



**CITY COUNCIL WORK SESSION  
CITY COUNCIL CHAMBER CONFERENCE ROOM  
MONDAY, NOVEMBER 18, 2013, 6:00 to 7:00 PM**

1. Call to Order
2. 6:00 – 6:50 p.m. – Review and discussion with the Whitefish Community Wastewater Committee regarding their draft Management Program and recommendations for implementation
3. Public Comment
4. Adjournment

## Chuck Stearns

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**From:** Mike Koopal [mike@whitefishlake.org]  
**Sent:** Tuesday, November 05, 2013 12:44 PM  
**To:** 'Chuck Stearns'; 'John Wilson'; 'John Muhlfeld'  
**Cc:** lori@whitefishlake.org  
**Subject:** City Council Memo & septic density data  
**Attachments:** 20131031\_SepticAddresses\_d2.zip; City\_Council\_Memo\_11-5-13.docx

Attached is a memo for City Council in preparation of the Nov. 18 work session. Also, find attached septic data within city limits as prepared by Peter Petri (his notes below) that can be cross referenced with city records. It puts septic density at 623 but due to inherent data inaccuracies, this number will be lower once cross referencing is completed.

**Narrative from Peter:** There are 927 parcels in the CWF boundary that have a septic code associated with them in the CAMA db. Of those there are 623 unique ParcelID, PropertyID, Owner, and Property address. There are 42 unique properties that are missing the Property address in the CAMA. 17 of those records correlate with the Flathead County address file and can be "addressed". 12 of those records are Wildwood Condo units.

I have attached a zip file with the parcel, property, owner, property address, and utilities code in a csv table. This file has 623 records.  
I have included in the zip file a kmz file for use in google earth. It contains the parcel polygons that have a septic code (8) within the utilities code string. The shapes are divided into two layers: 1) Has property address, and 2) without property address.

Mike Koopal  
Executive Director



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*"A lake is the landscape's most beautiful and expressive feature. It is earth's eye; looking into which the beholder measures the depth of his own nature." -Henry David Thoreau*

## MEMO

(Page 1 of 3)

November 5, 2013

To: Whitefish City Council

From: Mike Koopal and Lori Curtis, WCWC Technical Facilitators

After careful consideration of the July 31, 2013 draft Whitefish Community Wastewater Management Program and the August 19, 2013 work session with City Council, we would like to submit for your consideration our recommendation to address the issue of septic pollution to Whitefish Lake.

We recommend that City Council combine Alternative 1, which involves an Education & Outreach component, with Alternative 2 which addresses septic leachate through a neighborhood level engineering approach. In addition, we recommend that City Council address the feasibility of implementing within city limits the Property Conveyance Regulation Option found in Alternative 3, Section 6.7.4 of the management plan.

We do not recommend that City Council attempt to implement other components of Alternative 3 which would have addressed the issue through a broader policy approach via a septic inspection program for the planning jurisdiction area. Whereas Alternative 3 provides a comprehensive policy approach to the issue for the long-term, there would be a high administrative cost to the City to implement and maintain. In addition, this approach could be subject to legal proceedings and could further stress relations between the City and Flathead County. In lieu of implementing the broader components of Alternative 3, we recommend that the City consider advocating for a statewide septic inspection program.

Alternative 2 proposes the development of Preliminary Engineering Reports (PERs) to identify site specific engineering strategies and mitigation cost estimates for the five Tier Ranked neighborhoods. PER development of the five Tier Ranked neighborhoods effectively treats nearly all septic systems within close proximity to Whitefish Lake.

As identified in the draft Management Plan, we recommend that the City reach out to Flathead County and the Whitefish County Water District and/or other project partners, to sponsor planning grants for PERs in specific neighborhoods. Effectively, through partner participation, three concurrent planning grants can be applied for rather than only one from the City of Whitefish beginning with the 2015 funding cycle.

We have been very encouraged via direct communications with state agency personnel that the septic mitigation around Whitefish Lake would be financially supported by the W<sup>2</sup>ASACT group. There would still be a matching requirement from the City depending on each specific PER cost. Recommended timelines for PER completion and construction mitigation can be found on page 2 and 3 of this memo.

Through discussions with experienced local engineers, the cost of each PER preparation is estimated to range from \$20,000 to \$80,000 depending on the complexity of proposed engineered solutions. The cost of each PER could be partially funded by DNRC RRGL and TSEP Planning Grants.

We recommend that the City appropriate a total of \$200,000 from the Wastewater Fund over the next four years to provide cost-share to all PERs, even those not sponsored by the City but by a partnering entity. This amount would also cover staff time or the hiring of an outside consultant to facilitate and be accountable to the process.

Upon PER completion, the City would use information provided by the PERs to prioritize the five Tier Ranked neighborhoods for final engineering plans and construction mitigation. The City, and potentially project partners, would then submit a Uniform Application to the W<sup>2</sup>SACT group beginning in 2016.

At that stage in the process, we recommend that the City consider providing an incentive package to lot owners in the affected neighborhood areas. This package could start with an annual budgetary line item contribution to the Wastewater Fund now, in anticipation for the future work, or other identified incentives.

Navigating through the funding cycle process to actual construction mitigation will take time, a financial commitment, and good planning. We estimate that the entire project will take approximately 8-10 years to complete after the first PER planning grant application is submitted.

The City of Whitefish faces many conservation challenges typical of a lake-based urban community, most notably a change in water quality. The type of municipal commitment to address septic pollution identified in this memo is extraordinary. However, the timing is right. The Whitefish Lake Institute Investigation of Septic Leachate to the Shoreline Area of Whitefish Lake, as corroborated by past studies details the issue. We are now at the time where many aging septic systems located around the lake are either failing or have a potential for failure. Putting off the work that needs to be done until a later date will come at a higher price to the community and to the lake.

***Proposed PER Planning Grant Application Schedule With Project Partners***

PER	Year	Grant Sponsor*
East Lakeshore	2015	City of Whitefish
Lion Mountain	2015	Flathead County or Flathead Conservation District
Lazy Bay	2015	Whitefish County Water District
Viking Creek	2017	City of Whitefish
Point of Pines	2017	Whitefish County Water District

\*Each grant sponsor would apply to both the DNRC RRGL Planning Grant and TSEP Planning Grant.

***Proposed Uniform Application Construction Grant Application Schedule With Project Partners***

PER	Year	Grant Sponsor*
East Lakeshore	2016	City of Whitefish
Lion Mountain	2016	Flathead County or Flathead Conservation District
Lazy Bay	2016	Whitefish County Water District
Viking Creek	2018	City of Whitefish
Point of Pines	2018	Whitefish County Water District

***Proposed PER Planning Grant Application Schedule Without Project Partners***

PER	Year	Grant Sponsor*
East Lakeshore	2015	City of Whitefish
Lion Mountain	2017	City of Whitefish
Lazy Bay	2019	City of Whitefish
Viking Creek	2021	City of Whitefish
Point of Pines	2023	City of Whitefish

\*The grant sponsor would apply to both the DNRC RRGL Planning Grant and TSEP Planning Grant.

***Proposed Uniform Application Construction Grant Application Schedule Without Project Partners***

PER	Year	Grant Sponsor*
East Lakeshore	2016	City of Whitefish
Lion Mountain	2018	City of Whitefish
Lazy Bay	2020	City of Whitefish
Viking Creek	2022	City of Whitefish
Point of Pines	2024	City of Whitefish

## Chuck Stearns

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**From:** Lori S. Curtis [lori@whitefishlake.org]  
**Sent:** Tuesday, October 29, 2013 1:59 PM  
**To:** 'Chuck Stearns'; 'John Wilson'; 'Mike Koopal'; 'John Muhlfeld'; 'andrew feury'  
**Subject:** Additional septic info

To add to the inspection information-

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**From:** Tom Cowan [mailto:chappie@carvereng.com]  
**Sent:** Tuesday, October 29, 2013 1:30 PM  
**To:** lori@whitefishlake.org  
**Subject:** Re: More Septic Leachate!

Not a lot you can do with existing systems. You can pump the tank, check the inlet and outlet baffles and check the effluent filter if one was installed. When a tank is pumped, you should ask the pumper for a report on the condition of the tank and the contents - sludge and scum layer depth, excess grease, any abnormalities. Some septic tank pumpers or septic tank maintenance providers can do a video inspection of the tank interior. This is highly recommended as many problems cannot be seen through the tank access openings. The pump or siphon can be checked, again if one was installed, along with the piping, valves, electrical components and pump controls. You can run tests on the pump or siphon but there is not much to see except to verify it is operational, but testing should still be done especially with siphons.

For the drainfield, about all you can do is look closely for any signs of excessive surface moisture, look to see if the owners have constructed a building, driveway or some other structure over the drainfield area. What type of activity, if any, takes place over the drainfield area - is any vehicular traffic allowed, is the area plowed in the winter or used for snow storage. Check to see if there is a possible replacement drainfield area or determine how a new drainfield system could be constructed if ever needed. Make sure the septic tank is accessible for periodic maintenance.

Tom

On 10/29/2013 12:53 PM, Lori S. Curtis wrote:

Is all of this applicable to existing systems over the long term? I recall my inspection when I purchased a home in Montana...they pumped, looked for cracks, checked the moisture in the drainfield, etc.

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**From:** Tom Cowan [mailto:chappie@carvereng.com]  
**Sent:** Tuesday, October 29, 2013 12:00 PM  
**To:** lori@whitefishlake.org  
**Subject:** Re: More Septic Leachate!

Lori

To do a good inspection and get accurate measurements for "as built", you probably should be on-site for at least 45 minutes depending on the complexity of the system. That can drag on sometimes if the contractor does not have everything ready to go. You will also have costs getting to and from the site and for the time required to do office work related to the inspection. Actual costs will obviously depend on what pay and benefits the inspector receives, but I would think you would be looking at an inspection fee of about \$200. The County charges \$235 for a septic system permit which covers the cost of inspection. The also charge \$200 for an on-site evaluation prior to issuance of a permit.

Generally when you inspect a system you are trying to verify that the system was installed in accordance with

governing regulations and specific design requirements. You usually first look at the drainfield to check on depth; trench width; lineal feet of trench; depth of drainrock; possible changes in soil conditions; slope of ground; distances to property lines, building foundation, surface water, wells, water lines, etc. You look at the septic tank and pump or siphon tank to verify size, capacity, type of pump or siphon, pump electrical and controls, effluent filter installation, location (distances to property lines, building foundation, surface water, wells, etc.). There is usually a requirement that the tanks be tested for leakage and that is something that you usually just verify with the contractor. You then have to observe a test of system hydraulics. Run through a pumping cycle or siphon cycle to determine drawdown in the tank(s), cycle times, uniform distribution in the drainfield distribution laterals, heads at each orifice and make sure water is flowing through the orifices unimpeded (not spraying). You need ask the contractor how he is going to complete system construction - drainrock covering the distribution laterals, what material will be used to cover the drainrock, backfill material, grading, topsoil, seeding or hydroseeding. You can't be there to witness all of this work so you have to record the information the contractor provides you.

You can make inspections as detailed as you like and it often depends somewhat on the trust you have for the contractor and/or the engineer if an engineer was involved in the project.

Hope this helps!!

Tom Cowan

On 10/24/2013 11:55 AM, Lori S. Curtis wrote:

Hello Tom,

Hope all is well with you and Carver Engineering! I wondered if you could provide some information for us to share with the City of Whitefish. We are looking for:

- 1) a range of the current cost for an individual septic system inspection
- 2) a general idea of the methodology for inspecting systems (tanks & drain fields)

Thanks so much!

Lori Curtis  
Science and Education Director



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## **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 Monday, November 18, 2013, at **7:10 p.m.** at City Hall, 402 East Second Street.

Ordinance numbers start with 13-07. Resolution numbers start with 13-35.

- 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
  - a) Consideration of a request from Whitefish Housing Authority for Tax Increment Fund assistance for renovation of two houses donated by BNSF in the Railway District (p. 23)
  - b) Consideration of a request from Whitefish Housing Authority to return Payment In Lieu of Taxes (PILOT) payments to the Whitefish Housing Authority to help support their programs (p. 39)
- 5) CONSENT AGENDA (The consent agenda is a means of expediting routine matters that require the Council's action. Debate does not typically occur on consent agenda items. Any member of the Council may remove any item for debate. Such items will typically be debated and acted upon prior to proceeding to the rest of the agenda. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)
  - a) Minutes from the November 4, 2013 Council regular session (p. 42)
  - b) Consideration of a request to extend the preliminary plat for 93 LLC subdivision for 24 months (p. 65)
  - c) Resolution No. 13-\_\_\_; A Resolution adopting the Whitefish Parks and Recreation Master Plan September 2013 as an amendment to the 2007 Whitefish City-County Master Plan (2007 Growth Policy) (p. 75)
- 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) Ordinance No. 13-\_\_\_; An Ordinance of the City Council of the City of Whitefish, Montana, granting to NorthWestern Corporation d/b/a/ NorthWestern Energy a non-exclusive franchise and fixing the terms thereof under which said company may construct, equip, lay, maintain and operate natural gas delivery facilities in, under, upon, over and across streets, avenues, alleys, highways, bridges, easements and other public places in the City of Whitefish, Montana, and may deliver and sell natural gas (First Reading) (p. 200)

- b) Resolution No. 13-\_\_\_; A Resolution to revise fees currently charged and establish new fees for various services provided by the Whitefish Planning and Building Department (p. 207)
- 7) COMMUNICATIONS FROM PLANNING AND BUILDING DIRECTOR
- a) Consideration of application from Whitefish Credit Union, on behalf of Lookout Ridge Investors, LLC, for a two year extension of the Lookout Ridge Preliminary Plat (p. 213)
- 8) COMMUNICATIONS FROM PUBLIC WORKS DIRECTOR
- a) Resolution No. 13-\_\_\_; A Resolution establishing "No Parking" Zones on portions of West Sixth Street, O'Brien Avenue and Flint Street (6<sup>th</sup> and Geddes reconstruction project) (p. 251)
  - b) Consideration of amendment #3 to engineering consulting and design contract with Anderson-Montgomery Consulting Engineers for the Wastewater System Improvements Project (p. 260)
- 9) COMMUNICATIONS FROM CITY MANAGER
- a) Written report enclosed with the packet. Questions from Mayor or Council? (p. 264)
  - b) Other items arising between November 13<sup>th</sup> and November 18<sup>th</sup>
- 10) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS
- a) Standing budget item
  - b) Letter from John Goodrich regarding parking tickets and the placement of them on windshields (p. 268)
- 11) 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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November 13, 2013

The Honorable Mayor Muhlfeld and City Councilors  
City of Whitefish  
Whitefish, Montana

Mayor Muhlfeld and City Councilors:

**Monday, November 18, 2013 City Council Agenda Report**

There will be a work session at 6:00 p.m. on the Whitefish Community Wastewater Committee report and implementation. We will provide food.

The regular Council meeting will begin at 7:10 p.m.

**CONSENT AGENDA** (The consent agenda is a means of expediting routine matters that require the Council's action. Debate does not typically occur on consent agenda items. Any member of the Council may remove any item for debate. Such items will typically be debated and acted upon prior to proceeding to the rest of the agenda. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)

- a) Minutes from the November 4, 2013 Council regular session (p. 42)
- b) Consideration of a request to extend the preliminary plat for 93 LLC subdivision for 24 months (p. 65)
- c) Resolution No. 13-\_\_\_; A Resolution adopting the Whitefish Parks and Recreation Master Plan September 2013 as an amendment to the 2007 Whitefish City-County Master Plan (2007 Growth Policy) (p. 75)

**RECOMMENDATION:** Staff respectfully recommends the City Council approve the Consent Agenda.

**Item a is an administrative matter, item b is a quasi-judicial matter, and item c is a legislative matter.**

**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) Ordinance No. 13-\_\_\_; An Ordinance of the City Council of the City of Whitefish, Montana, granting to NorthWestern Corporation d/b/a/ NorthWestern Energy a non-exclusive franchise and fixing the terms thereof under which said

company may construct, equip, lay, maintain and operate natural gas delivery facilities in, under, upon, over and across streets, avenues, alleys, highways, bridges, easements and other public places in the City of Whitefish, Montana, and may deliver and sell natural gas (First Reading) (p. 200)

We were contacted by Rick Burt of NorthWestern Energy in September of 2012 letting us know that a fifty (50) year franchise ordinance adopted in 1961 which NorthWestern Energy had inherited from the Montana Power Company expired in 2011. He was going around the state working with local governments to revise and renew many of those franchise ordinances.

The City Council held a work session on April 15, 2013 to review various aspects of a proposed franchise ordinance, including a question of whether or not the City should use its Self-Government Powers and try to impose a franchise fee on NorthWestern Energy. Franchise fees are commonly imposed on utilities in other states in return for their use of the public right-of-way. The City Council asked City Attorney Mary VanBuskirk to do some legal research on imposing a franchise fee.

City staff returned to a work session on August 5, 2013 and Mary expressed her opinion that she thought it was doubtful the City's unilateral imposition of a franchise fee would be upheld by the Montana Supreme Court, based on an earlier case from the City of Billings' attempt to enact a franchise fee. While our fee would have been designed differently, Mary still felt that the chances of the City being successful if litigation were pursued were less than 50-50. The City Council directed staff at that work session to work on a franchise ordinance that would not impose franchise fees, but would leave open the door if Montana law changed or if another city successfully implemented a franchise fee with NorthWestern Energy.

Mary VanBuskirk and I have worked with Rick Burt of NorthWestern Energy and their staff attorney on revised language. The staff of both parties have agreed to the language in the Ordinance attached in the packet. The Ordinance would have first reading on November 18<sup>th</sup> and second reading on December 2<sup>nd</sup>.

It is a non-exclusive franchise meaning that another natural gas company could enter the market and have the same rights to use the right-of-way. However, practicality and the high capital cost of such an entry into the market typically precludes other utilities from entering already established markets.

The City will benefit slightly from a new requirement that NorthWestern Energy obtain excavation permits prior to excavating in the right-of-way, except in cases of emergency responses and repairs. In those cases, NorthWestern Energy can get a permit after addressing the emergency situation. Revenue from these excavation permits is anticipated to be less than \$200 - \$500 per year. The City of Whitefish incurs no additional costs because of this franchise.

**RECOMMENDATION:** Staff respectfully recommends the City Council approve an Ordinance granting to NorthWestern Corporation d/b/a/ NorthWestern Energy a non-exclusive franchise and fixing the terms thereof under which said company may construct, equip, lay, maintain and operate natural gas delivery facilities in, under, upon, over and across streets, avenues, alleys, highways, bridges, easements and other public places in the City of Whitefish, Montana, and may deliver and sell natural gas.

**This item is a legislative matter.**

- b) Resolution No. 13-\_\_\_; A Resolution to revise fees currently charged and establish new fees for various services provided by the Whitefish Planning and Building Department (p. 207)

From Planning and Building Director Dave Taylor’s staff report:

Introduction

Several items on the current planning and zoning fee schedule need to be revised. Those items staff is requesting fee changes for include a reduced fee for commercial building paint color review by the ARC, a new short term rental application review fee, a new fee for Planning Board and City Council projects that are voluntarily pulled by the applicant off the agenda before or during the public hearing, and a fee for new applications for an expired CUP.

Current Report

The city proposes to amend several fees required for various services provided by the Planning Department. If not listed, then the current fees remain the same. Proposed new fees are as follows:

Fee	Current	Proposed
Architectural Review		
Minor Façade Changes	\$265	\$200
Changing paint colors	\$265	\$75
Short Term Rental Application	n/a	\$25
Voluntary pulling of an agenda item to postpone to a later date when re-noticing is required	n/a	\$200
Voluntary pulling of an agenda to postpone to a later date when re-noticing is required and the project is undergoing major revision	n/a	\$500
Conditional Use Permit		
Renewal of expired permit	n/a	50% of original fee

Dave Taylor has a full staff report and explanation of each fee change in the packet.

**RECOMMENDATION:** Staff respectfully recommends the City Council adopt a Resolution to revise fees currently charged and establish new fees for various services provided by the Whitefish Planning and Building Department.

**This item is a legislative matter.**

#### COMMUNICATIONS FROM PLANNING AND BUILDING DIRECTOR

- a) Consideration of application from Whitefish Credit Union, on behalf of Lookout Ridge Investors, LLC, for a two year extension of the Lookout Ridge Preliminary Plat (p. 213)

From Senior Planner Wendy Compton-Ring's staff report:

Taylor Horst of Whitefish Credit Union on behalf of Lookout Ridge Investors llc has requested a 2-year extension to the Lookout Ridge preliminary plat pursuant to §12-3-8.

Lookout Ridge is a 139 units on 267.7 acres located north of Iron Horse and Ptarmigan off the Big Mountain Road. Attached to this report in the packet are the conditions of approval and a preliminary plat map. The preliminary plat was approved by the Whitefish City Council on June 18, 2007. On May 5, 2008, the Council approved an amended preliminary plat to add nearly 40 acres to the subdivision. On June 21, 2010, the Council granted a second amendment to the preliminary plat in order to place 16 cabins on individual lots, as they had previously been located within a common lot.

#### *Whitefish Subdivision Regulations:*

Pursuant to §12-3-8, Time Limits for Preliminary Plat Approval, the Council may grant a two-year extension prior to the end of the preliminary plat expiration "provided the subdivider can show continued good faith in working toward final plat."

#### *Montana Subdivision and Platting Act:*

Pursuant to §76-3-610(2), M.C.A., "After the application and preliminary plat are approved, the governing body ... may not impose any additional conditions as a prerequisite to final plat approval if the approval is obtained within the original or extended approval period."

The Council reviewed the request for a two-year extension on June 17, 2013 (minutes are attached). At the meeting the Council only granted a six month extension, but asked the Credit Union and/or developer to return to address the landslide area that occurred in June 2011. It appears from the minutes that there was also an expectation that the property ownership issue between the Credit Union and the developer would be resolved in order for remediation of the landslide area to occur.

Attached please find a report from Roger Noble of Applied Water Consulting llc addressing the cause of the landslide. Mr. Noble attributes the landslide to saturated soils associated with a wetland complex that was triggered due to an intense rainfall event that accelerated snowmelt runoff volumes and not due to the installation of infrastructure.

In addition, please find a letter of support for the extension from Bruce Boody of Bruce Boody Landscape Architects, as the project lead for Lookout Ridge. Mr. Boody points out that the location of the landslide (lots 59 and 60) was also an area with a condition of approval that required additional critical area review. This review was underway when the recession hit, but was not completed. Mr. Boody also points out some of the community benefits for the project – public trails, public parking to access the trails and a \$50,000/year over 10-years to the Whitefish Housing Authority.

Finally, since an earlier report on the landslide was completed by Tom Cowan of Carver Engineering, on behalf of Iron Horse, staff has also included the report. Mr. Cowan also points to the highly saturated soils, heavy rain, melting snow and possibly subsurface water flowing along a sewer line.

The ownership issues between the Credit Union and the developer are still unresolved. The Credit Union is acting on behalf of the developer for the extension request and they are working to obtain an Addendum to the agreement with the Lookout Ridge developer in order to protect their collateral, including the improvements, but the Credit Union still is not the owner of the property.

Even though the Whitefish Credit Union is not the current property owner, they are continuing, in good faith, to working toward final plat by:

- Working with creditors and various lien holders;
- Establishing securing party priorities;
- Installing gates to limit access to the property from trespassers and vandals;
- Removing litter from trespassers;
- Coordinating ownership on roadways around Lookout Ridge; and
- Hiring Roger Noble of Applied Water Consulting to review the landslide area.

Financial institutions do not typically assume the role of developer, but are more likely to sell an entitled development to someone that will fulfill the conditions of the project. While the applicant is looking to obtain permission from the developer to be the local contact and provide some minor improvements, the major work will be done by some future property owner.

**RECOMMENDATION:** The plat now expires on December 21, 2013. Staff respectfully recommends the City Council **approve** the remainder of the 24-month extension for an additional 18-months until June 21, 2015.

**This item is a quasi-judicial matter.**

## COMMUNICATIONS FROM PUBLIC WORKS DIRECTOR

- a) Resolution No. 13-\_\_\_; A Resolution establishing "No Parking" Zones on portions of West Sixth Street, O'Brien Avenue and Flint Street (6<sup>th</sup> and Geddes reconstruction project) (p. 251)

From Public Works Director John Wilson's staff report:

Following the recent completion of the 6<sup>th</sup> and Geddes Street Reconstruction Project, the Public Works Department is recommending the City Council officially designate No Parking zones along certain portions of 6<sup>th</sup> Street, O'Brien Avenue and Flint Street, as shown on the attached drawing.

The route connecting Baker Avenue with West 2<sup>nd</sup> Street (running along West 6<sup>th</sup> Street, O'Brien Avenue, Flint Avenue, North Street (a.k.a. West 5<sup>th</sup> Street), Geddes Avenue, Jennings Avenue, West 3<sup>rd</sup> Street and Good Avenue) was recently reconstructed. The public right of way is narrow all along this route and the new roadway includes curb and gutter where none existed before. As a result, the roadway is too narrow to reasonably accommodate on-street parking. Although other road segments along this route may benefit from parking restrictions in the future, the greatest need at this time is in the area with steeper grades and tight curves described below and shown on the attached drawing.

Staff recommends the following areas be designated as No Parking zones at this time:

- The north side of West Sixth Street from a point 150 west of Lupfer Avenue to Flint Avenue,
- The south side of West Sixth Street from Lupfer Avenue to Flint Avenue,
- Both sides of O'Brien Avenue between 265 West Sixth Street and 310 West Sixth Street, a distance of approximately 160 feet and
- Both sides of Flint Avenue, as well as the road radii at the intersection of Flint and North Street.

The recommended No Parking zones will help ensure the safe passage for traffic and emergency vehicles and will enable snow removal in a more efficient and effective manner.

The cost to install the necessary No Parking signs in the recommended zones is approximately \$500. The work would be performed by the Public Works crews and the cost would be paid out of the Street Fund.

**RECOMMENDATION:** Staff respectfully recommends the City Council approve A Resolution establishing "No Parking" Zones on portions of West Sixth Street and O'Brien Avenue (areas within 6<sup>th</sup> and Geddes project reconstruction area).

**This item is a legislative matter.**

- b) Consideration of amendment #3 to engineering consulting and design contract with Anderson-Montgomery Consulting Engineers for the Wastewater System Improvements Project (p. 260)

From Public Works Director John Wilson's staff report:

The City entered in to a consultant contract with Anderson-Montgomery Consulting Engineers in October 2012 for the Wastewater System Improvements Project. This long term contract will involve several amendments over the coming years as we work through optimization of existing facilities, application and negotiation for a new wastewater discharge permit, long range planning and ultimately design and construction of major wastewater treatment plant upgrades to comply with new nutrient removal standards.

This memo is to recommend Amendment No 3 to that consultant contract in the amount of \$62,499 for survey, engineering design and construction phase services, as necessary to extend the sewer force main serving the JP Road lift station.

The sewer force main in question is the discharge line for the JP Road sewer pump station, which serves all properties within the City limits south of the Pizza Hut. The JP Road force main discharges directly into Cell No. 1 near the southwest corner of the wastewater lagoon system, while all other sewage enters the plant by means of the River Interceptor and flows through the screening facility at the northwest corner of the plant. These existing features and the proposed force main extension are shown on the illustration in the packet.

The JP Road lift station and force main were built in 2001, before construction of the headworks and screening facility in 2003. While designing the screening facility, we realized flow from the JP Road lift station would not come to the screens, but funds were limited. A decision was made at that time to postpone the work necessary to extend the JP Road force main down to the headworks.

We are now ready to take on certain improvements that will optimize performance of existing facilities and lead to major upgrades in the near future. Screening will be an important requirement for all wastewater entering the plant in the future. We've also experienced significant maintenance problems in our current operations due to rags, hair and debris entering the lagoons from the JP Road force main.

This project will redirect flow from the JP Road sewer force main to the headworks and screening facility, where we can capture rags and debris before they enter the lagoons and also set the stage for continuing improvements.

We propose to design the force main extension over the winter months, advertise for bids in June and construct the project in the summer of 2014.

The proposed amendment will increase the amount of our consultant contract for the Wastewater System Improvements Project by \$62,499, for a total contact amount of \$428,210. Funds for this amendment are included in the adopted FY14 Wastewater Budget.

**RECOMMENDATION:** Staff respectfully recommend the City Council approve Amendment No. 3 to the Wastewater System Improvements Project consultant contract with Anderson-Montgomery Consulting Engineers in the amount of \$62,499, providing for survey, engineering design and construction phase services necessary to extend the force main serving the JP Road sewage pump station.

**This item is a legislative matter.**

#### COMMUNICATIONS FROM CITY MANAGER

- a) Written report enclosed with the packet. Questions from Mayor or Council? (p. 264)
- b) Other items arising between November 13<sup>th</sup> and November 18<sup>th</sup>

#### COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS

- a) Standing budget item
- b) Letter from John Goodrich regarding parking tickets and the placement of them on windshields (p. 268)

Sincerely,



Chuck Stearns  
City Manager

## "Cheat Sheet" for Robert's Rules

<b>Motion</b>	In Order When Another has the Floor?	Second Required?	Debatable?	Amendable?	Vote Required for Adoption	Can be reconsidered?
<b>Main Motion</b>	N	Y	Y	Y	Majority unless other spec'd by Bylaws	Y
<b>Adjournment</b>	N	Y	N	Y	Majority	N
<b>Recess</b> (no question before the body)	N	Y	N	Y	Majority	N
<b>Recess</b> (question before the body)	N	Y	Y	Y	Majority	N
<b>Accept Report</b>	N	Y	Y	Y	Majority	Y
<b>Amend Pending Motion</b>	N	Y	If motion to be amended is debatable	Y	Majority	Y
<b>Amend an Amendment of Pending Motion</b>	N	Y	See above	N	Majority	Y
<b>Change from Agenda</b> to Take a Matter out of Order	N	Y	N	N	Two-thirds	N
<b>Limit Debate Previous Question / Question</b>	N	Y	N	Y	Two-thirds	Yes, but not if vote taken on pending motion.
<b>Limit Debate</b> or extend limits for duration of meeting	N	Y	Y	Y	Two-thirds	Y
<b>Division of Assembly (Roll Call)</b>	Y	N	N	N	Demand by a single member compels division	N
<b>Division of Ques/ Motion</b>	N	Y	N	Y	Majority	N
<b>Point of Information</b>	Y	N	N	N	Vote is not taken	N
<b>Point of Order / Procedure</b>	Y	N	N	N	Vote is not taken	N
<b>Lay on Table</b>	N	Y	N	N	Majority	N
<b>Take from Table</b>	N	Y	N	N	Majority	N
<b>Suspend the Rules</b> as applied to rules of order or, take motion out of order	N	Y	N	N	Two-thirds	N
<b>Refer (Commit)</b>	N	Y	Y	N	Majority	Neg. vote only

(This page left blank intentionally to separate printed sections)

**The Whitefish Housing Authority**  
PO Box 1237, 100 4<sup>th</sup> Street, Whitefish, MT 59937  
Phone: 862-4143 Fax: 862-4170  
[lcollins@cityofwhitefish.org](mailto:lcollins@cityofwhitefish.org)

November 12, 2013

**RE: Whitefish Housing Authority Request for Investment**

Dear Mayor and Whitefish City Council,

In September the housing authority met with the City Council at a worksession to discuss the rehabilitation of two homes in the Railway District that were donated to the housing authority by BNSF. After much discussion about the need for affordable rentals in town, the more than three year waiting list WHA has for rental assistance, the role of the housing authority to provide safe, decent and affordable housing, and the means by which the Tax Increment Funds of Whitefish could be used to further this goal; the WHA Board of Commissioners met to determine what best suits the mission of the housing authority and how the City of Whitefish may be able to help in this matter.

It was determined that the mission of the Whitefish Housing Authority has always been the long term sustainability of affordable housing in Whitefish.

On Monday, November 18<sup>th</sup>, I will be present at the regularly scheduled city council meeting to ask you to approve two requests for assistance to further our mission of affordable housing in Whitefish. I thank you for your time on this matter and I look forward to working with you.

Respectfully,

Lori Collins  
Executive Director

Attachments: Project Budget w/ Scope of Work – 126 1<sup>st</sup> Street  
Project Budget w/ Scope of Work – 130 1<sup>st</sup> Street  
Project Budget – Park Area Addition

**Proposal #1**

The Whitefish Housing Authority is seeking to further its mission of providing safe, decent and affordable housing to the citizens of Whitefish. To meet this goal, we are in need of support from the City of Whitefish to rehabilitate two homes in the Railway District as rental units that will help moderate and low income households in our town to work, live and stay in Whitefish as well as continue our mission of creating sustainable, affordable housing opportunities in Whitefish.

At this time, the housing authority is asking that city council consider our need for rehabilitation funds as a viable use of TIF funds as put forth in:

- (a) the Montana Code Annotated 2013 which allows for the use of funds to improve, clear or prepare for redevelopment any real or personal property in an urban renewal area; and
- (b) the Redevelopment and Revitalization Efforts by the City of Whitefish which must include the redevelopment and revitalization of blighted areas and the development of new housing which will replace the substandard and deteriorated housing stock.

WHA believes that the sooner we can complete this project, the sooner the Railway District neighborhood will begin to show signs of revitalization. The result of this TIF investment would be a direct increase in the property value of these homes resulting in an increase to the property tax revenue generated for the City as well as an indirect increase to the property values in the entire neighborhood.

In doing so, the Whitefish Housing Authority is respectfully requesting a grant of TIF monies for the costs of rehabilitation of two homes donated to the housing authority from BNSF. The Whitefish Housing Authority is seeking an amount not to exceed \$86,695. Towards that end, I am enclosing the project budgets and scope of work for each of the two homes. Included in this scope of work, we are also proposing to include an off-street parking area for the homes as this is a priority of the majority of the neighbors as evidenced in the questionnaire we sent out to the homeowners in the area and presented at the September worksession.

Thank you for your consideration of our need for funds for the rehabilitation of these blighted and boarded up homes. I hope that our track record helps you see that you invest city funds with integrity with your local housing authority.

I respectfully ask you to approve the funding of \$86,695 to the Whitefish Housing Authority to aid in the continuation of our housing and community development activities.

Respectfully,

Lori Collins  
Executive Director

## 126 1st Street East, Whitefish

CATEGORY		NOTES
103	Architecture	
104	Engineering	
105	Job Site Office Expense	
106	Closing Costs	
110	Plans & Printing	
115	Building Permits	Unless these can be waived by City for the Housing Authority
118	Interest	
120	Insurance	
123	Testing & Surveying	
130	Temporary Utilities	
135	Construction Toilets	
140	Trash Removal	
145	Equipment Rental	
147	Progress Clean	
149	Snow Removal	
150	Final Clean	
160	Supervision Labor	
170	Interior Design	
180	Contingency	
210	Demolition	
220	Clear/Grade/Fill/Excavate	
230	Rock Wall Labor	
240	Rock Wall Materials	Cheaper retaining block for front sloped area near sidewalk.
250	Hot Tub	
255	Water Feature	
280	Landscaping	
282	Stone Patio	

285	Paving	
290	Utilities Installation	
320	Foundation	
323	Foundation Waterproof/drain	
325	CMU Stem/Piers	
327	Concrete Slab(Interior)	
330	Concrete Slab(Exterior)	
370	Exterior Stone (L&M)	
380	Stoves/Install	
390	Isokern Faces	
410	Framing Material	
412	Prefab Truss	
415	Framing Labor	
417	Deck Construction	Replace deck surface and posts. Repair joists as city allows.
418	Deck Railing	
419	Rubber Membrane	
420	Structural Steel	
422	Flashing and Sheetmetal	
425	Consumables	
430	Propane Tank Install	
440	Fireplaces/BBQ (add'l frame)	
450	Roofing	Existing roofing to remain. Caulk chimney area. Patch obvious holes
460	Gutters	
480	Windows/Ext. Doors	Replace single pane windows with replacement window kits.
485	Timber Frame Material	
490	Timber Frame Labor	
531	E-One Hookup/Install	
510	HVAC	
520	Electrical	Replace main panel, meter. New baseboard heaters.
525	Electrical Fixtures	Replace as necessary.
527	Water Sump System	Install sump pump in crawlspace.
528	Radiant System	
530	Plumbing	New sink in kitchen, new shower unit.

535	Plumbing Fixtures	Replace as necessary.
540	Low-Volt(Alarm/Sound)	
550	Fire Sprinklers	
560	Insulation	Blanket insulation on basement walls.
565	Gypcrete	
570	Central Vac System	
575	Gas Piping	
641	Cabinet Hardware	
610	Drywall	Add drywall ceiling in kitchen. Patch walls as necessary.
611	Ext Fcia/Sofit/Side/Trim(L)	Repairs as necessary.
612	Ext Fcia/Sofit/Side/Trim(M)	
613	Caulking/Chinking	
615	Paint/Stain Interior	Paint entire interior.
617	Paint/Stain Exterior	Paint entire exterior. Paint is lead based.
620	Tile Work (L)	
621	Tile Work (M)	
625	Carpet	
627	Floors	New linoleum in kitchen and bath floors. Living rm carpet replaced.
630	Suspended Ceilings	
640	Cabinets	New prefab cabinets in kitchen.
643	Countertops & Granite	Laminate countertops in kitchen.
645	Closets	
650	Doors (Interior)	
651	Doors-Garage	
652	Door Hardware	New door hardware on front and back doors.
653	Interior Finish (L)	Cover brick area with wood in living rm. Trim as necessary.
655	Interior Finish (M)	
656	Interior Railing	
657	Special Fixtures (fire pit)	
660	Mirrors	New bathroom mirror.
665	Bath/Hdw & Accessories	New towel bars, toilet roll hanger.
690	Appliances	
710	Crane/Lift	

715	Shower Doors	
717	Sauna	
720	Rec Room	
725	Elevator/Conveyance	
730	Theater/Home Entertainment	

# Artisan Construction

PO Box 81, Whitefish, MT 59937  
Phone: 406-250-3664 Fax: 406-862-5647

## PROJECT BUDGET

**Job Name: Whitefish Housing Authority**  
**Address: 126 1st Street E., Whitefish, MT 59937**

PHASE #	PHASE DESCRIPTION	CATEGORY #	CATEGORY DESCRIPTION	Original	Additions	Current	Costs to Date	Remaining
				BUDGET AMOUNT				
100	General Requirements	103	Architecture		0.00	\$ -	\$0.00	\$ -
		104	Engineering		0.00	\$ -	\$0.00	\$ -
		105	Job Site Office Expense		0.00	\$ -	\$0.00	\$ -
		106	Closing Costs		0.00	\$ -	\$0.00	\$ -
		110	Plans & Printing		0.00	\$ -	\$0.00	\$ -
		115	Building Permits	\$ 340.00	0.00	\$ 340.00	\$0.00	\$ 340.00
		118	Interest		0.00	\$ -	\$0.00	\$ -
		120	Insurance	\$ 162.50	0.00	\$ 162.50	\$0.00	\$ 162.50
		123	Testing & Surveying		0.00	\$ -	\$0.00	\$ -
		130	Temporary Utilities		0.00	\$ -	\$0.00	\$ -
		135	Construction Toilets	\$ 100.00	0.00	\$ 100.00	\$0.00	\$ 100.00
		140	Trash Removal	\$ 220.00	0.00	\$ 220.00	\$0.00	\$ 220.00
		145	Equipment Rental		0.00	\$ -	\$0.00	\$ -
		147	Progress Clean	\$ 240.00	0.00	\$ 240.00	\$0.00	\$ 240.00
		149	Snow Removal		0.00	\$ -	\$0.00	\$ -
		150	Final Clean	\$ 225.00	0.00	\$ 225.00	\$0.00	\$ 225.00
		160	Supervision Labor		0.00	\$ -	\$0.00	\$ -
		170	Interior Design		0.00	\$ -	\$0.00	\$ -
		180	Contingency	\$ 5,000.00	0.00	\$ 5,000.00	\$0.00	\$ 5,000.00
200	Site Work	210	Demolition	\$ 450.00	0.00	\$ 450.00	\$0.00	\$ 450.00
		220	Clear/Grade/Fill/Excavate		0.00	\$ -	\$0.00	\$ -
		230	Rock Wall Labor	\$ 360.00	0.00	\$ 360.00	\$0.00	\$ 360.00
		240	Rock Wall Materials	\$ 250.00	0.00	\$ 250.00	\$0.00	\$ 250.00
		250	Hot Tub		0.00	\$ -	\$0.00	\$ -
		255	Water Feature		0.00	\$ -	\$0.00	\$ -
		280	Landscaping		0.00	\$ -	\$0.00	\$ -
		282	Stone Patio		0.00	\$ -	\$0.00	\$ -
		285	Paving		0.00	\$ -	\$0.00	\$ -
		290	Utilities Installation	\$ 1,050.00	0.00	\$ 1,050.00	\$0.00	\$ 1,050.00
300	Concrete & Masonry	320	Foundation		0.00	\$ -	\$0.00	\$ -
		323	Foundation Waterproof/drain		0.00	\$ -	\$0.00	\$ -
		325	CMU Stem/Piers		0.00	\$ -	\$0.00	\$ -
		327	Concrete Slab(Interior)		0.00	\$ -	\$0.00	\$ -
		330	Concrete Slab(Exterior)		0.00	\$ -	\$0.00	\$ -
		370	Exterior Stone (L&M)		0.00	\$ -	\$0.00	\$ -
		380	Woodstove/Install		0.00	\$ -	\$0.00	\$ -
		390	Isokerns		0.00	\$ -	\$0.00	\$ -
400	Framing & Rough-Ins	410	Framing Material	\$ 680.00	0.00	\$ 680.00	\$0.00	\$ 680.00
		412	Prefab Truss		0.00	\$ -	\$0.00	\$ -
		415	Framing Labor	\$ 1,430.00	0.00	\$ 1,430.00	\$0.00	\$ 1,430.00
		417	Deck Construction	\$ 620.00	0.00	\$ 620.00	\$0.00	\$ 620.00
		418	Deck Railing		0.00	\$ -	\$0.00	\$ -
		419	Rubber Membrane		0.00	\$ -	\$0.00	\$ -
		420	Structural Steel	\$ 200.00	0.00	\$ 200.00	\$0.00	\$ 200.00
		422	Flashing and Sheetmetal	\$ 75.00	0.00	\$ 75.00	\$0.00	\$ 75.00
		425	Consumables	\$ 110.00	0.00	\$ 110.00	\$0.00	\$ 110.00
		430	Propane Tank Install		0.00	\$ -	\$0.00	\$ -
		440	Fireplaces/BBQ (add'l frame)		0.00	\$ -	\$0.00	\$ -
		450	Roofing	\$ 132.50	0.00	\$ 132.50	\$0.00	\$ 132.50
		460	Gutters		0.00	\$ -	\$0.00	\$ -
		480	Windows/Ext. Doors	\$ 3,100.00	0.00	\$ 3,100.00	\$0.00	\$ 3,100.00
		485	Timber Frame Material	\$ -	0.00	\$ -	\$0.00	\$ -
		490	Timber Frame Labor		0.00	\$ -	\$0.00	\$ -
500	MEP & Front End Trades	531	E-One Hookup/Install		0.00	\$ -	\$0.00	\$ -
		510	HVAC		0.00	\$ -	\$0.00	\$ -
		520	Electrical	\$ 3,282.58	0.00	\$ 3,282.58	\$0.00	\$ 3,282.58
		525	Electrical Fixtures	\$ 292.50	0.00	\$ 292.50	\$0.00	\$ 292.50
		527	Water Sump System	\$ 632.50	0.00	\$ 632.50	\$0.00	\$ 632.50
		528	Radiant System		0.00	\$ -	\$0.00	\$ -
		530	Plumbing	\$ 3,600.00	0.00	\$ 3,600.00	\$0.00	\$ 3,600.00
		535	Plumbing Fixtures		0.00	\$ -	\$0.00	\$ -
		540	Low-Volt(Alarm/Sound)		0.00	\$ -	\$0.00	\$ -
		550	Fire Sprinklers		0.00	\$ -	\$0.00	\$ -
		560	Insulation	\$ 1,900.00	0.00	\$ 1,900.00	\$0.00	\$ 1,900.00
		565	Gypcrete		0.00	\$ -	\$0.00	\$ -
		570	Central Vac System		0.00	\$ -	\$0.00	\$ -
		575	Gas Piping		0.00	\$ -	\$0.00	\$ -
600	Finishes	641	Cabinet Hardware		0.00	\$ -	\$0.00	\$ -
		610	Drywall	\$ 700.00	0.00	\$ 700.00	\$0.00	\$ 700.00
		611	Ext Fcia/Sofit/Side/Trim(L)	\$ 550.00	0.00	\$ 550.00	\$0.00	\$ 550.00
		612	Ext Fcia/Sofit/Side/Trim(M)	\$ 425.00	0.00	\$ 425.00	\$0.00	\$ 425.00
		613	Caulking/Chinking		0.00	\$ -	\$0.00	\$ -
		615	Paint/Stain Interior	\$ 1,900.00	0.00	\$ 1,900.00	\$0.00	\$ 1,900.00
		617	Paint/Stain Exterior	\$ 2,800.00	0.00	\$ 2,800.00	\$0.00	\$ 2,800.00
		620	Tile Work (L)		0.00	\$ -	\$0.00	\$ -
		621	Tile Work (M)		0.00	\$ -	\$0.00	\$ -
		625	Carpet		0.00	\$ -	\$0.00	\$ -
		627	Floors	\$ 2,000.00	0.00	\$ 2,000.00	\$0.00	\$ 2,000.00
		630	Suspended Ceilings		0.00	\$ -	\$0.00	\$ -
		640	Cabinets	\$ 500.00	0.00	\$ 500.00	\$0.00	\$ 500.00

		643	Countertops & Granite	\$ 200.00	0.00	\$ 200.00	\$ 0.00	\$ 200.00
		645	Closets	\$ 140.00	0.00	\$ 140.00	\$ 0.00	\$ 140.00
		650	Doors (Interior)		0.00	\$ -	\$ 0.00	\$ -
		651	Doors-Garage		0.00	\$ -	\$ 0.00	\$ -
		652	Door Hardware	\$ 242.50	0.00	\$ 242.50	\$ 0.00	\$ 242.50
		653	Interior Finish (L)	\$ 1,400.00	0.00	\$ 1,400.00	\$ 0.00	\$ 1,400.00
		655	Interior Finish (M)	\$ 625.00	0.00	\$ 625.00	\$ 0.00	\$ 625.00
		656	Interior Railing		0.00	\$ -	\$ 0.00	\$ -
		657	Special Fixtures		0.00	\$ -	\$ 0.00	\$ -
		660	Mirrors	\$ 37.50	0.00	\$ 37.50	\$ 0.00	\$ 37.50
		665	Bath/Hdw & Accessories	\$ 75.00	0.00	\$ 75.00	\$ 0.00	\$ 75.00
		690	Appliances		0.00	\$ -	\$ 0.00	\$ -
700	Miscellaneous	710	Crane/Lift		0.00	\$ -	\$ 0.00	\$ -
		715	Steam Room/Shower		0.00	\$ -	\$ 0.00	\$ -
		717	Sauna		0.00	\$ -	\$ 0.00	\$ -
		720	Rec Room		0.00	\$ -	\$ 0.00	\$ -
		725	Elevator/Conveyance		0.00	\$ -	\$ 0.00	\$ -
		730	Theater/Home Entertainment		0.00	\$ -	\$ 0.00	\$ -

**TOTALS**

SUB TOTAL	\$ 36,047.58	0.00	\$ 36,047.58
CONTRACTOR FEE (10%)	\$ 3,604.76	\$ -	\$ 3,604.76
<b>TOTAL</b>	<b>\$ 39,652.34</b>	<b>\$ -</b>	<b>\$ 39,652.34</b>

Total costs to date \$0.00

Remaining in Budget \$ 39,652.34

## 130 1st Street East, Whitefish

CATEGORY		NOTES
103	Architecture	
104	Engineering	Performed per Mark Waitte Engineering
105	Job Site Office Expense	
106	Closing Costs	
110	Plans & Printing	
115	Building Permits	Unless these can be waived by City for the Housing Authority
118	Interest	
120	Insurance	
123	Testing & Surveying	
130	Temporary Utilities	
135	Construction Toilets	
140	Trash Removal	
145	Equipment Rental	
147	Progress Clean	
149	Snow Removal	
150	Final Clean	
160	Supervision Labor	
170	Interior Design	
180	Contingency	
210	Demolition	
220	Clear/Grade/Fill/Excavate	
230	Rock Wall Labor	
240	Rock Wall Materials	Cheaper retaining block for front sloped area near sidewalk.
250	Hot Tub	
255	Water Feature	
280	Landscaping	
282	Stone Patio	

285	Paving	
290	Utilities Installation	
320	Foundation	Shore up side foundation walls and remove/replace north end wall. Basement area will be useable only as a crawlspace.
323	Foundation Waterproof/drain	
325	CMU Stem/Piers	
327	Concrete Slab(Interior)	
330	Concrete Slab(Exterior)	
370	Exterior Stone (L&M)	
380	Stoves/Install	
390	Isokern Faces	
410	Framing Material	
412	Prefab Truss	
415	Framing Labor	
417	Deck Construction	Replace deck surface and posts. Repair joists as city allows.
418	Deck Railing	
419	Rubber Membrane	
420	Structural Steel	As necessary for foundation repair.
422	Flashing and Sheetmetal	
425	Consumables	
430	Propane Tank Install	
440	Fireplaces/BBQ (add'l frame)	
450	Roofing	existing roofing to remain. Caulk chimney area. Patch obvious holes
460	Gutters	
480	Windows/Ext. Doors	Replace single pane windows with replacement window kits.
485	Timber Frame Material	
490	Timber Frame Labor	
531	E-One Hookup/Install	
510	HVAC	
520	Electrical	Replace main panel, meter. New baseboard heaters.
525	Electrical Fixtures	Replace as necessary.
527	Water Sump System	Install sump pump in crawlspace.
528	Radiant System	

530	Plumbing	New sink in kitchen, new shower unit.
535	Plumbing Fixtures	Replace as necessary.
540	Low-Volt(Alarm/Sound)	
550	Fire Sprinklers	
560	Insulation	Blanket insulation on basement walls.
565	Gypcrete	
570	Central Vac System	
575	Gas Piping	
641	Cabinet Hardware	
610	Drywall	Add drywall ceiling in kitchen. Patch walls as necessary.
611	Ext Fcia/Sofit/Side/Trim(L)	Repairs as necessary.
612	Ext Fcia/Sofit/Side/Trim(M)	
613	Caulking/Chinking	
615	Paint/Stain Interior	Paint entire interior.
617	Paint/Stain Exterior	Paint entire exterior. Paint is lead based.
620	Tile Work (L)	
621	Tile Work (M)	
625	Carpet	
627	Floors	New linoleum in kitchen and bath floors. Living rm carpet replaced.
630	Suspended Ceilings	
640	Cabinets	New prefab cabinets in kitchen.
643	Countertops & Granite	Laminate countertops in kitchen.
645	Closets	
650	Doors (Interior)	
651	Doors-Garage	
652	Door Hardware	New door hardware on front and back doors.
653	Interior Finish (L)	Cover brick area with wood in living rm. Trim as necessary.
655	Interior Finish (M)	
656	Interior Railing	
657	Special Fixtures (fire pit)	
660	Mirrors	New bathroom mirror.
665	Bath/Hdw & Accessories	New towel bars, toilet roll hanger.
690	Appliances	

710	Crane/Lift	
715	Shower Doors	
717	Sauna	
720	Rec Room	
725	Elevator/Conveyance	
730	Theater/Home Entertainment	

# Artisan Construction

PO Box 81, Whitefish, MT 59937  
Phone: 406-250-3664 Fax: 406-862-5647

## PROJECT BUDGET

**Job Name: Whitefish Housing Authority**  
**Address: 130 1st Street E., Whitefish, MT 59937**

PHASE #	PHASE DESCRIPTION	CATEGORY #	CATEGORY DESCRIPTION	Original	Additions	Current	Costs to Date	Remaining		
				BUDGET AMOUNT	BUDGET AMOUNT	BUDGET AMOUNT	BUDGET AMOUNT	BUDGET AMOUNT		
100	General Requirements	103	Architecture		0.00	\$ -	\$0.00	\$ -		
		104	Engineering	\$ 500.00	0.00	\$ 500.00	\$0.00	\$ 500.00		
		105	Job Site Office Expense		0.00	\$ -	\$0.00	\$ -		
		106	Closing Costs		0.00	\$ -	\$0.00	\$ -		
		110	Plans & Printing		0.00	\$ -	\$0.00	\$ -		
		115	Building Permits	\$ 340.00	0.00	\$ 340.00	\$0.00	\$ 340.00		
		118	Interest		0.00	\$ -	\$0.00	\$ -		
		120	Insurance	\$ 162.50	0.00	\$ 162.50	\$0.00	\$ 162.50		
		123	Testing & Surveying		0.00	\$ -	\$0.00	\$ -		
		130	Temporary Utilities		0.00	\$ -	\$0.00	\$ -		
		135	Construction Toilets	\$ 100.00	0.00	\$ 100.00	\$0.00	\$ 100.00		
		140	Trash Removal	\$ 220.00	0.00	\$ 220.00	\$0.00	\$ 220.00		
		145	Equipment Rental		0.00	\$ -	\$0.00	\$ -		
		147	Progress Clean	\$ 240.00	0.00	\$ 240.00	\$0.00	\$ 240.00		
		149	Snow Removal		0.00	\$ -	\$0.00	\$ -		
		150	Final Clean	\$ 275.00	0.00	\$ 275.00	\$0.00	\$ 275.00		
		200	Site Work	160	Supervision Labor		0.00	\$ -	\$0.00	\$ -
				170	Interior Design		0.00	\$ -	\$0.00	\$ -
180	Contingency			\$ 6,000.00	0.00	\$ 6,000.00	\$0.00	\$ 6,000.00		
210	Demolition			\$ 450.00	0.00	\$ 450.00	\$0.00	\$ 450.00		
220	Clear/Grade/Fill/Excavate				0.00	\$ -	\$0.00	\$ -		
230	Rock Wall Labor			\$ 360.00	0.00	\$ 360.00	\$0.00	\$ 360.00		
240	Rock Wall Materials			\$ 250.00	0.00	\$ 250.00	\$0.00	\$ 250.00		
250	Hot Tub				0.00	\$ -	\$0.00	\$ -		
255	Water Feature				0.00	\$ -	\$0.00	\$ -		
280	Landscaping				0.00	\$ -	\$0.00	\$ -		
300	Concrete & Masonry	282	Stone Patio		0.00	\$ -	\$0.00	\$ -		
		285	Paving		0.00	\$ -	\$0.00	\$ -		
		290	Utilities Installation	\$ 1,100.00	0.00	\$ 1,100.00	\$0.00	\$ 1,100.00		
		320	Foundation	\$ 2,800.00	0.00	\$ 2,800.00	\$0.00	\$ 2,800.00		
		323	Foundation Waterproof/drain		0.00	\$ -	\$0.00	\$ -		
		325	CMU Stem/Piers		0.00	\$ -	\$0.00	\$ -		
		327	Concrete Slab(Interior)		0.00	\$ -	\$0.00	\$ -		
		330	Concrete Slab(Exterior)		0.00	\$ -	\$0.00	\$ -		
		370	Exterior Stone (L&M)		0.00	\$ -	\$0.00	\$ -		
		380	Woodstove/Install		0.00	\$ -	\$0.00	\$ -		
400	Framing & Rough-Ins	390	Isokerns		0.00	\$ -	\$0.00	\$ -		
		410	Framing Material	\$ 680.00	0.00	\$ 680.00	\$0.00	\$ 680.00		
		412	Prefab Truss		0.00	\$ -	\$0.00	\$ -		
		415	Framing Labor	\$ 1,430.00	0.00	\$ 1,430.00	\$0.00	\$ 1,430.00		
		417	Deck Construction	\$ 620.00	0.00	\$ 620.00	\$0.00	\$ 620.00		
		418	Deck Railing		0.00	\$ -	\$0.00	\$ -		
		419	Rubber Membrane		0.00	\$ -	\$0.00	\$ -		
		420	Structural Steel	\$ 1,600.00	0.00	\$ 1,600.00	\$0.00	\$ 1,600.00		
		422	Flashing and Sheetmetal	\$ 75.00	0.00	\$ 75.00	\$0.00	\$ 75.00		
		425	Consumables	\$ 110.00	0.00	\$ 110.00	\$0.00	\$ 110.00		
		430	Propane Tank Install		0.00	\$ -	\$0.00	\$ -		
		440	Fireplaces/BBQ (add'l frame)		0.00	\$ -	\$0.00	\$ -		
		450	Roofing	\$ 132.50	0.00	\$ 132.50	\$0.00	\$ 132.50		
		460	Gutters		0.00	\$ -	\$0.00	\$ -		
500	MEP & Front End Trades	480	Windows/Ext. Doors	\$ 3,100.00	0.00	\$ 3,100.00	\$0.00	\$ 3,100.00		
		485	Timber Frame Material	\$ -	0.00	\$ -	\$0.00	\$ -		
		490	Timber Frame Labor		0.00	\$ -	\$0.00	\$ -		
		531	E-One Hookup/Install		0.00	\$ -	\$0.00	\$ -		
		510	HVAC		0.00	\$ -	\$0.00	\$ -		
		520	Electrical	\$ 2,006.08	0.00	\$ 2,006.08	\$0.00	\$ 2,006.08		
600	Finishes	525	Electrical Fixtures	\$ 292.50	0.00	\$ 292.50	\$0.00	\$ 292.50		
		527	Water Sump System	\$ 632.50	0.00	\$ 632.50	\$0.00	\$ 632.50		
		528	Radiant System		0.00	\$ -	\$0.00	\$ -		
		530	Plumbing	\$ 1,725.00	0.00	\$ 1,725.00	\$0.00	\$ 1,725.00		
		535	Plumbing Fixtures		0.00	\$ -	\$0.00	\$ -		
		540	Low-Volt(Alarm/Sound)		0.00	\$ -	\$0.00	\$ -		
		550	Fire Sprinklers		0.00	\$ -	\$0.00	\$ -		
		560	Insulation	\$ 1,700.00	0.00	\$ 1,700.00	\$0.00	\$ 1,700.00		
		565	Gypcrete		0.00	\$ -	\$0.00	\$ -		
		570	Central Vac System		0.00	\$ -	\$0.00	\$ -		
		575	Gas Piping		0.00	\$ -	\$0.00	\$ -		
		641	Cabinet Hardware		0.00	\$ -	\$0.00	\$ -		
		610	Drywall	\$ 350.00	0.00	\$ 350.00	\$0.00	\$ 350.00		
		611	Ext Fcia/Sofit/Side/Trim(L)	\$ 550.00	0.00	\$ 550.00	\$0.00	\$ 550.00		
612	Ext Fcia/Sofit/Side/Trim(M)	\$ 425.00	0.00	\$ 425.00	\$0.00	\$ 425.00				
613	Caulking/Chinking		0.00	\$ -	\$0.00	\$ -				
615	Paint/Stain Interior	\$ 1,900.00	0.00	\$ 1,900.00	\$0.00	\$ 1,900.00				
617	Paint/Stain Exterior	\$ 4,400.00	0.00	\$ 4,400.00	\$0.00	\$ 4,400.00				
620	Tile Work (L)		0.00	\$ -	\$0.00	\$ -				
621	Tile Work (M)		0.00	\$ -	\$0.00	\$ -				
625	Carpet		0.00	\$ -	\$0.00	\$ -				
627	Floors	\$ 2,000.00	0.00	\$ 2,000.00	\$0.00	\$ 2,000.00				
630	Suspended Ceilings		0.00	\$ -	\$0.00	\$ -				
640	Cabinets	\$ 750.00	0.00	\$ 750.00	\$0.00	\$ 750.00				

		643	Countertops & Granite	\$ 325.00	0.00	\$ 325.00	\$ 0.00	\$ 325.00
		645	Closets	\$ 140.00	0.00	\$ 140.00	\$ 0.00	\$ 140.00
		650	Doors (Interior)		0.00	\$ -	\$ 0.00	\$ -
		651	Doors-Garage		0.00	\$ -	\$ 0.00	\$ -
		652	Door Hardware	\$ 242.50	0.00	\$ 242.50	\$ 0.00	\$ 242.50
		653	Interior Finish (L)	\$ 1,400.00	0.00	\$ 1,400.00	\$ 0.00	\$ 1,400.00
		655	Interior Finish (M)	\$ 625.00	0.00	\$ 625.00	\$ 0.00	\$ 625.00
		656	Interior Railing		0.00	\$ -	\$ 0.00	\$ -
		657	Special Fixtures		0.00	\$ -	\$ 0.00	\$ -
		660	Mirrors	\$ 32.50	0.00	\$ 32.50	\$ 0.00	\$ 32.50
		665	Bath/Hdw & Accessories	\$ 75.00	0.00	\$ 75.00	\$ 0.00	\$ 75.00
		690	Appliances		0.00	\$ -	\$ 0.00	\$ -
700	Miscellaneous	710	Crane/Lift		0.00	\$ -	\$ 0.00	\$ -
		715	Steam Room/Shower		0.00	\$ -	\$ 0.00	\$ -
		717	Sauna		0.00	\$ -	\$ 0.00	\$ -
		720	Rec Room		0.00	\$ -	\$ 0.00	\$ -
		725	Elevator/Conveyance		0.00	\$ -	\$ 0.00	\$ -
		730	Theater/Home Entertainment		0.00	\$ -	\$ 0.00	\$ -

**TOTALS**

SUB TOTAL	\$ 40,116.08	0.00	\$ 40,116.08
CONTRACTOR FEE (10%)	\$ 4,011.61	\$ -	\$ 4,011.61
<b>TOTAL</b>	<b>\$ 44,127.69</b>	<b>\$ -</b>	<b>\$ 44,127.69</b>

Total costs to date \$0.00

Remaining in Budget \$ 44,127.69

# Artisan Construction

PO Box 81, Whitefish, MT 59937  
Phone: 406-250-3664 Fax: 406-862-5647

## PROJECT BUDGET

**Job Name:** Whitefish Housing Authority - Parking Area Addition  
**Address:** 126, 130 1st. Street East, Whitefish

PHASE #	PHASE DESCRIPTION	CATEGORY #	CATEGORY DESCRIPTION	Original BUDGET AMOUNT	Additions BUDGET AMOUNT	Current BUDGET AMOUNT	Costs to Date BUDGET AMOUNT	Remaining BUDGET AMOUNT		
100	General Requirements	103	Architecture		0.00	\$ -	\$0.00	\$ -		
		104	Engineering		0.00	\$ -	\$0.00	\$ -		
		105	Job Site Office Expense		0.00	\$ -	\$0.00	\$ -		
		106	Closing Costs		0.00	\$ -	\$0.00	\$ -		
		110	Plans & Printing		0.00	\$ -	\$0.00	\$ -		
		115	Building Permits		0.00	\$ -	\$0.00	\$ -		
		118	Interest		0.00	\$ -	\$0.00	\$ -		
		120	Insurance		0.00	\$ -	\$0.00	\$ -		
		123	Testing & Surveying		0.00	\$ -	\$0.00	\$ -		
		130	Temporary Utilities		0.00	\$ -	\$0.00	\$ -		
		135	Construction Toilets		0.00	\$ -	\$0.00	\$ -		
		140	Trash Removal		0.00	\$ -	\$0.00	\$ -		
		145	Equipment Rental		0.00	\$ -	\$0.00	\$ -		
		147	Progress Clean		0.00	\$ -	\$0.00	\$ -		
		149	Snow Removal		0.00	\$ -	\$0.00	\$ -		
		150	Final Clean		0.00	\$ -	\$0.00	\$ -		
		200	Site Work	160	Supervision Labor		0.00	\$ -	\$0.00	\$ -
				170	Interior Design		0.00	\$ -	\$0.00	\$ -
180	Contingency				0.00	\$ -	\$0.00	\$ -		
210	Demolition				0.00	\$ -	\$0.00	\$ -		
220	Clear/Grade/Fill/Excavate			\$ 2,650.00	0.00	\$ 2,650.00	\$0.00	\$ 2,650.00		
230	Rock Wall Labor				0.00	\$ -	\$0.00	\$ -		
240	Rock Wall Materials				0.00	\$ -	\$0.00	\$ -		
250	Hot Tub				0.00	\$ -	\$0.00	\$ -		
255	Water Feature				0.00	\$ -	\$0.00	\$ -		
280	Landscaping				0.00	\$ -	\$0.00	\$ -		
300	Concrete & Masonry	282	Stone Patio		0.00	\$ -	\$0.00	\$ -		
		285	Paving		0.00	\$ -	\$0.00	\$ -		
		290	Utilities Installation		0.00	\$ -	\$0.00	\$ -		
		320	Foundation		0.00	\$ -	\$0.00	\$ -		
		323	Foundation Waterproof/drain		0.00	\$ -	\$0.00	\$ -		
		325	CMU Stem/Piers		0.00	\$ -	\$0.00	\$ -		
		327	Concrete Slab(Interior)		0.00	\$ -	\$0.00	\$ -		
		330	Concrete Slab(Exterior)		0.00	\$ -	\$0.00	\$ -		
		370	Exterior Stone (L&M)		0.00	\$ -	\$0.00	\$ -		
		380	Woodstove/Install		0.00	\$ -	\$0.00	\$ -		
		390	Isokerns		0.00	\$ -	\$0.00	\$ -		
		400	Framing & Rough-Ins	410	Framing Material		0.00	\$ -	\$0.00	\$ -
412	Prefab Truss				0.00	\$ -	\$0.00	\$ -		
415	Framing Labor				0.00	\$ -	\$0.00	\$ -		
417	Deck Construction				0.00	\$ -	\$0.00	\$ -		
418	Deck Railing				0.00	\$ -	\$0.00	\$ -		
419	Rubber Membrane				0.00	\$ -	\$0.00	\$ -		
420	Structural Steel				0.00	\$ -	\$0.00	\$ -		
422	Flashing and Sheetmetal				0.00	\$ -	\$0.00	\$ -		
425	Consumables				0.00	\$ -	\$0.00	\$ -		
430	Propane Tank Install				0.00	\$ -	\$0.00	\$ -		
440	Fireplaces/BBQ (add'l frame)				0.00	\$ -	\$0.00	\$ -		
450	Roofing				0.00	\$ -	\$0.00	\$ -		
460	Gutters				0.00	\$ -	\$0.00	\$ -		
480	Windows/Ext. Doors				0.00	\$ -	\$0.00	\$ -		
500	MEP & Front End Trades	485	Timber Frame Material	\$ -	0.00	\$ -	\$0.00	\$ -		
		490	Timber Frame Labor		0.00	\$ -	\$0.00	\$ -		
		531	E-One Hookup/Install		0.00	\$ -	\$0.00	\$ -		
		510	HVAC		0.00	\$ -	\$0.00	\$ -		
		520	Electrical		0.00	\$ -	\$0.00	\$ -		
600	Finishes	525	Electrical Fixtures		0.00	\$ -	\$0.00	\$ -		
		527	Water Softening System		0.00	\$ -	\$0.00	\$ -		
		528	Radiant System		0.00	\$ -	\$0.00	\$ -		
		530	Plumbing		0.00	\$ -	\$0.00	\$ -		
		535	Plumbing Fixtures		0.00	\$ -	\$0.00	\$ -		
		540	Low-Volt(Alarm/Sound)		0.00	\$ -	\$0.00	\$ -		
		550	Fire Sprinklers		0.00	\$ -	\$0.00	\$ -		
		560	Insulation		0.00	\$ -	\$0.00	\$ -		
		565	Gypcrete		0.00	\$ -	\$0.00	\$ -		
		570	Central Vac System		0.00	\$ -	\$0.00	\$ -		
		575	Gas Piping		0.00	\$ -	\$0.00	\$ -		
		641	Cabinet Hardware		0.00	\$ -	\$0.00	\$ -		
		610	Drywall		0.00	\$ -	\$0.00	\$ -		
		611	Ext Fcia/Sofit/Side/Trim(L)		0.00	\$ -	\$0.00	\$ -		
612	Ext Fcia/Sofit/Side/Trim(M)		0.00	\$ -	\$0.00	\$ -				
613	Caulking/Chinking		0.00	\$ -	\$0.00	\$ -				
615	Paint/Stain Interior		0.00	\$ -	\$0.00	\$ -				
617	Paint/Stain Exterior		0.00	\$ -	\$0.00	\$ -				
620	Tile Work (L)		0.00	\$ -	\$0.00	\$ -				
621	Tile Work (M)		0.00	\$ -	\$0.00	\$ -				
625	Carpet		0.00	\$ -	\$0.00	\$ -				
627	Wood Floors		0.00	\$ -	\$0.00	\$ -				
630	Suspended Ceilings		0.00	\$ -	\$0.00	\$ -				
640	Cabinets		0.00	\$ -	\$0.00	\$ -				
643	Countertops & Granite		0.00	\$ -	\$0.00	\$ -				

		645	Closets			0.00	\$ -	\$0.00	\$ -
		650	Doors (Interior)			0.00	\$ -	\$0.00	\$ -
		651	Doors-Garage			0.00	\$ -	\$0.00	\$ -
		652	Door Hardware			0.00	\$ -	\$0.00	\$ -
		653	Interior Finish (L)			0.00	\$ -	\$0.00	\$ -
		655	Interior Finish (M)			0.00	\$ -	\$0.00	\$ -
		656	Interior Railing			0.00	\$ -	\$0.00	\$ -
		657	Special Fixtures			0.00	\$ -	\$0.00	\$ -
		660	Mirrors			0.00	\$ -	\$0.00	\$ -
		665	Bath/Hdw & Accessories			0.00	\$ -	\$0.00	\$ -
		690	Appliances			0.00	\$ -	\$0.00	\$ -
700	Miscellaneous	710	Crane/Lift			0.00	\$ -	\$0.00	\$ -
		715	Steam Room/Shower			0.00	\$ -	\$0.00	\$ -
		717	Sauna			0.00	\$ -	\$0.00	\$ -
		720	Rec Room			0.00	\$ -	\$0.00	\$ -
		725	Elevator/Conveyance			0.00	\$ -	\$0.00	\$ -
		730	Theater/Home Entertainment			0.00	\$ -	\$0.00	\$ -

**TOTALS**

SUB TOTAL	\$	2,650.00	0.00	\$	2,650.00
CONTRACTOR FEE (10%)	\$	265.00	\$ -	\$	265.00
<b>TOTAL</b>	<b>\$</b>	<b>2,915.00</b>	<b>\$ -</b>	<b>\$</b>	<b>2,915.00</b>

Total costs to date \$0.00

Remaining in Budget \$ 2,915.00

## **Proposal #2**

Across our nation, many cities have negotiated a reduced or eliminated Payment in Lieu of Taxes to demonstrate support and commitment to the affordable housing efforts and especially where a housing authority has expanded its efforts outside of traditional public housing. In Helena the housing authority's PILOT is forgiven and the PHA also receives additional payments from the City.

The Whitefish Housing Authority has been offering many other opportunities for the Whitefish citizens through its affordable homeownership program since 2004 and now with its affordable rental homes. The housing authority has taken on this large task and financial burden in the creation of our much needed housing programs and has not received direct funding from the City of Whitefish since 2004 when the housing authority received \$22,845 and \$9,000 respectively for the purpose of paying partial wages to create a homeownership program.

The Whitefish Housing Authority respects and realizes our obligation to the City for the PILOT. At this time, the Whitefish Housing Authority respectfully asks the City of Whitefish to please consider allocating the monies received as Payment in Lieu of Taxes from the Whitefish Housing Authority into the General Fund Appropriations that could then be allocated back to the housing authority to be used as allowable funds to help with the sustainability of our many and diverse programs and our mission to provide safe, decent and affordable housing to the citizens of Whitefish.

Respectfully,

Lori Collins  
Executive Director

	A	B	E	F	G	H	I	J	K	L	M
37	<b>TIF Financial Plan July 2013 through July 2020</b>										
38				FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
39	<b>Beginning Cash Balance</b>			\$ 2,059,195	\$ 1,484,756	\$ 1,089,124	\$ 1,774,267	\$ 3,796,566	\$ 5,640,315	\$ 8,080,630	
40	<b>Revenues</b>										
41	Property Taxes <sup>1</sup>			\$ 4,447,226	\$ 4,669,587	\$ 4,903,067	\$ 5,148,220	\$ 5,405,631	\$ 5,675,913	\$ 5,959,708	\$ 36,209,352
42	State Entitlement Payment			148,194	148,194	148,194	148,194	148,194	148,194	148,194	1,037,358
43	Miscellaneous			25,000	18,750	18,750	18,750	18,750	18,750	18,750	137,500
44	Total Revenues			\$ 4,620,420	\$ 4,836,531	\$ 5,070,011	\$ 5,315,164	\$ 5,572,575	\$ 5,842,857	\$ 6,126,652	\$ 37,384,210
45	<b>Expenditures</b>										
46	TIF Bond Debt Service (last yr use 1.5mill reserve)			\$ 1,783,824	\$ 1,778,986	\$ 1,778,886	\$ 1,776,586	\$ 1,780,933	\$ 1,779,898	\$ 1,973,170	\$ 12,652,283
47	Semi-annual School Payment <sup>1</sup>			650,000	682,500	716,625	752,456	790,079	829,583	871,062	5,292,305
48	Transfer to City Hall Fund <sup>2</sup>			250,000	\$1,500,000	737,142					2,487,142
49	Salaries and O&M <sup>3</sup>			364,735	375,677	386,947	398,556	410,512	422,828	435,513	2,794,768
50	Business Rehab Loan			30,000	30,000	30,000	30,000	30,000	30,000	30,000	210,000
51	Land Purchase										
52	Urban Renewal Projects:										
53	Misc Urban Renewal Projects			15,000	15,000	15,000	15,000	15,000	15,000	15,000	105,000
54	High School TIF project			750,000	750,000						1,500,000
55	Depot Park (\$2 million) (phase 2-4)			547,000	-	620,267	220,267	602,302	225,233		2,215,068
56	Ped-Bike bridge to Skye Park (Total ~\$600k)			249,300			?				249,300
57	Develop additional downtown parking	\$6,500,000		?	?						-
58	Assist Private Developer - Boutique Hotel	\$515,000		?	?	?	?	?	?		-
59	Assist Private Developer - Idaho Timber			?	?	?	?	?	?		-
60	Assist Private Developer - N. Valley Hospital			?	?	?	?	?	?		-
61	Assist Private Developer - Other Redevelopment			100,000	?	?	?	?	?		100,000
62	Downtown/O'Shaugnessy Restrooms			100,000							100,000
63	Other Real Estate Committee Land Purchase Options			?	?	?	?	?	?		-
64	Housing Authority			50,000							50,000
65	Chamber (\$96k)	\$96,000									-
66	Depot Park Snow Lot (phase 5 of depot park)	\$550,000									-
67	Install/refurbish water & sewer lines throughout district			?	?	?	?	?	?		-
68	Miscellaneous			205,000	-	-	-	-	-	-	205,000
69	Contingency			100,000	100,000	100,000	100,000	100,000	100,000	100,000	700,000
70	Total Approximate Non-Committed	\$7,661,000									-
71	Total Expenditures			\$ 5,194,859	\$ 5,232,163	\$ 4,384,868	\$ 3,292,865	\$ 3,728,826	\$ 3,402,541	\$ 3,424,745	\$ 28,660,867
72	Revenues less Expenditures			\$ (574,439)	\$ (395,632)	\$ 685,143	\$ 2,022,299	\$ 1,843,749	\$ 2,440,316	\$ 2,701,907	\$ 8,723,343
73	<b>Ending Cash Balance</b>			\$ 1,484,756	\$ 1,089,124	\$ 1,774,267	\$ 3,796,566	\$ 5,640,315	\$ 8,080,630	<u>\$ 10,782,538</u>	
74	1 Assumes 5% growth per year										
75	2 Assumes City Hall construction for \$4,800,000 in 2014, \$750k land already purchased. Current available, Apr '13, plus future impact fees = \$2,313,000										
76	3 Assumes 3% growth per year										

Prepared 9/25/2013

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## WHITEFISH CITY COUNCIL MINUTES

November 4, 2013

7:10 P.M.

### **1. CALL TO ORDER**

Mayor Muhlfeld called the meeting to order. Councilors present were Mitchell, Sweeney, Anderson, Hildner, Kahle and Hyatt. City Staff present were City Manager Stearns, City Clerk Lorang, City Attorney VanBuskirk, Planning and Building Director Taylor, Senior Planner Compton-Ring, Planner II Minnich, Public Works Director Wilson, Parks and Recreation Director Cozad and Fire Chief Kennelly. Approximately 35 people were in attendance.

### **2. PLEDGE OF ALLEGIANCE**

Mayor Muhlfeld asked Kellie Danielson to lead the audience in the Pledge of Allegiance.

### **3. PRESENTATIONS – Presentation of Loss Control Award from our insurance provider for Lowest Incurred Dollars in the Liability Program for 2<sup>nd</sup> Class Cities in Montana for FY13 (p. 22)**

City Manager Stearns said the City received the loss control award for the lowest incurred dollars in the liability and worker's compensation coverage programs for 2<sup>nd</sup> Class cities in Montana. He said it means they do a good job controlling losses and have procedures in place for safe operations. Mayor Muhlfeld read the report from MMIA and noted that 2nd Class cities have between 5000-9,999 residents.

### **4. 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)

Jan Metzmaker, 915 Dakota Avenue, said they have had to put up an expensive, deer proof fence to protect their garden but the deer have knocked it down and have raised havoc in their yard. She said there is an excess of deer in the area. She thinks there is a better way to manage game and she asked them to consider talking to FWP to see if there is anything they can do about it.

Nancy Woodruff, on behalf of Glacier Climate Action, said they hosted the Chasing Ice movie at the O'Shaughnessy. She said they wanted to ask the Council to write a letter regarding the coal export issue in Washington ports; she gave the Council a copy of a letter that the City of Livingston sent. The Army Corps of Engineers has restricted their environmental analysis to Washington State and not looked at Idaho and Montana. Livingston asked to be looked at during the analysis to look at possible noise and health hazards. She said this could impact Whitefish in the future with increased coal traffic or re-routed train traffic from the other lines. She included the email address on the back of the letter. She said Glacier Climate Action would like to work with the City on developing a climate plan for Whitefish. They see their role as helping out any way they can—whether with a steering committee or helping with research. If anyone on the Council would like to be a liaison on the committee they would appreciate that. She said she went to a round table on climate change in Kalispell and Clint Muhlfeld, a fisheries biologist has data on climate change that has already occurred in the Flathead Valley river system.

Some of the changes include a shorter snowpack season, more mid-winter flooding, reduced summer stream flows, more wild fires, loss of habitat for native fish and increased hybridization of fish.

Michael Jamison, 44 Pine Avenue, said he works for the National Parks Conservation in town and said it is important that the City look at a climate plan that recognizes the need for climate control. He said the carbon that came from Henry Ford's car is still up there now. He said they can control some of the carbon footprint with zoning restrictions on where people build. There is a conservation easement being worked on with the Stoltze Lumber and Land Co. and he hopes they can work on this. He said he is building a house at 409 Geddes Avenue and it is complicated because it is on the river and has a stream running through it. It is also home to brand new street construction. He said the City was easy to work with and he wanted to be sure to announce that and thank them. He said the contractors at RPA, Director Wilson and Director Taylor and staff were all excellent to work with. He said LHC was not as easy to work with, but he'll leave that there.

Cora Arnold, 659 Copperwood Court, spoke about the proposed median in front of Signature Plaza on Highway 93. She asked for help with DOT and has worked with the Corridor Steering Committee. She said the DOT is reconsidering the median in front of Signature Plaza. She said she believes it is dangerous because there is the possibility of people making u-turns or entering traffic the wrong way. She said the traffic on 3<sup>rd</sup> Street/Park Hill is awful during construction and a median will make a major impact on that neighborhood. The businesses in Signature Plaza anticipate at least 100 cars coming in and out of their office complex each day. She said Grouse Mountain and Mountainside are putting in gates because the traffic problem is so extreme. She said the speed limit is going to be 35 mph starting at Ramsey Avenue. She said 35 mph was too fast with all of the turns people make on this stretch of the highway with Signature Plaza, the golf course and Grouse Mountain. She also asked for a 15 mph speed limit for the 3<sup>rd</sup> Street/Park Hill neighbors. She asked them to look at the Highway 93 Steering Committee on the City website. Signature Plaza is the only business that is having their traffic flow impacted. She asked the City to contact MDOT and to support the removal of the median.

## **5. COMMUNICATIONS FROM VOLUNTEER BOARDS**

Jan Metzmaker, 915 Dakota Avenue, with the Whitefish Convention and Visitor's Bureau, said she is retiring at the end of December. She passed out the latest Travel Guide to the Council. She said Amtrak offers a 20% discount from October to April for folks coming to Whitefish. She thanked the Council for their support for the WCVB over the last seven years. She said the budget went from \$50,000 to \$440,000 and it will probably increase because the winter stay count was up 29% and lots of new businesses have become members. Mayor Muhlfeld thanked Jan, on behalf of the City, for all of her work.

Councilor Hildner reported that the Weed Committee met on October 30 to review the weed Management Plan, suggest revisions and to look at the Weed Ordinance. Jan Metzmaker, Committee Chair will consolidate the notes of the discussion and provide the committee with some draft changes. The committee probably won't meet again until spring and they remain resolute in their desire to see spraying done in a timely fashion in the spring.

He said the Bike/Ped Committee met and feel it is important for the council to make a timely commitment to the Skye Park Bridge so it can be coordinated with the work TD&H will be doing on the Birch Point lift station. He said the E. 2<sup>nd</sup> Street program is coming along, but pedestrian traffic will be severely limited during road construction. The Committee again recommends a stairway to connect the

trail under Veteran's Bridge with Miles Avenue. This is a pedestrian way and not part of the bike path. The Committee also supports the purchase of a striping apparatus so that crosswalks and bike paths can be properly marked earlier rather than later in the season. The next meeting is December 2<sup>nd</sup> and the public is welcome.

Mayor Muhlfeld said he has reports on the AIS study from the Whitefish Lake Institute, but he will save it for the November meeting.

**6. CONSENT AGENDA**-(The consent agenda is a means of expediting routine matters that require the Council's action. Debate does not typically occur on consent agenda items. Any member of the Council may remove any item for debate. Such items will typically be debated and acted upon prior to proceeding to the rest of the agenda. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)

**6a. Minutes from the October 21, 2013 Council regular session (p. 24)**

**6b. Ordinance No. 13-07; An Ordinance rezoning a parcel of land known as 6010 Highway 93 S, approximately 5.766 acres, from County Suburban Agriculture and City Agriculture to Whitefish Country Residential (2<sup>nd</sup> Reading) (p. 42)**

**6c. Ordinance No. 13-08; An Ordinance rezoning a parcel of land known as 6200 Highway 93 S, approximately 13.888 acres, from Whitefish Agriculture to Whitefish Estate Residential and Whitefish Secondary Business (2<sup>nd</sup> Reading) (p. 44)**

**6d. Ordinance No. 13-09; An Ordinance rezoning a parcel of land known as 320 Haugen Heights, approximately 35.359 acres, from Whitefish Country Residential to Whitefish Estate Residential (2<sup>nd</sup> Reading) (p. 46)**

**Councilor Anderson offered a motion, seconded by Councilor Sweeney, to approve the consent agenda. The motion passed unanimously.**

**7. 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)

**7a. Application from Nick Fullerton Architects on behalf of 3013 Iron Horse Drive LLC for a Conditional Use Permit for a guest house at 3013 Iron Horse Drive, WCUP 13-13 (p. 49)**

Planner II Bailey Minnich reported that Nick Fullerton on behalf of 3013 Iron Horse Drive LLC is requesting approval of a Conditional Use Permit to allow for a guest house at 3013 Iron Horse Drive. The property is currently developed with a single family home. The property is zoned WCR/WPUD (Country Residential District with Planned Unit Development overlay). The Whitefish Growth Policy designates this property as "Suburban Residential" which generally corresponds to the WCR, WSR and WER zoning districts. Lower density residential areas at the periphery of the urban service area generally fall under this designation on the Future Land Use Map. The property is approximately 1.043 acres and is served by City sewer and a public water system.

A notice was mailed to adjacent land owners within 150 feet of the subject parcel on September 27, 2013. A notice was mailed to advisory agencies on September 27, 2013. A notice of the public hearing was published in the *Whitefish Pilot* on October 2, 2013. No comments were received.

The proposed use complies with Growth Policy Designation of Suburban Residential because it will be utilized as a single-family residence. The development proposal is consistent with the purpose and intent of the applicable regulations. Section 11-3-12 of the Whitefish Zoning Regulations describes the

requirements for a guest house and this project meets all the requirements. The guest house is located on a lot that was approved through the subdivision review process, and complies with both the minimum lot size and lot width requirements. The proposed guest house will be accessory to a single family home and adequate parking is being provided. The zoning setbacks are being met with the submitted site plan.

Planner Minnich noted that the retaining wall cannot exceed 4 feet high. Utilities will run down the driveway to the guest house; the main house will have separate utility services. There are no anticipated neighborhood or traffic impacts. Neighborhood capability is acceptable and this building will be used as an accessory guest house. The proposal has been reviewed by the Iron Horse HOA.

Planner Minnich said the Whitefish City-County Planning Board met on October 17, 2013 and considered the request. Following the hearing, the Planning Board unanimously recommended approval of the above referenced conditional use permit with seven conditions. On October 30<sup>th</sup> the applicant contacted their office asking to strike Condition #4. Staff is recommending that the condition be amended to state, "The applicant shall be required to obtain a building permit from the City for the guest house and the proposed retaining wall *if* the wall will be for more than landscaping purposes." She said the Building Department will review this during the building application process. Staff recommended approval of the above referenced conditional use permit with seven conditions set forth in the staff report including tonight's suggested amendment.

Councilor Hildner asked and Planner Minnich said Iron Horse HOA did approve the guest house. Councilor Hildner asked and Planner Minnich clarified that this guest house cannot be rented out. There will be a deed restriction on the property as stated in Condition #5. Councilor Hildner asked how they enforce that and Planner Minnich said it would be a zoning violation. Director Taylor said upon receiving a complaint from a neighbor, staff can move forward with an investigation and enforcement through the citation process.

Mayor Muhlfeld opened the public hearing. No one wished to speak and the public hearing was closed.

**Councilor Mitchell offered a motion, seconded by Councilor Sweeney, to approve a Conditional Use Permit on behalf of 3013 Iron Horse Drive LLC for a guest house at 3013 Iron Horse Drive, the staff report with seven (7) conditions, along with the staff recommended amendment to Condition #4. The motion passed unanimously.**

**7b. Application from Neil Stuber and Corrie Colbert on behalf of Hurraw! Balm for a Conditional Use Permit for an expanded home occupation permit at 625 Park Avenue, WCUP 13-11 (p. 77)**

Senior Planner Compton-Ring reported that Neil Stuber and Corrie Colbert, on behalf of Hurraw! Balm LLC, are requesting approval of a Conditional Use Permit to allow an expanded home occupation at 625 Park Avenue. The property is 0.333 acres and is currently developed with the Whitefish Independent High School. The property is zoned WR-4 (High Density Multi-Family Residential District). The Whitefish Growth Policy designates this property as "High Density Residential." The zoning regulations limit home occupation to no more than 25% of the gross floor area of the primary residence and limit employees to family members residing on the premises and one nonfamily member. If one exceeds these thresholds, a Conditional Use Permit is required. The applicant says the building will serve their needs over the long-term. They currently have three part-

time employees and are using 800 square feet of their existing home. At the most, the applicant will use more than 25% of the building and potentially have up to 12 full-time equivalent employees. As mentioned previously, the subject property is currently developed with the Whitefish Independent High School which has been in operation at this site since 1999. There were several other nonresidential uses prior to the school. The Growth Policy is silent on nonresidential uses in the High Density Residential land use; however, the WR-4 zoning does permit some nonresidential uses. The Growth Policy does support a diversification of the economy that doesn't solely rely on tourist dollars. The Growth Policy also directs the City to 'seek ways to diversify the local base economy with compatible businesses and industries such that the character and qualities of Whitefish are protected.

Whitefish Zoning Regulations require two (2) parking spaces per dwelling unit and 1 space per 2 employees, but not less than 1 space for every 800 s.f. of gross floor area. This project would be required to have six (6) parking spaces and the property has 16 spaces. The proposed plans provide adequate space to accommodate all parking needs on site. Vehicles will continue to circulate as they do with the Independent School via E 7<sup>th</sup> Street. The site plan has adequate open space. Fencing and screening are not proposed, but are required by the zoning regulations when a parking lot or commercial use abuts residentially zoned property. Planning Board recommend a landscaping buffer is installed along the north property line to buffer this use from the adjacent residential use.

The building is served by city water and sewer. At the previous Council meeting for their Dakota Avenue CUP, the Council directed Hurray! to submit a list of products to determine whether there were any possible impacts to the city's sewer system. The documents were submitted to the Public Works Department on September 10<sup>th</sup>. Staff has not received any comments from the Public Works Department on this matter with any concerns. The building is in a neighborhood that is served by a public storm water system. The Whitefish Fire Department serves the site and response times and access is adequate. The proposed use is not expected to have significant impacts upon fire services. No additional noise or vibration is anticipated to be generated from the proposed use. No impact is anticipated with regards to dust, smoke, glare or heat, smoke, fumes, gas or odors. There are no proposed exterior changes to the building to accommodate the home occupation.

The existing neighborhood is a mixture of single family, multi-family, schools, daycares, a nursing home and a church. The proposed use is not expected to impact or change the character of the existing neighborhood. The proposed use, while a departure from the current use as a school, is consistent with the zoning and uses allowed and in place. The density is not out of character with the area. The proposed home occupation will not be detrimental to the immediate neighborhood integrity as the traffic impact will be less than the existing school and would be less than a multi-family development. This building has been in this neighborhood for over 60 years and the character of the building will remain unchanged.

In their existing neighborhood, the applicant recently applied for an expanded home occupation, until a suitable location was found. They have been in their current location for a number of years and the planning office has not fielded any complaints from neighbors concerning noise, odors, traffic or any other issues that may not be compatible with a residential neighborhood. With the previous request, the city received a letter from a neighbor indicating what a great neighbor they have been and how their business has not had any deleterious effects on the neighborhood.

A notice was mailed to adjacent land owners within 150-feet of the subject parcel on September 27, 2013. A notice was mailed to advisory agencies on September 27, 2013. A notice of the public hearing

was published in the *Whitefish Pilot* on October 2, 2013. She said they received letters of support from Montana West Economic Development and the School District.

The Whitefish City-County Planning Board met on October 17, 2013 and considered the request. Following the hearing, the Planning Board unanimously recommended approval of the above referenced conditional use permit with seven conditions. The Planning Board also amended Condition of Approval #4 for Council consideration:

4. A minimum of ~~600~~250 square feet of the building shall be converted into a residential unit, ~~for the owner or a current employee and shall be continuously occupied for the duration of the home occupation.~~

Two members of the public spoke in support of the project at the Planning Board hearing. The applicant spoke at the hearing and voiced his concerns with the requirement of the residential requirement. While the applicant admitted it is an issue with the zoning regulations, they have a desire to utilize the entire structure for their business. The Planning Board acknowledged the concern, but recognized that the zoning and the home occupation requirements require a residential component. The Planning Board did recommend reducing the residential component to 250 square feet from 600 square feet. Planner Compton-Ring reviewed the conditions for approval and said that staff is particularly concerned that a residential component is included to meet the home based business requirement.

Councilor Mitchell asked if they are stretching this as a home based business in a residential area and Planner Compton-Ring said that is the only way to allow that use in a residential zone. Councilor Mitchell asked why it was reduced to 250 square feet and she said it was at the applicant's request. Councilor Kahle said the residential use has to have cooking facilities, a bedroom, and a bathroom. Councilor Sweeney said this building has never, ever been used as a residential facility. He said they have never required any residential component for any of the previous uses. He doesn't want to just put lipstick on a pig. Planner Compton-Ring said schools and churches are conditional uses in residential zones.

Mayor Muhlfeld said the Code limits employees to family members or they need a CUP. Councilor Hildner asked and Planner Compton-Ring said Condition #4 addressed their concerns about having someone reside on property. She said that is what staff recommends but the Planning Board didn't agree. Councilor Sweeney asked if there was any other way to deal with this problem. He said they could approve it on the basis of a 250 square foot requirement, but that's not what is going on. He said this is a viable use and he likes the idea. He thinks they ought to have a better way to deal with this kind of exception. Planner Compton-Ring said it would take a rezone and an amendment to the Growth Policy to rezone it to industrial, but that would be spot zoning. She said if it had gone from the hospital directly to this use then it could work as changing from one non-conforming use to another non-conforming use. Unfortunately, that nonconforming status is long gone. Councilor Mitchell asked about Condition #4 and wondered if someone had to live there all the time and Planner Compton-Ring said yes, they would. Councilor Kahle asked the statute of limitations on a non-conforming use and it is 180 days.

Mayor Muhlfeld opened the public hearing.

Neil Stuber, 103 Dakota Avenue, said Planner Compton-Ring has been working hard on this and he agrees that is best to not just put lipstick on it. He said they would see a tangible increase in costs to

cover freight rates and insurance rates if they are not a commercial property. He said the building feels like a proper industrial space, but the City's hands are tied. Councilor Mitchell asked and Stuber said it is an 8,000 square foot building. He said they would have to invest in a separate kitchen, bathroom and entrance to accommodate the residential component. Councilor Mitchell asked and Stuber said they don't want to have someone living at their facility. He said there would be an additional \$10,000/year in expenses for not having a proper commercial space. Councilor Hyatt asked what happened with the Baker Complex area. Stuber said they looked at a 3,000 square foot space and wanted a modern, modular look, but the ARC didn't approve of it, so the building revisions caused the new estimate to go up by \$200,000 and the cost benefit wasn't there. He said the school is about \$45-\$50/square foot versus \$140/square feet. Councilor Hyatt asked what drove the costs up and Stuber said the initial bids were received in January, during off-peak, and the next estimates were in July so they were higher.

John Ellis, 630 Somers Avenue, which is about a block and half from the property, said the Council wisely refused to approve the construction of a parking lot on Kalispell Avenue several years ago because it is a residential neighborhood. He would like them to refuse this as well. The applicant has admitted that this is not going to be occupied. It is a WR-4 zone for residential uses. Public buildings are allowed, but industrial buildings are not. He said the Code allows for home occupations, but that is not what this will be. Spot zoning is not legal. The Code sets out specific criteria for this zone and they are trying to elude the zoning regulations. It is unfortunate that this piece of property is owned by the School District because he supports the School District selling the property. He thinks it should be developed as condos or apartments, in keeping with the residential nature of the block. He said they need more residential space. He said he wants this business to succeed, he hopes they can find a place in Whitefish, but he asked the Council not to allow an industrial business to be placed in a residential neighborhood.

Jan Metzmaker, 915 Dakota Avenue, said she lives up the street from Neil and Corrie and their business is so quiet that she never noticed that it existed. She said it would be less of an impact than having High School students coming in and out of there. She hoped they would find a way to make this happen; it will help to create a diversified economy.

Rhonda Fitzgerald, 412 Lupfer Avenue, said in the early 2000's she was on the Whitefish Business Task Force and they addressed the problem of locally grown businesses who want to expand and have no where to grow. This business will provide jobs. The building was built as a medical clinic and could be used for light industrial use.

Garth Boksich, 501 S. Karrow Estates, said he is the listing agent for the property. He said they have not gotten any interest for turning the property into residential uses, and only a few for turning the adjacent lot to multi-family use. He said Neil Stuber explained to him that their business is like churning butter. Right now the basement facility in the building is a pottery center and is more of an industrial use than it will be if Hurraw! owns it. He thinks this request should be approved because there has never been a residential use there. He said they have been approved for the same use in their home in another residential neighborhood. He thinks it is a good use for that space.

Nick Polumbus, 303 Stumptown Loop, said he is a member of the School Board and is favor of this project. He said the School Board Trustees can't think of a better way to utilize the property. He is the Director of Marketing for the Mountain and serves on the Whitefish Visitor's Bureau and said tourism is an important part of our community. He thinks economic diversity is important and he would be patient in waiting for a solution.

Mayor Muhlfeld closed the public hearing.

Councilor Hyatt asked and City Attorney VanBuskirk said it could be problematic because it is not a good fit for this zoning. The CUP criterion requires consistency with regulations and the regulations say there must be a residential component. The applicant has stated there will be no residential use. Councilor Kahle asked and Attorney VanBuskirk said the property must be used as a residence to be a home-based occupation. Councilor Sweeney asked about amending the WR-4 zone to accommodate this limited type use. Director Taylor said WR-4 allows some limited commercial uses, but the only type of uses it currently allows are things like art galleries and business offices. If they added this use into the WR-4 it would be legal across all WR-4 districts. He said if they rezoned the property it would be spot zoning. The only other tool would be a conditional rezone, but that has a specific process and would also require them to look at spot zoning.

Councilor Hildner said it is important that they know the CUP goes with the land so if this business ceased to be operational the conditional use remains. Councilor Kahle asked and Director Taylor said conditional zoning was used on the Whitefish Motel. They are a non-conforming use in a residential zone, adjacent to a WB-2 zone that allows motels. They also allowed it on Baker Avenue with the old Master Plumbing building. Two zones were adjacent to each other. They would make this property a WR-4/industrial hybrid, but they are only adjacent to the WR-2 zone. Director Taylor said it could have a finding that this building has never been residential.

Councilor Mitchell asked and Neil Stuber said he is at work from 7 a.m. to midnight, but that is not full home occupation. Stuber said he didn't get a chance to talk about the conditional rezoning and they would be willing to talk with staff to see if it would work. Councilor Mitchell said he talked to a neighbor who said they would like the business there; she said it would be better than a school. He said it is hard to stretch this if they don't have a home in with the business. He is in support of business, so this is tough. Councilor Kahle asked and Attorney VanBuskirk said the conditional zoning would not be blended to be light industrial. She said they have two residential uses surrounding this property, so the Council doesn't have the opportunity to have a light industrial result. She said it was important to note that the building has been compliant with the zoning, even though it has not been residential.

Councilor Kahle said he would like to see Hurraw! stay in Whitefish. Manager Stearns said if they sent the applicant down this road for 90 days then they would end up with a report from the City Attorney that this is spot zoning. Councilor Hyatt said he lives on Somers Avenue and he sees a change if they allow light industrial here. He wishes they were doing something in Bakers Commons because that is where he thinks they belong. Councilor Mitchell said if this is turned down the property can be turned into apartments and condos. He would rather see the business here than apartments and condos. Councilor Hyatt said he isn't worried about Hurraw! he is worried about the future. If they let one person do this then they have to let everyone else. He is excited that Neil and Carrie want to do something in Whitefish. Manager Stearns said they can pass the CUP as proposed by staff, or as modified by the Planning Board, with the conditions and then it falls in the hands of the applicants to comply.

**Councilor Hildner offered a motion, seconded by Councilor Hyatt, to deny a Conditional Use Permit on behalf of Hurraw! Balm for an expanded home occupation permit at 625 Park Avenue.**

Councilor Sweeney said he heard Neil Stuber say that the owner occupied residential use doesn't pencil out for them. They need it to be zoned for light-industrial use. Councilor Mitchell asked and Director Taylor said the CUP goes with the property, not the business. Councilor Hildner said he wished there was an option out there; everyone can see the conundrum. Councilor Kahle said he admired what they are doing and he wished them the best of luck. He hoped someone would hear this story tonight and come up with something that would work to keep them in Whitefish.

**The motion to deny passed 4-1 with Councilor Sweeney voting in opposition and Councilor Anderson recusing himself.**

**7c. Application from Digital Skylines representing Verizon Wireless for a Conditional Use Permit to replace an 80' baseball field light with a new 80' light pole holding both field lights and cellular wireless panel antennas as well as a 1375 sq ft fenced area enclosing the pole and a 12' x 26' equipment building at the ball field at Memorial Park owned by the City of Whitefish at the corner of E. 2nd St and Pine Avenue, WCUP 13-12 (p. 103)**

Planning and Building Director Taylor reported that this is a request for a conditional use permit by Kevin Howell/Digital Skylines for Verizon Wireless for a Wireless Service Facility on property owned by the City of Whitefish at Memorial Park at the corner of E. 2<sup>nd</sup> St and Pine Avenue. The subject property is zoned WR-1 (Whitefish One-family Residential). The proposal is to replace an 80' baseball field light with a new 80' light pole holding both field lights and a cellular wireless panel antenna. There will also be a 1375 sq ft fenced area enclosing a 12' x 26' equipment building located approximately 200' to the east of the light pole tower along Fir Avenue with an underground line along the fence. A Conditional Use Permit is required for wireless service facilities that are not collocated on an existing tower or attached to existing buildings in the WR-1 zoning designation.

Verizon has been looking to increase its capacity in Whitefish. All of the cell phones have been doubling their capacity with the surge in smart phones. They are looking to expand the outreach in downtown. They looked into possible tower locations with BNSF, Central School and a location at 10<sup>th</sup> and Baker, but none of those options worked. Verizon approached the Memorial Park Glacier Twin baseball board. Director Taylor said the regulations state that if they collocate on an existing tower they don't need a CUP, but to put up a new tower then do need a CUP. This tower will be 80 feet high and match the same height as the other light poles in the stadium. This will not impact views and because it is part of an existing light pole it will be camouflaged. No other cell company can collocate on the same pole, but they could perhaps use other light poles. It meets all of the requirements in the Code for cell towers. Through this process they have reviewed other cell companies and location choices as well as analyzing their capacity and the need for the new tower. The security fence has to have landscaping to screen the equipment building.

Director Taylor said there are specific conditions for cell towers including the requirement for a non-glare surface. He reviewed the other conditions for approval; no additional lighting, and a 5' high fence around the equipment building with landscaping on all sides, except the side that adjoins the baseball field. The equipment building has a 10' side yard setback off a Fir Avenue and will be locked. If abandoned for more than 80 days, there is a provision for removal. A building permit is required to construct the tower. It is an allowed use in the zone and doesn't have any other impacts. The landscaping required around the facility helps it blend in a little bit it should be a minimal impact on the neighborhood. There won't be any lighting on the tower except the lights that currently exist. One criterion is whether it

will offer collocation. Verizon has said another provider could go on the pole but it would have to go underneath the Verizon equipment, which may not work for another company.

Director Taylor said they received two comments, one from a neighbor who had a couple of questions, and one from the owner of the property with a cell tower on Baker Avenue. The Whitefish City-County Planning Board met on October 17, 2013 and considered the request. Following the hearing, the Planning Board recommended unanimous approval of the above referenced conditional use permit with the eight conditions as contained in the staff report and adopted the staff report as findings of fact. The applicant spoke at the Planning Board hearing and answered questions from the Planning Board. No one else from the public was present to speak on the issue. He suggested that they ask the applicant about coverage north of Whitefish.

Councilor Sweeney asked who pays for damage if a ball hits the cell tower equipment. Director Taylor he said he imagines Verizon knows the risk of placing in there, but they could ask the applicant.

Mayor Muhlfeld opened the public hearing.

Carol Moseley, 345 Fir Avenue, said she is directly across the street from the field. She thought Jack Zerr donated the property to the City for a sport complex, not for a Verizon tower. It has been many different things over the 33 years she has lived here. She questioned why they would want to put a Verizon tower there. She said emissions are not healthy and they have 60-70% of the school kids in that area.

Mayor Muhlfeld closed the public hearing.

**Councilor Anderson offered a motion, seconded by Councilor Hyatt, to approve an application from Digital Skylines representing Verizon Wireless for a Conditional Use Permit to replace an 80' baseball field light with a new 80' light pole holding both field lights and cellular wireless panel antennas as well as a 1375 sq ft fenced area enclosing the pole and a 12' x 26' equipment building at the ball field at Memorial Park owned by the City of Whitefish at the corner of E. 2nd St and Pine Avenue subject to eight (8) conditions as included in the staff report.**

Councilor Anderson asked about Condition #1 on the non-reflective color. He said right now the pole looks like the other poles. He asked and Director Taylor said the antennae should be painted with non-reflective color and the poles should match the rest of the poles. Councilor Sweeney talked about the lease specifics. Director Taylor said CUPs go with the land and the City is the one holding the CUP. Councilor Sweeney said he is fine with the CUP, but it is predicated on the fact that they have a ball field and lights there and he wondered about the Glacier Twin's lease. Director Taylor said the City will negotiate the terms of the lease. Councilor Anderson said it is the City's land and the City controls the lease.

**The motion passed unanimously.**

**7d. Resolution No. \_\_\_\_; A Resolution indicating its intention to adopt amendments to the Whitefish Downtown Business District Master Plan as an amendment to the 2007 Whitefish City-County Master Plan (2007 Growth Policy) (p. 138)**

Director Taylor reported that this application is a request by the City of Whitefish to amend and update the 2006 Downtown Whitefish Business District Master Plan as an amendment to the 2007 Whitefish City-County Growth Policy. This plan has been prepared for the City of Whitefish by consultants Crandall-Arambula from a contract prepared by the City Manager's office at the request of the City Council. The original Downtown Master Plan, which was also completed by Crandall-Arambula in conjunction with the City of Whitefish and the Heart of Whitefish, was adopted in April of 2006. This update effort was initiated in the fall of 2012.

The study area encompasses the downtown core, including the BNSF rail yard and corridor commercial area to the north along Wisconsin, rail and residential area along Somers and Pine to the east, 6<sup>th</sup> Street to the south, and the Whitefish River to the west. The plan is meant to be a guide for future downtown projects, zoning, and development. This plan works as a companion document to the 2007 Whitefish City-County Growth Policy and area neighborhood plans.

To engage the public, the consultant hosted several meetings with staff and the public, including a public review of the existing plan and an open house where oral and written responses from the public were logged.

### **NEW ELEMENTS**

Highlights of the proposed changes from the 2006 adopted Downtown Master Plan include:

- A downtown 'Retail Loop' that permits only retail uses that follows Central to First, then over to the Railway District on Lupfer, up to Third and back over to Central.
- Expansion of commercial type uses south on Spokane Avenue
- A recommendation for three major parking structures downtown
- A 'Downtown Living Room' concept that includes additional hard-scape for Depot Park
- New park space in the Railway District
- New City Hall at the current location at Second and Baker rather than near Depot Park
- Elimination of the 'Whitefish Landing' waterway project near BNSF Railway Yard from original plan
- Elimination of bicycle and pedestrian underpass below Baker Avenue near viaduct from original plan (this item is controversial and will be added back in by Crandall/Arambula)
- A protected bikeway up Spokane and over to Wisconsin, including a leg going out East Second
- Additional multi-family land use southwest of downtown and north of Railway
- New proposed future streets south of the railroad
- Additional future traffic signals at Second and Lupfer, First and Baker, and Third and Baker to calm traffic and facilitate pedestrian traffic
- Improved 'Gateways' at three downtown entry points, including landscaping and signage

### **IMPLEMENTATION ITEMS**

The Next Steps portion outlines several updates that need to be made to other regulatory documents and establishes priority development projects. These include:

- Change the 2007 Growth Policy Future Land Use maps in the 'Whitefish Landing' region northwest of the Railway District from Resort Residential to Urban.
- Eventually changing the WI zoning south of the BNSF tracks to residential of some sort.
- Amend zoning to require ground floor retail exclusively in the downtown loop (First to Central to Third to Lupfer)
- Require zero lot line development in core

- Amend ARC standards to require 70% transparent glass along ground floor facades on Central and parts of First and Third streets (see page 49)
- Amend ARC standards to require 50% transparent glass along ground floor facades on fringe streets in the downtown core (see page 49)
- Require parking access restricted frontages in the downtown core
- Establishes City Hall and a Second and Baker Parking Structure as the Number 1 priority project
- Establishes a parking garage at Second and Spokane as the Number 2 priority project (the rankings of these priorities should be reviewed and debated)
- Establishes Baker Avenue streetscape and roadway improvements as the Number 3 priority
- Establishes Depot Park hardscape improvements as the Number 4 priority
- Establishes other projects as priorities such as Railway District and Central Avenue pedestrian street improvements, a Railway District anchor site, etc.

He said they had a work session tonight before the Council meeting and Don Arambula was here to answer questions.

Mayor Muhlfeld opened the public hearing.

Rhonda Fitzgerald, 412 Lupfer Avenue, said she hopes they will add public process to this before amending the Growth Policy. She thinks there are details that need to be added and the public needs a chance for input.

Mayor Muhlfeld closed the public hearing.

Mayor Muhlfeld said there was a lot of information in the work session. He said there was one public meeting at the O'Shaughnessy Center about 1 ½ years ago. He said there was a public hearing at the Planning Board as well as the public hearing tonight, but he wondered if they wanted to keep the public hearing open. Councilor Anderson said they could keep the public hearing open because no immediate move is necessary. The rest of the Councilors agreed to keep the public hearing open.

Mayor Muhlfeld said he had a list of the concerns the Councilors raised in the work session that they would like Crandal/Arambula to address. He said Councilor Hildner made a comment on how the update to the plan proposes hardscaping in Depot Park and that conflicts with the Depot Park Master Plan and they need to make that consistent. Councilor Sweeney said the Parks Master Plan should dictate the direction of the amendments to the Master Plan. It also amends the Growth Policy and they need more public input.

Mayor Muhlfeld said Councilor Hyatt made a comment about trying to incorporate a retail anchor in the Railway District area. He said Don Arambula said the retail loop would help with that. Don Arambula said that side of town is designed to encourage uses that would draw local businesses that serve goods like an additional grocery store or hardware store.

Mayor Muhlfeld said Councilor Hildner made a comment about Mountain View Manor and the 50 affordable housing units there. He also asked for a connecting walk from Mountain View Manor east and to connect from Lupfer Avenue south to the footbridge.

Mayor Muhlfeld asked for a definition of a Master Plan priority. There was concern that priority projects don't mean they should be phased in. There is not an implementation element for projects and

costs and funding. He said the 2007 plan led to funding of the Second Street improvements from a Tiger Grant. He said this plan should be used in a similar way to solicit funding for some of these major improvement projects over time.

Mayor Muhlfeld said the Planning Board wanted to put the Baker Street underpass back in. There was discussion of the Riverside Park and whether it should be WR-4 or WR-2. Councilor Hildner said if they are going to change the zoning it should probably be organic and come from the people there and come with a petition for a rezone. Councilor Mitchell said he didn't think they discussed Don Arambula's comments that they would create sprawl. Don Arambula said one approach is to leave it as WR-4 and add development standards that keep new development compatible with the existing neighborhood. Councilor Anderson said that is a topic that would be good for the public process. He said some people want to live closer to town and public input would be important. Don Arambula said they may need to show what neighborhood compatible retail possibilities would look like on Lupfer Avenue. Mayor Muhlfeld asked if that could be handled with design standards and Don Arambula said it could. Mayor Muhlfeld said they had schematics in their original downtown plan that set them up well for the Tiger grant. He said he would like to work with MDT on the corridor improvements. Don Arambula said they could add more detail to that idea. He said one of the questions is whether a protected bike trail could exist on Wisconsin Avenue. Neighbors were concerned about losing trees. Arambula said they need better input from what MDT proposes for the road.

Councilor Hyatt said they need to bring in some of the Transportation Master Plan elements so it is easily referenced. Don Arambula said they talked about a signal at First and Baker Avenue and need more input. Councilor Hyatt said they need more information on the couplet idea. Don Arambula said they are adding back in the underpass idea to get people from the railway district to the downtown core without as much impact on the intersection on Railway and Baker Avenue. Councilor Anderson said he appreciates the depth of Don Arambula's experience and the context of the functionality of how it all works. Don Arambula said he hopes they can bring back more information on the implementation of the plan. Councilor Mitchell said he doesn't like the idea that there will be four parking garages and the public would need to pay for the maintenance on them. Don Arambula said he appreciates that concern and although they have identified four sites the City won't necessarily have to build four parking garages, but it is advised to have place holders for future parking needs.

Councilor Kahle thanked Don Arambula and said his only concern with the plan is that they are heading to a pre-conceived idea of what the downtown is going to look like. He is more of a free and independent guy. They are saying it all has to be retail with a specific percentage of glazing on the main floor, and he doesn't like the way it is going. He would like to see more public input as they start to adopt some of these changes. He doesn't want color palette requirements and a set look. He likes the grittiness here and wants to see what the property owners want. Arambula said they try not to be prescriptive, but want to regulate and be descriptive of what people want in the community. They don't want tall buildings and they want to preserve the authentic and historic character; but still not over-regulating the private sector.

Mayor Muhlfeld talked about the public outreach. He said Crandall/Arambula did a lot of work for a reasonable cost. He said they saw the value of getting the public comment. He said he thinks they need to allow the City Manager to restructure the contract to have another public hearing. Manager Stearns said there is only \$5,000-\$6,000 left in the contract and that will cover this trip. If the Council wants to have another meeting or additional outreach it would take a new contract. Don Arambula said he would suggest that they would give Manager Stearns a cost proposal and then the Council could

review and approve it. Don Arambula said he thought they could do the changes and hold a meeting by the end of the year. Mayor Muhlfeld said the public hearing is open. Don Arambula said maybe they should wait to have a public hearing in January so they hopefully get a better public showing.

**Councilor Hildner offered a motion, seconded by Councilor Sweeney, to continue the public hearing on a Resolution indicating its intention to adopt amendments to the Whitefish Downtown Business District Master Plan as an amendment to the 2007 Whitefish City-County Master Plan (2007 Growth Policy) until after a community information session in January and authorizing the City Manager to negotiate a new contract with Crandall-Arambula and bring it back to the Council for approval. The motion passed unanimously.**

Mayor Muhlfeld called a recess from 9:20 pm to 9:28 pm.

**7e. Resolution No. 13-33; A Resolution indicating its intention to adopt a Whitefish Parks and Recreation Master Plan as an amendment to the 2007 Whitefish City-County Master Plan (2007 Growth Policy) (p. 211)**

Director Taylor said this plan was prepared for the City of Whitefish by consultants Applied Communications and it will be an amendment to the Master Plan. He turned the presentation over to Parks and Director Cozad who said about 1.5 years ago they contracted with Applied Communications to create a guiding document as the Recreation Master Plan. He said they have had a number of public hearings and received substantial public input for the needs for now and into the future. The Planning Board unanimously recommended approval of the above referenced Growth Policy Amendment with staff recommended changes and several other minor corrections (see minutes) and adopted the supporting findings of fact in the staff report. He thinks this document will serve the City well. He said the biggest need is the acquisition of space. He said the City has to have the foresight to acquire property for future generations. He said in 20 years people will say they were wise to acquire property. He said the plan has gone through every sub committee they have in Parks and Recreation as well as special interest groups who use their facilities so it is well vetted.

Councilor Mitchell asked about page 320 in the packet under comments regarding Depot Park. He asked what would happen to Farmer's Market and community festivals in the future. Director Cozad said in the past Depot Parks was an open book for special events and this year the Park Board limited the use of the facility. Now the park is scheduled for about four major events in the summer, giving it downtime for grounds restorations. Councilor Mitchell asked and Director Cozad said they haven't heard any negative comments about the O'Shaughnessy Center access. Manager Stearns said he thinks the O'Shaughnessy has just decided to clear out before the Farmer's Market each Tuesday. Councilor Kahle asked about Mountain Trails Park plan and Director Cozad said additional plans can be rolled into this document as updates.

Mayor Muhlfeld opened the public hearing. No one wished to speak and the public hearing was closed.

**Councilor Kahle offered a motion, seconded by Councilor Hyatt, to approve a Resolution indicating its intention to adopt a Whitefish Parks and Recreation Master Plan as an amendment to the 2007 Whitefish City-County Master Plan (2007 Growth Policy).**

Councilor Mitchell said he thinks they need to address the traffic issue on Central Avenue during Farmer's Market and festivals. He said he can't vote for that, even though he thinks most of it is a good

plan. Councilor Hyatt said he sits on the Park Board and he thinks the staff did a great job. He said Applied Communications and Bruce Boody did a great job and it is not easy to pull something like this together. He said the Parks and Recreation staff kept their offices open every Tuesday to get public input. Councilor Hildner thanked Director Cozad and his staff and said it is an excellent plan.

**The motion passed 5-1 with Councilor Mitchell voting in opposition.**

**7f. Resolution 13-34; A Resolution to approve a petition to the Montana Department of Fish, Wildlife & Parks to limit a portion of the Whitefish River to manually powered or electric motors only in order to protect public safety and provide resource protection in the riparian zone (p. 336)**

City Councilor Richard Hildner said after listening carefully to the public comment at the previous public hearing he met with Attorney VanBuskirk and talked to FWP. The Resolution tonight is a major modification from the October 9, 2013 meeting. He took the language from the FWP boating manual to come up with the term “manually powered or electric motors.” He said there are 12 bodies of water in Montana that have this restriction. He said this is just one step in the process and then it goes to FWP for consideration, study and hearings, then the Commission holds more public hearings and makes a decision. He said his report describes the situation on the Whitefish River regarding resource protection and public safety.

This Resolution is revised from the prior Resolution under consideration and would now allow small electric motor powered craft on the river. Councilor Mitchell asked why he wouldn't allow something with 3-5 horsepower motors. Councilor Hildner said enforcement is easier if they are limited to electric motors. He said this meets the concerns expressed by the public at the last public hearing about using electric motors. Councilor Mitchell said some folks wanted to use small gas-powered motors. Councilor Hildner said he doesn't think they can address everyone's concerns entirely. He said under 12.1.1.4.0 the FWP says that management plans must not compromise long term conservation. Councilor Anderson thanked Councilor Hildner for his foresight in bringing this before them. He would rather recommend low horsepower motors rather than just electric motors. He also questioned going all the way down to Highway 40. He would like to make the protected zone end at JP Road, which is where the no wake regulations currently end. It would also resolve the comments from folks who occasionally use higher powered boats below JP Road.

Mayor Muhlfeld opened the public hearing.

Michael Park, 1219 7<sup>th</sup> Avenue West in Columbia Falls, said he attended the September meeting. He said he can't hold an oar or a paddle due to a disability, so he uses an electric motor. He appreciates that Councilor Hildner listened to his concerns. He knows some people would like higher horsepower. He has a 30 thrust electric motor on his pontoon boat and he would appreciate being able to continue using the river.

Leonard Howke, 180 JP Road, said they allow motorized boats from the mouth of the river to the railroad trestle. He asked and Councilor Hildner said no wake is allowed on that section of river. Mr. Howke said they could leave it as no wake all the way down to JP Road. He said if they can have motors and boats up there and he can't then he feels discriminated against. He doesn't feel that is right. Mr. Howke said not all jet skis go fast and not all boats go fast.

Mike Fitzgerald said he has been on the river for the last 36 years and about 15 years ago they tried a no-wake zone but it didn't work. They can't control it. He said a 5 horsepower engine can still stir up the river a lot. They have seen how Whitefish Lake goes crazy in the summer. It would be nice if there was a body of water where they could enjoy it without motorized vehicles. He said they have seen a tremendous increase in boats zooming up the river and you can't run a jet ski without wakes. He said they tried helping the minority in the past who wanted to use their outboard engines, but they are seeing more and more people who abuse the river. It would be nice if they didn't have to put up with motorized traffic on the river.

Mayor Muhlfeld closed the public hearing.

Councilor Sweeney asked if the proposal requests that they change the regulation for non-motorized vehicles from the mouth of the river all the way to JP Road. Councilor Hildner said under this proposal they would ask FWP to consider a restriction from the trestle to Highway 40 to manual and electric motors only. He said the no-wake regulation to the trestle would remain in place. In 2007 the idea to eliminate motors was opposed by those who lived at the mouth of the river and wanted to get into the lake. Councilor Mitchell asked Councilor Anderson to repeat what he had said earlier and Councilor Anderson said he would like to allow small horse power or electric motors. Councilor Hildner said battery size is the issue for electric motors—it would take huge battery to get much speed for an electric motor.

Michael Park said his is a 30 thrust electric motor and uses a battery similar to a riding lawn motor. Councilor Kahle asked about enforcement and Councilor Hildner said FWP will be the enforcer, backed up by the City police. He said it is the responsibility of the operator to know about the boating laws. Councilor Kahle said he thinks they can achieve the objective of safety and protecting resources by limiting the horsepower. They can all share the river as long as it is being respected. He thought the proposal was too restrictive. Councilor Hildner said one of the advantages for restricting it to electric motors is that you don't hear them and you do hear internal combustion engines, so you know they are in violation. He said it would simplify law enforcement. Councilor Kahle said if the river is being treated with respect and there is no wake allowed, then that is adequate. Councilor Mitchell said he would be willing to make it 5 horse power and stop it at JP Road, not Highway 40.

Councilor Anderson said he would prefer to see this restriction from the trestle to JP Road and to allow low powered or electric motors. Councilor Hyatt agreed with the trestle to JP Road since it is a zone that is already restricted and he is in favor of 5 HP or less combustion motors. Mayor Muhlfeld asked if this ordinance would affect emergency response teams on the river. Councilor Hildner said he expected them to be able to respond appropriately. Mayor Muhlfeld said the Whitefish Lake Institute may need to use motorized boats for their research. Councilor Hildner said he would guess it would be part of the FWP research and decision after they go through the public process. Councilor Hyatt said the clean-up barges have to run high horse power as well.

**Councilor Hildner offered a motion, seconded by Councilor Anderson, to approve Resolution 13-34; A Resolution to approve a petition to the Montana Department of Fish, Wildlife & Parks to limit a portion of the Whitefish River to manually powered or electric motors only in order to protect public safety and provide resource protection in the riparian zone from the railroad trestle to JP Road.**

Councilor Mitchell asked about the exceptions and Councilor Anderson said this has no effect on law, it is just asking FWP to consider the request.

**Councilor Hyatt offered an amendment, seconded by Councilor Mitchell, to also allow up to 5 horsepower combustable engines.**

Councilor Sweeney asked if the concern was enforcement or the depth of the engine or turbulence. Councilor Hildner said he believes it would facilitate enforcement and to protect the resource. The electric motor won't create a wake so they reduce stream bank erosion and contamination.

**The vote on the amendment was tied with Councilors Hyatt, Mitchell and Kahle voting in favor. Councilors Sweeney, Anderson and Hildner voted in opposition. Mayor Muhlfeld voted in opposition and the amendment failed.**

**The vote on the original motion was tied with Councilors Sweeney, Anderson and Hildner voting in favor. Councilors Hyatt, Mitchell and Kahle voted in opposition. Mayor Muhlfeld voted in favor and the motion passed.**

## **8. COMMUNICATIONS FROM FIRE CHIEF**

### **8a. Contract award for Fire Water Tender apparatus (p. 355)**

The Fire Department currently operates one (1) 2,500 gallon water tender. This unit was purchased in 1982 by the Whitefish Rural Fire Service Area and donated to the City. This vehicle has had been in front line service for 31 years.

In March of this year, the Fire Department advertised for bids for the manufacture of a 3,000 gallon tender. In addition to advertising, the bid specifications were mailed to the 8 major manufacturers of fire apparatus as listed in the packet. At that time only one manufacturer, Rosenbauer, chose to submit a proposal and price quote. The \$344,603 price quote was \$69,603 above our projected cost of \$275,000. At the May 20, 2013, City Council meeting the Council rejected this bid and authorized staff to revise the specifications and re-bid the tender. The approved FY14 budget includes a financial provision of \$285,000 to replace this unit during FY14.

During late September and early October, the Fire Department advertised for bids for manufacture of a 3,000 gallon tender based on the revised specifications compiled by staff. In addition to advertising, the bid specifications were again mailed to the 8 major manufacturers of fire apparatus). Two manufacturers, Danko Emergency Equipment Co. and Rosenbauer, chose to submit proposals and price quotes of \$294,571 and \$280,855, respectively.

Both proposals were carefully compared with the published tender specifications. Rosenbauer's proposal was found to be compliant in all aspects with the published specifications. Danko's proposal has some deviations from the specifications, specifically, with the Peterbilt chassis. In addition to the chassis differences, Danko's proposal excludes significant pieces of loose equipment called for in the specifications. These items will have to be purchased prior to placing the vehicle in-service; adding approximately \$5,000 to the cost of Danko's bid.

Funds for this purchase were allocated in the FY13 budget and carried over into the FY 14 proposed budget. We are proposing the use of \$70,000 cash towards the purchase with the remaining \$210,885 to be financed over 7 years with a Montana Intercap Loan. Utilizing the average annual Intercap Loan interest rate from 1987 to current of 4.411%, the annual payment will be \$35,665.95. With an agreement between the City and the Whitefish Rural Fire Service Area board to split the cost, the resulting City annual payment will be \$17,832.97 with the Whitefish Rural Fire Service Area contributing another \$17,832.98. Staff recommends approval.

**Councilor Hyatt offered a motion, seconded by Councilor Kahle, to approve entering into a contract to purchase one 3,000 gallon fire tender apparatus from Rosenbauer, LLC for a price not to exceed \$280,855.00.**

Councilor Mitchell asked and Chief Kennelly said the money will come from their operating budget each year.

**The motion passed unanimously.**

## **9. COMMUNICATIONS FROM PLANNING AND BUILDING DIRECTOR**

### **9a. Consideration of application from Whitefish Credit Union, on behalf of Lookout Ridge Investors, LLC, for a two year extension of the Lookout Ridge Preliminary Plat (p. 360)**

Planner Compton-Ring reported that Taylor Horst of the Whitefish Credit Union on behalf of Lookout Ridge Investors llc has requested a 2-year extension to the Lookout Ridge preliminary plat. Lookout Ridge is a 139 units on 267.7 acres located north of Iron Horse and Ptarmigan off the Big Mountain Road. Attached to this report are the conditions of approval and a preliminary plat map. The preliminary plat was approved by the Whitefish City Council on June 18, 2007. On May 5, 2008, the Council approved an amended preliminary plat to add nearly 40 acres to the subdivision. On June 21, 2010, the Council granted a second amendment to the preliminary plat in order to place 16 cabins on individual lots, as they had previously been located within a common lot.

Staff summarized the standard of review for granting an extension. The Council reviewed the request for a two-year extension on June 17, 2013. At that meeting the Council only granted a six month extension, but asked the Credit Union and/or developer to return to address the landslide area that occurred in June 2011. It appears from the minutes that there was also an expectation that the property ownership issue between the Credit Union and the developer would be resolved in order for remediation of the landslide area to occur.

The Council's packet includes a report from Roger Noble of Applied Water Consulting llc addressing the cause of the landslide. Mr. Noble attributes the landslide to saturated soils associated with a wetland complex that was triggered due to an intense rainfall event that accelerated snowmelt runoff volumes and not due to the installation of infrastructure. In addition, please find a letter of support for the extension from Bruce Boody of Bruce Boody Landscape Architects. Mr. Boody also points out some of the community benefits for the project – public trails, public parking to access the trails and a \$50,000/year over 10-years to the Whitefish Housing Authority. A report completed by Tom Cowan of Carver Engineering was also included in the Council packet.

The ownership issue between the Credit Union and the developer is still unresolved. The Credit Union is acting on behalf of the developer for the extension request and they are working to obtain an Addendum to the agreement with the Lookout Ridge developer in order to protect their collateral, including the improvements; the Credit Union still is not the owner of the property. The attorney for LRI was out of town until today so this has not been resolved yet. Most of the liens have been cleared.

Even though the Whitefish Credit Union is not the current property owner, they are continuing, in good faith, to working toward final plat by:

- Working with creditors and various lien holders;
- Establishing securing party priorities;
- Installing gates to limit access to the property from trespassers and vandals;
- Removing litter from trespassers;
- Coordinating ownership on roadways around Lookout Ridge; and
- Hiring Roger Noble of Applied Water Consulting to review the landslide area.

On page 395 there is a map showing who is responsible for which section of the Lookout Road.

While the Credit Union is looking to obtain permission from the developer to be the local contact and provide some minor improvements, the major work will be done by some future property owner.

The plat now expires on December 21, 2013. Staff recommends Council approve the remainder of the 24-month extension for an additional 18-months until June 21, 2015.

Councilor Kahle asked and Planner Compton-Ring said no work has taken place in quite a long time. She said they must go to final plat in order to avoid the plat expiring. Councilor Hildner said when the slide occurred in 2011 the material came across the lower Lookout Ridge Road. He asked and Public Works Director Wilson said that portion of the road was the responsibility of Lookout Ridge and the blue section of the road is the City's responsibility. Director Wilson said they opened the road because the developer didn't have any means to open the road. He said Iron Horse came along and did more clean up on the area that is their property. Councilor Hildner asked what has been done to stabilize and re-vegetate the slope that slumped. Director Wilson said Iron Horse did some work on their own area, but he was not aware than anything happened in Lookout Ridge. Councilor Anderson said if this is denied can the applicant re-apply before the end of the year or should the Council offer a motion to reconsider.

Attorney VanBuskirk said she didn't see any reason the applicant couldn't re-apply. Councilor Anderson said whoever owns the property needs to make sure the slide area is rectified. Planner Compton-Ring said the Credit Union is working to clear all the liens and they have made some improvements to the property, but they aren't the owners yet. Councilor Anderson said there has to be an agreement between two parties. He said they can reapply before the end of the year. Director Wilson said people are focused on the slide, but that action is over. He said the road may be at some risk above the slide. Councilor Anderson said all he hears is good intentions, but the Credit Union isn't stepping up. He said nothing has changed in six months.

Attorney VanBuskirk said the attorney for the developer has been on vacation. The Credit Union thought they'd have something in hand by this meeting, but she thought they should continue this to their next meeting. Councilor Hyatt said this is a legal scenario and he feels the Whitefish Credit Union has been doing everything they can to clean it up. He would be in favor of continuing this to the next

meeting. Councilor Anderson said he isn't saying they aren't trying, but the Whitefish Credit Union hasn't come before them. Councilor Hildner said he has had concerns about this subdivision and he hasn't seen the information on the other lien-holders or the subdivision owner. He noted a conflict between Mr. Noble's and Mr. Carver's reports about what caused the slide. He said for an extension the developer must be moving forward to complete the plat and there is no developer. He is not opposed to holding this over, but he also is frustrated that no one from either side is here to represent their interests.

**Councilor Mitchell offered a motion, seconded by Councilor Anderson, to continue to the Lookout Ridge request for an extension to November 18, 2013. The motion passed unanimously.**

## 10. COMMUNICATIONS FROM PUBLIC WORKS DIRECTOR

### 10a. Resolution No. \_\_\_\_\_; A Resolution establishing "No Parking" Zones on portions of West Sixth Street and O'Brien Avenue (areas within 6<sup>th</sup> and Geddes project reconstruction area) (p. 398)

Public Works Director Wilson said that following the recent completion of the 6<sup>th</sup> and Geddes Street Reconstruction Project, the Public Works Department is recommending the City Council officially designate No Parking zones along certain portions of 6<sup>th</sup> Street and O'Brien Avenue, as shown on the drawing included in the packet. The route connecting Baker Avenue with West 2<sup>nd</sup> Street (running along West 6<sup>th</sup> Street, O'Brien Avenue, Flint Avenue, North Street, Geddes Avenue, Jennings Avenue, West 3<sup>rd</sup> Street and Good Avenue) was recently reconstructed. The public right of way is narrow all along this route and the new roadway includes curb and gutter where there was none before. As a result, in some locations where folks may have parked their car on the edge of someone's front lawn, the roadway is no longer wide enough to accommodate on-street parking.

Although other road segments along this route may benefit from parking restrictions in the future, we are recommending the following areas be designated as No Parking zones at this time:

- The north side of West Sixth Street from a point 150 west of Lupfer Avenue to Flint Avenue,
- The south side of West Sixth Street from Lupfer Avenue to Flint Avenue and
- Both sides of O'Brien Avenue between 265 West Sixth Street and 310 West Sixth Street, a distance of approximately 160 feet.

The recommended No Parking zones will help ensure the safe passage for traffic and emergency vehicles and will enable snow removal in a more efficient and effective manner. The cost to install the necessary No Parking signs along this portion of 6<sup>th</sup> Street and O'Brien Avenue is approximately \$500. The work would be performed by the Public Works crews and the cost would be paid out of the Street Fund.

Councilor Mitchell asked if the neighbors have been notified and Director Wilson said they have not. Councilor Anderson asked if this is temporary and Director Wilson said they are suggesting that it will be permanent. He said there is a narrow right-of-way and when they installed curb and gutter to handle run-off, it made the road narrow. Mayor Muhlfeld asked about the lots just above 6<sup>th</sup> Street where the road bows out and Director Wilson said that is proposed for on-street parking. Mayor Muhlfeld asked about Flint Avenue and Director Wilson said that is not included in this request because they are not seeing anyone park there. Councilor Hildner agreed that Flint Avenue is steep and maybe

they should make it no-parking, too, in the future. Councilor Kahle asked about notifying the public. He would like to hear from the neighbors. Director Wilson said he would notify the neighbors. Mayor Muhlfeld said they would be hard pressed to get an emergency vehicle through there. Councilor Hyatt agreed that they need restrictions. Chief Kennelly said they cannot get their fire truck down that road so it is a public safety issue at this time. Councilor Anderson wondered if this was public safety driven.

**Councilor Mitchell offered a motion, seconded by Councilor Hyatt to continue the request for a resolution establishing "No Parking" Zones on portions of West Sixth Street and O'Brien Avenue (areas within 6<sup>th</sup> and Geddes project reconstruction area) to the next meeting so the City can send out a letter to the people affected.**

Councilor Mitchell said they need to respect the taxpayers and notify them.

**The motion passed unanimously.**

**10b. Consideration of awarding an engineering consulting contract for the design of 2014 Water Infrastructure Improvements Project - water distribution lines (p. 405)**

Director Wilson said Public Works Department advertised a Request for Statements of Qualifications for the 2014 Water Infrastructure Improvements Project and received six responses. Staff interviewed and ranked the three finalists. This memo is to recommend the City Council award a Phase I consultant contract to WGM Group.

The project will involve design and construction of approximately 3500 feet of water main replacement and full-width street repaving along:

- Somers Avenue, between 2<sup>nd</sup> Street and 8<sup>th</sup> Street, and
- Central Avenue from 3<sup>rd</sup> Street to a point south of 5th Street.

In addition to the water main improvements, the need for roadway and drainage improvements is a substantial driver for the work on Somers and Central Avenue. The project will also include design and construction to replace a broken water main suspended from the Columbia Avenue bridge.

The scope of work under the proposed Phase I consultant design contract will include surveying and preliminary engineering design for water distribution, pavement, and drainage improvements. Services for final engineering design, contract documents, bidding services and construction management would be the subject to an addendum to be negotiated with the results of preliminary design in hand. Staff has negotiated a scope of work for survey and preliminary engineering in an amount not to exceed \$40,626. Staff will return to the City Council during the winter to add tasks and fees for final design and related work by addendum. Councilor Mitchell asked and Director Wilson said WGM has been the design team for several projects in Whitefish

**Councilor Mitchell offered a motion, seconded by Councilor Kahle, to award a Phase I consultant contract to WGM Group for survey and preliminary engineering design on the 2014 Water Infrastructure Improvements Project in an amount not to exceed \$40,626. The motion passed unanimously.**

**10c. Consideration of awarding an engineering consulting contract for the Birch Point and Miller (City Beach area) wastewater lift stations (p. 408)**

Director Wilson said the Public Works Department advertised a Request for Statements of Qualifications for the Birch Point and Miller Lift Station Project (by City Beach) and received six responses. Staff interviewed and ranked the three finalists. This memo is to recommend the City Council award a consultant contract to TD&H Engineering.

The project goal is to replace the existing sewage pump station located at the east end of Birch Point Drive and install new auxiliary power generators at the Birch Point sewage pump station and the Miller (City Beach) sewage pump station, located north of Skyles Place and immediately east of the City Beach Park. Staff also needs to improve access for maintenance vehicles at the Miller lift station.

The scope of work will include overall project management, surveying, engineering analysis and design, bidding services, construction management and coordination with private utility companies. The Birch Point lift station sits at the edge of Skye Park. TD&H is our design engineer for the Skye Park Bridge project. Their involvement with both jobs will enable close coordination and efficiencies in construction management, as well as possible task sharing between the two construction projects. Staff has negotiated a scope of work for engineering design, preparation of construction contract documents and bidding services in an amount not to exceed \$37,800. We will determine the needs for construction management services after the final design is complete and return to the City Council in the spring with a recommendation to add these services by amendment.

**Councilor Kahle offered a motion, seconded by Councilor Anderson, to award a consultant contract to TD&H Engineering for engineering design and related services on the Birch Point and Miller Lift Station Project in an amount not to exceed \$37,800.**

Councilor Hildner said they need to move forward on Skye Park Bridge in order to get the best value out of the project.

**The motion passed unanimously.**

## **11. COMMUNICATIONS FROM CITY MANAGER**

### **11a. Written report enclosed with the packet. Questions from Mayor or Council? (p. 411)**

Councilor Hyatt said he loved the picture of all the new equipment in Soroptimist Park.

### **11b. Other items arising between October 30<sup>th</sup> and November 4<sup>th</sup>**

Manager Stearns said tomorrow is the last chance to vote. He said he notified the Council that they offered the position for Assistant City Manager/Finance Director to Corey Swisher from Basehor, KS. They are hoping he can start in December.

## **12. COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS**

**12a. Standing budget item - None.**

**12b. Letter from Kevin McCready regarding police enforcement of complaints (p. 417)**

Mayor Muhlfeld said they will wait until Chief Dial is here.

**12c. Letter from Deborah Mallams regarding MDT plans for a median on Hwy 93 North by Signature Plaza (p. 421)**

Councilor Anderson said he thought it would be appropriate to send a follow-up letter to MDOT to encourage them to re-think this median issue. The other councilors agreed and Director Wilson said he would send the letter.

**COUNCIL COMMENTS**

Councilor Mitchell asked and Manager Stearns said the City overcharged the school. Manager Stearns said that Public Works discovered that the square footage figure was the total of the whole High School and the City reimbursed them \$42,000 off their impact fees. Councilor Mitchell said he still has concerns about the school project, but they need to take responsibility for this. He apologized to the public for how this was done incorrectly. He is glad that it will help the school. He said the Highway 93 West project is moving along and getting cleaned up and he is grateful. He was concerned about LHC and he was glad that they have done a good job.

Councilor Kahle asked if there would be downstream impacts that would be figured out by the square footage reduction. Manager Stearns said Sheri Baccaro said they might have under billed some prior projects. Director Wilson said the High School has been a unique project because it is happening in 3 phases. Councilor Sweeney said they were impact fees.

Councilor Hildner said there is a pile of concrete next to the Caldwell Banker building after the new concrete sidewalk was poured. Director Wilson said he can ask MDOT to look into it.

Councilor Hildner said folks from Mountain View Manor asked for a stop sign at the corner of 4<sup>th</sup> Street and O'Brien. Director Wilson said it won't meet warrants based on the low traffic count there.

Mayor Muhlfeld said he has been talking with Bill Blake from the Salvation Army who wants to have a friendly competition between Columbia Falls, Whitefish and Kalispell. The Salvation Army reinvests their funds into the valley and provides over 300,000 meals and showers and holiday gifts. The competition will be on December 19<sup>th</sup> from 9-5 p.m. and he asked the others to let him know if they could help ring the bell at the kettle for any portion of that day.

**13. ADJOURNMENT** (Resolution 08-10 establishes 11:00 p.m. as end of meeting unless extended to 11:30 by majority)

Mayor Muhlfeld adjourned the meeting at 10:55 p.m.

---

Mayor Muhlfeld

---

Jane Latus Emmert, Recording Secretary

Attest:

---

Necile Lorang, City Clerk

**PLANNING & BUILDING DEPARTMENT**  
**510 Railway Street, PO Box 158 Whitefish, MT 59937**  
**(406) 863-2410 Fax (406) 863-2409**



November 12, 2013

Mayor and City Council  
City of Whitefish  
PO Box 158  
Whitefish, MT 59937

Re: Extension of preliminary plat for 93 llc Subdivision (WPP 10-20)

Honorable Mayor and Council:

This office is in receipt of a letter from Eric Mulcahy of Sands Surveying, on behalf of 93 llc, requesting an extension of the preliminary plat for the 93 llc Subdivision. The 93 llc Subdivision is a 24-lot subdivision (20 single family lots and four multi-family lots with a maximum of 30 multi-family units) on 23.164 acres located on Highway 93 W. Attached to this report are the conditions of approval and a preliminary plat map.

The preliminary plat was approved by the Whitefish City Council in 2007. The developer amended the project and reduced the overall density. This was approved on November 1, 2010 and expired on November 1, 2013. The developer is requesting a 24-month extension until November 1, 2015, as provided for in §12-3-8B of the Whitefish Subdivision Regulations.

While this project has expired, in the past the Council has granted an extension for preliminary plats provided it is within a reasonable time of the expiration of the plat. In *Oldenburg v. Flathead County* (February 2, 1984), the County granted an extension of a plat after it had expired and the Montana Supreme Court found "that the statute permitted the commissioners to grant an extension to a preliminary approval within a reasonable time of the expiration." Staff recommends the Council **grant** this extension, as it is within a reasonable period of time of the expiration.

Sincerely,

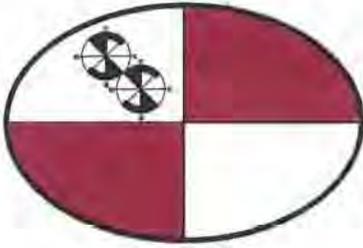
A handwritten signature in black ink that reads "Wendy Compton-Ring". The signature is written in a cursive, flowing style.

Wendy Compton-Ring, AICP  
Senior Planner

Att: Extension Letter dated November 5, 2013

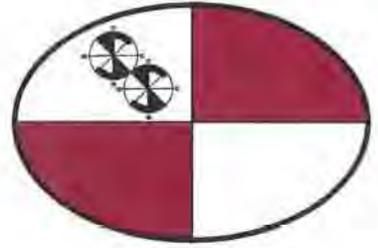
Conditions of approval, November 1, 2010  
Preliminary plat map, dated August 9, 2010

c/w/att: Necile Lorang, City Clerk



**SANDS SURVEYING, INC.**

2 Village Loop Road  
Kalispell, MT 59901  
406-755-6481  
Fax 406-755-6488



November 5, 2013

Mayor Mulfeld and City Councilors  
City of Whitefish  
P.O. Box 158  
Whitefish, MT 59937

RE: <sup>TWO</sup> ~~One~~ year extension for the 93 LLC, Preliminary Plat

Dear Mayor and City Councilors:

On behalf of our client Reto Barrington (93 LLC), we are requesting a two year extension for the Preliminary Plat approval of 93 LLC Preliminary Plat and PUD which is located just south of the State Park Road intersection with Highway 93 West. The preliminary plat was approved by approved by Whitefish City Council on November 1, 2010. This would be the first extension granted.

The applicant for 93 LLC has completed much of the engineering for the subdivision and has been in negotiations with the MDOT for acquisition of right-of-way for the Highway 93 reconstruction. As with many preliminary plat approvals in the City of Whitefish, the recession of 2008 had a major impact on the housing market throughout the nation. The City of Whitefish is beginning to recover from the housing market crash with lot and home prices beginning to climb as inventory is being absorbed. Mr. Barrington would like the ~~one~~ <sup>two</sup> year extension to allow the market to continue to recover.

Should you have any questions regarding the requested extension please contact me at 755-6481.

Sincerely,

Eric H. Mulcahy, AICP  
Sands Surveying, Inc.

11-05-13 11:48 AM

**93 Ilc**  
**Preliminary Plat/Planned Unit Development**  
**WPP-10-20/WPUD-10-21**  
**Whitefish City Council**  
**Conditions of Approval**  
**November 1, 2010**

The Whitefish City Council approved the following requested deviations from standards:

- **Street standards** from a local residential street section to three different street sections based on the topography and traffic generation. The main loop road will be constructed within a 50-foot right-of-way with 24-feet of driving surface with bulb-outs for on-street parking. The road serving Lots 16-21 will be constructed within a 40-foot right-of-way with 20-feet of driving surface. The upper road will be constructed within a 50-foot right-of-way with 24-feet of driving surface. The roads will have a detached sidewalk on one side, employ Low Impact Development stormwater techniques instead of utilizing curb and gutter and incorporate an alternative street tree design.
- **Setbacks** - side yard setbacks from 15-feet to 10-feet and front yard setback from 25-feet to 20-feet; and
- **Lot sizes** from 15,000 square feet to various sizes ranging from 7,144 to 11,752 square feet.

The Whitefish City-County Planning Board recommends approval of the project subject to the following conditions of approval:

1. The subdivision shall comply with Title 12 (Subdivision Regulations) and Title 11 (Zoning Regulations) and all other applicable requirements of the Whitefish City Code, except as amended by these conditions.
2. Except as amended by these conditions, the development of the subdivision and planned unit development shall be in substantial conformance with the approved preliminary plat, site plan and elevations that govern the general location of lots, roadways, parking, landscaping and improvements and labeled as "approved plans" by the City Council.
3. Prior to any pre-construction meeting, construction, excavation, grading or other terrain disturbance, plans for all on and off site infrastructure shall be submitted to and approved by the Whitefish Public Works Department. The improvements (water, sewer, roads, street lights, trails, sidewalks, driveways, etc.) within the development shall be designed and constructed by a licensed engineer and in accordance with the City of Whitefish's design and construction standards. The Public Works Director shall approve the design prior to construction. Plans for grading, drainage, utilities, streets, sidewalks and other improvements shall be submitted as a package and reviewed concurrently. No individual improvement designs shall be accepted by Public Works. (City Engineering Standards, 2009)

4. A tree retention plan shall be submitted to the Planning Department for review and approval. Appropriate trees outside building envelopes, driveways and roads shall be preserved. Any additional tree removal shall be approved by the Planning Department. (Subdivision Regulations, 12-4-5)
5. Prior to any grading or clearing, submit a site plan indicating all protected trees 4 inches at DBH (diameter at breast height) and greater that lie outside the building envelopes, driveways and roads. On the site plan indicate species, size, and location of the trees and structure corners. In the field indicate lot corners, rights-of-way and any natural buffers that will be retained. To insure proper root protection, all protected trees shall be barricaded to the dripline prior to any construction activity. Contact the City Arborist for a field inspection prior to any construction activity. Inspection of barricades shall be on-going during construction. (Subdivision Regulations, 12-4-5)
6. No trees shall be removed from the multifamily pods until such times as the City Council approves either a Conditional Use Permit or an amended Planned Unit Development Permit for these areas. The only vegetation management in these areas that is permitted is the removal of noxious weeds and the removal of vegetation for the installation of utilities. (Staff Report, Finding 3)
7. A wetland restoration plan shall be submitted to Planning and Public Works Departments for review and approval. Buffers adjacent to the boundaries of the wetlands shall be a minimum of 25-feet. (Staff Report, Finding 3)
8. Approval of the preliminary plat is subject to approval of detailed design of all on and off site improvements, including drainage. Through review of detailed road and drainage plans, applicant is advised that the number, density and/or location of building lots, as well as the location and width of the road right-of-way, and widths of rights-of-way shown on the preliminary plat may change depending upon constructability of roads, pedestrian walkways, and necessary retaining walls within the right-of-way, LID design requirements, on-site retention needs, drainage easements or other drainage facilities or appurtenances needed to serve the subject property and/or upstream properties as applicable. This plan, also located within the Homeowners' Association Conditions Covenants and Restrictions, shall include a strategy for long-term maintenance. Fill on-site shall be the minimum needed to achieve positive drainage, and the detailed drainage plan will be reviewed by the City using that criterion. (City Engineering Standards, 2009)
9. A groundwater monitoring study, meeting the standards identified in Section 3, Groundwater Monitoring and Study, of Ordinance 06-08 (subsequently readopted as Ordinance 06-27), shall be submitted to the Public Works Department for review and approval along with the drainage plans. (Staff Report, Finding 3)

10. A 20-foot wide utility easement shall be provided to install, maintain and replace a water line to serve the Fauske property (Assessor's Tract 1CBC) in a location to be determined. (City Engineering Standards, 2009)
11. Prior to any ground disturbing activities, a plan shall be submitted for review and approval by the Public Works and Planning/Building Department. The plan shall include, but may not necessarily be limited to, the following:
  - Dust abatement and control of fugitive dust.
  - Hours of construction activity.
  - Noise abatement.
  - Control of erosion and siltation.
  - Routing for heavy equipment, hauling, and employees.
  - Construction office siting, staging areas for material and vehicles, and employee parking.
  - Measures to prevent soil and construction debris from being tracked onto public roadways, including procedures to remove soil and construction debris from roadways as necessary.
  - Detours of vehicular, pedestrian, and bicycle traffic as necessary.
  - Notation of any street closures or need to work in public right-of-way.(City Engineering Standards, 2009)
12. All roads within the subdivision shall be built to City of Whitefish Public Works Standards and the Whitefish Subdivision Regulations unless otherwise approved by the Public Works Director. The roadway within the subdivision shall be privately owned and maintain, but open to the public. Rights-of-way shall be sized to allow installation, maintenance and replacement of public utilities. Public utilities shall only be located in road rights-of-way unless otherwise approved by the Public Works Director. (City Engineering Standards, 2009)
13. The most southerly road, serving Lots 1-14 and multifamily pod 'D', shall have a driving surface of 24-feet plus a 2-foot wide gravel shoulder on either side of the road. (City Engineering Standards, 2009)
14. Street lighting shall be required in accordance with the Whitefish Standards for Design and Construction. Street and other on-site lighting shall be dark sky compliant and meet the requirements of the City's Outdoor Lighting ordinance. (Zoning Section 11-3-25)
15. Developer must comply with requirements of Montana Department of Transportation relating to the accommodation of left hand turn into the project, right-of-way needs or construction easements at such time as it may be required. (Staff Report, Finding 1)
16. A Certificate of Subdivision Approval be obtained from the Department of Environmental Quality and written approval by the Whitefish Public Works

Department approving the storm drainage, water and sewage facilities for the subdivision. (Subdivision Regulations, Appendix C)

17. A landscaping plan for the open space, trails, wetlands and landscaping buffers shall be submitted to the Planning Department for review and approval. Landscaping plan shall also be submitted for review and approval by the Public Works Department, as they relate to the LID design. (Staff Report, Findings 3 & 4)
18. Prior to approval of the final plat, the applicant shall produce a copy of the proposed Covenants, Conditions and Restrictions (CC&Rs) for the 93 llc Subdivision Homeowners' Association (HOA) providing for:
  - Long-term maintenance of the open spaces, landscape buffers, private streets, sidewalks, trails and the street trees;
  - Snow removal as a HOA responsibility;
  - Long-term weed management plan. The weed management plan shall be submitted to the Planning Department for review and approval prior to final plat; and
  - Long-term maintenance plan for drainage and stormwater management facilities.
  - The fire protection zone guidelines (appendix K of the subdivision regulations) shall be made a component of the covenants.(Subdivision Regulations 12-4-29; Staff Report Finding 3; City Engineering Standards, 2009)
19. The following notes shall be placed on the face of the plat:
  - a. House numbers shall be located in a clearly visible location.
  - b. The internal roads shown on the final plat are intended to be privately owned and maintained and open to the public. It is understood and agreed that these internal roadways do not conform to City requirements for public roadways. Because of the road configuration, grades and right-of-way widths, these roads are not suitable for all-season maintenance by the public authority. The owners (and successors in interest) of the lots described in this plat will provide for all-season maintenance of the private roadways by creation of a corporation or association to administer and fund the maintenance. This dedication is made with the express understanding that the private roadways will never be maintained by any government agency or public authority. It is understood and agreed that the value of each described lot in this plat is enhanced by the private nature of said roadways. Thus, the area encompassed by said private roadways will not be separately taxed or assessed by any government agency or public authority.
  - c. Only class A and class B fire-rated roofing materials are allowed.
  - d. Defensible Space Standards shall be incorporated around all primary structures, as described in the Covenants.(Subdivision Regulations 12-4-29, 12-4-6; Staff Report Finding 4; City Engineering Standards, 2009)

20. All areas disturbed because of road and utility construction shall be re-seeded as soon as practical to inhibit erosion and the spread of noxious weeds. (Subdivision Regulations 12-4-29)
21. The Fire Marshal shall approve the placement and design of all fire hydrants prior to their installation and fire access. (UFC; Subdivision Regulations 12-4-19; Engineering Standards, 2009)
22. Common off-street mail facilities shall be provided by the developer and approved by the local post office. (Subdivision Regulations 12-4-23)
23. A central bear proof garbage collection site shall be located in the neighborhood. Its location shall be approved by North Valley Refuse. (Engineering Standards, 2009)
24. Development of multifamily pods A, B, C and D shall require review and approval through a Conditional Use Permit prior to the start of construction. Density of the multifamily pods shall not exceed that which is identified on the approved plans, the pods shall set aside a minimum of 13% open space and meet all the requirements of the zoning code. (Zoning Sections 11-2S-3C.; 11-11-2-3B.12.)
25. A 5-foot wide utility easement shall be dedicated on the private side of each edge of right-of-way to provide for private underground utilities such as gas, telephone, electrical and television cable. Where this may not be feasible due to topography, retaining walls or other obstacles, an alternate plan for private utility easements shall be proposed by the developer and approved by the Public Works Director. (Engineering Standards, 2009)
26. The right-of-way, road, utilities must accommodate or relocate to another suitable location, the existing road and utility easement which crosses the north edge of Tract 1ABE. The Public Works Department may require additional easement width to enable a perpendicular intersection between the private driveway and the through road. (Engineering Standards, 2009)
27. A building pad of 40' by 40' (or 1,600 square feet) with a slope of less than 30% shall be shown on the final plat map for the single family lots along with a driveway of less than 10% accessing the building pad. Any future home and driveway construction shall take place in the location identified on the plat. If the Fire Department needs to suppress a fire from the driveway, it cannot exceed 9%. Any slopes in excess of 25% shall require the submittal of a geotechnical report prior to final plat. (Staff Report, Finding 4)
28. No building permits shall be issued by the City of Whitefish until the applicant has received final plat, water and sewer lines are installed and inspected and all-weather drivable surface is installed and inspected. (2007 Approval)

29. This preliminary plat and planned unit development is valid for three years from Council action. (Subdivision Regulations 12-3-8)
30. A map of fire protection features shall be submitted to the fire chief or designee for review and approval prior to final plat. This map will show access roads, hydrants, water supply point and any other pertinent items. It shall also be made a component of the homeowners' covenants. (Subdivision Regulations 12-4-6)
31. Roads signs shall be approved by the Fire Marshal. Such signs shall be noncombustible and reflective. (Subdivision Regulations 12-4-6)

By: SANDS SURVEYING, Inc.  
 2 Village Loop  
 Kalispell, MT 59901  
 (406) 755-6481

JOB NO: 277701  
 DATE: February 22, 2007  
 REVISÉ: August 9, 2010  
 FOR/OWNER: 93 L.L.C.  
 PREPARED FOR: Glenstal Inc.  
 Reto Barrington

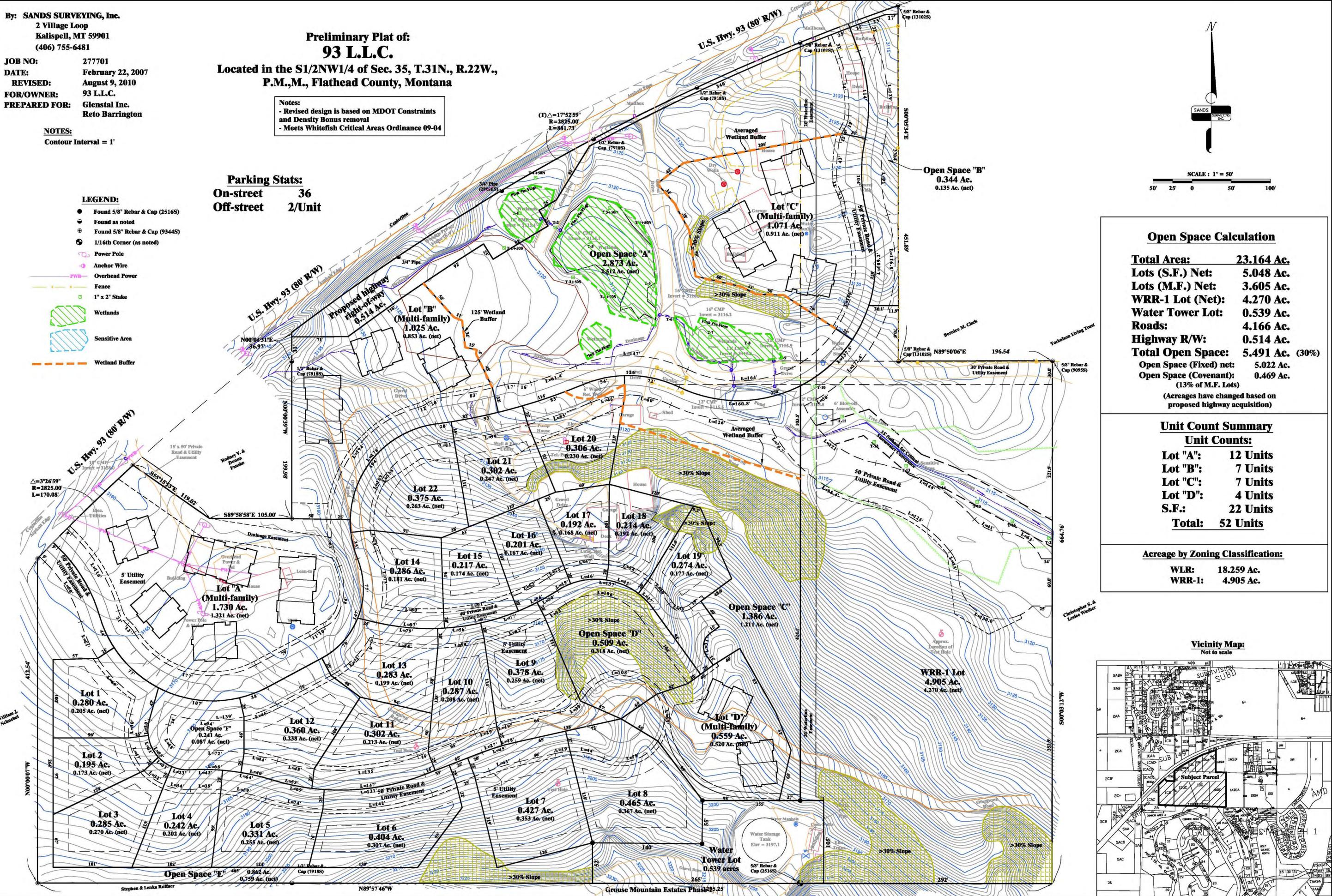
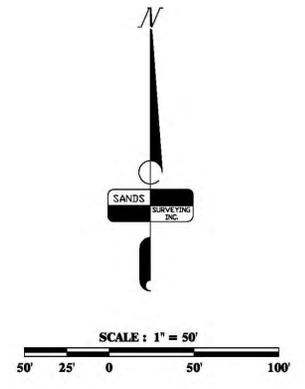
**Preliminary Plat of:**  
**93 L.L.C.**  
 Located in the S1/2NW1/4 of Sec. 35, T.31N., R.22W.,  
 P.M.,M., Flathead County, Montana

Notes:  
 - Revised design is based on MDOT Constraints and Density Bonus removal  
 - Meets Whitefish Critical Areas Ordinance 09-04

NOTES:  
 Contour Interval = 1'

**Parking Stats:**  
 On-street 36  
 Off-street 2/Unit

- LEGEND:**
- Found 5/8" Rebar & Cap (2516S)
  - Found as noted
  - ⊙ Found 5/8" Rebar & Cap (9344S)
  - ⊕ 1/16th Corner (as noted)
  - ⊖ Power Pole
  - ⊙ Anchor Wire
  - ⊖ Overhead Power
  - ⊖ Fence
  - ⊖ 1" x 2" Stake
  - ⊖ Wetlands
  - ⊖ Sensitive Area
  - ⊖ Wetland Buffer



**Open Space Calculation**

<b>Total Area:</b>	<b>23.164 Ac.</b>
<b>Lots (S.F.) Net:</b>	<b>5.048 Ac.</b>
<b>Lots (M.F.) Net:</b>	<b>3.605 Ac.</b>
<b>WRR-1 Lot (Net):</b>	<b>4.270 Ac.</b>
<b>Water Tower Lot:</b>	<b>0.539 Ac.</b>
<b>Roads:</b>	<b>4.166 Ac.</b>
<b>Highway R/W:</b>	<b>0.514 Ac.</b>
<b>Total Open Space:</b>	<b>5.491 Ac. (30%)</b>
<b>Open Space (Fixed) net:</b>	<b>5.022 Ac.</b>
<b>Open Space (Covenant):</b>	<b>0.469 Ac.</b>
<small>(13% of M.F. Lots)</small>	
<small>(Acreages have changed based on proposed highway acquisition)</small>	

**Unit Count Summary**

**Unit Counts:**

<b>Lot "A":</b>	<b>12 Units</b>
<b>Lot "B":</b>	<b>7 Units</b>
<b>Lot "C":</b>	<b>7 Units</b>
<b>Lot "D":</b>	<b>4 Units</b>
<b>S.F.:</b>	<b>22 Units</b>
<b>Total:</b>	<b>52 Units</b>

**Acreage by Zoning Classification:**

<b>WLR:</b>	<b>18.259 Ac.</b>
<b>WRR-1:</b>	<b>4.905 Ac.</b>

**Vicinity Map:**  
 Not to scale



**RESOLUTION NO. 13-\_\_**

**A Resolution of the City Council of the City of Whitefish, Montana, adopting the Whitefish Parks and Recreation Master Plan September 2013 as an amendment to the 2007 Whitefish City-County Master Plan (2007 Growth Policy).**

WHEREAS, the Whitefish City-County Master Plan (Growth Policy) was adopted by the City of Whitefish by Resolution No. 96-03 on February 20, 1996; and

WHEREAS, the 2007 Whitefish City-County Growth Policy (2007 Growth Policy) was adopted by the City Council pursuant to Resolution No. 07-57 on November 19, 2007; and

WHEREAS, pursuant to an agreement dated June 19, 2012, the City engaged Applied Communications, LLC, to assist the City in creating the Whitefish Parks and Recreation Master Plan; and

WHEREAS, thereafter, public meetings were conducted to receive public input regarding the Whitefish Parks and Recreation Master Plan needs and proposals; and

WHEREAS, on July 9, 2013, at its public meeting, the Whitefish Park Board considered the Whitefish Parks and Recreation Master Plan, received an oral report, took public comment, and thereafter voted unanimously to recommend that the Whitefish Parks and Recreation Master Plan be adopted as an amendment to the 2007 Growth Policy; and

WHEREAS, on August 15, 2013, at a lawfully noticed public hearing, the Whitefish City-County Planning Board considered the Whitefish Parks and Recreation Master Plan, received an oral report, reviewed Staff Report WGPA 13-01, took public comment, and thereafter voted to recommend that the Whitefish Parks and Recreation Master Plan be adopted by the Whitefish City Council, with several minor corrections; and

WHEREAS, Applied Communications, LLC, revised the Whitefish Parks and Recreation Master Plan to include the recommendations made by the Whitefish City-County Planning Board at its August 15, 2013 public hearing, and by Planning Department staff; and

WHEREAS, at a lawfully noticed public hearing on November 4, 2013, the City Council received a report from City staff concerning the Whitefish Parks and Recreation Master Plan September 2013, solicited and received public comment, and following discussion adopted Resolution No. 13-33, a Resolution of Intention to approve the Whitefish Parks and Recreation Master Plan September 2013, as an amendment to the 2007 Growth Policy; and

WHEREAS, it will be in the best interests of the City of Whitefish and its inhabitants to adopt a Resolution to approve the Whitefish Parks and Recreation Master Plan September 2013, as an amendment to the 2007 Growth Policy.

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: The City Council of the City of Whitefish, Montana, hereby adopts the Whitefish Parks and Recreation Master Plan September 2013, attached hereto and incorporated herein by reference, as an amendment to the 2007 Growth Policy.

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 \_\_\_\_\_, 2013.

\_\_\_\_\_  
John M. Muhlfeld, Mayor

ATTEST:

\_\_\_\_\_  
Necile Lorang, City Clerk

**PLANNING & BUILDING DEPARTMENT**  
**510 Railway Street, PO Box 158, Whitefish, MT 59937**  
**(406) 863-2410 Fax (406) 863-2409**



November 4, 2013

Mayor and City Council  
City of Whitefish  
PO Box 158  
Whitefish, MT 59937

Re: Parks and Recreation Master Plan (WGPA 13-01)

Honorable Mayor and Council:

**Summary of Requested Action:** This application is a request by the city of Whitefish to adopt a Parks and Recreation Master Plan as an amendment to the 2007 Whitefish City-County Growth Policy.

**Planning Board Recommendation:** The Whitefish City-County Planning Board held a public hearing on August 15, 2013. Following this hearing, the Planning Board unanimously recommended approval of the above referenced Growth Policy Amendment with staff recommended changes and several other minor corrections (see minutes) and adopted the supporting findings of fact in the staff report (Smith, Blake, and Konopatzke were absent).

**City Staff Recommendation:** Staff recommended approval of the attached Parks and Recreation Master Plan as an amendment to the 2007 Whitefish City-County Growth Policy.

**Public Hearing:** At the public hearing, the parks director, Karl Cozad, spoke. No one else from the public wished to speak.

The draft minutes of the Planning Board hearing are attached.

**Update:** After the Planning Board hearing, the consultant, Applied Communications, revised the plan to include recommendations both from planning staff and the planning board. The revised September 2013 Final Draft is now presented to the City Council for approval and has been placed on the agenda for your regularly scheduled meeting on November 4, 2013.

Should Council have questions or need further information on this matter, please contact the Whitefish City-County Planning Board or the Planning Department.

Respectfully,

A handwritten signature in blue ink, appearing to read "David Taylor".

David Taylor, AICP  
Director

Att: Minutes of the 08-15-13 Planning Board meeting

***Exhibits from 09-19-13 Staff Packet to Planning Board***

1. Staff Report, 08-15-13

Revised Plan

2. Downtown Master Plan Final Draft, Revised September 2013

c: w/att Necile Lorang, City Clerk

set forth in the staff report to amend Title 12 of the Zoning Regulations and adopt the findings of fact and transmit the same to the Whitefish City Council for further action.

**PUBLIC HEARING**

The public hearing was opened to those who wished to speak on the issue.

**PUBLIC HEARING**

No one wished to speak and the public hearing was closed.

**MOTION**

Meckel moved and Phillips seconded Whitefish to adopt staff report WSUB 13-01 as findings of fact and recommend that the City Council approve the recommendations set forth in the staff report to amend Title 12: Subdivision Regulations.

**BOARD DISCUSSION**

Anderson asked if staff had anyplace where they were going to recommend the scheduling and Compton-Ring said it would be added to their flier.

**VOTE**

The motion passed unanimously. (Scheduled for September 16, 2013)

**CITY OF WHITEFISH  
ZONING REGULATIONS  
AMENDMENT REQUEST**

A request by the City of Whitefish to amend the Subdivision Regulations and Zoning Regulations as they pertain to the 2013 Legislative changes to the Montana State Subdivision and Platting Act.

**STAFF REPORT WZTA 13-01**

Planner Compton-Ring said staff is just moving the standards for Manufactured Home Parks, RV Parks and Campgrounds from the Subdivision Chapter to the zoning regulations.

**PUBLIC HEARING**

The public hearing was opened to those who wished to speak on the issue.

**PUBLIC HEARING**

No one wished to speak and the public hearing was closed.

**MOTION**

Meckel moved and Phillips seconded to adopt staff report WZTA 13-01 to approve the recommendations to amend Title 11 Chapter 3 of the Zoning Regulations as findings of fact and recommend that the City Council approve the recommendations set forth in the staff report.

**VOTE**

The motion passed unanimously. (Scheduled for City Council on September 3, 2013.)

**CITY OF WHITEFISH  
GROWTH POLICY  
AMENDMENT REQUEST**

A request by the City of Whitefish to amend the Whitefish Growth Policy to incorporate a Parks and Rec Master Plan.

**STAFF REPORT WGPA 13-01**

Planner Compton-Ring said that this will be an amendment to the Growth Policy Master Plan. Staff is recommending approval

subject to some suggestions.

Parks Director Cozad said this process began about 15 months ago and it went through an extensive public process. There were a number of public meetings and they met with special interest groups and stakeholders including the Chamber, School District, the O'Shaughnessy and the Library as adjacent neighbors. He said Director Taylor is an avid disk golfer so that is a bias in the report. Director Cozad said he agrees with Director Taylor that it is a popular sport, but it takes about a 15 acre site. He said they need to increase their inventory of open space and Armory Park is one place they are considering.

Staff recommends the Planning Board review and recommend any appropriate changes needed to the Parks and Rec Master Plan document, and that it be forwarded it to the City Council with a recommendation for adoption as an amendment to the 2007 Whitefish City-County Growth Policy.

**PUBLIC HEARING**

The public hearing was opened to those who wished to speak on the issue.

**PUBLIC HEARING**

No one wished to speak and the public hearing was closed.

**BOARD DISCUSSION**

Vail said she serves on the Library Board. She said staff has done an excellent job on the plan. She said a lot of people would like to see the existing building in Depot Park stay as a visitor center with restrooms. Director Cozad said he thinks this option will have more discussion. He doesn't think it is a closed issue yet. Gunderson said he participated in the Depot Park Master Plan committee and there was a lot of talk about the usefulness of the building. He said in the end it was unanimous that the building should go. They are trying to connect Central Avenue to the Depot and the building blocks the entryway. He said the downtown master planners have recommended more of a plaza for community events. Vail said she talked to Bruce Booty. The public has concerns about tearing down a perfectly good building. Gunderson said the committee recognizes that and has mixed feelings. Gunderson said he agreed with Director Taylor's suggestions in the staff report. He asked and Kate McMahan said she agreed with the staff report, too. Gunderson said Appendix A, Inventory, Crestwood Park, should note the wetland path is now tied into the Crestwood Park area. On page 5, item 15, is part of the BNSF loop trail. In the inventory of the parks, he noted that the Canoe Park is west of Columbia Avenue. McMahan said she they could get her a copy of their recommended corrections.

Vail said that it makes her feel good that they live somewhere with such great amenities. Anderson agreed and noted that there are increases in the tourism and bed tax, too, in part because of our great

amenities.

**MOTION**

Gunderson moved and Netteberg seconded to adopt staff report WGPA 13-01 as findings of fact and recommend that the City Council adopt the Parks and Rec Master Plan as an amendment to the 2007 Whitefish City-County Growth Policy with the suggested amendments.

**VOTE**

The motion passed unanimously. (Scheduled for City Council on September 16, 2013.)

**NEW BUSINESS**

None.

**GOOD AND WELFARE**

1. Matters from Board

Vail asked and Gunderson said there has been a recent addition to the river trail with the Rygg property. It is a gravel path and follows the river downstream to the Stumptown Inn (former Super 8 building.) Staff is working to get an easement from Stumptown Inn and there is an easement for the Pine Lodge property so access is increasing.

Netteberg said he sold his place and is moving to Kalispell for a while which means he will have to resign from the Board when it closes in mid-September.

Meckel said Tuesday night there is an Open House for the Highway 93 W Corridor Study for the public from 4:30-6:30 p.m. in the Council Chambers.

2. Matters from staff

Planner Compton-Ring said there are a subdivision application and a couple of rezones next month. She said the Downtown Master Plan has been updated and Director Taylor will be reporting on that.

3. Poll of Board members available for next meeting (September 19, 2013.) All members indicated they would be available.

**ADJOURNMENT**

The meeting was adjourned by motion at approximately 7:05 p.m. The next regular meeting of the Whitefish City-County Planning Board will be held on September 19, 2013, 6:00 PM

\_\_\_\_\_  
Ole Netteberg, Chairman of the Board

\_\_\_\_\_  
Jane Latus Emmert, Recording Secretary

APPROVED as submitted/corrected: \_\_\_\_/\_\_\_\_/13

**PARKS AND RECREATION MASTER PLAN  
PLANNING STAFF REPORT  
GROWTH POLICY AMENDMENT WGPA 13-01  
AUGUST 15, 2013**

A report to the Whitefish City-County Planning Board and the Whitefish City Council regarding an amendment to the Whitefish Growth Policy to adopt a Parks and Recreation Master Plan. A public hearing is scheduled before the Whitefish City-County Planning Board on August 15, 2013 and a subsequent hearing is set before the City Council on September 16, 2013.

**BACKGROUND**

The Whitefish Park and Recreation Master Plan 2013 Public Review Draft has been forwarded to the Planning Board and City Council for review, comment, and adoption from the Whitefish Park Board. This plan has been prepared for the City of Whitefish by consultants Applied Communications, LLC, in conjunction with the City Parks and Recreation Department.

The study area encompasses the entire Whitefish planning jurisdiction. The plan is meant to be a guide for future growth of the Whitefish area parks system and recreation programs. This plan works as a companion document to the 2007 Whitefish City-County Growth Policy and area neighborhood plans, as well as the 2007 Bike and Pedestrian Pathways Master Plan, A Tail Runs Through It Master Plan (2006), the Whitefish Area Schools Trust Lands Neighborhood Plan (2004), and various individual park master plans such as the Armory Park Master Plan (06), Depot Park Master Plan (12), City Beach Master Plan (outdated), and Mountain Trails Park Master Plan (outdated).

To engage the public, the consultant hosted an open house at city hall, received and reviewed 261 public survey sheets, and had an info/comment booth at the Whitefish Farmer's Market. They also conducted focus groups with recreation users, businesses, and public officials.

The plan's relationship with the Growth Policy is outlined below for review. Staff also noted some things to consider that might improve the plan.

**RELATIONSHIP WITH THE GROWTH POLICY**

It is important to review the Parks and Recreation Master Plan in light of the adopted 2007 City-County Growth Policy, which it will be adopted as an addendum to. The Growth Policy features a section on parks planning under the Community Facilities section in Chapter Four.

The Goals, Policies, and Recommended Actions from the Community Facilities element of the Growth Policy related to Parks Planning are listed below, along with a brief synopsis of how the plan addresses these issues.

**2007 WHITEFISH CITY-COUNTY GROWTH POLICY, COMMUNITY FACILITIES ELEMENT, PARKS AND RECREATION:**

**Goals:**

1. *Expand the diversity of parks, open spaces, and high quality recreational opportunities for the growing Whitefish area.*

That goal is reiterated in the plan and in Objective 1 under Recreation Goals and Policies (7-1).

**Finding 1:** The Parks and Recreation Master Plan supports the goal of the 2007 Growth Policy to expand the diversity of parks, open spaces, and high quality recreational opportunities.

**Policies:**

1. *The city of Whitefish shall only accept viable park land as dedications in subdivisions when said land will be further developed for active or passive recreation.*

This parkland dedication policy isn't specifically outlined in the Plan. However there is an objective under Park Development and Acquisition that states "Only accept land dedications that meet the design standards in the Park & Recreation Master Plan."

**Finding 2:** The Parks and Recreation Master Plan supports the policy that dedicated parks be developed as active or passive recreation per the design standards established in the document.

2. *The city will continue to encourage private open spaces in order to broaden the range of open spaces available to the Whitefish community.*

Private open spaces are not the purview of a Parks and Recreation Master plan, but could be part of a future Open Space Plan developed by the city.

**Finding 3:** While open space planning is not a specific part of the plan document, open space standards are established in the document.

3. *The city will continue to coordinate park planning and development with the ad hoc Open Space Committee in order to address a wider range of park and open space needs and priorities.*

An ad hoc Open Space Committee has not been established by the City Council, so this is irrelevant to this draft Parks and Recreation Master Plan. The plan

does address open space and has planning guidelines and design standards for such development.

### ***Recommended Actions***

- 1. The City of Whitefish shall formulate and adopt a comprehensive park and recreation master plan to assess current parkland and recreational programs and facilities and to identify and anticipate future needs, and explore funding options for new and/or upgraded facilities.*

The plan comprehensively assesses current parks and recreation programs and facilities, it identifies several necessary upgrades, and highlights a range of implementation funding options.

**Finding 4:** The draft master plan fulfills the intent of the Recommended Action 1 from the 2007 Growth Policy, to adopt a comprehensive park and recreation master plan.

### **REVIEW AND SUGGESTIONS**

The draft Parks & Recreation Master Plan thoroughly outlines the public input process, park development standards, recreation trends, a needs assessment, and goals and policies. Overall, it is a thorough base-line document to guide the future with regard to Whitefish's park and recreation needs and staff recommends that it be adopted.

In staff's review of the document, a few items were identified that could potentially improve the plan:

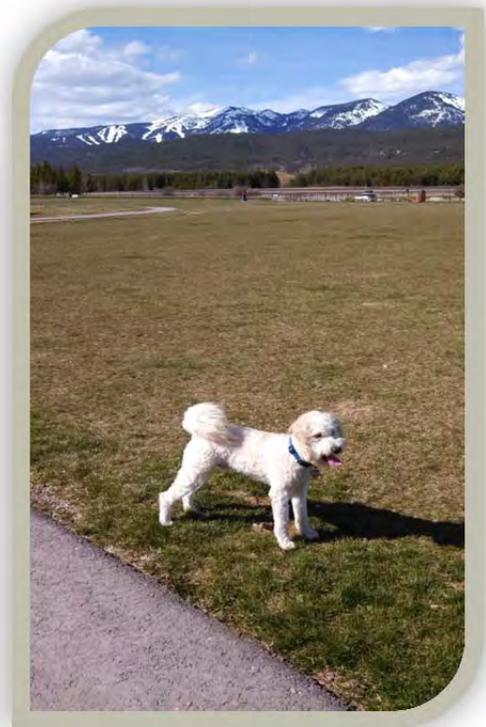
- The Bike and Walkway map on p. 5-16 is confusing due to green color overlap of the Existing Bikeways and park areas.
- The plan could use more specific details or suggestions on how a prioritized land acquisition policy and fund could be established for quick acquisition of land that comes up for sale next to parks needing expansion.
- The plan should outline the need for the city to establish a Public Lands and Facilities zoning district that encompasses all parks and public property. City parks are currently all in variety of different zoning districts that all have different development and signage standards.
- The plan should have goals for the design of new facilities that incorporate revenue-generating opportunities that could offset operational costs and/or enhance the recreational experience of participants (i.e. concessions, leasing, rentals, etc).

- An omission in the Needs Assessment and Implementation chapters seems to be disc golf, one of the nation's fastest growing sports that a range of age groups can enjoy. Public input rated disc golf fourth in local popularity on the competitive sports survey ahead of ice hockey, softball and baseball (p. 3-9), yet there are currently no sanctioned facilities in the Whitefish area. The Summary of Needs (p. 5-17) makes no mention of the lack of a local course. The development of an 18-hole disc golf course designed to Professional Disc Golf Association (PDGA) standards should be addressed in the Goals and Policies and the Implementation elements.

**Overall Recommendation:** Staff recommends the Planning Board review and recommend any appropriate changes needed to the Parks and Recreation Master Plan document, and that it be forwarded it to the City Council with a recommendation for adoption as an amendment to the 2007 Whitefish City-County Growth Policy.



# City of Whitefish Parks and Recreation Master Plan



**September, 2013**

## Acknowledgments

### CITY COUNCIL

Mayor - John Muhlfeld,  
Deputy Mayor - Bill Kahle

#### *Council Members*

John Anderson  
Richard Hildner  
Chris Hyatt  
Phil Mitchell  
Frank Sweeney

### PARK BOARD MEMBERS

Chris Hyatt, Council Member  
Susan Schnee  
Doug Wise  
Brad Ridgeway  
Terri Dunn  
Ron Brunk  
Laurel Grady  
Jim DeHerrera  
Life Noel

### PARKS, RECREATION & COMMUNITY SERVICE STAFF

Karl Cozad, Director  
Mary Blubaugh  
Andy Hergesheimer  
Jason Loveless  
Maria Butts

### PREPARED BY:

Applied Communications, LLC - Whitefish, Mt – [www.appcom.net](http://www.appcom.net)

Bruce Boody, Landscape Architects, Inc. – Whitefish, MT

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Chapter 2 - Community Profile

Chapter 3 - Public Input

Chapter 4 - Organization

Chapter 5 - Needs Assessment

Chapter 6 - Trends

Chapter 7 - Goals and Policies

Chapter 8 - Implementation

Chapter 9 - Park Development Standards

Appendix:

- Park Inventory
- Community Survey Form
- Acquisition Criteria



# I. Overview

## A. Purpose

The purpose of the City of Whitefish Parks and Recreation Master Plan is to present a vision for the development of future parks and recreation services as well strategic direction regarding the role of the Park and Recreation Department. This vision will provide the foundation for goals, policies and action items to guide public officials in making decisions on land acquisition, budgeting, programming, partnerships, recreation facility upgrades and park development. The Plan is a dynamic document and contains processes to meet future challenges. Based on a needs assessment and public input, the plan establishes priorities to meet community needs for the next 20 years. This document also reviews resources, funding strategies, and partnerships to implement the recommendations of the plan.

Figure 1.1: Baker Park



## B. Planning Process

The following graphic illustrates the planning process used to develop the master plan. This is the first Parks and Recreation Master Plan that Whitefish has adopted. Public input was an important component of the planning process. The Parks and Recreation Master Plan planning area coincides with the city growth policy.

Figure 1.2: Planning Process



## C. Relationship to Other Plans

### 1. Growth Policy

The City of Whitefish Growth Policy was adopted in 2007 and included an action item to develop a Park and Recreation Master Plan. This plan will be adopted as element of the Growth Policy. Relevant goals and policies in the Growth Policy include:

#### **Parks and Recreation Goals:**

1. Expand the diversity of parks, open spaces, and high-quality recreational opportunities for the growing Whitefish area.

#### **Parks and Recreation Policies:**

1. The City of Whitefish shall only accept viable park land as dedications in subdivisions when said land will be further developed for active or passive recreation.

2. The City will continue to encourage private open spaces in order to broaden the range of open spaces available to the Whitefish community.

### 2. Whitefish Bike and Pedestrian Master Plan

In 1999, as part of the Transportation and Storm Drainage Master Plan, the Whitefish City Council adopted a Bike and Pedestrian Master Plan. The plan included recommendations for future trails as well as design standards. The goals of the trail plan include:

- Linking the downtown to tourist facilities and lodging accommodations
- Connecting City parks and natural features
- Enhancing recreation facilities within the City's parks; and
- Providing opportunities throughout the community for outdoor exercise

The trails referenced in this document reflect the recommendations of that plan as amended. The goals and policies of the Park and Recreation Master Plan supplement the Bike and Pedestrian Master Plan. An updated trail map is included in the Chapter 5. The Bike and Pedestrian Committee is an advisory committee that oversees implementation and updates to the plan.

### 3. Park Master Plans

The City of Whitefish has adopted master plans for specific parks. These plans provide a guideline for how the park should be developed and improved. Following is the status of these plans.

- Amory Master Plan – Adopted In 2006 Several projects have been completed. Dog park to be expanded. Coordinate drainage improvements with road improvements.
- Depot Master Plan – Adopted in 2012. Recommendations to be phased in beginning in 2013.
- O'Brien Bluffs Master Plan – Adopted in 2010. Implementation dependent on funding.
- City Beach Master Plan – Outdated. Plan should be updated.
- Mountain Trails Park Master Plan – Outdated. Plan should be updated.

#### 4. Neighborhood Plans

The following neighborhood plans were adopted by reference in the Growth Policy and may provide additional guidance in development of parks in that area.

- Whitefish Downtown Business District Master Plan (2005 – Updated in 2013 ) – The plan calls for the development of a “public square” providing downtown green space and community space across from the train station. The City has since purchased this land and completed the Depot Park Master Plan. The Plan also recommends connecting the downtown to the trail system west of Baker Street and for a recreational trail loop around the downtown. Elements of this system have been constructed. Finally, the plan recommends a development of a park in the Railway District.

*Figure 1.3: Depot Park is an amenity for Downtown*



- Big Mountain Neighborhood Plan (2006) - Big Mountain Ski Resort has since been renamed Whitefish Mountain Resort. It is a privately owned, full-serviced, ski resort and provides an important recreational amenity for the community. Winter recreation primarily includes alpine skiing and cross-country skiing. Summer recreation includes hiking, bicycling and new attractions such as an alpine slide and zip lines. The resort coordinates with the schools and city on youth programs. The plan has a goal of connecting hiking and biking trails at the resort to the Whitefish Trails system.
- South Whitefish Neighborhood Plan (1998 and amended in 2000) - This area generally encompasses the corridor along south US 93 from the Mountain Mall to Highway 40. The Whitefish River forms the easterly border. The plan calls for improved pedestrian access and creating connections between pathways. It calls for parks or green space to buffer residential uses from the more intense commercial uses on US. 93.
- Riverside at Whitefish Neighborhood Plan (1999) – The area is bordered by Hwy 40 to the south, the Whitefish River on the north and Hospital Way on the east. The plan provides for a

neighborhood park, greenbelt and athletic fields. The athletic field has been developed as Smith Complex. The greenbelt along the river has been partially developed.

- Iron Horse Resort Neighborhood Plan (1996) - The Iron Horse Resort encompasses 826 acres located approximately 2 miles north of downtown Whitefish east of Wisconsin Ave. The neighborhood plan includes a private 18-hole golf course, clubhouse, residential units and conservation/open space. According to the plan a 60-acre conservation easement in the southeast portion of the property was created in lieu of parkland dedication. The plan also called for dedication of trail easement that would be open to the public. The plan indicates that if a trailhead is constructed it should be located on the southern 10 acres of this area.
- North Valley Hospital Neighborhood Plan (2009) – This plan is for the medical campus that includes the hospital and medical offices. It also includes open space and trails. The plan has a stated goal of, “Maintain and enhancing high quality in built and open spaces including landscaped and natural areas, including public facilities such as the trail system which is and will be continuous and contiguous with the trails serving the larger community.”
- Whitefish School Trust Lands Neighborhood Plan - Adopted by the City as part of the Growth policy in 2005. The plan covers the state trust lands surrounding Whitefish and recommends the development of a recreational trails system. A trails master plan for the state trust land was adopted by the City Council in 2006. The City of Whitefish is a partner with Whitefish Legacy Partners and the Montana Department of Natural Resources(DNRC) to develop the trail system. The City currently holds a land use license from DNRC for the trails on state trust lands in the Lupfer and Swift Creek areas and holds a permanent recreational easement for trails on state trust lands in the Skyles Lake and Beaver Lakes area. The Legacy Land Advisory Committee (LLAC) oversees implementation of the trail system.

*Figure 1.4: Whitefish Trail Segment*



## D. Guiding Principles

In January, 2013, the Park Board conducted a workshop and developed guiding principles for the Parks and Recreation Master Plan. Guiding principles help establish a shared sense of direction for the community and facilitates communication by providing a framework to evaluate projects and set priorities. Following are the guiding principles for the Whitefish park and recreation system.

Table 1.1 Guiding Principles

<p><b>P</b></p>	<p><b>Preserve</b></p> <ul style="list-style-type: none"> <li>• Preserve the quality of parks so they are amenities to the community.</li> <li>• Preserve the public access to the lakes and rivers.</li> <li>• Preserve the level-of-service so the community always has convenient access to facilities that are not overcrowded.</li> </ul>
<p><b>A</b></p>	<p><b>Add</b></p> <ul style="list-style-type: none"> <li>• Add future parks and expand existing parks to meet the needs of future growth.</li> <li>• Add facilities, equipment and programs to meet the needs of all age groups.</li> <li>• Add connections between parks and trails to provide connectivity.</li> <li>• Add water access sites to meet the needs of future growth.</li> </ul>
<p><b>R</b></p>	<p><b>Rehabilitate/Retrofit</b></p> <ul style="list-style-type: none"> <li>• Rehabilitate and modernize aging facilities to meet current safety and accessibility standards and to lower maintenance costs.</li> <li>• Retrofit undeveloped or underdeveloped parks according to site specific plans.</li> <li>• Rehabilitate shorelines and maintain vegetation to improve water quality and meet other environmental objectives.</li> </ul>
<p><b>C</b></p>	<p><b>Collaborate</b></p> <ul style="list-style-type: none"> <li>• Continue and strengthen existing collaborations.</li> <li>• Coordinate with other city projects to advance common objectives for parks.</li> <li>• Coordinate with other public agencies, non-profits and civic groups to upgrade facilities and develop new parks or programs.</li> <li>• Coordinate with private developers to identify opportunities for new parks to meet future growth.</li> </ul>

## II. Community Profile

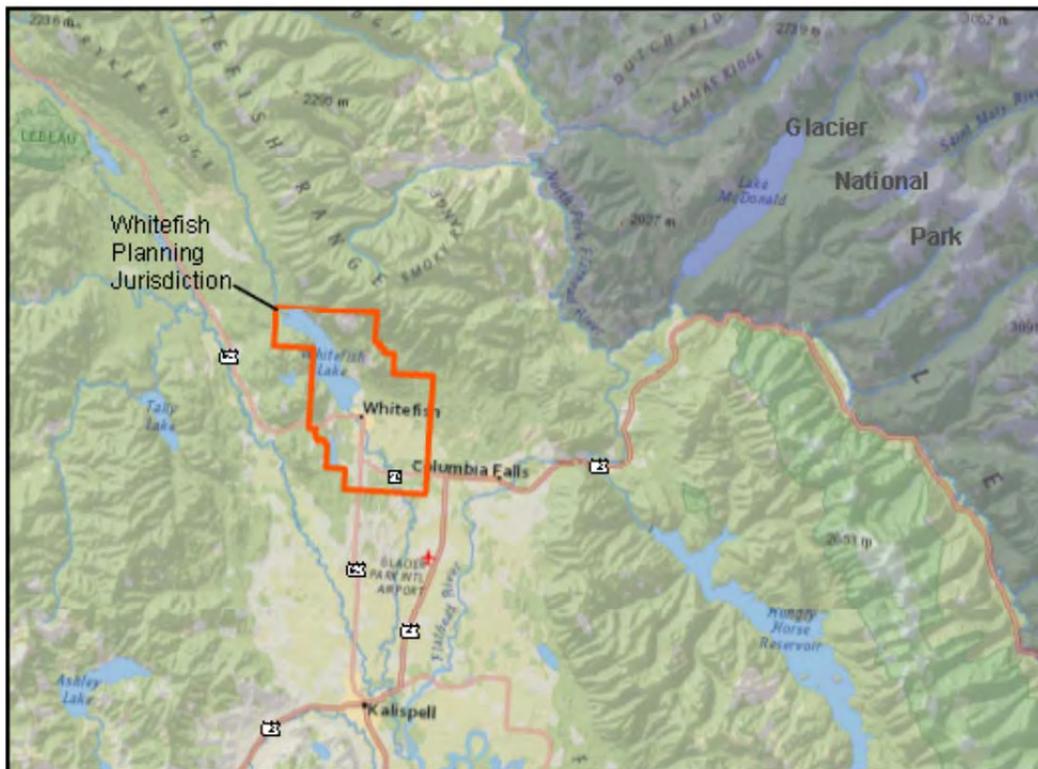
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### A. Geography

Whitefish, Montana is located in the northwest portion of the state in Flathead County. U.S. Highway 93 is the main transportation corridor through town connecting the city to the county seat of Kalispell, 12 miles south of Whitefish and to Eureka, MT located about 50 miles northwest of the city. The Burlington Northern Santa Fe (BNSF) railroad is a major east-west route for both freight traffic and Amtrak. It dissects the city into distinct north and south sections. The BNSF railroad operates a maintenance facility in Whitefish at the north end of the downtown core.

The city is situated at the south end of Whitefish Lake with views of the Whitefish Mountain Range to the north, Glacier National Park to the east as well as mountain views to the west and south. Glacier National Park is located 25 miles east of Whitefish. Additionally, the city is closely situated to the Flathead National Forest and state forest lands both providing abundant outdoor recreation activity. The city holds a permanent recreation easement on state trust land for the development of trails and associated amenities. Whitefish Mountain Resort is a destination ski area located within minutes of the downtown.

Map 2.1: Location Map



## B. Water Features

Abundant lakes and streams are present in Whitefish area. Swift Creek flows into Whitefish Lake from the north while the Whitefish River flows southward through town draining the lake toward a confluence with the Stillwater River then the Flathead River, prior to their draining into Flathead Lake. The watershed that surrounds and drains into Whitefish Lake comprises approximately 151 square miles (97,000 Acres) of mostly U.S. Forest Service, State Forest lands, and privately owned forestland. Whitefish Lake itself covers approximately 5 square miles (3,299 acres).

The Whitefish River forms an open space corridor with trails and parks that are treasured by the entire community. In addition to recreational opportunities, this corridor provides wildlife habitat. Smaller streams such as Cow, Viking, Hellroaring, Swift, and Haskill Creeks provide critical resource value and wildlife habitat that contribute to Whitefish's unique sense of place. South and west of Whitefish are smaller lakes with limited public access. These lakes include Blanchard Lake, Sampson Lake and Lost Coon Lake. Although, Skyles, Beaver and Murray Lakes are located on State School Trust Lands outside of the planning area, access to these lakes are part of a permanent recreation easement that the City has negotiated with the Montana Department of Natural Resources to implement the Whitefish School Trust Lands Neighborhood Plan.

## C. Climate

The climate in the vicinity of Whitefish is typical of low-elevation intermountain basins of the Northern Rocky Mountains west of the Continental Divide. Based on Western Regional Climatic Center data for the period of record, annual precipitation averages 22.42 inches. Monthly average precipitation ranges from 1.34 inches in March to 3.13 inches in June. Summer rain events and winter snows provide a majority of the precipitation in the area. The annual mean snowfall in Whitefish is 74.0 inches. Periodic drought cycles (defined as annual precipitation averages less than 10 inches) occur in the region at approximately 10 to 20 year intervals.

## D. Demographic Trends

### 1. Population Growth

According to U.S. Census data, the population of Whitefish grew by 26% from 2000 to 2010. This compared to a 22% growth rate for Flathead County and 9.1% for the State of Montana. Due to the economic downturn that began in 2008, it is projected that the rate of growth for the next decade for the county will be slightly lower and average about 1.8% a year. The planning horizon for this plan is 20 years. Based on an annual average rate of growth of 1.8% per year, the population for both the city and the surrounding planning area is projected to be around 15,121 people by the year 2030.

*Table 2.1: Whitefish Projected Population*

Jurisdiction	2000	2010	2020	2030
City of Whitefish	5,032	6,357	7,501	8,852
Planning Area	3,691	4,503	5,313	6,270
Total	8,723	10,860	12,851	15,121

- Notes: 1. Source: U.S. Census - City of Whitefish Population in 2000 & 2010  
 2. Planning area population in 2000 calculated from U.S. Census – Census block population  
 3. Planning area population in 2010 estimated by multiplying base population in 2000 by the growth rate experienced in Flathead County from 2000 to 2010 (22%)  
 4. Growth rate from 2010 thru 2020 is 18% each decade. The growth rate based on the projected growth rate Flathead County the Montana Census and Economic Information Center/ NPA Data Services Inc. [www.ceic.mt.gov/Demog/project/proj\\_mt\\_pop\\_total\\_08.pdf](http://www.ceic.mt.gov/Demog/project/proj_mt_pop_total_08.pdf).

## 2. Age Distribution

One of the most significant demographic trends in the nation, and in Whitefish, is the aging of the population. In Whitefish, the median age has increased from 30.5 years of age in 1980 to 40.1 years of age in 2010. The number of residents over age 65 in Whitefish increased 723 people to 911 from the 2000 to the 2010 Census. This represents an increase of 26% in this age category. In addition to the overall aging of the baby boom generation nationwide, some of the increase in median age is likely attributable to Whitefish being a popular community for retirement age individuals. The young adult age group, from 25 to 34 years of age, comprises the largest age group with 16.1% of the population.

Table 2.2: Whitefish Age Distribution - 2010

Age Group	#	%
Under age 5	365	5.7
5 – 18	878	13.8
18-24	454	7.1
25-34	1,026	16.1
34-44	886	13.9
44-54	930	14.6
54-65	907	14.2
65 years and over	911	14.3

Source: U.S. Census Bureau, Census of the Population 2010

## 3. Household Occupancy

Whitefish has a higher proportion of renters compared to the rest of the state. In 2010, 48.1% of housing units were renter occupied compared to 32% renter occupancy rate for the rest of the state. Whitefish also has a significant number of seasonal/recreational housing. According to the 2010 Census, there were 773 seasonal units in the city. This comprised about 19% of all housing units.

Table 2.3: Housing Occupancy

	#	%
Total Housing Units	4,086	100%
Occupied Units	2,982	73%
Owner Occupied	1,548	51.9
Renter Occupied	1,434	48.1%
Vacant Units	1,104	27%
Seasonal/Recreational	773	18.9%

Source: U.S. Census Bureau, Census of the Population - 2010

#### 4. Household Characteristics

The portion of family households in Whitefish is 52.4% compared to 62.8% for the state of Montana. About one in four households have children under the age of 18 while about one in five households have an individual 65 years or older. In addition to non-family households, there are an increasing number of non-traditional family households. These include single parent households, women, grandparents raising their grandchildren, adoptive families and families headed by same-sex couples. Park designs and programs should accommodate the recreational needs of the variety of households in the city.

Table 2. 4 : Household Characteristics

	#	%
<b>Total Households</b>	2,982	100%
<b>Family Households</b>	1,562	52.4%
<b>Non-Family Households</b>	1,420	47.6%
<b>Households with children under 18 years of age</b>	731	24.5%
<b>Households with individuals 65 years and older</b>	642	21.5%
<b>Average Household Size</b>	2.1	--
<b>Average Family Size</b>	2.77	--

Source: U.S. Census Bureau, Census of the Population – 2010

#### 5. Disability

According to U.S. Census, the population over age 65 is more likely to have a disability. The Census classifies disability into sensory, physical, mental or self-care disability. The most common disabilities are physical and mobility disabilities. Increasingly, people with disabilities are leading active, independent lives, and are requiring recreational facilities and programs that are accessible and inclusive. Universal design and access should be provided whenever and wherever feasible, and in many instances is mandated by law.



## E. Economic Profile

### 1. Income

According to the U.S. Census – American Community Survey, the median household income in Whitefish in 2011 was \$41,940 compared to \$45,324 for the State of Montana and \$45,588 for Flathead County. Median income in Whitefish is likely to be lower than the County due to the high number of rental units located within the city limits that are providing housing for service workers. The median household income for Whitefish is higher than the other incorporated cities in the county.

Table 2.5: Median Income

Montana	\$45,324
Flathead County	\$45,588
Whitefish	\$41,940
Kalispell	\$39,205
Columbia Falls	\$37,196

Source: U.S. Census Bureau, American Community Survey – 2011

### 2. Economic Base

More Whitefish residents are employed in arts, entertainment, recreation, accommodation, and food services than any other industry. These services are typically associated with a tourism based economy. The North Valley Community Hospital is located in Whitefish and this is represented in the high portion of residents employed in the health care industry. A higher percentage of residents are employed in the finance, real estate and insurance sector compared to the rest of the state but a lower percentage of employees are in the manufacturing, agriculture/forestry, wholesale and public administration sectors.

Table 2.6: Percent of Employment by Occupation

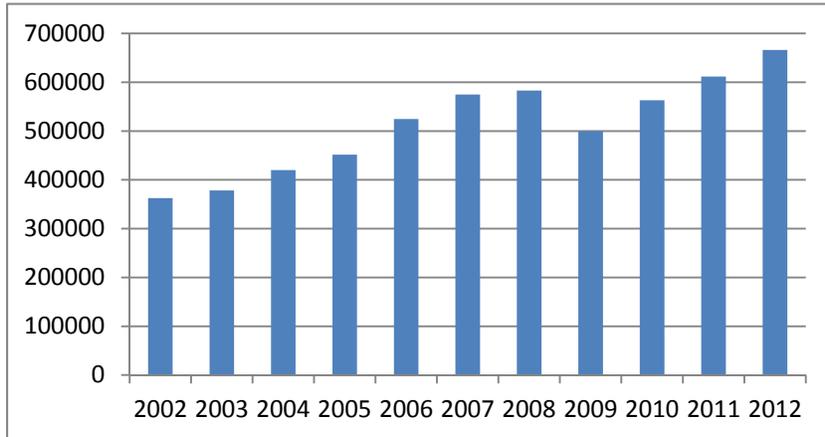
	Whitefish	Montana
<b>Agriculture, forestry, fishing, hunting and mining</b>	3.0	7.1
<b>Construction</b>	11.0	8.5
<b>Manufacturing</b>	1.4	8.5
<b>Wholesale</b>	0.5	2.7
<b>Retail</b>	12.5	12.3
<b>Transportation, warehousing, and utilities</b>	6.5	5.0
<b>Information</b>	2.6	1.9
<b>Finance, Insurance, Real Estate, rental and leasing</b>	9.7	5.7
<b>Professional, scientific, management and administrative</b>	12.7	8.1
<b>Education - Health Care Services, Social assistance</b>	14.1	22.4
<b>Arts, entertainment, recreation, accommodation and food service</b>	17.8	10.6
<b>Other Services</b>	4.4	4.7
<b>Public Administration</b>	3.8	6.1

Source: U.S. Census Bureau, American Community Survey – 2011

### 3. Visitation

Tourism and visitation have become an increasingly important component of the local economy. Except for the years of 2008 – 2009, bed tax revenues collected by the State of Montana have increased every year since 2002. Due to the amount of visitation the community receives,, the local park system must meet demands from local residents as well as demand from a significant number of visitors.

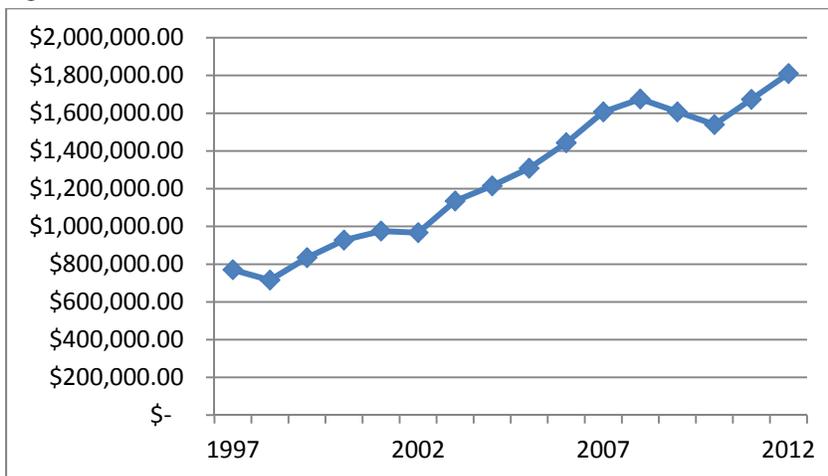
Figure 2.1: Bed Tax Revenue for Whitefish, Montana



Source: [http://www.travelmontana.org/newsandupdates/bed\\_tax\\_revenue/ltrhome.asp](http://www.travelmontana.org/newsandupdates/bed_tax_revenue/ltrhome.asp)

Due to the impacts from tourism, the City of Whitefish is authorized under Montana Code Annotated to collect a resort tax on sales at motels, bars and restaurants, and retail establishments. The resort tax was first collected in FY 1995/1996. Except for the economic downturn in the years 2009 and 2010, the collections have steadily increased. Collections in the most recent fiscal year of 2011/2012 rebounded and represented the highest amount of collections to date amounting to \$1,809,903 in resort tax revenue. The resort tax is structured so that 5% of the collection is allocated for the park and recreation budget. The resort tax must be spent on park development and can not be used for maintenance.

Figure 2.2: Resort Tax Collections 1997-2012



Source: City of Whitefish – Finance Department

# III. Public Input

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## A. Survey

### 1. Survey Methodology

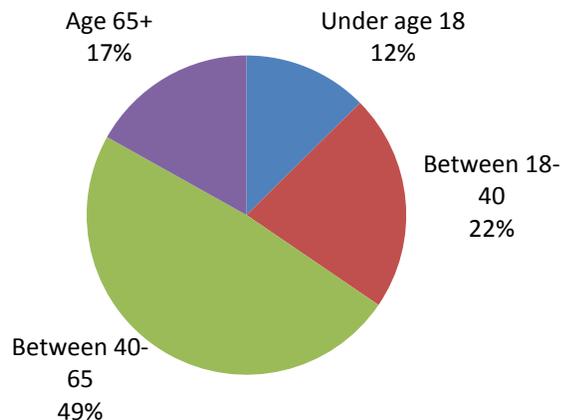
From July, 2012 through January, 2013, the Whitefish Parks, Recreation and Community Services Department conducted an on-line survey to provide residents an opportunity to have input on the plan. The survey was publicized through various community oriented list-serves, city website, newspaper articles and several open houses. A total of 261 surveys were completed. (See Appendix A for a blank survey and written comments.)

### 2. Respondent Profile

The survey collected demographic information about respondents in order to determine how closely the respondents corresponded to the general population. Comparing the respondent profile to the US 2010 Census data for the City of Whitefish, respondents were skewed towards women, homeowners and an older demographic. In order to account for this variation, it will be important to sort answers according to demographic groups. Following is a summary of the respondent profile.

- 55.2% of respondents were female compared to 49.7% in the 2010 Census.
- 87.7% of respondents were homeowners compared to 68% in the 2010 Census.
- 65.9% of respondents lived within the city limits while 23.4% lived within two miles of Whitefish. 9.65% lived elsewhere in Flathead County.
- 86.2% of respondents were year-round residents. 9.5% were primarily summer residents, 2.4% were primarily winter residents and 2% were visitors.
- The largest percentage of respondents had persons in the households between age 40-65.

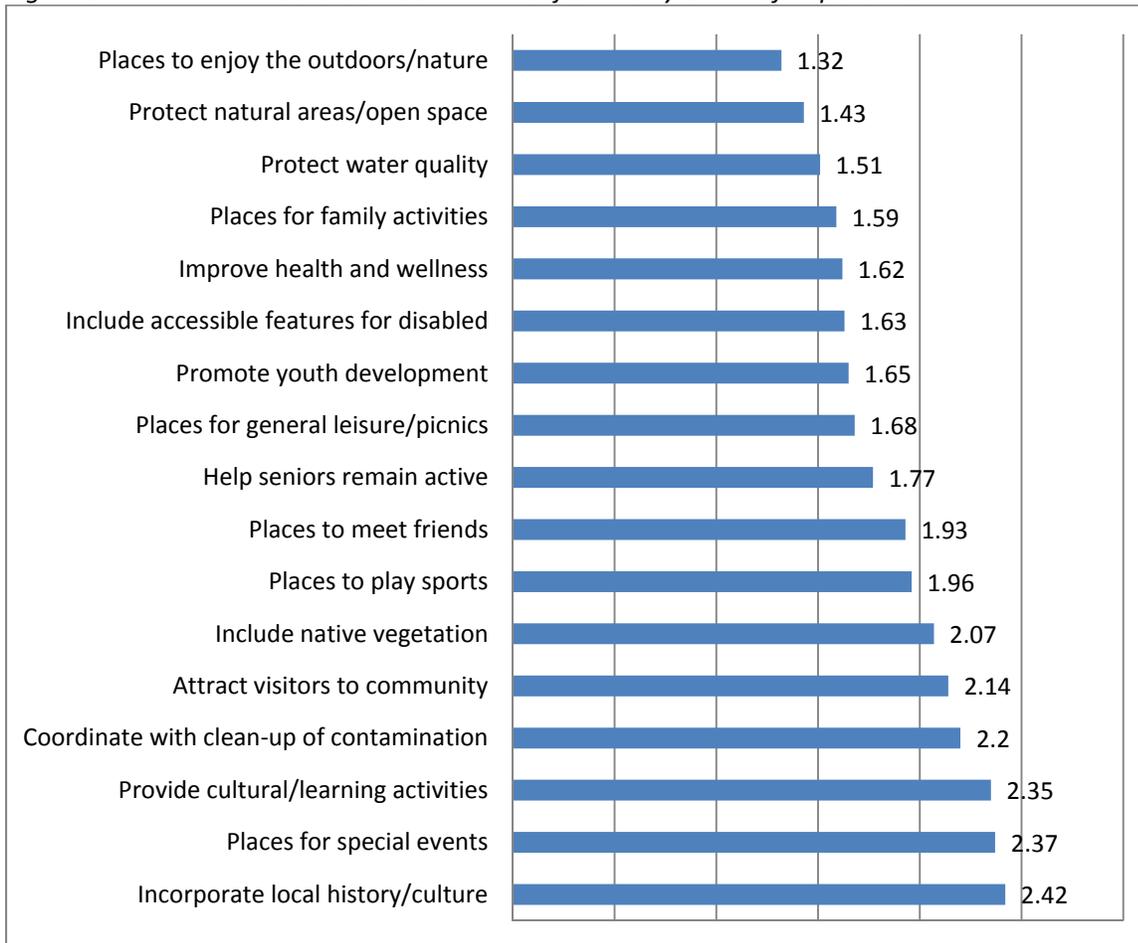
Figure 3.1: % of Respondents by Age of Persons Living in Household



### 3. Park Goals and Objectives

Respondents were asked to rank the importance of goals and objectives for parks and recreation. A ranking of one was equivalent to “Very Important” while a five was “Not Important”. Figure 2 provides the rankings in order with the most important rankings at the top of the chart. Places to enjoy outdoors and nature and protecting natural areas/open space were ranked the most important objective while providing places for special events and providing cultural and learning opportunities were ranked the least important. The order of the rankings from respondents who lived in the city to those who lived in the planning area were not significantly different.

Figure 3.2: Park and Recreation Goals and Objectives by Order of Importance



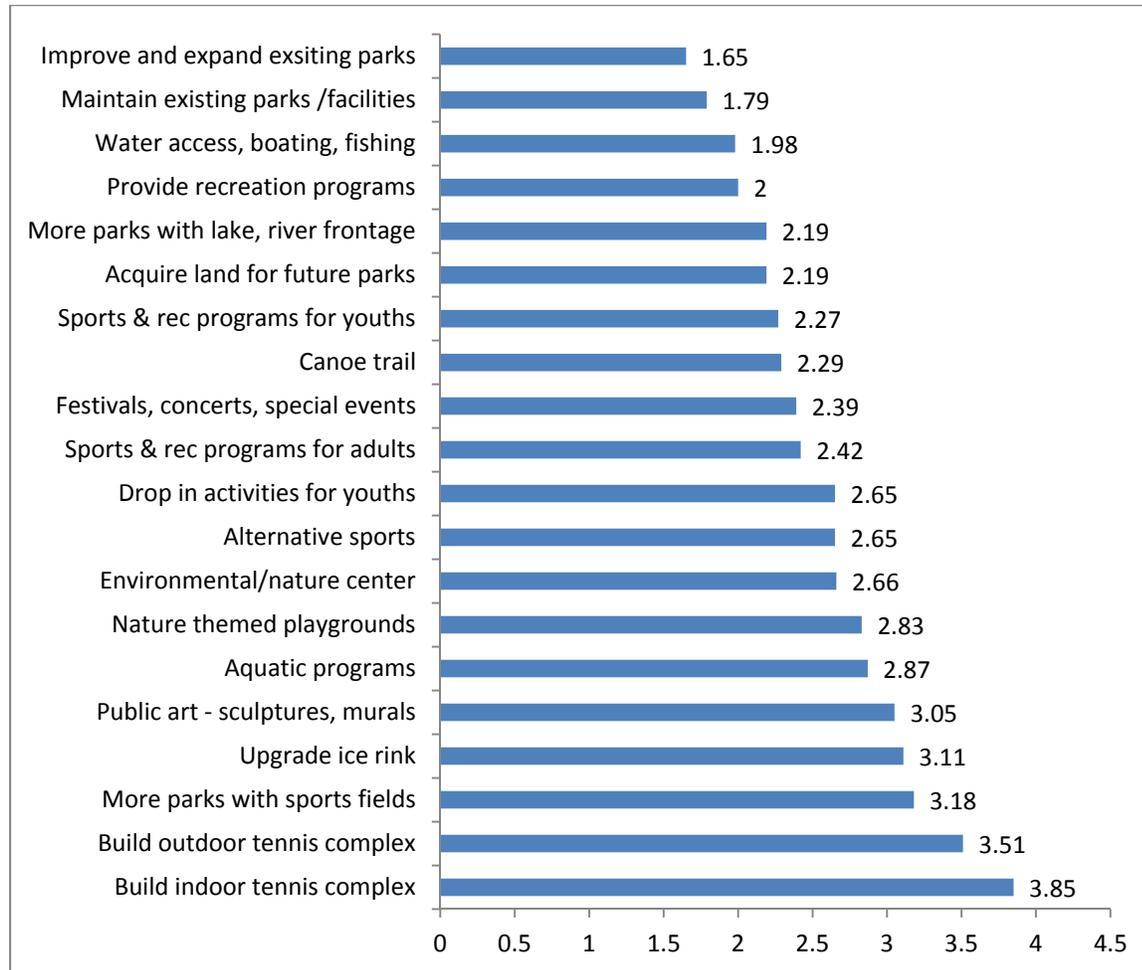
### 4. Importance of activities and facilities.

Respondents were asked to rank the importance of goals and objectives for parks and recreation. A ranking of one was equivalent to “Very Important” while a five was “Not Important”. Figure 3.3 provides the rankings by city residents with the most important rankings at the top of the chart.

Improving and expanding existing parks and more parks with water access ranked highest among city residents while a new tennis complex ranked the lowest.

City respondents were more likely than county residents to give higher importance to water access, parks with lake and river frontage, and acquiring more land. County residents were more likely than city residents to give higher importance to sports & rec programs for adults and more parks with sports fields.

Figure 3.3: Ranking of Park and Recreation activities and facilities



## 5. Programming

The survey asked respondents about programming options. Following are the results.

- Respondents indicated that weekday evenings were the most convenient time to participate in programs. Weekends were the second most popular time. Weekend evenings was the least popular.

- The most common way for respondents to find out about programs was through word of mouth (60.4%) The city mailer that is sent to every household was the second most popular method. (46.9%). The newspaper was another common avenue for finding out about programs. (39.1%)

## 6. Park Usage

The survey asked respondents how often they visited parks during peak season. The following table indicates the parks in usage with #1 receiving the heaviest use. The bike/pedestrian trail system receives the most use followed by Depot Park and City Beach.

Table 3.1: Frequency of Park Usage

	Weekly	Monthly
1. Bike/Pedestrian Trails	69.1%	20.9%
2. Depot Park	41.4%	43.8%
3. City Beach	34.4%	42.0%
4. Whitefish Trails on State Trust Lands	44.6%	28.7%
5. Riverside Park	24.6%	37.1%
6. The Wave	45.4%	14.5%
7. Wag Dog Park	29.3%	14.6%
8. Amory (Skateboard, bike jump, softball, Amory Building)	17.3%	37.6%
9. Baker Park	20.9%	21.8%
10. Grouse Mountain Park	12.0%	19.4%
11. Smith Sports Park	17.0%	15.8%
12. Ice Rink	14.6%	16.6%
13. Soroptimist Park	5.4%	20.4%
14. Kay Beller	9.7%	19.1%
15. Memorial Park - Playground/Tennis Courts	8.2%	16.0%
16. Riverwood Canoe access by Rocksund Gazebo	5.8%	16.5%

## 7. Underserved Groups – Top 4 for each group

The survey asked respondents to identify groups that were underserved by current recreation services. Overall, seniors were the group most likely to be identified as underserved. Among seniors, 78.1% indicated that their age group was underserved. Almost half of households with middle school age children identified this group as underserved. Among the top reasons for not participating in recreation programs was, “Too Busy”, “Not aware of programs”, and “Do not have activities I’m interested in.”

Table 3.2: Underserved Groups

	Pre-School	Elementary	Middle School	High School	Young Adults	Mature Adults	Seniors	Families	People with Disabilities
Overall	13%	20%	24%	18%	18%	25%	40%	17%	24%

**8. Individual Park Review**

Respondents were asked to identify issues with individual parks and facilities. The following table summarizes the top issues with each facility.

Table 3: Issues by Park or Facility

Park/Facility	Issues
Baker Park/Kiddie Park	Litter Facilities not maintained Restrooms
City Beach	Not enough parking Litter Restrooms Park is overused
Kay Beller Park	Only 14 responses. Ten people noted restrooms as issues. Other issues did not receive more than one response.
Grouse Mountain Park	Facilities outdated
Riverside Park	Facilities outdated Facilities not maintained Restrooms
Soroptimist Park	Facilities outdated Restrooms Facilities not maintained Weeds
Depot Park	Restrooms Park is overused Not enough parking
Skateboard Park at Amory Park	Restrooms Litter
Bike Jump at Armory Park	Weeds Grass overgrown Facilities not maintained Restrooms

Softball Fields at Armory Park	Restrooms Facilities not maintained Facilities outdated Grass overgrown
Armory Building	Facilities outdated Not enough parking
WAG Dog Park	Restrooms Park is overused
Riverwood Canoe Access	Grass Overgrown
Whitefish trails on State Trust Lands	Only 17 responses. Six people noted safety as an issue.
Memorial Park – Playground/Tennis Courts	Facilities Outdated Facilities not maintained Restrooms
Ice Rink	Restrooms –Not maintained Facilities not maintained
Saddle Club at Mountain Trails Park	Thirteen responses. All responses indicated facilities outdated
Smith Sports Park	Only two responses.
The Wave	Only six responses
Bike/Pedestrian Trails	Weeds Vandalism

### 9. Recreational Activities by Age Group

The following group of tables indicates the most popular recreational activities by age group. The most popular activities were similar for households with children, young adults, and mature adults. Activities that were most popular among these age groups included bicycling, walking and swimming. Skiing was most popular for households with children under the age of 18 and declined in popularity in households with more mature adults. Rafting, tubing and wakeboarding were most popular with young adult households while attending cultural events was more popular with mature adults. Households with seniors, however, engaged in markedly less activities overall and were more likely to participate in lower-impact recreational pursuits



Tennis is popular for all ages

Figure 3.4: By % - Most Common Recreational Activities for Households with Children Under Age 18

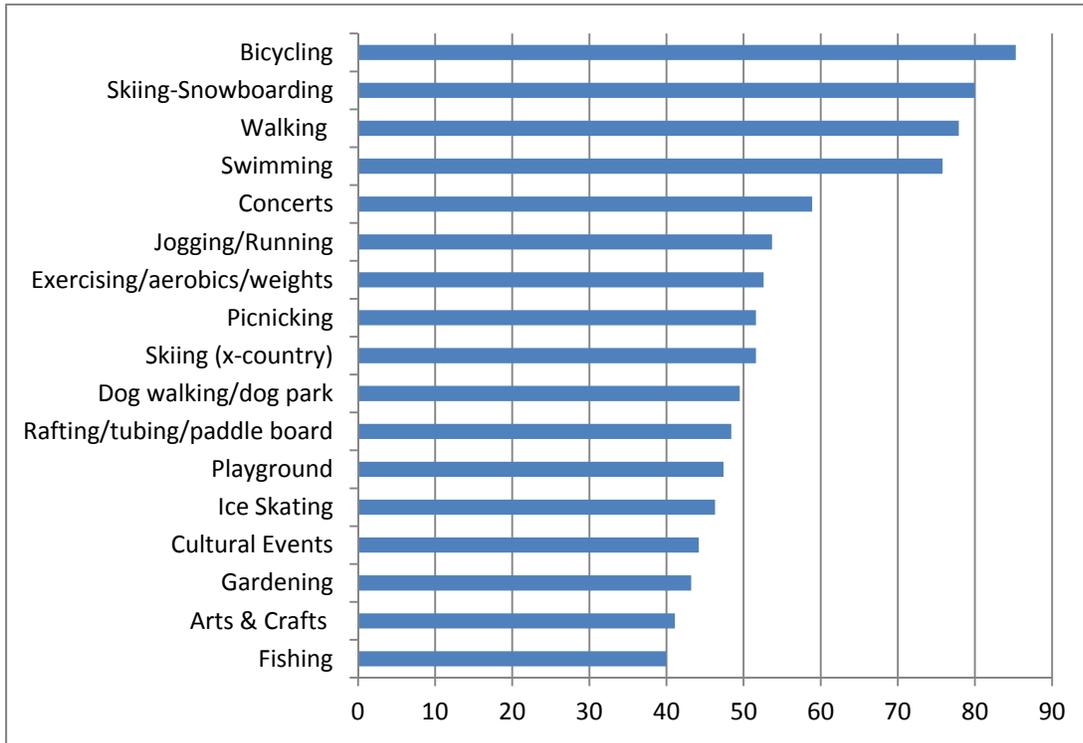


Figure 3.5: By % - Most Common Recreational Activities for Households with Young Adults (18-40)

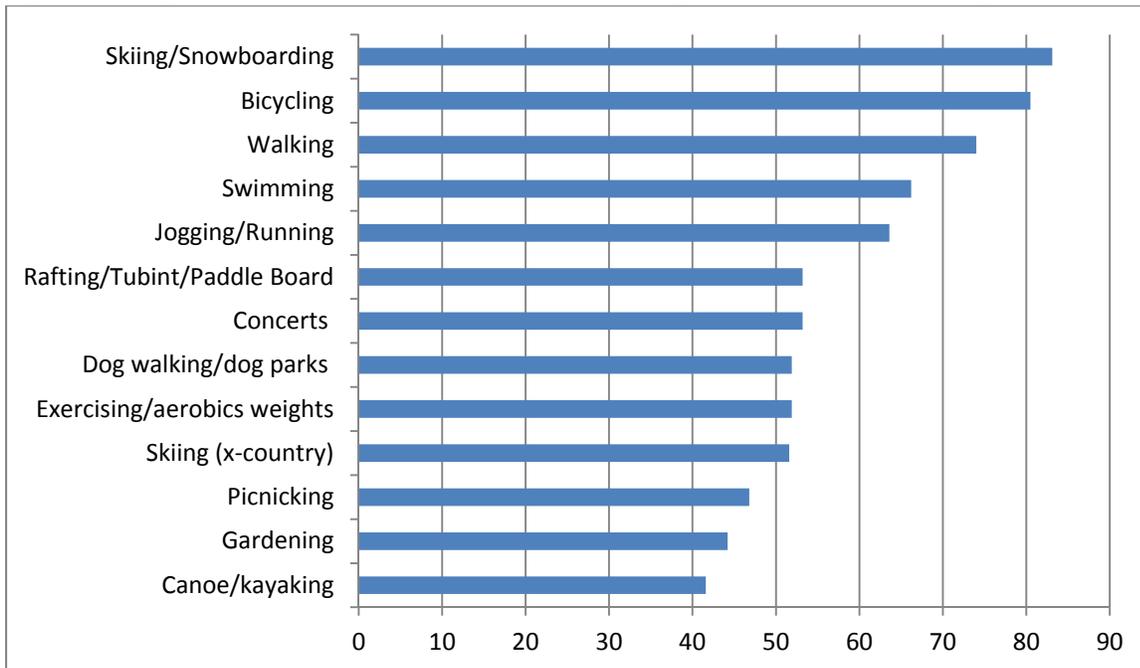


Figure 3.6 : By % - Most Common Recreational Activities for Households with Mature Adults (40-65)

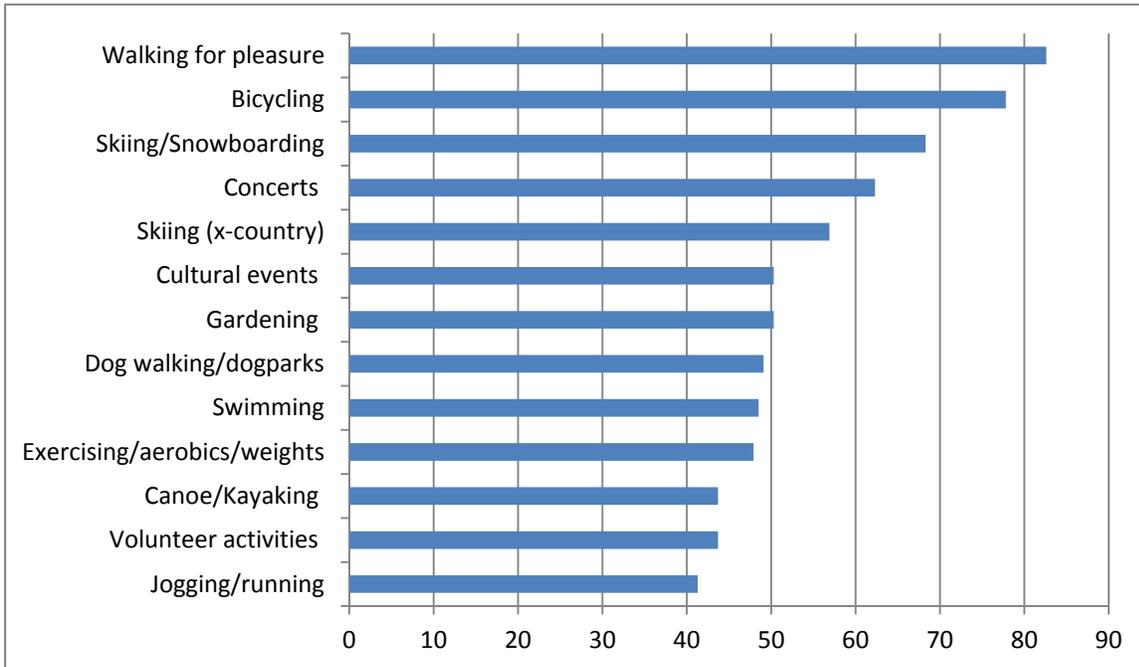
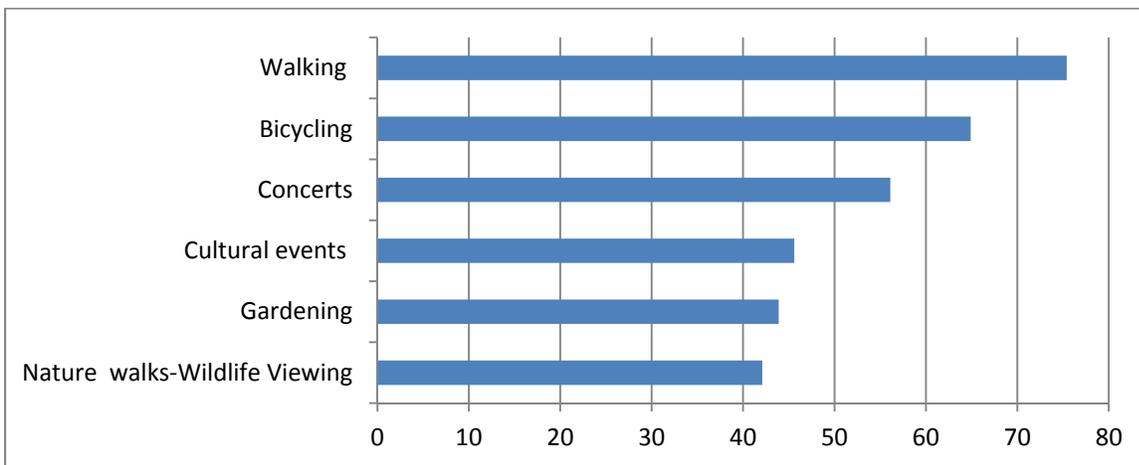


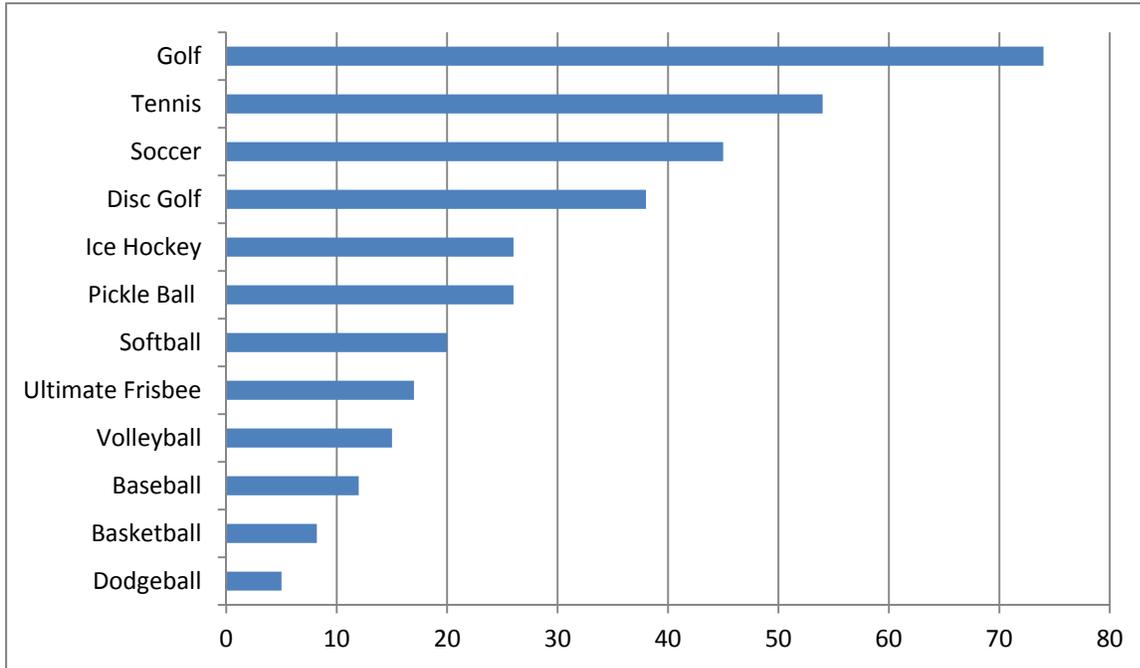
Figure 3.7: By percentage - Most Common Recreational Activities for Households with Seniors (65+)



## 10. Competitive Sports

According to the survey, golf and tennis were the most popular competitive sports while soccer was the most popular team sport. Lacrosse teams are using the Grouse Mountain soccer fields. This is becoming a more popular sport.

Figure 3.8 : Competitive Sports by popularity

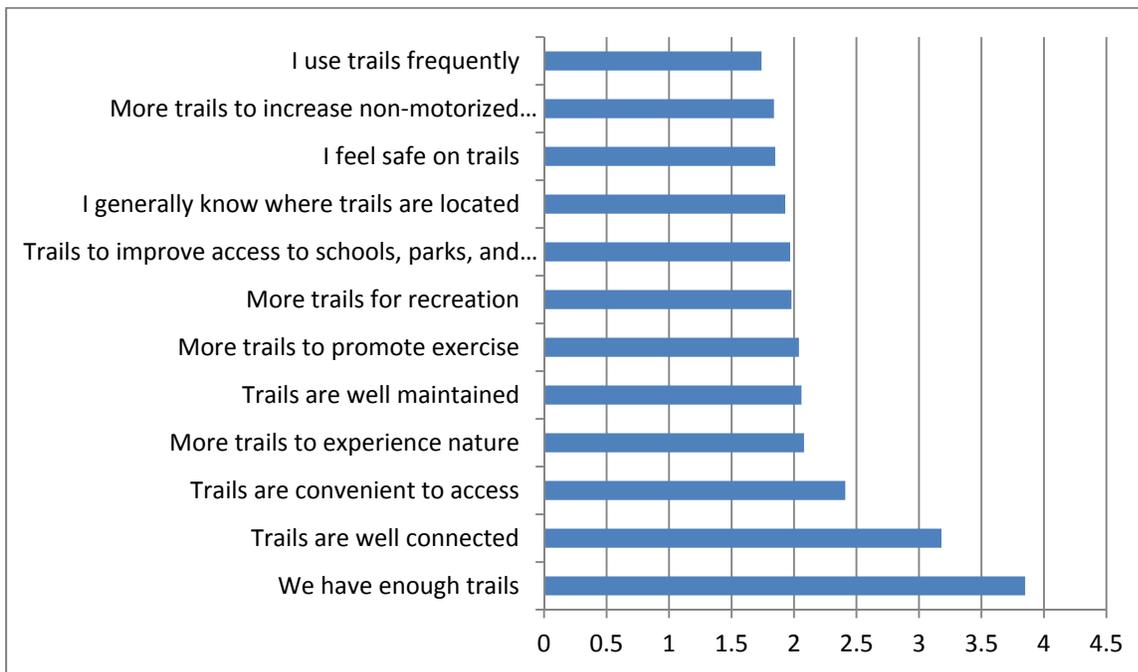


Softball field at Amory Park

## 11. Trails

The trail system includes both the bike and pedestrian trails in the city and the Whitefish Trails on state trust lands. The survey questions did not distinguish between these trails. In the following chart, the longer bars indicate that respondents were more likely to disagree with the statement. This chart indicates that most respondents used trails frequently, felt safe on the trails and generally knew where trails were located. Respondents also indicated that they were in favor of more trails for recreation, to improve access to schools and to promote exercise. Respondents were more likely to disagree with the statement that trails were well connected and also strongly disagreed with the statement that there were enough trails.

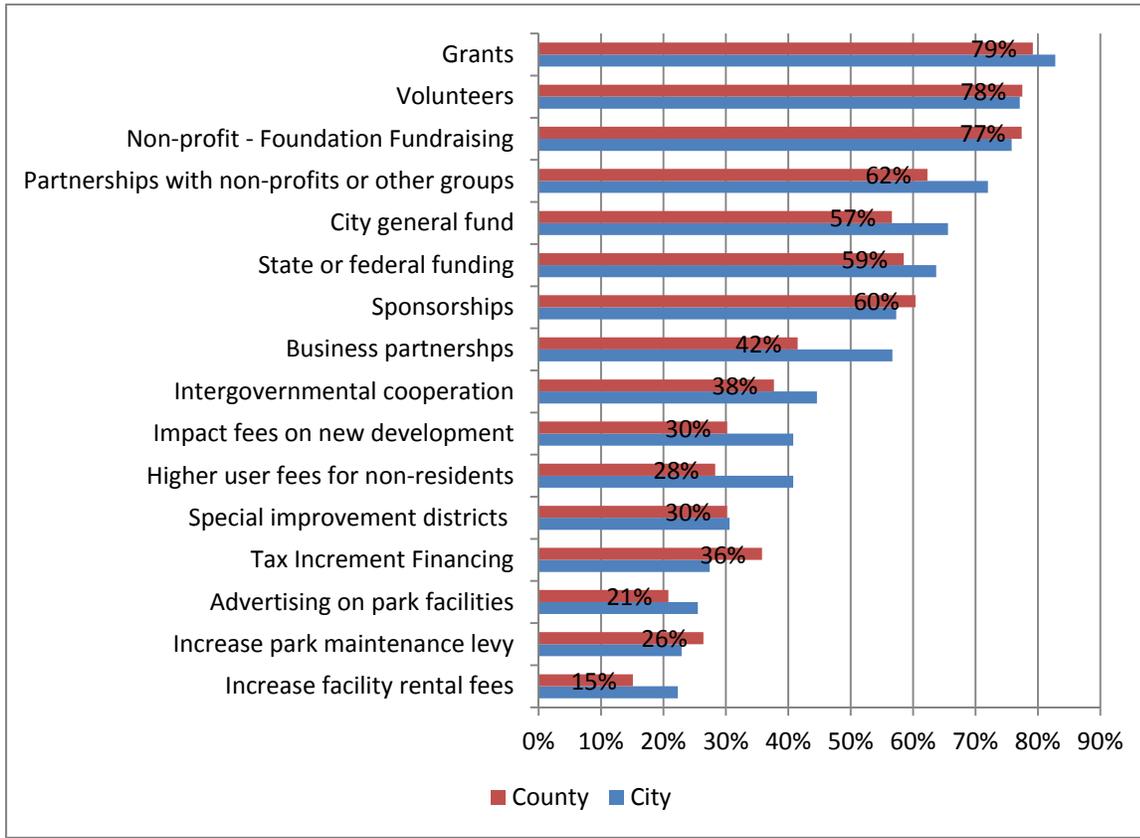
Figure 3.9: Trails



## 12. Funding Sources

The most popular funding mechanism for respondents, regardless of where they lived, were grants, use of volunteers and non-profit fundraising. City residents were more likely to prefer partnerships with other groups and businesses as well as use of the city general fund for parks. Increase in facility rental fees, increasing the park maintenance levy and advertising on park facilities were the least popular funding choices.

Figure 3.10: Preference for Funding (listing percentages on bars is redundant)



## B. Stakeholder Groups

In the fall of 2012, the city staff and consultant team met with the following stakeholder groups.

- Dog Park Committee
- Ice Den Committee
- Bike and Ped Committee
- Planning Board
- Business Groups
- Public Agencies
- Recreation Groups
- Tree Committee
- Whitefish Legacy Partners

Each group identified current needs, potential areas for coordination and opportunities for expanding the park and recreation system. Funding of the park and recreation was a common concern among all of the groups. Meeting demands of a growing population over a 20-year planning period was an additional concern. The stakeholder groups also discussed that park and recreation objectives for fitness and conservation. Meeting notes from each of the stakeholder groups is included in the appendix.

# IV. Organization

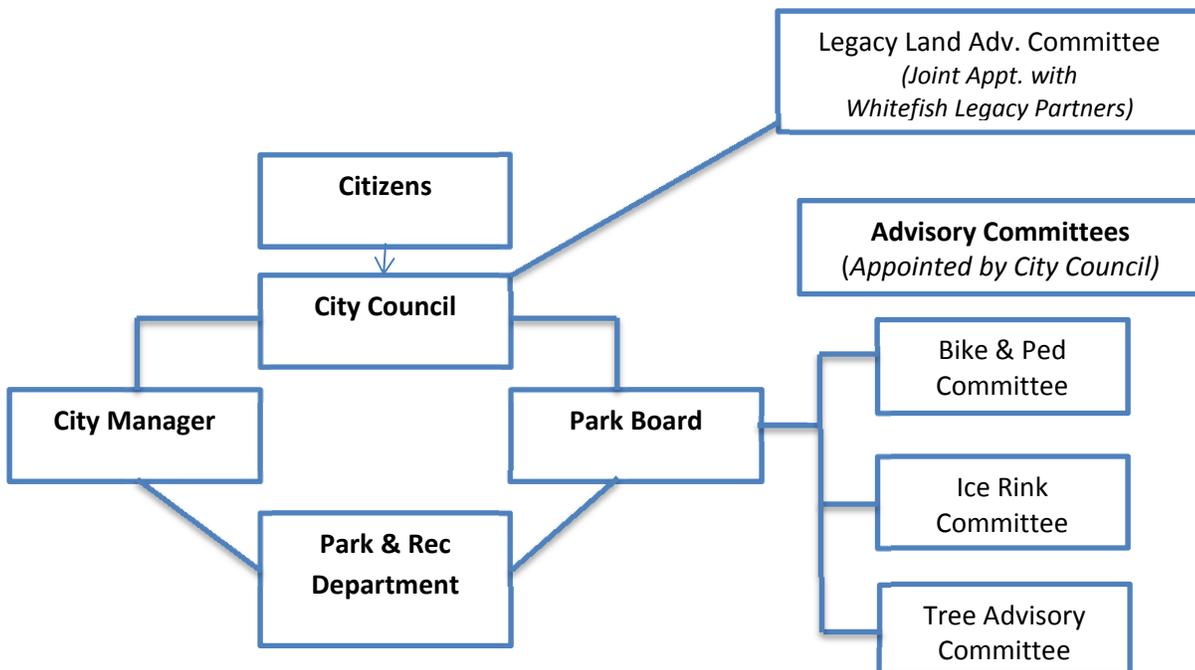
## A. Governance

According to the City of Whitefish budget, the purpose of the Whitefish Parks, Recreation and Community Services Department is to maintain the parks, trails and property owned by the City, operate community facilities, provide recreational programs, and provide other beautification and community services as needed. The objectives of the Parks, Recreation and Community Services Fund are to:

- (1) maintain and, operate various City park and recreation facilities and program services.
- (2) provide a series of recreation programs and special events
- (3) provide maintenance for boulevard trees and pre-planting administration
- (4) maintain the Hwy. 93 right-of-way landscape, and provide weed spraying services on City property and right-of-ways as needed
- (5) provide other general beautification and community services as needed.

The Whitefish Park Board is appointed by the City Council and advises the Park and Recreation Department on policy and operational matters. The Park Board meets the second Tuesday of every month at 7:00 p.m. There are also several Advisory Committees that provide input to the Park Board. The City Council appoints members of the Advisory Committees. A Park Board representative is on each committee. Following is an organizational chart for the Park & Recreation Department.

Figure 4.1: Organizational Chart



## **B. Staffing & Budget**

### **1. Staffing**

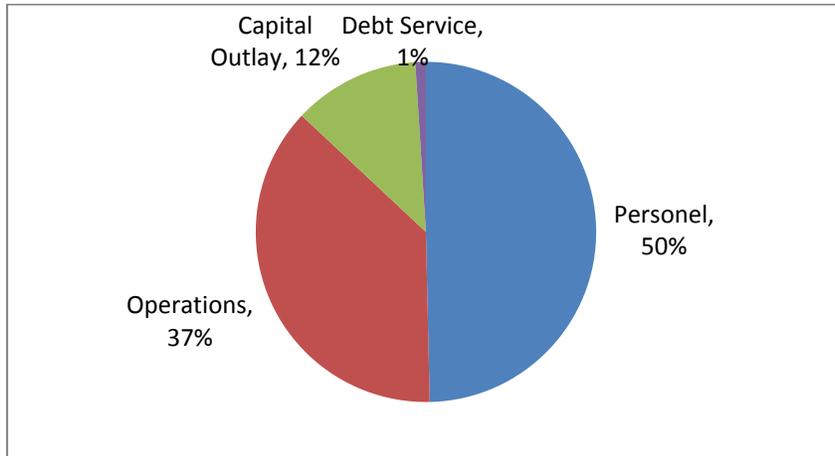
The City of Whitefish organization chart indicates that the Whitefish Parks, Recreation and Community Services Department is budgeted for eight full time positions. According to the National Recreation & Parks Association (NRPA), the average staffing level for communities with less than 20,000 populations is 7.45 full time employees. Whitefish has eight full-time park and recreation employees as well as part-time and seasonal employees for the recreation programs and ice rink maintenance. Although it may appear that staffing levels for Whitefish are comparable to national averages for park and recreation functions, the NRPA notes that there may be variation from the standards based on department responsibilities, seasonal fluctuations and programming. In Whitefish, for example, the Parks, Recreation and Community Services Department also maintains all undeveloped city property, trees and shrubs in the right-of-way and the grounds for the library, O'Shaunessey Center, water treatment plant, and wastewater treatment plant. Whitefish parks also have high usage from visitation. These additional functions may require a higher level of staffing than what the national standards would suggest. The current full time positions are listed below:

- Director
- Administration Assistant
- Recreation Coordinator
- Park Superintendent
- Recreation Facilities Manager
- Park Foreman
- Custodial
- Parks Maintenance

### **2. Expenditures**

According to the City of Whitefish 2013 Budget, 50% of the Park and Recreation expenditures were for personnel costs. This is slightly less than the national average of 56% for communities with less than 20,000. Operations cost comprised 37% of the budget and were comparable to national averages. Projected capital outlays in 2013 comprised 12% of the budget and exceeded the national average of 6%. This capital outlay budget, however, varies from greatly from year to year. Overall, expenditures for the City of Whitefish appear to follow national trends.

Figure 4.2: Whitefish Park & Recreation Projected Expenditures – 2013



Source: City of Whitefish Budget – 2013

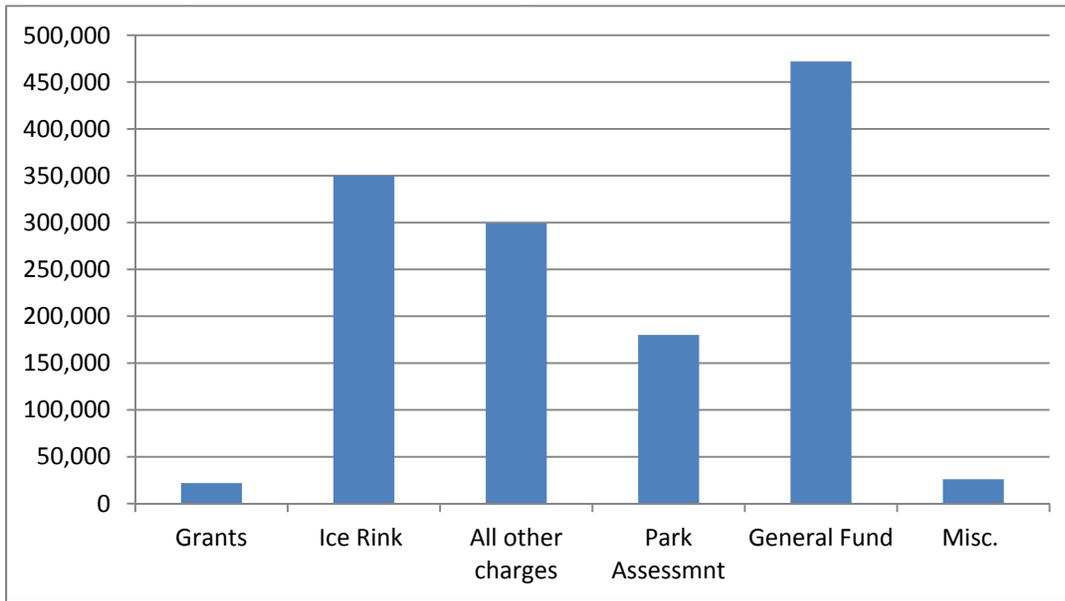
### 3. Revenues

Analysis of the 2013 budget indicates that fees collected for recreational programs such as youth sports, adult sports, summer camp and the after school program do cover the cost of operating the programs. Although the ice rink represents the largest expense operational expense for the Parks, Recreation and Community Services Department, entry fees, rentals and concessions from the ice rink generally cover the operating cost for that facility. This revenue stream does not, however, cover the capital outlays for repairs and outlays to the ice rink. The 2013 budget projected a \$150,000 capital outlay for the ice rink.

Park maintenance accounts for the second largest expenditure. A greenway assessment and transfer from the general funds (property tax) are the primary source of funds for maintenance. Facility rentals income from the Armory, Saddle Club, City Beach Gazebo and use of other park facilities is projected at \$13,550 in the 2013 budget. Revenues from these facilities comprise only 4.5% of the revenue stream from the total charges for services -not including the ice rink. The percentage of revenue from facility rentals was significantly lower than the NRPA national average of 14.2%.

Revenue from grants varies from year to year ranging from only \$750 in grants in 2012 to \$59,759 in grants in 2011. According to the community survey, funding through grants received the highest ranking as a preferred funding mechanism yet represents a small part of revenues.

Figure 4.3: Projected Revenues – 2013 Budget



Source: City of Whitefish Budget- 2013

Note: Misc. includes Program Guide revenues, donations, special assessments ....

#### 4. Tax Increment Fund

Section 7-15-4282 MCA authorizes the use of Tax Increment Financing for Urban Renewal purposes. Resolution 87-3, establishing the Whitefish Urban Renewal Plan, was adopted by the City Council on May 4, 1987. The Tax Increment Finance district is projected to expire in 2020. In 2013, Tax Increment Fund expenditures for parks include:

- Sky Park Bridge - \$600,000
- Depot Park - \$525,000
- Riverside Park Trail Lighting - \$10,000

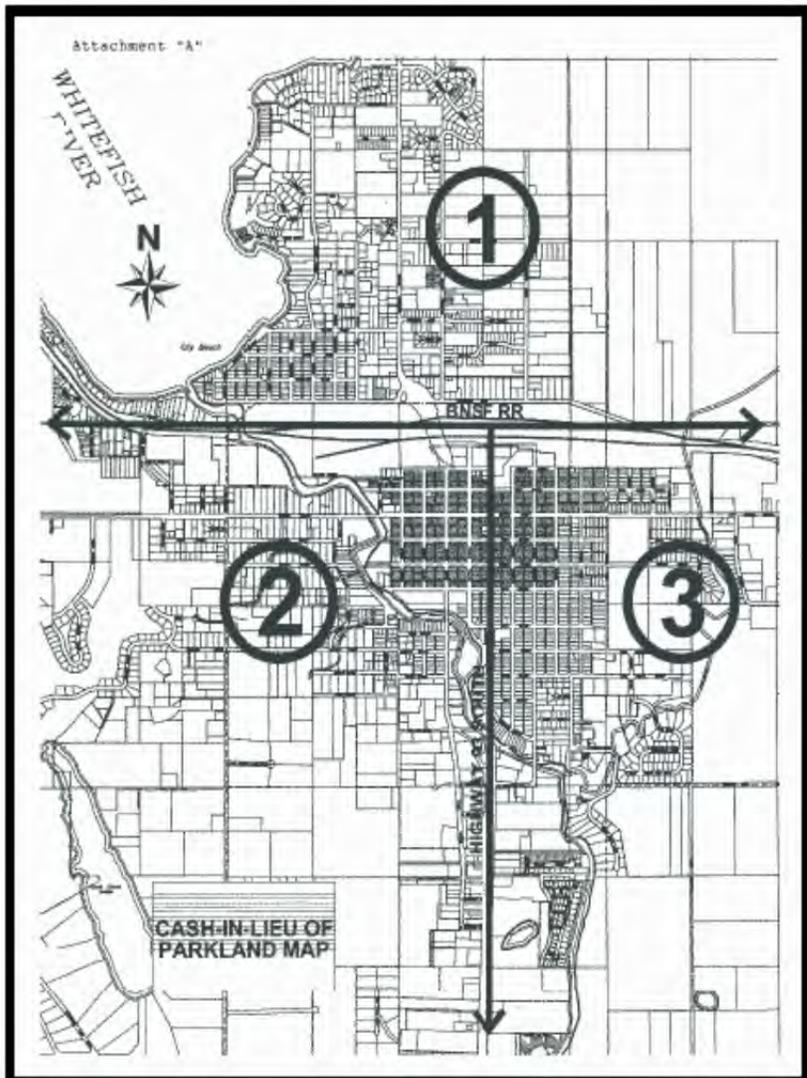
#### 5. Whitefish Trail Fund

The purpose of the Whitefish Trail Fund is to provide budget authority to support efforts to design, construct and maintain the Whitefish Trail network on State Trust Lands, private land and federal land. Funds provided to the effort are primarily through private contributions. Local resident Michael Goguen contributed a \$3,000,000 donation in 2008 as part of a three-way land trade and trail development project. Part of the contribution was used to establish a permanent endowment to fund maintenance of the trail. This fund is a restricted trust fund and expenditures are limited to the purposes of the trust fund.

## 6. Land Acquisition Fund

The Parkland Acquisition and Development Fund is a capital fund designed to accommodate the purchase of parkland and enable park improvement projects funded through contributions, grants, and payments made in lieu of park land dedication requirements. Authority for the Parkland Acquisition and Development Fund derives in the Montana Subdivision and Platting Act, specifically Section 76-3-621 (5) MCA. In order to comply with the proximity requirements of the law, the City has designated three quadrants in the City where the funds are spent(Resolution 07-10). The Whitefish budget for 2013 indicated that the fund had \$411,332 and that projected expenditures for the year would use all of these funds. The majority of the expenditures are designated for trail improvements in the City. The subdivision regulations contain standards for accepting park land dedications.

Figure 4.4: Park Acquisition Areas



## C. Programs

### 1. Recreation

Public skate sessions at the Stumptown Ice Den have the highest participation rate. The summer day camp and the afterschool programs each attract more than 2,500 participants. Recreation programs are primarily targeted to competitive sports activities. According to the community survey, there is a demand for fitness activities, outdoor recreation activities and programs targeted to seniors. The survey comments also expressed an interest in new recreational sports such as pickleball and folf.

Table 4.1: Participation in Recreational Programs

Activity - Stumptown Ice Den	#	Participant Days
Youth Hockey (Glacier Hockey Assoc.) (Ages 5-18)	150	
Whitefish Figure Skating Club	25	
Adult Hockey (Men & Women)	350	
Glacier Nationals Junior Hockey	25	
Public Skate Sessions (approx. 75 dates)		11,100
Learn to Skate	165	
Whitefish Curling Club	60	
Stick and Puck (140 Dates)		1,400
<b>Recreation Programs</b>		
Adult Softball (12 teams)	180	
Adult Soccer - Co-Rec	33	
Men's	75	
Youth Flag Football	35	
Youth Basketball	105	
Tennis Lessons (summer)	90	
Youth Sports Camps (Total)	140	
Soccer	100	
Tiny Dawgs	15	
Mini Dawgs	25	
Skatefish	26	
Summer Day Camp		2,560
After School Programs		2,700

Source: Whitefish Park and Recreation Department - 2013

## 2. Trails

The Park and Recreation Department is responsible for maintaining bike/pedestrian trails in the city. “Fish Trails” is the name of the pedestrian bike path system within the town of Whitefish. At present there are about 12 miles of trails in the Fish Trail system. (See map in Chapter 5) The Trail Maintenance budget for 2013 was \$35,935. Funds for new construction of these trails come from a variety of sources including the, Tax Increment Fund and Federal Highway Funds. In the past, the city has utilized Community Transportation Enhancement Program (CTEP) funds and other grants to build trails. In the past, a community group called Fish Trails also conducted fundraising for the trails system.

## 3. Maintenance

The Park and Recreation Department is responsible for maintenance of all city parks and properties. Maintenance activities include landscaping, weed control, building maintenance, upkeep of park and equipment and athletic facilities. The City has partnerships with several organizations that maintain and operate special use facilities such as Smith Fields, Glacier Twins Stadium and the Whitefish Lake Golf Course. The city is responsible for maintenance of the Ice Den. The park maintenance shop is located on Moneghan Road. The Park and Recreation Department administrative offices are located in Depot Park.

## 4. Urban Forestry

The Whitefish Parks, Recreation and Community Service Department is also responsible for maintaining the city’s urban forest. The urban forest includes trees located within the city parks and on city properties as well as street trees within the city right-of-way. The City has a Tree Advisory Committee which advises staff and City Council on matters related to the urban forest. The City manages the forest in conformance with standards established by Arbor Day Foundation -Tree City USA program.

*Figure 4.5 Street Trees in Whitefish*



## D. Partnerships

Increasingly, park and recreation departments across the country are relying on partnerships with other government agencies, civic organizations, non-profit groups and private businesses to accomplish the goals of the plans. Partnerships can create cost efficiencies through pooling resources, sharing costs, and joint programming. Multiple partners can generate a broader base of community support for projects. Grant makers are more likely to fund projects that are leveraging community resources from several partners. The City already has established a number of successful partnerships with a variety of organizations. Additionally, a number of potential partnerships and collaborations were identified during the planning process.

Table 4.2: Partnership Opportunities

Organization	Comments
Fish Trails	Community group. Fundraising for trails. Bike Week.
Flathead County Health Dept.	Fitness programs. Champion for Healthy Kids Grant (General Mills), Let's Move program, Healthy by Design.
Flathead County Park & Rec	County Parks on Whitefish Lake. Coordinate on bike/pedestrian trail planning.
Flathead County Planning - Trails Program	CTEP Grant Program.
Flathead Fat Tire	501(c)(3). Involved in dirt jumps at Amory Park. Working with Whitefish Trails to build, maintain and patrol trail system at Spencer Lake.
Glacier Twins	Fundraising for Glacier Twins Stadium Project to build new grandstand at Memorial Park. Manages & Operates stadiums.
Heart of Whitefish	Coordinates on events – Farmers Markets & Implementation of Downtown Plan.
Montana Dept. of Natural and Resource Conservation	Manages state trust land around Whitefish. Coordinates on Whitefish Trail system. Participates on Legacy Lands Advisory Committee. DNRC Urban Forestry Grants.
State of Montana Department of Fish, Wildlife & Parks	Recreational Trails Program. Operates two state parks in the planning area with access on Whitefish Lake. City input on goals for State Comprehensive Outdoor Recreation Plan.
North Valley Hospital	Wellness program – Plane Tree. Trails on hospital property. Community Health Assessment.
Project Whitefish Kids	Manages Smith Fields and operates sports programs.
Skatepark	Fundraising for skate park.
The Wave	Coordinates on programs with Parks and Recreation Department. There is a need for fitness programs for school age youth. O'Brien Park potential for programs. Climbing wall is a possibility.

Great Northern Veterans Peace Park	Connect to trail system. Events. Potential future amphitheater. Public-private partnership.
Volunteers	Board members, advisory groups, volunteer coaches, assist at special events. Potential adopt-a-park.
Whitefish Animal Group (W.A.G.)	Fundraising and planning for Dog Park. Sponsors events at parks. Volunteer clean-up/maintenance.
Whitefish Chamber of Commerce	Special Events in parks. "Clean the Fish" trash pick-up event.
Whitefish Community Center	Coordinate on senior programs, senior volunteers
Whitefish Convention and Visitor's Bureau	Produce and distribute maps and information to visitors about trails and parks in Whitefish.
Whitefish Curling Club	Curling league at Ice Den.
Whitefish Figure Skating Club	Coordinates on programming.
Whitefish Hockey Assoc.	Coordinates on leagues and programming.
Whitefish Housing Authority	Maintains trail along river adjacent to Mountain View Manor. Coordinates on senior programming.
Whitefish Lake Institute	Manages Averill's Viking Creek Wetland Preserve. Includes trails and interpretive areas. Coordinates on trailhead at Crestwood Park. Coordinates on water quality issues for parks on Whitefish Lake and Whitefish River. Potential to assist in land acquisition & grants for water quality. Program with High School students to volunteer on planting vegetation and testing for water quality.
Whitefish Lakes Golf Association	Leases land from city for golf course. Nordic skiing in winter. Partner with Whitefish Nordic Club on trail grooming.
Whitefish Legacy Partners	Constructs and operates trail system on State Trust Land. City is the easement holder. Funding partner.
Whitefish Library	Coordinate on special events in Depot Park. Can provide meeting space. Distributes information about programs.
Whitefish Mountain Resort	Manages and maintains their own trail system. Coordinates on rec programming.
Whitefish School District	Safe Routes to Schools. Fifth grade ski program. After school programs at Muldown – possibly expand at middle-school. Ropes Challenge Course. High School students looking for volunteer opportunities. Coordinates on rec programming for high school age. Coordinates on improving tennis courts at Memorial Park. Coordinates on incorporating healthy living principles in programs. Whitefish Care program. Football games at stadium at Memorial Park. Joint use of facilities.

# V. Needs Assessment Analysis

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## A. Park Classifications

Park Classification Types are assigned to each inventoried facility. The park classification descriptions are based on National Recreation and Park Association descriptions and customized to reflect the unique qualities of the Whitefish. The term 'Park' is used to refer to physical systems. Parks are typically open, accessible land areas with both structured and unstructured outdoor activities occurring in them. The inventory includes parks within the City of Whitefish and in the surrounding planning area. In order to assess the level of service that is provided, parks owned or operated by city, county, state agencies are included in the inventory. Some park and recreation facilities are operated in partnership with non-profit entities and these are included as well. Following is the classification system used for this inventory.

**Pocket Parks:** Pocket Parks, mini-parks, tot lots, and children's playgrounds are small, single-purpose play lots generally less than two acres in size. They are generally located within ¼ mile of a residential area, provide some passive open space for local residents and provide a small amenity where there is limited land for a larger park. Park features usually include a small open grass area and may include a children's playground or a picnic area.

**Neighborhood Parks:** Neighborhood parks are a combination playground/park designed primarily for non-organized recreation activities. Located within walking and bicycling distance of most users, they are generally moderate in size (about 3-10 acres) and serve people living within walking distance of about one-half mile of the park. Neighborhood parks provide access to basic recreation opportunities for nearby residents, enhance neighborhood identity and preserve open space. Facilities typically found in neighborhood parks include playgrounds, picnic tables and benches, trails, open grass areas/information play areas, basketball courts and tennis courts.

**Community Park:** A community park is a larger park that provides active and structured recreation opportunities primarily for young people and adults. These parks may range in size from 25 acres up to 100 acres. Community parks have a larger service area of approximately a one to two mile radius around the park. Community parks typically include facilities to support large group activities, and most often include sports fields. Also, they are large enough to allow for passive recreation opportunities as well as individual and family use. Community parks may provide swimming pools, community gardens, or indoor facilities to meet a wider range of recreation interests. As a result, they require support facilities, such as parking and restrooms.

**Sports Complex:** Sport complexes are athletic facilities that include parking lot area, drinking water, lighting, multiplied organized ball fields, courts and bathrooms. They serve people from the city and county. A minimum size of at least 20 acres is recommended for optimum use. They are designed for active recreation use and are often managed in partnership with athletic associations and other user groups. Athletic fields and facilities can be used for a variety of sports so as to be inclusive of more participants.

**Special Use Park:** This park classification covers a broad range of parks and recreation facilities oriented toward single-purpose uses, such as a nature center, aquatic center, equestrian facility, arboretum, campground and golf course. These parks serve a broad cross section of the community. Often these parks offer fee-based activities and may or may not be public parks. The size of these parks is dependent on facility requirement and specific uses. Special use park and recreation facilities may also include cultural/heritage features or attractions.

Figure 5.1: City Beach



**Natural Areas/Open Space:** This type of park that may include environmentally sensitive lands, steep terrain, forested areas, water bodies, flood plain and other natural areas that are only minimally developed and may serve as conservation areas, educational and wildlife watching opportunities. The size range of this park type varies but should be linked to other open spaces and parkland to maintain park system connectivity. Trails, wildlife viewing areas and other amenities can be integrated to provide passive recreation opportunities.

“There are no specific standards for how much conservation land a community ought to have. Instead, it is dependent on the number and quality of natural and historical resources in the area, public desire to preserve these valuable sites, and the willingness of the elected body to provide funds for their preservation.” Park, Recreation, Open Space and Greenway Guidelines, National Recreation and Park Association.

**Linear Park:** Linear parks and trails provide non-motorized transportation and recreation opportunities and connect parks, open spaces and other areas with greenways to form a cohesive park system. Linear Parks may be in a healthy, natural state or developed landscape areas and other lands that follow corridors such as active or abandoned rights-of-way, creeks, canals, power lines and other linear, elongated features. These parks may compose portions of a system of green infrastructure and serve as links from one park to another.

**Water Access Park:** Water Access Parks range in size from small to large sites. These parks can include road rights-of way, riparian areas, or be a component of other park types, like a regional park and others described in this chapter. This type of park is primarily designed to provide fishing, boat or swimming access. Often these parks inhabit environmentally sensitive areas. Planning, design and development should be conducted carefully to ensure the protection of natural systems, water quality and habitat.

## B. Parks by Category

Table 5.1: Pocket Parks

Name	Size in Acres	Ownership	Comment
Kay Beller	0.6	City	Informal river access. Next to senior center. On the river trail. Planned trail expansion under bridge.
Soroptimist Park	0.8	City	Chemical free park. Update Play equipment
O'Brien Bluffs Park	1.0	City	Undeveloped. Concept plan completed.
Total	2.4		

Table 5.2: Neighborhood Parks

Name	Size in Acres	Ownership	Comment
Baker Park	1.5	City	Aka Kiddie Park, play equip. River access
Riverside Park	3.9	City	River access. Tennis courts. Pond. Trail access
Memorial Park	9.5	City	Stadium, tennis courts, play equip, basketball
Crestwood Park	2.5	City	Undeveloped
Total	17.4		

Table 5.3: Community Parks

Name	Size in Acres	Ownership	Comment
Amory Park	29.3	City	Softball fields, dog park, skate park, bike jump, Armory Building. Master Plan adopted.
Total	29.3		

Table 5.4 : Natural Area Parks

Name	Size in Acres	Ownership	Comment
Averill's Viking Creek Wetland Preserve	28.82	Whitefish Lake Institute	Wetlands, trail, preserve
Unnamed	0.344	City of Whitefish	North of Wisconsin Ave. & Reservoir Rd.
Iron Horse Conservation Easement/Trail	60	Private	No parking. Public easement for trail. No parking for trail.
Cow Creek Wetland Area	1.66	City	Not maintained by Park & Rec, natural drainage, wildlife corridor
Total	90.82		

Table 5.5: Sports Complex

Name	Size in Acres	Ownership	Comment
Smith Fields Sports Complex	39.1	City leases to Project Whitefish Kids	Baseball, soccer, softball, play equip
Grouse Mountain Park	7.9	City/WGA	Tennis courts, soccer fields, restroom
<b>Total</b>	47.0		

Table5. 6: Special Use Facility

Name	Size in Acres	Ownership	Comment
City Beach	2.6	City	Lake access, beach, picnic area. Master plan should be updated. Limited parking.
Depot Park	1.9	City	Pond. Used heavily for events. Master Plan adopted by City Council.
Mountain Trails Park	4.3	City	Ice Rink, Saddle Club meeting space, sand volleyball
<b>Total</b>	8.8		

Table5. 7: Linear Park

Name	Acres	Ownership	Comment
Riverwood Park	4.4	City	Bike trail & River access
River Trails Park	3.5	City	Requires revegetation
Creekwood Park	4.5	City	Undeveloped
The Lakes Park	16.6	City	Linear park and Paved Trail, detention pond, River access
Rivers Edge Park	4.7	City	AKA River's Park
<b>Total</b>	33.7		

Table 5.8: Lake/Water Access

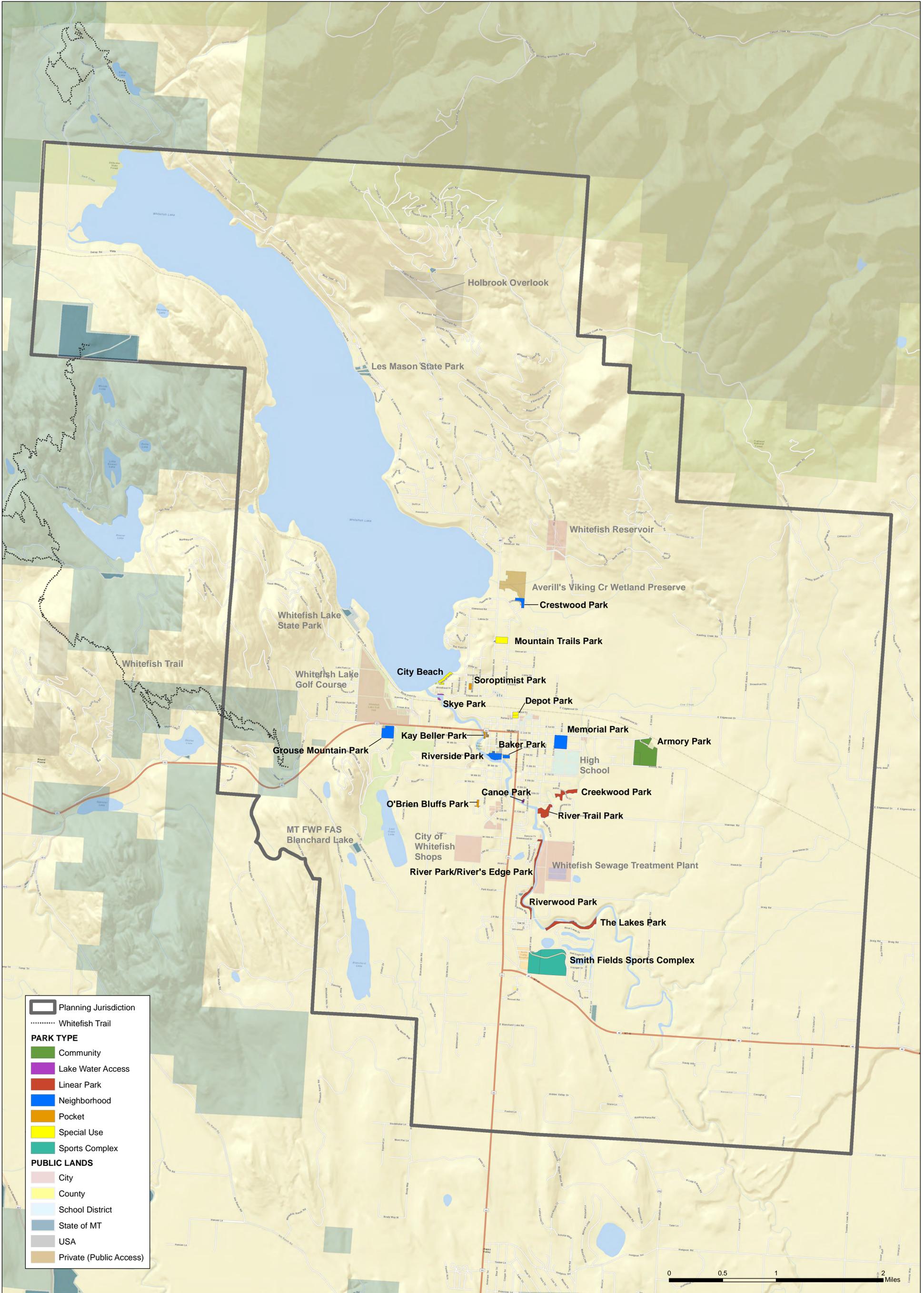
Name	Acres	Ownership	Comment
Samson Lake	< 1 acre	Private Subdivision	Lake access granted as part of subdivision approval. No parking. Walk-in access only.
Whitefish Lake Boat Access	<1 acre	County	Picnic area. Dock. Boat access & walk-in access
Blanchard Lake Boat Access	<1 acre	State	Boat launch. Parking.
Canoe Park	0.4	City	Undeveloped river access

Lazy Bay Boat Access	3.0	County	North side of Whitefish Lake. Parking. No facilities.
Skye Park	0.3	City	Undeveloped. River Access. Ped bridge planned.
Boat Club/Edgewood Ave ROW		City	Partial Development with the Skye Park Bridge & Trail project (2013)
Whitefish Lake Boat Access		County	Walk-in access from West Lakeshore Drive. Boat dock. Vault toilet. Picnic table. Handicap parking space.
Eagle Point Park		County	Undeveloped steep terrain. Not accessible. No parking.
<b>Total</b>	4.0		

Table 5.9: Other Recreation Facilities

Name	Acres	Ownership	Comment
Whitefish State Park	7.42	MT FWP	Campground. Lake access.
Les Mason Park	3.7	MT FWP	Beach – Picnic – Fee area
The Wave	5	City leases to non-profit	Fitness – Indoor pool – Gym Fee based
Whitefish Lake Golf Course	60 (north course)	City & WGA	36 holes. City owns north course leases to WGA
Veteran's Peace Park	7.4	Private	Undeveloped. Park in design phase. Access allowed by permission of owner.
Bike & Pedestrian Paths		City	Continue to work on connectivity





**Planning Jurisdiction**

..... Whitefish Trail

**PARK TYPE**

- Community
- Lake Water Access
- Linear Park
- Neighborhood
- Pocket
- Special Use
- Sports Complex

**PUBLIC LANDS**

- City
- County
- School District
- State of MT
- USA
- Private (Public Access)



Sheet 1 of 3

**WHITEFISH PLANNING JURISDICTION**

Job #: 12-03

Date: 01/23/2013



**WHITEFISH PARKS & RECREATION MASTER PLAN**

Map Data:  
 Parcel data from the Flathead County Cadastral dataset (10/2012) provided by the Flathead County GISD department, 800 S Main St, Kalispell, MT. Whitefish Planning Jurisdiction from the City of Whitefish. Whitefish Trail from the Whitefish Legacy Partners.

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 Whitefish, Montana 59937  
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### C. PER CAPITA ANALYSIS

A per capita analysis provides an indication of the level of service that is being provided based on the amount of park land compared to the population base. It is important to note that this is only one measure in a needs analysis and per capita figures must be considered along with other functional criteria. Additionally, national standards vary considerably. Unique community characteristics should be accounted for to determine the appropriate standard for each individual city. The per capita standards in the following table are compiled from a number of sources including the National Park and Recreation Association, American Planning Association and community park plans in Montana. The standards represent a range that can be used for comparison purposes. According to the following table, Whitefish currently does not meet per capita standards for pocket or neighborhood parks.

Table 5.10: Per Capita analysis

Park Classification	Existing Acres	Existing City (Acres per 1000 population)	Existing City & Planning Area (Acres per 1000 population)	Recommended Per Capita Park Guidelines (Acres per 1000)	Projected acreage or to meet per capita guidelines in 2030
Pocket	2.4	.37	n/a	0.5 – 1.0	4.5
Neighborhood	17.4	2.7	1.6	3.0 – 5.0	45
Community	29.3	4.6	2.7	4.0-5.0	60.5
Sub-totals	49.1				110
Sports Complex	47.0	n/a	n/a	20 acre min.	
Special Use	8.8	n/a	n/a	Varies per city	
Linear	33.7	n/a	n/a	Varies per city	
<b>Total All Parks</b>	<b>138.6</b>		<b>21.8</b>	<b>10 acres</b>	

- Notes: 1. Compiled by Applied Communications -2012  
 2. Per Capita Standards – NRPA  
 3. Pocket park per capita needs based on city population



Figure 5.2: The play equipment at Baker Park was recently upgraded by the Whitefish Rotary

## D. ATHLETIC FACILITY LOS

National benchmarks for athletic facilities are based on participation rates for each type of sport. These rates may vary from community to community. For example, a community that host tournaments typically has a higher proportion of athletic facilities than would otherwise be expected. Although well served by athletic facilities, Whitefish is a resort community and visitors put additional pressure on athletic facilities. The standards in Table 5.11, should be supplemented by public input to determine where there may be demand for facilities that exceed the national standards.

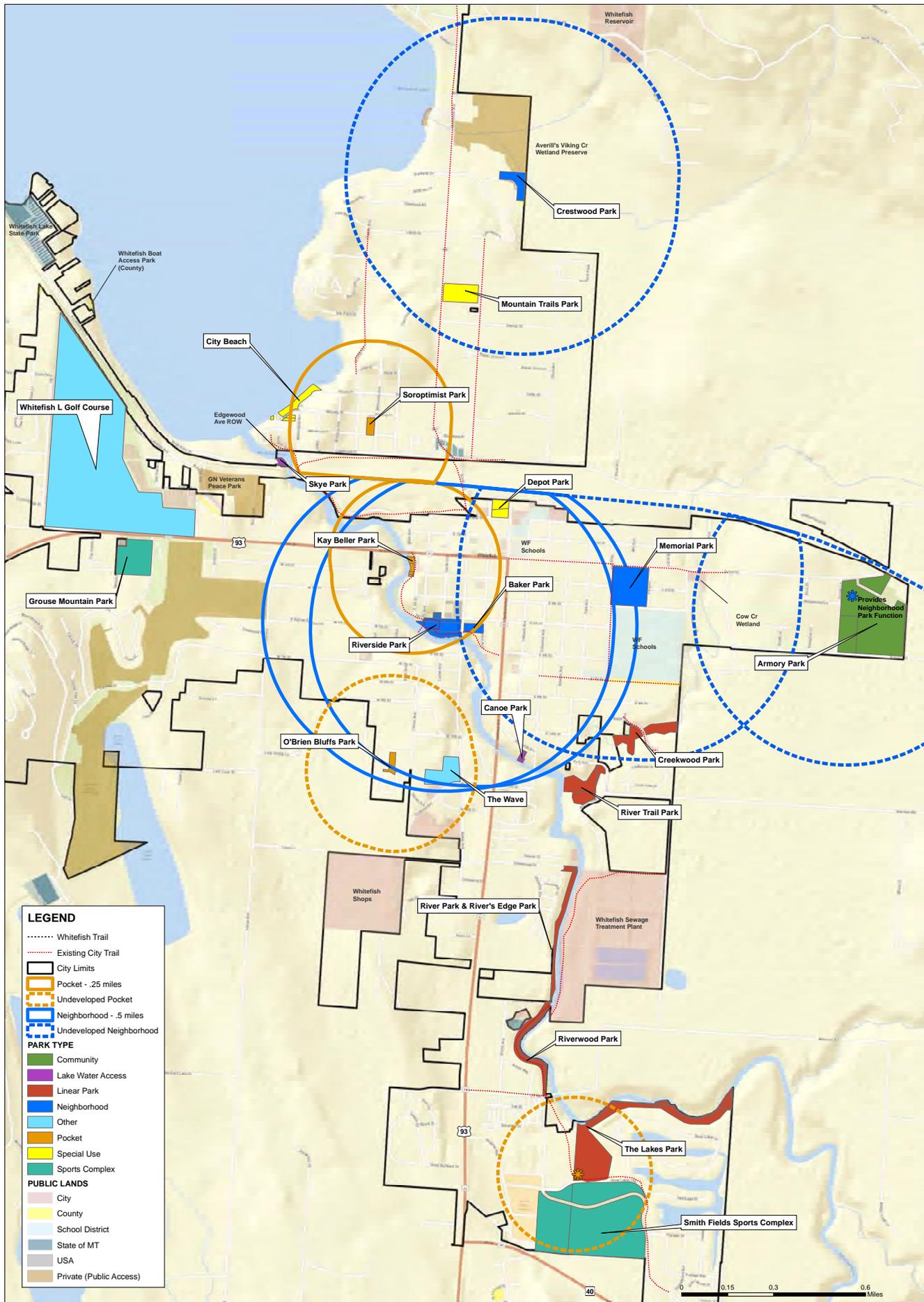
Table 5.11: Athletic Facility

Facility Type	#	Standard	Comment
Baseball –Little League High School	4 2	1 per 3000	Smith Fields host alsp tournaments.
Softball – Youth Adult	2 4	1 per 3000	Youth Fields – Smith Fields Adult Fields – Armory Park
Soccer Fields	12	1 per 6000	Exceed Standards
Tennis Courts	6	1 per 2000 to 3000	High school uses city tennis courts for tournaments. Meets Standards.
Basketball Courts	2	1 per 5000	Meets standards
Golf	36 holes	1 18 hole course per 50,000	Public course. Exceeds standards.
Swimming Pool	1 indoor	1 per 30,000	Membership at the Wave is required to use pool. City beach provides public swimming area in summer.
Skateboard Park	1	1 per community	Meets standards
Ice rink	1 indoor	1 per community	Meets standards but demand for ice time is exceeding capacity

*Source: Compiled by Applied Communications. Standards compiled from park plans in Montana*

## E. Service Area Analysis

The service area analysis is a spatial analysis to determine if park and recreation facilities are conveniently located to all residential areas of the city. Service Area is measured as the radius from a park location outward in to the community. Neighborhood Parks are located within walking distance of the neighborhood residents. The Service Area for Neighborhood Parks is defined as a ½ mile distance uninterrupted by nonresidential roads and other physical barriers. Community Parks serve a larger area and may be reached by car, by bike or walking. Service Area for Community Parks is defined as a two mile distance. The National Recreation and Park Association recommends a system of neighborhood or pocket parks that are within convenient walking distance for all residents in order to address child health and obesity issues and eliminate “recreation deserts”. The following service area maps shows that currently underserved areas are located in the Colorado St.-Edgewood Dr. area and the area south of Voerman Road. A park would also be necessary to serve potential future development south of 7<sup>th</sup> St./Karrow Ave. intersection. Some areas such as have parks that have been dedicated but are still undeveloped. These include Crestwood and O’Brien Bluffs. Fees for subdivisions within the service area of these parks may be a source of funding to improve these parks.



**LEGEND**

- ..... Whitefish Trail
- ..... Existing City Trail
- City Limits
- Pocket - .25 miles
- Undeveloped Pocket
- Neighborhood - .5 miles
- Undeveloped Neighborhood

**PARK TYPE**

- Community
- Lake Water Access
- Linear Park
- Neighborhood
- Other
- Pocket
- Special Use
- Sports Complex

**PUBLIC LANDS**

- City
- County
- School District
- State of MT
- USA
- Private (Public Access)

Sheet 3 of 3

**LEVEL  
- OF -  
SERVICE**

Job #: 12-03  
Date: 03/28/2013



**WHITEFISH PARKS & RECREATION  
MASTER PLAN**

Map Data:  
Parcel data from the Flathead  
County Cadastral dataset  
(10/2012) provided by the Flathead  
County GISD department, 800 S  
Main St, Kalispell, MT. Whitefish  
Planning Jurisdiction from the City of  
Whitefish. Whitefish Trail from the  
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## F. FUNCTIONAL ANALYSIS

Analyzing the need for parks according to function provides a community with a way to assess if the park system contains all of the components to meet the various open space and recreation needs of the community. The following table identifies the various park functions and groups parks accordingly. According to this analysis, the park system supports most of the critical functions but many facilities are overcrowded or outdated. Additionally, the community survey noted the need for restroom facilities in the parks.

Table 5.12: Functional Analysis

Function	Parks or Rec Areas	Comments
Play Park – Playground	Soroptimist Park, Baker Park, Memorial Park	Equipment at Memorial Park and Soroptimist is outdated
Sports park – Ballfields, organized sports	Grouse Mountain Park, Memorial Park, Smith Fields, Armory Park, Ice Rink	Smith Fields & Memorial Park operated in partnership with athletic groups
Passive – Gardens, formal landscape, picnic areas,...	Kay Beller, Depot Park, Baker Park, City Beach	Picnic tables at Kay Beller. Shelters at Baker Park & City Beach
Festive – Events group gatherings	Depot Park, Armory, Mountain Trails Park	Depot Park used for outdoor concerts & farmers markets but overuse is damaging turf. Indoor facilities at Amory & Mountain Trails parks but both facilities need upgrades.
Plaza – Urban design features	Depot Park	Master Plan adopted
Heritage – Museum, Interpretive Center	Stumptown Historical Museum	Non-profit operates museum. Some interpretive signs in parks but there are opportunities to expand signage.
Conservation – Wetland	Averell Wetland preserve & misc. natural park areas	Maintained by Whitefish Lake Institute (privately owned).
Water Access – Fishing, boating, swimming	Riverside Park, City Beach, & miscellaneous undeveloped sites	Overcrowding at beach & lack of parking. Bank erosion at Riverside park. Many water access sites re undeveloped. Water sites offer an opportunity to develop a canoe trail.
Alternative Recreation (Skateboard, Disc Golf, bike jump, rock climbing ... )	Armory	Skateboard, bike jump. Proposed climbing area for O'Brien park. Interest expressed in developing golf and other alternative sports.
Connectors – Trails	Whitefish Bike & Pedestrian Path System	Gaps in trail connections. Bike & Pedestrian Master Plan has been adopted by City
Fitness – Gym, exercise equipment	The Wave	Fee based. City leases land to non-profit. Other private gyms
Dog Park	Armory	Planned expansion and access to pond.
Wilderness-Hiking – Camping – Wildlife	Flathead Forest, State Park & State Trust Lands Undeveloped water access sites	Whitefish Trails on State Trust Land. City holds easement and land use license to build and maintain trails

## G. Accessibility Analysis

The following tables indicate that almost each of the city parks have some shortcomings (various degrees of accessibility) regarding accessibility. These may range from insufficient parking, lack of facilities for people with limited mobility, or limited access from the street. The analysis only includes city facilities and does not evaluate other recreation facilities.

Table 5.13 : Accessibility Analysis

<b>POCKET PARKS</b>	<b>Road Access</b>	<b>Parking Access</b>	<b>ADA</b>	<b>Pedestrian Access</b>
Kay Beller	Road frontage	Off-street parking	ADA access from parking area to trail and boardwalk/river overlook	City bike/ped trail
Soroptimist	Road frontage	On-street parking	Needs improvements	Road Frontage

<b>NEIGHBORHOOD PARKS</b>	<b>Road Access</b>	<b>Parking Access</b>	<b>ADA</b>	<b>Pedestrian Access</b>
Baker	Road frontage	On-street parking	ADA access to restrooms, playground areas, & picnic shelter	Sidewalks & City bike/ped trail
Riverside	Road frontage	Off-street parking	Handicap parking spaces, ADA asphalt trails	Sidewalks & City bike/ped trail Trail needs repair
Memorial	Road frontage	On-street & off-street parking	Needs improvements	Sidewalks & City bike/ped trail (only on north and west side of park)

<b>COMMUNITY PARKS</b>	<b>Road Access</b>	<b>Parking Access</b>	<b>ADA</b>	<b>Pedestrian Access</b>
Armory	Road frontage	Off-street parking. gravel parking area	Handicap parking, ADA sidewalks & trail, Dog Park – ADA trail	Proposed City bike/ped trail connection

<b>SPECIAL USE PARKS</b>	<b>Road Access</b>	<b>Parking Access</b>	<b>ADA</b>	<b>Pedestrian Access</b>
City Beach	Road frontage	Off-street parking	Handicap parking spaces; ADA trails and access to	Sidewalks & City bike/ped trail

			restrooms, concessions, and gazebos	
Depot	Road Frontage	On-street parking, overflow parking area to east	Handicap parking spaces on-street	Sidewalks
Mountain Trails	Road frontage	Off-street parking	Needs improvements	City bike/ped trail
Smith Fields Sports Complex	Road frontage	Off-street parking	Handicap parking, ADA trails	Sidewalks
Grouse Mountain	Road frontage	Off-street parking	ADA access to restrooms/rest area and tennis courts	Future access from proposed City bike/ped trail

<b>LINEAR PARKS</b>	<b>Road Access</b>	<b>Parking Access</b>	<b>ADA</b>	<b>Pedestrian Access</b>
Riverwood Park	Limited, from cul de sac	None	Future ADA trail from cul de sac to trail	City bike/ped trail

<b>UNDEVELOPED/</b>	<b>Road Access</b>	<b>Parking Access</b>	<b>ADA</b>	<b>Pedestrian Access</b>
Canoe	Road frontage	None	N/A	None
Creekwood	Road frontage	None	N/A	Paved trail
Crestwood	Road frontage	None	N/A	None, but trail connections have been proposed
The Lakes	Limited road frontage	None	N/A	None, but trail connections have been proposed
O'Brien Bluffs	Road frontage	None	N/A	None
River Trail	Limited road frontage	None	N/A	None
Rivers Edge/River Park	Limited parking on Greenwood Court	None	N/A	Trail access at Greenwood Court
Skye	Limited	None	N/A	None

## H. Condition Analysis

The City-owned parks in Whitefish are maintained by the Whitefish Parks, Recreation and Community Services Department, athletic associations, and service organizations. The Parks, Recreation and Community Services Department primary maintenance duties include mowing, weeding, irrigating, trash removal, and snow plowing.

The table below is a compilation of comments from the Parks & Recreation Staff, observation by Consultants, and from public input. This condition analysis for each park was conducted in regards to safety, accessibility and conformance with weed ordinances. Some concerns that should be evaluated include:

### SAFETY

1) Aging trees, dense vegetation, older play equipment, broken sidewalks and trails, and proximity to vehicular traffic influence the real and perceived safety for park users.

2) Older play areas need to be evaluated for conformance with current playground safety requirements and playground design objectives. References to use for this evaluation include:

- U.S. Consumer Product Safety Commission, Public Playground Safety Handbook, <http://www.cpsc.gov/cpscpub/pubs/325.pdf>
- National Program for Playground Safety, University of Iowa, [www.playgroundsafety.org](http://www.playgroundsafety.org)
- ADA Accessibility Guidelines (ADAAG) for Play Areas, <http://www.access-board.gov/play/index.htm>
- International Playground Equipment Manufacturers Association (IPEMA). IPEMA provides third party Product Certification services for U.S. and Canadian public play equipment and public play surfacing materials in the U.S. [www.ipema.org](http://www.ipema.org)
- 'Boundless Playgrounds', a national non-profit dedicated to helping communities create barrier-free playgrounds; and
- 'Center for Creative Play', a national leader in the design and development of all inclusive play environments, with a mission of promoting the importance of play for all children.

Table 5.14 : Condition Analysis

POCKET PARKS	Maintenance	Vegetation	Condition/Upgrades
Kay Beller	City Parks Dept.	Lawn area; riparian area; naturalized plantings	Weed control needed in naturalized planting areas; Erosion control required at shoreline/river access area
Soroptimist	City Parks Dept.	Lawn area; shade trees minimal shrub plantings	Existing play equipment and fall zone area needs to be upgraded to conform to current safety regulations

<b>NEIGHBORHOOD PARKS</b>	<b>Maintenance</b>	<b>Vegetation</b>	<b>Condition/Upgrades</b>
Baker	City Parks Dept.	Lawn area; shade trees, shrub hedge	Trees are in various states of health
Riverside	City Parks Dept.	Lawn area; shade trees; riparian area; naturalized plantings	Paved trails are in poor condition. Tennis courts need rebuilding. Pond needs dredging & weed control.
Memorial	City Parks Dept.	Lawn area; shade trees; minimal shrub plantings	Play equipment is outdated. Basketball court needs resurfacing; streetscape improvements on east and south sides of park. Replace tennis courts.

<b>COMMUNITY PARKS</b>	<b>Maintenance</b>	<b>Vegetation</b>	<b>Condition/Upgrades</b>
Armory	City Parks Dept.	Lawn area; shade trees; ornamental landscape around Armory building	Armory building needs floor improvements & HVAC system; improved drainage for ball fields; restrooms & concessions. Dog Park needs improved drainage & pond expansion.

<b>SPECIAL USE PARKS</b>	<b>Maintenance</b>	<b>Vegetation</b>	<b>Condition/Upgrades</b>
City Beach	City Parks Dept.	Naturalized plantings; riparian areas; lawn areas; shade & evergreen trees; shrub plantings	Lakeshore areas need stabilization, retaining wall improvements, develop dock & boardwalk system
Depot	City Parks Dept.	Lawn area; shade trees	See Depot Park Master Plan (Appendix X)

Grouse Mountain	City Parks Dept. maintains tennis courts, restrooms and irrigation system. Golf course mows soccer fields.	Lawn area; shade trees	City monument/entry sign reconstruction (with new landscape area)
Mountain Trails	City Parks Dept.	Lawn area; shade & evergreen trees; shrub plantings; small raised garden plot (summer camp)	Outdoor plaza is in disrepair. Saddle Club building needs remodel.
Smith Fields Sports Complex	Project Whitefish Kids (PWK) leases property and performs all maintenance work	Lawn areas; shade trees	PWK plans to replace play equipment & install safety surfacing/containment

<b>LINEAR PARKS</b>	<b>Maintenance</b>	<b>Vegetation</b>	<b>Condition/Upgrades</b>
Riverwood	City Parks Dept. & Fish Trails	Native & naturalized vegetation	Needs weed control

<b>UNDEVELOPED/ OPEN SPACE PARKS</b>	<b>Maintenance</b>	<b>Vegetation</b>	<b>Condition/Upgrades</b>
Canoe	None	Mowed lawn area, native & naturalized vegetation	Undeveloped
Creekwood	None	Native & naturalized vegetation	Undeveloped
Crestwood	None	Native & naturalized vegetation	Undeveloped
O'Brien Bluffs	None	Native & naturalized vegetation	See the Play Area Conceptual Design
River Trails	None	Native & naturalized vegetation	Undeveloped, forestry management required
Rivers Edge/ River Park	None	Dense native & naturalized vegetation	Trail needs maintenance and connectivity
Skye	None	Native & naturalized vegetation	Proposed bike/ped bridge & trail connections

## I. Trails

The following map show the existing and proposed trails for the City of Whitefish. On the north end of town, the trail along Wisconsin Avenue starts from Edgewood (and the BN Loop) and goes north paralleling Wisconsin Avenue all the way to Houston Point providing much safer access to the Big Mountain Road and the ride to the head of Whitefish Lake. On the south end of the trail system, a bridge across the Whitefish River at the north end of the Rocksund section of the River Trail was completed in 2009. This section of trail continues along the east bank of the river along city property and connects to Monegan Road. Planned expansions to the trail system include extending the East Second Street trail from Armory Road to the WAG Dog Park, extension of trail west along U.S. 93 from Kay Beller Park to Spencer Lake and construction of the Sky Bridge to provide a connection over the Whitefish River near the City Beach trail segment

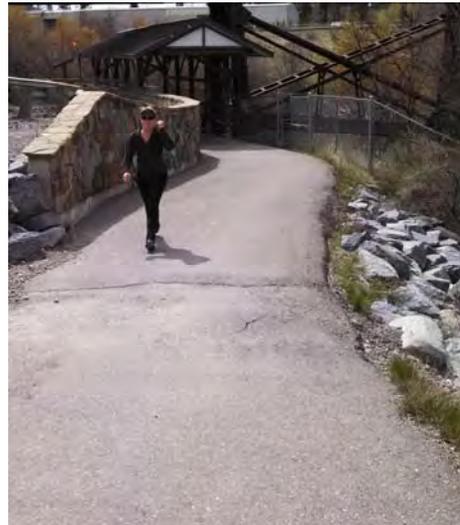
The City adopted the “Whitefish Bicycle and Pedestrian Master Plan” as part of the Transportation Plan over 10-years ago. Those involved in developing the plan include the City Council, the Whitefish Parks Board, the Whitefish Pedestrian and Bicycle Advisory Committee, the Whitefish School District, Cross Currents Christian School, Whitefish Chamber of Commerce, and Whitefish Housing Authority.

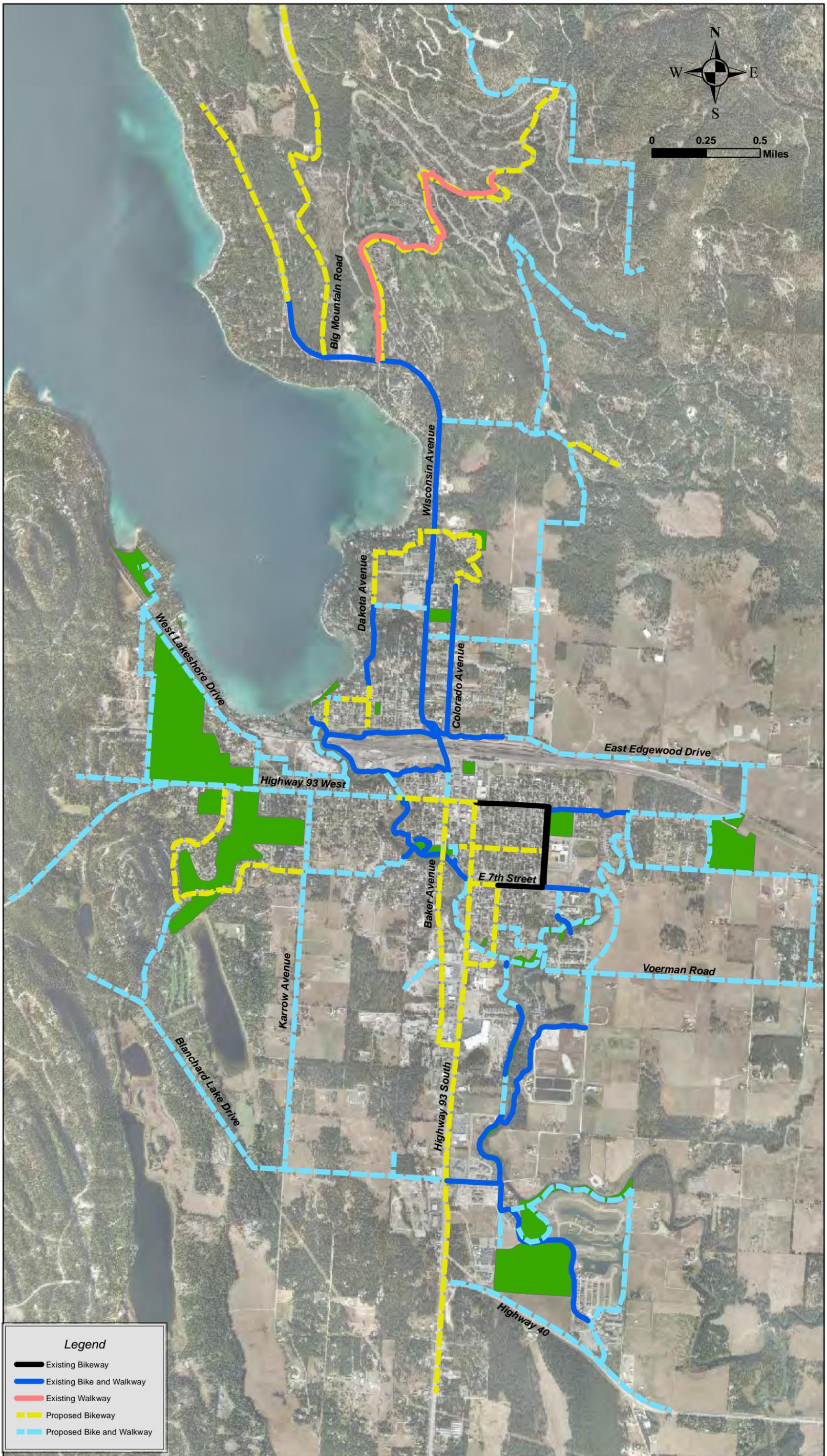
There is a need to update the Master Plan to reflect the improvements that have been made to the trail system since the original plan was adopted and to reflect new priorities. Completing the trail system to fill in gaps between existing trails and providing connectivity to schools, parks and recreation sites were a top objective of the community survey. There is also an opportunity to coordinate development of the trail system with the Safe Routes to Schools program, Whitefish Trails and other transportation improvements.

The Transportation Plan adopted in 2009 discussed the potential for non-motorized transportation to be part of a transportation demand management system. The Transportation Plan also recommended the bike and ped plan be updated in order to provide the foundation for concurrency requirements.

An important aspect of trail development is to provide access points to the trails where there would be parking and other trailhead amenities. The city should consider requiring these access points prior to accepting new trail easements.

*Figure 5.3 : Whitefish Trail*





**Whitefish Bike and Pedestrian Master Plan Trail Map**

## J. Summary of Needs

1. Whitefish does not meet the Level of Service per capita standards for pocket parks and should identify opportunities to develop additional pocket parks in the city to serve underserved areas. Whitefish does not meet Level of Service per capita standards for neighborhood parks within the city limits. The City will need additional parks to meet projected growth needs. Parks should be located in underserved areas and in new developing areas.
2. Current underserved geographic areas for both neighborhood and pocket parks are the Colorado Street/Edgewood Drive area and the area south of Voerman Road. Future development south of 7<sup>th</sup> Street and Karrow Ave. creates a need for a neighborhood park in that area. Pocket parks or a neighborhood park are needed in the Grouse Mountain area.
3. Whitefish generally exceeds national standards for athletic facilities. The number of basketball courts is below national standards but the community survey did not indicate a strong demand for this facility. The number of soccer fields exceeds national standards but since Whitefish is a destination to host tournaments, there may be demand to add fields if warranted by a feasibility study. The number of tennis courts exceeds national standards but the courts are spread out and not conducive to hosting tournaments. The number of ice rinks meets national standards but there is a high demand for ice time by a variety of interest groups. A feasibility study to expand the ice rink would be needed to determine the best way to meet this need. There is a growing demand for alternative sports facilities – such as disc golf.
4. The functional analysis indicates the city parks provide a wide range of both passive and active recreational opportunities. There is a high demand for these facilities, however, creating a need to expand facilities to address crowding issues. Additionally, some facilities are underdeveloped or outdated and need to be upgraded and modernized.
5. The accessibility analysis indicates that the pocket parks, neighborhood parks and the community park generally have good road and pedestrian access.
6. Inadequate parking is an issue for City Beach and Depot Park. Pedestrian access and parking are generally an issue for the water access sites. The city should prepare site plans for existing water access parks to address these issues. When accepting dedication of any park land in the future, pedestrian access and parking plans should be required as part of the dedication. Site plans and master plans for individual parks should also include ADA features.
7. An on-going issue for most park departments is maintaining and updating existing facilities with limited budgets. Whitefish is no exception. Most of the parks are showing signs of wear and tear due to the high usage and consequently parks require upgrades to facilities and maintenance to improve the health of existing vegetation.
8. The Whitefish bike and pedestrian path system is expanding every year. Providing connectivity between segments of the trails and expanding the system to growth areas are major objectives.
9. There is a demand for more water access sites. There is a need for improvements in undeveloped parks that were accepted with subdivision developments but have not been improved in accordance with the neighborhood plans for these areas.

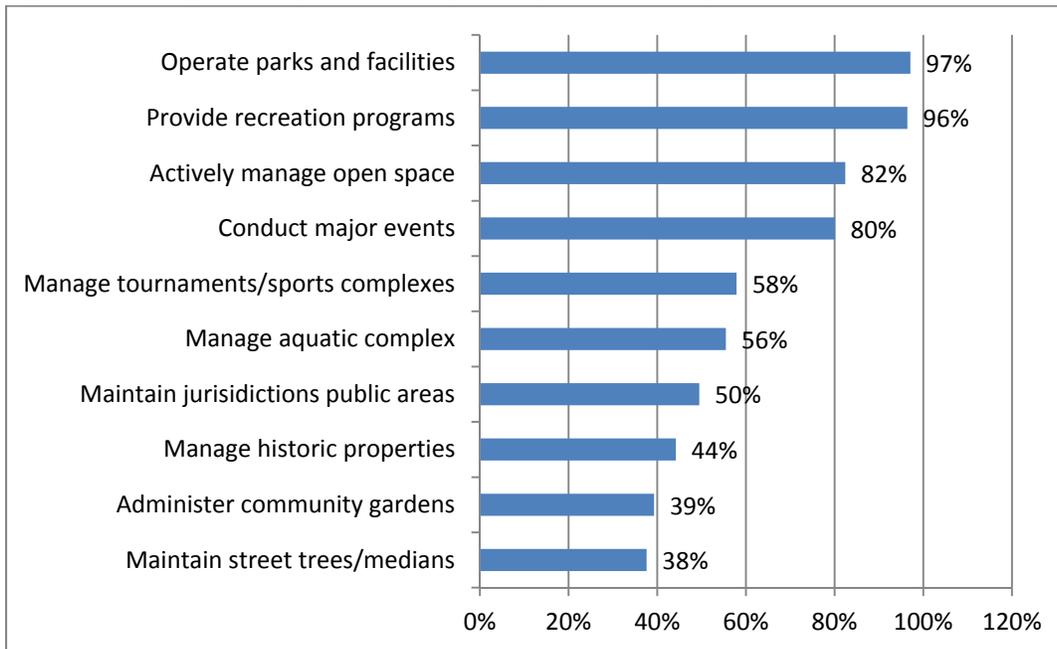
# VI. Trends

## A. Recreation Trends

### 1. Parks and Recreation Programming

According to a survey by the National Recreation and Parks Association (NRPA), the most common types of responsibilities for parks and recreation departments is operating parks, recreation programming, managing open space and conducting events. Less frequent, but a growing trend is to manage other community facilities such as historic properties, sports complexes and community gardens. The NRPA survey also indicates that park departments are relying more on nonprofit partners, private vendors and contractors for the operation and maintenance of facilities. These partnerships are forming in part because of reduced funding from federal, state and local governments. The NRPA notes that while partnerships represent an opportunity to expand program offerings, the challenge to this approach is to make certain that access to public parks and programs are open to households of all income levels and not just those groups that can afford to subsidize the effort.

Figure 6.1: % of Park Departments Operating Selected Programs and Facilities

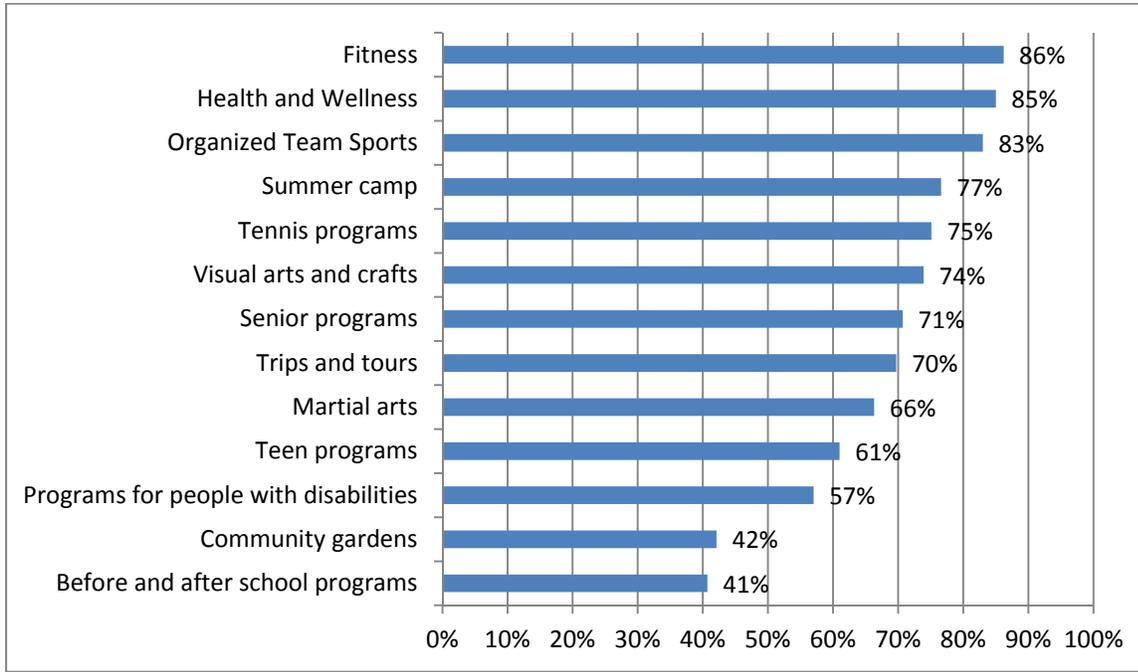


Source: National Recreation and Parks Association, "National Database Report", 2012

## 2. Recreation Programming

Park and recreation programs are serving a more diverse constituent base and consequently are providing a wider array of programs than in the past. The NRPA data is useful to compare program offerings with other communities. The most common programs are fitness/wellness, team sports and summer camps. The NRPA notes that programs offerings are often evaluated on a cost-revenue analysis. Partnering with other agencies to offer programs is becoming more common.

Figure 6.2: Park and Recreation Program Offerings



Source: National Recreation and Parks Association, "National Database Report", 2012

## 3. Outdoor Recreation Participation Rates

Montana, along with the Whitefish area, has exceptional opportunities for outdoor recreation activities. The most common type of outdoor activity is jogging. Other common activities include bicycling, skiing, canoeing, kayaking, hiking, skiing (Alpine and Nordic), wildlife viewing, hunting and fishing. Activities such as adventure racing, paddle boarding, mountain biking and climbing are becoming more common. Facilitating outdoor experiences can be an important aspect of physical fitness.

According to the Outdoor Foundation, outdoor recreation reached the highest participation level in five years. Outdoor recreation in 2011 experienced a significant improvement over the past few years when participation either dropped or remained stagnant. Residents in the Rocky Mountain West are more likely to participate in outdoor recreation opportunities than other parts of the country with

61% of residents engaging in outdoor activities as opposed to 50% nationwide. Younger age cohorts are more likely to participate in outdoor recreation. The age group from 6-17 reports 63% outdoor participation rates compared to 56% for the 18-44 age group and 38% for the over 45 age group. (Source: "Outdoor Recreation Participation Report-2012", [www.outdoorfoundation.org](http://www.outdoorfoundation.org))

## B. Public Health

According to the National Recreation and Parks Association (NRPA), "Summary of Research Papers: Key Benefits of Parks", more than one-third of adults in this country are clinically obese while one third of American children are overweight and one in six is obese. There is a strong correlation between health and participating in outdoor activities and recreational programs. People of all ages realize physical and mental health benefits from exercise. Parks provide the venues for organized sports, running, biking, gardening, hiking, swimming and many others activities. Multiple studies indicate that time spent outdoors is the strongest predictor of children's physical activity. Diabetic individuals taking 30-minute walks in a forest experienced lowered blood glucose levels than the same amount of time spent exercising indoors. Additionally, parks and tree-lined streets promote psychological well-being. The NRPA cites studies that demonstrate green views and outdoor natural environments can improve cognitive functioning, impulse control, resilience to stressful life events, and overall mental health. Conversely, studies report a link between low nature access with increases in attention deficit/hyperactivity disorder (ADHD), clinical depression, stress, and anxiety.

*Figure 6.3 Fitness equipment in parks is becoming more popular – Below are examples from the North Valley Hospital Fitness Trail*



In recognition of this connection between health and the built environment, a number of national, state and local initiatives are promoting exercise through greater access to parks and natural areas, including:

- Let's Move Campaign ([www.letsmove.gov/](http://www.letsmove.gov/)) – National initiative to promote nutrition and active lifestyles. The campaign has partnered with the National League of Cities to provide resources for local governments. [www.healthycommunitieshealthyfuture.org](http://www.healthycommunitieshealthyfuture.org)
- Montana Nutrition and Physical Activity Program (MNPAP) – Administered by the Montana Department of Public Health and Human Services (DPPH) and funded by the Centers for Disease Control (CDC). The program focuses on environments and efforts to create better daily opportunities for physical activity and healthful. <http://mtnapa.com/>
- Flathead City-County Health Department – Department has nutrition and physical activity program. <http://www.flathead.mt.gov/healthpromotion/?new>
- Children and Nature Network – National non-profit was created to encourage and support the people and organizations working nationally and internationally to reconnect children with nature. Missoula has adopted a No Child Left Inside initiative that is based on these programs. Montana has a license plate to help fund activities. ([www.childrenandnature.org](http://www.childrenandnature.org))
- Whitefish CARE Program - CARE is a non-profit organization sponsored by the Whitefish School District. It is committed to healthy & drug free schools and encourages a tobacco free community. [http://wfps.k12.mt.us/CARE/about\\_us\\_CARE.htm](http://wfps.k12.mt.us/CARE/about_us_CARE.htm)
- North Valley Hospital – Planetree Program promotes wellness and healing including a walking trail adjacent to the hospital. <http://www.nvhosp.org/nv.nsf/View/Planetree2008>

*Figure 6.4 – Pedestrian Bridge over Whitefish River*



Convenient access to trails promotes walking and fitness.

## C. Economic

Investment in parks as a component of the community infrastructure has been proven to have positive economic benefits for a community. These benefits range from visitor spending to increased property values. Attractive parks and a variety of recreational programs contribute to a high quality of life in the community and can be a factor in attracting retirees, businesses and employees. This section documents some of the economic benefits of parks and recreation services.

### 1. Tourism

Many tourists travel to Flathead County to visit a Glacier Park but there are many visitors that engage in activities that take place in a city park or participate in a local sporting event. Attractions in city parks may entice out-of-state visitors to extend their vacations and spend more dollars at local businesses. Visitors spend money on a variety of expenses including admission fees, eating out, food, shopping, lodging, gas, and other entertainment. The income generated from visitors generally stays in the local economy creating employment opportunities and supporting local businesses.

The economic impact of visitors to parks or sporting events can be significant. According to data from the University of Montana, the average expenditure per day for a single visitor ranges from about \$100 to \$150 depending on the nature of the trip. For example, a soccer tournament that attracts 100 out-of-town visitors for a weekend tournament has the potential to generate up to \$150,000 of visitor spending per day. Likewise, if 100 visitors per year extend their stay in Whitefish by just one day to enjoy a special event or ride the Whitefish Trail, that would also amount to \$150,000 of direct spending in town.

*Table 1: Expenditures and Average Length of Stay by Purpose of Visit for Montana Visitors -2011*

	<b>Avg. Length of Stay</b>	<b>Avg. Daily Expend.</b>	<b>% of Visitors to Flathead County</b>
<b>Vacation/Recreation/Pleasure</b>	5.75	\$151.50	61%
<b>Visiting Friends/Relatives</b>	6.20	\$135.15	21%
<b>Passing Through</b>	0.89	\$99.84	11%
<b>Business/Convention/Meeting</b>	8.03	\$128.99	7%
<b>Other</b>	11.62	\$112.38	1%
<b>Shopping</b>	1.09	\$455.22	n/a

*Source: Institute of Tourism and Recreation Research, University of Montana, <http://www.itrr.umt.edu/expendVisitation.htm>*

## 2. Proximate Principal

An increasing number of studies indicate that properties located adjacent to or near an amenity such as parks or open space have higher resell values and consequently generate more property tax revenues. This phenomenon is known as the “Proximate Principle”. Real estate developers use this principle to design subdivisions with amenities such as golf courses or common areas/green spaces.

To have a positive effect on property values, a park must be managed to be an amenity to nearby residents. Parks that are not well maintained, poorly designed, or have problems with traffic congestion and vandalism can negate potential for increased land values. When properly managed and designed, however, the increase tax revenues that are generated by premium locations to a park can greatly offset the costs of land acquisition and development of the park.

## **D. Green Infrastructure**

Green infrastructure is an approach to promote water quality, provide healthy ecosystems and support sustainable communities. Green infrastructure uses vegetation, soils, and natural processes to manage water and create healthier urban environments. At a city-level green infrastructure refers to the patchwork of natural areas that provides habitat, flood protection, cleaner air, and cleaner water. Parks, open space and the urban forest are important components of green infrastructure. Key principles for green infrastructure include:

1. Creating an interconnected system of parks and open space is more beneficial than creating parks in isolation.
2. Cities can use parks to help preserve essential ecological functions and to protect biodiversity.
3. When planned as part of a system of green infrastructure, parks can help shape urban form and buffer incompatible uses.
4. Cities can use parks to reduce public costs for stormwater management, flood control, transportation and other forms of built infrastructure.

*(Source: American Planning Association “City Parks Forum - Briefing Papers”)*

## Proximate Principle

Following are the conclusions from a review of studies on the impact of parks on land values:

- The effect on property values does correlate with the size and use of the park.
- Properties that are located near a large – community park with significant areas of passive recreation and natural features can increase values by more than 20% for properties up to a half-mile away.
- Parks that are small and have a heavy amount of use may have less than a 10% impact on property value and the increase in value is limited to a few blocks.
- Studies generally agreed that there was no negative impact from properties located adjacent to a greenway trail.
- The potential positive impact on property from a greenway is dependent on design of the linear park and perceived benefits from access to a trail system.

*Source:*

*John L. Crompton, American Planning Association, PAS Report Number 502, 2001*

There are multiple benefits to developing a system of green infrastructure that includes parks and open space. A green space system simultaneously provides recreation benefits and has positive environmental benefits through improved water quality, reduced maintenance costs, enhanced wildlife habitat and better air quality. A growing number studies have documented the positive cost benefit of investing in green infrastructure. Since green infrastructure serves many purposes, from community revitalization to habitat protection, project sponsors can tap a variety of funding sources to finance improvements. The implementation of green infrastructure principles is most effective when the design is customized for the city, when construction is done properly and when routine maintenance is performed. A commitment to funding maintenance is important to realize the benefits of green infrastructure. The following table indicates some of the options for incorporating green infrastructure into park plans and urban areas.

*Table 2: Green Infrastructure Planning and Design*

<b>Benefit</b>	<b>Features</b>	<b>Comments</b>
<b>Water Quality</b>	Natural drainage and vegetation to improve the quality of stormwater and wastewater discharge. Stream bank stabilization. Source water protection.	Coordinate with stormwater, water treatment and wastewater facility plans. Partner with Whitefish Lake Institute. Address fertilizer and weed control methods.
<b>Air Quality</b>	Trees and other vegetation function to remove pollutants from the air and mitigate the effects of urban heat islands.	Coordinate with urban forest program
<b>Enhanced built environment</b>	Green design reduces impervious areas, improve stormwater function and creates amenities for residents.	Green design can add economic value to a community
<b>Public health</b>	Interconnection between parks lead to improved access to trails and recreation facilities	Natural areas and park systems encourage wellness through fitness, clean air and clean water
<b>Habitat Protection</b>	Interconnect green space so habitat is less fragmented. Natural vegetation provides habitat.	FWP and conservation groups are potential partners.
<b>Open Space</b>	Protects open space and provides public access to natural areas. Contributes to scenic views and rural – small town character.	Coordinate with land use planning.
<b>Flood Control</b>	Parks, wetlands and natural areas provide natural retention areas and limits building in floodways	FEMA offers flood insurance discounts for coordinated park and floodway planning.

*Source: Compiled by Applied Communications from literature review. 2012*

## E. Active Transportation

The National Recreation and Parks Association report, "Parks and Recreation: Essential Partners in Active Transportation", notes that transportation agencies are more frequently incorporating active transportation modes into transportation plans. Incorporating active transportation elements into park and transportation plans can help promote fitness by providing a convenient and fun way to exercise. It can help reduce congestion and pollutants by providing alternative modes of transportation. Many studies have found that bike-pedestrian trails are an amenity that has positive economic impact. Coordinating these amenities with urban design to create walkable communities serve a diverse population from school children walking to school to seniors citizens that are more likely to require accessible features. Programs to fund active transportation include:

*Active transportation is defined as human powered modes of transportation. The most popular modes of active transportation by far are walking and bicycling, however, skate boarding, canoeing, roller skating, etc. can all be considered forms of active transportation.*

Source: National Parks and Recreation Association

- Safe Routes to Schools - The Safe Routes to School Program is a federally funded, competitively awarded, reimbursement program that encourages and enables children, including those with disabilities to walk and bicycle to school and makes bicycling and walking to school a safer and more appealing transportation alternative. The City of Whitefish has adopted a Safe Routes to School Plan. (<http://www.mdt.mt.gov/pubinvolve/saferoutes/>)
- Community Transportation Enhancement Program – The Community Transportation Enhancement Program (CTEP) is a Montana program that funds transportation related projects designed to strengthen the cultural, aesthetic, and environmental aspects of Montana's intermodal transportation system. The CTEP allows for the implementation of a variety of non-traditional projects. ( <http://www.mdt.mt.gov/business/ctep/> ) CTEP will be replaced by MAP-21 "Moving Ahead for Progress in the 21<sup>st</sup> Century" in the new federal transportation bill and potential funding source (Oct.2, 2012 through October 1, 2014).



Figure 6.5 Runner on Wisconsin Ave. Trail

## F. Disability - Mobility – Age Friendly

The population in the nation is growing older and the aging trend is more pronounced in Whitefish than the rest of the state. The population over age 65 is the group that experiences the highest rates of disability. It is important to design facilities for the aging population. The most common types of disabilities among seniors are physical disabilities and mobility. The U.S. Census defines physical disabilities as a condition that substantially limits one or more basic physical activities, such as walking, climbing stairs, reaching, lifting, or carrying. A mobility disability is defined as limitations for mobility such as - going outside the home alone to shop or visit a doctor's office.

Some cities are now designing parks to including features for older age cohorts. These parks feature low-impact exercise equipment designed to promote balance and flexibility, such as elliptical machines, static bikes and body flexors. The National Center for Accessibility has an on-line database with a variety of resources and brochures for designing accessible recreation facilities. (<http://www.ncaonline.org/about/index.shtml>). The World Health Organization recently published a checklist of the elements a city needs in order to be a place where residents can age comfortably. Following are those items that would apply to the design of parks and outdoor spaces.

- Public areas are clean and pleasant.
- Green spaces and outdoor seating are sufficient in number, well-maintained and safe
- Pavements are well-maintained, free of obstructions and reserved for pedestrians
- Pavements are non-slip, are wide enough for wheelchairs and have dropped curbs to road level
- Outdoor safety is promoted by good street lighting, police patrols and community education
- Buildings are well-signed outside and inside with accessible features
- Public toilets outdoors and indoors are sufficient in number, clean, well-maintained and accessible
- Venues for events and activities are conveniently located, accessible, well-lit and reached by public transport
- Plan for a wide variety of events to appeal to a diverse population of age groups and interests

(Source: [www.governing.com/topics/mgmt/gov-age-friendly-city-checklist.html](http://www.governing.com/topics/mgmt/gov-age-friendly-city-checklist.html), 11/30/12)

The Americans with Disabilities Act recognizes and protects the civil rights of people with disabilities.<sup>1</sup> Titles II and III of the ADA require, among other things, that newly constructed and altered State and local government facilities, places of public accommodation, and commercial facilities be readily accessible to and usable by individuals with disabilities. Recreation facilities are among the types of facilities covered by titles II and III of the ADA. State and local governments who provide recreation facilities have a separate obligation under title II of the ADA to provide program accessibility which may require the removal of architectural barriers in existing facilities. See 28 CFR 35.150 (<http://www.usdoj.gov/crt/ada/reg2.html>). Private entities who own, lease (or lease to), or operate recreation facilities have a separate obligation under title III of the ADA to remove architectural barriers in existing facilities where it is readily achievable (i.e., easily accomplishable and able to be carried out without much difficulty or expense). See 28 CFR 36.304 (<http://www.usdoj.gov/crt/ada/reg3a.html>).

## G. Benefits Based Management

This “Benefits Based Management” approach represents a significant departure from the traditional parks planning model. The benefits based model acknowledges that there are multiple providers of parks. Planning will be most effective when public agencies work collaboratively. Rather than competing to fill market niches, agencies work together to evaluate parks and recreation facilities as part of a regional system. Decisions to acquire and improve parks are based on management objectives that reflect the benefits the community derives from parks. By identifying a wide range of benefits, park agencies can identify a broad array of partners and funding sources to help them meet their goals.

Figure 6.6: Benefits of Parks and Recreation



More often, city leaders are acknowledging that parks are essential and vital elements of a healthy community. Recognizing the many benefits and roles of parks can result in a number of positive outcomes such as:

- Defining a broader scope of park functions broadens citizen and leadership support for parks;
- Identifying new purposes and roles for parks opens new funding streams for planning and management
- Articulating the broader functions creates a more effective use of space and a better integrated urban environment.

*(Source: American Planning Association, “From Recreation to Re-Creation: New Directions in Parks and Open Space System Planning”, PAS Report #551.*

# VII. Goals and Policies

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## A. Recreation

Community members rely on the City of Whitefish Parks, Recreation and Community Services Department to provide affordable opportunities for recreational programs such as group activities, fitness programs, competitive sports and organized activities geared toward specific age groups. In ranking park activities, the community survey indicated that providing recreation programs was among one of the top priorities for park programs and recreation services. Responses to the community survey indicate that promoting youth development through recreational activities was a high priority objective but it also indicated that some groups such as senior citizens and middle school students were underserved by current recreation programs in the community. Current trends indicate that partnering with other community organizations was an important strategy in providing recreation programs. The comment section of the survey indicated there is a growing interest in sports such as pickleball and outdoor/adventure recreation.

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**Goal A:** Continue to meet the recreation needs of all households through a variety of quality recreational offerings.

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### Objectives:

1. Provide diverse recreational opportunities to meet the needs for people of all age groups and abilities.
2. Partner with other community groups such as the school district, civic organizations, health agencies and others to develop and operate a variety of recreational opportunities.
3. Monitor recreation trends and continue to provide opportunities to meet different lifestyle needs for competitive sports, fitness, cultural and outdoor activities.
4. Solicit feedback from the community on a several year basis to adjust programming for evolving/changing needs.
5. Establish fees for recreational programs that are affordable to all income levels and look for opportunities for partners or sponsors to offset costs of programming.
6. Programming priorities should be given to those activities where there is a highest demand or where there are partners or sponsors that can provide funding to reach niche groups.
7. Design neighborhood parks to meet the demographic needs of the neighborhood.

## B. Connectivity

Connectivity can be provided between parks through trails and greenways that provide open space and function as part of the green infrastructure system. Connectivity between parks and water features

has many benefits including improving access to the park and water amenities, less fragmentation of wildlife habitat, providing safe walking/biking routes and buffering between different land uses. The community survey noted that gaps in the trail system were a concern. The survey also indicated strong public support for connectivity between parks and schools and shopping areas.

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**Goal B:** Expand the trail and linear park system to provide connectivity between all parks, water features, schools and major destinations in the community.

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**Objectives:**

1. Continue the implementation of the Whitefish Bicycle & Pedestrian Master Plan and review and update as necessary to identify opportunities to expand trails to fill connectivity gaps between park facilities.
2. Identify greenway corridors that can be incorporated into the park and recreation system to provide connectivity between natural areas.
3. Work with developers to include trails and greenways in new subdivisions to provide the connectivity between parks and fill gaps in the trail system.
4. Natural areas to be integrated in the park system should have high conservation values and provide connectivity to other public lands, greenways, conservation lands, riparian corridors or wildlife corridors.
5. Promote connectivity of natural areas through trails, public lands, conservation easements, protection of riparian areas and other means.
6. Coordinate with the Safe Routes to School programs including signage of roadways that are designated bike routes.
7. Trailheads and provisions for parking should be incorporated as part of the trail system design.

### **C. Water Access**

Whitefish is fortunate to have a variety of water features both in the city limits and within the planning area. Whitefish Lake, Whitefish River, several smaller lakes and creeks create an opportunities for outstanding recreational, environmental and open space amenities. The survey respondents indicated that public access to these water features was a top priority. The needs assessment indicated that where there are currently water access sites, there is often limited parking or the site is undeveloped with no functional access for the public. The primary access to Whitefish Lake at City Beach experiences high use and overcrowding will become more severe unless the city can expand the area.

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**Goal C:** Preserve and improve existing public access points to water features while adding additional public access sites for lakes, streams and rivers to relieve overcrowding and provide an amenity to the community.

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**Objectives:**

1. Providing public access to lakes and rivers should be a top priority and subdivision developments with lake frontage should provide for public access as part of the land dedication requirements.
2. Support the development of water access parks by other public agencies and identify potential partnerships for development of these parks.
3. Identify water access sites that are high priority for expansion and pursue opportunities for acquiring additional land to add to these sites.
4. Designate City Beach as a high priority site and update the master plan for this facility.
5. Include land and site plans for parking and adequate pedestrian access before accepting dedication of water access sites.
6. Create site plans and improve existing water access sites and create a canoe trail with appropriate signage, parking, and improvements to facilitate their use for canoeing and kayaking.
7. Develop water access sites to meet environmental objectives for water quality, erosion control, native vegetation and wildlife habitat.

**D. Park Development and Acquisition**

The needs assessment indicated that there are several residential areas that do not have walkable access to either a pocket park or neighborhood park. On a per capita basis, the city is underserved by pocket parks. As the city population grows over the next 20 years, there will be a need to add more neighborhood parks to meet per capita standards. The needs assessment also indicated that several parks such as City Beach and Depot Park are overcrowded. Other parks have outdated equipment and some have deferred maintenance that should to be addressed. Lack of restrooms was mentioned frequently in the survey as well as poorly maintained restrooms at the Ice Den and City Beach. Respondents to the survey gave the highest ranking to improving and expanding existing parks. They also gave high priority to acquiring more land for parks.

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**Goal D:** Develop and add to the park system as needed so that residential neighborhoods have walking access to a park that is well maintained with updated equipment and expand special use and community parks to relieve overcrowding.

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**Objectives:**

1. Existing parks and recreational facilities should be operated and maintained in quality conditions for a safe and enjoyable experience and consistent with design standards elsewhere in this document.
2. Investigate grants, partnerships and other funding opportunities to address the issues for individual parks that are identified in this plan.
3. Identify opportunities to expand existing parks through acquisition of neighboring properties and open space.
4. Develop and/or update individual master plans for parks to reflect current use patterns and provide strategies for improvements.
5. Work with community organizations to identify upgrades to current park facilities to meet the park development criteria in this plan and identify funding sources to complete upgrades.
6. Use the needs assessment to determine priority areas for developing new target acquisition through land dedication from subdivisions, donations or purchase to those areas with the highest need.
7. Only accept land dedications or donations that meet the design standards in the Parks & Recreation Master Plan.
8. Develop standards for park signage, information kiosks and wayfinding signs as part of the park and recreation system.
9. Prioritize park improvements, acquisition and capital projects by evaluating against established criteria for need, functionality, funding and partnerships.

**E. Public Health**

Chronic health problems linked to obesity such as arthritis, heart disease and diabetes comprise the major public health issue in the nation. Exercise and outdoor recreation can help combat obesity trends and an active lifestyle can alleviate many of the symptoms of these chronic illnesses. Numerous studies have shown that walkable communities and convenient access to parks relates to overall fitness. The community survey indicated improving health and wellness should be a top park and recreation goal. Health and wellness priorities ranging from sports programs for youth to helping seniors remain active all received strong support from respondents to the survey.

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**Goal E:** Parks and recreation facilities and programs should encourage fitness and an active lifestyle.

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**Objectives:**

1. Parks and trails should be part of an urban system that promotes walkability.
2. Park designs should accommodate the population with disabilities and consider mobility issues for the senior population and shall comply with state and federal laws for accessibility.
3. Include features and equipment in parks that promote wellness and fitness.
4. Work with local organizations to develop programs and facilities that promote health and wellness.
5. Parks should be well maintained and safe places where people of all ages feel comfortable and are more likely to engage in active lifestyles.
6. Coordinate with other community groups to develop recreational programs that provide a healthy alternative to drug and alcohol use for school-age kids.
7. Consider healthy living policies such as tobacco free facilities, nutritional snacks for afterschool programs, sunscreen stations in parks, and other healthy by design measures.

## **F. Environmental Well-Being**

In addition to recreational benefits, parks have long been recognized to have many environmental benefits. These range from improved water and air quality, providing wildlife habitat, conserving green space and promoting better flood management. Protecting natural areas and open space and protecting water quality were top objectives among respondents to the community survey. In meetings with stakeholder groups, a number of opportunities for specific projects to incorporate conservation design techniques into park design were identified. The needs assessment indicated that there are a number of parks where vegetative health is an issue.

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**Goal F:** Recognize environmental benefits and design parks as part of a green infrastructure system that promotes conservation, protects water quality and preserves natural areas where appropriate.

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### **Objectives:**

1. Coordinate stormwater plans, wastewater treatment plans and flood control plans to develop a comprehensive system that filters stormwater and wastewater to improve water quality while providing natural areas that can be enjoyed by wildlife and the community.
2. Park design should consider water quality issues by incorporating features such as buffers for wetlands, riparian corridors and bank stabilization to control erosion along shorelines.
3. Discourage practices that result in poor water quality such as nutrient loading from fertilizers, contamination from motorized watercraft near public swimming areas and introduction of invasive species in lakes and rivers.

4. Public and private detention areas should be considered part of the green infrastructure system and should be designed as amenities that include native vegetation, reduce nutrient loading, filter stormwater and provide habitat.
5. Vegetation management should include promoting a healthy urban forest and should consider detrimental impacts resulting from overuse.
6. Promote native vegetation within environmentally sensitive areas to reduce invasive/non-native species and minimize the use of pesticides.
7. Consider impacts on wildlife by improving habitat where possible, interconnecting green space so habitat is less fragmented and designing natural areas to reduce human-wildlife conflicts.
8. Conserve natural resources through energy efficient designs, water conservation, and reducing waste.
9. When feasible select durable materials that are sustainable, resource efficient and non-toxic for construction of new facilities.
10. Discourage creating isolated islands of natural areas unless there is an opportunity to acquire critical land that would be part of a larger system or vision.
11. Continue to manage the urban forest in accordance with Tree City USA standards and to maintain Tree City USA status as well as promote environmental benefits such as air quality.

## **G. Organization**

The City of Whitefish relies on citizen boards and advisory groups to provide input to staff and City Council on park and recreation services. Additionally, partnerships with a variety of organizations are important in providing services, maintaining programs and coordinating on projects. The stakeholder focus groups identified a number of potential opportunities to expand on these partnerships. The partnerships are essential for the city to provide services at affordable costs. While program fees generally cover the operating costs of recreation programs and park assessment/general funds are allocated for maintenance costs, these funds do not cover construction, capital outlays and land acquisition costs. Coordinating park and trail improvements with other public works projects has been a successful strategy along with utilizing various funding sources such as the Tax Increment Funds. The survey indicated support for grants, sponsorships, fund raising, volunteers and partnerships as resources to meet future needs of parks.

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**Goal G:** Develop adequate funding sources and other resources to support the existing and future needs of the park and recreation system.

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**Objectives:**

1. Increase the funding from sources such as grants, non-profit fundraising, sponsorships and public-private partnerships.
2. Fees for recreation programs should generally cover the cost to operate the program.
3. Facility rental fees should be set to offset the cost of staffing, utilities and wear and tear.
4. Adopt guidelines to maintain and strengthen existing and new partnerships with community groups to build and manage parks and recreation facilities and operate park and recreation programs.
5. Encourage parks, planning, maintenance and development coordination with other local jurisdictions, state and federal agencies.
6. Consider potential park improvements and opportunities for coordination in the design phase of infrastructure projects or roads, parking lots, water system upgrades, wastewater treatment facilities, stormwater facilities and other public improvements.
7. Develop volunteer guidelines and utilize volunteers for recreation programs, maintenance, and construction of park equipment. Partner with schools and other civic groups to recruit volunteers.
8. Explore the development of a memorandum of understanding for programs such as adopt-a-park/trail for community groups that want to undertake such efforts.
9. Provide adequate staff support and training to the Park Board and advisory groups so they can effectively perform their duties.
10. Review and update the plan every three to five years to reflect changing needs and opportunities and to coordinate with the updates in the Growth Policy, state statutes, and transportation plans.
11. Commit adequate funding to maintain facilities at a level of service that provides a quality user experience and captures the economic and environmental benefits of parks.
12. Design new facilities that incorporate revenue-generating opportunities to offset operational costs and/or enhance the recreational experience of participants. (i.e. concessions, leasing, rentals ...).

## H. Community

In addition to the many positive aspects of the parks systems, the survey and stakeholder groups did note that events and some activities in parks have an impact on surrounding properties. It is important to work with adjacent property owners and neighborhoods to meet their concerns. Throughout the planning process it was noted that in addition to health, environmental and recreation benefits parks were valuable in building community. Parks can act as an economic driver by attracting tourists and offer a place for people to gather and for community groups to host special events. Parks offer a way for citizens to volunteer, participate in events and become engaged in the community.

---

**Goal H:** Develop a park programs and special events that engage citizens while minimizing impacts on adjacent properties and incorporating features that will be an asset to the neighborhood.

---

### Objectives:

1. Plan events to minimize the impact on the Whitefish Community Library, Whitefish Historical Museum, and O'Shaughnessy Center and other surrounding properties.
2. Incorporate local historic and cultural signs and features into park facilities.
3. Seek community participation in "clean up, fix up" events and days to keep the parks in prime position to support a strong visitor base appeal.
4. Parks designs and improvements should be an integral part of the surrounding residential neighborhoods and should be operated and maintained to be an asset to the community and minimize impacts on nearby residents.
5. Regulations and rules regarding park use should be clearly posted.
6. Recognize parks as an economic drivers and partner with CVB, Chamber of Commerce, Heart of Whitefish and businesses to develop special events in the parks while considering impacts to the parks and neighborhoods.
7. Formalize agreements between the city, school district and other entities on the shared use of facilities.
8. Revise the zoning code to establish development standards for parks and open space that account for different requirements for signage, parking and other features.

# VIII. Implementation

## A. Action Plan

The action plan is a matrix that lists the task and identifies staffing, resources, and timeframe parameters for each task. Resources may include funding sources, technical assistance, partnerships and other resources available to help achieve the action item. Timeframe indicates whether this is a near term strategy that is expected to be accomplished within the next two to three years or a longer term strategy. Some strategies may not have a specific time frame but may be opportunity driven and will require action when the occasion arises. The steps in the action plan are related to advancing specific goals and objectives. Following are criteria for evaluating future action items and park projects.

- Does the action relate to a need or issue identified in the needs assessment?
- Does the action reflect priorities based on responses to community survey, feedback from public meetings and existing community plans?
- Are there sufficient resources available to undertake the effort?
- Does the action build on existing assets, take advantage of funding opportunities, or leverage outside resources?
- Does the action bring facilities into compliance with state and federal requirements?
- Does the project have an acceptable cost to implement?
- Is the project a pilot or model for other park projects?
- Will the project lower current maintenance costs?
- Does the project provide multiple recreation, conservation, social and economic benefits?
- Does the project advance other goals and objectives of the Parks & Recreation Master Plan?

### A. Park Improvements & Land Acquisitions

Action	Staffing	Resources	Timeframe
1. Bank stabilization at Riverside Park – Potential water quality pilot project. Coordinate with improvements to pond and storm water assessment to improve this amenity.	Staff & contractors	WF Lake Institute, grants, Maint. Budget, MT FWP, Neigh. volunteers	Near term
2. Improve Amory Park per master plan – coordinate grading plan with 2 <sup>nd</sup> Street road improvements	Staff Contractors Volunteers	Fundraising, Sponsors, Partners, grants	Dependent on funding
3. Improve O'Brien Park per site plan- Potential to partner with Wave on outdoor programs for youth			
4. Improve Depot Park per master plan	Contractors	TIF Funds	Near term
5. Acquire land in support of City Beach	City	City funds – fundraising – Land acquisition funds	Opportunity Driven

6. Acquire land to expand Armory Park	City	Land acquisition funds	Opportunity Driven
7. Work with neighborhood to identify upgrades to Soroptimist Park & find funding partners	City & volunteers	Sponsors – city funds	Near to mid-term
8. Do site plans and improve access sites along the Whitefish River to develop Canoe Trail	Staff & Contractor	Tourism Grant, Water Quality Grants, Coordinate with BNSF clean-up	Near term
9. Riverside Park. Consider removing west tennis court over water main and expand open space by pond	Staff	Coordinate with improvements to Memorial Park tennis courts	Near term to mid-term
10. Develop park in railway district per Downtown Master Plan	City	Coordinate with BNSF	Opportunity Driven

**B. Planning and Policy Actions**

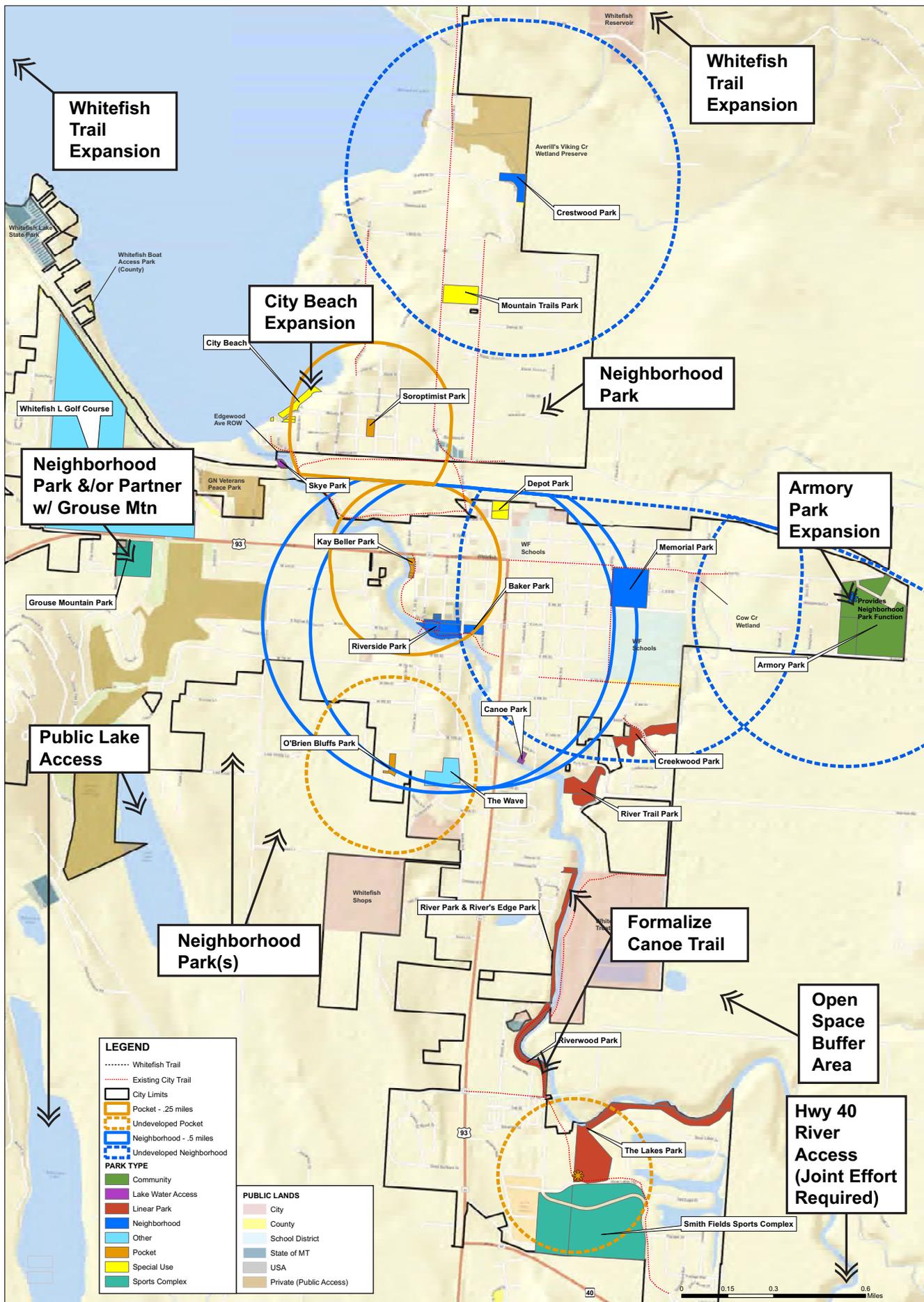
Action	Staffing	Resources	Timeframe
11. Update Master Plans, City Beach and Mountain Trails Parks	Contract	Operating budget, CDBG Grants	Near term to mid-term
12. Develop master plan for Memorial Park and coordinate with school district on potential for tennis complex	Contract	Coordinate with school & Glacier Twins, USTA Grant	Near term to mid-term
13. Enact a non-motorized restriction on the Whitefish River	City	Coordinate with bank stabilization efforts	Near term
14. Coordinate with the planning process & upgrades for the wastewater facility plan to identify opportunities for open space	City	Water quality grants -	Near Term
15. Update the Whitefish Bicycle and Pedestrian Master Plan to reflect amendments, new opportunities and partnerships and to coordinate with Transportation Plan	City/Contractor	Coordinate with Transportation Planning – Safe Routes to schools planning grant	Near to mid-Term
16. Amend zoning ordinance to create Public Lands and Facilities zoning district	City	Planning Dept.	Near Term

**C. Partnerships & Intergovernmental Coordination**

<b>Action</b>	<b>Staffing</b>	<b>Resources</b>	<b>Timeframe</b>
17. Continue to work with Whitefish Legacy Partners on maintenance and expansion of the Whitefish Trail	City – WLP - DNRC	Fundraising, grants endowment	On-going
18. Establish non-profit organization to support parks & conduct fundraising	City & community	WF Community Foundation	Opportunity Based
19. Develop a canoe trail map & distribute to community & visitors	City	Whitefish CVB & Tourism Grant	Near Term
20. Develop MOUs with the school district regarding joint use of facilities	City & Schools	Sample MOUs from peer communities	Near Term

**D. Recreation & Programming**

<b>Action</b>	<b>Staffing</b>	<b>Resources</b>	<b>Timeframe</b>
21. Work with the School District to identify volunteer opportunities for high school students and program opportunities for middle school students	Parks & Rec Staff	School Dist. Staff	On-going
22. Work with Whitefish Community Center and North Valley Hospital to identify opportunities to partner on recreation and wellness programs for seniors	Parks & Rec Staff	Community groups, wellness grants	On-going
23. Prepare an annual report to track participation in recreation programs, seek community input and monitor rec trends in order to respond to demands for recreation services	Parks & Rec Staff	Surveys, benchmark data	On-going
24. Identify a location and develop an 18-hole disc golf course designed to Professional Disc golf Association (PDGA) standards	Parks & Rec Staff	Grants, partnerships, volunteers	Opportunity Driven



Sheet 3 of 3

**Opportunities**

Job #: 12-03  
Date: 05/01/2013

**WHITEFISH PARKS & RECREATION MASTER PLAN**

Map Data:  
Parcel data from the Flathead County Cadastral dataset (10/2012) provided by the Flathead County GIS department, 800 S Main St, Kalispell, MT. Whitefish Planning Jurisdiction from the City of Whitefish. Whitefish Trail from the Whitefish Legacy Partners.

Bruce Boody, Landscape Architect Inc.  
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Phone: (406) 862-4755  
Fax: (406) 862-9755

## C. Funding

Table 1 indicates the type of available funding mechanisms and how these can be allocated to different park and recreation functions. As noted in the table, there are a variety of funds that can be used for land acquisition and park development. It is becoming more common for local governments to use a combination of these funding sources to meet their goals for developing a park system. Once the land has been acquired and parks have been developed, there are fewer funding options to cover the operation and maintenance costs of these facilities. The primary source for operation and maintenance costs is the mill levy. A review of the Park and Recreation Department current revenue sources is contained in “Chapter 4 – Organization”.

Table 1: Park and Recreation Funding Mechanisms

	Operating & Maintenance	Land Acquisition	Park & Trail Development	Recreation Programming
General Fund	x	X	X	X
Park Mill Levy	x	X	X	
General Obligation Bond		X	X	
Land Dedication		X	X	
Cash-In-Lieu		X	X	
Impact Fee		X	X	
User Fees	X	X	X	X
Resort Tax			X	
Grants		X	X	X
Donations - Sponsorships	X	X	X	X
Partnerships	X	X	x	X
SID		X	X	
Park Main. District	X	X	X	
Concessions	X			X
Tax Increment Finance		X	X	

The community survey indicated support for pursuing more grant opportunities. Potential grants:

- Community Transportation Enhancement Program** - The Community Transportation Enhancement Program (CTEP) is a Montana program that makes federal funds available for transportation related projects designed to strengthen the cultural, aesthetic, and environmental aspects of Montana's intermodal transportation system. The CTEP allows for the implementation of a variety of non-traditional projects.
- Land and Water Conservation Funds** - The Land and Water Conservation Fund Act of 1965 established a federal grants program encouraging a full partnership between national, state, and local governments in planning and funding outdoor recreation projects. The Land and Water

Conservation Fund Program (LWCF) is administered by Montana State Parks, a division of Montana Fish, Wildlife & Parks (FWP). Since 1965, Montana has received over \$34 million for outdoor recreation.

- **Recreational Trails Program** - The Recreational Trails Program is currently funded through the federal *Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU). Montana Fish, Wildlife & Parks administers the RTP funds at the state level, while the Federal Highway Administration (FHWA) provides program oversight at the federal level. The State Trails Advisory Committee (STAC) is a council that advises FWP on things such as RTP Program expenditures and a variety of recreational trails issues. An advisory committee such as the STAC is a federal requirement in order for Montana to be eligible for RTP funds.
- **Safe Routes to Schools** - The Safe Routes to Schools (SRTS) program is funded through an annual Federal-aid Highway apportionment that includes expenditures for non-infrastructure (behavioral) and infrastructure (construction) projects.
- **Montana Tourism Grant (TIIP)** - Recreation related projects that can be shown to enhance tourism. A 2:1 match is required. <http://travelmontana.mt.gov/forms>
- **Other Federal Programs and Grants** - There are numerous other federal programs and grant opportunities that could help finance recreational facilities and programs. For example, Community Development Block Grant (CBDG) funds from the Department of Housing and Urban Development may be available for improvements directed towards economic development. Or, National Institute of Health funds might be available for programs developed to promote community health or senior health.
- **Foundations** - There are a number of private foundations, many of which make grants available for recreational facilities and activities. Some examples include:
  - National Fish and Wildlife Foundation – [www.nfwf.org](http://www.nfwf.org)
  - Home Depot Foundation (Tree planting) – [www.homedepotfoundation.org](http://www.homedepotfoundation.org)
  - Walmart (Health & wellness) – <http://walmartstores.com/communitygiving/203.aspx>
  - BNSF Foundation – [www.bnsffoundation.org/giving/html](http://www.bnsffoundation.org/giving/html)
  - Wells Fargo (Water resources) – [www.wellsfargo.com/about/communityindex.html](http://www.wellsfargo.com/about/communityindex.html)
  - Bullit foundation – <http://bullit.org/grantmaking/inquire>
  - M.J. Murdock – [www.murdock-trust.org](http://www.murdock-trust.org)
  - Lowe's Charitable & Educational Foundation – [www.lowes.com/community](http://www.lowes.com/community)
  - Steele-Reese Foundation – [www.steele-resse.org/how.html](http://www.steele-resse.org/how.html)
  - Adidas – [www.adidas-group.com/sustainability/community\\_affirs/default.aspx](http://www.adidas-group.com/sustainability/community_affirs/default.aspx)
  - Farmers Insurance – [www.farmers.com/FarmComm/farmers\\_community.html](http://www.farmers.com/FarmComm/farmers_community.html)
  - United States Tennis Assoc. – [www.usta.com/About-USTA/USTA-Serves/USTAServes/](http://www.usta.com/About-USTA/USTA-Serves/USTAServes/)
  - Women Sports Foundation – [www.WomensSportsFoundation.org](http://www.WomensSportsFoundation.org)

## B. Partnership Guidelines

Partnerships can create cost efficiencies by pooling resources, sharing costs, and joint programming. Multiple partners can generate a broader base of community support for projects. Grant makers are more likely to fund projects that are leveraging community resources from several partners.

There are a variety of partnership models that are available to local governments. Types of partnerships are described below.

- **Intergovernmental Agreements** – Agreements with other government agencies may range from leases, maintenance agreements, joint purchase programs to joint development of park and recreation facilities. Memorandums of Understanding (MOUs) and leases are common means of formalizing these arrangements. Such documents should be reviewed periodically to ensure that they continue to address new issues.
- **Public –Private Partnerships** – These often include partnerships with other government agencies or private organizations to develop new facilities. Financing arrangements, maintenance responsibilities, and other roles and responsibilities are set forth in a contract or memorandum of agreement. Development agreements are sometimes used to construct new facilities as part of a large subdivision. The Smith Sports Complex is an example of a public-private partnership.
- **Foundations** - In some jurisdictions, citizens have formed non-profit foundations to raise fund for park projects. Foundations that are formed as a 501(c)(3) organization can accept donations, apply for certain grants, and conduct fundraising activities. Whitefish Legacy Partners is a non-profit that raises funds for the Whitefish Trail.
- **Intergovernmental Coordination** – Within the County all three municipalities, Montana Fish, Wildlife, and Parks, Montana Dept. of Natural Resources, Flathead National Forest, and Glacier National Parks all provide recreation facilities and programs. Montana Department of Transportation administers the CTEP program. Coordinating with the agencies to identify common issues and goals can suggest ways to work together to achieve these goals.

## ***Keys to a Successful Partnership***

Following are recommended criteria for evaluating potential partnerships.

### ***1. A Commitment from Executive Leadership:***

A successful partnership can result only if there is commitment from leadership of both the government and private sector organization to work together. Well-informed leaders play a critical role in developing effective partnerships.

### ***2. A Statutory Foundation for Partnering:***

There should be a statutory foundation for the implementation of public and private partnerships.

### ***3. Direct Public Sector Involvement:***

Once a partnership has been established, the public-sector must remain actively involved in the project. On-going monitoring of the performance of the partnership is important in assuring its success.

### ***4. A Well-Crafted Plan:***

A carefully developed plan will substantially increase the probability of success of the partnership. This plan should clearly describe the responsibilities of both the public and private partners and have provisions for dispute resolution

### ***5. Effective Communication with Stakeholders:***

More people will be affected by a partnership than just the public officials and the private sector partner. It is important to communicate with and involve all stakeholders. These may include affected employees, the portions of the public receiving the service, the press, and relevant interest groups. Successful implementation should positively affect the work environment and relationships with sponsoring organizations, employees and other stakeholders.

### ***6. The Right Opportunity:***

Not every situation is ripe for a true partnership. Partnerships should be carefully evaluated and both parties should set reasonable expectations.

### ***7. The Right Partner:***

The "lowest bid" is not always the best choice for selecting a partner. The partner's experience, long-term viability, and willingness to work with local governments are important factors in identifying the right partner.

### ***8. Well-Defined Management Processes:***

It is critically important that both public and private sector parties agree on key management

# IX. Park Development Guidelines

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## A. General Guidelines

The following park classifications and their associated development guidelines and design standards are intended to be used to inform decision-making pertaining to park development, land acquisition, and recreation opportunities within the Whitefish Planning Jurisdiction area. These parks can be developed as stand-alone types or as hybrids (example: a Special Use Park could be developed adjacent to a Neighborhood or Community Park for a larger park fabric; or a Lake/Water Park could be developed within a Community, Neighborhood or Linear Park). City of Whitefish park classifications are:

- A. Pocket Parks
- B. Neighborhood Park
- C. Community Park
- D. Natural Area/Open Space Park
- E. Sports Complex
- F. Special Use Park
- G. Linear Park
- H. Lake/Water Access Park
- I. Cultural/Heritage Park

The City's park classification system is similar to that identified by the National Recreation and Park Association (NRPA). Other information is referenced from several parks and recreation documents developed by various cities and counties in the State of Montana.

The City of Whitefish classification system corresponds with the inventory and level of service maps in the Appendix. The City adopted the Whitefish Bicycle and Pedestrian Master Plan in 1999. Limited City trail information is indicated on the level of service maps. For trail information and proposed locations, please reference the Whitefish Bicycle and Pedestrian Master Plan.

Several factors that influence the type of park system that should be developed in the City of Whitefish are 1) growth trends and public demand; 2) currently limited funding and staff dedicated to the maintenance of existing parks, and limited funding available for land acquisition and the development and maintenance of new parks; 3) the opportunities to develop equitable partnerships with other agencies and organizations; 4) the large amount of public lands within the Flathead Valley area that provide recreational opportunities and amenities; and 5) recreational trends.

Based on these factors, the following general guidelines should apply:

1. All parks should be developed in accordance with other goals, guidelines, and policies within this plan.
2. Parks should be developed and upgraded in a manner that minimizes maintenance efforts over time. These efforts include preserving, to the greatest extent possible, areas of naturalized

and/or native landscape, an emphasis on hardy, drought-tolerant plantings and low-grow grass mix, and minimizing lawn planting to areas that are appropriate.

3. Parks that have significant infrastructure components should receive careful consideration regarding long-term operations and maintenance commitments.
4. The Park Board can use this information in evaluating the maintenance of existing parks, development of new parks, land acquisition and the acceptance of park land dedication by developers.

## B. Specific Guidelines

### 1. Pocket Parks

**Description:** Pocket-parks are small, single-purpose play lots generally less than 2 acres in size. They are generally located to provide some passive open space in areas where there is limited land for a larger park. Park features usually include a small open grass area and may include a children's playground or a picnic area. These parks can also be highly developed, with amenities like hardscape/walkways, benches and seating areas, artwork, interpretive signage and other more urban public amenities

#### Planning Guidelines and Design Standards:

1. These parks should have good access and visibility from a public street.
2. Safe walking and biking routes should provide access.
3. Appropriate facilities include:
  - Children's playground area
  - Open grass area
  - Picnic area
  - Hardscape/walkways
  - Public art/interpretive signage
  - Benches/seating areas
4. Off-street parking is not required.

### 2. Neighborhood Park

**Description:** Neighborhood parks are a combination playground/park designed primarily for non-organized recreation activities. Located within walking and bicycling distance of most users, they are generally moderate in size (about 3-10 acres) and serve people living within walking distance of about one-half mile of the park. Neighborhood parks provide access to basic recreation opportunities for nearby residents, enhance neighborhood identity, and preserve open space. Facilities typically found in neighborhood parks include playgrounds, picnic tables and benches, trails, open grass areas/informal play areas, and outdoor basketball courts.

### **Planning Guidelines and Design Standards:**

1. This park should have a balance of active and passive park uses. Active recreation facilities are intended to be used in an informal and unstructured manner.
2. Neighborhood parks should have at least 100 continuous feet of street frontage for access and good visibility.
3. Safe walking and biking routes should provide access.
4. At least 50% of the site should be flat and usable for both active and passive recreation.
5. Parcels of land that have aesthetic value are desirable for neighborhood parkland.
6. These parks should contain areas of landscape with trees and grass where appropriate. Areas of natural vegetation should be preserved to increase aesthetics and habitat value.
7. A site should accommodate 7-10 parking spaces. On-street or off-street parking, or a combination thereof, is acceptable. On-street parking is acceptable only if the street is adjacent to the park.
8. Appropriate facilities may include:
  - Multi-use field(s)
  - Children's playground area
  - Paved courts or multi-use hardscape area
  - Picnic area with shelter building
  - Open grass area
  - Benches/seating area
  - Natural open space
9. Restroom facilities are encouraged.
10. To minimize noise and lighting impact on adjoining homes, active and noisy facilities, and those that may require lighting, should be located a minimum of 75 feet from the property line.

### **3. Community Parks**

**Description:** A community park is a larger park that provides active and structured recreation opportunities primarily for young people and adults. These parks may range in size from 25 acres up to 100 acres. Community parks have a larger service area of approximately a one to two mile radius around the park. Community parks typically include facilities to support large group activities, and most often include sports fields. Also, they are large enough to allow for passive recreation opportunities as well as individual and family use. Community parks may provide swimming pools, community gardens, or indoor facilities to meet a wider range of recreation interests. As a result, they require support facilities, such as parking and restrooms.

### **Planning Guidelines and Design Standards:**

1. This park type should have a balance of active and passive park uses. Active recreation facilities are intended to be used in an informal and unstructured manner.

2. Maintaining a large portion of natural open space should be a priority. Trails and other appropriate amenities can connect the open space with other developed portions of the park, and also provide buffering between the park and adjacent residential areas.
3. Safe walking and biking routes should provide access.
4. The site should be accessible from an arterial or major road.
5. Off-street parking should be provided. On-street parking can supplement off-street parking and is acceptable only if the street is adjacent to the park.
6. These parks should be located on the edges of residential areas rather than in the interior of developments because of the traffic and noise they generate.
7. Appropriate facilities may include:
  - Multi-use field(s) for informal active recreation
  - Children’s playground area
  - Paved courts or multi-use area
  - One or more picnic areas, with one or more picnic pavilions of varying size
  - Restroom facilities
  - Internal trails or pathways, connecting to a community trail system
  - Facilities for cultural activities, such as plays and concerts
  - Natural open space and natural features

#### 4. Natural Area/Open Space Parks

**Description:** These parklands may include environmentally sensitive lands, steep terrain, flood plain and other natural areas that are only minimally developed and may serve as conservation areas, educational and wildlife watching opportunities. The size range of this park type varies but should be linked to other open spaces and parkland to maintain park system connectivity. “There are no specific standards for how much conservation land a community ought to have. Instead, it is dependent on the number and quality of natural and historical resources in the area, public desire to preserve these valuable sites, and the willingness of the elected body to provide funds for their preservation.” (*Park, Recreation, Open Space and Greenway Guidelines*, National Recreation and Park Association)

#### Planning Guidelines and Design Standards:

1. The primary function of this park type is to conserve open, natural space (including sensitive ecosystems and species, natural resources, wildlife habitat, and viewsheds).
2. The secondary function is to provide passive recreation opportunities with trails and other amenities.
3. Parking areas – Dependent on park use.
4. Natural areas should be integrated in the park system should have high conservation values and provide connectivity to other public lands, greenways, conservation lands, riparian corridors or wildlife corridors.
5. Promote connectivity of natural areas through trails, public lands, conservation easements, protection of riparian areas and other means.
6. Creating isolated islands of natural areas is discouraged, unless it is an opportunity to acquire critical land

7. Appropriate facilities may include;
  - Natural open space and natural features
  - Trails
  - Interpretive signage
  - Scenic/wildlife viewing areas

## 5. Sports Complex

**Description:** Sports Complexes are athletic facilities that include parking lot area, drinking water, lighting, multiple organized ball fields, courts and bathrooms. Serves people from the city and county. A minimum size of at least 20 acres is recommended for optimum use. Designed for active recreation use.

### Planning Guidelines and Design Standards:

1. This park type is strategically located and solely for active and programmed recreation.
2. Sports Complexes should be located adjacent to non-residential land uses. Where these parks are adjacent to residential areas, buffering (topography, vegetation, etc.) shall be used.
3. Safe walking and biking routes should provide access.
4. Site should be easily accessible from major thoroughfares. Park access through residential areas should be avoided.
5. Topography and soils should be appropriate for developing sports facilities.
6. Natural vegetation along the perimeter of the park or in non-field areas may be preserved to increase aesthetics and wildlife value.
7. Parking areas should be off-street and be large enough to accommodate an identified number of participants and visitors.
8. Appropriate facilities may include:
  - Multiple ball fields and courts
  - Parking lot
  - Play structures
  - Restroom facilities
  - Multi-use buildings/shelters
  - Concession stand
  - Internal trails or pathways, connecting to a community trail system
  - Lighting
  - Drinking water

## 6. Special Use Parks

**Description:** Special use parks are sites most often occupied by a specialized facility oriented toward single-purpose uses. Uses that fall into this category include boat ramps, nature center, historic/cultural site, plaza, urban square, memorials, community gardens, sites geared toward a specific athletic activity, or sites occupied by buildings. The size of these parks is dependent on facility requirements and specific uses.

### Planning Guidelines and Design Standards:

1. Safe walking and biking routes should provide access.
2. Parking areas – Dependent on park use.
3. Special use parks are often developed with partnerships.

## 7. Linear Parks

**Description:** Linear parks may be in a healthy, natural state or developed landscaped areas and other lands that follow corridors such as abandoned railroad right-of-ways, creeks, canals, power lines, and other linear, elongated features. This type of park usually provides non-motorized transportation and recreation opportunities and contains trails, landscaped areas, viewpoints, and seating areas. These parks may compose portions of a system of green infrastructure and serve as links from one park or community place to another.

### Planning Guidelines and Design Standards:

1. In the public input process, trails were identified as a highly desirable component to the City parks system.
2. Trailhead parking areas should be strategically located and sized appropriately.
3. Appropriate facilities may include:
  - Trails
  - Natural open space and natural features
  - Wayfinding signage
  - Interpretive signage
  - Scenic/wildlife viewing areas
  - Restroom facilities may be desired at trailhead areas

## 8. Lake/Water Access Parks

**Description:** These parks range in size from small to large sites. These parks can include road rights-of-way, riparian areas, or be a component of other park types, like a community park and others described in this chapter. This type of park is primarily designed to provide fishing, boat or swimming access and/or protect riparian areas which provide wildlife habitat and enhance water quality. Often these parks inhabit environmentally sensitive areas. Planning, design and development should be conducted carefully to ensure the protection of natural systems, water quality and habitat.

### Planning Guidelines and Design Standards:

1. The primary function of this park type is to provide public water access on a variety of water bodies in the Whitefish area.
2. In the public input process, water access parks were identified as highly desirable components to the City park system.
3. Safe walking and biking routes should provide access.
4. Parking is dependent on use and facilities provided.
5. Appropriate facilities include:
  - Trails/trailheads
  - Natural open space and natural features
  - Boat ramps
  - Designated swimming areas
  - Picnic areas

## 9. Cultural/Heritage Facilities

**Description:** The Cultural/Heritage Park classification recognizes that Whitefish and the surrounding region have a rich history which could be incorporated into the City park system. Cultural and heritage facilities include interpretive signage areas along trails, specific sites that are historically significant and may or may not contain remnants of historical significance, and areas incorporated into larger park types where appropriate.

### Planning Guidelines and Design Standards:

1. The primary function of this park type is to preserve, enhance and educate park users about the cultural and historical foundation of the City of Whitefish and the surrounding region.
2. Parking is dependent on the facilities provided.
3. Safe walking and biking routes should provide access.
4. Appropriate facilities may include:
  - Interpretive signage
  - Seating and/or picnic areas

# Appendix A. Whitefish Parks Inventory

A park system is one made up of different types of parks, open space areas, and recreational venues, each designed to provide a specific type of recreation experience and opportunity. A park classification system helps a community to assess the current level of service, identify gaps in service and project future needs. The inventory is organized according to the classification system that is commonly used for a community the size of Whitefish.

## A. Pocket Parks

Pocket-parks, tot lots, and children’s playgrounds are small, single-purpose play lots generally less than 2 acres in size. They are generally located to provide some passive open space in areas where there is limited land for a larger park. Park features usually include a small open grass area and may include a children’s playground or a picnic area.

### 1. Kay Beller Park

Size	0.6 acres
Location	South Side of 2 <sup>nd</sup> Street on Whitefish River, next to Senior Center
Amenities	Bike/pedestrian trail, observation deck, informal river access area
Park Furniture	Benches (2), picnic table (1), bike rack (1)
Parking	Paved parking lot (15 cars + 1 handicap)
Management Partners	N/A
Comments	Noxious weeds in landscape areas along path, banks eroding at river access. Starting in 2013 the park will be disturbed due to construction activities for the West Second Street & Bridge reconstruction project. Anticipated 2-year closure (park & trail section). After construction, the park will be restored to its current condition.



Kay Beller Park



Informal river access and eroding banks

2. O'Brien Bluffs Park

Size 1.0 acres  
 Location O'Brien Bluffs Subdivision on O'Brien Avenue  
 Comments Undeveloped open space; The "Woodland Play Area" Conceptual Design was adopted in 2010.



The east end of O'Brien Bluffs parkland



The north end of O'Brien Bluffs parkland

3. Soroptimist Park

Size 0.8 acres  
 Location Minnesota Avenue  
 Amenities Playground, ½ basketball court, small picnic shelter, informal active play/soccer area, perimeter fencing and gate  
 Park Furniture Picnic table (1 moveable), trash receptacle (1), grill, soccer goals (2 moveable)  
 Parking On-street  
 Management Partners Soroptimist does occasional fundraising



Soroptimist Park Playground



Picnic Shelter

Planned Improvements Replace outdated play equipment with new equipment & install safety surfacing material & borders (comply with current national safety standards) – pending fundraising

Comments Chemical-free park

## B. Neighborhood Parks

Neighborhood parks are a combination playground/park designed primarily for non-organized recreation activities. Located within walking and bicycling distance of most users, they are generally moderate in size (about 3-10 acres) and serve people living within walking distance of about one-half mile of the park. Neighborhood parks provide access to basic recreation opportunities for nearby residents, enhance neighborhood identity, and preserve open space. Facilities typically found in neighborhood parks include playgrounds, picnic tables and benches, trails, open grass areas/informal play areas, and outdoor basketball courts.

### 1. Baker Park

Size 1.5 acres

Location Baker Avenue & 5<sup>th</sup> Street

Amenities Two playground areas (toddler & preschool age appropriate), seasonal restroom, small gazebo, Whitefish River access with fishing dock

Park Furniture Benches (5), picnic table (2 moveable), trash receptacle (1), mutt mitt dispenser, interpretive signage (Kootenai Indians)

Parking On-street (approximately 15 spaces)

Partners Rotary Club. Playground donated by the Patterson Family.

Planned Improvements N/A

Comments AKA Kiddie Park. Separated from Riverside Park by Baker Avenue. Bike trail along river connects to Riverside Park. Fishing dock has limited accessibility and dock is in disrepair. Mature evergreen and deciduous trees in various states of health.



Baker Park Playground



Baker Park Restrooms

2. Crestwood Park

Size	2.5 acres
Location	Crestwood Drive
Amenities	Horseshoe pits, volleyball area and a moveable picnic table and benches, expansive grove of mature aspen trees
Comments	Undeveloped open space; located in County. Crestwood parks connects to the Averill's Viking Creek Wetland Preserve's trail system via a small trailhead/parking area.



Horseshoe pits and volleyball area at Crestwood Park



Edge of aspen grove towards the south end of Crestwood Park

3. Memorial Park

Size	9.5 acres (approximately 5 acres = baseball stadium and 4.5 acres = park)
Location	Bounded by East 2 <sup>nd</sup> Street, Pine Avenue, 4 <sup>th</sup> Street, & Fir Avenue (north of Whitefish High School)
Amenities	Restroom and concession at stadium are only open for events at the stadium, playground area
Park Furniture	Moveable picnic tables (2) in playground area.
Sports Facilities	Basketball court, two tennis courts, Jack Zerr field (youth baseball field), Glacier Twins Baseball Stadium. Stadium is also used for high school football games.

Parking	Paved lots around Glacier Twin Field (approximately 50 spaces + 2 handicap spaces)
Management Partners	Glacier Twins Baseball and School District 44 use and maintain stadium and restrooms.
Planned Improvements	Rebuild tennis courts. Construction of grandstand for stadium is underway.
Comments	Potential site for high school tennis courts. Play equipment is underused and outdated. Basketball court needs resurfacing. Streetscape improvements (street tree/lawn boulevard, sidewalks, pedestrian lighting, etc) needed on the east and south sides of park.



Glacier Twins Baseball Stadium at Memorial Park



Playground Area at Memorial Park



Jack Zerr Field at Memorial Park

4. Riverside Park

Size 3.9 acres (incl. 5<sup>th</sup> Street right-of-way)

Location Baker Avenue & 5<sup>th</sup> Street, adjacent to the Whitefish River

Amenities Whitefish River access with two fishing docks. Pond (used for stormwater treatment) with public artwork. Bike/pedestrian trail with footbridge crossing the river.

Park Furniture Benches (8), trash receptacles (6), mutt mitt dispensers (2), picnic table (1 moveable). Drinking fountain & spigot at tennis courts. Bollard & decorative pedestrian lights.

Sports Facilities Three tennis courts

Parking Off-street paved parking lot (10 spaces + 1 handicap). Two parking spaces on O'Brien Avenue.

Management Partners N/A

Planned Improvements Rebuild tennis courts. Repave parking lot. Install lighting on bike/pedestrian trail.

Comments Separated from Baker Park by Baker Avenue. Algae growth in pond. Spraying pond for yellow flag iris (2012). Noxious weed growth around pond. Pond needs dredging. Portions of trail paving in poor condition due to tree root upheaval. Significant erosion occurring on river banks.



Paved trail at Riverside Park



Riverside Park Pond with public art sculpture



Severe erosion occurring on river banks at Riverside Park

## C. Community Parks

A community park is a larger park that provides active and structured recreation opportunities primarily for young people and adults. These parks may range in size from 25 acres up to 100 acres. Community parks have a larger service area of approximately a one to two mile radius around the park. Community parks typically include facilities to support large group activities, and most often include sports fields. Also, they are large enough to allow for passive recreation opportunities as well as individual and family use. Community parks may provide swimming pools, community gardens, or indoor facilities to meet a wider range of recreation interests. As a result, they require support facilities, such as parking and restrooms.

### 1. Armory Park

Size 29.3 acres

Location Armory Road

Park Areas Roy Duff Memorial Armory building (a multi-purpose facility with kitchen), Dave Olseth Memorial Skate Park, Armory Dirt Jumps (bike jump area), Hugh Rogers/WAG Dog Park



Roy Duff Memorial Armory & War Memorial at Armory Park

Park Features/Furniture Armory Park: Armory building, war memorial (unfinished), water fountain and dugouts by ball fields  
 Skate Park: Benches (Sponsor's name engraved on bench), trash receptacles, signage  
 Armory Dirt Jumps: fencing, signage  
 Dog Park: fencing, pavilion, benches, mutt mitt dispensers, benches  
 Walking trails connecting different park areas

Sports Facilities Armory Park: softball fields (4), ballpark maintenance shed.  
 Skate park  
 Bike jumps

Parking Off-street parking. 2<sup>nd</sup> Street parking lot (gravel, approximately 50 spaces);



Dave Olseth Memorial Skate Park at Armory Park

Armory parking lot (paved, approximately 30 spaces + 2 handicap);  
softball field parking lot (gravel, approximately 30 spaces)

Management Partners

Softball Association; Skatepark Group; WAG - Dog Park; Flathead Fat Tire Assoc. (bike jump)

Planned Improvements

Armory – The Amory building needs floor improvements and heating system; improve drainage for ball fields; restrooms and concession stand.

Dog Park – improve drainage and pond expansion.

Comments

The Armory building is used for youth basketball and sports camps, adult sports activities (incl. pickle ball), and can be rented for private events. Flathead Rapids use the Armory building for indoor soccer programs for youth and adults. Noxious weed issues. Proposed Second Street Reconstruction (2014) may include the construction of Veterans Way and other improvements to the southwestern portion of the park. The Armory Park Master Plan was adopted in 2006.



Hugh Rogers/WAG Dog Park at Armory Park



Armory Dirt Jumps at Armory Park



Agility course at the Hugh Rogers/WAG Dog Park

## D. Natural Area/Open Space Parks

These parklands may include environmentally sensitive lands, steep terrain, flood plain and other natural areas that are only minimally developed and may serve as conservation areas, educational and wildlife watching opportunities. "There are no specific standards for how much conservation land a community ought to have. Instead, it is dependent on the number and quality of natural and historical resources in the area, public desire to preserve these valuable sites, and the willingness of the elected body to provide funds for their preservation." (*Park, Recreation, Open Space and Greenway Guidelines*, National Recreation and Park Association)

Currently there are no City parklands that function primarily as natural area/open space.

## E. Sports Complex

Sports Complexes are athletic facilities that include parking lot area, drinking water, lighting, multiple organized ball fields, courts and bathrooms. Serves people from the city and county. A minimum size of at least 20 acres is recommended for optimum use. Designed for active recreation use.

### 1. Grouse Mountain Park

Size	7.9 acres
Location	2 <sup>nd</sup> Street west of Grouse Mountain Lodge
Amenities	Public Restrooms & Rest Area
Park Furniture	Picnic table (1 moveable), mutt mitt dispenser
Parking	Off-street paved parking lot (20 spaces + 4 handicap). 30 angled spaces on Fairway Drive.
Sports Facilities	Two soccer fields with moveable goals, three tennis courts
Management Partners	Whitefish Lake Golf Association and Montana Department of Transportation (MDT)
Planned Improvements	N/A



Grouse Mountain Park Public Restroom/Rest Area

Comments

City maintains the tennis courts, restrooms and irrigation system. Whitefish Golf Association mows the soccer fields. City monument/entry sign, with new landscape, will be rebuilt in approximately the same area.



Grouse Mountain Park Soccer Fields



Grouse Mountain Park Tennis Courts

2. Smith Fields Sports Complex

Size	39.1 acres
Location	River Lakes Parkway, east of North Valley Hospital
Amenities	Playground area (Whitefish Community Foundation Playground), seasonal concession/restroom buildings (2), perimeter fencing with internal fencing by area
Park Furniture	Benches, picnic tables, trash receptacles, mutt mitt dispensers, interpretive signage (Kootenai Indians), storage sheds throughout complex
Sports Facilities	Lyman-O'Shaughnessy soccer complex (moveable goals and electronic scoreboard), Atkinson soccer field (moveable goals), softball/baseball quad (with electronic scoreboards &



East entry area



Concession/restroom building at the baseball/softball quad

	bleachers) & 2 additional baseball/softball fields, batting cages, tee-ball/youth area with 2 small fields
Parking	Off-street paved parking lots (2 lots with internal paved connector roads): approximately 400 parking spaces
Management Partners	Leased to Project Whitefish Kids (PWK) who manage and maintain the facility
Planned Improvements	PWK plans to replace outdated play equipment with new equipment & install safety surfacing material & borders (comply with current national safety standards).
Comments	Utilized for a soccer and softball tournaments, and high school softball, baseball and soccer programs



The Lyman-O'Shaughnessy soccer complex

## F. Special Use Parks

Special use parks are sites most often occupied by a specialized facility oriented toward single-purpose uses. Uses that fall into this category include boat ramps, nature center, historic/cultural site, plaza, urban square, memorials, community gardens, sites geared toward a specific athletic activity, or sites occupied by buildings.

### 1. City Beach

Size	2.6 acres (approximately 2.2 acres beach and 0.4 acres parking)
Location	South end of Whitefish Lake (Washington Avenue & Skyles Place)
Amenities	Public swimming area on Whitefish Lake, lifeguards, public boat launch, three gazebos, seasonal restroom,



City Beach

and concessions. Services include lifeguards, boat rentals, and hover craft storage shed.

Park Furniture	Picnic tables (5 moveable), trash receptacles (9), bike rack (1), benches (4), drinking fountain, interpretive sign (Kootenai Indians), grills
Parking	Parking Lot Across Beach- paved (21 spaces + 3 handicap), Overflow Parking Lot on Edgewood (6 trailer spaces, 9 car spaces +1 handicap space)
Management Partners	N/A
Planned Improvements	Stabilize east bank – retaining wall improvements, develop expanded dock and boardwalk system.

Comments Potential to add additional acreage to west of beach. Issues noted in “Resource Assessment” include parking, garbage problems, congestion, and overuse of facility. Master Plan was completed in the early 1980s and needs to be updated. Skye Park bridge and trail will provide trail connection.



City Beach Restrooms & Concession Building

## 2. Depot Park

Size	1.9 acres
Location	Central Avenue & Railway Street – downtown next to the train depot
Amenities	Open green space, pond with public artwork (temporary location), picnic area, and public artwork/bronze sculpture



The park is primarily open green space with shade trees

Park Furniture Benches, picnic tables, trash receptacles, mutt mitt dispensers, bike racks, decorative pedestrian lighting, newspaper boxes

Parking On-street parking, public parking lot across Spokane Avenue

Management Partners N/A

Planned Improvements The Depot Park Master Plan was completed in February 2012. A tree inventory/arborist's report was conducted in August 2011 and tree removal recommendations were part of the park's master plan. The old bank drive-thru and associated paving was removed in Summer 2012 and sodded lawn was installed.



Pond with 'Whitefish Rising' sculpture

Comments Venue for community festivals and farmers market. Current location for the City of Whitefish Parks & Recreation and Planning Departments, with a designated off-street parking lot. Park contains 8 groundwater monitoring wells for the BN Superfund project. Lawn areas are damaged due to high intensity/event use. Public restroom location identified in master plan process (O'Shaughnessy Center area identified as preferred location). Park Board is developing an interim management and maintenance plan for addressing overuse and lawn damage until the master plan can be implemented. The Depot Park Master Plan was adopted February 2012.

3. Mountain Trails Park

Size 4.3 acres

Location Wisconsin Avenue & Colorado Avenue

Amenities Stumptown Ice Den (indoor ice rink), Saddle Club meeting space building, outdoor plaza with grills, & warming hut building

Park Furniture Benches, picnic table (3 moveable), trash receptacles, decorative pedestrian lights in the Ice Den area

Sports Facilities	Indoor ice rink and outdoor sand volleyball court
Parking	Off-street paved parking lots: Stumptown Ice Den lot (85 spaces + 3 handicap), Saddle Club lot (20 spaces)
Management Partners	Ice Rink Advisory Committee
Planned Improvements	TBD pending master plan update
Comments	Ice Den used for summer day camp programs. Glacier Nationals (amateur youth hockey team) rents the STID facility. Ice time is maximized with various programs (generally 6am-midnight, 7 days a week).



The Stumptown Ice Den (with entry reconstruction)

## G. Linear Parks

Linear parks may be in a healthy, natural state or developed landscaped areas and other lands that follow corridors such as abandoned railroad right-of-ways, creeks, canals, power lines, and other linear, elongated features. This type of park usually contains trails, landscaped areas, viewpoints, and seating areas. These parks may compose portions of a system of green infrastructure and serve as links from one park or community place to another.

### 1. Creekwood Park

Size	4.5 acres
Location	On the Whitefish River along Creekwood Drive
Comments	Undeveloped open space



Creekwood Park, west of road, and adjacent to paved trail



Creekwood Park, east of road

2. The Lakes Park

Size 16.6 acres

Location River Lakes Parkway, adjacent to The Lakes subdivision

Comments Undeveloped open space, contains a pond/wetland area adjacent to the senior center property, and property between the Whitefish River and northern edge of The Lakes subdivision.



The pond at The Lakes Park

3. Rivers Edge Park & River Park

Size 2.7 acres

Amenities Bicycle/pedestrian trail, decorative pedestrian lighting and bollard lighting, and river access area

Location Whitefish River access, across the street from the Smith River access

Comments Undeveloped open space. Two parks are linked by .32 mile of paved bicycle trail and easement at east end of Greenwood. Requires forestry management and revegetation.



A portion of Fish Trails at River's Edge parkland



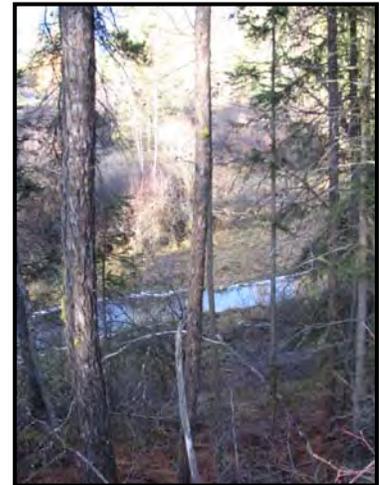
Whitefish River access on the River's Edge parkland

4. River Trail Park

Size 3.5 acres

Location Whitefish River between Voerman Road and Columbia Avenue

Comments Undeveloped open space; requires forestry management and revegetation. This parkland is a major link in the City bike/ped trail network, providing a connection from River’s Edge/River Park to area schools.



Dense vegetation at River Trail Park

5. Riverwood Park

Size 4.4 acres

Location Follows Whitefish River between JP Road and Voerman Road

Amenities Bicycle/pedestrian trail, decorative pedestrian lights, shelter, and a picnic table

Management Partners Fish Trails

Comments Noxious weeds and weedy grasses along portions of trail. Possible future canoe access area and ADA-accessible trail down from cul de sac.



Bike/pedestrian bridge over the Whitefish River



The Rocksund Trail shelter

## H. Lake/Water Access Parks

These parks are primarily designed to provide fishing, boat or swimming access and/or protect riparian areas which provide wildlife habitat and enhance water quality.

### 1. Canoe Park

Size	0.4 acres
Location	West of Columbia Avenue on the Whitefish River
Comments	Undeveloped open space



Canoe Park



The Whitefish River at Canoe Park

### 2. Skye Park

Size	0.3 acres
Location	Whitefish River access; east end of Birch Point Drive
Comments	Undeveloped open space. Currently, a pedestrian/bike bridge is planned to cross the Whitefish River and provide paved trail connections for Fish Trails, connecting the Birch Point area with downtown.



Looking north across Whitefish River from Skye Park



The BNSF train trestle over the Whitefish River at Skye Park

## I. Other Recreation Facilities

These facilities are City-owned properties that are operated by private/non-profit entities and serve the public. These facilities have a single-purpose use and are fee-based.

### 1. The Wave

Size	3.0 acres (1.4 acres developed; 1.6 acres undeveloped)
Location	Northwest corner of 13 <sup>th</sup> Street & Flathead Avenue
Amenities	Indoor pools/aquatic center; gym space, fitness center, exercise studios; racquetball, handball & squash courts; locker rooms; children's day care area; party rooms
Management Partners	
Comments	Fee-based indoor fitness facility

### 2. Whitefish Lake Golf Course

Size	220.6 acres total (City-owned North Course = 112.2 ac; WGA-owned South Course = 108.4 ac)
Location	2 <sup>nd</sup> St West/Highway 93, approximately 1 mile west of downtown
Comments	Thirty-six holes total. City owns the north course and leases it to the Whitefish Golf Association (WGA). WGA owns the south course.
Management Partners	Whitefish Golf Association
Comments	Fee-based

## Summary of City –Owned Sports Facilities

In addition to the acreage of parks it is also important to look at the types of facilities that are being offered. This will determine if there is a need for certain types of facilities that should be incorporated into the design of future parks. (\*Includes Smith Fields Sports Complex)

SPORTS FACILITIES (BY TYPE)	Quantity
Baseball/Softball Field	12
Baseball Field (Youth)	3
Basketball Court (Full)	1
Basketball Court (Half)	1
Bike Jump	1
Indoor Ice Rink	1
Skateboard Park	1
Soccer Fields	12
Outdoor Tennis Courts	8
Volleyball Court (Sand)	1
Volleyball Court (Grass)	1



7. Please rank the importance of each of the following activities or facilities to you.

	Very Important			Not Important		
a. Acquire land for future parks	1	2	3	4	5	No opinion
b. Maintain existing parks/facilities as they are	1	2	3	4	5	No opinion
c. Improve and expand existing parks/facilities	1	2	3	4	5	No opinion
d. Provide recreation programs/activities	1	2	3	4	5	No opinion
e. Build outdoor tennis complex	1	2	3	4	5	No opinion
f. Build indoor tennis center	1	2	3	4	5	No opinion
g. More parks with lake, river or creek frontage	1	2	3	4	5	No opinion
h. More parks with sports fields	1	2	3	4	5	No opinion
i. Sports & rec programs for youths under 18	1	2	3	4	5	No opinion
j. Sports & rec programs for adults	1	2	3	4	5	No opinion
k. Nature themed playgrounds	1	2	3	4	5	No opinion
l. Public art such as murals and sculptures	1	2	3	4	5	No opinion
m. Community festivals, concerts and special events	1	2	3	4	5	No opinion
n. Environmental education or nature center	1	2	3	4	5	No opinion
o. Water access for swimming, boating, fishing	1	2	3	4	5	No opinion
p. Modernize and Improve Ice Rink	1	2	3	4	5	No opinion
q. Aquatic programs (swimming, scuba diving, water fitness. . .)	1	2	3	4	5	No opinion
r. Alternative Sports (Folf, ultimate Frisbee, bicycle polo, rock climbing wall, . . .)	1	2	3	4	5	No opinion
s. Drop-in activities for youths (gym, game room, computers...)	1	2	3	4	5	No opinion
t. Canoe trail along Whitefish River	1	2	3	4	5	No opinion

8. What are the most convenient program times for you and others in your household? (Circle all that apply)	9. If you participated in services and programs offered by Whitefish Parks Dept., how did you learn about them? (Circle all that apply)
a. Weekday mornings	a. From the City's mailer of program/activities
b. Weekday afternoons	b. From the local newspaper
c. Weekday evenings	c. From friends or word of mouth
d. Weekend mornings	d. Information distributed at schools
e. Weekend afternoons	e. Posters/Flyers
f. Weekend evenings	f. City Website
g. Drop-in format, rather than ongoing activities	g. Other (Please specify):
h. Other (specify):	

10. How often do you use the park or facility during **PEAK** season?

	Weekly	Monthly	Rarely if ever	Don't know where park is located
Skateboard Park at Amory Park				
Bike Jump at Amory Park				
Whitefish Softball Complex at Armory Park				
Armory Building				
Baker Park - Kiddie Park				
City Beach				
Kay Beller Park				
Grouse Mountain Park				
Playground and tennis courts at Memorial Park <i>(The park where high school football games are played)</i>				
Riverside Park				
Soroptimist Park				
Riverwood Canoe Access by Rocksund Gazebo				
Depot Park				
WAG Dog Park				
Whitefish Trails on State Trust Lands				
Ice Rink at Mountain Trails Park				
Saddle Club at Mountain Trails Park				
Smith Sports Park (Soccer complex by hospital)				
The Wave				
Bike/Pedestrian Trails				

<p>11. Indicate any of the following groups that you feel are underserved by current recreation services? (Circle all that apply)</p>	<p>12. If you do not participate in recreation programs offered by Whitefish Parks Dept. what are your reasons? (Circle all that apply)</p>
<ul style="list-style-type: none"> <li>a. Pre-schoolers</li> <li>b. Elementary youth</li> <li>c. Middle school youth</li> <li>d. High school youth</li> <li>e. Young Adults (20 to 40)</li> <li>f. Mature Adults (40 to 65)</li> <li>g. Seniors (65+)</li> <li>h. Families</li> <li>i. People from diverse cultures</li> <li>j. People with disabilities</li> </ul> <p>Other (specify):</p>	<ul style="list-style-type: none"> <li>a. Not aware of programs</li> <li>b. Do not have activities I'm interested in</li> <li>c. Poor quality of programs</li> <li>d. Held at inconvenient times</li> <li>e. Held at inconvenient locations</li> <li>f. Classes or programs are full</li> <li>g. Need child care to participate</li> <li>h. Too busy; no time</li> <li>i. Lack of transportation</li> <li>j. Too expensive</li> </ul> <p>Other (specify):</p>

13. If you are familiar with the parks or facilities below, are any of the following items an issue with that facility?

	Litter	Vandalism	Weeds	Grass Overgrown	Safety	Facilities outdated	Facilities not maintained	Park is overused	Not enough parking	Restrooms
Skateboard Park at Amory Park										
Bike Jump at Amory Park										
Whitefish Softball Complex at Armory Park										
Armory Building										
WAG Dog Park										
Baker Park (AKA Kiddie Park)										
City Beach										
Kay Beller Park										
Grouse Mountain Park										
Riverside Park										
Soroptimist Park										
Depot Park										
Riverwood Canoe Access at Rocksund Gazebo										
Whitefish Trails on State Trust Lands										
Playground and tennis facilities at Memorial Park <i>(The park where high school football games are played)</i>										
Ice Rink at Mountain Trails Park										
Saddle Club at Mountain Trails Park										
Smith Sports Park										
The Wave										
Bike/Pedestrian Trails										

Comments:

14. Please indicate the activities in which you participate. (Check the box for all that apply)

	Jogging/Running	Skiing/Snowboarding (downhill)	
	Swimming	Skiing (x-country)	
	Walking for Pleasure	Rafting/Tubing/Paddle Board	
	Exercising/Aerobics/Weight Training	Baseball	
	Gardening	Softball	
	Bicycling (pleasure)	Soccer	
	Dog Walking/Dog Parks	Volleyball	
	Bird Watching/Feeding	Ice Skating	
	Nature Walks – Wildlife Watching	Picnicking	
	Volunteer Activities	Basketball	
	Photography	Golf	
	Boating (power)	Tennis	
	Yoga/Pilates	Skateboarding	
	Cultural Events (attend)	Orienteering/Geocaching	
	Canoe/Kayaking/Sailing	Horseshoes	
	Arts and crafts	In-Line Skating	
	Concerts (attend)	Disc Golf - FOLF	
	Fishing	Ultimate Frisbee	
	Pickle ball	Ice Hockey	
	Dodgeball	Waterskiing – Wakeboarding	
	Playground (visit/play)	Rock Climbing	
	BMX Biking	Other:	

15. Please indicate the degree to which you agree or disagree with the following statements regarding trails.

	<b>Strongly Agree</b>			<b>Strongly Disagree</b>		
a. We need more trails to increase non-motorized transportation options	1	2	3	4	5	No opinion
b. We need more trails to experience nature	1	2	3	4	5	No opinion
c. We need more trails to improve access to schools, parks and shopping	1	2	3	4	5	No opinion
d. We need more trails to promote exercise	1	2	3	4	5	No opinion
e. We need more trails for recreation	1	2	3	4	5	No opinion
f. We have enough trails	1	2	3	4	5	No opinion
g. Trails are convenient to access	1	2	3	4	5	No opinion
h. Trails are well connected	1	2	3	4	5	No opinion
i. I feel safe on trails	1	2	3	4	5	No opinion
j. Trails are well maintained	1	2	3	4	5	No opinion
k. I use trails frequently	1	2	3	4	5	No opinion
l. I generally know where trails are located	1	2	3	4	5	No opinion

16. Please indicate the types of resources you would support the City using to fund and implement the Parks and Rec Master Plan. (Circle all that apply)

a. City General Fund	j. Tax Increment Financing
b. Grants	k. Partnerships with non-profits & other groups
c. Non-profit/foundation fundraising	l. Business partnerships
d. Volunteers	m. Sponsorships
e. Open space bond	n. Advertising on park facilities
f. Higher user fees for non-residents	o. Intergovernmental Cooperation with County & State
g. Increase facility rental fees	p. Increase park maintenance levy
h. Special improvement districts for new subdivisions	q. Impact fees on new development
i. State or federal funding	
Other:	

17. Are there any other comments you would like to share?

18. Provide your e-mail if you would like to receive an e-newsletter on the plan.

## **Appendix C: Acquisition Criteria**

Park land acquisition or protection, through the subdivision dedication process, purchase, or land exchange is a critical component of an effective parks system. The City must thoughtfully consider each acquisition. The following questions evaluate potential acquisitions. A proposed acquisition need not meet all listed questions to be acceptable, and some questions are more important than others. The list is meant to provide guidelines for making educated choices.

### **RECREATION PARKS**

#### Basic Attributes

1. Is the land of an appropriate size and shape?
2. Is the character of the land (topography, drainage, soils, etc.) appropriate?
3. Does the land have inherent economic value comparable to the lands adjoining it?
4. Is this land suitable, upon development, to provide the recreation experiences needed in the area?
5. Would the use of this land (as guided by its classification) harm the natural environment?

#### Location

1. Is the land in an appropriate place?
2. Would this land contribute to the equitable distribution of parks in the planning region?

#### Access

1. After dedication, would this land, upon casual observation, be easily identifiable as a public park?
2. Will the land be appropriately accessible to the public?

#### Developments

1. Is the supporting infrastructure (utilities, access, etc.) available in the appropriate form and scale needed?
2. Is the land free of infrastructure (high-tension power lines, sewage lagoons, etc.) that would limit appropriate park uses?
3. Is the land free of easements (drainage, effluent disposal, mineral extraction, motorized access, etc.) that would limit appropriate park uses?
4. Does the land have any special cultural or historical significance?

#### Hazards and Costs

1. Are there physical hazards, limitations or restrictions that would hinder the intended use of the land?
2. Would the benefits offered by this land outweigh the potential liabilities?
3. Would the benefits offered by this land outweigh foreseeable maintenance costs?

#### Contribution to the Park System

1. Does the land complement other nearby park lands?
2. Does the land serve as a linkage or corridor to other park lands?
3. Do non-motorized travel-ways exist between this park and residences, schools, and other parks and open space?

#### Harmonious Existence with Built Environment

1. Would the use of this land (as guided by its classification) conflict with adjacent land use?
5. Does adjacent land use conflict with the intended uses of this land?

## **CONSERVATION PARKS**

### Physical Landform

1. Does the land contain a riparian area?
2. Does the land contain unique geomorphic features?
3. Is the landform essentially in its natural state, or can it be returned to such a state?

### Flora and Fauna

1. Does the land serve an important biological purpose in the area?
2. Is the majority of the vegetation native to the area?
3. Is the habitat unique to the area?
4. Does a diversity of plant species exist on the site?
5. Does a diversity of animal species exist on the site?
6. Is the land large enough and of high enough quality to provide self-contained habitat?
7. Does the land provide for wildlife linkages to other habitat areas?
8. Do any sensitive or rare plant or animal species live on or use this land?
9. Does the land buffer adjacent lands that contain sensitive or rare plants or animals?
10. Is the habitat largely unaltered from its natural state, or can it be restored to such a state?

### Human Uses

1. Will human use of this land harm the natural habitat?
2. If the land is intended to serve as a non-motorized linkage to other areas, is it suitable for such a purpose?
3. Does the land provide educational opportunities?
4. Is the land threatened by other uses?

### Contribution to the Conservation Land System

1. Is the land in an area identified as having important resources?
2. Does the land link other conservation lands?
3. Does the land contribute to the diversity of conservation lands in the area?

### Harmonious Existence with Built Environment

1. Does (or will) adjacent land use degrade the naturalness of the land?
2. Will it be possible to prevent intrusions from exotic plants, domestic animals, and other threats?

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**ORDINANCE NO. 13-\_\_\_\_**

**An Ordinance of the City Council of the City of Whitefish, Montana, granting to NorthWestern Corporation d/b/a/ NorthWestern Energy a non-exclusive franchise and fixing the terms thereof under which said company may construct, equip, lay, maintain and operate natural gas delivery facilities in, under, upon, over and across streets, avenues, alleys, highways, bridges, easements and other public places in the City of Whitefish, Montana, and may deliver and sell natural gas.**

BE IT ORDAINED by the City Council of the City of Whitefish, Montana, as follows:

Section 1: There is hereby granted to NorthWestern Corporation d/b/a NorthWestern Energy, its successors, and assigns ("Franchisee"), the right, privilege, and franchise (collectively the "Franchise") under the terms contained herein to construct, equip, lay, maintain and operate in, under, upon, over and across the streets, avenues, alleys, highways, bridges, easements and other public places in the City of Whitefish, Montana ("City"), as now or hereafter constituted, natural gas delivery facilities for the purposes of transporting, conveying, distributing, supplying and selling natural gas services for heat, power and other purposes. Such natural gas services shall be provided at rates fixed and allowed by the Montana Public Service Commission, and Franchisee agrees to make publicly available the schedules of rates thus fixed or allowed as required by the laws of Montana.

Section 2: Franchisee agrees to construct and maintain all natural gas delivery facilities according to current industry standards and in compliance with all applicable codes, rules, regulations, statutes, and orders of local, state, and federal agencies having jurisdiction in such matters.

Section 3: Franchisee shall extend its natural gas delivery facilities to such parts of the City as the provision of Franchisee's natural gas services shall justify.

Section 4: Franchisee, at all times during the existence of this Franchise, shall use its best efforts to obtain, deliver and supply a continuous, sufficient and adequate quantity of natural gas for use by said City and Franchisee's customers, provided, however, that Franchisee shall not be liable to said City or to Franchisee's customers because of the interruption or discontinuance of the supply of natural gas by causes beyond the reasonable control of Franchisee.

Section 5: Franchisee shall not discontinue the delivery of natural gas through its natural gas delivery facilities, or any portion thereof, for an unreasonable length of time for the purpose of making repairs and extensions, but Franchisee shall not be liable to the City or any of Franchisee's customers for damages caused by such temporary discontinuance or interruption of the delivery of natural gas, provided that such repairs and extensions are made with reasonable efforts.

Section 6: All work done in, under, upon, over, and across the present and future streets, avenues, alleys, highways, bridges, easements, and other public places in the City by Franchisee for the purposes of carrying out the provisions of this Franchise shall be done and performed in a professional manner. When any street, alley, or other public place in said City is excavated or damaged by Franchisee by reason of such work, Franchisee shall restore such street, alley, or public place to its former condition as early as practicable. Franchisee agrees to follow the Whitefish Air Quality District regulations for construction and repair.

If at any time a change in the grade or plan of any street, alley, or public place shall be made by order of the proper City officials, Franchisee shall, without expense to the City, make such changes in the location of its natural gas delivery facilities as the change of the grade or plan of the street, alley, or public place makes necessary, which said changes shall be made as soon as possible after said Franchisee shall have received notice from the proper City official having the charge of the same.

Franchisee agrees to submit applications for Excavation Permits to the City's Public Works Department and be billed for and pay the applicable Excavation Permit Fees and any street or sidewalk cutting fees. If an emergency situation arises, Franchisee may make the necessary repairs and turn in an application and pay the necessary fees during or after the repairs are made.

Section 7: To the fullest extent permitted by law, Franchisee shall fully indemnify, defend, and hold harmless City, its employees, and officers from and against any and all claims, demands, causes of action, judgments, costs, fees, losses, liabilities, damages or expense, including reasonable attorneys' fees, incurred or required to be paid by reason of personal injury or death or on account of damage to property of whatever kind or nature arising from or related to Franchisee's performance of work in the public right-of-way under this franchise agreement.

Section 8: Franchisee shall maintain throughout the term of this Franchise liability insurance, in the minimum amount of one million five hundred thousand dollars (\$1,500,000.00), with primary and non-contributory coverage, to insure and/or protect the City with respect to the installation, operation and maintenance of the natural gas delivery facilities together with the necessary and desirable appurtenances authorized herein to occupy the public rights-of-way or public utility easements. Such insurance will provide protection for bodily injury and property damage including, without limitation, contractual liability and legal liability arising from collapse and underground incidents. Franchisee shall name the City as an additional insured on the liability policy that requires the insurance company to send a notice of cancellation or non-renewal. Franchisee shall file with the City, within thirty (30) days following the effective date of this Franchise, a Certificate of insurance evidencing proof of said insurance required pursuant to this Section and annually thereafter.

Section 9: Franchisee is hereby given the right and authority to make assignments of this Franchise, and its rights hereunder, provided all assignees agree to be bound to the same extent as the original Franchisee.

Section 10: Except as provided in this paragraph, failure on the part of Franchisee to comply in any substantial respect with any provision of this Franchise shall be grounds for forfeiture thereof. No forfeiture shall take effect unless either (1) Franchisee agrees to the forfeiture, or (2) a court of competent jurisdiction (with a right of appeal in either party) has ruled that Franchisee failed to comply in a substantial respect with any provision of this Franchise and Franchisee has not cured the failure found by the court within six (6) months after the court's final order. The City Council, in its discretion, may grant additional time to Franchisee to cure the failure as it deems reasonable.

Section 11: This ordinance shall take effect and be in force from and after thirty (30) days after the final passage and approval hereof, provided Franchisee shall file with the City Clerk a written acceptance of this ordinance within said thirty (30) day period, but if such acceptance is not so filed, this ordinance shall be void.

Section 12: This Franchise shall be hereby granted for an initial term of ten (10) years from and after the date of the final acceptance of this Ordinance by the Franchisee. Thereafter, this Franchise will automatically renew every ten (10) years for an additional term of ten (10) years, unless cancelled by either party by written notice to the other party, no less than one (1) year prior to the end of the then current term. During the term of this franchise, if Montana law should change with respect to franchise fees or if Franchisee agrees to pay Franchise Fees to a Montana municipality pursuant to a franchise agreement, either party may open negotiations specific to that future change in Montana law or other franchise agreement. Those negotiations, which at this point are hypothetical, shall be done separately and apart from the current franchise and shall not change any terms of this franchise agreement.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WHITEFISH, MONTANA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

\_\_\_\_\_  
John M. Muhlfeld, Mayor

ATTEST:

\_\_\_\_\_  
Necile Lorang, City Clerk

I hereby certify that the within and foregoing is a full, true, correct and complete copy of Ordinance No. 13-\_\_\_\_, passed at the regular meeting of the City Council of the City of Whitefish, Montana, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Necile Lorang, City Clerk

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2013.

\_\_\_\_\_  
Notary Public for the State of Montana  
Residing at \_\_\_\_\_  
My Commission expires \_\_\_\_\_

# MEMORANDUM

#2013-045



To: Mayor John Muhlfield  
City Councilors

From: Chuck Stearns, City Manager

A handwritten signature in blue ink that reads "Chuck Stearns".

Re: Staff Report – Ordinance for non-exclusive franchise for NorthWestern Energy

Date: November 8, 2013

## Introduction/History

We were contacted by Rick Burt of NorthWestern Energy in September of 2012 letting us know that a fifty (50) year franchise ordinance adopted in 1961 which NorthWestern Energy had inherited from the Montana Power Company expired in 2011. He was going around the state working with local governments to revise and renew many of those franchise ordinances.

The City Council held a work session on April 15, 2013 to review various aspects of a proposed franchise ordinance, including a question of whether or not the City should use its Self-Government Powers and try to impose a franchise fee on NorthWestern Energy. Franchise fees are commonly imposed on utilities in other states in return for their use of the public right-of-way. The City Council asked City Attorney Mary VanBuskirk to do some legal research on imposing a franchise fee.

City staff returned to a work session on August 5, 2013 and Mary expressed her opinion that she thought it was doubtful the City's unilateral imposition of a franchise fee would be upheld by the Montana Supreme Court, based on an earlier case from the City of Billings attempt to enact a franchise fee. While our fee would have been designed differently, Mary still felt that the chances of the City being successful if litigation were pursued were less than 50-50. The City Council directed staff at that work session to work on a franchise ordinance that would not impose franchise fees, but would leave open the door if Montana law changed or if another city successfully implemented a franchise fee with NorthWestern Energy.

## Current Report

Mary VanBuskirk and I have worked with Rick Burt of NorthWestern Energy and their staff attorney on revised language. The staff of both parties have agreed to the language in the Ordinance attached in the packet. The Ordinance would have first reading on November 18<sup>th</sup> and second reading on December 2<sup>nd</sup>.

It is a non-exclusive franchise meaning that another natural gas company could enter the market and have the same rights to use the right-of-way. However, practicality and the high capital cost of such an entry into the market typically precludes other utilities from entering already established markets.

#### Financial Requirement

The City will benefit slightly from a new requirement that NorthWestern Energy obtain excavation permits prior to excavating in the right-of-way, except in cases of emergency responses and repairs. In those cases, NorthWestern Energy can get a permit after addressing the emergency situation. Revenue from these excavation permits is anticipated to be less than \$200 - \$500 per year. The City of Whitefish incurs no additional costs because of this franchise.

#### Recommendation

Staff respectfully recommends the City Council approve An Ordinance granting to NorthWestern Corporation d/b/a/ NorthWestern Energy a non-exclusive franchise and fixing the terms thereof under which said company may construct, equip, lay, maintain and operate natural gas delivery facilities in, under, upon, over and across streets, avenues, alleys, highways, bridges, easements and other public places in the City of Whitefish, Montana, and may deliver and sell natural gas.

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**RESOLUTION NO. 13-\_\_\_\_\_**

**A Resolution of the City Council of the City of Whitefish, Montana, to revise fees currently charged and establish new fees for various services provided by the Whitefish Planning and Building Department.**

WHEREAS, Subsection 7-1-4123(7), MCA, empowers municipalities to impose a fee for the provision of a service; and

WHEREAS, staff has recommended changes to various fees and the establishment of new fees for a number of services as set forth on Exhibit "A"; and

WHEREAS, as required by Section 7-6-4013, MCA, public notice on the City's proposed project fees for the Whitefish Planning and Building Department was published on October 30 and November 14, 2013; and

WHEREAS, at a lawfully noticed public hearing on November 18, 2013, the City Council received a report from Planning Department staff and reviewed staff recommendations concerning the proposed fee changes, solicited and received public comment, and determined the fee changes proposed by the Whitefish Planning and Building Department to be reasonable and directly related to the cost of providing services; and

WHEREAS, it will be in the best interests of the City of Whitefish and its inhabitants to approve the fees proposed by the Whitefish Planning and Building Department.

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: The fees set forth on Exhibit "A", attached hereto and incorporated herein by reference, are hereby approved, and the City Planning and Building Department is authorized to begin charging such fees on any applications received after adoption of this Resolution. Unless listed, the current fees remain unchanged.

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 \_\_\_\_\_, 2013.

\_\_\_\_\_  
John M. Muhlfeld, Mayor

ATTEST:

\_\_\_\_\_  
Necile Lorang, City Clerk

**EXHIBIT "A"**

**CITY OF WHITEFISH  
PROJECT FEE SCHEDULE**

	<b>CURRENT</b>	<b>PROPOSED</b>
<b><u>Architectural Review</u></b>		
Minor Façade Changes	\$265.00	\$200.00
Changing Paint Colors	\$265.00	\$75.00
<b><u>Conditional Use Permit</u></b>		
Renewal of Expired Permit	N/A	50% of Original Fee
<b><u>Short Term Rental Application</u></b>	N/A	\$25.00
<b><u>Voluntary Pulling of an Agenda Item to Postpone to a Later Date When Re-Noticing is Required</u></b>	N/A	\$200.00
<b><u>Voluntary Pulling of an Agenda Item to Postpone to a Later Date When Re-Noticing is Required and the Project is Undergoing a Major Revision</u></b>	N/A	\$500.00

**PLANNING & BUILDING DEPARTMENT**  
**510 Railway Street, PO Box 158 Whitefish, MT 59937**  
**(406) 863-2410 Fax (406) 863-2409**



November 18, 2013

Mayor Muhlfeld and City Councilors  
 City of Whitefish  
 Whitefish, Montana

**PROPOSED PLANNING FEE CHANGES**

Introduction

Several items on the current planning and zoning fee schedule need to be revised. Those items staff is requesting fee changes for include a reduced fee for commercial building paint color review by the ARC, a new short term rental application review fee, a new fee for Planning Board and City Council projects that are voluntarily pulled by the applicant off the agenda before or during the public hearing, and a fee for new applications for an expired CUP.

Current Report

The city proposes to amend several fees required for various services provided by the Planning Department. If not listed, then the current fees remain the same. Proposed new fees are as follows:

<b>Fee</b>	<b>Current</b>	<b>Proposed</b>
Architectural Review		
Minor Façade Changes	\$265	\$200
Changing paint colors	\$265	\$75
Short Term Rental Application	n/a	\$25
Voluntary pulling of an agenda item to postpone to a later date when re-noticing is required	n/a	\$200
Voluntary pulling of an agenda to postpone to a later date when re-noticing is required and the project is undergoing major revision	n/a	\$500
Conditional Use Permit		
Renewal of expired permit	n/a	50% of original fee

### *Architectural Review*

Currently there is a single \$265 Architectural Review fee on the books for a minor façade changes or paint color changes to commercial or multi-family buildings. We are proposing to slightly reduce the minor façade change review fee from \$265 to \$200. We want to encourage people to improve their buildings, and after reviewing staff time involved, this change is warranted. Also, a lot of people complained about the high fee for the paint color change review. With a fee often higher than the cost of the paint, we felt the fee discouraged people from repainting their buildings. We are proposing to lower the fee to a more reasonable amount of \$75. Staff will devise a more streamlined process so that it takes less time to prepare a report for the review board.

### *Short Term Rental Application*

Last year the City Council approved a code revision that created specific development standards for short term rental (vacation) units. We are proposing a nominal fee (\$25) to cover staff time to review, process, and record those applications.

### *Agenda Item Removal*

Frequently applicants for large projects such as PUD's and Preliminary Plats decide either immediately prior to the Planning Board meeting or during a Planning Board meeting to either pull their item off the agenda or to ask for an item to be postponed a month or two so they can do major revision to address issues that have arisen. When this happens, staff re-notices the meeting in the newspaper and often re-notices all the neighboring properties within 150 feet. Revisions require a new thorough review and a revised staff report. We have had several recent applicants pull their items off the agenda two or three times for major revisions. We currently have no mechanism to charge the applicant for this, yet each time it costs the city a significant amount of money and time to re-notice and revise reports. Notices in the paper cost us around \$125 and mailings can cost up to \$50, plus staff time, printing and stationary costs. We are recommending a \$200 charge for pulling an item off an agenda to postpone to a later date when re-noticing is required. We are recommending charging \$500 when the project is voluntarily pulled to postpone to a later date, re-noticing is required, and the project is undergoing major revisions.

### *Expired Conditional Use Permit Renewal*

We have had several members of the public complain that requiring a full fee for the renewal of an approved but expired Conditional Use Permit was unfair. Therefore, we are proposing a reduced fee of 50% of the original fee that will cover the cost of the legal ad, mailing, and staff time for updating the staff report and presenting the proposal during required public hearings. The intent is this reduced fee would only apply to renewals of Conditional Use Permits that have expired within the previous 24 months.

Recommendation

Staff recommends the City Council adopt the attached resolution amending the Planning and Building fee schedule as proposed.

A handwritten signature in blue ink, appearing to read "David Taylor". The signature is fluid and cursive, with the first name "David" and last name "Taylor" clearly distinguishable.

David Taylor, AICP, Director

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**PLANNING & BUILDING DEPARTMENT**  
**510 Railway Street, PO Box 158 Whitefish, MT 59937**  
**(406) 863-2410 Fax (406) 863-2409**



October 29, 2013

Mayor and City Council  
City of Whitefish  
PO Box 158  
Whitefish, MT 59937

**Request to Extend Preliminary Plat for Lookout Ridge – (WPP-10-10/WPUD-10-11)**

Honorable Mayor and Council:

Request/Background:

Taylor Horst of Whitefish Credit Union on behalf of Lookout Ridge Investors llc has requested a 2-year extension to the Lookout Ridge preliminary plat pursuant to §12-3-8.

Lookout Ridge is a 139 units on 267.7 acres located north of Iron Horse and Ptarmigan off the Big Mountain Road. Attached to this report are the conditions of approval and a preliminary plat map. The preliminary plat was approved by the Whitefish City Council on June 18, 2007. On May 5, 2008, the Council approved an amended preliminary plat to add nearly 40 acres to the subdivision. On June 21, 2010, the Council granted a second amendment to the preliminary plat in order to place 16 cabins on individual lots, as they had previously been located within a common lot.

*Whitefish Subdivision Regulations:*

Pursuant to §12-3-8, Time Limits for Preliminary Plat Approval, the Council may grant a two-year extension prior to the end of the preliminary plat expiration “provided the subdivider can show continued good faith in working toward final plat.”

*Montana Subdivision and Platting Act:*

Pursuant to §76-3-610(2), M.C.A., “After the application and preliminary plat are approved, the governing body ... may not impose any additional conditions as a prerequisite to final plat approval if the approval is obtained within the original or extended approval period.”

Current Report:

The Council reviewed the request for a two-year extension on June 17, 2013 (minutes are attached). At the meeting the Council only granted a six month extension, but asked the Credit Union and/or developer to return to address the landslide area that occurred in June 2011. It appears from the minutes that there was also an expectation that the property ownership issue between the Credit Union and the developer would be resolved in order for remediation of the landslide area to occur.

Attached please find a report from Roger Noble of Applied Water Consulting Ilc addressing the cause of the landslide. Mr. Noble attributes the landslide to saturated soils associated with a wetland complex that was triggered due to an intense rainfall event that accelerated snowmelt runoff volumes and not due to the installation of infrastructure.

In addition, please find a letter of support for the extension from Bruce Boody of Bruce Boody Landscape Architects, as the project lead for Lookout Ridge. Mr. Boody points out that the location of the landslide (lots 59 and 60) was also an area with a condition of approval that required additional critical area review. This review was underway when the recession hit, but was not completed. Mr. Boody also points out some of the community benefits for the project – public trails, public parking to access the trails and a \$50,000/year over 10-years to the Whitefish Housing Authority.

Finally, since an earlier report on the landslide was completed by Tom Cowan of Carver Engineering, on behalf of Iron Horse, staff has also included the report. Mr. Cowan also points to the highly saturated soils, heavy rain, melting snow and possibly subsurface water flowing along a sewer line.

The ownership issue between the Credit Union and the developer are still unresolved. The Credit Union is acting on behalf of the developer for the extension request and they are working to obtain an Addendum to the agreement with the Lookout Ridge developer in order to protect their collateral, including the improvements, but the Credit Union still is not the owner of the property.

Even though the Whitefish Credit Union is not the current property owner, they are continuing, in good faith, to working toward final plat by:

- Working with creditors and various lien holders;
- Establishing securing party priorities;
- Installing gates to limit access to the property from trespassers and vandals;
- Removing litter from trespassers;
- Coordinating ownership on roadways around Lookout Ridge; and
- Hiring Roger Noble of Applied Water Consulting to review the landslide area.

Recommendation:

Financial institutions do not typically assume the role of developer, but are more likely to sell an entitled development to someone that will fulfill the conditions of the project. While the applicant is looking to obtain permission from the developer to be the local contact and provide some minor improvements, the major work will be done by some future property owner.

The plat now expires on December 21, 2013. Staff recommends Council **approve** the remainder of the 24-month extension for an additional 18-months until June 21, 2015.

Sincerely,



Wendy Compton-Ring, AICP  
Senior Planner

Att:           Conditions of approval, June 23, 2010  
                Extension Letter dated June 10, 2013  
                Preliminary plat map, dated April 26, 2007  
                Letter, Roger Noble, Applied Water Consulting llc, 9-26-13  
                Letter, Bruce Boody, Bruce Boody Landscape Architect Inc, 9-30-13  
                Minutes, City Council, 6-17-13  
                Report, Tom Cowan, Carver Engineering, 6-11-11  
                Lookout Road map

c/w/att:       Necile Lorang, City Clerk

c/w/o/att:     Taylor Horst, Whitefish Credit Union, PO Box 37 Whitefish, MT 59937

**Lookout Ridge  
Preliminary Plat/Planned Unit Development  
WPP-10-10/WPUD-10-11  
Whitefish City Council  
Conditions of Approval  
June 21, 2010**

1. The subdivision shall comply with Title 12 (Subdivision Regulations) and Title 11 (Zoning Regulations) and all other applicable requirements of the Whitefish City Code, except as amended by these conditions.
2. Except as amended by these conditions, the development of the subdivision and planned unit development shall be in substantial conformance with the approved preliminary plat, accompanying reports along with their recommendations, site plan and elevations that govern the general location of lots, roadways, parking, landscaping and improvements and labeled as "approved plans" by the City Council.
3. Prior to any pre-construction meeting, construction, excavation, grading or other terrain disturbance, plans for all on and off site infrastructure shall be submitted to and approved by the Whitefish Public Works Department. The improvements (water, sewer, stormwater management, roads, street lights, trails, sidewalks, driveways, etc.) within the development shall be designed and constructed by a licensed engineer and in accordance with the City of Whitefish's Engineering Standards. The Public Works Director shall approve the design prior to construction. Plans for grading, drainage, utilities, streets, trails and other improvements shall be submitted as a package and reviewed concurrently. No individual improvement designs shall be accepted by Public Works. Public utilities shall be located only in road rights-of-way unless otherwise approved by the Public Works Director. (City Engineering Standards, 2009)
4. The water system shall be privately owned, operated and maintained. All water valves, water storage tanks, fire hydrants, water piping and appurtenances located within the subdivision boundaries shall be owned, operated and maintained by the Lookout Ridge Homeowners' Association. (City Engineering Standards, 2009)
5. A tree retention plan shall be submitted to the Planning Department for review and approval. Appropriate trees outside building envelopes, driveways and roads shall be preserved. Any additional tree removal is subject to approval by the Planning & Building Department. To ensure proper root protection, all trees to be retained shall be barricaded to the dripline prior to any construction activity. Contact the Planning & Building Department for a field inspection prior to any construction activity after final engineering plans have been approved. Inspection of barricades shall be on-going during construction. (Subdivision Regulations, 12-4-5)

6. A wetland restoration plan shall be submitted to Planning and Public Works Departments for review and approval and shall include a minimum 25-foot buffer from the edge of the wetland after its restoration. (Staff Report, Finding 3)
7. Approval of the preliminary plat is subject to subsequent approval of detailed design of all on and off site improvements, including drainage. Through review of detailed road and drainage plans, applicant is advised that the number, density and/or location of building lots, as well as the location and width of the road right-of-way, shown on the preliminary plat may change depending upon constructability of roads, pedestrian walkways, and necessary retaining walls within the right-of-way, LID design requirements, on-site retention needs, drainage easements or other drainage facilities or appurtenances needed to serve the subject property and/or upstream properties as applicable. This plan, also located within the Homeowners' Association Conditions Covenants and Restrictions, shall include a strategy for long-term maintenance. Fill on-site shall be the minimum needed to achieve positive drainage, and the detailed drainage plan will be reviewed by the City using that criterion. (City Engineering Standards, 2009)
8. Prior to any ground disturbing activities, a plan shall be submitted for review and approval by the Public Works and Planning/Building Department. The plan shall include, but may not necessarily be limited to, the following:
  - Dust abatement and control of fugitive dust.
  - Hours of construction activity.
  - Noise abatement.
  - Control of erosion and siltation.
  - Routing for heavy equipment, hauling, and employees.
  - Construction office siting, staging areas for material and vehicles, and employee parking.
  - Measures to prevent soil and construction debris from being tracked onto public roadways, including procedures to remove soil and construction debris from roadways as necessary.
  - Detours of vehicular, pedestrian, and bicycle traffic as necessary.
  - Notation of any street closures or need to work in public right-of-way.
9. All roads within the subdivision shall be built to City of Whitefish Public Works Standards and the Whitefish Subdivision Regulations. The roadway within the subdivision shall be privately owned and maintain, but open to the public, including parking. (City Engineering Standards, 2009)
10. Street and other on-site lighting shall be dark sky compliant and meet the requirements of the City's Outdoor Lighting ordinance. (Zoning Section 11-3-25)
11. A Certificate of Subdivision Approval be obtained from the Department of Environmental Quality and written approval by the Whitefish Public Works

Department approving the stormwater management, water and sewage collection facilities for the subdivision. (Subdivision Regulations, Appendix C)

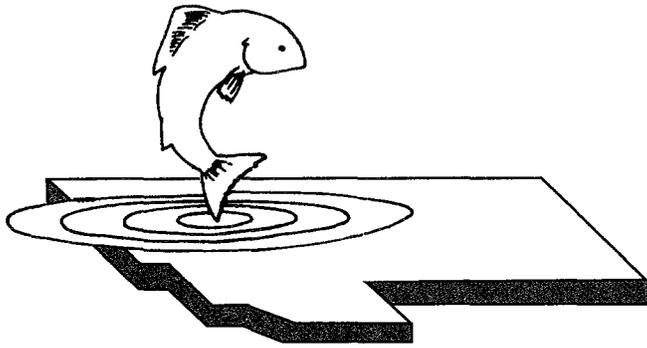
12. A landscaping plan for the open space, trails and landscaping buffers shall be submitted to the Planning Department for review and approval. Landscaping plans shall also be approved by the Public Works Department, as they relate to LID design. (Staff Report, Finding 4)
13. The applicant shall provide a public parking area/trailhead for the public to access the public trail. (Staff Report, Finding 4)
14. The developer shall coordinate with the City's contractor, North Valley Refuse (NVR), regarding garbage collection. The Homeowners' Association shall be responsible to maintain all weather access to the pick up site or sites. If required by NVR, a centralized site or sites shall be established prior to final plat. (City Engineering Standards, 2009)
15. Prior to final plat, the developer shall enter into an agreement with the City whereby the Homeowners' Association shall either assume responsibility for individual property owner's past due bills for sewer service and garbage pick-up services or assist the City by shutting off water service to delinquent accounts. (City Engineering Standards, 2009)
16. Prior to approval of the final plat, the applicant shall produce a copy of the proposed Covenants, Conditions and Restrictions (CC&Rs) for the Lookout Ridge Subdivision Homeowners' Association (HOA) providing for:
  - Long-term maintenance of the open spaces, landscape buffers, private streets, sidewalks, trails and the street trees;
  - Snow removal on the roads and emergency access as a HOA responsibility; and
  - Long-term weed management plan. The weed management plan shall be submitted to the Planning Department for review and approval prior to final plat.
  - Long-term maintenance plan for drainage and stormwater management.
  - Long-term maintenance for the water system including all water valves, water storage tanks, fire hydrants, water piping and appurtenances.
  - All recommended restrictions from the Wildlife Management Plan.
  - The fire protection zone guidelines (appendix K of the subdivision regulations) shall be made a component of the covenants.(Subdivision Regulations 12-4-29; Staff Report Finding 4; City Engineering Standards, 2009)
17. The following notes shall be placed on the face of the plat:
  - a. Garbage shall be stored in a secure location until the day of pick up or in a bear proof container.
  - b. House numbers shall be located in a clearly visible location.

- c. Only class A and class B fire-rated roofing materials are allowed.
  - d. Defensible Space Standards shall be incorporated around all primary structures, as described in the Covenants.
  - e. The internal roads shown on the final plat are intended to be privately owned and maintained and open to the public, including parking. It is understood and agreed that these internal roadways do not conform to City requirements for public roadways. Because of the road configuration, they are not suitable for all-season maintenance by the public authority. The owners (and successors in interest) of the lots described in this plat will provide for all-season maintenance of the private roadways by creation of a corporation or association to administer and fund the maintenance. This dedication is made with the express understanding that the private roadways will never be maintained by any government agency or public authority. It is understood and agreed that the value of each described lot in this plat is enhanced by the private nature of said roadways. Thus, the area encompassed by said private roadways will not be separately taxed or assessed by any government agency or public authority.
  - f. Lots 22, 26, 31, 32, 35, 37, 59, and 60 shall comply with the critical area ordinance in effect at the time of building permit issuance.  
(Subdivision Regulations, Appendix D; Staff Report Finding 3)
18. All areas disturbed because of road and utility construction shall be re-seeded as soon as practical to inhibit erosion and the spread of noxious weeds.  
(Subdivision Regulations 12-4-29)
  19. The Fire Marshal shall approve the placement and design of all fire hydrants prior to their installation and fire access. (UFC; Subdivision Regulations 12-4-19; Engineering Standards, 2009)
  20. Mail facilities shall be provided by the developer and approved by the local post office. (Subdivision Regulations 12-4-23)
  21. No building permits shall be issued by the City of Whitefish until the applicant has received final plat, water and sewer lines are installed and inspected and all-weather drivable surface is installed and inspected. (Subdivision Regulations 12-3-11)
  22. Development of lot 76 shall require an amended Planned Unit Development prior to the start of construction. Density of lot 76 shall not exceed eight units, as identified on the approved plans. (Staff Report Background)
  23. This preliminary plat and planned unit development is valid for three years from Council action. (Subdivision Regulations 12-3-8)

24. Install a trail that is open to the public. Work with the City's Bike and Pedestrian Committee and neighboring properties to place the trail in the best location. (Staff Report, Finding 4)
25. All plans (forest management, wildlife management, etc.) submitted as part of the application shall be adhered to. (Staff Report, Finding 3)
26. Prior to final plat, the applicant shall enter into an agreement with the Whitefish Housing Authority to provide and secure \$50,000.00 per year for 10 years to the WHA. (Staff Report, Finding 7)
27. Lots 22, 26, 31, 32, 35, 37, 59, and 60 shall obtain a Critical Areas Compliance Permit and comply with the critical area ordinance in effect at the time of building permit issuance. (Staff Report, Finding 3)
28. A map of fire protection features shall be submitted to the fire chief or designee for review and approval prior to final plat. This map will show access roads, hydrants, water supply point and any other pertinent items. It shall also be made a component of the homeowners' covenants. (Subdivision Regulations 12-4-6)
29. Roads signs shall be approved by the fire marshal. Such signs shall be noncombustible and reflective. (Subdivision Regulations 12-4-6)

# Whitefish Credit Union

P.O. Box 37  
WHITEFISH, MONTANA 59937-0037



300 Baker Ave. • 862-3525  
Whitefish

234 E. Montana • 257-3123  
Kalispell

320 Nucleus Ave. • 892-8000  
Columbia Falls

110 3rd Ave. E. • 883-3600  
Polson

202 Dewey Ave. E. • 297-7800  
Eureka

107 Pond St. • 827-5626  
Thompson Falls

215 E. Idaho Ave. • 257-6042  
Kalispell

6/10/2013

• • •

Whitefish City Council  
418 E. 2<sup>nd</sup> Street  
Whitefish, MT 59937

## To whom this may Concern:

The Whitefish Credit Union would like to request a two (2) year extension on the Lookout Ridge Second Amended Preliminary Pat/Planned Unit Development; WPP-10-10/WPUD-10-11. Please see attached agreement executed by both parties that authorizes the credit union to make such a request on behalf of Lookout Ridge Investors, LLC.

Sincerely,

A handwritten signature in black ink, appearing to read "Taylor Horst". The signature is fluid and cursive, with a large initial "T" and "H".

Taylor Horst  
SVP/Chief Lending Officer  
Whitefish Credit Union

06-10-13 A 11:26 IN

AGREEMENT

THIS AGREEMENT is made this 7 day of June, 2013, by WHITEFISH CREDIT UNION ("WCU") of Whitefish, Montana and LOOKOUT RIDGE INVESTORS, LLC of Whitefish, Montana.

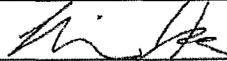
1. APPOINTMENT. Lookout Ridge Investors, LLC hereby appoints WCU as its lawful agent, with all necessary authority to apply for and obtain an extension to that Preliminary Plat (WPP-10-10/WPUD-10-11) from the City of Whitefish, MT and any/all other government permits and licenses in any way relating to the following described real property, currently owned by Lookout Ridge Investors, LLC:

*See "Exhibit A" attached hereto.*

2. COST OR FINANCIAL OBLIGATIONS. If there is any cost associated with the authority given in Paragraph 1 or the activities described in Paragraph 1, or the approval process requires a commitment of future resources, or there are any other monetary obligations involved, WCU agrees to fund the effort.
3. ASSIGNMENT OF RIGHTS. Lookout Ridge Investors, LLC plans to assign whatever permits or rights it obtains in this process to WCU along with the foreclosure judgment. WCU agrees to accept such assignment.
4. FACTUAL REPRESENTATIONS / CANDOR. If questions arise or the context requires it, WCU agrees to act with, and respond to any questions from public officials and others with, the utmost candor, disclosure of all material facts and fairness. This would include, but not be limited to: the status of the lawsuit and expected judgment; the financial condition of Lookout Ridge Investors, LLC and its inability to carry out any commitments it may make via WCU's activities described in Paragraph 1.
5. BINDING AGREEMENT AND ENFORCEABLE. The terms in this Agreement are a contract, binding on Lookout Ridge Investors, LLC and WCU and each attorney hereto represents to the other that he has his respective client's authority, permission and consent to enter into this agreement. Any breach of this agreement or need to enforce it will be undertaken in the pending foreclosure action, Flathead County Cause No. DV-10-1620B.

IN WITNESS WHEREOF, the Parties to this Agreement have caused it to be executed on those dates indicated below.

(WHITEFISH CREDIT UNION)

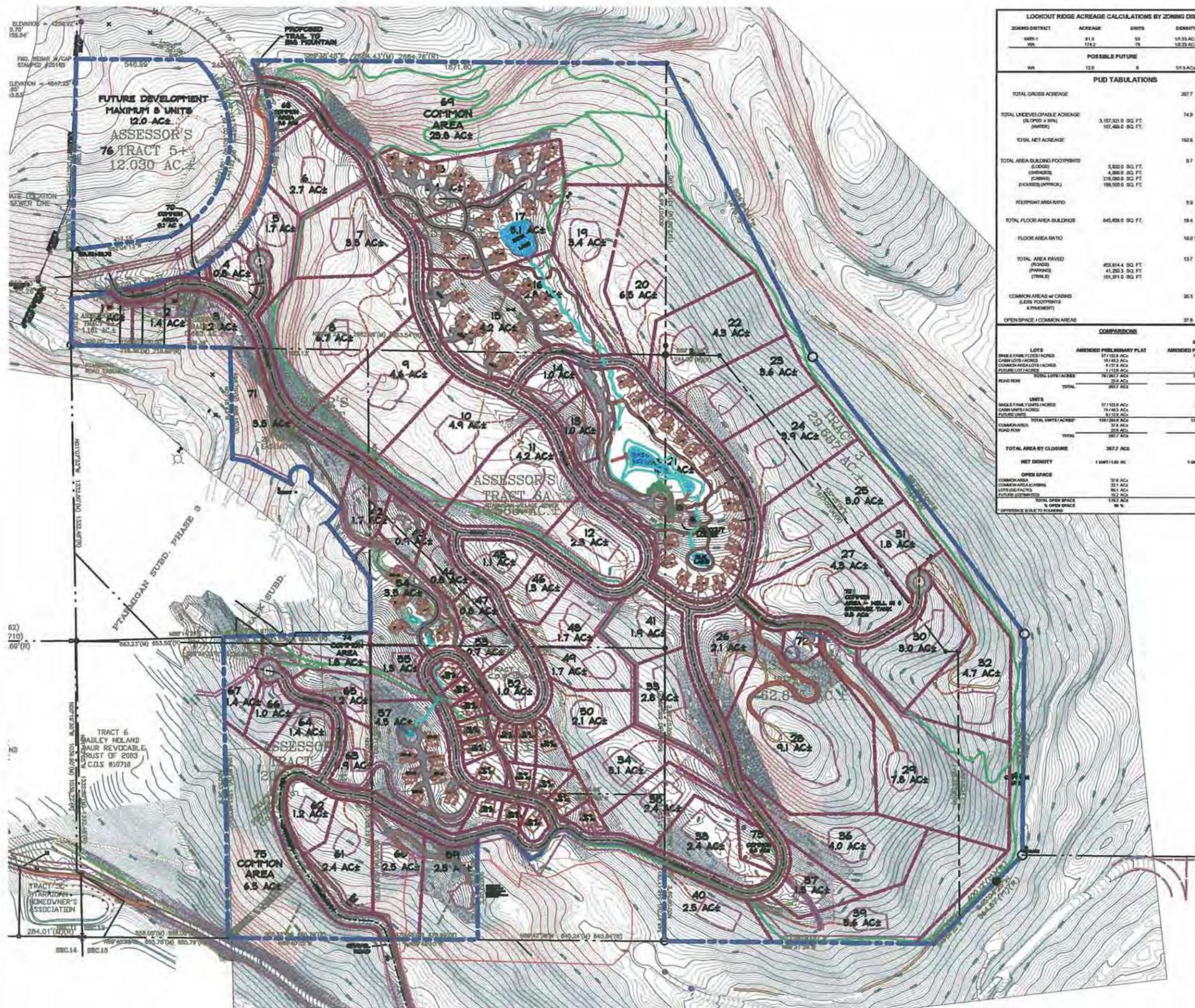
X   
Brian Joos or Ryan Purdy/Attorneys

(LOOKOUT RIDGE INVESTORS, LLC)

X /s/ James H. Cossitt  
Jim Cossitt/Attorney

**APPROVED**

*By James H (Jim) Cossitt at 3:46 pm, Jun 07, 2013*



LOOKOUT RIDGE ACREAGE CALCULATIONS BY ZONING DISTRICT			
ZONING DISTRICT	ACREAGE	UNITS	DENSITY
WB-1	81.8	83	18.23 AC/
WB	174.2	75	10.22 AC/
POSSIBLE FUTURE			
WB	12.8	8	16.0 AC/
PUD TABULATIONS			
TOTAL GROSS ACREAGE			367.7 AC/
TOTAL UNDEVELOPABLE ACREAGE (LAKES & POND) (WATERS)	3,157,321.0 SQ. FT.		74.9 AC/
TOTAL NET ACREAGE	107,486.0 SQ. FT.		102.8 AC/
TOTAL AREA BUILDING FOOTPRINTS (COOKS) (SPRINGS) (CANNES) (KITCHENS) (APPROX.)	3,520.0 SQ. FT. 4,396.0 SQ. FT. 216,000.0 SQ. FT. 199,000.0 SQ. FT.		9.7 AC/
FOOTPRINT AREA RATIO			9.2 %
TOTAL FLOOR AREA BUILDINGS	645,000.0 SQ. FT.		18.4 AC/
FLOOR AREA RATIO			10.0 %
TOTAL AREA PAVED (ROADS) (PARKING) (TRAILS)	403,814.4 SQ. FT. 41,203.3 SQ. FT. 101,871.0 SQ. FT.		13.7 AC/
COMMON AREAS w/ CABINS (PARKING)			26.3 AC/
OPEN SPACE / COMMON AREAS			37.8 AC/
COMPARISONS			
LOTS	AMENDED PRELIMINARY PLAT	SECOND	
SINGLE FAMILY UNITS (ACRES)	37,122.0 AC/	73,039.0 AC/	
CABIN UNITS (ACRES)	18,183.0 AC/	17,543.0 AC/	
COMMON AREA (ACRES)	1,073.0 AC/	1,173.0 AC/	
TOTAL UNITS (ACRES)	56,378.0 AC/	91,755.0 AC/	
ROAD ROW	252.0 AC/	252.0 AC/	
TOTAL	56,630.0 AC/	92,007.0 AC/	
UNITS			
SINGLE FAMILY UNITS (ACRES)	37,122.0 AC/	73,039.0 AC/	
CABIN UNITS (ACRES)	18,183.0 AC/	17,543.0 AC/	
COMMON AREA (ACRES)	1,073.0 AC/	1,173.0 AC/	
TOTAL UNITS (ACRES)	56,378.0 AC/	91,755.0 AC/	
ROAD ROW	252.0 AC/	252.0 AC/	
TOTAL	56,630.0 AC/	92,007.0 AC/	
TOTAL AREA BY CLOSURE	367.7 AC/	367.7 AC/	
NET DENSITY	1 UNIT/1.81 AC	1 UNIT/1.83 AC	
OPEN SPACE			
COMMON AREA	37.8 AC/	37.8 AC/	
COMMON AREAS CABINS	26.3 AC/	26.3 AC/	
LOTS (C/FACIES)	86.1 AC/	86.1 AC/	
CUL-DE-SACS	152.2 AC/	152.2 AC/	
TOTAL OPEN SPACE	172.2 AC/	172.2 AC/	
% OPEN SPACE	46 %	46 %	
* DIFFERENCE IS DUE TO ROUNDING			

LOT TABULATIONS			
Lot	Type	Area	Units
1	SINGLE FAMILY	1.4 AC/	1
2	SINGLE FAMILY	1.4 AC/	1
3	SINGLE FAMILY	1.2 AC/	1
4	SINGLE FAMILY	0.8 AC/	1
5	SINGLE FAMILY	1.7 AC/	1
6	SINGLE FAMILY	2.3 AC/	1
7	SINGLE FAMILY	3.5 AC/	1
8	SINGLE FAMILY	6.7 AC/	1
9	SINGLE FAMILY	4.8 AC/	1
10	SINGLE FAMILY	4.9 AC/	1
11	SINGLE FAMILY	4.2 AC/	1
12	SINGLE FAMILY	2.3 AC/	1
13	SINGLE FAMILY	1.8 AC/	1
14	SINGLE FAMILY	1.8 AC/	1
15	COMMON / CABINS	12.0 AC/	8
16	COMMON / CABINS	2.8 AC/	8
17	COMMON / CABINS	5.1 AC/	9
18	COMMON / CABINS	2.4 AC/	8
19	SINGLE FAMILY	2.4 AC/	1
20	SINGLE FAMILY	6.5 AC/	1
21	COMMON / CABINS	10.9 AC/	16
22	SINGLE FAMILY	4.3 AC/	1
23	SINGLE FAMILY	3.8 AC/	1
24	SINGLE FAMILY	3.9 AC/	1
25	SINGLE FAMILY	9.9 AC/	1
26	SINGLE FAMILY	2.1 AC/	1
27	SINGLE FAMILY	8.3 AC/	1
28	SINGLE FAMILY	1.1 AC/	1
29	SINGLE FAMILY	7.8 AC/	1
30	SINGLE FAMILY	3.8 AC/	1
31	SINGLE FAMILY	1.8 AC/	1
32	SINGLE FAMILY	4.7 AC/	1
33	SINGLE FAMILY	2.8 AC/	1
34	SINGLE FAMILY	1.1 AC/	1
35	SINGLE FAMILY	2.4 AC/	1
36	SINGLE FAMILY	4.8 AC/	1
37	SINGLE FAMILY	1.9 AC/	1
38	SINGLE FAMILY	2.4 AC/	1
39	SINGLE FAMILY	5.8 AC/	1
40	SINGLE FAMILY	2.5 AC/	1
41	SINGLE FAMILY	1.9 AC/	1
42	SINGLE FAMILY	1.7 AC/	1
43	SINGLE FAMILY	0.8 AC/	1
44	SINGLE FAMILY	0.8 AC/	1
45	SINGLE FAMILY	1.1 AC/	1
46	SINGLE FAMILY	1.3 AC/	1
47	SINGLE FAMILY	0.8 AC/	1
48	SINGLE FAMILY	1.7 AC/	1
49	SINGLE FAMILY	1.7 AC/	1
50	SINGLE FAMILY	2.1 AC/	1
51A	SINGLE FAMILY	0.34 AC/	1
51B	SINGLE FAMILY	0.38 AC/	1
51C	SINGLE FAMILY	0.80 AC/	1
51D	SINGLE FAMILY	0.39 AC/	1
51E	SINGLE FAMILY	0.40 AC/	1
51F	SINGLE FAMILY	0.48 AC/	1
51G	SINGLE FAMILY	0.40 AC/	1
52	SINGLE FAMILY	1.8 AC/	1
53	SINGLE FAMILY	0.7 AC/	1
54	COMMON / CABINS	3.5 AC/	8
55	SINGLE FAMILY	1.3 AC/	1
56	SINGLE FAMILY	0.32 AC/	1
56B	SINGLE FAMILY	0.38 AC/	1
56C	SINGLE FAMILY	0.32 AC/	1
56D	SINGLE FAMILY	0.32 AC/	1
56E	SINGLE FAMILY	0.35 AC/	1
56F	SINGLE FAMILY	0.40 AC/	1
56G	SINGLE FAMILY	0.30 AC/	1
56H	SINGLE FAMILY	0.48 AC/	1
57	COMMON / CABINS	4.5 AC/	7
58A	SINGLE FAMILY	0.44 AC/	1
58B	SINGLE FAMILY	0.20 AC/	1
58C	SINGLE FAMILY	0.32 AC/	1
58D	SINGLE FAMILY	2.5 AC/	1
58E	SINGLE FAMILY	2.9 AC/	1
58F	SINGLE FAMILY	2.4 AC/	1
58G	SINGLE FAMILY	1.2 AC/	1
58H	SINGLE FAMILY	0.9 AC/	1
58I	SINGLE FAMILY	1.4 AC/	1
58J	SINGLE FAMILY	1.2 AC/	1
58K	SINGLE FAMILY	1.0 AC/	1
58L	SINGLE FAMILY	1.4 AC/	1
58M	SINGLE FAMILY	0.8 AC/	1
58N	COMMON AREA	20.4 AC/	0
58O	COMMON AREA	0.1 AC/	0
58P	COMMON AREA	3.8 AC/	0
58Q	COMMON AREA	0.5 AC/	0
58R	COMMON AREA	0.8 AC/	0
58S	COMMON AREA	1.8 AC/	0
58T	COMMON AREA	8.5 AC/	0
SINGLE FAMILY LOTS		73	
CABIN UNITS		88	
TOTAL		161	
SINGLE FAMILY LOTS	(W/ CABINS)	188.8 AC/	
COMMON AREAS	(W/O CABINS)	37.8 AC/	
ROAD ROW		21.2 AC/	
TOTAL		247.8 AC/	
Average Area/Unit		1.5 AC/	
(NOTE: TOTAL ACREAGE OF ALL LOTS = 257.7 AC/)			
POSSIBLE FUTURE DEVELOPMENT			
75	COMMON / CABINS	12.0 AC/	8
TOTAL OF ALL ACREAGE = 267.7			

**Survey By:**  
 Bruce Boody  
 Landscapes Architect Inc.  
 801 East 2nd Street, Suite 1B  
 Whitefish, Montana 59907  
 Phone: (406) 842-4755  
 Fax: (406) 842-4755

**LAND PLANNING:**  
 SAM CORLI  
 874 COLORADO AVE.  
 P.O. BOX 323  
 WHITEFISH, MT 59907  
 PHONE: (406) 867-0777

**ENGINEER:**  
 JAMES DAN E. HOPKINS, LLC  
 475 N. MAIN ST.  
 P.O. BOX 787  
 NAUVEL, MT 59904  
 PHONE: (406) 759-8248

**Revisions:**

**LOOKOUT RIDGE**



NOT TO SCALE  
 DATE: 03/22/10  
 JOB #: 03-62

SECOND AMENDED  
 PUD &  
 PRELIMINARY  
 PLAT PLAN  
 OVERALL

SHEET 2 OF 5

September 26, 2013

Taylor Horst  
Whitefish Credit Union  
P.O. Box 37  
Whitefish, MT 59937

**Re: *Lookout Ridge Subdivision Preliminary Plat Extension  
AWC Project No. 117.05***

Dear Taylor:

It is our understanding that Whitefish Credit Union, on behalf of Lookout Ridge Investors, LLC, requested a 24-month extension to the existing preliminary plat that was set to expire on June 21, 2013. In lieu of granting the requested extension, the Whitefish City Council extended the preliminary plat for an additional six months and requested further information regarding the landslide that occurred on or about June 4, 2011. Therefore, the purpose of this letter report is to respond to the Council's request for supplemental information regarding the cause and status of the landslide.

### **Background Information**

The original preliminary plat for the Lookout Ridge Planned Unit Development (PUD) was approved by the City Council, subject to 26 conditions, on June 18, 2007. The approval was for a total of 139 units, which included 119 single-family lots and cabin sites and 20 undefined units. The amended plat was approved on June 7, 2010 and included an additional 39.2 acres, but no additional units. The initial preliminary plat and PUD were approved with a density of one dwelling unit per 1.65 acres (139 units on 229 acres), while the amended plat has an overall density of one dwelling unit per 1.93 acres (139 units on 268 acres).

### **Hydrogeologic Setting**

The Lookout Ridge PUD is located on a south-facing slope of the Whitefish Mountain Range. The Whitefish Range is underlain by Precambrian-aged strata of the Belt Supergroup Series consisting of metasedimentary rocks with a thickness that may exceed 20,000 feet. The underlying bedrock within the subdivision property consists of a sequence of Precambrian carbonate rocks identified as the Helena Formation (Harrison, 2000).

The Whitefish Range has been extensively glaciated. Most of the Lookout Ridge PUD is mantled with a layer of glacial till that consists of gravel to cobble-size clasts within a clayey-silt matrix. The two primary aquifers in this area are: 1) the shallow, perched aquifer that occurs within the glacial till; and 2) the fractured bedrock aquifer.

The shallow, perched aquifer consists of thin sand and gravel layers within the glacial till. The underlying, relatively impermeable clayey-silt (glacial till), creates discontinuous saturated lenses with unsaturated conditions existing above and below. The perched aquifer manifests as numerous springs, seeps, and wetlands throughout the property. By definition, wetlands are directly linked to groundwater and typically occur in groundwater discharge areas. The depth to the water table varies from being exposed on the surface to 20 feet below ground surface. The perched aquifer typically does not yield sufficient water to be used as a domestic supply source.

The primary rock unit in the vicinity of the Lookout Ridge PUD is the Helena Formation. This formation is characterized as a metamorphosed limestone. Fractures, fissures, and karst features provide the primary conduits for groundwater storage and movement. The bedrock aquifer is primarily recharged from snowmelt infiltration migrating downward to the water table. Well yields range from 90 gallons per minute to 400 gpm, with the average well yield being 188 gpm. There is an upward vertical head in all of the wells indicating that groundwater occurs under semi-confined conditions.

### **Wetland Delineation**

An initial wetland delineation was conducted in association with the proposed land development in 2006 (PBS&J) and a more detailed delineation that was specific to individual lots was performed in 2008 (Calypso Ecological Consulting, LLP). The 2008 delineation was performed on Lots 59 and 60 in compliance with the Whitefish Water Quality Protection Rule 11-3-29 (formerly the Critical Areas Ordinance). The purpose of this assessment was to locate the wetland(s) and determine the appropriate setback requirements.

The wetland complex primarily consists of emergent vegetation with fringe herbaceous vegetation. Wetland hydrology is provided by springs and seeps. Wetland hydrology was evident during the site visit as saturated soils less than 12 inches below the surface. Indicators of hydric soil include low chroma surface soils overlying depleted subsoils.

Wetland boundaries were flagged in the field and the locations surveyed by a licensed Montana professional land surveyor. Figure 1 is a site map showing the two delineated wetlands. As shown, a large, contiguous wetland transects Lots 59 and 60. The majority of the wetland is located at the upper elevations of Lot 59 and then narrows and tapers on Lot 60. Standing water and marshy conditions are present in the upper reaches of the Lot 59. The water coalesced into a small stream (denoted by dashed and solid line) on Lot 59 but then diminished and submerged underground on Lot 60. A second small wetland is also located in the northwest corner of Lot 59.

### **Landslide Field Investigation**

The landslide reportedly occurred on or about June 4, 2011. A field investigation was conducted on June 15, 2011 by personnel from Applied Water Consulting, TD&H Engineering, and Bruce Boody Landscape Architect, Inc. The characteristics of the slide area and adjacent land were inspected to ascertain the type of movement and cause of the slide and

possibly the trigger mechanism. The causes of landslides are commonly related to slope instability. It is usually possible to identify one or more landslide causes and one trigger mechanism. A landslide cause is the reasons that a slide occurred in that location and at that time. Causes include geological factors, morphological factors, physical factors and factors associated with human activity. In comparison, the trigger is the single event that initiates the landslide.

Our field inspections identified an arcuate scarp at the head of the slide area. Glacial till sediments consisting of gravel to cobble-size clasts in a clayey-silt matrix were exposed in the face of the scarp. Rivulets of water were issuing from the base of the scarp, which is approximately 33 feet below the shoulder of the road. In addition, the headwall of the scarp was measured to be 54 feet from the centerline of the road or about 25 feet from the edge of the road. The scarp face has a concave shape indicative of a rotational slide, but the remainder of slide appeared to be planner, following the slope of the drainage basin, which is characteristic of a transitional slide. It is estimated the separation distance between the scarp face and debris mass was on the order of 80 to 100 feet. The topsoil at the northeast corner of the scarp was pulled off the subsurface soils like a bed sheet, leaving striations in its wake. This type of feature indicates the slide likely occurred instantaneously. The debris train had a hummocky shape and collected as a lobate pile at the base of the drainage. The soil was saturated and small streams were flowing along the margins of the slide. It appears the slide material was transported as a liquefied mass that occurred as a single surge.

With regard to landslide classification, the Lookout Ridge slide would be considered a debris flow (Compton, 1985; Hungr and others, 2001). The key characteristic of a debris flow is the presence of an established channel or regular confined path. The wetland delineation map was geo-referenced and overlain on a 2013 aerial photograph of this area (see Figure 2). As shown, the path of the debris flow directly followed the delineated wetland channel. Another distinguishing characteristic of debris flows is the presence of a certain degree of rough sorting and the accumulation of boulders and timber debris near the front of the surge. This type of material is consistent with the debris found at the toe of the flow.

According to the literature, the majority of debris flows are triggered by heavy or prolonged rainfall. In order to evaluate this premise, weather data including precipitation, temperature, and wind speed were obtained from the Glacier International Airport weather station. This information is graphically displayed on Figure 3. As shown, temperatures were well above freezing, ranging from 42°F to 59°F during the prior week. In addition there had been 2.36 inches of rainfall the prior week, of which 1.14 inches fell the day before the landslide. This rain on snow event coupled with a warm updraft wind, triggered significant snowmelt runoff. The water infiltrated into the ground, surcharging the perched aquifer. The rainfall infiltration increased the hydrostatic pore pressures in the soil and provided the mechanism for the cohesiveness of the soil to fail, thus releasing a debris flow.

The incidence of this slide does not appear to be a first time occurrence. Further site inspection and examination of the site topographic map indicates there have been other historic slumps or slides, but to a much less expanse. While conducting our initial inspection, it was observed there are a number of historic slump features at the head of this drainage

basin. These features are distinguished as subtle displacement on hill slopes and mounds that are concealed by the heavy vegetative cover. These historic slump features are evident as arcuate contour lines on the topographic map. However, this map was not available at the time the PUD application was submitted. Slope failure appears to have previously occurred in this area at an elevation of approximately 3500 to 4000 feet amsl. Slope failures have been observed in other areas at this elevation and appear to be associated with a weakening of the soil structure from the stillstand of Glacial Lake Missoula at this elevation (personnel communication with Terrance Stockhocker).

The occurrence of the Lookout Ridge debris flow was also not unique to this area. A mudslide also occurred near Blue Bay on the east side of Flathead Lake, which blocked Montana Highway 35 on June 12, 2011. In addition, on June 18, 2011 one of the maintenance staff at Whitefish Mountain Resort noticed a slump in the ground 25 feet above Tower 6 on Chair One. The slump continued to expand and moved the tower out of alignment. The ground movement was attributed to the heavier than normal spring rainfall, which further exacerbated snowmelt runoff.

It has been postulated by others that road construction at Lookout Ridge PUD and the installation of the sewer stub for Lot 59 may have activated the slide. However, this could not be the cause because the sewer line is bedded and filled with compacted native material and therefore, would not provide a conduit for water movement. In addition, the sewer line stub is 25 lateral feet and 30 vertical feet above the seep line. The failure plane appears to have occurred at the top of the water table, which is well below the base of the sewer stub.

### **Summary and Conclusions**

Based on our evaluation, the cause of the slide/debris flow is the inherent instability of the continually saturated soils associated with the wetland complex that occurs on Lots 59 and 60 in Lookout Ridge PUD. The debris flow appears to have been triggered by the intense rainfall event that accelerated snowmelt runoff volumes. The runoff infiltrated into the ground creating high pore-water pressures resulting in the soil to rapidly lose strength and flow downslope as a unified mass.

The debris has been cleared from Lookout Ridge Road and the lower slope has been cleared and re-vegetated. An approval of a 24-month extension of the preliminary plat will allow the Whitefish Credit Union to more actively market the property because of the added value to a prospective buyer. A potential buyer will have to outlay significant funds to complete the infrastructure (water, sewer, stormwater, and roads). Mitigation of the slide area will require investigation and remedial design by a geotechnical engineer that specializes in these types of mass-waste occurrences. It would be more cost-effective to complete the slide reclamation work concurrently with infrastructure installation. As such, it would not be fair to penalize the Whitefish Credit Union or anyone else, as this was an act of nature.

If you have any questions regarding the information contained in this letter report or other project management activities, please do not hesitate to contact me.

Sincerely,

Applied Water Consulting LLC

Sr. Hydrogeologist

Attachments: Figure 1 – Wetland Delineation Map of Lots 59 and 60 LOR  
Figure 2 – Overlay of Delineated Wetlands on 2013 Aerial Photograph  
Figure 3 – Precipitation/Temperature Graph  
Various Newspaper Articles

## **References Cited**

- California Geological Survey, *Types of Landslides*,  
[http://conservation.ca.gov/cgs/geologic\\_hazards/landslides/Pages/Index.aspx](http://conservation.ca.gov/cgs/geologic_hazards/landslides/Pages/Index.aspx)
- Calypso Ecological Consulting, LLP, October 2008, *Field Work for Wetland Delineation of Lots 59 and 60 in Lookout Ridge PUD*, in progress.
- Compton, Robert R., 1985, Geology in the Field, John Wiley & Sons, Inc., New York, New York, 398p.
- Harrison, Jack E., Earl R. Cressman, and James W. Whipple, 1991, *Geologic and Structure Maps of the Kalispell 1° x 2° Quadrangle, Montana, and Alberta and British Columbia*, U.S. Geological Survey Miscellaneous Investigation Series Map I-2267.
- Hungr, Oldrich, S.G. Evans, M.J. Bovis, and J.N. Hutchinson, August 2001, *A Review of the Classification of Landslides of the Flow Type*, Environmental & Engineering Geoscience, vol. VII, no. 3, pp. 221-238.
- Post, Buckley, Schuh and Jernigan (PBS&J), November 2006, *Lookout Ridge Wetland Delineation, Whitefish, Montana*, 79.
- Stonehocker, Terrance, Construction Engineer, TD&H Engineering, personnel communication with Roger A. Noble, on June 15, 2011 and September 26, 2013.



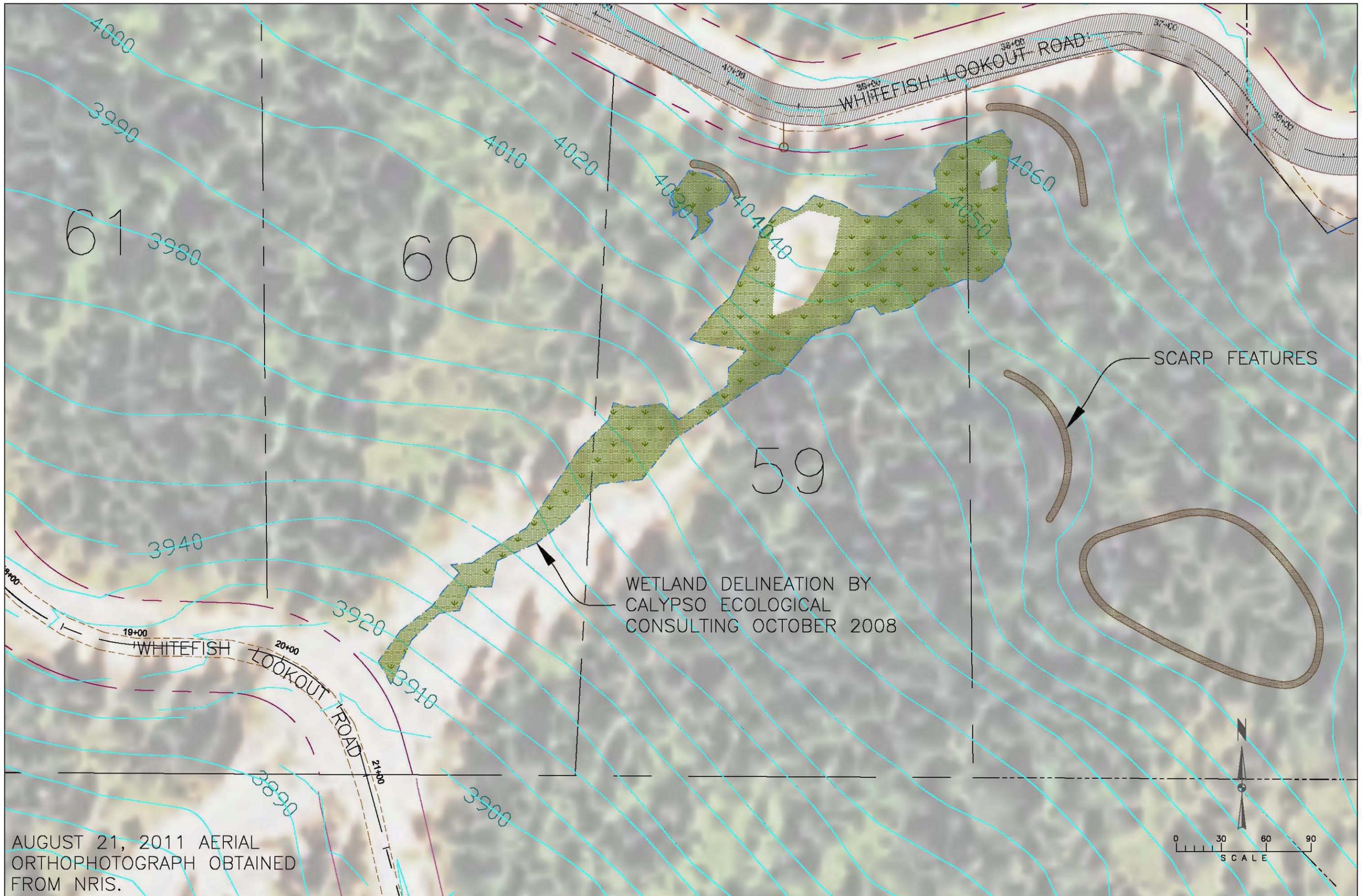


FIGURE 2

# Glacier International Airport Weather (24-hour Averages)

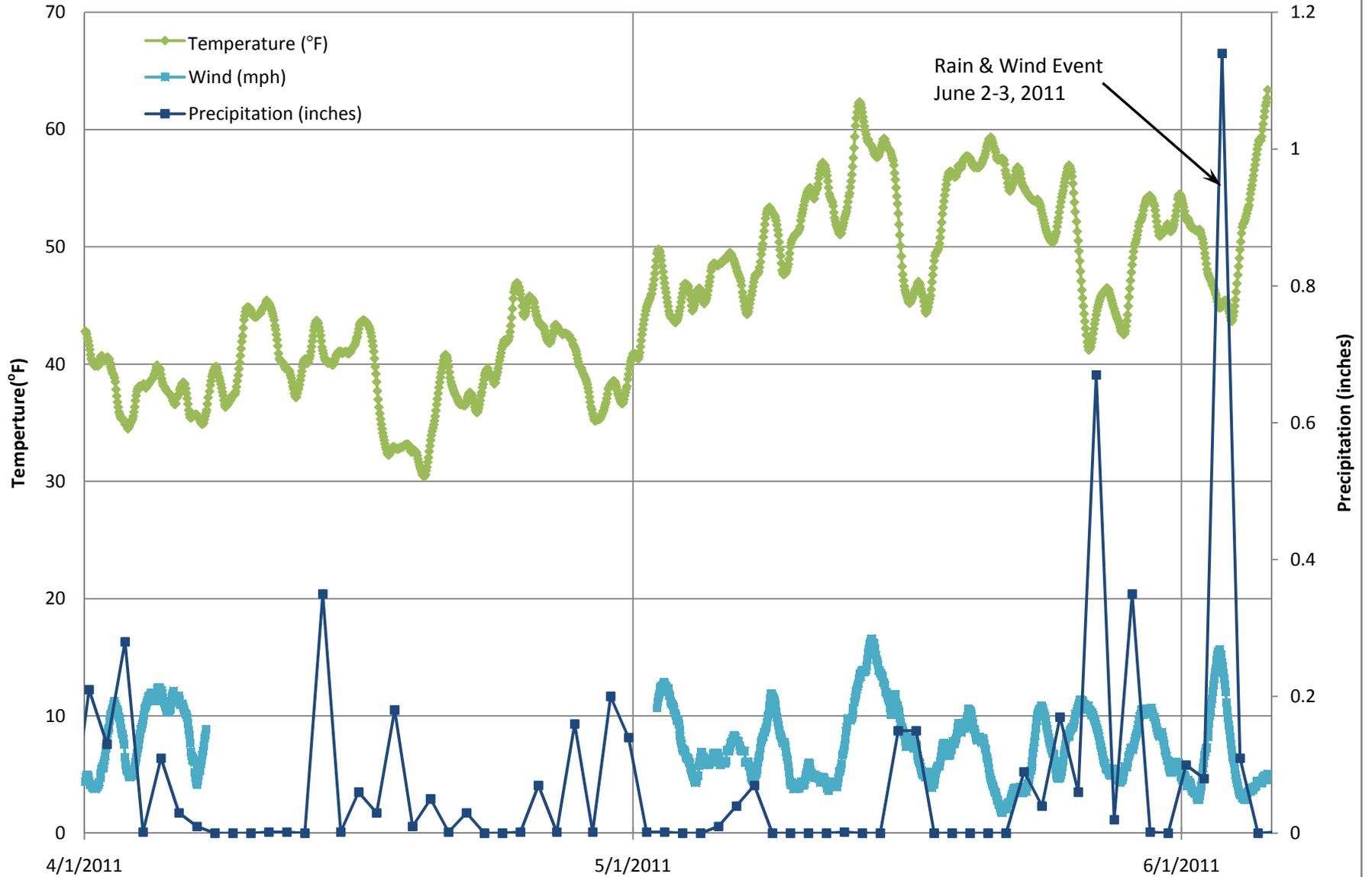


Figure 3

## **Soggy weather triggers landslide**

**By MATT BALDWIN Whitefish Pilot | Posted: Wednesday, June 8, 2011 10:28 am**

Saturated soils likely led to a massive landslide on Lookout Ridge near Big Mountain, City Manager Chuck Stearns reported at the June 6 council meeting.

The crown of the slide was about 60 feet wide and 10 feet deep. It ran about 300 vertical feet along a swath about 1,000 feet in length.

“It was an impressive land movement,” Stearns said.

Lookout Ridge is a proposed development on the flanks of Big Mountain near Iron Horse. The slide has blocked a city maintained road that is used as the emergency egress for Iron Horse. No structures were damaged and no injuries were reported.

The slide started on private land that is a natural spring area, Public Works Director John Wilson noted.



51°  
Overcast



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# Mudslide blocks traffic on Hwy 35

[Story](#) [Comments](#) [Image \(1\)](#)

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Posted: Sunday, June 19, 2011 5:44 pm | Updated: 9:59 am, Mon Jun 20, 2011.

Lisa Broadt | 0 comments



By Brandon Hansen, Sports editor

**BLUE BAY** — Members of the Finley Point/Yellow Bay Volunteer Fire Department got an unwelcome Father's Day surprise this afternoon: a landslide on the northbound side of U.S. Hwy 35, just past the 11-mile marker.

Dispatch was alerted around 12:30 p.m. to the slide, which was blocking one lane of traffic, but caused no injuries or property damage. The volunteer fire department and Mission Valley Power responded shortly thereafter.

According to fire chief Chris Ricciardi, once on scene, the fire department determined the most immediate threat to safety to be a number of trees caught in the power lines running parallel to the highway. Mission Valley Power technicians turned off local power for about four hours while they extricated the necessary lines, but had it back up and running by 4:05 p.m.

The cause of the slide was mountain run-off, Ricciardi said.

By 4:30 p.m., the volunteer firefighters had traffic flowing past the north-lane blockage with little delay, and the techs had moved up the mountainside to begin preventative work.

"They're cutting down the trees that are in danger of coming down later," Ricciardi said. "They have a couple more trees to cut down, and then we'll start cleaning up."

The chief said he hoped the fire department would be able to re-open the north lane by 5 p.m., but added that he doesn't think this will be the last landslide the department will respond to this summer.

"More than likely it's going to get worse," Ricciardi said.

For the moment though, the volunteer firefighters and MVP technicians were anxious to get out of the chilly drizzle and back to their father's day gatherings, or at the very least, to get some lunch.

"Where's a pizza delivery man when you need one?" Ricciardi asked, with a smile.

For more information on Lake County flooding and weather visit <http://www.wrh.noaa.gov> and check [www.leaderadvertiser.com](http://www.leaderadvertiser.com) for updates as they become available.

## Mudslide

This mudslide occurred near mile marker 11 on Highway 35 north of Polson.

## Related Galleries



Father's Day Mudslide

Here are images from the Father's Day mudslide today.



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## Tilting tower prompts lift closure

**The Daily Inter Lake | Posted: Tuesday, June 21, 2011 2:00 am**

Whitefish Mountain Resort's Chair One, used in the summer season for scenic lift rides and carrying mountain bikes, will be closed indefinitely to repair a slump above tower six that likely was caused by heavy moisture this spring.

All hiking and mountain biking trails under Chair One — including the Danny On Trail and upper sections of the Go Fish and Gopher biking trails — also are closed until further notice, resort spokeswoman Riley Polumbus said.

The Summit House at the top of Chair One also is closed.

On Saturday the resort's lift maintenance crew noticed a slump in the ground 25 feet above tower six, Polumbus said. Chair One is a detachable quad lift and is equipped with safety mechanisms, auto-stop modes and alarms that warn operators.

The lift ran until closing at 6 p.m. without any significant warnings. Saturday was the first day of Whitefish Mountain Resort's summer season.

Lift maintenance and lift operators monitored the area and the lift throughout the day. In the afternoon, the area around the slump was marked with flags.

On Sunday morning the area was re-inspected and it was observed that the slump had grown overnight. During a visual inspection of the lift it was determined that tower six was about four inches out of plumb. Chairs and gondola cars were removed to release tension on the lift cable to enable crews to tie back and secure the tower.

The lift manufacturer, a hydrologist and a soil engineer have been contacted, Polumbus said.

"We will know more about the solution after their analysis," she said.

A helicopter is being brought in to remove the tower.

The following activities still are available on the mountain: Alpine Slide, Zip Line Tours, Walk in the Treetops and lower-mountain cross-country biking trails.

Chair 6 and Chair 9 are running and the Base Lodge Café and bar also are open.

"We will be putting all necessary resources toward assessing the situation, finding a solution and getting our scenic lift up and running as soon as the lift is back to engineering standards," Dan Graves, president of Whitefish Mountain Resort, said in a prepared statement. "Our main concern is for the safety of our customers and employees."

By **DAN TESTA** of the Beacon

WHITEFISH – In three trips Friday, the helicopter picked up tower six off of Big Mountain and deposited its pieces in the Willow parking lot of Whitefish Mountain Resort. The tower – which supported the resort's Chair One lift – didn't fail; the ground did. And it's unclear when Chair One might be up and running again, and what the impact may be on Whitefish Resort's summer operations.

Resort officials will now offer scenic lift rides from Chair Two, and aim to begin that operation July 2, after building ramps for pedestrians to get on and off the chair, along with bike racks. Mountain bikers will be able to access the Summit Trail from the top of Chair Two also.

"Running Chair Two will be a nostalgic experience, as the old T-Bar ran up the same line in the 1950s with single chairs," Whitefish Mountain Resort President Dan Graves said.

The previous weekend, two lift maintenance employees inspected tower six after an internal alarm system indicated a problem. They ran the lift that Saturday, June 18, all day without incident, according to Riley Polumbus, the resort's public relations manager. But the crew noticed a fracture, or "slump," about 25 feet above the tower's foundation.

The fracture runs roughly parallel to the chairlift's direction of travel, down the hill from Toni Matt. Skiers will also know the area as just beyond the tree festooned with underwear and plastic Mardi Gras beads.

The maintenance staff marked the width of the fracture with stakes on either side, and measured their distance.

"When they went up Sunday, it had opened by 10 inches," Polumbus said, adding that over the course of the day it continued to spread. Visual inspection revealed the tower was tilted about four inches. Crews removed the gondola cars and chairs, relieving tension on the cable around the tower and allowing it to be secured with a winch to a cat up the slope on Toni Matt.

The fracture appears to be caused by the heavy moisture in the ground due to snow melting, and as the temperature rose last week, creeks descending the mountain flowed noisily. Polumbus said the resort has contacted hydrologists, geologists, soil specialists and Doppelmayer, the manufacturer of the chairlift.

The instability of the ground and tower prompted the temporary closure of hiking in the area, including on the Danny On Trail and upper sections of the Go Fish and Gopher biking trails. (Those trails

are now open.) The Chair One stoppage also forces the Summit House restaurant to close, though Polumbus said the 11 employees affected will be reassigned.

Routes to the summit for scenic lift rides via Chair Four and Chair Five are not an option, she said, because those lifts are not detachable, and the chairs swing around too quickly for summer riders not on skis.

It's too early to tell how long Chair One will be closed. Upper mountain bike trails are still closed due to snow and crews are working on getting the Summit Trail open below Chair Two by July 2. But Polumbus emphasized that the majority of summer activities on offer at Whitefish Resort are unaffected: The alpine slide, zip line, "Walk in the Treetops," and mountain biking trails along lower sections of the mountain are up and running, along with a new bar at the base lodge. The Summit Nature Center has been temporarily moved to the top floor of the base lodge, with an opening day of June 25. And when huckleberry season begins in earnest, Polumbus said the picking will be good from the top of the Chair Two area as well.

"Fortunately we have a pretty diverse list of activities that are not affected by this," Polumbus said. "Come on up."

*dtesta@flatheadbeacon.com*

September 30, 2013

Taylor Horst  
Whitefish Credit Union  
300 Baker Avenue  
Whitefish, MT 59937

RE: Request from Whitefish Credit Union for a 2 year extension of the Preliminary Plat for Lookout Ridge Subdivision.

Dear Taylor,

The purpose of this letter is to provide an overview and some background information in support of the Credit Union's request for the Plat Extension.

As the Project Lead for the Original Platting, I am writing in support of the Plat Extension for Lookout Ridge. The property, with the current Plat and PUD in place, holds significant value for a potential developer and for the City of Whitefish. Even though the last 4 years of inactivity, due to the recession, have had impacts on the property, the 5 years of planning and 2 years of infrastructure construction have substantial value, but only if the Plat and PUD are continued through the 2 year extension.

I feel the interests of the City have been addressed in the 29 Conditions of the Second Amended Plat. Specifically, **Condition 27** reads as follows: *Lots 22, 26, 31, 32, 35, 37, 59 and 60 shall obtain a Critical Areas Compliance Permit and comply with the critical area ordinance in effect at the time of building permit issuance.*

The developer/primary investor in the project was undertaking this effort prior to placing those parcels on the market. The planning team had just begun the investigations to determine if the lot in question was buildable when the recession began. Calypso Ecological Consulting had completed their Wetland Delineation, and Sam Cordi Land Surveying had field surveyed and updated our project maps to include the wetland information. The recession overpowered the project so quickly that Calypso was not able to complete their report on the conditions.

It is obvious at this point that the original developers, Lookout Ridge Investors, LLC (still the current owner of record) does not have the capability to move forward with the project, nor address the issue of the landslide. The Whitefish Credit Union, who is not the current owner, would also be penalized if the Plat is not extended. The current site conditions are a result of unfortunate circumstances. These site conditions can best be addressed by making it possible

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59937

phone 406 862-4755  
fax 406 862-9755

for a new owner to take over the project and develop the property with a remedy to the slide and the project as a whole.

It is also important for the City of Whitefish to remember the history of this project in the context of what the original developer had offered the City. The proposed plan was above and beyond what was required through the Plat and PUD process.

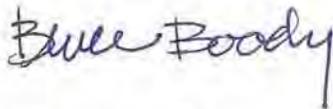
**Condition 24** reads: *Install a trail that is open to the public. Work with the City's Bike and Pedestrian Committee and neighboring properties to place the trail in the best location.*

**Condition 13** reads: *The Applicant shall provide a public parking area/trailhead for the public to access the Public Trail.*

**Condition 26** reads: *Prior to Final Plat, the Applicant shall enter into an agreement with the Whitefish Housing Authority (WHA) to provide and secure \$ 50,000.00 per year for 10 years to the WHA.*

I feel it is in the best interests of the City and our community as a whole to extend this Plat. I am hopeful that the decision will be to allow the Plat Extension, which will in turn encourage the sale of the property to a new developer, which will accelerate reclamation of the slide area.

Respectfully,

A handwritten signature in cursive script that reads "Bruce Boody".

Bruce Boody ASLA  
Bruce Boody Landscape Architect Inc  
301 Second Street, Suite 1B  
Whitefish, MT 59937  
Phone: 406.862.4755  
boodyla@bruceboody.com

Councilor Hildner thanked Finance Director Knapp and the staff for the fine job they did on this.

Councilor Hyatt asked about the pre-purchase of power from Flathead Electric Coop and Finance Director Knapp said they will probably hit that power production level well before the eight years are up. Public Works Director Wilson said the production is way ahead of schedule and City Manager Stearns said that was part of the agreement that was approved by Council.

**The motion passed unanimously.**

- 4. 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)

Kellie Danielson, 12 Wheatgrass Lane, said she works at Montana West Economic Development. She said they appreciate working with City Manager Stearns and all of the staff. She said they wanted to express their support of the Hurraw! project.

**5. COMMUNICATIONS FROM VOLUNTEER BOARDS**

Councilor Hyatt said the Park Board finished up the Master Plan review and it will come before the Park Board on July 9<sup>th</sup> and before the Council in August. Parks and Recreation Director Cozad said 12-15 people stopped by the office to give comments at the last Farmer's Market.

- 6. CONSENT AGENDA**—(The consent agenda is a means of expediting routine matters that require the Council's action. Debate does not typically occur on consent agenda items. Any member of the Council may remove any item for debate. Such items will typically be debated and acted upon prior to proceeding to the rest of the agenda. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)

**6a. Minutes from the June 3, 2013 Council special session (p. 96)**

**6b. Minutes from the June 3, 2013 Council regular session (p. 97)**

**6c. Consideration of approving request from Whitefish Credit Union for a 2 year extension of the Preliminary Plat for Lookout Ridge subdivision (p. 104)**

**Councilor Hildner asked to remove Item 6c from the Consent Agenda.**

Councilor Hildner said the request for an extension from Lookout Ridge presents them with an opportunity to exam the benefits of this project and to look at it again. He said a project of this size and scope should be re-examined. Instead of making a decision tonight about extending this plat, he would like to extend the period of the current plat for 90 days which will allow Senior Planner Compton-Ring and the loan officer from the Credit Union to be present and comment on this issue. They could then just extend the plat for 21 months to equal the normal 2-year extension. Councilor Hyatt said the Council has been working with every bank and landowner so far on similar requests, so he is disappointed in Councilor Hildner's actions. Councilor Hildner said one of his main concerns about Lookout Ridge is that this is where there was a major landside a couple of years ago. This gives the holder of the plat a chance to propose changes and perhaps improve this plat. Councilor Mitchell said they have been extending plats through difficult times. He feels there have been precedents set that indicate that they should approve this request. He thinks Councilor Hildner is asking for a different treatment of this particular plat and he didn't think it was fair to hold them up. He thought it would be good to have a work session on this whole issue and not pick out one plat.

Councilor Sweeney said this is a request to extend a plat where they know there have been problems with movement of ground. He said it is a reasonable thing to ask the current owner of the plat to look at it in detail. The extension is a last minute request, so giving them 90 days is reasonable. He thinks the Council will ultimately extend it, but it gives them a mechanism to address problems. He hopes the Credit Union will agree. Councilor Hyatt said this is different than the Big Mountain request they saw last month. Big Mountain was the owner when the original plat was approved and they still own the land. He said that in this case the Credit Union had the loan and now owns the land and this would create a hardship for them. He has a problem with treating them differently.

Councilor Kahle asked what their options were and Attorney VanBuskirk said the City's review criteria provides for extensions where good faith is shown in working toward final plat. Councilor Kahle said if they extend it for 90 days and have a discussion regarding the preliminary plat with the Credit Union, and then the City decides they don't like the current layout of the plat, do they have the discretion to make any changes? Attorney VanBuskirk said they cannot impose additional conditions or make any changes to the plat, but they can entertain a request for changes from the applicant. Manager Stearns said they cannot change the conditions of the plat, but they can force it by rejecting the plat. Obviously, the applicants have an interest in maintaining as much of the plat as they can. He said the Council can't be arbitrary or capricious and they must state their reasons and findings. Manager Stearns said the 90 days would give each party time to review it.

Councilor Anderson asked and Manager Stearns said a motion to take some action would be appropriate. Councilor Kahle said there was some instability in the soil and a landside. He only wants to see them address that issue, not the lot sizes or details of the plat. He said no one wants this to work well more than the Credit Union. Councilor Hildner said 90 days gives them time to make sure that the interests of the Credit Union and the City are considered and that is his goal. He wants to protect water quality. He said Ryan Purdy is in the audience to answer questions. He said he also talked with the CEO from the Credit Union and they are willing to have the 90 day delay.

Ryan Purdy said he wanted to clarify that the Credit Union does not own the property. They are going through the foreclosure process now, which may take a long time. He said they would be more than happy to have a conversation, but 90 days doesn't get them anywhere. They can't touch it until they own it which could be for many months. He asked if this would be the first extension or just a postponement of the first extension. Purdy said the 2<sup>nd</sup> extension is more onerous on the applicant and the City. City Attorney VanBuskirk said City law allows more than one extension and the Council's discussion included a possible extension for a period of months with a possible additional extension up to 24 months. He said in his notes the 2<sup>nd</sup> extension is \$750 and they have to notify all landowners who are adjacent. City Attorney VanBuskirk said the discussion was about a 90-day extension, which may be later extended up to 2 years. Purdy said he did a site review two weeks ago and saw the landslide issue. He said if a plat expires and there aren't any changes to the original plat or City regulations then it is usually approved. He said if they can't add new conditions why have a 90-day discussion. He said the Whitefish Credit Union (WCU) will want to turn this property over and sell it. Councilor Anderson said they have a letter from WCU and a representative from WCU, but no representation from Lookout Ridge. Purdy said the Credit Union has been appointed as the agent to apply for the extension of this preliminary plat. Councilor Mitchell said he looked at the property and he thinks some best management practices weren't adhered to and then there was a really wet year. He doesn't think it is going to happen again. He thinks a 90-day delay is a hardship for the WCU and he thinks they would be treating this application differently.

Councilor Sweeney said if WCU is an agent for the current owner, they could perhaps come in and discuss the issues along with the existing owners during this time period. He asked and Attorney VanBuskirk city code provides that if the developer lets the plat expire then the City would review the resubmitted plat and whether there have been substantial change from the previous preliminary plat, the conditions of the previous approval, city regulations or standards. Director Taylor said there have been several changes in regulations and standards but he didn't know which ones would apply. Purdy said he didn't know if they could go back to Mr. Cossett on behalf of Lookout Ridge. Councilor Anderson said he thinks Mr. Cossett gave him that authority in the letter. Purdy said he hasn't had that conversation and doesn't feel they have the authority to get an engineer up there. Councilor Kahle said he thinks they need to be really careful what they do here. They don't know why the land slid. If they don't extend this plat they will leave the WCU with a property that has no value. They are aware of the problem, so he would like to grant the extension. The subsequent owners will realize there will be potential problems and the Council will get to see this again when they come for the final plat.

Mayor Muhlfeld said when this landslide occurred he went up there when Iron Horse had Carver Engineering do a geotechnical study. The road was not built to standards and was built after the preliminary plat was approved. There is an engineer's report on record that indicates why it slid. He cautioned them that it is in their interest to protect the interests of the adjacent property owners, including Iron Horse, who are concerned that this not happen again. Councilor Kahle asked if it was fixed and Mayor Muhlfeld said the City cleared the slide from the road giving emergency and other access to adjacent properties because the owner had been unresponsive. Councilor Kahle said they need to keep people engaged so that they don't unplug the whole situation. He asked and Director Taylor said there are conditions on the plat to deal with the drainage issues and road conditions. If they get to final plat then the problem will be permanently fixed. Director Wilson said it would be logical for the problem to be fixed. He said the place where it failed, everyone will watch. He said the problem is that the road was only partially constructed and they can definitely watch that spot. Councilor Hildner said he is merely asking them to consider a 90-day extension of this preliminary plat. He said there are new regulations and one of the reasons for allowing plats to expire is to deal with the upgraded standards.

**Councilor Hildner offered a motion, seconded by Councilor Anderson, to extend the Lookout Ridge Plat Second Amended Preliminary Plat/PUD from 2010 for a period not to exceed 90-days at which point the Council will make a decision on whether to extend the Preliminary Plat/PUD further.**

Councilor Anderson said there are a lot of issues here that need to be addressed. He wondered whether 90 days would be enough because the court moves slowly. He wondered if they should give them 6 months.

**Councilor Anderson offered an amendment, seconded by Councilor Sweeney, the extend for 6 months.**

Councilor Hildner wondered if that would make any follow-up requests be a 2<sup>nd</sup> request and would kick-in the \$750 fee? Purdy asked and Attorney VanBuskirk said the possible two-step extension was the first extension and the amount of the fee would be negotiable. Purdy asked them to give them as much time as possible. Manager Stearns agreed the next request for extension is \$750, but there is some discretion on the Council's part to say this 6-month extension is part of an extension of anytime up

to two years for a \$50 fee; that is up to the Council. Councilor Hildner said he was okay with the amendment.

**The amendment passed 5-1 with Kahle voting in opposition.**

Councilor Sweeney said, to clarify, he would like the Council to consider including Manager Stearns' comment that any extension up to two years is part and parcel of the first extension giving the applicant sufficient time to address these issues. He doesn't want to see an additional \$750 fee when they come back in 6 months, it would just be part of this extension. Councilor Hildner and the rest of the Councilors agreed.

Councilor Hyatt asked and Purdy said the WCU is okay with 6 months, but he can't be sure they'll have this resolved. Ryan Purdy said once the property is under the Credit Union's ownership they will meet with the City to address these issues. Councilor Hyatt said he will vote for this because Purdy said it is okay, but he is disappointed that this ever came up; and Councilor Mitchell agreed.

Councilor Mitchell suggested that the motion state that there is a one-time \$50 fee for extensions for up to 2 years. The other Councilors said it was already implied.

Councilor Kahle said he thinks the 6-month extension is a waste of time, so he will vote against it. He would like to have a policy discussion about preliminary plats and what they look at when they come before them. He thinks they need a work session. He said they could nit-pick any preliminary plat and that is a dangerous process. Councilor Anderson said he doesn't think they're singling anyone out because they worked out a water quality issue with Big Mountain when they came back for a plat extension. They are trying to deal with commonsense concerns before they approve a long extension of a subdivision. Mayor Muhlfeld agreed with Councilor Anderson's comments. He reassured the Credit Union that they won't have to bring the project under current standards, but to address the issues that have been brought to their attention.

**The original motion, as amended, passed 4-2 with Councilors Kahle and Mitchell voting in opposition.**

**Councilor Anderson offered a motion, seconded by Councilor Sweeney, to approve Agenda Items 6a and 6b on the Consent Agenda. The motion passed unanimously.**

**7. 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)

**7a. FY14 Budget - Consideration of approving City Manager's proposed budget as the FY14 preliminary budget and setting final public hearing on the FY14 budget for August 19, 2013 (p. 114)**

City Manager Stearns said the proposed budget for FY14 was enclosed with the packet. He said that the City Council held two work sessions on the budget so far, on May 28<sup>th</sup> and June 10<sup>th</sup>. There will be another work session scheduled in July or August prior to adoption of the budget on August 19<sup>th</sup>. In the past the City Council has been comfortable adopting the City Manager's proposed budget as the preliminary budget which the Council is required by state law to adopt by June 30<sup>th</sup>. After adoption of the Preliminary budget, the City Council then makes changes to the budget in July and August prior to final adoption which is scheduled for August 19<sup>th</sup>.

## LOOKOUT RIDGE LAND SLIDE

At the request of Michele Irelan, of the Iron Horse Homeowner's Association, I visited the site on June 6, 2011 to observe a land slide that had apparently occurred several days earlier. From Michele's description of the slide, it was obvious this was something that would require the expertise of a geotechnical engineer, so I contacted Josh Smith, of CMG Engineering, and asked him to meet me at the site.

### Observations

Josh and I first met at the locked gate at the end of Lookout Lane and walked down to the slide where it crossed the lower section of Lookout Road. At that point it looked like surface debris that had slid down from above as we could not see any signs of slumping only surface scour. The slide appeared to be somewhat contained within a natural drainage area. The debris consisted of rock, silty/clayey soils, trees and shrubs. See picture below:



At this location we could see Prairiesmoke Circle below and, according to Michele, the debris slide stopped just short of the road.

With Michele guiding the way, Josh and I then hiked to the top or beginning of the slide, coming in from above through Iron Horse property off Stonecrop Lane. At this location, we found a pressure sewer service off the edge of an unfinished roadway in Lookout Ridge approximately 20 ft. above a drainage area. About 15 ft. below this sewer service

it was observed that a section of the steep slope (approx. 1.5H:1V) had broken off and apparently slid into the drainage. We hiked down to the drainage area and could see flagging indicating that the area had been delineated as a wetland. The surface was very wet and soft and there were surface streams of water throughout the still intact portion of the drainage. At that location, the “flowline” slope of the drainage, area uphill and to the south of the start of the slide, was moderate at only about a 12% to 15% grade. The side slopes of the drainage were very steep, especially on the north slope leading up to the sewer service and road. Water was observed flowing out of the exposed soils at numerous locations and at various elevations. It was obvious the soils in and around the slump area were at or near saturation.



Pressure sewer service with displaced drainage area below  
(Head scarp or beginning point of slide)

The picture above was taken on a follow-up visit on June 9, 2011 after a rain event and it clearly shows water flowing downslope toward the pressure sewer service valve box. There was also water running down the adjacent roadway and a portion of this water left the road at this sewer service location. This Lookout Ridge roadway is unfinished and its surface currently consists of native glacial till (gravelly to cobbly silty clay loam) soils.

The pictures on the following page show the sloughed section just below the sewer service and the scour and debris within the drainage at the head scarp of the slide.



Sloughed area just below sewer service



Debris and scour in drainage near upper end of slide

## Hypotheses

From our observations, it would appear the slide was started by a section of steep sloping ground just below the Lookout Ridge sewer service slumping or sloughing off and slipping into the drainage/wetland area immediately below. The soils within the drainage/wetland area were likely saturated to some significant depth, unstable and unable to support the weight of the slumping materials from above. This caused the soils and vegetative materials within the drainage to start moving downhill and the added weight and momentum of the sliding soils and debris continued to move and displace everything in its downhill path.

Subsurface and surface water, along with soil conditions that could not remain stable under elevated moisture levels and the steepness of the existing slope, were most likely the causes of the slide. It is possible that subsurface water flowed within the bedding and backfill material of the sewer main and then within the bedding and backfill material along the pressure sewer service. The pressure sewer service was likely installed to provide at least 6 ft. of cover and is likely sloped away (running downhill) from the connecting sewer main. The sewer service valve box is about 6 ft. lower than the road. This could help divert or channel at least some of the subsurface water flowing down the sewer main trench to the sewer service lateral. Assuming the end of the sewer service is lower than the sewer main, water would then pond at the end of the sewer service trench which is near the top of a steep approximately 1.5H:1V slope. This could have saturated the soils and could have caused the steep sloping section downslope from the end of the sewer service to begin slumping.

This may have happened over time and could have opened up a surface fracture that then allowed surface water to flow into the fracture. Heavy rainfall then occurred on June 2, 2011 and it is likely that some surface runoff water flowed along the sewer service lateral and into the fracture giving it the final "push". This area recently experienced a spring thaw after an above-average snow year. In addition, snow is still melting in higher elevations above this area contributing to significant water in the drainage.

## Recommendations

At this point the most important things to do are to clean the debris from the roads to allow vehicle access and to control or manage the water flowing within, flowing out and draining into the drainage area. The following are several improvements that could be made to hopefully deal with the most pressing issues.

- When the debris is cleared from the road crossings, some debris should be pulled down from the uphill sides of the road and the finished slopes should be no steeper than 3H:1V. We anticipate that slopes of 3H:1V will provide an adequate factor of safety against sliding. These slopes should be observed by an engineer for final evaluation.
- The ditches along the cut sides of the roads should be cleared and cut, if necessary, to make them capable of receiving and conveying drainage water. Straw wattles and/or check dams should be installed along the ditch at intervals of not less than 50 ft. Existing downslope culverts should be

inspected to make sure the inlets are not obstructed and that they are clean and able to convey their respective maximum capacity of runoff water.

- There is already a significant flow of water that is leaving the drainage area just above the paved private drive in Iron Horse and flowing across City sewer cleanout manholes. Some of the water then flows to a ditch along Lookout Road and disappears at a rock cut a relatively short distance from the manhole and some bypasses the ditch and runs down the road. A ditch or channel should be constructed to contain and divert this flow of water to preclude damage to the paved drive, gravel road and to the City's sewer system.
- Just below this above-noted rock cut along Lookout Road, the near vertical cut slope turns to a glacial till material and sections of this material have sloughed and are plugging the inlet end of a culvert. This sloughing is not related to the bigger slide we have been talking about in this report; however, the material does need to be removed to open up the roadside ditch drainage. Something also needs to be done to stabilize this steep cut slope to keep the sloughing from propagating further back into the paved private drive; however, this could be a separate project.
- Grading and ditch shaping work should be done on the existing Lookout Ridge unfinished roadway to divert surface runoff water away from rather than toward the pressure sewer service at the top end of the slide area. Grading should also be done at other locations along this unfinished roadway to keep runoff water from flowing toward and into the drainage where the slide occurred.
- Something should also be done to stabilize the exposed steep slope just below the pressure sewer service to keep the sloughing from propagating further back into the roadway. We anticipate the fix for this area will require significant earthwork, subsurface drainage improvements and possibly a mechanically stabilized earth (MSE) wall.
- A curtain or cut-off drain should be installed that connects to the bedding material in the sewer main and sewer service lateral trenches near the head scarp of the side. The drainage outlet should be designed as part of slope reconstruction in this area.
- Evaluation of the debris flow side slopes should occur to evaluate the possibility of additional propagation of the slide laterally, An updated topographic map will be necessary to properly evaluate these areas further.

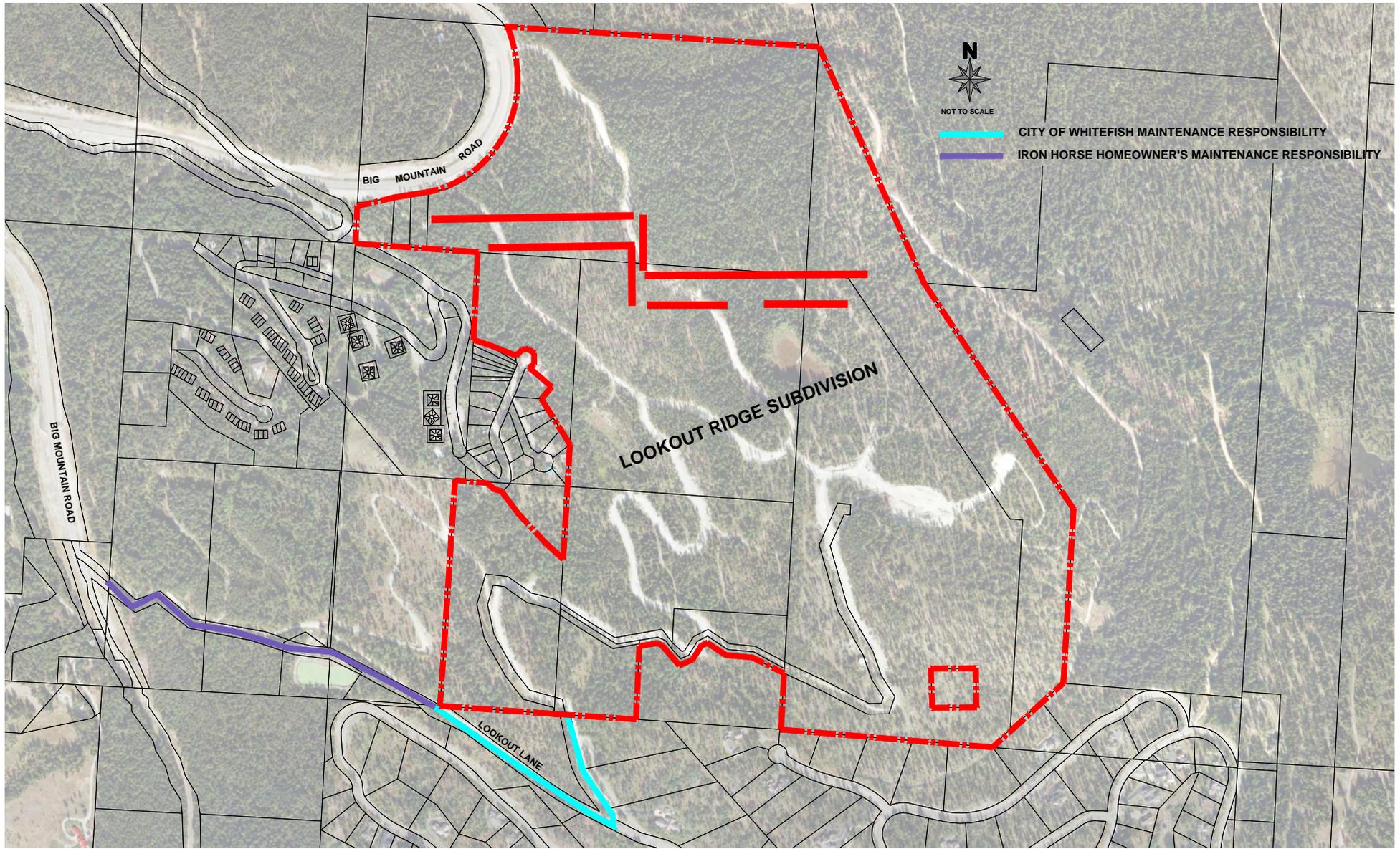
Prepared by,

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Tom Cowan, P.E.  
Carver Engineering

---

Joshua C. Smith, P.E.  
CMG Engineering, Inc.



**12-3-8: TIME LIMITS FOR PRELIMINARY PLAT APPROVAL:**Whitefish City Code  
Section

The approval of the preliminary plat shall be in force for not more than three (3) calendar years, but not less than one calendar year. At least thirty (30) days prior to the end of the period the subdivider may request, in writing along with the appropriate fee, an extension of the approval period for no more than two (2) calendar years and the city council may grant such an extension provided the subdivider can show continued good faith in working toward final plat. After this extension, subdivider may request additional time by using the process outlined in subsection C of this section.

- A. If a subdivision is part of an approved planned unit development (PUD) which contains a specific phasing plan complete with time lines, such phasing plan shall be binding unless amended according to subsection [12-3-5C4](#) of this chapter. (Ord. 11-12, 7-18-2011)
  
- B. A preliminary plat with a phasing plan shall, upon final plat approval of the first phase, submit final plats for each successive phase within two (2) years of the previous final plat approval. Failure to meet this time frame will cause the preliminary plat to expire. A two (2) year extension for a phase of the subdivision may be requested by the subdivider and granted by the city council provided the subdivider can show continued good faith in working toward final plat. After this extension, the subdivider may request additional time by using the process outlined in subsection C of this section. (Ord. 12-13, 12-3-2012)
  
- C. A subdivider requesting a second extension shall do so in writing forty five (45) days prior to the expiration of the preliminary plat, with the accompanying fee. The request shall describe the justification for such request. Such requests shall be reviewed by the council at a public hearing. Staff shall place a legal notice in the paper fifteen (15) days prior to the hearing and notice adjacent landowners according to the noticing buffer outlined in these regulations. (Ord. 11-12, 7-18-2011)

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**RESOLUTION NO. 13-\_\_\_\_**

**A Resolution of the City Council of the City of Whitefish, Montana, establishing "No Parking" Zones on portions of West Sixth Street, O'Brien Avenue and Flint Street.**

WHEREAS, Section 6.2.4 of the Whitefish City Code provides that the City Council may, on motion, create "No Parking" zones within the City; and

WHEREAS, following the completion of the Sixth and Geddes Reconstruction Project, the Public Works Department is recommending that the City Council officially designate "No Parking" zones along portions of West Sixth Street, O'Brien Avenue and Flint Street, as depicted on the attached map; and

WHEREAS, the City gave notice concerning the designation of "No Parking" zones along portions of West Sixth Street, O'Brien Avenue and Flint Street by U.S. Mail mailed to all adjacent property owners; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its inhabitants to establish "No Parking" zones on portions of West Sixth Street, O'Brien Avenue and Flint Street.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Whitefish, Montana, as follows:

Section 1: There is hereby established a "No Parking" zone on the following streets and avenues:

- a. The north side of West Sixth Street from a point 150 feet west of Lupfer Avenue to Flint Avenue;
- b. The south side of West Sixth Street from Lupfer Avenue to Flint Avenue;
- c. Both sides of O'Brien Avenue between 265 West Sixth Street and 310 West Sixth Street, a distance of approximately 160 feet; and
- d. Both sides of Flint Avenue, as well as the road radii at the intersection of Flint Street and North Street.

The areas subject to this Resolution are shown on the map attached hereto and incorporated herein by reference.

Section 2: It shall be unlawful for anyone to park in the "No Parking" designated zone.

Section 3: The Public Works Department is authorized and directed to install appropriate signage notifying the public of these restrictions.

Section 4: 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 \_\_\_\_\_, 2013.

\_\_\_\_\_  
John M. Muhlfeld, Mayor

ATTEST:

\_\_\_\_\_  
Necile Lorang, City Clerk

JENNINGS AVE.

GEDDES AVENUE

AVENUE

AVENUE

AVENUE

AVENUE

ST

O'BRIEN

LUPFER

BAKER

CENTRAL

WEST FIFTH STREET

AVENUE

FLINT AVE.

Proposed No Parking Zones

GEDDES

O'BRIEN AVENUE

WEST SIXTH STREET

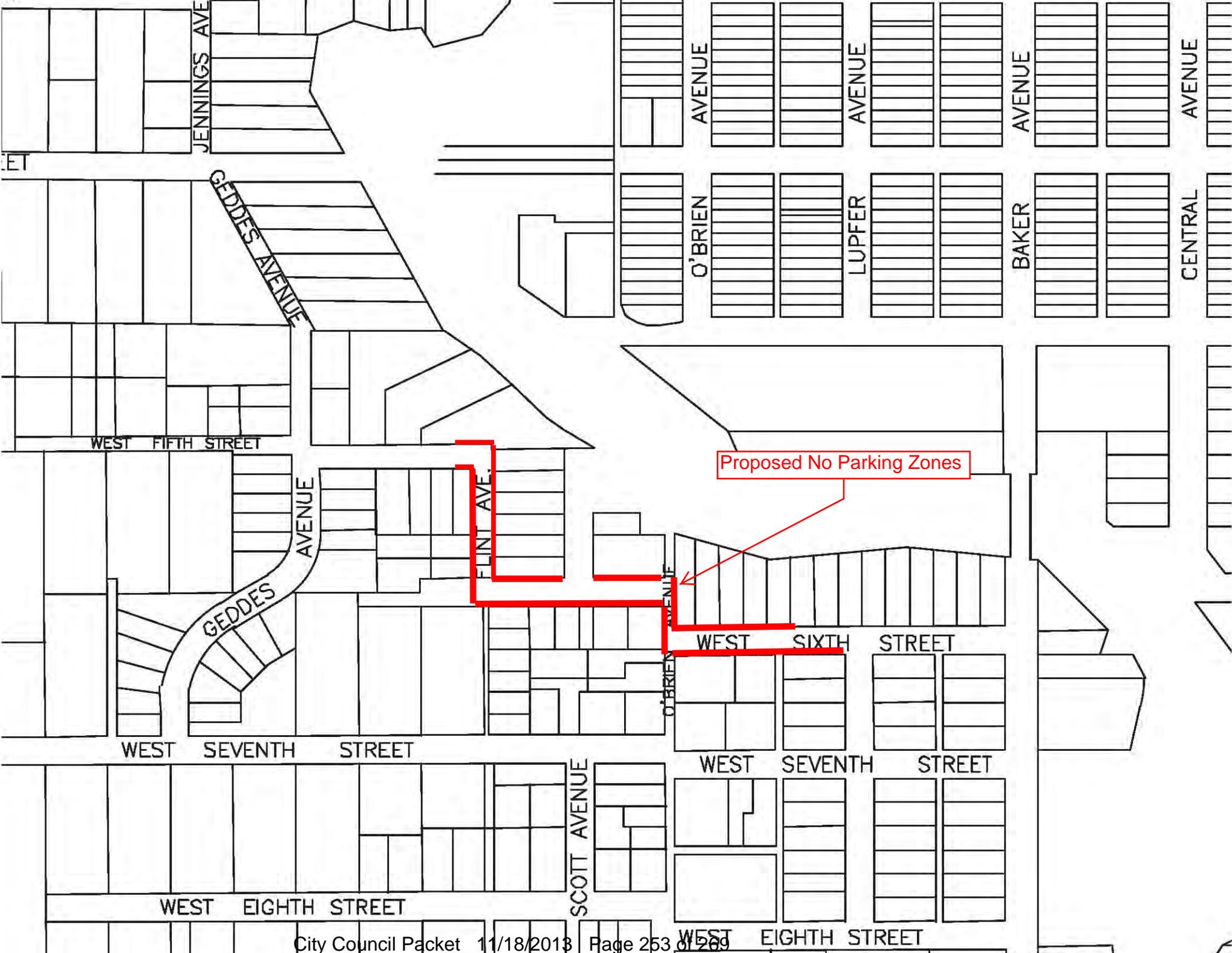
WEST SEVENTH STREET

WEST SEVENTH STREET

SCOTT AVENUE

WEST EIGHTH STREET

WEST EIGHTH STREET





November 6, 2013

Mayor Muhlfeld and City Councilors  
City of Whitefish  
Whitefish, Montana

Mayor Muhlfeld and Councilors

**Recommendation to Designate No Parking Zones  
Along the Route of the 6<sup>th</sup> and Geddes Street Reconstruction Project**

Introduction/History

Following the recent completion of the 6<sup>th</sup> and Geddes Street Reconstruction Project, the Public Works Department is recommending the City Council officially designate No Parking zones along certain portions of 6<sup>th</sup> Street, O'Brien Avenue and Flint Street, as shown on the attached drawing.

Current Report

The route connecting Baker Avenue with West 2<sup>nd</sup> Street (running along West 6<sup>th</sup> Street, O'Brien Avenue, Flint Avenue, North Street (a.k.a. West 5<sup>th</sup> Street), Geddes Avenue, Jennings Avenue, West 3<sup>rd</sup> Street and Good Avenue) was recently reconstructed. The public right of way is narrow all along this route and the new roadway includes curb and gutter where none existed before. As a result, the roadway is too narrow to reasonably accommodate on-street parking. Although other road segments along this route may benefit from parking restrictions in the future, the greatest need at this time is in the area with steeper grades and tight curves described below and shown on the attached drawing.

Staff recommends the following areas be designated as No Parking zones at this time:

- The north side of West Sixth Street from a point 150 west of Lupfer Avenue to Flint Avenue,
- The south side of West Sixth Street from Lupfer Avenue to Flint Avenue,
- Both sides of O'Brien Avenue between 265 West Sixth Street and 310 West Sixth Street, a distance of approximately 160 feet and
- Both sides of Flint Avenue, as well as the road radii at the intersection of Flint and North Street.

The recommended No Parking zones will help ensure the safe passage for traffic and emergency vehicles and will enable snow removal in a more efficient and effective manner.

Financial Requirement

The cost to install the necessary No Parking signs in the recommended zones is approximately \$500. The work would be performed by the Public Works crews and the cost would be paid out of the Street Fund.

Recommendation

We respectfully recommend the City Council adopt the attached resolution to establish enforceable No Parking zones on portions of West 6<sup>th</sup> Street, O'Brien Avenue and Flint Avenue, as described.

Sincerely,

A handwritten signature in blue ink, appearing to read "John C. Wilson".

John C. Wilson  
Public Works Director

JENNINGS AVE.

GEDDES AVENUE

AVENUE

AVENUE

AVENUE

AVENUE

ST

O'BRIEN

LUPFER

BAKER

CENTRAL

WEST FIFTH STREET

AVENUE

FLINT AVE.

Proposed No Parking Zones

GEDDES

O'BRIEN AVENUE

WEST SIXTH STREET

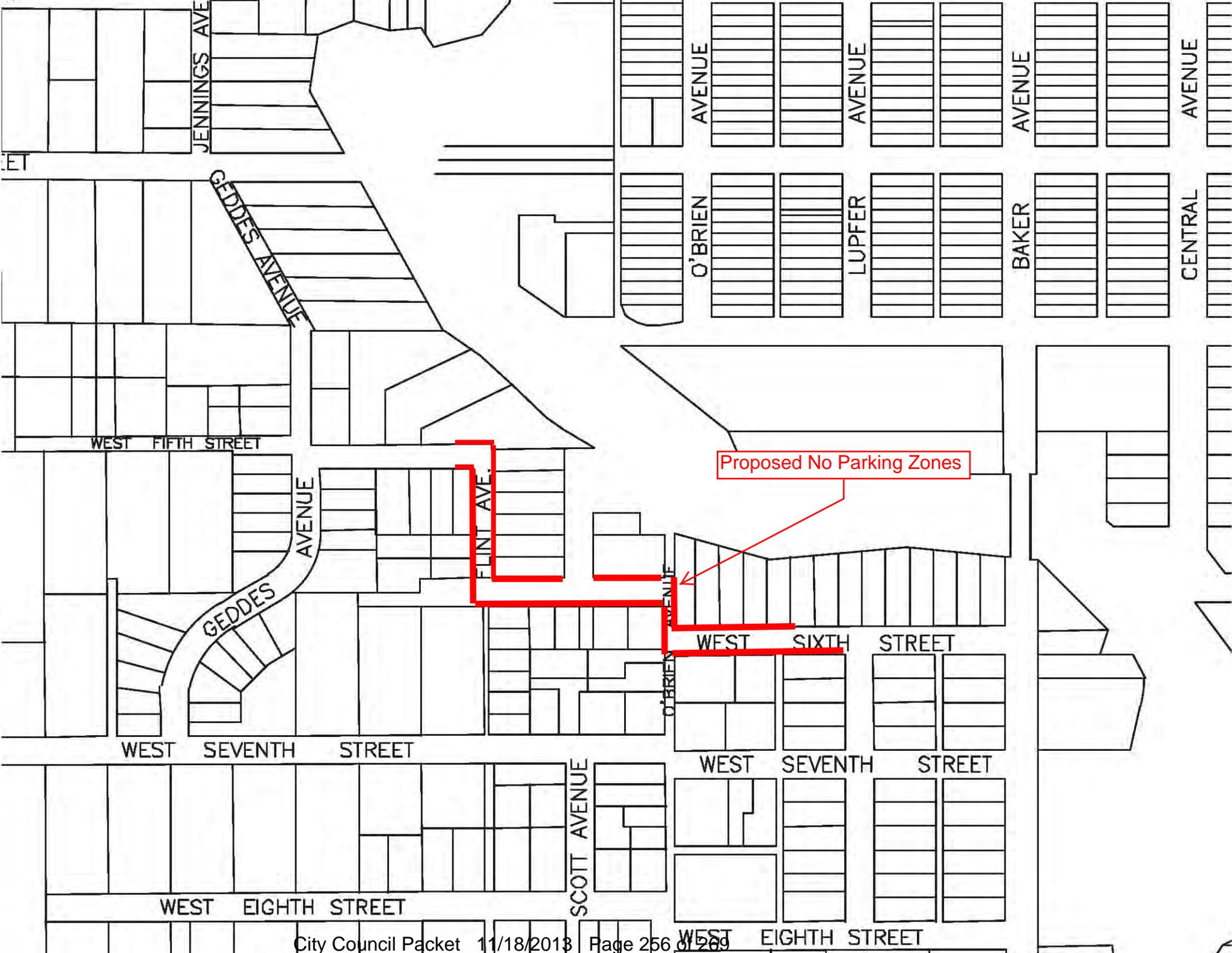
WEST SEVENTH STREET

SCOTT AVENUE

WEST SEVENTH STREET

WEST EIGHTH STREET

WEST EIGHTH STREET





Date: November 6, 2013  
To: Whom It May Concern  
From: John Wilson, Public Works Director  
Re: Proposal to Create No Parking Zones

The agenda for the November 18<sup>th</sup> City Council meeting will include consideration of a staff proposal to create No Parking zones on certain portions of West 6<sup>th</sup> Street, O'Brien Avenue and Flint Avenue. A memorandum to the City Council on this subject, including a map of the proposed No Parking zones, is attached. Please review this information and share it with others who may be interested.

Property owners, residents, or members of the public who wish to comment on the proposal, may do so by:

- Sending a letter to the Mayor and City Council at PO Box 158, Whitefish, MT
- Sending an email to [publicworks@cityofwhitefish.org](mailto:publicworks@cityofwhitefish.org), or
- Attending the City Council meeting at City Hall, beginning at 7:10 p.m. on Monday, November 18<sup>th</sup>.

All written comments will be forwarded to the City Council.

Please feel free to contact the Public Works Director, John Wilson, at 863.2460 or [jwilson@cityofwhitefish.org](mailto:jwilson@cityofwhitefish.org) if you have any questions.

**John Wilson**

---

**From:** Sherri Baccaro [publicworks@cityofwhitefish.org]  
**Sent:** Friday, November 08, 2013 4:37 PM  
**To:** John Wilson  
**Subject:** FW: Proposal to create no parking zones

-----Original Message-----

**From:** DG [<mailto:dgcomp@bresnan.net>]  
**Sent:** Friday, November 08, 2013 3:53 PM  
**To:** [publicworks@cityofwhitefish.org](mailto:publicworks@cityofwhitefish.org)  
**Subject:** Proposal to create no parking zones

We agree with the city's proposal to eliminate parking on west 6th to west 5th including O'brien and Flint Avenues. It appears to be a safety issue and a hazard for local traffic and emergency vehicles.

Thanks,

Grant and Diane Compton  
433 Geddes Ave.  
Whitefish, Montana

Sent from my iPad

## 6-2-4: PROHIBITED AND RESTRICTED PARKING:

- A. No Parking Zones: The following zones or areas are designated by the city council to be no parking zones wherein the parking of vehicles is prohibited except at the times and under the circumstances therein set forth. The city council may from time to time, on motion, create other and further no parking zones within the city. The no parking zones designated by the city council are as follows:
1. No automobile or vehicle shall be parked on the north side of Second Street, between Spokane Avenue and Kalispell Avenue; no automobile or vehicle except school buses when actually engaged in loading or unloading pupils shall be parked within a distance of one hundred feet (100') south of that part of the east side of Spokane Avenue extending from directly in front of the west entrance of the public school building, the distance of one hundred feet (100') shall be measured from the north side of the west entrance of the building and the area created shall be designated a no parking zone, and reserved exclusively for the use of school buses, loading and unloading pupils transported by such buses to and from the Whitefish public school; this no parking area shall not apply during the summer months when school is not in session.
  2. All no parking zones must be either posted with a suitable sign or marked with a yellow curb. (Ord. A-85, 12-5-1955; amd. Ord. A-237, 6-4-1973; Ord. 86-15, 7-7-1986; Ord. 09-15, 9-21-2009)
- B. Limited Parking Areas: The city council declares the following to be limited parking areas in which certain restrictions on parking are established, and it shall constitute a violation of this title for the owner or operator of any vehicle to violate the provisions hereof. The city council may, from time to time by motion, when it determines it advisable to do so, establish other and different limited parking areas within the city. The limited parking areas established which are in effect are as follows:
1. The area on the south side of Second Street extending from the northeast corner of the intersection of Second Street and Lupfer Avenue for a distance of fifty feet (50') from the fire hydrant located on the corner of the intersection is created a limited parking area and the parking of automobiles and other vehicles within said parking area hereby created for a period of more than twelve (12) minutes is forbidden and prohibited; provided, however, that parking within twelve feet (12') of said fire hydrant is expressly prohibited and forbidden.
  2. The parking of trucks and commercial vehicles in excess of twenty feet (20') overall length is prohibited anywhere on Second Street between Spokane Avenue and Lupfer Avenue and also on Central Avenue between Railway Street and Fifth Street.
- C. Two-Hour Parking: It is unlawful for any person to park any "vehicle", as defined in section [6-1-2](#) of this title, for more than or in excess of two (2) continuous or consecutive hours at any one time during the hours from eight o'clock (8:00) A.M. to six o'clock (6:00) P.M. in any one parking space on the following described streets within the city:



November 12, 2013

Mayor Muhlfeld and City Councilors  
City of Whitefish  
Whitefish, Montana

Mayor Muhlfeld and Councilors

**Recommendation to Approve Engineering Contract Amendment No. 3  
for the Wastewater System Improvements Project**

Introduction/History

The City entered in to a consultant contract with Anderson-Montgomery Consulting Engineers in October 2012 for the Wastewater System Improvements Project. This long term contract will involve several amendments over the coming years as we work through optimization of existing facilities, application and negotiation for a new wastewater discharge permit, long range planning and ultimately design and construction of major wastewater treatment plant upgrades to comply with new nutrient removal standards.

This memo is to recommend Amendment No 3 to that consultant contract in the amount of \$62,499 for survey, engineering design and construction phase services, as necessary to extend the sewer force main serving the JP Road lift station.

Current Report

The sewer force main in question is the discharge line for the JP Road sewer pump station, which serves all properties within the City limits south of the Pizza Hut. The JP Road force main discharges directly into Cell No. 1 near the southwest corner of the wastewater lagoon system, while all other sewage enters the plant by means of the River Interceptor and flows through the screening facility at the northwest corner of the plant. These existing features and the proposed force main extension are shown on the attached illustration.

The JP Road lift station and force main were built in 2001, before construction of the headworks and screening facility in 2003. While designing the screening facility, we realized flow from the JP Road lift station would not come to the screens, but funds were limited. A decision was made at that time to postpone the work necessary to extend the JP Road force main down to the headworks.

We are now ready to take on certain improvements that will optimize performance of existing facilities and lead to major upgrades in the near future. Screening will be an important requirement for all wastewater entering the plant in the future. We've also experienced significant maintenance problems in our current operations due to rags, hair and debris entering the lagoons from the JP Road force main.

This project will redirect flow from the JP Road sewer force main to the headworks and screening facility, where we can capture rags and debris before they enter the lagoons and also set the stage for continuing improvements.

We propose to design the force main extension over the winter months, advertise for bids in June and construct the project in the summer of 2014.

Financial Requirement

The proposed amendment will increase the amount of our consultant contract for the Wastewater System Improvements Project by \$62,499, for a total contact amount of \$428,210. Funds for this amendment are included in the adopted FY14 Wastewater Budget.

Recommendation

We respectfully recommend the City Council approve Amendment No. 3 to the Wastewater System Improvements Project consultant contract with Anderson-Montgomery Consulting Engineers in the amount of \$62,499, providing for survey, engineering design and construction phase services necessary to extend the force main serving the JP Road sewage pump station.

Sincerely,

A handwritten signature in blue ink, appearing to read "John C. Wilson".

John C. Wilson  
Public Works Director



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# MANAGER REPORT

November 13, 2013



## **NEW ASSISTANT CITY MANAGER/FINANCE DIRECTOR**

As I previously advised the City Council and announced at the November 4<sup>th</sup> City Council meeting, we have selected a new Assistant City Manager/Finance Director and that person is Corey Swisher, currently Finance Director/City Clerk for the City of Basehor, Kansas. Basehor is a suburb of Kansas City, about the same size as Whitefish. After receiving 48 applications, a committee of Mayor John Muhlfeld, John Wilson, Necile Lorang, Vanice Woodbeck, and I narrowed the selection down to three, very well qualified candidates to interview. After the interview, we selected Corey as our number one candidate and he accepted the offer of employment. Corey will start work on Monday, December 9<sup>th</sup>.

## **RESORT TAXES**

Resort Tax collections for September were down 5.11% or \$10,614 from last year. For the year to date, our collections are up \$54,701 or 7.4%. A chart and graph showing recent monthly and yearly trends is attached in the packet.

## **MEETINGS**

Only internal and staff meetings during the past two weeks

## **UPCOMING SPECIAL EVENTS**

## **REMINDERS**

Thursday and Friday, November 28-29 – Thanksgiving holidays – City Hall is closed

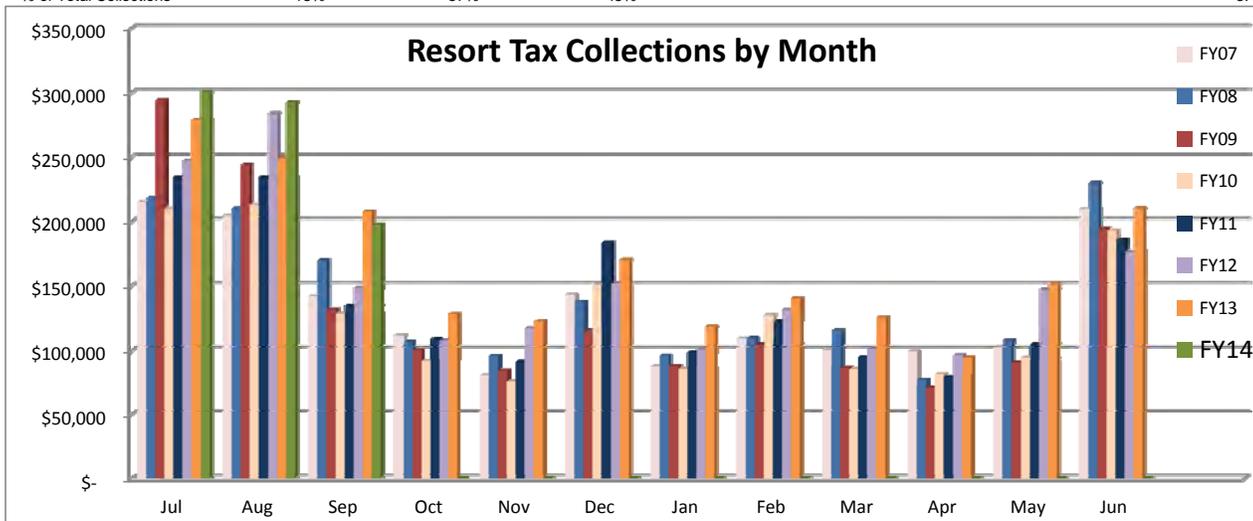
Respectfully submitted,

A handwritten signature in blue ink that reads "Chuck Stearns".

Chuck Stearns  
City Manager

**Resort Tax Report**  
Reported in the Month Businesses Paid Tax

Month/Year	Lodging	Bars & Restaurants		Retail	Collected	% Chng Mnth to Pr Yr Mnth	% Chng Quarter to Pr Yr Quarter	Interest	Total
Jul-08	57,424	80,928	155,462	293,814				\$ 3,040	\$ 296,854
Jul-09	41,463	71,552	96,808	209,823	-29%			\$ 5,828	\$ 215,652
FY09 vs FY10	-9.0%	-4.1%	-2.6%	-4.2%			or \$ (67,489)	TaxableSalesFY10 \$ 81,019,064	
Jul-10	54,499	81,857	98,267	234,624	12%			\$ 2,423	\$ 237,047
Aug-10	69,698	79,873	84,842	234,413	10%			1,023	235,436
<b>Total FY11</b>	<b>\$ 274,688</b>	<b>\$ 651,321</b>	<b>\$ 747,615</b>	<b>\$ 1,673,624</b>			<b>Compared to Prv Yr</b>	<b>\$ 38,004</b>	<b>\$ 1,711,629</b>
FY10 vs FY11	12.0%	15.5%	2.4%	8.7%			or \$ 134,262	TaxableSalesFY11 \$ 88,085,492	
Jul-11	56,106	90,212	100,325	246,642	5%			\$ 979	\$ 247,621
Aug-11	85,621	91,408	106,860	283,889	21%			7,833	291,722
Sep-11	28,154	58,830	61,535	148,519	10%	12.4%		593	149,112
Oct-11	17,944	45,919	43,610	107,473	-1%			496	107,969
Nov-11	14,351	39,054	63,758	117,162	28%			479	117,641
Dec-11	16,531	51,195	84,000	151,726	-17%	-1.9%		526	152,252
Jan-12	10,032	44,089	46,905	101,026	3%			515	101,541
Feb-12	14,585	56,427	60,780	131,793	8%			578	132,371
Mar-12	11,008	42,952	47,682	101,643	7%	5.9%		557	102,200
Apr-12	9,353	39,367	47,657	96,377	21%			610	96,987
May-12	15,461	51,207	80,526	147,194	40%			6,993	154,187
Jun-12	35,584	68,403	72,472	176,460	-5%	13.4%		625	177,085
<b>Total FY12</b>	<b>\$ 314,731</b>	<b>\$ 679,063</b>	<b>\$ 816,110</b>	<b>\$ 1,809,903</b>			<b>Compared to Prv Yr</b>	<b>\$ 20,785</b>	<b>\$ 1,830,688</b>
FY11 vs FY12	15%	4%	9%	8%			or \$ 136,279	TaxableSalesFY12 \$ 95,258,076	
Jul-12	69,418	94,341	115,149	278,908	13%			\$ 643	\$ 279,551
Aug-12	53,361	92,463	102,812	248,636	-12%			444	249,080
Sep-12	57,000	77,503	73,232	207,734	40%	8.3%		533	208,267
Oct-12	24,519	54,631	49,137	128,288	19%			434	128,722
Nov-12	8,099	40,326	74,122	122,547	5%			393	122,941
Dec-12	15,490	66,046	88,956	170,492	12%	11.9%		363	170,855
Jan-13	13,152	51,930	53,396	118,478	17%			413	118,891
Feb-13	18,023	55,180	66,995	140,198	6%			405	140,603
Mar-13	16,171	56,231	53,318	125,720	24%	14.9%		465	126,185
Apr-13	10,105	42,230	42,325	94,660	-2%			427	95,087
May-13	19,009	52,303	80,090	151,402	3%				
Jun-13	41,222	74,833	94,085	210,140	19%	8.6%			
<b>Total FY13</b>	<b>\$ 345,570</b>	<b>\$ 758,018</b>	<b>\$ 893,617</b>	<b>\$ 1,997,205</b>			<b>Compared to Prv Yr</b>	<b>\$ 4,520</b>	<b>\$ 1,640,183</b>
FY12 vs FY13	10%	12%	9%	10%			or \$ 187,301	TaxableSalesFY13 \$ 105,116,404	
Jul-13	81,828	98,642	120,028	300,497	8%				
Aug-13	77,809	108,131	106,422	292,362	18%				
Sep-13	50,377	77,416	69,328	197,120	-5%				
<b>Total FY14</b>	<b>\$ 210,014</b>	<b>\$ 284,188</b>	<b>\$ 295,778</b>	<b>\$ 789,980</b>			<b>YTD Compared to Last Year</b>	<b>\$ 4,520</b>	<b>\$ 1,640,183</b>
YTD vs Last Year	16.8%	7.5%	1.6%				7.4%	TaxableSalesFY14 \$ 41,577,884	
FY14 % of Collections	27%	36%	37%				\$ 54,701	<b>\$ 747,488</b>	<b>\$ 19,510,104</b>
<b>Grand Total</b>	<b>\$ 4,390,607</b>	<b>\$ 8,969,215</b>	<b>\$ 10,814,616</b>	<b>\$ 24,174,438</b>					3.1% Average / since '96
% of Total Collections	18%	37%	45%						



Total Taxable Sales Since 1996	\$ 1,272,338,847
Total Collected	\$ 25,446,777
5% Admin	\$ 1,272,339
Public Portion	\$ 24,174,438

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Whitefish City Council  
City Hall  
418 E. Second Street  
Whitefish, MT 59937

October 28, 2013

Gentlemen:

I have enclosed a letter that I sent to Judge Bradley Johnson some days ago which outlines an experience I had relative to an overtime parking citation I apparently received in December of 2011.

Judge Johnson responded very promptly and very positively with a personal telephone call. He agreed with the points I made in the letter concerning the processing of such citations, and how a delay of almost two years could have occurred. He also arranged for the refunding to me of the \$20 fine.

He suggested that I contact the Council, since you are the only ones who can make the changes in the laws and procedures which would prevent such a thing from happening again. While I realize that in the overall field of law enforcement, overtime parking falls at or near the bottom of the serious scale, experiences such as mine nonetheless could be the source of myriad complaints and resulting negative feelings on the part of the populace.

When the only notification to the violator is the citation itself placed on the windshield of the vehicle, it is at least somewhat likely that the citation may disappear before the parker's return to the vehicle and the violator would never know that he or she has been ticketed, as happened to me. Surely, there must be a more certain way of notifying violators of their "crime", and also a more efficient way of following up when the citation is not paid in a timely manner.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "John Goodrich".

John Goodrich  
1705 E. Second St.  
Whitefish

John Goodrich

1705 E. Second St.  
Whitefish, MT 59937  
(406) 249-9258

Whitefish Municipal Court  
275 Flathead Ave.  
Whitefish, MT 59937

October 11, 2013

Dear Sirs:

On Monday, October 8, I received in the mail a letter from the Court informing me that I had failed to pay a ticket for overtime parking. It further stated that I had been notified to appear in court on Dec. 21, 2011, and had failed to do so, and therefore owed a fine of \$20, which was now past due. Having never received a parking ticket on any of my vehicles, I called the Court office, and was told that the ticket had been issued on December 14, 2011 on Central Avenue. I was informed that if I wished to contest the fine, I would have to appear in court on Wednesday, October 10.

I was unable to do that, so I came to the Court office this morning and paid the fine. However, I have some concerns about the process which was revealed to me by this experience.

Firstly, I am told that the officer places the ticket on the windshield of the vehicle. Assuming that such a ticket was placed on my vehicle's windshield, it must have blown off, washed off, if there was rain, or been removed by some other means, because I never saw it. If I had, I would have paid it right away. The clerk in the Court office this morning, when asked if there was any further step taken to notify me of the ticket, said that there was not, that the ticket on the windshield is the only notification given.

Secondly, when I did not appear on December 21, 2011 I apparently became delinquent. However, I was never notified by any manner whatever that this was the case. A note or phone call would certainly have sufficed.

Thirdly, when I asked the clerk why it had taken nearly TWO YEARS to finally let me know that I owed this fine, she said, and I quote, "You know, parking is not a very high priority for us, and it's only been recently that we have had adequate staff to process these things."

Fourthly, the letter I received, which was obviously a computer-generated form letter, was very peremptory in tone. It, also obviously, was intended for use much nearer than two years to the time of infraction. Allowing that much time to elapse, even for a minor infraction such as overtime parking, and even with low staffing, is, I submit, inexcusable.

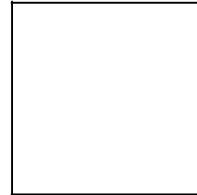
If there were a statute of limitations on parking violations, it certainly would have expired.

The only documentation that a ticket has been issued is the ticket itself, and, I assume, the carbon copy in the officer's ticket book(Or whatever computerized method is used nowadays). When the ticket disappears, for whatever reason, as mine apparently did, and no further notification is given, either by note or phone, then we are left with only the carbon (which, no doubt, is duly entered into the computer system of the Court,) to prove that an infraction has, in fact, taken place. The violator is never even aware that he has committed an infraction. I certainly wasn't.

I would submit that the unconscionable delay in notifying me of this ticket and the peremptory language of the notification itself bespeaks a degree of negligence and is just cause for dismissing it. There should be a more efficient way of processing these types of situations. The impression that I got from this morning's visit is that the staff is unconcerned that it took two years to let me know that I owed a fine, that my unhappiness with the situation was unimportant, and that "that's just the way it is. Have a nice day."

Unhappily yours,

John Goodrich



The following pages were received after packet and distributed to the Mayor and Council at the meeting.

**Necile Lorang**

---

**From:** "Chuck Stearns" <cstearns@cityofwhitefish.org>  
**To:** "John Wilson" <jwilson@cityofwhitefish.org>; "Necile Lorang" <nlorang@cityofwhitefish.org>  
**Sent:** Monday, November 04, 2013 8:32 AM  
**Attach:** Data Summary.docx  
**Subject:** FW: hwy 2

**From:** John Muhlfeld [mailto:jmuhlfeld@riverdesigngroup.net]  
**Sent:** Sunday, November 03, 2013 1:49 PM  
**To:** rhildner@cityofwhitefish.org; frank.sweeney@airmail.net; 'John Anderson (janderson@conradianderson.com)'  
**Cc:** cstearns@cityofwhitefish.org  
**Subject:** FW: hwy 2

FYI attached is a summary of the Coram AIS check station from Caryn Miske, FBC.

I'll update the Council tomorrow night. Below is a summary from the WFLI re AIS.

John,

WLI submitted a draft Aquatic Invasive Species(AIS) Management Plan to the City in the Spring of 2013 which was funded in the amount of \$40,000. Of that dollar amount, the City contracted with the Flathead Basin Commission to cost-share and administer the Coram Boat Inspection Station (\$15,000) and to contribute to the FBC AIS technical consultant (\$5,000). The City contracted with WLI for Beaver Lake EWM Monitoring and Control (\$5,000), Early AIS Plant Detection Monitoring (\$5,000), and eDNA analysis for the WLI administered Northwest Montana Lake Volunteer Monitoring Network (NWMTLVMN) program lakes (\$5,000). The following is a summary for the three WLI tasks;

**Beaver Lake Monitoring and Control**

In October 2011, EWM was discovered in Beaver Lake. A control/eradication effort began in 2012 via a multiple agency workgroup which the City of Whitefish and WLI participated. Bottom barriers were installed near the boat ramp and a SCUBA dredge operation removed 26lbs of EWM from the lake. In 2013, this contact removed 6lbs of EWM in June and 1lb in August. In addition, fragrant water lily, introduced as an ornamental, was removed from the dock area where it was introduced to prevent spread. In addition, WLI staff deployed a Flathead Lakers turbidity curtain to prevent EWM fragments for exiting the lake via Beaver Creek. The turbidity curtain will be removed in early November and re-deployed next spring. Additional surveys and eradication efforts are recommended. The project provides cautious optimism that EWM can be eradicated in a small lake provided early detection and mitigation, coupled with continued monitoring and dredging of individual plants.

**Early AIS Plant Detection Monitoring**

WLI conducted a 395 point aquatic plant survey along the Whitefish Lake shoreline. The survey consisted of determining the composition and relative abundance of plant species at each location, along with characterizing the lake substrate to determine areas suitable for plant colonization. No exotic species were found. The survey was randomly predetermined by gps coordinates and can be easily repeated in the future. Between 2012 and 2013 the NWMTLVMN and FBC AIS consultant surveyed over 30 local lakes. Flowering rush was found in both Flathead Lake and Hungry Horse Reservoir, Curley Leaf Pondweed was found in Flathead Lake, and fragrant waterlily was found in Echo Lake.

**eDNA Analysis**

33 eDNA samples from 25 local lakes in the NWMTLVMN were sampled and are in the process of being screened for EWM and zebra/quagga mussels by the University of Montana. The contract period with UofM ends

November 30. The survey included five samples from Whitefish Lake from three locations and two samples from Blanchard Lake. In addition, 40 plankton tow samples were sent to FWP from the NWMTLVMN for zebra mussel veliger microscopy. No positive findings were found.

I'm happy to provide more detailed study findings upon request and I'll forward the UofM eDNA results when they are available.

Mike

Mike Koopal  
Executive Director



635 Denver Street  
Whitefish, MT 59937  
Voice: 406.862.4327  
Fax: 406.862.0686  
[www.whitefishlake.org](http://www.whitefishlake.org)

-----  
John M. Muhlfeld  
Principal Hydrologist  
River Design Group, Inc.  
5098 Highway 93 South  
Whitefish, Montana 59937

**From:** Miske, Caryn [<mailto:CMiske@mt.gov>]  
**Sent:** Saturday, November 02, 2013 8:15 PM  
**To:** John Muhlfeld  
**Subject:** RE: hwy 2

Hi John:

Attached is a summary report. A report with all the data should be available by mid-month. I opted not to include a full write up on the drive-bys, and I think this is something we should discuss when you have a couple of minutes -- as drive-bys are a statewide issue that are not being addressed.

Also, please express my thanks to the City Council, and if the opportunity presents itself, I would like to get on your agenda to discuss current AIS issues, including plans for the 2014 field season.

Best --

Caryn

-----  
**From:** John Muhlfeld [[jmuhlfeld@riverdesigngroup.net](mailto:jmuhlfeld@riverdesigngroup.net)]  
**Sent:** Monday, July 01, 2013 7:34 AM  
**To:** Miske, Caryn  
**Cc:** Charles Cartwright Lynda Stocks; [limnal.heidi@gmail.com](mailto:limnal.heidi@gmail.com); 'cstearns@cityofwhitefish.org'  
**Subject:** RE: hwy 2

Thanks for the update, Caryn.

I don't think the City has a water truck available. If you get in a pinch or no other alternative comes up, please let me know -- I copied Chuck Stearns on this email.

11/4/2013

Have you asked the USFS? The HH ranger station is literally right there. Just a thought. John

\*\*\*\*\*

**John M. Muhlfeld**  
Principal Hydrologist  
River Design Group, Inc.  
5098 Highway 93 South  
Whitefish, MT 59937  
Ph. (406) 862.4927  
Fx. (406) 862.4963  
<http://www.riverdesigngroup.net>



**From:** Miske, Caryn [<mailto:CMiske@mt.gov>]  
**Sent:** Friday, June 28, 2013 2:30 PM  
**To:** John Muhlfeld  
**Cc:** Charles Cartwright Lynda Stocks; [limnal.heidi@gmail.com](mailto:limnal.heidi@gmail.com)  
**Subject:** hwy 2  
Hi John:

Just wanted to provide an update, and make a request--

- MDT was able to install one of their variable alert message signs 1 mile east of the station. It is greatly reducing (though not eliminating) drive-bys.
- We were able to move one of the self-contained wash units to the station. However, we need a water truck to fill the 500 gallon tank. Does the City have a water truck that could provide the water? If so, please let me know. If not, I will see if the County would be willing -- though given past discussions, not sure if the request would be met with success.

The station is going well now that we have all the pieces just about in place, though we still have a funding shortfall for August. Will try to work on that starting next week! :)

Thanks John for all of your help and support -- and have a great weekend.

Caryn

## Data Summary – Highway 2 at Coram Watercraft Inspection Station

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The Flathead Basin Commission worked with City of Whitefish, United States Bureau of Reclamation, Trout Unlimited and DRNC to operate a watercraft inspection station on MT Highway 2 near Coram from May 24 to September 3, 2013. Training for the inspectors was provided by and paid for by the Flathead Basin AIS Work Group Aquatic Invasive Species Consultant fund. Day-to-day oversight was provided by the Flathead Basin Commission, as well as a part-time staffer from Glacier National Park with expertise in AIS management. Generally, the station operated from 9:00 a.m. to 7:00 p.m. on weekdays and weekends. Hours were changed from noon to 10:00 p.m. on some weekends to gather data on evening boating habits.

In addition to inspecting and cleaning boats, staff collected data on boat movement, fishing, and fees associated with an ongoing aquatic invasive species program in Montana.

### Findings:

A total of 2096 boats were inspected at the station. Boats from Montana, Idaho, Washington, Oregon, Wyoming, Alberta, and British Columbia were considered “Low Risk” and receive normal inspections. All other states were considered “High Risk” and underwent thorough, longer inspections. 77% of boats were from Montana, 16% were from other low-risk states, and 7% were from high risk states (Figure 1).

Native vegetation was found on 6 boats. No invasive species were found. All vegetation was removed on-site and disposed of after alerting the boaters of the dangers posed by transport of aquatic vegetation transported on boats.

Standing water was present in 43 boats where bilge tanks were not drained and plugs were left in after leaving a body of water. Inspectors were not permitted to remove plugs for liability reasons. In the cases that plugs were in, the inspectors encouraged boaters to remove plugs on-site.

As is the case with inspection stations throughout Montana, the station experienced drive-bys. Most drive-bys were non-motorized watercraft; however, 811 motorized watercraft drove by the inspection station. The Montana Department of Transportation placed a variable message sign on east of the site on June 26<sup>th</sup>. Drive-bys decreased by over 10% during the month that the sign was in place. With proper signage and site improvements to increase visibility, it is anticipated that we can dramatically reduce the number of drive-bys, especially if coupled with a modest law enforcement presence.

**Boater Survey Results.** 1637 surveys were conducted over the summer. This number is less than number of boats inspected because several boaters had multiple boats.

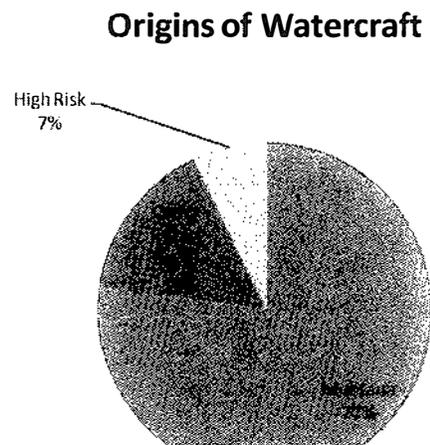


Figure 1: Origins of watercraft by level of risk.

The survey indicated that three inspected boats were last launched in lakes with zebra or quagga mussels. One was a small motorized boat and two were non-motorized (kayaks). The motorized watercraft had been out of the water for several years which was apparent during the inspection. The kayaks were thoroughly inspected and determined to be clean before leaving the inspection station.

Boaters were asked if watercraft was used for fishing or recreation. About a quarter (28%) indicated that boats were used for fishing.

The final survey question gauged support of a potential Aquatic Invasive Species Sticker in Montana. An aquatic invasive species sticker is a decal purchased before launching in state waters. Several western states, including Idaho, Oregon, Wyoming and Nevada utilize an AIS sticker to raise funds to assist with costs associated with running inspection stations and educational materials. This question was not on the survey during the first week of operation, so 1596 interviews included the question. The AIS decal concept was greatly supported (Figure 5). Unsure boaters were predominantly concerned with increased costs associated with multiple boats. Those that were definitely against a decal were opposed for the following reasons: they already pay a guide fee (if boater is a fishing guide); an AIS sticker sounds like another tax; and boating is already expensive.

**Support of an AIS sticker program in Montana**

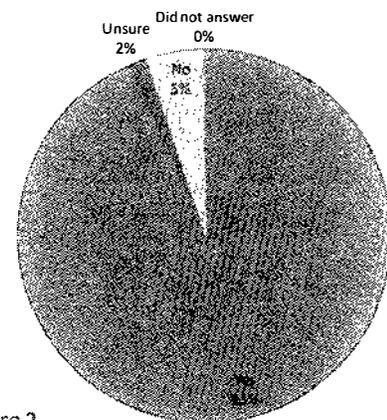


Figure 2

**Administration.** The Coram inspection station was supported through the following contributions:

City of Whitefish: \$20,000 for personnel costs

Flathead Basin Consultant Fund: \$675 est. for inspector training

Trout Unlimited: \$2,500 for personnel costs

Flathead Basin Commission: \$2,500 est. for personnel costs, equipment, supplies, plus in-kind for management

DNRC: \$13,000 est. for personnel costs

U.S. BOR: \$15,000 (funds to be carried over to 2014 was funding was not available until September)

Total: \$53,675

Revised at Work Session  
11-18-13

**SEPTIC SYSTEM INSPECTION METHODOLOGY**  
**Lewis & Clark County Health Department (L&CCCHD)**

**To:** Whitefish City Council  
**From:** Lori Curtis & Mike Koopal, Technical Facilitators  
**Re:** Lewis & Clark County Methodology

**Date:** 18 November 2013

**SOURCE:**

This information was provided to us by:

Beth Norberg, REHS/RS  
Lewis and Clark City-County Health Department  
316 North Park Room 230, Helena, MT 59623  
406-447-8385  
bnorberg@lccountymt.gov

L&CCCHD uses the **National Association of Wastewater Technicians (NAWT)** model for their inspections. NAWT does all of their training and certification for their Operations & Maintenance (O&M) providers. The NAWT site is <http://www.nawt.org>.

As noted in the initial documentation provided by the WCWC facilitators, there is a difference between an operational inspection and a maintenance inspection. L&CCCHD does mostly a maintenance inspection where the tank is not pumped out and inspected. They recommend that the tank is pumped for inspection if there is a real estate transaction.

L&CCCHD relies on the **Consortium of Institutes for Decentralized Wastewater Treatment (CIDWT)** for the forms they use in their inspection program. The NAWT model and the CIDWT forms are closely tied. CIDWT has a considerable amount of information and resources on their site. The group was developed primarily to standardize wastewater treatment. Forms can be viewed at: <http://www.onsiteconsortium.org/home.html>. See *Resources* and then *Checklists*.

L&CCCHD uses the **Online Responsible Management Entity (RME)** to manage all their inspections: <http://www.onlinerme.com> Inspections are done by L&CCCHD every 3-4 years, depending on the situation and their level of risk.

Lastly, the **Lewis & Clark Septic System Maintenance Program** can be found online at: <http://www.lccountymt.gov/health/environmental-services/septic-maintenance.html>

*Received at work session  
11/19/13*

Benton C. Cavin  
PO Box 965  
Whitefish, MT 59937  
(406)862-3733

Monday, November 18, 2013

Mayor Muhlfeld & City Council  
City of Whitefish  
Whitefish, MT 59937

**RE Wastewater Committee Report to City Council**

Mayor Muhlfeld & City Council,  
As you may know I am a member of the Wastewater Committee and the Whitefish City County Water Board. I am speaking as a Wastewater Committee member. Mike and Lori's recommendation regarding the Wastewater Committee Report is a long step in the right direction. Their recommendation says "use the PER's to prioritize", but it still sequences engineering with East Lakeshore first. If there is to be no prioritization at this time, there should be no sequencing at this time.

The Septic Leachate Report of 1 March 2012 designates 4 places as high risk because of e-coli; Viking Creek, City Beach, Lazy Bay and Lion Mountain/Dog Bay. It is logical to immediately devote scarce funds to these 4 places. The proposed sequencing is not consistent with the findings.

For other areas (example East Lakeshore) I point out the city is funding a "Watershed Report" by subcontractor Whitefish lake Institute. One of the stated purposes is identification of critical areas". Rather than sequence this evening, let's let WLI do their work and then prioritize beyond the 4 immediate problems.

Thank you



Ben Cavin  
862-3733

received  
11-18-13

**Necile Lorang**

---

**From:** "Boyce, Dick" <DBoyce@tpg.com>  
**To:** <nlorang@cityofwhitefish.org>  
**Sent:** Sunday, November 17, 2013 9:15 PM  
**Subject:** Council session monday 11/18

As regards the meeting Monday, I would like this fwded to the Mayor and council members:

My name is Dick Boyce and I own a home at 2460 Birch Glen Road, off E. Lakeshore Drive. I would like to recommend that priorities for engineering study start with remediation at the City, Viking, Lazy Bay and Lion Mountain areas, all deemed 'high risk' by the Whitefish Lake Institute study, and not East Lakeshore where there were no 'high risk' findings. It is very possible that the lack of contamination issues at East Lakeshore may be due to the fact that many of the homes (and septic tanks) in this area are newer, and many are vacation homes and are infrequently used as well.

Thank you Necile.

---

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received  
11/15/13



**Whitefish County Water & Sewer District**

PO Box 1755 - Whitefish, MT 59937 - (406) 863-4820 - Fax: (406) 863-4809

November 15, 2013

Whitefish City Council  
PO Box 158  
Whitefish, MT 59937

Dear Council Members:

I write this letter as President of the Whitefish County Water District Board of Directors.

As you know the Whitefish Community Wastewater Committee was formed to consider the study of septic leachate contamination in Whitefish Lake, performed by Whitefish Lake Institute (WLI). The study began years ago during a discussion with the late Bill Leonard. We felt it was time for another look at Whitefish Lake, a previous study having been done in the mid 1980s. A grant was obtained and WLI contracted with the District to perform the study.

Let me state straightaway that we of Whitefish County Water District are pleased with WLI's leachate study and also with the work of your wastewater committee in crafting a plan to control or diminish the adverse impact on our lake.

There are, however, two areas of concern, both regarding the database. The data WLI developed to support the presence of contamination is most robust as related to the presence of chemical brighteners in lake water. This is greatest in areas where numerous septic systems are in close proximity to the lake. The age and condition of these septic systems is largely unknown. What is missing is a clear, authoritative statement of the degree to which a normally functioning septic system removes these compounds. Another way to put the question is, are chemical brighteners an acceptable surrogate for fecal pathogens and nitrates? An answer should be based on a rigorous scientific study and not based on the opinion of experts, however highly regarded.

The next point is related. The hard data, the detection of human origin *E. coli* in lake water samples are both few and scattered. I fear that the data gathered does not rise to the level of statistical significance. The main objection is the small sample size. The remedy is, of course, more data, perhaps weekly sampling during the warm months, and continuing that program for at least two years will be enough.

The solution of this problem of septic contamination will require much labor, perhaps including legislation at the State level, and a lot of money. If this solution is pursued, then the inevitable push back will occur, at which point good, hard data will be necessary to proceed. A widely known similar example, except of much greater scope and importance, is the continuing controversy over global warming.

We bring these thoughts to your attention simply for future considerations when dealing with Whitefish watershed and Lake health.

Yours truly,

  
Carl R. Denny  
President

Received 11-15-13

**John Wilson**

---

**Subject:** FW: West 6th Street No Parking Zone proposal

This resident is opposed to the No Parking zones and suggests West 6<sup>th</sup> Street be converted to a one way street.

**From:** B Hannigan [mailto:[bonniehannigan@gmail.com](mailto:bonniehannigan@gmail.com)]  
**Sent:** Thursday, November 14, 2013 4:34 PM  
**To:** John Wilson; [publicworks@cityofwhitefish.org](mailto:publicworks@cityofwhitefish.org)  
**Subject:** Re: West 6th Street No Parking Zone proposal

John,

Thank you for your response and I certainly understand the need for safety and the necessity for the signage, it just seems a bit excessive but I think I may have a plausible solution. Some of the meridian green space in the sidewalks could have perhaps been avoided to allow for a wider street but as it is already there and avoiding the costs of changing the street design to allow more room, what about making 6th Street West a one way street?

If we made the street one way, the flow of traffic entering from Baker avenue and funneling out to Geddes Avenue we would need room for one lane of traffic only. This way we could eliminate the signs which would be facing the way traffic would no longer flow, allow parking on one side of the street and have room for the winter snow plow machinery. This way, the tightest corners where the street is the narrowest, on West 6th and O'Brien there would be an open lane all the way through and no more stopping to allow other cars to pass which are traveling in the opposite direction.

With the traffic flowing from Baker and going up Flint, instead of down (which is where vehicles tend to accelerate as well as slide during the winter) we would have room for parking on the south side of the street and it would keep the north lane clear for traffic and the snow plow.

Bonnie Hannigan  
341 6th Street West  
Whitefish, MT 59937

Received 11-15-13

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Bonnie Hannigan  
341 6th Street West  
Whitefish, MT 59937

received  
11-14-13

---

**From:** "Necile Lorang" <nlorang@cityofwhitefish.org>  
**To:** "Necile Lorang" <nlorang@cityofwhitefish.org>  
**Sent:** Monday, November 18, 2013 10:01 AM  
**Subject:** Fw: No parking zone proposal

-----Original Message-----

**From:** don frantz [mailto:frantz@uleth.ca]  
**Sent:** Thursday, November 14, 2013 6:39 PM  
**To:** [publicworks@cityofwhitefish.org](mailto:publicworks@cityofwhitefish.org)  
**Subject:** No parking zone proposal

Given the configuration and narrowness of driveways on the north side of 6th st w since the recent road and sidewalk project, I am very much in favor of prohibiting parking on the south side of 6th st. w.  
(Parking on the north side is not as much of a problem.)

My place is 314 6th st w., and had this parking limitation already been in effect it would have saved me from an expensive collision two weeks ago, when I backed into a parked vehicle across the street (on the north side) while backing my van out of our narrow driveway.

Donald G. Frantz

11/18/2013

received  
11-14-13

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11/18/2013

received  
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11/18/2013

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Bonnie Hannigan  
341 6th Street West  
Whitefish, MT 59937

The following pages were handed out at the City Council meeting the night of the meeting. They are included here as an addendum to the packet.

11-18-2013  
Res 13-36 ✓

No. 2169

WHITEFISH CITY COUNCIL  
NOTICE OF PUBLIC HEARING

The regular meeting of the Whitefish City Council will be held on Monday, November 18, 2013 at 7:10 pm. During the meeting, the Council will hold a public hearing on the items listed below. City Council meetings are held in the Whitefish City Council Chambers, Whitefish, Montana.

1. A request by the City of Whitefish to amend several fees re-

quired for various services provided by the Planning and Building Department. If not listed, then the current fees remain the same. Proposed fees are as follows:

Fee Current Proposed

Architectural Review

Façade Changes \$265 \$200

Changing paint colors \$265 \$75

Short Term Rental Application  
n/a \$25

Voluntary pulling of an agenda to postpone to a later date item when re-noticing is required  
n/a \$200

Voluntary pulling of an agenda item for revision with postponement to a later date and when re-noticing is required  
n/a \$500

Renewal of expired land use permit within two years if conditions and proposal remain exactly the same  
n/a 50% of original fee

Documents pertaining to these agenda items are available for review at the Whitefish Planning & Building Department, 510 Railway Street, Whitefish, Montana 59937 during regular business hours. Inquiries are welcomed. Interested parties are invited to attend the hearing and make known their views and concerns. Comments in writing may be forwarded to the Whitefish Planning & Building Department at PO Box 158 prior to the hearing or via email: dtaylor@cityofwhitefish.org. For questions or further information regarding any of these proposals, phone 406-863-2410.

October 30, 2013

STATE OF MONTANA

FLATHEAD COUNTY

AFFIDAVIT OF PUBLICATION

ANGELA WEAVER BEING DULY

SWORN, DEPOSES AND SAYS: THAT SHE IS THE LEGAL CLERK OF THE **WHITEFISH PILOT** A NEWSPAPER OF GENERAL CIRCULATION, PRINTED AND PUBLISHED IN THE CITY OF WHITEFISH, IN THE COUNTY OF FLATHEAD, STATE OF MONTANA, AND THAT NO. **2169**

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AND THE RATE CHARGED FOR THE ABOVE PRINTING DOES NOT EXCEED THE MINIMUM GOING RATE CHARGED TO ANY OTHER ADVERTISER FOR THE SAME PUBLICATION, SET IN THE SAME SIZE TYPE AND PUBLISHED FOR THE SAME NUMBER OF INSERTIONS.

*Angela K Weaver*

Subscribed and sworn to  
Before me this October 30, 2013.

*Andrea J Browning*

