessory apartment and two off-street parking spaces must be designated for the primary residence. (§11-3-1(D))
4. The applicant must pave the driveway as required in §11-6-3-1(D)(2).
5. All stormwater generated by the proposal must be retained on-site. (§11-3-2(C))
6. Prior to building permit issuance, the property owner must provide the City a recorded copy of either a deed restriction or a restrictive covenant that the accessory apartment may only be rented if the owners maintain permanent residence in the primary structure. (§11-3-1(C))
7. Short term rentals for less than 30 days are not permitted.
8. The conditional use permit is valid for 18 months and will terminate unless commencement of the authorized activity has begun. (§11-7-8)

Exhibit A
Green
Conditional Use Permit WCUP 20-12
Whitefish Planning Board
Recommended Conditions of Approval
August 20, 2020

1. The project must be constructed in compliance with the plans submitted July 7, 2020 and August 16, 2020, except as amended by these conditions. Minor deviations from the plans will require review pursuant to §11-7-8(E)(8) and major deviations from the plans will require review pursuant to §11-7-8. The applicant must maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.
2. Because the footprint of the building is 600 square feet or less, accessory building setbacks must be met. (§11-2G-4)
3. One off-street parking space must be designated for the accessory apartment and two off-street parking spaces must be designated for the primary residence. (§11-3-1(D))
4. All stormwater generated by the proposal must be retained on-site. (§11-3-2(C))
5. Prior to building permit issuance, the property owner must provide the City a recorded copy of either a deed restriction or a restrictive covenant that the accessory apartment may only be rented if the owners maintain permanent residence in the primary structure. (§11-3-1(C))
6. Short term rentals for less than 30 days are not permitted.
7. The conditional use permit is valid for 18 months and will terminate unless commencement of the authorized activity has begun. (§11-7-8)

**WHITEFISH PLANNING BOARD
MINUTES OF MEETING
August 20, 2020**

<p>CALL TO ORDER AND ROLL CALL</p>	<p>Vice Chair John Ellis called the regular meeting of the Whitefish Planning Board to order at 6:03 pm. Councilor Andy Feury and Board members present were Whitney Beckham and Scott Freudenberger. Allison Linville, Chair Steve Qunell and Toby Scott were absent; John Middleton recently resigned. Planning Director David Taylor and Long-Range Planner Hilary Lindh represented the Whitefish Planning and Building Department.</p> <p>There were two people attending in addition to the board members and staff.</p>
<p>AGENDA CHANGES <i>6:03 pm</i></p>	<p>None.</p>
<p>PLANNING BOARD APPOINTMENTS <i>6:04 pm</i></p>	<p>Director Taylor said John Middleton had to resign from the Planning Board as he moved out of City limits and was a City appointee. He served as Chair of the Highway 93 South Corridor Plan Steering Committee. The Committee is in the process of final draft review and it would be nice to have someone from Planning Board. Beckham moved and Feury seconded to nominate Freudenberger as the representative for the Highway 93 South Corridor Plan Steering Committee. Freudenberger accepted and the motion passed unanimously.</p>
<p>APPROVAL OF MINUTES <i>6:00 pm</i></p>	<p>Beckham moved and Fruedenberger seconded to approve the June 18, 2020 minutes without corrections. The motion passed unanimously with Councilor Feury abstaining as he did not attend the June 18, 2020 meeting.</p>
<p>COMMUNICATIONS FROM THE PUBLIC (ITEMS NOT ON THE AGENDA) <i>6:08 pm</i></p>	<p>None.</p>
<p>OLD BUSINESS: <i>6:08 pm</i></p>	<p>None.</p>
<p>PUBLIC HEARING 1: GREEN CONDITIONAL</p>	<p>A request by Ron Nash of Montana Creative, on behalf of Pamela Green, for a Conditional Use Permit to construct an accessory</p>

USE PERMIT REQUEST <i>6:08 pm</i>	apartment over a new garage at 35 Columbia Avenue. The property is zoned WR-2 (Two-Family Residential District) and can be legally described as Lots 11 & 12, Block 31 Whitefish Original in S36, T31N, R22W, P.M.M., Flathead County.
STAFF REPORT WCUP 20-12 (Lindh)	Long Range Planner Lindh reviewed her staff report and findings. No public comments have been received. Staff recommended adoption of the findings of fact within staff report WCUP 20-12 and for approval of the conditional use permit to the Whitefish City Council.
BOARD QUESTIONS OF STAFF	Vice Chair Ellis asked if the setbacks were sufficient and Lindh said the building footprint is less than 600 square feet and there are no problems with proposed setbacks.
APPLICANT / AGENCIES	Ron Nash, Montana Creative, 158 Railway Street, asked if the board had any questions and there were none.
PUBLIC COMMENT	Vice Chair Ellis opened the public hearing. There being no public comments, Vice Chair Ellis closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	Freudenberger moved and Beckham seconded to adopt the findings of fact within staff report WCUP 20-12, with the seven (7) conditions of approval, as proposed by City Staff.
VOTE	The motion passed unanimously. The matter is scheduled to go before the Council on September 8, 2020.
PUBLIC HEARING 2: CORE CONDITIONAL USE PERMIT REQUEST <i>6:14 pm</i>	A request by Troy Core for a Conditional Use Permit to construct an accessory apartment above an existing garage at 25 Oregon Avenue. The property is zoned WR-2 (Two-Family Residential District) and can be legally described as Lot 9, Block 17 Whitefish Original in S25, T31N, R22W, P.M.M., Flathead County.
STAFF REPORT WCUP 20-11 (Lindh)	Long Range Planner Lindh reviewed her staff report and findings. No public comments have been received. Staff recommended adoption of the findings of fact within staff report WCUP 20-11 and for approval of the conditional use permit to

**GREEN
CONDITIONAL USE PERMIT
WCUP 20-12
August 13, 2020**

This is a report to the Whitefish Planning Board and the Whitefish City Council regarding a request for a conditional use permit to allow an accessory apartment in a WR-2 zone at 35 Columbia Avenue. This application has been scheduled before the Whitefish Planning Board for a public hearing on Thursday, August 20, 2020. A recommendation will be forwarded to the City Council for a subsequent public hearing and final action on Tuesday, September 8, 2020.

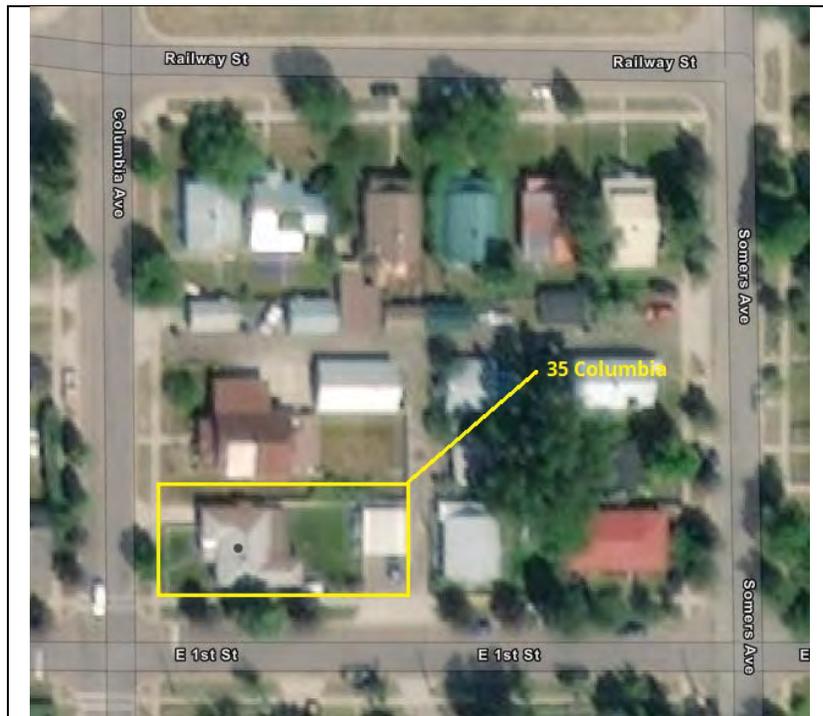
PROJECT SCOPE

The applicant is requesting a conditional use permit to construct an accessory apartment behind the existing single-family residence. An existing garage will be removed and replaced with the new garage/apartment structure towards the rear of the subject property. The garage will be accessed from an existing driveway off East 1st Avenue.



- A. **OWNER:**
Pamela Green
35 Columbia Avenue
Whitefish, MT 59937

- B. **SIZE AND LOCATION OF PROPERTY:**
The subject property is approximately 6,534 square feet. It is located at 35 Columbia Avenue and can be described as Lots 11 & 12, Block 31 Whitefish Original in S36, T31N, R22W, P.M.M., Flathead County, Montana.



C. EXISTING LAND USE:

The subject property is currently developed with a single-family residence.

D. ADJACENT LAND USES AND ZONING:

North:	Residential	WR-2
West:	Residential	WR-2
South:	Residential	WR-2
East:	Residential	WR-2

E. ZONING DISTRICT:

The property is zoned WR-2, Two-Family Residential District. The purpose of this district is intended for residential purposes to provide for one-family and two-family homes in an urban setting, connected to municipal utilities and services.



F. WHITEFISH CITY-COUNTY GROWTH POLICY DESIGNATION:

The Growth Policy designation for this area is 'Urban' which corresponds to the WR-2:

This is generally a residential designation that defines the traditional neighborhoods near downtown Whitefish, but it has also been applied to a second tier of neighborhoods both east of the river and in the State Park Road area. Residential unit types are mostly one and two-family, but town homes and lower density apartments and condominiums are also acceptable in appropriate locations using the PUD. Densities generally range from 2 to 12 units per acre. Limited neighborhood commercial located along arterial or collector streets are also included in this designation. Zoning includes WLR, WR-1, and WR-2.

G. UTILITIES:

Sewer: City of Whitefish
Water: City of Whitefish
Solid Waste: Republic Services
Electric: Flathead Electric Co-op
Natural Gas: Northwestern Energy
Phone: CenturyLink
Police: City of Whitefish
Fire: City of Whitefish

H. PUBLIC COMMENTS:

A notice was mailed to adjacent landowners within 300-feet of the subject parcel on July 29, 2020. A sign was posted to the property on July 29, 2020. A notice was emailed to advisory agencies on July 31, 2020. A notice of the public hearing was published in the *Whitefish Pilot* on August 5, 2020. As of the writing of this staff report, no comments have been received.

REVIEW AND FINDINGS OF FACT

This application is evaluated based on the "criteria required for consideration of a Conditional Use Permit," per Section 11-7-8(J) of the Whitefish Zoning Regulations.

1. Growth Policy Compliance:

Finding 1: The proposed use complies with Growth Policy Designation of Urban because the proposal is for an accessory apartment in association with a single-family residence in compliance with the WR-2 zoning.

2. Compliance with regulations. The proposal is consistent with the purpose, intent, and applicable provisions of these regulations.

The property is zoned WR-2, Two-Family Residential District. The development proposal is consistent with the purpose and intent of the applicable regulations.

Setbacks:

The setback requirements for an accessory structure with a footprint of less than 600 square feet is 6-feet from the rear property line, 6-feet from the side property line to the north, and 10-feet to the side property line to the south, which borders a street. The project appears to meet these criteria and will be confirmed at the time of building permit.

Parking:

The zoning requires two spaces for the single-family home and one space for the apartment. There is adequate space on the property to meet these requirements and this will be confirmed at the time of building permit. There is space for parking on two existing driveways and within the garage. The parking is already paved, as required by §11-6-3-1D(2).

Height:

The maximum height for an accessory building is 24-feet and it will be confirmed at the time of building permit.

Lot Coverage:

Lot coverage in the WR-2 is 40% and it appears this standard is being met. It will be confirmed at the time of building permit.

Accessory Apartment Standards:

The subject property for the proposed accessory apartment complies with both the minimum lot size and lot width requirements of the WR-2 zoning. The structure is detached and accessory to a single-family home. The apartment will not exceed 600 square feet.

Finding 2: The proposed use complies with the WR-2 zoning district because it conforms to the development standards outlined in the zoning and §11-3-1 of the Whitefish Zoning Regulations regarding accessory apartments, as conditioned.

3. Site Suitability. The site must be suitable for the proposed use or development, including:

Adequate usable land area: The subject parcel is approximately 6,534 square feet in size. The maximum permitted lot coverage in this zoning district is 40%. All setbacks and lot coverage requirements can be met, and these will be confirmed at the time of building permit.

Access that meets the standards set forth in these regulations, including emergency access: The accessory apartment and garage will access from the existing driveway off East 1st Street.

Absence of environmental constraints that would render the site inappropriate for the proposed use or development, including, but not necessarily limited to floodplains, slope, wetlands, riparian buffers/setbacks, or geological hazards: The proposed development is not located within the 100-year floodplain. Additionally, there are no wetlands, riparian zones, or geological hazards on or near the subject property.

Finding 3: The subject property is suitable for the proposed accessory apartment because the proposal complies with the minimum lot size, minimum lot coverage, and required

setbacks; access to the proposed structure will be from an existing street; and there are no environmental constraints on the property to limit development.

4. Quality and Functionality. The site plan for the proposed use or development has effectively dealt with the following design issues as applicable.

Parking locations and layout: §11-6-2(A) of the Whitefish Zoning Regulations requires two (2) parking spaces per single family dwelling unit and Section 11-3-1(D) requires one (1) off-street space must be provided for the accessory apartment. The proposed lot provides adequate space to accommodate all parking needs on-site with the identified parking spaces located inside the proposed garage and on the driveways.

Traffic Circulation: The proposed use should not impact traffic circulation on the existing road.

Open space: The submitted site plan appears to have adequate open space.

Fencing/Screening: Fencing and screening are not required by the zoning regulations.

Landscaping: Section 11-4-1 of the Whitefish Zoning Regulations exempts single-family dwellings and accessory apartments from the landscaping requirements; therefore, no landscape plan is required.

Signage: No signage is proposed for the accessory apartment.

Undergrounding of new and existing utilities: The subject property currently has existing utilities located on-site which service the single-family residence. Any new utilities will be required to be installed underground.

Finding 4: The quality and functionality of the proposed development is adequate because the applicant can meet the required number of parking spaces, the proposed use will not impact existing traffic circulation, no signage is proposed for the accessory apartment, and all new utilities will be undergrounded.

5. Availability and Adequacy of Public Services and Facilities.

Sewer and water: The subject property is currently serviced by municipal water and sewer. Separate water and sewer service are required for the accessory apartment.

Storm Water Drainage: The new stormwater standards require an engineered stormwater plan if the impervious surface is 10,000 square feet; however, the entire lot is less than 10,000 square feet so no stormwater plan will be required.

Fire Protection: The Whitefish Fire Department serves the site and response times and access are adequate. The proposed use is not expected to have significant impacts upon fire services.

Police: The City of Whitefish serves the site and response times and access are adequate. The proposed use is not expected to have significant impacts upon police services.

Streets: The subject property is located along Columbia Avenue and East 1st Street, both paved public streets.

Finding 5: The subject property appears to have adequate availability of public services because the property is currently served by sewer and water, is within the jurisdiction of the Whitefish Fire Department and the City of Whitefish Police Department, and is accessed from Columbia Avenue and East 1st Street.

6. **Neighborhood/Community Impact:**

Traffic Generation: Traffic impacts are anticipated to be minimal as the subject property has an existing single-family residence and is located within an existing neighborhood with similar uses. The accessory apartment should not result in a significant impact to traffic on Columbia Avenue, East 1st Street, or surrounding roadways.

Noise or Vibration: No additional noise or vibration is anticipated to be generated from the proposed use. Any additional noises or vibrations would be associated with construction and are not anticipated to be permanent impacts.

Dust, Smoke, Glare, or Heat: No impact is anticipated beyond what would be expected from the residential use currently onsite. The driveway is already paved as required in §11-6-3-1(D)(2).

Smoke, Fumes, Gas, and Odor: No impact is anticipated with regard to smoke, fumes, gas or odors.

Hours of Operation: There are no hours of operation anticipated with this use beyond those that would be typical for a residential property.

Finding 6: The proposed development is not anticipated to have a negative neighborhood impact because the accessory apartment will not increase traffic generation on surrounding streets, there will be no noise or vibration beyond associated construction disturbance, no fumes or other odors are anticipated, and there will be no hours of operation for the residential use.

7. **Neighborhood/Community Compatibility:**

Structural Bulk and Massing: The proposed accessory apartment will meet the lot coverage and height standards. The proposed structure is accessory to the main single-family home and will be similar to existing adjacent residential uses in the neighborhood.

Scale: The proposed accessory apartment will meet or exceed the primary structure setbacks, and will be confirmed at the time of building permit. This will allow for adequate open space within the subject property to maintain the character and scale of the neighborhood.

Context of Existing Neighborhood: The existing neighborhood is predominantly single-family residential. The proposed use is not expected to impact or change the character of the

existing neighborhood. The proposed use is consistent with the existing zoning and the structures already constructed within the neighborhood.

Density: The design of the proposed structure is similar to other buildings in the area. The density is not out of character with the area.

Community Character: The proposed accessory apartment will not be detrimental to the immediate neighborhood integrity as the accessory apartment reflects the housing standards established in the area and will be utilized as an accessory use to the existing primary residence.

Finding 7: The proposed accessory apartment is compatible with the surrounding neighborhood because the use is similar to existing uses in the neighborhood, it will be consistent with the design, size and density of the immediate area, and it will be utilized as an accessory use to the existing primary residence.

RECOMMENDATION

It is recommended that the Whitefish Planning Board adopt the findings of fact within staff report WCUP 20-12 and that this conditional use permit be recommended for **approval** to the Whitefish City Council subject to the following conditions:

1. The project must be constructed in compliance with the plans submitted July 7, 2020, except as amended by these conditions. Minor deviations from the plans will require review pursuant to §11-7-8(E)(8) and major deviations from the plans will require review pursuant to §11-7-8. The applicant must maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.
2. Because the footprint of the building is less than 600 square feet, accessory building setbacks must be met. (§11-2G-4)
3. One off-street parking space must be designated for the accessory apartment and two off-street parking spaces must be designated for the primary residence. (§11-3-1(D))
4. All stormwater generated by the proposal must be retained on-site. (§11-3-2(C))
5. Prior to building permit issuance, the property owner must provide the City a recorded copy of either a deed restriction or a restrictive covenant that the accessory apartment may only be rented if the owners maintain permanent residence in the primary structure. (§11-3-1(C))
6. Short term rentals for less than 30 days are not permitted.
7. The conditional use permit is valid for 18 months and will terminate unless commencement of the authorized activity has begun. (§11-7-8)



Public Notice of Proposed Land Use Action

The City of Whitefish would like to inform you that Ron Nash of Montana Creative, on behalf of Pamela Green, is requesting a Conditional Use Permit to construct an accessory apartment over a new garage. The property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 35 Columbia Avenue and can be legally described as Lots 11 & 12, Block 31 Whitefish Original in S36, T31N, R22W, P.M.M., Flathead County.

You are welcome to provide comments on the project. Comments can be in written or email format. The Whitefish Planning Board will hold a public hearing for the proposed project request on:

Thursday, August 20, 2020
6:00 p.m.
Whitefish City Council Chambers, City Hall
418 E 2nd Street, Whitefish MT 59937

The Whitefish Planning Board will make a recommendation to the City Council, who will then hold a public hearing and take final action on **Tuesday, September 8, 2020** at 7:10 p.m., also in the Whitefish City Council Chambers.

On the back of this flyer is a site plan of the project. Additional information on this proposal can be obtained at the Whitefish Planning Department located at 418 E 2nd Street. The public is encouraged to comment on the above proposal and attend the hearing. Please send comments to the Whitefish Planning Department, PO Box 158, Whitefish, MT 59937, or by phone (406) 863-2410, fax (406) 863-2409 or email at hlindeh@cityofwhitefish.org. Comments received by the close of business on August 10, 2020, will be included in the packets to Board members. Comments received after the deadline will be summarized to Board members at the public hearing.



Green property at 35 Columbia Avenue

PLANNING & BUILDING DEPARTMENT
PO Box 158
418 E Second
Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409



Date: July 31, 2020
To: Advisory Agencies & Interested Parties
From: Whitefish Planning & Building Department

The regular meeting of the Whitefish Planning Board will be held on Thursday, August 20, 2020 at 6:00 pm in the Whitefish City Council Chambers at **418 E Second Street**. During the meeting, the Board will hold a public hearing on the items listed below. Upon receipt of the recommendation from the Planning Board, the Whitefish City Council will hold a subsequent public hearing for the items on September 8, 2020. City Council meetings start at 7:10 pm at **418 E Second Street** in the Whitefish City Council Chambers on the second floor.

1. A request by Ron Nash of Montana Creative, on behalf of Pamela Green, for a Conditional Use Permit to construct an accessory apartment over a new garage at 35 Columbia Avenue. The property is zoned WR-2 (Two-Family Residential District) and can be legally described as Lots 11 & 12, Block 31 Whitefish Original in S36, T31N, R22W, P.M.M., Flathead County. (WCUP 20-12) Lindh
2. A request by Troy Core for a Conditional Use Permit to construct an accessory apartment above an existing garage at 25 Oregon Avenue. The property is zoned WR-2 (Two-Family Residential District) and can be legally described as Lot 9, Block 17 Whitefish Original in S25, T31N, R22W, P.M.M., Flathead County. (WCUP 20-11) Lindh
3. A request by the City of Whitefish for a Zoning Text Amendment to 11-2K Secondary Business District (WB-2), to modify the permitted and conditional uses and development requirements. (WZTA 20-02) Taylor
4. A request by the City of Whitefish for a Zoning Text Amendment to update 11-3-42, Multi-family Development Standards, and 11-3-43, Mixed-Use and Non-Residential Development Standards (WZTA 20-03) Taylor

Documents pertaining to these agenda items are available for review at the Whitefish Planning & Building Department, 418 E Second Street, during regular business hours, and the application and site plans are available [HERE](#). The full application packet along with public comments and staff report will be available on the City's webpage: www.cityofwhitefish.org under Planning Board six days prior to the Planning Board public hearing date noted above. Inquiries are welcomed. Depending on state-wide directives, the meeting may be held remotely via WebEx and the public will have an opportunity to comment via an internet connection. Written comments are preferred due to limitations of technology. If a live meeting

is held, interested parties are encouraged to send in written comments rather than attending the meeting in person due to the public health crisis. There may be restrictions in place limiting the number of people in any given room, although accommodations will be made for public comment. Comments in writing may be forwarded to the Whitefish Planning & Building Department at the above address prior to the hearing or via email: dtaylor@cityofwhitefish.org. For questions or further information regarding these proposals, phone 406-863-2410.



City of Whitefish
 Planning & Building Dept
 418 E 2nd St | PO Box 158
 Whitefish, MT 59937
 Phone: 406-863-2460
 Fax: 406-863-2419

File #: _____
 Date: _____
 Intake Staff: _____
 Check #: _____
 Amount: _____
 Date Complete: _____

CONDITIONAL USE PERMIT

FEE ATTACHED \$ 1065.00
 (see current fee schedule)

INSTRUCTIONS:

- A Site Review Meeting with city staff is required. Date of Site Review Meeting: _____
- Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty-five (45) days prior** to the Planning Board meeting at which this application will be heard.
- The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2nd Street.
- After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

A. PROJECT INFORMATION:

Project Name: Green Garage Apartment
 Street Address: 35 Columbia Avenue
 Assessor's Tract No.(s) _____ Lot No(s) _____
 Block # _____ Subdivision Name _____
 Section _____ Township _____ Range _____

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

 Owner's Signature**

 Date

 Print Name

Ron Nash
 Applicant's Signature

Digitally signed by Ron Nash
 Date: 2020.07.07 15:11:20 -06'00'

 Date

 Print Name

 Representative's Signature

 Date

 Print Name

**May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

B. APPLICATION CONTENTS:

Attached ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- Eight (8) copies of the Conditional Use Permit Application
- Eight (8) copies of the written description of how the project meets the criteria in Section E
- Eight (8) copies of the Site Plan – drawn to scale, which shows in detail the proposed use, property lines and setback lines, existing and proposed buildings, traffic circulation, driveways, parking, landscaping, fencing, signage, and any unusual topographic features such as slopes, drainage, ridges, etc.
- Housing Mitigation Plan (unless exempt)
- Where new buildings or additions are proposed, building sketches and elevations must be submitted
- Tree Preservation Plan – show a site plan with trees 6-inch DBH or greater to be preserved with project
- If the project is a multi-family development, complete the **Multi-Family Development Standards Supplemental**
- If the project is a mixed-use or non-residential development, complete the **Mixed-Use and Non-Residential Building Development Standards Supplemental**
- Electronic version of entire application (i.e. pdf)
- Any additional information requested during the pre-application process

When all application materials are submitted to the Planning & Building Department, the application will be scheduled for public hearing before the Planning Board and City Council.

C. OWNER/APPLICANT INFORMATION

OWNER(S) OF RECORD:

Name: Pamela Green Phone: 406-270-3404
Mailing Address: 35 Columbia Avenue
City, State, Zip: Whitefish, MT 59937
Email: accounting@rmoilfield.com

APPLICANT (if different than above):

Name: _____ Phone: _____
Mailing Address: _____
City, State, Zip: _____
Email: _____

OTHER TECHNICAL/PROFESSIONAL:

Name: Ron Nash - MT Creative Phone: 406-862-8152
Mailing Address: 158 Railway Street
City, State, Zip: Whitefish, MT 59937
Email: ron@mt-creative.com

D. DESCRIBE PROPOSED USE:

Small garage apartment for the purpose of moving an elderly relative onsite.

ZONING DISTRICT: WR2

E. FINDINGS: The following criteria form the basis for approval or denial of the Conditional Use Permit. The burden of satisfactorily addressing these criteria lies with the applicant. Review the criteria below and discuss how the proposal conforms to the criteria. If the proposal does not conform to the criteria, describe how it will be mitigated.

1. Describe how the proposal conforms to the applicable goals and policies of the Whitefish City-County Growth Policy.

The project is a small garage apartment addition in a location that resides almost exactly in the current location of a garage (separate) located on the property. The new building will not change the current use of the property in any substantial way.

2. Describe how the proposal is consistent with the purpose, intent and applicable provisions of the regulations.

The intent of the project is to simply give the home owner a means to care for an aging relative, while maintaining a semblance of privacy for each person. There will be no major change in use from the property's current state.

3. How is the property location suitable for the proposed use? Is there adequate usable land area? Does the access, including emergency vehicle access, meet the current standards? Are environmentally sensitive areas present on the property that would render the site inappropriate for the proposed use?

The property is an amalgamation of two small city lots that currently house the primary home and an accessory structure. The new design will simply add a small second story apartment above the accessory garage. Access to the structure would remain essentially the same as it is now.

4. How are the following design issues addressed on the site plan?
 - a. Parking locations and layout
 - b. Traffic circulation
 - c. Open space
 - d. Fencing/screening
 - e. Landscaping
 - f. Signage
 - g. Undergrounding of new utilities
 - h. Undergrounding of existing utilities

The new design is not changing the site layout in any meaningful way and the use will remain as long-term residential for the foreseeable future.

5. Are all necessary public services and facilities available and adequate? If not, how will public services and facilities be upgraded?
 - a. Sewer
 - b. Water
 - c. Stormwater
 - d. Fire Protection
 - e. Police Protection
 - f. Street (public or private)
 - g. Parks (residential only)
 - h. Sidewalks
 - i. Bike/pedestrian ways – including connectivity to existing and proposed developments

Yes, sewer and water are the only systems that will be affected at all and the impact on these systems will be minimal.

6. How will your project impact on adjacent properties, the nearby neighborhoods and the community in general? Describe any adverse impacts under the following categories.
 - a. Excessive traffic generation and/or infiltration of traffic into neighborhoods
 - b. Noise, vibration, dust, glare, heat, smoke, fumes, odors
 - a. 0-1 car increase as the existing accessory building is already a garage.
 - b. The proposed building is a small garage apartment. There will be no significant impact to the neighborhood in any of the listed ways.

7. What are the proposed hours of operation?

NA - Private Residence

8. How is the proposal compatible with the surrounding neighborhood and community in general in terms of the following:

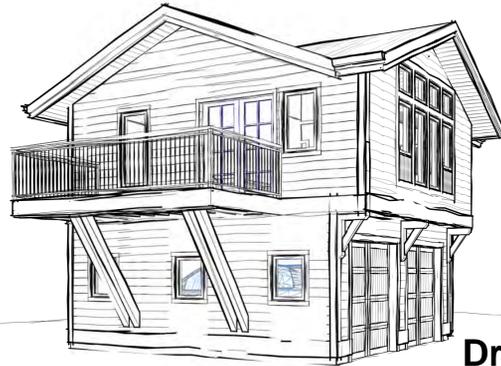
- a. Structural bulk and massing
- b. Scale
- c. Context of existing neighborhood
- d. Density
- e. Community Character

The garage apartment was designed to integrate itself with the primary residence on the property as well as the rest of the neighborhood at large. Special care was taken to keep the massing in line with other structures in the neighborhood, and the chosen finishes will be attractive, residential in nature, and were chosen to integrate with the existing structure.

Green Garage Apartment

General Notes

Architectural Rendering



Drawing Sheet Index

ARCHITECTURAL SHEETS

- A0.T TITLE SHEET
- A2.0 SITE PLAN
- A2.1 FIRST FLOOR PLAN
- A2.2 SECOND FLOOR PLAN
- A2.3 ROOF PLAN
- A2.4 FIRST FLOOR REFLECTED CEILING PLAN
- A2.5 SECOND FLOOR REFLECTED CEILING PLAN
- A3.1 BUILDING ELEVATIONS
- A4.1 BUILDING SECTION
- A4.2 BUILDING SECTION
- A4.3 WALL SECTIONS
- A4.4 DETAILS
- A4.5 STAIR DETAIL
- A5.2 INTERIOR DETAILS
- A6.1 WINDOW & DOOR TYPES, DETAILS, AND TRIM, & PARTITION TYPES
- A7.1 PERSPECTIVES

GENERAL NOTES:

DO NOT SCALE DRAWINGS.

ALL CONSTRUCTION AND MATERIALS SHALL BE AS SPECIFIED AND IN ACCORDANCE WITH ALL APPLICABLE CODES, ORDINANCES, LAWS, PERMITS, AND THE CONTRACT DOCUMENTS.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURATE PLACEMENT OF ALL NEW CONSTRUCTION ON THE SITE.

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SITE CONDITIONS BEFORE STARTING WORK. SHOULD A DISCREPANCY APPEAR IN THE CONTRACT DOCUMENTS, OR BETWEEN THE CONTRACT DOCUMENTS AND EXISTING CONDITIONS, CODES, ORDINANCES OR INSPECTIONS, NOTIFY THE ARCHITECT AT ONCE FOR INSTRUCTION ON HOW TO PROCEED.

SHOULD A CONFLICT OCCUR IN OR BETWEEN DRAWINGS AND SPECIFICATIONS, THE SPECIFICATIONS SHALL TAKE PRECEDENCE, UNLESS A WRITTEN DECISION FROM THE ARCHITECT HAS BEEN OBTAINED WHICH DESCRIBES A CLARIFICATION OR ALTERNATE METHOD AND/OR MATERIALS.

THE CONTRACTOR SHALL CONFINE HIS/HER OPERATIONS ON THE SITE TO AREAS PERMITTED BY THE OWNER.

THE JOB SITE SHALL BE MAINTAINED IN A CLEAN, ORDERLY CONDITION, FREE OF DEBRIS AND LITTER. SHALL MAINTAIN SAFETY AND EASE OF WORKERS TO COMPLETE GOOD QUALITY WORK IN A TIMELY MANNER. SHALL NOT BE UNREASONABLY ENCUMBERED WITH ANY MATERIALS OR EQUIPMENT. EACH SUB-CONTRACTOR IMMEDIATELY UPON COMPLETION OF EACH PHASE OF HIS/HER WORK SHALL REMOVE ALL TRASH AND DEBRIS AS OF RESULT OF HIS/HER OPERATION.

ALL MATERIALS STORED ON THE SITE SHALL BE PROPERLY STACKED AND PROTECTED TO PREVENT DAMAGE AND DETERIORATION. FAILURE TO PROTECT MATERIALS MAY BE CAUSE FOR REJECTION OF WORK.

ALL MANUFACTURING MATERIALS, COMPONENTS, FASTENERS, ASSEMBLIES, ETC. SHALL BE HANDLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

THE CONTRACTOR SHALL DO ALL CUTTING, FITTING, OR PATCHING OF HIS/HER WORK THAT MAY BE REQUIRED TO MAKE ITS SEVERAL PARTS FIT TOGETHER PROPERLY AND SHALL NOT ENDANGER ANY OTHER WORK BY CUTTING, EXCAVATING, OR OTHERWISE ALTERING THE TOTAL WORK OR ANY OTHER PART OF IT, ALL PATCHING, REPAIRING AND REPLACING OF MATERIALS AND SURFACES CUT OR DAMAGED IN EXECUTION OF WORK SHALL BE DONE WITH APPLICABLE MATERIALS SO THAT SURFACES REPLACED WILL, UPON COMPLETION, MATCH SURROUNDING SIMILAR SURFACES.

BLOWER DOOR TEST REQUIREMENT IS IN EFFECT PER IECC R402.4.1.2 MT AMENDED. INDICATE TEST RESULTS ON THE ENERGY CODE STICKER.

DIMENSIONS:

- A. ALL DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE OF DRAWINGS.
- B. ALL DIMENSIONS ARE TO FACE OF STUD OR FACE OF CONCRETE U.N.O.
- C. ALL EXTERIOR STUDS TO BE 2X8 U.N.O.
- D. ALL INTERIOR STUDS TO BE 2X4 U.N.O.

CONTRACTOR TO PROVIDE ALL NECESSARY BLOCKING, BACKING, AND FRAMING FOR LIGHT FIXTURES, ELECTRICAL UNITS, A.C. EQUIPMENT, RECESSED ITEMS, AND ALL OTHER ITEMS AS REQUIRED.

WHERE LARGER STUDS OR FURRING ARE REQUIRED TO COVER PIPING AND CONDUITS, THE LARGER STUD SIZE OR FURRING SHALL EXTEND THE FULL SURFACE OF THE WALL WIDTH AND LENGTH WHERE THE FURRING OCCURS.

PROVIDE ALL ACCESS PANELS AS REQUIRED BY GOVERNING CODES TO ALL CONCEALED SPACES, VOIDS, ATTICS, ETC. VERIFY TYPE REQUIRED WITH ARCHITECT PRIOR TO INSTALLATION.

ALL INTERIOR STUD WALLS & CEILINGS BETWEEN LIVING SPACES SHALL HAVE MIN 5/12" SOUND ATTENUATION BATTS UNLESS THERMAL INSULATION IS CALLED FOR.

CONTRACTOR TO PROVIDE ALL NECESSARY SHORING, GUYING, OR BRACING NECESSARY TO HOLD STRUCTURAL ELEMENTS IN PLACE IN ORDER TO AVOID ANY UNDUE STRESS.

NO FINISH WORK TO BE COMPLETED UNTIL ALL NECESSARY INSPECTIONS ARE COMPLETE.

ELECTRICAL NOTES:
STANDARD OF COMPLIANCE CURRENT NATIONAL ELECTRIC CODE.

ELECTRICAL CONTRACTORS SHALL FURNISH AND INSTALL ALL EQUIPMENT, MATERIALS AND LABELS NECESSARY FOR A COMPLETE AND OPERABLE SYSTEM WHETHER THE ITEMS ARE SPECIFICALLY NOTED ON ALL DRAWINGS OR NOT.

OUTLETS:
ALL BATHROOM AND KITCHEN OUTLETS TO BE G.F.I. PROTECTED.
ALL KITCHEN OUTLETS TO BE 4" TO BOTTOM OF BOX.
EXTERIOR AND GARAGE OUTLETS TO BE 36" ± INCHES TO CENTER OF BOX.
ALL OUTLET TO BE 12" ± TO BOTTOM OF BOX.
VERIFY LOCATION OF ALL FLOOR OUTLETS AND TELEPHONE JACKS, T.V. CABLE, OUTLETS WITH CONTRACTOR PRIOR TO INSTALLATION.

ALL SWITCHES TO BE MOUNTED AT SYMBOL - 48" TO BOTTOM OF BOX.
ALL LIGHT FIXTURE INFORMATION TO BE SUPPLIED BY THE OWNER.

COORDINATE LOCATIONS OF ALL ELECTRICAL WORK WITH MECHANICAL DUCT AND CONTROL LOCATIONS SO AS NOT TO INTERFERE WITH THIS WORK.

PROVIDE GROUND USER AND/OR GROUNDING ROD PER N.E.C. AND ALL OTHER APPLICABLE STATE AND LOCAL ORDINANCES.

PROVIDE SMOKE DETECTORS FOR ALL SLEEPING AREAS, ADJACENT TO THE ROOM. BATTERY BACKUP, HARDWIRED, INTERCONNECTED. DO NOT LOCATE CLOSER THAN 3'-0" FROM DUCT OPENING. THEY SHALL RECEIVE THEIR PRIMARY POWER FROM THE BUILDING ELECTRICAL WITHOUT INTERRUPT OTHER THAN CIRCUIT PROTECTION.

PROVIDE CARBON MONOXIDE DETECTORS PER APPLICABLE CODE.

WATER CLOSET COMPARTMENTS, LAUNDRY ROOMS, AND TUB AND SHOWER AREAS SHALL BE NATURALLY VENTED BY AN OPERABLE WINDOW OF 1/20TH OF THE FLOOR AREA WITH A 1 1/2" SO FT MINIMUM OR A MECHANICAL VENTILATION SYSTEM THAT CAN PROVIDE FIVE AIR EXCHANGES PER HOUR.

GENERAL PROJECT NOTES

1. TYPICAL DOOR JAMB OFFSET IS 4" FROM FINISHED FACE OF ADJACENT WALL.
2. PROVIDE ESCUTCHEON PLATES AT ALL KITCHEN AND BATH PIPE PENETRATIONS
3. INSTALL FIRE BLOCKING IN ACCORDANCE WITH THE BUILDING CODE. FOR EXAMPLE:
 - A) CONCEALED STUD WALLS & PARTITIONS, INCLUDING FURRED SPACES, AT THE CEILING & FLOOR LEVELS AND AT 10 FT. INTERVALS BOTH VERTICAL AND HORIZONTAL.
 - B) AT ALL INTERCONNECTIONS BETWEEN CONCEALED VERTICAL AND HORIZONTAL SPACES. (SOFFITS, DROPPED CEILINGS, COVE CEILINGS, ETC.)
 - C) IN OPENINGS AROUND VENTS, PIPES, DUCTS, CHIMNEYS, AND SIMILAR OPENINGS.
4. TERMINATE GYP BD. TO DISSIMILAR MATERIALS WITH GYP. BD. CASING BEAD AND SEALANT
5. ALL VERTICAL WALL EDGES WILL RECEIVE A BULL NOSE CORNER. ALL AREAS WHERE CEILING MEETS VERTICAL GYP. SURFACES WILL BE ROUNDED EDGES.
6. INSTALL CRAWL SPACE VENTS IN RIM JOIST OF FIRST FLOOR
7. WHOLE HOUSE MECHANICAL VENTILATION SHALL BE INSTALLED ACCORDING TO 1ECC R403.5, IRC M1507.3. COMPLETION OF THE MECHANICAL SYSTEM SHALL BE INDICATED ON THE ENERGY CODE STICKER.

FLOOR PLAN NOTES:
PROVIDE NATURAL LIGHT EQUAL TO 1/10TH OF THE FLOOR AREA (MIN 10 SQ FT.)

PROVIDE NATURAL VENTILATION BY MEANS OF OPERABLE EXTERIOR OPENINGS OF NOT LESS THAN 1/20TH OF THE FLOOR AREA (MIN 5 SQ FT.)

EGRESS AT LEAST ONE WINDOW IN EVERY ROOM USED FOR SLEEPING PURPOSES SHALL HAVE A MINIMUM NET CLEAR OPENING OF 5.7 SQ. FT. MINIMUM OPENING HEIGHT OF 24", MINIMUMS WIDTH OF 20" (NOTE ONE OR BOTH OF THESE MINIMUMS MUST BE GREATER TO EQUAL THE 5.7 SQ FT.) FINISH SILL HEIGHT SHALL BE A MAXIMUM OF 44" FROM THE FINISH FLOOR.

HABITABLE SPACE: CEILING HEIGHT MIN. 7'-6"; AT LEAST ONE ROOM SHALL HAVE A FLOOR AREA OF 120 SQ. FT., OTHER ROOMS SHALL HAVE AT LEAST 70 SQ. FT. OF FLOOR AREA. NO ROOM DIMENSION SHALL BE LESS THAN 7'-0"

GENERAL FOUNDATION NOTES:

ESTABLISH AND VERIFY ALL OPENINGS AND INSERTS FOR MECHANICAL, ELECTRICAL, AND PLUMBING WITH APPROPRIATE TRADES AND DRAWINGS PRIOR TO THE START OF WORK.

BOTTOM OF ALL FOOTINGS SHALL BEAR ON COMPACTED OR UNDISTURBED SOIL, 3'-0" BELOW THE FROST LINE.

FINISH FLOOR SHALL BE 6" MINIMUM ABOVE ADJACENT GROUND.

A CONTROL JOINT SHALL BE PLACED EVERY 10' IN THE CONCRETE SLAB.

ALL REBAR IN THE FOOTINGS SHALL BE SUSPENDED ABOVE EARTHEN MATERIAL.

CONCRETE STRENGTH 3000 PSI AT 28 DAYS (5 SACK MINIMUM).

FINISH GRADE SHALL SLOPE AWAY FROM BUILDING AT A MINIMUM OF 1" PER 4'.

BOTTOM PLATES SHALL BE TREATED OR FOUNDATIONS REDWOOD. SEE STRUCTURAL PLANS FOR CONNECTIONS.

1/2" AIR SPACE AT ENDS AND SIDES OF BEAMS IN CONC. POCKETS.

VERTICAL AND HORIZONTAL STEEL SHALL BE 18" O.C. FOR ALL FOUNDATION/FROST WALLS.

CRAWL SPACE VENTS TO EQUAL 1/150 (MINIMUM 4 VENTS) OR MECHANICAL EXCHANGE AS REQUIRED BY CODE. STANDARDS OF COMPLIANCE AS SPECIFIED IN CURRENT UNIFORM BUILDING CODE AND AMERICAN CONCRETE INSTITUTE 318-89.

IF FURNACE IN CRAWL SPACE A PAD OF 3" MINIMUM DEPTH NOT LOWER THAN THE INTERIOR OF THE CRAWL SPACE OR THE EXTERIOR FOOTING SHALL BE PLACED BEFORE THE FURNACE IS INSTALLED IF THE FURNACE CAN BE SUSPENDED FROM THE FLOOR JOIST PROVIDED THAT THERE IS 12" OF CLEARANCE FROM THE BOTTOM OF THE FURNACE TO GROUND LEVEL.

BASEMENT AND OR CRAWL SPACE WALLS: MIN. OF R-19 CAVITY OR MIN. OF R-15 CONTINUOUS INSULATION SLAB PERIMETER, MIN. OF R-10 FROM TOP EDGE FOR 4 FEET, MIN. OF R-15 FOR IN-FLOOR HEATED SLAB.

FOUNDATIONS:
FOOTINGS TO BEAR ON SOLID UNDISTURBED EARTH (ASSUMED SOIL BEARING CAPACITY TO BE 1,500 PSI).

FOOTINGS SHALL BE PLACED AT A DEPTH TO CONFORM TO LOCAL CODES.

CONCRETE SHALL ATTAIN A MINIMUM 28 DAY STRENGTH FC-3000 PSI AND MIX SHALL CONTAIN NOT LESS THAN 5 SACKS OF CEMENT PER CUBIC YARD.

REINFORCING STEEL SHALL CONFORM TO ASTM SPECIFICATION A6 15-72, GRADE 60 Fy = 60,000 PSI DESIGN FB, 16,000 PSI. CONCRETE PROTECTION (COVER) FROM REINFORCING SHALL BE AS FOLLOWS:
FOOTINGS AND OTHER UNFORMED SURFACES, EARTH SURFACES - 3"
FORMED SURFACES IN DIRECT CONTACT WITH EARTH - 2"
SURFACES EXPOSED TO WEATHER - 1 1/2"
SLABS AND WALLS (INTERIOR FACE) - 3/4"

REINFORCEMENT SHALL BE ACCURATELY PLACED AND ADEQUATELY SUPPORTED BY CONCRETE, METAL OR OTHER APPROVED CHAIRS, SPACERS OR TIES AND SECURED AGAINST DISPLACEMENT DURING CONCRETE OR GROUT CONCRETE. TACK WELDING NOT ALLOWED EXCEPT WHERE SHOWN OTHERWISE ON STRUCTURAL DRAWINGS.

CONCRETE REINFORCEMENT SHALL HAVE CONCRETE COVER AS FOLLOWS:
CONCRETE DEPOSITED AGAINST EARTH - 2"
FORMED CONCRETE AGAINST EARTH - 2"
EXTERIOR FACES OF WALLS - 2"
INTERIOR FACES OF WALLS - 3/4"
TO TOP OF SLABS-ON-GRADE - 3/4"

VAPOR BARRIERS/ GROUND COVERS:
APPROVED VAPOR BARRIER SHALL BE PROPERLY INSTALLED IN CRAWL SPACES AND EXTEND TO THE TOP OF THE FOUNDATION WALL.

APPROVED VAPOR BARRIER SHALL ALSO BE PROPERLY INSTALLED AT ROOF DECKS AND IN ENCLOSED RAFTER SPACES FORMED WHERE CEILINGS ARE APPLIED DIRECTLY TO THE UNDERSIDE OF THE ROOF RAFTERS AND AT EXTERIOR WALLS.

A GROUND COVER OF 6 MIL. (0.006") POLYETHYLENE OR EQUIVALENT SHALL BE LAID OVER THE GROUND IN ALL CRAWL SPACES. THE GROUND COVER SHALL BE OVERLAPPED ONE FOOT AT EACH JOINT AND SHALL EXTEND TO THE FOUNDATION WALL. W/SEC SECTION 502.1.6.7.

FOOTINGS - TWO STORIES:
24" WIDE, 10" THICK, TWO CONTINUOUS ROWS OF #4 REINFORCING STEEL REQUIRED. THIS STEEL IS TO BE SUSPENDED 3" ABOVE THE EARTH AT THE TIME THE CONCRETE IS POURED. SUSPENSION POINTS MUST BE 48" ON THE CENTER. FOOTINGS MUST BE AT LEAST 36-INCHES BELOW FINISHED GRADE.
NOTE: SHOULD UNSTABLE SOIL BE DISCOVERED, A BETTER FOOTING AND AN ENGINEER'S SOIL REPORT (FOUNDATION ANALYSIS) MAY BE REQUIRED.

STEM WALLS - TWO STORIES:
8" THICK STEEL #4 REINFORCING STEEL 18" O.C. VERT., AND 12" O.C. HORIZ. THERE MUST BE A LATERAL ROW OF REINFORCING STEEL WITHIN 8" OF THE TOP OF THE FOUNDATION WALL WHICH SHALL BE AT LEAST 6" ABOVE FINISHED GRADE.

ANY FOUNDATION WALL WHICH ENCLOSES HABITABLE SPACE SHALL BE DAMP PROOFED. THIS SHALL BE INSPECTED BEFORE BACK FILLING. ALL FOUNDATION WALLS THAT ENCLOSE HABITABLE SPACE MUST HAVE A MIN. OF R-19 INSULATION ON THEM.

ANCHOR BOLTS SHALL BE 5/8"x10" WITH 6" EMBEDDED INTO THE FOUNDATION WALL. ANCHOR BOLTS SHALL NOT BE FURTHER THAN 12" FROM THE CORNERS (EACH WAY) AND MAY NOT EXCEED 32" THEREAFTER. TOW BOLSTERS REQUIRED FOR EACH PIECE OF PLATE STOCK.

THE CRAWL SPACE SHALL HAVE A MIN. OF R-15/19 INSULATION DRAPED ON THE FOUNDATION WALL OR INSTEAD AN ICF WALL SYSTEM.

THERE MUST BE A MINIMUM OF 18" OF CLEAR SPACE BETWEEN THE BOTTOM OF THE FLOOR JOISTS AND THE GROUND. A MINIMUM 12" OF CLEAR SPACE BETWEEN THE GRINDER AND THE GROUND. IF THESE CLEARANCES CANNOT BE MET, WOOD WHICH IS PRESSURE TREATED OR WOOD OF A MATERIAL RESISTIVE TO DECAY MUST BE USED FOR JOISTS, GIRDERS AND SUB FLOOR.

THE CRAWL SPACE GENERALLY REQUIRES VENTING OF ONE SQUARE FOOT FOR EACH 150 SQUARE FEET OF BUILDING FLOOR SPACE (GROUND LEVEL FLOOR).
NOTE: THIS AREA MAY BE REDUCED THROUGH ALTERNATE CONSTRUCTION METHODS. REFER TO THE BUILDING DEPARTMENT OR MECHANICAL CODE.

ANY THICKENED PORTION IN THE FLOOR SLAB FOR BEARING WALLS SHALL BE 8" THICK WITH A WIDTH OF 16". THIS REQUIRES TWO ROWS OF CONTINUOUS #4 REINFORCING STEEL.

WINDOW AND DOOR OPENINGS IN CONCRETE FOUNDATION WALLS SHALL HAVE TWO PARALLEL CONTINUOUS ROWS OF #4 REINFORCING STEEL AROUND THE OPENING. THESE BARS MUST HAVE 3/4" OF CONCRETE COVER. THE TWO TOP PARALLEL BARS MUST BE EXTENDED 24" PAST THE OPENING.

STEPS IN FOOTINGS 24" OR LESS IN HEIGHT SHALL BE CONTINUOUS.

COLD WEATHER REQUIREMENTS FOR CONCRETE SHALL BE PROVIDED FOR HEATING CONCRETE MATERIALS AND ALL PROTECTING CONCRETE DURING FREEZING OR NEAR FREEZING WEATHER. ALL CONCRETE MATERIALS AND ALL REINFORCEMENT FORMS, FILLERS AND GROUND WITH WHICH THE CONCRETE IS TO BE IN CONTACT SHALL BE FREE OF FROST. FROZEN MATERIALS OR MATERIAL CONTAINING ICE SHALL NOT BE USED.

ALL SONO TUBES SHALL EXTEND 36" BELOW THE FINISHED GRADE AND MUST BE ON CASES OR FOOTINGS LARGE ENOUGH TO SUPPORT THE INTENDED STRUCTURE. WHEN PRESSURE TREATED STOCK IS NOT USED SONO TUBES MUST EXTEND 8" ABOVE FINISHED GRADE. IF PRESSURE TREATED COLUMNS OR REDWOOD IS USED, THE CONCRETE NEED NOT PROJECT ABOVE GRADE. SADDLES (OR BETTER) SHALL BE USED IN ALL SONO TUBES FOR CONNECTING THE COLUMN.

GOOD CONSTRUCTION PRACTICE FOR CONCRETE SLAB REQUIRES A CONTROL JOINT EVERY 20 FEET IN EACH DIRECTION.

PLUMBING NOTES:
STANDARD OF COMPLIANCE AS IN CURRENT UNIFORM PLUMBING CODE. ALL LINE SIZES AND LOCATIONS SUBJECT TO PLUMBERS APPROVAL. ALL PLUMBING WORK TO BE COMPLETED BY A LICENSED PLUMBER. WATER CLOSETS TO BE A MINIMUM OF 1'-3" FROM ANY VERTICAL SLAB SURFACES TO THE CENTERLINE OF THE WATER CLOSET. ALL ABS OR PVC USED IN DRAIN LINES, WASTE LINES AND VENT LINES SHALL BE SCHEDULED 40 OR BETTER. COPPER TUBING USED IN WATER PIPING SHALL BE TYPE "M" MINIMUM HEIGHT IN THE BUILDING ABOVE SLABS AND SHALL BE TYPE "L" MINIMUM WEIGHT IN WATER PIPING INSTALLED BELOW SLABS (INSTALLED WITHOUT JOISTS). PROVIDE HOSE BIBS PER PLANS.

Project Contacts

<p>OWNER</p> <p>158 RAILWAY ST. WHITEFISH, MT 59937 406-862-8152 (P) CONTACT: RON NASH</p>	<p>ARCHITECT</p> <p>MONTANA CREATIVE ARCHITECTURE AND DESIGN 158 RAILWAY ST. WHITEFISH, MT 59937 406-862-8152 (P) CONTACT: RON NASH</p>	<p>STRUCTURAL ENGINEER</p> <p>WAATTI ENGINEERING 27 MERIDIAN CT #117 KALISPELL, MT 59901 406-755-7827</p>
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Architectural Symbols

<p>Room name 150 SF</p> <p>AREA TAG</p> <p>1 SIM A101</p> <p>CALLOUT HEAD</p> <p>0</p> <p>GRID HEAD</p> <p>Name Elevation</p> <p>LEVEL DATUM</p>	<p>PLAN NORTH</p> <p>PLAN VS TRUE NORTH</p> <p>COMPASS</p> <p>ROOM 101</p> <p>ROOM, WINDOW, & DOOR TAGS</p> <p>1 SIM A101</p> <p>SECTION HEAD</p> <p>1 A3.10 1/8" = 1'-0"</p> <p>VIEW TITLE</p> <p>View Name</p>	<p>FINISH GRADE</p> <p>EARTH</p> <p>CONCRETE</p> <p>SAND</p> <p>GRAVEL</p> <p>RIGID INSULATION</p> <p>ASPHALT</p>
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20-15

Reg. No. 12301 Date: 05/27/2020

MATTHEW J. LAWRENCE

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Project Number:	20-15
Date:	05/27/2020
Drawn By:	INM
Checked By:	RJN
Revision Date:	

REVISION SCHEDULE

#	DESCRIPTION	DATE
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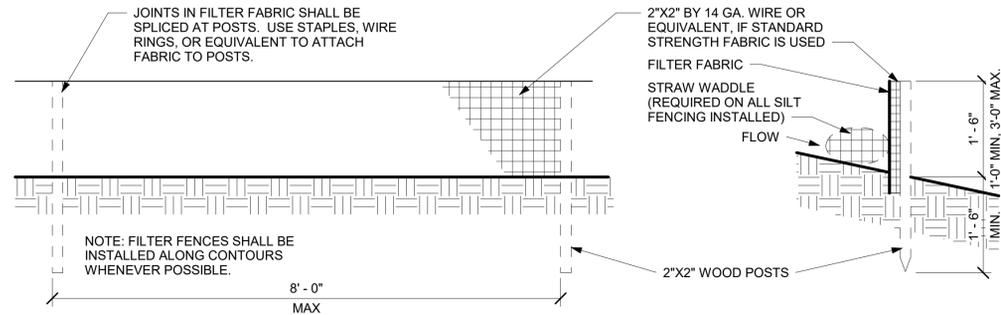
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406.862.8152
FAX# 406.862.8153

Green Garage Apartment
35 Columbia Ave, Whitefish, MT 59937

TITLE SHEET

A0.T



SILT FENCING LOCATION (TYPICAL)

- SILT FENCE(SF) IS A SINGLE OR SERIES OF FILTER FABRIC SEDIMENT BARRIER STRETCHED AND ATTACHED TO SUPPORTING POSTS. THE FENCE BOTTOM IS ENTRENCHED.
- SILT FENCES ARE USED FOR SHEET OR CONCENTRATED FLOWS TO ASSIST IN SEDIMENT CONTROL BY RETAINING SOME OF THE ERODED SOIL PARTICLES AND SLOWING THE RUNOFF VELOCITY TO ALLOW PARTICLE SETTLING. APPLICATIONS INCLUDE DITCH SEDIMENT TRAPS, WATER RESOURCE PROTECTION, INLET/OUTLET PROTECTION, BANK PROTECTION, TOE OF SLOPE PROTECTION, AND CHANNEL CHANGES. INSTALL SEDIMENT CONTROL FENCES PRIOR TO DISTURBING AREAS REQUIRING THIS BMP OR AS SLOPE GRADES ARE ACHIEVED. MAX CUT OR FILL SLOPE FOR A SEDIMENT CONTROL FENCE IS 2:1. USE 2 INCH BY 2 INCH (NOMINAL) WOODEN STAKES. DO NOT USE METAL STAKES.
- SILT FENCES ARE USED BETWEEN THE EDGE OF CONSTRUCTION DISTURBANCE AND A WATER RESOURCE, CRITICAL RESOURCE, OR RIGHT OF WAY LINE THAT IS ADJACENT TO CONSTRUCTION ACTIVITY IN DITCHES AND SWELLS THE ENDS OF THE FENCE CURVE UPSTREAM TO PREVENT FLOW FROM BY PASSING THE FENCE. POSITION THE BARRIER TO PREVENT SILT FROM ENTERING THE DRAINAGE. DO NOT PLACE THE BARRIER ACROSS LIVE STREAMS. REMOVE SEDIMENT FROM BEHIND THE FENCE WHEN IT ACCUMULATES TO ONE-THIRD THE ORIGINAL HEIGHT. EITHER GRADE AND SEE OR REMOVE THE SEDIMENT DEPOSITS PRIOR TO REMOVAL OF THE FENCE.

EROSION CONTROL PLAN NOTES

- EROSION CONTROL MEASURES MUST BE INSTALLED PRIOR TO CONSTRUCTION STARTING.
- SEED, SOD, OR MULCH BARE SOIL AS SOON AS POSSIBLE.
- ENTRANCE TRACKING PAD SHALL BE 50FT IN LENGTH AND CONSISTANT OF 2 TO 6 INCH SCREENED ROCK (8 INCHES THICK). VEHICLE TRACKING PAD NEEDS TO BE MAINTAINED THROUGHOUT CONSTRUCTION.
- EROSION CONTROL MEASURES ARE TO REMAIN IN PLACE UNTIL FINAL STABILIZATION IS ESTABLISHED.
- ADDITIONAL EROSION CONTROL MEASURES MAY NEED TO BE INSTALLED, BASED ON SITE INSPECTION, TO RETAIN SEDIMENT ON-SITE. CONCRETE OR CEMENT WASH WATER MUST NOT BE ALLOWED TO DRAIN TO STORM DRAIN SYSTEM.
- CONTRACTOR SHALL NOT TRACK SEDIMENT OFFSITE. IF SEDIMENT IS TRACKED ONTO PUBLIC RIGHT OF WAY, IT SHALL BE SWEEP/WASHED CLEANED IMMEDIATELY. CONTRACTOR SHALL INSTALL A TRACKING PAD AS REQUIRED.
- CONTRACTOR SHALL LANDSCAPE ALL DISTURBED AREAS AS SOON AS PRACTICAL. SEE LANDSCAPE PLANS.
- CONTRACTOR SHALL NOT DISCHARGE CONSTRUCTION WASTE (SOIL, CONCRETE, ASPHALT, ETC.) TO THE LAKE. ALL CONSTRUCTION WASTE AND CLEANOUT OPERATIONS SHALL BE CONDUCTED AT AN APPROVED SPOT AND BE REMOVED FROM THE SITE.

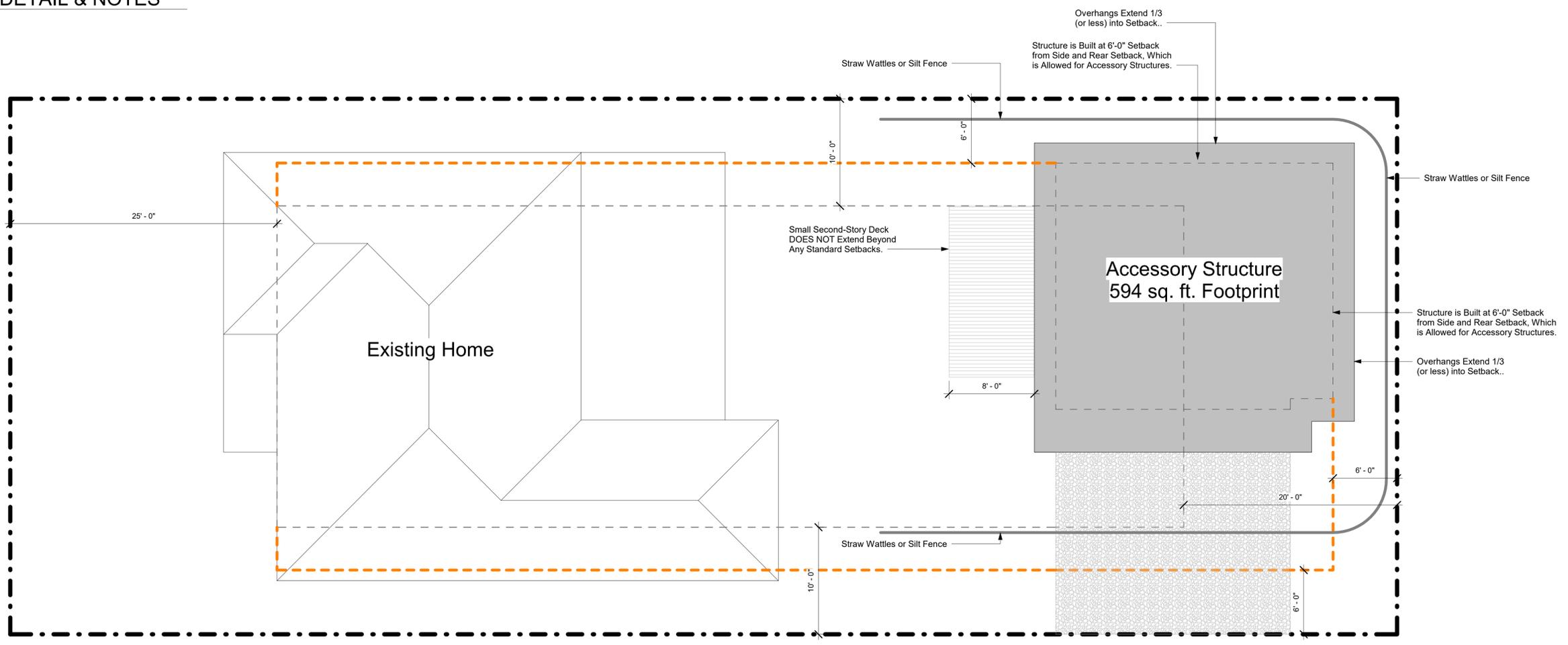
SITE PLAN NOTES

- 1 EXTERIOR UTILITY HOOK UP & METER LOCATION
- 2 EXTERIOR DECK, TBD BY OWNER
- 3 ROOF EVE LINE
- 4 ASPHALT DRIVEWAY
- 5 STRAW WATTLES OR SILT FENCE



3 SITE LOCATION
A2.0 1" = 100'-0"

2 SILT FENCING DETAIL & NOTES
A2.0 3/4" = 1'-0"



Total Site Coverage: 35%-38%

1 ARCHITECTURAL SITE PLAN
A2.0 3/16" = 1'-0"



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A2.0

DOOR SCHEDULE								
MARK	TYPE	WIDTH	HEIGHT	MATERIAL	FRAME TYPE	FRAME DEPTH	FIRE RATING	COMMENTS
102	D1	3' - 0"	7' - 0"	FIBERGLASS/GLASS	WOOD	7"		EXTERNAL HALF GLASS DOOR
103	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"		MECHANICAL ROOM
104	D6	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"	20 MIN	HALL DOOR
201	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"		BEDROOM DOOR
202	OPENING	2' - 8"	6' - 8"	OPENING	WOOD			OPENING TO CLOSET
203	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD			BATHROOM DOOR
204	D4	2' - 8"	6' - 8"	SOLID WOOD	WOOD			BARN-STYLE DOOR - SLAB WIDTH SHOULD OVERLAP OPENING BY TWO INCHES ON EACH SIDE (3'-0")
206	D5	6' - 0"	7' - 0"	FIBERGLASS/GLASS	WOOD			EXTERNAL GLASS DOOR
208	OPENING	3' - 0"	6' - 8"	OPENING	WOOD			OPENING TO KITCHEN / GREATROOM
GD101	GD1	8' - 0"	8' - 0"	METAL/GLASS	NA			GARAGE DOOR
GD102	GD1	8' - 0"	8' - 0"	METAL/GLASS	NA			GARAGE DOOR

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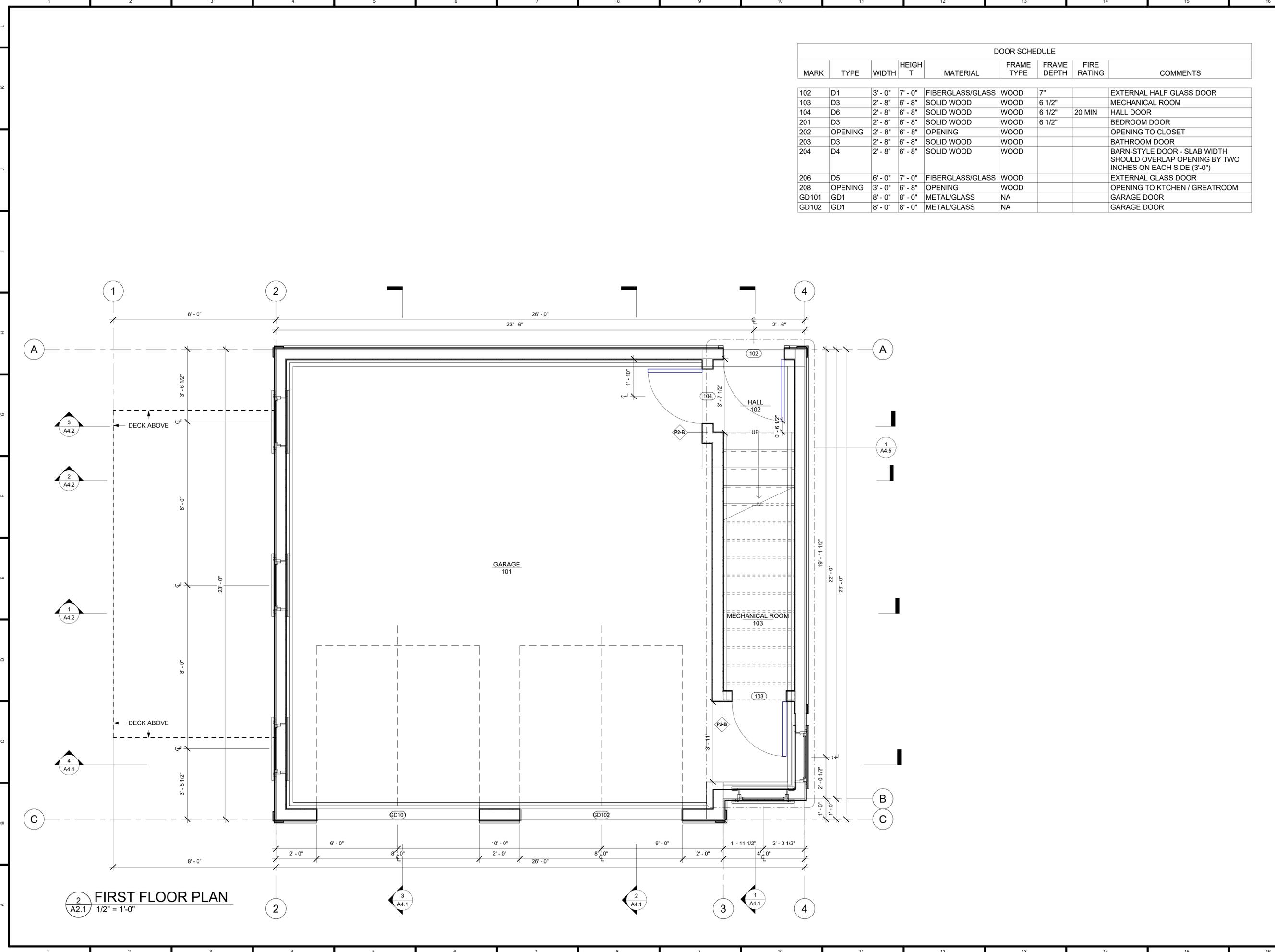


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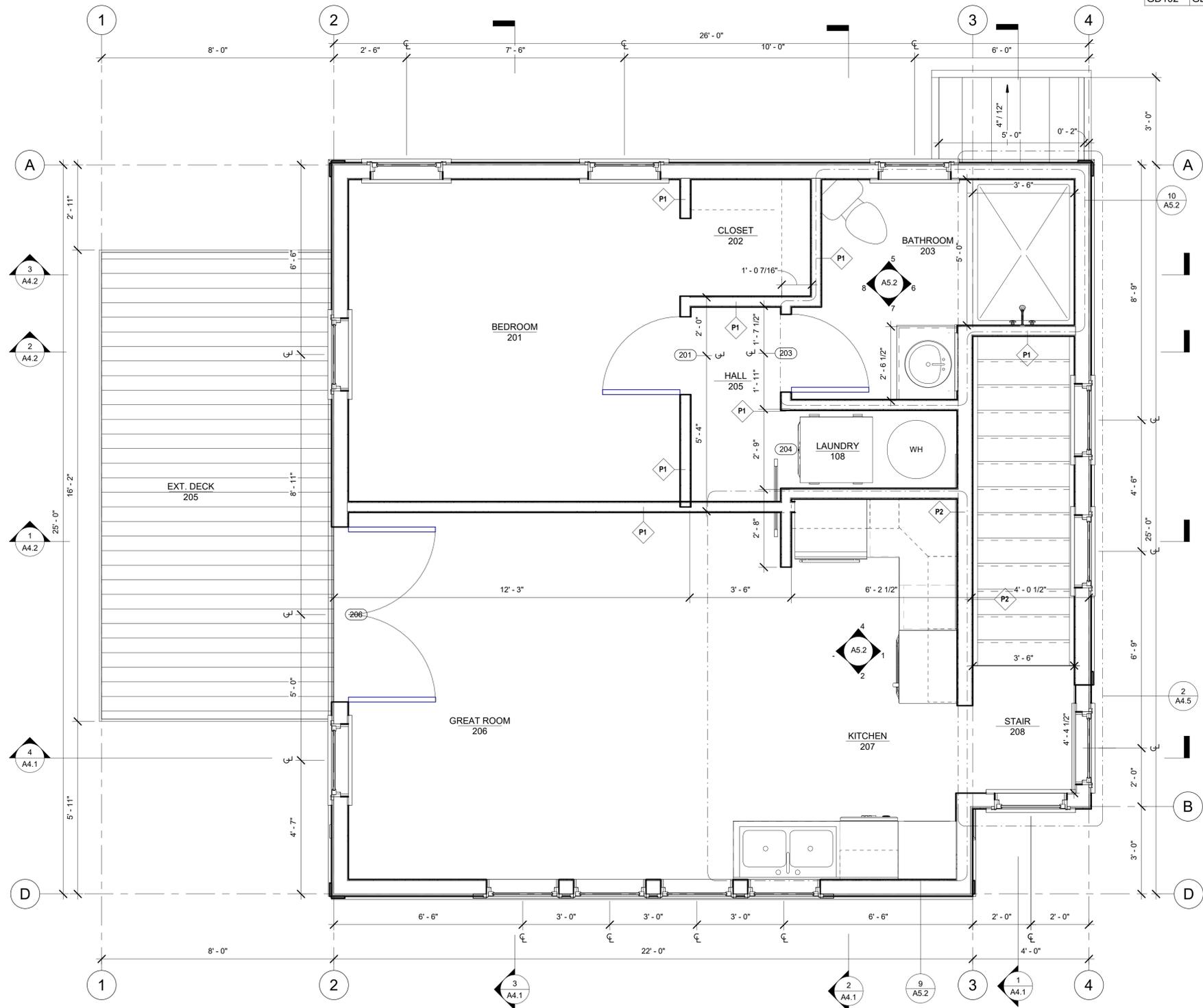
A2.1

FIRST FLOOR PLAN



2 FIRST FLOOR PLAN
A2.1 1/2" = 1'-0"

DOOR SCHEDULE								
MARK	TYPE	WIDTH	HEIGHT	MATERIAL	FRAME TYPE	FRAME DEPTH	FIRE RATING	COMMENTS
102	D1	3' - 0"	7' - 0"	FIBERGLASS/GLASS	WOOD	7"		EXTERNAL HALF GLASS DOOR
103	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"		MECHANICAL ROOM
104	D6	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"	20 MIN	HALL DOOR
201	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"		BEDROOM DOOR
202	OPENING	2' - 8"	6' - 8"	OPENING	WOOD			OPENING TO CLOSET
203	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD			BATHROOM DOOR
204	D4	2' - 8"	6' - 8"	SOLID WOOD	WOOD			BARN-STYLE DOOR - SLAB WIDTH SHOULD OVERLAP OPENING BY TWO INCHES ON EACH SIDE (3'-0")
206	D5	6' - 0"	7' - 0"	FIBERGLASS/GLASS	WOOD			EXTERNAL GLASS DOOR
208	OPENING	3' - 0"	6' - 8"	OPENING	WOOD			OPENING TO KITCHEN / GREATROOM
GD101	GD1	8' - 0"	8' - 0"	METAL/GLASS	NA			GARAGE DOOR
GD102	GD1	8' - 0"	8' - 0"	METAL/GLASS	NA			GARAGE DOOR



1 SECOND FLOOR PLAN
A2.2 1/2" = 1'-0"

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10	A5.2	

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A2.2

KEYNOTE LEGEND	
VALUE	TEXT
05-108	PREFINISHED METAL GUTTER WITH DOWNSPOUTS, STYLE AND COLOR TBD BY CONTRACTOR

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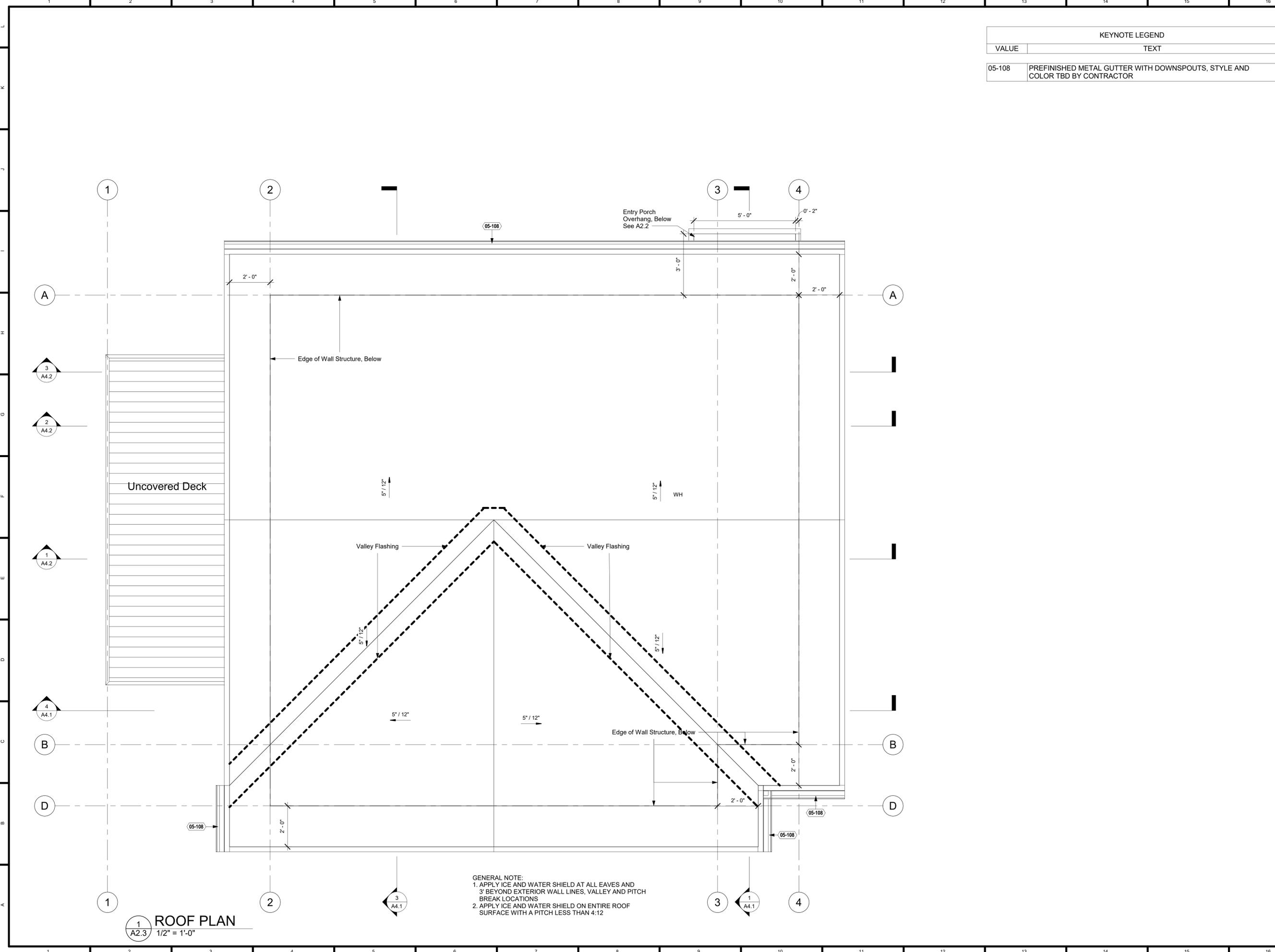
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A2.3

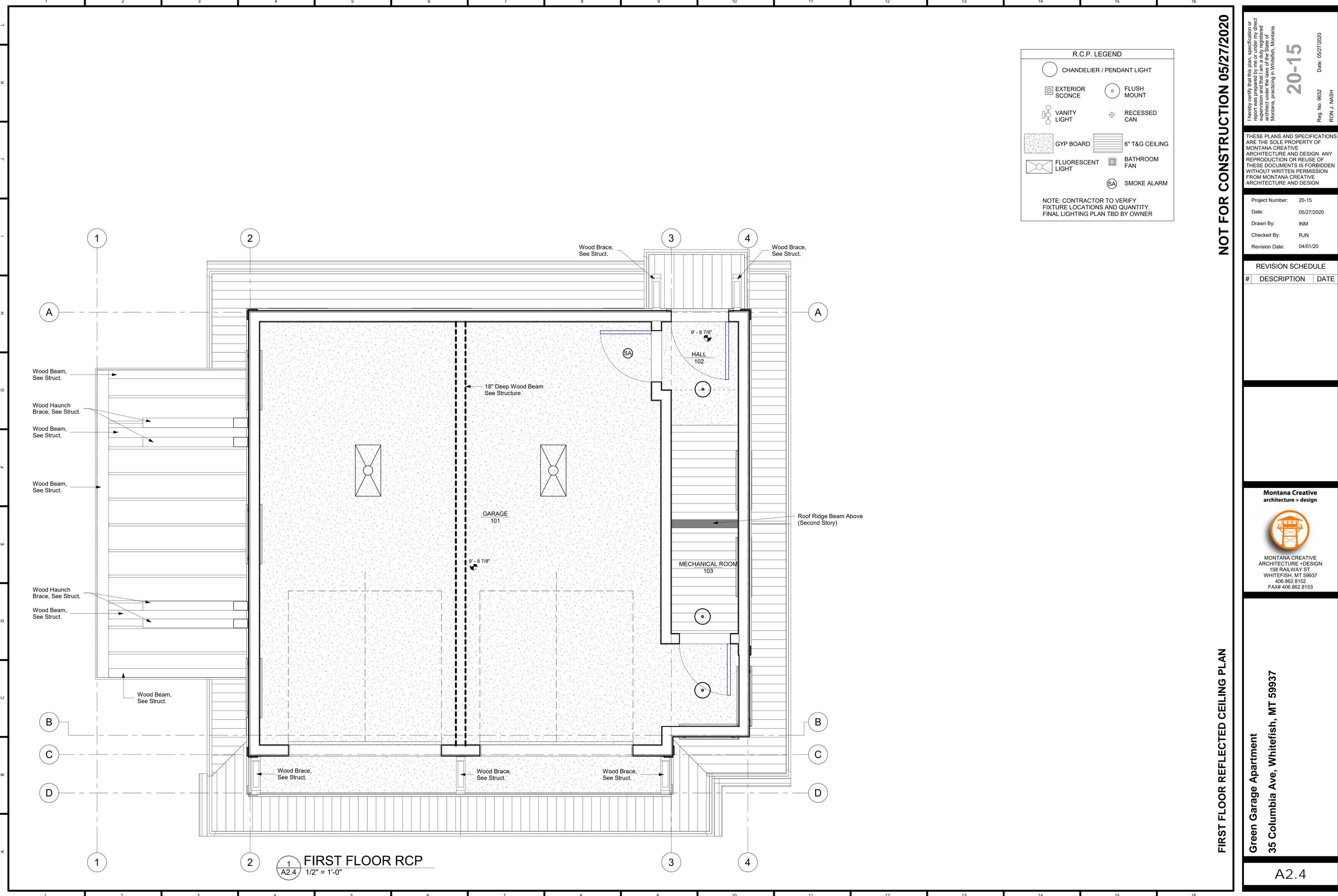
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ROOF PLAN



GENERAL NOTE:
1. APPLY ICE AND WATER SHIELD AT ALL EAVES AND 3' BEYOND EXTERIOR WALL LINES, VALLEY AND PITCH BREAK LOCATIONS
2. APPLY ICE AND WATER SHIELD ON ENTIRE ROOF SURFACE WITH A PITCH LESS THAN 4:12

1
A2.3
ROOF PLAN
1/2" = 1'-0"



R.C.P. LEGEND

- CHANDELIER / PENDANT LIGHT
- ◻ EXTERIOR SCONCE
- ⊕ VANITY LIGHT
- ▨ GYP BOARD
- ⊞ FLUORESCENT LIGHT
- ▨ 6" T&G CEILING
- FLUSH MOUNT
- ⊕ RECESSED CAN
- ⊞ BATHROOM FAN
- ⊞ SMOKE ALARM

NOTE: CONTRACTOR TO VERIFY FIXTURE LOCATIONS AND QUANTITY. FINAL LIGHTING PLAN TBD BY OWNER

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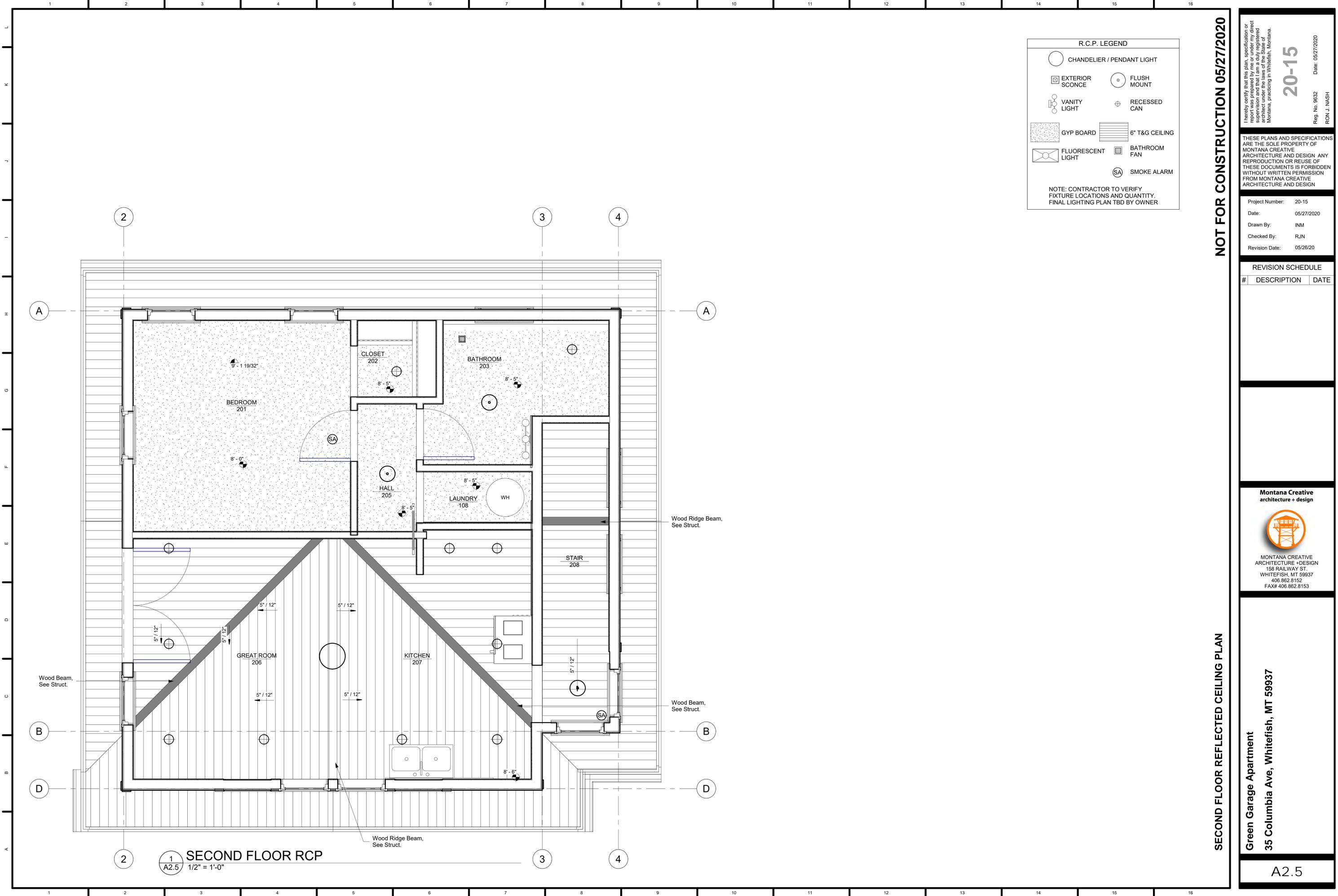
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FIRST FLOOR REFLECTED CEILING PLAN

Green Garage Apartment
35 Columbia Ave, Whitefish, MT 59937

A2.4



R.C.P. LEGEND

- CHANDELIER / PENDANT LIGHT
- ◻ EXTERIOR SCONCE
- ⊕ VANITY LIGHT
- ▨ GYP BOARD
- ◻ FLUORESCENT LIGHT
- FLUSH MOUNT
- ⊕ RECESSED CAN
- ▨ 6" T&G CEILING
- ◻ BATHROOM FAN
- ⊙ SMOKE ALARM

NOTE: CONTRACTOR TO VERIFY FIXTURE LOCATIONS AND QUANTITY. FINAL LIGHTING PLAN TBD BY OWNER.

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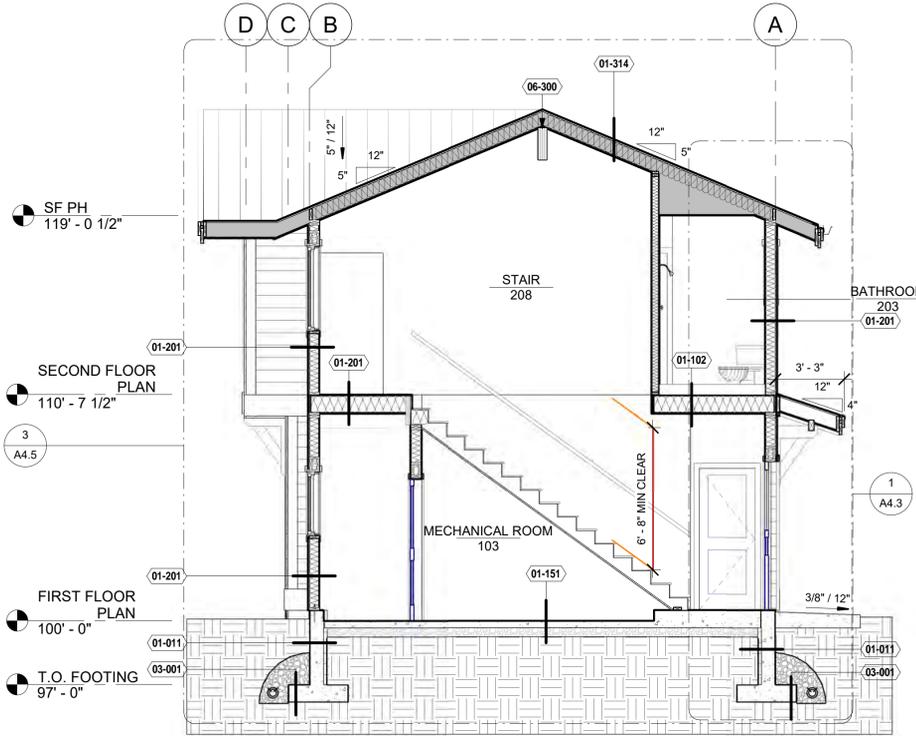


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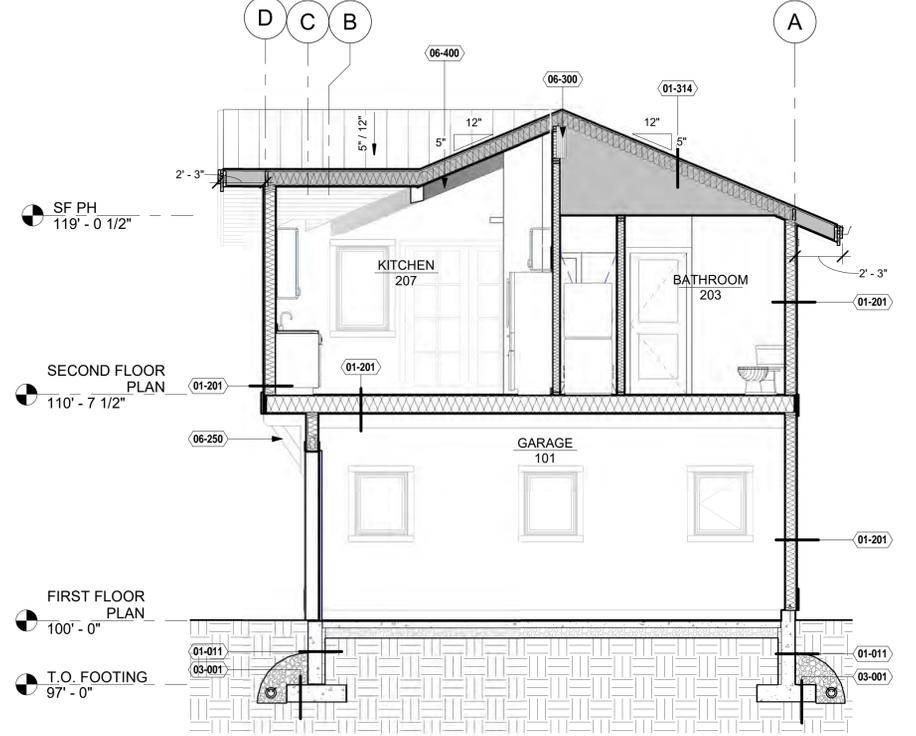
SECOND FLOOR REFLECTED CEILING PLAN

Green Garage Apartment
35 Columbia Ave, Whitefish, MT 59937

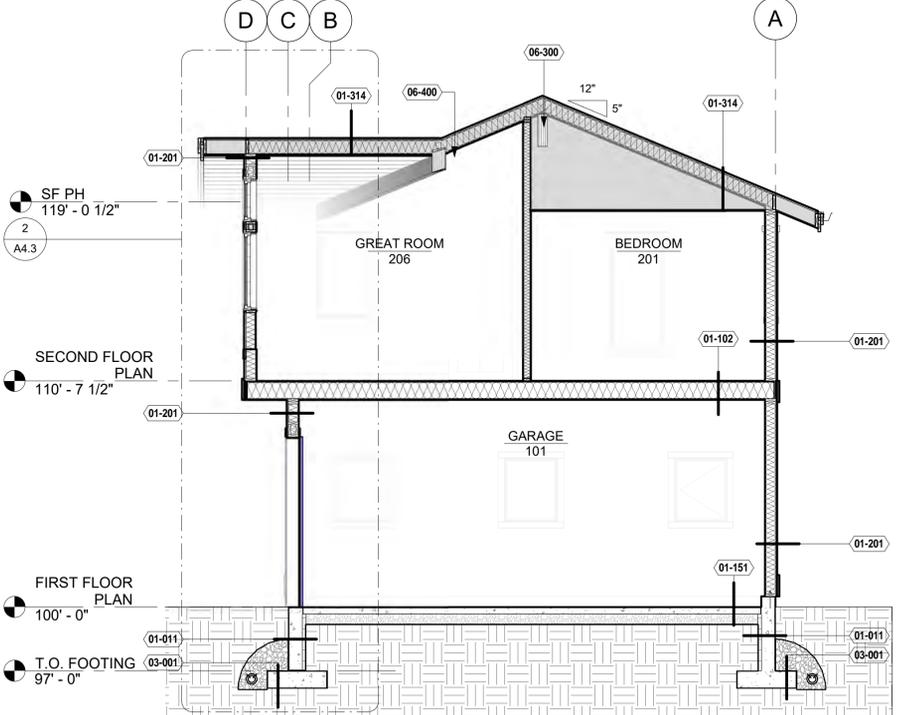
A2.5



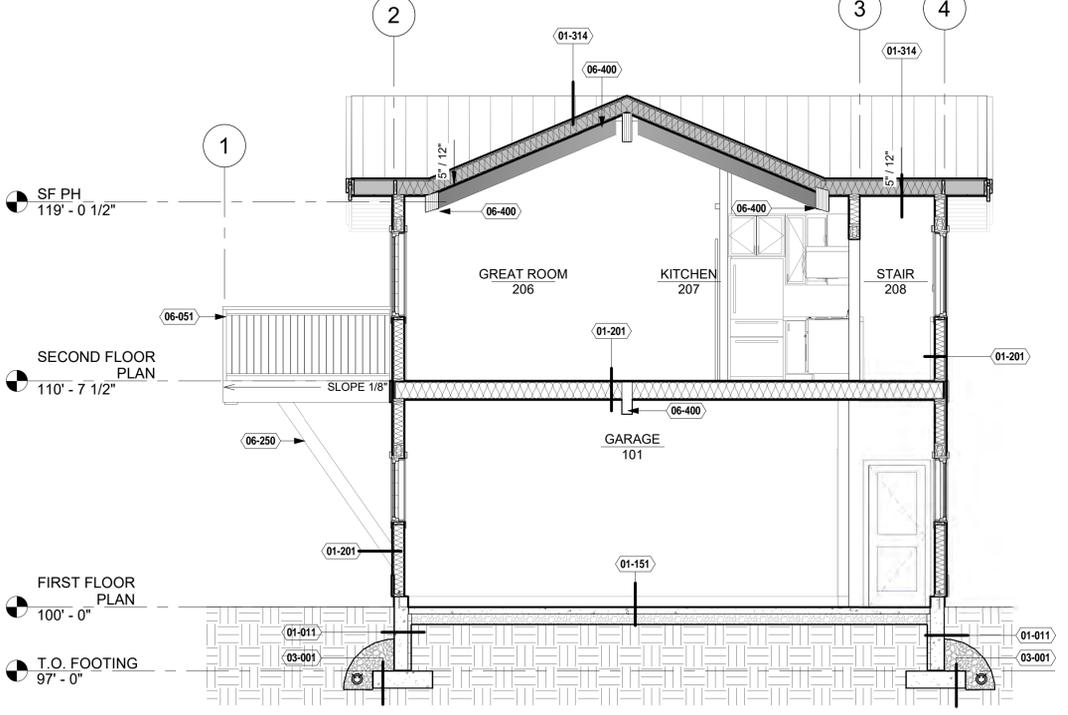
1 SECTION A
A4.1 1/4" = 1'-0"



2 SECTION B
A4.1 1/4" = 1'-0"



3 SECTION C
A4.1 1/4" = 1'-0"



4 SECTION D
A4.1 1/4" = 1'-0"

KEYNOTE LEGEND	
VALUE	TEXT
01-011	CONC. FOUNDATION WALL, TYP. - WATER PROOFING BELOW GRADE. CONCRETE FOUNDATION WALL PER STRUCTURAL, RIGID INSULATION - MUST MEET MIN. R-19 CAVITY OR R-15 CONTINUOUS, POLYETHYLENE VAPOR BARRIER (ALL JOINTS TAPED) TAPED TO PERIMETER RIGID INSULATION
01-102	
01-151	CONCRETE SLAB ON GRADE, TYP. - CONCRETE SLAB - SEE STRUCT. FOR SIZING, REINFORCEMENT AND CONTROL JOINTS, MIN. OF 2" SAND LAYER, POLYETHYLENE VAPOR BARRIER, MIN. OF 6" GRAVEL FILL, COMPACTED FILL PER STRUCT. SPECIFICATIONS, NATURAL COMPACTED GRADE PER STRUCT. SPECIFICATIONS
01-201	EXTERIOR WALL, TYP. - SIDING - SEE ELEVATIONS, VAPOR PERMEABLE BUILDING PAPER OR HOUSEWRAP, SHEATHING - SEE STRUCT., 2X FRAMING - SEE STRUCT (BOTTOM PLATE SET IN SILL SEALANT), R-21 INSULATION TO FILL VOIDS, 1/2" GYPSUM BOARD, INTERIOR FINISHES-SEE R.F.S.
01-314	METAL ROOF, TYP - STANDING SEAM METAL ROOFING, INSTALLED PER MANF. RECOMMENDATIONS; ICE AND WATER SHIELD ENTIRE ROOF, ROOF SHEATHING SEE STRUCTURAL, P.E. TRUSSES OR FRAMING, SEE STRUCTURAL, 1" CONTINUOUS AIRSPACE, MIN. R49 INSULATION, 6 MIL. VAPOR BARRIER, 5/8" GYPSUM BOARD CEILING, SEE R.F.S.
03-001	CONCRETE FOOTING - SEE STRUCTURAL FOR SIZE AND REBAR SCHEDULE
06-051	WOOD HAND RAIL AT 36" MIN, PROFILES & FINISHES TO BE SELECTED BY OWNER
06-250	WOOD BRACE - SEE DETAILS, SIZE AND CONNECTIONS - PER STRUCT. - COLOR TBD BY ARCHITECTURAL TEAM
06-300	WOOD COLUMN - SEE STRUCT. FOR CONNECTIONS - COLOR TBD BY ARCHITECTURAL TEAM
06-400	WOOD BEAM - SEE STRUCTURAL FOR CONNECTIONS & SIZE, STAIN TBD BY CONTRACTOR

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BUILDING SECTION

KEYNOTE LEGEND	
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01-102	CONCRETE SLAB ON GRADE, TYP. - CONCRETE SLAB - SEE STRUCT. FOR SIZING, REINFORCEMENT AND CONTROL JOINTS, MIN. OF 2" SAND LAYER, POLYETHYLENE VAPOR BARRIER, MIN. OF 6" GRAVEL FILL, COMPACTED FILL PER STRUCT. SPECIFICATIONS, NATURAL COMPACTED GRADE PER STRUCT. SPECIFICATIONS
01-201	EXTERIOR WALL, TYP. - SIDING - SEE ELEVATIONS, VAPOR PERMEABLE BUILDING PAPER OR HOUSEWRAP, SHEATHING - SEE STRUCT., 2X FRAMING - SEE STRUCT (BOTTOM PLATE SET IN SILL SEALANT), R-21 INSULATION TO FILL VOIDS, 1/2" GYPSUM BOARD, INTERIOR FINISHES-SEE R.F.S.
01-314	METAL ROOF, TYP. - STANDING SEAM METAL ROOFING, INSTALLED PER MANF. RECOMMENDATIONS; ICE AND WATER SHIELD ENTIRE ROOF, ROOF SHEATHING SEE STRUCTURAL, P.E. TRUSSES OR FRAMING, SEE STRUCTURAL, 1" CONTINUOUS AIRSPACE, MIN. R49 INSULATION, 6 MIL. VAPOR BARRIER, 5/8" GYPSUM BOARD CEILING, SEE R.F.S.
03-001	CONCRETE FOOTING - SEE STRUCTURAL FOR SIZE AND REBAR SCHEDULE
06-400	WOOD BEAM - SEE STRUCTURAL FOR CONNECTIONS & SIZE, STAIN TBD BY CONTRACTOR

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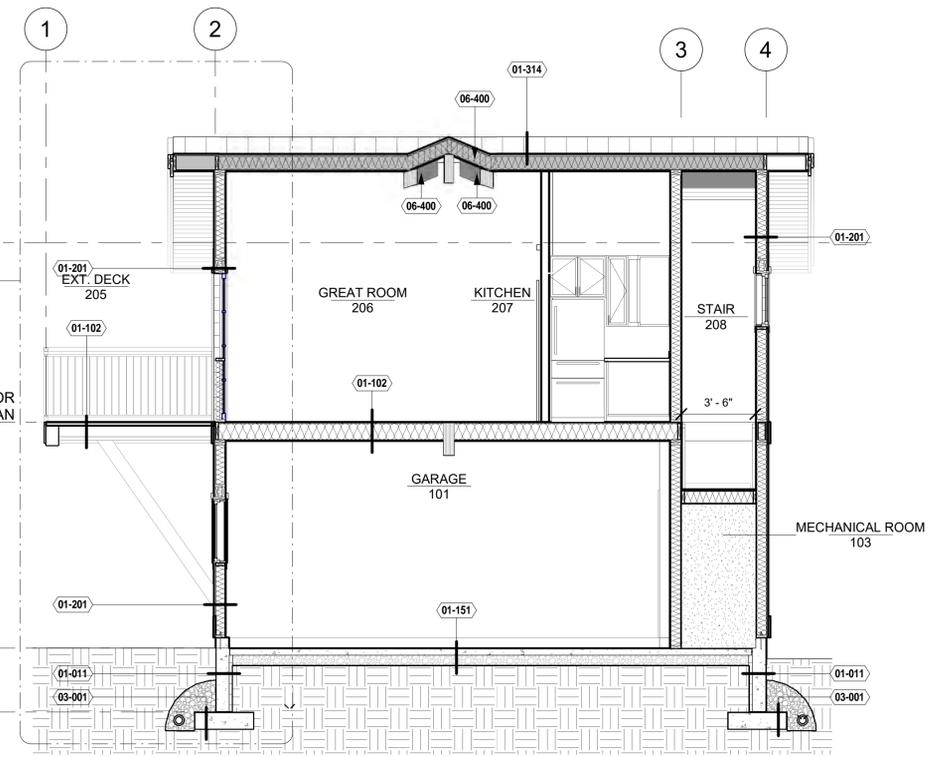
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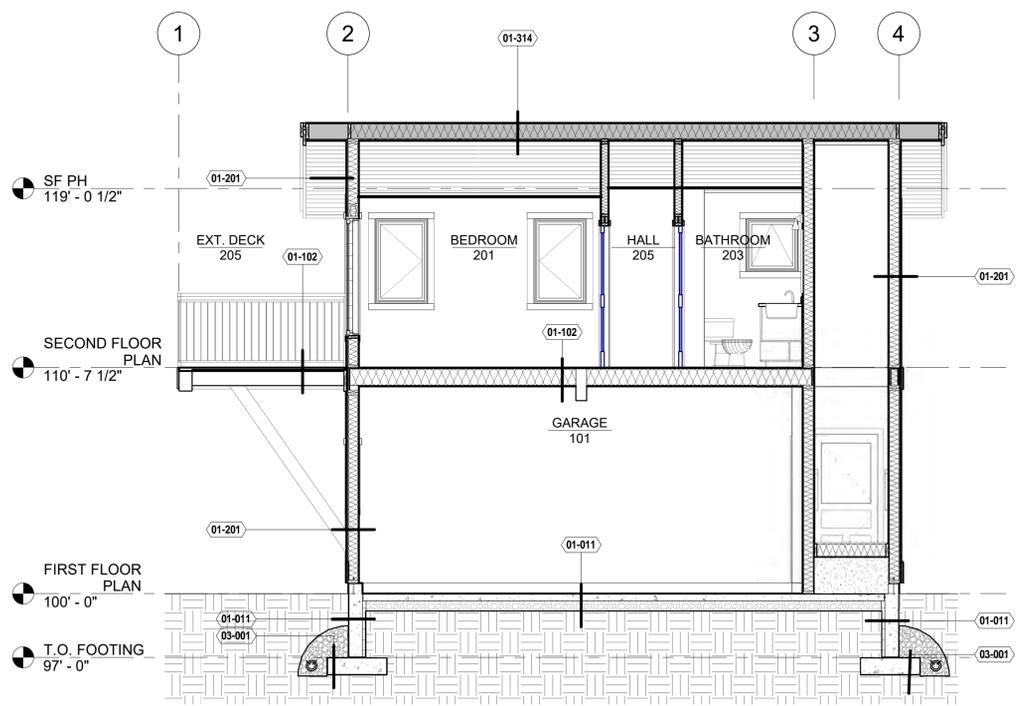
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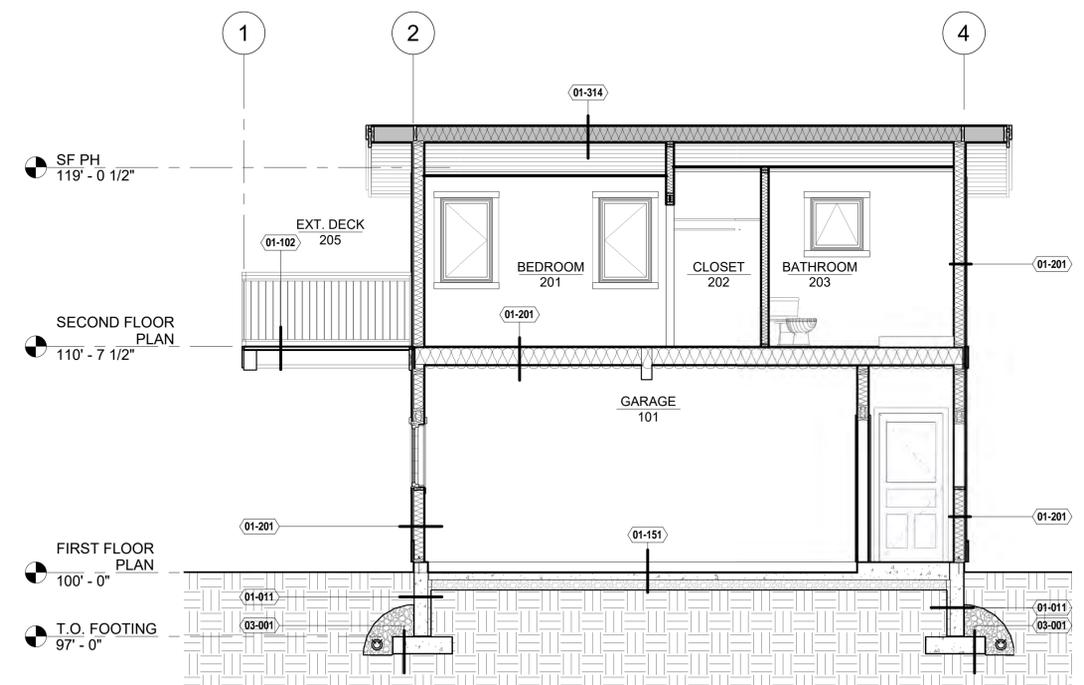
BUILDING SECTION



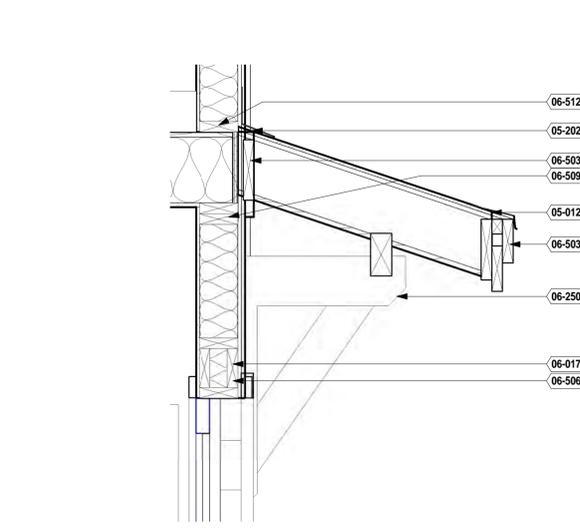
1 SECTION E
A4.2 1/4" = 1'-0"



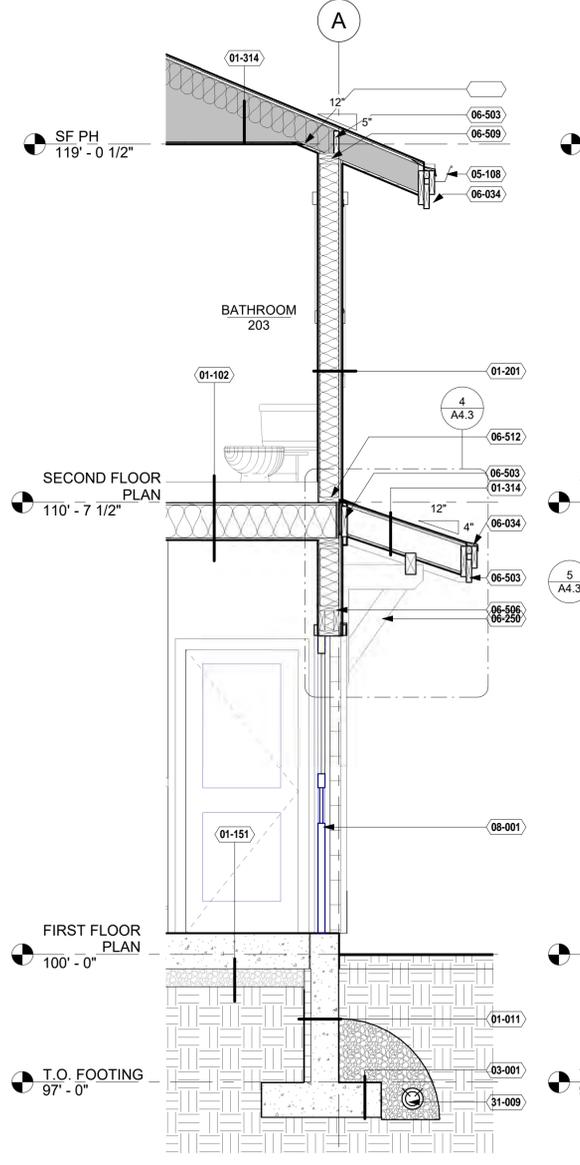
2 SECTION F
A4.2 1/4" = 1'-0"



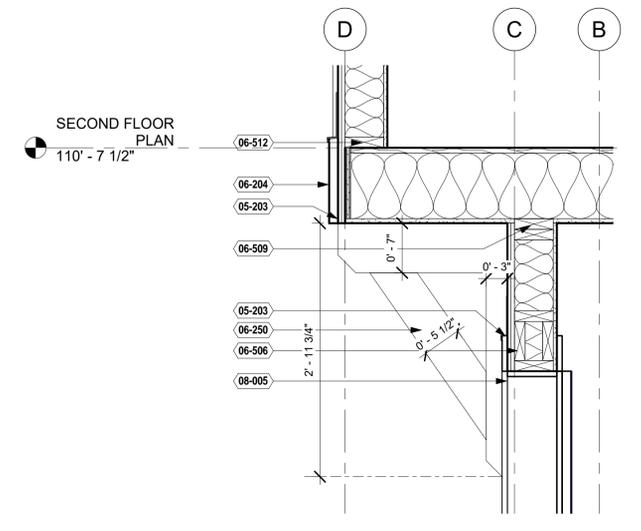
3 SECTION G
A4.2 1/4" = 1'-0"



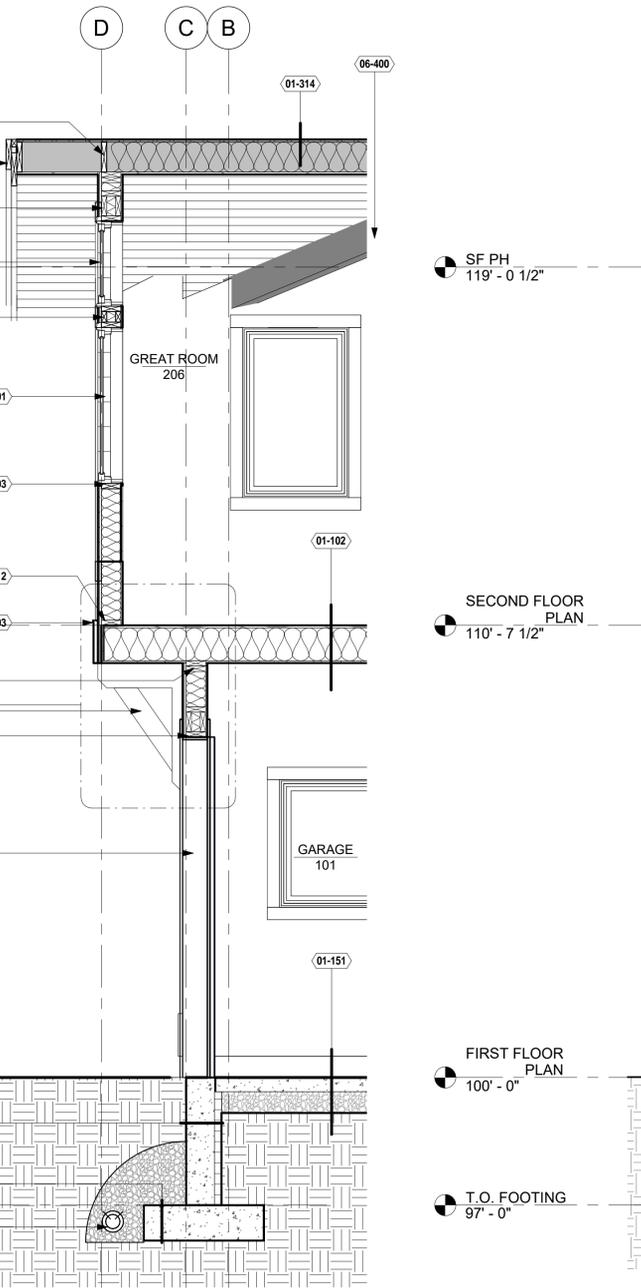
4 PORCH DETAIL
A4.3 1" = 1'-0"



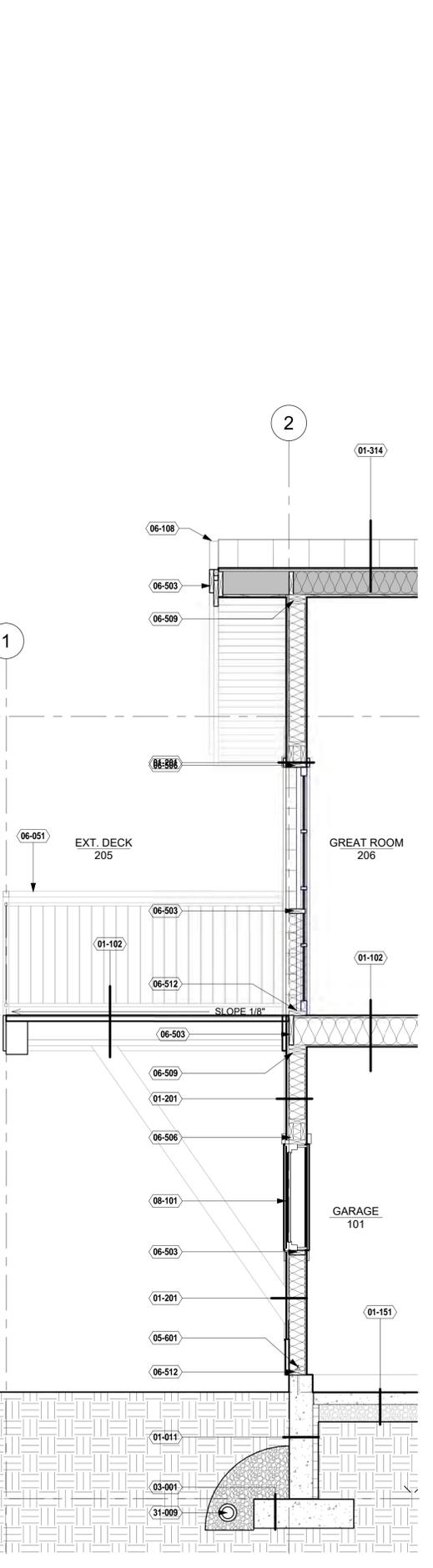
1 WALL SECTION A
A4.3 1/2" = 1'-0"



5 BRACKET DETAIL
A4.3 1" = 1'-0"



2 WALL SECTION B
A4.3 1/2" = 1'-0"



3 WALL SECTION C
A4.3 1/2" = 1'-0"

KEYNOTE LEGEND	
VALUE	TEXT
01-011	CONC. FOUNDATION WALL, TYP. - WATER PROOFING BELOW GRADE, CONCRETE FOUNDATION WALL PER STRUCTURAL, RIGID INSULATION - MUST MEET MIN. R-19 CAVITY OR R-15 CONTINUOUS, POLYETHYLENE VAPOR BARRIER (ALL JOINTS TAPED) TAPED TO PERIMETER RIGID INSULATION
01-102	CONCRETE SLAB ON GRADE, TYP. - CONCRETE SLAB - SEE STRUCT. FOR FINISH, REINFORCEMENT AND CONTROL JOINTS, MIN. OF 2" SAND LAYER, POLYETHYLENE VAPOR BARRIER, MIN. OF 6" GRAVEL FILL, COMPACTED FILL PER STRUCT. SPECIFICATIONS, NATURAL COMPACTED GRADE PER STRUCT. SPECIFICATIONS
01-201	EXTERIOR WALL, TYP. - SIDING - SEE ELEVATIONS, VAPOR PERMEABLE BUILDING PAPER OR HOUSEWRAP, SHEATHING - SEE STRUCT., 2X FRAMING - SEE STRUCT. (BOTTOM PLATE SET IN SILL SEALANT), R-21 INSULATION TO FILL VOIDS, 1/2" GYPSUM BOARD, INTERIOR FINISHES-SEE R.F.S.
01-314	METAL ROOF, TYP. - STANDING SEAM METAL ROOFING, INSTALLED PER MANF. RECOMMENDATIONS; ICE AND WATER SHIELD ENTIRE ROOF, ROOF SHEATHING SEE STRUCTURAL, P.E. TRUSSES OR FRAMING, SEE STRUCTURAL, 1" CONTINUOUS AIRSPACE, MIN. R49 INSULATION, 6 MIL. VAPOR BARRIER, 5/8" GYPSUM BOARD CEILING, SEE R.F.S.
03-001	CONCRETE FOOTING - SEE STRUCTURAL FOR SIZE AND REBAR SCHEDULE
05-012	STANDING-SEAM METAL ROOFING, COLOR TBD BY CONTRACTOR,- INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
05-108	PREFINISHED METAL GUTTER WITH DOWNSPOUTS, STYLE AND COLOR TBD BY CONTRACTOR
05-202	PREFINISHED METAL FLASHING, RUN UP WALL 4" MIN., SEALANT ALL AROUND, OVERLAP BUILDING WRAP OVER FACE, TYP AT ALL INTERSECTIONS
05-203	PREFINISHED METAL DRIP EDGE
05-601	ANCHOR BOLTS - SEE STRUCT. FOR SIZE AND CONNECTIONS
06-017	NATURAL WOOD FASCIA (SOFFIT TO MATCH FASCIA) WITH EXTENDED METAL FLASHING TRIM TO MATCH ROOF COLOR
06-051	WOOD HAND RAIL AT 36" MIN, PROFILES & FINISHES TO BE SELECTED BY OWNER
06-108	TWO STEP FASCIA W/ VENTING - SEE DETAIL
06-204	BASE TRIM - WOOD - FINISH TBD BY ARCHITECTURAL TEAM
06-250	WOOD BRACE - SEE DETAILS, SIZE AND CONNECTIONS - PER STRUCT. - COLOR TBD BY ARCHITECTURAL TEAM
06-400	WOOD BEAM - SEE STRUCTURAL FOR CONNECTIONS & SIZE, STAIN TBD BY CONTRACTOR
06-503	2X BLOCKING - AS REQUIRED SEE STRUCT., TREATED IF TOUCHING CONCRETE
06-506	HEADER - SEE STRUCT.
06-509	DOUBLE 2X TOP PLATE
06-512	DOUBLE 2X SILL PLATE, BOTTOM TREATED AND SET IN SEALANT
08-001	GLASS & ALUMINUM DOOR - SEE DETAILS
08-005	OVERHEAD GARAGE DOOR - SEE SPECIFICATIONS
08-101	WINDOW - MODEL, COLOR, & SUPPLIER TBD BY ARCHITECTURAL TEAM
31-009	FTG. FRENCH DRAIN PER GEOTECHNICAL

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Date:	05/27/2020
Drawn By:	INM
Checked By:	RJN
Revision Date:	

REVISION SCHEDULE

#	DESCRIPTION	DATE

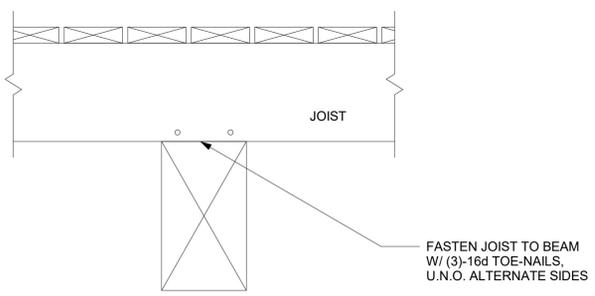
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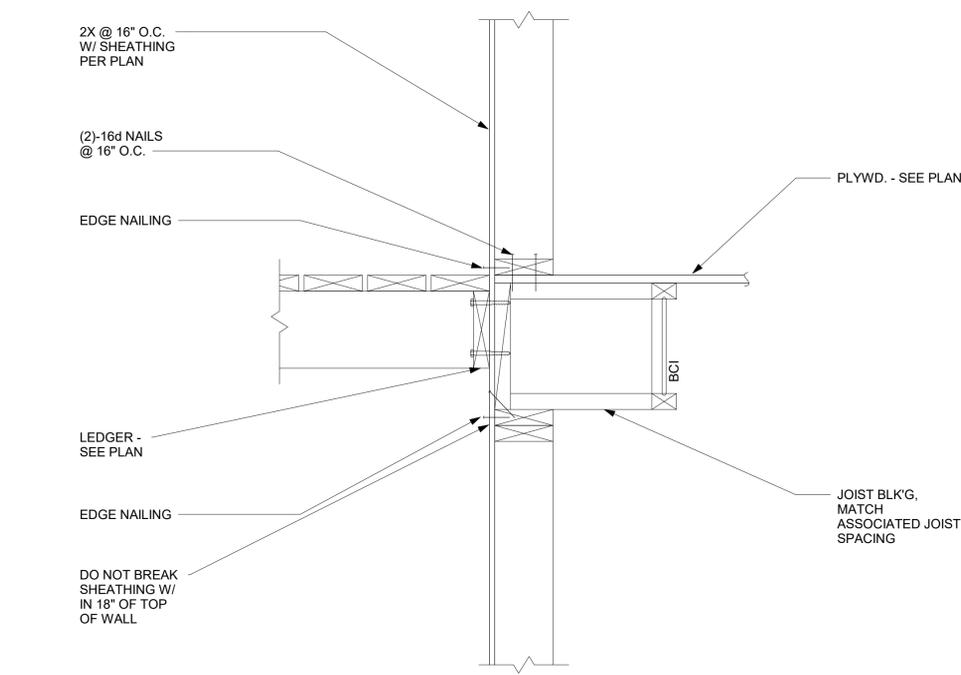
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WALL SECTIONS

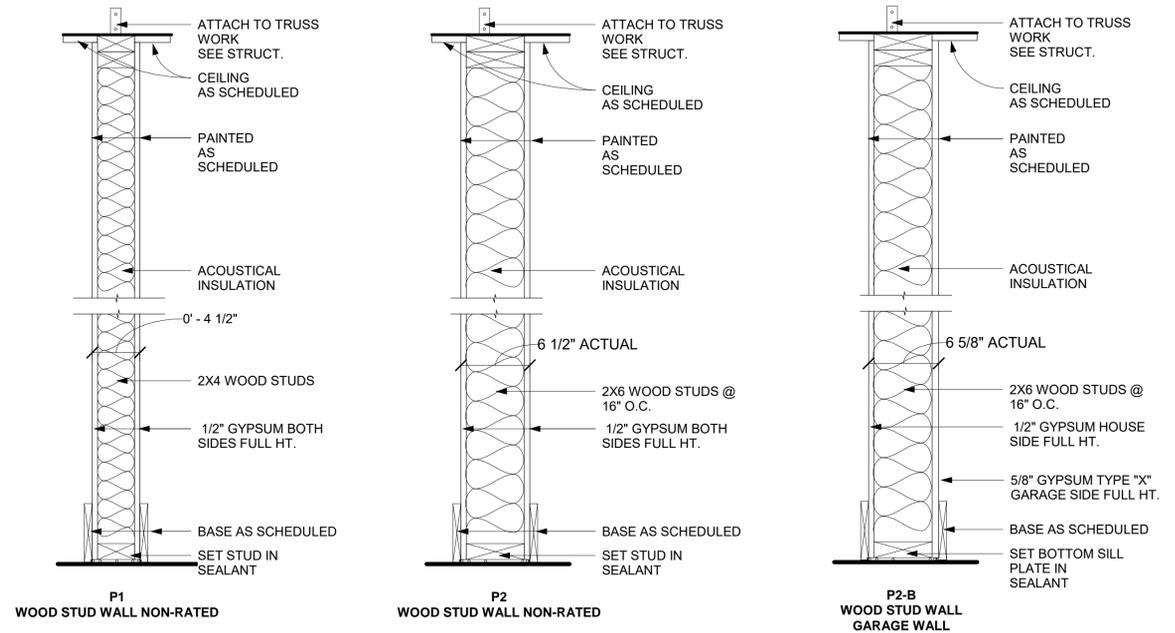
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5 DECK JOIST OVER BEAM
A4.4 1 1/2" = 1'-0"

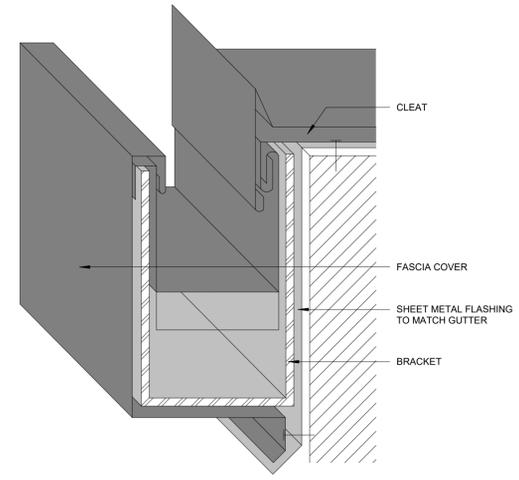


3 DECK ATTACHMENT TO RIMBOARD
A4.4 1 1/2" = 1'-0"

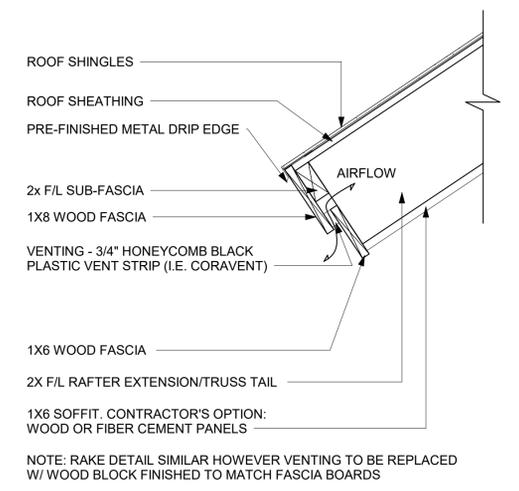


PARTITION TYPES (1/2" ROCK)
A4.4 1 1/2" = 1'-0"

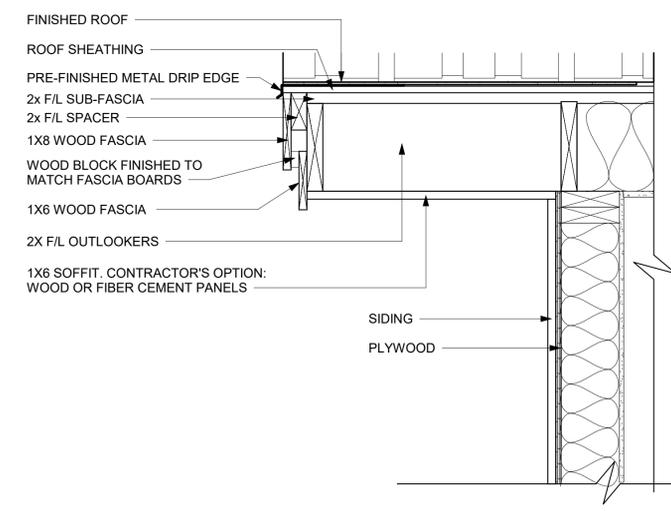
GENERAL NOTE:
1. AT ALL WET LOCATIONS USE WATER RESISTANT GYP. BOARD
2. AT ALL TILE LOCATIONS USE CEMENTITIOUS BACKER BOARD



6 GUTTER EDGE HANGING
A4.4 3" = 1'-0"

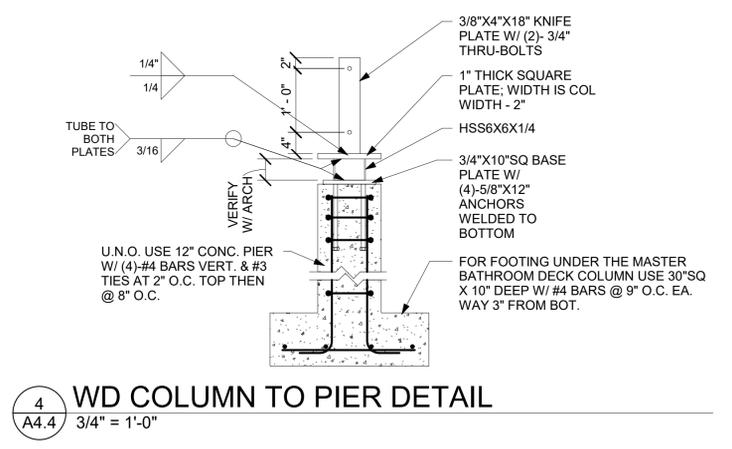


1 FACIA DETAIL, TYP. 2-STEP
A4.4 1 1/2" = 1'-0"



2 GABLE END DETAIL, TYP. 2-STEP
A4.4 1 1/2" = 1'-0"

KEYNOTE LEGEND	
VALUE	TEXT



4 WD COLUMN TO PIER DETAIL
A4.4 3/4" = 1'-0"

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Date: 05/27/2020
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Checked By: RJN
Revision Date: 04/02/20

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A4.4

KEYNOTE LEGEND	
VALUE	TEXT
06-043	WOOD STAIRS W/ 2X WOOD FRAMING PER STRUCTURAL, WOOD TREADS AND RISERS TO MATCH FLOORING, ROUNDED EDGE, 3/4" WOOD T&G ON 2X FRAMING
06-051	WOOD HAND RAIL AT 36" MIN, PROFILES & FINISHES TO BE SELECTED BY OWNER

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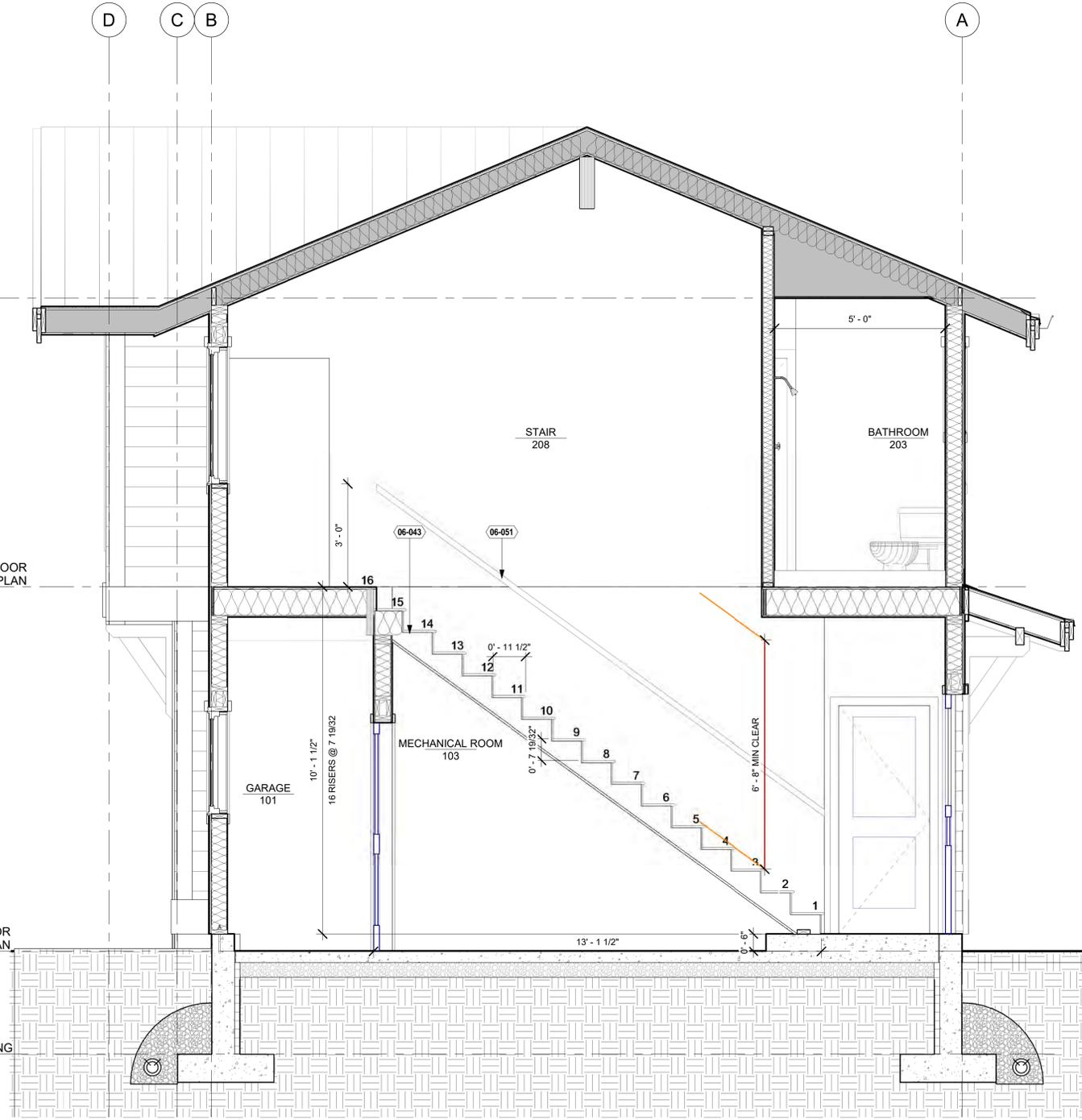
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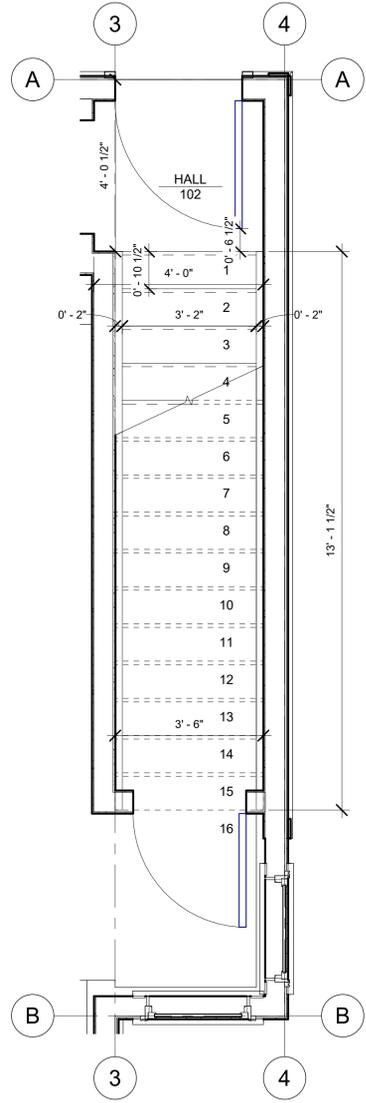
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Drawn By: INM
Checked By: RJN
Revision Date: 04/02/20

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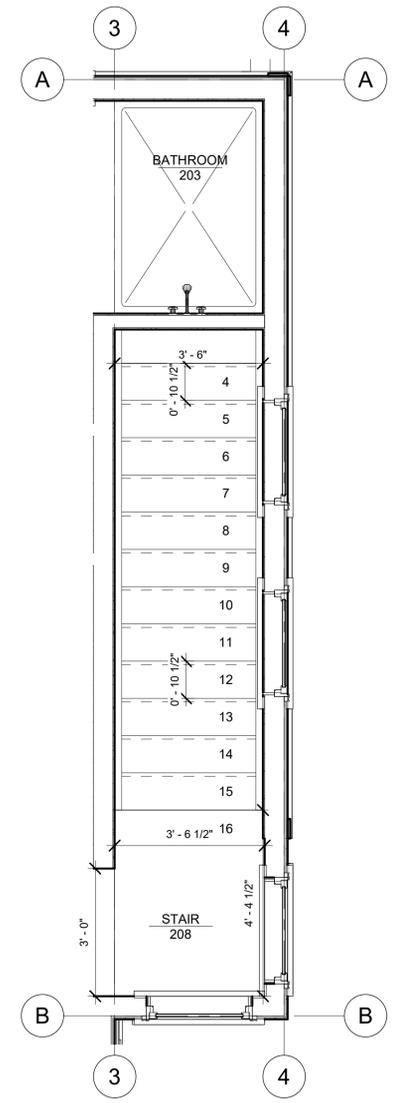
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3 STAIR SECTION A
A4.5 1/2" = 1'-0"



1 STAIR - FIRST FLOOR PLAN
A4.5 1/2" = 1'-0"



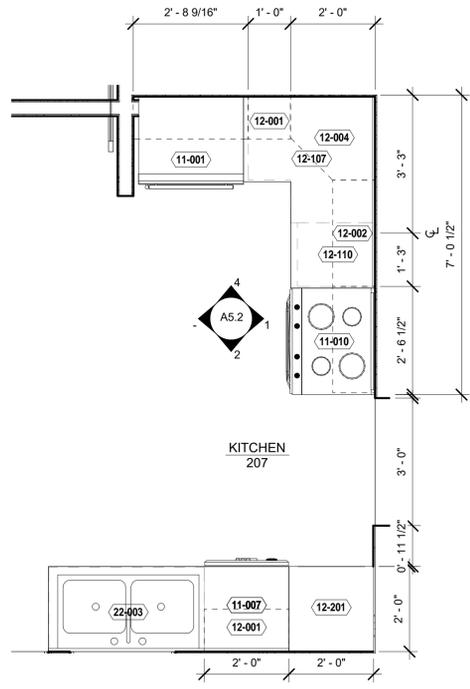
2 STAIR - SECOND FLOOR PLAN
A4.5 1/2" = 1'-0"

STAIR DETAIL

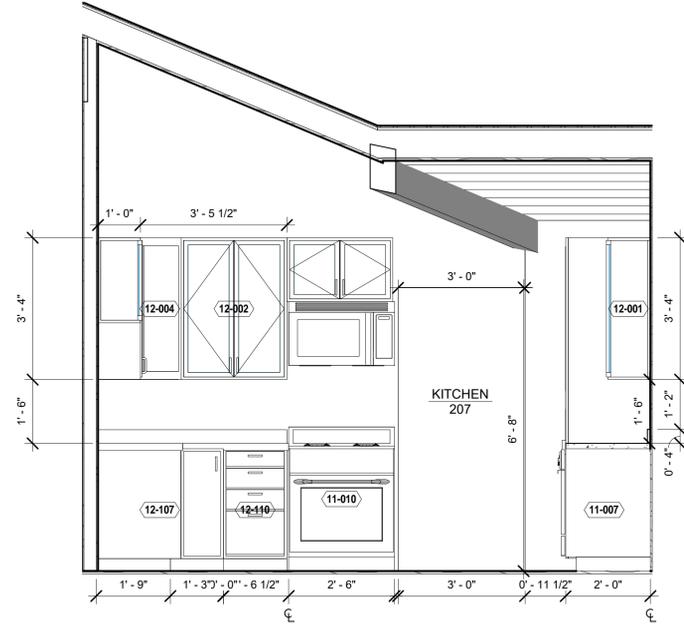
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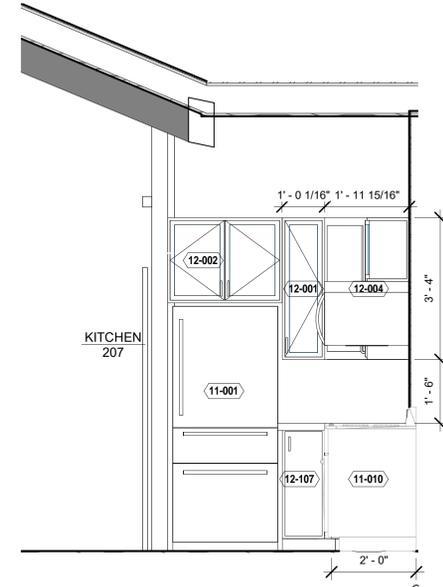
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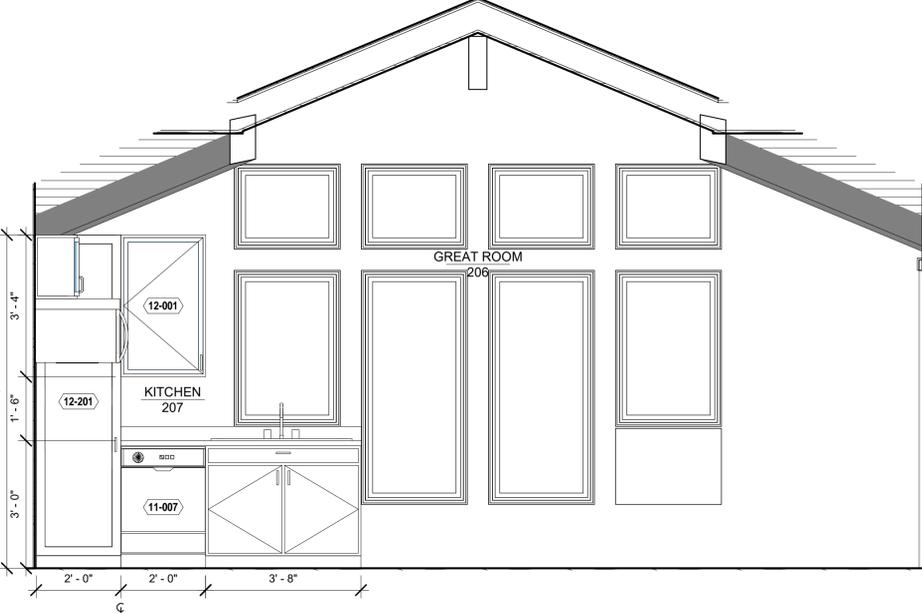
9 KITCHEN LAYOUT
A5.2 1/2" = 1'-0"



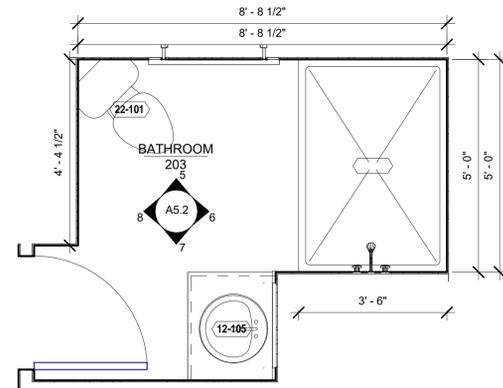
1 KITCHEN ELEV-A
A5.2 1/2" = 1'-0"



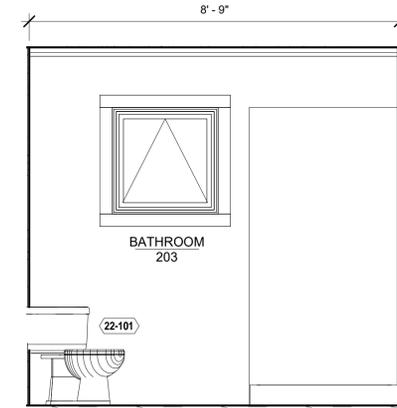
4 KITCHEN ELEV-D
A5.2 1/2" = 1'-0"



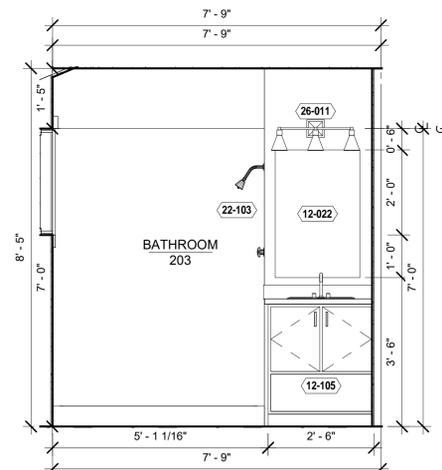
2 KITCHEN ELEV-B
A5.2 1/2" = 1'-0"



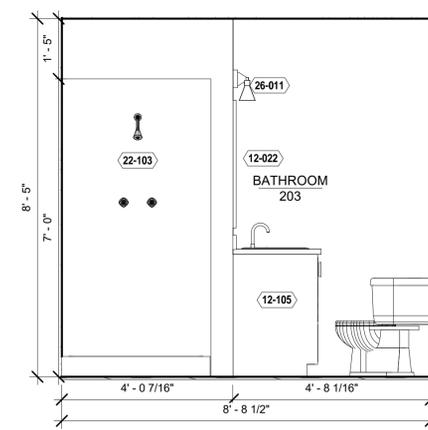
10 BATHROOM LAYOUT
A5.2 1/2" = 1'-0"



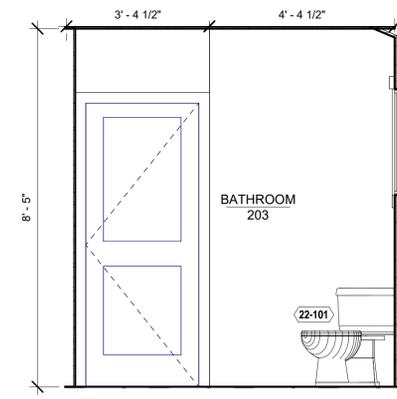
5 BATH ELEV-A
A5.2 1/2" = 1'-0"



6 BATH ELEV-B
A5.2 1/2" = 1'-0"



7 BATH ELEV-C
A5.2 1/2" = 1'-0"



8 BATH ELEV-D
A5.2 1/2" = 1'-0"

KEYNOTE LEGEND	
VALUE	TEXT
11-001	REFRIGERATOR+FREEZER, OWNER SELECTED.
11-007	DISHWASHER, OWNER SELECTED.
11-010	RANGE
12-001	UPPER CASEWORK, SINGLE DOOR, OWNER SELECTED
12-002	UPPER CASEWORK, DOUBLE DOOR, OWNER SELECTED
12-004	UPPER CASEWORK, CORNER UNIT, OWNER SELECTED
12-022	
12-105	LOWER CASEWORK, SINK UNIT, DOUBLE DOOR, OWNER SELECTED
12-107	LOWER CASEWORK, CORNER UNIT, OWNER SELECTED
12-110	LOWER CASEWORK, FOUR DRAWERS, OWNER SELECTED
12-201	FULL HEIGHT SINGLE-DOOR CASEWORK W/ INTERNAL SHELVING
22-003	KITCHEN SINK - DOUBLE, STAINLESS STEEL, CONTRACTOR SELECTED
22-101	TOILET, CONTRACTOR SELECTED.
22-103	SHOWER FIXTURE+TRIM, OWNER SELECTED (SEE TOILET)
26-011	VANITY LIGHT, SEE LIGHTING PLAN FOR DETAILS

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Drawn By: INM
Checked By: RJN
Revision Date:

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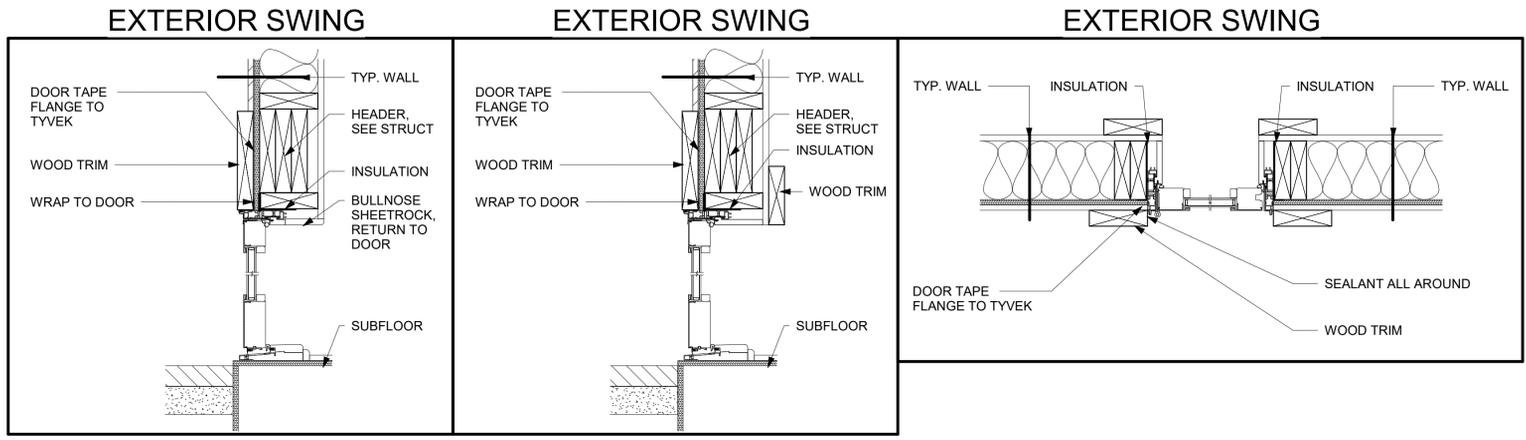


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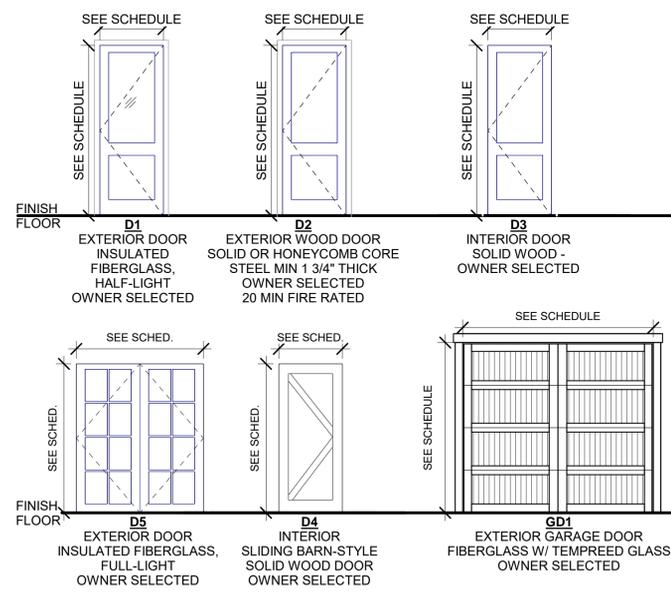
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INTERIOR DETAILS

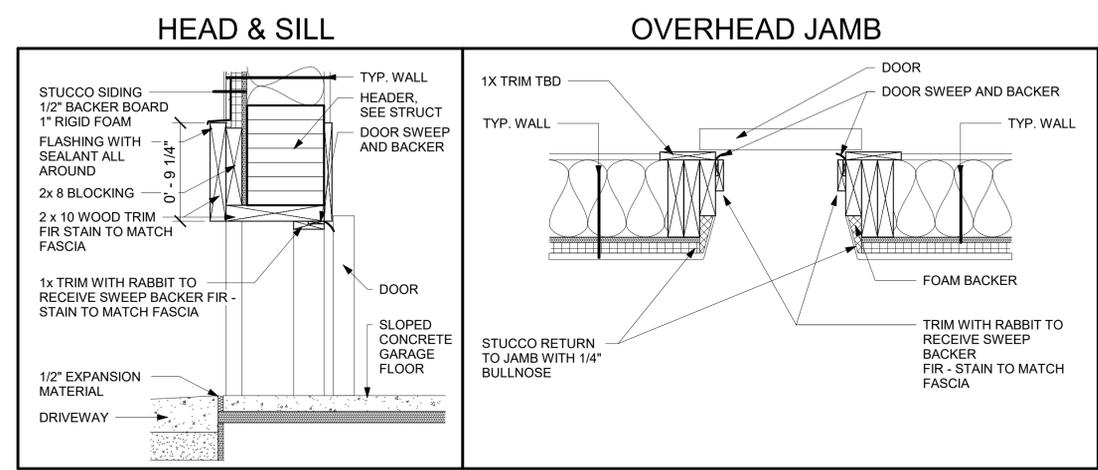
DOOR SCHEDULE								
MARK	TYPE	WIDTH	HEIGHT	MATERIAL	FRAME TYPE	FRAME DEPTH	FIRE RATING	COMMENTS
102	D1	3' - 0"	7' - 0"	FIBERGLASS/GLASS	WOOD	7"		EXTERNAL HALF GLASS DOOR
103	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"		MECHANICAL ROOM
104	D6	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"	20 MIN	HALL DOOR
201	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD	6 1/2"		BEDROOM DOOR
202	OPENING	2' - 8"	6' - 8"	OPENING	WOOD			OPENING TO CLOSET
203	D3	2' - 8"	6' - 8"	SOLID WOOD	WOOD			BATHROOM DOOR
204	D4	2' - 8"	6' - 8"	SOLID WOOD	WOOD			BARN-STYLE DOOR - SLAB WIDTH SHOULD OVERLAP OPENING BY TWO INCHES ON EACH SIDE (3'-0")
206	D5	6' - 0"	7' - 0"	FIBERGLASS/GLASS	WOOD			EXTERNAL GLASS DOOR
208	OPENING	3' - 0"	6' - 8"	OPENING	WOOD			OPENING TO KITCHEN / GREATROOM
GD101	GD1	8' - 0"	8' - 0"	METAL/GLASS	NA			GARAGE DOOR
GD102	GD1	8' - 0"	8' - 0"	METAL/GLASS	NA			GARAGE DOOR



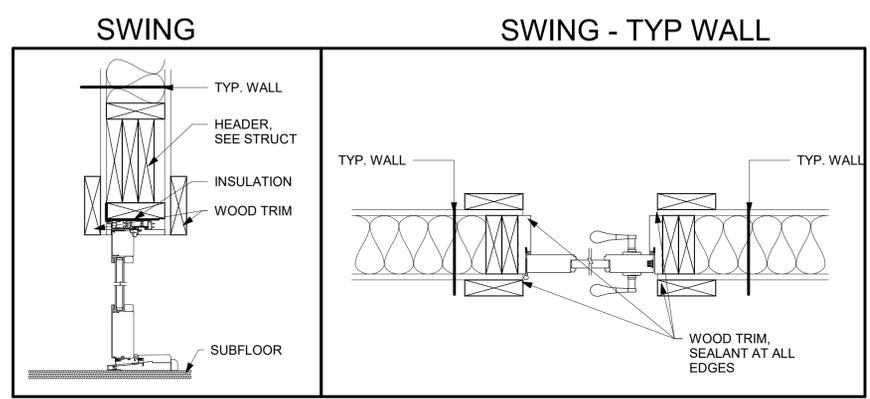
3 DOOR - H/J/S DETAILS, WOOD EXTERNAL
1 1/2" = 1'-0"



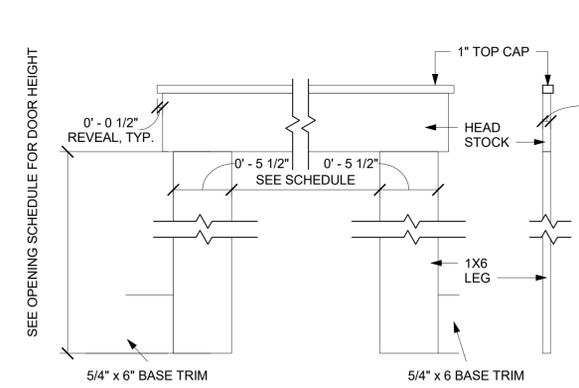
DOOR TYPES
1/4" = 1'-0"
NOTE: DOOR TRIM SHOWN IS NOT ACCURATE. REFER TO DOOR TRIM DETAILS FOR MORE INFORMATION. MATERIAL AND STYLE OF ALL DOORS TBD BY CONTRACTOR



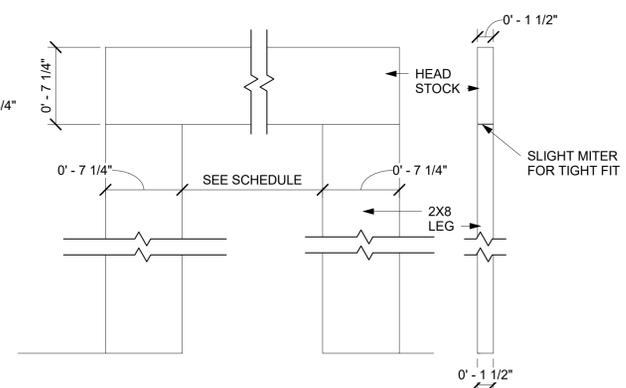
1 DOOR - H/J/S DETAILS, GARAGE DOORS
1 1/2" = 1'-0"



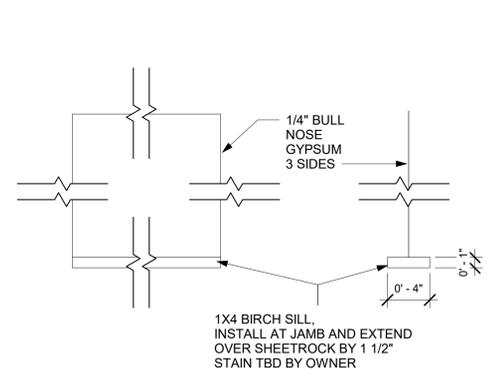
2 DOOR - H/J/S DETAILS, INTERIOR
1 1/2" = 1'-0"



INTERIOR DOOR TRIM DETAIL



EXTERIOR DOOR TRIM DETAIL



INTERIOR WINDOW TRIM DETAIL

4 DOOR - TRIM, WD
1 1/2" = 1'-0"

6 WINDOW - TRIM, BULLNOSE
1 1/2" = 1'-0"

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Checked By: RJN
Revision Date:

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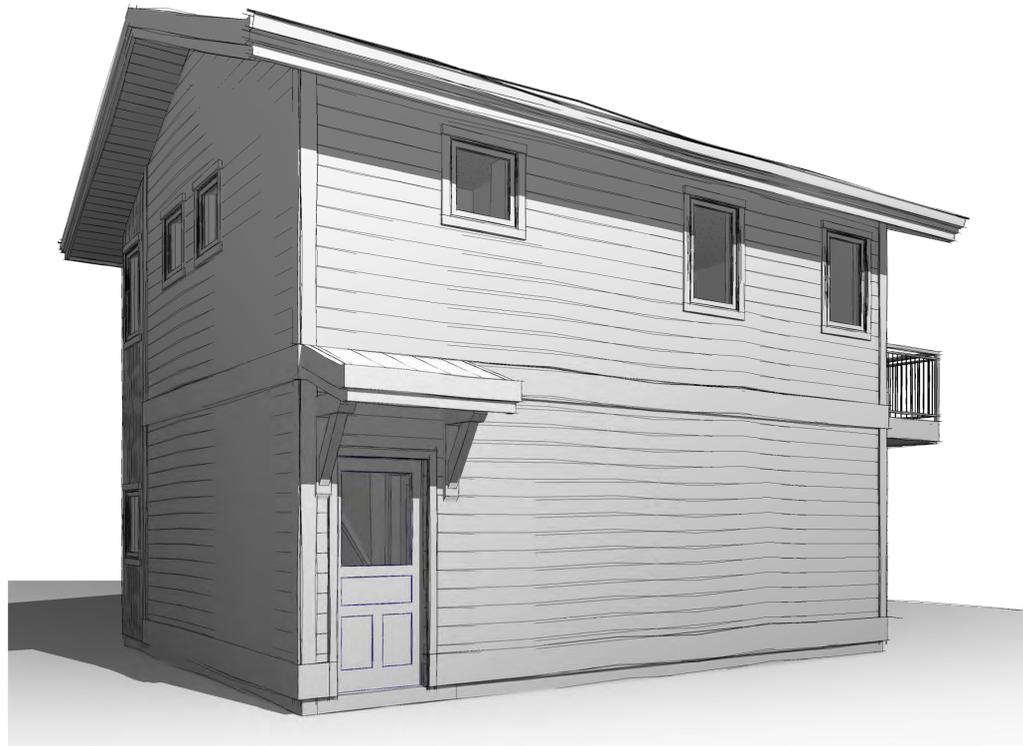
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PERSPECTIVES

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Revision Date: 12/18/17

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Green Garage Apartment
35 Columbia Ave, Whitefish, MT 59937

GENERAL STRUCTURAL NOTES

PROJECT LOCATION: 35 COLUMBIA AVE. - WHITEFISH, MONTANA

GOVERNING CODE: THE DESIGN & CONSTRUCTION OF THIS PROJECT IS GOVERNED BY THE "INTERNATIONAL BUILDING CODE (IBC)", 2018 EDITION, HEREAFTER REFERRED TO AS THE IBC.

REFERENCE STANDARDS: REFER TO CHAPTER 35 OF THE 2018 IBC. WHERE OTHER STANDARDS ARE NOTED IN THE DRAWINGS, USE THE LATEST EDITION OF THE STANDARD UNLESS A SPECIFIC DATE IS INDICATED. REFERENCE TO A SPECIFIC SECTION IN A CODE DOES NOT RELIEVE THE CONTRACTOR FROM COMPLIANCE WITH THE ENTIRE STANDARD.

DEFINITIONS: THE FOLLOWING DEFINITIONS COVER THE MEANINGS OF CERTAIN TERMS USED IN THESE NOTES:

- "ARCHITECT/ENGINEER" - THE ARCHITECT OF RECORD & THE STRUCTURAL ENGINEER OF RECORD.
- "STRUCTURAL ENGINEER OF RECORD" (SER) - THE STRUCTURAL ENGINEER WHO IS LICENSED TO STAMP & SIGN THE STRUCTURAL DOCUMENTS FOR THIS PROJECT. THE SER IS RESPONSIBLE FOR THE DESIGN OF THE PRIMARY STRUCTURAL SYSTEM.
- "SUBMIT FOR REVIEW" - SUBMIT TO THE ARCHITECT/ENGINEER FOR REVIEW PRIOR TO FABRICATION OR CONSTRUCTION.

OTHER DRAWINGS: REFER TO THE ARCHITECTURAL, MECHANICAL, ELECTRICAL, CIVIL, & PLUMBING DRAWINGS FOR ADDITIONAL INFORMATION INCLUDING BUT NOT LIMITED TO: DIMENSIONS, ELEVATIONS, SLOPES, DOOR & WINDOW OPENINGS, NON-BEARING WALLS, STAIRS, FINISHES, DRAINS, WATERPROOFING, RAILINGS, CURTAIN WALLS, CURBS, MECHANICAL UNIT LOCATIONS, & OTHER NON-STRUCTURAL ITEMS.

STRUCTURAL DETAILS: THE STRUCTURAL DRAWINGS ARE INTENDED TO SHOW THE GENERAL CHARACTER & EXTENT OF THE PROJECT & ARE NOT INTENDED TO SHOW ALL DETAILS OF THE WORK.

STRUCTURAL RESPONSIBILITIES: THE SER IS RESPONSIBLE FOR THE STRENGTH & STABILITY OF THE PRIMARY STRUCTURE IN ITS COMPLETE FORM.

COORDINATION: THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING DETAILS & ACCURACY OF THE WORK; FOR CONFIRMING & CORRELATING ALL QUANTITIES & DIMENSIONS; FOR SELECTING FABRICATION PROCESSES; FOR TECHNIQUES OF ASSEMBLY, & FOR PERFORMING WORK IN A SAFE & SECURE MANNER.

MEANS METHODS & SAFETY REQUIREMENTS: THE CONTRACTOR IS RESPONSIBLE FOR THE MEANS & METHODS OF CONSTRUCTION & ALL JOB RELATED SAFETY STANDARDS SUCH AS OSHA & DOSH (DEPARTMENT OF OCCUPATIONAL SAFETY & HEALTH).

TEMPORARY SHORING BRACING: THE CONTRACTOR IS RESPONSIBLE FOR THE STRENGTH & STABILITY OF THE STRUCTURE DURING CONSTRUCTION & SHALL PROVIDE TEMPORARY SHORING, BRACING, & OTHER ELEMENTS REQUIRED TO MAINTAIN STABILITY UNTIL THE STRUCTURE IS COMPLETED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO BE FAMILIAR WITH THE WORK REQUIRED IN THE CONSTRUCTION DOCUMENTS & THE REQUIREMENTS FOR EXECUTING IT PROPERLY.

CONSTRUCTION LOADS: LOADS ON THE STRUCTURE DURING CONSTRUCTION SHALL NOT EXCEED THE DESIGN LOADS AS NOTED IN "DESIGN CRITERIA & LOADS" BELOW OR THE CAPACITY OF PARTIALLY COMPLETED CONSTRUCTION.

CHANGES IN LOADING: THE CONTRACTOR HAS THE RESPONSIBILITY TO NOTIFY THE SER OF ANY ARCHITECTURAL, MECHANICAL, ELECTRICAL, OR PLUMBING LOAD IMPOSED ONTO THE STRUCTURE THAT DIFFERS FROM, OR THAT IS NOT DOCUMENTED ON THE ORIGINAL CONTRACT DOCUMENTS (ARCHITECTURAL/ STRUCTURAL/ MECHANICAL/ ELECTRICAL/ OR PLUMBING DRAWINGS). PROVIDE DOCUMENTATION OF LOCATION, LOAD, SIZE, & ANCHORAGE OF ALL UNDOCUMENTED LOADS IN EXCESS OF 400 POUNDS. PROVIDE MARKED-UP STRUCTURAL PLAN INDICATING LOCATIONS OF ANY NEW EQUIPMENT OR LOADS. SUBMIT PLANS TO THE ARCHITECT/ENGINEER FOR REVIEW PRIOR TO INSTALLATION.

NOTE PRIORITIES: PLAN & DETAIL NOTES & SPECIFIC LOADING DATA PROVIDED ON INDIVIDUAL PLANS & DETAIL DRAWINGS SUPPLEMENTS INFORMATION IN THE STRUCTURAL GENERAL NOTES.

DISCREPANCIES: IN CASE OF DISCREPANCIES BETWEEN THE GENERAL NOTES, SPECIFICATIONS, PLAN/DETAILS, OR REFERENCE STANDARDS, THE ARCHITECT/ENGINEER SHALL DETERMINE WHICH SHALL GOVERN. DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK. SHOULD ANY DISCREPANCY BE FOUND IN THE CONTRACT DOCUMENTS, THE CONTRACTOR WILL BE DEEMED TO HAVE INCLUDED IN THE PRICE THE MOST EXPENSIVE WAY OF COMPLETING THE WORK, UNLESS PRIOR TO THE SUBMISSION OF THE PRICE, THE CONTRACTOR ASKS FOR A DECISION FROM THE ARCHITECT AS TO WHICH SHALL GOVERN. ACCORDINGLY, ANY CONFLICT IN OR BETWEEN THE CONTRACT DOCUMENTS SHALL NOT BE A BASIS FOR ADJUSTMENT IN THE CONTRACT PRICE.

SITE VERIFICATION: THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS & CONDITIONS AT THE SITE. CONFLICTS BETWEEN THE DRAWINGS & ACTUAL SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.

ADJACENT UTILITIES: THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL ADJACENT UNDERGROUND UTILITIES PRIOR TO EARTHWORK, FOUNDATIONS, SHORING, & EXCAVATION. ANY UTILITY INFORMATION SHOWN ON THE DRAWINGS & DETAILS IS APPROXIMATE & NOT NECESSARILY COMPLETE.

ALTERNATES: ALTERNATE PRODUCTS OF SIMILAR STRENGTH, NATURE, & FORM FOR SPECIFIED ITEMS MAY BE SUBMITTED WITH ADEQUATE TECHNICAL DOCUMENTATION TO THE ARCHITECT/ENGINEER FOR REVIEW. ALTERNATE MATERIALS THAT ARE SUBMITTED WITHOUT ADEQUATE TECHNICAL DOCUMENTATION OR THAT SIGNIFICANTLY DEVIATE FROM THE DESIGN INTENT OF MATERIALS SPECIFIED MAY BE RETURNED WITHOUT REVIEW. ALTERNATES THAT REQUIRE SUBSTANTIAL EFFORT TO REVIEW WILL NOT BE REVIEWED UNLESS AUTHORIZED BY THE OWNER.

DESIGN CRITERIA & LOADS

OCCUPANCY:	OCCUPANCY CATEGORY OF BUILDING PER 2018 IBC TABLE 1604.5	II
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ROOF LOADS:		
	DEAD LOAD (INCLUDING MISC. LOADS)	15 PSF
	SNOW LOAD (DRIFTING & SLIDING ADDITIONAL):	
	GROUND SNOW LOAD, P _g	72 PSF
	C _e	1.0
	C _i	1.1
	I	1.0
	FLAT ROOF SNOW LOAD, P _f	55 PSF

FLOOR LOADS:		
	DEAD LOAD (INCLUDING MISC. LOADS):	15 PSF (STANDARD) 10 PSF (DECK)
	LIVE LOAD:	40 PSF (STANDARD) 60 PSF (DECK)

WIND DESIGN:	MAIN FORCE RESISTING SYSTEM	
	BASIC WIND SPEED	105 MPH
	EXPOSURE CATEGORY	B
	HEIGHT & EXPOSURE ADJUSTMENT FACTOR, K _z	1.00
	TOPOGRAPHIC FACTOR, K _{zt}	1.00
	WIND ANALYSIS PROCEDURE USED	MWFRS - METHOD 2
	DESIGN BASE SHEAR (ASD)	N/S DIRECTION: 5.6 K E/W DIRECTION: 4.9 K

SEISMIC DESIGN:	MAIN FORCE RESISTING SYSTEM	
	SEISMIC DESIGN CATEGORY	D
	BASIC STRUCTURAL SYSTEM	BEARING WALL
	SEISMIC FORCE RESISTING SYSTEM	WD, SHEATHED WALLS
	RESPONSE MODIFICATION FACTOR, R	6.5
	SITE CLASSIFICATION	E
	SEISMIC IMPORTANCE FACTOR, I _e	1.0
	SPECTRAL DESIGN RESPONSE COEFFICIENT, S _{ds}	0.606
	SPECTRAL DESIGN RESPONSE COEFFICIENT, S _{d1}	0.423
	SEISMIC RESPONSE COEFFICIENT (ASD), C _s	0.0652
	SEISMIC ANALYSIS PROCEDURE USED	EQUIVALENT LATERAL FORCE
	DESIGN BASE SHEAR (ASD)	3.2 K (EA. DIRECTION)

SOILS & FOUNDATIONS:

REFERENCE STANDARDS: CONFORM TO IBC CHAPTER 18 "SOILS & FOUNDATIONS"

GEOTECHNICAL SUBGRADE INSPECTION: THE SPECIAL INSPECTOR SHALL INSPECT ALL SUB-GRADES & PREPARED SOIL BEARING SURFACES PRIOR TO PLACEMENT OF FOUNDATION REINFORCING STEEL & CONCRETE. DESIGN SOIL VALUES SHALL BE FIELD VERIFIED BY THE BUILDING OFFICIAL OR THE SPECIAL INSPECTOR PRIOR TO PLACING CONCRETE.

DESIGN SOIL VALUES:	
ALLOWABLE FOUNDATION BEARING PRESSURE (ASSUMED)	1,500 PSF

FOUNDATIONS & FOOTINGS: FOUNDATIONS SHALL BEAR ON EITHER COMPETENT NATIVE SOIL OR COMPACTED STRUCTURAL FILL. TOPS OF FOOTINGS SHALL BE SHOWN ON PLANS WITH VERTICAL CHANGES AS INDICATED WITH STEPS IN THE FOOTINGS. LOCATION OF STEPS SHOWN AS APPROXIMATE & SHALL BE COORDINATED WITH THE CIVIL GRADING PLAN TO ENSURE THAT THE EXTERIOR PERIMETER FOOTINGS SHALL BEAR NO LESS THAN 36 INCHES BELOW FINISHED GRADE.

SLABS-ON-GRADE: ALL SLABS-ON-GRADE SHALL BEAR ON COMPACTED STRUCTURAL FILL OR COMPETENT NATIVE SOIL.

CONCRETE REINFORCEMENT

REFERENCE STANDARDS: CONFORM TO:

- ACI 301-99 SECTION 3 "REINFORCEMENT & REINFORCEMENT SUPPORTS".
- ACI SP-66 "ACI DETAILING" INCLUDING ACI 315 "DETAILS & DETAILING OF CONCRETE REINFORCEMENT".
- CRSI MSP-2-98 "MANUAL OF STANDARD PRACTICE"
- ANSI/AWS D1.4 "STRUCTURAL WELDING CODE - REINFORCING STEEL"
- IBC CHAPTER 19-CONCRETE
- ACI 318-08

SUBMITTALS: CONFORM TO ACI 301 SECTION 3.1.1 "SUBMITTALS, DATA & DRAWINGS". SUBMIT PLACING DRAWINGS SHOWING FABRICATION DIMENSIONS & LOCATIONS FOR PLACEMENT OF REINFORCEMENT & REINFORCEMENT SUPPORTS.

MATERIALS:

- REINFORCING BARS: ASTM A615, GRADE 60, DEFORMED BARS (GRADE 40 #3 & SMALLER)
- BAR SUPPORTS: CRSI MSP-2-98, CHAPTER 3 "BAR SUPPORTS"
- TIE WIRE: 16.5 GAGE OR HEAVIER, BLACK ANNEALD

FABRICATION: CONFORM TO ACI 301 SECTION 3.2.2 "FABRICATION" & ACI SP-66 "ACI DETAILING MANUAL".

WELDING: BARS SHALL NOT BE WELDED UNLESS AUTHORIZED. WHEN AUTHORIZED, CONFORM TO ACI 301 SECTION 3.2.2.2 "WELDING" & PROVIDE ASTM A706, GRADE 60 REINFORCEMENT.

PLACING: CONFORM TO ACI 301 SECTION 3.3.2 "PLACEMENT". PLACING TOLERANCES SHALL CONFORM TO SECTION 3.3.2.1 "TOLERANCES".

SPLICES: CONFORM TO ACI 301 SECTION 3.3.2.7. REFER TO "TYPICAL LAP SPLICES" DETAIL 4/SS.1 FOR TYPICAL REINFORCEMENT SPLICE. MECHANICAL CONNECTION MAY BE USED WHEN APPROVED BY THE SER. THE SPLICES INDICATED ON INDIVIDUAL SHEETS SHALL CONTROL OVER THE SCHEDULE.

FIELD BENDING: CONFORM TO ACI 301 SECTION 3.3.2.8 "FIELD BENDING OR STRAIGHTENING". BAR SIZES #3 THROUGH #5 MAY BE FIELD BENT COLD THE FIRST TIME. OTHER BARS REQUIRE PREHEATING. DO NOT TWIST BARS.

CAST-IN-PLACE CONCRETE

REFERENCE STANDARDS: CONFORM TO:

- ACI 301-99 "STANDARD SPECIFICATIONS FOR STRUCTURAL CONCRETE"
- IBC CHAPTER 19-CONCRETE
- ACI 318-08/318R-08

CONCRETE MIXTURES: CONFORM TO ACI 301 SECTION 4

MATERIALS: CONFORM TO ACI 301 SECTION 4.2.1

SUBMITTALS: SUBMIT MIX DESIGNS FOR EACH MIX USED FROM THE TABLE BELOW.

TABLE OF MIX DESIGN REQUIREMENTS						
MEMBER TYPE/LOCATION	STRENGTH (PSI)	TEST AGE (DAYS)	MAX. AGGREGATE (IN)	MAX. W/C RATIO	AIR CONTENT	SLUMP (IN)
FOOTINGS & FOUNDATIONS	3000	28	¾	.5	4%-6%	4
INTERIOR SLAB-ON-GRADE	4000	28	¾	.45	2% MAX.	4

MIX DESIGN NOTE:

- W/C RATIO: WATER-CEMENTITIOUS MATERIAL RATIOS SHALL BE BASED ON THE TOTAL WEIGHT OF CEMENTITIOUS MATERIALS.
- CEMENTITIOUS CONTENT: THE USE OF FLY ASH, OTHER POZZOLANS, SILICA FUME, OR SLAG SHALL CONFORM TO ACI 301 SECTION 4.4.2.8.b. MAXIMUM AMOUNT OF FLY ASH SHALL BE 25% OF TOTAL CEMENTITIOUS CONTENT UNLESS REVIEWED & APPROVED BY SER.
- AIR CONTENT: CONFORM TO ACI 301 SECTION 4.2.2.4. CONCRETE SURFACES IN CONTACT WITH THE SOIL REQUIRE ENTRAINED AIR. HORIZONTAL EXTERIOR REQUIRE "SEVERE EXPOSURE". VERTICAL EXTERIOR SURFACES REQUIRE "SEVERE EXPOSURE". TOLERANCES IS ±1½%. AIR CONTENT SHALL BE MEASURED AT POINT OF PLACEMENT.
- SLUMP: CONFORM TO ACI 301 SECTION 4.2.2.2. SLUMP SHALL BE DETERMINED AT POINT OF PLACEMENT.
- NON-CHLORIDE ACCELERATOR: NON-CHLORIDE ACCELERATION ADMIXTURE MAY BE USED IN CONCRETE SLABS PLACED AT AMBIENT TEMPERATURES BELOW 50°F AT THE CONTRACTOR'S OPTION.

FORMWORK: CONFORM TO ACI 301 SECTION 2 "FORMWORK & FORM ACCESSORIES". REMOVAL OF FORMS SHALL CONFORM TO SECTION 2.3.2 EXCEPT STRENGTH INDICATED IN SECTION 2.3.2.5 SHALL BE .75 FC.

MEASURING, MIXING, & DELIVERY: CONFORM TO ACI 301 SECTION 4.3

HANDLING, PLACING, CONSTRUCTING, & CURING: CONFORM TO TO ACI 301 SECTION 5.

CONSTRUCTION JOINTS: CONFORM TO ACI 301 SECTIONS 2.2.2.5, 5.1.2.3a, 5.2.2.1, & 5.3.2.6. CONSTRUCTION JOINTS SHALL BE LOCATED & DETAILED AS ON THE CONSTRUCTION DRAWINGS. USE OF AN ACCEPTABLE ADHESIVE, SURFACE RETARDANT, PORTLAND CEMENT GROUT, OR ROUGHENING THE SURFACE IS NOT REQUIRED UNLESS SPECIFICALLY NOTED ON THE DRAWINGS.

EMBEDDED ITEMS: POSITION & SECURE IN PLACE EXPANSION JOINT MATERIAL, ANCHORS, & OTHER STRUCTURAL & NON-STRUCTURAL EMBEDDED ITEMS BEFORE PLACING CONCRETE. CONTRACTOR SHALL REFER TO MECHANICAL, ELECTRICAL, PLUMBING, & ARCHITECTURAL DRAWINGS & COORDINATE OTHER EMBEDDED ITEMS.

GROUT: USE 5000PSI NON-SHRINK GROUT FOR COLUMN BASE PLATES.

WOOD

MOISTURE CONTENT: DOUGLAS FIR/LARCH PER WESTERN WOOD PRODUCTS ASSOCIATION (WWPA) GRADING RULES, MAXIMUM MOISTURE CONTENT OF 19%.

SAWN LUMBER GRADED AS FOLLOWS:

STUD FRAMING, PLATES, BLOCKING, HEADERS, JOISTS, & RAFTERS:	DF/L #1/#2, U.N.O.	Fb=850psi	Fc=1,400psi
BEAMS & STRINGERS:	DF/L #1	Fb=1,300psi	Fc=925psi
POSTS & TIMBERS:	DF/L #1	Fb=1,200psi	Fc=1,000psi

GLUE-LAMINATED BEAMS:

FABRICATE IN ACCORDANCE WITH ANSI/ITC A190.1, AITC 117 AND ASTM D3737. PROVIDE AITC CERTIFICATION MARK ON BEAMS. PROVIDE GRADE COMBINATIONS AS FOLLOWS:

BENDING MEMBERS (SIMPLE SPAN):	24F-V4
BENDING MEMBERS (MULTI SPAN & CANTILEVERS):	24F-V8
COLUMNS AND TENSION MEMBERS:	5-DF L1D

WOOD SHEATHING AND STRUCTURAL PANELS: SHALL BE AMERICAN PLYWOOD ASSOCIATION (APA) RATED STRUCTURAL 1 OR "SHEATHING" SUITABLE FOR SPAN AND USE.

ROOF SHEATHING: SHALL HAVE PLYWOOD PANELS WITH FACE GRAIN PERPENDICULAR TO SUPPORTS. STAGGER ALL END JOINTS AND PLACE AS INDICATED IN "CASE 1" OF TABLE 2306.3.1 OF THE 2012 IBC. PLYWOOD SHALL HAVE THICKNESS REQUIREMENTS, SPAN RATING, AND FASTENING REQUIREMENTS AS INDICATED ON THE PLANS.

FRAMING CONNECTORS, ANCHORS, AND HANGERS: SHALL BE SIMPSON "STRONG-TIE" PRODUCTS WITH EQUIVALENT CAPACITY AND QUALITY MAY BE SUBSTITUTED AFTER A SUBSTITUTION SUBMITTAL HAS BEEN PROVIDED BY THE CONTRACTOR FOR AND APPROVAL GIVEN BY THE STRUCTURAL ENGINEER. GLUE FLOOR MEMBERS TO TOP FLANGE HANGERS, TYPICAL. FOLLOW MANUFACTURER'S RECOMMENDATIONS FOR INSTALLATION AND USE. ALWAYS USE THE MORE STRINGENT NAILING REQUIREMENTS, U.N.O.

NAILS SHOWN: SHALL BE "COMMON" NAILS UNLESS NOTED OTHERWISE. IF NAILING REQUIREMENTS ARE NOT PROVIDED, NAIL IN ACCORDANCE TO IBC TABLE 2304.9.1 FASTENING SCHEDULE AND OTHER APPLICABLE SECTIONS OF IBC CHAPTER 23 WHERE NOT OTHERWISE NOTED. NAILS SHALL NOT PENETRATE BEYOND A FLUSH CONDITION WITH THE FACE OF SHEATHING.

PROPRIETARY WOOD PRODUCTS

- ENGINEERED LUMBER BEAMS, JOISTS, ACCESSORIES AND BLOCKING AS MANUFACTURED BY ILEVEL, A WEYERHAEUSER BUSINESS OR APPROVED EQUIVALENT.
- FLOOR SHEATHING SHALL BE GLUED AND NAILED CONTINUOUSLY TO THE TOP FLANGE OF ALL JOISTS AS SPECIFIED ON THE PLAN.
- FASTEN TJI JOIST, RIMBOARD AND BLOCKING TO SUPPORTING MEMBER PER MANUFACTURE OR AS FOLLOWS: JOISTS TO WOOD SUPPORTS WITH 2-8d COMMON OR 2-10d BOX NAILS THROUGH THE BOTTOM FLANGE 1/2" MINIMUM FROM THE END OF THE JOIST. NAIL BLOCKING PANELS OR RIM JOIST TO SUPPORTING ELEMENT WITH 8d COMMON OR 10d BOX NAILS AT 6" O. C. SEE PLAN AND DETAILS FOR ADDITIONAL FASTENING REQUIREMENTS
- PROVIDE ENGINEERED ILEVEL PRODUCTS AS FOLLOWS:

1.3E TIMBERSTRAND LSL RIMBOARD:	Fb = 1,700 PSI Fv = 400 PSI Fc = 1,400 PSI E = 1,300,000 PSI
1.9E MICROLLAM LVL	Fb = 2,600 PSI Fv = 285 PSI Fc = 2,510 PSI E = 1,900,000 PSI
2.0E PARALLAM LVL:	Fb = 2,900 PSI Fv = 290 PSI Fc = 2,900 PSI E = 2,000,000 PSI
1.8E PARALLAM PSL COLUMN:	Fb = 2,400 PSI E = 1,800,000 PSI

STRUCTURAL STEEL

DETAIL, FABRICATE, AND ERECT:

-IN ACCORDANCE WITH THE AISC SPECIFICATIONS AND CODES.

SUBMITTALS: SUBMIT SHOP DRAWINGS PRIOR TO FABRICATION

PROVIDE MATERIAL CONFORMING TO:

- SHAPES (EXCEPT WIDE FLANGES) AND PLATES: ASTM A36, Fy=36 ksi
- WIDE FLANGE SHAPES: ASTM A992, Fy=50 ksi MIN. (65 ksi MAX.)
- STRUCTURAL TUBING: ASTM A500, GRADE B, Fy=46 ksi
- MACHINE BOLTS: ASTM A325 - UNLESS NOTED OTHERWISE
- ANCHOR BOLTS: ASTM F1554, GRADE 36
MINIMUM ANCHOR BOLT EMBEDMENT TO BE 8" IN CONCRETE AND GROUTED CONCRETE MASONRY, U.N.O.
- THREADED ROD: ASTM A36
- WELDING ELECTRODE: MATCH MATERIAL STRENGTH
- EXPANSION ANCHORS: SIMPSON "STRONG BOLT" OR APPROVED EQUAL
- ADHESIVE ANCHORS: SIMPSON "ACRYLIC-TIE" OR APPROVED EQUAL

MEMBERS SHALL BE UNSPLICED AND FABRICATED PER AISC WITH "STANDARD" HOLES ¼" LARGER THAN BOLT DIAMETER UNLESS SPECIFICALLY DETAILED OR APPROVED OTHERWISE. HOLES FOR ANCHOR BOLTS MAY BE ¾" MAX. LARGER THAN BOLT UNLESS NOTED OTHERWISE. (PROVIDE WASHERS AT ALL ANCHOR BOLTS).

HOLES IN LEDGERS FOR ANCHOR BOLTS MY BE ¾" LARGER THAN BOLT U.N.O.

USE NON-SHRINK GROUT/DRYPACK BELOW STEEL BASE PLATES AND BEARING PLATES.

SHOP WELDING SHALL BE DONE IN A CERTIFIED FABRICATOR'S SHOP APPROVED BY THE BUILDING OFFICIAL (IBC 1704.2) OR SHALL BE PERFORMED UNDER SPECIAL INSPECTION WITH SUCH INSPECTION AT THE FABRICATOR'S EXPENSE. SUBMIT EVIDENCE OF CERTIFICATION PRIOR TO COMMENCING FABRICATION.



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GREEN GARAGE APARTMENT

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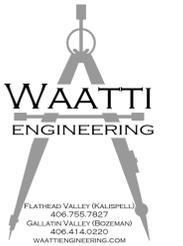
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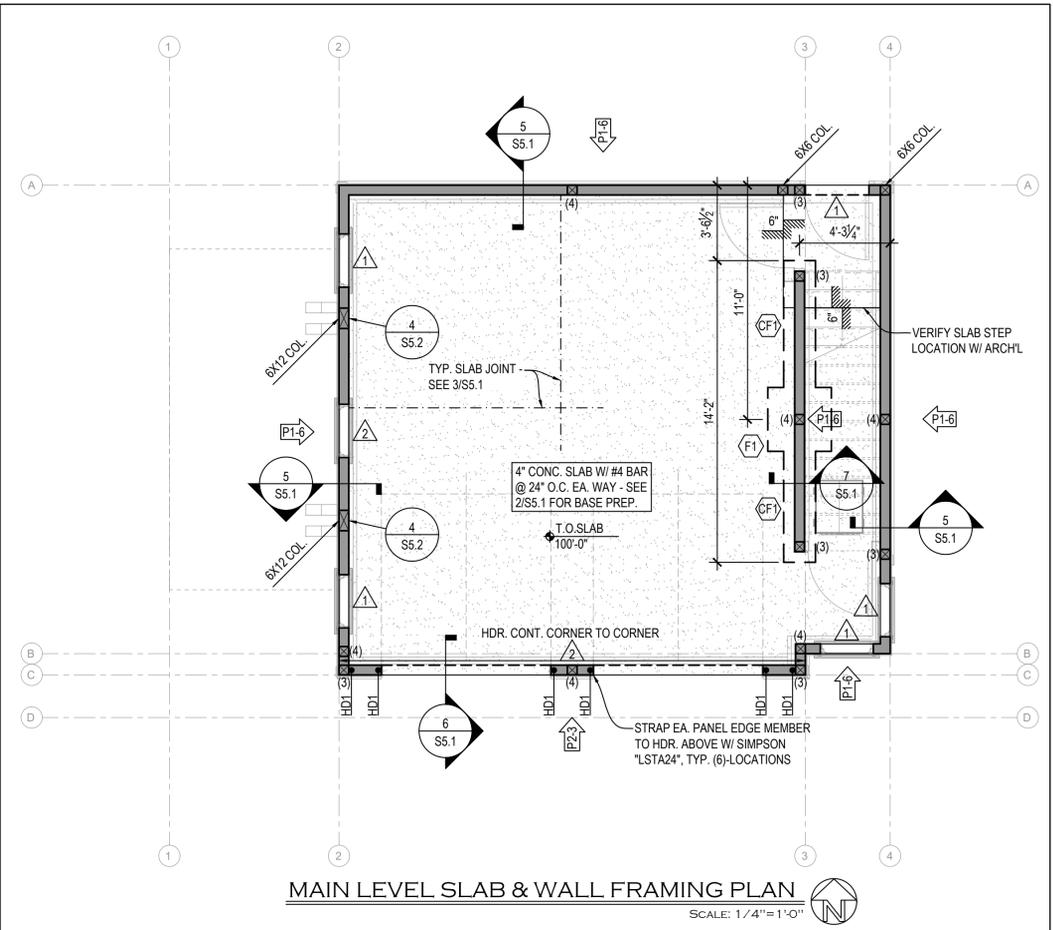
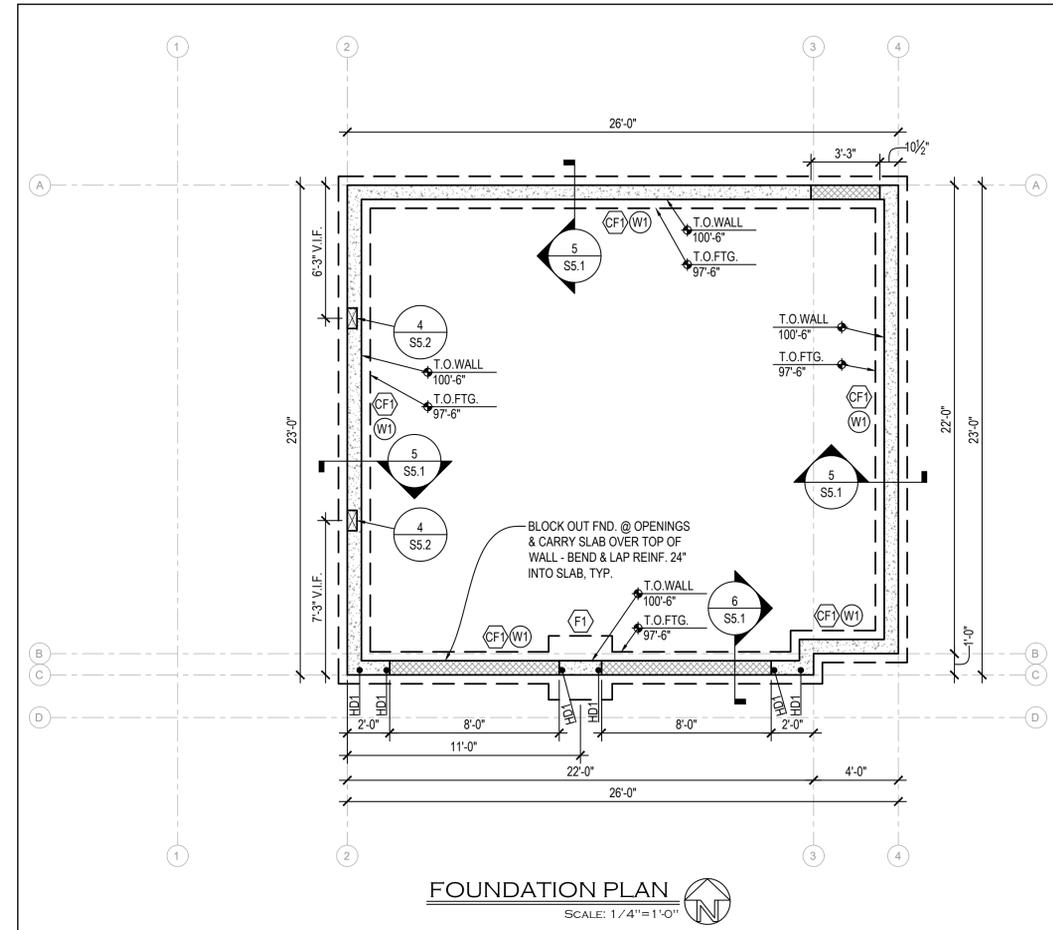
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- PLAN NOTES:**
- (F1) - INDICATES CONCRETE FOOTING - SEE FOOTING SCHEDULE ON THIS SHEET
 - (W1) - INDICATES FOUNDATION WALL - SEE FOUNDATION WALL SCHEDULE ON THIS SHEET
 - HD1 - INDICATES SIMPSON HOLD-DOWN - SEE HOLD-DOWN SCHEDULE ON THIS SHEET
 - △ - INDICATES HEADER - SEE HEADER SCHEDULE ON THIS SHEET
 - PT-6 - INDICATES SHEARWALL NAILING - SEE SHEARWALL SCHEDULE ON THIS SHEET
 - █ - INDICATES BEARING/SHEAR WALL (2X6 @ 16" O.C., U.N.O.)
 - (X) - INDICATES BUILT UP COLUMN W/(X)-NUMBER OF STUDS
 - ← 3/8" PLYWD. - INDICATES SPAN DIRECTION OF 3/8" PLYWOOD SHEATHING W/10d NAILS @ 6" O.C. EDGES & 12" O.C. FIELD, H-CLIPS REQ'D @ ROOF SLOPES OF 4:12 OR LESS
 - ← 3/4" PLYWD. - INDICATES SPAN DIRECTION OF 3/4" T&G ADVANTECH PLYWOOD SHEATHING W/GLUE & 10d NAILS @ 6" O.C. EDGES & 12" O.C. FIELD
 - ← DECKING - INDICATES SPAN DIRECTION OF DECKING PER ARCH'L
 - GL 5 1/2" X 9" (110'-0") - INDICATES BEAM SIZE & TOP OF BEAM ELEVATION

FOUNDATION WALL SCHEDULE			
MARK	THICKNESS	WALL REINFORCEMENT	ANCHOR BOLTS
(W1)	8"	#4 VERTICAL @ 18" O.C. #4 HORIZONTAL @ 12" O.C. (1-MAT, CNTR'D)	3/8" @ 32" O.C. W/ 3" SQ PL. WASHERS

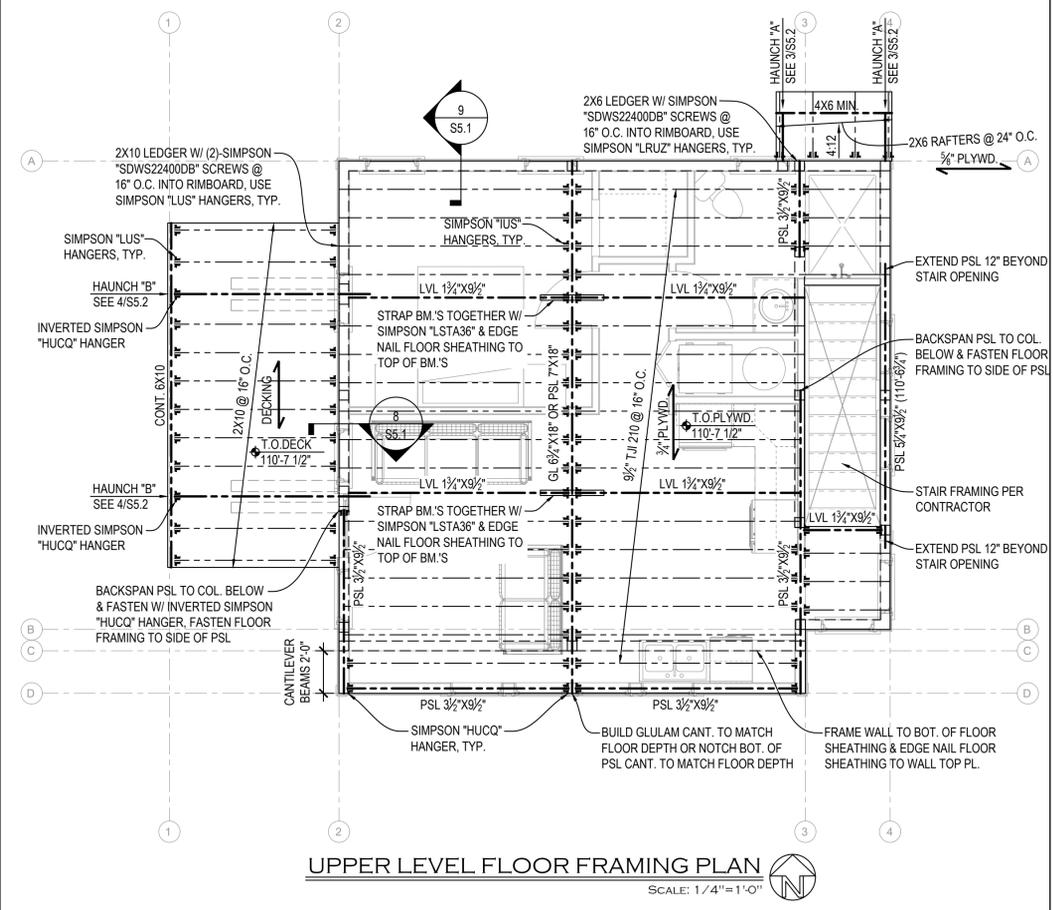
FOOTING SCHEDULE		
MARK	SIZE	REINFORCEMENT
(CF)	CONT. 1'-6"W X 10"D	(2)-#4 BARS CONT. BOT.
(F1)	3'-0" SQ X 12"D	(4)-#4 BARS EA. WAY BOT.

*CENTER FTG. ON WALL OR PIER, U.N.O.

HOLD-DOWN SCHEDULE				
MARK	SIMPSON HOLD-DOWN	FASTENERS	SIMPSON ANCHOR BOLT	MIN. FASTENING WIDTH
HD1	HDU5-SDS2.5	(14)-SDS 1/2" X 2 1/2" SCREWS	SB 3/8" X 24	3"

HEADER SCHEDULE			
MARK	HEADER	KING STUDS	TRIMMER STUDS
△	(2)-2X8	1	1
△	GL 5 1/2" X 9"	2	2

SHEARWALL SCHEDULE					
MARK	SHEATHING	FASTENING	BLOCKING	SIDES OF WALL	MEMBERS @ PANEL EDGE
PT-6	3/8" OSB OR PLYWD.	8d NAILS @ 6" O.C. EDGE & 12" O.C. FIELD	YES	1 SIDE	2X
PT-3	3/8" OSB OR PLYWD.	8d NAILS @ 3" O.C. EDGE & 12" O.C. FIELD	YES	2 SIDES	3X OR DBL. 2X



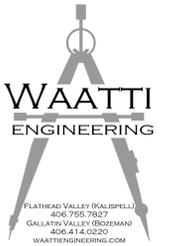
GREEN GARAGE APARTMENT

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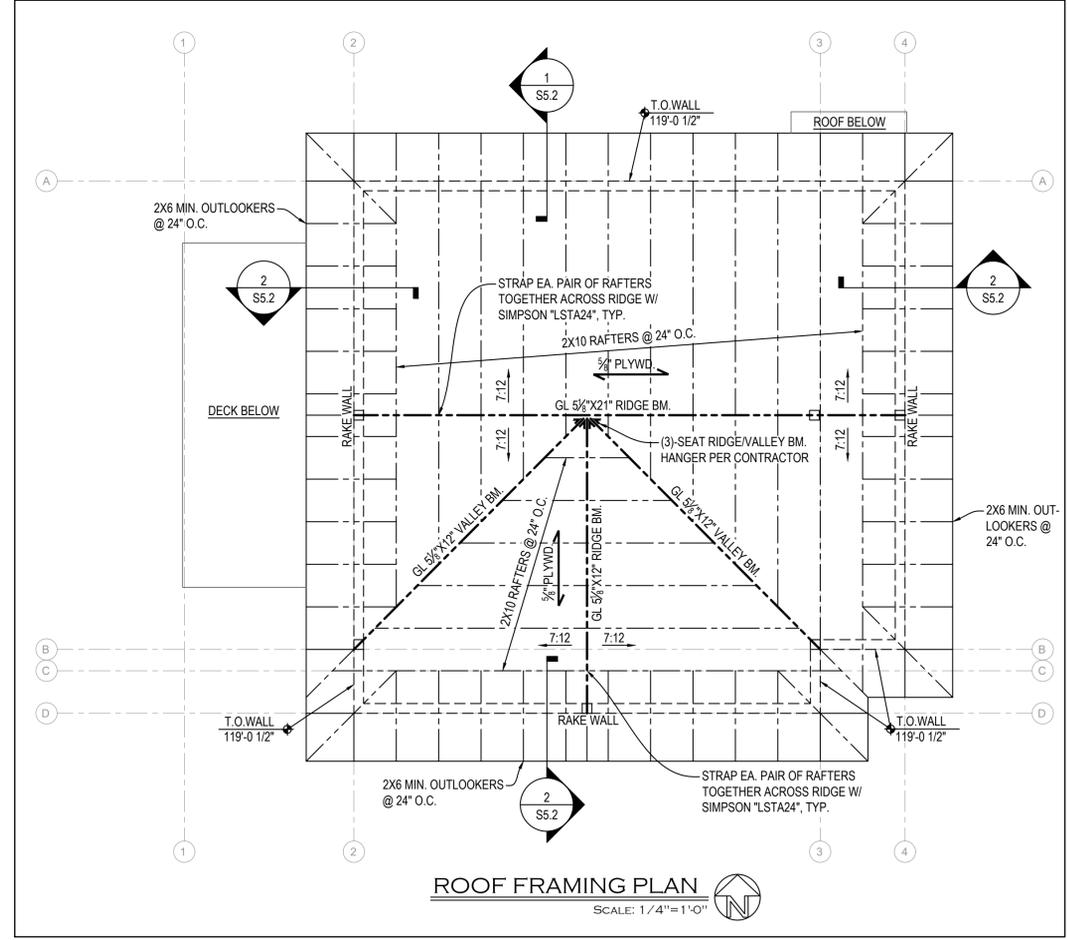
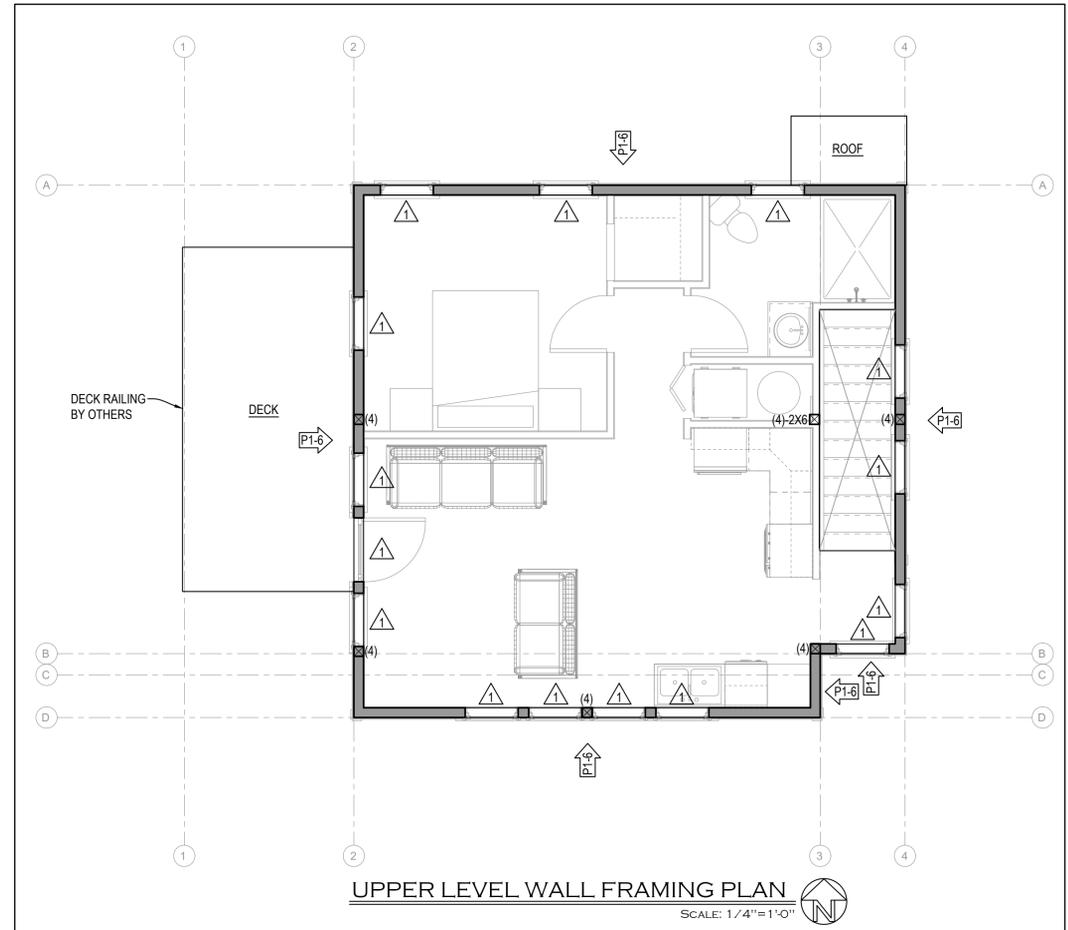
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- PLAN NOTES:**
- (F1) - INDICATES CONCRETE FOOTING - SEE FOOTING SCHEDULE ON THIS SHEET
 - (W1) - INDICATES FOUNDATION WALL - SEE FOUNDATION WALL SCHEDULE ON THIS SHEET
 - HD1 - INDICATES SIMPSON HOLD-DOWN - SEE HOLD-DOWN SCHEDULE ON THIS SHEET
 - △ - INDICATES HEADER - SEE HEADER SCHEDULE ON THIS SHEET
 - P1-6 - INDICATES SHEARWALL NAILING - SEE SHEARWALL SCHEDULE ON THIS SHEET
 - █ - INDICATES BEARING/SHEAR WALL (2X6 @ 16" O.C., U.N.O.)
 - (X)2 - INDICATES BUILT UP COLUMN W/(X)-NUMBER OF STUDS
 - ← 5/8" PLYWD. - INDICATES SPAN DIRECTION OF 5/8" PLYWOOD SHEATHING W/10d NAILS @ 6" O.C. EDGES & 12" O.C. FIELD, H-CLIPS REQ'D @ ROOF SLOPES OF 4:12 OR LESS
 - ← 3/4" PLYWD. - INDICATES SPAN DIRECTION OF 3/4" T&G ADVANTECH PLYWOOD SHEATHING W/GLUE & 10d NAILS @ 6" O.C. EDGES & 12" O.C. FIELD
 - ← DECKING - INDICATES SPAN DIRECTION OF DECKING PER ARCH'L
 - GL 5 1/2"X9" (110'-0") - INDICATES BEAM SIZE & TOP OF BEAM ELEVATION

FOUNDATION WALL SCHEDULE			
MARK	THICKNESS	WALL REINFORCEMENT	ANCHOR BOLTS
(W1)	8"	#4 VERTICAL @ 18" O.C. #4 HORIZONTAL @ 12" O.C. (1-MAT, CNTRD)	3/8" @ 32" O.C. W/ 3"SQ PL. WASHERS

FOOTING SCHEDULE		
MARK	SIZE	REINFORCEMENT
(CF)	CONT. 1'-6"W X 10"D	(2)-#4 BARS CONT. BOT.
(F1)	3'-0"SQ X 12"D	(4)-#4 BARS EA. WAY BOT.

*CENTER FTG. ON WALL OR PIER, U.N.O.

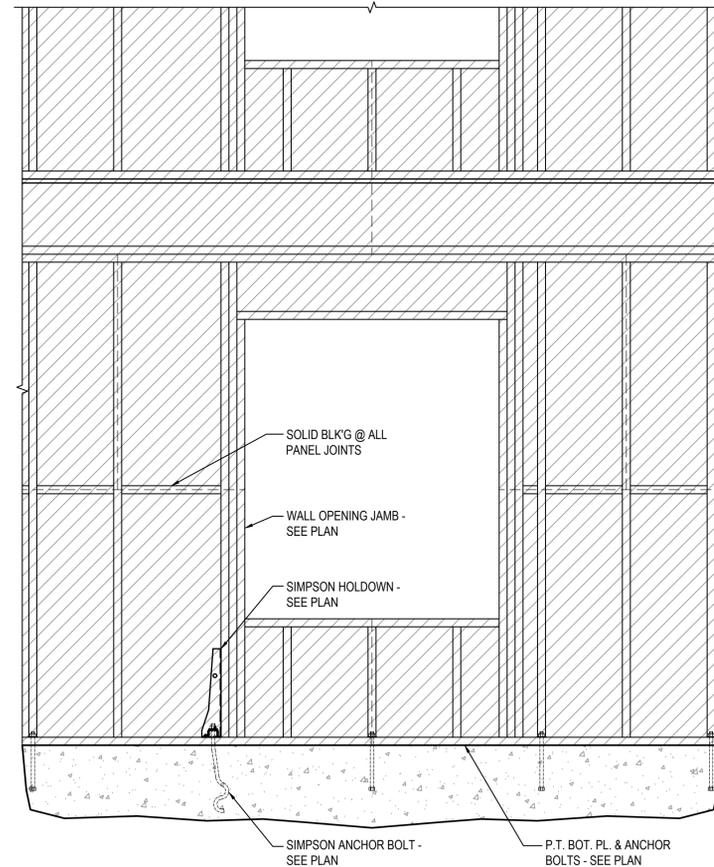
HOLD-DOWN SCHEDULE				
MARK	SIMPSON HOLD-DOWN	FASTENERS	SIMPSON ANCHOR BOLT	MIN. FASTENING WIDTH
HD1	HDU5-SDS2.5	(14)-SDS 1/2"X2 1/2" SCREWS	SB3/8X24	3"

HEADER SCHEDULE			
MARK	HEADER	KING STUDS	TRIMMER STUDS
△	(2)-2X8	1	1
△	GL 5 1/2"X9"	2	2

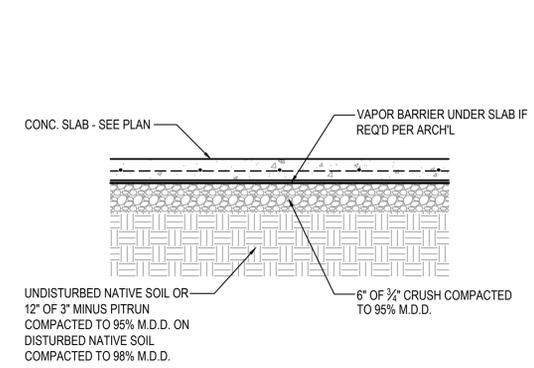
SHEARWALL SCHEDULE					
MARK	SHEATHING	FASTENING	BLOCKING	SIDES OF WALL	MEMBERS @ PANEL EDGE
P1-6	5/8" OSB OR PLYWD.	8d NAILS @ 6" O.C. EDGE & 12" O.C. FIELD	YES	1 SIDE	2X
P2-3	5/8" OSB OR PLYWD.	8d NAILS @ 3" O.C. EDGE & 12" O.C. FIELD	YES	2 SIDES	3X OR DBL. 2X

FASTENING SCHEDULE (IBC TABLE 2304.9.1)		
CONNECTION	FASTENING	LOCATION
1. Joist to sill or girder	3-8d common (2 1/2"x.131") 3-3"x.131" nails	toenail
2. Bridging to Joist	2-8d common (2 1/2"x.131") 2-3"x.131" nails	toenail each end
3. 1"x6" subfloor or less to each joist	2-8d common (2 1/2"x.131")	face nail
4. Wider than 1"x6" subfloor to each joist	3-8d common (2 1/2"x.131")	face nail
5. 2" subfloor to joist or girder	2-16d common (3 1/2"x.162")	blind and face nail
6. Sole plate to joist or blocking	1-6d (3 1/2"x.135") at 16" o.c. 3"x.131" nails @ 8" o.c.	typical face nail
Sole plate to joist or blocking at braced wall panel	3-16d (3 1/2"x.135") @ 16" 4-3"x.131" nails @ 16"	braced wall panels
7. Top plate to stud	2-16d common (3 1/2"x.162") 3-3"x.131" nails	end nail
8. Stud to sole plate	4-8d common (2 1/2"x.131") 2-16d common (3 1/2"x.162") 3-3"x.131" nails	toenail end nail
9. Double studs	1-6d (3 1/2"x.135") at 24" o.c. 3"x.131" nails at 8" o.c.	face nail
10. Double top plates	1-6d (3 1/2"x.135") at 16" o.c. 3"x.131" nails at 12" o.c.	typical face nail
Double top plates	8-16d common (3 1/2"x.162") 12-3"x.131" nails	lap splice
11. Blocking between joists or rafters to top plate	3-8d common (2 1/2"x.131") 3-3"x.131" nails	toenail
12. Rim joist to top plate	8d (2 1/2"x.131") at 6" o.c. 3"x.131" nails at 5" o.c.	toenail
13. Top plates, laps, and intersections	2-16d common (3 1/2"x.162") 3-3"x.131" nails	face nail
14. Continuous header, two pieces	1-6d common (3 1/2"x.162")	16" o.c. along edge
15. Ceiling joists to plate	3-8d common (2 1/2"x.131") 5-3"x.131" nails	toenail
16. Continuous header to stud	4-8d common (2 1/2"x.131")	toenail
17. Ceiling joists, laps over partitions (see Section 2308.10.4.1, Table 2308.10.4.1)	3-16d common (3 1/2"x.162") min., Table 2308.10.4.1 4-3"x.131" nails	face nail
18. Ceiling joists to parallel rafters (see Section 2308.10.4.1, Table 2308.10.4.1)	3-16d common (3 1/2"x.162") min., Table 2308.10.4.1 4-3"x.131" nails	face nail
19. Rafter to plate (see Section 2308.10.1, Table 2308.10.1)	3-8d common (2 1/2"x.131") 3-3"x.131" nails	toenail
20. 1" diagonal brace to each stud and plate	2-8d common (2 1/2"x.131") 2-3"x.131" nails	face nail
21. 1"x8" sheathing to each bearing	3-8d common (2 1/2"x.131")	face nail
22. Wider than 1"x8" sheathing to each bearing	3-8d common (2 1/2"x.131")	face nail
23. Built-up corner studs	1-6d common (3 1/2"x.162") 16" o.c.	24" o.c. 16" o.c.
24. Built-up girder and beams	2-8d common (4"x.192") at 32" o.c. 3"x.131" nails at 24" o.c. 2-20d common (4"x.192") 3-3"x.131" nails	face nail at top and bot. staggered on opposite sides face nail at ends and at each splice
25. 2" planks	1-6d common (3 1/2"x.162")	at each bearing
26. Collar tie to rafter	3-10d common (3"x.148") 4-3"x.131" nails	toenail
27. Jack rafter to hip	3-10d common (3"x.148") 4-3"x.131" nails	toe nail
	2-16d common (3 1/2"x.162") 3-3"x.131" nails	face nail
28. Roof rafter to 2-by ridge beam	2-16d common (3 1/2"x.162") 3-3"x.131" nails	toe nail
	2-16d common (3 1/2"x.162") 3-3"x.131" nails	face nail
29. Joist to band joist	3-16d common (3 1/2"x.162") 4-3"x.131" nails	face nail
30. Ledger strip	3-16d common (3 1/2"x.162") 4-3"x.131" nails	face nail
31. Panel Siding (to framing)	1/2" or less 6d 3/8" 8d	
32. Fiberboard sheathing	1/2" 6d common (2"x.113") 3/8" 8d common (2 1/2"x.131")	
33. Interior paneling	1/2" 4d 3/8" 6d	

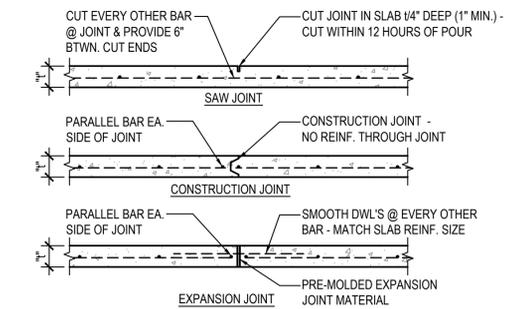
NOTE: USE HOT-DIPPED GALVANIZED FASTENERS OR APPROVED EQUAL WHEN FASTENING MEMBERS THAT ARE PRESSURE-TREATED



1 TYP. WALL FRAMING SCALE: 3/4"=1'-0"

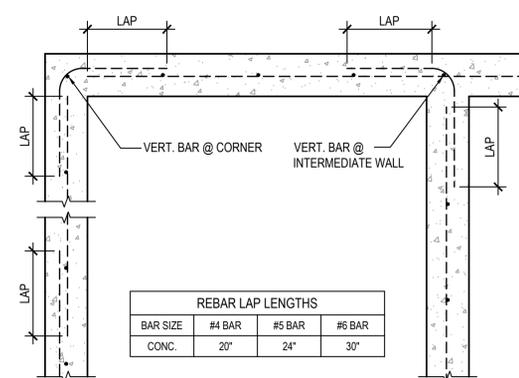


2 TYP. CONC. SLAB BASE PREP. SCALE: 3/4"=1'-0"

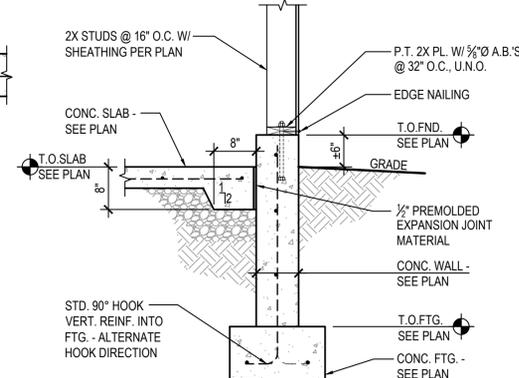


SLAB JOINT SPACING			
SLAB THICKNESS	4"	6"	8"
SPACING	10'-0"	15'-0"	20'-0"
AREA (SQ. FT.)	100	225	400

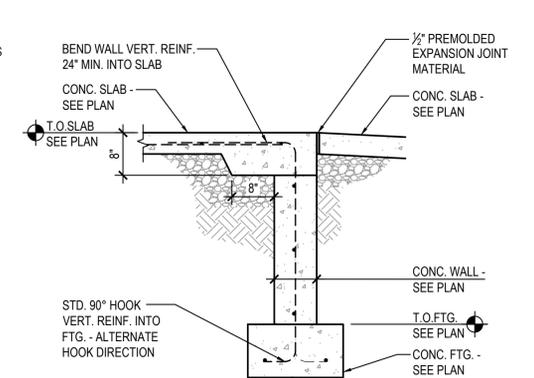
3 TYP. CONC. SLAB JOINT SCALE: 3/4"=1'-0"



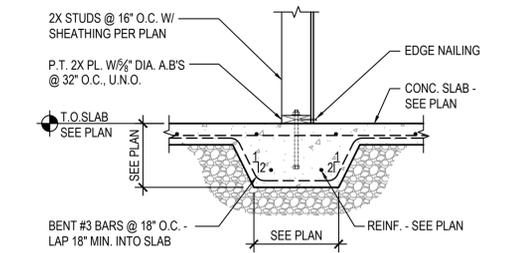
4 CONC. WALL REBAR LAYOUT & LAPS SCALE: 3/4"=1'-0"



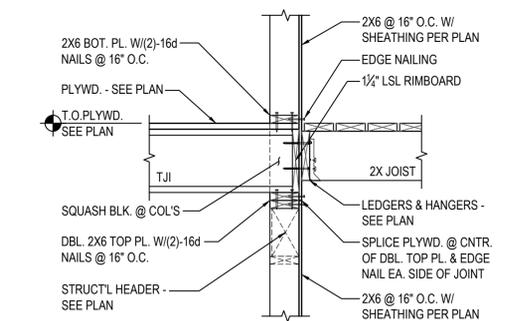
5 FOUNDATION SECTION SCALE: 3/4"=1'-0"



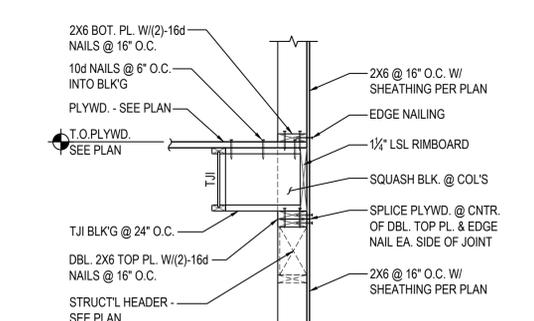
6 FOUNDATION SECTION @ OPENING SCALE: 3/4"=1'-0"



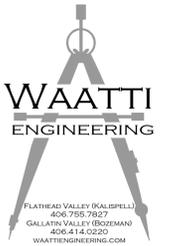
7 FOUNDATION SECTION SCALE: 3/4"=1'-0"



8 FLOOR SECTION @ DECK SCALE: 3/4"=1'-0"



9 FLOOR SECTION SCALE: 3/4"=1'-0"



REVISIONS:

#	DATE

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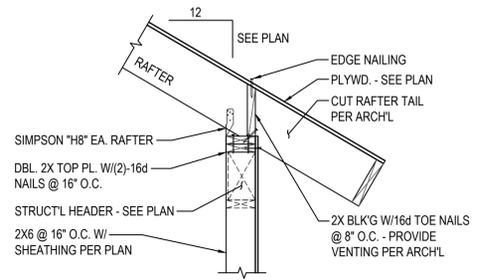
GREEN GARAGE APARTMENT

35 COLUMBIA AVE. - WHITEFISH, MONTANA

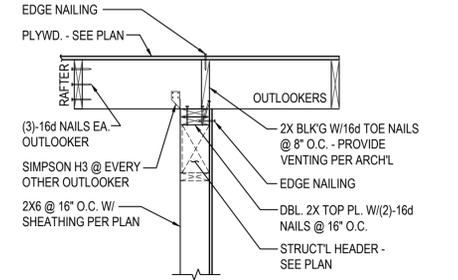
SHEET TITLE:
STRUCTURAL
DETAILS

DRAWN BY: LLC
CHECKED BY: MDW
DATE: MAY 28, 2020

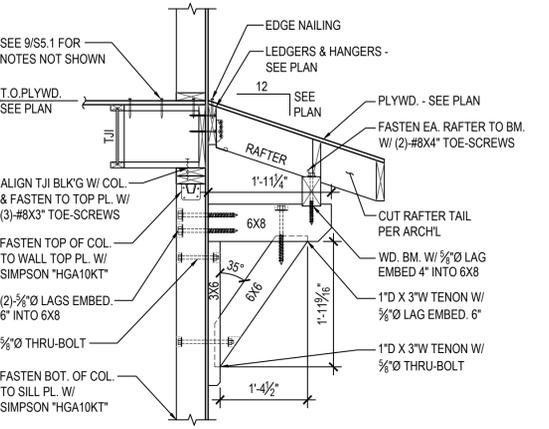
SHEET #:
S
5.1
FOR CONSTRUCTION



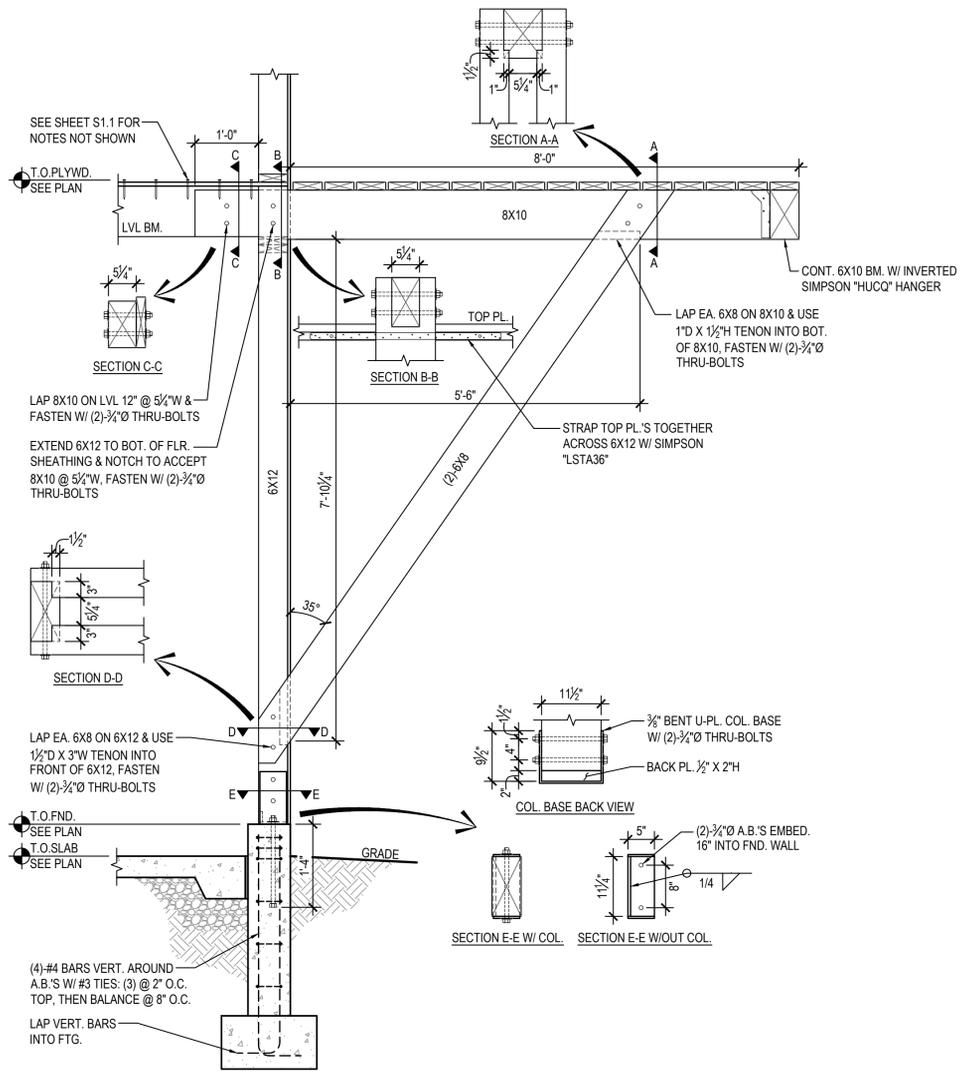
1 ROOF SECTION
SCALE: 3/4"=1'-0"



2 ROOF SECTION
SCALE: 3/4"=1'-0"



3 HAUNCH "A"
SCALE: 3/4"=1'-0"



4 HAUNCH "B"
SCALE: 3/4"=1'-0"



REVISIONS:

#	DATE

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GREEN GARAGE APARTMENT

35 COLUMBIA AVE. - WHITEFISH, MONTANA

SHEET TITLE:
STRUCTURAL
DETAILS

DRAWN BY: LLC
CHECKED BY: MDW
DATE: MAY 28, 2020

SHEET #:
S
5.2
FOR CONSTRUCTION

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PLANNING & BUILDING DEPARTMENT
418 E 2nd Street, PO Box 158, Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409



September 1, 2020

Mayor and City Council
City of Whitefish
PO Box 158
Whitefish MT 59937

RE: Core Accessory Apartment at 25 Oregon Avenue (WCUP 20-11)

Honorable Mayor and Council:

Summary of Requested Action: Troy Core is requesting a Conditional Use Permit to construct an accessory apartment at 25 Oregon Avenue. The site is developed with a single-family home and detached garage, which will be modified to accommodate the apartment. The property is zoned WR-2 (Two-Family Residential District) and the Whitefish Growth Policy designates this property as 'Urban'.

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to eight conditions set forth in the attached staff report.

Public Hearing: No one spoke at the public hearing on August 20, 2020. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on August 20, 2020 and considered the request. Following the hearing, the Planning Board unanimously approved the request. In making their decision, the Planning Board adopted staff report WCUP 20-11 with Findings of Fact and recommended Conditions of Approval.

Proposed Motion:

- I move to approve WCUP 20-11, the Findings of Fact in the staff report and the eight conditions of approval, as recommended by the Whitefish Planning Board on August 20, 2020.

This item has been placed on the agenda for your regularly scheduled meeting on September 8, 2020. Should Council have questions or need further information on this matter, please contact the Planning Board or the Planning & Building Department.

Respectfully,

/s/ Hilary Lindh

Hilary Lindh
Long Range Planner

Att: Exhibit A: Planning Board Recommended Conditions of Approval
Draft Minutes, Planning Board Meeting, 8-20-20

Exhibits from 6-18-20 Staff Packet

1. Staff Report – WCUP 20-11, 8-13-20
2. Adjacent Landowner Notice, 7-29-20
3. Advisory Agency Notice, 7-31-20

The following was submitted by the applicant:

4. Application for Conditional Use Permit, 6-29-20

c: w/att Michelle Howke, City Clerk

c: w/o att Troy Core, 531 North Bozeman, Bozeman, MT 59715

Exhibit A
Secease
Conditional Use Permit WCUP 20-10
Whitefish Planning Board
Recommended Conditions of Approval
June 18, 2020

1. The project must be constructed in compliance with the plans submitted May 14 and June 1, 2020, except as amended by these conditions. Minor deviations from the plans will require review pursuant to §11-7-8(E)(8) and major deviations from the plans will require review pursuant to §11-7-8. The applicant must maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.
2. Because the footprint of the building exceeds 600 square feet, primary building setbacks must be met. (§11-2G-4)
3. One off-street parking space must be designated for the accessory apartment and two off-street parking spaces must be designated for the primary residence. (§11-3-1(D))
4. The applicant must pave the driveway as required in §11-6-3-1(D)(2).
5. All stormwater generated by the proposal must be retained on-site. (§11-3-2(C))
6. Prior to building permit issuance, the property owner must provide the City a recorded copy of either a deed restriction or a restrictive covenant that the accessory apartment may only be rented if the owners maintain permanent residence in the primary structure. (§11-3-1(C))
7. Short term rentals for less than 30 days are not permitted.
8. The conditional use permit is valid for 18 months and will terminate unless commencement of the authorized activity has begun. (§11-7-8)

Exhibit A
Core
Conditional Use Permit WCUP 20-11
Whitefish Planning Board
Recommended Conditions of Approval
August 20, 2020

1. The project must be constructed in compliance with the plans submitted June 29, 2020, except as amended by these conditions. Minor deviations from the plans will require review pursuant to §11-7-8(E)(8) and major deviations from the plans will require review pursuant to §11-7-8. The applicant must maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.
2. Because the footprint of the building will be less than 600 square feet, accessory building setbacks must be met. (§11-2G-4)
3. One off-street parking space must be designated for the accessory apartment and two off-street parking spaces must be designated for the primary residence. (§11-3-1(D))
4. The applicant must pave the parking area as required in §11-6-3-1(D)(2).
5. All stormwater generated by the proposal must be retained on-site. (§11-3-2(C))
6. Prior to building permit issuance, the property owner must provide the City a recorded copy of either a deed restriction or a restrictive covenant that the accessory apartment may only be rented if the owners maintain permanent residence in the primary structure. (§11-3-1(C))
7. Short term rentals for less than 30 days are not permitted.
8. The conditional use permit is valid for 18 months and will terminate unless commencement of the authorized activity has begun. (§11-7-8)

<p>USE PERMIT REQUEST <i>6:08 pm</i></p>	<p>apartment over a new garage at 35 Columbia Avenue. The property is zoned WR-2 (Two-Family Residential District) and can be legally described as Lots 11 & 12, Block 31 Whitefish Original in S36, T31N, R22W, P.M.M., Flathead County.</p>
<p>STAFF REPORT WCUP 20-12 (Lindh)</p>	<p>Long Range Planner Lindh reviewed her staff report and findings. No public comments have been received.</p> <p>Staff recommended adoption of the findings of fact within staff report WCUP 20-12 and for approval of the conditional use permit to the Whitefish City Council.</p>
<p>BOARD QUESTIONS OF STAFF</p>	<p>Vice Chair Ellis asked if the setbacks were sufficient and Lindh said the building footprint is less than 600 square feet and there are no problems with proposed setbacks.</p>
<p>APPLICANT / AGENCIES</p>	<p>Ron Nash, Montana Creative, 158 Railway Street, asked if the board had any questions and there were none.</p>
<p>PUBLIC COMMENT</p>	<p>Vice Chair Ellis opened the public hearing.</p> <p>There being no public comments, Vice Chair Ellis closed the public hearing and turned the matter over to the Planning Board for consideration.</p>
<p>MOTION / BOARD DISCUSSION</p>	<p>Freudenberger moved and Beckham seconded to adopt the findings of fact within staff report WCUP 20-12, with the seven (7) conditions of approval, as proposed by City Staff.</p>
<p>VOTE</p>	<p>The motion passed unanimously. The matter is scheduled to go before the Council on September 8, 2020.</p>
<p>PUBLIC HEARING 2: CORE CONDITIONAL USE PERMIT REQUEST <i>6:14 pm</i></p>	<p>A request by Troy Core for a Conditional Use Permit to construct an accessory apartment above an existing garage at 25 Oregon Avenue. The property is zoned WR-2 (Two-Family Residential District) and can be legally described as Lot 9, Block 17 Whitefish Original in S25, T31N, R22W, P.M.M., Flathead County.</p>
<p>STAFF REPORT WCUP 20-11 (Lindh)</p>	<p>Long Range Planner Lindh reviewed her staff report and findings. No public comments have been received.</p> <p>Staff recommended adoption of the findings of fact within staff report WCUP 20-11 and for approval of the conditional use permit to</p>

	the Whitefish City Council.
BOARD QUESTIONS OF STAFF	None.
APPLICANT / AGENCIES	None.
PUBLIC COMMENT	Vice Chair Ellis opened the public hearing, and no one wished to speak. Vice Chair Ellis closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	Beckham moved and Freudenberger seconded to adopt the findings of fact within staff report WCUP 20-11, with the eight (8) conditions of approval, as proposed by City Staff.
VOTE	The motion passed unanimously. The matter is scheduled to go before the Council on September 8, 2020.
PUBLIC HEARING 3: CITY OF WHITEFISH ZONING TEXT AMENDMENT REQUEST 6:18 pm	A request by the City of Whitefish for Zoning Text Amendments to § 11-2K Secondary Business District (WB-2), to modify the permitted and conditional uses and development requirements.
STAFF REPORT WZTA 20-02 (Taylor)	<p>Director Taylor reviewed his staff report and findings. No public comments have been received regarding these zoning text amendments.</p> <p>Staff recommended adoption of the findings of fact within staff report WZTA 20-02 and for approval of the zoning text amendments to Title 11, Chapter 2K, WB-2 Secondary Business District, of the Whitefish City Code to the Whitefish City Council.</p>
BOARD QUESTIONS OF STAFF	Freudenberger asked why "non-formula" was added behind "Restaurants" in § 11-2K2: Permitted Uses, but not other businesses, <i>i.e.</i> , hotels or pet stores. Director Taylor said that is a good question as we generally direct the city's formula businesses to the WB-2 zone, but formula restaurants can have a greater aesthetic impact than other businesses; it also came as a directive from the Council. Councilor Feury said hotels and other larger "formula" buildings will go through the Conditional Use Process (CUP) which allows an

**CORE
CONDITIONAL USE PERMIT
WCUP 20-11
August 13, 2020**

This is a report to the Whitefish Planning Board and the Whitefish City Council regarding a request for a conditional use permit to allow an accessory apartment in a WR-2 zone at 25 Oregon Avenue. This application has been scheduled before the Whitefish Planning Board for a public hearing on Thursday, August 20, 2020. A recommendation will be forwarded to the City Council for a subsequent public hearing and final action on Tuesday, September 8, 2020.

PROJECT SCOPE

The applicant is requesting a conditional use permit to construct an accessory apartment behind the existing single-family residence. An existing 768 square foot garage will be modified such that its total square footage will be 600 square feet or less, and an apartment constructed above it. The apartment will be accessed from an existing alley.



- A. **OWNERS:**
Troy and Kirsten Core
531 North Bozeman
Bozeman, MT 59715

- B. **SIZE AND LOCATION OF PROPERTY:**
The subject property is approximately 6,534 square feet. It is located at 25 Oregon Avenue and can be described as Lot 9, Block 17 Whitefish Original in S25, T31N, R22W, P.M.M., Flathead County, Montana.



C. EXISTING LAND USE:

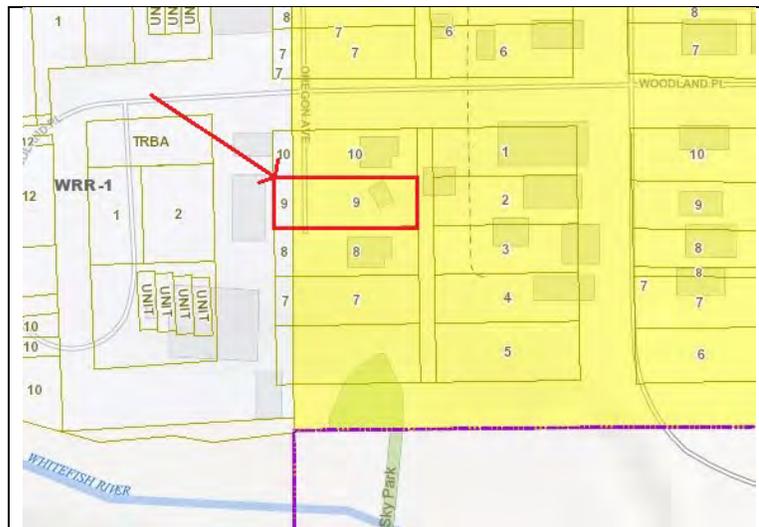
The subject property is currently developed with a single-family residence.

D. ADJACENT LAND USES AND ZONING:

North:	Residential	WR-2
West:	Residential	WR-2
South:	Residential	WR-2
East:	Residential	WR-2

E. ZONING DISTRICT:

The property is zoned WR-2, Two-Family Residential District. The purpose of this district is intended for residential purposes to provide for one-family and two-family homes in an urban setting, connected to municipal utilities and services.



F. WHITEFISH CITY-COUNTY GROWTH POLICY DESIGNATION:

The Growth Policy designation for this area is 'Urban' which corresponds to the WR-2:

This is generally a residential designation that defines the traditional neighborhoods near downtown Whitefish, but it has also been applied to a second tier of neighborhoods both east of the river and in the State Park Road area. Residential unit types are mostly one and two-family, but town homes and lower density apartments and condominiums are also acceptable in appropriate locations using the PUD. Densities generally range from 2 to 12 units per acre. Limited neighborhood commercial located along arterial or collector streets are also included in this designation. Zoning includes WLR, WR-1, and WR-2.

G. UTILITIES:

Sewer: City of Whitefish
Water: City of Whitefish
Solid Waste: Republic Services
Electric: Flathead Electric Co-op
Natural Gas: Northwestern Energy
Phone: CenturyLink
Police: City of Whitefish
Fire: City of Whitefish

H. PUBLIC COMMENTS:

A notice was mailed to adjacent landowners within 300-feet of the subject parcel on July 29, 2020. A sign was posted to the property on July 29, 2020. A notice was emailed to advisory agencies on July 31, 2020. A notice of the public hearing was published in the *Whitefish Pilot* on August 5, 2020. As of the writing of this staff report, no comments have been received.

REVIEW AND FINDINGS OF FACT

This application is evaluated based on the "criteria required for consideration of a Conditional Use Permit," per Section 11-7-8(J) of the Whitefish Zoning Regulations.

1. Growth Policy Compliance:

Finding 1: The proposed use complies with Growth Policy Designation of Urban because the proposal is for an accessory apartment in association with a single-family residence in compliance with the WR-2 zoning.

2. Compliance with regulations. The proposal is consistent with the purpose, intent, and applicable provisions of these regulations.

The property is zoned WR-2, Two-Family Residential District. The development proposal is consistent with the purpose and intent of the applicable regulations.

Setbacks:

The setback requirement for an accessory structure with a footprint of less than 600 square feet is 6-feet from the rear and side property lines. The project appears to meet these criteria and will be confirmed at the time of building permit.

Parking:

The zoning requires two spaces for the single-family home and one space for the apartment. There is adequate space on the property to meet these requirements and this will be confirmed at the time of building permit. There is an existing 23-foot by 32-foot parking area on the south side of the garage, as well as a space in the garage. The parking area is not paved currently, as required by §11-6-3-1D(2). Staff will recommend this as a condition of approval.

Height:

The maximum height for an accessory building is 24-feet and it will be confirmed at the time of building permit.

Lot Coverage:

Lot coverage in the WR-2 is 40% and it appears this standard is being met. It will be confirmed at the time of building permit.

Accessory Apartment Standards:

The subject property for the proposed accessory apartment complies with both the minimum lot size and lot width requirements of the WR-2 zoning. The structure is detached and accessory to a single-family home. The apartment will not exceed 600 square feet.

Finding 2: The proposed use complies with the WR-2 zoning district because it conforms to the development standards outlined in the zoning and §11-3-1 of the Whitefish Zoning Regulations regarding accessory apartments, as conditioned.

3. Site Suitability. The site must be suitable for the proposed use or development, including:

Adequate usable land area: The subject parcel is approximately 6,534 square feet in size. The maximum permitted lot coverage in this zoning district is 40%. All setbacks and lot coverage requirements can be met, and these will be confirmed at the time of building permit.

Access that meets the standards set forth in these regulations, including emergency access: The accessory apartment and garage will be accessed from the existing alley.

Absence of environmental constraints that would render the site inappropriate for the proposed use or development, including, but not necessarily limited to floodplains, slope, wetlands, riparian buffers/setbacks, or geological hazards: The proposed development is not located within the 100-year floodplain. Additionally, there are no wetlands, riparian zones, or geological hazards on or near the subject property.

Finding 3: The subject property is suitable for the proposed accessory apartment because the proposal complies with the minimum lot size, minimum lot coverage, and required

setbacks; access to the proposed structure will be from an existing alley; and there are no environmental constraints on the property to limit development.

4. Quality and Functionality. The site plan for the proposed use or development has effectively dealt with the following design issues as applicable.

Parking locations and layout: §11-6-2(A) of the Whitefish Zoning Regulations requires two (2) parking spaces per single family dwelling unit and Section 11-3-1(D) requires one (1) off-street space must be provided for the accessory apartment. The proposed lot provides adequate space to accommodate all parking needs on-site with the identified parking spaces located inside the modified garage and existing parking area.

Traffic Circulation: The proposed use should not impact traffic circulation on the existing road.

Open space: The submitted site plan appears to have adequate open space.

Fencing/Screening: Fencing and screening are not required by the zoning regulations.

Landscaping: Section 11-4-1 of the Whitefish Zoning Regulations exempts single-family dwellings and accessory apartments from the landscaping requirements; therefore, no landscape plan is required.

Signage: No signage is proposed for the accessory apartment.

Undergrounding of new and existing utilities: The subject property currently has existing utilities located on-site which service the single-family residence. Any new utilities will be required to be installed underground.

Finding 4: The quality and functionality of the proposed development is adequate because the applicant can meet the required number of parking spaces, the proposed use will not impact existing traffic circulation, no signage is proposed for the accessory apartment, and all new utilities will be undergrounded.

5. Availability and Adequacy of Public Services and Facilities.

Sewer and water: The subject property is currently serviced by municipal water and sewer. Separate water and sewer service are required for the accessory apartment.

Storm Water Drainage: The new stormwater standards require an engineered stormwater plan if the impervious surface is 10,000 square feet; however, the entire lot is less than 10,000 square feet so no stormwater plan will be required.

Fire Protection: The Whitefish Fire Department serves the site and response times and access are adequate. The proposed use is not expected to have significant impacts upon fire services.

Police: The City of Whitefish serves the site and response times and access are adequate. The proposed use is not expected to have significant impacts upon police services.

Streets: The subject property is located along Oregon Avenue, a paved public street.

Finding 5: The subject property appears to have adequate availability of public services because the property is currently served by sewer and water, is within the jurisdiction of the Whitefish Fire Department and the City of Whitefish Police Department, and is accessed from Oregon Avenue.

6. **Neighborhood/Community Impact:**

Traffic Generation: Traffic impacts are anticipated to be minimal as the subject property has an existing single-family residence and is located within an existing neighborhood with similar uses. The accessory apartment should not result in a significant impact to traffic on Oregon Avenue or surrounding roadways.

Noise or Vibration: No additional noise or vibration is anticipated to be generated from the proposed use. Any additional noises or vibrations would be associated with construction and are not anticipated to be permanent impacts.

Dust, Smoke, Glare, or Heat: No impact is anticipated beyond what would be expected from the residential use currently onsite. The applicant will be required to pave the existing parking area as a condition of approval as required in §11-6-3-1(D)(2).

Smoke, Fumes, Gas, and Odor: No impact is anticipated with regard to smoke, fumes, gas or odors.

Hours of Operation: There are no hours of operation anticipated with this use beyond those that would be typical for a residential property.

Finding 6: The proposed development is not anticipated to have a negative neighborhood impact because the accessory apartment will not increase traffic generation on surrounding streets, there will be no noise or vibration beyond associated construction disturbance, no fumes or other odors are anticipated, and there will be no hours of operation for the residential use.

7. **Neighborhood/Community Compatibility:**

Structural Bulk and Massing: The proposed accessory apartment will meet the lot coverage and height standards. The proposed structure is accessory to the main single-family home and will be similar to existing adjacent residential uses in the neighborhood.

Scale: The proposed accessory apartment will meet or exceed the accessory structure setbacks and will be confirmed at the time of building permit. This will allow for adequate open space within the subject property to maintain the character and scale of the neighborhood.

Context of Existing Neighborhood: The existing neighborhood is predominantly single-family residential. The proposed use is not expected to impact or change the character of the existing neighborhood. The proposed use is consistent with the existing zoning and the structures already constructed within the neighborhood.

Density: The design of the proposed structure is similar to other buildings in the area. The density is not out of character with the area.

Community Character: The proposed accessory apartment will not be detrimental to the immediate neighborhood integrity as the accessory apartment reflects the housing standards established in the area and will be utilized as an accessory use to the existing primary residence.

Finding 7: The proposed accessory apartment is compatible with the surrounding neighborhood because the use is similar to existing uses in the neighborhood, it will be consistent with the design, size and density of the immediate area, and it will be used accessory to the existing primary residence.

RECOMMENDATION

It is recommended that the Whitefish Planning Board adopt the findings of fact within staff report WCUP 20-11 and that this conditional use permit be recommended for **approval** to the Whitefish City Council subject to the following conditions:

1. The project must be constructed in compliance with the plans submitted June 29, 2020, except as amended by these conditions. Minor deviations from the plans will require review pursuant to §11-7-8(E)(8) and major deviations from the plans will require review pursuant to §11-7-8. The applicant must maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.
2. Because the footprint of the building will be less than 600 square feet, accessory building setbacks must be met. (§11-2G-4)
3. One off-street parking space must be designated for the accessory apartment and two off-street parking spaces must be designated for the primary residence. (§11-3-1(D))
4. The applicant must pave the parking area as required in §11-6-3-1(D)(2).
5. All stormwater generated by the proposal must be retained on-site. (§11-3-2(C))
6. Prior to building permit issuance, the property owner must provide the City a recorded copy of either a deed restriction or a restrictive covenant that the accessory apartment may only be rented if the owners maintain permanent residence in the primary structure. (§11-3-1(C))
7. Short term rentals for less than 30 days are not permitted.
8. The conditional use permit is valid for 18 months and will terminate unless commencement of the authorized activity has begun. (§11-7-8)



Public Notice of Proposed Land Use Action

The City of Whitefish would like to inform you that Troy Core is requesting a Conditional Use Permit to construct an accessory apartment over an existing garage. The property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 25 Oregon Avenue and can be legally described as Lot 9, Block 17 Whitefish Original in S25, T31N, R22W, P.M.M., Flathead County.

You are welcome to provide comments on the project. Comments can be in written or email format. The Whitefish Planning Board will hold a public hearing for the proposed project request on:

**Thursday, August 20, 2020
6:00 p.m.
Whitefish City Council Chambers, City Hall
418 E 2nd Street, Whitefish MT 59937**

The Whitefish Planning Board will make a recommendation to the City Council, who will then hold a public hearing and take final action on **Tuesday, September 8, 2020** at 7:10 p.m., also in the Whitefish City Council Chambers.

On the back of this flyer is a site plan of the project. Additional information on this proposal can be obtained at the Whitefish Planning Department located at 418 E 2nd Street. The public is encouraged to comment on the above proposal and attend the hearing. Please send comments to the Whitefish Planning Department, PO Box 158, Whitefish, MT 59937, or by phone (406) 863-2410, fax (406) 863-2409 or email at hlindh@cityofwhitefish.org. Comments received by the close of business on August 10, 2020, will be included in the packets to Board members. Comments received after the deadline will be summarized to Board members at the public hearing.



Core property at 25 Oregon Avenue

PLANNING & BUILDING DEPARTMENT
PO Box 158
418 E Second
Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409



Date: July 31, 2020
To: Advisory Agencies & Interested Parties
From: Whitefish Planning & Building Department

The regular meeting of the Whitefish Planning Board will be held on Thursday, August 20, 2020 at 6:00 pm in the Whitefish City Council Chambers at **418 E Second Street**. During the meeting, the Board will hold a public hearing on the items listed below. Upon receipt of the recommendation from the Planning Board, the Whitefish City Council will hold a subsequent public hearing for the items on September 8, 2020. City Council meetings start at 7:10 pm at **418 E Second Street** in the Whitefish City Council Chambers on the second floor.

1. A request by Ron Nash of Montana Creative, on behalf of Pamela Green, for a Conditional Use Permit to construct an accessory apartment over a new garage at 35 Columbia Avenue. The property is zoned WR-2 (Two-Family Residential District) and can be legally described as Lots 11 & 12, Block 31 Whitefish Original in S36, T31N, R22W, P.M.M., Flathead County. (WCUP 20-12) Lindh
2. A request by Troy Core for a Conditional Use Permit to construct an accessory apartment above an existing garage at 25 Oregon Avenue. The property is zoned WR-2 (Two-Family Residential District) and can be legally described as Lot 9, Block 17 Whitefish Original in S25, T31N, R22W, P.M.M., Flathead County. (WCUP 20-11) Lindh
3. A request by the City of Whitefish for a Zoning Text Amendment to 11-2K Secondary Business District (WB-2), to modify the permitted and conditional uses and development requirements. (WZTA 20-02) Taylor
4. A request by the City of Whitefish for a Zoning Text Amendment to update 11-3-42, Multi-family Development Standards, and 11-3-43, Mixed-Use and Non-Residential Development Standards (WZTA 20-03) Taylor

Documents pertaining to these agenda items are available for review at the Whitefish Planning & Building Department, 418 E Second Street, during regular business hours, and the application and site plans are available [HERE](#). The full application packet along with public comments and staff report will be available on the City's webpage: www.cityofwhitefish.org under Planning Board six days prior to the Planning Board public hearing date noted above. Inquiries are welcomed. Depending on state-wide directives, the meeting may be held remotely via WebEx and the public will have an opportunity to comment via an internet connection. Written comments are preferred due to limitations of technology. If a live meeting

is held, interested parties are encouraged to send in written comments rather than attending the meeting in person due to the public health crisis. There may be restrictions in place limiting the number of people in any given room, although accommodations will be made for public comment. Comments in writing may be forwarded to the Whitefish Planning & Building Department at the above address prior to the hearing or via email: dtaylor@cityofwhitefish.org. For questions or further information regarding these proposals, phone 406-863-2410.



City of Whitefish
 Planning & Building Dept
 418 E 2nd St | PO Box 158
 Whitefish, MT 59937
 Phone: 406-863-2460
 Fax: 406-863-2419

File #: _____
 Date: _____
 Intake Staff: _____
 Check #: _____
 Amount: _____
 Date Complete: _____

CONDITIONAL USE PERMIT

FEE ATTACHED \$ 1065
 (see current fee schedule)

INSTRUCTIONS:

- A Site Review Meeting with city staff is required. Date of Site Review Meeting: _____
- Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty-five (45) days prior** to the Planning Board meeting at which this application will be heard.
- The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2nd Street.
- After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

A. PROJECT INFORMATION:

Project Name: No Regrats, LLC - Troy and Kirsten Core
 Street Address: 25 Oregon Avenue, Whitefish, MT 59937
 Assessor's Tract No.(s) 000865950 Lot No(s) 9
 Block # 17 Subdivision Name WFSH
 Section 25 Township 31N Range 22W

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

[Signature]
 Owner's Signature**

6/29/20
 Date

Troy and Kirsten Core

Print Name
[Signature]
 Applicant's Signature

6/29/20
 Date

Troy Core
 Print Name

 Representative's Signature

 Date

 Print Name

** May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

B. APPLICATION CONTENTS:

Attached ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- Eight (8) copies of the Conditional Use Permit Application
- Eight (8) copies of the written description of how the project meets the criteria in Section E
- Eight (8) copies of the Site Plan – drawn to scale, which shows in detail the proposed use, property lines and setback lines, existing and proposed buildings, traffic circulation, driveways, parking, landscaping, fencing, signage, and any unusual topographic features such as slopes, drainage, ridges, etc.
- Housing Mitigation Plan (unless exempt)
- Where new buildings or additions are proposed, building sketches and elevations must be submitted
- Tree Preservation Plan – show a site plan with trees 6-inch DBH or greater to be preserved with project
- If the project is a multi-family development, complete the **Multi-Family Development Standards Supplemental**
- If the project is a mixed-use or non-residential development, complete the **Mixed-Use and Non-Residential Building Development Standards Supplemental**
- Electronic version of entire application (i.e. pdf)
- Any additional information requested during the pre-application process

When all application materials are submitted to the Planning & Building Department, the application will be scheduled for public hearing before the Planning Board and City Council.

C. OWNER/APPLICANT INFORMATION

OWNER(S) OF RECORD:

Name: Troy and Kirsten Core Phone: 406-581-4980

Mailing Address: 531 North Bozeman

City, State, Zip: Bozeman, Montana 59715

Email: kirsten@mullcorepc.com; corestoneworks@aol.com

APPLICANT (if different than above):

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

OTHER TECHNICAL/PROFESSIONAL:

Name: DR White Construction Phone: 406-890-0068

Mailing Address: 993 2nd Street WN

City, State, Zip: Columbia Falls, MT 59912

Email: drwhite

D. DESCRIBE PROPOSED USE:

Garage apartment for family use. Kirsten Core's mother lives across the street (20 Oregon).

ZONING DISTRICT: WR2

E. FINDINGS: The following criteria form the basis for approval or denial of the Conditional Use Permit. The burden of satisfactorily addressing these criteria lies with the applicant. Review the criteria below and discuss how the proposal conforms to the criteria. If the proposal does not conform to the criteria, describe how it will be mitigated.

1. Describe how the proposal conforms to the applicable goals and policies of the Whitefish City-County Growth Policy.

The garage apartment will be used by family, and conforms with the allowable use.

The existing structure will be modified (made smaller) to conform with the set-backs required for a 600 square foot ADU.

The neighbors (permanent) are aware of the plans and are in agreement with the planned building.

There is off-street parking available.

No trees will be moved or taken down to build the structure.

2. Describe how the proposal is consistent with the purpose, intent and applicable provisions of the regulations.

The purpose of the apartment is to have a place for family to stay when visiting. The neighborhood is residential, and the structure will also be used for that purpose.

3. How is the property location suitable for the proposed use? Is there adequate usable land area? Does the access, including emergency vehicle access, meet the current standards? Are environmentally sensitive areas present on the property that would render the site inappropriate for the proposed use?

The property location is suitable because it is on the far north-east corner of the property, meeting all set-backs. There are no houses or structures on the north side of the structure. To the south, there is a 23'x32' foot parking area.

There will be no trees removed or relocated to build the structure.

4. How are the following design issues addressed on the site plan?
 - a. Parking locations and layout
 - b. Traffic circulation
 - c. Open space
 - d. Fencing/screening
 - e. Landscaping
 - f. Signage
 - g. Undergrounding of new utilities
 - h. Undergrounding of existing utilities
 - a. Parking will be on the property, to the south of the ADU, and is 23'x32'
 - b. ADU unit is on an alley.
 - c. There is plenty of open space between the existing house and garage. Approx. 20'x50'.
 - d. There is fencing on the north side of the property. There are existing plantings on the south side of the ADU and parking area.
 - e. Landscaping is existing and will not be substantially changed.
 - f. None.
 - g. Yes. New utilities will be underground.
 - h. No.
5. Are all necessary public services and facilities available and adequate? If not, how will public services and facilities be upgraded?
 - a. Sewer
 - b. Water
 - c. Stormwater
 - d. Fire Protection
 - e. Police Protection
 - f. Street (public or private)
 - g. Parks (residential only)
 - h. Sidewalks
 - i. Bike/pedestrian ways – including connectivity to existing and proposed developments
 - a. Sewer is on the alley. Will be hooked into.
 - b. A new 1" water line will be run to the existing house and back to the new ADU, by Montana Trenchless.
 - c. Adequate positive drainage away from ADU and will not impact neighbors (there is an existing structure that has been there 30 years).
 - d. The area is residential and within the City of Whitefish.
 - e. The area is residential and within the City of Whitefish.
 - f. Public street
 - g. The City of Whitefish maintains the greenspace and parking to the North.
 - h. No sidewalks.
 - i. The property is on an alley and will not affect any pedestrian or bike paths.
6. How will your project impact on adjacent properties, the nearby neighborhoods and the community in general? Describe any adverse impacts under the following categories.
 - a. Excessive traffic generation and/or infiltration of traffic into neighborhoods
 - b. Noise, vibration, dust, glare, heat, smoke, fumes, odors
 - a. None. There is an existing garage where the ADU will be (although the footprint will be smaller). The structure will not change the traffic or increase traffic in the alley as the garage already exists.
 - b. There will be no change in noise, vibration, dust, glare, heat, smoke, fumes or odors.

7. What are the proposed hours of operation?

Residential ADU.

8. How is the proposal compatible with the surrounding neighborhood and community in general in terms of the following:

- a. Structural bulk and massing
- b. Scale
- c. Context of existing neighborhood
- d. Density
- e. Community Character

a. The ADU will be a second story to an existing garage, which will be modified to conform with the regulations and zoning applicable to the area.

b. The ADU will be a small apartment. Other structures in the area are of the same general size.

c. There are other ADUs in the area. Some structures in the area are actually larger than the proposed ADU.

d. This will be a small one bedroom ADU.

E. The neighborhood is an older neighborhood. It is fairly eclectic in that there are several different architectural styles. However, the proposed structure is similar to others in the area.

SITE AREA	
EXIST	NEW
LOT 50x130 = 6500	
1791/6500 = 27.6%	
1629/6500 =	25%

LIVING AREA		
	EXIST	NEW
HOUSE	818	818
PORCH	84	84
SHED	128	128
GARAGE	768	599
TOTALS:	1798	1629

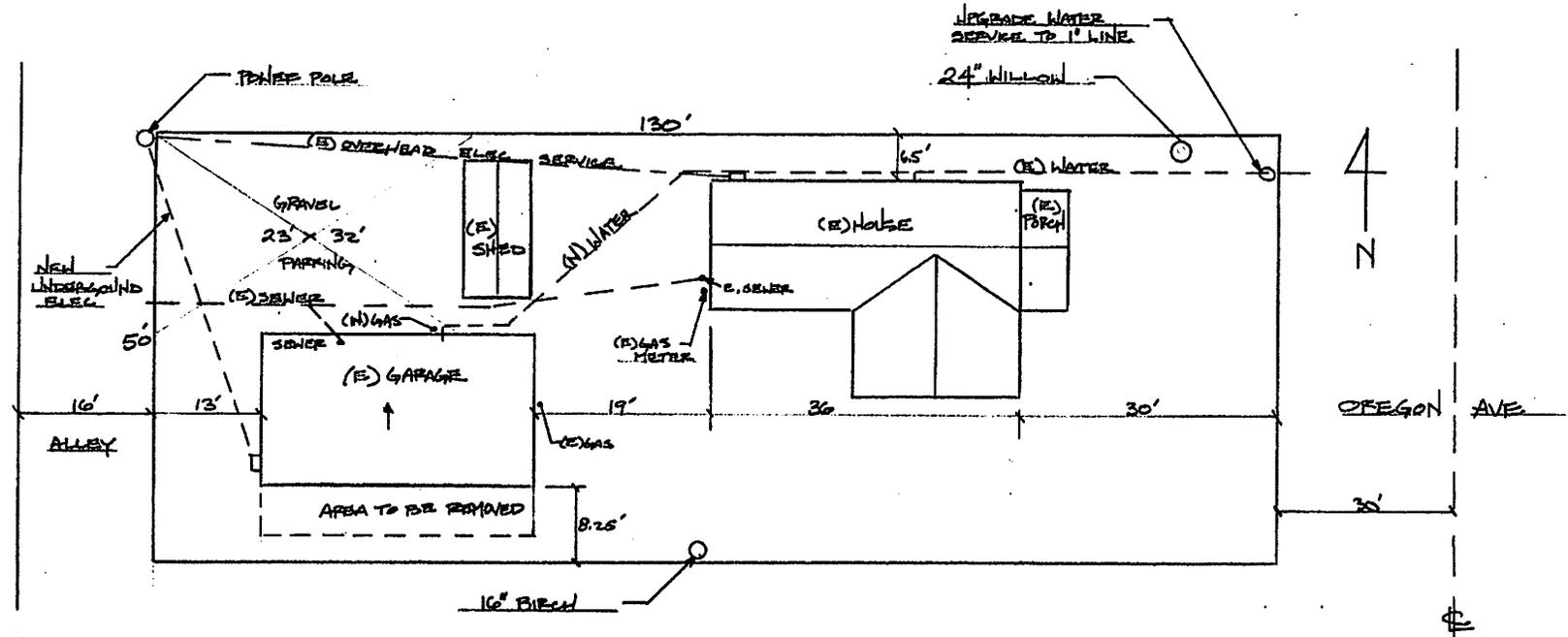
PROPERTY OWNER/GEN. CONTRACTOR: NO REGRATS L.L.C.
 531 N. ROSEMAN AVE.
 ROSEMAN, MT, 59715-3664
 CONTACT: TROY CARES
 PH: 406 581-4980

DESIGNER/FRAMING CONTRACTOR: D.R. WHITE CONSTRUCTION
 993 2ND ST. W.N.
 COLUMBIA FALLS, MT 59912
 CONTACT: DALE WHITE
 PH: 406 890-0068

ENGINEER: A TO Z ENGINEERING
 138 E. CENTER ST. SUITE A
 KALISPELL, MT 59901
 CONTACT: DANIEL HUGHES
 PH: 406-249-4242

GARAGE EXISTING = 24x32 = 768
 GARAGE NEW = 18-8 3/4 x 32 = 599.3
 2ND STORY ADDITION = 18-8 3/4 x 32 = 599.3

EROSION CONTROL: USE EROSION CONTROL MEASURES THAT ARE IN COMPLIANCE WITH AN APPROVED EROSION CONTROL PLAN. INSTALLATION & MAINTENANCE OF EROSION CONTROL DEVICES & PRACTICES MUST BE SUFFICIENT TO RETAIN SEDIMENT WITHIN THE BOUNDARIES OF THE SITE.



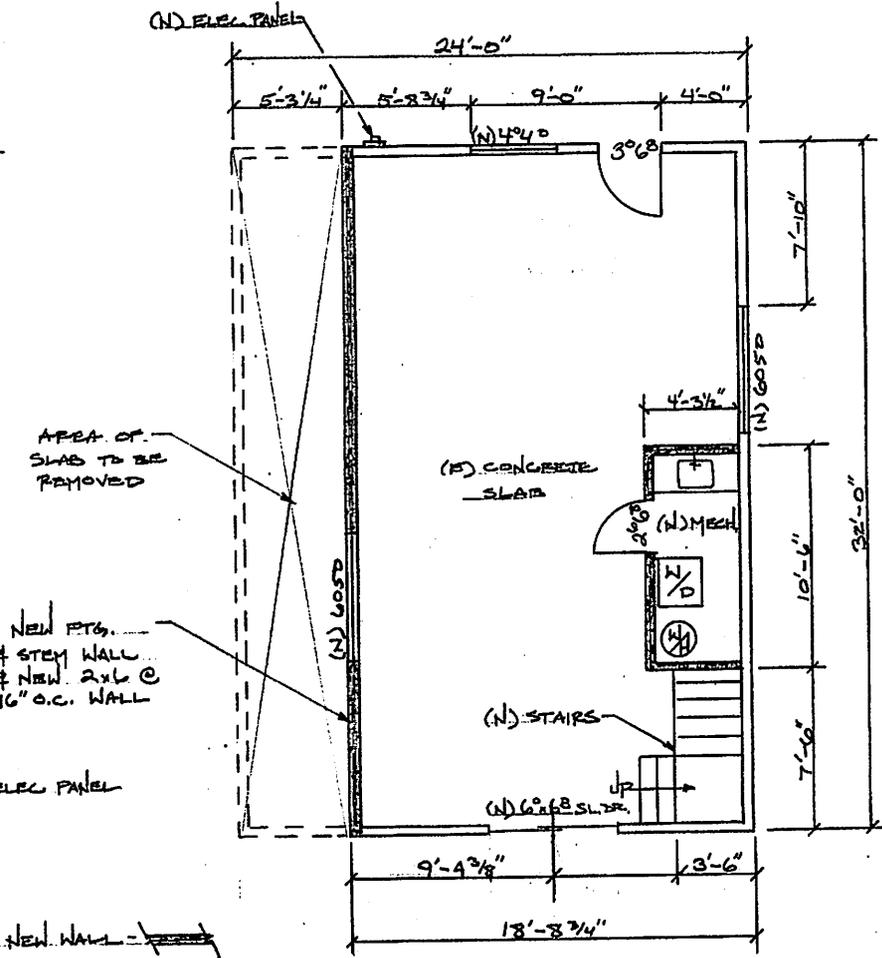
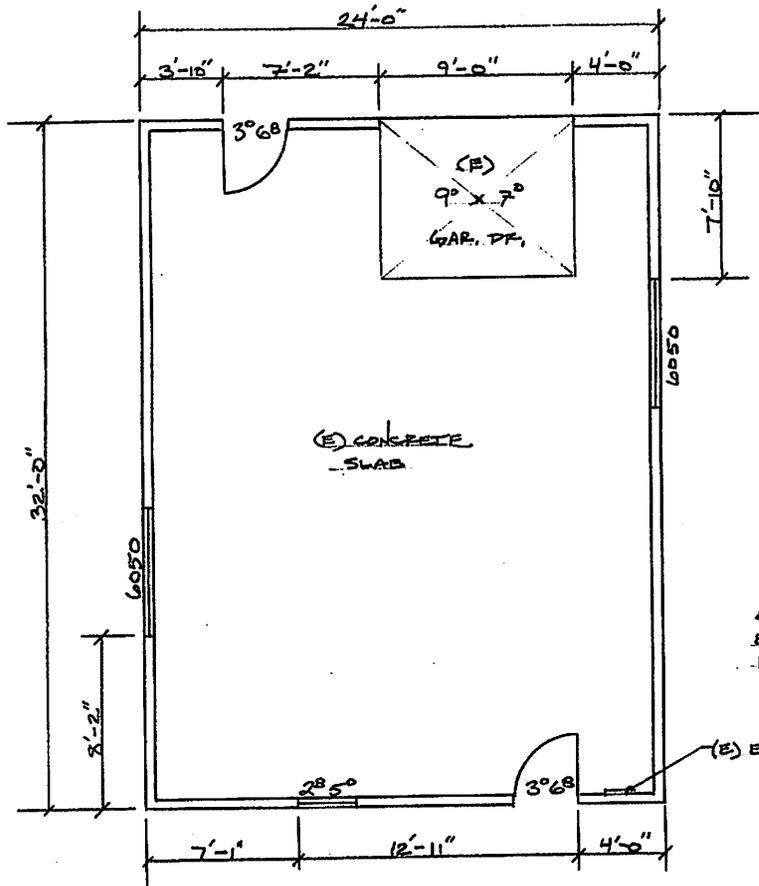
PROJECT DESCRIPTION:
 REMOVAL OF 5.25' X 32' OF (E) GARAGE
 ADDITION OF 2ND STORY = 599.3
 USE: ACCESSORY DWELLING UNIT
 SETBACKS MIN: 6' SIDE & 6' REAR

PROJECT SHALL CONFORM TO:
 2012 INTERNATIONAL BLDG. CODE
 2012 INTERNATIONAL RES. CODE

PROJECT ADDRESS: 25 OREGON AVE.
 WHITEFISH MT, 59937

LEGAL DESCRIPTION: W/25, S/25, T/31N, R/22W
 BLOCK 17, LOT 9
 ASSR #: 0000965950
 ZONING: WR-2

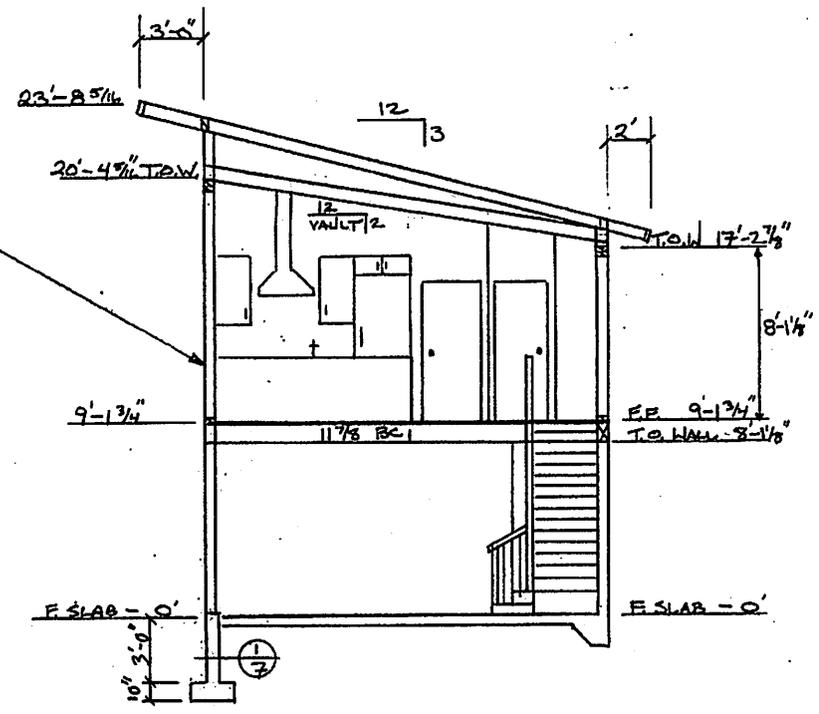
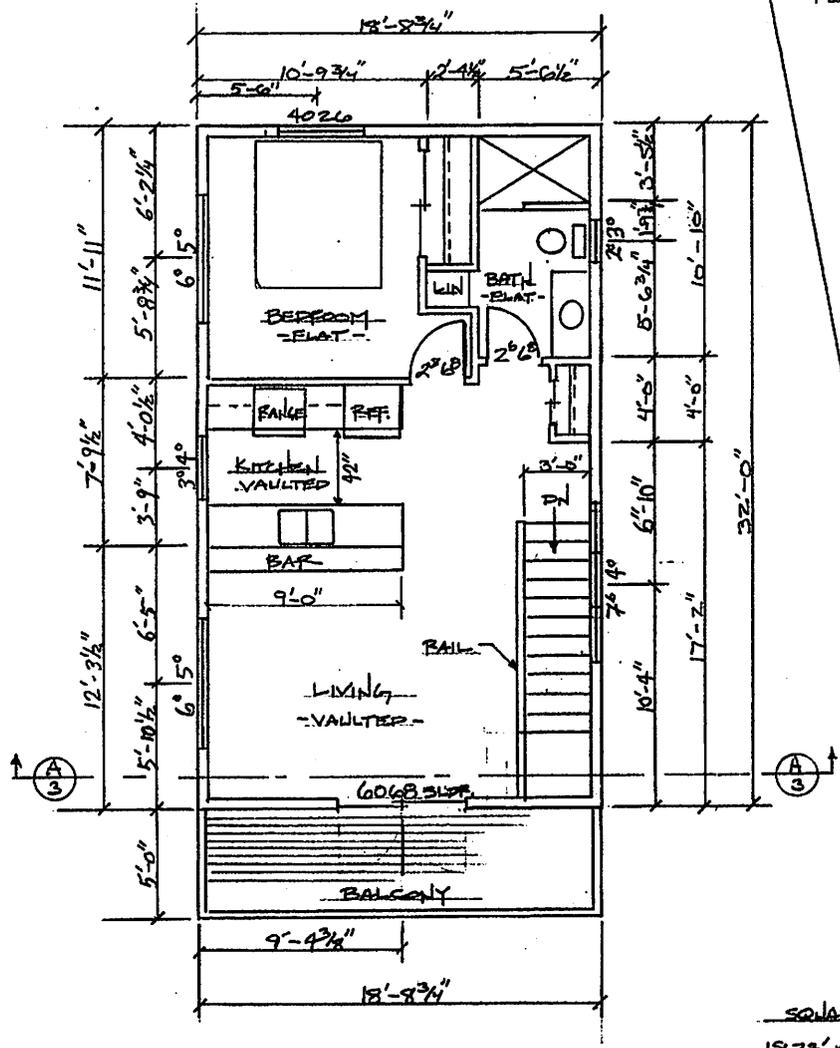
SITE PLAN		
SCALE: 1" = 10'	APPROVED BY:	DRAWN BY DW
DATE: 11/28/20		REVISED
FOR: NO REGRATS L.L.C. 25 OREGON AVE WHITEFISH MT,		
BY: D.R. WHITE CONSTRUCTION		DRAWING NUMBER 1/9



EXISTING & NEW 1 ST STORY FLOOR PLAN			
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY: D.W.	
DATE: 11/13/20		REVISED	
FOR: NO REGENTS LLC 25 CRAWFORD AVE WHITEFISH MT. 59907			
BY: D.R. WHITE CONSTRUCTION	DRAWING NUMBER		2/9

TYPE WALL CONSTRUCTION:
 CEDAR SHINGLES, 9' HALF WRAP
 OF 7/16 O.S.B., 2x6 DP #2 STR
 STUDS @ 16" O.C. W/ R-21 BATT INSUL
 OF 1/2" DRYWALL.
 USE TREATED LUMBER OR
 SEAL SEAL IN CONTACT W/ CONCRETE.

INSULATION VALUES
 SLAB: R-10 RIGID FOAM FOR 4"
 WALLS: R-21 FIBERGLASS BATT
 ROOF: R-49 / R-38*
 * R-38 PERMITTED, PROVIDED
 12" REPT. MAINTAINED TO
 EXT. OF WALLS
 WINDOWS: U-32
 SKYLIGHTS: U-55



SQUARE FOOTAGE
 18.75' x 32' = 599.3'

SECTION A-A

NEW 2ND STORY FLOOR PLAN & SECTION			
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY D.W.	
DATE: JUNE 8, 20		REVISED	
FOR NO RECORDS FILE			
25 OREGON AVE. WHITEFISH, MT. 59937			
BY: D.R. WHITE CONSTRUCTION			DRAWING NUMBER 3/9

TIMBERLINE CLASS A
30 YR ASPHALT SHINGLES
COLOR - WEATHER WOOD

VENTING - VENTED
RIDGE CAP & VENTED
RAVE SOFFITS TO
EQUAL 1 SQ. FT. PER
300 SQ. FT. OF ATTIC.

5/4 x 8" L.P.
FASCIA, TYP.

ANDERSON 100 SERIES
WINDOWS W/ 5/4 x 6
L.P. HEAD TRIM &
5/4 x 4 LEGS & SILL

2' EAVE
TYP.

5/4 x 10 L.P.
BELLY BAND

CEDAR SHINGLES
STAINED

5/4 x 6 L.P.
ZONING TRIM
3' DEEP x 4' WIDE
SUB. ROOF BY
-MAN DOOR

L.P. SOFFIT

8" HEADER
HGT. THIS WALL
ONLY

5" WIDE CANT.
WOOD DECK
SEE DETAIL

2
6

T.O.S.

SLOPE GRADE AWAY
FROM BLDG. @ 5%
FOR 5' MIN., TYP.

8' TALL
CORR. TIN METAL
W/ RUST PATINA

8' TALL
CORR. TIN METAL
W/ RUST PATINA

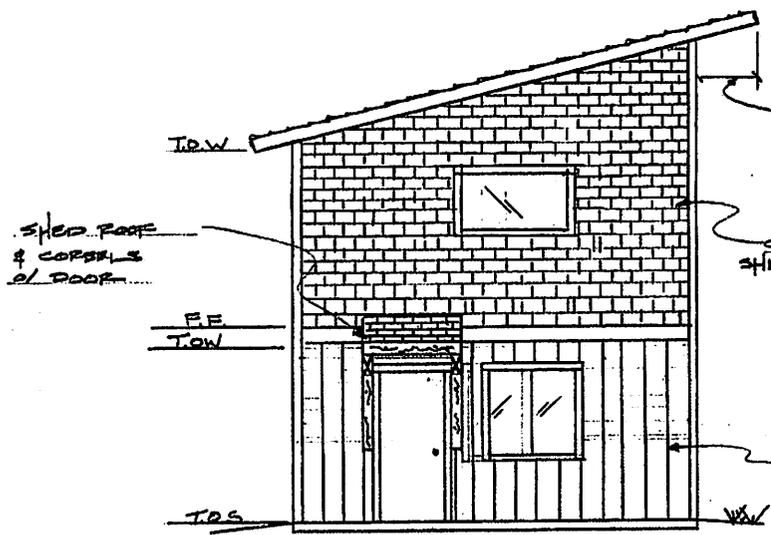
HOLD SIDING
UP 6" MIN. FROM
FINISH GRADE

SOUTH ELEVATION

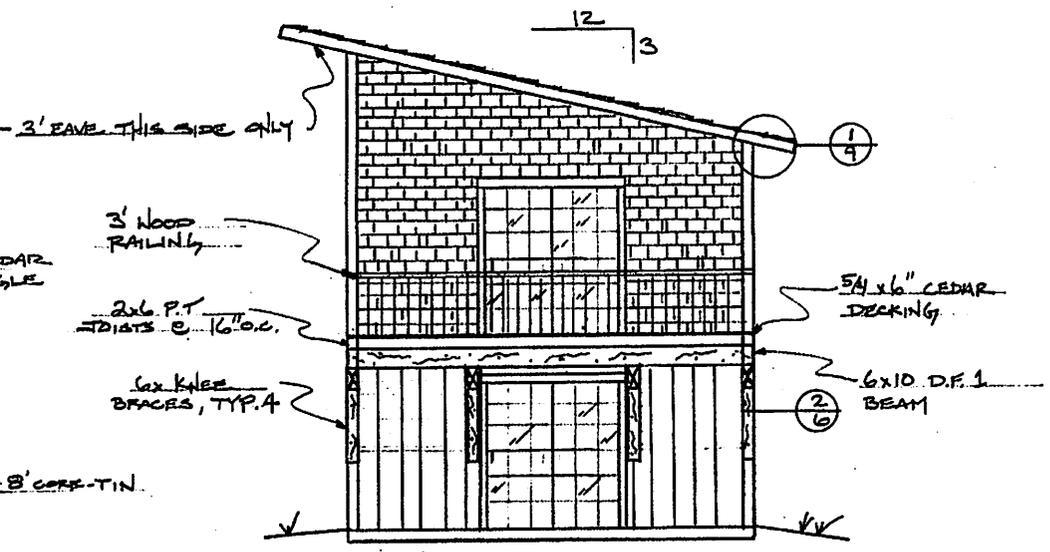
NORTH ELEVATION

ELEVATIONS

SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY: P.W.
DATE: FEB 8, 20		REVISED
FOR: NO REGGATS, LLC 85 OREGON AVE. WATERSH MT. 59937		
BY: D.P. WHITE CONSTRUCTION		DRAWING NUMBER: 4/9

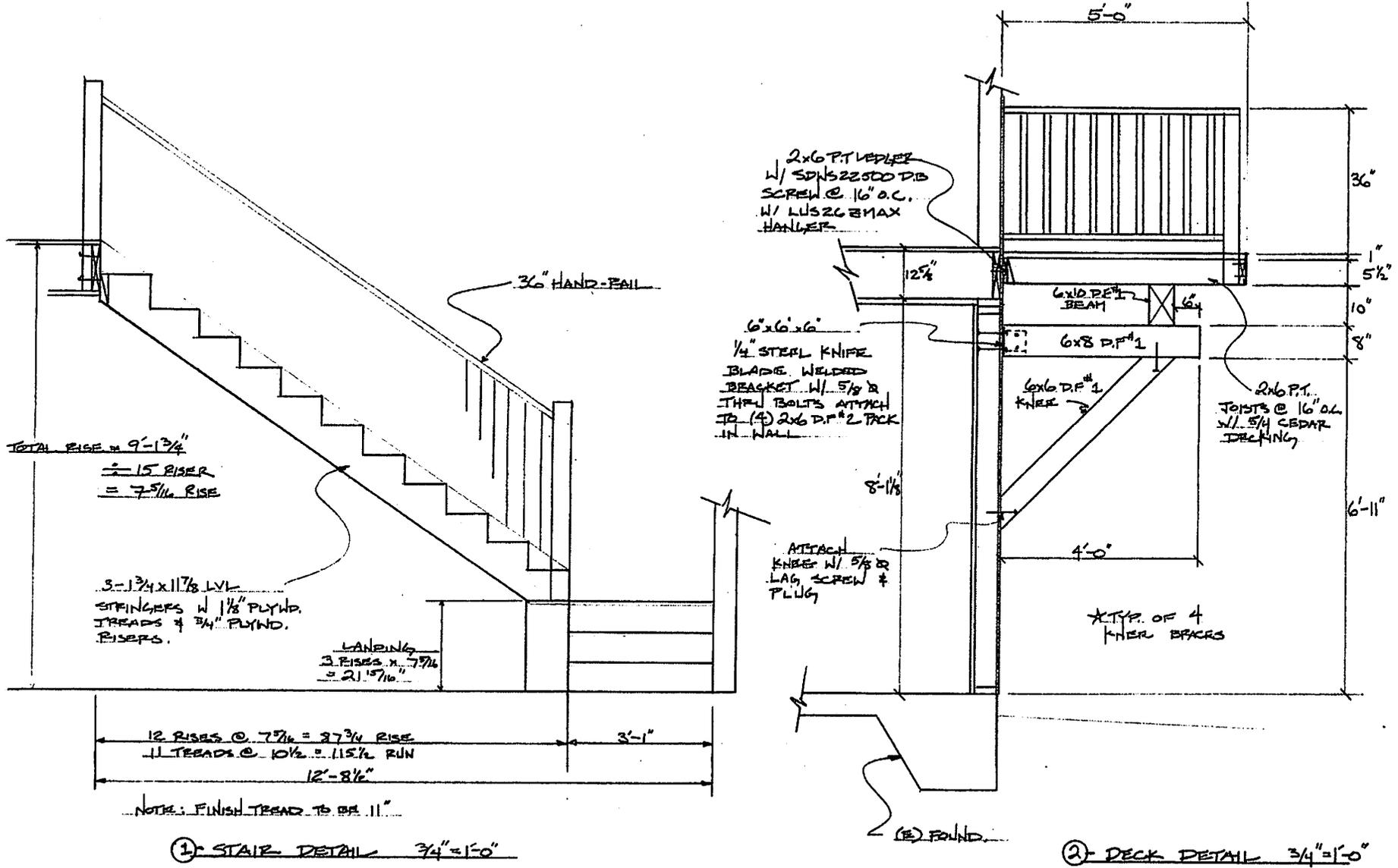


EAST ELEVATION

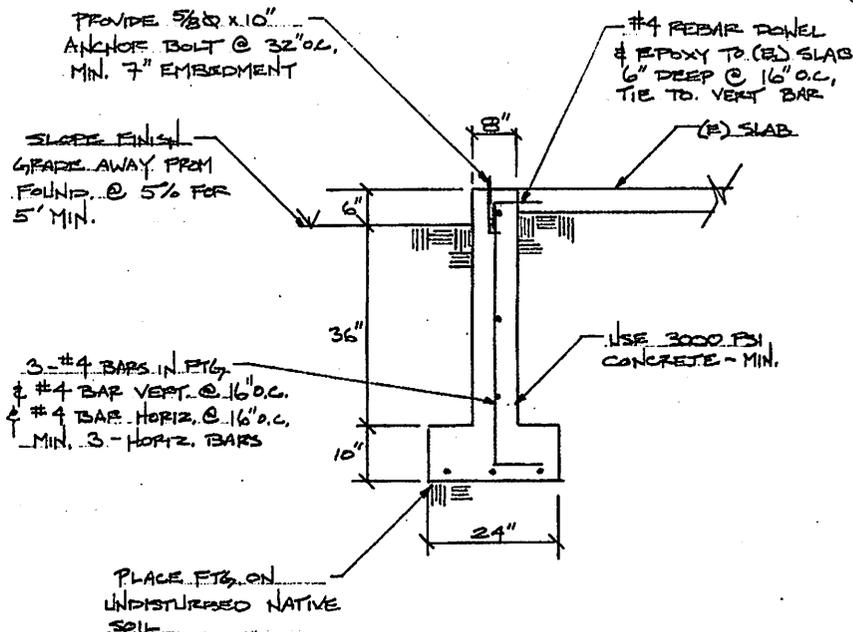


WEST ELEVATION

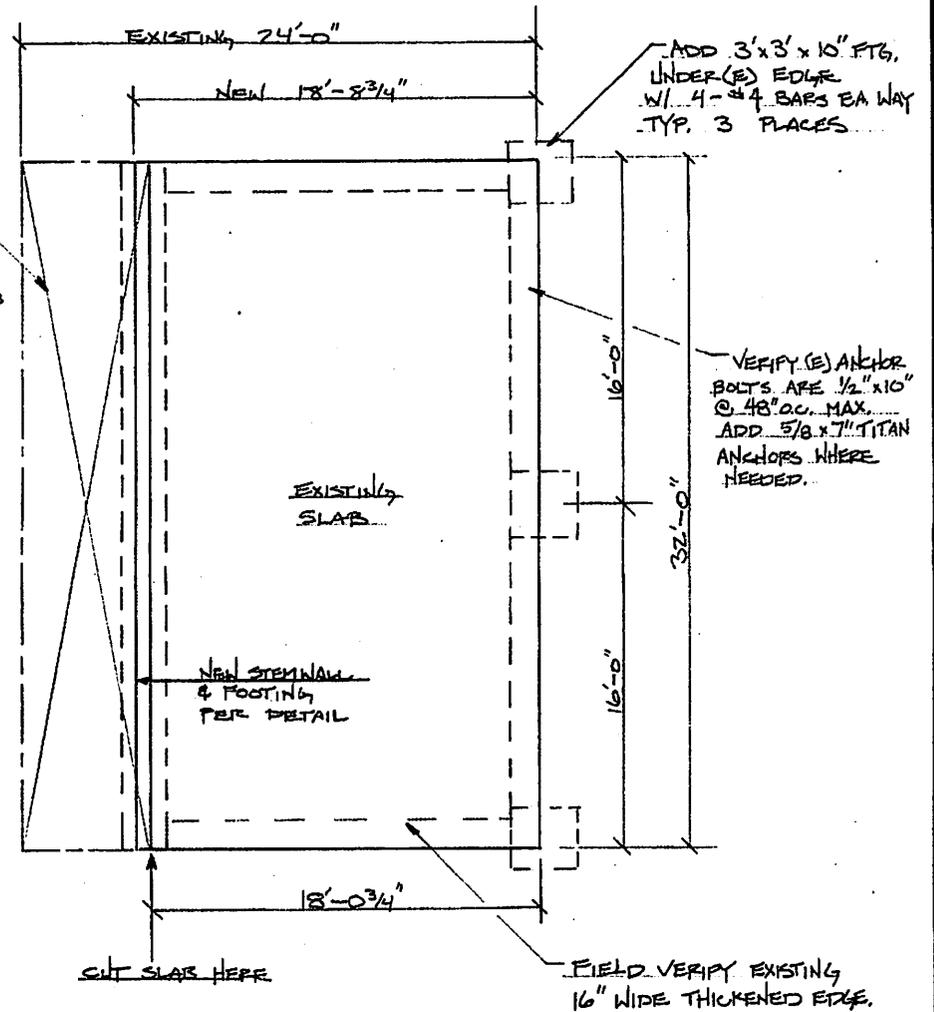
ELEVATIONS		
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY P.W.
DATE: JUNE 8, 20		REVISED
FOR: NO REGENTS LLC 25 SEASON AVE WHITEFISH MT 59137		
BY: D.R. WHITE CONSTRUCTION		DRAWING NUMBER 5/9



DETAILS		
SCALE: SHOWN	APPROVED BY:	DRAWN BY: D.W.
DATE: JUNE 8, 20	REVIEWED:	
FOR: NO REGRATS L.L.C.		
BY: D.R. WHITE CONSTRUCTION	DRAWING NUMBER: 4/9	

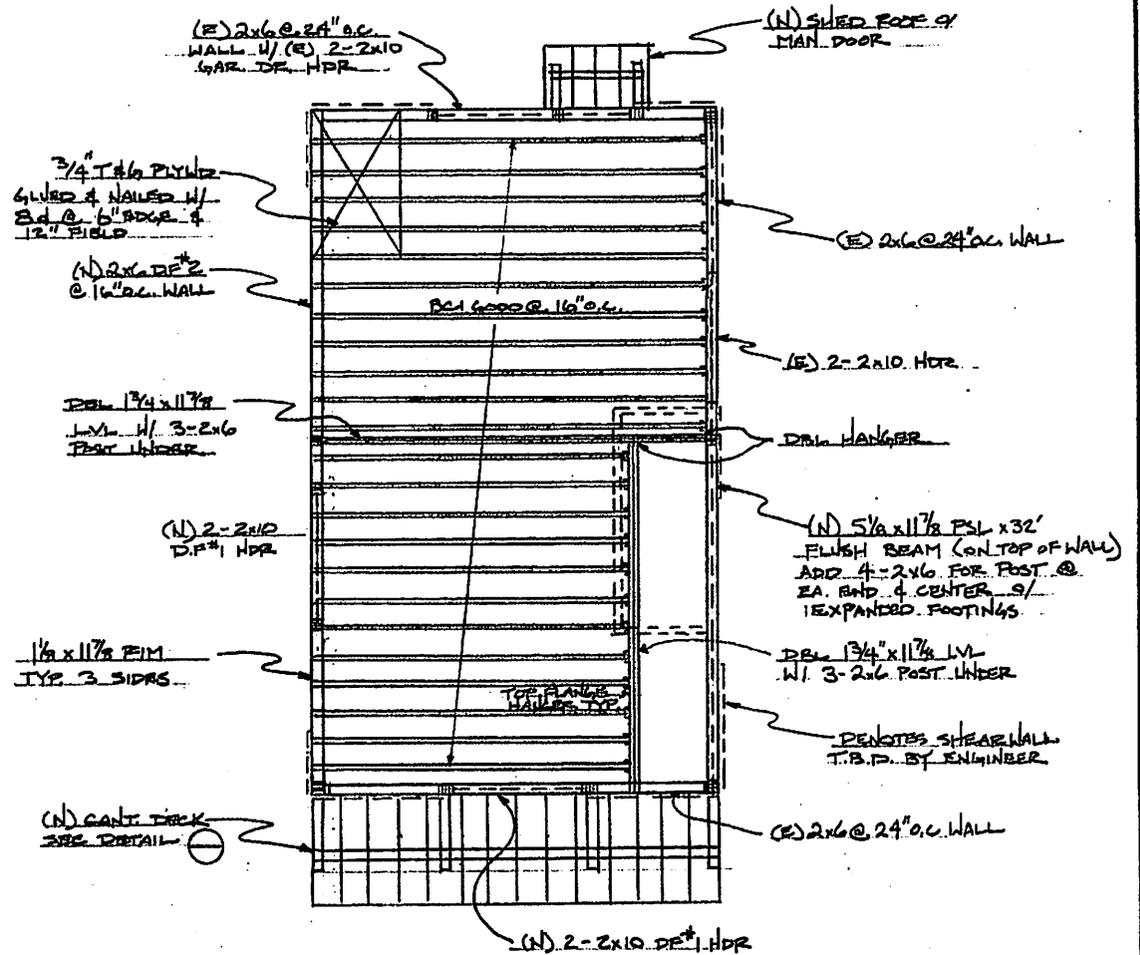


① NEW FOUNDATION WALL DETAIL
3/4" = 1'-0"

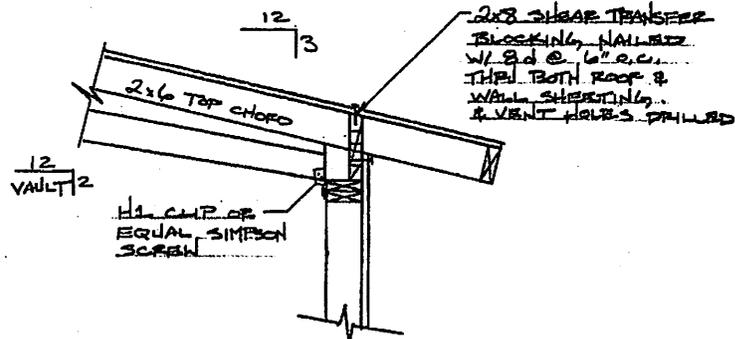


FOUNDATION PLAN
1/4" = 1'-0"

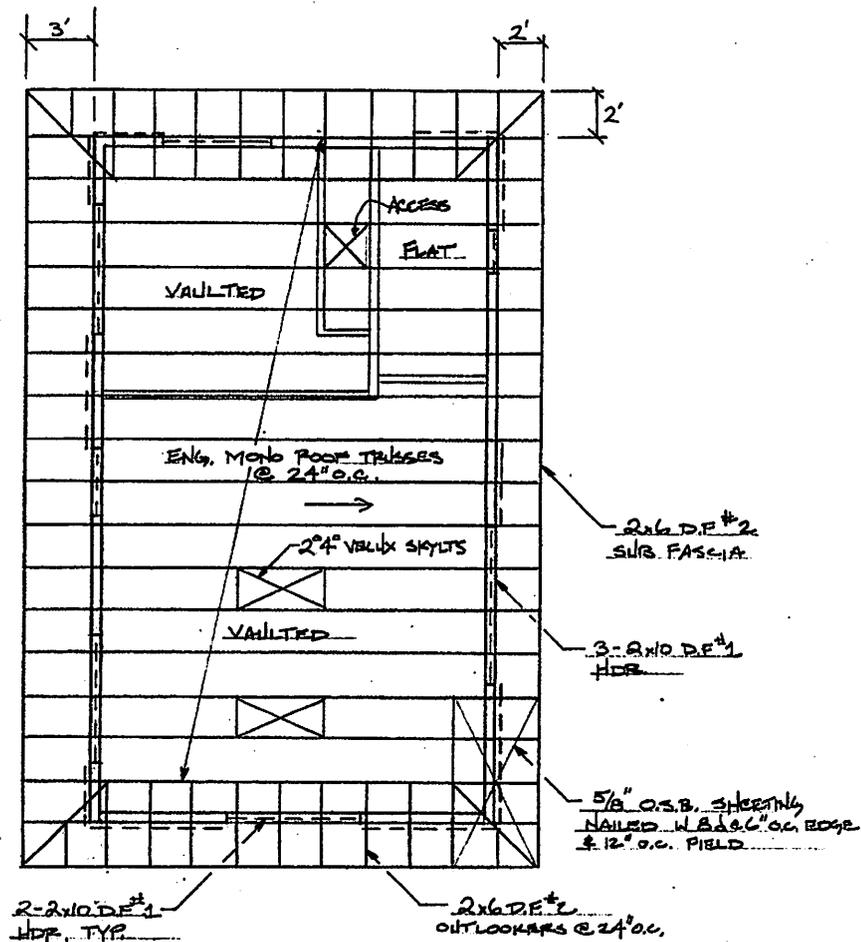
FOUNDATION PLAN		
SCALE: SHOWN	APPROVED BY:	DRAWN BY: D.W.
DATE: JUNE 8, 20		REVISED:
FOR: NO REGRATS L.L.C.		
BY: D.R. WHITE CONSTRUCTION		DRAWING NUMBER: 7A



FLOOR FRAMING		
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY: DW
DATE: JUNE 8, 20		REVISED:
FOR: NO REPEATS L.L.C.		
BY: D.R. WHITE CONSTRUCTION	DRAWING NUMBER: 8/9	



① EAVE DETAIL
3/4" = 1'-0"



ROOF PLAN		
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY: DW
DATE: 11/8/20		REVISED
FOR: NO REGENTS LLC 25 OREGON AVE. WHITEFISH MT.		
BY: D.P. WHITE CONSTRUCTION		DRAWING NUMBER: 9/9

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ORDINANCE NO. 20-__

An Ordinance of the City Council of the City of Whitefish, Montana, amending Title 11, Zoning Regulations, Chapter 2 - Zoning Districts, Article 2K – WB-2 Secondary Business District, of the Whitefish City Code.

WHEREAS, at the direction of the City Council, the Whitefish Planning & Building Department initiated an effort to amend Title 11, Zoning Regulations, Chapter 2 - Zoning Districts, Article K – WB-2 Secondary Business District to amend permitted and conditional uses and development standards of the Secondary Business District; and

WHEREAS, in response to the proposal to amend Title 11, Chapter 2K, of the Whitefish City Code, the Planning & Building Department prepared Staff Report WZTA 20-02, dated August 20, 2020; and

WHEREAS, at a lawfully noticed public hearing on August 20, 2020, the Whitefish Planning Board received an oral report from Planning staff, reviewed Staff Report WZTA 20-02, invited public comment, and thereafter voted to recommend approval of the proposed text amendments; and

WHEREAS, at a lawfully noticed public hearing on September 8, 2020, the Whitefish City Council received an oral report and a written report from Planning staff, reviewed Staff Report WZTA 20-02 and letter of transmittal, invited public input, and approved the text amendments, attached as Exhibit A; and

WHEREAS, it will be in the best interests of the City of Whitefish and its inhabitants to adopt the proposed text amendments.

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: Staff Report WZTA 20-02 dated August 20, 2020, together with the September 1, 2020 letter of transmittal from the Whitefish Planning & Building Department, are hereby adopted as Findings of Fact.

Section 3: Title 11 - Zoning Regulations, Chapter 2 - Zoning Districts, Article K – WB-2 Secondary Business District, of the Whitefish City Code is hereby amended as set forth in Exhibit A attached hereto.

Section 4: In the event any word, phrase, clause, sentence, paragraph, section or other part of the Ordinance set forth herein is held invalid by a court of competent jurisdiction, such judgment shall affect only that part held invalid, and the remaining provisions thereof shall continue in full force and effect.

Section 5: 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, THIS _____ DAY OF _____ 2020.

John M. Muhlfield, Mayor

ATTEST:

Michelle Howke, City Clerk

EXHIBIT A

Whitefish City Code Title 11 – Zoning Regulations Chapter 2 – Zoning Districts Article K. WB-2 Secondary Business District

11-2K-1: **INTENT AND PURPOSE:** The WB-2 District is intended to provide for those retail sales and services the operations of which are typically characterized by the need for large display or parking areas, large storage areas and by outdoor commercial amusement or recreational activities. Mixed-use and multi-family development is also appropriate. This district depends on proximity to highways or arterial streets and may be located in business corridors or islands.

11-2K-2: **PERMITTED USES:**

- Antique stores and auction barns.
- Automobile, boat, and recreational vehicle ~~sales, rentals, parts, repair and service.~~
- Bed and breakfast establishments (see special provisions in section 11-3-4 of this title).
- Bowling establishments.
- Building supplies outlets.
- ~~Bus depot.~~
- Churches or similar places of worship.
- Daycare centers (13 or more individuals).
- ~~Entertainment uses.~~
- ~~Farm and garden supply stores.~~
- Financial institutions and professional services.
- ~~Frozen food lockers, not including slaughtering.~~
- Furniture and floor coverings stores.
- Grocery stores.
- ~~Hair salons.~~
- Hospitals, and associated related nursing homes, retirement homes, congregate housing and personal care facilities in a campus setting.
- Household appliance and electronics stores.
- Laundry and dry cleaning.
- ~~Machinery and equipment sales, rental and repair.~~
- Medical clinics and associated therapeutic health services.
- Military surplus stores.
- Mortuaries ~~and crematories.~~
- Private postal services and shipping services.
- Professional offices.
- Public buildings.
- Recreational facilities, private and commercial.

- Residential:
 - Caretaker's units (see special provisions in section 11-3-6 of this title).
 - Multi-family dwellings, 100% deed restricted for long-term affordability (see special provisions in section 11-3-42 or 11-3-43 of this title).
 - Multi-family dwellings, one (1) to four (4) dwelling units above ground floor commercial (see special provisions in section 11-3-43 of this title).
- Restaurants, non-formula.
- ~~Seed and grain sales.~~
- Theaters.
- Vendors (see special provisions in section 11-3-23 of this title).
- Veterinary office, small animal.
- Wholesale and warehousing.

11-2K-3: **CONDITIONAL USES:**

- Automobile, boat, and recreational vehicle sales, rentals, repair, and service.
- Automotive service stations and convenience stores within.
- Bars/lounges.
- Boat and recreational vehicle storage (see special provisions in section 11-3-32 of this title).
- Bus Depot.
- Casinos within a casino overlay zone.
- Colleges, business and trade schools.
- Crematories.
- Hotels, motels, and other hospitality ~~and entertainment~~ uses.
- Light assembly and light manufacturing (administrative CUP).
- Machinery and equipment sales, rental, and repair.
- Microbreweries and microdistilleries.
- Ministorage.
- Personal care facilities when not in association with a hospital in a campus setting.
- Personal services.
- Recreational guides and outfitters, limited to five thousand (5,000) square feet of gross floor area, no formula businesses, with no limitation on number of boats or similar equipment stored or displayed (~~nonadministrative CUP~~).
- Recreational vehicle parks, campgrounds and amusement parks (2 acres minimum size).
- Residential:
 - Accessory apartments.
 - Manufactured home subdivisions.
 - Multi-family dwellings, one (1) to eighteen (18) dwelling units – administrative conditional use permit (section 11-7-8M) (see special provisions in section 11-3-42 or 11-3-43 of this title)
 - Multi-family dwellings, nineteen (19) or more dwelling units (see special provisions in section 11-3-42 or 11-3-43 of this title)
- Research laboratories and institutions.
- Restaurants, formula.
- ~~Truck stops.~~

- Veterinary hospital.

11-2K-4: **PROPERTY DEVELOPMENT STANDARDS:** The following property development standards shall apply to land and buildings within this district:

Bulk and scale	All new structures with a building footprint of 10,000 square feet or greater, existing structures where an addition causes the total footprint to be 10,000 square feet or greater, and additions to structures where the footprint already is 10,000 square feet or greater, are subject to a conditional use permit pursuant to section 11-7-8 of this title
Minimum lot area	n/a
Minimum lot width	n/a
Minimum yard spaces	
Front	20 feet
Side	20 foot greenbelt when abutting a Residential District or public right-of-way , otherwise, none
Rear	20 foot greenbelt when abutting a Residential District, otherwise, none
Maximum height	35 feet
Permitted lot coverage	n/a
Off street parking	See chapter 6 of this title
Accessory uses	Accessory uses shall maintain the same yard requirements as the primary use
Landscaping	See chapter 4 of this title (single-family uses exempted)

PLANNING & BUILDING DEPARTMENT
418 East Second Street, PO Box 158 Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409



September 2, 2020

Mayor and City Council
City of Whitefish
PO Box 158
Whitefish, MT 59937

Re: Zoning Text Amendment: WZTA 20-02

Honorable Mayor and Council:

Summary of Requested Action: This application is a request by the city of Whitefish regarding a code amendment to the Secondary Business District 11-2K-2, 11-2K-3, and 11-2K-4 to amend the permitted and conditional uses and development standards.

Planning & Building Department Recommendation: Staff recommended approval of the text amendments. Staff suggest if the Council wishes to have “personal services” a conditional use instead of a permitted use per the Planning Board amendment, that “hair salons” be kept in the permitted uses.

Public Hearing: No one spoke at the public hearing. No public comments were received. The draft minutes of the Planning Board hearing are included.

Planning Board Recommendation: The Whitefish Planning Board held a public hearing on August 20, 2020. Following this hearing, Freudenberger, with Feury seconding, moved to approve the amendments. Beckham moved, with Ellis seconding, to move “Bus Depot” from the existing permitted uses to the conditional uses. The motion passed unanimously. Feury moved and Ellis seconded to move “Personal Services” from the proposed permitted uses to the conditional uses. The motion passed 3-1 with Beckham in opposition. After discussion, the Planning Board passed the motion with two amendments unanimously, recommending approval of the amendments and adopting the supporting findings of fact in the staff report.

Proposed Motion:

I move to approve WZTA 20-02 along with the Findings of Fact in the staff report, as recommended by the Whitefish Planning Board, with an amendment that “hair salons” be kept under permitted uses.

This item has been placed on the agenda for your regularly scheduled meeting on September 8, 2020. Should Council have questions or need further information on this matter, please contact the Whitefish Planning Board or the Planning & Building Department.

Respectfully,



David Taylor, AICP
Director

Att: Exhibit A with Planning Board Recommendation
Draft minutes of the 08-20-20 Planning Board meeting

Exhibits from 08-20-20 Staff Packet to Planning Board

1. Staff Report, WZTA 20-02, 08-20-20

c: w/att Michelle Howke, City Clerk

EXHIBIT 'A'
Whitefish Planning Board Recommendation
WZTA 20-02
August 20, 2020

11-2K-2: PERMITTED USES:

- * Antique stores and auction barns.
- * Automobile, boat, and recreational vehicle ~~sales, rentals, parts, repair and service.~~
- * Bed and breakfast establishments
- * Bowling establishments.
- * Building supplies outlets.
- * ~~Bus depot.~~
- * Churches or similar places of worship.
- * Daycare centers (13 or more individuals).
- * Entertainment uses
- * Financial institutions and professional services.
- * ~~Frozen food lockers, not including slaughtering.~~
- * Furniture and floor coverings stores.
- * Grocery stores.
- * ~~Hair salons.~~
- * Hospitals, and associated related nursing homes, retirement homes, congregate housing and personal care facilities in a campus setting.
- * Household appliance and electronics stores.
- * Laundry and dry cleaning.
- * ~~Machinery and equipment sales, rental and repair.~~
- * Medical clinics and associated therapeutic health services.
- * Military surplus stores.
- * Mortuaries ~~and crematories.~~
- * Private postal services and shipping services.
- * Professional offices.
- * Public buildings.
- * Recreational facilities, private and commercial.
- * Residential:
 - * Caretaker's units
 - * Multi-family dwellings, one hundred percent (100%) deed restricted for long-term affordability
 - * Multi-family dwellings, one to four (4) dwelling units above ground floor commercial
- * Restaurants, non-formula.
- * ~~Seed and grain sales.~~ Farm and garden supply stores
- * Theaters.
- * Vendors (see special provisions in section 11-3-23 of this title).
- * Veterinary office, small animal.
- * Wholesale and warehousing.

11-2K-3: CONDITIONAL USES:

- * Automobile, boat, and recreational vehicle sales, rentals, repair, and service.

- * Automotive service stations and convenience stores within
- * Bars/lounges.
- * Boat and recreational vehicle storage
- * Bus Depot
- * Casinos within a casino overlay zone.
- * Colleges, business and trade schools.
- * Crematories
- * Hotels, motels, and other hospitality ~~and entertainment~~ uses
- * Light assembly and light manufacturing (administrative CUP).
- * Machinery and equipment sales, rental and repair
- * Microbreweries and microdistilleries.
- * Ministorage.
- * Personal care facilities when not in association with a hospital in a campus setting.
- * Personal Services
- * Recreational guides and outfitters, limited to five thousand (5,000) square feet of gross floor area, no formula businesses, with no limitation on number of boats or similar equipment stored or displayed (~~nonadministrative CUP~~).
- * Recreational vehicle parks, campgrounds and amusement parks (2 acres minimum size).
- * Residential:
 - * Accessory apartments.
 - * Manufactured home subdivisions.
 - * Multi-family dwellings, one to eighteen (18) dwelling units - administrative conditional use permit
 - * Multi-family dwellings, nineteen (19) or more dwelling units
- * Research laboratories and institutions
- * Restaurants, formula
- * ~~Truck stops.~~
- * Veterinary hospital.

11-2K-4: PROPERTY DEVELOPMENT STANDARDS:

The following property development standards shall apply to land and buildings within this district:

Bulk and scale	All new structures with a building footprint of 10,000 square feet or greater, existing structures where an addition causes the total footprint to be 10,000-square feet or greater, and additions to structures where the footprint already is 10,000 square feet or greater, are subject to a conditional use permit pursuant to section <u>11-7-8</u> of this title
Minimum lot area	n/a
Minimum lot width	n/a

Minimum yard spaces:		
	Front	20 feet
	Side	20 foot greenbelt when abutting a Residential District or public right-of-way , otherwise, none
	Rear	20 foot greenbelt when abutting a Residential District, otherwise, none
Maximum height		35 feet
Permitted lot coverage		n/a
Off street parking		See <u>chapter 6</u> of this title
Accessory uses		Accessory uses shall maintain the same yard requirements as the primary use
Landscaping		See <u>chapter 4</u> of this title (single-family uses exempted)

August 20, 2020 Draft City Planning Board Minutes

	the Whitefish City Council.
BOARD QUESTIONS OF STAFF	None.
APPLICANT / AGENCIES	None.
PUBLIC COMMENT	Vice Chair Ellis opened the public hearing, and no one wished to speak. Vice Chair Ellis closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	Beckham moved and Freudenberger seconded to adopt the findings of fact within staff report WCUP 20-11, with the eight (8) conditions of approval, as proposed by City Staff.
VOTE	The motion passed unanimously. The matter is scheduled to go before the Council on September 8, 2020.
PUBLIC HEARING 3: CITY OF WHITEFISH ZONING TEXT AMENDMENT REQUEST 6:18 pm	A request by the City of Whitefish for Zoning Text Amendments to § 11-2K Secondary Business District (WB-2), to modify the permitted and conditional uses and development requirements.
STAFF REPORT WZTA 20-02 (Taylor)	<p>Director Taylor reviewed his staff report and findings. No public comments have been received regarding these zoning text amendments.</p> <p>Staff recommended adoption of the findings of fact within staff report WZTA 20-02 and for approval of the zoning text amendments to Title 11, Chapter 2K, WB-2 Secondary Business District, of the Whitefish City Code to the Whitefish City Council.</p>
BOARD QUESTIONS OF STAFF	Freudenberger asked why "non-formula" was added behind "Restaurants" in § 11-2K2: Permitted Uses, but not other businesses, <i>i.e.</i> , hotels or pet stores. Director Taylor said that is a good question as we generally direct the city's formula businesses to the WB-2 zone, but formula restaurants can have a greater aesthetic impact than other businesses; it also came as a directive from the Council. Councilor Feury said hotels and other larger "formula" buildings will go through the Conditional Use Process (CUP) which allows an

	<p>opportunity to influence what they look like, where the square footage of a restaurant generally would not.</p> <p>Beckham asked about striking "Bus depot" from § 11-2K-2: Permitted Uses when one was being proposed near the Library and she did not want that category to just be lost. Director Taylor said what is being proposed near the Library is a bus stop, where a bus depot is a transit center where buses, etc., are stored. Director Taylor suggested it could be kept there or moved to § 11-2K-3: Conditional Uses if the board chose, which would ensure it was attractive and in an appropriate place.</p>
APPLICANT / AGENCIES	None.
PUBLIC COMMENT	Vice Chair Ellis opened the public hearing, and no one wished to speak. Vice Chair Ellis closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	<p>Freudenberger moved and Feury seconded to adopt the findings of fact within staff report WZTA 20-02, as proposed by City Staff.</p> <p>Beckham moved and Vice Chair Ellis seconded to move "Bus depot" from § 11-2K-2: Permitted Uses, to § 11-2K-3: Conditional Uses. The motion passed unanimously.</p> <p>Feury said he has a concern with adding "Personal services" as a permitted use as they are generally pretty small businesses that cannot afford a stand-alone building which may result in multi-tenant buildings ("strip malls"). He is also slightly concerned with light manufacturing approval by an administrative CUP.</p> <p>Feury moved and Vice Chair Ellis seconded to move "Personal services" from § 11-2K-2: Permitted Uses, to § 11-2K-3: Conditional Uses. The motion passed 3-1 with Beckham voting in opposition.</p>
VOTE	The motion, with two amendments, passed unanimously. The matter is scheduled to go before the Council on September 8, 2020.
PUBLIC HEARING 4: CITY OF WHITEFISH ZONING TEXT AMENDMENT	A request by the City of Whitefish for Zoning Text Amendments to do minor housekeeping updates to §11-3-42, Multi-Family Development Standards, and §11-3-43, Mixed-Use and Non-Residential Building Development Standards.

**PROPOSED ZONING TEXT AMENDMENT
AMENDING 11-2K WB-2 SECONDARY BUSINESS DISTRICT USES
STAFF REPORT WZTA 20-02
AUGUST 20, 2020**

This is a report to the Whitefish Planning Board and the Whitefish City Council regarding a code amendment to 11-2K-2, 11-2K-3, and 11-2K-4 to amend permitted and conditional uses and development standards of the Secondary Business District per City Council direction. The Planning Board hearing is scheduled for Thursday, August 20, 2020 and a subsequent hearing is scheduled before the City Council on Tuesday, September 8, 2020. Draft amendments are below for review and recommendation.

BACKGROUND INFORMATION AND ANALYSIS

The City Council directed staff to amend the zoning code to make the proposed changes to the WB-2 Secondary Business District permitted and conditional uses. Moving automobile, boat, and RV sales, rentals, repair and service as well as machinery and equipment sales and rentals and repair, crematories, and formula restaurants from the permitted uses to the conditional uses in the WB-2 Secondary Business District provides additional opportunity to review these uses for character and aesthetic impacts as well as impacts to available municipal services and traffic. Adding personal services to the permitted uses gives more flexibility to uses which are more suited for the highway district than the downtown retail core. Making light manufacturing and light assembly an administrative conditional use gives those uses a faster approval process while still allowing conditions of approval to mitigate potential impacts or more complicated projects to be bumped to a full CUP.

The Intent and Purpose found in 11-2K-1 defines the WB-2 Secondary Business District as an area for retail sales and services and recreational activities that need large parking, display, or storage areas and depend upon proximity to the highway and arterial streets.

Automobile, boat, RV and machinery and equipment sales, rentals and repair are uses that typically have large parking and display areas to show merchandise or store vehicles and thus have a greater potential for aesthetic impacts. They also typically have less vehicle traffic coming and going compared to other uses such as grocery stores or gas stations. Our existing architectural review standards, landscaping requirements, and site development standards for non-residential uses will mitigate the majority of impacts other than the potential visual blight of parked display vehicles or equipment. These proposed changes move those uses to the conditional uses in order to provide the opportunity to add additional conditions to mitigate impacts on a case by case basis. Smaller repair shops such as Howie's or Reggie's might be more impacted by these changes than one like Don K, which already needs CUP's to expand due to exceeding the 10,000 square foot bulk and scale standard. *Automobile, boat, and RV*

parts sales such as Napa or Carquest would remain a permitted use, as those parts stores have little impact beyond any other small permitted retailer in the WB-2.

With regard to *formula restaurants*, the WB-2 is the zone where we currently direct those since they are prohibited in the WB-3 and require a conditional use in the WB-1. With the proposed changes, formula restaurants in the WB-2 would be differentiated from regular restaurants and a CUP required for them. Staff does not recommend making all restaurants in the WB-2 a conditional use due to the findings of the ongoing Highway 93 South Corridor Plan pointing for the need for additional restaurants in the corridor to serve the expanding residential population. It should be noted that moving formula restaurants to the conditional uses would also require any existing such uses such as McDonalds, Subway, and Dairy Queen to obtain CUP's for any future expansions.

Entertainment uses was supposed to remain in the permitted uses according to the staff report that was adopted by the City Council with the previous amendments to the WB-2, but a clerical error in the actual ordinance amending hotels to the conditional uses inadvertently moved it to the conditional uses as well. This amendment would move it back. Entertainment is defined as: *Uses catering to visitors and residents that provide recreational activities, including indoor theaters, bowling alleys, enclosed skating or golf facilities, and other similar indoor facilities.*

Frozen food lockers and *bus depots* are two permitted uses that have long been in the Secondary Business District that are probably obsolete or impractical, so we recommend those for removal. Also, *crematories* are something that should be moved to the conditional uses as they could have unpleasant impacts to adjacent properties. *Seed and grain sales* is an antiquated term that we recommend replacing with *farm, ranch, and garden supplies*.

Based on the research done for the Highway 93 South Corridor Plan, *light assembly and light manufacturing* as conditional uses in the WB-2 should be amended to an administrative CUP to help fast track the approval process for those uses. There is limited industrial zoned property in the city, and the WB-2 has ample land to allow for light manufacturing uses mixed in with the commercial uses that are permitted. The economic analysis that was done for the plan supported encouraging light manufacturing and assembly in the WB-2 to provide for higher paying jobs to promote economic development. The administrative CUP would allow staff to make sure outside storage is screened and any other potential impacts mitigated. Large facilities over 10,000 square feet would still require a full CUP.

Research laboratories and institutions is a use that is currently permitted in the WB-4, and we recommend adding it to the conditional uses of the WB-2 to provide a potential future high tech research campus opportunity to spur jobs and economic development. Keeping it in the conditional uses allows for any possible impacts to be mitigated.

Personal services are a use that city planning staff recommends adding to those permitted in the WB-2. Personal services are defined as: *a use that provides a service to an individual customer designed to accommodate a specialized need, provide a convenience, or cater to a particular lifestyle. Such services shall be those types that require mechanical skill or manual dexterity, as differentiated from mental disciplines generally requiring licensing or certification such as those listed under professional services (see definition of Professional Services). Examples of personal services would include, but are not limited to: delivery and pick up, catering, event planning, recreational guiding and outfitting, personal training, tattoo, and personal spa and grooming services such as manicure, facial, hairstylists, and makeup consulting. Personal services should not involve retail sales except on an incidental basis such as the selling of hair products at a salon.* Similar to professional offices, personal services are currently a permitted use in the WB-1 along Wisconsin and downtown in the WB-3, and an administrative conditional use in high density residential zones along major arterials. The Downtown Master Plan and the WB-3 zone intent calls for the downtown area to be the retail center of the community. The Downtown Master Plan also calls for restricting ground floor permitted uses in the downtown core to retail sales, food and drink and entertainment:

REGULATORY REQUIREMENTS

For ground floors of buildings identified as storefront retail frontage, amendments to current Whitefish zoning ordinances and Architectural Review Standards that regulate downtown retail use will be required. Following Plan adoption, zoning amendments should address the following:

Permitted Uses—Ground floors of all indicated block frontages should be limited to retail uses exclusively. Retail uses should be defined as establishments that offer the:

- Sale of 'goods'- clothing, shoes, groceries, etc.
- Sale of food and drink- restaurants, cafes, bars, etc. **Downtown**
- Sale of entertainment- cinemas, night clubs, etc. **Masterplan**

Personal services are not a retail use and they directly compete with retail tenants for the limited commercial space available downtown. Personal services were historically allowed in the WB-2 prior to the city forming a Planning Department, and it is an ongoing issue with those types of businesses wanting to locate there. The WB-2 zone already permits hair salons, which are a personal service and which often include other personal service items such as nail salons and spa services. That overlap can be very difficult to differentiate and enforce. The WB-2 is also a much better fit for tattoo parlors, moving services, personal trainers, and other similar services than the downtown retail core. By adding personal services to the permitted uses, we would then delete *hair salons* as a permitted use since it is included in the definition. *Recreational guides and outfitters* would remain a conditional use since it is listed separately as a use requiring a CUP and the more restrictive requirement would apply. The term “(non-administrative CUP)” at the end would be deleted as redundant since it is listed under the items requiring a non-administrative CUP.

We also recommend removing the requirement for side yards abutting rights of ways to have 20' greenbelts. The Highway 93 South Plan is recommending more of a grid

network. Side yard greenbelts, while appropriate abutting residential districts, would block off views to businesses where we are attempting to have more parking and access off of side streets rather than Highway 93. It also something that has seldom been enforced over the years and we deem it appropriate for removal.

SUMMARY OF PROPOSED WB-2 ZONING TEXT CHANGES

The following changes to the zoning code Title 11 are proposed. Words to be removed are ~~struck out~~, words added or moved are underlined and utilize red text.

11-2K-2: PERMITTED USES:

- * Antique stores and auction barns.
- * Automobile, boat, and recreational vehicle ~~sales, rentals, parts, repair and service.~~
- * Bed and breakfast establishments
- * Bowling establishments.
- * Building supplies outlets.
- * ~~Bus depot.~~
- * Churches or similar places of worship.
- * Daycare centers (13 or more individuals).
- * Entertainment uses
- * Financial institutions and professional services.
- * ~~Frozen food lockers, not including slaughtering.~~
- * Furniture and floor coverings stores.
- * Grocery stores.
- * ~~Hair salons.~~
- * Hospitals, and associated related nursing homes, retirement homes, congregate housing and personal care facilities in a campus setting.
- * Household appliance and electronics stores.
- * Laundry and dry cleaning.
- * ~~Machinery and equipment sales, rental and repair.~~
- * Medical clinics and associated therapeutic health services.
- * Military surplus stores.
- * ~~Mortuaries and crematories.~~
- * Personal services
- * Private postal services and shipping services.
- * Professional offices.
- * Public buildings.
- * Recreational facilities, private and commercial.
- * Residential:
 - * Caretaker's units
 - * Multi-family dwellings, one hundred percent (100%) deed restricted for long-term affordability
 - * Multi-family dwellings, one to four (4) dwelling units above ground floor commercial
- * Restaurants, non-formula.
- * ~~Seed and grain sales.~~ Farm and garden supply stores
- * Theaters.
- * Vendors (see special provisions in section 11-3-23 of this title).
- * Veterinary office, small animal.
- * Wholesale and warehousing.

11-2K-3: CONDITIONAL USES:

- * Automobile, boat, and recreational vehicle sales, rentals, repair, and service.
- * Automotive service stations and convenience stores within
- * Bars/lounges.
- * Boat and recreational vehicle storage
- * Casinos within a casino overlay zone.
- * Colleges, business and trade schools.
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- * Hotels, motels, and other hospitality ~~and entertainment~~ uses
- * Light assembly and light manufacturing (administrative CUP).
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- * Recreational guides and outfitters, limited to five thousand (5,000) square feet of gross floor area, no formula businesses, with no limitation on number of boats or similar equipment stored or displayed (~~nonadministrative CUP~~).
- * Recreational vehicle parks, campgrounds and amusement parks (2 acres minimum size).
- * Residential:
 - * Accessory apartments.
 - * Manufactured home subdivisions.
 - * Multi-family dwellings, one to eighteen (18) dwelling units - administrative conditional use permit
 - * Multi-family dwellings, nineteen (19) or more dwelling units
- * Research laboratories and institutions
- * Restaurants, formula
- * ~~Truck stops.~~
- * Veterinary hospital.

11-2K-4: PROPERTY DEVELOPMENT STANDARDS:

The following property development standards shall apply to land and buildings within this district:

Bulk and scale	All new structures with a building footprint of 10,000 square feet or greater, existing structures where an addition causes the total footprint to be 10,000-square feet or greater, and additions to structures where the footprint already is 10,000 square feet or greater, are subject to a conditional use permit pursuant to section <u>11-7-8</u> of this title
Minimum lot area	n/a
Minimum lot width	n/a
Minimum yard spaces:	
Front	20 feet

Side	20 foot greenbelt when abutting a Residential District or public right of way, otherwise, none
Rear	20 foot greenbelt when abutting a Residential District, otherwise, none
Maximum height	35 feet
Permitted lot coverage	n/a
Off street parking	See <u>chapter 6</u> of this title
Accessory uses	Accessory uses shall maintain the same yard requirements as the primary use
Landscaping	See <u>chapter 4</u> of this title (single-family uses exempted)

REVIEW AND FINDINGS OF FACT

The proposed changes shall be evaluated based on the criteria for consideration for amendments to the provisions of the Zoning Regulations per Section 11-7-12E.

1. *Zoning Regulations Must Be:*
 - a. *Made in Accordance with a Growth Policy*

The Growth Policy designates that area of the WB-2 zoning district as General Commercial/Highway Commercial. That is defined as follows:

General/Highway Commercial: Generally applied to the Hwy 93 corridor north of the Highway 40 intersection, this designation is defined by auto-oriented commercial and service uses. Specific land uses include retail, restaurants of all types and quality ranges (including those with drive-up facilities), professional offices, auto sales and services, hotels/motels, supermarkets, shopping centers or clusters, and convenience shopping, including the dispensing of motor fuels. Primary access is by automobile with ample parking provided on site. Development sites are properly landscaped to screen parking and drive areas and to provide a high-quality visual image. Zoning is generally WB-2, but higher density residential with WR-3 zoning, and mixed-use development may also be

appropriate in this area.

Automobile, boats, and RV's sales and services are listed as appropriate uses in the WB-2 zone by the Growth Policy as noted above. While they are currently permitted uses in that zone, moving those uses from permitted to conditional uses will enable greater oversight to protect community character and small-town feel, fulfilling Future Land Use Goal 1, which is as follows:

1. Preserve and enhance the character, qualities, and small town feel and ambience of the Whitefish community through an innovative and comprehensive growth management system.

Additionally, Future Land Use Goal 5 admonishes the city to preserve the scale and character of existing neighborhoods, thus requiring a more thorough public review with a conditional use permit will help better ensure proposed projects enhance the community.

5. Protect and preserve the special character, scale, and qualities of existing neighborhoods while supporting and encouraging attractive, well-designed, neighborhood compatible infill development.

The 2015 Downtown Business District Master Plan, under Retail, Regulatory Requirements, calls for downtown ground floor businesses to be limited to retail sales of goods, food and drink, or entertainment. Personal services would be restricted by that, and thus are a better fit in the WB-2 Secondary Business District.

Finding 1: The proposed text amendments to the WB-2 zoning permitted and conditional uses fulfill Growth Policy Goals 1 and 5 to protect and enhance the small town feel and ambience of Whitefish as well as protecting the special character and quality of existing neighborhoods and are supported by the Downtown Business District Master Plan.

- b. *Designed to:*
 - i. *Secure safety from fire and other dangers*

Finding 2: The proposed code amendment itself is unrelated to securing safety from fire and other dangers because it is a text amendment.

- ii. *Promote public health, public safety and general welfare*

Finding 3: The proposed amendments promote public health, public safety and general welfare because they will initiate a more robust public review process and allow the City to place conditions upon high-impact or potentially unattractive development in order to mitigate some of its potentially negative effects.

- iii. *Facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements*

Finding 4: The proposed code amendment will have a positive impact on the adequate provision of transportation, water, sewerage, schools, parks and other public requirements because the text amendments facilitate additional public review of development projects and provide the opportunity to place additional conditions upon development that could mitigate impacts and facilitate additional public amenities.

- 2. *In the adoption of zoning regulations, the city shall consider:*
 - a. *Reasonable provision of adequate light and air*

Finding 5: The proposed code amendment is unrelated to reasonable provisions of adequate light and air because these are text amendments. The actual review of provision of adequate light and air will occur at the time of development through zoning setbacks and the building code.

- b. *The effect on motorized and non-motorized transportation systems*

Finding 6: The proposed code amendment has no impact on motorized and non-motorized transportation systems because these are text amendments. The actual review of the effect on motorized and non-motorized transportation systems will occur at the time of development.

- c. *Promotion of compatible urban growth*

Finding 7: The proposed code amendment promotes compatible urban growth by creating additional layers of development review to ensure compatibility.

- d. *The character of the district and its particular suitability of the property for the particular uses*

Finding 8: The proposed code amendments will create an additional layer of review to ensure projects are particularly suited for a site and surrounding development and are compatible with the character of the WB-2 zoning district.

- e. *Conserving the value of buildings and encouraging the most appropriate use of land throughout the jurisdictional area; and*

Finding 9: The proposed code amendments encourage the most appropriate use of land, in this case the WB-2 Secondary Business District, giving additional review opportunities with a conditional use permit for impactful uses.

- f. *That historical uses and established uses patterns and recent change in use trends will be weighed equally and consideration not be given one to the exclusion of the other.*

Finding 10: The text amendments do not favor historical use patterns over changes in use trends.

ADDITIONAL FINDINGS

Finding 11: Staff finds the considerations in Section 11-7-12(E) are either met or are not applicable;

Finding 12: Whereas, legal public notice according to the Whitefish City Code was published in the *Whitefish Pilot* on a July 29, 2020;

Finding 13: Whereas, staff sent a notice on July 31, 2020, to twenty-three (23) reviewing agencies, departments and other service providers regarding the zoning regulation update.

We find it is in the best interest of the City of Whitefish to amend Title 11, Chapters 2-K-2 , 2K-3 and 2K-4, Secondary Business District.

RECOMMENDATION

Staff recommends that the Whitefish Planning Board review the recommendations set forth in this staff report to amend §11-2K, Secondary Business District, with the above findings, and transmit same to the Whitefish City Council with a recommendation for **approval**.

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RESOLUTION NO. 20-__

A Resolution of the City Council of the City of Whitefish, Montana, updating the Legacy Homes Program, Purchase Prices, Rental Prices and Fees in Lieu.

WHEREAS, the City’s Legacy Homes Program went into effect in July of 2019 with the goal of achieving a stock of affordable housing within the City; and

WHEREAS, as part of the Legacy Homes Program, the City Council adopted maximum purchase prices for homes for those households making 80-120% of Area Median Income (“AMI”), maximum rental rates for those households making 60-80% AMI, and a fee in lieu of providing affordable housing; and

WHEREAS, the purchase prices and rental rates are derived from the AMI for Flathead County established annually by the U.S. Department of Housing and Urban Development; and

WHEREAS, the fee in lieu is based upon a three-year average of home sales in the 59937 zip code derived from the Multiple Listing Service, with certain outliers excluded, the average square footage of homes sold in the 59937 zip code, and the AMI for Flathead County; and

WHEREAS, the City Council adopted administrative procedures for the Legacy Homes Program which provided that maximum purchase prices, maximum rental prices and fees in lieu would be updated annually to keep pace with current income and current housing needs; and

WHEREAS, staff has calculated the proposed maximum purchase prices, maximum rental rates and fee in lieu for 2020 as shown on Exhibit A attached hereto; and

WHEREAS, at a lawfully noticed public hearing on September 8, 2020, after reviewing the written staff recommendation, receiving an oral report, and inviting public comment, the City Council found it will be in the best interests of the City and its inhabitants to adopt the maximum purchase prices, maximum rental rates. and the fees in lieu as set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Whitefish, Montana, as follows:

Section 1: The forgoing recitals are hereby adopted as findings of fact.

Section 2: The maximum purchase prices, maximum rental rates and the fees in lieu as set forth in Exhibit A are hereby adopted.

Section 3: This Resolution shall take effect immediately upon its adoption by the City Council and signing by the Mayor thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
WHITEFISH, MONTANA, ON THIS _____ DAY OF SEPTEMBER, 2020.

Francis J. Sweeney, Deputy Mayor

ATTEST:

Michelle Howke, City Clerk

APPENDIX A: 2020 Home Prices, Rental Prices and In Lieu Fee

2020 Home Price Distribution:

AMI%	OBR	1BR	2BR	3BR
80%	\$153,356	\$164,331	\$186,281	\$208,083
90%	\$172,525	\$184,872	\$209,566	\$234,094
100%	\$191,695	\$205,414	\$232,852	\$260,104
110%	\$210,864	225,955	256,137	286,114
120%	\$230,034	\$246,496	\$279,422	\$312,125

2020 Rental Price Distribution¹:

AMI %	OBR	1BR	2BR	3BR
60%	\$776	\$831	\$998	\$1,152
70%	\$905	\$970	\$1,164	\$1,344
80%	\$1,034	\$1,108	\$1,330	\$1,536

2020 Fee in Lieu of Providing Units:

FRACTIONAL UNIT FEE:	WHOLE UNIT FEE:
\$82,618.00	\$123,927.00

¹ Can be adjusted if utilities are *not* included in the rental price.

PLANNING & BUILDING DEPARTMENT
418 E 2nd Street, PO Box 158 Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409



September 1, 2020

Mayor Muhlfeld and City Councilors
City of Whitefish
Whitefish, Montana

Mayor Muhlfeld and City Councilors:

Recommendation to Update the Legacy Home Program Fee in Lieu, Purchase Prices and Rental Prices

Introduction/History

In July 2019, the Legacy Homes Program went into effect. This program requires 20% of certain residential development projects to provide affordable homes for the Whitefish workforce. As part of this program, the Council adopted the prices for homes serving those making 80-120% of Area Median Income (AMI), rental rates serving those making 60-80% AMI and a fee in lieu of providing the affordable housing for proportional units (less than one) or projects meeting certain requirements to pay a fee in lieu at 1.5x the rate.

Current Report

The ownership prices and rental rates are derived from the AMI for Flathead County established annually by the federal government (Housing and Urban Development – HUD). While the fee in lieu is based on a three-year average of sales in the Multiple-Listing Service in the 59937-zip code, average square footage of homes sold in the 59937-zip code and the AMI for Flathead County. The average sales price and square footage data is obtained from Northwest Montana Association of Realtors (NMAR).

The Council adopted the use of AMI from HUD, as it is an industry standard in the affordable housing field, and it is an established defensible data source. These numbers are generally released in the Spring every year.

The 59937-zip code was used for the three-year average, as both the Needs Assessment and the Strategic Housing Plan were also based on the 59937-zip code. In addition, the three-year average from NMAR does not include outliers of \$5 million or greater. Staff obtains this information in January for the previous year's sales.

When the Administrative Procedures were adopted by the Council in 2019, it was recognized these numbers would be updated annually to keep pace with current income and housing costs. Below find the 2019 numbers (for the mid-range of the incomes for

both rentals and ownership products) and a comparison chart for the 2020 numbers. The full range of numbers are attached to the attached Resolution.

Approved Resolution 19-11:

2019	0-bedroom	1-bedroom	2-bedroom	3-bedroom
Maximum Rent: 70% AMI	\$854	\$914	\$1,097	\$1,267
Maximum Home: 100% AMI	\$180,942	\$193,734	\$219,503	\$245,273
Fee in Lieu	\$77,954 (partial fee)		\$116,930 (1.5x fee)	

Proposed 2020:

2020	0-bedroom	1-bedroom	2-bedroom	3-bedroom
Maximum Rent: 70% AMI	\$905	\$970	\$1,164	\$1,344
Maximum Home: 100% AMI	\$191,695	\$205,414	\$232,852	\$260,104
Fee in Lieu	\$82,618 (partial fee)		\$123,927 (1.5x fee)	

The fee in lieu increased by nearly 6% and the average home price and monthly rental rates also went up approximately 6%.

Recommendation

Staff respectfully requests the Council adopt the updated housing and rental prices, and the fee in lieu of affordable housing to keep pace with the changing housing market.

Sincerely,

/s/ Wendy Compton-Ring

Wendy Compton-Ring, AICP
Senior Planner

C: AMI worksheet, April 2020

MONTANA HOUSING
Tax Credit and MF Loan Program Income Limits for 2020
EFFECTIVE APRIL 1, 2020

			Maximum Income								Maximum Rent				
MSA/ County	AMI	%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	Eff.	1 Bdr	2 Bdr	3 Bdr	4 Bdr
Dawson	72,600	40%	20,360	23,240	26,160	29,040	31,400	33,720	36,040	38,360	\$509	\$545	\$654	\$755	\$843
		49%	24,941	28,469	32,046	35,574	38,465	41,307	44,149	46,991	\$509	\$545	\$654	\$755	\$843
		50%	25,450	29,050	32,700	36,300	39,250	42,150	45,050	47,950	\$636	\$681	\$817	\$944	\$1,053
		55%	27,995	31,955	35,970	39,930	43,175	46,365	49,555	52,745	\$636	\$681	\$817	\$944	\$1,053
		60%	30,540	34,860	39,240	43,560	47,100	50,580	54,060	57,540	\$763	\$817	\$981	\$1,133	\$1,264
		100%	50,900	58,100	65,400	72,600	78,500	84,300	90,100	95,900	\$1,272	\$1,362	\$1,635	\$1,888	\$2,107
Fallon	77,100	40%	21,600	24,680	27,760	30,840	33,320	35,800	38,280	40,720	\$540	\$578	\$694	\$802	\$895
		49%	26,460	30,233	34,006	37,779	40,817	43,855	46,893	49,882	\$540	\$578	\$694	\$802	\$895
		50%	27,000	30,850	34,700	38,550	41,650	44,750	47,850	50,900	\$675	\$723	\$867	\$1,002	\$1,118
		55%	29,700	33,935	38,170	42,405	45,815	49,225	52,635	55,990	\$675	\$723	\$867	\$1,002	\$1,118
		60%	32,400	37,020	41,640	46,260	49,980	53,700	57,420	61,080	\$810	\$867	\$1,041	\$1,203	\$1,342
		100%	54,000	61,700	69,400	77,100	83,300	89,500	95,700	101,800	\$1,350	\$1,446	\$1,735	\$2,005	\$2,237
Flathead	73,800	40%	20,680	23,640	26,600	29,520	31,920	34,280	36,640	39,000	\$517	\$554	\$665	\$768	\$857
		49%	25,333	28,959	32,585	36,162	39,102	41,993	44,884	47,775	\$517	\$554	\$665	\$768	\$857
		50%	25,850	29,550	33,250	36,900	39,900	42,850	45,800	48,750	\$646	\$692	\$831	\$960	\$1,071
		55%	28,435	32,505	36,575	40,590	43,890	47,135	50,380	53,625	\$646	\$692	\$831	\$960	\$1,071
		60%	31,020	35,460	39,900	44,280	47,880	51,420	54,960	58,500	\$775	\$831	\$997	\$1,152	\$1,285
		100%	51,700	59,100	66,500	73,800	79,800	85,700	91,600	97,500	\$1,292	\$1,385	\$1,662	\$1,920	\$2,142
Gallatin	90,400	40%	25,320	28,960	32,560	36,160	39,080	41,960	44,840	47,760	\$633	\$678	\$814	\$940	\$1,049
		49%	31,017	35,476	39,886	44,296	47,873	51,401	54,929	58,506	\$633	\$678	\$814	\$940	\$1,049
		50%	31,650	36,200	40,700	45,200	48,850	52,450	56,050	59,700	\$791	\$848	\$1,017	\$1,175	\$1,311
		55%	34,815	39,820	44,770	49,720	53,735	57,695	61,655	65,670	\$791	\$848	\$1,017	\$1,175	\$1,311
		60%	37,980	43,440	48,840	54,240	58,620	62,940	67,260	71,640	\$949	\$1,017	\$1,221	\$1,410	\$1,573
		100%	63,300	72,400	81,400	90,400	97,700	104,900	112,100	119,400	\$1,582	\$1,696	\$2,035	\$2,351	\$2,622
Golden Valley	76,500	40%	21,440	24,480	27,560	30,600	33,080	35,520	37,960	40,400	\$536	\$574	\$689	\$796	\$888
		49%	26,264	29,988	33,761	37,485	40,523	43,512	46,501	49,490	\$536	\$574	\$689	\$796	\$888
		50%	26,800	30,600	34,450	38,250	41,350	44,400	47,450	50,500	\$670	\$717	\$861	\$995	\$1,110
		55%	29,480	33,660	37,895	42,075	45,485	48,840	52,195	55,550	\$670	\$717	\$861	\$995	\$1,110
		60%	32,160	36,720	41,340	45,900	49,620	53,280	56,940	60,600	\$804	\$861	\$1,033	\$1,194	\$1,332
		100%	53,600	61,200	68,900	76,500	82,700	88,800	94,900	101,000	\$1,340	\$1,435	\$1,722	\$1,990	\$2,220

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ORDINANCE NO. 20-__

An Ordinance of the City Council of the City of Whitefish, Montana, amending Title 11 - Zoning Regulations, Chapter 3 - Special Provisions, Section 42 – Multi-Family Development Standards, and Section 43 - Mixed-Use and Non-Residential Building Development Standards, of the Whitefish City Code.

WHEREAS, the Whitefish Planning & Building Department initiated an effort to amend Title 11, Chapter 3, of the Whitefish City Code to provide clarity and better illustrations; and

WHEREAS, at a lawfully noticed public hearing on August 20, 2020, the Whitefish Planning Board received an oral report from Planning staff, reviewed Staff Report WZTA 20-03, invited public comment, and thereafter voted to recommend approval of the proposed text amendments; and

WHEREAS, at a lawfully noticed public hearing on September 8, 2020, the Whitefish City Council received an oral report and a written report from Planning staff, reviewed Staff Report WZTA 20-03 and letter of transmittal, invited public input, and approved the text amendments, attached as Exhibit A; and

WHEREAS, it will be in the best interests of the City of Whitefish and its inhabitants to adopt the proposed text amendments.

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: Staff Report WZTA 20-03 dated August 20, 2020, together with the September 1, 2020 letter of transmittal from the Whitefish Planning & Building Department, are hereby adopted as Findings of Fact.

Section 3: Title 11 - Zoning Regulations, Chapter 3 – Special Provisions, Section 42 – Multi-Family Development Standards, and Section 43 – Mixed-Use and Non-Residential Building Development Standards, of the Whitefish City Code are hereby amended as set forth in Exhibit A attached hereto.

Section 4: In the event any word, phrase, clause, sentence, paragraph, section or other part of the Ordinance set forth herein is held invalid by a court of competent jurisdiction, such judgment shall affect only that part held invalid, and the remaining provisions thereof shall continue in full force and effect.

Section 5: 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, THIS _____ DAY OF _____ 2020.

John M. Muhlfeld, Mayor

ATTEST:

Michelle Howke, City Clerk

EXHIBIT A

Whitefish City Code Title 11 – Zoning Regulations Chapter 3 – Special Provisions

11-3-42: MULTI-FAMILY DEVELOPMENT STANDARDS:

A. Purpose and Intent: The general purpose of the multi-family development standards are as follows:

1. To describe how new multi-family buildings will be compatible with their surroundings;
2. To ensure new multi-family development is compatible with and enhances the historical character and traditional housing of Whitefish's residential neighborhoods;
3. To enhance the built environment for pedestrians in higher density areas;
4. To provide for development of neighborhoods with attractive, well-connected streets, sidewalks, and trails that enable convenient, direct access to neighborhood centers, parks, schools, and transit stops;
5. To ensure adequate light, air, and readily accessible open space for multi-family developments in order to maintain public health, safety, and welfare;
6. To ensure the compatibility of dissimilar adjoining land uses;
7. To maintain or improve the character, appearance, and livability of established neighborhoods by protecting them from incompatible uses, excessive noise, illumination, loss of privacy, and similar significant nuisances; and
8. To encourage creativity and flexibility in the design of multi-family developments in a manner that maximizes unique site attributes and is compatible with the character and intensity of adjoining land use.

B. Orientation and Multiple Buildings Standards:

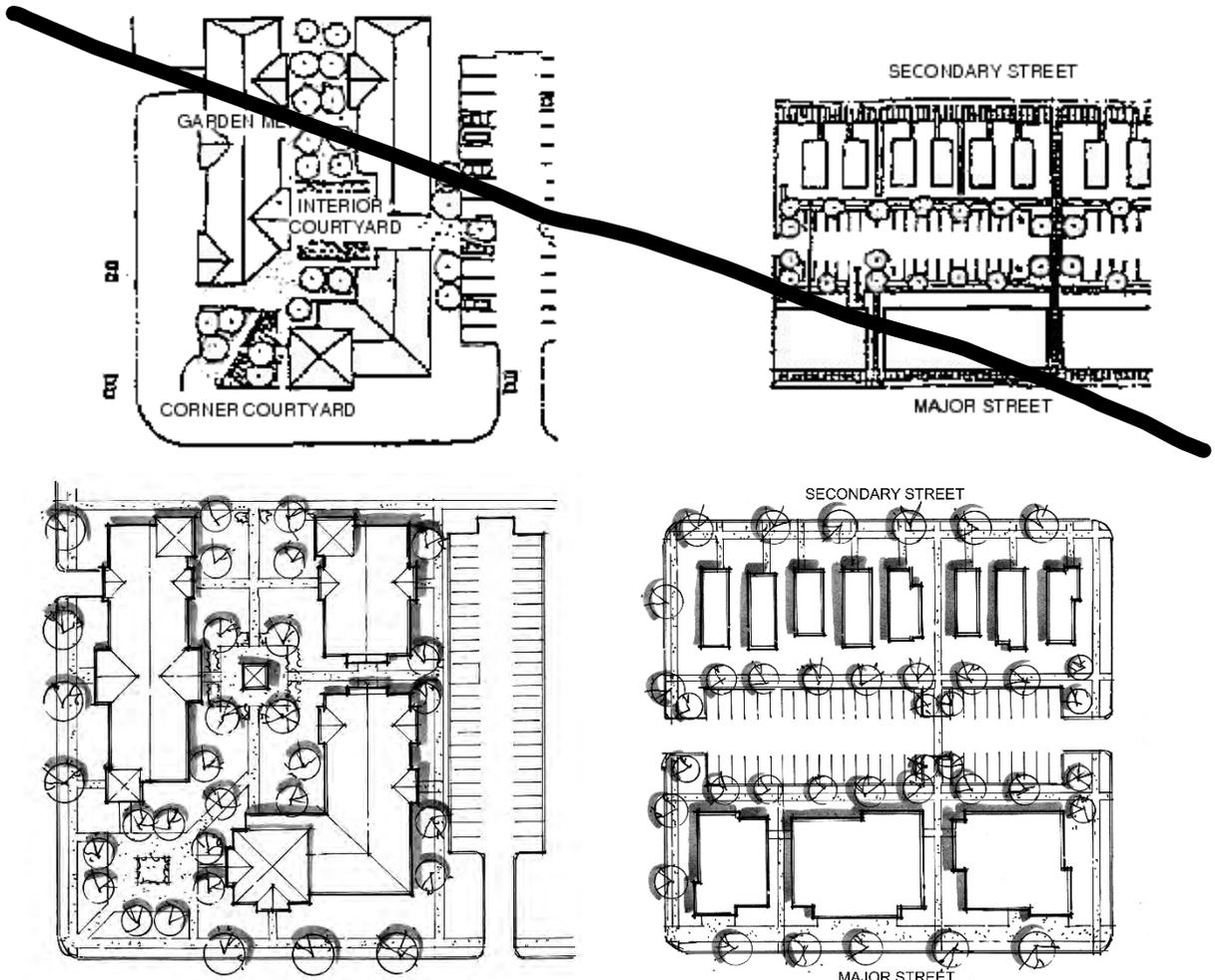
1. Requirement. Multi-family projects must be designed to orient to public streets and to provide distinct bicycle, pedestrian, and vehicular connections to existing neighborhoods.
2. Techniques for complying with the requirement in subsection B-1 include, but are not limited to:
 - a. Using a modified street grid system where most buildings in a project front on a street. Where no public streets exist, creating a grid street system within the project.

b. Locating parking areas behind or under buildings and accessing such parking from alley-type driveways. If driveway access from streets is necessary, minimum width driveways meeting the fire code standards should be used. Shared driveways between adjacent uses are preferred.

c. Providing each building with direct and distinct pedestrian access from the main street fronting the building and from the back where the parking is located.

d. Design alternate and/or separate routes into the development that clearly define the bicycle and pedestrian areas versus areas for vehicles.

3. The following illustrations depicts site planning techniques that orient multi-family projects to streets, adding value and identity to the complex by adding interior or corner courtyards and siting parking behind the buildings:



(New Illustration)

4. Multi-building design. For multi-family development sites with multiple buildings on one lot or multiple buildings on adjacent lots owned and developed contiguously as one apartment complex, the following additional standards apply:

a. Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a general rule, taller buildings must be placed toward the interior of the site and stepped back from the street.

b. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces by being organized around a common open space, courtyards, public open space, natural site features (such as a stream corridor), or amenities such as recreational facilities.

c. ~~Retention ponds must be irregular and organically shaped.~~ Buildings must not present blank walls lacking articulation, modulation, or window and door openings to streets, access drives, or parking areas.

d. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

e. Multiple apartment buildings on one lot are not subject to 11-2-3-B-12 and the special provisions set forth in 11-3-14-B to encourage smaller building scale and massing.

C. Parking Location and Design:

1. Requirement. The impact of driveways and parking lots on the public and neighboring properties must be minimized by designing, locating, and screening parking lots, carports, and garages in a way that creates few interruptions on the street, sidewalk, or building facade. Bicycle parking and storage must be provided.

2. Techniques for complying with the requirement in subsection C-1 include, but are not limited to:

a. Locating surface parking at the rear or side of lot;

b. Breaking large parking lots into small ones in a way that provides easy access for pedestrians;

c. Minimizing the number and width of driveways and curb cuts;

d. Sharing driveways with adjacent property owners;

e. Locating parking in areas that are less visible from the street but preferably with southern exposure for snow melt;

f. Locating driveways so they are visually less dominant and berming and landscaping them when they are visible from the street while maintaining required clear vision triangles (see 11-3-8);

g. Screening parking lots abutting single-family residences with landscaping, berming, and/or natural material fencing (see 11-6-5, Landscape and Screening); ~~and~~

h. Limiting parking lots on street frontages to thirty (30) percent of the street frontage;

i. Parking lot lighting must be the minimum needed to create adequate visibility at night, must be energy efficient and dark sky compliant meeting outdoor lighting standards found in 11-3-25, and must utilize energy efficient "warm-white" or filtered (CCT <3,000 K; S/P ratio <1.2) fully shielded LED lights as much as possible. Sufficient ground-level lighting must be provided where stairs, curbs, ramps, abrupt changes in walk direction, and crossing vehicle lanes occur; ~~and~~

j. Secure short-term bicycle parking must be provided in a convenient location at one space for every four dwelling units, with a minimum of two spaces provided.

D. Fences and Walls:

1. Requirement. The site must be designed to minimize the need for fences and walls which inhibit or discourage pedestrian use of sidewalks or paths, isolate neighborhoods, or separate neighborhoods from main roads.

2. Techniques for complying with the requirement in subsection D-1 include, but are not limited to, placing pedestrian breaks and/or crossings at frequent intervals where a fence, wall or landscaped area separates a sidewalk from a building or one development from another, or when fencing is necessary, using fencing that is easy to see through such as natural wood split rail or picket fencing.

E. Site Lighting and Support Facilities:

1. Requirement. Provide adequate lighting, screening, and pedestrian access to supporting facilities such as tot lots, mailboxes, bus stops, recycling areas and dumpsters. If otherwise required as a condition of project approval, locate passenger shelters in well-lit areas with access to the multi-family walkway network. Provide for shielding and directing of lighting to minimize impacts upon residents and abutting property owners. Lighting must meet the requirements of 11-3-25, Outdoor Lighting, and energy efficient "warm-white" or filtered (CCT <3,000 K; S/P ratio <1.2) fully shielded LED lights must be utilized as much as possible. Light fixtures not necessary for security purposes must be activated by motion sensor devices where practicable.

2. Techniques for complying with the requirement in subsection E-1 include, but are not limited to:

a. Site Lighting:

(1) Providing site lighting along walkways throughout the project that is pedestrian scale, and low in height and intensity;

- (2) Providing security lighting in parking areas and play areas;
- (3) Preventing site lighting from shining into the dwelling units in the development; and
- (4) Directing lighting away from neighboring development.

3. Bus Stops. Ensuring that the multi-family walkway network provides convenient pedestrian access to the nearest transit stop.

4. Support Facilities:

- a. Locating support facilities such as trash receptacles, dumpsters, and mechanical equipment in areas adjacent to interior walkways; and
- b. Fully screening and landscaping support facilities.

F. Grading/Tree Retention:

1. Requirement. Multi-family projects must be designed to minimize impacts to existing topography and vegetation [and require a tree preservation plan with an application submittal](#).

2. Techniques for complying with the requirement in subsection F-1 include, but are not limited to:

- a. Incorporating the natural grades in the overall design of the project;
- b. Incorporating existing groups of trees/vegetation that will be protected and retained;
- c. Minimizing disturbance of open space areas to better facilitate stormwater infiltration; and
- d. Avoiding the placement of buildings adjacent to ridgetops, so the rooftops do not extend above the crest of the ridgetops of the hillside, especially where views of natural amenities are concerned.

G. Open Space and Outdoor Common and Private Spaces:

1. Requirement. Usable common area open space of at least 10% of the site must be provided in a multi-family development for all the residents of the development [in a central location accessible to all units. Given the environmental and recreational benefit of open space, it should be integrated into the overall design of the development rather than consisting of residual areas left over after buildings and parking lots are sited](#).

2. Techniques for complying with the requirement in subsection G-1 include, but are not limited to:

a. Combining the open space of contiguous properties to provide for larger viable open space areas;

b. Siting permanent outdoor recreation equipment away from storm drainage facilities;

c. Using walkways to connect the open space to the multi-family buildings, parking areas, and adjacent neighborhoods;~~and~~

d. Incorporating a variety of amenities and activities for all age groups in the open space, including but not limited to site furnishings such as benches and tables, picnic and barbeque areas, patios and courtyards, gardens, water features, tot lots, play fields, sport courts (such as tennis, volleyball, or bocce ball), and open lawns; and

e. Required setbacks and landscaping buffers, parking areas, and emergency access and/or turnarounds cannot be counted as common area open space.

3. Visually shielded private outdoor spaces such as yards, decks, or patios should be provided to encourage a sense of ownership by residents. Shielding may consist of berms, hedges, landscaping, fencing, or walls.

H. Neighborhood Scale:

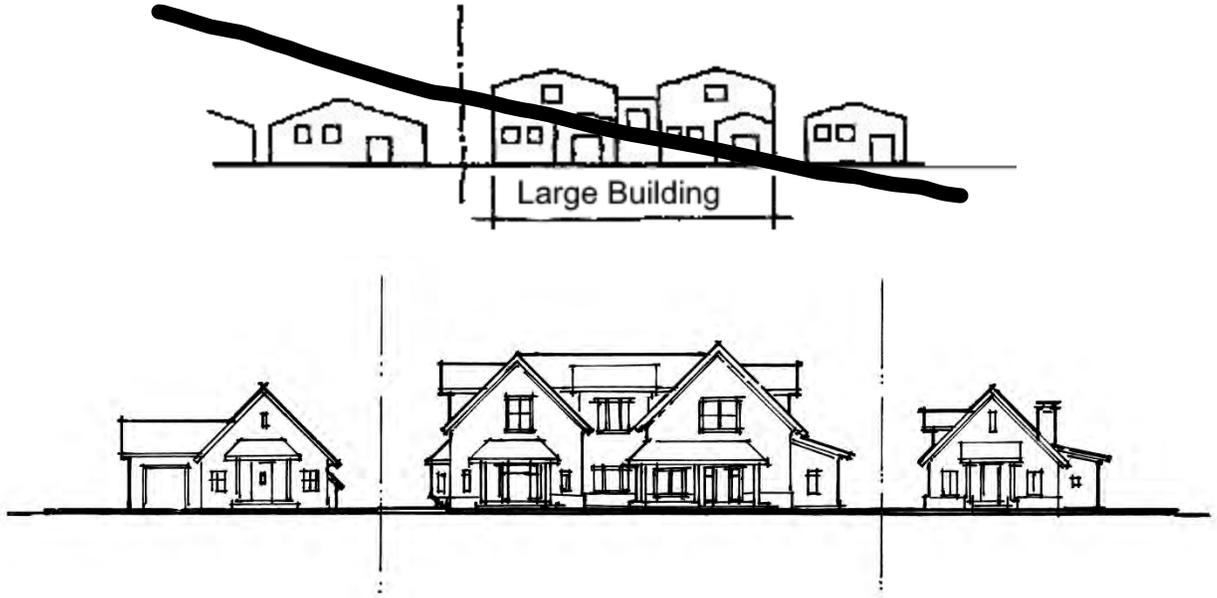
1. Requirement. To the extent reasonable and practicable, the architectural scale of new buildings proposed for existing neighborhoods must be compatible with and complement the architectural character of neighboring buildings.

2. Techniques for complying with the requirement in subsection 1 of this section include, but are not limited to:

a. Breaking a multi-family building into house size building elements, especially where there is a building height transition from adjoining development; and

b. Using the existing separation pattern and orientation of buildings in the adjacent neighborhood to establish the pattern of the new developments.

3. The following illustrations depict how multi-family buildings can be better integrated into existing neighborhoods through architectural design:



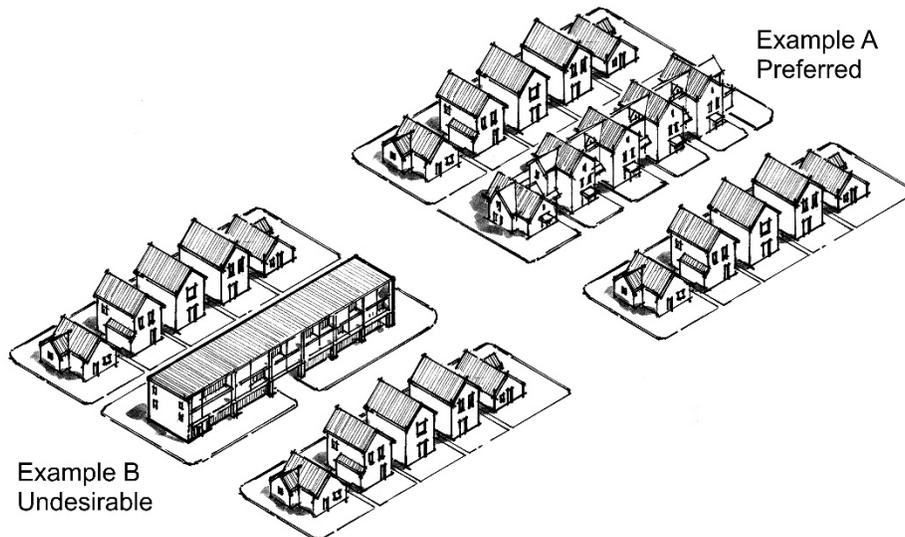
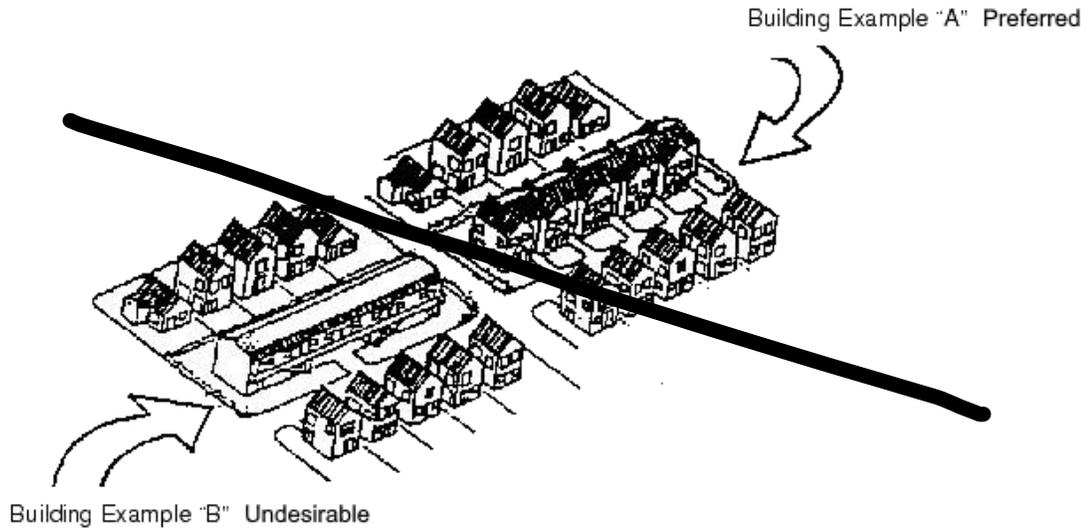
[\(New Illustration\)](#)

a. Articulation and modulation of buildings and roof lines reduces perceived building bulk and scale.



[\(New Illustration\)](#)

b. Designing multi-family buildings to "step back" from abutting lower density properties helps the building to better fit into the existing neighborhood.



(New Illustration)

c. The multi-family buildings depicted as "A" and "B" above have been built on an identical site. However, building example "A" incorporates design clues from the surrounding neighborhood and is the preferred design. Building example "A" covers roughly the same lot area as building example "B" and provides for the same number of units, while fitting in with its surroundings. Multi-family building example "B" has been built on a site surrounded by single-family development. The building design is undesirable as it bears no resemblance to the existing neighborhood and looks out of place.

11-3-43: **MIXED-USE AND NON-RESIDENTIAL BUILDING DEVELOPMENT STANDARDS:**

A. Purpose and Intent: The general purposes of the mixed-use and non-residential design standards are as follows:

1. To help implement the city's Growth Policy, Downtown Business District Master Plan, and various Corridor Plans;
2. Promote development in the city's commercial zones compatible with the historic character and pedestrian orientation of Whitefish, encouraging and requiring commercial development that enables the safe circulation of pedestrians with minimal vehicle-pedestrian conflicts, softens the auto-dominated nature of the zoning district, and provides a regional design, which invites the pedestrian into ground floor commercial establishments;
3. Enrich the quality of commercial zones built and natural environments;
4. Promote distinct communities and senses of place that strengthen the commercial districts as commercial service destinations for the city's residents and visitors;
5. Provide clear direction to public and private decision makers regarding the city's property development expectations; and
6. Require building design compatible with adopted requirements, while allowing design professionals guidance that is flexible and encourages creative solutions.

B. Building Orientation and Multi-Building Sites:

1. Orientation. Buildings must be oriented towards the primary street frontage and public paths and/or sidewalks. Buildings on corner lots should be oriented towards the primary intersection.

a. Where properties front one or more streets, new buildings must be located no more than twenty-five (25) feet from the primary street frontage.

(1) Exception: The maximum front yard setback does not apply where a landscaped greenbelt is proposed or required. In those cases, buildings must be placed as close to the greenbelt as practical.

(2) Exception: Buildings may be located further away from the primary street when separated from the street by courtyards, outdoor seating areas, or areas of extensive landscaping. In those cases, buildings must be placed as close to those areas as practical.

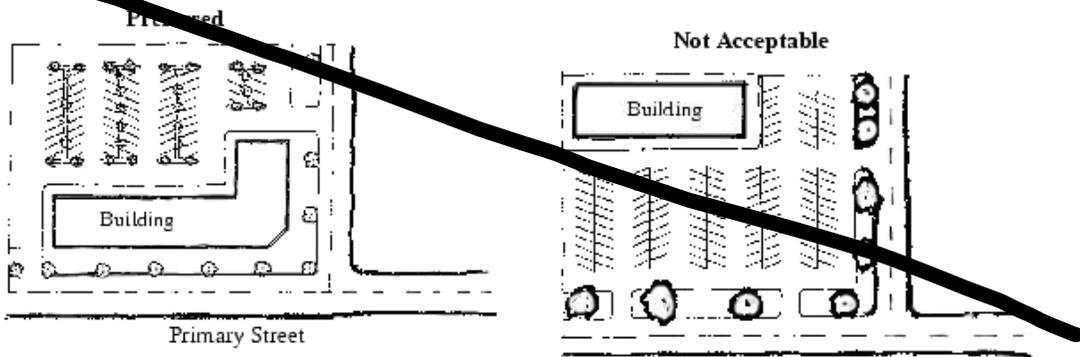
(3) Exception: Buildings may be located further away from the primary street when separated from the street by existing healthy and mature trees being retained in perpetuity. In those cases, buildings should be placed as

close to the trees as practical and a plan must be submitted to maintain the health of the trees along with a replacement plan for dead, dying, or hazardous trees.

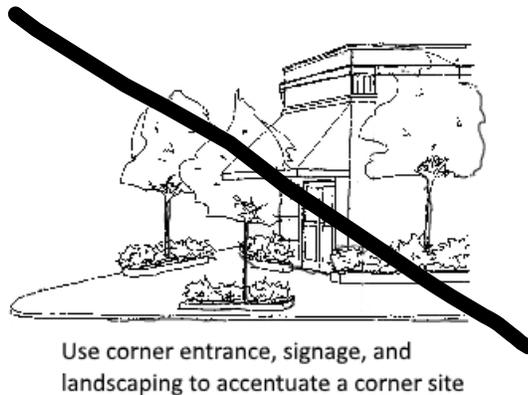
~~(2)(4)~~ Exception: Accessory and secondary buildings need not comply with the maximum setback standards where a primary building occupies the available street frontage.

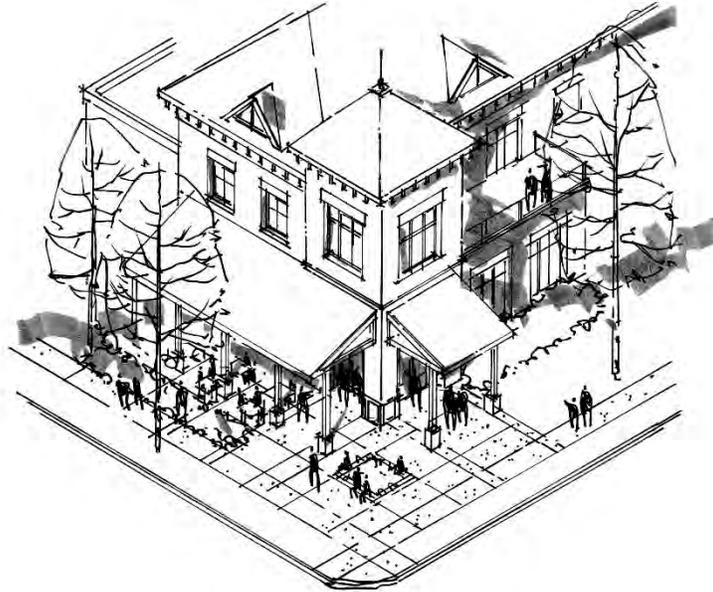
~~(3)(5)~~ No new vehicle access, drive throughs, or private roads are allowed in the 25' area between the building and the street, it must be either healthy, mature trees, or landscaped or pedestrian space such as a plazas or patios with outdoor seating.

b. Buildings must be arranged on the site so that their orientation frames, encloses, or otherwise gives prominence to a pedestrian corridor, an outdoor gathering space with outdoor seating, a "main street" pedestrian or vehicle access corridor within the site, or the corners of street intersections or entry points into the development.



c. Buildings on corner lots should be oriented toward the primary intersection and the primary and secondary street frontages, while parking and auto access must be located away from the primary intersection corners.

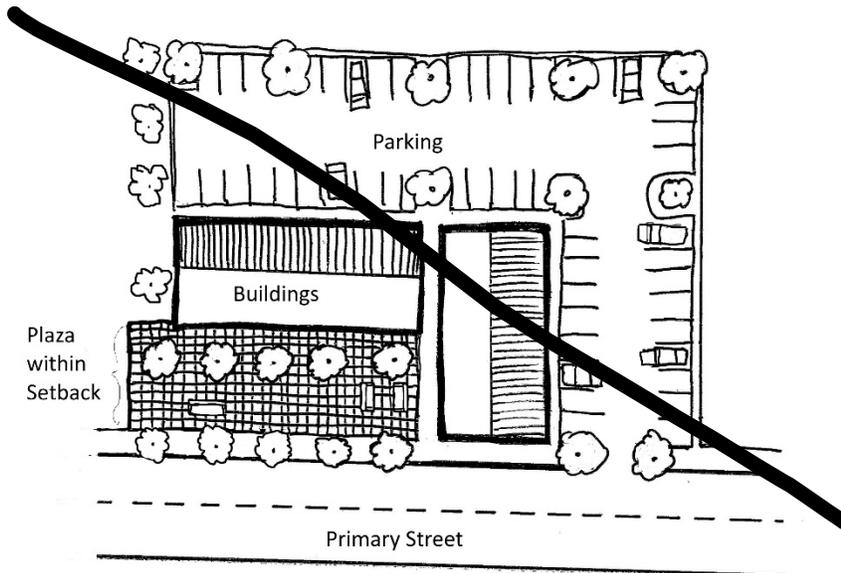


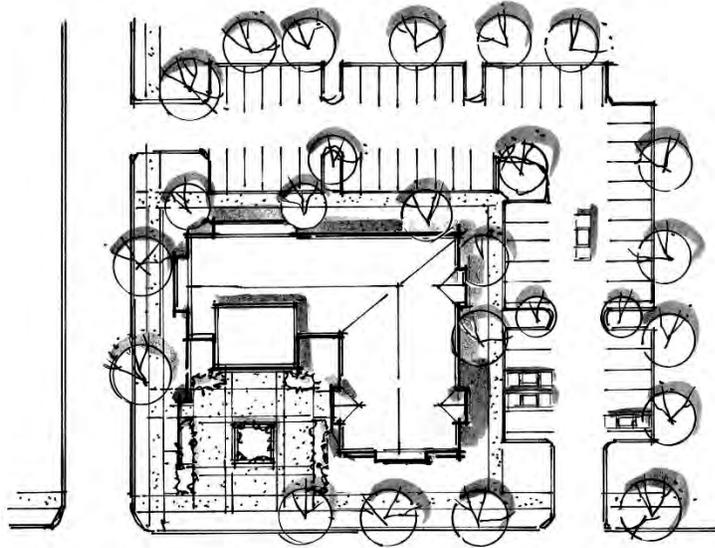


(New Illustration)

d. The use of lot corner entrances, plazas, signage, and/or landscaping is encouraged to accentuate corner sites.

2. Separation. Where buildings are separated from the primary street frontage by a required setback or public sidewalk ~~along the primary street frontage~~, the space should contain public and pedestrian amenities.





[\(New Illustration\)](#)

a. Buildings may be separated from the sidewalk by plazas, landscaping, benches, bicycle racks, trash cans, and other pedestrian amenities.

3. Multi-building design. For non-residential and mixed-use development sites with multiple buildings on one lot or multiple buildings on adjacent lots owned and developed contiguously as part of a business, retail, or industrial park, the following additional standards apply:

a. Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a general rule, taller buildings must be placed toward the interior of the site and stepped back from the street;

b. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces, with distinct pedestrian connections between the buildings, parking, and the street;

c. Retention ponds must be irregular and organically shaped;

d. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic; and

e. Multiple buildings on one lot are ~~also~~ subject to [11-2-3-B-12 and the](#) special provisions set forth in 11-3-14-B.

C. Topography: Existing trees, topography and other existing natural features must be incorporated into the project design.

1. To the extent reasonable and practicable incorporate natural grades into the overall site plan.
2. Incorporate natural features such as trees, large rocks or boulders into landscaping design.
3. To the extent reasonable, existing healthy, mature trees must be protected and incorporated into the overall site landscaping features.

D. Landscaping: Landscaping must be incorporated into new development design to soften the manmade environment, provide vegetative buffers, provide open space, and mitigate any unavoidable loss of existing native vegetation. The preferred method of landscaping is to first incorporate and preserve existing trees and shrubs, topography and other existing natural features into the project design. Any unavoidable loss of existing native vegetation must be mitigated.

1. Landscaping in parking lots must conform to the requirements of section 11-6-5, Landscaping and Screening.
2. Landscaping techniques including living plant material and supporting elements must include, but are not limited to, the following:
 - a. Landscape open areas created by building modulation.
 - b. Retain natural vegetation and undisturbed open space.
 - c. Use plants that require low amounts of water, including native drought-resistant species.
 - d. Locate trees on storefront street frontages at appropriate spacing so that at maturity building signage and entrance are clearly visible from the street and sidewalk.
 - e. Incorporate on-site natural objects such as rocks, boulders and tree stumps into landscape design where possible.
 - f. Shrubs, grasses and other nontree vegetation must be included in the plan as appropriate to the site on a case-by-case basis.
 - g. Landscaping techniques for the WB-3 zone and areas with limited undeveloped space may include:
 - (1) Providing frameworks such as trellises or arbors for plants;
 - (2) Incorporating planter guards, retaining walls, or low planter walls as part of the architecture;

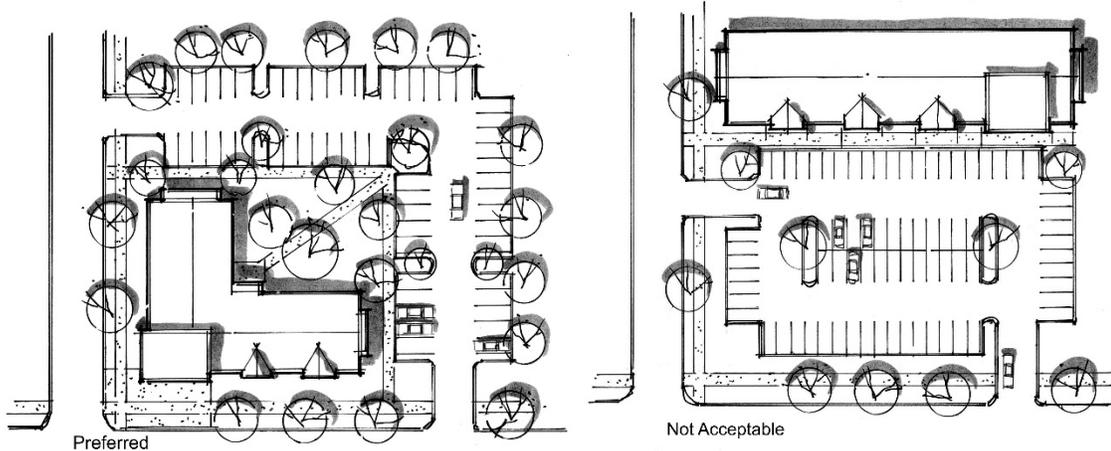
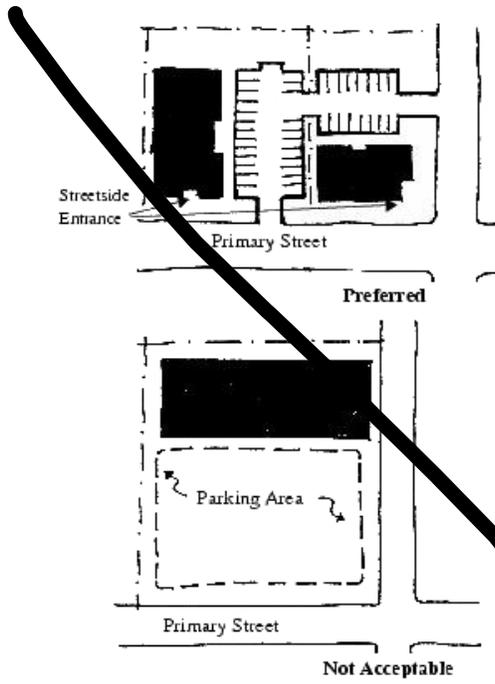
(3) Incorporating upper story planter boxes, 'green roofs,' roof gardens or plants;

(4) Incorporating outdoor furniture into the landscaping plan.

3. The zoning administrator may consider a waiver of certain landscaping requirements if significant existing (especially native) vegetation and topography are preserved.

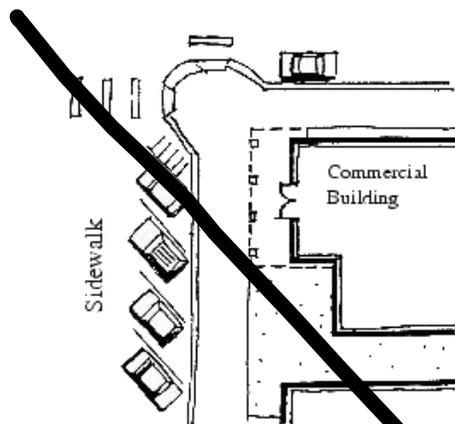
E. Off-Street Parking Lots: Development must minimize the impact of parking on the building's relationship to the street and pedestrian-oriented character and character of the neighborhood.

1. Off-street parking must be located to the side or rear of buildings.



[\(New Illustration\)](#)

1. Parking lots must not be located between the building and the primary street frontage.
 2. Off-street parking must occupy no more than thirty (30) percent of the primary street frontage nor more than seventy-five (75) percent of any secondary street frontage for corner lots.
 3. Parking lot lighting must be the minimum needed to create adequate visibility at night, must be energy efficient and dark sky compliant meeting outdoor lighting standards found in 11-3-25 and must utilize energy efficient "warm-white" or filtered (CCT <3,000 K; S/P ratio <1.2) fully shielded LED lights as much as possible. Lighting must be provided where stairs, curbs, ramps, abrupt changes in walk direction, and crossing vehicle lanes occur. Light fixtures not necessary for security purposes must be reduced, activated by motion sensor devices, or turned off during hours when the business or use is not open.
 4. Adjacent developments are required to link parking areas where physically possible as well as access ways in order to encourage combining of shopping trips, pedestrian activity and to reduce redundant driveways and the need to re-access arterials.
 5. Vehicle circulation on-site must be clearly organized to facilitate movement into, throughout, and out of parking areas. Parking drive lanes and intersections must align wherever practical.
 6. Low impact development techniques for stormwater management should be used wherever possible.
2. Secure short-term bicycle parking shall be provided in a convenient location at one space for every four dwelling units and/or 10% of the number of required vehicle parking spaces, whichever is greater, with a minimum of two spaces provided.



Angled and parallel on-street parking example

- F. On-Street Parking: On-street parking is encouraged along streets, access drives, and alleys in order to provide convenient access and reduce the need for off-street parking lots.

1. The required number of off-street parking spaces shall be reduced by one space for each newly developed on-street parking space.
 2. Parking for Americans with Disabilities Act (ADA) requirements may be met on-street if such a location meets ADA design standards and would better serve the public than off-street ADA parking.
- G. Pedestrian and Bicycle Accommodations: Provide safe, bicycle and pedestrian-friendly development.
1. Walkways must be provided between the primary abutting street and the main pedestrian entrances to buildings.
 2. The interruption of sidewalks by driveways should be minimized. Where driveways cross sidewalks, the sidewalks should remain raised with a curb cut and ramp over the sidewalk provided so cars may pass over the sidewalk rather than requiring pedestrians to step down to an interrupting driveway.
 3. Pedestrian access must be provided between commercial sites and adjacent areas. Existing informal pathway locations and future walkway locations shown in the nonmotorized transportation plan shall be taken into consideration when locating new paths.
 4. Bicycle locking racks that support the entire bicycle frame, not just the front wheel, must be provided. Bicycle racks must be located as close as possible to primary building entrances (generally within 20 feet). New buildings should provide covered bicycle racks, especially those used by employees.
- H. Mixed-Use or Non-residential Development Adjacent to Residential Zones: Buildings must be designed to ensure that building massing, height, and scale provide sensitive transition to adjoining residential neighborhoods. When abutting a residential zoning district, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.
1. New developments adjacent residential areas must mitigate impacts through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to, the following:
 - a. Locating open space and preserving existing vegetation on the site's edge to further separate the building from less intensive uses;

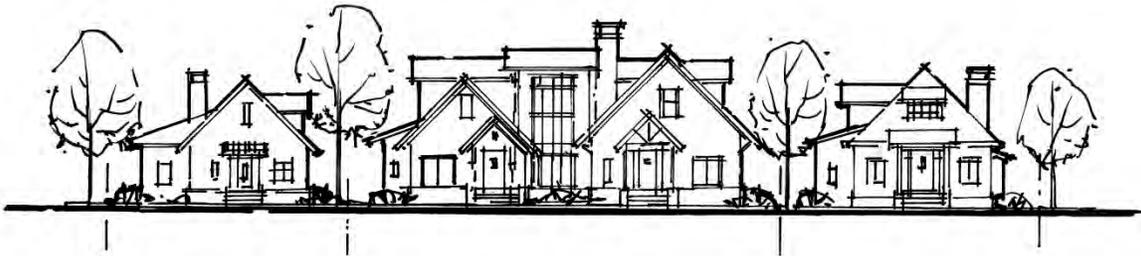


This multistory commercial building "steps back" to conform to the abutting lower density property. This use of modulation helps the commercial building fit into the neighborhood.



(New Illustration)

b. Stepping down the massing of the building along the site's edge to help larger buildings fit into the context of a neighborhood;



(New Illustration)

c. Limiting the length of or articulating building facades to reflect adjacent residential patterns; and

d. Creative use and ongoing maintenance of landscaping, such as buffers, berms, mounds, rockeries, living fences, and swales. Buffers should be designed to avoid the appearance of a straight line or 'wall' of uniform plant material and must be wide enough to accommodate the planted species at maturation.

I. Support Elements: Mechanical elements, loading areas, trash, and recycling containers must be located and/or screened to minimize their visibility from public view.

1. Refuse and storage containers must be screened with built and/or landscaped confinements.

2. Refuse and storage areas should be located to the rear or side of the property and away from adjacent streets and residential property.

3. Service and loading areas should be located to the rear or sides of buildings away from adjacent streets but must be designed for convenient use.

PLANNING & BUILDING DEPARTMENT
418 E Second Street, PO Box 158, Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409



September 1, 2020

Mayor and City Council
City of Whitefish
PO Box 158
Whitefish, MT 59937

Re: Zoning Text Amendments: WZTA 20-03

Honorable Mayor and Council:

Summary of Requested Action: This application is a request by the City of Whitefish to amend and update Code Sections 11-3, Special Provisions, Section 11-3-42, Multi-Family Development Standards, and Section 11-3-43, Mixed-Use and Non-Residential Development Standards.

Planning & Building Department Recommendation: Staff recommends the City Council adopt the attached code amendments.

Public Hearings: A public hearing on this item was held on August 20, 2020. No one from the public spoke. There were no public comments received prior to the meeting. The city received an email with comments that came in at 5 p.m. the evening of the meeting from Mayre Flowers with Citizens for a Better Flathead that was discovered after the meeting.

Planning Board Recommendation: Beckham moved, with Freudenberger seconding, to adopt the findings of fact within Staff Report WZTA 20-03, as proposed by staff. Beckham moved, with Freudenberger seconding to change the language of the last sentence of 11-3-42-C-2-i to read: "Sufficient ground level lighting must be provided where stairs, curbs, ramps, abrupt changes in walk direction, and crossing vehicle lanes occur; and.." The motion passed 3-1 with Feury in opposition. Minutes from the meeting are attached.

Proposed Motion:

I move to approve WZTA 20-03 adopting the attached Ordinance amending Title 11-3, Section 11-3-42, Multi-family Development Standards, and Section 11-3-42, Mixed-use and Non-Residential Development Standards, as recommended by the Whitefish City Planning Board along with the Findings of Fact in the staff report

This item has been placed on the agenda for your regularly scheduled meeting on September 8, 2020. Minutes for the meetings and written public comments are attached. Should Council have questions or need further information on this matter, please contact the Whitefish Planning Board or the Planning & Building Department.

Respectfully,

A handwritten signature in blue ink, appearing to read "David Taylor".

David Taylor, AICP
Director

Att: Draft Planning Board minutes from 8/20/20
Exhibit A, Staff Report WZTA 20-03 8/20/20
Public comment from Mayre Flowers of CBF

c: w/att Michelle Howke, City Clerk

August 20, 2020 Draft City Planning Board Minutes

	<p>opportunity to influence what they look like, where the square footage of a restaurant generally would not.</p> <p>Beckham asked about striking "Bus depot" from § 11-2K-2: Permitted Uses when one was being proposed near the Library and she did not want that category to just be lost. Director Taylor said what is being proposed near the Library is a bus stop, where a bus depot is a transit center where buses, etc., are stored. Director Taylor suggested it could be kept there or moved to § 11-2K-3: Conditional Uses if the board chose, which would ensure it was attractive and in an appropriate place.</p>
<p>APPLICANT / AGENCIES</p>	<p>None.</p>
<p>PUBLIC COMMENT</p>	<p>Vice Chair Ellis opened the public hearing, and no one wished to speak. Vice Chair Ellis closed the public hearing and turned the matter over to the Planning Board for consideration.</p>
<p>MOTION / BOARD DISCUSSION</p>	<p>Freudenberger moved and Feury seconded to adopt the findings of fact within staff report WZTA 20-02, as proposed by City Staff.</p> <p>Beckham moved and Vice Chair Ellis seconded to move "Bus depot" from § 11-2K-2: Permitted Uses, to § 11-2K-3: Conditional Uses. The motion passed unanimously.</p> <p>Feury said he has a concern with adding "Personal services" as a permitted use as they are generally pretty small businesses that cannot afford a stand-alone building which may result in multi-tenant buildings ("strip malls"). He is also slightly concerned with light manufacturing approval by an administrative CUP.</p> <p>Feury moved and Vice Chair Ellis seconded to move "Personal services" from § 11-2K-2: Permitted Uses, to § 11-2K-3: Conditional Uses. The motion passed 3-1 with Beckham voting in opposition.</p>
<p>VOTE</p>	<p>The motion, with two amendments, passed unanimously. The matter is scheduled to go before the Council on September 8, 2020.</p>
<p>PUBLIC HEARING 4: CITY OF WHITEFISH ZONING TEXT AMENDMENT</p>	<p>A request by the City of Whitefish for Zoning Text Amendments to do minor housekeeping updates to §11-3-42, Multi-Family Development Standards, and §11-3-43, Mixed-Use and Non-Residential Building Development Standards.</p>

REQUEST <i>6:47 pm</i>	
STAFF REPORT WZTA 20-03 (Taylor)	<p>Director Taylor reviewed his staff report and findings. No public comments had been received regarding to these zoning text amendments.</p> <p>Staff recommended adoption of the findings of fact within staff report WZTA 20-03 and for approval of the zoning text amendments to Title 11, Chapter 3, Multi-Family Development Standards, and Mixed-Use and Non-Residential Building Development Standards, of the Whitefish City Code to the Whitefish City Council.</p>
BOARD QUESTIONS OF STAFF	Beckham questioned the recommended change of "must" to "should" in § 11342(C)(2)(i) as she feels some type of lighting is necessary for a level change. She suggested ground level lighting where overhead lighting is not sufficient.
APPLICANT / AGENCIES	None.
PUBLIC COMMENT	Vice Chair Ellis opened the public hearing, and no one wished to speak. Vice Chair Ellis closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	<p>Beckham moved and Freudenberger seconded to adopt the findings of fact within staff report WZTA 20-03, as proposed by City Staff.</p> <p>Beckham moved and Freudenberger seconded to change the language in the last sentence of § 11342(C)(2)(i) to read, "Sufficient ground level lighting must be provided where stairs, curbs, ramps, abrupt changes in walk direction, and crossing vehicle lanes occur; and". The motion passed 3-1 with Council Feury voting in opposition.</p>
VOTE	The motion with one amendment passed unanimously. The matter is scheduled to go before the Council on September 8, 2020.
NEW BUSINESS <i>7:11 pm</i>	None.
GOOD AND WELFARE <i>7:11 pm</i>	<ol style="list-style-type: none"> 1. Matters from Board. None. 2. Matters from Staff. Director Taylor said Planner

PROPOSED CODE AMENDMENTS
11-3-42 MULTI-FAMILY DEVELOPMENT STANDARDS AND 11-3-43
MIXED-USE AND NON-RESIDENTIAL DEVELOPMENT STANDARDS
STAFF REPORT #WZTA 20-03
AUGUST 20, 2020

This is a report to the Whitefish Planning Board and City Council regarding a request by the City of Whitefish to update Whitefish Zoning Code Sections 11-3-42, Multi-family Development Standards, and 11-3-43, Mixed-Use and Non-Residential Development Standards.

A public hearing will be held before the City Planning Board on Thursday, August 20, 2020, as well as before the City Council on Tuesday, September 8, 2020.

BACKGROUND INFORMATION

These proposed zoning text amendments update Special Provisions sections 11-3-42, Multi-family Development Standards, and 11-3-43 Mixed Use and Non-residential Development Standards. After using and administering the new special provisions for a year or so, we are suggesting several housekeeping improvements. Additionally, updated higher quality example illustrations have been included per the Council's direction when these two sections were originally adopted.

In general, the proposed changes clarify the intent of the regulations such as in the case of required open space, or else they provide greater flexibility such as additional exceptions for things like landscaping, tree retention, and public plazas for required maximum setbacks. In particular, setbacks for commercial or mixed-use buildings along streets can increase their required maximum setback if they are saving trees or putting in landscaping or outdoor public pedestrian amenities. The changes also provide incentives for smaller building massing.

With regard to the building massing, staff interpretation of code sections 11-2-3-B-12 and 11-3-14-B has historically dictated we ask for a conditional use permit for apartment buildings if there is more than one building proposed on a single lot. That interpretation incentivizes developers to do a larger single building on each lot to avoid the CUP when multiple buildings with smaller scale and massing on a site are much preferred aesthetically. Both the architectural review committee and the findings of the Highway 93 South Corridor Plan have acknowledged the issue. The zoning code actually only requires a CUP for "multiple principal uses on a single lot of record" (11-2-3-B-12), and an apartment complex would only be considered a single principal use spread over multiple buildings. While staff could merely change the way we have enforced that interpretation, the proposed change to 11-3-42-B-4-E would clarify that requirement and eliminate the questionable interpretation. It should be noted that since the Legacy Homes Program was adopted the CUP requirement for multi-family is now tied into the

number of units with a reduced threshold, so the majority of proposed developments would still go through noticing and public review.

While it is not currently being proposed in these draft text amendments, a similar change could also be made to 11-3-43, Mixed-Use and Non-Residential Standards, under B-3-E, to exempt multiple mixed-use or non-residential buildings on a single lot to help disincentivize large commercial buildings or strip malls. It would also encourage the development of smaller buildings to be constructed close to the major collector streets where currently principal buildings are set back and there is nothing but parking lots fronting the road. Under the current regulations that would require a CUP. With the potential future change, all development would still be subject to CUP's for buildings over a certain square footage depending on the zoning district. That suggested change will likely be coming as part of the Highway 93 South Corridor Plan action items, so we are mentioning it here for discussion.

PROPOSED CODE CHANGES

The following changes to the zoning code Title 11 are proposed. Words to be removed are ~~struck out~~, words added or moved are underlined and utilize red text. Illustrations to be removed are ~~struck out~~, and new illustrations say “(New Illustration)” beneath them.

TITLE 11 – ZONING REGULATIONS, CHAPTER 3 - SPECIAL PROVISIONS

11-3-42: MULTI-FAMILY DEVELOPMENT STANDARDS:

- A. Purpose and Intent: The general purpose of the multi-family development standards are as follows:
1. To describe how new multi-family buildings will be compatible with their surroundings;
 2. To ensure new multi-family development is compatible with and enhances the character of Whitefish's residential neighborhoods;
 3. To enhance the built environment for pedestrians in higher density areas;
 4. To provide for development of neighborhoods with attractive, well-connected streets, sidewalks, and trails that enable convenient, direct access to neighborhood centers, parks, schools, and transit stops;
 5. To ensure adequate light, air, and readily accessible open space for multi-family developments in order to maintain public health, safety, and welfare;
 6. To ensure the compatibility of dissimilar adjoining land uses;

7. To maintain or improve the character, appearance, and livability of established neighborhoods by protecting them from incompatible uses, excessive noise, illumination, loss of privacy, and similar significant nuisances; and

8. To encourage creativity and flexibility in the design of multi-family developments in a manner that maximizes unique site attributes and is compatible with the character and intensity of adjoining land use.

B. Orientation and Multiple Buildings Standards:

1. Requirement. Multi-family projects must be designed to orient to public streets and to provide distinct bicycle, pedestrian, and vehicular connections to existing neighborhoods.

2. Techniques for complying with the requirement in subsection B-1 include, but are not limited to:

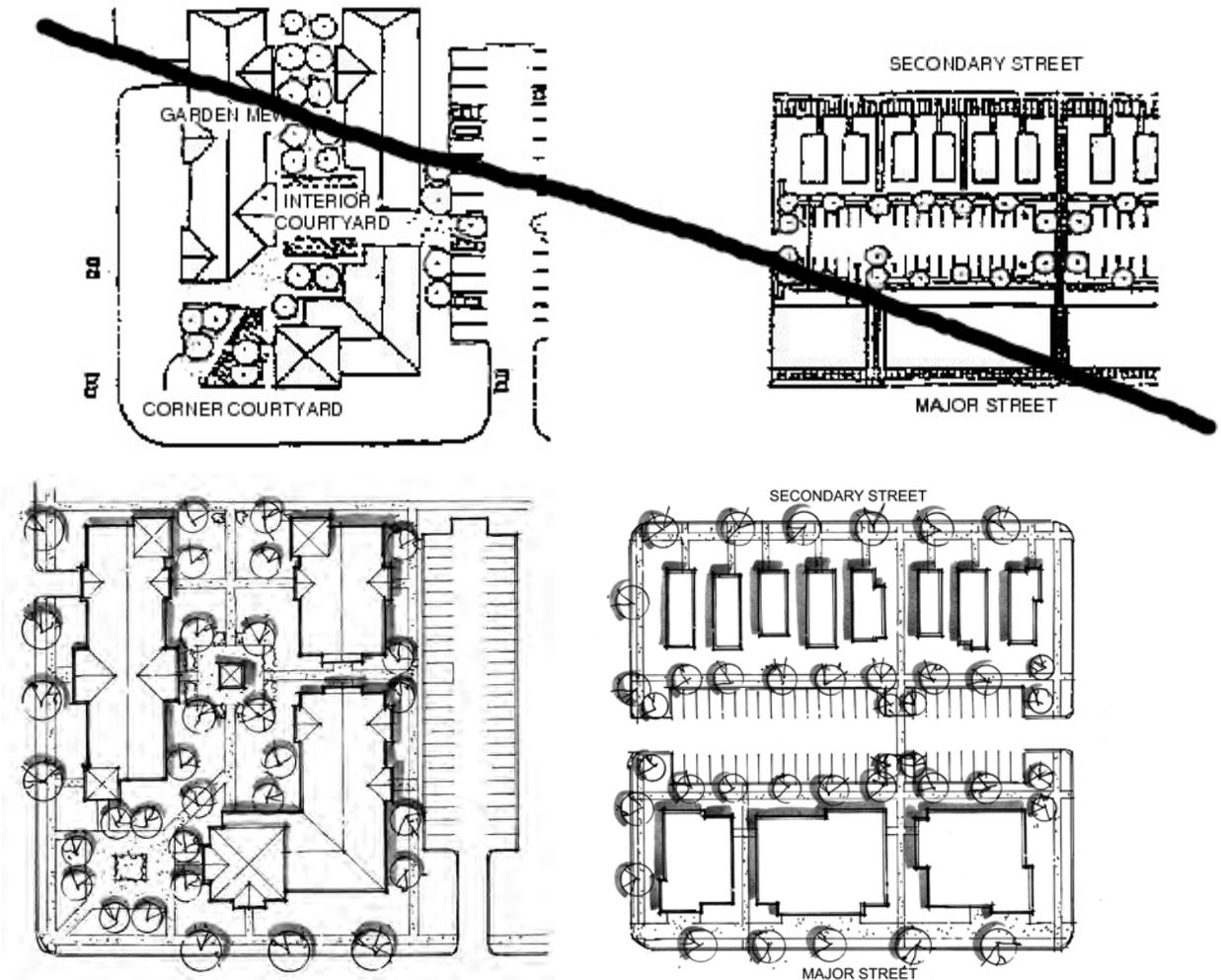
a. Using a modified street grid system where most buildings in a project front on a street. Where no public streets exist, creating a grid street system within the project.

b. Locating parking areas behind or under buildings and accessing such parking from alley-type driveways. If driveway access from streets is necessary, minimum width driveways meeting the fire code standards should be used. Shared driveways between adjacent uses are preferred.

c. Providing each building with direct and distinct pedestrian access from the main street fronting the building and from the back where the parking is located.

d. Design alternate and/or separate routes into the development that clearly define the bicycle and pedestrian areas versus areas for vehicles.

3. The following illustrations depicts site planning techniques that orient multi-family projects to streets, adding value and identity to the complex by adding interior or corner courtyards and siting parking behind the buildings:



(New Illustrations)

4. Multi-building design. For multi-family development sites with multiple buildings on one lot or multiple buildings on adjacent lots owned and developed contiguously as one apartment complex, the following additional standards apply:

a. Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a general rule, taller buildings must be placed toward the interior of the site and stepped back from the street.

b. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces by being organized around a common open space, courtyards, public open space, natural site features (such as a stream corridor), or amenities such as recreational facilities.

c. ~~Retention ponds must be irregular and organically shaped.~~ Buildings must not present blank walls lacking articulation, modulation, or window and door openings to streets, access drives, or parking areas.

d. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic.

e. Multiple apartment buildings on one lot are not subject to 11-2-3-B-12 and the special provisions set forth in 11-3-14-B to encourage smaller building scale and massing.

C. Parking Location and Design:

1. Requirement. The impact of driveways and parking lots on the public and neighboring properties must be minimized by designing, locating, and screening parking lots, carports, and garages in a way that creates few interruptions on the street, sidewalk, or building facade. Bicycle parking and storage must be provided.

2. Techniques for complying with the requirement in subsection C-1 include but are not limited to:

a. Locating surface parking at the rear or side of lot;

b. Breaking large parking lots into small ones in a way that provides easy access for pedestrians;

c. Minimizing the number and width of driveways and curb cuts;

d. Sharing driveways with adjacent property owners;

e. Locating parking in areas that are less visible from the street but preferably with southern exposure for snow melt;

f. Locating driveways so they are visually less dominant and berming and landscaping them when they are visible from the street while maintaining required clear vision triangles (see 11-3-8);

g. Screening parking lots abutting single-family residences with landscaping, berming, and/or natural material fencing (see 11-6-5, Landscape and Screening); ~~and~~

h. Limiting parking lots on street frontages to thirty (30) percent of the street frontage;

i. Parking lot lighting must be the minimum needed to create adequate visibility at night, must be energy efficient and dark sky compliant meeting outdoor lighting standards found in 11-3-25, and must utilize energy efficient "warm-white" or filtered (CCT <3,000 K; S/P ratio <1.2) fully shielded LED lights as much as possible. Lighting ~~must~~ should be provided where stairs, curbs, ramps, abrupt changes in walk direction, and crossing vehicle lanes occur; **and**

j. Secure short-term bicycle parking must be provided in a convenient location at one space for every four dwelling units, with a minimum of two spaces provided.

D. Fences and Walls:

1. Requirement. The site must be designed to minimize the need for fences and walls which inhibit or discourage pedestrian use of sidewalks or paths, isolate neighborhoods, or separate neighborhoods from main roads.

2. Techniques for complying with the requirement in subsection D-1 include, but are not limited to, placing pedestrian breaks and/or crossings at frequent intervals where a fence, wall or landscaped area separates a sidewalk from a building or one development from another, or when fencing is necessary, using fencing that is easy to see through such as natural wood split rail or picket fencing.

E. Site Lighting and Support Facilities:

1. Requirement. Provide adequate lighting, screening, and pedestrian access to supporting facilities such as tot lots, mailboxes, bus stops, recycling areas and dumpsters. If otherwise required as a condition of project approval, locate passenger shelters in well-lit areas with access to the multi-family walkway network. Provide for shielding and directing of lighting to minimize impacts upon residents and abutting property owners. Lighting must meet the requirements of 11-3-25, Outdoor Lighting, and energy efficient "warm-white" or filtered (CCT <3,000 K; S/P ratio <1.2) fully shielded LED lights must be utilized as much as possible. Light fixtures not necessary for security purposes must be activated by motion sensor devices where practicable.

2. Techniques for complying with the requirement in subsection E-1 include, but are not limited to:

a. Site Lighting:

(1) Providing site lighting along walkways throughout the project that is pedestrian scale, and low in height and intensity;

(2) Providing security lighting in parking areas and play areas;

(3) Preventing site lighting from shining into the dwelling units in the development; and

(4) Directing lighting away from neighboring development.

3. Bus Stops. Ensuring that the multi-family walkway network provides convenient pedestrian access to the nearest transit stop.

4. Support Facilities:

- (1) Locating support facilities such as trash receptacles, dumpsters, and mechanical equipment in areas adjacent to interior walkways; and
- (2) Fully screening and landscaping support facilities.

F. Grading/Tree Retention:

1. Requirement. Multi-family projects must be designed to minimize impacts to existing topography and vegetation and require a tree preservation plan with an application submittal.
2. Techniques for complying with the requirement in subsection F-1 include, but are not limited to:
 - a. Incorporating the natural grades in the overall design of the project;
 - b. Incorporating existing groups of trees/vegetation that will be protected and retained;
 - c. Minimizing disturbance of open space areas to better facilitate stormwater infiltration; and
 - d. Avoiding the placement of buildings adjacent to ridgetops, so the rooftops do not extend above the crest of the ridgetops of the hillside, especially where views of natural amenities are concerned.

G. Open Space and Outdoor Common and Private Spaces:

1. Requirement. Usable common area open space of at least 10% of the site must be provided in a multi-family development for all the residents of the development in a central location accessible to all units. Given the environmental and recreational benefit of open space, it should be integrated into the overall design of the development rather than consisting of residual areas left over after buildings and parking lots are sited.
2. Techniques for complying with the requirement in subsection G-1 include, but are not limited to:
 - a. Combining the open space of contiguous properties to provide for larger viable open space areas;
 - b. Siting permanent outdoor recreation equipment away from storm drainage facilities;

c. Using walkways to connect the open space to the multi-family buildings, parking areas, and adjacent neighborhoods; and

d. Incorporating a variety of amenities and activities for all age groups in the open space, including but not limited to site furnishings such as benches and tables, picnic and barbeque areas, patios and courtyards, gardens, water features, tot lots, play fields, sport courts (such as tennis, volleyball, or bocce ball), and open lawns; and

e. Required setbacks and landscaping buffers, parking areas, and emergency access and/or turnarounds cannot be counted as common area open space.

3. Visually shielded private outdoor spaces such as yards, decks, or patios should be provided to encourage a sense of ownership by residents. Shielding may consist of berms, hedges, landscaping, fencing, or walls.

H. Neighborhood Scale:

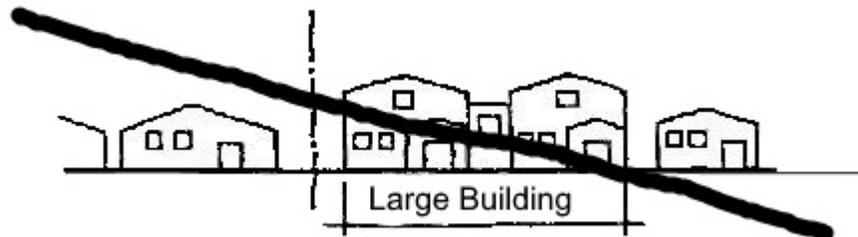
1. Requirement. To the extent reasonable and practicable, the architectural scale of new buildings proposed for existing neighborhoods must be compatible with and complement the architectural character of neighboring buildings.

2. Techniques for complying with the requirement in subsection 1 of this section include, but are not limited to:

a. Breaking a multi-family building into house size building elements, especially where there is a building height transition from adjoining development; and

b. Using the existing separation pattern and orientation of buildings in the adjacent neighborhood to establish the pattern of the new developments.

3. The following illustrations depict how multi-family buildings can be better integrated into existing neighborhoods through architectural design:





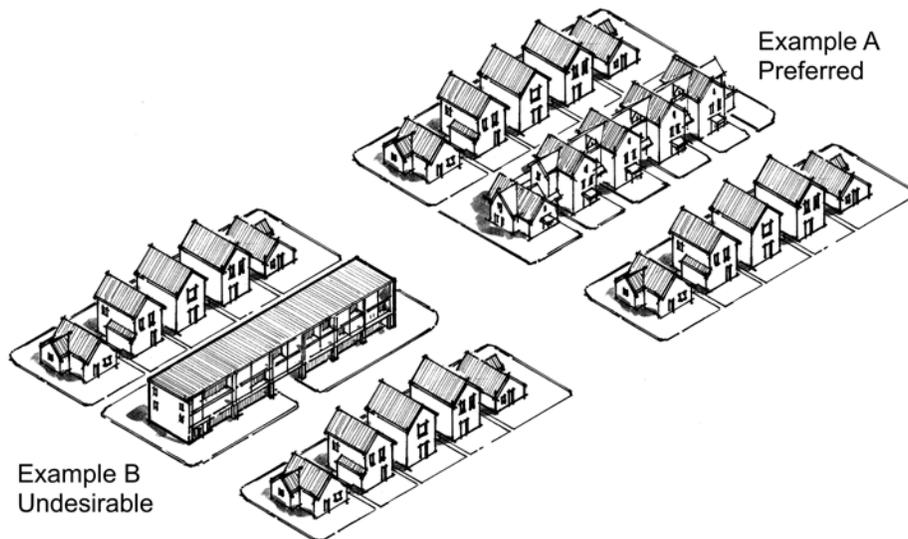
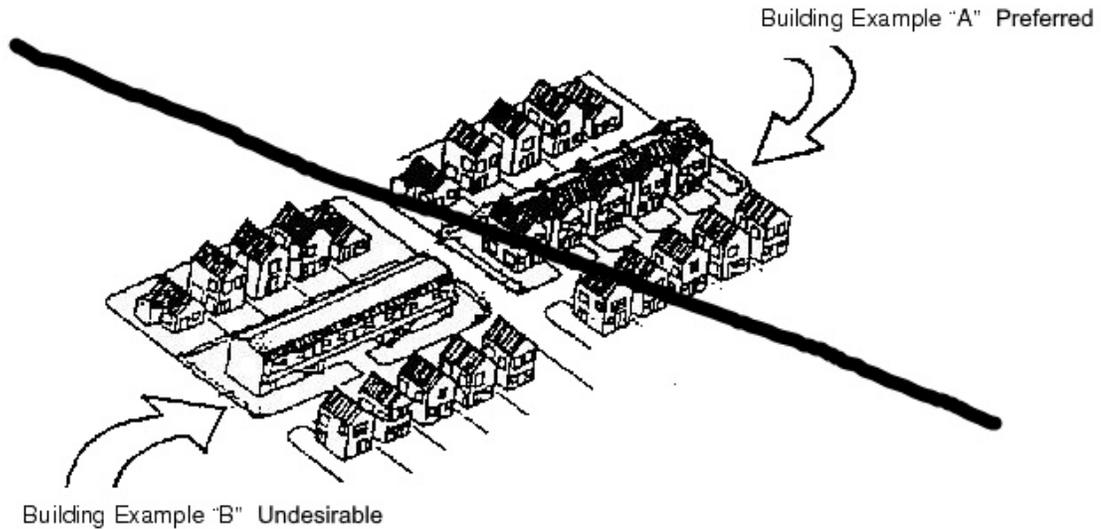
(New illustration)

a. Articulation and modulation of buildings and roof lines reduces perceived building bulk and scale.



(New illustration)

b. Designing multi-family buildings to "step back" from abutting lower density properties helps the building to better fit into the existing neighborhood.



(New Illustration)

c. The multi-family buildings depicted as "A" and "B" above have been built on an identical site. However, building example "A" incorporates design clues from the surrounding neighborhood and is the preferred design. Building example "A" covers roughly the same lot area as building example "B" and provides for the same number of units, while fitting in with its surroundings. Multi-family building example "B" has been built on a site surrounded by single-family development. The building design is undesirable as it bears no resemblance to the existing neighborhood and looks out of place.

11-3-43: **MIXED-USE AND NON-RESIDENTIAL BUILDING DEVELOPMENT STANDARDS:**

A. Purpose and Intent: The general purposes of the mixed-use and non-residential design standards are as follows:

1. To help implement the city's Growth Policy, Downtown Business District Master Plan, and various Corridor Plans;
2. Promote development in the city's commercial zones compatible with the historic character and pedestrian orientation of Whitefish, encouraging and requiring commercial development that enables the safe circulation of pedestrians with minimal vehicle-pedestrian conflicts, softens the auto-dominated nature of the zoning district, and provides a regional design, which invites the pedestrian into ground floor commercial establishments;
3. Enrich the quality of commercial zones built and natural environments;
4. Promote distinct communities and senses of place that strengthen the commercial districts as commercial service destinations for the city's residents and visitors;
5. Provide clear direction to public and private decision makers regarding the city's property development expectations; and
6. Require building design compatible with adopted requirements, while allowing design professionals guidance that is flexible and encourages creative solutions.

B. Building Orientation and Multi-Building Sites:

1. Orientation. Buildings must be oriented towards the primary street frontage and public paths and/or sidewalks. Buildings on corner lots should be oriented towards the primary intersection.

a. Where properties front one or more streets, new buildings must be located no more than twenty-five (25) feet from the primary street frontage.

(1) Exception: The maximum front yard setback does not apply where a landscaped greenbelt is proposed or required. In those cases, buildings must be placed as close to the greenbelt as practical.

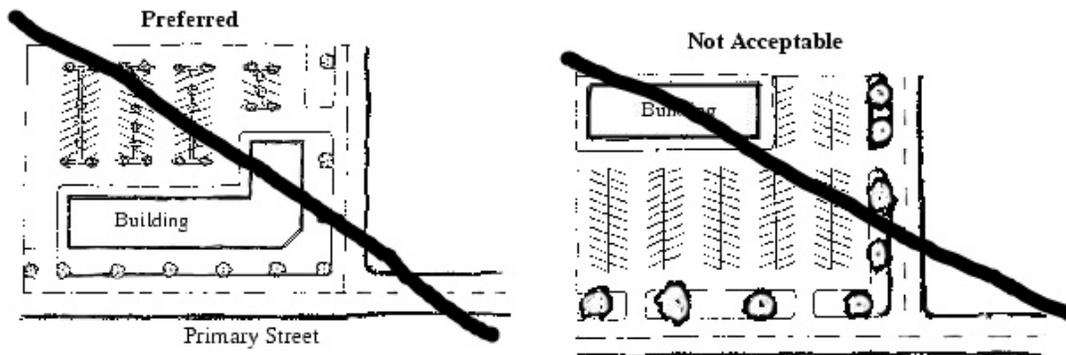
(2) Exception: Buildings may be located further away from the primary street when separated from the street by courtyards, outdoor seating areas, or areas of extensive landscaping. In those cases, buildings must be placed as close to those areas as practical.

(3) Exception: Buildings may be located further away from the primary street when separated from the street by existing healthy and mature trees being retained in perpetuity. In those cases, buildings should be placed as close to the trees as practical and a plan must be submitted to maintain the health of the trees along with a replacement plan for dead, dying, or hazardous trees.

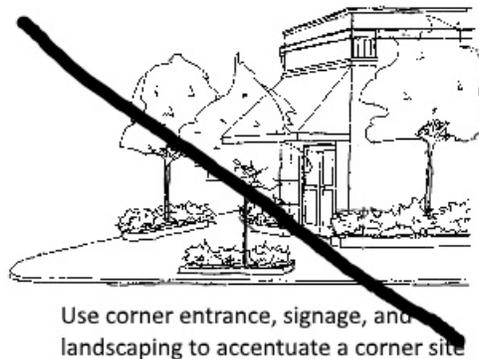
(4)(2) Exception: Accessory and secondary buildings need not comply with the maximum setback standards where a primary building occupies the available street frontage.

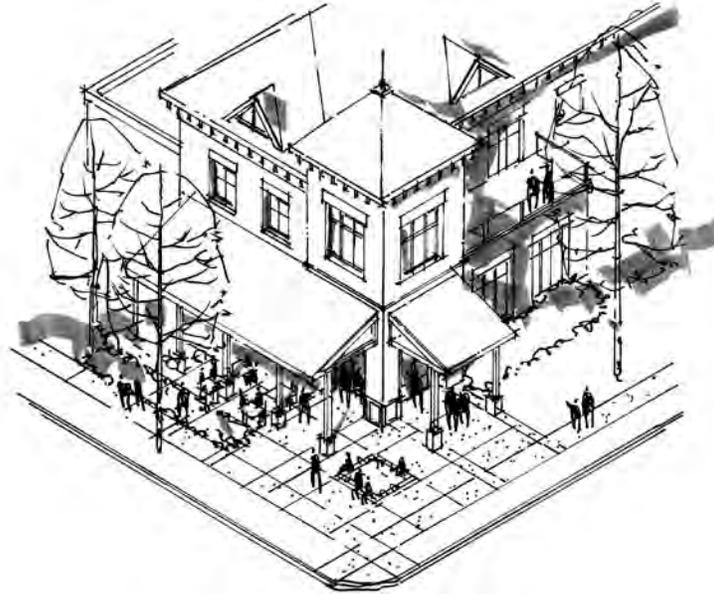
(5)(3) No new vehicle access, drive throughs, or private roads are allowed in the area between the building and the street in the 25' area, it must be either healthy, mature trees, or landscaped or pedestrian space such as a plazas or patios with outdoor seating.

b. Buildings must be arranged on the site so that their orientation frames, encloses, or otherwise gives prominence to a pedestrian corridor, an outdoor gathering space with outdoor seating, a "main street" pedestrian or vehicle access corridor within the site, or the corners of street intersections or entry points into the development.



c. Buildings on corner lots should be oriented toward the primary intersection and the primary and secondary street frontages, while parking and auto access must be located away from the primary intersection corners.

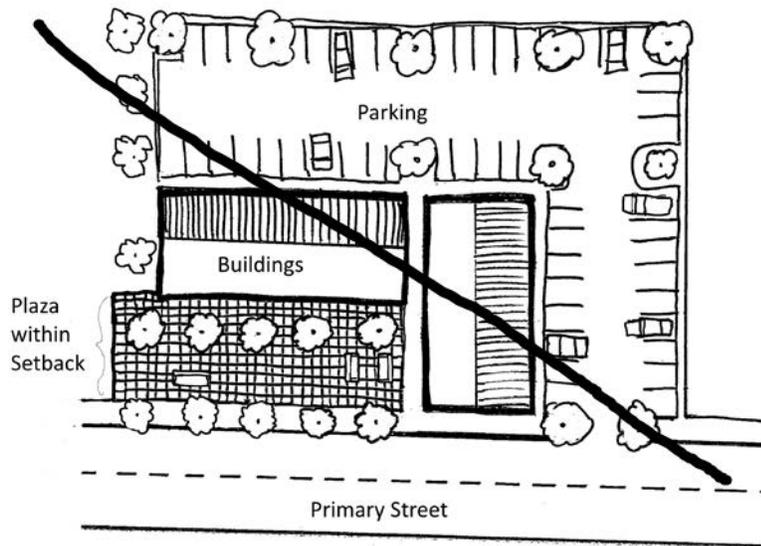


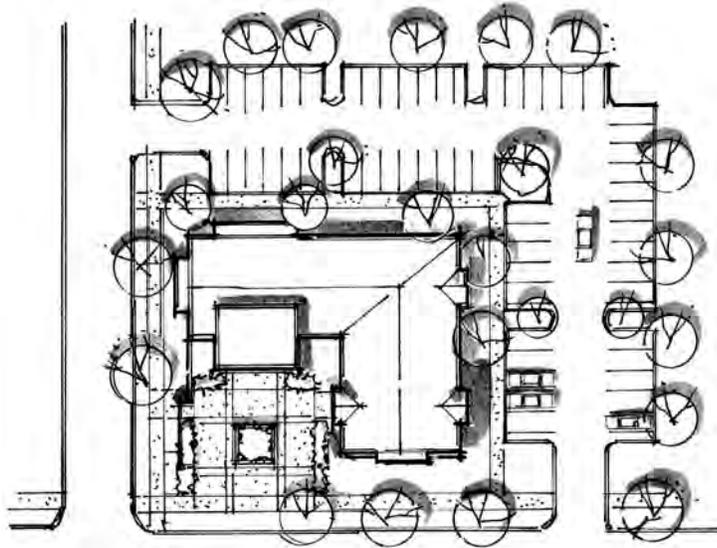


(New Illustration)

d. The use of lot corner entrances, plazas, signage, and/or landscaping is encouraged to accentuate corner sites.

2. Separation. Where buildings are separated from the primary street frontage by a required setback or public sidewalk ~~along the primary street frontage~~, the space should contain public and pedestrian amenities.





(New Illustration)

a. Buildings may be separated from the sidewalk by plazas, landscaping, benches, bicycle racks, trash cans, and other pedestrian amenities.

3. Multi-building design. For non-residential and mixed-use development sites with multiple buildings on one lot or multiple buildings on adjacent lots owned and developed contiguously as part of a business, retail, or industrial park, the following additional standards apply:

a. Buildings must exhibit a general similarity of scale, orientation, and proportion with unified natural and built features. As a general rule, taller buildings must be placed toward the interior of the site and stepped back from the street;

b. Buildings must be grouped or sited with other buildings to create distinct outdoor spaces, with distinct pedestrian connections between the buildings, parking, and the street;

c. Retention ponds must be irregular and organically shaped;

d. Sites must connect to natural corridors and trail systems and must facilitate pedestrian and bicycle traffic; and

e. Multiple buildings on one lot are also subject to 11-2-3-B-12 and the special provisions set forth in 11-3-14-B.

C. Topography: Existing trees, topography and other existing natural features must be incorporated into the project design.

1. To the extent reasonable and practicable incorporate natural grades into the overall site plan.

2. Incorporate natural features such as trees, large rocks or boulders into landscaping design.

3. To the extent reasonable, existing healthy, mature trees must be protected and incorporated into the overall site landscaping features.

D. Landscaping: Landscaping must be incorporated into new development design to soften the manmade environment, provide vegetative buffers, provide open space, and mitigate any unavoidable loss of existing native vegetation. The preferred method of landscaping is to first incorporate and preserve existing trees and shrubs, topography and other existing natural features into the project design. Any unavoidable loss of existing native vegetation must be mitigated.

1. Landscaping in parking lots must conform to the requirements of section 11-6-5, Landscaping and Screening.

2. Landscaping techniques including living plant material and supporting elements must include, but are not limited to, the following:

a. Landscape open areas created by building modulation.

b. Retain natural vegetation and undisturbed open space.

c. Use plants that require low amounts of water, including native drought-resistant species.

d. Locate trees on storefront street frontages at appropriate spacing so that at maturity building signage and entrance are clearly visible from the street and sidewalk.

e. Incorporate on-site natural objects such as rocks, boulders and tree stumps into landscape design where possible.

f. Shrubs, grasses and other nontree vegetation must be included in the plan as appropriate to the site on a case-by-case basis.

g. Landscaping techniques for the WB-3 zone and areas with limited undeveloped space may include:

(1) Providing frameworks such as trellises or arbors for plants;

(2) Incorporating planter guards, retaining walls, or low planter walls as part of the architecture;

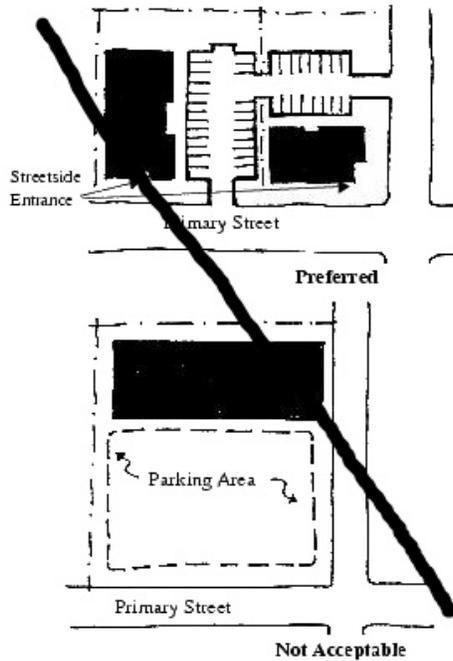
(3) Incorporating upper story planter boxes, 'green roofs,' roof gardens or plants;

(4) Incorporating outdoor furniture into the landscaping plan.

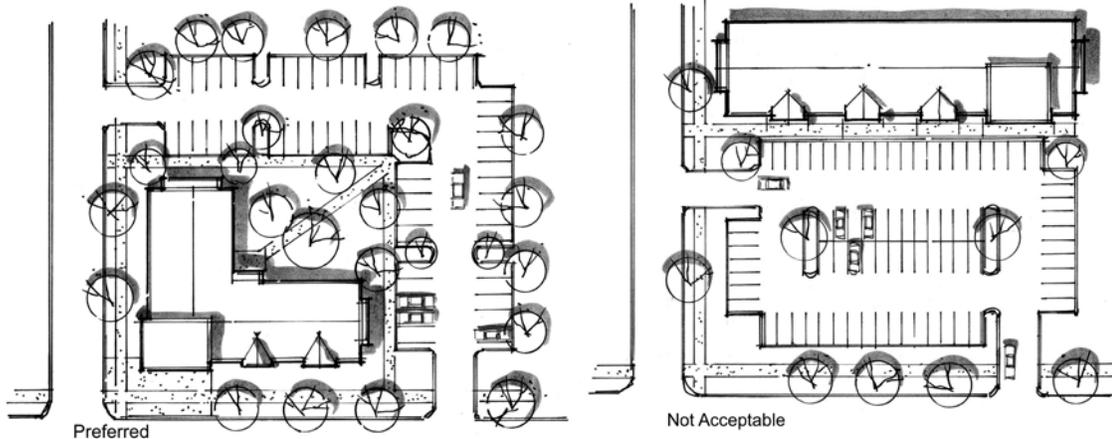
3. The zoning administrator may consider a waiver of certain landscaping requirements if significant existing (especially native) vegetation and topography are preserved.

E. Off-Street Parking Lots: Development must minimize the impact of parking on the building's relationship to the street and pedestrian-oriented character and character of the neighborhood.

1. Off-street parking must be located to the side or rear of buildings.

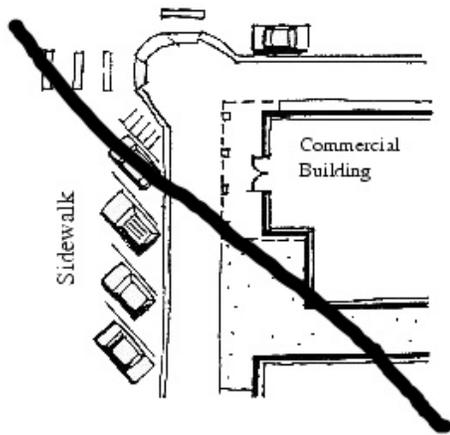


2.



(New Illustrations)

3. Parking lots must not be located between the building and the primary street frontage.
4. Off-street parking must occupy no more than thirty (30) percent of the primary street frontage nor more than seventy-five (75) percent of any secondary street frontage for corner lots.
5. Parking lot lighting must be the minimum needed to create adequate visibility at night, must be energy efficient and dark sky compliant meeting outdoor lighting standards found in 11-3-25 and must utilize energy efficient "warm-white" or filtered (CCT <3,000 K; S/P ratio <1.2) fully shielded LED lights as much as possible. Lighting must be provided where stairs, curbs, ramps, abrupt changes in walk direction, and crossing vehicle lanes occur. Light fixtures not necessary for security purposes must be reduced, activated by motion sensor devices, or turned off during hours when the business or use is not open.
6. Adjacent developments are required to link parking areas where physically possible as well as access ways in order to encourage combining of shopping trips, pedestrian activity and to reduce redundant driveways and the need to re-access arterials.
7. Vehicle circulation on-site must be clearly organized to facilitate movement into, throughout, and out of parking areas. Parking drive lanes and intersections must align wherever practical.
8. Low impact development techniques for stormwater management should be used wherever possible.
9. Secure short-term bicycle parking shall be provided in a convenient location at one space for every four dwelling units and/or 10% of the number of required vehicle parking spaces, whichever is greater, with a minimum of two spaces provided.



Angled and parallel on-street parking example

- F. On-Street Parking: On-street parking is encouraged along streets, access drives, and alleys in order to provide convenient access and reduce the need for off-street parking lots.
1. The required number of off-street parking spaces shall be reduced by one space for each newly developed on-street parking space.
 2. Parking for Americans with Disabilities Act (ADA) requirements may be met on-street if such a location meets ADA design standards and would better serve the public than off-street ADA parking.
- G. Pedestrian and Bicycle Accommodations: Provide safe, bicycle and pedestrian-friendly development.
1. Walkways must be provided between the primary abutting street and the main pedestrian entrances to buildings.
 2. The interruption of sidewalks by driveways should be minimized. Where driveways cross sidewalks, the sidewalks should remain raised with a curb cut and ramp over the sidewalk provided so cars may pass over the sidewalk rather than requiring pedestrians to step down to an interrupting driveway.
 3. Pedestrian access must be provided between commercial sites and adjacent areas. Existing informal pathway locations and future walkway locations shown in the nonmotorized transportation plan shall be taken into consideration when locating new paths.
 4. Bicycle locking racks that support the entire bicycle frame, not just the front wheel, must be provided. Bicycle racks must be located as close as possible to primary building entrances (generally within 20 feet). New buildings should provide covered bicycle racks, especially those used by employees.
- H. Mixed-Use or Non-residential Development Adjacent to Residential Zones: Buildings must be designed to ensure that building massing, height, and scale provide sensitive transition to adjoining residential neighborhoods. When abutting a residential zoning district, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.
1. New developments adjacent residential areas must mitigate impacts through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to, the following:

- a. Locating open space and preserving existing vegetation on the site's edge to further separate the building from less intensive uses;



This multistory commercial building "steps back" to conform to the abutting lower density property. This use of modulation helps the commercial building fit into the neighborhood.



(New Illustration)

- b. Stepping down the massing of the building along the site's edge to help larger buildings fit into the context of a neighborhood.



(New Illustration)

- c. Limiting the length of or articulating building facades to reflect adjacent residential patterns.
- d. Creative use and ongoing maintenance of landscaping, such as buffers, berms, mounds, rockeries, living fences, and swales. Buffers should be designed to avoid the appearance of a straight line or 'wall' of uniform plant material and must be wide enough to accommodate the planted species at maturation.
- I. Support Elements: Mechanical elements, loading areas, trash, and recycling containers must be located and/or screened to minimize their visibility from public view.

1. Refuse and storage containers must be screened with built and/or landscaped confinements.
2. Refuse and storage areas should be located to the rear or side of the property and away from adjacent streets and residential property.
3. Service and loading areas should be located to the rear or sides of buildings away from adjacent streets but must be designed for convenient use.

REVIEW OF ZONING TEXT AMENDMENT REQUIREMENTS AND FINDINGS

The following considerations from Section 11-7-10(E) are required to be addressed in order to guide both the Planning Board and the City Council when considering an amendment to the zoning regulations or the official map:

CONSIDERATIONS FROM SECTION 11-7-10E.	FINDINGS
Conformity to the Growth Policy	<p>There are many sections in the 2007 Whitefish City-County Growth Policy that support the proposed development standards.</p> <p>Future Land Use Goal 1 states: <i>Preserve and enhance the character, qualities, and small town feel and ambience of the Whitefish community through an innovative and comprehensive growth management system.</i></p> <p>Future Land Use Goal 5: <i>Protect and preserve the special character, scale, and qualities of existing neighborhoods while supporting and encouraging attractive, well-designed, neighborhood compatible infill development.</i></p> <p>Future Land Use Policy 4: <i>For new development, redevelopment, and infill projects in downtown Whitefish, building height and massing shall be consistent with the scale of existing structures.</i></p> <p>Future Land Use Recommended Action 1: <i>In order to protect and preserve the character, scale, and qualities of existing neighborhoods, the City of Whitefish shall revise the Zoning Jurisdiction Regulations and adopt "character based" standards.</i></p> <p>The proposed amendments also support the adopted Climate Action Plan by requiring drought resistant landscaping and energy efficient site and parking lot lighting.</p>
Project Designed to Lessen Congestion in the Streets	Not applicable.
Historical and established use patterns and recent change in use trends weighed equally, not one to the exclusion of the other.	This code amendment addresses new multi-family and mixed use developments and provides updated standards to better fit into existing neighborhoods and developments.
Security from Fire, Panic, and Disasters	Site and building orientation and parking lot design standards include provisions for fire safety.

CONSIDERATIONS FROM SECTION 11-7-10E.	FINDINGS
Promote Health and General Welfare	The amendments promote development standards for the general welfare of the community.
Provide Adequate Light and Air	Building and site design standards, along with zoning setbacks and bulk and scale and building height standards help provide adequate light and air.
Prevent Overcrowding of Land and Avoid Undue Concentration of People	While the proposed amendments improve standards for multi-family and mixed-use projects that can add density, the changes will not directly allow the overcrowding of land or an undue concentration of people.
Facilitate Adequate Provisions for Transportation, Water, Sewerage, Schools, Parks and other Public Requirements	The standards include language supporting bicycle and pedestrian facilities and connections to trails and public streets.
Reasonable Consideration to the Character of the District	While these changes are independent of specific zoning districts, the standards will help future projects be compatible with neighborhood character.
Reasonable Consideration to the Peculiar Suitability of the Property for Particular Uses	The proposed amendments are not specific to any one property.
Conserve the Value of Buildings	Not applicable.
Encourage the Most Appropriate Use of the Land throughout the Municipality	Development standards ensure future projects are well designed and minimize impacts to neighboring properties.

ADDITIONAL FINDINGS:

1. Whereas the 2007 Whitefish City-County Growth Policy in the Land Use section calls for character-based design standards and promotes infill that minimizes impacts to existing neighborhoods; and
2. Whereas the City new development standards for multi-family and mixed-use or non-residential development have been utilized and a few items have been noted that could be improved; and
3. Whereas the City adopted a Legacy Homes Program which includes zoning text changes that increased the density-based threshold for conditional use permits required for multi-family and mixed-use developments; and

4. Whereas there has been a disconnect on larger development projects that are first approved as a Conditional Use or as a Planned Unit Development with an approved site plan and building layout and then later go through architectural review, and these development standards better marry the Architectural Review Standards with the zoning code; and
5. Whereas these zoning chapters were adopted in 2019 and have been applied over the course of a year and several improvements have been identified to better administer the standards; and
6. Whereas all the criteria for a Zoning Text Amendment found in section 11-7-10-E are met; and
7. Whereas it has been determined that it is in the best interests of the City of Whitefish and its inhabitants to amend and update the development requirements for multi-family, mixed-use, and non-residential development.

RECOMMENDATION

Staff recommends that the Whitefish Planning board adopt the findings of fact and recommend that the City Council **approve** the proposed changes to sections 11-3-42 and 11-3-43, Multi-family and Mixed-Use and Non-Residential Development Standards that are found in the Special Provisions of the zoning code.



To: The Whitefish Planning Board

Re: PROPOSED CODE AMENDMENTS 11-3-42 MULTI-FAMILY DEVELOPMENT STANDARDS AND 11-3-43 MIXED-USE AND NON-RESIDENTIAL DEVELOPMENT STANDARDS STAFF REPORT #WZTA 20-03, AUGUST 20, 2020

Please note that the city agenda links for this meeting locked the public out from accessing agenda items until just a day ago—thus I have not been able to comment on all issues that I had wanted to.

Citizens for a Better Flathead raises the following points regarding the proposed changes:

► 11-3-42: **MULTI-FAMILY DEVELOPMENT STANDARDS: B. 4, c. page 4**

- Retain in an appropriate place the requirement that ponds must be irregular and organically shaped.
- The WF zoning regulations do not have a definition of “apartment.” While the regulations include a definition for: “DWELLING, MULTI-FAMILY: A building or buildings attached to each other and containing three (3) or more dwelling units. The term “multi-family dwelling” **is intended to apply to dwelling types such as triplex, fourplex or apartments where any dwellings have their primary access to a common hallway or corridor**” as the bolded text suggest this also is to narrow a definition does no likely meet the intent of this proposed amendment. To avoid confusion and unintended exceptions, provide a definition for apartment building in the definition section.

► 11-3-42: **MULTI-FAMILY DEVELOPMENT STANDARDS: C. 1 page 5**

► C. Parking Location and Design:

1. Requirement. The impact of driveways and parking lots on the public and neighboring properties must be minimized by designing, locating, and screening parking lots, carports, and garages in a way that creates few interruptions on the street, sidewalk, or building facade. **Bicycle parking and storage** must be provided.

- There is no definition for **Bicycle parking and storage**. Is this per building or per site? Is there criteria for the number spaces provided portioned to the number of units? I see that under C. Parking Location and Design that there is some clarification—“ j. Secure short-term bicycle parking must be provided in a convenient location at one space for every four dwelling units, with a minimum of two spaces provided. ” This number of spaces seems low; has it been checked against any kind of national standards for communities that are trying to encourage more alternative modes of transportation?
- Why isn’t there consistency in requirements with page 17--# 9. Secure short-term bicycle parking shall be provided in a convenient location at one space for every four

dwelling units and/or 10% of the number of required vehicle parking spaces, whichever is greater, with a minimum of two spaces provided. This happens again on page 18--# 4. Bicycle locking racks that support the entire bicycle frame, not just the front wheel, must be provided. Bicycle racks must be located as close as possible to primary building

entrances (generally within 20 feet). New buildings should provide covered bicycle racks, especially those used by employees.

-
- ▶2. Techniques for complying with the requirement in subsection C-1 include but are not limited to:

h. Limiting parking lots on street frontages to thirty (30) percent of the street frontage;

- This provision should be considered for qualification/amendment. This seem like a significant loop hole particularly in the Hwy 93 corridor. If the goal is to get parking behind buildings this % should be tied not to street frontages but to a hardship where site limitation (not design desires) require some flexibility.

▶i. Parking lot lighting must be the minimum needed to create adequate visibility at night, must be energy efficient and dark sky compliant meeting outdoor lighting standards found in 11-3-25, and must utilize energy efficient "warm-white" or filtered (CCT <3,000 K; S/P ratio <1.2) fully shielded LED lights as much as possible. **Lighting must should be provided where stairs, curbs, ramps, abrupt changes in walk direction, and crossing vehicle lanes occur; and**

- Consider inserting the word **ALL** at the beginning to clarify that lighting for stairs, curbs, etc. must comply with these standards as well.
- What is the reason for the change from must to shall? If not clear reason retain the existing wording. Are there safety or liability considerations that are national standards that could be cited as guidelines. I seem to remember that Big Mountain got sued a number of years ago for not having adequate lighting for stairs in an area where an accident occurred.
- Where is the need for parking lot design and landscaping to prevent light pollution from cars entering and leaving the parking lot and impacting adjoining particularly residential development? Section E. Site Lighting and Support Facilities: does not directly address this either.

▶E. Site Lighting and Support Facilities:

3. Bus Stops. Ensuring that the multi-family walkway network provides convenient pedestrian access to the nearest transit stop.

- Criteria should be added for when an on site bus stop should be required of the proposed development.

▶4. Support Facilities:

(1) Locating support facilities such as trash receptacles, dumpsters, and mechanical equipment in areas adjacent to interior walkways; and

(2) Fully screening and landscaping support facilities.

- **Add recycling containers to #1**

► **G. Open Space and Outdoor Common and Private Spaces:**

d. Incorporating a variety of amenities and activities for all age groups in the open space, including but not limited to site furnishings such as benches and tables, picnic and barbeque areas, patios and courtyards, gardens, water features, tot lots, play fields, sport courts (such as tennis, volleyball, or bocce ball), and open lawns; and

- Specifically exclude uses with high impact to noise or that invite large gatherings or party like events. Specifically exclude hot tubs and pools as open space uses.

e. Required setbacks and landscaping buffers, parking areas, and emergency access and/or turnarounds cannot be counted as common area open space.

- Clarify that amenities must occur outside of areas identified as steep slope or environmentally sensitive such as nesting areas, seasonal high water areas, area where significant natural vegetation would be replaced to allow for the proposed amenity, etc.

► **B. Building Orientation and Multi-Building Sites:**

1. Orientation. Buildings must be oriented towards the primary street frontage and public paths and/or sidewalks. Buildings on corner lots should be oriented towards the primary intersection.

a. Where properties front one or more streets, **new buildings must be located no more than twenty-five (25) feet from the primary street frontage.**

- What follows this section are a series of exceptions 1-5 for when buildings do not have to be set back. I think using exceptions is the wrong solution here; rather **what is needed are provisions that call for:**
 - **Consistency in the pattern of setbacks for building established along a corridor.** The current landscaped setbacks along the Hwy 93 corridor became an issue in the case of the Town Pump when they weren't required to be consistent with generous setbacks established in the corridor.
 - **Clearer, predictable guidelines that require the inclusion of greenbelts along highway corridors in the city.** City residents I believe have spoken up for more requirements for generous landscaped setbacks as opposed to “flexibility for developers” where residents and the developer both face uncertainty as to what will in the end be required. It should not be the case that such setbacks will only be required if the public raises a ruckus.
 - **While having buildings close to the sidewalk in the core downtown area is usually appropriate,** having generous landscaped and treed green belts to soften development along city roads is what the public has been requesting.

- **This section needs to be redrafted to say what the community wants and not what might or might not be required** given the more open-ended nature of the proposed exceptions.

► Page 16--

E. Off-Street Parking Lots: Development must minimize the impact of parking on the building's relationship to the street and pedestrian-oriented character and character of the neighborhood. 1. **Off-street parking must be located to the side or rear of buildings.**

Consider changing the emphasis here: 1. Off-street parking must be located to the side or rear of buildings—to 1. Off-street parking must be located to the rear of buildings unless justification for limited side parking can be based on the inability of the site to accommodate rear parking.

Page 17

4. Off-street parking must occupy no more than thirty (30) percent of the primary street frontage nor more than seventy-five (75) percent of any secondary street frontage for corner lots.

- As noted above in a prior section, this provision should be considered for qualification/amendment. This seems like a significant loop hole, particularly in the Hwy 93 corridor. If the goal is to get parking behind buildings this % should be tied not to street frontages but to a hardship where site limitation (not design desires) require some flexibility.

► Page 18

F. On-Street Parking: On-street parking is encouraged along streets, access drives, and alleys in order to provide convenient access and reduce the need for off-street parking lots.

1. The required number of off-street parking spaces shall be reduced by one space for each newly developed on-street parking space.
2. Parking for Americans with Disabilities Act (ADA) requirements may be met on-street if such a location meets ADA design standards and would better serve the public than off-street ADA parking.

- On street parking should not be allowed to substitute for the parking a developer is required to provide. On street parking is paid for and maintained with public dollars.
- On street parking should be reevaluated given the downtown parking study and increased difficulty finding parking particularly during events important to the economy of the city.

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CITY MANAGER'S REPORT

September 1, 2020



COVID-19 PANDEMIC UPDATE

As you are aware, the City was notified and responded to an employee testing positive for COVID-19 last week. We immediately sent home any employee who may have been in close contact with the individual while we waited for the Flathead City-County Health Department to complete its investigation. The City worked closely with the Health Department and the affected employees to ensure all close contacts were properly identified. We are happy to report the employee who tested positive has recovered.

With continued new cases of COVID-19 in Flathead County, schools now back in session, and the upcoming cold and flu season, it is important that we plan for a time when city council meetings and other board/committee meetings may need to return to a remote setting. Our Information Technology Office will need to have time to procure and setup the software, but we will also need to provide adequate notice to the public. Based on the letter of advice from Montana Attorney General, Tim Fox, local governments may hold remote meetings as long as right of participation and right to know are provided to all individuals. We were able to do this earlier in the year with remote meetings held via WebEx. Not only were individuals allowed to observe the meetings online, but they were provided materials ahead of time and could provide public comment in writing/emailing in advance of the meeting or participate during the meeting by telephone or online. Possible triggers to reverting to remote meetings may include: City employee who works at City Hall tests positive for COVID-19, City Councilor or any person who attended the most recent City Council meeting tests positive for COVID-19, or the number of active cases rise above a certain threshold (currently we have the third highest number of active cases). Discussion and direction from the City Council about what triggers remote meetings would be helpful for City staff in our planning efforts.

MEETINGS

On Wednesday, August 26th, Wendy Compton-Ring and I attended the Whitefish Housing Authority (WHA) Board Meeting. Wendy presented an overview about the next steps for the affordable housing development project at the snow lot. The WHA Board provided an update that it is in the process of drafting an RFP with the intent to start moving forward with the project as soon as possible. The WHA Board will likely hire an engineering firm to complete the actual design and plans for the project and then hire an owner's rep to assist with the project management. At the meeting, the WHA Board also reviewed a request by Trailview to amend the deed restrictions on the project due to concerns raised by potential buyers. A recommendation from the WHA Board will be forwarded to the City Council along with the request from the developers of Trailview for your consideration at a future meeting.

CITY EMPLOYEE CHANGES

On August 24th, Major Robinson, previously our Code Compliance Officer/Building Inspector, started his new position as Building Inspector. Major has done an outstanding job and excelled at the difficult position of Code Compliance Officer. We are pleased to see him transfer into a position where he can continue to grow and be an asset to the City. We are in the process of hiring a new Code Compliance Officer/Building Inspector. This position has proven to be a difficult position to hire and retain in past years, but we remain hopeful.

On August 25th, Tara Osendorf started her position as Planner II with the Planning and Building Department. Tara holds a Masters of Urban and Regional Planning and a Bachelor of Science in Civil Engineering. She previously worked for Missoula Metropolitan Planning Organization. Tara is a great addition to our team, and we can't wait to see what she accomplishes.

NEXT COUNCIL MEETING

The next City Council meeting will be held on Monday, September 21st. There is no work session scheduled at this time, but one may be added prior to the agenda being issued.

Respectfully submitted,



Dana M. Smith, CPA
City Manager

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To: Mayor John Muhlfeld and the Whitefish City Council

June 24, 2020

From: Solberg Family Glenwood Trust

Re: Safety Buoys for Whitefish Lake sandbar area

We write today to ask the city to provide funding (roughly \$3500) for new buoys, similar to the ones by City Beach and The Lodge. These are not for personal use, but for overall safety of boaters and swimmers on the eastern shore of Whitefish Lake. It is a very busy area for boating due to the nature of the location between City Beach and The Lodge. MANY boaters have had their day (and boat) ruined by not knowing about the dangerously shallow and extensive area of the sandbar.

25 years ago, Dick and Jane Solberg, who still reside on the property, applied for and received some much needed financial assistance by securing funding for 10 large safety buoys to go around the perimeter of the sandbar. Most people on the lake are familiar with this sandbar as it extends out well over 100 yards and gets to about 2 feet deep. Our family has been diligent in placing the buoys out each Spring and retrieving them in the Fall. Currently, we are down to 3 buoys and they are old and broken. Over the years, these buoys have earned their keep, but some have been lost to wind or damage, not to mention their age. Without these markers it makes this part of the lake very dangerous. Every summer countless boats hit the rocks or the lake bottom and ruin the props, impellers, and hulls.

In addition, kayakers, canoers, and SUP users frequent this shallow area to swim and take a break and they enjoy being able to do so without fear of a boat coming through the sandbar.

With your financial assistance to purchase these buoys, our family will continue to place them around the sandbar in the Spring, pull them out in the Fall, and store them all Winter as we have done for decades.

Buoys cost approximately \$350 each and having 10 would be most ideal.

Please consider our critical request to continue to keep this area of the lake safe for everyone.

Thank you for your time.

Sincerely,

The Seely, Solberg, Corwin, and Willis Families –

Please contact:

Austin Willis (4th generation)

██████████.
Kalispell, MT 59901

██████████ or ██████████ for any correspondence





August 12, 2020

Austin Willis

[REDACTED]
Kalispell, MT 59901

Solberg Family Glenwood Trust,

I received your inquiry into securing funding for hazard buoys for Whitefish Lake. I am aware of the area you are referring to as well as the buoys that marked the hazards on the point. When I became the Game Warden for the Whitefish District in 1999 I met with the folks associated with the buoys. The name escapes me as it was over 20 years ago, but I presume it was the Solberg's.

Unfortunately, I don't have any funds available to contribute to this effort. I reached out to FWP headquarters in Helena and they don't have any funds to put towards this effort either. FWP doesn't have hazard buoys on hand to donate either, as we don't mark hazards. There are hundreds of navigable lakes in the region and it would be impossible to keep up with the demand and ever changing conditions.

There might be a more cost effective alternative for purchasing buoys than the ones you have looked at. In 2003 the Montana Legislature passed a law (MCA 87-1-287) allowing the public to legally mark hazards with something as simple as a plastic milk bottle. I'm not suggesting you line the shore with milk bottles, but perhaps you can broaden your search to look at a less expensive alternative.

Respectfully,

Warden Captain Lee Anderson

Michelle Howke

From: afwillis79 [REDACTED]
Sent: Tuesday, September 1, 2020 7:12 PM
To: Michelle Howke
Subject: Buoy denial from MT FWP and an addendum
Attachments: Buoys Letter.pdf

Michelle, here is the denial letter from MTFWP.

Please also note a couple of things.

-Even though the FWP letter says that per MCA, we can mark these with as little as a milk jug or laundry detergent bottle, that we will not be doing that. We did that for many, many years before being granted the original buoys and they are way more work every year because, in stormy weather and even from boat waves, they break off and/or sink more often and then it causes litter in the lake and on beaches around the area.

-The large rocks that line the western edge of the sandbar (left side of the picture) are currently anywhere from 6" to 15" under the surface of the water. When waves break over, them the tops are exposed, but barely.

-Even with the full amount we have requested, our family will put some "skin in the game" by paying for the marker labels. 10 labels (1 per buoy) will be right around \$500.00, at roughly \$50 each. The buoys come blank and the label choices are an additional cost.

Thank you

Austin Willis

EXTERNAL SENDER verified by City of Whitefish IT